

2010-2011 CPSI Patient Safety Fellowship Announcement

September 15, 2009

Submission deadline: November 17, 2009 at 12:00 pm MT

1. Introduction

The Canadian Patient Safety Institute (CPSI) invites promising leaders (for example, academic researchers, clinicians, managers, and policy makers) currently working in a Canadian health care organization to apply for the 2010-2011 CPSI Patient Safety Fellowship. The successful Fellow is expected to design and undertake a program to expand his/her knowledge and expertise and use it to address a critical patient safety issue(s) in their organization. Applicants are expected to outline their own innovative 12-month experience to allow them to gain an in-depth understanding of their selected area of study, learn about innovative approaches to improving patient safety, build an international network of experts for future collaboration and support, and transfer the knowledge gained to Canadian health care organizations.

2. Candidates

Candidates must have a comprehensive knowledge of Canada's health care system and patient safety issues. The ideal candidate is employed at a Canadian health care organization or university, is an individual whose professional role will be enhanced by this opportunity and who is, or will be, in a position to make a major contribution in the area of patient safety in Canada. Candidates will usually be in the middle of their careers and must possess the research and communication skills necessary to work effectively in patient safety settings alongside experts in the field. In order to be eligible, candidates must be affiliated with a Canadian not-for-profit institution and must be Canadian citizens or landed immigrants in Canada.

3. Benefits

Candidates are expected to design and undertake a 12-month Fellowship experience that will assist them in gaining an in-depth understanding of leading approaches to patient safety issues and expertise in their intended area of study. This program should be designed to significantly enhance methodological skills and develop valuable contacts and opportunities for ongoing exchange and collaboration. In addition, the Fellowship should allow the candidate the time to reflect and think about issues related to patient safety within innovative and supportive environments.

It is expected that the Fellowship contain some international exposure. CPSI will provide the successful candidate with assistance for coordinating exchanges with international patient safety organizations.

Building on the Fellowship experience, it is envisioned that the CPSI Patient Safety Fellow would move into prominent positions in academia, government and health care delivery organizations, making a valuable contribution to patient safety policy and practice in Canada.

CPSI will provide contributions of up to a maximum of \$50,000 for the Fellowship. The maximum duration of the Fellowship is 12 months.

4. Commitment

Successful candidates must commit to engaging in a rigorous program of learning, research, program development, and/or evaluation projects and knowledge translation in their chosen patient safety area. This may include, but is not limited to, extended study visits to exemplar national or international organizations, work/study visits with recognized patient safety experts, and knowledge translation activities and production of deliverables at the conclusion of the Fellowship. The candidate's employer must commit to freeing up the candidate's time to participate fully in the activities outlined in the Fellowship application as well as other opportunities that arise or that may be offered to the Fellow.

5. Application Requirements

A complete application consists of:

- the application form
- a curriculum vitae (maximum 10 pages), including a summary of work-to-date in patient safety
- two letters of reference that will be shared with peer/merit reviewers
- letter of support from the candidate's institution specifying that they will provide salary support, and a commitment to enable the individual to provide ongoing knowledge transfer beyond the term of the Fellowship

Note: CPSI support for the successful Fellow may be used for research/evaluation initiatives, travel and accommodation, fees charged by national or international agencies receiving the Fellow (other than the applicant's home institution). CPSI support cannot be used as salary support or supplementation for the successful applicant, nor research overhead at the recipient organization.

The following activities are **not eligible** for CPSI funding through this Fellowship:

- biomedical or basic health research;
- literature reviews to support project proposals;
- additional funding for ongoing research;
- projects where patient safety is deemed to be a secondary focus of the application;
- product development (i.e. medical device or products); or
- funds for research administration or research overhead in the recipient organizations.

6. How to Apply

- To obtain a copy of the **Application Form** and/or submit any questions or seek clarification, please e-mail CPSI at rfa@cpsi-icsp.ca. To ensure consistency of information provided, telephone responses to queries will not be accommodated.
- Applications will be accepted in English or French. Please note that the Fellowship details section of French language applications received by CPSI will be translated to English. Applicants may arrange to have these sections of their application translated by a translator of their choice and CPSI will reimburse them at the rate of \$0.25 per word. Applicants will have up to one week after submitting their proposal to submit their translation. (**Please note:** the original application must still be submitted by the deadline.)
- Applicants must use CPSI's Application Form to indicate their decision regarding the commissioning of the translation. Any revisions made to the application will disqualify the application from consideration in the competition.

The deadline for applications is **November 17, 2009 at 12:00 pm MT**. One original and three additional paper copies of the application must be mailed to CPSI at:

CPSI 2010-2011 Fellowship
Canadian Patient Safety Institute
Suite 1414, 10235 – 101 Street
Edmonton, AB T5J 3G1

An electronic copy must also be emailed to rfa@cpsi-icsp.ca

All applications will be reviewed in three stages, further described below.

7. Competition Process

All applications received will undergo a screening process. The screening is to assess applications for consistency with the requirements of the competition as outlined in this document, and to ensure fit with the intent of the competition.

Stage 1: Screening Criteria

- Full application is received on or before application deadline
- Application as submitted includes one original, three additional hard copies, and one electronic copy via e-mail to rfa@cpsi-icsp.ca

- Application is complete and includes all mandatory requirements including all letters of support and references (applications received by fax will not be accepted)

Applications successfully satisfying the screening criteria will undergo a peer/merit review process by a CPSI peer/merit review Panel.

The applicants unsuccessful in Stage 1 will receive notification from CPSI by February 2010.

Stage 2: Peer/Merit Review Process

All applications successful in stage 1 will be assessed in stage 2. During this stage, applications will be reviewed by a Panel of recognized health system Researchers and Decision Makers with expertise in patient safety. External readers may also be engaged in the Peer/Merit Review at the request of the CPSI Peer/Merit Review Panel Chairs. Each application will be reviewed in-depth and ranked by at least one Decision Maker and one Researcher. The Peer/Merit Review Panel will then meet to discuss all applications and collectively determine the final ranking for each. Based on both the review and ranking process, Panel recommendations for the single Fellowship award will be provided to CPSI.

Peer/Merit Review Criteria

The feasibility and viability of the proposal

- Are the fellowship rationale and objectives clear?
- Are the fellowship plan and timelines clear and feasible? Is the budget reasonable and appropriate?
- Will the proposed activities and interactions allow the candidate to develop a meaningful patient safety network at the national and international levels?

The potential benefit to the healthcare system in improving patient safety

- Will the candidate's career be enhanced by the Fellowship experience?
- Are the proposed dissemination and knowledge transfer plans suitable? Do they go beyond traditional journal publication and conference presentations? Do they include relevant stakeholders in the candidate's institution and beyond?
- Is there evidence of strong institutional commitment for the proposed Fellowship plan?
- What is the potential for and ease with which the results can be applied in other healthcare jurisdictions or settings?

Strengths and Suitability of Applicant

- Does the candidate possess a strong knowledge of the Canadian healthcare system?
- Does the candidate have a strong patient safety issue knowledge base?
- Does the candidate have the ability to do research and communicate knowledge about healthcare system issues related to patient safety?
- Does the rationale provided clearly outline how the candidate will benefit from the Fellowship opportunity?
- Will the proposed fellowship plan provide the candidate with new knowledge about patient safety issues and new methodological skills?

Quality of the project proposal

- Is the critical patient safety issue identified of importance to the candidate's institution?
- Will the proposed research/project questions and methods address the issue and provide usable and implementable results to address the issue?
- Will the outcomes of the research/project be transferrable to other settings?

The Peer/Merit Review Panel may include international experts as well as Canadian leaders. Names of Panel members will be published on the CPSI web site after the Panel meeting.

Applications that have undergone Stage 2: Peer/Merit Review will be notified of the results of the process by May 2010.

Please note, for the 2010-2011 CPSI Fellowship competition, CPSI has engaged the expertise of the Canadian Health Services Research Foundation (CHSRF) in the administration of Stages 1 and 2 of the competition process.

Stage 3: Agreement and Project Commencement

The Fellowship recommended for funding will be required to resolve all conditions for funding identified by the peer/merit review process. Upon successful resolution of the conditions, an agreement will be forwarded to the applicant for review and signature by the authorized executive of their institution. Once the signed agreement has been returned to and processed by CPSI, Fellowship funds will be released to the financial lead for disbursement as outlined in the payment schedule of the agreement.

The successful Fellowship must commence no later than **July 1, 2010**, including obtaining ethics approval (if needed). If this is not possible, CPSI may withdraw funding for the Fellowship.



Suite 1414
10235 – 101 Street
Edmonton, AB
Canada T5J 3G1

10235 – 101^e rue
bureau 1414
Edmonton (Alberta)
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8. How to obtain further information.

Should you have any questions or need for clarification, please email CPSI at rfa@cpsi-icsp.ca. To ensure consistency of information provided, telephone responses to queries will not be accommodated.

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