How to apply to Q

Contents

1. Before you apply

a) What does it mean to be part of Q? What's expected?

The success of Q is largely dependent on the community. There are many different ways to get involved. There is no minimum time commitment, but as a general rule, the more you put in to Q, the more you will get from it. Some members will take a more active role in the community and we expect individual involvement to vary over time.

There are some core commitments that all members make by joining. Members should:

- Contribute to building relationships and networks by attending events when possible or engaging on social media, or through sharing insights and stories on the Q website.
- Keep their profile on the online directory up to date.
- Take lessons from Q back to the work place, share and spread learning beyond Q.
- Participate in the evaluation of Q, when possible, helping to design the community as it grows and develops.

A 'Q compact' has been co-developed with members to describe a set of expectations between Q and its members that aligns with the values of the community. By submitting your application, you confirm and acknowledge that your participation in Q will be in line with the compact.

You can find out more information about Q on our website, and have a look at our decision tree to see whether Q is for you.

b) Selection criteria: Demonstrating your experience, knowledge and commitment

You will be asked to answer two questions that demonstrate your experience, knowledge and commitment to Q. Your responses will be reviewed in the assessment process to evaluate the outcome of your application. Applications are assessed by Q members experienced in improvement from a range of different backgrounds. It is important that your responses have sufficient detail and evidence for the assessors to make a recommendation. Specific guidance to help you answer these two questions is provided below.

c) QUESTION 1: EXPERIENCE AND KNOWLEDGE

Tell us about your experience of improvement. Please include an example where you played an important role in work designed to deliver improvement that involved collaboration across more than one team – describe what you did and what you learnt.

- We are looking for people with experience in using any of the many structured methods and approaches designed to improve things.

- You can draw on experience from voluntary as well as paid work, in the health system or beyond.

- As well as people who have been directly involved in work to improve services, Q is also open to people who have experience developing an environment that makes it easier for this sort of work to succeed. This might include for example people who are developing strategy and policy in relevant areas or who are helping to make organisations more supportive and well set up for improvement.

- Making things better often needs people with different skills and backgrounds to come together, including analysts, researchers, patients and service users, managers and practitioners. Q is open to people from all these backgrounds – in the example you give, please describe how the role you play is important to making things better.

- We ask people to demonstrate experience of work involving more than one team because such work is often more complex, and Q is for people who have this more advanced experience under their belt. Also, because Q is a community of people with many different perspectives, members will get more out of it if everyone involved has some experience of sharing information and collaborating with people from different backgrounds.

- Q values the sharing of learning. When describing the outcome of your specific example, please reflect on what you have learnt from it.

d) QUESTION 2: COMMITMENT TO THE Q COMMUNITY

Why do you want to join Q?

- We are looking for people who have thought about what it could mean to be involved in Q. A good way to demonstrate this is to share what you understand about Q and things you might choose to participate in.

- Please share what you feel you can bring as well as what you hope to get from the community. How will joining the community support things that you are doing that may ultimately contribute to improving health and care?

2. Creating an online application

All applications must be submitted online using the AIMS portal. We **do not** accept applications submitted by email.

Step 1: How to register as a new user

Please use the latest version of Firefox or Chrome as AIMS is not compatible with Internet Explorer.

In order to apply for Q you will need to be registered on AIMS. Once you have registered, you can use the same login details to create your application.

To register as a new user, please go to the AIMS portal and click on the 'Register' button at the bottom of the page, as shown below.

You will be directed to the new user registration screen, as shown on the next page. All questions with a red asterisk (*) denote a mandatory field. You will not be able to submit until you have entered all mandatory information.

Click on the 'OK' button once you have completed the form.

💡 **Key tip:**

Please **do not tick** the 'Register with Organisation' box. This is because Q only accepts applications from individuals.

Register

First names: *   [   ]

Last name: *   [   ]

Email: *   [   ]

[i] Enter a valid email address

Password: *   [   ]

[i] Passwords must be at least 8 characters long, and contain at least 1 digit, and at least 1 upper or lower case character

Password confirmation: *   [   ]

Register with organisation   ☐   Please **do not tick** this box
If you are applying for a fellowship or for Q, please do not tick
this box.
For all other programmes, please tick the 'Register with Organisation' box.:

                                              [OK]

Step 2: Selecting Q as the programme

Once you have registered, you will be re-directed to the AIMS home page.

Click on the 'Create Application' tab to begin your application, as shown below.

The Health Foundation

| Tasks | Contacts | Create Application | Reports |

Tasks
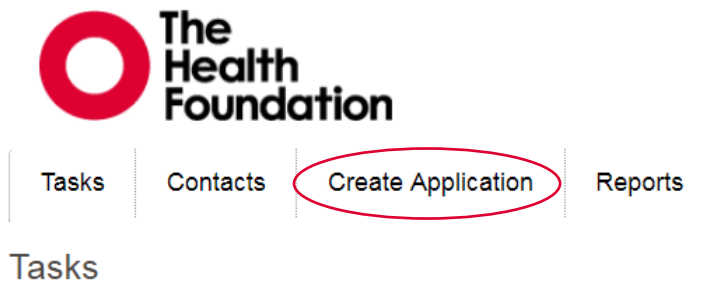
ⓘ Please click on the 'Create Applications' tab above to begin your application. If you are applying on behalf
   organisation details. Then click on 'Create application' and select to apply on behalf of that organisation.

Then click on 'Q' from the listed programmes that are currently open for application, as shown below.

If you have previously applied for a programme with your organisation, when you click on create application AIMS will ask if you want to apply as your organisation or yourself, select 'yourself'.

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Step 3: Completing your application

a) Navigating the application form

Once you have selected 'Q' as the programme you wish to apply for, you will be directed to the application form landing page, as shown below. You can click on any of the numbered section headings to start your application form.

All questions with a red asterisk (*) denote a mandatory field. You will not be able to submit your application until you have entered all mandatory information.

Once all questions have been answered in each section, you will see a red tick on the section tab, as shown below.
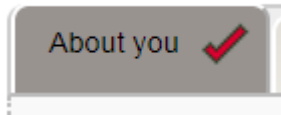
You can return to the application landing page at any time by clicking on the 'Return to Index' link to review or start a new section of your application, as shown below.
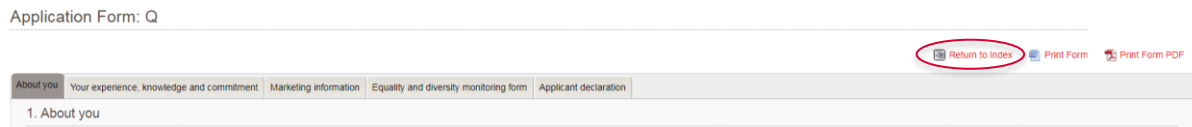
b) Downloading the application form

You can download your application at any time by clicking on the links at the bottom of the application landing page.
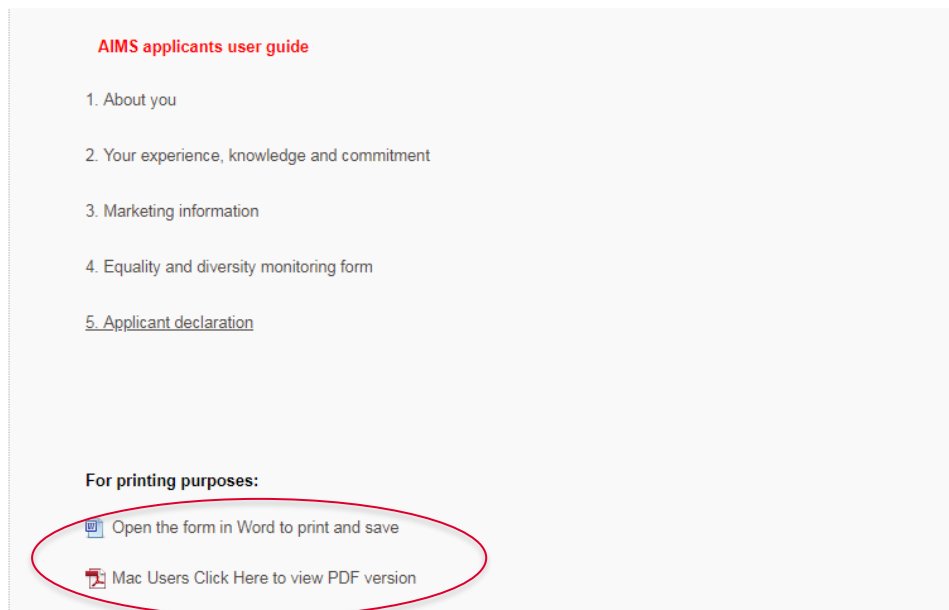
💡 **Key tip:**

You can download a blank application and draft your answers in Microsoft Word, before copying and pasting your responses online (in unformatted text). Please remember that we **only accept applications submitted online** through AIMS.

c) Saving your application

There are three options at the bottom of each section, as shown below.
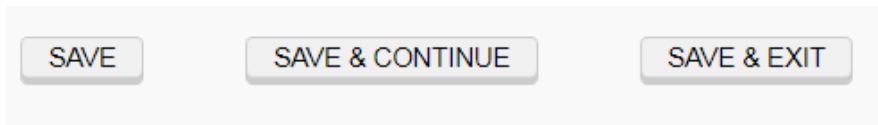
Save – Saves the section you are working on and you remain on the same section.

Save & Continue – Saves the section you are working on and takes you to the next section.

Save & Exit – Saves the section you are working on and takes you to the submission page. From here you can select three options: a) submit the form if you have completed the application; b) go back and enter more details, or; c) exit and log out of AIMS.
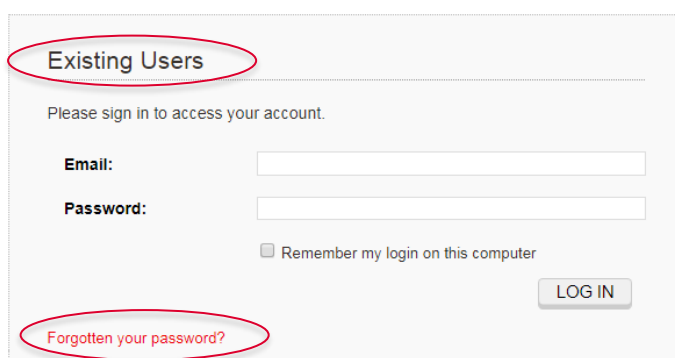
> **Key tip:**
>
> AIMS automatically saves your work at regular intervals. When completing long sections, or if you need to leave your online application for any period of time, we strongly recommend that you **manually save your progress** to avoid being logged out and losing your work.

d) Returning to your application form

To return to your application form, please go to the AIMS website and log in as an existing user with the same email address and password that you registered with. If you have forgotten your password, you can reset your password by clicking on 'Forgotten your password?' as shown below:

Once you have logged in, you will be directed to the AIMS home page which will show all your applications currently in progress. To open your draft application form, click on the corresponding 'Application form submission' link in the Task column, as shown below.

You can return to this home page at any time by clicking on the 'Tasks' tab at the top.

e) Making changes to your personal details

If at any stange you need to make changes to you name, email address or main address click on the 'Contacts' tab and select Edit My Details to make changes.

Edit My Details - Individual

Person ID: 1502166   Name: An Applicant

Personal details   Addresses

Please update your details below. Hold CTRL (CMD for MAC users) when selecting / deselecting multiple fields.
Please make sure you click on 'Save' before moving to the next tab.
To return to an application form, click on the 'Tasks' tab to return to the AIMS home page, and then click on the relevant application form submission link in th

First Name(s): *   An
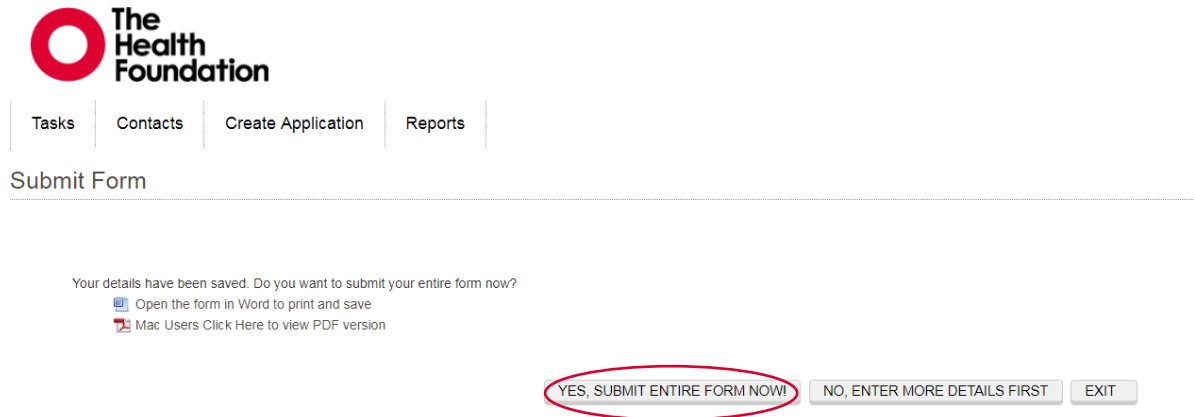
Middle Name:

Last Name: *   Applicant

Title:

Step 4: Submitting your application
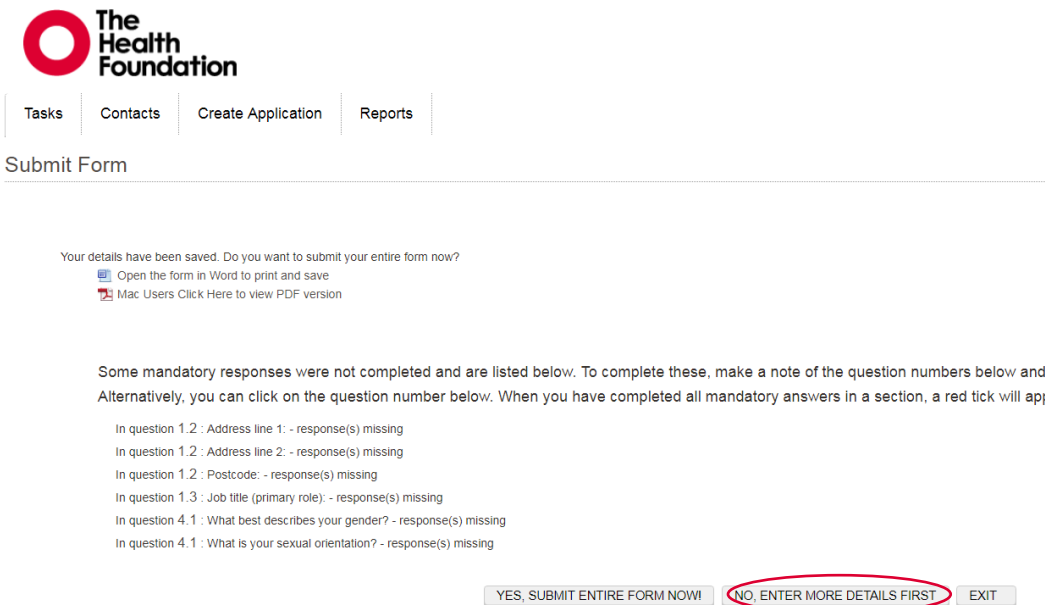
To submit your application, go to the final section of your application and select 'Save & Exit button' at the bottom of the page. This will direct you to the submissions page. Once you are ready to submit your application, select the 'Yes, submit entire form now' button, as shown below. Alternatively, to continue working on your application, choose 'No, enter more details first.'

a) Incomplete applications

If you have not completed all the mandatory questions, an error message will appear showing which questions are still incomplete.

If so, you can either return to the application form to enter more details or exit and complete it later.

Once you have successfully submitted your form, you will be directed back to the AIMS home page and a message will appear on your screen confirming that your form has been submitted successfully. You will also receive a confirmation email.
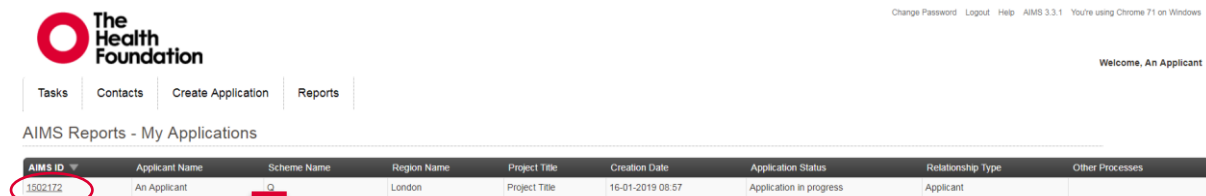
b) How to view your application after submitting

To find your submitted application, click on the 'Reports' tab and select 'My Applications' in the drop-down menu, as shown below.

You can search for your Q application by clicking on the corresponding unique application ID, as shown below.

To view your completed application, click on the link 'Form Created: Application Form' under the 'Documents' tab. This will open the form in a new window for you to view or print.

Please note that while you can view and download your application, **you will not be able to change your application once it has been submitted**.

3. How to contact us

If you have any queries or would like to give us any feedback about the application process, please contact us: JoiningQ@health.org.uk.