



# How to apply to Q

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## 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.



About AIMS

A screenshot of the AIMS portal's login and registration page. The page is titled "About AIMS" and has a light gray background. It is divided into two sections: "Existing Users" and "New Users". The "Existing Users" section contains a sign-in form with fields for "Email:" and "Password:", a checkbox for "Remember my login on this computer", and a "LOG IN" button. Below the sign-in form is a link for "Forgotten your password?". The "New Users" section contains a registration form with a "Register" button, which is circled in red. The text "Please register with us to create your account." is visible above the "Register" button.

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

Registration form with the following fields and instructions:

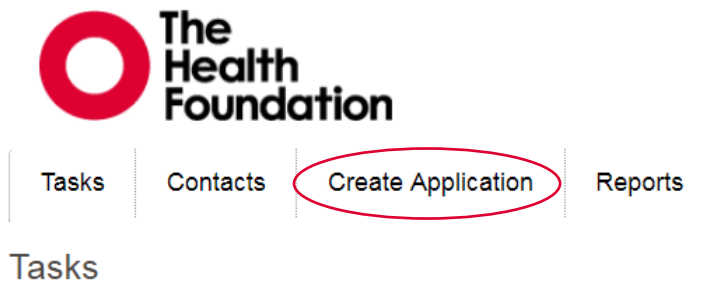
- First names:** \* [Input field]
- Last name:** \* [Input field]
- Email:** \* [Input field]  
[i] Enter a valid email address
- Password:** \* [Input field]  
[i] Passwords must be at least 8 characters long, and contain at least 1 digit, and at least 1 upper or lower case character
- Password confirmation:** \* [Input field]
- 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.



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

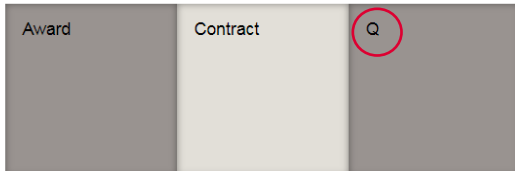
Then click on 'Q' from the listed programmes that are currently open for application, as shown below.

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'.

## Programme

• Please click on the relevant box to start your application.

- If you can't see the relevant box, you may not have registered correctly. If you are registering on behalf of an organisation, please click on the 'Contacts' tab above, select 'application' and select to apply on behalf of that organisation.
- NB. Please click on 'Q' to apply to join the Q community.



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.'

## Contact Selection

• If you are applying for a fellowship or for Q, please select the option to apply for yourself! For all other programmes (for example, **Innovating for Improvement**) please select the relevant organisation you are applying on behalf of.

ID	Contact Type	Party Name	
1502166	yourself	An Applicant	Select
86226	Organisation	UCLPartners	Select

## 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.

## Application Form: Q

You can view our supporting documents and how to complete your application by clicking on the link below:

[Joining Q webpage](#)

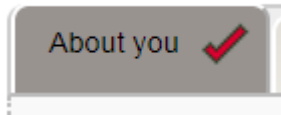
The sections on the form marked with an asterisk (\*) are mandatory.

Click on any of the headings below to start your application.

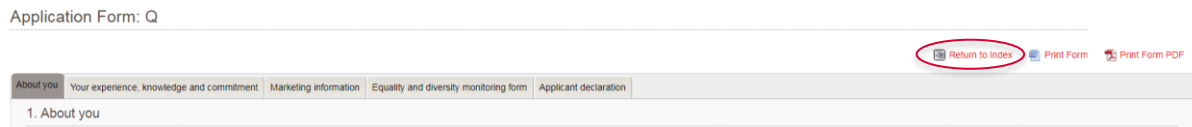
1. About you
2. Your experience, knowledge and commitment
3. Marketing information
4. Equality and diversity monitoring form
5. Applicant declaration

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.

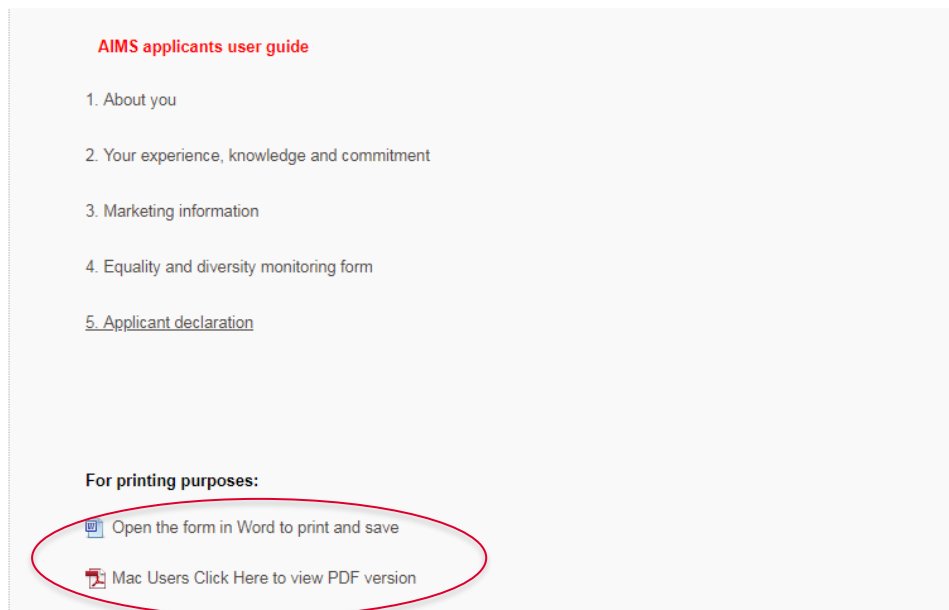


You can return to the application landing page at any time by clicking on the 'Return to Index' link to review or start a new section of your application, as shown below.



## 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.

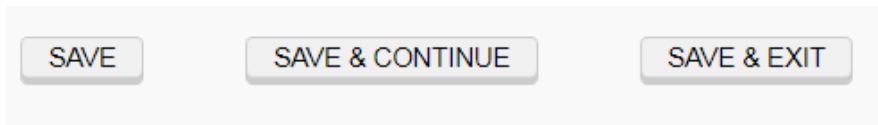


### Key tip:

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:

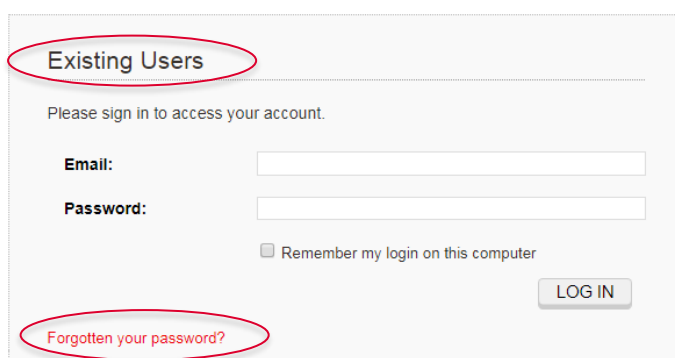
AIMS automatically saves your work at regular intervals. When completing long sections, or if you need to leave your online application for any period of time, we strongly recommend that you **manually save your progress** to avoid being logged out and losing your work.

### 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:



#### About AIMS

A screenshot of the AIMS login page. The page has a light grey background. At the top, the text 'Existing Users' is circled in red. Below it, the text 'Please sign in to access your account.' is displayed. There are two input fields: 'Email:' and 'Password:'. Below the 'Password:' field, there is a checkbox labeled 'Remember my login on this computer'. At the bottom right, there is a 'LOG IN' button. At the bottom left, the text 'Forgotten your password?' is circled in red.

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.



Tasks

Please click on the 'Create Applications' tab above to begin your application. If you are applying on behalf of a team or organisation (for example, for Innovating for Improvement) please click on the 'Contacts' tab above, select the 'Organisation Registration' option and enter your organisation details. Then click on 'Create application' and select to apply on behalf of that organisation.

Applicant: All Programme: All Task: All FILTER

AIMS ID	Applicant	Programme	Project Title	Enabled Date	Started Date	Deadline Date	Task
1502172	An Applicant	Q	Project Title	16-01-2019	16-01-2019		Application form submission

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 stage 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 the

First Name(s): \*

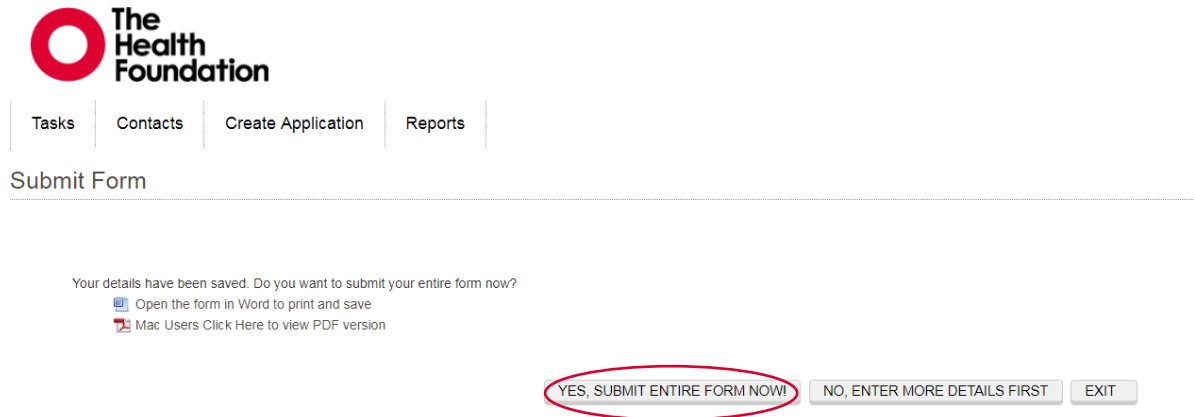
Middle Name:

Last Name: \*

Title:

## Step 4: Submitting your application

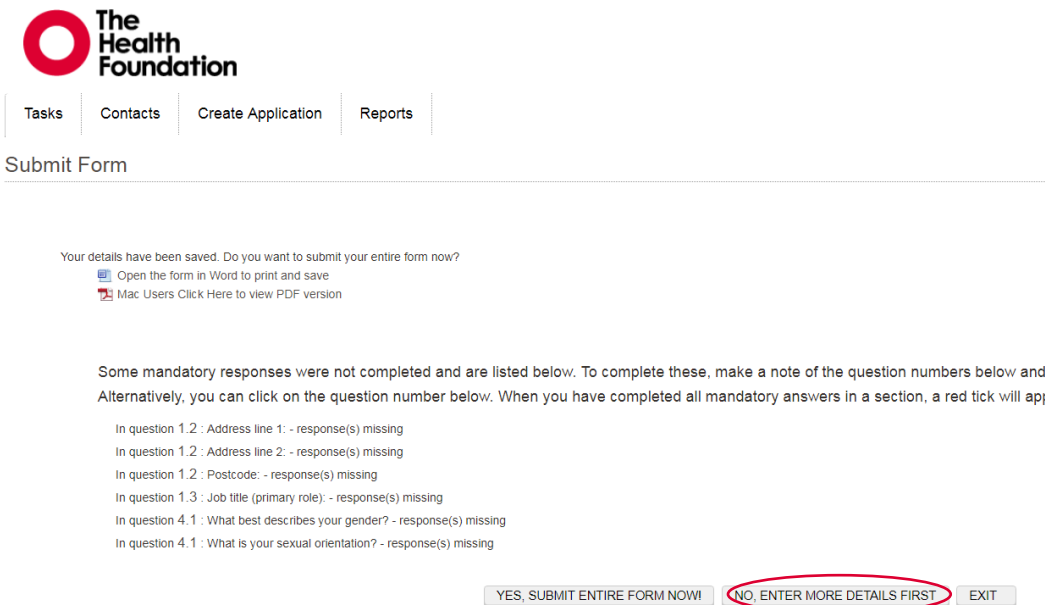
To submit your application, go to the final section of your application and select 'Save & Exit button' at the bottom of the page. This will direct you to the submissions page. Once you are ready to submit your application, select the 'Yes, submit entire form now' button, as shown below. Alternatively,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



The screenshot shows the 'Submit Form' page for The Health Foundation. At the top left is the logo. Below it is a navigation menu with 'Tasks', 'Contacts', 'Create Application', and 'Reports'. The 'Submit Form' title is centered. Below the title, a message states: 'Your details have been saved. Do you want to submit your entire form now?'. There are two links: 'Open the form in Word to print and save' and 'Mac Users Click Here to view PDF version'. At the bottom, there are three buttons: 'YES, SUBMIT ENTIRE FORM NOW' (circled in red), 'NO, ENTER MORE DETAILS FIRST', and 'EXIT'.

### a) Incomplete applications

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



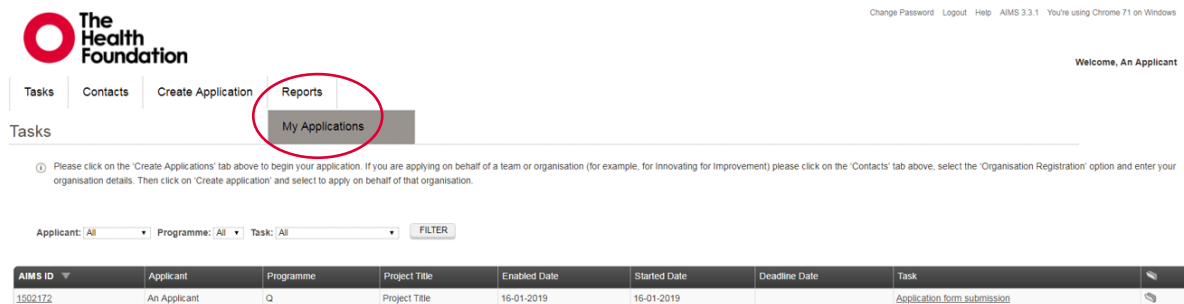
The screenshot shows the 'Submit Form' page for The Health Foundation. At the top left is the logo. Below it is a navigation menu with 'Tasks', 'Contacts', 'Create Application', and 'Reports'. The 'Submit Form' title is centered. Below the title, a message states: 'Your details have been saved. Do you want to submit your entire form now?'. There are two links: 'Open the form in Word to print and save' and 'Mac Users Click Here to view PDF version'. Below this, a message states: 'Some mandatory responses were not completed and are listed below. To complete these, make a note of the question numbers below and c Alternatively, you can click on the question number below. When you have completed all mandatory answers in a section, a red tick will appe'. Below this, a list of missing responses is shown: 'In question 1.2 : Address line 1: - response(s) missing', 'In question 1.2 : Address line 2: - response(s) missing', 'In question 1.2 : Postcode: - response(s) missing', 'In question 1.3 : Job title (primary role): - response(s) missing', 'In question 4.1 : What best describes your gender? - response(s) missing', and 'In question 4.1 : What is your sexual orientation? - response(s) missing'. At the bottom, there are three buttons: 'YES, SUBMIT ENTIRE FORM NOW', 'NO, ENTER MORE DETAILS FIRST' (circled in red), and 'EXIT'.

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.

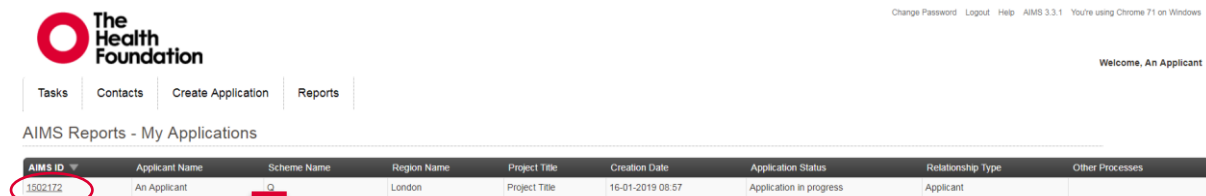
## b) How to view your application after submitting

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



The screenshot shows the AIMS portal interface. At the top left is the logo for 'The Health Foundation'. On the right, there are links for 'Change Password', 'Logout', and 'Help', along with the version 'AIMS 3.3.1' and the user's browser 'You're using Chrome 71 on Windows'. Below the logo is a navigation bar with tabs: 'Tasks', 'Contacts', 'Create Application', 'Reports', and 'My Applications'. The 'Reports' tab is selected, and a dropdown menu is open showing 'My Applications'. Below the navigation bar, there is a 'Tasks' section with a help icon and a note: 'Please click on the 'Create Applications' tab above to begin your application. If you are applying on behalf of a team or organisation (for example, for innovating for improvement) please click on the 'Contacts' tab above, select the 'Organisation Registration' option and enter your organisation details. Then click on 'Create application' and select to apply on behalf of that organisation.' Below this is a filter section with dropdowns for 'Applicant: All', 'Programme: All', and 'Task: All', and a 'FILTER' button. At the bottom is a table with columns: 'AIMS ID', 'Applicant', 'Programme', 'Project Title', 'Enabled Date', 'Started Date', 'Deadline Date', and 'Task'. The first row shows '1502172', 'An Applicant', 'Q', 'Project Title', '16-01-2019', '16-01-2019', and 'Application form submission'.

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



The screenshot shows the 'AIMS Reports - My Applications' page. At the top left is the logo for 'The Health Foundation'. On the right, there are links for 'Change Password', 'Logout', and 'Help', along with the version 'AIMS 3.3.1' and the user's browser 'You're using Chrome 71 on Windows'. Below the logo is a navigation bar with tabs: 'Tasks', 'Contacts', 'Create Application', and 'Reports'. Below the navigation bar is the title 'AIMS Reports - My Applications'. Below this is a table with columns: 'AIMS ID', 'Applicant Name', 'Scheme Name', 'Region Name', 'Project Title', 'Creation Date', 'Application Status', 'Relationship Type', and 'Other Processes'. The first row shows '1502172', 'An Applicant', 'Q', 'London', 'Project Title', '16-01-2019 06:57', 'Application in progress', 'Applicant', and an empty cell. The '1502172' is circled in red.

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](mailto:JoiningQ@health.org.uk).