Terms of Reference: Clinical Nurse Specialist of the Year Award

Purpose:

The purpose of this annual award, established in 2011, is to take the opportunity to recognize on a provincial level a Clinical Nurse Specialist (CNS) in Manitoba for demonstrating outstanding professional achievement in the domains of advanced nursing practice as defined by the Strong Mode and the Canadian Nurses Association Pan-Canadian Core Competencies. In addition, this award acknowledges a CNS who embodies the competencies of advanced practice and translates this into exemplary practice to client care, nursing and health care systems.

Process:

1. Announcement of the upcoming award nomination period will be made via:
   - Clinical Nurse Special Interest Group of Manitoba (CNS-MB) website (http://www.cnsmb.ca)
   - Association of Registered Nurses of Manitoba website (www.arnm.ca)
   - Winnipeg Regional Health Authority Health Care Connection.

2. A selection committee will be convened by the Chair and will include a member of CNS-MB, preferably the previous year's winner, a member of the ARNM, and a member of the University of Manitoba Faculty of Nursing Graduate Faculty member.

3. Nomination packages will be made available electronically one to two months prior to the award date.

4. Nominations will be completed and submitted electronically **in PDF format by midnight of the deadline** for consideration. **Deadline is determined by the Chair.**

5. Selection committee will review and communicate with the Chair regarding their outcomes of deliberations.

6. Chair will announce the successful candidate.

7. Announcements of the winner will be posted on appropriate electronic boards such as the CNS-MB website, WRHA Health Care Connection, the ARNM and others as applicable.

8. Award Terms of Reference will be reviewed bi-annually.

Eligibility Criteria:

1. The nominee must be *a Registered Nurse with a graduate nursing degree currently working as a Clinical Nurse Specialist in Manitoba*. <u>They do not need to be a member of the CNS-MB.</u>

2. The nominee must have a minimum of 3 years of experience as a CNS.

3. As a role model, the nominee:

    i) Maintains an outstanding level of skill and knowledge in their specialty area.

    ii) Demonstrates CNS competencies in all domains of the Strong Model of Advanced Practice (i.e., education, research, direct comprehensive care, publication and leadership, support of systems) and/or the Canadian Nurses Association Pan-Canadian Core Competencies for the Clinical Nurse Specialist.

    iii) Demonstrates quality patient outcomes as a result of his/her practice.

    iv) Supports nurses in the delivery of patient care and the advancement of nursing practice.

    v) Promotes change or collaboration at the system level to improve patient care.

Nominations:

1. Nomination packages must be submitted via electronic PDF format.

2. A completed nomination package includes:

    a. One nomination form.
    b. Two award work sheets (one per nominator).
    c. Nomination acceptance e-mail from the nominee.

3. The nominee's name should **<u>only appear on the nomination form</u>** and nowhere on the work sheets.

    a. The nominee will be referred to as "*the candidate*" in any accompanying documentation.
    b. Work sheets should refer to job titles and positions in a generic and anonymous manner. Where there is only one CNS for a program, do not mention the name of the program but refer to it as "the program"
    c. If the nominee's name is present within the letters of recommendation, *the package will be returned to the nominator*.

4. Nomination packages will be kept strictly confidential.

5. Award nomination work sheets should not exceed 500 words. One nominator must be a CNS. Each work sheet must address and exemplify the eligibility criteria as listed.

6. Selection is based only on the nomination and accompanying work sheets.

Selection:

1. The Chair of the CNS-MB will convene the selection committee and will be responsible for inviting representation from participating institutions once award applications are received. If there are circumstances when one of these reviewer bodies may not be able to participate, then the Chair will look for an alternative reviewer.

    a. Should a nominee be a member of the selection committee, an alternate member will be designated by the Chair/delegate of the CNS-MB.

2. It is the responsibility of the Chair to ensure that nomination packages are kept confidential for the committee members and to ensure that they are disposed of in a confidential manner after the selection process.

3. Selection is based on nine criteria that exemplify the CNS as a role model. These are rated on a scale of 0-3, where 0 = criteria not included in the nomination and 3 = exceeds criteria. In the event of a tie, two awards will be awarded.

    a. A minimum score of 16 is required to be eligible for the award. This cut off score serves as a quality check to ensure that the nomination provides sufficient evidence of professional excellence before being awarded. It elevates the integrity of the Award especially in cases where only one nomination may be received.

4. The chair of the CNS-MB is not involved in the selection or scoring of the successful candidate. Each member of the selection committee submits their evaluations to the Chair of CNS-MB for tabulating and final ranking.

Award:

1. The successful candidate will be notified by the chair of the CNS-MB of this award prior to the award being announced at the June meeting.

2. The successful candidate(s) will receive a certificate of accomplishment and published recognition within the region and other appropriate venues.