

**NCAOHN**  
**Cleo H. Everhart Award**  
**Criteria**

**I. Purpose**

To honor achievement by recognizing demonstrated excellence in clinical nursing practice by an occupational health nurse and to increase the visibility and promote the profession of occupational health nursing. This honor will be awarded to a nurse who provides exemplary direct nursing services to the employee population and often is not as visible as those professionals who have chosen to accept more of a leadership role in the occupational health field.

**II. Eligibility Guidelines**

- Must have a minimum of 3 years experience as an occupational health nurse providing direct health care to workers. *Nominees who practice in a supervisory/management role should be disqualified and not considered for this award.*
- Must be currently employed in North Carolina as an occupational health nurse.
- Must be a registered nurse and an 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. *Members of the Cleo H. Everhart selection committee may not be listed as primary or secondary nominators.*
- Nomination must follow the official format of the Cleo H. Everhart 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 and submitted by the established deadline.
- May be submitted by regular mail, email or fax.
- 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.
- Community activities must be related to health and safety.

## Cleo H. Everhart 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
  - 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. 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 (related to health and safety over the past 3 years)**
  
6. **Additional Statements to Support this Nomination**
  
7. **Nominator Information**
  - A. Primary Nominators
  - B. Two Supporting Nominators