

Dee Dee Chewning School Nurse Administrator Award (2017-2018)

The Dee Dee Chewning School Nurse Administrator Award will be presented annually by the SC Department of Health and Environmental Control and the SC Department of Education to publicly recognize a registered nurse functioning in a school nurse administrator/supervisor role who excels at administering and coordinating quality school nursing and school health programs. Nominators may nominate only one person from the same school district.

To nominate a Registered Nurse for this Award:

1. Read the Procedures and Criteria, and the Nomination Packet Requirements. Pay close attention to the “Eligibility Criteria” and the “Weighting Factors”.
2. Complete and submit the Nomination Packet Requirements (Parts 1, 2, 3 and 4) by November 15, 2017.
3. Submit **the original and five (5) copies** of your nomination packet for distribution to the Selection Committee by November 15, 2017 to:

Victoria Ladd
State School Nurse Consultant
SC DHEC – Division of Children’s Health
Mills/Jarrett Complex
2100 Bull Street
Columbia, SC 29201

Note: Your submission must be hand-delivered or postmarked on or before November 15, 2017. If you have any questions or concerns, please contact the Fran Boone at 803-898-0735.

DEE DEE CHEWNING SCHOOL NURSE ADMINISTRATOR AWARD PROCEDURES AND CRITERIA

I. PURPOSE

The Dee Dee Chewning School Nurse Administrator Award was created to publicly recognize a Registered Nurse functioning in a school nurse administrator/supervisor role who excels at administering and coordinating quality school nursing and school health programs.

This Award has been respectfully named in honor of Ruth D. Chewning, RN, SNP, NCSN. Mrs. Chewning, affectionately known as “Dee Dee,” worked for 15 years as a school nurse in Lexington School District One and as a Nurse Practitioner serving children attending Wil Lou Gray Opportunity School for one year. During her tenure as a school nurse, she worked with MaryEllen Hatfield, then State School Nurse Consultant, to develop the first SC School Health Standards and Procedural Manual, plan and implement professional development offerings for school nurses, and provide technical assistance and support to novice as well as seasoned school nurses across the state.

From 1992 through 2005, Dee Dee served as the executive director of Healthy Learners, a ministry of the Sisters of Charity that strives to assure health services for uninsured and underinsured school-aged children by providing access to needed health care. Her passion for Healthy Learners stemmed from experiences as a school nurse. As a school nurse she witnessed the impact that lack of access to health care has on children and their families and experienced the frustration that school nurses feel when they know a child’s needs, but have no viable referral options. It was Dee Dee’s goal to make a difference for children and their families.

In addition to her work with schools, Dee Dee has served on the Healthy Schools/Healthy SC Network Action Council, the Central Midlands Advisory Council of Safe Kids, the Salkehatchie Healthy Communities Collaborative and the United Way Association South Carolina Board. Currently, in retirement, Dee Dee continues to serve others and give back to her community through volunteer membership with boards and organizations that aid others.

Dee Dee has received numerous awards for her work on behalf of children and her community including the Governor's Order of the Silver Crescent and the Palmetto Gold Award for excellence in nursing. Dee Dee was South Carolina’s first School Nurse (RN) of the Year and South Carolina's first inductee into the South Carolina Association of School Nurses Hall of Fame.

The work of Mrs. Chewning will forever inspire us as we annually recognize other school nurse leaders through this award.

II. ELIGIBILITY CRITERIA

A. Nominee

- Registered Nurse (RN) currently employed as a full time school nurse in South Carolina.
- Consistently demonstrates outstanding commitment, competence and compassion in her/his nursing practice.
- Minimum of five years experience in school nursing.
- Minimum of three years experience as a school nurse administrator/supervisor.
- Spends at least 50% of her/his work time in direct administration of school nursing/school health services (supervision of school nurses, policy preparation,

- procedure preparation, evaluation of school nursing staff, directing school nursing services and programs).
- Member of a professional nursing organization.
 - Previous nomination does not preclude re-nomination.
 - Past recipients may not be re-nominated.
 - Nominee agrees that information submitted is accurate as evidenced by signature on the Nomination Cover Page
- B. Nomination Packet
- Full completion and submission of Parts 1, 2, 3 and 4 of the nomination packet.
 - Nomination supported by superintendent in the district that the RN serves as evidenced by signature on the Nomination Cover Page.
 - Nomination supported by an RN or LPN currently practicing school nursing in South Carolina as evidenced by signature on the Nomination Cover Page. An RN may complete her/his own nomination packet; however, must secure the support of another school nurse (RN or LPN) practicing in South Carolina to serve as the nominator on the Nomination Cover Page.
 - Only one nominee per school district.
 - Nomination submission includes the original and five (5) copies of the nomination packet.
 - Nomination packet hand-delivered or postmarked on or before November 15, 2017.

III. SELECTION PROCESS

- A. Nomination instructions and forms will be distributed to nurses practicing in school settings.
- B. All complete nomination packets received or postmarked by the deadline date of November 15, 2017 will be considered for the award.
- C. A Selection Committee will be appointed by the State School Nurse Consultant. The Selection Committee will preferably consist of 3 RNs and 2 LPNs.
- D. All complete nomination packets will be distributed to the Selection Committee.
- E. The Selection Committee members, acting with complete regard for confidentiality, will individually evaluate the nomination packets based on the eligibility and weighting criteria noted in sections II and IV. Each Selection Committee member will select her/his choice for the Dee Dee Chewning School Nurse Administrator of the Year, and return the name of the selected candidate to the State School Nurse Consultant.
- F. The State School Nurse Consultant will work with the School Nurse Conference Planning Committee to tally the results and finalize plans for presenting the award at the Annual School Nurse Conference.
- G. The nominee who receives the most votes will be deemed the award winner.
- H. The decision of the Committee is final and not open to appeal. All ballots will be destroyed upon notification of the selected nominee.

IV. WEIGHTING FACTORS

Documentation and evidence shows that the nominee:

- A. Works with individuals from various disciplines, agencies and organizations to advocate for optimal care for students.
- B. Creates an environment that fosters excellence in nursing services and empowered decision making, accountability, and autonomy.
- C. Systematically evaluates the quality and effectiveness of nursing practice.

- D. Maintains and demonstrates current knowledge to assure the provision of quality healthcare services.
- E. Supports research and its integration into nursing and the delivery of healthcare services.
- F. Demonstrates the ability to respect ALL people, especially children and youth, and to treat them with compassion and dignity.

Check List for Nomination Packet Submission

This check list is provided for convenience. All of the conditions noted in the Process Overview and Nomination Packet Requirements must be met.

- Part 1: Dee Dee Chewing School Nurse Administrator Award Nomination Cover Page
 - All information complete
 - All required signatures documented
- Copy of membership card for professional nursing organization to which the nominee belongs.
- Part 2: Nursing Practice
 - Question completed by RN or LPN practicing school nursing in South Carolina
- Part 3: Summary Paragraph
 - Each of the 7 components addressed in one page or less (Ariel 10-12 point font with ½” margins)
- Part 4: Letters of Endorsement
- Nomination submission includes original nomination packet and five (5) copies of the nomination packet
- Retain a copy of nomination packet for nominator and nominee
- Nomination submission must be hand-delivered or post-marked on or before November 15, 2017.

**Nomination Packet Requirements:
Dee Dee Chewing School Nurse Administrator Award**

Part 1: Cover Page (Use of this page is required.)

I/We wish to place in nomination:

Name: _____

Title: _____ Phone #: _____

Address: _____

School District: _____

1. Is nominee a full time school nurse? Yes No
2. How many years of school nursing experience does nominee have? _____
3. Does the nominee spend at least 50% of her/his work time in direct administration of school nursing / school health services? Yes No
4. How many years of experience does nominee have as a school nurse administrator/supervisor? _____
5. Attach copies of membership cards for the professional nursing organizations to which the nominee belongs.
6. Is nominee a past recipient of the Dee Dee Chewing School Nurse Administrator Award? Yes No

Name(s) of Person(s) Submitting Nomination:

Name (Print): _____

Address: _____

Name and Title of RN or LPN Submitting Nomination (if different from above)

School District: _____

Signature of Person Submitting Nomination
(required)

Signature of RN or LPN Submitting Nomination
(required)

Signature of District Superintendent
(required)

Date of Submission
(required)

Signature of Nominee:

I have reviewed the nomination packet being submitted on my behalf and I humbly acknowledge that the information is accurate.

Signature of Nominee: _____ Date: _____
(required)

**Nomination Packet Requirements:
Dee Dee Chewning School Nurse Administrator Award**

Part 2: Nursing Practice

Note: An RN or LPN practicing school nursing in South Carolina must complete this section.

List the Nominee's:

A) Professional nursing involvement in professional organizations, committees, office held, etc.:

B) Work-related activities:

C) Civic and/or community activities:

D) Honors and Awards received:

**Nomination Packet Requirements:
Dee Dee Chewing School Nurse Administrator Award**

Part 3: Summary

Note: An RN or LPN practicing school nursing in South Carolina must complete this section.

What do you consider to be the major contributions of the nominee in the field of school nursing? Write a brief summation, using the seven (7) areas listed below. Please use the Ariel font in 10 or 12 pt. with ½” margins. Your response may be no longer than one (1) page.

1. Program Management
2. Leadership
3. Staff Development
4. Improving Work Methods: Program Advancement
5. Team Building
6. Collaboration with District & Community Partners
7. Advocating for School Nurse Issues

Part 4: Letters of Endorsement

You may submit no more than 4 (four) letters of endorsement. They may be from disciplines other than nursing. Each letter should be no longer than 1 page in length.