



**NCAP FELLOW
PRACTITIONER
RECOGNITION
(FNCAP)
APPLICATION
GUIDE**



DEADLINE March 31, 2023

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 this application guide first, then complete the on-line application completely and thoroughly by deadline. <https://www.ncpharmacists.org/fellow-practitioner-recognition-program>

TIPS FOR APPLICATION

1. Google Chrome is the preferred browser for completing the application form online.
2. Use this guide to formulate your responses *first*, then plug your answers into the online form. The online application must be completed in one sitting and *cannot* be saved and re-entered.
3. While in the application form, 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.

APPLICATION GUIDE

All application details must be completed below. You will upload your completed application guide as part of the online application form.

Demographic Information:

Name <i>(As you would like it to appear on your award)</i>	
Credentials <i>(i.e., PharmD, MBA, CPhT, Associates of Applied Science, etc.)</i>	
Organization / Workplace <i>(Previous, if retired)</i>	
Title <i>(Example: Sample Health System, Director of Pharmacy Services)</i>	
Email	
Phone	



NCAP Membership Status:

<p>Are you a current NCAP Pharmacist or Pharmacy Technician member? <i>(yes/no)</i> *Must be “yes” to proceed</p>	
<p>Can you attest that you have a minimum of 5 (five) years of NCAP membership (membership does not have to be consecutive years)? <i>(yes/no)</i> *Must be “yes” to proceed</p>	
<p>If awarded Fellow status and contacted by the Association, would you be willing to serve on the NCAP Fellow Practitioner Review and Selection Committee? <i>(yes/no)</i></p>	
<p>Have you served as the president of the NCAP Board of Directors at any point in the past? <i>(yes/no)</i> *Past presidents are excused from submitting responses to the ‘NCAP Involvement’ and ‘Contribution to Practice Site & Pharmacy Profession’ sections of this application.</p>	

Applicant Details

<p>Education <i>List in reverse chronological order</i> <u>Format:</u> Year Graduated – School Name, Degree Awarded <u>Example:</u> 2001– UNC School of Pharmacy, PharmD</p>	
<p>Post Graduate Training (e.g., Residency, Fellowship, or Advance Training) <i>List in reverse chronological order</i> <u>Format:</u> Training Type: Institution – Program Leader, Dates Attended, Completed? (Y/N), Certification Received</p>	



<p>Membership in Professional Organizations (Past and Present) <i>List in reverse chronological order</i> <i>*Must include NCAP membership details</i> <u>Format:</u> Name of Organization, Years of Membership, Leadership Positions <u>Example:</u> North Carolina Association of Pharmacists (NCAP), 2003 – present, XX Committee Chair</p>	
<p>Professional Experiences <i>List your current and past held positions in reverse chronological order</i> <u>Format:</u> Name of Organization, Years Employed, Position</p>	
<p>Honors and Awards <i>List any honors, awards, and/or certifications including organization or society awards and fellow designations in reverse chronological order</i> <u>Format:</u> Honor/Award, Date</p>	
<p>Publications in the Professional Literature <i>List any publications in the professional literature in reverse chronological order</i> <u>Citations should be listed as:</u> <i>Seibert HH, Maddox RR, Flynn EA, Williams CK. Effect of barcode technology with electronic medication administration record on medication accuracy rates. Am J Health-Syst Pharm. 2014; 71:209-18</i></p>	



<p>Teaching, Preceptor, and Mentoring Commitment to Education Activities <i>List in reverse chronological order</i> Briefly describe your teaching, precepting, and mentoring activities as they relate to students, interns, residents, and/or young practitioners</p>	
<p>Advancing Pharmacy Services <i>List in reverse chronological order</i> Briefly describe any examples of advancing pharmacy services in your workplace and/or community. <u>Format:</u> Year – Pharmacy Initiative: Brief Description of Activities</p>	



Personal Statement

A concise, but sufficiently detailed **personal statement** in less than 350 words that addresses the applicants significant and sustained contributions to NCAP and the profession of pharmacy.

Examples:

350-word limit PHARMACIST EXAMPLE - For illustrative purposes only

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.

350-word limit PHARMACY TECHNICIAN EXAMPLE - For illustrative purposes only

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.

Personal Statement
(350-word limit)



NCAP Involvement

NCAP past presidents are excused from this section

Candidates must support the profession as demonstrated by a record of consistent and active involvement and leadership in NCAP.

Examples of activities include, but are not limited to, the following:

- *Served on the Board of Directors*
- *Serving or have served on a Practice Academy leadership team*
- *Chairing or have chaired a committee, task force, or special project team*
- *Platform presentations delivered at NCAP meeting*
- *Poster presentations for NCAP meeting*
- *Webinar contributions for NCAP use*
- *Participation in policy or legislative events*
- *Publications within the North Carolina Pharmacist Journal*

Demonstrate Active Involvement and Leadership In NCAP
(750-word limit)



Contribution to Practice Site & Pharmacy Profession

NCAP past presidents are excused from this section

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) and to the total body of knowledge of pharmacy practice as a whole. Please limit to less than 750 words. Candidates must support the profession as demonstrated by a record of sustained contributions to the advancement of pharmacy practice in their practice setting(s) and show sustained contributions to the pharmacy profession as a whole.

Examples of activities include, but are not limited to, the following:

- *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; Development of new or improvement of practice methods or models; Examples of sustained achievement in providing patient care services; Research that has made a positive impact on pharmacy practice; Award or professional recognition for clinical service activities; Publication of scientific or professional papers on relevant topics of pharmacy in refereed journals; Publication of a textbook or chapter in textbook(s) on some aspect of pharmacy; Platform presentations at professional meetings; Poster presentations at professional meetings; Production or publication of educational aids on some aspect of pharmacy; Delivering formal continuing-education programs or presentations to health-care practitioners on topics that pertain to pharmacy practice; Serving as a mentor for pharmacists/technicians; Precepting residents and students, training technicians; Educating the public on pharmacy-related topics; Community service at health-related events; Served in professional leadership role or as a committee member in a national pharmacy organization*

Demonstrate The Contributions to The Advancement of Pharmacy Practice in Specific Practice Settings & Pharmacy Profession as a Whole
(750-word limit)



Supporting Documents

1. 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.
2. Applicants must have submitted with their application **two (2) letters of support**, of which one letter of support must come from an active NCAP member who can attest to the applicant's qualifications and satisfaction of eligibility criteria. Please **have letters sent to fellow@ncpharmacists.org** with a clear subject line (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.
3. 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.

All application details must be submitted in the online [application form](#). Use this guide to help formulate your responses before entering your answers online.