

# ACCREDITED PROGRAMS RESOURCE GUIDE

ACCREDITED  
PRACTICE TRANSITION  
PROGRAM

AMERICAN NURSES  
CREDENTIALING CENTER

WELCOME

CELEBRATE

ANNOUNCE

CONNECT

COMMUNITY



PRACTICE TRANSITION  
ACCREDITATION  
PROGRAM®

APM-INS-317, PTAP Accredited Programs Resource Guide, Rev 3, (02/28/2022)

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# Welcome!

## Congratulations on earning PTAP accreditation, and welcome to our growing community of ANCC PTAP accredited programs.

Your program joins a group of elite organizations from around the globe. Every month, we add more accredited programs to the [map](#). We want you to stay connected with the ANCC PTAP team.

The ANCC PTAP team is excited to provide you with this valuable resource to help support your program during your accreditation term. This resource guide will provide you with the opportunity to **celebrate** your achievement, **announce** your accreditation status, **connect** with ANCC, and continue to build the PTAP **community**.

The ANCC PTAP team strives to meet the needs of your accredited program through communication, collaboration, and connectedness.

Together, ANCC PTAP accredited programs are changing the landscape of transition to practice programs. Please let us know if you have any questions after reading this resource guide by emailing [practicetransition@ana.org](mailto:practicetransition@ana.org).

*Sheryl*

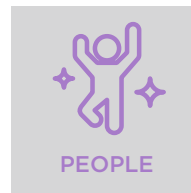
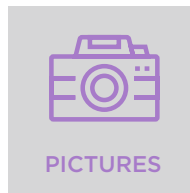
Sheri Cosme, DNP, NPD-BC, Director, PTAP  
*On Behalf of the ANCC PTAP Team*



# Celebrating Your Achievement

Congratulations on achieving PTAP accreditation! You, your team, and your organization have worked hard to develop a program of excellence that meets the needs of nurses in transition. As with any great accomplishment, celebration is a must.

There are different and unique ways to celebrate your achievements. Here are some ideas from past programs and a few of our team favorites.



## Cake

A favorite part of any celebration is always cake. Our team doesn't turn down cake. We love all flavors, but a favorite is vanilla with chocolate frosting and rainbow sprinkles.

A great way to personalize your cake—or cupcakes—is with a PTAP image/logo transfer. Many bakeries are able to transfer an image easily onto a cake.

You can find PTAP accreditation logos on [pages 6-7](#) of this guide. Be creative, send us a picture of your confection, and don't forget to save us a piece.



## Pictures

We love pictures! Photos are a great way to capture moments in time and treasured memories forever, and your PTAP accreditation celebration is definitely a moment that should be remembered.

You can post your photos on social media to show the world that you are committed to excellence in practice transition. Remember to use #ANCCPTAP to tag us on Facebook, LinkedIn, Twitter, and Instagram. See [Making #PTAP Connections on Social Media](#) for more details.

You can also share your celebration pictures with the ANCC PTAP team! We love to include photos of our friends in the Learning Community. You will find more information about using the Learning Community under [Building a Community of Accredited Programs](#). We always need photos for our annual PTAP Symposium. We recognize all of our newly accredited organizations at the symposium. It is an outstanding opportunity to be recognized for your efforts, attendance is recommended, and it should be marked on your calendars.



## People

Your guests, the people, are the most important part of the celebration! When hosting your celebration, invite everyone who is connected to the program or has helped on the journey to accreditation. Include your administration team, faculty, preceptors, and residents.

Wondering who else to invite? The ANCC PTAP team! We would love to celebrate with you. We are always willing to attend your ceremonies virtually as well! With enough notice, one of our team members can travel to celebrate with you; the travel fee depends on your location. Email us at [practicetransition@ana.org](mailto:practicetransition@ana.org) for more details.

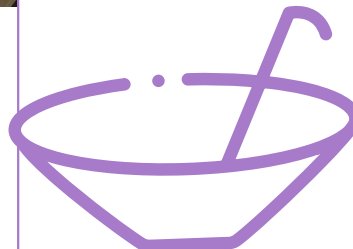


## Party Setup

A last consideration for your celebration is the ambiance. Although you don't need much to host a party, a few decorations, food items, and drinks go a long way as you plan your celebration bash.

PTAP promotional items such as PTAP banners, balloons, and pins can be found in the [ANA e-store](#). Packages of purple mylar balloons, napkins, and other party items can be purchased at your local party store.

Drinks are always important. Here's a great PTAP punch recipe.



### PTAP Punch

- 1 large Welch's Grape Juice
- 1 large container of pineapple juice
- 1 two-liter bottle of Sprite
- Add ice, serve, and enjoy!

# Sharing Your Good News



We know that after receiving your accreditation decision call, you'll want to shout your good news from the rooftops! But in all the excitement, it may seem difficult to put together a news announcement that captures the significance of your achievement. You just finished your accreditation review process and probably don't want to write another word right now. We understand.

That is why we have created a PTAP marketing toolkit for you. In the toolkit, you can find instructions for how to use the PTAP logos, drafted templated announcements that you can customize, and more. There are two groups of people you will want to make sure know about your program's accreditation: your hospital employees and local/national community. Showcase your program today!

## CLICK TO JUMP TO DIFFERENT RESOURCES

- ✓ Logos and Branding
- ✓ Certificates and Awards
- ✓ Social Media Ads
- ✓ Print Ads
- ✓ Recruitment Tool
- ✓ Virtual Backgrounds

## PTAP E-Store Portal

ANCC has set up an e-store for all your PTAP-related product needs. BrandInc is the official ANA Enterprise exclusive vendor of ANCC promotional products. You can order a celebration pack or additional pins to use at graduation ceremonies or PTAP celebrations. BrandInc can also assist you with custom orders.



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## Logos and Branding

**The accreditation certification marks (logos) may be used only by organizations and programs or courses accredited by ANCC.**

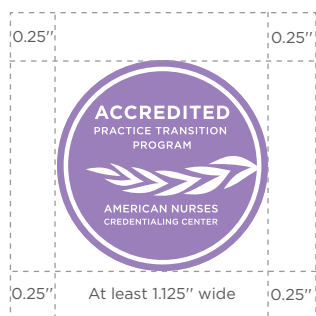
Only accredited organizations and programs/courses have the right to use the accreditation mark—in accordance with the guidelines provided in this document—on letterhead and brochures, and for publicity activities relating to the program and/or nursing activities within the designated organization.

Other than in relation to the recognition of nursing services, the accreditation logos should not be used in conjunction with any goods, products, or other services created, offered, or sold by the designated organization that would create the appearance of an endorsement by the ANCC PTAP team or by ANCC.

The logos should be used only in a manner that represents the intent of ANCC PTAP team. ANCC expects that representatives of accredited organizations or programs will follow established standards of professional practice and ethics in business, advertising, public relations, sales, and marketing when using the logos.

### ACCREDITED PRACTICE TRANSITION PROGRAM MARK

All ANCC PTAP accreditation marks must have a 0.25" margin of white space surrounding the logo on all four sides. To maintain readability, the logo should not be reduced to a proportional size of less than 1.125" wide.



[DOWNLOAD](#)

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## ACCREDITATION WITH DISTINCTION MARKS

ANCC PTAP Accreditation With Distinction is the highest recognition an organization can be awarded by the ANCC. Organizations receiving this special distinction should use the ANCC Accreditation With Distinction mark.



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## Logo Usage

The Accredited Practice Transition Program mark is a legally registered trademark symbol and must be used in accordance with these rules:

- All lettering inside the logo must be readable when the symbol is used on materials. If the words are not legible, please increase the size of the logo.
- The logo cannot be altered or modified. It may be resized, provided the proportions of the entire logo are maintained and all features of the logo are clearly distinguishable.
- The logo may be reproduced, as long as the reproduction is
  - In black or in purple (PMS 2577 purple or equivalent)
  - In a size that makes all features of the mark clearly distinguishable
  - Without distortion of its dimensions
- Accreditation logos cannot be used without the accredited organization's logo. All materials must contain both the accredited organization's logo and the appropriate accreditation program logo. Accreditation logos cannot be larger than the organization's logo.
- For use of the certification marks on electronic documentation (i.e., websites), these same rules apply.
- Logos used on an accredited organization's/program's website must include a hyperlink to the ANCC PTAP program's [main landing page](#).
- The logo may not be used, reproduced, modified, or distributed. In the event that an organization's or unit's accreditation expires, lapses, is suspended or revoked, or is otherwise terminated, the organization/unit must immediately cease all use of the logo.
- Unauthorized or inappropriate use of the logo is grounds for suspension or revocation of accreditation.



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## Use of Logo on Promotional Items

Brandinc is the **officially licensed vendor** of accreditation products. The accreditation logos may not be reproduced for use on promotional items except through Brandinc. This includes all requests for embroidery or customized items featuring the PTAP accreditation logos with your organization's name and logo for both internal and external use. For pricing and design concepts, contact the Brandinc customer service team at 1.833.517.2763 or at [customerservice@brandinc.com](mailto:customerservice@brandinc.com).

## Ordering Additional Awards or Certificates (Multi-Site Programs)

All multi-site programs can order additional awards and certificates to display at each site. To place an order, please reach out to [practicetransition@ana.org](mailto:practicetransition@ana.org).

## Note for Health Care Systems

If not all health care organizations in your system are accredited, please be certain the logo is applied only to accredited entities and workplace settings. There must be no confusion as to which organizations or workplace settings the logo applies. If you have any questions as to whether your proposed use of the certification mark meets these requirements, please email a sample to the ANCC PTAP team for review at [practicetransition@ana.org](mailto:practicetransition@ana.org). ANCC reserves all rights in its trademarks.

ANCC reserves the right to change the guidelines herein and/or to cancel use at any time. Any organization failing to strictly adhere to these guidelines will have their right to use terminated immediately. In addition, the ANCC PTAP team reserves the right to terminate its recognition of an organization if that organization violates or continues to violate these guidelines in a manner that may jeopardize the integrity of ANCC trademarks or program, as defined solely by ANCC.

## Questions?

Call 301.628.5377 or email us at [practicetransition@ana.org](mailto:practicetransition@ana.org).

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## Certificates and Awards

Your organization will receive an official PTAP accreditation award and a certificate approximately eight to 10 weeks after you receive an accreditation decision call. Both items will come from Summit Group. Plan ahead for where you want to display your certificate and accreditation award. Consider unveiling your program’s accreditation award during your PTAP celebration. Don’t forget to share celebration pictures of your team and award with the ANCC PTAP team.



We’ve also created certificate templates that you can customize for program participants at your completion or graduation ceremony. These templates make formatting and printing easy and display the official PTAP logo. Program participants will be proud to display their awards.



**Standard Certificate of Completion**

[DOWNLOAD](#)



**Certificate of Completion With Distinction**

[DOWNLOAD](#)



**Standard Diploma of Graduation**

[DOWNLOAD](#)



**Diploma of Graduation With Distinction**

[DOWNLOAD](#)

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## Social Media Ads

A series of digital ads will allow you to announce your organization’s PTAP accreditation on your website as well as on social media platforms. Post these social media graphics with your own customized announcements. Refer to the Social Media #ProTips provided on [page 18](#).

Several versions of these ads are provided and customized for your organization’s accreditation and audience type: ANCC Accreditation and ANCC Accreditation With Distinction for RN Residency, RN Fellowship, and APRN Fellowship. Choose the correct version when posting to social media. Don’t forget to add your organization’s customized message along with the ad for a personal touch, and make sure you use the **#ANCCPTAP** hashtag!

These ads are provided in the following sizes at the link below:

- Rectangle, 300x250
- Leaderboard, 728x90
- Skyscraper, 160x600
- Social media newsfeed, 1200x628
- Social media square, 1080x1080



Customize with your organization’s logo.



Use this ad as is.



Customize with your organization’s logo.



Use this ad as is.

**RN Residency**

DOWNLOAD

**RN Fellowship**

DOWNLOAD

**APRN Fellowship**

DOWNLOAD

**RN Residency  
with Distinction**

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**RN Fellowship  
with Distinction**

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**APRN Fellowship  
with Distinction**

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**Print Ads**

Print ads are a great way of announcing your PTAP accreditation through various health care and nursing publications. Download the print ad templates to customize them with your organization's logo, or use the art files to use your own images and text.

Several versions of these ads are provided and customized for your organization's accreditation and audience type: ANCC PTAP Accreditation and ANCC PTAP Accreditation With Distinction for RN Residency, RN Fellowship, and APRN Fellowship.

**RN Residency**



**Transition into nursing practice with confidence.**

*[Organization Name]* Residency Program offers residents a collaborative learning environment to successfully transition into clinical practice. Residents are given the opportunity to work alongside experienced staff and learn in a real-life setting to be better prepared and more confident as they enter the workforce.

With our program's ANCC PTAP accreditation, you can rely on:

- ✓ Quality of residency program content
- ✓ Knowledge and experience of faculty
- ✓ Evidence-based practice
- ✓ Satisfaction of residents
- ✓ Improved patient care and outcomes

The benefits of a nurse residency are many. Join our *[Nurse Residency Program Name]* at *[Organization Name]* and experience the difference.

Visit our website [\[Link\]](#)

**DOWNLOAD**

**RN Fellowship**



**Transition between practice settings with confidence.**

*[Organization Name]* RN Fellowship Program offers fellows a interprofessional learning environment to successfully transition into clinical practice. Fellows are given the opportunity to work alongside experienced providers and learn in a real-life setting to be better prepared and more confident as they transition between practice settings.

With our program's ANCC PTAP accreditation, you can rely on:

- ✓ Quality of fellowship program content
- ✓ Knowledge and experience of faculty
- ✓ Evidence-based practice
- ✓ Satisfaction of fellows
- ✓ Improved patient care and outcomes

The benefits of an RN fellowship program are many. Join our *[RN Fellowship Program Name]* at *[Organization Name]* and experience the difference.

Visit our website [\[Link\]](#)

**DOWNLOAD**

**APRN Fellowship**



**Transition into advanced nursing practice with confidence.**

*[Organization Name]* APRN Fellowship Program offers fellows an evidence-based curriculum that offers a collaborative learning environment to successfully transition into clinical practice. Fellows are given the opportunity to work alongside experienced providers and learn in a real-life setting to be better prepared and more confident as they transition between practice settings.

With our program's ANCC PTAP accreditation, you can rely on:

- ✓ Quality of fellowship program content
- ✓ Knowledge and experience of faculty
- ✓ Evidence-based practice
- ✓ Satisfaction of residents
- ✓ Improved patient care and outcomes

The benefits of an APRN fellowship program are many. Join our *[APRN Fellowship Program Name]* at *[Organization Name]* and experience the difference.

Visit our website [\[Link\]](#)

**DOWNLOAD**

**RN Residency With Distinction**



**Transition into nursing practice with confidence.**

*[Organization Name]* Residency Program offers residents a collaborative learning environment to successfully transition into clinical practice. Residents are given the opportunity to work alongside experienced staff and learn in a real-life setting to be better prepared and more confident as they enter the workforce.

With our program's ANCC PTAP accreditation, you can rely on:

- ✓ Quality of residency program content
- ✓ Knowledge and experience of faculty
- ✓ Evidence-based practice
- ✓ Satisfaction of residents
- ✓ Improved patient care and outcomes

The benefits of a nurse residency are many. Join our *[Nurse Residency Program Name]* at *[Organization Name]* and experience the difference.

Visit our website [\[Link\]](#)

**DOWNLOAD**

**RN Fellowship With Distinction**



**Transition between practice settings with confidence.**

*[Organization Name]* RN Fellowship Program offers fellows a interprofessional learning environment to successfully transition into clinical practice. Fellows are given the opportunity to work alongside experienced providers and learn in a real-life setting to be better prepared and more confident as they transition between practice settings.

With our program's ANCC PTAP accreditation, you can rely on:

- ✓ Quality of fellowship program content
- ✓ Knowledge and experience of faculty
- ✓ Evidence-based practice
- ✓ Satisfaction of fellows
- ✓ Improved patient care and outcomes

The benefits of an RN fellowship program are many. Join our *[RN Fellowship Program Name]* at *[Organization Name]* and experience the difference.

Visit our website [\[Link\]](#)

**DOWNLOAD**

**APRN Fellowship With Distinction**



**Transition into advanced nursing practice with confidence.**

*[Organization Name]* APRN Fellowship Program offers fellows an evidence-based curriculum that offers a collaborative learning environment to successfully transition into clinical practice. Fellows are given the opportunity to work alongside experienced providers and learn in a real-life setting to be better prepared and more confident as they transition between practice settings.

With our program's ANCC PTAP accreditation, you can rely on:

- ✓ Quality of fellowship program content
- ✓ Knowledge and experience of faculty
- ✓ Evidence-based practice
- ✓ Satisfaction of residents
- ✓ Improved patient care and outcomes

The benefits of an APRN fellowship program are many. Join our *[APRN Fellowship Program Name]* at *[Organization Name]* and experience the difference.

Visit our website [\[Link\]](#)

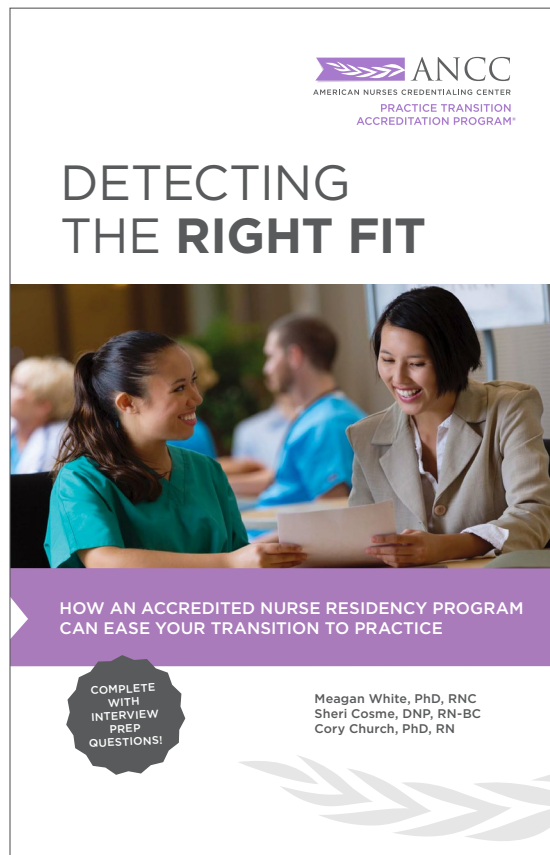
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## Using Your PTAP Accreditation for Recruitment

An accredited transition to practice residency or fellowship program has the backing of ANCC, a globally recognized name, with a reputation for strong standards and evidence-based criteria. Download the ANCC Detecting the Right Fit guide to recruit new students into your program.



[DOWNLOAD](#)

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## Virtual Meeting Backgrounds

Showcase your ANCC PTAP accreditation during virtual meetings with the Microsoft Teams background template! Follow the steps below to customize the MS Teams background with your organization logo:

1. Within Adobe Acrobat, you can add your company logo by going to Edit > Edit Text & Images
2. While in the Edit PDF mode, delete the “Organization Logo Here” pink placeholder text, and then click on “Add Image”
3. Select your logo file and position onto the Teams background where the pink placeholder copy was
4. Close out of the “Edit PDF” mode. Under File, click on Export To > Image > PNG, and save to a location on your desktop.

The PNG file is now ready to be used in Microsoft Teams!

### MS Teams Background



Available as PDF for PTAP Accredited Organizations

[DOWNLOAD](#)



Available as PDF for PTAP Accredited Organizations with Distinction

[DOWNLOAD](#)

# Connecting with ANCC

We are here for you! This section provides information on standard topics, including payment and procedures. However, if you need assistance getting set up in the next few weeks and months, please connect with the ANCC PTAP team by sending an email to [practicetransition@ana.org](mailto:practicetransition@ana.org).

## Annual Fees/Invoicing

There is an annual fee for PTAP accredited programs. The fee is listed on our website. PTAP accredited programs will be invoiced annually based on their cycles. Programs that applied for PTAP accreditation in the May and August cycles are invoiced in February, while November and February cycles are invoiced in August.

	FEBRUARY CYCLE	MAY CYCLE	AUGUST CYCLE	NOVEMBER CYCLE
Application Fee/Year 1	October	January	April	July
Annual Fee/Year 2	August	February	February	August
Annual Fee/Year 3	August	February	February	August
Annual Fee/Year 4	August	February	February	August

Please note that all fees are due within 30 days of receipt of invoice.

Payment instructions will be provided on the invoice emailed to the Program Director and the billing contact.

All programs that have not paid or have not made arrangements to pay their annual fee within 30 days of the due date will not be considered in good standing and may have their accreditation status suspended and be removed from the ANCC PTAP Directory of Accredited Programs.

Programs that have had their accredited status suspended for failure to pay their annual and late fees may apply for reinstatement. Their request for reinstatement must be accompanied by the annual fee, late fee, and reinstatement fee. This information can be found on our [website](#).

### Sample Payment Schedule, November 2022 Cycle

- Submit application on July 6, 2022.
- Application fee invoice will be sent after application submission and will be due within 30 days of receipt.
- Year 2 annual fee invoice will be sent and received in August 2023.
- Year 3 invoice will be sent and received in August 2024.
- Year 4 Invoice will be sent and received in August 2025.
- Application for reaccreditation will be in November 2026 cycle with application in July 2026.

## Program/Organizational Changes

The notification-of-changes form allows you to notify the ANCC PTAP team of any recent and significant changes to your organization and/or program. Programs should notify the ANCC PTAP team within 10 business days of pertinent changes to ensure accreditation compliance and to avoid missing important updates.

Please refer to the *PTAP Manual* for a complete list of reportable changes. Items requiring such a notification include changes in:

- Program Director
- Organization Chief Nursing Officer
- Organizational ownership
- Program information submitted in application

You can find the notification of changes form in the [PTAP Learning Community](#). If you need any assistance, please email [practicetransition@ana.org](mailto:practicetransition@ana.org) and our ANCC PTAP team will be happy to help.

## Adding Sites/Workplace Settings to Your Accreditation

PTAP accredited programs can add sites and/or workplace settings to their currently accredited program. The process for adding a new workplace setting/site follows.

### ELIGIBILITY

- Programs must have an accredited ANCC PTAP program without progress reports.
- A cohort must have completed the program in the new workplace setting or new site.

### SUBMISSION OF APPLICATION AND SELF-STUDY

- Submit the application for adding a workplace setting or adding a site to [practicetransition@ana.org](mailto:practicetransition@ana.org) during one of the four annual application review cycles (February, May, August, or November).
- The ANCC PTAP team will determine eligibility.
- Submit your self-study by the established due date.

### ACCREDITATION CYCLE

- As a program, you will be required to integrate all new sites/workplace settings with your reaccreditation self-study.
- The cycle for the new workplace setting or new site will end with current accreditation terms for the accredited program.

**Please reach out to talk to a member of the ANCC PTAP team if your program is interested in adding a site or workplace setting.**

## Customer Satisfaction Survey

The ANCC PTAP team deeply values your opinion. Please help us meet our goals of service excellence and outstanding customer service by participating in the customer satisfaction survey. You can expect to receive the customer satisfaction survey during the first quarter of each year.

Your responses help us improve program processes and allow us to better meet your needs. This feedback is extremely valuable to us, and we thank you!







## Customer Annual Report

Each year, the ANCC PTAP team requests that the Program Director submit an annual report. The report is a requirement to maintain accreditation and provides the ANCC PTAP team with an update on the status of each program. A notification reminder will be sent out about the process and instructions for the year. The Customer Annual Report typically contains questions focusing on:

- Program and learner demographics
- Retention data
- Program changes
- And more

Programs failing to submit an annual report by the due date will not be in good standing with ANCC, and accreditation will be suspended.

## Program Annual Report

Each year, the ANCC PTAP team will present our accomplishments and projects to all PTAP accredited programs in an annual report. This report details statistics related to our PTAP accredited programs and how they feel about us, based upon the Customer Annual Report. The Program Annual Report also features:

- Our mission
- Growth over the course of the year
- Projects that we are currently working on
- And much more!

# Building a Community of Accredited Programs



The PTAP Learning Community is the primary source of communication from the ANCC PTAP team to all accredited programs.

## Learning Community

The **PTAP Learning Community** is a space for you to meet, share and collaborate with, and learn from other Program Directors and PTAP accredited programs and to keep up to date with the latest announcements and news regarding PTAP. The PTAP Learning Community is the primary source of communication from the ANCC PTAP team to all accredited programs.

Only the Program Director will be granted access to the PTAP Learning Community. Access will be provided via email after a program's decision letter and call are delivered by our team.

## PTAP Learning Community Experience

The PTAP Learning Community provides PTAP Program Directors an opportunity to connect and share best practices, resources, research, experiences, and strategies that have led to high-quality transition to practice programs. It is also where you will receive the latest updates and announcements from the ANCC PTAP team. Features of the PTAP Learning Community include:

- A resource library
- Educational activities and events
- Discussion boards for connecting and sharing best practices
- News and events from ANCC and the PTAP program
- Video recordings of program webinars

## Using Resources

The Resources tab in the navigation bar will take you to the Resources page. Here, you can find documents, forms, webinars, and marketing materials for your PTAP accredited program. Just click on the icon, and the resource will open in a new tab in your browser.

## Experiences

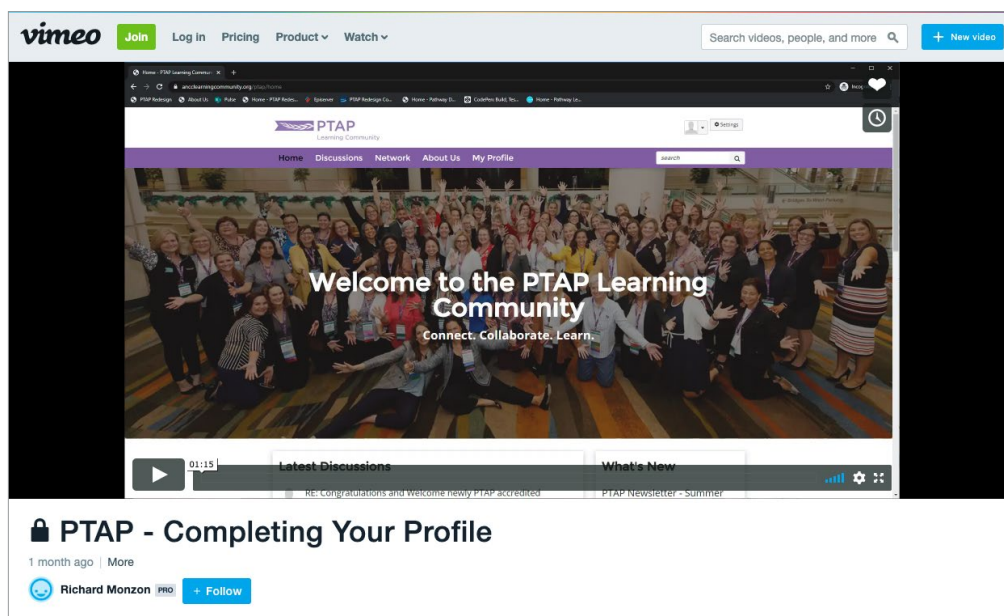
The discussion board provides space to collaborate with and ask questions of directors of other PTAP accredited programs. Please make sure you have your bio completed and a profile picture in place before you begin interacting on the discussion board.

## Updating Your Profile

Before you begin interacting with others on this platform, you should complete your profile. A completed profile lets others know who you are so they interact with you better.

To complete your profile, you should:

- **Upload an image.** No one wants to interact with a boring gray square. We want to see you!
- **Fill out your bio.** Let others here know who you are. Keep it brief and simple.
- **Add your education and professional history.** This is optional, but we encourage everyone to include this.



Watch this video to learn how to create a profile: [vimeo.com/396061370/62b4ab4057](https://vimeo.com/396061370/62b4ab4057)

## Creating Your First Post

Once you have updated your profile, log in to check out the community network and browse through the discussion board postings.

Learn how to post: [vimeo.com/user108956635/review/396440337/2ce43be07a](https://vimeo.com/user108956635/review/396440337/2ce43be07a)

**Questions?** Please email the ANCC PTAP team at [practicetransition@ana.org](mailto:practicetransition@ana.org).

# Networking

The importance of networking beyond your #ANCCPTAP residency or fellowship silos cannot be overstated! We hear from accredited Program Directors that the excitement of achieving accreditation can quickly fade. Be prepared for other leaders in your organization to ask “What’s next?” Questions like this might come as early as your celebration ceremony, so preparation is key in providing your response!

Don’t worry; we’ve got you covered, with ideas including:

- How to partner within your organization
- Expanding your organization’s social media imprint and brand recognition
- Advancing the state of nursing science related to the TTP program through presentations and/or publications about your program

## Partnering Within Your Organization

Residencies and fellowships for medical professionals are some of the longest-standing methods of transitioning new-to-practice physicians, pharmacists, physical therapists and occupational therapists (PT/OTs), medical ethicists, chaplains, physician assistants, and, more recently, nurses and nurse practitioners. Check out the callout box for networking ideas as you work outside of nursing with other key organizational stakeholders.



Imagine the wealth of insight a physician or pharmacy counterpart could offer you about their residency programs and competency tools. Both types of professional medical residencies

receive funding for their operations. Think about how connecting with just the graduate medical education department in your organization could advance the needs of your program and learners. Reflect on your existing methods for interprofessional teaming, and identify opportunities to improve.



## PARTNERSHIP TIPS

How do you prepare your advance practice registered nurses (APRNs), physicians, pharmacists, PT/OTs, and other learners for practice?

- Dialogue with key stakeholders and learning partners.
  - ▶ Consider developing supports for experienced nurses and APRNs together.
- Are you accredited for your TTP for APRNs, physicians, pharmacists, PT/OTs, etc.?
  - ▶ If yes, who are you accredited by? What’s the process like? How often do you have to reaccredit?
  - ▶ In response, describe your accreditation journey with ANCC. Offer to share your self-study documents and describe how you prepared.
- Do you offer continuing education credits for your learners who are going through your TTP?
- How could we work together to better prepare our learners for interprofessional practice? Is there something small we could start with?

## Expand Your Organization's Social Media Imprint and Brand Recognition

Our second networking recommendation focuses on harnessing the power of social media. Altruistic reasons aside, many of our Program Directors share that organizational motives for seeking accreditation included building a reputation of excellence, gaining greater numbers of qualified program applicants, and/or getting a leg up on the local competition. ANCC PTAP recognition has helped programs in all of these ways, especially as nurse and nurse practitioner students become savvy about and more protective of their future practice environments and experiences.

What's the best way to **#humblebrag** about your program, develop greater brand recognition for your organization, and freely advertise for your residency/fellowship? Go where the people are—on social media. Consider how you can connect with other Program Directors and share ideas outside your organization, such as in our learning community.



Think about the impact you can have beyond just your program, learners, and practice setting and the possibility of shaping the future of nursing through dissemination to your colleagues.

## Advancing the State of Nursing Science in Transition to Practice Programs

Nursing literature may seem to exhaustively cover ideas for new-to-practice nurse residencies. However, current articles often focus on a specific teaching strategy or offer lower levels of scientific evidence related to program implementation or design. Many opportunities exist to share information about other types of programs for nurses and nurse practitioners, as well as innovative topics and research studies for nurse residencies.

## Presenting About Your Program

Many Program Directors find presentations to be a great introduction to the world of program dissemination. There are numerous publications about how to write an abstract, present at the podium, or rock a poster session. A quick Google and Google Scholar search will bring up a plethora of resources and a seasoned understanding of the abstract submission and selection process. Here are some of our quick tips and a table summarizing potential conferences to target for your residency/fellowship networking.

### TIPS FOR ABSTRACT SUBMISSIONS AND POSTER/PODIUM PRESENTATIONS

**Plan ahead. Most abstract calls open the year prior to the event and close quickly. Narrow down a list of a few ideas relating to your program's best practices and innovations.**

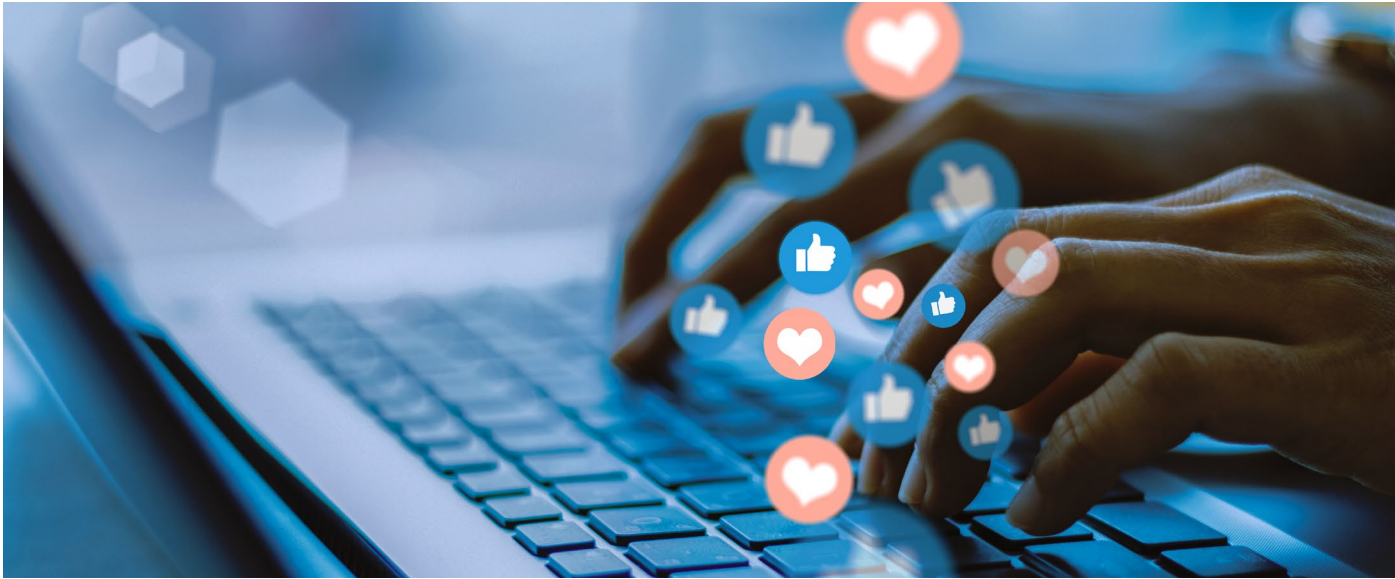
- Reflect on your virtual visit. What did the appraisers say stood out about your program?
- Review your PTAP accreditation letter for feedback from your appraisers and commissioners about your outstanding practices.
- Think about how to outshine the other submissions. Could you present with your learners or other key stakeholders who aren't often heard from at nursing conferences? With other professions? About a new type of program?

**Connect your abstract submission to the conference theme and/or group's mission.**

- Search the organization's website for ties to your presentation idea.
- Consider integrating a component of the conference theme with your presentation title or abstract narrative.

**Once you get accepted, start preparing.**

- Posters are great opportunities to share a new idea but often contain too much information. Here are some quick tips:
  - ▶ Keep it simple and stylized. Use handouts or QR codes to provide your audience with the nonessential but important information you want them to walk away with.
  - ▶ Use your PTAP accreditation logo to quickly gain clout and authority as a leader in transition to practice.
  - ▶ Bring clips and extra hanging supplies so you can master your space. Consider clipping your business cards near your poster for times when you are not available.
- Presentations that engage and provide a tangible tool or walkaway charge keep the audience on their toes. Here are some ideas:
  - ▶ Tell a story. Bring your idea to life with anecdotes about your reasons for implementation or program impact to avoid lecturing or endless literature citations about the need for change.
  - ▶ Use your PTAP accreditation logo on your slides. Even if your topic doesn't focus on your PTAP journey, you'll gain that reputation as an expert.
  - ▶ Try to avoid death by PowerPoint. What else can you utilize for a more TED Talks style of engagement?
  - ▶ Create a tool or handout that summarizes how your audience can apply what they've learned.



## Social Media #ProTips

- Think about which account you'll use on LinkedIn and Twitter for posting.
- Remember to follow your organization's social media policies.
- If you can't post from your own account, work with your marketing team for other options. Is there a general nursing account? Can you create a residency account?
- In general, use **#ANCCPTAP** on all professional social media platforms and include **#residency**, **#nursing**, or **#fellowship** to get greater reach.
- Follow/network with our team:
  - ▶ Twitter @sheri\_C
  - ▶ LinkedIn @ Sheryl (Sheri) Cosme, Meagan White
- Consider tagging your own organizational entities and ANA.
- Don't forget to tag your own organization's social media account.
- Tag ANA Enterprise entities on professional social media platforms:
  - ▶ On Twitter, tag both @anccofficial and @ANANursingWorld.
  - ▶ On LinkedIn, tag @AmericanNursesAssociation.
- Create a consistent imprint.
- Post about your initial celebration and/or reaccreditation experience.
- Include pictures/videos of special moments throughout your residency/fellowship year: initiation, social events with workplace setting mentors/preceptors, learner presentations, and graduation.
- Interview your learners, and post their experiences. Frame it as a resident/fellow social media takeover.

## Publishing About Your Program

Publishing in a journal or nursing magazine is the best way to reach a wider audience. Remember that at a conference, you reach only those who choose to attend your session rather than the other events/presentations.

For new authors, fear of writing an article and/or rejection of their submission can be paralyzing. If you're a new author, don't let the unknown stop you. And if you're a seasoned author, get typing. Reflect on this as you prepare. Many of our Program Directors have created programs from the ground up, written self-study documents, and/or led a team to share magnificent narrative stories.

There are lots of resources focused solely on writing for publication. One of our favorites is by past editorial director of *American Nurse Today* Cynthia Saver. Cynthia's book, *Anatomy of Writing for Publication for Nurses*, provides invaluable guidance from start to finish, including how to select the right journal for submission and tangible tips to get you started on your article outline.



## PUBLICATION TIPS

Here are few publication tips from our team and a list of journals/magazines you might consider for the role of your publishing partner:

- **Thoroughly review the publication's website.** Look for what types of submissions they offer, writing requirements, and author guidelines.
- **Consider fit for your work:**
  - ▶ Look for the types of submissions they accept and check out writing requirements or author guidelines.
  - ▶ Does the publication have a tone? Formal or informal? Are there specific language and terms that are frequently used?
 

*For example, a journal that publishes mainly empirical studies would not be a good fit for a manuscript on teaching strategies.*
  - ▶ Are you presenting a new idea/concept to the publication and its readers, or has the topic already been covered in depth?
- **Write a query** to the journal editor after you outline your idea for publication but before you begin writing:
- **Respond to requests for editing** after submission. Frame your mindset as the comments and feedback from peer review will strengthen your piece overall.





## Potential Publication Options for Your TTP Manuscript

- *American Nurse Today* (journal of the American Nurses Association)
- *Journal for Nurses in Professional Development* (JNPD)
- *The Journal for Nurse Practitioners*
- *The Journal of Advanced Nursing*
- *Nurse Educator* (for TTP articles relating to academic-practice partnership)
- *Nursing Education Perspectives* (journal of the National League for Nursing, for TTP articles relating to academic-practice partnership)
- *Nurse Education Today* (focus on nursing research)
- *Nursing Outlook* (journal of the American Academy of Nursing)
- *Nurse Leader*
- *Journal of Nursing Administration*
- *Nursing Economics* (for return-on-investment data/information relating to TTP)
- *Nursing Management*
- *International Journal of Nursing*
- *Clinical Simulation in Nursing* (for simulation articles)
- And numerous specialties or workplace setting-specific journals of organizations including the American Academy of Ambulatory Care Nursing and the Association of periOperative Registered Nurses, etc.

**The future is bright for a program and a Program Director who stays well-connected to the PTAP community. We look forward to reading and sharing your work!**