



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.

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.

Nominators who are not AORN members must send all info to the AORN member/nominee to self-nominate.

Individual Awards

- DEI Initiative of the Year Award
 - 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
 - Narrative 1 – Provide a testimonial from a mentee and what he/she has meant to you while establishing and strengthening your development and nurturing your professional development as a perioperative professional into a pathway for AORN Leadership.
 - Narrative 2 – Describe your pathway to AORN Leadership.
- Outstanding Achievement in Mentorship – Perioperative (Choose 2 of 3 below)
 - Narrative 1 - Provide a testimonial from a mentee and what he/she has meant to you while establishing, strengthening your professional development as a perioperative professional.

- Narrative 2 – Provide outstanding contributions made through developing a mentoring, recruitment, and retention program in the perioperative environment. Please include key metrics that measured the success of the program(s).
- Narrative 3 – Describe how your contributions have led to influence the career and leadership development of another perioperative professional and why the mentoring was a positive experience.
- Outstanding Achievement in Education – Academic
 - Narrative 1 – Describe an outstanding contribution to perioperative nursing education in an academic setting, and the impact and outcome of that contribution.
 - Narrative 2 – Describe another outstanding contribution to perioperative nursing education in an academic setting, and the impact and outcome of that contribution.
- Outstanding Achievement in Education – Clinical
 - Narratives 1 - Describe an outstanding contribution to perioperative nursing education in a clinical setting, and the impact and outcome of that contribution.
 - Narratives 2 - Describe another outstanding contribution to perioperative nursing education in a clinical setting, and the impact and outcome of that contribution.
- Outstanding Achievement in Perioperative Nursing Clinical Practice
 - Narrative 1 - Describe an outstanding contribution to direct patient care in perioperative clinical nursing practice, and the impact and outcome of that contribution.
 - Narrative 2 - Describe another outstanding contribution to direct patient care in perioperative clinical nursing practice, and the impact and outcome of that contribution.
- Outstanding Achievement in Perioperative Nursing Evidence Based Practice (Choose 2 of 3)
 - 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
 - Narrative 1– Describe an outstanding contribution/program that you have organized and completed that demonstrates your management skills and describe the impact and outcome of that contribution to perioperative nursing as practiced in your facility.
 - Narrative 2 – Describe another outstanding contribution/program that you have organized and completed that demonstrates your management skills and describe the

impact and outcome of that contribution to perioperative nursing as practiced in your facility.

- Outstanding Achievement in Perioperative Research Practice
 - 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 Volunteer Leadership
 - 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 another 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. If your volunteer service is outside of AORN, describe your commitment to your community and how it has successfully created a positive impact.
- Rising Star Award
 - Narrative 1 – Describe an outstanding contribution to perioperative nursing and/or AORN and the impact and outcome of that contribution.
 - Narrative 2 – Describe an outstanding contribution to perioperative nursing and/or AORN and the impact and outcome of that contribution.
- Coming Soon in 2024: Executive Nurse Leader Award

Contact Information - Nominee and Nominator

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

Narrative Statements #1 and #2 – limited to 3,000 characters for each.

o Narrative Statements #1 and #2 may be written by the same person

Each Statement must address each of the required criteria.

o 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.”

O IT is recommended to Develop responses in Microsoft Word, use spell-check and then copy/paste responses into the online application.

Nominator Statement (Statement #3)

- Must be written by someone else, but can be submitted by self-nominators (copy and paste into the application online) *New for 2023 Nominations
- Can be written by anyone who knows about the body of work being recognized in the submission, for example:
 - Volunteer coordinator for an event/organization
 - Fellow AORN member or chapter leader
 - Supervisor, Charge RN, or colleague
- It is very evident when this statement is written by a self-nominee as opposed to another party.
- There are NO changes form prior years to this requirement for anyone nominated by another AORN member.

Curriculum Vitae/CV

o 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 font**
- **See templates at the end of this booklet**

The following information is necessary for the Awards:

CV Summary:

– 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)

Timeframe, number of years employed, Name of Institution the organization, Job Title

(list years, e.g., 2018-2022)

– 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 through their ORNL portal or email Crystal Fuentes at cfuentes@aorn.org

Deadline

- **Nominations are open each year from early July to mid-October. 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, contact any members of the award committee through our ORNL page, or email Crystal Fuentes at cfuentes@aorn.org.

Full Name, Credentials

Curriculum Vitae

CURRENT POSITION

Organization Name
Department
Box ????
City, State Zip code
(000) 000-0000

Instructions: All dates included, should be in reverse order with the most current first. When listing publications and presentations, use either APA or AMA style; however be consistent in format. Remove information in blue font before submitting. Do not include headings if no content available. Font must be 11 or greater. CV limited to 20 total pages

LICENSES AND CERTIFICATIONS

Type	Agency	Expiration Date
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EDUCATION

Year Awarded	Degree	Institution, city, state	Major
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EMPLOYMENT AND PROFESSIONAL EXPERIENCE (reverse chronological order)

Dates	Title	Institution	City, State
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SCHOLARSHIP

Scholarships, Honors, and Awards
Year, institution/agency/organization

Funded Research
Year, Title, PI, role if not PI, source, amount of funding

PUBLICATIONS Use APA or AMA format in reverse chronological order.

Publications: Refereed Journal Articles and Research Monographs (*denotes data-based)

Publications: Refereed Abstracts/Proceedings (*denotes data-based)

Publications: books and book chapters

Publications: Media, Software, Newsletters, and Other Publications

PRESENTATIONS Use APA or AMA format in reverse chronological order, include organization, location and dates.

Presentations: Papers, Workshops, Seminars (^ denotes refereed, * denotes data-based, and # denotes invited)

International

National

State

Local

Presentations: Posters (^ denotes refereed, * denotes data-based, and # denotes invited)

International

National

State

Local

Presentations: Webinars, Podcasts, etc. (^ denotes refereed, * denotes data-based, and # denotes invited)

PROFESSIONAL SERVICES

Dates of service, role in each category

Professional Service: Editorial and Peer Review Activities

Professional Service: AORN

AORN: International

AORN: National

AORN: State

AORN: Local

Service

Date of service, name of Organization or Agency, role

Organizations Other than AORN

Consultation

Community Activities

Last Update:

Sample Curriculum Vitae –Template 2

CURRICULUM VITAE

Name Credentials
Address
Contact information

EDUCATION & PROFESSIONAL HISTORY

Instructions: All dates included, should be in reverse order with the most current first. When listing publications and presentations, use either APA or AMA style; however be consistent in format. Remove information in blue font before submitting. Do not include headings if no content available. Font must be 11 or greater. CV limited to 20 total pages

Education

Dates	Degree	Field of Study	Institution
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Licensures

Certifications

Honors/Awards

Year, institution/agency/organization

Professional Experience

Academic

Professional

SCHOLARSHIP

Publications

Use APA or AMA format in reverse chronological order.

Peer Reviewed Papers (*data-based)

*Non Peer Reviewed Papers (*data-based)*

Edited Works

Book Chapter

National Guidelines

Web-based educational program

Grants and Contracts

Year, Title, PI, role if not PI, funding source, current status, amount of funding

Research and Clinical Presentations

Use APA or AMA format in reverse chronological order, include organization, location and dates.

International

National

Regional

State

Local available upon request

SERVICE**Professional Memberships****Professional Service**

Dates of service, role in each category

Consultations

International

National/State/Local
Available upon request

TEACHING**Course Instruction**