ASSOCIATION OF CHILD NEUROLOGY NURSES
Policies & Procedures

Nurse Practitioner Excellence Award in Child Neurology Nursing

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Approved By: 2017 Board

1. **Purpose:** The Nurse Practitioner Excellence Award in Child Neurology Nursing is awarded annually to recognize and honor an ACNN nurse practitioner member who has rendered distinguished service within the profession of child neurology nursing. The recipient is a nurse practitioner who demonstrates through strength of character and competence, a commitment to the care of children with neurological disorders and their families. She/he is acknowledged by her/his peers as one who exhibits qualities of compassion, resourcefulness, leadership, knowledge, communication, and inspiration.

2. **Policy:** To provide ACNN with consistent processes for nominations, selection, notification and recognition of the annual Nurse Practitioner Excellence Award.

3. **Procedure:**
   
   3.1 Nominations will be solicited from ACNN and CNS memberships via email blasts, newsletters and website communications.

   3.1.1 Awards Committee will develop/approve a Call for Nominations for the annual Nurse Practitioner Excellence Award.

   3.1.1.1 Two months prior to the nomination submission deadline, the Chair will forward the Call for Nominations to the editor of ACNN Currents for inclusion in the Spring issue, and to the CNS/ACNN national office for: 1) posting on the CNS/ACNN website; 2) distribution to the memberships via email blasts; 3) inclusion in the CNS newsletter.

   3.1.2 Nomination submission deadline is June 15th of each year.

   3.1.3 Nominations must be submitted electronically via the CNS/ACNN website and must be received by the submission deadline. Nominations include a completed application and the nominee’s curriculum vitae/resume.

   3.1.4 Nominees must be current members of ACNN.

   3.1.5 Nominees are ineligible if they were a previous recipient of the Nurse Practitioner Excellence Award.

   3.1.6 Nominations can be made by anyone who is familiar with the nominee’s professional qualifications.

   3.1.7 All inquiries are directed to the ACNN Awards Committee Chair.

3.2 Selection of the recipient is the responsibility of the ACNN Awards Committee.
3.2.1 National office will notify Awards Committee members when the nomination submission deadline has passed and the website is closed to additional nominations.

3.2.2 National office will review nominations to confirm all nominees are ACNN members and were not previous recipients of this award.

3.2.3 National office will provide the Awards Committee members with online access to the nominations for review. An established scoring rubric will be made available electronically for each nomination review.

3.2.3.1 Nominees who are current members of the Awards Committee will be ineligible to participate in selection of the recipient.

3.2.3.2 Award Committee members must abstain from nomination review for conflicts of interest.

3.2.4 The Chair will tabulate the scores once all of the nominations have been reviewed by the Awards Committee members.

3.2.5 The Chair must convene an email exchange or conference call if a discussion regarding scores and the final recipient is required among Award Committee members and the Chair.

3.3 Notifications regarding the annual recipient are the responsibility of the Awards Committee Chair or delegate.

3.3.1 The Chair will notify the ACNN President, the ACNN Director of Awards and the ACNN Executive Director of the committee’s decision.

3.3.2 ACNN President or Committee Chair will notify the recipient.

3.3.3 The Chair will notify the nominator that their nominee was selected as the Award recipient and communicate the timing of the Awards Ceremony.

3.3.4 The Chair or delegate will contact all nominators to advise them of the outcome of their nomination and, when appropriate, encourage re-nomination in a subsequent year.

3.4 Recognition of the Award recipient will take place in conjunction with the annual meeting.

3.4.1 Recipient will be honored during the annual ACNN Conference Awards Ceremony and will be presented with a framed award certificate or plaque and a check for $500.

3.4.1.1 ACNN Executive Director will arrange for a check made out to the recipient for $500 to be available for distribution during the ACNN Annual Conference Awards Ceremony.

3.4.1.2 National office will arrange for the production of a framed award certificate or plaque and its delivery to the ACNN meeting.

3.4.1.3 ACNN President or designate will present the award to the recipient during the awards ceremony.

3.4.2 Recipient will be recognized in the ACNN and CNS newsletters, in the conference program, on a poster board displayed at the ACNN exhibit booth.
and on a poster banner displayed with the CNS awards recipients during the CNS annual meeting.

3.4.2.1 The chairperson or designate will request the recipient provide a digital professional photograph for inclusion in the ACNN and CNS newsletters and on posters. Expenses related to the professional photograph will be the award recipient’s responsibility. The photograph will be forwarded to the editor of ACNN Currents and the national office.

3.4.2.2 National office will make arrangements for a poster to be printed and delivered to the ACNN meeting. The poster will be displayed at the ACNN booth in the exhibit hall.

3.4.2.3 Designated committee member will write a professional biography of the recipient and forward to the ACNN President, the editor of ACNN Currents and the national office.

3.4.2.4 The editor of ACNN Currents will include the biography and picture in the issue following the ACNN conference.

3.4.2.5 The national office will arrange for the biography and picture to be included in the CNS newsletter and on an award recipient poster banner at the CNS annual meeting.

3.4.2.6 The national office will arrange for the recipient’s name, along with the names of past Claire Chee Award recipients, to be included in the CNS annual meeting program.