Registered Nurses' Association of Ontario
L'Association des infirmières et infirmiers
autorisés de l'Ontario

RNAO

Speaking out for nursing. Speaking out for health.

ACPF

RNAO's ADVANCED CLINICAL PRACTICE FELLOWSHIP PROGRAM

Request for Proposals

2018 - 2019

Request for Proposals Issued: **March 5, 2018**
Deadline to Notify RNAO of Intention to Submit a Proposal: **May 18, 2018**
Deadline for Submissions: **May 4, 2018**
Results released to Applicants: **August 7, 2018**
Fellowships to occur any time during the period of **September 4, 2018 - Feb 1, 2019**

Table of Contents

Section One: Program Information

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 (ACPF) program is designed to build the capacity of individual nurses within the nursing profession by enhancing professional growth and development. The ACPF 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 ACPF program provides the opportunity for Registered Nurses (RN) or Nurse Practitioners (NP) 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 patient outcomes in their practice setting.

In collaboration with their sponsoring organization (employer) and mentor/mentoring team, applicants will identify a personal learning goal and develop a plan for achieving that goal through work on a specific project. Nurses are required to select one of the following four skill development streams in which to focus their learning: 1) Clinical, 2) Leadership, 3) Guideline Implementation, or 4) AMS/RNAO. The proposed project must meet a need or address a gap in service at the sponsor organization, and provide opportunity for the applicant to directly meet his/her learning objectives through the application of a range of learning activities.

Fellowships are 450 hours in length, completed on a full-time 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 sponsor organization. AMS/RNAO fellowship funding is provided in part by the Ministry of Health and Long-Term Care and the Associated Medical Services (AMS), both administered by Registered Nurses' Association of Ontario (RNAO), and in part through contribution from the sponsor organization.

Applicants' proposals must address the questions in the request for proposal (RFP) application found on the ACPF webpage (www.RNAO.ca/acpf). RFPs are issued two to three times a year. The application includes questions about the applicant's nursing background, mentor/mentoring team, sponsor organization, need for learning for the fellow/gap in service within the sponsor organization, 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 workshops to support the application process that are offered via webinar.

2018-2019 Important Dates

Event or Deadline	Date	Notes
Request for Proposals Issued	March 5, 2018	Requirements and application available at www.rnao.ca/acpf
Intent to Submit a Proposal Deadline	May 4, 2018	Complete the online form and provide: • Applicant's name and email address • Sponsor organization name and location • Chosen Stream (Clinical, Leadership, Guideline Implementation, AMS/RNAO) • Language of proposal submission (English or French)
Deadline for Submissions	May 18, 2018	Applications must be completed online at: http://m.sgizmoca.com/s3/ACPF-Application
Review Results Released	August 7, 2018	Notification will be sent to fellowship team by email. Results will be released to the applicant, primary mentor, and if applicable to the Best Practice Spotlight Organization (BPSO) Lead.
Fellowship Implementation	September 4, 2018 - Feb 1, 2019	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

Eligibility Criteria

Fellows must meet the following minimum requirements:
- RN or NP licensed with the College of Nurses of Ontario.
- Live and/or work in Ontario.
- Employed on full time or part time basis.
- Have a minimum of one year of experience in nursing practice.

Mentor(s) must meet the following requirements:
- One mentor must be identified as the primary mentor – this individual must possess an RN or RN (EC) designation AND have completed graduate preparation at the Masters level (Master's preparation does not need to be in nursing).
- All mentors must receive approval/support from their supervisor/employer as appropriate for their role in the fellowship. This mentor does NOT need to be employed by the sponsor organization.

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 applicant (volunteer or student placements are not eligible).
- Be able and prepared to release the applicant from his/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 and are designed to be a self-directed, intensive learning experience. The fellow must be provided with protected time to work on the activities outlined in the fellowship proposal. The fellowship must be completed on a full-time or part-time basis (approximately 12 weeks full-time or 20 weeks part-time excluding vacations and statutory holidays). Full-time is defined as approximately 37.5 hours each week.

The majority of fellowship activities take place at the fellow's sponsor 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, provide a total of $15,000 for all successful fellowships, which is issued to the sponsor organization, in two equal payments, and is to be disbursed as detailed in the budget submitted in the fellowship proposal. The sponsor 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 applicant's salary and benefits for the fellowship term, as well as any other costs associated with the fellowship activities outlined in the learning plan. This includes teaching materials, printing, registration fees, and travel expenses.

In addition, the AMS/RNAO applicant budget MUST cover travel and accommodation expenses associated with attending the annual 2-day AMS Phoenix conference. The AMS Phoenix Conference is sponsored by AMS and hosted by one of Ontario's faculties of medicine. The conference brings together leading health-care professionals from across North America for two days of knowledge exchange on humane, compassionate, and person-centred care. It is an excellent opportunity for fellows to network with experts in the field of humane, compassionate, and person-centred care, and meet with past AMS fellows to share their respective work. The conference schedule will be provided by AMS and communicated to the fellow by RNAO once location and dates have been established.

Fellowship Team Members, Roles and Responsibilities

The fellowship engages three key partners – the fellow, the mentor(s), and the sponsor organization.

Fellows are individual RNs or NPs whose learning needs drive the fellowship work. Fellows are responsible for (a) gathering the information required for the proposal, (b) assembling their team, (c) developing a plan for their learning experience in collaboration with their mentor(s) and manager(s), (d) engaging in fellowship activities in order to achieve identified learning objectives, (e) participating in the evaluation of the fellowship, and (f) sustaining their 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 applicant to develop the proposal and carry out the learning experience. Applicants must have at least one primary 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 applicant's learning. Both primary mentor and mentoring team members can be from the same organization as the applicant, or another organization, and may be located in the same geographical area or be supporting the applicant via distance communication strategies.

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

Note: You may download the *Fact Sheet for Mentors* (http://rnao.ca/bpg/get-involved/acpf), designed to assist applicants in approaching mentors who may be unfamiliar with the program.

Sponsor organization representatives are the individuals at the organization who supervise the applicant in their regular role, and who can provide support to the applicant as he/she develops his/her 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. They can discuss and provide support for the organizational need and impact (i.e., an Administrator, Chief Nursing Executive/Officer) related to the fellowship. All sponsor organization representatives are responsible for providing support, guidance and feedback to the fellow through the development of the proposal and all learning activities, and in ensuring sustainability once the fellowship is complete.

The sponsor 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 sponsor organization is also responsible for ensuring all fellowship activities meet all ethical requirements (as they are defined by the sponsor organization), disbursing fellowship funds per the budget, and ensuring the terms, conditions, and plans for the fellowship are successfully met.

Skill Development Streams

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

1. **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, clinical assessments, joint visits/assessments, site visits to other health care organizations, attendance at workshops, courses, conferences or events, self-reflective journaling or online diaries (i.e. blogging or posts), chart audits, assessments by peers or others, and more.

2. **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:

    A. *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

    B. *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

    C. *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

    D. *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, 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 or online diaries (i.e. blogging or posts), chart audits, assessments by peers or others, and more.

3.   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(s) 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 or the Clinical BPG Institute, courses, conferences or events, self-reflective journaling or online diaries (i.e. blogging or posts), chart audits, assessments by peers or others, and more.

4. AMS/RNAO Fellowships are those that focus on the development of skills, knowledge, and expertise that support providing humane, compassionate, and person-centred care. Fellowships within this stream are required to focus their learning on one of the core themes:

A. *Self-identity:* the development of health professionals' self-identity that will sustain compassionate care, through educational effort to support health professionals to instil their clinical care with altruism, integrity, trust, honesty, and societal responsibility and to attend reflectively to their own emotional needs and growth.

B. *Education:* The development of educational activities and curriculum materials that enable compassionate care by instilling in health professionals a range of necessary knowledge, skills and values.

C. *Work environments:* The development of environments that support compassionate care by creating healthy work environments and championing educational, clinical and inter-professional behaviours that promote respectful, collaborative and person-centred care.

Note: For additional guidance in selecting the stream that best fits your learning goal, download the *Choosing a Stream* resource at http://rnao.ca/bpg/get-involved/acpf/fellowship-types.

SECTION TWO: Application and Fellowship Processes

Steps in Applying

If you are interested in applying for the Advanced Clinical Practice Fellowship (ACPF) 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 *Advanced Clinical Practice Fellowship Application template* (in Word format) and supporting resources from http://www.rnao.ca/acpf.**

2. **Confirm that support from your organization is available for an application at this time.** For many applicants, this means contacting the appropriate manager at their organization to determine whether budget (minimum of $5000 from the sponsoring organization), time, and organizational priorities will allow participation in ACPF program.

    Note: You may download the *Fact Sheet for Sponsoring Organizations* from http://www.rnao.ca/acpf. This resource is designed to assist applicants in approaching manager(s) who may be unfamiliar with the program.

3. **Attend an information session held by webinar.** The webinar will discuss (a) the different skill development streams, (b) how to identify and build a strong fellowship team, and (c) how to develop a learning goal and focus. A past fellow will also share their fellowship experience and some tips on preparing for applying. All interested prospective applicants, mentors, sponsor organization representatives, and supporters are encouraged to attend. Please see www.rnao.ca/acpf for upcoming webinars.

4. **Notify RNAO of your *Intent to Submit* as soon as you have confirmed that you will be applying.** All Applicants who intend to submit an application must notify RNAO in advance. To do so, complete the online form at https://myrnao.ca/ACPFIntentToSubmit and provide the following information:
    -   Name of the applicant
    -   Email address of the applicant
    -   Name and location of the sponsor organization, and
    -   Language in which your application will be submitted (English or French)
    -   Fellowship stream (Clinical, Leadership, Guideline Implementation, or AMS/RNAO)

This information a mandatory part of the application, however it 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.

5. **Develop a clear fellowship focus, identifying both the learning needs of the applicant and a need at the organization that can be addressed through a fellowship experience.**

6. **Begin the process of assembling a fellowship team. Identify the appropriate manager(s) and identify individuals who can act as supportive mentor(s) and provide expertise and guidance to you in your fellowship area of focus.** 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's ACPF team for further suggestions.

7. **Begin completing your application.** The process of completing your application may be a lengthy one since feedback, review, and revisions may be required at multiple stages before submission. Applicants are strongly encouraged to begin their application as early as possible. Applicants may wish to complete the Advanced Clinical Practice Fellowship Application Template found on http://www.rnao.ca/acpf first, but must submit the final application online at http://m.sgizmoca.com/s3/ACPF-Application.

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 sponsor organization manager and primary mentor. 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 activities in 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 objectives. Finally, describe how you will evaluate your learning 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 sponsor 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 need to do so if accepted, and what impact it will have on your fellowship activities and timeline.

11. **Review your application.** Once you have a complete draft of your application, review the application in its entirety. Your mentor(s) and manager(s) should do the same. Ensure all elements of the application are consistently described and all costs are accounted for in your budget.

12. **Submit your application.** Once you have completed the application template, you can "cut and paste" and enter you application details online and submit at: http://m.sgizmoca.com/s3/ACPF-Application.

Supports and Resources Available

Numerous supports and resources are available for individuals considering the ACPF program, including:

- *The Request for Proposal* **document**

- *Advanced Clinical Practice Fellowship Application Template***:** You may complete your responses in this template first but must submit your final application online.

- **Downloadable resources:**
    o *Fact Sheet for Nurses* (those considering a fellowship)
    o *Fact Sheet for Mentors*
    o *Fact Sheet for Sponsor Organizations*
    o *Choosing a Stream*
    o *Learning Plan Checklist*

- **Proposal Development Workshops:**
    o *Choosing a Stream*
    o *Developing your Learning Plan*
    o *Framing the Fellowship*
    o *Information Sessions*

RNAO program staff is available by phone or email to respond to questions. Please note however, review or feedback of applications cannot be provided prior to submission. Please visit www.rnao.ca/acpf to access supports and resources.

Review and Selection Process

Review for all applications 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, and sponsor organization representative or some combination thereof. All reviewers participate in training and inter-rater reliability testing prior to each review cycle.

Applications are assigned to reviewers randomly keeping in mind any conflict of interest. Each application is evaluated individually by 2-3 reviewers who then meet to come to consensus on a score for each element of the application, and recommendations and feedback to be provided to the applicant. Following this review process, RNAO identifies successful applications for funding based on the (a) evaluation score, (b) reviewer recommendation and feedback, and (c) 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 applications 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 the review committee's 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. Results will be released to the applicant, primary mentor, and if applicable to the BPSO Lead.

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 fellowship experience. The report must include the following:
- An executive summary describing the fellowship experience from the fellow's perspective (to be posted on RNAO website)
- An updated learning plan outlining the activities, learning's, 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 learning's and outcomes will be sustained, both for the individual nurse fellow and for organizational 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.

Before final payment is released, fellows/mentors must complete an online evaluation survey of the fellowship program. The link will be emailed to the fellow upon completion of the fellowship. 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 sponsor organization representative(s).

Program Terms, Conditions and Policies

Feedback and Resubmission

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. Applicants whose proposals are declined are strongly encouraged to resubmit their proposal in a subsequent RPF cycle 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 sponsor 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 sponsor organization. Applicants are required to provide detailed information related to ethics approval process and ethical requirements for their fellowship activities. The senior manager identified in the proposal must provide confirmation of these requirements in their letter of support, and is responsible for ensuring that the fellowship and all participants adhere to those requirements.

Funding Disbursement

Proposals that are selected for funding will receive up to $15,000 in base individual funding. This funding is disbursed in two equal payments and provided directly to the sponsor organization. The sponsor 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.

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 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

Application Components

1. Applicant's Profile & Fellowship Details
2. Abstract
3. Establishing the Need for the Fellowship
4. Organizational Support
5. Mentoring Support
6. Learning Plan
7. Proposed Budget

Supporting Documents

1. Applicant's Resume/CV
2. Letter of Support from the applicant's direct manager*
3. Letter of Support from the applicant's senior manager*
4. Letter of Support from the Primary Mentor*
5. Resume/CV for primary mentor

*Note: if an individual is fulfilling more than one role (i.e. direct manager and primary mentor, or Applicant's senior manager and primary mentor's manager), one letter may be submitted that addresses the requirements for both roles.

Submission Instructions:

1. **All applicants who intend to submit a proposal must notify RNAO no later than May 4, 2018.** To notify RNAO of your intention to submit a proposal, please visit: https://myrnao.ca/ACPFIntentToSubmit.

2. **All applications must be submitted online at** http://m.sgizmoca.com/s3/ACPF-Application **no later than 3PM (EST) on May 18, 2018.**

All applicants will receive notification by email that their application has been received no later than one business day following the submission deadline. If you do not receive notification contact Ifrah Ali at 416-408-5589 or 1-800-268-7199 x265.

Evaluation Score Breakdown

Intent to Submit • Notify RNAO by May 4, 2018 that you will submit a proposal	-
Applicant's Profile & Fellowship Details • Resume or CV highlights the applicant's experience related to fellowship area of focus • Identification of fellowship stream, timeline, and team	5%
Abstract • Overview of the proposed fellowship project	5%
Establishing the Need for the Fellowship • Identification of knowledge, skills, and expertise to be developed • Potential impact of learning on applicant's practice • Identification and description of client/patient population affected • Identification of short term/long term outcomes of the fellowship and how they will impact the identified stakeholders	20%
Organizational Support • Fellowship link to past, current or future initiatives or organizational strategic plans • Manager & organizational support for development of the proposal & initiative • Identification and description of managerial support in transitioning back to previous role and activities • Identification and description of fellowship sustainability strategies • Description of sponsor organization ethics approval process and fellowship ethics approval requirement statement • Two letters of support from sponsor organization representatives	20%
Mentoring Support • Identification and selection of mentors with appropriate expertise and background + Resume/CV of primary mentor • Description of the role and areas of responsibility of mentor(s) • Description and variety of learning/engagement strategies with mentor(s) • Letter of support from primary mentor	15%
Learning Plan • Overall Learning Goal • SMART Learning Objectives • Activities • Contributors & Communication Strategies (as applicable) • Timeline • Criteria for Evaluating Success	30%
Proposed Budget • Support for fellowship evident through financial contribution • Clear, detailed and accurate budget	5%
Total	100%

Proposal Application Requirements and Instructions

Applicant's Profile & Fellowship Details (5%)

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 a current resume or CV, which includes education, experience, professional development, professional activities, research, presentations, conferences attendance, and professional affiliations.

5. Identification of fellowship stream, timeline, and team members.

Things to consider:
- *Provide a clear, persuasive statement linking the Fellow's 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*
- *Ensure the Fellow's resume is current and up to date*

Abstract (5%)

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

- Overall Learning Goal - Skills, knowledge, and expertise you will gain through this experience.

- Organizational Context & Participants Involved - Describe the practice setting including the organization, specific unit, site, or location, as well as the fellowship participants; including distinct roles and responsibilities.

- Need for the Fellowship - Clearly identify the need or gap in service at the sponsor organization and why this project has been chosen as an opportunity for the applicant to develop their learning. Include literature, statistical data, and references from the sponsoring organization or external sources as appropriate.

- Clear and Measurable Outcomes - Identify clear, measurable and appropriate outcomes of the proposed fellowship with consideration given to the potential improvements on patient/client outcomes.

- Maximum 500 words.

Things to consider in preparing the abstract:
- *The learning goal and focus are clearly linked to evidence 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*
- *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*

Establishing the Need for the Fellowship (20%)

1. Describe the specific knowledge, skills and expertise you hope to develop through this fellowship. (300 words max.)

2. Describe the link between the knowledge you hope to develop and your current role/practice. How will the knowledge gained and fellowship activities enhance your nursing practice? (300 words max.)

3. Identify and describe the patient/client population to be impacted by this fellowship.

4. Identify the anticipated short term/long term outcomes of the fellowship and how they will impact the identified stakeholders. Identify a minimum of 2 long -term and 2 short-term outcomes.

Things to consider in preparing response:
- *Include persuasive, well-supported arguments (using literature, statistical data and references/quality improvement data 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 the fellow's practice and practice at the organization*
- *Clearly describe the link between the fellow's identified learning need and the project described*
- *Describe and integrate patient/client, and organizational short term and long-term outcomes.*
- *The indicators, impacts and outcomes described are concrete and measurable*

Organizational Supports (20%)

1. Describe how the proposed fellowship focus relates to any past, current or future initiatives/strategic priorities at your organization.

2. How have you engaged your manager(s) in identifying and defining the fellowship focus in the development of this proposal?

3. How will you keep your manager and/or team updated on your learning's throughout the fellowship?

4. How will your organization support you in sustaining your knowledge and skills post fellowship?

5. Will this fellowship require an ethics review?

6. Attach two letters of support from the sponsoring organization.

Sponsor Organization Letters of Support:

- Letters should provide detailed information regarding support for the fellow, the learning need identified, the organizational need or gap in service to be addressed, the fellowship project activities and outcomes to be achieved through the fellowship.

- Please provide clear statements on how the organization will support the fellow in applying and disseminating the newly acquired knowledge and how the organization plans on sustaining the outcomes and impact of the fellowship within the organization. Link sustainability strategies to a variety of different stakeholder groups, to ensure broad and comprehensive integration of fellowship outcomes.

- 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 for the fellow to be released from regular activities in order to facilitate work on the fellowship project.

Things to consider in preparing response:
- *Clearly describe the link between the fellowship project and past, current or future organizational initiatives and strategic priorities. Consider any learning's from past experiences and challenges within the organization, and identify strategies for enhancing sustainability.*
- *Define the role of Manager and any other Sponsoring Organization representatives, with opportunities for their involvement integrated throughout the fellowship experience.*
- *Clearly describe support for the fellow's transition back to previous role; clearly indentify fellow's strategies for sustaining knowledge and skill post-fellowship.*

Mentoring Supports (15%)

1. Please provide name and credentials, title and place of employment, expertise and role of mentor, and mentoring engagement strategies for the primary mentor and all members of the mentoring team, if applicable.

2. Please attach a resume or curriculum vitae for the primary mentor.

3. Please attach a letter of support from the primary mentor detailing their support for involvement in this fellowship. Included in this letter should be a clear statement identifying that the primary mentor's manager is aware and supports the involvement of the primary mentor in the fellowship. Note: If using a mentoring team, only the primary mentor must provide a letter of support.

Primary Mentor's Letter of Support:

- Letter should provide detailed information regarding support for the fellow, the learning need 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.

- This letter should also describe that the primary mentor's manager is fully aware and supportive of the primary mentor's involvement with the fellowship.

Things to consider in preparing response:
- *Describe how the mentor and/or mentoring team have demonstrated research **and** clinical expertise in the area of the fellowship focus and activities, and how this expertise will support the Fellow's learning.*
- *Clearly describe a broad variety of engagement, feedback and evaluation strategies to support the fellow's 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.*

Learning Plan (30%)

1. State the overall learning goal at the top of the chart. While constructing the goal, please bear in mind that the aim of the ACPF program is to provide nurses with an educational growth opportunity. The goal should be framed as a learning goal, which is accomplished through the specific activities, associated with each learning objective.

2. Identify specific, concrete and measurable learning objectives that describe the skills or knowledge needed in order to meet the overall learning goal.

3. Identify and describe one or more activities that will be used or resources that will be accessed in order to meet each of the learning objectives.

4. 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. Include communication strategies related to each mentor.

5. Provide a timeline on the major learning activities to be undertaken during the fellowship experience (450 hours). Provide anticipated start and end dates, and ensure all fellowship activities and learning's begin no earlier than April 16, 2018 and are scheduled for completion no later than February 1st, 2019. It is strongly recommended that some learning activities be scheduled outside of the sponsor organization (e.g. site visits, mentor meetings). Be sure to account for any holidays, vacation or other projects, which may prevent the applicant or the mentor from working on the fellowship.
   - Note: AMS/RNAO applicants MUST include time to attend the annual 2-day AMS Phoenix conference in their learning plan. The AMS Phoenix Conference is sponsored by AMS and hosted by one of Ontario's faculties of medicine. The conference brings together leading health-care professionals from across North America for two days of knowledge exchange on humane, compassionate, and person-centred care. It is an excellent opportunity for fellows to network with experts in the field of humane, compassionate, and person-centred care, and meet with past AMS fellows to share their respective work. The conference schedule will be provided by AMS and communicated to the fellow by RNAO once location and dates have been established.

6. Describe the evaluation of the applicant's success in meeting the learning objective. Identify concrete, specific and measurable criteria that can be use to determine how well the applicant has learned the skills or knowledge described in the learning objective. Include a description of the role the mentor(s), managers, key informants, colleagues, or others will play in assisting with the evaluation, and describe any measures for self-evaluation.

Things to consider in developing the learning plan:

- **Goal for Learning:** *The overall goal for learning briefly and concisely summarizes the broad expertise gained through the fellowship. The goal should capture the aim and intent of the fellowship, reflecting both the 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 to be developed/gained in order to meet the overall learning goal. The objectives should be focused on the 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 lead to the achievement of the overall learning goal.*

- **Activities:** *This describes the activities the applicant will participate in during his/her fellowship in order to achieve the learning described in each objective. Activities need to be clearly linked to the objectives and should identify the mentor or others involved in the learning activities. A broad variety of activities should be employed, with some strategies planned outside of your practice setting.*

- **Timeline:** *Ensure a reasonable and appropriate amount of time for fellowship activities and that the activities flow in a logical sequence.*

- **Criteria for Evaluating Success:** *Criteria should clearly describe how the applicant and the team will evaluate the deliverables under Activities and how well the overall learning objective has been met. All criteria in this section should be specific, measurable, and include a description of who will provide feedback, and what tools/approach will be used to evaluate the success.*

- **Overall Considerations:**
  - **External Engagement Opportunities:** *Look for learning opportunities outside the immediate practice setting, such as attendance at events or workshops, visits to other sites, consultation and engagement with external subject matter experts, 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 plan. Where a mentoring team approach is used, the differences between the role and responsibilities of each mentor should be clear, and specify which mentor who will be supporting each activity or evaluation process.*
  - **Appropriate Skill Development Stream evident 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, or AMS/RNAO).

Proposed Budget (5%)

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) 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 providing as much detail as possible, adding lines 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 RNAO funding (maximum $15,000), the portion of the expense that will be covered by sponsor organization contribution.

Things to consider in preparing budget:

- *Ensure all costs are reasonably estimated, with clear descriptions associated with all figures.*
- *Ensure all costs associated with the learning activities described within the Learning Plan and summarized in the 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.*
- *AMS/RNAO applicant's budget MUST cover travel and accommodation expenses associated with attending the annual 2-day AMS Phoenix conference. The conference schedule will be provided by AMS and communicated to the fellow by RNAO once location and dates have been established.*