

# Clinical Faculty and Preceptor Academy (CFPA) Planning Grant

## Request for Proposals

**Clinical Faculty and Preceptor Academy (CFPA) Profile:** The [Geisinger School of Nursing](#), in collaboration with the [Pennsylvania Action Coalition](#) (PA-AC), a program of the [National Nurse-Led Consortium](#) (NNCC), is addressing nursing faculty and instructor shortages by participating as one of ten Nurse Education, Practice, Quality, and Retention Clinical Faculty and Preceptor Academies (NEPQR-CFPAs). The collaborative is executing the program with funds awarded by the U.S Health Resources and Services Administration (HRSA), [CDFA#93.359](#). The purpose of this grant is to close the clinical faculty gap by leveraging new and/or existing nurse educators and forward-facing staff nurses via education to participate as skilled clinical faculty and/or preceptors through the development of a comprehensive, self-guided training program. Together, Geisinger and the PA-AC created the Clinical Faculty and Preceptor Academy 101 training course (CFPA 101). The CFPA 101 facilitates the growth and development of bedside nursing staff, nursing schools' educators, clinical faculty, and preceptors, which in turn will improve the severe nursing shortage through stronger clinical educational opportunities that has worsened since the pandemic. The CFPA 101 aims to empower and encourage nurses to work as preceptors and clinical faculty to undergraduate PN and RN nursing students during clinical rotations and will be widely available for use by healthcare systems and academic institutions in October 2024.

**RFP Purpose:** The PA-AC is accepting proposals from healthcare systems or clinical sites that educate and/or precept undergraduate nursing students to participate in a planning grant process. Interested healthcare systems or clinical sites will propose a plan for implementing the CFPA 101 program curriculum, and incentive structure. The PA-AC will select four entities from across HRSA Region 3 (Delaware, Maryland, Pennsylvania, Virginia, West Virginia, and Washington, D.C.) that represent a diversity of geographical and institutional settings. The goal of the planning grant is to gain more insight into the necessary components and processes by which the CFPA 101 and incentive structure can be successfully rolled out at an institution, and to prepare award recipients for eventual CFPA 101 and financial incentive study implementation.

The financial incentive study component aims to determine if compensation is truly a motivating factor for bedside nurses to take on the role of an undergraduate nursing student educator. Financial incentive participants include those employed by a healthcare institution who act as undergraduate LPN and RN nursing student preceptors or also work as clinical faculty for a school of nursing.

**Project Scope:** The selected sites will create an implementation plan for the CFPA 101 curriculum and financial incentive study over the course of four months (July-Oct 2024), with the goal of participating in implementation beginning in October 2024. Participating CFPA Planning Grant sites will develop an internal team to work with the PA-AC and Geisinger to pilot test critical implementation activities and deliverables. Successful CFPA Planning Grant applicants will finalize a schedule of deliverables with the PA-AC and Geisinger prior to confirmation of award. Expected deliverables would include but not be limited to:

- Developing a draft implementation team responsible for providing input on CFPA 101 and financial incentive study execution. This includes organizational and nursing leadership, HR and fiscal personnel, nursing workforce and clinical training staff, and more.

- Identification of relevant CFPA 101 training and financial incentive study policies and procedures. This includes policies related to identification and enrollment of eligible clinical faculty and preceptors, fiscal procedures related to payment of financial incentives, HR policies to validate successful participation and stipend eligibility, and more.
- Draft of a marketing strategy for eligible clinical faculty and undergraduate nursing preceptors. This may include identification of marketing channels, marketing materials, communication methods and timelines, and internal project champions.
- Identification of data capture, validation, and reporting structure necessary to track completion of CFPA 101 and financial incentive study milestones. This may include tracking marketing efforts, enrollment of eligible clinical faculty and undergraduate nursing preceptors; completion of CFPA 101 training; completion of necessary Redcap survey questionnaires; and delivery of stipend and financial incentives to eligible staff.

Planning grant sites will benefit from lessons learned by Geisinger Health System and the PA-AC during the pilot phase and receive technical assistance from their staff.

Geisinger and PA-AC expect planning grant sites will continue on to the implementation process in October 2024. However, selection for the planning grant does not guarantee funding for the financial study component (see Pricing below).

**Delivery:** The PA-AC expects planning grant activities to be conducted onsite at the funded institution and all deliverable work products will be shared electronically. If onsite work is identified as necessary by both parties, representatives from the PA-AC and/or Geisinger may travel to planning grant sites to meet with implementation teams. The period of service is anticipated to run from July 1, 2024, to October 30, 2024.

**Instructions to Submit Proposals:** We are requesting a quick turnaround for this project. Applicants are encouraged to make use of pre-existing work products when applicable to reduce duplication of effort. **Proposals will be reviewed and accepted on a rolling basis** and should be emailed to Mekenzie Williams at mewilliams@phmc.org **no later than June 15, 2024, by 5:00 PM EDT.** Your proposal should include:

1. **Organization Information:** Provide a brief description (not to exceed 2 pages) of your organization. Suggested information includes:
  - A brief background of your organization, structure, and student/clinical populations served
  - Current clinical faculty and/or nurse preceptors' capacity for educating/precepting undergraduate nursing students
  - Capacity to plan for and implement the CFPA 101 curriculum in terms of staffing levels, areas of expertise, training and technical assistance, and more
  - Past experience working with healthcare non-profits, and particularly any experience working with grant-based initiatives
2. **CFPA Planning Grant Capacity:**
  - Identify your CFPA Planning Grant primary point of contact

- Identify expected members of your CFPA Planning Grant team, representing institutional departments critical to CFPA implementation
- Identify a CFPA Planning Grant team meeting structure (new or existing) to demonstrate sufficient commitment of time and personnel to work through planning grant activities
- Provide an accounting of the intended spread and breadth of CFPA curriculum adoption across your organization, including:
  - i. List of intended sites for dissemination, their locations, and overview of services employing eligible clinical faculty and/or preceptors. Healthcare systems may choose to focus on one or several sites for dissemination as part of the planning grant.
  - ii. Estimate of the number of eligible clinical faculty and undergraduate nursing preceptors for the CFPA 101 training program
  - iii. Estimate of the number of eligible undergraduate nursing preceptors for the financial incentive program

**Pricing:** Stipends will partially offset the cost of developing and regularly convening an implementation team to prepare for the replication of the CFPA program. This includes staff time spent meeting, meeting materials, and platform reconfigurations to accommodate program rollout. Stipends will be \$12,000 per healthcare system and/or clinical site and will be paid out to participating institutions on a monthly basis (July-October 2024). **Stipends will not include funds for the incentive study. Separate funding will be available in October 2024 for a financial incentive to be given to bedside nurses employed at a healthcare facility who participate in the CFPA 101 and precept undergraduate students and/or work as clinical faculty. This planning grant is separate funding designed for institutions to put into place the mechanisms that will be required for the dissemination of the CFPA 101 and financial incentive to be successful.**

**Invoicing/Payment:** Participating institutions will enter into a contract with NNCC for payment of the stipend on a monthly basis of \$3,000 per month from July to October 2024. Invoicing will not be necessary and NNCC will process payments on the 15<sup>th</sup> of each month.

**Reporting:** The sites will provide periodic (biweekly) reports of progress. This may be in the form of emails or written reports to PA-AC.

**Terms and Conditions:**

NNCC reserves the right to choose a winning proposal(s) based on, in part, but not exclusively, pricing structure, experience with the vendor, the overall program offered, references, and other applicable information. NNCC reserves the right to negotiate the exact terms and conditions of a contract with the selected vendor(s).

Vendor acknowledges that NNCC’s regular functions may include management of and assistance to health care activities and can extend to management services for procurement similar to that which is requested under this RFP. Vendor agrees that such activities and functions of NNCC shall not constitute a violation of any Agreement or of any obligations entered into as a result of this RFP.

**Limitation of Liability:** Submitting a proposal does not obligate NNCC to enter into an agreement with any applicant. NNCC will not pay any costs incurred in the preparation and submission of an applicant's submitted proposal.

**Right to Reject Proposal:** NNCC reserves the right to reject any proposal for any reason.