As part of the Quality Improvement (QI) training programme you will attend three teaching sessions, plan and complete a QI project, which you will write a report on and produce a poster. The poster will be displayed at the Celebration Event, where you will also present on your project to an audience of AHP colleagues.

The following important information and Staffnet links will help to keep you on track during the programme.

**Support & Resources**

The following Staffnet site hosts all the information, documents, presentations and templates for the QI training programme 2018. Please use this link below to access it:

http://www.staffnet.ggc.scot.nhs.uk/Acute/Rehab%20Assessment/Physiotherapy/PD/Pages/StaffProjects.aspx

Clinical Effectiveness 'How to Tools' offer help and advice on key aspects of the Model for Improvement, available at;

http://www.staffnet.ggc.scot.nhs.uk/Corporate%20Services/Clinical%20Governance/Clinical%20Effectiveness/Pages/ModelforImprovement.aspx

Each section of this guidance has been colour coded for quick access to specific areas of information.
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Mentorship

You are required to identify a mentor from your profession who will support and guide you through the programme. It is advisable to discuss this with your Line Manager, Professional Lead and / or your Practice Development Lead. Once decided please ensure that you inform the committee member representing your profession.

Your mentor should be able to support and encourage you to manage your own learning and to help you to choose, design and implement your quality improvement project over the course of the programme. They should ask questions and challenge, while providing guidance and encouragement.

Biography Guidance

You are required to submit a short (2 to 3 sentences) biography at the beginning of the programme, using the template below. You could consider including; brief information on your professional career to date, qualifications you may have or are working to, and key drivers/motivations for taking part in the programme. This will be included in the Celebration Event delegates pack.

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<tr>
<th>Name:</th>
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<tr>
<td>Job Title:</td>
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<td>Professional Background Information:</td>
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The following project reports should be sent to your Professional Lead or Practice Development Lead.

**Please establish who your reports will go to, as it will be different for each profession.**

### Quality Improvement Project Charter:
This document will be emailed to you.
Completed examples available on staffnet – see link above
*Submission by 23rd February*

### Progress Report
Report template is available on staffnet.
Completed examples available on staffnet - see link above
*Submission by 25th May*

### Final Report
Report template is available on staffnet
Completed examples available on staffnet – see link above
*Submission by 28th September*

**NB: You can use either the templates provided or a template of your choice.**
Celebration Event Information

Celebration Event: 3rd December 2019, GRI Lister Building, Level 1 Lecture Theatre

A day of sharing your learning with others, using posters and presentations.

Copies of previous Celebration Event programmes are available on staffnet.

Presentation

Please use the NHSGGC PowerPoint template which is available on Staffnet.

Submission deadline - TBC, to: leslie.mcqueen@ggc.scot.nhs.uk

Learning and Education collate the presentations onto one presentation to ensure seamless transitions between presentations.

For the purposes of the presentation and the poster presentation, it is recommended that your project title is “catchy”. It is not too early to start thinking about this.

Presentations and posters from previous programmes are available on Staffnet.
Poster Presentations

Please ensure your poster is A1 size and portrait orientation. The cost for this size of poster is £21.25.

A poster template which you may find useful is available on Staffnet.

Medical Illustrations at GRI (211 4692) can produce your poster.

Information from them:

If you want us to design the poster it will take around 15 working days with a few extra for printing. You have to submit your text separate from any graphs/charts/images that you may want to include. We need to know the size you want the poster to be and if it is landscape or portrait. We need your full work contact details, name, address, base, dept, contact number etc (I need the same details for your manager/supervisor) I also need your cost centre and IDA.

If you design the poster yourself and want us to print your file then this takes around 3 to 4 working days. Again we need to know the size you want the poster to be and your full work contact details, name, address, base, dept, contact number email address (I need the same details for your manager/supervisor) I also need your cost centre and IDA. To avoid formatting errors please send your file to us as a PDF, as a last resort we can accept PowerPoint files saved at 2003 or earlier but a PDF is the best way to submit your poster.

All prints will be available for collection at GRI unless otherwise requested.

Please note we cannot book in work without the cost centre.

PLEASE BRING YOUR POSTER ON THE DAY OF THE EVENT
<table>
<thead>
<tr>
<th>Name</th>
<th>AHP Profession and /or Designation</th>
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<tbody>
<tr>
<td>Eleanor Slaven (Chair)</td>
<td>Speech and Language Therapist (Acute)</td>
</tr>
<tr>
<td>Kim Brown</td>
<td>Speech and Language Therapist (Partnerships)</td>
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<tr>
<td>Shona Ballentyne</td>
<td>Practice Development OT (Acute)</td>
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<tr>
<td>Gwen Agnew</td>
<td>Professional Lead OT (Partnerships)</td>
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<tr>
<td>Julie Harvey</td>
<td>Practice Development PT (Acute)</td>
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<td>Karen Glass</td>
<td>Practice Development PT (Partnerships)</td>
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<tr>
<td>Valerie Laszlo</td>
<td>Practice Development Dietician (Partnerships)</td>
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<tr>
<td>Denise Deas</td>
<td>Practice Development Dieticians (Acute)</td>
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<tr>
<td>Elizabeth Waterhouse</td>
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<tr>
<td>Nikki Munro</td>
<td>Professional Lead Orthotics</td>
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<tr>
<td>Les McQueen</td>
<td>Senior Learning &amp; Education Advisor</td>
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<tr>
<td>David Craig</td>
<td>Lead Clinical Improvement Coordinator</td>
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