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**2023/2024 Quality Improvement Project Champion Application Form**

UTIHI’s Quality Improvement Projects seek to connect students having demonstrated interests in healthcare improvement with healthcare leaders in the Greater Toronto Area.

To best match our students with your proposed project, we require information from your organization that indicates a clear vision of what your project seeks to achieve.

Students will be ready to start projects in September 2023, and projects usually run for 6-7 months.

We welcome multiple projects from the same organization; however, each project must have its own application form. Please keep in mind that the project should not exceed 3 hours, per student, per week. Typically, quality improvement projects will be assigned to a team of 3-4 students with a range of academic backgrounds, depending on the scope of the project.

Our competitive student selection process is designed to ensure that each team member is qualified to meet your organization’s expectations and needs. Similarly, our project selection process is designed to ensure a valuable quality improvement experience and learning opportunity for our students.

Please return this form by **Tuesday August 1st, 2023, at 11:59 pm** to the UTIHI directors of practical experience atutihi@studentorg.utoronto.ca

You are also invited to review ***UTIHI QI Projects Quick Guide 2023-2024 (pdf)*** and ***UTIHI’s Project Champion Handbook (pdf)*** before applying. All documents are available at [utihi.com/qi-projects](https://www.utihi.com/qi-projects)

*If you have any questions, or would like to speak to us regarding the suitability of potential project ideas, please reach out to the Directors of Practical Experience: julia.novielli@mail.utoronto.ca and tafsia.hussain@mail.utoronto.ca General inquiries can be addressed to* utihi@studentorg.utoronto.ca

We thank you again for your interest in collaborating with U of T’s IHI Open School. We will notify you as soon as possible on the status of your application.

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|  **PROSPECTIVE CLIENT ORGANIZATION INFORMATION** |
| **Organization Name** |  |
| **Division or Department** |  |
| **PROJECT INFORMATION** |
| **Project Description**(Please be as clear and specific as possible) i.e. What is the problem that your organization is trying to solve? How will the project help your organization in the short or long-run? | [A description of what the project involves and what problem the project addresses. Please be as detailed as possible but limit the project scope to 3 hours per student/week, for a 6 month period] |
| **Desired Project Start Date** | Project length should be ~6 months (note: all projects should conclude by April) |
| **Project Duration** |  |
| **Final Deliverables Expected** | [A description of what you expect to be delivered to you at the end of the project. i.e. A presentation to the board? A report?] |
| **Resources to be Provided** | [Please detail the resources that will be available to the students. Will they have access to a printer? A workspace? An in-house information specialist?] |
| **If relevant, briefly describe how your QI project will address one or more of the following topics (optional):** * Sex and gender-based analysis & reporting
* Equity**,** diversity, inclusion & accessibility in healthcare
* Patient & community engagement
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| **STUDENT INFORMATION** |
| **Number of Students Required** | [Typically Teams of 3-4] |
| **Expected Hours per Week, per students** | [Typically 1-3 hours] |
| **What the Students can Expect to Gain** | [A brief description of expected benefits] |
| **Expected Qualifications\*** | [Optional: list any particular skills and experiences that you are looking for in your students. i.e. background in social work, medicine or nursing] |
| **PROJECT COORDINATOR CONTACT INFORMATION** |
| Contact Person and Title | [Who is the person who will liaise with the team? The success of a project is determined in part by whether the team has the information they require so they can make suggestions in areas truly needed by the organization] |
| Office Address  |  |
| Telephone |  |
| Fax (optional) |  |
| Email |  |
| **OTHER INFORMATION** |
| [Any further information that you think would help us better understand the needs of your organization and the challenges that your project is trying to address.] |

***\*Note:*** *This information will be used to help the UTIHI Practical Experience team with the student matching process. There is no absolute guarantee that the UTIHI Practical Experience team will assign students with these specific characteristics; we will, however, do our best to accommodate them.*