

Advanced Clinical Practice Fellowship Program

Request for Proposals

2013-2014

Request for Proposals Issued: March 5, 2013

Deadline to Notify RNAO of Intention to Submit a Proposal: May 1, 2013

Deadline for Submissions: May 23, 2013 (BOTH an electronic copy and four paper copies must be received by RNAO Office by 5 pm EDT)

Results released to Applicants: July 18, 2013

Fellowships to occur any time during the period of September 10, 2013 – February 1, 2014

Advanced Clinical Practice Fellowship Program Request For Proposals

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Advanced Clinical Practice Fellowship Program Request For Proposals

SECTION ONE: Program Information

Program Overview

Established in 2000 and funded by the Ministry of Health and Long Term Care, the Advanced Clinical Practice Fellowship Program is designed to build the capacity of individual nurses within the nursing profession by enhancing professional growth and development. The Advanced Clinical Practice Fellowship Program has evolved to become one of RNAO's flagship initiatives and a powerful example of the impact of nursing knowledge and evidence in action.

The Advanced Clinical Practice Fellowship Program provides the opportunity for Registered Nurses to develop their skills, knowledge and expertise while advancing a project that will meet a need or gap in service within their organizations, with the ultimate goal of improving client outcomes in their practice setting.

In collaboration with their Sponsoring Organization and a Mentor /Mentoring Team, applicants identify a personal learning goal, and develop a plan for achieving that learning through work on a specific project. Nurses are required to select one of three broad skill development streams – 1) Clinical, 2) Leadership, or 3) Guideline Implementation – in which to focus their learning. The project that is chosen must meet a need or address a gap in service at the sponsor organization, and provide opportunity for the nurse to concretely meet his/her learning objectives through the application of a range of learning activities.

Fellowships are 450 hours in length, completed on a full or part time basis, and must include strategies for sustaining both the learning of the fellow and the impact of the project outcomes after the fellowship term is completed. Funding for the fellowship is provided in part by the Ministry of Health and Long Term Care, administered by RNAO, and in part through contribution from the Sponsoring Organization.

RNAO invites proposals from eligible and qualified registered nurses and their teams twice per year. Proposals must address the questions outlined in each call for proposal using the standard template provided. This template includes information about the fellow, mentor/mentoring team, sponsoring organization, need for learning and for the fellowship activities, a budget, letters of support and a detailed learning plan. When a call for proposals is active, RNAO provides a variety of supports to interested applicants, including downloadable resources, and support workshops offered via webinar.

Important Dates

Event or Deadline	Date	Notes
Request for Proposals Issued	March 5, 2013	Requirements and Templates available at www.rnao.ca/acpf
Deadline to Register Intent to Submit a Proposal	May 1, 2013	Complete the online form and provide: <ul style="list-style-type: none"> • Fellow's name and email address • Sponsor Organization name and location • Skill Development Stream (Clinical, Leadership, Guideline Implementation) • Language of Proposal submission (English or French)
Deadline for Submissions	May 23, 2013, 5:00 PM EDT	BOTH electronic and hard copies must be received by RNOA no later than 5 PM EDT
Review Results Released	July 18, 2013	Notification will be sent to fellowship teams by email
Fellowships Occur	September 10, 2013 – February 1, 2014	Fellowship is to take place for a duration of 450 hours over approximately 12 weeks (full time)/20 weeks (part time), excluding statutory holidays and vacations

Workshops for Applicants		
Information Sessions	March 11, 2013, 3:30-4:00 PM EDT March 18, 2013, 10:00-10:30 AM EDT	All sessions free of charge and are held by webinar. Any interested team members are encouraged to attend. To Register, please visit www.rnao.ca/acpf and complete the online form to indicate which session you would like to attend.
Getting Started: Framing your Fellowship and Focusing your Learning	March 25, 2013, 1:30-2:30 PM EDT April 17, 2013, 10:30-11:30 AM PM EDT	
Developing your Learning Plan	April 4, 2013 2:00-3:00 PM EDT April 30, 2013 10:00-11:00 AM EDT	
Pre-Submission Question and Answer Session for Applicants	May 3, 2013, 2:00-3:00 PM EDT	
<p>Please note: Workshop dates are subject to change – to view the most current schedule, please visit our website at www.rnao.ca/acpf.</p>		

Eligibility Criteria

Fellows must meet the following minimum requirements:

- RN licensed with the College of Nurses of Ontario*
- Live and/or work in Ontario
- Have a minimum of one year of experience in nursing practice

*Note: Please visit the Registered Practical Nurses' Association of Ontario (www.rpnao.org) for fellowships available to RPNs.

Mentor(s) must meet the following requirements:

- One mentor must be identified as the primary mentor – this individual must possess an RN designation AND graduate preparation at the Masters level (Masters preparation does not need to be in nursing)
- All mentors must receive approval from their supervisor/employer as appropriate for their role in the fellowship

Sponsor Organization must meet the following requirements:

- Licensed Academic, Service Provider Agency or other health care organization operating in Ontario
- Have an employer/employee relationship with the Fellow (volunteer or student placements are not eligible)
- Be able and prepared to release the fellow from his or her regular duties in order to work on the fellowship on a full or part time basis
- Be able and prepared to provide a minimum of \$5000 in financial and operational support for the fellowship, consistent with the budget as outlined in the proposal submitted to RNAO

Structure and Funding

Fellowships are 450 hours in duration. Designed to be a self-directed, intensive learning experience, the fellow must be provided with protected time to devote specifically to the activities outlined in the fellowship proposal. The fellowship may be completed on a full or part time basis (approximately 12 or 20-24 weeks respectively, excluding vacations and statutory holidays). Full-time is defined as approximately 37.5 hours each week, while part-time is defined as an average of approximately 18 hours each week.

The majority of fellowship activities take place at the fellow's Sponsoring Organization, however fellows are strongly encouraged to plan external learning opportunities. For many fellows, this means engaging with a mentor from an external organization, visiting or consulting with other organizations, and/or engaging in activities outside of their normal practice location, such as attending conferences, workshops, courses or other events.

The Ministry of Health and Long-term Care, through the RNAO, provides a total of \$13,000 for all successful fellowships, which is issued to the Sponsoring Organization, in two equal payments, and is

to be disbursed as detailed in the budget submitted in the fellowship proposal. The Sponsoring Organization is required to provide a minimum of \$5000 in financial and material support towards the fellowship, which may include in-kind contributions. “In kind” contributions are defined as any resources provided by the organization that have a material value but no direct cost to the fellow, such as existing library subscriptions, management or administrative support time, printing of teaching materials, use of technology or equipment or other costs.

The fellowship budget must cover the Fellow’s salary and benefits for the 450-hour duration of the fellowship, as well as any other costs associated with fellowship activities outlined in the learning plan, including for example teaching materials, printing, registration fees, and travel expenses. Additional funding of up to \$3000 is available to nurses living and/or working in Northern Ontario to support travel and distance related expenses. For full details, please see Northern Support funding policies outlined on page 13.

Fellowship Team Members, Roles and Responsibilities

The fellowship engages three key partners – fellows, mentor(s) and sponsoring organizations.

Fellows are individual RNs whose learning needs drive the fellowship work. Fellows are responsible for gathering the information required for the proposal, assembling their team, developing a plan for their learning experience in collaboration with their Mentor(s) and Manager(s), engaging in fellowship activities in order to achieve identified learning objectives, participating in the evaluation of the fellowship and working to sustain the learning and impact of the fellowship after the completion of the fellowship. Only one fellow can participate per fellowship.

Mentors are individuals who have formal and/or experiential knowledge about the subject in which the fellow wishes to gain enhanced knowledge and skill. Mentors work closely with the fellow to develop the proposal and carry out the learning experience. Fellows must have at least one mentor. If using a single mentor, that individual must possess both an RN designation and a Masters’ degree. If using two or more mentors, one individual who meets the above qualifications must be identified as the *Primary Mentor*, while others are described as *Mentoring Team Members*. Mentoring Team Members can have any educational or professional background, as long as their knowledge, expertise and participation can enhance the fellow’s learning. Both Primary Mentors and Mentoring Team Members can be from the same organization as the fellow, or another organization, and may be located in the same geographical area or be supporting the fellow via distance communication strategies.

Mentors, either individually or as a team, are responsible for helping to develop the fellowship focus and scope, assisting with preparation of the proposal and learning plan, providing support and guidance throughout the fellowship, assisting the fellow in evaluating his or her success and providing feedback, and working to sustain the learning and impact post-fellowship.

Sponsoring Organization Representatives are the individuals at the organization who supervise the fellow in their regular role, and who can provide support to the fellow as s/he develops their learning

and engages in fellowship activities. *Direct Managers* are individuals who supervise the fellow's practice, who can discuss and provide support for the fellow's learning need and the potential impact on the immediate practice setting and colleagues. *Senior Managers* are individuals who provide strategic direction to the fellow's practice area and hold signing authority for the organization, who can discuss and provide support for the organizational need and impact (i.e., an Administrator, Chief Nursing Executive/Officer). All Sponsoring Organization representatives are responsible for providing support, guidance and feedback to the fellow through the development of the proposal, all learning activities and in ensuring sustainability once the fellowship is complete.

The Sponsoring Organization is responsible for providing a minimum of \$5000 in financial and/or material contributions towards the fellowship budget, alongside funding provided by RNAO. The Sponsoring Organization is also responsible for ensuring all fellowship activities meet all Ethical Requirements (as they are defined by the Sponsoring Organization), disbursing fellowship funds per the approved budget and ensuring the overall terms, conditions and plans for the fellowship are successfully met.

Skill Development Streams – Clinical, Leadership and Guideline Implementation

While fellowship activities will provide opportunities for learning in many areas, applicants must choose one of three skill development streams as their primary focus.

Clinical Fellowships are those that focus on the development of skills, knowledge and expertise related to direct client/patient care.

Clinical fellows commonly undertake activities including but not limited to: literature reviews, job shadowing/buddying, clinical assessments, joint visits/assessments, site visits to other health care organizations, attendance at workshops, courses, conferences or events, self-reflective journaling, chart audits, assessments by peers or others and more.

Leadership Fellowships are those that focus on the development of knowledge, skills and expertise that support nursing practice, but may not directly involve clients/patients in the fellowship activities. Four sub-streams of Leadership Fellowships have been defined to further assist fellows and their teams in focusing their learning. Leadership sub-streams are:

Education – focused on the development of knowledge/skills/expertise to support education and knowledge transfer and exchange, such as the development, and/or delivery of educational programs or resources

Research – focused on the development of research knowledge/skills/expertise, such as participation in some aspect of a research study, or the design or development of a research proposal, or targeted skill development in specific research methodologies related to nursing practice

Policy – focused on the development of knowledge/skills/expertise related to review, assessment, development and analysis of policy at an organizational or systems level, such as the development of new policy measures or analysis of current political policy on organizational programming

Management – focused on the development of knowledge/skills/expertise to support program management or human resources, such as needs assessment, program review or evaluation

Leadership fellows commonly undertake activities including but not limited to: literature reviews, job shadowing/buddying, co-facilitation of meetings, organizational needs assessments, development, delivery and evaluation of educational sessions, site visits, attendance at workshops, courses, conferences or events, self-reflective journaling, chart audits, assessments by peers or others and more.

Guideline Implementation Fellowships are those that focus on the development of knowledge/skills/expertise related to one or more aspect of the process of implementing RNAO Best Practice Guidelines. Applicants in this skill development stream must choose ONE published RNAO Clinical or Healthy Work Environment Guideline (please see www.rnao.ca for a full list of guidelines) as their focus. Applicants must then further narrow the scope of their learning to one or more phase of the guideline implementation process, or one specific area of the chosen guideline to ensure a manageable, achievable scope within the fellowship timeframe.

Guideline Implementation fellows commonly undertake activities including but not limited to: literature reviews, review of the RNAO Toolkit: Implementation of Best Practice Guidelines (2nd edition), stakeholder assessment, environmental readiness assessment, gap analysis, co-facilitation of meetings, presentations, site visits, key informant interviews, attendance at Best Practice Champion workshops, courses, conferences or events, self-reflective journaling, chart audits, assessments by peers or others and more.

For additional guidance in selecting the stream that best fits your idea, download the resource:

“What’s my Stream?” Questionnaire

SECTION TWO: Application and Fellowship Processes

Steps in Applying

If you are interested in applying for the Advanced Clinical Practice Fellowship Program, you will need to complete the steps below. Please note that you may not necessarily complete all steps in the same order, and you may work on multiple steps at once. Applicants are encouraged to begin as early as possible, as the application process is detailed, and involves engagement of many individuals.

- 1. Read this document in full, and download the accompanying Proposal Application Template (in Word format) and resources from www.rnao.ca/acpf.**
- 2. Confirm support is available for an application at this time.** For many applicants, this means contacting a Manager at their organization to determine whether budget (minimum of \$5000 from the sponsoring organization), time and organizational priorities will allow participation in this opportunity at this time. Please note that the ACPF program issues requests for proposals twice per year on an ongoing basis.
Note: You may download the ACPF Fact Sheet for Managers, designed to assist applicants in approaching Managers who may be unfamiliar with the program.
- 3. Attend Proposal Development Workshops for Applicants, held by webinar.** Two different workshops are offered, both are 60 minutes in length. *Getting Started: Framing your Idea and Focusing your Learning* will discuss the different skill development streams, how to identify and build a strong fellowship team, how to develop a learning goal and focus. The second session, *All About Learning Plans*, specifically focuses on the Learning Plan, and identifies strategies for ensuring your goal, objectives, strategies, outcomes and evaluation criteria are detailed, well planned and consistent. All interested prospective Fellows, Mentors, Sponsor Organization representatives and supporters are encouraged to attend. Please see www.rnao.ca/acpf or Important Dates above for upcoming workshops.
- 4. Notify RNOA of your Intent to Submit a Proposal as soon as you have confirmed that you will be applying.** All Applicants who intend to submit a proposal must notify RNOA in advance. To do so, complete the online form at https://survey.rnao.ca/ACPFIntenttoSubmitProposal_May2013 and provide the following information:
 - Name of the Fellow
 - Email address of the Fellow
 - Name and location of the Sponsoring Organization
 - Skill Development Stream (Clinical, Leadership or Best Practice Guideline Implementation)
 - Language in which your proposal will be submitted (English or French)

This information is not binding and can be modified or withdrawn at any time. This information is used by RNOA to prepare for the Review Process and to ensure appropriate Reviewer support.

- 5. Develop a clear fellowship focus, identifying both the learning needs of the fellow and a need at the organization that can be addressed through a fellowship experience. Note:** You may download the ACPF Stream Selection Questionnaire, designed to provide assistance to applicants who are uncertain which skill development stream best fits their learning needs and desired focus activity. In most cases, Mentors and Sponsor Organization representatives play an active role in assisting with this process.

- 6. Begin the process of assembling a fellowship team.** Identify the appropriate Manager(s) from whom you need support and participation, and identify individuals who can act as supportive Mentor(s) and provide expertise and guidance to you related in the area or topic you wish to learn. Mentors can be identified in collaboration with your Manager(s) or colleagues, through reviewing literature or conference programs to identify experts in the field, through connecting with other organizations or academic institutions working in your focus area, by contacting professional bodies or networks such as RNAO's Interest groups, and by contacting RNAO for further suggestions.

Note: You may download the ACPF Fact Sheet for Mentors, designed to assist applicants in approaching Mentors who may be unfamiliar with the program.

Note: RNAO maintains a brief list of individuals who have volunteered to be Mentors for the ACPF Program, pending a match with their expertise and availability. Please contact RNAO Program Staff to obtain the most recent version of this list.
- 7. Begin Writing your Proposal.** The process of writing your proposal may be a lengthy one, with feedback, review and revision required at multiple stages before submission. Applicants are strongly encouraged to begin writing their proposal as early as possible.
- 8. Gather Supporting Evidence and Letters of Support.** Identify literature, data, statistics and references that support your arguments for why the fellowship is needed, and the potential impact it could have. Additionally, begin the process of requesting Letters of Support from your Manager(s), Primary Mentor and your Primary Mentor's Manager. Many fellows tell us that this process can take a significant amount of time.
- 9. Identify and Describe Learning Opportunities, including opportunities outside your practice setting.** In collaboration with your Manager(s) and Mentor(s), plan opportunities to address the learning goals identified. Detail these on the Learning Plan by describing the Overall Goal for Learning, then breaking down the goal into specific objectives that focus on the skills, knowledge and expertise required. Describe the strategies and/or resources that will be used, as well as the outcomes that will demonstrate that you have met your learning needs. Finally, describe how you will evaluate your learning and determine further learning needs, including the role your mentor(s) and other supporters will play in providing feedback.
- 10. Investigate and Determine Ethics Requirements for your Fellowship.** Identify the process at your organization for determining Ethics Approval Requirements, and identify whether you will need to go through that process. **NOTE:** You do not need to complete the Ethics Approval Process before submission; however you must include a clear determination of whether or not you will do so if accepted, and what impact it will have on your fellowship activities and timeline.
- 11. Review your Proposal.** Once you have a full, complete draft of your proposal, review the proposal in its entirety. Your mentor(s) and manager(s) should do the same. Ensure all elements of the proposal are consistent – all items discussed in the Abstract, Learning Plan and Proposal Questions are consistently described and indicated, and all costs are accounted for in the Proposed Budget.
- 12. Submit your proposal –RNAO must RECEIVE your submission no later than 5 PM EDT May 23, 2013. You must send FOUR paper copies of your proposal and ONE electronic copy (by CD, DVD, or USB stick) with your submission to RNAO.**

Supports and Resources Available

Numerous supports and resources are available for individuals considering the Advanced Clinical Practice Fellowship Program, including:

- The Request for Proposal document
- Proposal Application Template, including Applicant Declaration, Demographic Survey Sheet, Title Contact Page, Proposal Discussion Question Outline, Budget, Learning Plan Chart. You should complete this template and submit it as your proposal.
- Downloadable resources:
 - Stream Selection Questionnaire
 - Fact Sheet for Mentors
 - Fact Sheet for Managers
- Proposal Development Workshops, held by Webinar
 - Framing your Idea and Focusing your Learning
 - All about Learning Plans
 - Pre-Submission Question and Answer for Applicants
- RNAO Program Staff are available by phone or email to respond to questions at any time, however are unable to provide review or feedback prior to proposal submission.

Review and Selection Process

Review for all proposals is conducted by an external review committee, comprised of nurses who have been involved in the fellowship program in some capacity in the past, as a fellow, mentor, sponsor organization representative or some combination thereof. All Reviewers participate in training and inter-rater reliability testing prior to each Review Cycle.

Proposals are assigned to Reviewers within each skill development stream. Each proposal is evaluated individually by 2-3 reviewers, who then meet to come to consensus on a score for each element of the proposal, and recommendations and feedback to be provided to the applicant. Following this review process, RNAO identifies successful proposals for funding based on evaluation score, reviewer recommendation and feedback, and scope of any required revisions.

RNAO acknowledges that funding for this program is limited, and not all applications will receive funding. All proposals, regardless of whether they are selected for funding, will receive feedback from the Review Committee detailing areas of strength, areas for potential improvement, and any other suggestions or comments. Nearly all proposals selected for funding require minor revisions in some areas before funding can be released. Feedback provided to applicants whose proposals are selected for funding will detail any revisions required to address Review Committee concerns or meet mandatory funding requirements. Applicants whose proposals are not selected for funding are encouraged to reapply in future, incorporating the feedback provided to them.

Fellowship Final Report and Deliverables

Applicants whose proposals are accepted for funding will be required to adhere to all terms, conditions and policies of the Fellowship Program, including the production and submission of a Final Fellowship Report.

The Final Report is intended to provide a record to RNAO, the Ministry of Health and Long Term Care, and all involved parties of the full fellowship experience. The Report must include the following:

- An executive summary describing the fellowship experience from the fellow's perspective
- An updated learning plan outlining the activities, learnings, outcomes and evaluation as they actually took place
- An updated budget outlining how the fellowship funding was spent
- An updated and detailed plan for how the learnings and outcomes will be sustained, both for the individual nurse fellow and for the organization impact
- Copies of any materials, papers, presentations or resources produced as part of the fellowship
- Additional materials at the discretion of the fellow and his/her team, such as photos, data, etc.

Please note that RNAO does not provide individual feedback or evaluation of the Final Report or the Fellowship outcomes, as this is the role of the fellow, mentors and sponsoring organization representative(s).

Program Terms, Conditions and Policies

Feedback and Resubmission

RNAO and the Advanced Clinical Practice Fellowship Program are committed to supporting growth and professional development for all nurses. All fellowship proposals accepted for review will be provided with feedback from the Review Committee outlining areas of strength, areas for improvement, and any additional suggestions or comments.

The Advanced Clinical Practice Fellowship program is competitive; with a limited amount of funding, we regret that we are not able to fund all proposals. Applicants whose proposals are declined are strongly encouraged to resubmit their proposal after having incorporated Reviewer feedback. Please note that resubmission does not guarantee acceptance.

Intellectual Property

All materials submitted during the application process are considered confidential and the property of the respective applicants.

Applicants who receive funding will be required to produce a final report, and provide RNAO with copies of any materials produced during the fellowship. These materials will remain the intellectual property of the respective authors. RNAO, the Ministry of Health and Long Term Care, the Fellow, Primary Mentor and Sponsoring Organization shall have non-exclusive right to share, publish and disseminate fellowship reports and materials produced, with credit to all parties clearly outlined and documented.

Ethics and Liability

Ethics Approval is the sole responsibility of the respective Fellow and Sponsoring Organization. Applicants are required to provide detailed information related to Ethical requirements for their fellowship activities. The Senior Manager identified in the proposal must provide confirmation of

these requirements in his or her letter of support, and is responsible for ensuring that the fellowship and all participants adhere to those requirements.

Funding Disbursement and Northern Support Funding

Proposals that are selected for funding will receive \$13,000 in base individual funding. This funding is disbursed in two equal payments, provided directly to the Sponsoring Organization. The Sponsoring Organization is then required to disburse funding as set out in the approved fellowship budget. The first payment is issued upon receipt of a signed fellowship contract, normally prior to the fellowship experience beginning. The second and final payment is issued upon receipt of a final report, normally 2-4 weeks following conclusion of fellowship activities.

In an effort to further support Fellowships originating in Northern Ontario, additional funding is available to RN's living, or working this region. A maximum of \$3,000 per Fellowship is available to specifically assist with travel, accommodations, and distance related expenses in addition to the base individual funding of \$13,000 per ACPF Fellowship. The Sponsor Organization is still required to contribute a minimum of \$5,000.

To be eligible for this funding, either the RN's residence **or** the Sponsor Organization must be located north of the French River which traverses the province of Ontario from east to west (e.g. North Bay, Sudbury, and Thunder Bay are located north of this boundary).

Eligible applicants are required to estimate how much of this additional \$3,000 funding they will require for their proposed Fellowship and include all costs in their proposed budget. The additional funds requested will be issued to the Sponsor Organization following completion of the Fellowship, upon receipt of a final budget included as part of the final fellowship report.

Miscellaneous Policies

The Applicant acknowledges that RNAO reserves the right to verify any information in the Proposal and that false or erroneous documentation may result in the Applicant's proposal being declared non-responsive. Information obtained by the Applicant for inclusion in this RFP is confidential and must not be disclosed, except as authorized in writing by RNAO.

It is the responsibility of the Applicant to base the proposal on the current RFP document, and to obtain clarification of any terms, conditions or technical requirements contained therein.

Neither RNAO nor the Government of Ontario shall be liable for any costs incurred by any person in the preparation, implementation, submission or presentation of any proposal. Funding for the RFP is at the discretion of the Government of Ontario, and RNAO shall not be liable for the termination, cancellation or delay in the RFP or in the reduction of the amount of funding available to support the RFP. Neither RNAO nor the Government of Ontario assume any responsibility or liability for (a) the safekeeping of any proposal or maintenance of the confidentiality of any resume or personal information submitted by any person in connection with a proposal, or (b) any damages, claims, suits, actions, causes of action (including legal costs of same) to any person for any reason arising out of, relating to or resulting from the RFP.

Section Three: Proposal Requirements

Components of the Proposal

A Complete Proposal package includes FOUR paper copies and ONE electronic copy (included with hard copies in the form of CD, DVD or USB memory stick) of the following:

1. Applicant Declaration
2. Demographic Survey Sheet
3. Fellowship Contact Title Page
4. Abstract
5. Response to Proposal Discussion Questions
6. Projected Budget
7. Learning Plan
8. Letters of Support from individual(s) in the following positions
 - i. Fellow's Senior Manager (Appendix 2)
 - ii. Fellow's Direct Manager (Appendix 2)
 - iii. Fellow's Primary Mentor (Appendix 4)
 - iv. Primary Mentor's Manager (Appendix 5)
9. Resume or Curriculum Vitae (condensed to no more than 4 pages per person) from:
 - i. Fellow (Appendix 1)
 - ii. Primary Mentor (Appendix 3)
 - iii. Mentoring Team Members (if applicable) (Appendix 3)

Submission Instructions

All Applicants who intend to submit a proposal must notify RNAO no later than May 1, 2013. This information is used by RNAO to prepare for the Review Process; it is not binding and can be modified or withdrawn at any time. To notify RNAO of your intention to submit a proposal, please visit https://survey.rnao.ca/ACPFIntenttoSubmitProposal_May2013 and provide:

- Name of the Fellow
- Email address of the Fellow
- Name and location of the Sponsoring Organization
- Skill Development Stream (Clinical, Leadership or Guideline Implementation)
- Language in which your proposal will be submitted (English or French)

NOTE: All proposals must be RECEIVED by RNAO no later than 5 pm EDT on May 23rd, 2013.
Complete proposal packages (see above requirements) should be sent to:

Advanced Clinical Practice Fellowship Program
Registered Nurses' Association of Ontario
158 Pearl Street, Toronto, ON M5H 1L3
Attention: Chelsea Morka – cmorka@rnao.ca / 416-599-1925 or 1-800-268-7199 x241

All applicants will receive notification by email that their proposal has been received no later than one business day following the submission deadline. If you do not receive notification, contact us directly.

Evaluation Breakdown

<p>Mandatory Components with no Evaluation Score Assigned</p> <ul style="list-style-type: none"> • Notify RNOA that you will submit a proposal • Applicant Declaration • Demographic Survey Sheet • Fellowship Contact Title Page 	0%
<p>Abstract</p>	3%
<p>Proposal Questions – Section One: Candidate’s Profile</p> <ul style="list-style-type: none"> • Highlights of the Fellow’s experience related to this Application 	2%
<p>Proposal Questions – Section Two: Establishing the Need for the Fellowship</p> <p>Need for Learning</p> <ul style="list-style-type: none"> • Selection and Description of Skill Development Stream Focus • Potential Impact of Fellow’s Learning on Fellow’s Practice • Potential Impact on Colleagues & Other Staff in the practice setting/area <p>Need for the Fellowship Initiative</p> <ul style="list-style-type: none"> • Identification and Description of the Need or Gap in Service at Sponsoring Organization • Identification and Description of Client/Patient Population affected • Identification and Description of Client/Patient Outcomes that can measure success of the fellowship 	19%
<p>Proposal Questions – Section Three: Organizational Supports</p> <ul style="list-style-type: none"> • Fellowship link to past, current or future initiatives or strategic plans • Manager & Organizational Support for Development of the Proposal & Initiative • Organizational support for Applying knowledge learned • Organizational support for Disseminating knowledge learned • Organizational support for Sustainability (for the Fellow and for the Fellowship Initiative) • Description of Sponsoring Organization Ethics Approval Process and Fellowship Ethics Approval Requirement Statement • Two Letters of Support from Sponsor Organization representatives 	18%
<p>Proposal Questions – Section Four: Mentoring Supports</p> <ul style="list-style-type: none"> • Identification and Selection of Mentors with appropriate expertise and background + Resumes/CVs of Mentors • Description of the role and areas of responsibility of Mentor(s) • Description and variety of learning/engagement strategies with mentor(s) • Strategies for coordination and communication between mentor(s), fellow and manager(s) • Letters of Support from Primary Mentor and Primary Mentor’s Manager 	14%
<p>Proposed Budget</p> <ul style="list-style-type: none"> • Support for Fellowship evidenced through financial contribution • Clear, detailed and accurate budget 	4%
continued next page	

<p>Learning Plan</p> <ul style="list-style-type: none"> • Overall Goal for Learning • Learning Objectives • Strategies • Outcomes Demonstrating Achievement • Criteria for Evaluating Success <p>Learning Plan Overall Factors</p> <ul style="list-style-type: none"> • Appropriate & Reasonable Timeframe • External Engagement Opportunities • Clarity of Mentor/Mentoring Team Role(s) • Appropriate Skill Development Stream focus evidenced in learning objectives, activities, outcomes and evaluation criteria • Overall Impact and Anticipated Success of Plan 	<p>40%</p>
<p>Total</p>	<p>100%</p>

Proposal Requirements and Instructions

ALL APPLICATIONS MUST USE THE PROPOSAL APPLICATION TEMPLATE. Please visit www.rnao.ca/acpf to download a copy.

Mandatory Components (not evaluated)

These items must be included with your proposal in order to be considered for review, however no evaluation score is assigned to them. These items are used to assist applicants and program staff in the application process, as well as to report statistical information to the funder.

Notify RNAO that you intend to Submit a Proposal

All Applicants who intend to submit a proposal must notify RNAO in advance – no later than January 7, 2013. To do so, please visit

https://survey.rnao.ca/ACPFIntenttoSubmitProposal_May2013 and provide the following information:

- Name of the Fellow
- Email address of the Fellow
- Name of the Sponsoring Organization
- Skill Development Stream (Clinical, Leadership or Guideline Implementation)
- Language in which your proposal will be submitted (English or French)

This information is not binding and can be modified or withdrawn at any time. This information is used by RNAO to prepare for the Review Process and to ensure appropriate Reviewer support.

Applicant Declaration

This item is a checklist to ensure that the applicant has submitted all proposal components and met all mandatory requirements. At least one fellowship team member must initial each component to confirm that, to the best of their knowledge and ability, each requirement has been met. Please see the Proposal Application Template for a copy of the Applicant Declaration. Proposals that do not contain a fully completed Applicant Declaration, with all components initialed, will not be accepted for review.

Demographic Survey Sheet

This item is used to gather information about the Fellow for demographic and statistical purposes, and is not included as part of the evaluation process. Please see the Proposal Application Template for a copy of the Demographic Survey Sheet. Proposals that do not contain a fully completed Demographic Survey sheet will not be accepted for review.

Fellowship Contact Title Page

This page should provide the basic information about your fellowship at a glance, including the title of the Fellowship, the Skill Development Stream, the anticipated start and end dates, and full contact information including name, credentials, professional affiliation, mailing address, phone number, and email address for the Fellow and all Mentor(s) and Sponsor Organization Representatives. **Please see the Proposal Application Template for a standard layout and format for the Fellowship Contact Title page.**

Abstract

Accounts for 3% of total evaluation score

The Abstract should provide an overview of the proposed fellowship experience and include a summary of the following:

- The overall learning goal identified by the fellow (consistent with the learning goal noted in the learning plan), describing the skills, knowledge and expertise the fellow will gain through this experience
- A description of the practice setting, including the organization, specific unit, site or location
- A description of the fellowship participants, as well as other individuals who may be affected, such as colleagues
- A description of the project through which the fellow will gain the desired skills, knowledge or expertise. This description should clearly identify the need or gap in service at the Sponsoring Organization, and why this project has been chosen as an opportunity for the fellow to develop their learning. Supporting data, where available, should be referenced
- A description of the patient/client population to be affected by the fellowship, and the improvements in outcomes for this population that are anticipated as a result of the fellowship
- A description of the outcomes anticipated for the fellow, colleagues, and the organization as a result of the fellowship

Abstract: Things to consider in preparing your abstract:

- The learning goal and focus are clearly evidenced and consistent with the chosen skill development stream.
- The organizational context and all participants are well described, with distinct roles and responsibilities.
- The need for the fellowship has been well described, and supported by relevant evidence.
- A number of clear, measurable and appropriate outcomes are identified for all stakeholders, with consideration given to the potential improvements on patient/client outcomes.

NOTE: Applicants are encouraged to complete this section last, or when they are in the final stages of their proposal development to ensure that all information is consistent throughout the proposal

Proposal Discussion Questions

Section One Proposal Questions: Candidate's Profile

Accounts for 2% of total evaluation score

1. Name and credentials (credentials include RN status, degrees and certifications held).
2. Contact information: Full mailing address (including office and building number if applicable), telephone and fax numbers, e-mail address, etc.)
3. Registration number with the College of Nurses of Ontario, and the number of years experience as a registered nurse.
4. Please provide highlights of your resume which are relevant to this application. A current resume or CV of no more than 4 pages, which includes education, experience, professional development, professional activities, research, presentations, conferences attendance and professional affiliations should be attached as **Appendix 1** at the end of the proposal. Please note that you **do not** have to be a RNAO member to be eligible for this fellowship.

Section One: Things to consider in preparing your response:

- Provide a clear, persuasive statement linking your interest, past work or volunteer experience, education and background to the proposed fellowship experience
- Highlight any transferrable skills and/or other factors which will promote your success in achieving your overall learning goal.

Section Two Proposal Questions: Establishing the Need for the Fellowship

Accounts for 19% of total evaluation score

Need for Learning

1. Please choose one skill development stream (Clinical, Leadership or Guideline Implementation) and describe the specific knowledge, skills and expertise you hope to develop through this fellowship.
2. Describe the link between applicant's current role or practice and the learning need. What is the potential impact of this learning on the applicant's practice?
3. What is the potential impact of this learning on colleagues or other staff in the practice setting or area?

Need for the Fellowship Initiative

4. Describe the need for this project at the Sponsoring Organization. Why has this specific project or approach been chosen? Include a description of the gap in practice or service that you hope to address through the fellowship.
5. Identify and describe the client/patient population to be affected by this project.
6. What potential client/patient, nurse and/or organizational outcomes can be measured to evaluate the success of this fellowship?

Section Two: Things to consider in preparing your response:

- Clearly identify and describe the skill development stream for your learning need that best matches the fellowship intent – goal, objectives and activities outlined throughout the fellowship proposal reflect a focus on the chosen skill development stream with strategies, outcomes and evaluation criteria that are appropriate to the type of skills being developed (clinical, leadership, guideline implementation).
- Include persuasive, well-supported arguments (using literature, statistical data and references from the Sponsoring Organization or external sources as appropriate) to outline the rationale for choosing the specific fellowship focus.
- Provide a persuasive, well-supported argument describing how the chosen fellowship goal and activities will enhance your practice and practice at the organization.
- Clearly describe the link between your identified learning need and the project described.
- Describe and integrate Patient/Client stakeholder interests and outcomes.
- The indicators, impacts and outcomes described are concrete and measurable.

Section Three Proposal Questions: Organizational Supports Accounts for 18% of total evaluation score

1. Describe how your fellowship relates to any past, current or future initiatives or strategic plans at your organization. For example, what previous work has been done in this area? What future work is necessary/anticipated?
2. How have you engaged your Manager(s) in identifying and defining the fellowship focus, and in the development of this proposal? How will your Manager be involved throughout your fellowship experience?
3. How will your organization support you in applying the knowledge you gain through the fellowship experience?
4. How will your organization support you in sharing and disseminating the knowledge you gain through the fellowship experience?
5. What strategies have you identified to support sustainability? Discuss both how you as a fellow will sustain your knowledge and skills post-fellowship, and how the organization will support you to sustain the outcomes and impact of the fellowship within your organization?
6. a) Describe the process for determining if ethics review is required for your fellowship at your organization
b) Will this fellowship require an Ethics Review process? If so, what plans have you made to ensure adequate time and review?
7. Please attach two letters of support from the Sponsoring Organization, one from the Fellow's Direct Manager (responsible for supervising regular practice and activities) and one from the Fellow's Senior Manager (responsible for providing strategic direction to the fellow's practice area, and has signing authority for the Organization). Please mark these as **Appendix 2**.

Section Three: Things to consider in preparing your response:

- Clearly describe the link between the fellowship project and past, current or future organizational initiatives and strategic plans. Consider any learnings from past experiences and challenges within the organization, and identify strategies for enhancing sustainability.
- Define the role of your manager and any other Sponsoring Organization representatives, with opportunities for their involvement integrated throughout the fellowship experience.
- Plan and describe varied and meaningful opportunities for applying and sharing the knowledge you gain throughout the fellowship, and consider how you will identify opportunities and strategies for using the skills and expertise developed after the fellowship is completed.
- Link sustainability strategies to a variety of different stakeholder groups, to ensure broad and comprehensive integration of fellowship outcomes.

Sponsor Organization Letters of Support:

- Letters should provide detailed information regarding support for you as a fellow, the learning need you have identified, the organizational need or gap in service to be addressed, the fellowship project activities and outcomes to be achieved through the fellowship, as well as the sustainability and dissemination strategies that will be supported by the organization during and after the fellowship experience.
- The Senior Manager's letter must address the Ethics Approval Requirements, clearly indicating whether or not Ethics Approval will be required for any fellowship activities.
- The Direct Manager's letter should describe support you as a fellow to be released from your regular activities in order to facilitate work on the fellowship project.

Section Four Proposal Questions: Mentoring Supports Accounts for 14% of total evaluation score

Please provide a response for each of the following questions for your primary mentor. If using a mentoring team, please provide a response for each of the following questions for all members of your mentoring team.

1. Name, Credentials and Professional Affiliation.
2. What is the role of this person in your fellowship? (ie Primary Mentor, Mentoring Team Member, etc)
3. What background and expertise will this individual(s) contribute to the fellowship?
4. What strategies will you use to engage with your mentor(s)? In what activities or areas will this person/people support you in achieving your learning objectives?
5. What strategies or methods will you use to communicate your progress and activities between your team members (yourself, your manager(s), your mentor(s)?
6. Please attach a resume or curriculum vitae (condensed to no more than 4 pages) for your Mentor. If using a Mentoring Team approach, please attach a resume or curriculum vitae for each Mentor.

7. Please attach a letter of support from the Primary Mentor, detailing their support for involvement in this fellowship. Note: If using a Mentoring team, only the Primary Mentor must provide a letter of support. Please mark this as **Appendix 4**.
8. Please attach a letter of support from the Primary Mentor's Manager or Sponsoring Organization indicating support for their involvement in the fellowship experience. Please mark this as **Appendix 5**.

Section Four: Things to consider in preparing your response:

- Describe how your Mentor and/or Mentoring team has demonstrated research **and** clinical expertise in the area of the fellowship focus and activities, and how this expertise will support your learning. .
- Clearly describe a broad variety of engagement, feedback and evaluation strategies to support your learning.
- Clearly define the roles and responsibilities of all individuals participating in the fellowship (including primary mentor and/or mentoring team members) throughout the proposal and learning plan.
- Describe your plan for keeping all fellowship stakeholders apprised of fellowship progress and achievements throughout the fellowship experience.

Primary Mentor and Mentor's Manager's Letter of Support:

- Letters should provide detailed information regarding support for you as a fellow, the learning need you have identified, the fellowship project activities and outcomes to be achieved through the fellowship, the role of the Primary Mentor as described throughout the proposal, the evaluation strategies identified and the plan for communication and engagement throughout the fellowship experience.
- The letter from your Mentor's Manager letter should describe support for the Mentor's involvement in the project, support for the Mentor as an expert in the fellowship topic, and any benefits associated with the Mentor's participation in the fellowship experience.

Proposed Budget

Accounts for 4% of total evaluation score

The fellowship budget must cover all costs associated with the fellowship, and capture the full contribution of all parties to the fellowship, as outlined in the budget template.

1. Identify all financial costs and material resources needed for the fellowship, ensuring that all activities described in the proposal and learning plan have been considered.
 - a. Material Resources can include in-kind contributions from the Sponsor Organization: In-kind contributions are defined as resources made available by the Sponsor Organization for which no direct cost will be incurred. Examples include time with managers or other staff, library subscriptions, use of equipment or technology, printing and photocopying, telephone or videoconference charges. NOTE: ALL in-kind costs must be assigned an estimated dollar value, but noted as in-kind.
2. Fill out the budget template as fully and completely as possible, adding lines and detail where needed.
3. Insert the total cost for the activity, resource or item in the first column marked "Total Anticipated Cost". Provide a brief description or note which activity is associated in the final column marked "Description of costs".
4. Under the columns marked "Funding Source", please break down the portion of the expense that will be covered by RNOA funding (maximum \$\$13,000), the portion of the expense that will be covered by Sponsor Organization contribution, and if applicable, the portion that can be claimed as part of Northern Ontario Support funding. Please note restrictions on funding sources, as identified by the shaded areas.

Things to consider in preparing your budget:

- Ensure all costs are reasonably estimated, with clear descriptions associated with all figures.
- Ensure all costs associated with the learning activities you have described in the Proposal Discussion Questions, Learning Plan and Abstract have been identified and described in the budget.
- Review your budget to ensure that it is completed correctly, and that the columns totals are accurate.

Budget Items	Total Anticipated Cost*	Funding Source			Description of Costs
		RNAO Contribution <i>(maximum \$13,000)</i>	Sponsor Organization Contribution <i>(minimum \$5000)</i>	Northern Ontario Support Funding (if applicable) <i>(maximum \$3000)</i>	
	Insert total cost here	Insert the portion of the cost that will be funded by RNAO contribution	Insert the portion of the cost that will be funded by the Sponsor Organization Contribution. NOTE: All in-kind costs must be assigned a dollar value, but clearly marked as in-kind.	NOTE: This funding is only available to Applicants living or working in Northern Ontario, and can only be used for Travel or Distance related costs)	Briefly describe the learning activity, item, event or resource for which the cost is associated
Fellow's Salary					
Fellow's Benefits					
Management Support <i>(time, evaluation, etc.)</i>					
Administration & Secretarial Support					
Communication					
Library Services					
Printing costs <i>(handouts, resource books, etc.)</i>					
Conference Attendance					
Dissemination of newly acquired knowledge <i>(eg: in-services/ educational materials, etc.)</i>					
Education					
Training for replacement staff					
Parking					
Travel <i>(air, bus, train, mileage, etc.)</i>					
Accommodations					
Meals					
Miscellaneous <i>(provide details)</i>					
Totals					

Learning Plan

Accounts for 40% of total evaluation score

Complete the Learning Plan Chart fully and in detail – a blank version of the chart is available in the Proposal Application Template. Your learning plan should be developed in partnership with your Mentor(s) and with substantial feedback from your Sponsor Organization.

1. State your overall learning goal at the top of the chart. While constructing your goal, please bear in mind that the aim of the Advanced Clinical/Practice Fellowship program is to provide nurses with an educational growth opportunity. Your goal should be framed as a learning goal which is accomplished through the specific activities you are proposing.
2. Identify specific, concrete and measurable learning objectives that outline the skills or knowledge things you need to learn in order to meet your learning goal.
3. Identify and describe one or more strategies you will use or resources you will consult in order to meet your learning objective. Include a description of the role your mentor(s), managers, key informants or colleagues will play in assisting you with the activity or strategy, if applicable.
4. Identify specific, concrete and measurable ways that you can demonstrate that you have achieved your learning objective. This can include (but is not limited to) demonstration of skills, production of materials or other deliverables, completion of a particular program, assessment or set of requirements.
5. Provide a timeline on the major learning activities to be undertaken during the fellowship experience (450 hours/ 12 or 20-24 weeks). Provide anticipated start and end dates, and ensure all fellowship activities and learnings begin no earlier than September 10, 2013 and are scheduled for completion no later than February 1, 2014. It is strongly recommended that some learning activities be scheduled outside of the sponsor organisation (e.g. site visits, mentor meetings). Be sure to account for any holidays, vacation or other projects which may prevent you or your mentor from working on the fellowship.
6. Describe how you will evaluate your success in meeting your Learning Objective. Identify concrete, specific and measurable criteria that you can use to determine how well you have learned the skills or knowledge described in the Learning Objective. Include a description of the role your mentor(s), managers, key informants, colleagues, or others will play in assist with your evaluation, and describe any measures for self-evaluation.

Overall Goal for Learning: The overall goal for learning should appear at the top of the learning plan chart, and should describe the broad expertise or learning that will be developed by the fellow through carrying out the fellowship. The goal should reflect a focus on the fellow's learning rather than the fellowship project, and be identical to the goal provided in the Abstract.					
Learning Objectives	Strategies or Resources	Outcomes Demonstrating Achievement	Target Dates	Criteria for Evaluating Success	Progress/ Status
<p>What are the specific skills or knowledge you intend to learn in order to meet your learning goal? Objectives should be specific, measurable, attainable, realistic and timely. Objectives should include the content to be learned in relation to the knowledge, skill, and attitudes that are desired.</p> <p>Learning objectives should be focused on the learning needs of the fellow.</p>	<p>These are the activities that you will use to meet your objectives. (How will you do it?)</p> <p>Identify the role that any mentors, managers or others will play in assisting with your strategies/learning activities if applicable</p>	<p>How do you propose to demonstrate achievement of this objective? What are the specific outcomes of your work? What deliverables will you produce?</p> <p>E.g. "As a result of the meeting this objective, I will ..." (How will you know that you have achieved it?)</p>	<p>When are the outcomes due?</p> <p>Number of weeks & completion date.</p>	<p>Describe how you will assess or evaluate how well you addressed your Learning Objective. What criteria can be used to evaluate your success in achieved or completing the Learning Objective? All criteria should be concrete and measurable.</p> <p>Who will help you evaluate (mentor(s), colleagues, manager) and what method will be used to evaluate each objective? (Name who or how you will obtain feedback or information to demonstrate that you have achieved your objective)</p>	<p>Description of where Fellow is in relation to meeting the stated objective. This section should be tracked on an ongoing basis and completed at the end of the fellowship experience.</p> <p>(Dates will be specified on the contract that will be provided should the fellow be selected. This should be a blank column in the proposal)</p>
<p>Insert additional lines for each objective as needed.</p>	<p>Ensure that the information contained in each of these columns directly connects back to the specified learning objective.</p>				

Things to consider in developing your learning plan:

- **Goal for Learning:** The overall goal for learning briefly and concisely summarizes the broad expertise you will gain through the fellowship experience. The goal should capture the aim and intent of the fellowship experience, reflecting both your learning need and the aim of the ACPF program. It should be integrated and consistent with the rest of the learning plan, and is identical to the goal described in the Abstract.
- **Learning Objectives:** Learning Objectives identify and describe the specific skills or knowledge you will need to gain in order to meet your overall learning goal. The objectives should be focused on your learning needs, and be concrete and measurable. Ensure that every objective is framed as a learning objective, not as a project objective/activity. In their entirety, Objectives should fulfil the Goal for Learning.
- **Strategies:** Strategies describe the activities you will participate in during your fellowship in order to gain the learning described in each objective. Strategies need to be clearly linked to the outcomes that demonstrate the achievement of the learning objective and should identify the mentor or others involved in the learning activities. A broad variety of strategies should be employed, with some strategies planned outside of your practice setting.
- **Outcomes Demonstrating Achievement:** Outcomes clearly illustrate how you and your team will know or demonstrate that the learning objective has been met. Items listed in this section should be clear, measurable and need to be linked to other aspects of the learning plan; outcomes should logically flow from the strategies and resources described, and can be evaluated.
- **Criteria for Evaluating Success:** Criteria should clearly describe how you and your team will evaluate the deliverables under “Outcomes Demonstrating Achievement” and how well you have met your overall learning objective. All items in this section should be specific, measurable, and include a description of who will provide you with feedback, and what tools/approach will be used to evaluate your success.
- **Overall Considerations:**
 - **Appropriate and Reasonable Timeframes:** Ensure an appropriate amount of time for engaging in your fellowship activities, and that your activities flow in a logical sequence.
 - **External Engagement Opportunities:** Look for learning opportunities outside your immediate practice setting, such as attendance at events or workshops, visits to other sites, consultation and engagement with external individuals, groups and networks. The opportunities planned should be meaningful and add value to the learning experience.
 - **Clarity of Mentor/Mentoring Team Roles:** The role, activities and responsibilities of the Mentor(s) should be clearly defined throughout the learning experience. Where a Mentoring Team approach is used, the differences between the role and responsibilities of each Mentor should be clear, and the specific Mentor who will be supporting each activity or evaluation process should be stated.
 - **Appropriate Skill Development Stream focus evidenced in learning objectives, activities, outcomes and evaluation criteria:** Overall, the Learning Plan should reflect a clear focus on the chosen Skill Development Stream (Clinical, Leadership, Guideline Implementation).

Advanced Clinical Practice Fellowship Demographic Survey Sheet

Please fill out this information sheet; your responses will have no bearing on your proposal valuation and are used for statistical reporting purposes only.

Name of applicant: _____

Please check your highest level of education: <input type="checkbox"/> Diploma <input type="checkbox"/> Baccalaureate degree <input type="checkbox"/> Masters degree <input type="checkbox"/> PhD
Please check your employment status at your Sponsor Organization <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Casual
Please check the number of years' experience in Nursing: <input type="checkbox"/> 1-2 years <input type="checkbox"/> 3-5 years <input type="checkbox"/> 6-10 years <input type="checkbox"/> 11-15 years <input type="checkbox"/> 16-25 years <input type="checkbox"/> >25 years
Please indicate which of categories your proposal is focused in: <input type="checkbox"/> Clinical <input type="checkbox"/> Best Practice Guideline Implementation (Title of Guideline _____) <input type="checkbox"/> Leadership – Education <input type="checkbox"/> Leadership – Policy <input type="checkbox"/> Leadership – Research <input type="checkbox"/> Leadership – Management/Administration
Please indicate which of the following speciality areas will apply to your fellowship. Check as many as apply, but also circle just one main speciality area : <input type="checkbox"/> Antenatal / Post-partum <input type="checkbox"/> Cardiac Care <input type="checkbox"/> Critical Care <input type="checkbox"/> Diabetes <input type="checkbox"/> Dialysis <input type="checkbox"/> Emergency/Trauma <input type="checkbox"/> Gerontology <input type="checkbox"/> Health Promotion <input type="checkbox"/> Infection Control <input type="checkbox"/> Knowledge transfer / Guideline implementation <input type="checkbox"/> Medical Surgical <input type="checkbox"/> Neonatal <input type="checkbox"/> Neurology <input type="checkbox"/> Oncology <input type="checkbox"/> Operating Room <input type="checkbox"/> Paediatrics <input type="checkbox"/> Pain <input type="checkbox"/> Palliative Care <input type="checkbox"/> Psychiatric/Mental Health <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Wound Care <input type="checkbox"/> Other:
Please indicate which one of the following categories best applies to your Sponsor Organization: <input type="checkbox"/> Ambulatory Care <input type="checkbox"/> Acute Care Hospital <input type="checkbox"/> CHC <input type="checkbox"/> Complex Continuing Care <input type="checkbox"/> Long-Term Care <input type="checkbox"/> Psychiatric Hospital / Mental Health <input type="checkbox"/> Public Health <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Visiting Nurse / home care / CCAC <input type="checkbox"/> Other:
How did you first learn about the Advanced Clinical/Practice Fellowships? (check only one) <input type="checkbox"/> RNAO Website <input type="checkbox"/> RN Journal <input type="checkbox"/> Word of mouth <input type="checkbox"/> Posting in Organization <input type="checkbox"/> Newsletter (organization/group title) _____ <input type="checkbox"/> Other (please specify):
Are you an RNAO Member*? <input type="checkbox"/> Yes <input type="checkbox"/> No * Please note: You do not have to be an RNAO Member to be eligible for this Fellowship.

Advanced Clinical Practice Fellowship Applicant Declaration

Please initial beside each item to indicate that your submission meets the following mandatory requirements. This Declaration **MUST** be completed and submitted with your proposal in order for your proposal to be reviewed.

Mandatory Requirements

- Applicant has contacted RNAO to notify ACPF Staff of "Intent to Submit a Proposal" no later than **May 1, 2013**.
- The proposal conforms to the required format and length (insert responses directly into RFP template).
- The applicant has a minimum of one year of work experience as an RN.
- The Primary Mentor is a registered nurse and has **completed** a Master's Degree.
- Fellowship is set to begin no earlier than September 10, 2013 and will be completed no later than February 1, 2014.
- Full contact details for each participant (applicant, primary mentor, direct manager, senior manager and mentoring team member(s)) are listed on the Title Page of the Proposal, including an email address and address with office number where applicable.
- Budget contains a detailed breakdown of costs, and includes a minimum contribution of \$5000 from the Sponsoring Organization. All items described as "In Kind" contributions have been assigned a dollar value.
- A statement describing the approach the applicant has taken for investigating Ethics Approval at the Sponsor Organization is included in the proposal discussion questions (Section 3: Organizational Supports).
- A statement indicating whether or not Ethics Approval will be required is contained in **BOTH** the proposal body (Section 3: Organizational Supports) **AND** the Senior Manager's Letter of Support.
- Direct Manager's Letter of Support contains a statement indicating that the applicant will be released from regular duties and given protected time for Fellowship work.
- The following are included as appendices :
 - Letter of Support from the Fellow's Direct Manager*
 - Letter of Support from the Fellow's Senior Manager*
 - Letter of Support from the Primary Mentor*
 - Letter of Support from the Primary Mentor's Manager*
 - Fellow's Resume/CV (max. 4 pages)
 - Resume/CV for **EACH** mentor (Primary Mentor AND Mentoring Team Members, if using a mentoring team) – maximum of 4 pages each.

*NOTE: if an individual is fulfilling more than one role (ie Direct Manager and Primary Mentor, or Fellow's Senior Manager and Primary Mentor's Manager), one letter may be submitted that addresses the requirements for both roles.

Applicant's' Signature: _____
 Applicant's Name (please print): _____
 Date : _____