# Improvement Leadership Academy 2022 Application This word document is provided as a reference. Applications should be submitted electronically via Qualtrics survey: [click here](https://bostonu.qualtrics.com/jfe/form/SV_01anBG808GdnVT8).

# Instructions

**Please fill out this application in its entirety and submit by 12/1/2021.**  
 By completing the application for participation, the applicant is agreeing to all of the program expectations listed below.   
   
 **Aim of the Program:**

* To guide learners through an improvement project and provide them with the skills, tools and agency to become improvement champions in their local work areas.
* Improvement Leadership Academy graduates will become effective leaders and facilitators who can organize teams and achieve sustainable improvements according to the goals of their department and the organization.

**Program Objectives:**

* Apply improvement science principles to mitigate a local gap in care delivery
* Apply skills of data collection, analysis, and interpretation to understand and improve clinical processes
* Develop leadership and communications skills required to drive meaningful change and function within interprofessional teams in order to solve clinical process challenges
* Distinguish financial analyses for improvement

**Target Audience**: Non-clinical and clinical mid-level managers at Boston Medical Center.  
   
 **Course Format:**

* **Day Long Kick Off (1/31/21 8:30 a.m. - 3:30 p.m.)**: The course will kick-off with an introductory in-person meeting where we will review course expectations and key improvement concepts. Breakfast and lunch will be provided.
* **Lunch Sessions**: Following the introduction, we will transition to 13 lunch sessions from February – October. Each Session is from 12:00 - 1:30 p.m. on alternating Tuesdays (exact dates to be finalized). At this time, we are planning to offer the sessions virtually on Zoom.
* **Graduation**: We will hold a culminating poster presentation event at BMC to coincide with Quality Week 2022.

**Attendance, Participation and Expectations**:

* Each learner will enter the course with an idea for an improvement project that will provide an opportunity to apply the methods learned during the course.
  + This project should be strategically important to your department, with preference for projects that impact BMC’s organizational goals. You should be sure that your Supervisor and Executive Champion endorse the chosen project.
  + Learners should maintain an open channel of communication with their supervisors to ensure they are kept abreast of project developments and are able to provide feedback to be incorporated into the project plan.
* Learners can expect to dedicate 5-10 hours to their improvement project each month.
* Learners will submit evaluation surveys and project deliverables, culminating in a final poster.
  + Project deliverables we will ask you to report in on and discuss may include your project aim statement, stakeholders, current state assessment, measures and eventually data (run or control chart).
  + Learners should expect to perform at least 1 PDSA cycle before the course ends in October 2022.
* Learners will attend 80% of the Zoom sessions live at the scheduled time. If the learner must miss a session, they will review the previously recorded session.

**Support from Supervisor/Executive Champion:**

* Supervisors and Executive Champions are pivotal to the success of your improvement project implemented throughout the course. We ask that both your Supervisor and Executive Champion collaborate on this application and in your decision to sign up for this course, and create a plan to allocate dedicated time to work on the project.
  + The Supervisor is defined as the person that controls the student’s time and budget. Often this is the person the student may report to.
  + The Executive Champion is defined as the senior leader responsible and accountable to BMC or the Department for the specific project that the participant will be working on during the course. This may be the same person as the supervisor.

**Name:**

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**Title/Role**

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**E-mail:**

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**Department:**

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**Demographics**  
 Workforce data on race, ethnicity, and gender are essential to understanding and addressing inequities within recruitment, retention, advancement, and professional vitality.

**Self-Defined Gender**

* Female
* Male
* Self-Defined Gender \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred Pronouns**

* they/them/theirs
* she/her/hers
* he/him/his
* Prefer to self-describe as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you self-identify as (select all that apply):**

* African American or Black
* American Indian or Alaska Native Asian
* Asian
* Native Hawaiian or Pacific Islander
* White
* Middle Eastern/North African
* Prefer to self-describe as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Do you self-identify as:**

* Hispanic/Latino
* Not Hispanic/Latino
* Prefer to self-describe as: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Why do you want to attend this professional development program in improvement work?**

**Support from Executive Champion** Executive Champions are pivotal to the success of your improvement project implemented throughout the course. **We ask that your Supervisor and Executive Champion collaborate on this application and in your decision to sign up for this course.**

**Supervisor Name**

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**Supervisor E-mail:**

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**Executive Champion Name**

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**Executive Champion E-mail:**

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**Have you discussed this project and your potential participation in the course with your supervisor?**Please note: we will send periodic updates about your course participation to the person listed as your supervisor. Your supervisor will also receive a copy of the completed Qualtrics application.

* Yes
* No

**Has your supervisor agreed that you will be free of official duties (including phone calls, emails, clinical service, and putting out fires) while participating in each of the program sessions?**

* Yes
* No

**Have you and your supervisor determined how to best manage your workload to enable you to complete the ILA program and associated improvement project so the department can benefit from your expertise?**  
 Important: this should not be added to a full workload, instead, time should be made available for you to accommodate the course responsibilities.

* Yes
* No

**Project Description**

**Please summarize an improvement project you intend to work through during this course in one or two sentences (i.e. tell us the goal of your project).**

**Please briefly explain why you have selected this project.**

**Please comment on the scope of your project, below are points listed to consider:**

* Where will the project take place?
* What population will it affect?
* What is the size of the population it will affect?
* Does your project scope have the potential to be minimized for your first test of change (piloting)?

**Based on your current perception, please assess your local environment’s readiness for change. Please take into consideration resource availability, task demands, and situational factors (e.g. staff turnover)** Scale: 1 (low readiness for change) -  5 (high readiness for change)

* 1
* 2
* 3
* 4
* 5

Baseline Data (Optional): Please attach any de-identified data that will help describe the project (i.e. de-identified chart audits, workbench reports, etc.)

**Any additional comments:**