

Advanced Oncology Nursing Leadership Certificate Program Application Form

Please complete the following and email your application along with the required documentation highlighted in Appendix A to leadership@desouzanurse.ca. Applications are due on August 11, 2011 by 1700 hours. Notification of acceptance will be sent to participants by August 19, 2011. If you have any questions about the application process, please contact Stephanie Liu at stephanie.liu@desouzanurse.ca or 416-581-8153.

1. Fill out the following form:

General Information

Email

First Name

Last Name

CNO #

Work Title/ Position

Current Employer

City

Postal Code

Province

Phone #

Fax #

Project Information

1. **Letter of Intent:** Applicants are required to submit a letter of intent describing their leadership project ideas as a component of the application process. This letter should include the following information:
 - a) Goal of leadership project
 - b) Time period (when project will be achieved)
 - c) Rationale for project and anticipated impact
 - d) Evidence informing project strategy
 - e) Resource considerations
2. **Personal Leadership Biography:** Develop a personal leadership biography that describes who you are as an oncology nursing leader and your hopes for your learning in the course. Please see [Appendix B](#) for full instructions.
3. **Learning Plan:** Develop a learning plan to outline activities to meet your project goal. The learning plan should include at a minimum the following headings: Learning Objectives, Resources and Strategies, Evidence(s) of Achievements, Target Dates and Criteria for Evaluation. Course objectives and leadership competencies should be included within the learning plan. [See Appendix C](#) for further details.
4. **Identifying a Mentor:** Participants will need to enter into a mentor-mentee relationship prior to beginning the course. Participants can either identify a mentor of their own choosing or request help in finding a mentor through the e-Mentorship Program. If participants already have a mentor in mind, please provide their information in the space below. Mentors will be contacted by de Souza faculty to confirm agreement.

For those applicants who are unable to identify a mentor, the de Souza Institute eMentorship Program will assist you in the process of selecting an appropriate mentor.

Name of Mentor:

Mentor Workplace

Job Title of Mentor

Mentor email address

If you do not have an identified mentor, please include documentation indicating that you have applied for mentorship support with the [e-Mentorship program](#).

5. **Letter of Support:** A letter of support from your manager/leadership or executive team member for you to engage in this course. The letter of support should include how leadership is supporting the project work, including a sustainability plan.

Appendix A: Checklist of Submission Requirements

Please ensure that the following elements have been included in your application to the Advanced Oncology Nursing Leadership Certificate Program. Applications missing the appropriate documentation will not be processed.

- A current resume
- Personal Leadership Biography
- Letter of Intent describing your leadership project idea
- Learning Plan for leadership project
- Letter from applicant organization's formal leadership indicating support for participation in course
- If no mentor identified in application, include evidence of application to the eMentorship program

Appendix B: Leadership Biography Questions

The following questions should be addressed in your Personal Leadership Biography (maximum two pages – 12 font and double spaced):

- Who you are as a leader
- What you are expecting to get out of the course
- How the course will apply to your current practice and role
- Where you envision yourself to be as a leader in cancer care in the next 5 years

Appendix C: Learning Plan

Develop a learning plan to outline activities required to meet your project goal. The learning plan should include at a minimum the following headings: Learning Objectives, Resources and Strategies, Evidence(s) of Achievements, Target Dates and Criteria for Evaluation.

S.M.A.R.T. criteria should be used when developing the objectives and the learning plan:

S = Specific

M = Measurable

A = Achievable

R = Realistic

T = Time Bound

Template for Learning Plan

Project goal:

Time frame:

Learning Objective	Resources/Strategies	Evidence(s) of Achievement	Target date	Criteria for Evaluation

Resource: Knowles, M. S. (1975) *Self-Directed Learning. A guide for learners and teachers*, Englewood Cliffs: Prentice Hall/Cambridge.

Sample Leadership Projects

Leadership projects may complement and be integrated with your professional role/activities. Below are examples of potential leadership project topic areas and possible projects. Your selection of your leadership project topic is not limited to this list.

- Evidence based leadership initiative/ Best practice initiative
 - Examples: integration of Cancer Care Ontario's (CCO) nursing competencies for documentation within unit practice; implementation of CCO Symptom Management Guides within an ambulatory care unit
- Implementation of a new care delivery model
 - Examples: redesign of a systemic therapy unit's model of care to meet patient identified needs; implementation of a collaborative practice model enabling practice at full scope
- Client centre care initiative
 - Examples: develop guidelines and recommendations for integrating patients and families in organizational leadership initiatives and change projects
- Clinical program changes and safety initiatives
 - Example: develop, implement and evaluate guidelines for transfers of care across the cancer delivery system
- Community development/population health
 - Example: implement a cancer prevention awareness project in a local community and evaluate
- Healthy workplace
 - Example: implement RNAO best practice guidelines for healthy workplaces and evaluate implementation
- Role development
 - Example: develop and implement proposal for a new advanced oncology nursing role
- Education
 - Examples: development of an oncology education pathway for novice oncology nurses; development of a patient education initiative
- Team building/ relationship building project
 - Example: initiative to develop a cohesive interprofessional team in oncology ambulatory services
- Professional development
 - Examples: develop a regional oncology professional practice nursing council
- Leadership
 - Example: develop local mentoring opportunities targeted towards emergent oncology nurse leaders
- Standards/Masurement and Evaluation
 - Example: develop a framework to implement CANO/ACIO standards and competencies for cancer chemotherapy care

Project topic areas adapted from the Dorothy Wylie Nursing Leadership Institute Home Projects Database (2011)