NCAP FELLOW PRACTITIONER RECOGNITION APPLICATION

GUIDE

FNCAP DESIGNATION

INSTRUCTIONS FOR APPLICATION

1. Eligible candidates are encouraged to self-nominate.
2. Review eligibility requirements completely and thoroughly before proceeding to online application;
   a. The intent of this application is to establish an objective basis whereby applicants can be evaluated based on the program criteria.
   b. A completed application, including all supporting materials, must be submitted by the established deadline.
   c. The applicant has the burden of establishing that all the criteria have been met.
   d. Applications may be amended, expanded, or supplemented at any time until the application has been submitted.
   e. Once the application is submitted, no changes to the application or its accompanying materials can be made.
   f. An incomplete application shall serve as a basis for denial.
3. Fill out on-line application completely and thoroughly by deadline.
4. Applicants must have submitted with their application **two (2) letters of support**, of which <u>one letter of support must come from an active NCAP member</u> who can attest to the applicant's qualifications and satisfaction of eligibility criteria. Please **have letters sent to <u>fellow@ncpharmacists.org</u>** with a <u>clear subject line</u> (Example: FNCAP Letter of Support for *APPLICANT NAME*).
   a. Letters of support submitted after the deadline date will not be accepted and will result in an incomplete application.
5. A **curriculum vitae or resume** must accompany the application, however; the attachment of a curriculum vitae or resume in lieu of a completely and thoroughly completed application will result in the application for Fellow designation not accepted.
6. A **headshot picture** must also be submitted. Photographs/headshots of applicants should be professional in nature wearing uniform, business casual and/or lab coat with plain background.
7. The following must also be submitted (found in the online **application form**):
   a. Applicant's responses to each of the following:
      i. Demographic Information (Credentials, Organization, etc.)
      ii. NCAP Membership Status
      iii. Applicant Details
          1. Education
          2. Post Graduate Training (e.g. Residency, Fellowship or Advance Training)
          3. Membership in Professional Organizations (Past and Present)
          4. Professional Experiences
          5. Honors and Awards
          6. Publications in the Professional Literature
          7. Teaching, Preceptor and Mentoring Commitment to Education Activities
          8. Advancing Pharmacy Services

b. A concise, but sufficiently detailed **personal statement** that addresses the applicants significant and sustained contributions to NCAP and the profession of pharmacy. Please limit to <u>less than 350 words.</u>

<u>**350-word limit PHARMACIST EXAMPLE - For illustrative purposes only**</u>
At Sample Medical Center, Dr. John is the Director of Pharmacy and is credited with initiated progressive clinical pharmacy services within acute and ambulatory care settings, launched automated dispensing, and promoted transitions of care for discharging patients. Under his leadership, the pharmacy department, won two prestigious awards from the medical center for services to patients and physicians.

Dr. John was a hospital-wide coordinator for the institution's patient-focused work redesign project in 2014. He recently developed an innovative specialty residency in drug information in conjunction with the Sample Corporation; the program began in July 2020.

He has been actively involved in the North Carolina Association of Pharmacists for over 20 years, serving on several NCAP Task Forces and as chair for education in 2016, and he received the sample Leadership Award in 2017 following his innovative work.

Dr. John also served on the NCAP Board of Directors from 2016-2018. He is a clinical assistant professor at the UNC Eshelman School of Pharmacy and a member of the editorial board of AJHP and ACCP. Dr. John has over 15 publications and has been invited to speak nationally and internationally on topics related to advancing clinical services and work force development.

<u>**350-word limit PHARMACY TECHNICIAN EXAMPLE - For illustrative purposes only**</u>
At Sample Medical Center, Debra Jones is a certified pharmacy technician for the last 12 years. Ms. Jones has extensive experience in unit dose medication management, distribution, ADC refill and maintenance and sterile compounding experience. She was previously a Pharmacy Technician at XYX Pharmacy where she led several community outreach efforts helping underserved patients. Ms. Jones has shared her community outreach efforts as a co-author in NCAPs journal, North Carolina Pharmacist. She has served as an NCAP ABC Task Force volunteer since 2018.

In addition, Ms. Jones leads the Pharmacy Technician resilience committee at Sample Medical Center and is the Departmental representative to the environmental care team. Deb has been an active member of NCAP for the last 14 years.

c. A concise, but sufficiently detailed response demonstrating **active involvement and leadership in NCAP**. Please limit to <u>less than 500 words.</u> Candidates must support the profession as demonstrated by a record of consistent and active involvement and leadership in NCAP. <u>Examples of activities include, but are not limited to, the following:</u>
   i. Served on the Board of Directors
   ii. Serving or have served on a Practice Academy leadership team
   iii. Chairing or have chaired a committee, task force, or special project team
   iv. Platform presentations delivered at NCAP meeting
   v. Poster presentations for NCAP meeting
   vi. Webinar contributions for NCAP use
   vii. Participation in policy or legislative events
   viii. Publications within the North Carolina Pharmacist Journal

d. A concise, but sufficiently detailed response demonstrating **contributions to the total body of knowledge of contemporary and progressive pharmacy practice within your practice setting(s).** Please limit to <u>less than 500 words.</u> Candidates must support the profession as demonstrated by a record of sustained contributions to the advancement of pharmacy practice **in their practice setting(s).** <u>Examples of activities include, but are not limited to, the following:</u>

    i. Development, implementation, or enhancement of systems or programs that resulted in an improved level of practice Particular emphasis placed on innovation, creativity, and conceptualization of new or improved practice methods
    ii. Development of new or improvement of practice methods or models.
    iii. Examples of sustained achievement in providing patient care services
    iv. Research that has made a positive impact on pharmacy practice
    v. Award or professional recognition for clinical service activities

e. A concise, but sufficiently detailed response **demonstrating contributions to the total body of knowledge of pharmacy practice.** Please limit to <u>less than 500 words.</u> Candidates must support the profession as demonstrated by a record of sustained contributions to the pharmacy profession **as a whole.** <u>Examples of activities include, but are not limited to, the following:</u>

    i. Publication of scientific or professional papers on relevant topics of pharmacy in refereed journals
    ii. Publication of a textbook or chapter in textbook(s) on some aspect of pharmacy
    iii. Platform presentations at professional meetings
    iv. Poster presentations at professional meetings
    v. Production or publication of educational aids on some aspect of pharmacy
    vi. Delivering formal continuing-education programs or presentations to health-care practitioners on topics that pertain to pharmacy practice
    vii. Serving as a mentor for pharmacists/technicians
    viii. Precepting residents and students, training technicians
    ix. Educating the public on pharmacy-related topics
    x. Community service at health-related events
    xi. Served in professional leadership role or as a committee member in a national pharmacy organization

TIPS FOR APPLICATION

When completing the application form online, the response boxes can be expanded by dragging the bottom right corner of the box. This can help if your response is too long to fit fully in the box.

Example: