



EZMSA

EDMONTON ZONE MEDICAL STAFF ASSOCIATION

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Information Sheet

This information sheet provides general guidelines and resources to complete the **EZMSA - Quality Improvement Grant 2016** application. Please read the document carefully before completing the project proposal.

Completing Project Proposal

Your project proposal plays a critical role in demonstrating the quality improvement (QI) potential to the review committee. Please ensure thoughtful articulation of your goals, objectives, approach and anticipated impact. Make sure your application is complete and addresses all relevant sections. The project proposal template may be downloaded from the EZMSA website - <http://albertazmsa.com/ezmsa/>

Key points to consider while completing your proposal:

- Avoid jargon, broad and obscure statements. Keep your application concise and to the point.
- Provide relevant background information and back your claims with evidence.
- Make sure your proposal, budget claim and timelines are realistic.

Successful Application

The success of your application will be determined by the project's relevance to quality improvement in healthcare, its feasibility and potential for impact.

Dimensions of Quality

Applications will be evaluated on quality indicators including acceptability, accessibility, appropriateness, effectiveness, efficiency, safety and stewardship in healthcare. For your reference, information on *Health Quality Council of Alberta's (HQCA)* dimensions of quality may be found at -

[https://d10k7k7mywg42z.cloudfront.net/assets/569d416fa0b5dd02d80e6269/HQCA User Guide Web.pdf](https://d10k7k7mywg42z.cloudfront.net/assets/569d416fa0b5dd02d80e6269/HQCA_User_Guide_Web.pdf)

Please ensure your project proposal clearly addresses improvement in one or more domains of quality in healthcare.

Letters of Support and Stakeholder Commitment

Support and commitment letters certainly promote and add value to your QI initiative. Consider including these in your proposal. Allow adequate time to collect signed letters in advance of the application deadline.

Ethics

At this stage you may or not have determined if your QI initiative requires approval from appropriate ethics board. *A pRoject Ethics Community Consensus Initiative*



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(ARECCI) has developed guidelines for QI and Evaluation projects to help manage ethics related considerations.

You may refer to the link below to determine your project needs -

<http://www.aihealthsolutions.ca/initiatives-partnerships/arecci-a-project-ethics-community-consensus-initiative/tools-and-resources/>

Please note that it is the responsibility of the applicant to obtain appropriate ethical approval should their project require it.

Submitting your application

Completing the form electronically is easier and reduces the risk of errors that can slow down the application process. You can do this easily if you have MS office suite installed on your computer. Alternatively, you may print out the form and complete it manually.

Please submit your Project Proposal (pdf) and other attachments by December 2nd 2016 by 4 pm to Laurie.Wear@covenanthealth.ca

Notification and Funding

The decision of the EZMSA QI grant review committee will be final and binding. Additional information may be sought from the applicants at the time of reviewing. Successful applicants will be notified by **31st January 2017** and funding will be made available at the earliest by the **first week of February 2017**.

More Information

Additional information on resources for completing a QI project can be found here

AHS Improvement Way (AIW)

<http://insite.albertahealthservices.ca/aiw.asp>

AIW tools and templates

<http://insite.albertahealthservices.ca/3244.asp>

Project Management tools and templates

<http://insite.albertahealthservices.ca/12089.asp>

Institute for Healthcare Improvement (IHI) - Open School

<http://www.ihl.org/education/IHIOpenSchool/Pages/default.aspx>

Accreditation Canada

<http://www.internationalaccreditation.ca/en/products-services/international-accreditation>

Standards for Quality Improvement Reporting Excellence (SQUIRE) Guidelines

<http://www.squire-statement.org/index.cfm?fuseaction=Page.ViewPage&PageID=471>