

# #61 Where Do I Start?

## Submitting a Proposal for the RNAO Advanced Clinical Practice Fellowship (ACPF)



Preparation to Submit an RNAO Advanced Clinical Practice Fellowship (ACPF) Application

Objective	Activities	Responsibility	Target Dates	Resources Required (People, \$\$)	Outcomes Achieved/Status
Proposal Prep	<ul style="list-style-type: none"> <li>Request approval for ACPF application</li> <li>Review RFP, choose fellowship period and either 12 weeks (full time) or 20 weeks (part time) for 450 hrs total</li> </ul>	Debbie	Jan 29	RFP	<ul style="list-style-type: none"> <li>Email to senior leadership, approval received</li> <li>Spring fellowship chosen, Sept 8/25-Feb 1/26; Part-time</li> <li>Review skill development stream and sub streams</li> </ul>
	<ul style="list-style-type: none"> <li>Organize the centralized folder for all minute, materials, documents, and work plans for the ACPF.</li> <li>Standing Agenda &amp; Informal Minutes templates</li> <li>Request ACPF DL for mentoring team members</li> </ul>	Debbie & Lucia	Jan 29	Computer support	<p><a href="#">A-25 Research &amp; Projects-ACPF-Action Items, Application, Resources</a></p> <ul style="list-style-type: none"> <li>Choose sub stream as focus</li> <li>Draft letters of support from senior leader, direct leader, primary mentor</li> <li>Letters to participate on mentoring team for external partners</li> <li>learning plan template chosen</li> <li>draft budget plan</li> </ul>
	<ul style="list-style-type: none"> <li>Determine communication methods</li> </ul>	Debbie & Lucia	Jan 29		<p>Weekly check-in with primary mentor via recurring zoom meeting for <b>Wed 9am-10 am</b></p> <p>Debbie is journaling and translating into formal notes to share with mentoring team.</p>

For more information, email: [debbie.mcintyre@healthunit.org](mailto:debbie.mcintyre@healthunit.org)

### Have you ever asked yourself these questions?

1. Is anyone better off for the work I am doing as a Registered Nurse?
2. How do I carve out enough time to really dig deep into my areas of interest to enhance my nursing knowledge and expertise?
3. **What can I contribute to improve client health outcomes?**

### How do I stay focused and meet application deadlines?

1. Understand what the ACPF is and what it is not.
2. Develop a work plan to capture timelines, activities, and resources in one place.
3. **Develop your learning goal-90 % of time and effort is spent here as this centres your learning activities and application process.**

### Who can support me in this process? (How do you find a mentor?)

1. Look for people in your network with similar goals and values who can support your growth and development as a Registered Nurse.
2. Discuss goals and expectations of both mentor and mentee.
3. **Aim for a reciprocal, co-operative, and collaborative relationship with your mentor.**