

Certificate Program in Safety and Quality

2021-2022 Improvement Project Selection, Scoping, and Mentorship Guidelines

Learning through implementing a mentored improvement project is equally as important as the didactic curriculum and part of what makes this course so fun and rewarding. To make this possible, participants are expected to bring their own improvement project to work on throughout the 8-month course. You may work in a small group (ideally no more than 8 people) or with other people outside the course. Additionally, participants are responsible for identifying a project mentor(s) and making sure the mentor understands and agrees to the modest time commitment. Please address the following project-scoping characteristics in your registration.

- **Outcome:** The project should have a clear deliverable. At the time of registration, it is fine to explain a general goal, which you will refine in the early stages of the program.
- **Timing:** The project should be achievable in this timeline and allow for enough flexibility to make meaningful contributions to the product and outcomes:
 - Assessment and planning in Fall 2021;
 - Begin implementation Winter 2021;
 - Have time to complete at least one PDCA cycle after implementation.
- **Measures:** The project should allow measurement of success over time. Ideally, measures should require as little manual audit as possible and allow charting of progress over time (run or control charts).
- **Support:** Ideally, your project should have local and institutional support both conceptually and operationally. The most successful projects align with institutional priorities and often use existing data sources.
 - The project should have buy-in from local/institutional leadership.
 - Ideally, projects should help units work towards institutional goals.
- **Mentorship:** Each project should have a committed mentor or team of mentors who have time to share their expertise and experience with the group. If you have a team of mentors, please identify one lead mentor for the purposes of this course, so we know where to direct communication. Many different types of people can serve as a mentor! Sometimes, mentors are clinical leaders in the area where the project is occurring. Another rich source of mentors are past graduates of the certificate program – there should be dozens at your organization and they are listed on the [Center website](#).
 - Mentors should be available to advise their group on the project between daylong sessions.
 - Mentors are asked to attend project work time for approximately one hour during four of the daylong sessions.
 - The first daylong session on Thursday, October 14, 2021 is a “Quality Improvement Bootcamp” which gives participants the chance to apply QI tools to their own projects. This is the most time-intensive day for mentors, as we ask them to facilitate breakout sessions throughout the day with a group. It is very important that we have a mentor for each group of 3 or more from approximately 9am-4pm.
 - Mentors are welcome, though not expected, to join for any additional parts of the daylong sessions throughout the course.
 - Mentors in clinical leadership positions are often the best sources of projects. Consider approaching a clinic or unit leader, asking them about the QI projects they’d like to tackle, and see if they’d be your mentor in exchange for your effort on the project. It’s a win-win!

If you are having trouble deciding on a project for the course or want advise identifying an appropriate mentor, please email pcqscert@uw.edu **before** you submit your registration and one of our course faculty will provide guidance.