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**General Information Guide for NP III Re-Appointment Process**

*A NP III is a clinical expert who demonstrates excellence through advanced clinical practice, education, and leadership. The purpose of this role is to encourage nurse practitioners to become advanced practice nursing leaders by participation in clinical care, research, education, and service to the organization.*

**The re-appointment process consists of:**

*PART I:* fulfilling the following criteria

### NP3 is credentialed and privileged provider in good standing at UCSF Health.

### Current Nurse Practitioner III Classification.

### A minimum appointment of 0.6 FTE during the last three years verified and indicated by their current administrator or manager on the application form.

### Completed and Signed Cover Sheet.

### Current resume or curriculum vitae.

### Current overall UCSF performance evaluation within the past 12 months from the NP III application due date. Evaluation must demonstrate that the applicant meets or exceeds. Must be dated and signed.

### Completed Leadership Activity Form.

### Personal essay of 250-1000 words describing your leadership trajectory since becoming an NP III, elaborating on your list of leadership activities, their context or impact and future goals. Also, discuss how your future goals align with UCSF organizational priorities such as DEI.

*PART II*: multidisciplinary panel interview

 Upon review of application by the NP III committee:

* The application may be approved OR
* The committee may request your participation in a multidisciplinary interview.

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Your NP III application must contain the following 5 documents in this order:

* + This cover sheet with signatures. Please print name to follow signature.
	+ Current resume or curriculum vitae.
	+ Personal Essay.
	+ A copy of NP III performance evaluation signed and dated within 12 months of the NP III application due date.
	+ Leadership Activities Form over the preceding prior 36 months of application due date.
	+ **I attest that I am a credentialed and privileged provider in good standing at UCSF Health.**  \_\_\_\_ (initial)

Accepted formats for the application are *Word or PDF only*. All information must be in one file. Name of file must be your last name and first initial (for example, “Erickson.M”). Email one file to AdvancedPractice@ucsf.edu.

An exemplar application is available upon request from AdvancedPractice@ucsf.edu..

Deadline for submission is last business day of **February or August at 5pm PST**

Applicant (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager (signature): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_

Collaborating Physician (signature):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Collaborating Physician (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_

FTE Appointment

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Personal Essay

**Instructions:**

Personal essay of 250-1000 wordsdescribing your leadership trajectory, elaborating on your leadership activities**,** their context or impact and your future goals.Also, discuss how your future goals align with UCSF organizational priorities such as DEI. This essay is a critical part of your application.

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Leadership Activities Form

INSTRUCTIONS: List a minimum of nine (9) activities within at least three (3) **separate** categories that are *ongoing or completed* within thirty-six (36) months prior to the application due date. Use personal essay to elaborate on leadership activities and future goals.

**CATEGORY**

1. Active formal or informal relationship with an academic program. May include guest lecture at School of Nursing or UCSF Fellowship didactic session. (Preceptor information please list under CATEGORY VII).

*Institution Course Name/Activity Month/Year*

 1.

 2.

 3.

1. Educational leadership activities for patients, UCSF or non-UCSF staff, and community. Examples are presentations at staff in-services, educational forums or health fairs.

*Presentation Title Audience Month/Year*

1.

2.

3.

1. Committee/Board and leadership activities. Examples include chair, active committee/board member, active QI committee member or task force member, APP committee or advisory board and professional board. Must be on the committee for a minimum of 1 year prior to application deadline and must state your contribution on committee.

 *Committee/Board Position/contribution Inclusive dates w/month*

 1.

 2.

 3.

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Leadership Activities Form

 **CATEGORY**

1. Publication or submission of an article in a professional journal or textbook chapter. You must be named as author, co-author or editor*.*

 *Title/Journal/Citation Month/Year*

 1.

 2.

 3.

1. Speaker, panelist, poster, or abstract presented or submitted to a conference in area of clinical expertise. Must add in what way you contributed at the conference (ie: speaker, abstract).

  *Conference Title Contribution Month/Year*

1.

 2.

 3.

1. Serve as a mentor to an APP for a **minimum** of 6 months. APP mentor is defined as an experienced NP who substantively and consistently works with a mentee to develop, achieve and evaluate professional goals and provide orientation and support.

 *Name of Mentee Hours Inclusive dates w/month*

 1.

 2.

 3.

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Leadership Activities Form

 **CATEGORY**

1. Sixty (60) hours as a preceptor for a graduate student or APP Fellow. A preceptor is defined as an experienced NP who voluntarily agrees to provide clinical experience and guidance to a graduate APP student or APP Fellow during their educational program. Maximum credit: no more than 3 students/fellows for 180 hours total.

 *Institution Student Name Hours Inclusive dates w/month*

 1.

 2.

 3.

1. Development or substantial revisions of written standards including core competencies, protocols or standardized procedures.

 *Organization Title/Subject Month/Year*

1.

 2.

 3.

1. Participation in community or health-related activities including those focused on DEI or other organizational strategic priorities. May be a leadership role or ongoing activity.

*Organization Activity/contribution Inclusive dates w/month*

 1.

 2.

 3.

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Leadership Activities Form

**CATEGORY**

1. Active participation in a group or independent research. (Must not be an integral part of your job description).

*Title of Study Role Inclusive dates w/month*

 1.

 2.

 3.

1. Active participation in a Quality Improvement (QI) or Evidence Based Practice (EBP) Project with a role such as a lead or active team member.

 *Title of QI Project Role Inclusive dates w/month*

 1.

 2.

 3.