



Tips for Completing the Application to become a Fellow of ARN

Presented by the 2023-2024 Fellowship Selection Committee

A Brief History of the Fellowship Program

- The inaugural application cycle for the Fellow occurred in 2019
 - There were 22 applicants, 15 of whom were successful and were awarded the Fellow designation
 - At that time, applicants needed 2 sponsors
- In 2020 there were 10 applicants, 7 of whom were successful and were awarded the Fellow designation
 - One sponsor was required to be a Fellow, the 2nd sponsor was a non-Fellow
- In 2021, there were 3 applicants, all of whom were successful
 - One sponsor was required to be a Fellow, the 2nd sponsor was a non-Fellow
 - A rubric was created that applicants could see prior to submitting their application, giving them the opportunity to self-assess their readiness
- In 2022, there were 8 applicants, 6 of whom were successful

Why the Downward Trend of Applications?

- Over the course of 3 cycles, **the measurement criteria has been refined to be more clear**
- We have asked the sponsors to take an active role in the application process to help determine when someone is qualified
- We do not want to see unqualified applicants spend a lot of time and money on an application that will **be unsuccessful**
- We do want to see more assistance for applicants, especially through their sponsors
- We suspect that part of the downward trend is due to people realizing they need to do more work before they apply

Is That the Only Reason?

- Good question!
- The committee plans to do a survey later this year to gather information from 2 groups:
 1. People who looked at the 2021 application but did not submit an application: why not?
 2. Fellows who did not sponsor anyone in 2020 or 2021: why not?
- We have heard your suggestions, implemented many of them, and hope to see even more applicants each year going forward!

The Application

- The application is found online: [Fellow Designation | ARN \(rehabnurse.org\)](https://www.rehabnurse.org/fellow-designation)

APPLY NOW

- View this application as an infomercial for yourself; this is not the time to be modest and shy; **TOUT YOUR ACHIEVEMENTS!**
- Sponsors are encouraged to review every part of the application with their candidate(s) to help them showcase themselves
- Let's go through each part of the application

Introduction

- This gives a brief description of the program and highlights the benefits
- The applicant simply checks the “Yes” box to continue

1. I am interested in completing the application for ARN Fellowship

Yes

No

Criteria for Selection of Fellows

- Review the list of requirements:
 - Member in good standing
 - Outstanding contribution to ARN
 - Willingness to commit
 - ARN member for 5+ years
- Does the applicant meet all of them?
- If yes, continue
- If not, the applicant and sponsor can explore what needs to be done in order to qualify in the future

Selection Process

- Note that there is a deadline for submitting the applicant
 - Is there sufficient time to be ready this year?
- Remember that the application must be complete when it is submitted; incomplete applications will not be reviewed
- The ARN office and selection committee will not notify applicants/sponsors of incomplete materials and will not be able to accept revised or supplemental applications; please get it right the 1st time!

Application Requirements

- Who are the 2 sponsors?
 - Is one a Fellow?
 - Is one a non-Fellow?
 - A list of Fellows is on the ARN website:
[Fellow Designation | ARN \(rehabnurse.org\)](https://www.rehabnurse.org/fellow-designation)
- Has the applicant written their statement? (*More on this later*)
- Has the applicant completed the letter of commitment? (*More later*)
- Does the applicant have a current CV to submit?
- Remember to submit the processing fee

Applicant Information

- This information gives us your basic demographic information
- This also tells us whether you belong to a chapter

ARN Involvement

- Please read the directions carefully
- This means you should be very specific about what you have done
- Give some details about what your involvement encompassed
- For example:
 - “I served on a committee” versus “I was the chairperson and led a group of 8 people to accomplish this task”
 - I personally recruited 10 new members in the past year
 - I mentored other chapter members in preparing a presentation
- Make sure you have been involved consistently for 5+ years
- Look at the rubric

Showing Involvement on the Application

- If your CV is very detailed, you can choose to use that for this portion; use the application as a guide for what should be on the CV
- Or fill out the form for chapter level and national level
- There is a space at the bottom where you can add even more information

ARN Involvement

* 4. ARN National or Chapter Leadership for elected or appointed leadership role -
List in date order, beginning with most recent involvement.

Group/Project Name

Dates of Activity

* 5. Office/Chair Held

14. Use this space to provide additional information if you did not have space above for National or Chapter Level Involvement.

* 15. ARN National and/or Chapter Activity Involvement for non-elected or appointed non-leadership role)

List in date order, beginning with most recent involvement.

Group/Project Name

Position Held

Dates of Activity

16. Use this space to provide additional information if you did not have space above for National or Chapter Level Involvement.

Rubric for ARN Involvement

ARN National and/or Chapter level involvement	High	Middle	Low/Absent
Elected and/or appointed leadership positions reflect repeated engagement on a consistent basis (multi-year appointments count for each year)	Held positions for more than 5 years; no gaps greater than one year; and four or more elections/appointments	Held positions for at least 5 years; no gaps greater than one year; and three or more elections/appointments	Held positions for less than 5 years; and/or gaps greater than one year; and one or fewer appointments
Activities, such as belonging to committees, meeting planning, presentations, membership recruiting, attending meetings, ARN publications (author/co-author, peer reviewer), or other activity (This list is not all-inclusive)	Engagement is continuous for at least 5 years in a variety of activities	Engagement is continuous for at least 4 years in a variety of activities	Engagement is intermittent and/or less than 4 years

Community (Non-ARN) Involvement

- This section covers ways that you contribute outside of [ARN](#); this shows that you have a committed professional career, not just a job
- The rubric shows how much activity is needed for the points.

Showing Community Involvement

- If your CV is very detailed, you can choose to use that for this portion; use the application as a guide for what should be on the CV
- Or fill out the form for involvement
- There is a space at the bottom where you can add even more information

Community Involvement Within US or Internationally

17. What has your community involvement been within the US or internationally?

Group/Project Name	<input type="text"/>
Geographic Location	<input type="text"/>
Position Held	<input type="text"/>
Dates of Activity	<input type="text"/>
Activity Description	<input type="text"/>
Group/Project Name	<input type="text"/>

18. Use this space to provide additional information if you did not have space above for domestic or international community involvement.

Rubric for Community Involvement

Local, national, international community activity	High	Middle	Low/Absent
Activities that promote rehabilitation and/or rehab nursing, such as working with other community organizations, injury prevention programs, fund-raising, advocacy, something that supports normalization of people with disability, participating in education, participating in research, mission or volunteer work, conducting rehabilitation research in another country, presenting at an international or global conference, holds a position on an international board or committee (This list is not all-inclusive)	Engagement is continuous for at least 5 years in a variety of activities	Engagement is continuous for at least 4 years in a variety of activities	Engagement is intermittent and/or less than 4 years

Publications and Research

- This provides more details about your contributions to ARN and to the rehabilitation world at large

Publications & Research

13. Publications: Provide a description that shows APA-style format information that includes author names(s), date of publication, title of publication, journal or text in which publication is contained. Citation should show whether applicant was an author or a reviewer.

Citation

Citation

Citation

14. Research: Provide a description that shows information about researcher names(s), title of research, dates of research, institution/affiliated entity. Description should identify role of applicant.

Description

Description

Description

Rubric for Publications & Research

- There is no separate rubric for publications and research
- These are further delineations of your contributions and will add weight for scoring

Honors, Awards, Recognitions

- These are things that show how much others have recognized your efforts and contributions and that you have made an impact; being visible and involved is part of being a leader (*lead by example*)
- You can add details from your CV here

Showing Honors/Awards/Recognition

- If your CV is very detailed, you can choose to use that for this portion; use the application as a guide for what should be on the CV

Awards & Honors

16. Please provide information about your awards and honors history

Name of award/honor

Presented or awarded by

Date received

Name of award/honor

Presented or awarded by

Date received

Name of award/honor

Presented or awarded by

Date received

Name of award/honor

Presented or awarded by

Date received

Rubric for Honors/Awards/Recognitions

Honors, awards, recognitions	High	Middle	Low/Absent
These may include those conferred by ARN or other associations or community entities; these are related to rehabilitation and/or nursing	Has at least 3 related to rehabilitation and/or nursing, which were received from at least 2 different sources (ARN, employment, community entities, etc.)	Has at least 2 related to rehabilitation and/or nursing, which were received from at least 2 different sources (ARN, employment, community entities, etc.)	Has multiple but from the same source, or has none

Quality of Impact

- This section may be viewed as the heart of the application.
- Your CV and applications have told us things, but this section tells us what those things mean
- Do **NOT** simply repeat what is on your CV; tell us why your efforts have mattered, how you have impacted ARN and your colleagues, and how you have impacted others

Showing Quality of Impact on the Application

Applicant Statement on Impact of Contributions

This section describes the results of all of the time and energy you have contributed to the many activities you have done to advance ARN, rehabilitation, and nursing. Go beyond the information in your CV/Resume to describe how your efforts have mattered. Use this as an opportunity to provide personal meaning about how you have made a difference. Address the significance, scope, and impact of your contributions at the local, national and/or global level, including past and potential future service to ARN.

* 18. Describe what you consider to be your most outstanding contributions to rehabilitation nursing and relate your contributions to the Criteria for Selection of Fellows.

Limit your response, single-spaced, to 500 words or fewer.

Rubric for Showing Quality of Impact

Impact of contributions	High	Middle	Low/Absent
Describe outcomes of activities and contributions showing impact on the specialty, nursing, and/or the goals of ARN. Outcomes and impact may be related to service, research, publications, presentations, education, administration, consultation, advocacy, and practice. There is no requirement for how long any impact must last, but there should be a pattern of sustained activity that has impact.	Pattern of having achievements over at least 10 years that make a broad impact; achievements are of an enduring nature, or impact may be transient/short-lived but subsequent achievements continue to show contributions to the field	Pattern of achievements between 5 – 10 years; impact may be transient/short-lived but subsequent achievements continue to show contributions to the field	Cannot articulate achievements, or achievements provide little impact or durability

Letter of Commitment

- The application asks for your agreement to accept the responsibilities of Fellow status
- Check “I agree/understand”
- If you do not believe you will accept future requests for your involvement, reconsider your application
- LASTLY, you will be able to upload your CV

Now, Some Words for the Sponsors....

- There is a separate link on the website page for the sponsor form
- [Fellow Designation | ARN \(rehabnurse.org\)](#)

All applicants' sponsors will be required to fill out **this sponsorship form** by May 15, 2023 for their application to be considered.

Role of the Sponsor

- Sponsors may be asked by members to be a sponsor, or a sponsor may seek out members who appear qualified to apply
- Sponsors are also **STRONGLY** encouraged to seek future candidates by working with others to develop the experiences and skills need to successfully apply to be a Fellow; this process may take a few years so keep an eye out for those with potential
- Sponsors should assist the applicant by reviewing how the applicant has shown their information and how it matches the rubric
 - Provide coaching when the applicant needs it to provide better descriptions or is not taking full credit for their work
 - Can you clearly see how the selection committee will interpret and score the candidate?

How Have You Known the Applicant?

- This can be stated in terms of number of years and in the work you have shared
- Some applicants may not have a relationship with a Fellow, so you may be asked to fulfill this role for a stranger; how you have worked together on the application and how have you gotten to know this person?
- If you do not have 1st-hand knowledge, have you listened to their colleagues or other knowledgeable people to know whether they have really done what they say they have done?
- Are you comfortable vouching for this person?

Sponsor's Endorsement

- Provide a succinct statement about the applicant's contribution to rehabilitation nursing
- We already know their CV and their list of accomplishments shown in their application, so please give us something fresh
- Tell us what you think their contribution is and what it means
- **LASTLY**, you are asked to affirm that you have evidence supporting the applicant's qualifications and that the information is correct and meets the criteria

Sponsor Responsibility

- Sponsors are an important guide to developing, grooming, and supporting future Fellows
- There are lots of rehabilitation nurses who may not realize that they are qualified, and need an outsider's view to nudge them along
- Our goal is to have 10+ applicants each year, but we hope that only qualified candidates apply
- If the sponsor had to pay the application fee, would you think the candidate was ready or that the sponsor was throwing money away? Help the applicant think in those terms, too (it is their money!)

Apply to be a FARN today!

