

MATERNAL-CHILD
HEALTH NURSE
LEADERSHIP
ACADEMY
APPLICATION
PACKET

2018 – 2019 Cohort



APPLICATION PACKET

Academy Purpose and Overview

The purpose of the Maternal-Child Health Nurse Leadership Academy (MCHNLA), presented in partnership with Johnson & Johnson, is to develop the leadership skills of maternal and child health nurses and nurse midwives who work in a variety of healthcare settings across North America. The academy prepares these nurses for effective interprofessional team leadership as they strive to improve the quality of healthcare for underserved childbearing women and children up to 5 years old.

The leadership skills component of the academy is based on the research and teachings of Jim Kouzes and Barry Posner, as described in *The Leadership Challenge*®. Their model proposes that leadership is a measurable, learnable, and teachable set of behaviors. The academy believes that these behaviors are learned best when applied to realistic settings. The academy is designed to operationalize these learned behaviors by assisting and supporting the Fellow in developing and implementing an interdisciplinary team project.

Nurses and nurse midwives accepted into the program will:

- Select a Leadership Mentor who will guide them through their leadership development over the approximately 18-month period
- Maintain a collegial relationship with an academy triad (Fellow, Leadership Mentor, and Faculty Advisor)
- Attend the following academy events with their chosen Leadership Mentor:
 - Workshop 1
 - 19-22 March 2018, Indianapolis, IN
 - Workshop II
 - 18-21 March 2019, Indianapolis, IN
 - Sigma's Biennial Convention and assigned academy celebration activities
 - 16-17 November 2019, Washington, DC
- Facilitate two in-person site visits with triad at Fellow's organization
- Design an individualized leadership development plan with guidance from their Leadership Mentor and Faculty Advisor (assigned by Sigma)
- Participate in triad calls. A minimum of 1 call per month. Additional calls may be scheduled at the discretion of the Faculty Advisor.
- Implement and manage an interdisciplinary team leadership project that results in practice outcomes for underserved childbearing women and children up to 5 years old and aligns with the mission and vision of the Fellow's association/organization/institution (A/O/I).



APPLICATION PACKET

Learning Objectives

At the conclusion of the approximately 18-month academy, Fellows will have the skills to:

- Improve maternal-child health outcomes through leadership skills and evidence-based practice
- Introduce health systems or models of care
- Create and effectively lead an interdisciplinary team to improve maternal-child health practice outcomes
- Contribute to evidence-based practices through project evaluation and dissemination of results

MCHNLA Impact Highlights

[Click here](#) to review academy impacts.

Anticipated Cost

MCHNLA is a Johnson & Johnson grant-funded program. The out-of-pocket expenses will vary from year to year, based on the funds available. The 2018 – 2019 cohort participants will have the following covered throughout their time in the academy:

- Lodging for workshops 1 & 2
- Breakfast and lunch at workshops 1 & 2
- 2-day registration for Sigma's Biennial Convention
- 2 hotel nights at Sigma's Biennial Convention
- All required workshop learning materials

Anticipated expenses for the Fellow and Leadership Mentor:

- Fellow participation fee:
 - **\$725 – Non-Sigma Members**
 - **\$625 – Sigma Members**
- Travel to workshops (1 & 2) and Sigma's Biennial Convention
- Dinner during workshops (1 & 2)
- All meals at Sigma's Biennial Convention (except for celebration dinner)
- Expenses related to travel for the Fellow's two site visits
- Additional activities associated with the Fellow's individualized leadership plan and project



APPLICATION PACKET

Recommended sources for financial assistance include:

- Employers
- Civic organizations
- Hospital auxiliaries
- Government agencies
- Community and professional foundations
- Professional organizations and Sigma chapters

The Fellow and Leadership Mentor are strongly encouraged to seek a shared financial commitment from their employing agency/organization/institution (A/O/I) as part of their participation in the academy.

Roles

Fellow

The Fellow develops a leadership project focused on improving maternal-child health outcomes and maternal-child nursing practice. As part of the project development, the Fellow will receive support from his or her A/O/I to form an interdisciplinary team in his or her practice setting or community to address a maternal-child health issue.

Leadership Mentor

Each Fellow selects an expert Leadership Mentor who participates in the academy workshops and guides the Fellow through the leadership development journey. Sigma has resources available to assist the Fellow in selecting a Leadership Mentor. Please contact Margie Brown at Margieb@stti.org for help locating a Leadership Mentor.

The Leadership Mentor is an individual who:

- Is not the Fellow's direct supervisor
- Is familiar with the Fellow's practice setting
- Agrees to champion, advise, and advocate for the Fellow
- Demonstrates the leadership characteristics required of a Leadership Mentor

Faculty Advisor

The Fellow and the Leadership Mentor are paired with a Faculty Advisor who acts as a facilitator during the Fellow's leadership journey. This triad — Fellow, Leadership Mentor, and Faculty Advisor — forms the basic functional unit of the academy that works collaboratively to complete

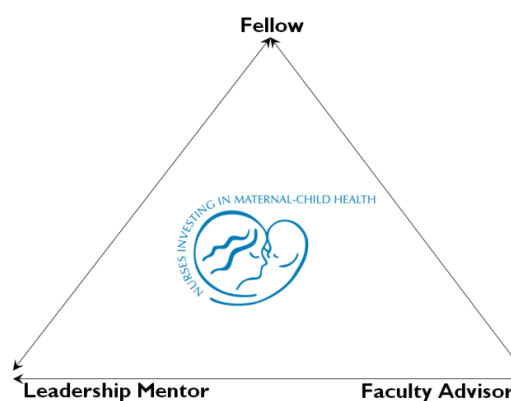


Figure 1: MCHNLA Triad



APPLICATION PACKET

the Fellow's leadership development goals, including team development, project planning, implementation, and evaluation. A Faculty Advisor:

- Participates in the academy's online application review and selection process as a reviewer
- Participates in curriculum development, presentation, and evaluation; advising, and mentoring
- Works with other MCHNLA Faculty Advisors, Sigma, and Johnson & Johnson staff to achieve program goals and objectives

Selection Criteria

The academy is open to those whose practice includes nursing service, administration, education, or research concentrating on the health of mothers and children.

Fellow Criteria

Fellow applications will be evaluated based on the MCHNLA application, leadership project, letter of support from A/O/I, and the following characteristics:

- Demonstrate knowledge, competence, and work experience in maternal-child health nursing
- Demonstrate a desire to exert a profound impact in the quality of care and health outcomes for underserved childbearing women and children up to 5 years old
- Possess the potential to achieve higher levels of leadership in their healthcare institutions
- Possess a baccalaureate or higher degree in nursing or an equivalent nursing degree
- Have strong skills in written and spoken English

Leadership Mentor Criteria

Fellow applicants must select an experienced individual who is *not* a direct supervisor; has a letter of support from his or her A/O/I; will attend both workshops, both site visits, and convention; and demonstrates the following characteristics:

- Exhibits extensive leadership experience
- Possesses mentorship knowledge and expertise to guide and support the Fellow's leadership journey
- Demonstrates success as a mentor as evidenced by the accomplishments of prior mentees
- Ability to facilitate new networking opportunities and assist with navigating organization structure and culture
- Is able to listen and provide feedback to assist throughout the Fellow's leadership journey

NOTE: Sigma has resources available to assist the Fellow in selecting a Leadership Mentor. Please contact Margie Brown at Margieb@stti.org for help locating a Leadership Mentor.



APPLICATION PACKET

Leadership Project Criteria

The ultimate goal of the MCHNLA is improved health for underserved childbearing women and children up to 5 years old by having a profound impact on the quality of care and health outcomes. This goal is achieved directly from the projects completed during the academy (which creates system change) and indirectly from ongoing nurse leadership throughout the nurse's career. Fellow leadership projects will be evaluated based on the following characteristics:

- Potential to foster the Fellow's leadership development
- Potential to improve healthcare of underserved childbearing women and children up to 5 years old
- Potential for the project's sustainable positive impact upon the healthcare organization/system
- Potential for the project's completion and measurable outcomes in 18-month time frame

Letter of Recommendation From A/O/I Criteria

The Fellow and Leadership Mentor each require a letter of recommendation from their respective A/O/I. Fellow and Leadership Mentors letters of recommendation from A/O/I will be evaluated based on the following characteristics:

- Recommendation for Fellow and Leadership Mentor participation in the MCHNLA
- Support for the attainment of the identified leadership project goals (time, resources, etc.)
- Financial commitment

If your support is coming from multiple sources, a letter from each A/O/I should be written identifying the form of support it will provide. For example, if your place of employment will be providing the time off, but your nursing association will be providing the financial resources, please submit a letter from both organizations.

IMPORTANT: *Sigma membership is not a requirement for participation in the academy as a Leadership Mentor or Fellow.*

Frequently Asked Questions (FAQs)

[Click here](#) to review the FAQs.



APPLICATION PACKET

The following pages outline the content needed to complete the online application (online application opens Friday, 1 September 2017). Please do not upload this entire application packet.

The application must be completed through our online system using this link:

http://sti.leadership.confex.com/sti_leadership/mchl18/cfp.cgi

Only upload the following items:

1. Fellow CV/resume
2. LM CV/resume
3. Fellow letter of recommendation (from A/O/I)
4. LM letter of recommendation (from A/O/I)

The online application will request that you enter the following information:

1. Name, credentials, and contact information
2. Affiliation(s)/Employer(s) in use
3. Years you have been working in nursing
4. Type of practice setting
5. Nursing Association Membership
6. How you learned about the 2018 – 2019 Maternal-Child Health Nurse Leadership Academy (MCHNLA)
7. What excites you most about the opportunity to be in MCHNLA
8. Contact information for your manager/supervisor
9. Contact information for your CNO
10. Emergency contact information

**The online application system will open on Friday, 1 September 2017.
Applications are due on Thursday, 14 December 2017 @ 11:59 PM (PST).**



APPLICATION PACKET

The following pages list the sample questions that will be asked in the online application system.

Fellow Application

INSTRUCTIONS: Please answer all the questions in the Fellow Criteria Application. Each question has a maximum word limit of 200.

Fellow Criteria

1. Describe your professional experience related to maternal-child healthcare.
2. Describe your professional and community leadership experiences. Provide examples.
3. Describe your formal and continuing education leadership experience. Provide dates.
4. Describe your current relationship with your selected Leadership Mentor.
5. Describe how working with your selected Leadership Mentor will influence your leadership development and professional growth and contribute to the implementation of your leadership project.
6. Describe how your personal leadership growth will contribute to your organization's mission, vision, and values.

INSTRUCTIONS: Please answer all the questions in the Project Criteria Application. Each question has a maximum word limit of 200.

Project Criteria

1. Describe the aim of the project. (What are you trying to accomplish?)
2. How will you measure improvement?
3. What changes will your project make that will result in maternal-child healthcare improvement for underserved childbearing women and children up to 5 years old?
4. Describe how your leadership project will help develop and foster your leadership skills.
5. List other organizations, groups, or journals that you anticipate will be interested in the outcome data from your leadership project.
6. Describe how your completed leadership project will contribute to your organization's mission, vision, and values.



APPLICATION PACKET

Leadership Mentor Application

INSTRUCTIONS:

Please answer all the questions in the Leadership Mentor Application. Each question has a maximum word limit of 200.

1. Name two of the greatest lessons you have learned specific to leadership.
2. How will you use these lessons to help with the leadership development of your Fellow?
3. What is your mentoring philosophy?
4. What performance and/or quality improvement expertise relevant to today's healthcare setting do you possess that would support the Fellow in the following two areas:
 - a. Leadership Project
 - b. Leadership Journey
5. What is your current relationship to the Fellow? Include how long you have known this individual.
6. How do you plan to facilitate new networking opportunities for the Fellow?
7. How will you assist the Fellow in navigating organization structure and culture?
8. What, if any, barriers do you foresee that could hinder the completion of this project within the approximately 18-month time frame?

Fellow Letter of Recommendation (From A/O/I)

INSTRUCTIONS:

Please answer all the questions. Each question has a maximum word limit of 200.

1. Provide a recommendation and rationale for the Fellow to participate in the MCHNLA.
2. Describe in detail the support your A/O/I will provide for the Fellow's project and leadership journey.
3. Detail the financial commitment provided by your A/O/I. Include information on leave, travel, project time, and resources.

Leadership Mentor Letter of Recommendation (From A/O/I)

INSTRUCTIONS:

Please answer all the questions. Each question has a maximum word limit of 200.

1. Provide a recommendation and rationale for the Leadership Mentor to participate in the MCHNLA.
2. Describe in detail the support your A/O/I will provide for the Leadership Mentor's facilitation of the Fellow's leadership and skills acquisition.
3. Detail the financial commitment provided by your A/O/I. Include information on leave, travel, project time, and resources.