

Certificate Course in Patient Safety and Quality Improvement General information and application instructions for 2024-2025

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 quality improvement and patient safety, using a mixture of didactic lectures, workshop-type sessions in breakout groups, and presentations by participants*. Throughout the course, participants will **undertake a quality improvement (QI) or patient safety project** as a means of getting practical, hands-on experience, while simultaneously applying 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.

This program has been accredited by Continuing Professional Development, Temerty Faculty of Medicine, University of Toronto, as a Certificate of Completion in Continuing Professional Development. Participants who have successfully completed a minimum 40 hours and required program assessments will be issued a Certificate of Completion through CPD.

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.

*For 2024.2025 the course will consist of a mix of in-person sessions and specifically designated virtual sessions to optimize learning. Please note that in-person sessions will NOT have a virtual option.

<p><u>Course directors:</u> Marie Pinard Dr. Bourne Auguste</p> <p><u>Course delivery:</u> In-person or virtual depending on session content</p> <p><u>Time (Sept 2024-June 2025):</u> Tuesday afternoons, 1-4:15pm</p> <p><u>In-class sessions:</u> Specific dates to be determined</p> <p><u>Course fees:</u> Faculty/staff physicians: \$5495 Health professionals and trainees: \$3495</p>	<p><u>Key concepts covered include:</u></p> <ul style="list-style-type: none"> • Common QI methods and tools • Methods for characterizing quality/safety problems • Measurement of quality & patient safety projects: <ul style="list-style-type: none"> ○ Quantitative methods (e.g., run charts) ○ Qualitative methods in safety and quality • Resource stewardship • Patient safety topics: <ul style="list-style-type: none"> ○ Safety culture ○ Human factors ○ Incident analysis ○ Communication & teamwork • Patient engagement in QI • Equity in QI • Leading change • Health informatics • Lean principles • And more.....
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A completed application includes:

- 1) Applicant Information
- 2) Personal Statement (300 words)
- 3) Curriculum Vitae (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 **4pm on Friday, April 26th, 2024**, via email to certificate.course@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, curriculum vitae (CV), and personal statement.

Confirmation of receipt of application: Once your completed application has been received, you will receive an email confirmation within 1-2 business days. If you do not receive this confirmation email, please contact us at certificate.course@sickkids.ca to ensure your completed application has been received.

Please direct all inquiries to certificate.course@sickkids.ca

Certificate Course in Quality Improvement and Patient Safety

Application form for 2024-2025

1) Applicant Information

Complete the information below:

Name:	
Home institution:	
Organization/institution where proposed course QI project will be based:	
Program/department/division:	
Job title/role:	
Academic rank (if applicable):	
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 your QI or patient safety 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) Attach your CV (maximum 4 pages)

4) Attach two letters of support

a) Attach one letter of support from **your sponsor** (e.g., department chair, division or department head, manager, director, program director) and complete the information below:

Sponsor name:	
Current title for sponsor:	
Program/department/division:	
Sponsor email:	Sponsor phone:

The sponsor letter **must include** a written commitment that the applicant will be provided with protected time (i.e., Tuesday afternoons for 20 weeks from Sept. 2024 to June 2025) to attend the course as well as additional time to complete course assignments including work on a QI project.

b) Provide one letter of support from **a referee** and complete the information below:

Referee name:	
Current title for referee:	
Program/department/division:	
Referee email:	Referee phone:

The referee letter **must include**:

- the length of time they have supervised or worked with you
- your eligibility and suitability for the course

The letters of support must be received no later than **4pm on Friday April 26th, 2024** via email only to certificate.course@sickkids.ca. The letters of support may be received separately from the application information, CV, and personal statement.