



# Pediatric Nursing Award Handbook

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## Overview


In 2022, the Society of Pediatric Nurses released the Pediatric Nursing Excellence Model. The heart of this model is ensuring pediatric nurses keep developmentally appropriate care as their main focus within the following five domains of excellence.

<b>Engagement</b>	Engagement incorporates collaboration, professionalism and professional development and speaks to the importance of demonstrating our core values, our pursuit of life-long learning and our ability to work with colleagues to support children and their families.
<b>Values</b>	Values incorporate advocacy, ethics and quality of life. These key concepts challenge pediatric nurses to be the voice of the child and family they are caring for.
<b>Principles</b>	Principles incorporate equity/diversity/inclusion, holistic care and patient-and family-centered care. They are the fundamental domains upon which the theory and practice of pediatric nursing are built.
<b>Care Delivery</b>	Care delivery incorporates care coordination, care planning and health promotion. It is the comprehensive provision of nursing practice, beyond bedside nursing.
<b>Continuous improvement</b>	Continuous improvement incorporates evidence-based practice, outcomes and quality standards. Continuous improvement is a hallmark of nursing, and all sciences themselves. It is the method in which the nurse, unit, organization, and healthcare system grows to meet the needs of the patient and family in an ever-changing world.

## What are the different award levels?

SPN is offering three different application levels to match the different resources and experience of pediatric units across the country.

<b>Application Levels</b>	<b>Overview</b>
 <p>The logo for the Pediatric Excellence PLATINUM award is a teal shield-shaped emblem. At the top is the SPN logo. Below it, the words "Pediatric Excellence" are written in a white script font on a teal banner. At the bottom, the word "PLATINUM" is written in white capital letters on a teal background, with a white star below it.</p>	This level demonstrates a unit's ability to provide the essential components of excellent pediatric care outlined within the Pediatric Nursing Excellence Model.
 <p>The logo for the Pediatric Excellence SAPPHIRE award is a purple shield-shaped emblem. At the top is the SPN logo. Below it, the words "Pediatric Excellence" are written in a white script font on a purple banner. At the bottom, the word "SAPPHIRE" is written in white capital letters on a purple background, with three white stars below it.</p>	This level demonstrates a unit's ability to build upon the essential components of excellent care and dive deeper into building values and continuous improvement.

 <p>The logo features a red diamond shape with a white banner across the middle. The banner contains the text 'Pediatric Excellence' in a cursive font. Below the banner, the word 'DIAMOND' is written in a bold, sans-serif font. At the bottom of the diamond, there are five white stars. Above the banner, the SPN logo is visible.</p>	<p>This level demonstrates a unit’s ability to provide exemplary pediatric nursing care by building off the first two levels and showcasing the unit in all 16 concepts of the Pediatric Nursing Excellence Model.</p>
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The Society of Pediatric Nurses will award eligible units whose application meet the requirements within their chosen track.

We encourage your unit to review all three levels and criteria prior to submission to determine which level best fits where your unit currently is. This award is recognized for two years, when you reapply, you may change your level.

## Who can apply?

All individual, hospital based pediatric units, within the United States should apply, including but not limited to inpatient peds, Med/Surg, PICU, NICU, Pediatric ER, PACU/SDS, etc.

If you are from an international pediatric unit and are interested in participating, please reach out to [info@pedsnurses.org](mailto:info@pedsnurses.org) to determine eligibility.

## Why should units apply?

Many of the achievements reflect a positive, empowering and engaging work environment for nurses. By achieving a Pediatric Nursing Excellence Award, it may positively impact nurse retention in your unit, demonstrate to the community your unit and hospitals dedication to the highest standards of care and provide a positive recruiting point for nurses to work for your unit.

## Achievement of the Award

Your achievement recognizes that your unit has demonstrated a superior dedication to the care of children and the profession of pediatric nursing. Award designations last for two years.

- Plaque to display in your unit.
- Virtual presentation of the award by SPN Board Member, if requested.
- Recognition at the Annual Conference in April, on the SPN website (listed, with name, level and link on SPN website as a recognized unit) and shared within SPN email publications.
- Marketing Kit that includes:
  - Social Media posts
  - Banner template
  - Press release template
- Use of the Award logo in your internal and external advertising, email signatures and on their website during the award period.

- Included within the application survey is the option to list the name of your unit’s CNO, CEO, or equivalent and their email address for a letter of recognition to be shared with them.

## Application Fee

The application fee is \$1,000.

There will be no refund of the application if your application is not successful. We encourage you to review all the criteria carefully prior to submitting your application.

## Submission Timeline for 2024 and 2025

### 2024 Cycle

In the inaugural year of the award, online applications may be submitted from August 1 through October 31. The online application form will not be accessible after the October submission deadline date; however, a PDF copy of the application questions is available to help you prepare for the next cycle.

### 2025 Application Cycles

Spring Cycle – Opens April 1; Closes June 30

Fall Cycle – Opens September 1; Closes November 30

## Before Starting your Application

The application is broken down into six parts: 1. demographic data, and then demonstrating the 5 domains of excellence.

- Review this handbook to learn more about the full program.
- Determine which level your unit will submit by reviewing the criteria for each level closely. The criteria are available on the [SPN application website](#).
- Speak with your manager, supervisor or appropriate leadership to ensure your unit has support for submitting the application.

## Submitting your Application

1. It’s important to note that the online application must all be submitted at **ONE TIME**. Therefore, SPN has developed a separate template for you to fill in with your data that can then be saved.
  - a. Download the correct template from the [application website](#).
2. Important tips for filling in your application template:
  - a. The template is designed to allow you to answer directly underneath each question. Your answer may contain text, graphs, charts, tables, or photos.
  - b. Each response should be different. Identical responses should not be used for multiple achievements.
  - c. Initiatives from more than two years ago can be used if it is still active.
  - d. Photos: Any photos submitted should not include patients or families or identification of hospital.

- e. Graphs: All graphs must have: title of process being measured, both axis labeled, graph time period, target/goal, sample size.
  - f. At the end of the application template is an open area to drop in any appendix information. Be sure to clearly label the information both within your answers and within the appendix.
    - i. Check to make sure you use the same label in both locations.
    - ii. Example: If you use the label Table 1 within the body of your answer, use the same label within the appendix.
    - iii. If the reviewers are unable to clearly connect the information, it may result in not meeting the required criteria.
  - g. Remove any identifying information within your application [See section on Blinded Applications]
  - h. Be precise in your language and ensure you are fully answering the questions asked.
3. Once you have filled out your application template completely, save it as a PDF.
  4. Go to the [application website](#) to submit your application.
    - a. The application includes demographic questions for you to complete and the ability to upload your PDF (maximum size is 25 MB).

## Blinded Applications

The contact information that you enter at the beginning of the application is maintained by SPN staff for record-keeping purposes and will not be shared with the reviewers. Instead, a unique identifier code is assigned and given to the reviewers prior to review. To ensure a blinded review process, it is essential to omit information from your application that could be used to potentially identify your pediatric unit.

Specifically, do not include any of the following information in your application responses or within the attachments:

- Names of individuals – use [name] instead or just first names
  - Example: If the name Cindy Smith is used, replace with **[NAME]**
- Name and acronym of hospital/health system/pediatric unit – use [hospital/health system/pediatric unit] instead
- Names of cities, states – use [city] [state] instead
- Names or acronyms of local/regional organizations and companies – use [organization] or [company] instead
- Names or acronyms of hospital specific committees on which individuals have participated – use [committee] instead
- Any identifying facility logos (e.g., on graphs)
- Any other information that could be used to identify your pediatric unit.

Note: If application responses are not blinded, there may be a delay in the review of the application, or it may not be accepted for review. If you have questions about how to de-identify information that you want to include in your application, please contact [info@pedsnurses.org](mailto:info@pedsnurses.org).

## Submission Policies

The online submission process is final. Once the application is submitted, we do not accept changes, additions or deletions unless specifically requested by the SPN application reviewers.

You may pay the \$1,000 application fee online via credit card. Once the credit card is authorized, a receipt will be emailed to you. If you choose to pay with a check, you will be prompted to print your invoice. Mail the invoice and check to SPN at the address listed below. Applications are not processed until payment is received.

SPN Mailing Address:  
 778611 Solution Center  
 Chicago, IL 60677-8006

## Once Application is Received

An email notification will be sent to your unit’s main contact that your application was received. For the 2024 review cycle, application review will begin in November with notification being sent out in January.

### Review and scoring of application.

You must achieve the minimum requirements for each of the application levels to successfully gain recognition. Each question is scored based on the [rubric criteria](#). No partial credit will be provided per

Domain	Platinum	Sapphire	Diamond
<b>Principles</b>	2 questions	3 questions	3 questions
<b>Values</b>	2 questions	4 questions	6 questions
<b>Engagement</b>	2 questions	3 questions	5 questions
<b>Care Delivery</b>	4 questions	4 questions	6 questions
<b>Continuous Improvement</b>	5 questions	10 questions	13 questions
<b>Total</b>	<b>15 questions</b>	<b>24 questions</b>	<b>33 questions</b>

question. Please note that reviewers will provide feedback for any criteria not achieved.

Applications are blinded and peer reviewed by a team of pediatric nurses using the Pediatric Nursing Excellence Award scoring tool.

If you do not meet the minimum requirements for the level you chose, you will automatically be considered for a different level, if applicable.

### PNE Unit Recipient notification and next steps

For the 2024 application cycle you can expect to receive notification around January 2025.

If your application is not successful, we will provide additional information for you to review. We encourage you to conduct a self-assessment of what is shared and reapply at the next open cycle.

## Re-Application

Units can reapply every two years to maintain their recognition. We encourage you to keep your application submission as a baseline for your resubmission in two years.

## Questions

You can find a list of [frequently asked questions](#) on the SPN website. If your question is not addressed, please reach out to SPN at [info@pedsnurses.org](mailto:info@pedsnurses.org) or call 312.321.5154.