

# ACN Foundation Policy Fellows Program: guidance for applicants

Applicants for the 2022 intake of the ACN Foundation Policy Fellows Program (**program**) are required to meet eligibility and selection criteria. This guide assists applicants in completing an application for the program against those criteria.

## **General information**

There is no application form, therefore you may prepare your submission in whatever format and style you wish. However, your application needs to include a cover letter, a statement addressing the criteria listed below, two references (one being from your manager/supervisor as support for your application for this program, other documentation as explained below, and a Curriculum Vitae (CV). The CV should be no more than seven pages and should support the statements you make in your application. Please include a few examples of relevant peer-reviewed publications or relevant committee work.

Although the application's format, style, and general layout do not form part of the selection process, the content will be considered as an example of your writing skills, so please ensure there are no spelling mistakes.

Please include your name and mobile phone number as a footer on *all pages* of your application.

### **A. Eligibility Criteria**

Applications that do not meet the eligibility criteria below will not be considered.

1. Must be an early or mid-career Registered Nurse in Australia, registered with the Nursing and Midwifery Board of Australia (NMBA). Please provide your NMBA registration number; a copy of the certificate is not required.
  - Indicate in your cover letter if you assess yourself as being an early or mid-career nurse.
1. Willing and able to make a **one-year** commitment of **at least 10 hours per week** to the program.
  - Your cover letter should demonstrate this commitment. In addition, please provide a reference from your employer if you are currently working or from your supervisor, if you are currently studying, for example, enrolled in a higher degree.

## **Selection Criteria**

### **1. Demonstrated commitment to advancing nursing policy and advocacy.**

Please demonstrate your commitment by including in your application supporting documentation, for example, records of achievements of nursing or other health-related committee work you have been actively involved in at your workplace. Other examples include membership of an ACN group such as a working party or Policy Chapter or membership of another health-related group such as a consumer organisation. Ideally, the documentation you provide will be on letterhead, signed by the relevant Chair or equivalent, and record your membership of the group or organisation and describe or record specific achievements or actions including your contribution.

### **2. Potential for leadership in nursing policy.**

Please demonstrate your potential for leadership in *nursing* health policy by providing documentary evidence of how you have initiated or led a policy process in your workplace, at ACN, or in another health-related area. For example, taking a lead role in developing a high-level policy in your organisation (as Chair or deputy Chair) or initiating and managing a policy related project in your workplace. Voluntary work outside your workplace may also be appropriate, for example, membership of a local area consumer or health related group.

**3. Anticipated impact of the program on the applicant's career, particularly regarding advancing nursing policy and advocacy.**

Please advocate for yourself in terms of your career plan and how you anticipate the completion of the program contributing to that plan, the nursing profession and the Australian community. If you have examples of previous successes, include supporting documentation such as a reference from an academic supervisor or a clinical manager. Where possible, use different examples to those you provided in numbers 2 and 3 above.

**4. Demonstrated ability to write well and to construct an argument.**

Writing well and constructing a logically, well-researched argument is an essential part of nursing health policy and advocacy. Please demonstrate your ability by submitting a short piece describing what changes you believe are necessary for your priority area of interest (item 1 above). This piece is limited to 600 words. It is also to be original, that is, a new piece of work, not an existing (peer reviewed) example of your work.

**5. Demonstrated professional achievements in a clinical, education, policy, or academic setting.**

The evidence of professional achievement you provide here should be taken from the last *two years*. It may include, but is not limited to, graduating with a higher degree, significant clinical or educational achievements in your workplace, successful design and implementation of a new subject/course in an academic setting, or significant contribution to achieving goals in a community-based health care organisation such as a consumer or particular interest group.

The aim here is to demonstrate your ability to persevere, overcome obstacles, and achieve quality outcomes. Supporting documentation is welcome, for example, a graduation certificate or a letter of recognition or thanks.

**Checklist**

Before submitting your application, make sure you have:

- Prepared a cover letter
- Provided your NMBA registration number
- Indicated if you are an early or mid-career nurse in your statements addressing criteria
- Prepared supporting documentation for your leadership potential in nursing policy
- Explained the impact of the program on your future career
- Provided documentary evidence of your professional achievements to date
- Obtained two current referee reports and attached them (one from your direct manager)
- Included your full contact details with your application