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| **Highland  Scottish Improvement Foundation Skills (SIFS) course** **Cohort 7 Applicant Information Sheet** |

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**What is SIFS?**

Highland SIFS is a hybrid learning programme delivered by the NHS Highland Quality Improvement (QI)Team. We aim to build participants confidence and skill enabling them to collaborate, test, measure and report on improvements within their teams. You will be supported to explore a problem and apply QI tools to solve this.  We are **not**looking for participants to come to the course with a solution they want to test.  QI tools guide you to discover numerous possible solutions, the course supports you to test one of them.

**Who can apply?**

The programme is aimed at all health & social care staff in Highland who wish to learn QI methodology and apply tools that will support quality improvement initiatives within your team.  During the course you will work through a project and you can apply as a team to help build shared learning, or as an individual. . **If you apply as a team, every member of the team must attend all sessions.**

**How is SIFS delivered?**

This is a programme of 5 modules delivered in a hybrid (face to face and online) learning environment.

* Each virtual module will last for 2 hours
* Each face-to-face session will last 3 hours and will be delivered in Inverness for Cohort 7
* There will be 3 progress update sessions in between the taught content
	+ **Each participant will be allocated to present at 1 progress update session**
	+ It’s recommenced you attend all 3.
	+ (see NHSH QI page for information linked below)

To successfully complete the programme, it is expected that you will:

* Attend and actively participate in all taught sessions
* Present a progress update at a time allocated to you by the QI Team
* Present a Flash Report of your project in our final session
* Complete the NHSH SIFS Participants Requirements checklist which will be provided to you in the application pack

The NHSH QI team cannot cover any aspects of travel or attendance costs, so please ensure this can be met from your own budgets.

**Cohort 7 Dates**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Session 1  | Progress Update | Session 2 | Progress Update | Session 3 | Progress Update | Session 4 | Session 5 |
| Online | Online | In-person | Online | Online | Online | In-Person | Online |
| 29th Aug2-4pm | 5th Sept2-3pm | 12th Sept9:30 – 12:30pm | 26th Sept2-3pm | 10th Oct2-4pm | 24th Oct2-3pm | 7th Nov09:30 – 12:30pm | 5th Dec2-4pm |

**Person Specification**

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| **Factors** | **Essential** | **Means of Assessment** |
| Support  | Manager is supportive of course application                                                  | Email received see Q8 in application form         |
| Commitment | Applicant can commit to all module dates                                                      | Application form Q9 |
| **Applicant spends 1.5hr per week on project in workplace** |
| Knowledge  | Applicant can demonstrate the importance of QI  in health & social care                  | Application form Q6-7 |
| Applicant can demonstrate why they would like to attend SIFS |
| Applicant can demonstrate how they would use QI within their team  |
| Applicant has identified a suitable **problem** to apply QI methodology to   |

Please be mindful of the person specification when you are applying for this course and refer back to this when you are answering questions 6 – 9

The link to apply for SIFS Cohort 7 is here: <https://forms.office.com/e/eH44DTf2yx>

To review the works of previous SIFS cohorts & for more course detail please view information here: [Scottish Improvement Foundation Skills (SIFS) course | NHS Highland](https://www.nhshighland.scot.nhs.uk/staff-and-partners/quality-improvement-qi/scottish-improvement-foundation-skills-sifs-course/)

If you have any questions please contact the NHSH QI Team at nhsh.qualityimprovement@nhs.scot