

**Organization of Nurse Leaders  
Leadership Academy Application**

**Spring 2013 Program**

February 13, 2013 Orientation

March 15, 2013 April 11, 2013

March 29, 2013 April 26, 2013

Applicant Name: \_\_\_\_\_

Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Home Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Telephone Contact No: Work \_\_\_\_\_ Home: \_\_\_\_\_

Email : \_\_\_\_\_

**Application Deadlines**

The application and all required materials must be received by January 25, 2013 for the March/April 2013 program and the following documents must be included with this application (see Page 2 for a description of each):

- Resume
- Goals and objectives statement
- A written plan for the implementation of an improvement project
- Chief Nursing Officer statement and signature of endorsement

**My signature below signifies my understanding that attendance at all of the prescribed sessions, including orientation, is required in order to complete the program and receive ANCC contact hours (that is there are no excused absences).**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Questions? [info@oonl.org](mailto:info@oonl.org) or 781-272-3500

## **Required Documents(to be included with this application)**

### **1. Professional Resume**

- a. A one-page professional resume/CV. Include a history of your education, employment and other professional activities.

### **2. Statement of Qualifications, Goals, and Objectives**

- a. A one-page, typewritten, double-spaced essay that includes responses to the following:
  - What are your leadership/career goals?
  - How will the Leadership Academy aid you in achieving these goals?
  - What personal strengths will help you attain your goals?
  - What personal challenges do you face to attain your goals?

### **3. Improvement Project Focus Area**

- a. A written plan for the implementation of your selected improvement project (required components page 4 and 5 of this application) must be submitted with this application.

### **4. Statement of Endorsement** (by the Chief Nursing Officer of the Applicant's institution (Page 3 of this Application))

---

**PLEASE NOTE – Applicants will be notified of their acceptance into this program by January 31, 2013. Registration information will be supplied at that time.**

- **Registration Fee**

- |  |           |
|--|-----------|
| ○ ONL members  | \$1499.00 |
| ○ Non-members  | \$1999.00 |
| ○ Registration<br>and annual membership dues through June 30, 2014 | \$1749.00 |

## Statements of Endorsement

### A. Chief Nursing Officer Statement:

Please provide your candid responses to the following as they relate to the Applicant's "fit" with the goals and objectives of the ONL Leadership Academy. Use additional pages as needed.

1. How long, how well, and in what capacity have you known the Applicant?

---

---

---

2. What characteristics do you consider to be the Applicant's primary strengths?

---

---

---

3. In what areas does the Applicant need improvement or growth?

---

---

---

4. Summarize the basis for your recommendation concerning this Applicant.

---

---

---

---

### B. Chief Nursing Officer Signature of Endorsement:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Contact No. : \_\_\_\_\_ Email \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Leadership Academy Improvement Project Plan**

### **Statement of Vision/ Goal**

- Defines Where You Are Headed
- Has a Time Frame
- Is Realistic and Focused
- Guides the Planning Process

What will it look like when you succeed in the implementation of your improvement project?  
How will you identify success?

A goal is the end toward which the program is directed. Goals should directly address needs. Goals are outcome and not process oriented. They clearly state, specific, measurable outcome(s) or change(s) that can be reasonably expected at the conclusion of a selected intervention.

### **Background Information**

- Problem or Opportunity for Improvement
- Rationale
- Analysis of Current Status
  - Barriers to reaching goal (may include structural, procedural, individual, interdepartmental, interpersonal)
  - Stakeholders
  - Supporters
  - Resisters

Developing a full awareness of your situation can help with both planning and decision-making.

### **Objectives**

Objectives are specific activities required to achieve the goals, Objectives basically address the difference between where you are (current status), and where you want to be (vision and goals), by spelling out what we do (target objectives and action plans) to get there.

Objectives state results, not activities. Objectives, when accomplished, lead to the goal. Objectives should be stated in ways that describe what you will do and how you will do

**Action Plans/activities**

Action Plans basically translate the goals and objectives into implementation steps, activities and tasks.

Example Format of Action Plans

There are many ways to structure an Action Plan, but many look like a work plan along these lines: Goal: _____						
Objectives	Tasks/ Activities	Timeline	Responsible person	Status	Measure / Document	Resources needed

**Evaluation Method**

Thinking about evaluation must begin at the start of your project. An evaluation plan helps you see if you're on track and achieving the goals you intended to. Planning evaluation and establishing a system to measure success early on makes it easier to track outcomes by returning to the established measures and noting change.