AQSI Central Region Application Checklist

The Academy for Quality and Safety Improvement (AQSI) offers training in quality improvement theory and methods to practicing healthcare professionals, preparing them to lead quality improvement initiatives. Program participants (who may apply individually or in project teams) will attend 11 classroom sessions (meeting approximately every other week) with each session focused on a quality improvement topic. During the program, participants will also execute a quality improvement project of their choosing, receiving guidance from an executive sponsor and a performance improvement along the way. The program is open to all healthcare professionals in the Departments of Medicine, Emergency Medicine, Neurology, Psychology, Surgery, and Urology, including attendings, residents, nurses, physician assistants, technicians, administrators, etc. **Please note the application deadline is end of June each year.**

HOW TO APPLY

Step 1: Identify a project (and team)
Applicants to the program must propose a quality improvement project. Because quality improvement is a team effort, we strongly encourage quality improvement teams to apply. However, individual applications are also welcome. Please refer to the project proposal worksheet when planning your project. The questions on the worksheet will be asked of you in the formal, online application.

Step 2: Request a project application
Contact Claire Knoten at claire.knoten@nm.org or 312.926.5898 to obtain access to the online application in which
you will propose a quality improvement project. You will receive an e-mail containing a link to the application. If applying as a team, designate one person to complete the project application.

Step 3: Complete the project application
When completing the project application, be prepared to:
- ❑ Upload your CV or resume (if applying on behalf of a team, upload only your own CV or resume)
- ❑ Create and upload a process map (you may create this in Microsoft Word, PowerPoint, or another program) that identifies the major steps of the **existing** workflow for the process you intend to improve. It should present a high-level overview of the work process (i.e., 4-10 steps) and need not be too detailed. Do not propose a new or ideal work process; just document the existing workflow as you currently understand it.
- ❑ Upload a letter of support for your project. The letter should come from an appropriate leader in your division/practice/setting endorsing your project and granting access to resources needed to complete the project (e.g., time, data sources).
- ❑ Upload a letter of support for your individual participation in the program. The letter should come from an appropriate leader in your division/practice/setting and state that you will be given the necessary time and support needed to complete the program. (If applying on behalf of a team, upload only a letter for yourself.)
- ❑ If applying on behalf of a team, please provide the names, team roles, and contact information (email addresses and phone numbers) for your team members.

Step 4 (for team applications only): Team members complete supplementary applications
All team members named in the project application who wish to attend the AQSI training will be contacted to complete a supplementary individual application. *Team applications will not be complete until each team member has completed an individual application.* Each team member will receive an e-mail with a link to the supplementary application and should be prepared to:
- ❑ Upload your CV or resume
- ❑ Upload a letter of support for your individual participation in the program. The letter should come from an appropriate leader in your division/practice/setting and state that you will be given the necessary time and support needed to complete the program.

Note: You do not have to complete the application at one time. You may save a partially completed application.