



## *Annual Individual Achievement Awards Handbook*

---

This Handbook will help guide you through the online nomination process for the individual achievement awards and with the preparation of the appropriate materials necessary to submit the nomination.

### **Individual Awards**

- DEI Initiative of the Year Award

This award recognizes an individual member whose efforts to create or lead innovative initiative(s) align with AORN's Diversity, Equity, and Inclusion Program and demonstrates a measurable impact on the delivery of healthcare.

Two separate narrative statements written by two different individuals:

- ❖ Narrative 1 - Describe the member's sustained advocacy activities that promote diversity, equity, and inclusion in the perioperative care setting. OR Describe the consistent pattern of commitment to recruit, train, develop, and retain individuals from all populations resulting in more diverse, equitable, and inclusive work environment.
- ❖ Narrative 2 - Provide measurable/quantitative examples of how these activities or system changes have made positive changes on the outcomes for patients and their families.

- 
- Outstanding Achievement in Mentorship – AORN Leadership

The AORN Outstanding Achievement in Mentorship Award recognizes an individual who demonstrates outstanding achievement in mentorship as exhibited by a commitment to strengthening the development of leadership skills, initiate career-long connections to help nurture professional and personal development of a perioperative nurse colleague in AORN Leadership

Examples of eligible criteria:

- Has mentored future leaders for AORN leadership.

Two separate narratives must be submitted:

- ❖ Narrative 1 – Provide a testimonial from a mentee and how the nominee has shown commitment to establishing and strengthening the mentee's personal and professional development into a pathway for AORN Leadership.

- ❖ Narrative 2 – Describe how your contributions have led to influence the career and leadership development of an AORN leader and why the mentoring was a positive experience.
- 

- Outstanding Achievement in Mentorship – Perioperative

The AORN Outstanding Achievement in Mentorship Award recognizes individuals who demonstrate outstanding achievement in mentorship as exhibited by a commitment to strengthening the career development, leadership skills, initiate career-long connections to help nurture professional and personal development of a perioperative nurse colleague or group (i.e. students or perioperative staff)

Examples of eligible criteria:

- Acting as a mentor to students, new staff and/or nurse leaders.
- Develops or engages in a mentoring program for positions within new positions in the perioperative environment.
- Initiated strategies for improvement, recruitment, and retention to sustain the perioperative nursing workforce.

Two out of 3 separate narratives must be submitted:

- ❖ Narrative 1 - Provide a testimonial from a mentee and how the nominee has shown commitment to establishing, strengthening and developing the mentee's professional development as a perioperative professional.
- ❖ Narrative 2 - Describe outstanding contributions to the development, implementation, or enhancement of a mentoring, recruitment, or retention program within the perioperative environment. Include the goals of the program, specific role and contributions, and the measurable outcomes achieved. Please provide key metrics that demonstrate the success and impact of the program, such as recruitment results, retention improvements, turnover reductions, professional development outcomes, or other relevant performance indicators.
- ❖ Narrative 3 – Describe how your mentorship, guidance, and leadership have positively influenced the professional growth, career advancement, and leadership development of another perioperative professional. Include specific examples of your contributions, the impact they had on the individual's development, and why the mentoring relationship was meaningful and successful.

---

- Outstanding Achievement in Perioperative Education – Academic

The AORN Outstanding Achievement in Perioperative Academic Education Award recognizes an individual who is a perioperative nurse educator in an academic milieu and furthers perioperative nursing practice.

Examples of Eligible Criteria:

- Developing an Introduction to Perioperative Nursing Program for student nurses in an academic program.
- Creating new education methods.
- Educating health care professionals on AORN Guidelines for Perioperative Practice.
- Promotes and sustains Periop 101.
- Develops and executes a program that is focused on perioperative nursing as a career choice for middle and/or high school students in the community.

Two separate narratives must be submitted:

- ❖ Narrative 1 – Describe an outstanding contribution you have made to perioperative nursing education within an academic setting. Include the need or opportunity that was identified, the actions you took to address it, and how your efforts advanced perioperative nursing knowledge, skills, or professional development. Explain the impact of your contribution on learners, faculty, clinical practice, or the profession, and provide measurable outcomes whenever possible.
- ❖ Narrative 2 – Describe a second outstanding contribution you have made to perioperative nursing education within an academic setting that is distinct from the first example. Discuss your role in developing, implementing, or enhancing the educational initiative, the challenges addressed, and the strategies used to achieve success. Include the resulting impact on students, nurses, educational programs, or perioperative practice, along with any measurable outcomes that demonstrate the effectiveness of your contribution.

---

- Outstanding Achievement in Perioperative Education – Clinical

The AORN Outstanding Achievement in Perioperative Academic Education Award recognizes an individual who has demonstrated outstanding achievement in perioperative clinical nursing education. This nominee must provide clinical education to perioperative nurses.

Examples of Eligible Criteria:

- Initiates a perioperative education program.
- Initiates Periop 101 or similar.

- Initiates a Perioperative Nurse Residency.
- Develops or initiates a safety education program.
- Develops or initiates a simulation program.
- Develops or manages an outstanding orientation or preceptor program.

Two separate narratives must be submitted:

- ❖ Narrative 1 - Describe an outstanding contribution made to perioperative nursing education in a clinical setting. Include the clinical need or educational gap that was identified, your role in developing or implementing the educational initiative, and the strategies used to support learning and professional development. Explain the impact of your contribution on staff competency, patient care, quality outcomes, or organizational performance, and provide measurable results whenever possible.
- ❖ Narrative 2 - Describe a second outstanding contribution made to perioperative nursing education in a clinical setting that is distinct from the first example. Discuss the challenge or opportunity addressed, your specific contributions to the educational effort, and how the initiative enhanced clinical practice, staff development, or perioperative patient care. Include the outcomes achieved and any metrics that demonstrate the effectiveness and impact of your contribution.

○ Outstanding Achievement in Perioperative Nursing Clinical Practice

The AORN Outstanding Achievement in Perioperative Clinical Nursing Practice Award recognizes an individual who demonstrates outstanding achievement in perioperative clinical nursing practice and provides direct patient care a minimum of 24 hours per week.

Examples of eligible criteria:

- Leading practice changes to increase safety or to adhere to AORN Guidelines for Perioperative Practice.
- Leading clinical practice that changes patient's outcome.
- Leading evidence-based changes in the work environment such as:
  - DVT prophylaxis
  - Prevention of perioperative pressure injuries
  - Specimens
  - Sacred cows (Wearing shoe covers, long sleeves under scrub attire for those not scrubbed, Cloth scrub caps)
  - SSI reduction
  - Retained Items
  - Go Clear Award
  - Supply Management
  - Greening the OR

Two separate narratives must be submitted:

- ❖ Narrative 1- Describe an outstanding contribution made to direct patient care in perioperative clinical nursing practice. Include the clinical issue, patient care need, or opportunity that was identified, the actions taken to address it, and your specific role in improving care delivery. Explain the impact of the contribution on patient outcomes, safety, quality of care, patient and family experience, or operational performance, and provide measurable results whenever possible.
  - ❖ Narrative 2 - Describe a second outstanding contribution made to direct patient care in perioperative clinical nursing practice that is distinct from the first example. Discuss the challenge or opportunity addressed, the interventions or innovations you implemented, and how the efforts enhanced patient care, safety, or the perioperative experience. Include the outcomes achieved and any metrics that demonstrate the effectiveness and impact of your contribution.
- 

○ Outstanding Achievement in Perioperative Nursing Evidence Based Practice

The AORN Outstanding Achievement in Perioperative Nursing Evidence-Based Practice award recognizes a perioperative nurse in leadership or education who has implemented a change in perioperative practice based on evidence at their institution. The change in practice must demonstrate an impact in patient care and a sustained impact for a minimum of one year.

Examples of eligible criteria:

The applicant is a clinical nurse who has implemented a change in practice based on evidence at an institution.

The change in practice must demonstrate

1. How the project was designed and implemented.
2. How the project impacted patient care.
3. The project must demonstrate a sustained impact for a minimum of one year.

Two out of 3 separate narratives must be submitted:

- ❖ Narrative 1 – Describe the background of the evidence-based practice and its significance to perioperative clinical practice, noting how the project sustained impact for a minimum of one year and future direction.
  - ❖ Narrative 2 – Describe the evidence-based practice, including components of the effort, those involved, timelines, patient outcomes, and changes in clinical practice.
  - ❖ Narrative 3 – Describe the presentations, publications, and policies and/or procedures changed.
-

- Outstanding Achievement in Perioperative Nursing Management

The AORN Outstanding Achievement in Perioperative Nursing Management Award recognizes an individual employed as a manager that has demonstrated outstanding achievement in perioperative nursing management.

Examples of eligible criteria:

- Being the change agent for a more collaborative team.
- Reducing operating budget while improving staff and patient satisfaction.
- Reducing Staff turnover, shortages, and contract staff.
- Rewards and recognizes staff through awards such as the Daisy award and others the facility he/she works at provides.
- Managing and navigating supply shortages.
- Implements and improves a pre-admission testing for elective surgical patients.
- Implementing a new program into the facility and describing the impact of the program.

Two separate narratives must be submitted:

- ❖ Narrative 1 – Describe an outstanding program, initiative, or contribution that the nominee organized, led, and successfully implemented that demonstrates their management and leadership skills within the perioperative environment. Include the need or challenge that was addressed, their role in planning and execution, the strategies used to achieve success, and the impact of the initiative on perioperative nursing practice within your facility. Provide measurable outcomes whenever possible.
  - ❖ Narrative 2 – Describe a second outstanding program, initiative, or contribution that the nominee organized, led, and completed that demonstrates their management and leadership skills within the perioperative setting. Include the need or challenge that was addressed, their role in planning and execution, the strategies used to achieve success, and the impact of the initiative on perioperative nursing practice within your facility. Provide measurable outcomes whenever possible.
- 

- Outstanding Achievement in Perioperative Nursing Research Practice

The Outstanding Achievement in Perioperative Nursing Research Practice award recognizes an individual perioperative registered nurse who has conducted scientific research that demonstrates an impact on perioperative nursing practice.

Examples of eligible criteria:

- Has the potential to advance perioperative nursing practice.
- Demonstrates scholarly merit and dissemination of findings.

- Significant contribution to integration of scientific findings to innovations in nursing practice.

Two separate narratives must be submitted:

- ❖ Narrative 1 – Describe the background of the research practice and its significance to perioperative clinical practice noting ongoing and future direction.
- ❖ Narrative 2 – Describe the research including the following components of the effort: Timeline, Methodology, Consent, Statistical Analysis, Findings, Limitations, Patient Outcomes, Changes in Clinical Practice/Products, Presentations, Publications, Policy and Procedure, and Suggestions for further research.

---

### Outstanding Achievement in Volunteer Leadership

The AORN Outstanding Achievement in Volunteer Leadership Award recognizes individuals who demonstrate exceptional volunteer service through active contributions to their AORN Chapter, Specialty Assembly, State Council, and broader community. Successful candidates for this award support their professional organization and their communities with exceptional commitment, creativity, clinical knowledge, compassionate care, servant leadership and creating a better environment and quality of life for those served.

Examples of eligible criteria:

- Outstanding contributions to a committee, program or other chapter or community initiative.
- Specialty Assembly involvement and leadership to influence change in Specialty Assembly areas of practice.
- Meetings with state representatives to influence and promote positive change, chapter growth, state council implementation and other professional advancements.
- Significant involvement and collaboration with other national or local groups where perioperative nursing is supported and advanced.
- Support and work in collaboration with facility-based initiatives that serve and benefit the community.
- Community-based initiatives may include but are not limited to; Mission trips, Military Troop Support, Health and Wellbeing, Family Shelters, Schools, Donation Drives, Food Programs and Pantries, Immunization Clinics, Life Support Education, Trainer and Lecturer for Workshops, Fundraisers, After School Services, Voter Registration, Clean Environmental Projects, Libraries, and Charities.

Two separate narratives must be submitted:

- ❖ Narrative 1 – Describe an outstanding contribution of how you have demonstrated outstanding volunteer leadership in guiding and developing your local AORN chapter, Specialty Assembly, State Council or a notable contribution to AORN National and or service in the community.

- ❖ Narrative 2 - Describe a significant example of how you have demonstrated exceptional volunteer leadership in guiding and strengthening your local AORN chapter, Specialty Assembly, or State Council to promote community engagement. Include your commitment to the community and how your efforts have led to a meaningful, positive impact.
- 

- Edith Dee Hall Rising Star Award

The AORN Edith Dee Hall Rising Star Award recognizes individuals who demonstrate outstanding commitment to the perioperative profession. This award honors a registered nurse with less than five years of service, with noteworthy contributions and accomplishments that distinguish them as potential leaders in the future. The successful candidate will be individuals whose performance demonstrate proficiency and clinical skill, adeptness, advancement, innovation, and professional leadership qualities. Successful candidates are acknowledged as valuable team members who contribute in a significant way to the profession.

Examples of eligible criteria:

- Beginner nurse who demonstrates AORN values and professional standards of behavior in perioperative nursing.
- Sustained involvement in committees at the local, state and national levels and influence in facilitating positive change and quality improvements in professional practice.
- Outstanding contributions to a committee, program or other chapter or community initiatives.
- Involvement in a specific project during the previous 12 months that helped to change or improve clinical practice.
- Completion of a special project that demonstrates a clear and vested interest in perioperative nursing.

Two separate narratives must be submitted:

- ❖ Narrative 1 – Describe an outstanding contribution to perioperative nursing and/or AORN. Include the need, challenge, or opportunity that was addressed, your specific role and contributions, and how your efforts advanced the profession, supported perioperative nurses, or strengthened AORN’s mission and goals. Explain the impact of your contribution and provide measurable outcomes whenever possible.
  - ❖ Narrative 2 – Describe a second outstanding contribution to perioperative nursing and/or AORN that is distinct from the first example. Include the need, challenge, or opportunity that was addressed, your specific role and contributions, and how your efforts advanced the profession, supported perioperative nurses, or strengthened AORN’s mission and goals. Explain the impact of your contribution and provide measurable outcomes whenever possible.
-

- Outstanding Achievement in Executive Leadership

This award recognizes an exceptional nurse executive who develops and supports their staff, fosters teamwork, finds innovative solutions to problems, and continually makes improvements to provide excellent patient care. Roles have different names at each facility - this award would recognize roles including but not limited to Director, ACNO, CNO, Vice President, or an equivalent title within the Perioperative team.

Two separate narratives must be submitted:

- ❖ Narrative 1: Describe one specific accomplishment that demonstrates your leadership in developing staff, promoting collaboration, implementing innovation, or improving patient care outcomes. Include the situation, your actions, and the measurable or observable impact.
  - ❖ Narrative 2: Describe a different accomplishment that reflects the same leadership qualities. Focus on a separate initiative or outcome, again outlining the context, your role, actions taken, and the resulting impact on staff, teams, or patient care.
- 

- Barba Edwards Innovation Award

The AORN Barba Edwards Innovation Award recognizes perioperative nurses who are change agents and drive innovation whether large or small, significantly advance perioperative nursing practice or uniquely address unmet needs in the perioperative arena. Successful nominees collaborate with a diverse interdisciplinary team while demonstrating exceptional creativity leading to improved patient care, enhanced nursing practices with clear impact of improved patient outcomes, increased efficiency or financial benefits.

Examples of eligible criteria:

- Implements innovative solutions to advance patient safety and health outcomes.
- Strengthens the culture of nursing innovation.
- Contributes to health equity and access in healthcare delivery.
- Improves the nursing profession by seeking best practice recommendations or initiating new research projects.
- Uses a spirit of inquiry to challenge processes and/or develop new processes.

Two separate narratives must be submitted:

- ❖ Narrative 1 – Describe an innovative change through a diverse interdisciplinary team that lead to improved patient care, enhanced nursing practices with clear impact of improved patient outcomes, increased efficiency, or financial benefits.

- ❖ Narrative 2 – Describe a second innovative change, that is distinct from the first example, through a diverse interdisciplinary team that lead to improved patient care, enhanced nursing practices with clear impact of improved patient outcomes, increased efficiency, or financial benefits.

### **Nomination Form**

- Complete and submit an online Nomination Form available via the awards categories on the AORN Individual Achievement Awards webpage.
- Please note only one complete nomination form per nominee will be accepted. Only one person will have access to the online nomination via AORN member login.
- Nominees MUST be a current AORN member.
- Self-nominations are permitted.
- Nominators who are not AORN members must send all info to the AORN member/nominee to self-nominate.

### **Contact Information - Nominee and Nominator**

- Contact information for both the nominee and nominator is required.

### **Narrative Statements #1 and #2 – limited to 750 words for each**

- Narrative Statements #1 and #2 may be written by the same person
- Narrative responses should be between 500 and 750 words
- Each Narrative Statement should address the criteria outlined for the selected award and provide clear examples that demonstrate the nominee's accomplishments and impact. Statements should use specific examples as to how the nominee meets each criterion listed for the award. Avoid general statements that are not relevant, such as "he/she is a nice person."
- It is recommended to develop responses in Microsoft Word, using spell-check and then copying/pasting responses into the online application.

### **Nominator Statement (Statement #3)**

- Must be written by someone other than the nominee but can be submitted by self-nominators via an email request through the new application platform.
- Nominator Statement should be a minimum of 500 words.
- Nominator Statement may be written by any individual who is familiar with the nominee's body of work and can speak to the impact and significance of the accomplishments being recognized. Examples of appropriate authors include:
  - Volunteer coordinator for an event/organization
  - Fellow AORN member or chapter leader
  - Supervisor, Charge RN, or colleague

## Curriculum Vitae/CV

- Nominee CVs are required for all Awards EXCEPT the Rising Star Award for nurses new to perioperative nursing for which a resume is acceptable CV should not be greater than 20 pages.
- Please use 11-point font
- See templates at the end of this booklet
- The following information is necessary for the Awards:
  - EDUCATION (Limited to the most recent three degrees)
    - The Year the degree was obtained, the Type of degree, Name of School City, State
  - EMPLOYMENT (Limited to the most recent two positions) (list years, e.g., 2018-2022)
    - Timeframe, number of years employed, Name of Institution the organization, Job Title
  - LICENSURE (e.g., RN, NP, CNS, etc.)
    - Years Valid Licensure Type
  - CERTIFICATION (e.g., CNOR, CSSM, CNS-CP, etc.)
    - Years Valid Certification Type
  - FELLOWSHIP (e.g., FCORN, FAAN, FAANP, etc.)
    - Year Inducted Fellowship Type
  - AORN MEMBERSHIP PARTICIPATION – CURRENT AND/OR PREVIOUS – not to exceed the last 10 years (e.g., Board, Advisory Council, Committee, Work Team, Faculty, etc.)
    - Role
  - PUBLICATION (Limited to last six publications)
    - Year Published, Name of the Publication – Publication name, Title of the Article
  - PROFESSIONAL PRESENTATION (Limited to last six presentations)
    - Year Presented Topic City, State

### **Submission**

- Complete all required fields and submit the online nomination form.
- You will receive an email indicating receipt of the nomination form within 48 hours of submission.
- If an email is not received, please contact the Awards Committee by emailing the AORN Awards Committee at [AORNAwards@aorn.org](mailto:AORNAwards@aorn.org)

### **Deadline**

- Nominations are open each year from early July to end of September. Please check the awards nomination page for specific dates.
- Completed nomination forms must be submitted by the deadline. Extensions are not granted and late nominations will not be accepted.

### **Notification**

- Nominees will be notified via email in early December (or sooner).

### **Award Recognition**

- Award recipients will be recognized at the AORN Annual EXPO.

### **Contact Us**

If you have any questions, email the AORN Awards committee at [AORNAwards@aorn.org](mailto:AORNAwards@aorn.org).

# SUGGESTED TEMPLATE FOR CV

## Name and Credentials

### Curriculum Vitae

**TITLE & EMPLOYMENT** (title, current place of employment, department, address, phone number)

**LICENSES & CERTIFICATIONS** (license(s) and certification(s), licensing or certifying body, expiration date)

**EDUCATION** (graduation month and year; earned degree(s); formal post-doctoral education, and/or degrees in progress; university name, department, city, state; area of focus)

**EMPLOYMENT & PROFESSIONAL EXPERIENCE** (title, date of employment [month/year to month/year] facility, city/state)

**HONORS & AWARDS** (list date and honor/award)

**PUBLICATIONS & SELECTED WRITTEN WORKS** (data-based articles and peer-reviewed journal articles, research monographs, books, book chapters, newsletters, patient tools, etc. Use reverse chronological order, newest first)

**SPEAKING ENGAGEMENTS & TEACHING** (workshops, keynotes, media interviews, seminars, conference presentations, posters or abstract presentations etc. – segregated into international, national, state, local categories, if appropriate. Use reverse chronological order, newest first)

**RESEARCH/EVIDENCED BASED PRACTICE** (funded and unfunded research, EBP initiatives, translation into practice. Use reverse chronological order, newest first)

**PROFESSIONAL SERVICE** (voluntary, appointed, or elected leadership roles in nursing, healthcare, or other organizations outside of employments, international, national, regional, state, local categories if appropriate with dates and activities)

**PHILANTHROPY** (community involvement – note any relations to perioperative nursing)

**ADDITIONAL EXPERIENCES/CATEGORIES AS APPROPRIATE** (optional, if related to perioperative services and demonstrate impact)