

Building Academic Geriatric Nursing Capacity

A Call for Applications for Nurse/MBA Scholars

The John A. Hartford Foundation Nurse/MBA Scholarship Award • Call for Applications

Call for Applications

The American Academy of Nursing, with support from the John A. Hartford Foundation¹ of New York City, seeks applicants wishing to pursue a business degree at a highly ranked school of business, anticipating a career focus on the management/leadership of institutions serving the elderly. Exceptions to the MBA requirement will be considered to support MHA programs when the course of study is well beyond that required for licensure as a nursing home administrator. The Scholars Program offers grant support of \$50,000 to successful candidates who will commence or continue education by July 1, 2006 or no later than September 1st 2006. This \$50,000 award may be used over a one or two year period.

Eligibility

All applicants must be registered nurses, hold degree(s) in nursing, and be U.S. citizens or permanent U.S. residents. Applicants must have been accepted to, or are currently enrolled in, a highly ranked business school. Applicants must provide specific examples of ability to understand organizational and management challenges as well as strategic approaches to such challenges and provide evidence of previous commitment to gerontology.

Applicants' proposals must demonstrate an established relationship with a faculty member in gerontological nursing who will serve as a mentor during the candidate's grant program. The mentor will provide a signed letter outlining this agreement. Finally, all selected candidates are expected to enroll full-time.

The program is committed to advancing well-qualified applicants from under-represented minority groups to improve the nation's ability to provide culturally competent care to its increasingly diverse aging population.

¹The Foundation's overall goal is to increase the nation's capacity to provide effective and affordable care to its rapidly increasing older population. Specifically, the Foundation seeks to enhance the training of physicians, nurses, social workers and other health professionals who care for older adults, and promote innovations in the integration and delivery of services.

Program Description

The four objectives of the John A. Hartford Foundation are: (1) to increase education and training relevant to geriatric care, (2) to increase the knowledge base about the basic processes of aging and chronic disease and enhance the effectiveness of clinical care, (3) to improve services to older adults including coordination of the needed range of comprehensive geriatric services and the quality and cost effectiveness of the individual components and, (4) to improve the infrastructure of service delivery in order to enable health professionals and systems that serve older adults to do so efficiently and effectively.

The Building Academic Geriatric Nursing Capacity (BAGNC) MBA Scholar Award Program focuses on the development of leadership in delivery of quality health care through such activities as: focused study; networking among scholars, with mentors and with colleagues in other fields; and demonstration of growth in ability to transform self and organizations by moving outside of traditional modes of success. Scholars, in collaboration with their identified mentor will design and implement an individualized professional development plan that will support them in developing new competencies and enhanced effectiveness as a leader in the field.

Support. The program includes support of \$50,000 that may be used within one or over two years of full-time study at the institution chosen by the applicant.

It is important that the business school chosen be outstanding and have resources and capacity to support the Scholar in his or her pursuit of study. Because an important part of the scholars program is strong mentorship from a family member in gerontological nursing, it is important that the business school selected be proximal to this resource. The John A. Hartford Foundation has sought to increase geriatric nursing capacity and competence by funding five Centers of Geriatric Nursing Excellence. The five Centers are located at the following Schools or Colleges of Nursing: Oregon Health & Science University, the University of Arkansas for Medical Sciences, the University of California at San Francisco, the University of Iowa and the University of Pennsylvania. These Centers demonstrate the highest level of commitment to gerontological nursing, and have outstanding leadership and capacity in gerontological research, practice and education.

Requirements

- ❖ All applicants must identify a strong gerontological nurse mentor for their grant term.
- ❖ Evidence must be provided that the mentor agrees to work with the applicant as well as to the terms of this program.
- ❖ Scholars will assume full time student status at the start of their award.
- ❖ The selected institution is a significant consideration in the application review and selection process. Therefore, changes in venue during the scholarship would require separate petition, review and approval by the program director.
- ❖ If the applicant is a newly entering student the school must describe potential strategies for securing continued support that will enable the applicant to complete their MBA program.

Criteria Considered in the Selection of Scholars

Applicant

- Potential to contribute to the knowledge base in gerontological nursing in significant ways;
- Leadership potential;
- Evidence of commitment to a career in research and education;
- Nature and extent of involvement of applicant in educational, research and professional activities;

Proposed Research

- Significance of the proposed research project and area to improving the health and well-being of older adults and their caregivers;
- Quality, feasibility and innovativeness of the research project proposal and of the professional development plan;

Mentor and Environment

- The qualifications of the faculty mentor/advisor and commitment to and involvement with the applicant's development and activities throughout the two year award program;
- Evidence of school's commitment to the applicant's academic career and professional development.

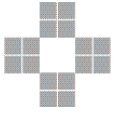
Monitoring & Evaluation

Scholars are required to submit interim and annual progress reports to the Program Director. Scholar's reports include self assessment of goal achievement, description of problems in program implementation, and an outline of plans for coming period. Mentor's reports include assessment of scholar's progress including activities and strategies employed by mentor to assist scholar in successfully achieving goals as well as managing problems encountered during the reporting period. Progress reports will be the basis for continued funding. The program reserves the right to terminate or adjust funding if the scholar is not demonstrating appropriate progress toward implementing his/her plans.

Scholars are required to participate in the BAGNC evaluation program conducted by The Measurement Group, LLC which is measuring the impact of the JAHF supported geriatric nursing programs.

Applications must be received by March 15, 2006. The Selection Committee will review all completed applications. Applicants will be advised of funding decisions by April 30, 2006. The award program officially begins July 1, 2006 and when requested, no later than September 1, 2006. Applications should be submitted to:

The American Academy of Nursing Coordinating Center
ATTN: Patricia Archbold, RN, DNSc, FAAN
1030 15th Street, NW Suite 250
Washington, DC 20005-1503



APPLICATION PROCEDURE I

The following items must be included in each application

Predocctoral Applicants:

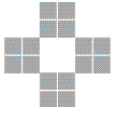
- ❑ **Table of Contents** with corresponding page numbers. All pages will have applicant's last name, first initial and page number on each page in right upper corner of each page.
- ❑ **Applicant Data Sheet**
- ❑ **A letter from the applicant** (maximum 2 pages). Letter describes personal and professional interest in geriatric nursing, including long-term future plans, the proposed institution of study and reason for choosing that institution, reasons for seeking support through this program, relevant experience and training and commitment to this area.
- ❑ **A plan for professional development** during the one- or two-year scholarship (maximum 3 pages). Professional development plan should include a description of goals, e.g., what competencies are required to enhance effectiveness in research, leadership, and anticipated outcomes, e.g., how will the applicant be a more effective leader, researcher and change agent in this area.
- ❑ **A detailed budget for each grant year** including details on funding utilization.

Acceptable costs include only actual tuition and academic fees plus a stipend with a total budget not to exceed \$50,000. Provide official statement from your institution detailing tuition and fees for your program. See sample budget below.

Applicants must include mentor's travel support to the Annual Leadership Conference, and applicant's hotel and registration for the Gerontological Society of America's Annual Scientific Meeting.

Applicants must include all anticipated sources of funding. Budgets must be reviewed and approved by an appropriate official at the proposed institution of study prior to application submission. No in-direct costs allowed.

<u>Budget Items</u>	<u>2006 – 2007</u>
Tuition; per academic year	\$25,000.00
Academic Fees	\$ 1,500.00
Mentor Travel to Lead. Conf.	\$ 1,250.00
Hotel GSA (est.)	\$ 525.00
GSA Registration (est.)	\$ 100.00
Scholar Stipend	\$21,625.00
Total	\$50,000.00



APPLICATION PROCEDURE I

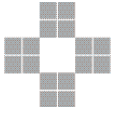
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- ❖ **Evidence of acceptance** if available at time of application deadline.
- ❖ **A letter of commitment from the institutional faculty mentor(s)/advisor** A letter from each mentor who will support and advise the applicant in implementing the scholarship program should include the mentor's: 2-page bio-sketch and outline of background and competencies; proposed involvement in the applicant's professional development; and ability to help the applicant form linkages with relevant colleagues and institutions. The Program reserves the right to call the institutional mentor for additional information.
- ❖ **A letter of commitment from the Dean or the appropriate administrator** at the proposed institution of study that documents the school's current capacity in business administration i.e., curriculum, grants, faculty and other initiatives; an outline of institutional resources available to the candidate, e.g., secretarial support, technology; etc.
- ❖ **A current curriculum vitae** that includes education, professional experience, research, publications, special achievements, and professional service activities.
- ❖ **Transcripts** (one official and one copy) from undergraduate and graduate school program/s.
- ❖ **Three professional references** (other than mentor). These references must speak to the potential of the candidate to complete the program and offer specific evidence of the candidate's potential for professional leadership in the field. Forms for these references will be obtained with the application for Scholarship. Completed forms must be included with the application packet. Forms must be in sealed envelopes with the referee's signature across the seal.

Applicants will submit the required materials in one package, organized as detailed on page 6 with a table of contents. Applications must be:

- complete and accurate at time of submission,
- clear and legible,
- formatted with 1 inch margins on all borders,
- typed in 12 point Arial font,
- double spaced and
- single sided with numbered pages.

Incomplete applications and applications not conforming to the following guidelines will not be reviewed.



APPLICATION PROCEDURE CHECKLIST

Please provide one original paper application as well as the entire application in (1) a PDF file on a Compact Disc and (2) one exact, single-sided, hard copy with all materials listed below; do not staple or otherwise bind and please assemble in same order as stated. **Insert your last name, first initial and page number on each page in right upper corner of each page.**

Original application; do not staple or otherwise bind, however, do assemble all items in the following order:

- Table of Contents
- Applicant Data Sheet
- Letter from Applicant
- Professional Development Plan
- Budget for either one or two grant years
- Official statement of tuition and academic fees
- Evidence of acceptance
- Letter of commitment from mentor including mentor's 2-page bio-sketch
- Letter of commitment from institution
- Applicant's Curriculum Vitae
- Maximum of three scholarly articles
- One copy and one official, sealed transcript from each undergraduate and graduate school registrar's office
- 3 sealed letters of reference

APPLICANT DATA SHEET

Applicant Name: _____ Credentials: _____

Home Address: _____

Preferred Mailing Address (if different than above): _____

Applicant Telephone Number: (H) _____ (W) _____ FAX: (H) _____ (W) _____

Applicant E-mail: (H) _____ (W) _____

Social Security Number: _____

Date of Birth (optional) _____

Race/Ethnicity (optional) check all that apply American Indian American Black or African American Alaskan Native
 Native Hawaiian or Other Pacific Islander Asian White Other

Citizenship: _____ Proof of Permanent U.S. Residency: _____
(provide number and copy of residency card)

State(s) in which you hold a license to practice as an RN: _____

Present Position (Title): _____

Institution Name: _____

Institution Address: _____

Proposed Institution of Study: _____

Address: _____

Have you officially been accepted into the above named institution of study?

Yes If yes, date of acceptance: _____ No If no, anticipated date of acceptance: _____

Please identify your mentor/s for this fellowship: _____

Mentor's Name: _____

Mentor's Title: _____

Phone: _____ Email: _____

How did you find out about this program?: _____

CONFIDENTIAL REFERENCE REPORT

The John A. Hartford Foundation Building Academic Geriatric Nursing Capacity Nurse/MBA Scholar Program

coordinated by the American Academy of Nursing

Confidential reference report for Nurse/MBA scholar award applicants.

TO THE APPLICANT: this section is to be typed and signed by the applicant before giving it to the reference for completion. Please have referees return completed reference forms to you in a sealed envelope, with the referee's signature across the seal. References **must** accompany applications.

Applicant Name: _____

Applicant Address: _____

Applicant Telephone Number: _____

Applicant Fax Number (if available): _____

Applicant E-mail: _____

I hereby waive my right to examine this reference material.

Date: _____ Signature of Applicant: _____

TO THE REFEREE: The above-named applicant has listed you as a reference for a John A. Hartford Foundation Award. The purpose of this scholarship is to prepare a cadre of business leaders who will manage/lead institutions serving the elderly.

Please provide the following items:

- A completed, signed, confidential reference score sheet (attached).
- A brief statement which includes how long and in what capacity you know the applicant as well as the abilities and characteristics of the applicant: commitment to the field, interest and skill in research, teaching ability, scholarliness, intellectual curiosity, interpersonal skills and ability to maintain relationships over time, relationships with peers in nursing and other fields, If possible, please cite examples.

Return these two items to the applicant in a sealed envelope with your signature across the seal, no later than February 15, 2006.

Referee Name: _____ Title: _____

CONFIDENTIAL REFERENCE REPORT

Applicant Name: _____

Please rate the applicant by circling the number, which most nearly represents your opinion of the applicant in comparison with a representative group of individuals you have known who have approximately the same training and experience. Please note unequal intervals in scales.

PERCENTILES	Unable To Judge	0-10% Poor	25-75% Fair	75-90% Excellent	Top 10% Outstanding
Perseverance	0	1	2	3	4
Motivation	0	1	2	3	4
Initiative	0	1	2	3	4
Ability to meet deadlines	0	1	2	3	4
Maturity	0	1	2	3	4
Interpersonal skills/other healthcare professionals	0	1	2	3	4
Interpersonal skills/peers	0	1	2	3	4
Interpersonal skills/admin	0	1	2	3	4
Integrity	0	1	2	3	4
Judgment/critical sense	0	1	2	3	4
Intellectual Ability	0	1	2	3	4
Demonstrated originality	0	1	2	3	4
Leadership capacity	0	1	2	3	4
Demonstrated productivity	0	1	2	3	4
Potential productivity	0	1	2	3	4
Ability to communicate (written)	0	1	2	3	4
Ability to communicate (spoken)	0	1	2	3	4
Overall rating for program	0	1	2	3	4

How long have you known this applicant?

In what capacity have you known this applicant?

Signature

Date