



### **1. What is the LCPF Proposal?**

The RPNAO Leadership/Clinical Practice Fellowships (LCPF) focus on the direct development of clinical skills, knowledge and expertise.

In short, the fellowship will include the fellow, the mentor and the sponsor organization. The fellow will develop, with input, guidance and coaching from the mentor a proposal, which addresses an identified gap from within their organization. The primary goal is to enhance patient care through the development of an education program, or a new policy for example.

### **2. What do I need to do to submit a proposal?**

You will need to carefully review the LCPF Prospective Fellow/Mentor information. This gives you further detail and will help you make a decision if submitting a proposal is something that you would like to do. Then, obtain a copy of the LCPF Application/Proposal. This contains all you need to submit your proposal. You will need to find a mentor, obtain approval from your organization and prepare a learning plan and budget.

### **3. What is the deadline?**

The deadline for the annual cycle of the fellowship proposals is January (see website for timeline and deadline dates).

### **4. What fields of endeavour will be considered?**

Fellowships addressing the MOHLTC-identified “high need” areas will be given priority.

### **3. What are the assessment criteria for choosing the candidate?**

The Proposals will be evaluated in the following areas:

- a) The candidate's profile - interest and ability to achieve a 400-hr. clinical fellowship experience. Various questions are asked including attachment of candidate's resume.
- b) Demonstrated support from the sponsor organization.
- c) Established need for expertise development. Why is it important to develop the specific clinical expertise? How will it affect patient/client care and outcomes?
- d) Support of a suitable Primary Mentor who contributes to development of clear and achievable learning goals and learning plan.
- e) Clearly established budget and sponsor organization funding.



- f) Sustainability and sharing of the learnings and knowledge acquired through the LCPF.

#### **4. How can I find a suitable Mentor?**

You may approach your manager, clinical resource staff, clinical educator, RPNAO SIG groups, nursing educators etc. Your mentor should be well matched with you in terms of clinical area of focus, time, and willingness to partner with you as well as someone you can work with. The Mentor can be from your own organization or from another organization.

#### **8. How should the fellowship money be used?**

Ideally, the \$10,000 RPNAO contribution and the \$5,000 sponsor organization contribution go to cover the salary of the nurse taking part in the LCPF. The fellowship money can also be used to cover the cost of reimbursement of the mentor's time, travel costs for the mentor and/or fellow, educational workshops, conferences, etc., or other appropriate costs approved by RPNAO.

#### **9. What is "in-kind" funding?**

"In-kind" funding can be any costs incurred by your sponsor organization. Definitions include, "contributions other than cash." and may not require an actual cash outlay. It can include things like lecturer replacement, third-party contributions, donated labour, material and services, parking privileges, access to library resources and administrative services, photo-copying, faxing, computer and internet access, registration and travel to conferences or workshops, continued coverage of medical benefits while the nurse is completing the fellowship, time spent by supervisors or mentors employed by the same organization, dissemination, scheduled in-services, etc. Details regarding in-kind funding must be provided with your submission.

#### **10. How many hours is the nurse required to complete for the fellowship?**

The nurse is required to spend 400 hours completing the annual cycle of the LCPF. This can be accomplished by dedicating 10 weeks full time. You will need to establish how you will meet the required hours.

#### **11. Can I work at my job while completing the fellowship?**

No, you must leave your current position for the duration of the fellowship. If your position is part time, you must still dedicate yourself to a full time fellowship.