**AMS/RNAO Fellowship Program**

**Request for Proposals 2015**

Request for Proposals Issued: July 7th, 2015

Deadline to Notify RNAO of Intention to Submit a Proposal: August 4th, 2015

Deadline for Submissions: August 26th, 2015 (BOTH an electronic copy and four paper copies must be received by RNAO Office by 3 pm ET; emailed proposals will **NOT** be accepted)

Results released to Applicants: October 1st, 2015

Fellowships to occur any time during the period of October 13th, 2015 – February 1st, 2016

**AMS/RNAO Fellowship Program**

**Request For Proposals**

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**AMS Fellowship Program**

**Request For Proposals**

**SECTION ONE: Program Information**

**Program Overview**

Quality outcomes and satisfaction with health and system performance require delivery of the best evidence based care possible as well as use of a humane, compassionate, person-centred approach that builds true partnerships between a person, their family and health-care providers.

Nurses must continually focus on enhancing their knowledge, skills and ability to use humane and compassionate approaches to person-centred care. This evidence-based approach combined with regarding the person as the focus and centre of health care will improve the experience of and satisfaction with care and services provided within the health system. The AMS/RNAO Fellowship will allow the opportunity for Registered Nurses and/or Nurse Practitioners to develop greater strength in humane, compassionate person-centred care.

The AMS/RNAO Fellowship is designed to be a self-directed, intensive learning experience aimed at developing and promoting nursing knowledge and expertise, and improving client care and outcomes in Ontario. The AMS/RNAO fellowship provides an opportunity for Registered Nurses and/or Nurse Practitioners to develop their skills, knowledge and expertise in and build capacity within their organization for humane, compassionate person-centred care, 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 encouraged to focus on the following core themes on which to base their learning:

**Core Themes**

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

**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.

**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.

Source: http://www.theamsphoenix.ca/

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 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 and the Associated Medical Services (AMS), both administered by RNAO, and in part through contribution from the Sponsoring Organization.

RNAO invites proposals from eligible and qualified registered nurses and/or nurse practitioners and their teams. 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.

**2015-2016 Important Dates**

|  |  |  |
| --- | --- | --- |
| **Event or Deadline** | **Date** | **Notes** |
| Request for Proposals Issued | July 7th, 2015 | Requirements and Templates available at [www.rnao.ca/acpf](http://www.rnao.ca/acpf) |
| Deadline to Register Intent to Submit a Proposal | August 4th, 2015 | Complete the online form and provide:   * Fellow’s name and email address * Sponsor Organization name and location * Language of Proposal submission (English or French) |
| Deadline for Submissions | August, 26, 2015  @ 3:00 PM ET | BOTH electronic and hard copies must be received by RNAO no later than 3 PM ET |
| Review Results Released | October 1st, 2015 | 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 Lead. |
| Fellowship Implementation | October 13th, 2015- February 1st, 2016 | Fellowship is to take place for a duration of 450 hours over approximately 12 weeks (full time), excluding statutory holidays and vacations |

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| --- | --- | --- |
| **Workshops for Applicants** | | |
| Getting Started: Framing your Fellowship and Focusing your Learning | July 20, 2015 1:00-2:00PM ET  August 7, 2015 10:00-11:00AM ET | All sessions are free of charge and held by webinar. Any interested individuals or team members are encouraged to attend.  To Register, please visit [www.rnao.ca/acpf](http://www.rnao.ca/acpf) and complete the online form to indicate which session you would like to attend. |
| Developing your Learning Plan | July 27, 2015 1:00-2:00 PM ET  August 7, 2015 11:00-12:00 PM ET |
| Pre-Submission Question and Answer Session for Applicants | August 13, 2015 12:00-1:00 PM ET |
| **Please note: Workshop dates are subject to change – to view the most current schedule, please visit our website at** [**www.rnao.ca/acpf**](http://www.rnao.ca/acpf)**.** | | |

**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
* 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 completed graduate preparation at the Masters level (Master’s 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. 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 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 must be completed on a full time basis (approximately 12 weeks, 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 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 and the AMS, through the RNAO, provide 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. In addition, budget must cover travel and accommodation expenses associated with attending the annual AMS Phoenix conference. The annual AMS Phoenix Conference is sponsored by AMS and hosted by one of Ontario’s faculties of medicine. The conference brings together leading healthcare professionals from across North America for two days of knowledge exchange on humane, compassionate person-centred care. The conference for 2015 will take place on November 19th in Toronto. Fellows are expected to cover their own cost for travel and accommodation through their AMS/RNAO fellowship budget.

**Fellowship Team Members, Roles and Responsibilities**

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

**Fellows** are individual RNs or NPs 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 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 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.

**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.

**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 AMS/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.

**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 supporting resources from** [**www.rnao.ca/acpf**](http://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 the AMS/RNAO Fellowship Program.

**Note:** You may download the Fact Sheet for Sponsoring Organizations from <http://rnao.ca/sites/rnao-ca/files/Fact_Sheet.Organizations.pdf>, designed to assist applicants in approaching Managers who may be unfamiliar with the program.

1. **Attend Proposal Development Workshops for Applicants, held by webinar.**  Two different free workshops are offered via webinar, both are 60 minutes in length. *Getting Started: Framing your Idea and Focusing your Learning* will discuss the fellowship core themes, 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](http://www.rnao.ca/acpf) or Important Dates (pg. 4) for upcoming workshops.
2. **Notify RNAO 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 RNAO in advance. To do so, complete the online form at <https://survey.rnao.ca/ACPFIntenttoSubmitProposal_May2015> and provide the following information:

* Name of the Fellow
* Email address of the Fellow
* Name and location of the Sponsoring Organization
* 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.

1. **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.**
2. **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 Fact Sheet for Mentors from here <http://rnao.ca/sites/rnao-ca/files/Fact_Sheet.Mentors.pdf>, designed to assist applicants in approaching Mentors who may be unfamiliar with the program.

1. **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.
2. **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 and Primary Mentor. Many fellows tell us that this process can take a significant amount of time.
3. **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 objectives. 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.
4. **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.
5. **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.
6. **Submit your proposal –RNAO must RECEIVE your submission no later than 3 PM ET August 26th, 2015. You must send FOUR paper copies of your proposal and ONE electronic copy (by CD, DVD, or USB stick) with your submission to RNAO. Emailed copies will NOT be accepted.**

**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:
  + Fact Sheet for Nurses
  + Fact Sheet for Mentors
  + Fact Sheet for Sponsoring Organizations
* 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 randomly, keeping in mind any conflict of interest. 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, organization’s involvement with the Best Practice Spotlight Organization (BPSO) Program, 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. Results will be released to the applicant, primary mentor, and if applicable to the Best Practice Spotlight Organization 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 full 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, 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.

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 sponsoring organization representative(s). **NOTE**: Recipients of the AMS/RNAO fellowship may be asked to participate in a final program evaluation that may take the format of survey, focus group and/or interviews.

**Program Terms, Conditions and Policies**

*Feedback and Resubmission*

The AMS/RNAO 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 AMS/RNAO 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.

*Conference Attendance*

Recipients of the AMS/RNAO Fellowship are required to attend the annual AMS Phoenix Conference. This conference is sponsored by AMS and brings together leading healthcare professionals for two days of knowledge sharing and intellectual discussions on humane, compassionate person-centred care. The 2015 conference will be held on Thursday, November 19th at the InterContinental, 220 Bloor Street West in Toronto. Fellows are expected to cover their own cost of travel and accommodation within their AMS/RNAO Fellowship budget.

*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 ethics approval process and 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*

Proposals that are selected for funding will receive up to $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.

*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
9. Fellow’s Senior Manager (Appendix 2)
10. Fellow’s Direct Manager (Appendix 2)
11. Fellow’s Primary Mentor (Appendix 4)
12. Resume or Curriculum Vitae from:
13. Fellow (Appendix 1)
14. Primary Mentor (Appendix 3)

**Submission Instructions**

**All Applicants who intend to submit a proposal must notify RNAO no later than August 4th, 2015** 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://myrnao.ca/survey/ACPFIntenttoSubmitProposal> and provide:

* Name of the Fellow
* Email address of the Fellow
* Name and location of the Sponsoring Organization
* Language in which your proposal will be submitted (English or French)

**NOTE: All proposals must be RECEIVED by RNAO no later than 3 pm ET on august 26th, 2015. 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: Erica D’Souza

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, Erica D’Souza at 416-599-1925 or 1-800-268-7199 x241.

**Evaluation Score Breakdown**

|  |  |
| --- | --- |
| **Mandatory Components with no Evaluation Score Assigned**   * Notify RNAO by August 4th, 2015 that you will submit a proposal * Applicant Declaration * Demographic Survey Sheet * Fellowship Contact Title Page | **0%** |
| **Abstract** | **3%** |
| **Proposal Questions – Section One: Candidate’s Profile**   * Resume or CV highlights the Fellow’s experience related to this Application | **2%** |
| **Proposal Questions – Section Two: Establishing the Need for the Fellowship**  Need for Learning   * Description of Core Theme Focus * Potential Impact of Fellow’s Learning on Fellow’s Practice * Potential Impact on Colleagues & Other Staff in the practice setting/area   Need for the Fellowship Initiative   * + 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 short and anticipated long term outcomes as a result of the impact of the project on the organization and target population | **19%** |
| **Proposal Questions – Section Three: Organizational Supports**   * Fellowship link to past, current or future initiatives or 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 Fellow’s sustainability strategies. * Description of Sponsoring Organization Ethics Approval Process and Fellowship Ethics Approval Requirement Statement * Two Letters of Support from Sponsor Organization representatives | **18%** |
| **Proposal Questions – Section Four: Mentoring Supports**   * Identification and Selection of Mentors with appropriate expertise and background + Resumes/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 | **14%** |
| **Proposed Budget**   * Support for Fellowship evidenced through financial contribution * Clear, detailed and accurate budget | **4%** |
| **continued next page** | |

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| --- | --- |
| **Learning Plan**   * Overall Goal for Learning * Learning Objectives * Strategies * Outcomes Demonstrating Achievement * Criteria for Evaluating Success   Learning Plan Overall Factors   * 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 | **40%** |
| **Total** | **100%** |

**Proposal Requirements and Instructions**

**ALL APPLICATIONS MUST USE THE PROPOSAL APPLICATION TEMPLATE. Please visit** [**www.rnao.ca/acpf**](http://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.

*a) 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 August 4th, 2015. To do so, please visit <https://myrnao.ca/survey/ACPFIntenttoSubmitProposal> and provide the following information:

* Name of the Fellow
* Email address of the Fellow
* Name of the Sponsoring Organization
* 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.

*b) 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.

*c) 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.

*d) Fellowship Contact Title Page*

This page should provide the basic information about your fellowship at a glance, including the title of the Fellowship, 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
* Recommended word limit of 300 words

**Abstract: Things to consider in preparing the 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 a current resume or CV, 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 the applicant ***does not*** have to be a RNAO member to be eligible for this fellowship.

**Section One: Things to consider in preparing response:**

* Provide a clear, persuasive resume/CV 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.

**Section Two Proposal Questions: Establishing the Need for the Fellowship**

**Accounts for 19% of total evaluation score**

Need for Learning

1. Please highlight core theme upon which the learning is focused and describe the specific knowledge, skills and expertise the Fellow will 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 (as distinguished from Fellow’s Learning Need)

1. 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 the fellowship is hoping to address through the fellowship.
2. Identify and describe the client/patient population to be affected by this project.
3. What short and anticipated long term outcomes can be measured as a result of the impact of the project on the organization and target population? Consider the results of the project by addressing the gap in service or need identified above.

**Section Two: Things to consider in preparing response:**

* Clearly describe the fellowship learning need that best matches the fellowship intent – goal, objectives and activities outlined throughout the fellowship proposal reflect a focus on a core theme related to humane, compassionate person-centred care with strategies, outcomes and evaluation criteria that are appropriate to the type of skills being developed
* 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 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.

**Section Three Proposal Questions: Organizational Supports**

**Accounts for 18% of total evaluation score**

1. Describe how the fellowship relates to any past, current or future initiatives or strategic plans at the chosen 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 you keep your Manager updated throughout your fellowship experience?
3. a) How will your manager support you in returning to your previous role and activities?
4. What strategies have you identified to sustain your knowledge and skills post-fellowship?
5. a) Describe the process for determining if ethics review is required for the fellowship at the organization

b) Will this fellowship require an Ethics Review process? If so, what plans have been made to ensure adequate time and review?

1. 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 provide clear statements on how the organization will support the applicant 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. Please mark these as **Appendix 2**.

**Section Three: Things to consider in preparing 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 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 pot-fellowship.

**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.

**Section Four Proposal Questions: Mentoring Supports**

**Accounts for 14% of total evaluation score**

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.

1. Please complete chart provided.
2. Please attach a resume or curriculum vitae for the Primary Mentor. Please mark this as **Appendix 3**.
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 experience. Note: If using a Mentoring team, only the Primary Mentor must provide a letter of support. Please mark this as **Appendix 4**.

**Section Four: Things to consider in preparing response:**

* Describe how the 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 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.

**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.

**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.
   1. 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 RNAO funding (maximum $13,000), the portion of the expense that will be covered by Sponsor Organization contribution. Please note restrictions on funding sources, as identified by the shaded areas.

**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 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\*** |  | | |
| **RNAO Contribution**  *(maximum $13,000)* | **Sponsor Organization**  **Contribution**  *(minimum $5000)* | **Description of Costs** |
|  | 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. | Briefly describe the learning activity, item, event or resource for which each cost is associated with |
| Fellow’s Salary |  |  |  |  |
| Fellow’s Benefits |  |  |  |  |
| Management Support  *(time, evaluation, etc.)* |  |  |  |  |
| Administration &  Secretarial Support |  |  |  |  |
| Communication |  |  |  |  |
| Library Services |  |  |  |  |
| Printing costs  *(handouts, resource books, etc.)* |  |  |  |  |
| Conference Attendance\* |  |  |  |  |
| Dissemination of newly acquired knowledge *(eg: in-services/ educational materials, etc.)* |  |  |  |  |
| Education |  |  |  |  |
| Training for replacement staff |  |  |  |  |
| Parking |  |  |  |  |
| Travel *(air, bus, train, mileage, etc.)* |  |  |  |  |
| Accommodations |  |  |  |  |
| Meals |  |  |  |  |
| Miscellaneous *(provide details)* |  |  |  |  |
| **Totals** |  |  |  |  |

**\*NOTE:** 2015 annual AMS conference will be held on November 19th, at the InterContinental, 220 Bloor Street West in Toronto.

**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. The learning plan should be developed in partnership with the Mentor(s) and with substantial feedback from the Sponsor Organization.

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 Advanced Clinical/Practice Fellowship 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.
2. Identify specific, concrete and measurable learning objectives that outline the skills or knowledge things needed to learn in order to meet the learning goal.
3. Identify and describe one or more strategies that will be used or resources that will be consulted in order to meet the 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. Include communication strategies related to each mentor.
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). Provide anticipated start and end dates, and ensure all fellowship activities and learnings begin no earlier than October 13th, 2015 and are scheduled for completion no later than February 1st, 2016. 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 the Fellow or the mentor from working on the fellowship.
6. Describe the evaluation of the Fellow’s success in meeting the Learning Objective. Identify concrete, specific and measurable criteria that can be use to determine how well the Fellow 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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** |
| What are the specific skills or knowledge the Fellow intends to learn in order to meet the learning goal? Objectives should be **specific, measurable, attainable, realistic and timely (SMART)**. Objectives should include the content to be learned in relation to the knowledge, skill, and attitudes that are desired.  Learning objectives should be focused on the learning needs of the fellow. | These are the activities that the Fellow will use to meet the objectives.  (How will you do it?)  For each activity, identify in brackets which mentor, manager or others will be involved in guiding this work.  Clearly incorporate communication strategies to be used with mentors, manager or others. | Propose how to demonstrate achievement of this objective? What are the specific outcomes of the Fellow’s work? What deliverables will be produced?  E.g. “As a result of the meeting this objective, I will …”  (How will you know that you have achieved it?) | When are the outcomes due?  Number of weeks & completion date. | Describe how you will assess or evaluate **how well** you addressed your Learning Objective. What **criteria** will you use to evaluate your success? What **parameters** will be used? All criteria should be concrete and measurable.  E.g. “Review [outcome demonstrating achievement] with X from mentor team for XX and XXX.”  Who will help you evaluate 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) | 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.  (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) |
| Insert additional lines for each objective as needed. | Ensure that the information contained in each of these columns directly connects back to the specified learning objective. | | | | |

**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 experience. The goal should capture the aim and intent of the fellowship experience, reflecting both the learning need and the aim of the AMS/RNAO Fellowship 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 needed to gain 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 fulfil the Goal for Learning.
* **Strategies:** Strategies describe the activities the Fellow 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 the Fellow and the 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 the Fellow and the team will evaluate the deliverables under “Outcomes Demonstrating Achievement” and how well the overall learning objective has been met. All items 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:**
  + **Appropriate and Reasonable Timeframes:** Ensure an appropriate amount of time for engaging in the fellowship activities, and that the activities flow in a logical sequence.
  + **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 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).