**Krembil Nursing Awards**

**Quality Improvement Proposal**

**PROJECT TITLE:** Click or tap here to enter text.

**CO- INVESTIGATOR**

**Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Unit:** Click or tap here to enter text.

**Email:**Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**CO-INVESTIGATOR**

**Name:** Click or tap here to enter text.

**Title:** Click or tap here to enter text.

**Unit:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Location:** Click or tap here to enter text.

**PRIMARY (KREMBIL MENTOR)**

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

Email: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Location: Click or tap here to enter text.

**UNIT MANAGER SPONSOR**

Name: Click or tap here to enter text.

Email: Click or tap here to enter text.

**ABSTRACT** (recommended word limit: 150 words)

Applicants are encouraged to do this section last to ensure that all component are captured from the proposal.

Click or tap here to enter text.

**BACKGROUND**

Provide a background of the problem you are investigating. Describe how your project relates to any past, current or future initiatives or strategic plans within your unit.

Click or tap here to enter text.

**CURRENT KNOWLEDGE**

What is known about this topic in the literature/in practice from your experience/from your patient?

Click or tap here to enter text.

**DESCRIBE THE PROBLEM** (what is the gap in practice?)

What you have identified between literature and what is occurring in your practice/unit?

Click or tap here to enter text.

**\*AIM STATEMENT**

An aim statement is an explicit description of a team's desired outcomes, which are expressed in a measurable and time-specific way. SMART AIM = Specific, Measureable, Achievable, Realistic and Timely

Describe what you are going to study?

1. SPECIFIC - Is the statement precise about what the team hopes to achieve?

2.MEASURABLE - Are the objectives measureable? Will you know if the changes resulted in improvement?

3.ACHIEVABLE - Is this doable in the time you have? Are you attempting too much? Could you do more?

4.REALISTIC - Do you have the resources needed (people, time, support?)

5.TIMELY - Do you identify the timeline for the project - when will you accomplish each part?

Click or tap here to enter text.

**SIGNIFICANCE**

Who will benefit and why? What impact are you anticipating?

Click or tap here to enter text.

**METHODOLOGY**

Description of how you will carry out your project. Setting, target audience, tools you may use (questionnaire, survey, etc.) and how will you implement and measure your success.

Click or tap here to enter text.

**PROJECT TIMELINE**

Include what and when activities will occur. Please use a chart to illustrate your planned activities (see example below).

* The project is expected to be completed within 12 months

*Sample Chart*

*Please delete the sample before submitting your final proposal.*

|  |  |
| --- | --- |
| **Activity** | **Timeline** |
| Send email, attaching quality improvement project overview & completed QI Submission Form | December 1, 2021 |
| Investigators notified of Award | Late April 2022 |
| Official Award Presentation– Celebration Tea | May 2022 |
| Data Collection | June 2022 |
| KNA Fall 2020 Project Update Form Submission to \*Riley Krembil and Krembil Mentor | October 1, 2022 Mandatory |
| Data Analysis | December 2022 |
| KNA Spring 2021 Project Update Form Submission to Riley Krembil & Krembil Mentor | March 1, 2023 |
| Prepare Completion Form and presentation | March 2023 |
| Mentor and PIs to inform Rose Puopolo of completion and identify date to present to Mrs. Krembil | March 2023 |
| Dissemination to staff on the unit | April 2023 |
| Submit the Project Completion Form to Riley Krembil, Krembil Mentor & present to Mrs. Krembil | May 2023 (12 months) |

**\*riley@krembilfoundation.ca**

**Please fill out the following:**

|  |  |
| --- | --- |
| **Activity** | **Timeline** |
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**PROPOSED BUDGET** *Budget sample. Please delete the sample before submitting your final proposal.*

If you do not have an item on budget please do not include it (e.g., if not using research assistant do not include cost). No changes to the budget can be made after approval by KNA Selection Committee without written request to Mrs. Stacey Krembil for approval.

|  |  |  |
| --- | --- | --- |
| **Proposed Budget 2019** | **Cost** | **Total** |
| **RN Replacement Costs (for 2 RNs)**  **(eg: for staffing replacement every other Friday)**  (IF APPLICABLE) | ONA rate $33.25  plus 25% benefits =  115 hours x $41.57/h | $4780.55 |
| **Research Assistant** | UHN policy at $20.00/hours  x 10 | $200.00 |
| **Binding, black & white printing**  **x 20 copies** |  | In kind |
| **Total** |  | $4980.55 |

* *The total cost is not to exceed $5000.00.*
* *The amounts in the sample budget are estimates and you must investigate to find out the costs for your individual project.*
* *Your proposed budget will likely come back with changes after review by the selection committee with recommendations.*
* *Dissemination costs* ***are not*** *to be included in this budget. Once the project is completed you may apply separately.*

**Please fill out the following:**

|  |  |  |
| --- | --- | --- |
| Proposed Budget | Cost | Total |
|  |  |  |
|  |  |  |
|  |  |  |

**SUSTAINABILITY PLAN**

Include how and who will support to sustain the outcome of this project (ie: how will it become common practice).

Click or tap here to enter text.

**Include the following as appendices:**

* Letter of support from the Krembil mentor indicating how the mentor will support the two investigators in completing the project including process for ongoing communication. Your Krembil mentor may not be from your unit/program.\*
* Letter of support from the unit manager indicating 1) confirmation of full time status of the principle investigator and co-investigator; 2) how they will support the completion of the project within 12 months including check in about project progress 3) details about how the nurses will be scheduled to complete the project within budget and timeline and 4) how the manager will support sustainability.
* Will ethics approval be required? Attach the completed QI Submission Form.
* Short biography sketch of both investigators and include any relevant experience in conducting or leading QI projects.
* Shorter biography to be placed on the Krembil Foundation Website (2-3 lines).
* Professional headshot of each investigator. Example:

*All proposals are reviewed by the KNA Selection Committee formed by Mrs. Krembil via the Marking Guide.*

**

*You will be notified of the committee’s decision late April.*

[**SUBMIT PROPOSAL SUBMITTABLE PORTAL**](https://urldefense.com/v3/__https:/krembilfoundation.submittable.com/submit/264970/krembil-nursing-awards-2024__;!!CjcC7IQ!J8ALrzsNJS96sWRItfCVK5X2nUFPaem2zOK5Zd2F_36oV6LII_rG8zITi-rrg9on84Z82y3nAJ4dfjfgtF00PlQ3zQ$)