

# PQI Cohort Training Application Form

## Cohort 7: June 2022 – October 2023

### Application Steps:

- 1) Complete application form.
- 2) Identify an Executive Sponsor who has operational oversight in the area you would like to focus on and book a meeting to complete Appendix A.
- 3) **Submit completed application package to [PQI@islandhealth.ca](mailto:PQI@islandhealth.ca) by 4PM on April 22, 2022.**  
You will receive a confirmation email that your package has been received within one business day.

#### If you are selected for an interview:

- 4) You will be notified via email the week of **May 2, 2022** if you are selected for an interview. We will provide a link where you can select a 30-minute interview slot between **May 16 and May 18, 2022**. 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 12, 2022**.

#### If you are offered a position with PQI Cohort 7:

- 5) You will receive notification **May 30, 2022**. You must either accept or decline your slot by **June 3, 2022** by following a link included in your email. You may not defer your position to the following Cohort.
- 6) 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 2022 as you may be offered a deferred position.

#### How will Cohort 7 Learners be selected?

##### **Step 1:** **Application Screening** *Week of April 25, 2022*

A working group of the Admissions Committee will rank submissions to identify applicants for interview 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 Admission Committee members will contact listed project sponsors and staff in relevant program areas to assess capacity.

##### **Step 2:** **Applicant Interviews** *May 16-18, 2022*

Admissions 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.

##### **Step 3:** **Applicant Selection** *Week of May 24, 2022*

An interdisciplinary Admissions Committee consisting of patients, Island Health administrators, Specialist Services representatives, clinically active physicians and PQI Program staff will select final applicants based on the same criteria used in Step 1.

Top ranked 18 applicants will receive an offer to participate in the program on **May 30, 2022**. Applicants must provide their decision to accept or decline via a digital form by June 3, 2022. 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: \_\_\_\_\_

Assistant's Email (if applicable) \_\_\_\_\_

Contact Number: \_\_\_\_\_

Facility: \_\_\_\_\_

Department or Division: \_\_\_\_\_

Date of Application: \_\_\_\_\_

Designation:                      Specialist                      FP                      NP                      Midwife

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?

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

c) Do you have any interested team members or stakeholders who may be supportive or interested in helping you address this gap in care through a quality improvement project?

## Your Commitment:

- Commit to spending 15 hours per month on PQI
- Complete all required pre-reading and participate in all Cohort workshops (*see Program at a Glance*)
- 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 yes, please describe.

Yes      No

PQI works with several 2<sup>nd</sup> year medical students each year. Are you interested in involving a student in your project work?

Yes      No

## Other Funding Sources

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

Yes      No

## Appendix A: Project Sponsorship and Strategic Alignment

All applicants are required to find an Executive Sponsor<sup>1</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 Learner has support to engage with Island Health staff as part of their project team.

For a project to be successful it is also important to identify an Operations Sponsor. This sponsor is typically the person who is directly accountable for the staff you need to involve in the project e.g. Director, Manager etc. (If the project is within a private practice the physician may be the Operations Sponsor).

Please work with your Executive and Operations Sponsors to complete this form.

### Executive Sponsor - Alignment and Strategic Importance:

Does the proposed project align with operational priorities? If yes, please identify priority.

Yes      No

Does the proposed project align with the strategic priorities of Island Health? If yes, please identify specific priority.

Yes      No

As part of the PQI education program, the applicant will form a local QI team to work on their project. Do you anticipate any organizational or local barriers to be addressed for the project to be successful? If yes, please describe.

Yes      No

### Executive Sponsor for your Project:

Name:		
Email:		
Phone:		
Position/Role:		
Has your Executive Sponsor approved this project?	Yes	No

### Operations Sponsor - Alignment and Strategic Importance:

Does the proposed project align with operational priorities? If yes, please identify priority.

Yes      No

Does the proposed project align with the strategic priorities of Island Health? If yes, please identify specific priority.

Yes      No

As part of the PQI education program the applicant will form a local QI team to work on their project. Do you anticipate any organizational or local barriers to be addressed for the project to be successful? If yes, please describe.

Yes      No

### Operations Sponsor for your Project:

Name:		
Email:		
Phone:		
Position/Role:		
Has your Operations Sponsor approved this project?	Yes	No

<sup>1</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.