



## Joining Q – August 2017 Application guidance

### When can I apply?

Opportunities to join the community will be phased across the UK. The August 2017 opportunity will be open in:

- Northern Ireland (through HSC Safety Forum Public Health Agency)
- East Midlands (through the East Midlands AHSN),
- Oxfordshire, Berkshire, Buckinghamshire and Milton Keynes. (through Oxford AHSN)
- North West London (through Imperial College Health Partners)
- South London, (through the Health Innovation Network)

### Key application dates

Open for applications:	Thursday 3 August 2017
Deadline for applications:	Monday 11 September 2017, 23:59 (GMT)
Outcome notification:	Week commencing 30 October 2017

### FAQs

A list of Frequently Asked Questions can be found on the Q [website](#). Additional questions regarding the application should be emailed to [joiningQ@health.org.uk](mailto:joiningQ@health.org.uk).

### Participating in Q

The success of Q is largely dependent on the community. Some members will take a more active role in the community, while others less so and we expect individual members' involvement to vary over time.

There are some core requirements and commitments that all members make by joining.

- Take Q back to their work place and share and spread learning beyond Q.
- Contribute to building relationships and networks by attending events when possible or engaging on social media, or through Q-municate (e-newsletter).
- Keep profiles on the online directory up to date.
- Participate in the evaluation of Q, when possible, helping to design the community as it grows and develops.



Q is built around the values of collaboration, shared decision making and openness, reflecting the community's commitment to patient centeredness and multidisciplinary ways of working. Q members are polite and respectful, but constructively challenge and provide feedback to their peers to help them build on ideas. We ask members to share what they are doing to improve quality with others in the community as well as being open to new ideas.

More information about the 'Q compact' that has been co-developed by members to describe the expectations of those in the community can be found on the Q [website](#). Those who submit an application agree that their participation in Q will be in line with expectations as currently detailed in the compact,

### **Completing the application form: Registering your application**

Everyone must apply to Q by submitting an application form. Applications will be assessed by people experienced in improvement from a range of different backgrounds.

Your application will be submitted through the Health Foundation [AIMS portal](#). Full guidance on accessing, completing and submitting your application via AIMS can be found in the [user guide](#). We recommend that you keep a copy of this manual to hand to refer to while you complete your application.

We also want to particularly highlight the following:

- When registering for an account in AIMS please ensure you register as an **individual** applying rather than as an organisation.
- Draft your responses to the application questions in a Word document and copy and paste your answers into the application portal This means that you will have a copy in case you do not save your application form on AIMS.
- The form does not need to be completed in one session. It is possible to save your progress and return to the form at a later date.
- A number of questions in the application form are mandatory and the form cannot be submitted until these are completed. Mandatory questions are marked with a red asterisk (\*). A tick will appear beside the section name on the tab once all mandatory questions have been completed. The index page will also indicate which sections are incomplete. If you try to submit your form without having completed all the mandatory questions then you will be prompted to return to one or more sections.
- Some questions have a character limit, for which we have provided an approximate word limit. Please adhere to the limit.



Please complete the application as per the guidance on the form for each question.

## **Completing the application form:**

### **Section 1 – About you**

Some of the information in this section will be used to update the Q online directory if you are successful.

*The information in this section will be visible to the assessors but will not be taken into account in the assessment of your application.*

#### ***Applicant details and contact information***

Section 1 asks for your last name, first name and title to complete your application details.

Contact details (preferred contact address, telephone or mobile number and email address) should be completed so the Q project team can contact you with the outcome of your application and with regular communications about Q.

If successful, your email address will also be used to enable members to contact you via an online message form through the microsite directory. Your email address will not be publicly visible.

#### ***Social media details***

Please provide your Twitter handle and/or LinkedIn URL. These details will be shared on the online directory if your application is successful.

#### ***Application category***

Please indicate whether you are applying from Northern Ireland, North West London, South London, the East Midlands or Oxfordshire, Berkshire, Buckinghamshire and Milton Keynes.

#### ***Professional background***

We ask for this information to help us get an understanding of the diversity of the Q community. By providing this information you are helping us to continue the design of Q to support the varied skills and professions that make up its membership. We can also identify gaps within the community and proactively try and increase the diversity.



### ***Areas of interest***

Please select your areas of interest. We ask for this information to help the community share and collaborate. This will be included on your profile in the online directory.

## **Section 2 – About your work**

Please provide details of your current work and role(s), or how you improve quality of health and care in a voluntary capacity. This information is important to help us understand who is in the community and continue to design Q to benefit its diverse range of members.

Some of the information in this section will be used to update the online directory if you are successful.

*Some of the information in this section will be visible to the assessors.*

### ***Job title***

Please provide us with your current job title, or a brief title you feel best reflects your role if you are working on a voluntary basis.

### ***Current primary role and other roles***

We understand people will have more than one role so we have provided space for you to tell us more. Please indicate your roles and the settings in which you work/volunteer.

## **Section 3 – About your place of work**

Please provide details of the main organisation you currently work with or are employed by. If you work on a voluntary basis please provide details of the organisation you are associated with to improve the quality of health and care (if applicable).

*Some of the information in this section will be visible to the assessors.*

### ***Name of primary organisation***

Please provide the name of the organisation with which you work most closely to improve quality. Your primary organisation may not be the one you are employed by, particularly if you work in improvement on a voluntary basis.

### ***Type of organisation***

Please indicate what type of organisation it is.



## **Section 4 – Your experience, knowledge and commitment**

*Your responses to questions 1, 2 and 3 in this section will be used in the assessment process.*

### **General guidance: Responding to the assessment questions**

We are looking for people who have experience, knowledge and commitment to the collaborative improvement of health and care. Applicants should be able to articulate and **reflect** on the approaches used personally and by others involved in improving quality. Those applying should also have experience of playing a role in efforts to improve quality across team boundaries.

*It is important that your responses to the three assessment questions have sufficient detail in order for the assessors to make a recommendation. It is advised you make use of the full word limit.*

Assessors will need to see evidence and reflection in your responses. To help you respond to the questions, guidance is provided regarding what should be reflected in each response. Please use this guidance to make sure you have fully answered the requirements of the question.

We hope a diverse range of people who work/volunteer to improve health and care apply to join Q. We do not expect everyone to have the same level of experience or knowledge, however those with limited improvement experience or with limited knowledge of the different approaches to improving health and care may not be ready to join Q at the moment. The assessors will be looking for applicants to reflect on the value of their experience and how they can contribute to the community, as well as a detailed response regarding the variety of ways the applicant has gained an understanding of the different approaches for improving health and care.



### **QUESTION 1: EXPERIENCE AND KNOWLEDGE**

What has been your experience and understanding of improvement to date?

IN YOUR RESPONSE YOU SHOULD REFLECT ON THE FOLLOWING:

1. We are looking for people with established improvement experience, so please detail the improvement activities you've been involved in. You can draw on experience from your whole career, and from voluntary as well as paid work, within the health system and beyond.
2. In your response to this question explain what you understand by the term improvement and how you developed your understanding and knowledge of improvement and improvement methodologies (whether it was through structured or on-the-job learning or through other ways). You have a 500-word/3000 character limit

### **QUESTION 2: EXPERIENCE AND KNOWLEDGE**

Please use this section to tell the community about ONE SPECIFIC EXAMPLE from your improvement efforts/experience. Tell the community what contribution you made and what you learnt?

Please note that if you are successful you may be contacted by the Q team to share your response on the Q website.

IN YOUR RESPONSE YOU SHOULD REFLECT ON THE FOLLOWING:

1. Specifically what you did and how you worked with others involved, if possible including the outcomes for staff, patients or the public.



2. We are looking for Q members who worked on improvement activities that spanned across multi-disciplinary teams. When providing your response please reflect on the additional challenges and value opportunities cross-team experience brings.

3. Not all improvement efforts succeed - please share any limits to what you achieved and what learning you would share from this with the Q community. You have a 500-word/3000 character limit.

### **QUESTION 3: COMMITMENT**

Why do you want to join Q?

IN YOUR RESPONSE YOU SHOULD REFLECT ON THE FOLLOWING:

We are looking for people who have thought about what it could mean to be involved in Q. Consider what you hope to give to the community as well as get from the community, for the ultimate benefit of sustainable improvement in health and care.

There's no minimum time commitment expected from Q members and you may not know exactly what opportunities will come up through your involvement. The community will however be there to support you to improve health and care as your career develops, circumstances change and/or your job roles change. While you don't need to be very specific about what you will do, assessors want to get a sense that you have understood what Q is about and intend to bring time, energy, ideas or influence to the community.

You have a 500-word/3000 character limit.



## **Submitting your application**

Once you have completed sections 1, 2, 3 and 4 you will be able to submit your application.

### ***Declaration***

Prior to submitting the form you will be asked to consent to the following:

- Agree that your participation in the community will be in line with the Q compact if successful.
- The information you have provided in the form can be used in the processing and review of the application and in any other legitimate activity of the Health Foundation. This may include sharing information with our Q partners.
- The information to be used (where indicated) to populate the online directory.
- Participation in the evaluation of Q. The evaluation helps to ensure the community is delivering its aims and making a difference to the scale and pace of improving quality across the UK. RAND Europe will contact those who have submitted an application to complete a survey to help us better understand the diversity of those applying to Q.
- Subscribing to the Health Foundation newsletter if successful so that you can be informed about the wider work of the Health Foundation and other opportunities which may be of interest to you and your improvement work. You can opt out of receiving the newsletter via email or the Health Foundation website.

The dates and venues of the Q welcome events will be published on the Q [website](#). If you would like to attend your local welcome event please keep an eye on the website and save the date.

### ***Marketing information***

Please help us to monitor the effectiveness of our communications activities by letting us know where you heard about Q.





## **Diversity Monitoring**

Q values a highly diverse community and we ask members to complete a short form to monitor the community's diversity. The information you provide is not used in the application review process and individual responses will not be shared. Anonymised information will be shared with the Q project team and RAND Europe, Q's independent evaluator.

By providing this information, you are agreeing to us holding this information, under current data protection legislation, and will be helping us to monitor our practice. If you do not wish to respond to any of the questions in the diversity monitoring form please select 'prefer not to say.'

## **Application assessment and outcome**

Please ensure that you have correctly typed your email address into your application form as this address will be used to notify you of the outcome of you application. Please check your junk email folder to make sure you receive the outcome of your application.

### ***Successful applications***

Successful applicants will be notified by email week commencing 30 October 2017 and further details will be provided shortly after.

### ***Applications with a development need***

Applications are assessed on your reflection and demonstration of your experience, knowledge and commitment to improving health and care. An unsuccessful application may be due to a development need. If your application is unsuccessful we encourage you to apply to join the community at a later stage. We will provide brief feedback on your application to help you plan your further development.



## Q recruitment timeline

