

2016 PNAA NURSING EXCELLENCE AWARDS TIMELINE

PNAA National Convention – July 20-24, 2016 Washington, DC

| Procedure/ Timeline Requirement | Action Items | Date Due (on or before) |
|---|--|---|
| Prior to publishing the search for Nomination | Committee will discuss via conference call/e-mail to review selection criteria/process. | January 10, 2016 |
| 6 months prior to convention | Publicize search for outstanding Filipino- American Nurses nationwide through PNAA approved media, newsletters or PNAA website. Awards Nomination Forms will be sent to PNAA Secretary to be sent to the RVPs and COPRR to disseminate to the local chapters. | January 20, 2016 |
| Deadline for all Nominations | Nominations and supporting documents must be received on or before April 2nd. Documents are to be uploaded to Dropbox by following the link: http://bit.do/pnaa2016 | April 2, 2016 |
| 2 weeks after deadline submission date | Awards committee chair will review all nominations and supporting documents for completion and will send electronically to committee members for review | April 16, 2016 |
| Committee Members review | Each committee member will receive electronically the following: Submitted nominations and supporting documents of all nominees, selection criteria and scoring sheet Awards Committee members must review within 2 weeks upon receipt and results sent to Marley A. Nicolas @ marleynicolaspnaa@gmail.com | May 2, 2016 May 16, 2016 |
| 2 months prior to the Annual Convention | Awards Committee will discuss via e-mail and teleconference call to review all nominations and scores. Completion of the selection process must be completed. Note: To be considered as a potential awardee, the applicant must have <u>≥ 90 points</u> | May 17, 2016 |
| Approval Process | Award Committee Chair submits results to the President | May 18, 2016 |
| | President/Executive Board to notify Awards Committee approval of the Nursing Excellence Awardees | May 20, 2016 |
| | Chair writes to all nominees to announce the results of the selection process | May 20, 2016 |
| | Chair orders the plaques and medallion through the Chairperson, National Convention host | May 23, 2016 |

2014-2016 PNAA Nursing Excellence Awards Committee:

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