



## **Nurse Manager/Nurse Director/Nurse Executive Fellowship: Application Eligibility**

### **Who Should Apply?**

#### **Nurse Manager Fellowship**

Applicants should have a minimum of one year experience as a nurse manager. Job title is not the determining factor, but rather the role and responsibilities of the applicant's position as detailed in a current job description.

#### **Nurse Director Fellowship**

Applicants should have a minimum of one year experience at the director level. Job title is not the determining factor, but rather the role and responsibilities of the applicant's position as detailed in a current job description.

#### **Nurse Executive Fellowship**

Novice senior nurse executives with 0 to three years of experience in an executive role, including CNO, VP of Patient Services, System Director and COO.



## **Nurse Manager/Nurse Director/Nurse Executive Fellowship Application Materials**

Author Role: Select Nurse Manager, Nurse Director, or Nurse Executive

### **Personal Information:**

First Name  
Last Name  
Credentials  
Name you prefer in an informal setting  
Email Address  
Home Address  
Cell or Home Phone Number

### **Professional Information:**

Title  
Organization  
Organization Address  
Work Phone Number  
Type of Organization – select your organization type

Are you an AONL member? Yes or no  
What gender do you identify as?  
What ethnicity do you identify as?  
Resume/CV – upload file  
Job Description – upload file

### **Leadership Story (not to exceed 1000 words – upload Word or PDF file)**

This essay should provide insight into who the applicant is. The essay is not intended to be a narrative of the applicant's career journey, but a personal story detailing those experiences that have impacted the applicant's professional practice and defined who the applicant is as a leader.

### **Organizational Chart (upload Word or PDF file)**

Applicants are required to submit an organization chart of their team showing their position in relationships to their supervisor, peers, and direct reports.

### **Statement of Support (upload completed PDF)**

All Fellowship applicants are required to submit a statement of support from the sponsoring organization's Chief Nurse Executive or equivalent. The Letter of Support Form can be found on page three of this file.

## **Capstone Project Proposal (limit one page – upload Word or PDF file)**

### **\*FOR NURSE MANAGER AND NURSE DIRECTOR APPLICANTS ONLY**

The capstone project offers professional growth and provides a vehicle for the applicant to apply new learning and experience in the workplace. It is intended to benefit the sponsoring organization, which may be accomplished in various ways, e.g., through process improvement, improved resource management, program/service/business line development, et al. The project should provide a measurable financial gain for the organization. Additionally, the project should further develop and enhance the applicant's leadership competencies.

The proposed project must be a new project and not a project that is already in progress. A project that is a component of an academic course (required for degree completion) is acceptable. The project must be initiated in the Fellowship year, and it must meet all defined parameters. It is understood that every proposal is a work in progress and the focus and scope may change during the Fellowship year. This is taken into consideration when evaluating each proposal.

Your proposal should address the following:

- Project title
- Background and statement of the project objective
- Brief description of the project, tactical actions, and expected outcomes
- How outcomes will be measured
- How return-on-investment (ROI) will be measured



## 2025 Fellowship Statement of Support

Participation in either the AONL Nurse Manager Fellowship, Nurse Director Fellowship, or Nurse Executive Fellowship requires a commitment of time and resources. To confirm that the organization is in support of the applicant's full participation, we ask that this form is completed by the Chief Nurse Executive or equivalent. The applicant will include this completed form as part of the final application packet.

- 1) Please enter the applicant's name: \_\_\_\_\_
- 2) Is your organization prepared to support the time and resources required to complete all Fellowship sessions and the capstone project? (Time commitment: time away from work to participate in all sessions and time to work on the capstone project; Resources: supporting project completion, providing payment of Fellowship tuition and participant's travel expenses)

Yes

No

- 3) If you are unable to support the applicant, please explain.

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- 4) Is there anything you would like to share with us about the applicant?

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### Contact Information for Chief Nurse Executive or Equivalent

Name \_\_\_\_\_  
Title \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

If you have questions related to this form, please contact the following:

**For Nurse Manager and Director Fellowship:**

Elaine Perkins, MS, RN  
Education Director, AONL  
eperkins@aha.org

**For Nurse Executive Fellowship:**

Amy Trueblood, MS, RN, NEA-BC  
Senior Director, AONL Leadership Development  
atrueblood@aha.org

## Rubric for Nurse Manager Fellowship (NMF), Nurse Director Fellowship (NDF), and Nurse Executive Fellowship (NEF) Candidate Scoring

Criteria & Points Assigned	Candidate Name:				Points
	0	1	2	3	Total
<b>Compelling professional/personal story as evidenced by the following elements:</b> <ul style="list-style-type: none"> <li>• Leadership philosophy</li> <li>• Leadership lesson(s) learned</li> <li>• Expected gains from Fellowship</li> <li>• Other</li> </ul>	No elements	One element	Two elements	Three or more elements	
<b>Leadership growth potential as evidenced by the following:</b> <ul style="list-style-type: none"> <li>• Openness to new ideas (1 pt.)</li> <li>• Spirit of inquiry (1 pt.)</li> <li>• Collaboration (1 pt.)</li> <li>• Commitment to growth (1 pt.)</li> <li>• Passion/Enthusiasm (1 pt.)</li> <li>• Accountability (1 pt.)</li> <li>• Reflective practice (1 pt.)</li> <li>• Other (1 pt.)</li> </ul>	No evidence	Minimal evidence (1-2 points)	Moderate evidence (3-5 points)	Significant evidence (6-8 points)	
<b>Soundness of project proposal as evidenced by the following elements: NMF and NDF only</b> <ul style="list-style-type: none"> <li>• Description (1 pt.)</li> <li>• Background/Purpose (1 pt.)</li> <li>• Design (3 pts.)</li> <li>• Expected outcomes &amp; evaluative criteria (2 pts.)</li> <li>• Return on investment (ROI) -Expectations and measurement (1 pt.)</li> </ul>	No evidence	Minimal evidence (1-3 points)	Moderate evidence (4-6 points)	Significant evidence (7-8 points)	
<b>Potential to enhance the overall quality of the Fellowship experience:</b> May be based on various attributes, for example: <ul style="list-style-type: none"> <li>• Experience</li> <li>• Passion</li> <li>• Diversity</li> <li>• Knowledge</li> <li>• Wisdom/Insight</li> <li>• Other</li> </ul>	Unlikely	Somewhat likely	Moderately Likely	Extremely Likely	
<b>Total</b>					____/12
<b>Would you recommend this candidate for acceptance into the AONL Fellowship?</b>	Do Not Recommend	Recommend With Reservation(s)	Recommend	Highly Recommend	

**Comments:**