Contents

Application Checklist ................................................................................................................................................. 2
HPNA Membership ....................................................................................................................................................... 2
Letters of Recommendation .......................................................................................................................................... 2
Essays ........................................................................................................................................................................ 2
Curriculum Vitae (CV) ................................................................................................................................................ 2
Evidence of Significant Contributions .......................................................................................................................... 2
Applicant Photo ........................................................................................................................................................ 2
Application Fee .......................................................................................................................................................... 3

Committee, Task Force, and Volunteer Participation Eligible for Point Credits ................................................................. 4

HPNA ......................................................................................................................................................................... 4
HPCC ........................................................................................................................................................................ 5
HPNF ........................................................................................................................................................................ 5

Online Application Tips ............................................................................................................................................... 6
Logging into Application Site ......................................................................................................................................... 6
Beginning the application ............................................................................................................................................... 6

Scoring Process for Applications ................................................................................................................................ 7

Points assigned for section 1, a minimum of 25 points is required. ................................................................................. 7
Application Checklist

HPNA Membership

☐ Requirement of 5 years of continuous HPNA membership by December 31st in the year of application. Any candidate who has more than a 30-day lapse in membership during the 5-year period will not be eligible for application. HPNA will be taking into consideration that lapses in membership from February 1, 2020, through July 31, 2023, may have been exacerbated by pandemic. Lapses in membership during this time will be given special consideration. Membership history can be obtained from website www.hpna.org or by calling the HPNA national office: 412-787-9301 option 1.

☐ Requirement of being a Licensed Registered Nurse.

Letters of Recommendation

Two written letters of recommendation are required and must be received by the application deadline. Both letters must be on letterhead and be signed by the recommender.

☐ First Letter of Recommendation to be provided by an HPNA member who is a professional peer. Letter should be professionally written, on letterhead, and include how long they have known the applicant and in what capacity.

☐ Second Letter of Recommendation to be provided by a professional peer. Letter should be professionally written, on letterhead, and speak to the applicant’s work and provide examples of the applicant’s strengths, contributions, and impact on the field of palliative nursing.

Essays

Candidates must submit two written contributions describing the following:

☐ Statement outlining leadership contributions that have impacted the field and provide specific examples to support the statement. (Up to 600 words)

☐ Statement on the commitment to future engagement with HPNA, HPCC, and/or HPNF. (Up to 300 words)

Curriculum Vitae (CV)

☐ The CV includes a section at the top outlining applicant’s contributions that are specific to HPNA, HPCC, and/or HPNF.

☐ CV content should match and/or substantiate the information contained in the application.

Evidence of Significant Contributions

☐ Application provides evidence of significant involvement or service with HPNA, HPCC and/or HPNF.

☐ Application provides evidence of professional activities/impact on the field of Hospice and Palliative Nursing.

Applicant Photo

☐ High quality headshot of applicant submitted.
Application Fee

☐ An application fee of $250 is required. If an applicant is not accepted for induction, the fee will remain as a credit towards a future application. To process your application fee by credit card, please call 412-787-9301 option 1.
Committee, Task Force, and Volunteer Participation Eligible for Point Credits

Points are not applicable if membership within a committee or task force is a requirement of your role on the HPNA/HPCC/HPCC Board of Directors or the HPCC Exam Development Committee. If you are earning points as a chair/co-chair of a committee, you are not eligible to earn points as a member of that committee. To inquire whether your services not listed below may be included for credits, please contact Lauren Worek at laurenw@hpna.org.

HPNA

- Governance Committee*
- Fellows Engagement and Selection Committee
- Membership Engagement Committee
- Palliative Nursing Summit Steering Committee
- HPNA Leadership Development Task Force
- Foley Scholar Grant Review Committee
- Summit Pain & Symptom Management Workgroup
- Summit Advance Care Planning Workgroup
- Summit Transitions of Care Workgroup
- Enterprise-Wide Pediatric Task Force
- Annual Assembly Planning Committee
- Clinical Practice Forum Planning Committee
- Team Conference for Hospice and Palliative Care Planning Committee
- Abstract Review for Annual Assembly and Clinical Practice Forum
- ACHPN Certification Review Faculty
- CHPN Certification Review Faculty
- HPNA Self-Assessment Exam Review Committee
- HPNA Award Selection Committee
- Advocacy Advisory Council/Committee
- HPNA State Ambassadors
- APN Advisory Council
- RN Advisory Council
- Research Advisory Council/Committee
- HPNA Chapter Board
- Diversity, Equity, Inclusion, and Belonging Taskforce
- Diversity, Equity, Inclusion, and Belonging Committee
- Chair/Co-Chair of SIGS
HPCC

- Exam Development Committees
  - ACHPN Exam Development Committee
  - CHPN Exam Development Committee
  - CHPNA Exam Development Committee
  - CHPPN Exam Development Committee
  - CPLC Exam Development Committee
- Role Delineation Study Task Force
- Cut Score Task Force*
- HPCC Awards Selection Committee
- Situational Judgement Exercise Development Committee

HPNF

- Certification Research Grant Review Committee
- Certification Scholarship Review Committee
- Chapter Education Grant Review Committee
- Conference Scholarship Review Committee
- Corporate Partnership Committee
- Education Scholarship Review Committee
- Florence Wald Fellows Committee
- Lentz Scholarship Review Committee
- PDIA Review Committee
- HPNF Award Selection Committee

* If you are serving on the HPNA Board of Directors you are not able to earn points for your service on the Governance committee because this is an expectation of your role. If you are serving on an exam development committee and you have served on a Cut Score Task Force, you are not able to earn points for your service on the Cut Score Task Force because this is an expectation of your role.
Online Application Tips

Logging into Application Site
1. Click on this link to be taken to the online application.
2. Sign in using your HPNA username and password.
3. Once logged in, click the green “apply” button.

Beginning the application
1. You will see the application overview page, which indicates the different tasks you’ll need to complete. Click through each section to see the requirements.
2. The application is downloadable to print for note taking and organizing your information before inserting into the online application. Please note, only applications submitted via the online application platform will be accepted, no paper forms will be accepted for review.
3. As you complete each task, you’ll notice a green check mark next to the name of the task.
4. After all tasks have been completed, click the “review” button to review the application in its entirety.
5. When you’re ready, click the green “submit” button.

Please note: You can save your progress and come back to the application at any time! Your application does not need to be completed and submitted in one sitting.
Scoring Process for Applications

The FPCN Engagement and Selection Committee uses a scoring rubric to assess each application submitted. This scoring rubric is based on a rating system for the individual sections of the application and for the evaluation of the essays. The bulleted items below outline what an ideal application presents.

- Engagement in HPNA, HPCC, and/or HPNF to a level that reaches at least 25 points on the application.
- Displays involvement as a supporter of the field through presentations, publications, and/or research.
- Displays service through teaching and/or mentoring to support future professionals in the field.
- Displays service through public service relevant to the field.
- Provides a professionally written statement outlining leadership contributions that have impacted the field and provided specific examples to support the statement. (Up to 600 words)
- Provides a professionally written statement on the commitment to future engagement and support with HPNA, HPCC, and/or HPNF. (Up to 300 words)
- One Letter of Recommendation is provided by another HPNA member who is a professional peer. Letter should be professionally written, on letterhead, and include how long they have known the applicant and in what capacity.
- One Letter of Recommendation is provided by a professional peer. Letter should be professionally written, on letterhead, and speak to the applicant’s work and provide examples of the applicant’s strengths, contributions, and impact on the field of palliative nursing.
- The CV includes a section at the top outlining applicant’s contributions that are specific to HPNA, HPCC, and/or HPNF.
- Overall application shows evidence of significant contributions to HPNA, HPCC, and/or HPNF, the field of hospice and palliative nursing, and show sustained levels of organizational involvement.
- Photo submitted is a high-quality headshot for publication.

Points assigned for section 1, a minimum of 25 points is required.

1. Service as National Board member of HPNA/HPCC/HPNF
   a. Director Role 4 points per year in office
   b. President-Elect, President, Past President, Secretary or Treasurer 5 points per year in office
2. HPNA/HPCC/HPNF Committee Chair or Co-Chair
   a. 4 points per year in office
3. HPCC Exam Development Committee
   a. 3 points per year in office
4. HPNA/HPCC/HPNF Committee or Taskforce member
   a. 2 points per year in service
5. Invited faculty/presenter at an HPNA sponsored educational offering.
   a. 3 points per presentation
6. Mentor for consultation/office hours at Clinical Practice Forum or Annual Assembly
   a. 1 point per instance
7. Author of a book chapter produced by HPNA.
   a. 3 points per instance
8. Editor or author of a book produced by HPNA.
   a. 6 points per instance
9. Manuscript reviewer for Journal of Hospice and Palliative Nursing (JHPN) or Journal of Palliative Medicine (JPM)
   a. 2 points per manuscript
10. Editor or on an editorial board for the Journal of Hospice and Palliative Nursing (JHPN) or Journal of Palliative Medicine (JPM)
    a. 3 points per term
11. HPNA/HPCC/HPNF service in a non-board role
    a. 2 points per activity
12. Recipient of an award given by HPNA/HPCC/HPNF
    a. 4 points per award
13. HPNA Approved Educator
    a. 3 points per activity
14. HPNA State Ambassador
    a. 1 point per year in service
15. Currently held HPCC Certification
    a. 3 points per certification

The FPCN Engagement and Selection Committee understands that not all applicants will have each and every section completed, and the scoring allows for some flexibility and understanding. Each application is reviewed independently by the committee members and the results are reviewed during a meeting of the committee. All applicants will receive communication once the evaluation process is complete.

If you have any questions about your application, please watch for FPCN Application Office Hours offered in the weeks leading up to the application deadline. Or reach out to info@hpna.org and someone from the FPCN Engagement and Selection Committee will contact you to discuss your specific questions.