



## Clinical Nurse Specialist Institute Fellowship Application Instructions

***Please carefully follow the instructions. Incomplete applications and applications that do not adhere to instructions will not be reviewed.***

**Mission:** *The Clinical Nurse Specialist Institute (CNSI) serves to develop and promote the charitable, educational, innovative clinical practice, and scientific purposes of NACNS.*

### **ELIGIBILITY CRITERIA:**

- 1) Applicants must be *current members* of the National Association of Clinical Nurse Specialists (NACNS) for at least the last 2 years prior to application.
- 2) Applicants must have five (5) or more years of experience working in a clinical nurse specialist (CNS) role after *completing graduate* education and training.
- 3) Applicants must be credentialed (by their state of employment) as a CNS or educated as a CNS *plus* have significant past or current contributions as a CNS.

### **APPLICATION INSTRUCTIONS:**

- 1) Applications must be completed in English.
- 2) Application materials will be evaluated on the following **criteria**:
  - a. Demonstrates impact of CNS work *beyond employer organization*.
  - b. Evidence of leadership with *national impact* that supports CNS activities or role.
  - c. Evidence of CNS activities that support visibility of CNS role.
  - d. Conducts data-driven &/or evidence-driven projects to improve patient care, safety, health outcomes, health system processes or educational processes (e.g., QI, EPB, Research, other).
  - e. Engages in activities to promote the full scope of CNS practice and role at the local, state, and/or national level.
  - f. Disseminates knowledge that demonstrates the value of the CNS role and CNS-related activities (e.g., practice, outcomes, research, legislation/regulatory, education, etc.).

CNSI Fellows demonstrate outstanding achievements on the criteria described above. Individual applicants do not have to be outstanding in all criteria, but they do go beyond the "ordinary" CNS work role in most of the criteria. Fellows have made significant and impactful contributions to *advance* the CNS role.

- 3) **ENDORSEMENT LETTERS (x2).** Submit two letters of endorsement from professional colleagues; preferably one letter from a supervisor or other person in a position to oversee your work, and the second letter from another peer/colleague who is knowledgeable about the applicant's work as a CNS. Endorsement letters should address the criteria (see criteria above in #2) and be no more than 2 pages in length (signed, *typed* on organizational letterhead).
  - Endorsers may only endorse one (1) applicant per year

- 4) **PROFESSIONAL STATEMENT (750 words).** Applicants must write a statement that provides evidence of their outstanding contributions as a CNS. The statement must address the criteria (listed above #2) and provide clear exemplars in support of the statement. Organize the statement by using the criteria as the headings for the statement with the supporting evidence below each heading. 750 word maximum including headings.
- 5) **PROFESSIONAL BIOGRAPHY (180 words).** Write a brief – 180 word – professional biography. Think about the “high points” in your career and highlight those in the biography. If the applicant is selected, this will be used in promotion materials. The biography should start with the applicant’s name, CNS role or title, and employer. Summarize the applicant’s outstanding contributions to the CNS role/practice/education, etc. List major honors and awards. 180 words maximum.
- 6) **CURRICULUM VITAE** (12-pt font, single-spaced, 10 page). Provide a curriculum vitae (CV) that highlights evidence of CNS leadership, practice, research, dissemination activities, service and/or educational activities as documentation for the criteria. ***The CV is to be typed single-spaced, 12-point font, and 10- page limit.***

The CV must include the applicant’s name, *credentials (highest degree, licensure, certification(s), designation)*, job title, contact information. [Ex. Cherry Aims, MSN, RN, AGCNS]

Have separate sections with headings for:

- (a) Education (list most recent degree, followed by earlier degrees earned – University, degree earned, year awarded);
  - (b) Employment History (employer, role, dates of employment – do not list work activities here);
  - (c) Honors and Awards (name/title of award, organization, year);
  - (d) Research/EBP/QI projects (title of project, applicant’s role on project, if funded – list the amount \$, years project was active);
  - (e) Dissemination (articles – full reference citation; book chapters; select presentations);
  - (f) Service Activities (sorted by local, state, national, and/or international) and include committees, projects, various professional activities, leadership activities or roles/positions;
  - (g) Legislative/Regulatory Activities (those that promote the CNS role – at the local, state, or national level).
- 7) Submit a color headshot photo. If selected, this photo will be used in the program materials.
  - 8) *Submit an application fee of \$250.00, pay either by check or credit card.*
    - a. If paying by check (US currency), make the check out to: “Clinical Nurse Specialist Institute.” Mail the check to:

Clinical Nurse Specialist Institute  
Attn: CNSI Fellows Program  
401 Edgewater Place, Suite 600  
Wakefield, MA 01880
    - b. If paying by credit card, go to <https://nacns.org/cns-institute/> “Donate” page. Click the “Donate Now” link – and this takes you to a payment page that has options for paying fees or making a donation. The application fee option becomes active when the application site is “open.”

- If selected, you must be able to participate in the induction ceremony held annually in March.
  - If you cannot attend the CNSI induction ceremony in the year you were originally accepted, you may defer induction for 1 year.
  - However, you may not defer induction for more than 1 year. If you are not inducted within this time frame, you must re-apply to be eligible for Fellow status.
  - Fellows' Fees:
    - There is an induction fee varies depending on venue or format (has ranged from \$50- \$150) to cover the necessary expenses of the ceremony (e.g., certificates, pins, meal);
    - You will also be assessed your first year's annual fellowship fee of \$100 (due in March).
  - Additional options:
    - Guest tickets (for friends, family, other NACNS members who want to attend the event) to the induction ceremony can be purchased prior to the event – more information will be forthcoming regarding cost and payment options.
    - Sponsorship opportunities are available for your employer or institution to participate in the event.
- 9) If selected, to remain a Fellow in good standing, you must maintain annual NACNS membership, and also, must pay annual fellowship dues of \$100/year (due in March).
- Fellow credential is forfeited if NACNS membership is not maintained and/or Fellow annual fee is not paid.

**All documents are submitted as individual files to: [CNSI@NACNS.org](mailto:CNSI@NACNS.org) with the subject line "Fellow Application, [your last name]"**

**Deadline: to be announced**

### **Applicant Information**

Fill in the following information & submit with other documents:

Name:

Credentials: highest degree, licensure, certification, other (e.g., MSN, RN, AG-CNS...):

Title:

Employer:

Applicant's e-mail:

Phone:

Applicant's address:

Years of NACNS membership:

Checklist – verify you have included all required documents:

- \_\_\_ Applicant's 750-word statement
- \_\_\_ Endorsement letter #1, signed, printed on letterhead, 2-pg. maximum
- \_\_\_ Endorsement letter #2, signed, printed on letterhead, 2-pg. maximum
- \_\_\_ Professional biography, 180-words
- \_\_\_ Curriculum vitae (10 pg. maximum)
- \_\_\_ Color headshot photo (jpg file)
- \_\_\_ Submitted \$250 application fee

Application Fee Payment:

Make the check out to "Clinical Nurse Specialist Institute," in the amount of \$250 (US currency); and mail the check to:

Clinical Nurse Specialist Institute  
Attn: CNSI Fellows Program  
401 Edgewater Place, Suite 600  
Wakefield, MA 01880

OR

Pay by credit card: Go to <https://nacns.org/cns-institute/> "Donate" page. Click the "Donate Now" link – and this takes you to a payment page that has options for paying fees or making a donation.