Purpose
In accordance with the AMSN Strategic Plan Goal 1: Healthy Practice Environment, to provide ways to recognize healthy practice environments in medical-surgical nursing units, the AMSN PRISM Award Committee is the VU charged with carrying out the process of the AMSN PRISM Award program. The committee reviews award applications and determines whether units should receive the award using established criteria and methods. This committee also maintains the integrity of the program by upholding these established policies and evaluating all facets of the program at regular intervals, recommending changes when necessary.

Composition
1. Composition as outlined in Policy 4.1 – Volunteer Units.
2. Chairperson
3. Members (9) with terms staggered so that there are always experienced reviewers available to train new reviewers.

Responsibilities – Chairperson
1. Assume responsibilities as outlined in Policy 4.1 – Volunteer Units.
2. Reviews applications only when circumstances require (cover for unavailable members, split decisions, etc.)
3. Advises staff liaison with any out of the ordinary questions or decisions required.
4. Participates in application review conference calls to determine award decision or appoints a call leader when unavailable.

Responsibilities – Members
1. Assume responsibilities as outlined in Policy 4.1 – Volunteer Units.
2. Review and score blinded applications per established objective criteria and methods within time frame requested.
3. Participate in application review conference calls with over reviewers of the same application to determine award using the consensus method of decision making.
4. Provide reasons and feedback to staff liaison for decisions on each application reviewed.
5. Communicate unavailability to review an application promptly to staff liaison.

Responsibilities – All
1. Develop and/or review feedback sent to applicants via the application review summary.
2. Participate in the review and evaluation of all facets of the program.
3. Participate in communicating, to award applicants, methods and tips for developing successful applications. Communication may be via convention session, YouTube videos, or moderating discussions in the AMSN Hub.
4. Will not assist or consult with the development and writing of an application by any unit while they are serving on the committee and for six months following the end of their term.
Selection and Term - All
1. Selected as outlined in Policy 4.1 – Volunteer Units.
2. Term as outlined in Policy 4.1 – Volunteer Units.
3. New members may be brought on prior to the beginning of their term in order to complete a 6-month training and auditing period.

Qualifications – All
1. Meets criteria described in Policy 4.1 – Volunteer Units.
2. Full member of AMSN for at least one year.
3. RN with a minimum of 3-5 years’ experience in medical-surgical nursing.
4. Master’s degree preferred and/or medical-surgical certification preferred.
5. Experience in selecting award winners (hospital-wide, regional, or national), for at least two years strongly preferred.
6. Experience working on a unit that could qualify for the AMSN PRISM Award.
7. Ability and willingness to commit the necessary time to read and score applications and collaborate with other reviewers for the selection of the award (10-15 hours per month).
8. Ability to read and analyze quantitative and qualitative answers using an objective scoring tool.
9. Ability and willingness to help us evaluate and refine the application, review and scoring process
10. Working knowledge of and accessibility to Excel (or equivalent).

Qualifications - Chairperson
1. Masters prepared.
2. Five years medical-surgical nursing experience.
3. Comfortable with statistics and good understanding of Excel.

History

| Origination Date: | September 2016 | Revision Date: | February 2017 | Reviewed Date: | Formerly: |