RNFOO Orientation for 2024 Reviewers

Introduction to the new Application System

REGISTERED NURSES'
FOUNDATION OF ONTARIO

Agenda:

Introductions

Overview of Review Process

System

Overview of Review Process

February 5th or 6th: Messages from the office will "e-introduce" team members to each other; login details and rubrics will be distributed. You may wish to arrange the time when you will meet to review scores at this point.

February 7th or 8th: Lists of applicants in your team will be circulated.

PLEASE review this list as soon as possible. If there is someone in the group that you know well, inform the office right away.

Step 1: Reviewers score each applicant independently

Step 2: Team members meet to review scores, arrive at a score that will be submitted for each applicant.

Step 3: Team members consider *top scoring* applicants, decide which awards these 'contenders' are most suited to. Person attending the Review Panel meeting should take notes and be able to present contenders to the Panel.

Step 4: Score sheet provided by office is completed and submitted to the office **by noon on Wednesday, February 28th.**

System: Confidentiality of Applicants' Information

All reviewers are asked to read and accept RNFOO's Confidentiality Policy. Location of the document, and method of acceptance are not yet determined.
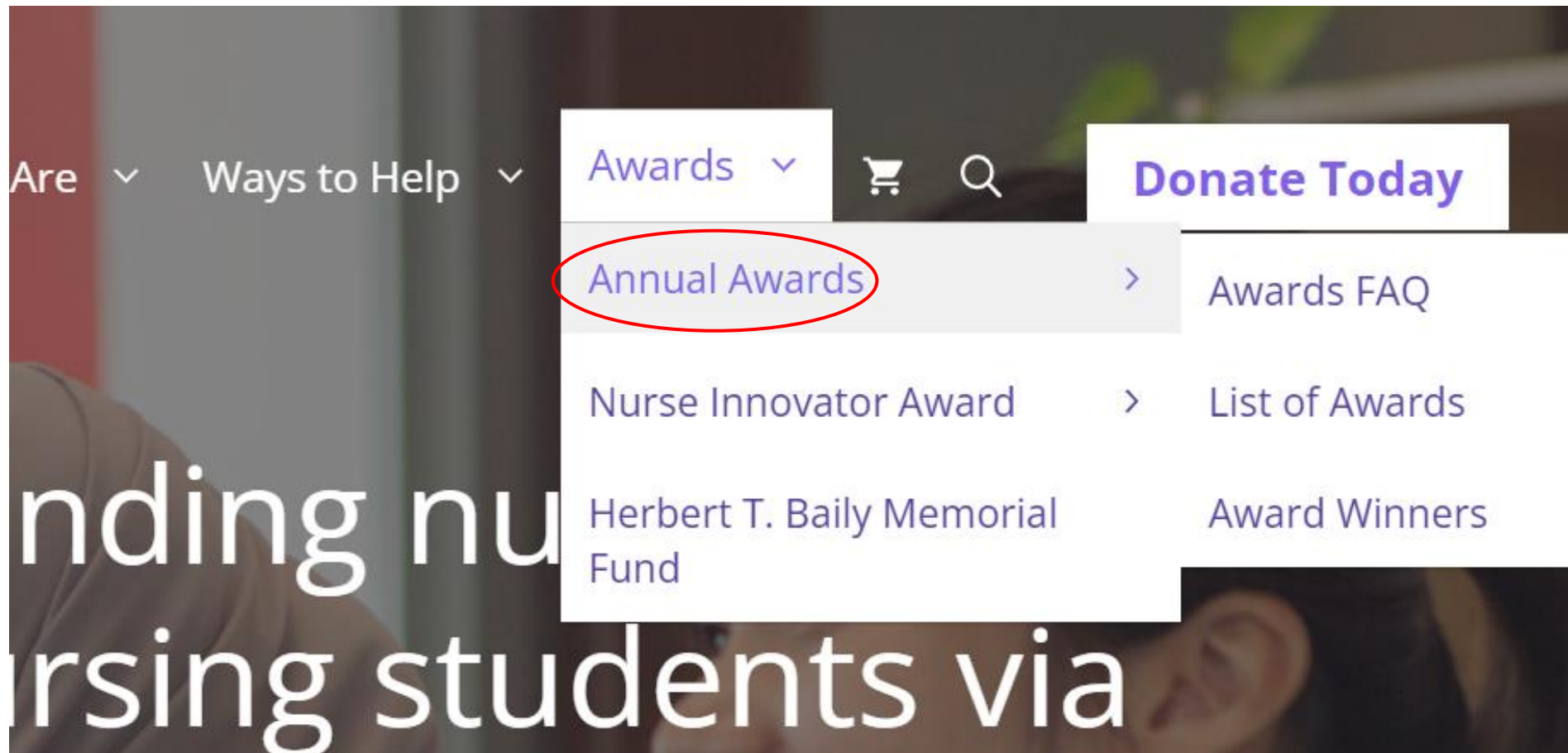
Registered Nurses' Foundation of Ontario Confidentiality Policy and Agreement for members of the Review Panel

Statement of Policy

The Registered Nurses' Foundation of Ontario (RNFOO) has a privacy policy that is in keeping with Canadian legislation. Since members of the Review Panel have access to confidential information provided by applicants for awards, we require that volunteers pledge to use this information for the sole purpose of scoring the applications, and to keep all information in the strictest confidence.

System: Home Page

From the RNFOO homepage (www.rnfoo.org), go to the Awards menu and click Annual Awards.

System: Getting to the Login

Click on the 'Continue your application' button.

Academic Awards Information

The awards and scholarships administered by RNFOO are funded by con individuals, estates, corporations, and organizations (Registered Nurses' Ontario [RNAO] Interest Groups support many of the available awards).

Introduction and How to Apply

Frequently Asked Questions

View the Applicant Webinar Recording

List of Awards

Previous Winners

Continue your application

System: Logging In

The Confidentiality Policy

Username *(Required)*

Password *(Required)*

☐ Remember Me

Login

Forgot Password

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Agreement

System: Logging In

Your Username and Password will be emailed to you. If you have any difficulty logging in, please contact Heather right away.

Username *(Required)*

Password *(Required)*

☐ Remember Me

Login

Forgot Password

REGISTERED NURSES'
FOUNDATION OF ONTARIO

System: Team Lists

Dashboard

When you click "Login", you will be taken to the list of applicants you will be reviewing:

Academic Awards Judging

Username *(Required)*

MayTao

Password *(Required)*

••••••••••••

☐ Remember Me

Login

Forgot Password

Search Entries:

Search

Displaying 1 – 2 of 2

Entry ID	Legal Name	My Resume	Link to Single Entry	PDF
690		Resume-2024.pdf	View Details	Download PDF
674		Resume- .pdf	View Details	Download PDF
Entry ID	**Legal Name**	**My Resume**	**Link to Single Entry**	**PDF**

You are currently logged in as **May Tao**. Log out?

Reviewing your Assignment

It is important that you review the list of applicants who are assigned to your team as soon as you can. If there are people you know well, they will need to be moved. If you wait until other reviewers are well under way, it makes it difficult to move applicants to another team.

System: The way in

Academic Awards Judging

Search Entries:

[   ]

[Search]

Displaying 1 – 2 of 2

Entry ID	Legal Name	My Resume	Link to Single Entry	PDF
690		Resume-2024.pdf	View Details	Download PDF
674		Resume-█████████.pdf	View Details	Download PDF
Entry ID	**Legal Name**	**My Resume**	**Link to Single Entry**	**PDF**

You are currently logged in as **May Tao**. Log out?

Click on the Entry ID number to view the application.

Organization of information

The new application is organized in pages – keep scrolling down to find the information you need.

Personal Information

Academic Information

Career includes resume and career goals statement

Awards Statements of Explanationfollow each award selected

Administration Only

If you find information in the body of the application that contradicts the Academic Program identified, please contact Heather as soon as possible. We will try to reassign that applicant to the correct review team.

Getting Started

As you prepare to score applications, you may find it helpful to print or have the RNFOO 2024 Awards & Scholarships Brochure and one scoring rubric per applicant in your group (it will be helpful to make notes on these documents)

i While doing your scoring, please remember to keep applications and scoring sheets secure for confidentiality and privacy purposes. When you are finished, please permanently delete all files, and securely destroy all papers.

Rubrics

All applications are scored on the same topics; rubrics have been adjusted to expectations reasonable for the various academic programs.

Rubrics are available in Word or Excel.

Registered Nurses' Foundation of Ontario
2024 Undergraduate Award Review Form (BScN students of all types)

Applicant Name: _____ Applicant #_____ Reviewer:_____

Question	Score					Total
	0 No, not evident/stated	1 Yes, but weak	2 Yes Mod/Good	3 Yes Strong	4 Yes outstanding	
Professional goals (quality of the applicant statements, references) • clearly articulated short and long-term goals	☐	☐	☐	☐	☐	
• goals reflect RNFOO values (i.e. integrity, development of nurses, advancement of nursing)	☐	☐	☐	☐	☐	
• clear explanation of how skills and experience align with specific awards	☐	☐	☐	☐	☐	

Documents

Supplementary documents are found at the bottom of the application

Administration Only

Reviewer Grouping

B4-1

Reference A

812-DSmith

Reference B

812-MMurray

Transcript Instructions to Reviewers

Transcript 1

812-SAseerwatham-NipU.pdf

Transcript 2

812-SAseerwatham-UGuelph.pdf

Transcript 3

Transcript 4

An important note about documents

Any application that has been assigned to a judge has been determined to have all required documents:

• at least one transcript

• confirmation of enrollment

• two reference letters

If you find **anything unexpected** in the uploaded documents (perhaps the same reference letter uploaded twice, or a different student's transcript on an application) please **contact the RNFOO office**. Among the hundreds of documents we upload, we may have selected the wrong one – that doesn't necessarily mean that we don't have the right one.

References

Applicants are encouraged to provide the RNFOO instructions for reference letters to their referees.

However, not all applicants have provided this information to their referees, and even when they have, not all referees have followed these instructions. Often clinical instructors don't have access to letterhead. If you are concerned about the authenticity of a reference letter, please consult with your reviewing partner and contact the RNFOO office as soon as possible.

Additional Comments

Please check the 'Additional Comment' field at the end of the Academic Information section. Applicants are encouraged to used it to explain special circumstances or provide additional information.

Additional comments

I am currently completing my Bachelor of Science in Nursing (BScN) with a minor in Forensic Psychology at Ontario Tech University. I have currently extended my studies an extra semester to complete all necessary courses to declare my minor.

Selection of Awards

NEW this year: Applicants did not have opportunity to apply for awards where the criteria did not meet their academic program.

After you have scored the applications, you should consider the statements made by stronger applicants to determine whether or not they are good candidates for any particular award.

Eligibility for Awards

This is the stage at which familiarity with the criteria of available awards is important. The Awards Brochure describes all of the Awards and Scholarships that are available for this year.

The 2024 Awards Brochure is accessible from the

RNFOO 2023 Awards & Scholarships Winners at the Annual Gala

Award Backgrounds

If you are not familiar with the awards available, reading about the backgrounds can help you to notice the best fits between strong applicants and particular awards.

Filter awards by: All | Undergrad Level | Any Level | Available to RNs or RPNs | Graduate Level | Research Awards | Show historical awards

Anne L. Coghlan
Scholarship

Charlotte Noesgaard
Memorial Scholarship

Diabetes Nursing Interest
Group (DNIG) Northern

Finding the best 'fit':

We recently introduced a guide to facilitate discussion of the best applicants for each award. The reviewer(s) who will attend the Review Panel Meeting should bring detailed notes with them.

	A	B	C	D
			Graduate Level Criteria Guide	

	A	B	C	D
			Undergraduate Level Criteria Guide	
	This form is designed to	Use this form *after* you have		Applicants who score less th... eligible for awards. Applica...

A	B	C	D	E	F	G
			Practical Nursing Level Criteria Guide			n 40 are unlikely to r... you don't need to c... ol.
This form is designed to help identify award winners.		Use this form *after* you have determined the scores for your applicants.		Use this tool for your top-scoring applicants.		**Prospects/ Comm**
Award Name		**Requirements**		**Distinguishing Criteria**		**Pros**
Section 1 – Undergrad Level - PN Program						
Karim Moosa Memorial Scholarship		PN student enrolled at an Ontario College		Demonstrate deep care and compassion, and a commitment to working with the elderly		

Sample Scoresheet using Best Fit guide

s form sorted by score, from highest to lowest

up	Applicant First name	Applicant Last Name	Score	Is there an award for which this candidate is the best fit?	Why
	Sam	Spade	45	Lucy Glass	Returning to school after 15 years. Committed to nursing
	Dale	Banks	43	MCNIG - Baccalaureate	MCNIG Member, final year, good articulation of goal to work in NICU
	Pat	Downs	40	Regina Borowska	Great references, very active in student organizations

Demonstration

Switch to sharing website to show website

heather.jones@rnfoo.org
905-752-0700 ext 261

Review Summary

Reviewers score each applicant independently, according to the rubric provided.

Teams meet to:

- discuss their scores for each applicant
- through negotiation and/or averaging, determine one set of scores
- identify your strongest applicants
- suggest which awards **those strong applicants** should be considered for (There is no need to discuss applicants who score less than 36/48)

Dates

- Final scores must be submitted to the office by **noon, Wednesday, February 28/24**.

- Team representative(s) attending the Review Panel meeting on March 5 should be prepared to provide further details about the strengths of the strongest applicants ***relevant to the award(s) for which they are best suited***.

- When you have finished scoring your applicants and submitted your scores, please remember to permanently delete the files from your computer and shred any documents that you have printed.

Discussion

If you have any questions about any of the information presented here, please contact Heather. If she can't answer your questions, she will connect you with a committee member who can.

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905-752-0700 ext 261