

RNFOO Orientation for 2025 Reviewers



REGISTERED NURSES'
FOUNDATION OF ONTARIO

Agenda:

Introductions

Overview of Review Process

- website**

- general tips**

Review Meeting –what to expect

Q & A

Preparation for Review Process

By January 28th: 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.

By January 30th: Lists of applicants assigned to 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. If you wait until other reviewers are well under way, it makes it difficult to move applicants to another team.

Overview of Review Process

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 Thursday, February 20th.**

Confidentiality of Applicants' Information

The first time reviewers login to the system, they are asked to read RNFOO's Confidentiality Policy. Finalizing the login is taken as acceptance of this Policy.

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.

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.

Getting Started

As you prepare to score **applications**, you may find it helpful to print or have the **RNFOO 2025 Awards & Scholarships Brochure** open, and one **scoring rubric** per applicant in your group.

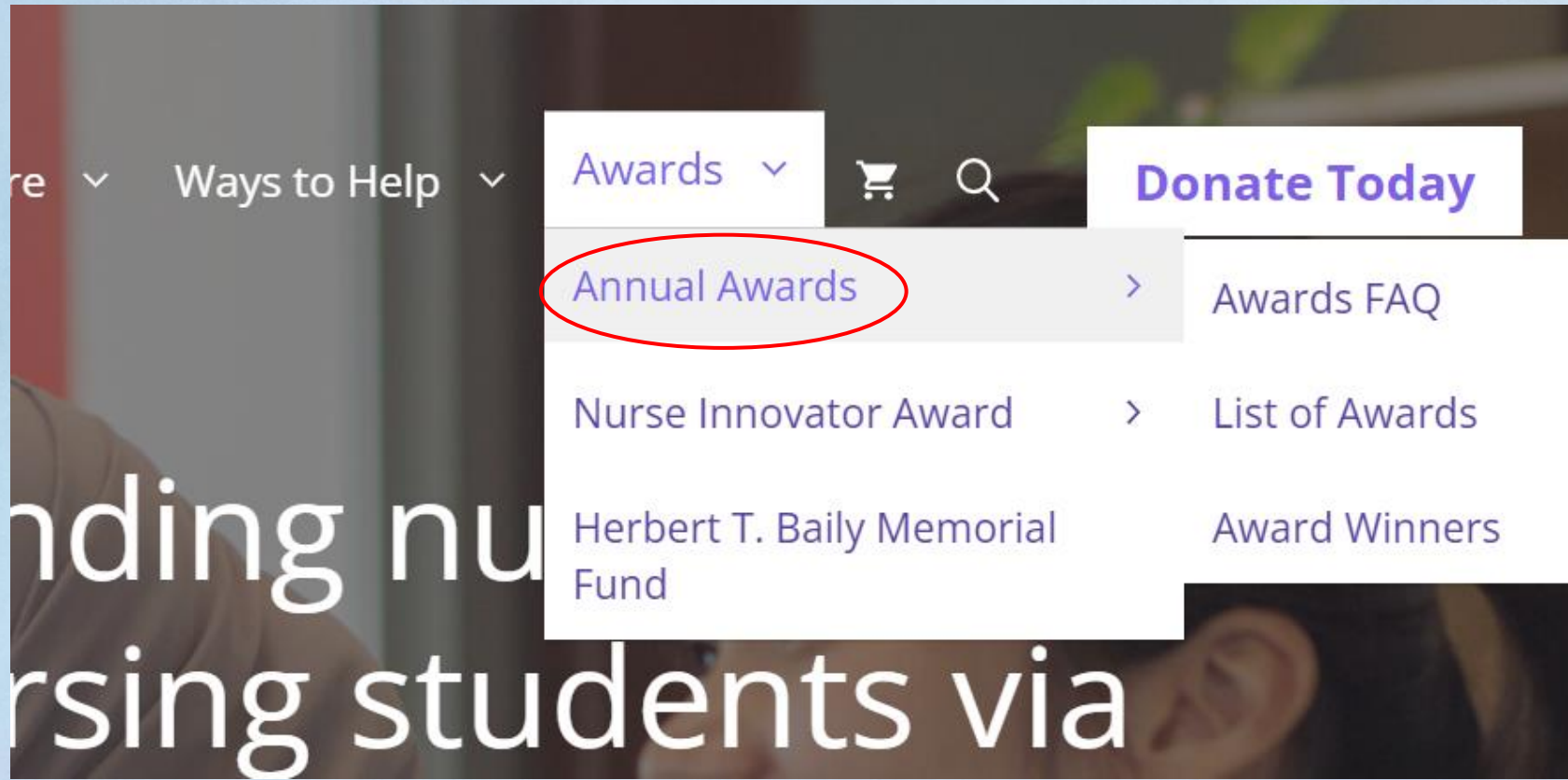
(it will be helpful to make notes on these documents)



If you print rubrics, please remember to protect the documents for confidentiality and privacy purposes. When you are finished, please permanently delete all files from your computer, and securely destroy all papers.

Accessing Applications

Step 1: From the RNFOO homepage (www.rnfoo.org), go to the Awards menu and click Annual Awards.



Accessing Applications

Step 2: Click on the 'Continue your application' button

Academic Awards Information

The awards and scholarships administered by RNFOO are funded by cc individuals, estates, corporations, and organizations (Registered Nurse 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](#)

Accessing Applications

Step 3: Enter your details



REGISTERED NURSES'
FOUNDATION OF ONTARIO

Who We Are ▾ Ways to Help ▾ Awards ▾  

Username *(Required)*

Password *(Required)*

☐ Remember Me

Login

Forgot Password

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Agreement

The Confidentiality Policy

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'
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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)*

Password *(Required)*

☐ Remember Me

Login

Search Entries:

Search

Displaying 1 – 2 of 2

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

[Forgot Password](#)

You are currently logged in as [Log out?](#)

Click on the Entry ID number to view the application.

Academic Awards Judging

Search Entries:

Search

Displaying 1 – 2 of 2

Entry ID	Legal Name	My Resume	Link to Single Entry	PDF
690	May Tao	Resume-2024.pdf	View Details	Download PDF
674	May Tao	Resume-2024.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?](#)

Organization of information

The application is organized in pages – reviewers don't see page breaks. Keep scrolling down to find the information you are looking for.

Personal Information

Academic Information

Career includes resume and career goals statement

Awards Statements of Explanation follow each award selected

Administration Only

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

Documents

Confirmation of Enrollment and Unofficial transcripts are in the *Academic* section

Reference letters are found in the *Administration* section at the end of the application

Academic Information	
Name of the program in which you are enrolled	
Type of Program	
Graduate Degree Masters	
Name of Institution	
University of Western Ontario	
Proof of enrolment	
<div><div></div><div>-Proof-Of-Enrollment-Winter-2025-Western-University.pdf</div></div>	
Unofficial Transcripts	
<div><div></div><div>-Unofficial-Transcript-George-Brown-College.pdf</div></div>	
<div><div></div><div>-Unofficial-Transcript-University-of-Toronto.pdf</div></div>	
<div><div></div><div>-Unofficial-Transcript-Western-University.pdf</div></div>	
Administration Only	
Reference A	
<div><div></div><div>-Reference-AH.docx</div></div>	

Rubrics

Rubrics are available in Word or Excel.

Rubrics can be downloaded from the **Reviewer's Resources** page of the RNFOO website.

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

An important note about documents

Any application that has been assigned to review has been determined to have files uploaded to all required fields. The ***content*** of these documents has ***not*** been reviewed.

If you find ***anything unexpected*** in the uploaded documents (perhaps the same reference letter uploaded twice, or a different student's reference loaded) 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. 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.

While our instructions request that letters be provided on letterhead, please note that often clinical instructors don't have access to letterhead.

Additional Comments

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

Additional comments

I took a leave of absence in the Fall 2023 semester due to a medical condition, and therefore, my non-certificate course was incomplete on my transcript. I returned to school in Winter 2024.

Selection of Awards

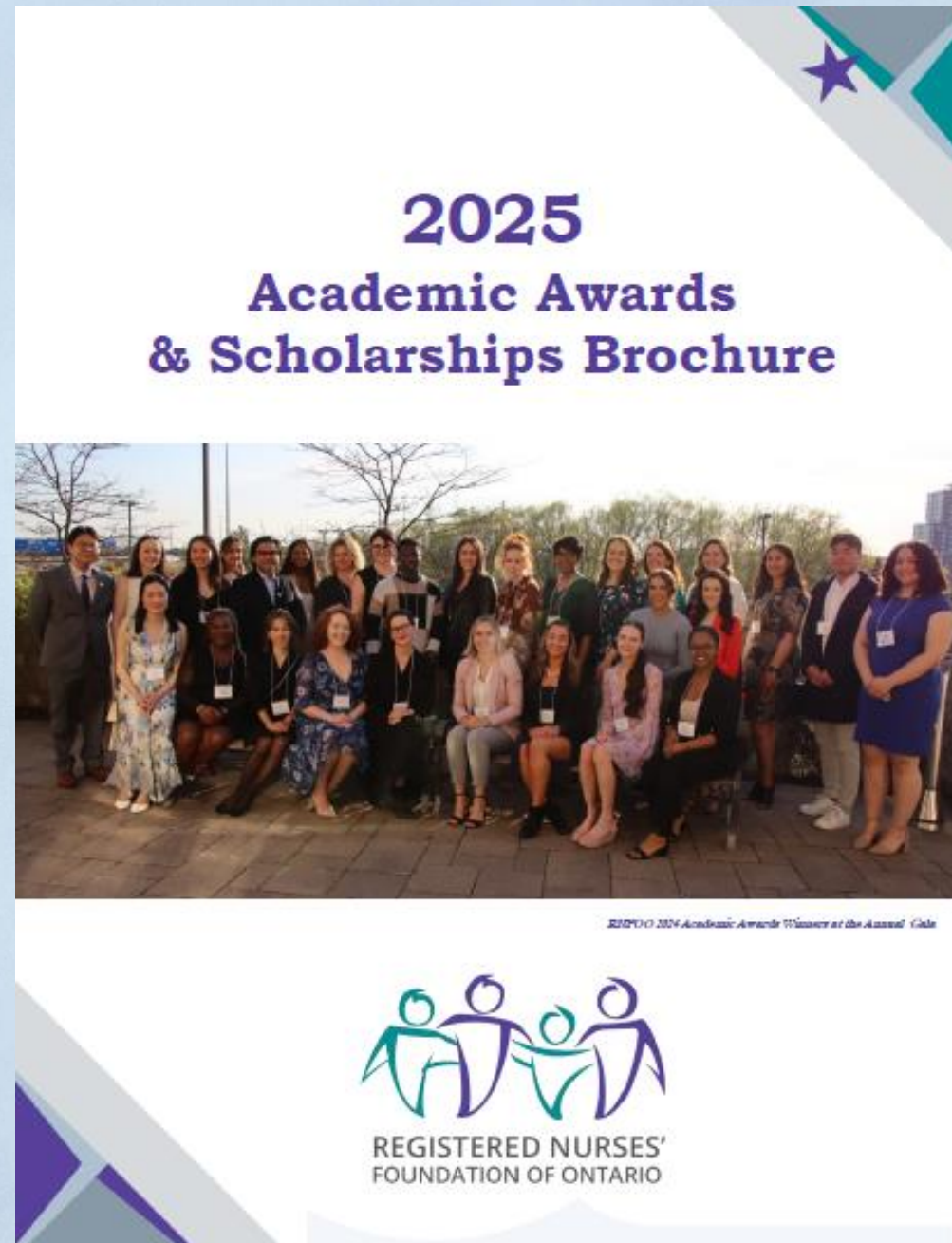
Applicants do not have opportunity to apply for awards where the criteria did not meet their academic program.

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 2025 Awards Brochure is accessible from a link at the bottom of the Application Guidelines page of the website, and on the Reviewer Resources page.



Award Backgrounds

Who We Are ▾

Ways to Help ▾

Awards ▾



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

Using the RNFOO Criteria Guide To find 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.

Undergraduate Level Criteria Guide			
This form is designed to help identify award winners.	Use this form <i>after</i> you have determined the final scores for your applicants.	Use this tool for your <i>top scoring</i> applicants.	Applicants who score less than 36 are not eligible for awards. Applicants who score less than 40 are unlikely to receive awards; you don't need to consider them in this tool.
Award Name	Requirements	Distinguishing Criteria	Prospects/ Comments
Evelyn Cameron Memorial Bursary (PedNIG)	RN pursuing education in pediatric nursing, member of PedNIG for 1 year.	Demonstrate commitment to advancing the practice of pediatric nursing in Ontario.	
Julie Hall Scholarship for Neuroscience Nursing	RN pursuing education, interested in neuroscience nursing.	Demonstrate excellence in neuroscience nursing, contribute to the advancement of clinical practice, education, or research within this specialty.	

Sample of Scoresheet using Best Fit guide

Please submit this form sorted by score, from highest to lowest						
user_id	Group	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	DNIG - Baccalaureate	DNIG Member, final year, good articulation of goal to do diabetes education and work in indigenous community near Thunder Bay
		Pat	Downs	40	Margaret Axelson	Great references, very active in student organizations, good example of leadership in group work

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 on Thursday, February 20th.**
- Team representative(s) attending the Review Panel meeting on February 27th 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.

Scoring Process with Partner(s)

Score a few and review with partners (consistency in scoring)

Continue to review independently

Compare scores for all applicants with partners

Continue as noted earlier

General Tips

- Review scoresheet
- Identify data source on website for each criteria on scoresheet

Sample Scoresheet: Undergraduate



What are you bringing to the profession as an individual (applicant statement – e.g., advocacy)

Going beyond, collaborative team member, influence others

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) <ul style="list-style-type: none"> 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 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Scholarship and academic potential (references, marks, CV) <ul style="list-style-type: none"> critical thinking scholarly writing ability previous and current academic performance in <u>nursing</u> courses* <small>*not applicable for non-student application, i.e., if application is for a 'project' award (assign score of 4 here)</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrated commitment to the Profession (CV, references, applicant statement). <ul style="list-style-type: none"> description of <u>high quality</u> nursing practice, <u>appropriate for applicant's level</u> involvement in professional, student, and/or civic organizations/activities (eg: RNAO, STTI) potential contribution within nursing career 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leadership potential (references, overall sense from applicant statement and CV) <ul style="list-style-type: none"> independence/self-direction/initiative interpersonal and communication skills evidence of strong team skills 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
TOTAL SCORE out of 48:						
Comments:						

Sample Scoresheet: Graduate

Similar to undergrad scoresheet

Expect more examples as applicants are more experienced as a clinician



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	
Scholarship and academic potential (references, marks, CV)	
critical thinking	
scholarly writing ability* (includes research skills for thesis applicants and critical appraisal skills for non-thesis and NP applicants)	
previous and current academic performance in <u>nursing</u> courses	
Demonstrated commitment to the Profession (CV, references, applicant statement).	
description of strong nursing background	
involvement in professional, student, and/or civic organizations/activities (e.g.: RNAO, STTI, etc)	
potential contribution within nursing career	
Leadership potential (references, overall sense from applicant statement and CV)	
independence/self-direction/initiative	
interpersonal and inter-professional collaboration and communication skills	
demonstrated leadership and ability to influence colleagues, clients and others in group/ team situations	
TOTAL--out of possible 48	0
Score Key:	
0: No, not evident/stated	
1: yes, but weak	
2: yes, Moderate/Good	
3: yes, strong	
4 yes, outstanding	

Scoring - General Tips

- Look for concrete examples
- Evaluated according to the of level of study (student vs practising nurse)
- Review 'Awards criteria':
 - Ensure applicant meets criteria for **EACH** award they selected (different statements for each award)
 - Focused activities and align with award e.g. committee work, courses, PD, work experiences and skill set
- Make notations for areas of excellence or gaps/issues

Research Grants

- Completed research proposals (year 2 or 3 in PhD programs; in progress research for Master's programs)
- Follow Research Guidelines (e.g., length) and grant criteria
- Alignment with the focus of the award
 - NRIG – generic (1)
 - MHNIG – mental health care (2)
 - DNIG - diabetes care (1)
 - Lynn Kirkwood – Nurse Practitioner practice (all domains) (1)

Prepare for Reviewer Panel Meeting

“Tell me more about your applicant....”

Know your group number!

Select recommended award best suited for applicant

Provide rationale - be prepared to champion your applicants

Assemble materials for quick reference:

- Completed scoresheets
- Award criteria

Review and Selection Process

Initial review by A & S Committee

Awards discussed starting with the monetary value then alphabetically with applicant name and score provided

Applicants may win more than one award

Minimal score to be selected for an award is 36/48

If a tie, spin the wheel!

Post meeting:

- Verify and review of official transcripts
- Notify award winners and Schools of Nursing
- Follow up documentation
- Celebration!



Q & A – open 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.

heather.jones@rnfoo.org

905-752-0700 ext 261

Thank You!