

**NCAOHN  
OHN of the Year Award  
Criteria**

**I. Purpose**

To honor achievement by recognizing demonstrated **excellence and leadership activities in the field of occupational health nursing.**

**II. Eligibility Guidelines**

- Must have a minimum of 3 years experience as an occupational health nurse performing leadership activities.
- Must be currently employed full time in North Carolina as an occupational health nurse.
- Must be **COHN certified.**
- Must be a registered nurse and active member of NCAOHN.

**III. Procedure for Nomination**

- Nomination may be made by an active or retired member of NCAOHN and must be accompanied by the names and addresses of two other active or retired members who support the nomination. Members may not nominate themselves or a relative.
- Nomination must follow the official format of the OHN of the Year Award Nomination Form and must contain the full name and address of both nominee and nominators.
- A selection committee of three past recipients of the award will review the nominations and select the recipient in accordance with the scoring point system approved by the NCAOHN Board of Directors. The committee reserves the right to consult with authorities or others to obtain their opinion and other pertinent information.

**IV. Form**

- Must be **typed.**
- Completed in its entirety.
- No attachment(s) will be accepted unless specifically requested by the committee.
- Only the information included on the official Nomination Form will be considered.
- Duplicate points will not be given for repeated information.
- Information should include **ONLY the past 3 years.**
- Must be postmarked, emailed or faxed no later than the established deadline. No nominations will be accepted after this date.

**NCAOHN**  
**OHN of the Year Award**  
**Nomination Form Contents**

- 1. Career Information – over the past 3 years only**
  - A. Current Employer
  - B. Past Employers over the past 3 years only
  - C. Total Years of Nursing Service including Occupational Health Nursing
  - D. Current Professional Certifications
  
- 2. Educational Background**
  - A. Basic Nursing
  - B. Advanced Practice or Degree
  - C. Continuing Education over the past 3 years only
  
- 3. Professional Responsibilities/Activities**
  - A. Job Responsibilities over the past 3 years only
  - B. Interdisciplinary Roles and Additional Contributions
  - C. Mentoring Experience
  - D. Educational Programs and Presentations
    1. Health Education / Classes / Workshops / Lectures (less than 4 hours)
    2. Health Education / Classes / Workshops / Lectures (more than 4 hours)
  
- 4. Professional Affiliations over the past 3 years only**
  - A. AAOHN / NCAOHN/ Local Associations
  - B. ANA / NCNA
  - C. Other Memberships in Professional Associations
  
- 5. Community Service (past 3 years)**
  
- 6. Research Involvement (past 5 years)**
  
- 7. Professional Writing**
  - A. Literature Published in Peer Review Journal (past 5 years)
  - B. Other Writings Developed and Printed (past 5 years)
  
- 8. Additional Statements to Support this Nomination**
  
- 9. Nominator Information**
  - A. Primary Nominators
  - B. Two Supporting Nominators