

Certificate Course in Patient Safety and Quality Improvement General information and application instructions for 2021-2022

The Certificate Course is aimed at **health professionals** (e.g., clinicians, allied health professionals, administrators) whose work relates to patient safety or quality improvement, as well as **senior trainees** considering a focus on patient safety and quality improvement for their careers.

The course consists of approximately **60 hours** over nine months, covering core concepts in patient safety and quality improvement, using a mixture of didactic lectures, workshop-type sessions in virtual breakouts, and presentations by class participants*. Throughout the course, participants will **undertake a patient safety or quality improvement project** as a means of getting practical, hands on experience, while simultaneously applying the above core learning concepts. This project does not necessarily need to be a new initiative, in fact, embedding the project work within an ongoing institutional QI effort can allow for a more meaningful course experience.

You will be expected to be in attendance for at least 40 hours to be eligible for the certificate accredited by Continuing Professional Development, Faculty of Medicine, University of Toronto. If you miss more than **three sessions** in total without special consent from the course co-directors, you will be at risk of not obtaining a certificate.

Participants will be assigned a **QI coach who will guide them** throughout the course, creating a rich and personalized learning experience, and increasing the success of their proposed projects. This course also provides an opportunity for participants to network with other individuals passionate about patient safety and quality improvement. The relationships built often continue beyond the duration of the course, which many previous participants have found beneficial as they continue to build their careers.

**The University of Toronto recently announced a commitment to try and return to in-person learning as early as September 2021. C-QuIPs will monitor this situation closely. We may be able to transition to in-person delivery of the Certificate course in the fall, in accordance with the public health guidance and only if we are able to do so while ensuring the health and safety of course participants and faculty.*

<p><u>Course directors:</u> Dr. Adina Weinerman & Dr. Eric Monteiro</p> <p><u>Associate course directors:</u> Marie Pinard & Dr. Amanda Mayo</p> <p><u>Course delivery:</u> We may be able to transition to in-person delivery of the Certificate course in the fall, in accordance with the public health guidance and only if we are able to do so while ensuring the health and safety of course participants and faculty.</p> <p><u>Time (Sept 2021-June 2022):</u> Session: Tuesday afternoons</p> <p><u>20 in-class sessions:</u> Specific dates to be determined</p> <p><u>Course fees:</u> Faculty/staff physicians: \$4995 Health professionals and trainees: \$2995</p>	<p><u>Key concepts covered include:</u></p> <ul style="list-style-type: none"> • Core definitions and epidemiology in safety and QI • Approaches to measuring healthcare quality & performance • Methods for characterizing quality/safety problems • Quantitative methods: Run charts & control charts • Qualitative methods in safety and quality • Patient safety topics: <ul style="list-style-type: none"> ○ Safety culture ○ Human factors ○ Incident analysis ○ Communication & teamwork • Patient engagement • Equity in QI • Resource stewardship • Leadership <ul style="list-style-type: none"> ○ Leading change ○ Stakeholder engagement • Health informatics • How to teach QI to others • Health policy and clinical microsystems
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A completed application consists of:

- 1) Applicant Information
- 2) Personal Statement (300 words)
- 3) Abbreviated CV (4 pages max)
- 4) 2 Letters of Support (*to be completed by your sponsor and referee*)

Submission deadline for application: Completed applications must be received by **4 p.m. on Friday, May 14, 2021** via email only to lisha.lo@sickkids.ca. It is the responsibility of the applicant to ensure timely delivery of the application. The letters of support may be received separately from the application information, abbreviated CV and personal statement.

Confirmation of receipt of application: Once your completed application has been received, you will be sent an email confirmation within 1-2 business days. If you do not receive this confirmation email, please contact Lisha (lisha.lo@sickkids.ca) to ensure your completed application has been received.

Please direct all inquiries to:

Email: [Lisha.lo@sickkids.ca](mailto:lisha.lo@sickkids.ca)

Phone: 416-813-7654 x228513

Certificate Course in Patient Safety and Quality Improvement Application Form for 2021-2022

1) Applicant Information

Fill in the information below (if applicable)

Name: _____ Faculty: _____

Home institution: _____

Program/department/division: _____

Academic rank (if applicable): _____

Job title: _____

Job description (e.g., clinician-educator): _____

Mailing address: _____

Email: _____ Phone: _____

2) Personal statement

Please address the following in 300 words or less in the space provided below.

- Briefly describe a patient safety or quality improvement experience or a past QI project you were involved in and how it influenced your decision to apply for this course.
- How will this course support and/or advance your career and your own professional development?

3) Abbreviated CV (attach your abbreviated CV, max. 4 pages, to this application)

4) Two letters of support (to be completed by referees)

a) Provide one letter from your sponsor (e.g., department chair, division or department head, manager or director, program director).

Fill in the information of your intended sponsor.

Sponsor name: _____

Current title: _____

Program/department/division: _____

Email: _____ Phone: _____

The **sponsor** letter should:

- indicate that your sponsor will provide a commitment to protected time (i.e., Tuesday afternoons for 20 weeks from Sept. 2021 to June 2022) plus another one day on the alternate week to complete course assignments and/or a QI project;
- speak to the organisational resources (e.g., financial, human resources, access to data, project oversight) that the sponsor will commit to providing to support your QI project;
- If applicable, indicate a QI initiative or institutional priority that will form the basis of the candidate's QI project for the Certificate Course.

b) Provide one letter of support from a referee.

Fill in the information of your intended referee.

Referee name: _____

Current title: _____

Program/department/division: _____

Email: _____ Phone: _____

The **referee** letter should include:

- the length of time having supervised/worked with you;
- your eligibility and suitability for the Course, touching upon your:
 - potential to engage in patient safety and QI;
 - track record and reputation;
 - ability to be a good team player and change agent.

Letters of support deadline: The letters of support must be received by **4 p.m. on Friday, May 14, 2021** via email only to lisha.lo@sickkids.ca. The letters of support may be received separately from the application information, CV and personal statement.

Direct all inquiries to:

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Phone: 416-813-7654 x228513