

ORNAC - JOHNSON & JOHNSON MEDICAL PRODUCTS INC. BURSARY AWARD

AWARD DESCRIPTION

The ORNAC-Johnson & Johnson Medical Products Inc. Bursary is a jointly funded bursary available annually to perioperative nurses furthering personal education in areas that will enhance perioperative nursing practice. Available annual funding is \$1000 with the amount awarded to applicant(s) based on merit and financial need as determined by the Awards committee following established ORNAC criteria.

POLICY AND PROCEDURE

1. The Awards Chair shall advertise the Award in the Canadian Operating Room Nursing Journal, on the ORNAC Website, and through the members of the ORNAC Executive and Board of Directors.
2. Application forms shall be available for downloading from the ORNAC Website. Completed applications shall be submitted to the ORNAC Awards Chair no later than **January 15th**.
3. Applications must be for programs in progress or completed within one (1) year prior to current application deadline.
4. The Awards Chair shall review the applications for completeness, and also to determine if any of the applicants are members of the Awards Committee. Incomplete submissions will not be considered. If an applicant is a member of the Awards Committee, the Awards Chair shall request him/her to make one of the following choices:
 - 4.1 withdraw as a member of the selection committee and allow the application to stand; or
 - 4.2 remain as a member of the selection committee and rescind the application
5. Applicants must:
 - 5.1 Be a current member of a provincial/territorial perioperative nursing association two (2) consecutive years prior to the application and be registered as an active member on the ORNAC membership database
 - 5.2 Be employed with a primary focus on perioperative nursing according to the official ORNAC definition *(see below)
 - 5.3 Have actively participated in (hold positions, conference planning) or contributed to (conference speakers, CORNJ publications) the provincial/territorial/regional perioperative nursing association
 - 5.4 Disclose funding sources, amount already received and committed up to time of application deadline

****Definition of Perioperative Nursing Practice***

Perioperative nursing practice is defined as those professional nursing activities that focus on identifying and meeting the individualized needs of the surgical, diagnostic, or anesthetic patient. Perioperative nursing practice includes activities that occur during the three phases of perioperative nursing:

- i. **Immediate Preoperative Phase:** The period immediately prior to and including patient transport to the operating room theatre or procedure room.
- ii. **Intraoperative Phase:** The period from entry of the patient into the operating room theatre to the completion of the surgical or diagnostic procedure.
- iii. **Immediate Postoperative Phase:** The period following completion of the surgical procedure to the transfer of care to the appropriate unit for postoperative care.

The four spheres of nursing practice (clinical practice, education, administration and research) are all integral components of perioperative nursing practice.

Expanded roles (e.g. RN First Assistant, Anesthesia Nurse) are within the scope of perioperative nursing practice.

- 6. Applicants must include a typed applicant profile outlining the following:
 - 6.1 Primary work activities performed on a regular basis (i.e. staff nurse, education, administration)
 - 6.2 Education to date and future goals in regard to perioperative nursing
 - 6.3 Past and present contributions/activities directly related to professional operating room nurses group/association at the regional, provincial, national and international level
- 7. Applications must include the following supporting documentation:
 - 7.1 Reference letters from - current/most recent supervisor, a nursing colleague, and the provincial/regional perioperative association President verifying membership and applicant involvement with the organization
 - 7.2 Photocopy of provincial registered nursing registration/license, provincial perioperative association membership, and CPN(C) (if obtained)
 - 7.3 Proof of enrollment or completion of program – note – if using receipt(s), please send a copy as the original(s) will be required by the ORNAC Treasurer if funding is granted
- 8. Programs eligible for funding include:
 - 8.1 Post basic operating room nursing programs (i.e. RNFA) approved by ORNAC
 - 8.2 Baccalaureate nursing programs
 - 8.3 Masters programs related to health care. Master's in Education Studies are considered if the primary focus of the applicant is perioperative nursing education
 - 8.4 PhD programs will be considered if health care related and an enhancement to existing perioperative employment
 - 8.5 Funding will be provided for tuition only, not for salary replacement
- 9. The Awards Chair shall remove the identifying names and addresses on the application forms and assign a code number to each.
- 10. The Awards Chair shall duplicate the application papers and forward to the Awards Committee members along with the guidelines for selection and the score sheets **by January 31st**.
- 11. Members of the Awards Committee shall use the selection process approved by the ORNAC Board with information gleaned from the application:

Scoring:

- 11.1 The minimum number of points necessary to be considered for the award shall be 65/100
 - 11.2 The Awards Committee shall retain the right to recommend that the award not be given, in the event that insufficient points are awarded to the applicants. The Awards Committee must agree by a majority that the points received are insufficient to determine an award
 - 11.3 All points shall be totaled by the Awards Chair, and the applicant(s) with the highest scores shall be deemed the recipient(s) of the Award with financial allocation being based on merit and financial need
 - 11.4 Final approval of disbursement of funds rests with the Awards Committee and the ORNAC Board of directors
12. Score sheets shall be completed and returned to the Awards Chair for compilation by **February 15th**.
 13. All application papers, except those of the successful applicants, shall be destroyed at the completion of the selection process.
 14. All applications shall remain confidential. Only the recipient(s) of the Award will be announced.
 15. Recipients of the Award are not eligible for application in subsequent years, for the same degree/course.
 16. Applicants who do not receive funding may apply for funding in subsequent years as eligibility permits.
 17. All applicants will be notified by the Awards Chair of the decision of the committee by March 15th.
 18. The Awards Chair shall notify J&J, the ORNAC President, and the ORNAC Treasurer when a recipient is chosen. A request for funding letter must be sent to the J&J contact the year prior to the award so that funds can be released to ORNAC.
 19. The Awards Chair will provide the recipient with contact information for the ORNAC Treasurer and will provide the Treasurer with contact information for the award recipient.
 20. In order for the recipient to secure funding awarded, original receipts must be sent to the Treasurer prior to June 30th of the application year, along with proof of successful completion of the program/course(s).
 21. The official presentation of the bursary will take place at a provincial perioperative conference/event, or at a National Conference whenever possible. A Johnson & Johnson representative will be invited to assist in a joint presentation.
 22. The Awards Chair will make arrangements for photographs to be taken at the presentation whenever possible.

ORNAC – J&J BURSARY AWARD APPLICANT PROFILE

Applicants will be evaluated based on the following criteria:

- I. **PRESENT EMPLOYMENT STATUS IN PERIOPERATIVE NURSING PRACTICE (15 points)**
- II. **ORNAC PARTICIPATION (20 points)**
- II. **PROVINCIAL PERIOPERATIVE ASSOCIATION PARTICIPATION (40 points)**
- III. **EDUCATION (10 points)**
- IV. **ADDITIONAL FUNDING SOURCES (15 points)**

ORNAC – J&J BURSARY APPLICATION FORM

1. Award Title:
2. Name of Nominee:
Provincial Perioperative Group
Membership Number
Provincial Professional Association and/or Licensing Body
Membership Number
3. Mailing Address:
4. Email Contact and Phone Number:
5. Place of Employment/Position:
6. Employment Status: Full Time Part Time Casual
If Part Time or Casual list number of hours per month:
7. Phone Number:
8. Mailing Address:
9. School:
10. Name of education program/course:
11. Have you/will you be receiving other funding: Yes No
12. If so, list sources and amount of funding received:

(ORNAC Use Only)		
Code #: _____	Date Received: <u> </u> / <u> </u> / <u> </u> <small>yy mm dd</small>	Applicant Notified: <u> </u> / <u> </u> / <u> </u> <small>yy mm dd</small>
Funding awarded: Yes No Funding amount:		
Awards Chairperson: _____ <small>(signature)</small>		

ORNAC-J&J BURSARY SELECTION CRITERIA GUIDELINES

The following distribution of points is to be utilized by those members making a selection for the ORNAC-J&J Bursary, to encourage consistency and provide a base measure that represents the intent of the Award. Note: partial marks may be assigned in each sub-category.

I. PERIOPERATIVE EMPLOYMENT STATUS 15/100 POINTS

- (5) Employed Casual
- (10) Employed at least 0.5 FTE
- (15) Employed FT

II. ORNAC PARTICIPATION 20/100 POINTS

- (5) ORNAC Board Member
- (5) National Conference Planning Committee Participation
- (10) Speaker and/or Poster Presentation at a National Conference

III. PROVINCIAL PERIOPERATIVE ASSOCIATION PARTICIPATION 40/100 POINTS

- (5) Regional/Provincial Board Member
- (5) Provincial Executive Position
- (5) Hospital Representative
- (5) Provincial Conference Planning Committee Participation
- (10) Speaker and/or Poster Presentation at a Provincial Conference
- (10) Published Article(s) in CORNJ

IV. EDUCATION 10/100 POINTS

- (10) CPN(C)

V. ADDITIONAL FUNDING SOURCES 15/100 POINTS

- (15) None
- (10) Less than 50% of Total Cost
- (5) 50-75% of Total Cost

TOTAL: /100