

April 24, 2012

**THE SECRETARY OF VETERANS AFFAIRS' AWARDS FOR EXCELLENCE IN NURSING AND FOR THE ADVANCEMENT OF NURSING PROGRAMS**

**1. PURPOSE:** This Veterans Health Administration (VHA) Notice establishes the Secretary of Veterans Affairs' Awards Program for Excellence in Nursing, consisting of three major areas: Excellence in Nursing, Advancement of Nursing Programs by a Medical Center or Health Care System Director, and Advancement of Nursing Programs by a Medical Center or Health Care System Nurse Executive.

**2. DEFINITIONS OF AWARDS**

a. **Excellence in Nursing Award.** The Excellence in Nursing Award annually honors four individuals: two Registered Nurses, one in a staff nurse role and one in an expanded nurse role, (e.g., advanced practice nurse, nurse manager, nurse researcher, instructor, etc.); a Licensed Practical Nurse or Licensed Vocational Nurse; and a Nursing Assistant or Health Care Technician (HCT). Awardees must be actively engaged in the care of patients at a Department of Veterans Affairs (VA) facility. The recipients' contributions to the care of patients in any VA health care setting must be patient-centered and demonstrate such excellence as to merit recognition from peers (see Att. A). *NOTE: An individual may receive each award only once.*

b. **Advancement of Nursing Programs by a Medical Center, or a Health Care System, Director Award.** The attitudes and values of a medical center or a health care system Director significantly influence the environment and relationships among health care professionals involved in ensuring quality patient care. Each year this award recognizes one VA medical center, or health care system Director who has achieved distinction in promoting the VA nursing program, thereby enhancing VA's quality patient care (see Att. B). *NOTE: A Director may receive this award only once.*

c. **Advancement of Nursing Programs by a Medical Center or a Health Care System Nurse Executive Award.** The skills, attitudes, and values of a medical center or health care system Nurse Executive significantly influence the environment and relationships among health care professionals involved in ensuring quality patient care. Each year this award recognizes one VA medical center, or health care system Nurse Executive who has achieved distinction in promoting the VA nursing program, thereby enhancing VA's quality patient care (see Att. C). *NOTE: A Nurse Executive may receive this award only once.*

**3. RESPONSIBILITIES OF THE OFFICE OF NURSING SERVICES**

The Office of Nursing Services, VA Central Office, (10A1) is responsible for ensuring that:

- a. Appropriate announcements regarding the selection process are distributed annually;
- b. Confirmation is sent upon receipt of submission, and

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c. A presentation of a plaque is made by the Secretary of Veterans Affairs to each award recipient at an annual ceremony held at VHA Central Office, Washington, DC, during National Nurses' Week.

**4. INQUIRIES AND RESCISSION**

The Chief Nursing Officer, Office of Nursing Services (10A1), VHA Central Office, Washington, DC, is responsible for the content of this Notice. Questions may be addressed to 202-461-6700. VHA Directive 2006-062 is rescinded.

Robert A. Petzel, M.D.  
Under Secretary for Health

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## ATTACHMENT A

### SECRETARY OF VETERANS AFFAIRS' AWARD FOR EXCELLENCE IN NURSING

1. **Eligibility.** Two Registered Nurses (RN) (one staff nurse and one nurse in an expanded role); one Licensed Practical Nurse (LPN) or Licensed Vocational Nurse (LVN); and one Nursing Assistant (NA) or Health Care Technician (HCT), each of whom must be actively engaged in the care of patients at a Department of Veterans Affairs (VA) facility.

#### 2. **Criteria**

a. **RN.** Each RN nominee must have demonstrated excellence in the following seven criteria:

- (1) Demonstrated expert nursing practice;
- (2) Established and maintained a personal development plan to support professional career development with demonstrated innovative outcomes in nursing practice;
- (3) Collaborated effectively with other health care colleagues;
- (4) Demonstrated the effective use of evidence-based practice to enhance or improve health care outcomes;
- (5) Demonstrated integrity and adherence to the nursing profession's code of ethics;
- (6) Developed and implemented strategies to improve organizational performance related to resource utilization; and
- (7) Promoted the image of nursing and the nursing profession within the community.

b. **LPN or LVN, and NA or HCT.** Each LPN or LVN, and NA or HCT nominee must have demonstrated excellence in the following four criteria:

- (1) Demonstrated effectiveness in improving and delivering patient care to Veterans;
- (2) Worked with the RN and health care team to provide outstanding care to the Veteran patient;
- (3) Improved job-related skills through a personal development plan with demonstrated performance improvement; and
- (4) Achieved recognition from co-workers for excellence in the provision of care.

#### 3. **Nomination Procedures**

a. Any VA employee may nominate a local VA nursing employee by a written memo of

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nomination. For the nomination of an RN, the seven criteria (see subpar. 2a) must be addressed. For the nomination of an LPN or LVN, or NA or HCT, the four criteria must be addressed (see subpar. 2b). The narrative must be limited to three single-spaced typed pages, and each element being addressed must be stated as the header for each section. **NOTE:** *Abbreviations are not to be used, and acronyms must be defined the first time they are used; e.g., Nurse Executive (NE), Associate Director for Patient Care Services (AD for PCS).*

b. Nominations must be forwarded electronically to the facility's or health care system's ad hoc Nursing Awards Committee, appointed by the Nurse Executive. **NOTE:** *The Committee is to consist of a minimum of three staff, none of whom are current nominees.*

c. The Nursing Awards Committee, with the Nurse Executive's concurrence, recommends the best qualified nominees in each category to the facility or health care system Director. **NOTE:** *Recipients are recognized locally during the annual nursing recognition celebration.*

d. Nominations approved by the facility Director must be forwarded electronically through the facility Nurse Executive to the VISN Director.

e. The VISN Director reviews all facility nominations and selects one VISN nominee in each category.

f. These nominations are forwarded to the Chief Nursing Officer, with the submission to Office of Nursing Services point of contact (as specified in the annual announcement) VA Central Office (10A1) 810 Vermont Avenue, NW, Washington, DC 20420, by November 30th of each year.

**4. Selection.** An ad hoc committee comprised of an Office of Nursing Services representative and two medical center Nurse Executives, is established annually by the Chief Nursing Officer. This Committee is responsible for:

a. Reviewing all nominations received and making final recommendations, through the Chief Nursing Officer and the Under Secretary for Health, to the Secretary of Veterans Affairs; and

b. Recommending at its discretion, appropriate recognition for finalists who were not chosen as recipients of these awards.

## ATTACHMENT B

### THE SECRETARY OF VETERANS AFFAIRS' AWARD TO A MEDICAL CENTER OR HEALTH CARE SYSTEM DIRECTOR FOR THE ADVANCEMENT OF NURSING PROGRAMS

1. **Eligibility.** Any medical center or health care system Director who has served a minimum of 2 years in the current assignment is eligible.

2. **Criteria.** Nominees must have demonstrated contemporary and progressive leadership in the advancement of nursing programs, as measured against the following five criteria: Each nominee must have:

a. Demonstrated support by facilitating the incorporation of evidence-based nursing practices into the facility's existing nursing program.

b. Created an organizational climate ensuring the involvement of Nursing as a clinical practice discipline in the health care facility.

c. Identified and facilitated maximum support services to enhance the effective functioning of nursing personnel. *NOTE: This could include human resources or advanced technological equipment;*

d. Demonstrated, through managerial and supervisory efforts, a commitment to support the full professional role of nurses and to foster career growth and development programs for nursing staff.

e. Achieved recognition beyond the medical center for the advancement of nursing.

### 3. **Nomination Procedures**

a. Nominations may be made by an individual Registered Nurse (RN), or a group of RNs, employed in the facility where the medical center or health care system Director is employed.

b. There is no limit to the number of Directors who can be nominated from a Veterans Integrated Service Network (VISN) for the award.

c. Narrative statements responding to the applicable criteria must be specific in describing the nominee's accomplishments.

d. Nominations must be limited to three single-spaced typed pages, and each element being addressed must be stated as the header for each section

e. Abbreviations are not to be used; acronyms must be defined the first time they are used, e.g., Nurse Executive (NE), and the Associate Director for Patient Care Services (AD for PCS).

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f. Nominations must be forwarded electronically through the facility Nurse Executive, endorsed by the VISN Director, and forwarded to the Office of Nursing Services point of contact (as specified in the annual announcement); with attention to the Chief Nursing Officer, VA Central Office (10A1), 810 Vermont Avenue, NW, Washington, DC 20420, by November 30th of each year.

**4. Selection.** An ad hoc committee comprised of a representative from the Office of Nursing Services, a facility or health care system Nurse Executive, a facility or health care system Director (usually the previous year's recipient), and a VISN Director, or designee, is established annually by the Chief Nursing Officer. This committee is responsible for:

a. Reviewing all nominations received and making a final recommendation through the Chief Nursing Officer and the Under Secretary for Health, to the Secretary of Veterans Affairs; and

b. Recommending, at its discretion, appropriate recognition for finalists who were not chosen as the recipient of this award.

## ATTACHMENT C

### THE SECRETARY OF VETERANS AFFAIRS' AWARD TO A MEDICAL CENTER OR HEALTH CARE SYSTEM NURSE EXECUTIVE FOR THE ADVANCEMENT OF NURSING PROGRAMS

1. **Eligibility.** Any medical center or health care system Nurse Executive who has served a minimum of 2 years in the current or present assignment is eligible.
2. **Criteria.** Nominees must have demonstrated contemporary and progressive leadership in the advancement of nursing practice, as measured against the following six criteria. The nominee must have:
  - a. Created or directed the integration of nursing or nursing-related activities in the mutual development and achievement of organizational goals.
  - b. Provided leadership in the establishment or improvement of programs designed for the delivery of safe patient care. *NOTE: Excellence is reflected in improved client outcomes and organizational performance;*
  - c. Facilitated, established, and maintained innovative recruitment and retention strategies resulting in significant improvement of staff satisfaction.
  - d. Promoted and actively participated in career development and succession-planning activities including mentoring, coaching, and facilitating the utilization of educational resources (i.e., the Department of Veterans Affairs (VA) Learning Opportunities Program, National Nursing Education Initiative, Employee Incentive Scholarship Program, etc.).
  - e. Facilitated creative academic partnerships that promoted a learning organization enabling career development, staff retention, etc. *NOTE: This includes cooperative educational and/or research initiatives, internships, etc.*
  - f. Achieved recognition beyond the medical center for the advancement of nursing practice.
3. **Nomination Procedure**
  - a. Nominations may be made by the facility senior management, Veterans Integrated Service Network (VISN) staff, or by an individual Registered Nurse (RN) or a group of nurses employed in the facility where the medical center or health care system Nurse Executive is employed.
  - b. There is no limit to the number of Nurse Executives who can be nominated from a VISN for the award.
  - c. Narrative statements responding to the applicable criteria must be specific in describing the nominee's accomplishments.

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d. The narrative must be limited to three single-spaced typed pages, and the elements being addressed must be stated as the header for each section.

e. Abbreviations are not to be used and acronyms must be defined the first time they are used, e.g., Nurse Executive (NE), Associate Director for Patient Care Services (AD for PCS).

f. Nominations must be forwarded electronically through the facility Director, endorsed by the respective VISN Director, and forwarded to the Office of Nursing Services point of contact (as specified in the annual announcement) with attention to the Chief Nursing Officer, Office of Nursing Services (10A1), VA Central Office, 810 Vermont Avenue, NW, Washington, DC, 20420, by November 30th of each year.

**4. Selection.** An ad hoc committee, comprised of an Office of Nursing Services representative, a facility or health care system Director, a Nurse Executive (usually the previous year's recipient), and a VISN Director or designee is established annually by the Office of Nursing Services. This Committee is responsible for:

a. Reviewing all nominations received and making a final recommendation, through the Chief Nursing Office and the Under Secretary for Health, to the Secretary of Veterans Affairs; and

b. Recommending, at its discretion, appropriate recognition for finalists who were not chosen as the recipient of this award.