

2022 – HIROC Safety Grants Application Questions

Below are the questions for the 2022 HIROC Safety Grants Application. Subscribers are encouraged to use this document to begin preparing applications. The fillable submission form will be available on the Safety Grants [webpage](#) on August 15, 2022. If you have any questions, please contact grants@hiroc.com.

Question marked with an asterisk (*) are mandatory.

Contact Details

1) Primary Contact

- First Name
- Last Name
- Title
- Email Address
- Phone Number
- Organization
- Street Address
- Apt/Suite/Office
- City
- Province
- Postal Code

Senior Leader / Executive*

- Name
- Title
- Email
- Phone

Project Details

2) Proposal Title *

3) Theme *(project may include more than one theme)* *

- Intrapartum care - mismanagement of IV/Oxytocin or fetal health surveillance (Maternal)
- Post-partum - hemorrhage or sepsis (Maternal)
- Misdiagnoses (Patient Deterioration)
- Supporting human decision-making through integration of early warning scores (Patient Deterioration)
- Systemic or environmental factors (Death by Suicide Under Care)
- Innovations in observations (Death by Suicide Under Care)
- Incidents and harm reduction through staff wellness (Healthcare Human Resources)
- Practicing to full scope (Healthcare Human Resources)
- Innovations in emergency resilience (Emergency Resilience)

4) Executive summary - Describe your project in 200 words or less*

5) Is this a new or existing project?

- This is a new project for the organization.
- This is an existing project for the organization.

6) Does this project have other sources of funding?

- This project has other sources of funding.
- This project has no other sources of funding.

Problem Statement

7) What is the problem you are addressing? What happens, when, how often, how much, to whom does it happen? *(100 word limit)**

Top score of five points if all elements of problem are addressed:

- *Up to one point for describing what and when*
- *Up to one point for including how often and/or how much*
- *Up to one point for describing who's affected*
- *Up to one point for showing evidence of a gap*
- *Up to one point for listing citations or external evidence of problem*

8) Citations or external evidence of problem as appropriate; up to three.

Aim Statement

9) What are you trying to achieve? For whom? By when? (50 word limit)*

Top score of five if all elements of an aim statement are addressed:

- Up to one point for specifying outcome measure
- Up to one point for including baseline data
- Up to one point for defining a target
- Up to one point for including goal date
- An extra point for defining all the elements of an aim statement

Stakeholders and Team Members

10) Who (roles) and how will the interdisciplinary team, frontline, and patients/clients/residents/families (as applicable) be involved?

Will project support collaboration with external or academic institutions? (150 word limit)*

Top score of five if all elements are present:

- Up to one point if patient, client, resident, families, or frontline noted to be involved in initiative (not just intervention)
- Up to one point if patient, client, resident, family or frontline included on team
- Up to one point for listing involved disciplines
- Up to one point for describing other stakeholders and their involvement
- Up to one point for describing collaboration with external or academic institutions

Planned Improvements

11) What are the planned improvements – processes, tools, deliverables (e.g. checklist, clinical pathway, etc.)? What background information (analysis or literature) supports these? Are improvements aimed at local, organizational, or system-level?

Include citations and references as appropriate (300 word limit) *

Top score of five if all elements of planned improvement are addressed: (a) an actual new process/tool/deliverable (not just education or more data collection) and (b) good discussion of rationale for their context. Should also include (c) good review of background evidence to support the plan. Citations or external evidence to support planned improvements should be included.

- Up to one point for a new or innovative solution (not just education or more data collection)
- Up to one point for a good and detailed description of planned improvement and impact scope
- Up to one point for including a good discussion of rationale
- Up to one point for a good review of background evidence to support plan
- Up to one point for listing citations or external evidence to support planned improvements

12) Citations and external evidence to support planned improvements; up to ten.

Implementation Challenges

13) What are the major challenges you anticipate (e.g. technology, culture, time, resources)?

(200 word limit)

Top score of five if all elements are present:

- 1 point – Vague description of challenges
- 2 points – At least one obstacle noted; one or more expected obstacles missing
- 3 points – At least two obstacles noted; one or more expected obstacles missing
- 4 points – At least three obstacles noted; one or more expected obstacles missing
- 5 points – More than three obstacles noted; no expected obstacle missing

Measures

14) Provide a brief description of outcome, process, and balancing measures to reflect dimension of quality. (150 word limit)*

Top score of five if applicant has provided a brief description of the outcome, process and balancing measures. Should reflect dimensions of quality: Safe, Effective, Patient/Client/Resident Centred, Efficient, Timely, and Equitable

- Up to one point for identifying outcome measures
- Up to one point for identifying process measures
- Up to one point for identifying balancing measures
- Up to one point for reflecting dimensions of quality: Safe, Effective, Patient/Client/Resident Centred, Efficient, Timely, and Equitable
- Up to one point for a comprehensive measure list and identifying any potential gaps

Guidance material:

- [Measurement for Quality Improvement](#) Health Quality Ontario, pages 5-6 on how to develop a measurement plan.
- [Improvement framework - Getting Started Kit](#) Canadian Patient Safety Institute
- [Health Quality and Safety Framework](#) Health Quality Council of Alberta

15) List, describe, and identify the types of measures you will be using for your initiative under the applicable dimension of quality.*

	Measure(s)	Outcome, Process or Balancing
Safe		
Effective		
Patient/Client/Resident Centred		
Efficient		
Timely		
Equitable		

Schedule of Activities

16) Provide schedule of activities, key dates, and milestones from project timeline*

Top score of five if all elements are present:

- 1 point – Schedule provides few details, no milestones nor dates
- 2 points – Less than three milestones noted; incomplete or unfeasible dates
- 3 points – Schedule has at least three milestones noted, may have obvious missing milestones; feasible dates provided
- 4 points – Schedule is detailed, includes more than three milestones, and feasible
- 5 points – Schedule is detailed, feasible, substantive work appears doable within first year, and will be able to show evidence of progress within six months

Ethics

17) I have completed the [ARECCI Ethics Screening Tool](#)*

- Yes
 No

18) Does this initiative require ethics approval in your organization?*

- Yes
 No

19) What is the current status?*

- Will be submitted for REB Approval
 Under Review
 Approved

20) Expected timeframe for research ethics submission*

21) Comments

Value of the Grant and Budget

22) Explain the value that this safety grant will provide in supporting this safety initiative:

*(200 word limit)**

23) The safety grant amount is \$13,000.

Would you like to apply for an additional \$5000 for your safety grant (Total = \$18,000)?*

Yes

No

If yes -> How would the additional funding allow you to expand your project? e.g., 'scale and spread', 'expand on collaboration', 'further include values of diversity, inclusion, and equity'*

24) Grant amount requested (up to \$18,000)*

25) Provide a cost breakdown and explain the value that this safety grant will provide in supporting this patient safety initiative.

Describe:

- Personnel hours and/or costs
- Supplies costs
- Other costs
- Total costs
- Grant request
- Other considerations: e.g. funds received from other agencies, grant would support a project that could not be funded otherwise, etc. (150 word limit)*

Top score of four if all elements are present:

- 1 point – Some budget amounts noted but obvious costs are missing; value of grant not identified
- 2 points – Budget appears to include one type of cost (e.g. personnel, supplies value of grant unclearly identified)
- 3 points – Budget appears to include most personnel, supply and other costs; value of grant identified
- 4 points – Budget details personnel, supplies, and other costs and estimates; value of grant clearly identified

26) You will also be able to upload a cost breakdown

Letter of Support

27) You will be able to upload a letter of Senior Leadership support in PDF or Word format.

Terms and Conditions

- Recipients are accountable for administering the funds, meeting planned milestones, and performance reporting.
- Recipients acknowledge funding is for one time only in two installments. The funds will be distributed in two installments: 50% in January, 2023 and 50% in June, 2023 after receipt of a satisfactory midterm progress report. A midterm report template will be provided.
- Recipients will be required to submit a final report at the end of the year which will include performance measures and evaluation of the safety initiative. A final report template will be provided.
- Summary reports from Recipients will be used to evaluate the success of the grant program and to share learnings across the system.
- Recipients agree to be recognized and interviewed in HIROC communications.
- The Recipient agrees to present on their project at a minimum of one HIROC event (e.g., the Grantor's Safety Grants Learning Day, or Annual Conference).
- Recipient agrees to return funds if the safety initiative, for any reason, does not proceed or does not receive ethics approval (if required).
- HIROC reserves the right to cancel funding for a safety initiative for any or no reason at any time without prior notification and without liability or obligation of any kind or amount.

Have questions about the criteria outlined above? Reach out to us at grants@hiroc.com

Thank You!