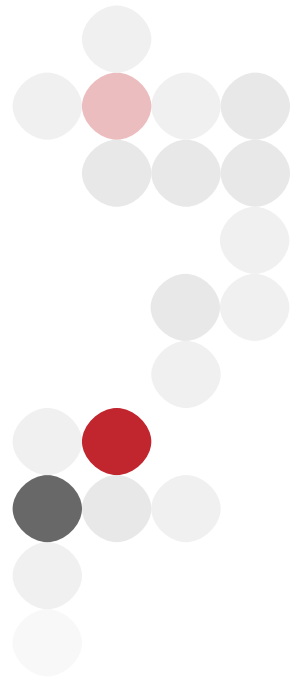


# APPFA CONCEPTUAL MODEL



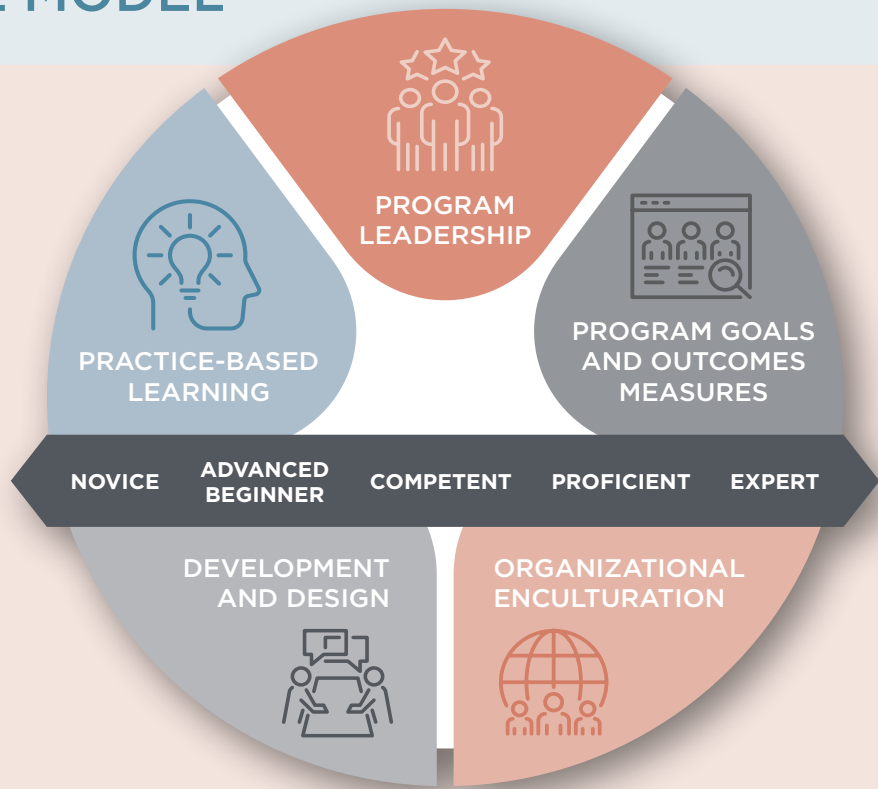
The Advanced Practice Provider Fellowship Accreditation™, or APPFA, conceptual model is based on the Dreyfus framework (Dreyfus & Dreyfus, 1980). An accredited **program**, as depicted by the large circle behind the bidirectional arrow, is designed to successfully transition physician assistants (PAs) or advanced practice registered nurses (APRNs), referred to as **learners** throughout this document.

PAs and APRNs are competent for entry into practice after successfully graduating from an accredited academic program, and passing mandatory licensure and certification exams. An accredited **program** provides a robust infrastructure to expand the knowledge, skills, and attitudes required to move from entry-level **competence** toward proficiency and expertise. The domains of the conceptual model are depicted by the five circles within the larger circle.



**AN ACCREDITED PROGRAM PROVIDES A ROBUST INFRASTRUCTURE TO EXPAND THE KNOWLEDGE, SKILLS, AND ATTITUDES REQUIRED TO MOVE FROM ENTRY-LEVEL COMPETENCE TOWARD PROFICIENCY AND EXPERTISE.**

# ADVANCED PRACTICE PROVIDER FELLOWSHIP ACCREDITATION™ (APPFA) CONCEPTUAL MODEL



## DOMAIN DEFINITIONS



**PROGRAM LEADERSHIP** refers to the oversight of development, design, implementation, and evaluation of the program by the Program Director and other key stakeholders.



**DEVELOPMENT AND DESIGN** refers to the processes of establishing an infrastructure for the program that focuses on **competency** requirements, **curriculum** development, and educational design.



**PROGRAM GOALS AND OUTCOMES MEASURES** refer to measures of the overall impact of the program in alignment with program **goals**.



**PRACTICE-BASED LEARNING** refers to the learning that takes place in the **specialty(ies) practice** under the guidance of **preceptors**, **mentors**, and/or other experienced healthcare professionals. These learning opportunities are designed to facilitate **competence** in the standards of practice and professional performance of the learner.



**ORGANIZATIONAL ENCULTURATION** refers to the processes by which learners are **assimilated** into the culture, practices, and values of an organization and each learner's profession.

# ELIGIBILITY REQUIREMENTS

Eligibility requirements are outlined in this chapter. Requirements are grouped into seven categories: Program, Program Director, Program Type, **Learner(s)** and **Cohort**, Site(s), **Specialty(ies)**, and Compliance.

► **Important:** All eligibility requirements must be met **prior** to applying for **accreditation**. Applicants that do not meet eligibility requirements will be rejected without substantive review.



## PROGRAM REQUIREMENTS

A transition to practice is a planned, comprehensive period during which PA and/or APRN learners may acquire the knowledge and skills to deliver safe, quality care in their specialty area of practice (*Institute of Medicine, 2011*). The program is the entire transition-to-practice experience, including but not limited to orientation, classroom/didactic lessons, simulation, organizational enculturation, and practice-based learning. The program is consistently operationalized across all participating sites and specialty settings.



Programs are not required to change the name of their program to include the term fellowship in the program name.



### Program Eligibility Clarification

APPFA does not accredit transition-to-practice **curriculum vendors**. Programs may choose to utilize curriculum purchased from a vendor company; however, this choice does not impact the APPFA accreditation outcome. Having a curriculum vendor does not equate to having an accredited program.



## PROGRAM DIRECTOR REQUIREMENTS

The applicant program must designate one individual as the Program Director, who is **accountable** for ensuring program compliance with APPFA standards.

The Program Director must meet the following requirements upon program **application**:

- Possesses a current, unencumbered license as a PA or an APRN (or international equivalent);
- Possesses a national certification as a PA or an APRN (or international equivalent);
- Has education or experience in **adult learning principles**;
- Maintains **accountability** and oversight of all participating sites/specialties;
- Maintains **accountability** for the **education design process** (development, design, implementation, and evaluation) of the program;
- Agrees to serve as primary point of contact with the APPFA office.



In some organizations, there may be a PA and APRN Program Director (Co-Director). **ANCC requires that one be designated the primary point of contact with the APPFA office.**



## PROGRAM TYPE REQUIREMENT



An APP fellowship program is open to both PAs and APRNs.

**APP Fellowship:** A program designed for licensed and certified PAs and APRNs (or international equivalent) to attain the knowledge, skills, and attitudes to meet standards of practice relevant to their specialty(ies).

The duration of the program should be **at least nine months** and **may** include organizational orientation but must include practice-based learning experiences and supplemental activities to promote **professional development**.



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## LEARNER REQUIREMENTS

The Program Director ensures that learners in the program meet the following requirements upon application:

- Have graduated from an accredited PA or APRN academic program;
- Hold a current, unencumbered license (or international equivalent) as a PA or APRN;
- Hold a national certification as a PA or APRN;
- **Must be paid at least the applicable minimum wage according to federal, state, and local requirements (or international equivalents) as part of their employment;**
- **Cannot be required to pay to participate in the program.**



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## COHORT REQUIREMENT

The Program Director must verify that a **minimum of one learner** has completed the program in its entirety **prior to applying** for accreditation.

At the time of application submission, applicants will indicate the number of learners who have participated in the program in the **previous 12 months**, referred to as the total number of eligible survey respondents, or “N.” (See *Learner Survey* on [page 25](#).)



## SPECIALTY(IES) REQUIREMENTS

The Program Director must identify participating **specialty(ies)** where the APP Fellowship is operationalized upon application.

**Specialty(ies)** are not exclusive to the clinical environment and may include areas of transition such as leadership, management, research, and other identifiable areas. The APPFA office provides a list of approved specialty definitions in **Appendix A** on [page 48](#).

APPFA recognizes both single and multispecialty applicants. **Prior** to applying for accreditation, applicants must meet these additional requirements:

- Have a standardized educational design across all sites and specialties without program deviation or variability;
- Complete one program cohort in its entirety under the standardized educational design in all participating specialties;
- Maintain integrity of program structures and processes in all participating specialties;

- Maintain a single Program Director with oversight of, and accountability for, the program in all participating specialties.

**Specialty Coordinator(s)** (SC) (optional) may be utilized within the multispecialty program to ensure program consistency.

*If utilized, each SC must maintain a current, valid license and certification as a PA or APRN, and have education or experience in adult learning principles.*

The Program Director must verify that all specialties in review have had a learner participant during the following time frames:

- **New Applicant:** A minimum of one learner must have completed the program in each specialty within the 24-month time frame prior to application submission;
- **Reaccrediting Applicant:** A minimum of one learner must have completed the program in each specialty within the 48-month time frame prior to application submission.



### Specialty(ies) Eligibility Clarifications

Please contact the APPFA office prior to application at [APPFA@ana.org](mailto:APPFA@ana.org) for guidance regarding:

- Reaccrediting programs expanding into new specialties;
- Use of ambulatory, specialty practice, long term care, hospice, home health, centralized functions, all other practice settings not defined in **Appendix A**;
- And to address all other **specialty** related concerns.



## SITE REQUIREMENTS

APPFA recognizes both single and multi-site programs. The Program Director must identify participating program **site(s)** upon application. A site is defined as the location where the APP Fellowship is operationalized.

- **Single Site:** The program is conducted and operationalized in **one location, at one address**, but may have single or multiple specialties or **service lines** located **at this single address**.
- **Multi-site:** The program is conducted and operationalized in **multiple locations, at more than one address**, and may have single or multiple **specialties** or **service lines**. The program is managed through a central office.

Prior to accreditation application, multi-site/multi-**service line** applicants must meet the following additional requirements:

- Have a standardized educational design across all participating sites and specialties without program deviation or variability.
- Complete one program cohort in its entirety under the standardized educational design in all participating sites.
- Maintain integrity of program structures and processes in all participating sites.
- Have a single or dual PA/APRN Program Director with oversight of, and accountability for, the program in all participating sites.



### Site Eligibility Clarifications

Please contact the APPFA office prior to application at [APPFA@ana.org](mailto:APPFA@ana.org) for guidance regarding:

- Reaccrediting programs expanding into new sites;
- Classification of campuses into APPFA eligible sites;
- Determination of ambulatory/home health/hospice sites;
- **Rotational learning** in relation to participating program sites;
- All other site-related concerns.

**Site/Service Line Coordinators (SLCs)** may be utilized within a multi-site program to ensure program consistency.

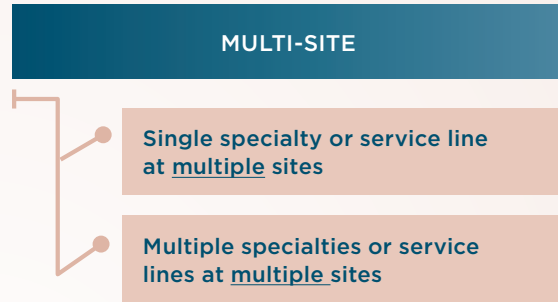
*If utilized, SLCs must maintain a current, valid license and certification as a PA or APRN and have education or experience in adult learning principles.*

The Program Director must verify that all site(s) in review have had program learners in the following time frame:

- **New Applicant:** A minimum of one learner must have completed the program at each site within the 24-month time frame prior to application submission.
- **Reaccrediting Applicant:** A minimum of one learner must have completed the program at each site within the 48-month time frame prior to application submission.



# APPFA recognizes both single site and multi-site programs.

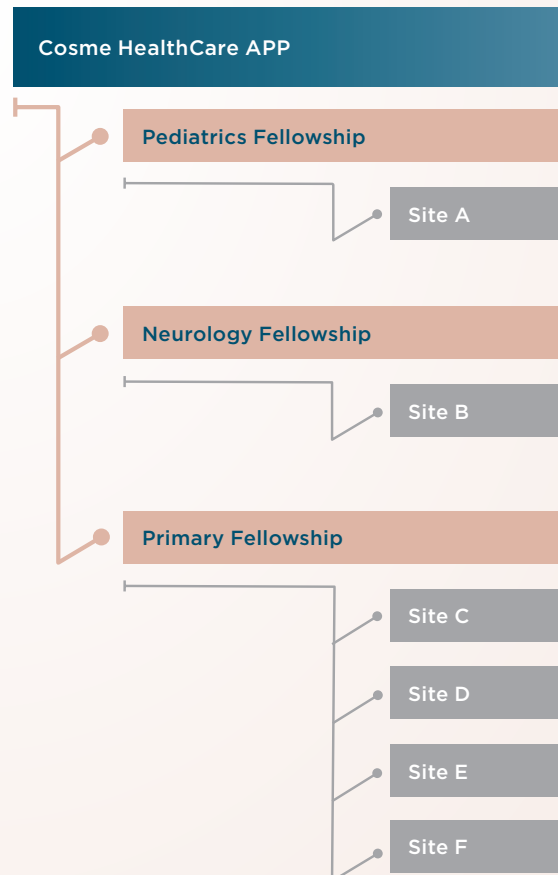


## Examples

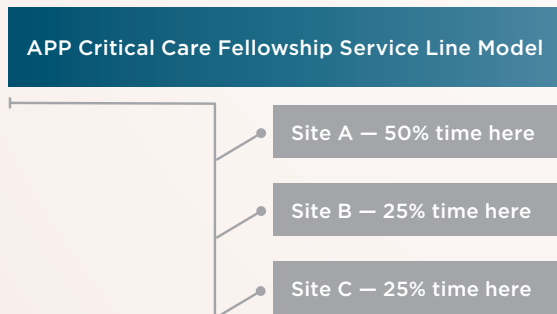
Single site program with one specialty or service line



Multi-site program with multiple specialties or services lines



Single site/single service line program with one specialty or service line that rotates among sites\*



\*Learners must spend a majority of their time at one site. Please reach out to [APPFA@ana.org](mailto:APPFA@ana.org) with any questions.





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## COMPLIANCE REQUIREMENTS

The Program Director maintains oversight over program compliance and is responsible for maintaining communication with the APPFA office.

The Program Director must ensure:

- Disclosure of previous program denials, suspensions, or revocations of any ANCC credential, upon application and during the accreditation term;
- Disclosure of previous denials, suspension, or revocations by any other accrediting bodies, upon application and during the accreditation term;
- Program maintains compliance with APPFA requirements and standards (see **Chapter 6**);
- Compliance with all federal, state, and local laws (or international equivalents) and regulations that pertain to the ability of the site(s) or specialty(ies) to meet the APPFA requirements and standards;
- Compliance with federal, state, and local laws (or international equivalents) pertaining to equal opportunity employment; and
- Compliance with applicable federal, state, and local laws (or international equivalents) and regulations and must not be excluded or barred by federal law.