

# PQI Cohort Training Application Form

*Cohort 6: September 2021-August 2022*

## Application Steps:

- 1) Review background information carefully (p.2 & 3). Please contact [pqi@viha.ca](mailto:pqi@viha.ca) with any questions.
- 2) Sign to indicate you can commit to listed workshop dates & locations (p.4)
- 3) Complete application form (p.4 - 7)
- 4) Identify an Executive Sponsor who has operational oversight in the area you'd like to focus on and book a 30-minute meeting to complete Appendix A.
- 5) **Submit completed application package to [pqi@viha.ca](mailto:pqi@viha.ca) by 4PM on May 7<sup>th</sup>, 2021.**  
You will receive a confirmation email that your package has been received within one business day.

### If you are selected for an interview:

- 6) You will be notified via email by May 24<sup>th</sup>, 2021 if you are selected for an interview. We will provide a link where you can select a 30-minute interview slot between May 27<sup>th</sup> and June 4<sup>th</sup>, 2021. Please ensure you include an email you regularly check on your application form, as we will not hold your interview spot if we do not hear a response by May 28<sup>th</sup>, 2021.

### If you are offered a position with PQI Cohort 6:

- 7) You will receive notification by June 11<sup>th</sup>, 2021. You must either accept or decline your slot by June 25<sup>th</sup>, 2021 by following a link included in your email. You may not defer your position to the following Cohort.
- 8) Declined positions will be offered to the next candidate on the ranked waitlist. Please continue to check your email regularly for the months of June and July 2021 as you may be offered a deferred position.

## Background Information:

### What is Quality Improvement in Health Care?

Quality Improvement (QI) in health care is an array of systematic, data-guided activities designed to bring about immediate improvement in a health care setting.<sup>1</sup> While some QI tools are used in similar fields such as research, Quality Assurance (QA) and Project Management, it is a unique methodology based on five key principles:<sup>2</sup>

- I. Know what you need to improve
- II. Have a way to tell if the improvement is happening
- III. Develop an effective change that will result in an improvement
- IV. Test changes well before trying to implement
- V. Know when and how to make the change permanent

Quality Improvement (QI) is best applied to improve existing systems and processes where you have a great deal of flexibility in *how* a gap in care can be addressed. It focuses on improving existing processes and systems without net new resources. If you already have a *solution* and are looking for support on how to implement it, or are looking for funding support for a capital project or new service, you may be better served by service design or project management methodologies that are outside of the mandate of this program. Check out this excellent illustrated guide to [Health Care QI](#) to learn more about QI.

### What is the Physician Quality Improvement (PQI) Program?

PQI is a professional development and education program for family physicians, specialists, nurse practitioners and midwives. In addition to introductory Quality Improvement training and special events throughout the year, we offer an annual 12-month training program that pairs medical staff with expert faculty, coaches and data analysts to learn QI by leading their own improvement project. It is the only Quality Improvement education program that offers:

- CME accreditation and up to 168 of JCC-rate funding for physicians licensed in B.C.
- Virtual and in-person workshops (pending public health guidelines) across Vancouver Island.
- The opportunity to lead your own Quality Improvement project with the support of experienced physician mentors, staff coordinators, graphic designers and data analysts

### Who is Eligible?

All licensed physicians in the Island Health region may apply for full PQI support including up to 168h of JCC rate funding. Active privileges with Island Health are not required. Island Health medical staff, including Nurse Practitioners and Midwives, are also eligible for PQI workshops and staff support but will not receive the 168h of JCC rate funding.

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<sup>1</sup> Lynn et.al 2007

<sup>2</sup> Langley et. Al, 2009

## How will Cohort 6 Learners be selected?

### **Step 1: Application Rankings**

*May 10<sup>th</sup> –  
May 21<sup>st</sup>, 2021*

An interdisciplinary selection committee consisting of patients, Island Health administrators, Specialist Services representatives, clinically active physicians and PQI Program staff will rank all applications based on the following criteria:

Applicant (70% weight). Considerations include:

- Does the applicant demonstrate a passion and mindset that would contribute to a successful learning experience?
- Is there a focus on engaging and empowering patients as part of the application?
- Is there a demonstrated interest in learning about and applying Quality Improvement science to address a gap in care?
- What is the aptitude for building and participating in teams?
- Does the applicant bring a unique or diverse perspective to the program?

Area of Interest (30% weight). Considerations include:

- Does the applicant describe potential to improve healthcare quality in a measurable way?
- Is there a focus on improving dimension(s) of quality from a systems' perspective (as per the BC Health Quality Matrix: <https://bcpsqc.ca/resource/bc-health-quality-matrix/>)?
- What is the level of readiness in the program area or clinical context for a QI project?

Applicants should anticipate that Selection Committee members will contact listed project sponsors and staff in relevant program areas to assess capacity.

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### **Step 2: Applicant Interviews**

*May 27<sup>th</sup> –  
June 4<sup>th</sup>, 2021*

Following the application ranking process, Selection Committee members will conduct short interviews with top applicants to answer remaining questions and assess suitability for the program. Results will be used to adjust the application rankings within a 10% range.

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### **Step 3: Offers**

*Beginning June 11<sup>th</sup>,  
2021*

Top ranked 18 applicants will receive an offer to participate in the program and have two weeks to consider and provide their decision via digital form. In the event that an applicant declines the slot, the opportunity will be given to the next person on the ranked list.

## Application Form:

### Applicant details

Name:

Primary Email:

Secondary Email:

Contact Number:

Facility:

Department or Division:

Date of Application:

Designation:                                      Specialist                                      GP                                      NP                                      Midwife

### Workshop Dates

Attendance at all PQI workshops is mandatory. Workshops will be held both virtually and at locations across Vancouver Island; travel will be required. Mileage and accommodations will be covered through the PQI program. All in-person workshops will be held pending current public health guidelines.

| Event  | Date & Time   | Location/Venue                      | Available to attend? |
|--|---|-------------------------------------|----------------------|
| Workshop #1  | September 13, 2021<br>1:00PM – 5:00PM                               | Hotel Grand Pacific<br>Victoria, BC |                      |
| Cohort 5 Graduation & Reception                              | September 13, 2021<br>6:00PM – 8:00PM (mandatory)                   | Hotel Grand Pacific<br>Victoria, BC |                      |
| Workshop #2  | September 14, 2021<br>8:30AM – 4:30PM                               | Virtual (Zoom)                      |                      |
| Study Group #1   | October 18, 2021<br>5:00PM – 7:00PM                                 | Virtual (Zoom)                      |                      |
| Workshop #3  | November 15, 2021<br>9:00AM – 5:00PM                                | Tigh-Na-Mara<br>Parksville, BC      |                      |
| Workshop #4  | November 16, 2021<br>8:00AM – 4:00PM                                | Tigh-Na-Mara<br>Parksville, BC      |                      |
| Study Group #2   | January 10, 2022<br>5:00PM – 7:00PM                                 | Virtual (Zoom)                      |                      |
| Workshop #5  | February 7, 2022<br>1:00PM – 5:00PM                                 | Virtual (Zoom)                      |                      |
| Workshop #6  | March 7, 2022<br>1:00PM – 5:00PM                                    | Virtual (Zoom)                      |                      |
| Study Group #3   | April 4, 2022<br>5:00PM – 7:00PM                                    | Virtual (Zoom)                      |                      |
| Workshop #7  | May 13, 2022<br>9:00AM – 5:00PM Workshop<br>7:00PM – Cohort Banquet | Kingfisher<br>Courtney, BC          |                      |
| Graduation   | September 12, 2022  | TBD<br>Victoria, BC                 |                      |
| I can commit to the above listed workshop dates & locations: |   |                                     |                      |

### Experience & Training

What (if any) previous quality improvement experience and/or formal training do you have?

### Expectations

a) What are your top 3 reasons for applying to the PQI Program?

b) How might you incorporate QI into your clinical work or future career plans?

### Project Background / Rationale

a) What is the quality problem/gap in care you have identified in your system that you would like to address? (Please refer to Appendix B)

b) Why is this problem important to your patients and/or your area of work?

c) Do you have any initial ideas for how to improve this quality problem/issue? How did you generate these ideas?

d) Have you been involved in, or are you aware of work related to your proposed project? If so, please describe how you will leverage this to enhance your project.

Yes

No

### Your Commitment

- Commit to spending 15 hours per month on PQI.
- Complete all required pre-reading and participate in all Cohort workshops (see page 5).
- Work on a QI project of your choosing, sponsored by your Island Health medical and administrative leaders.
- Champion QI within your department and share your knowledge and tools with your colleagues.
- Keep your project sponsors aware of your project
- Work in partnership with operational and front-line teams to implement your project.
- Provide regular reporting of your project status including monthly reports to the PQI team and project sponsors.
- Complete a QI project and produce a poster suitable for submission to BC Patient Safety & Quality Council (BCPSQC) Quality Forum.
- Contribute to ongoing program improvement through internal and external evaluation.
- Complete a project summary document.

Is this something you can commit to?

Yes

No

Do you currently hold a formal medical leadership role with Island Health? If so, please describe.

Yes

No

### Other Funding Sources

Are you receiving other funding related to this project area? If so, please describe.

Yes

No

## Appendix A: Project Sponsorship and Strategic Alignment

All applicants are required to find an Executive Sponsor<sup>3</sup> that oversees the area of proposed project focus. This is to help identify any strategic alignment the PQI project may have with existing Island Health priorities, and to ensure the PQI student has support to engage with Island Health staff as part of their project team.

As part of the application process, please work with your Executive Sponsor to complete this form.

### Alignment & Strategic Importance

Does the proposed PQI project align with existing Island Health, Department and/or Program goals and priorities? If so, please describe how (if possible, reference any relevant strategic or operational plans such as the Island Health 2019/20-21/22 Multi-Year Plan as outlined in Appendix B).

Yes                      No

### Operational Support for your Project

Does the proposed PQI project have the support in principle from the local Manager and/or Department Head / Division of Family Practice? If yes, please share their name and contact information.

| Support Contact 1 |  | Support Contact 2 |  |
|-------------------|--|-------------------|--|
| Name:             |  | Name:             |  |
| Email:            |  | Email:            |  |
| Phone:            |  | Phone:            |  |
| Position/Role:    |  | Position/Role:    |  |

|                                     |  |
|-------------------------------------|--|
| Applicant signature and date:       |  |
| Project Sponsor signature and date: |  |

<sup>3</sup> Executive Sponsors are individuals well positioned to help ensure your PQI experience is successful. This can include, but is not limited to, Executive Directors, Executive Medical Directors, Corporate Directors, Division Heads and Division of Family Practice.












## Appendix B: Island Health Strategic Framework



# CURRENT WORK PLAN PRIORITIES

Reflects key priorities related to COVID-19 and Ministry Mandate Letter Expectations as of November 2, 2020; not inclusive of all annual work plan initiatives

| WAYS OF BEING & DELIVERY SUPPORT  |   |   |  |  |   |   |  |
|---|---|---|--|--|---|---|--|
| <ul style="list-style-type: none"> <li>Anti-Racism Strategy and Cultural Safety Training for ED Staff and Providers</li> </ul>  |   | <ul style="list-style-type: none"> <li>Partnership and Medical Staff Engagement</li> <li>Budget Management &amp; Care Sustainability Plan</li> </ul>                                  |  | <ul style="list-style-type: none"> <li>Standardized Status Reporting</li> </ul>  |   |    |  |
| PRIMARY, COMMUNITY & ED   | ACUTE CARE  | SURGERY, AMBULATORY CARE & DIAGNOSTICS  | UNDERSERVED, MARGINALLY HOUSED   | MENTAL HEALTH  | PUBLIC HEALTH   | INDIGENOUS HEALTH   | LONG TERM & CONGREGATE CARE  |
| <b>COVID-19 RESPONSE</b> <ul style="list-style-type: none"> <li>Community Assessment Centres</li> <li>Virtual Care</li> <li>Home Monitoring</li> <li>COVID-19 Response Navigation for Primary Care</li> <li>Staff Recruitment and Retention</li> <li>Infection Prevention</li> <li>Rapid Response</li> </ul>  | <ul style="list-style-type: none"> <li>Site Plans for Infection Prevention and Control</li> <li>Hospital at Home</li> <li>Critical Care Capacity</li> <li>Higher Level of Care Transport</li> <li>Fall Surge Plans and Flow Best Practices</li> </ul> | <ul style="list-style-type: none"> <li>Postponed Procedure Recovery; Surgical, Diagnostics, Ambulatory</li> <li>Increase Surgical Capacity</li> </ul>                                 | <ul style="list-style-type: none"> <li>Integrated Health Care Services at BC Housing Sites</li> <li>Harm Reduction Plan</li> </ul>   | <ul style="list-style-type: none"> <li>Facility Readiness and Outbreak Preparedness</li> <li>Virtual Care</li> </ul>   | <ul style="list-style-type: none"> <li>COVID-19 Case and Contact Management</li> <li>BC "Re-start" Plans</li> <li>Influenza Immunizations</li> <li>Plan for Secondary Impacts of COVID-19</li> <li>Call Centre</li> <li>COVID-19 Testing</li> </ul> | <ul style="list-style-type: none"> <li>Partnerships for COVID-19 Response</li> </ul>  | <ul style="list-style-type: none"> <li>Outbreak Preparedness</li> <li>Ongoing support for Visitors Policy</li> <li>Infection Control measures</li> <li>Single Site Staffing and Recruitment</li> </ul> |
| <ul style="list-style-type: none"> <li>Home Support Access and Quality</li> <li>Urgent &amp; Primary Care Centres</li> <li>Community Health Centres</li> <li>Caregiver Support</li> <li>Palliative Beds</li> <li>Primary Care Networks &amp; Specialized Community Services Programs</li> </ul>  | <ul style="list-style-type: none"> <li>Safe Medication Practices</li> </ul>    | <ul style="list-style-type: none"> <li>Provincial Lab and Pharmacy Service Alignment</li> </ul>  | <ul style="list-style-type: none"> <li>Harm Reduction and Overdose Prevention</li> </ul>  | <ul style="list-style-type: none"> <li>Intensive Case Management Team Plan and Recruitment</li> <li>Psychiatrist Recruitment</li> <li>Specialized Community Services Programs</li> </ul>  | <ul style="list-style-type: none"> <li>Overdose Prevention</li> </ul>    | <ul style="list-style-type: none"> <li>Anti-Racism Strategy</li> <li>Relationship Building with Indigenous Partner Providers and Communities</li> <li>Support First Nations Health Authority Led Community Health Centre</li> </ul>  | <ul style="list-style-type: none"> <li>Quality Improvement Plan</li> <li>LTC Bed Plan</li> </ul>                  |
| HEALTH HR & OCCUPATIONAL HEALTH & SAFETY  |   |   |  | VIRTUAL CARE & ENABLING TECHNOLOGY   |   |   |  |
| <b>COVID</b> <ul style="list-style-type: none"> <li>Health Human Resources Pandemic Five-Layer Response</li> </ul>  |   | <ul style="list-style-type: none"> <li>Pandemic Recovery for Staff Safety</li> </ul>  |  | <ul style="list-style-type: none"> <li>Expanded and Sustained use of Virtual Care</li> </ul>   |   | <ul style="list-style-type: none"> <li>Citizen Self Booking Capabilities and Other Innovations</li> </ul>   |  |
| <ul style="list-style-type: none"> <li>MySchedule Staff Scheduling Improvements</li> <li>Advance Psychological Safety Strategy</li> </ul>   |   | <ul style="list-style-type: none"> <li>Hard to Fill Positions Recruitment &amp; Retention</li> <li>Leadership Support and Development in Pandemic Times</li> </ul>                    |  | <ul style="list-style-type: none"> <li>Patient Portal Expansion</li> <li>Expanded Use of Virtual Care</li> </ul>   |   | <ul style="list-style-type: none"> <li>Advanced Electronic Health Record Deployment</li> </ul>  |  |