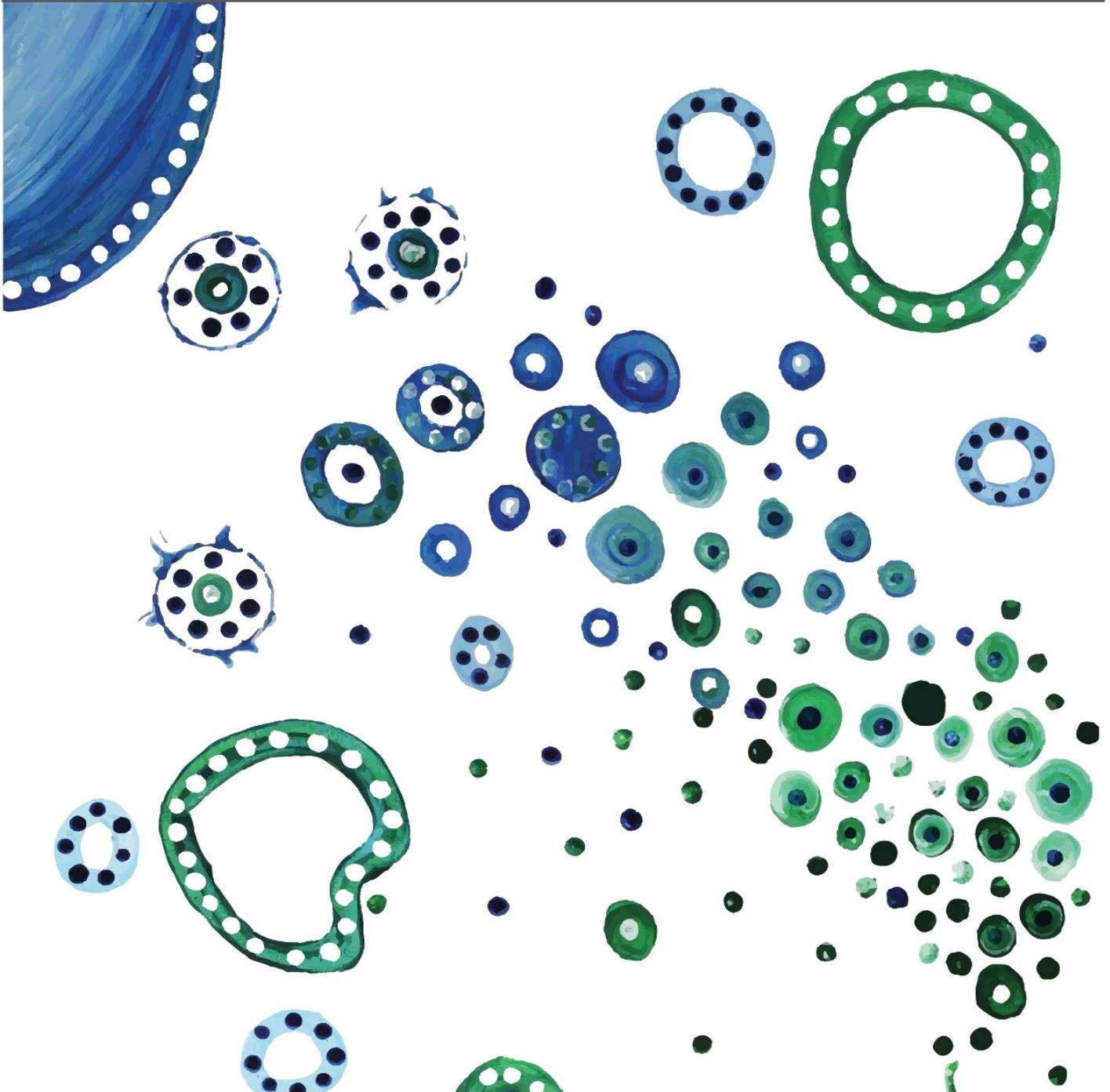


INFORMATION

Centre for Healthcare Redesign

Graduate Certificate (Clinical Redesign)

Pre-Course Information and Application



UNIVERSITY of
TASMANIA

The Agency for Clinical Innovation (ACI) works with clinicians, consumers and managers to design and promote better healthcare for NSW. It does this by:

- *service redesign and evaluation* – applying redesign methodology to assist healthcare providers and consumers to review and improve the quality, effectiveness and efficiency of services
- *specialist advice on healthcare innovation* – advising on the development, evaluation and adoption of healthcare innovations from optimal use through to disinvestment
- *initiatives including guidelines and models of care* – developing a range of evidence-based healthcare improvement initiatives to benefit the NSW health system
- *implementation support* – working with ACI Networks, consumers and healthcare providers to assist delivery of healthcare innovations into practice across metropolitan and rural NSW
- *knowledge sharing* – partnering with healthcare providers to support collaboration, learning capability and knowledge sharing on healthcare innovation and improvement
- *continuous capability building* – working with healthcare providers to build capability in redesign, project management and change management through the Centre for Healthcare Redesign.

ACI Clinical Networks, Taskforces and Institutes provide a unique forum for people to collaborate across clinical specialties and regional and service boundaries to develop successful healthcare innovations.

A priority for the ACI is identifying unwarranted variation in clinical practice and working in partnership with healthcare providers to develop mechanisms to improve clinical practice and patient care.

aci.health.nsw.gov.au

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Further copies of this publication can be obtained from the Agency for Clinical Innovation website at **www.aci.health.nsw.gov.au**

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Section A – the course

1. Introduction to the Centre for Healthcare Redesign

The Centre for Healthcare Redesign (CHR) was established as a key strategy to support the growth of Redesign programs and therefore contribute to the Healthcare Quadruple Aim¹:

- improving the patient experience of care
- improving the staff experience of delivering care
- improving the health of populations
- reducing the per capita cost of healthcare.

The role of the CHR, as part of the Agency for Clinical Innovation (ACI), is to provide skills and knowledge for staff across the healthcare system primarily in the areas of:

- innovation
- redesign
- project management
- change management

CHR offers capability development programs and resources which include:

- the Graduate Certificate Program ('Redesign School')
- change management training (Accelerating Implementation Methodology – AIM)
- redesign training programs
- My Health Learning modules and recognition
- a network of Redesign leaders
- coaching program

The CHR values align with the core NSW Health values: collaboration, openness, respect and empowerment.

¹ The Quadruple Aim is an ongoing initiative from the Institute for Healthcare Improvement (IHI) and has been adopted by the ACI.

2. Graduate Certificate (Clinical Redesign) program

The CHR has been delivering a statewide redesign and project management program for health professionals since 2007. Through this program, the CHR supports 'building capability resulting in measurable changes in health outcomes' and aims to:

- enhance workforce capacity to undertake redesign projects within the NSW Health system
- promote, develop and strengthen networks across functional and regional areas
- integrate patient-centred healthcare delivery²

The Graduate Certificate (Clinical Redesign) program is an intensive program that is delivered in partnership with the University of Tasmania (UTAS). There are two intakes planned for 2020, commencing in February and late June. The program incorporates eLearning and face to face delivery to enable NSW Health staff to complete an important workplace redesign project. This applied learning means that participants have an opportunity make real change, while acquiring skills that will be used throughout their career. It includes:

- enrolment in the Graduate Certificate (Clinical Redesign)
- a comprehensive eLearning program (via My Health Learning)
- 15 face to face educational sessions
- workplace coaching
- a workplace redesign project
- an online unit based on translational research, delivered by the UTAS
- ongoing study opportunities with UTAS

Redesign methodology

Using proven Redesign methodology, frontline staff can identify issues impacting patient experience, then develop and implement sustainable change processes to improve the way healthcare is delivered and experienced, benefiting patients, carers and staff.

Participants, projects and achievements

Since 2007 over 640 participants have graduated from the CHR redesign program, implementing over 330 redesign projects. These projects include high profile and statewide initiatives such as:

- emergency department models of care and access
- Hospital in the Home
- integrated care
- Leading Better Value Care

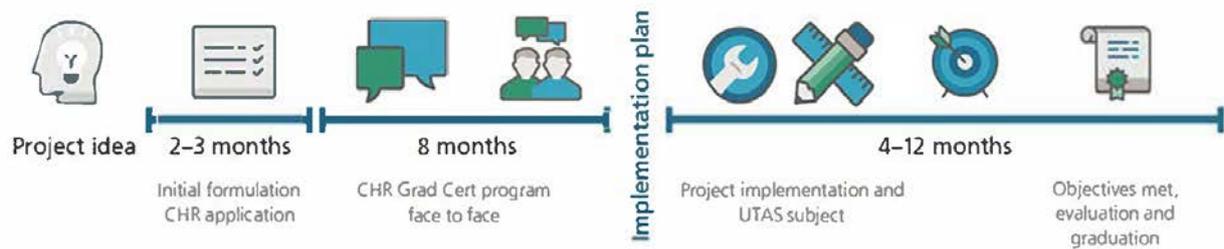
More information about these projects is available through the [Innovation Exchange](#).



² The ACI Strategic Plan 2019 – 2022 can be accessed here: https://www.aci.health.nsw.gov.au/__data/assets/pdf_file/0005/478040/ACI-Strategic-Plan-2019-2022.pdf

3. Where does the Grad Cert program fit in the project lifecycle?

Grad Cert program project timeline



* note school 1 2020 face to face will cover an 8 month period

Project idea

Projects best suited to the Redesign methodology are improvement projects, where staff identify a high priority and measurable problem to solve in their organisation. The solution should not be known.

Initial formulation

Once the need for change is identified, staff should start defining the project. This includes determining the overall goal, who will manage the project and structure of the project team. The application form offers a list of criteria to consider prior to starting the project.

CHR application

Staff who regularly manage projects or wish to make significant workplace changes, but don't have formal training on project or change management, will greatly benefit from participating in the program.

For the Partnerships for Improving Healthcare Delivery for Aboriginal People program, teams will be required to be partnerships formed from local health districts/specialty health networks and primary care organisations such as Primary Health Networks (PHN), Aboriginal Medical Services (AMS) or other related Aboriginal health services on the recommendation of the local executive. Staff are encouraged to apply in teams of two or three participants (max of four), including at least one member from each area impacted by the change.

For example: if the project addresses issues relating to Aboriginal mental health when presenting to the emergency department (ED), then the team should include staff members from the mental health service, the ED and relevant Aboriginal health partner organisations such as the local AMS.

Applications will need to be reviewed by your department manager, project sponsor and the local Redesign leader.

If you're considering applying but unsure of the **suitability** of your project or the **commitment** required for the program, **talk** to the **Redesign leader** or a past participant.

Please note: the award of Graduate Certificate in Clinical Redesign has university related eligibility criteria.

Students are required to have:

- Australian citizenship or permanent residency
- An **undergraduate degree** of an Australian higher education institution or the equivalent standard in any other institution, **or**
- **significant experience** in the health or relevant sector
 - If you don't have an undergraduate qualification you'll be asked to provide a summary of your current role and previous health sector experience along with your CV

Redesign leaders are also asked to discuss this requirement prior to submitting an application and advise CHR accordingly. Please note each applicant will be reviewed by the university on an individual basis and admission cannot be guaranteed.

If you have any questions or concerns regarding your eligibility to enrol please contact: ACI-CHR@health.nsw.gov.au

Graduate Certificate (Clinical Redesign) program

The program provides the learning component to execute a successful project. The program takes participants through the different steps and tools of redesign project management, from initiation through to planning evaluation.

The program requires a **considerable time commitment** and we expect participants to **have dedicated project time for two to three days a week for the entire project duration**. This is dependent on the scope of the project – large projects require full time commitment to underpin success. In addition, participants are also required to undertake some study in their own time. Redesign leaders provide valuable support in coaching participants to achieve a strong implementation plan and tools for successful change management.

Project implementation

Successful project implementation is key in achieving project objectives. During this phase, participants are accountable to their organisation for the successful implementation of their project. This phase is also highly time-consuming and participants are required to be backfilled until their changes are 'business as usual'. In this phase Redesign leaders continue to provide coaching, while the project sponsor plays a key role in accelerating the implementation.

UTAS online study unit

The unit *Translational Research in Practice* (CAM538) is delivered solely by UTAS and studied online to offer maximum flexibility for the student. This unit of study requires approximately **six to eight hours of dedicated self-study per week** as it is generally not backfilled. The purpose of the unit is to transfer learnings gained from the project and research into the workplace.

Objectives met - evaluation and graduation

Objectives are usually met 4 to 12 months after the end of the CHR component of the program. This can vary significantly depending on a number of factors such as the scope of the project, availability of resources and the involvement of the sponsor. Successful participants will present their achievements during the graduation day and obtain a Graduate Certificate in Clinical Redesign.

Continuous improvement

The redesign process is part of continuous improvement activities. Projects, goals and objectives should be constantly re-evaluated to ensure the systems meet the demand and progress towards achieving the Quadruple Aim:

- improving the patient experience of care
- improving the staff experience of delivering care
- improving the health of populations
- reducing the per capita cost of healthcare

4. Key program roles and responsibilities

Program participant

The project manager and team members for the local team are in charge of project activities during the program and accountable for following the methodology through the life of the project, including the implementation and evaluation of solutions.

PROGRAM PARTICIPANTS REQUIREMENTS

- Attend all face to face workshops and the graduation day
- Be approved for **project time of two to three days per week** (according to project scope). This is fundamental to allow successful project implementation and to meet the learning objectives of the Graduate Certificate
- Complete all pre-course requirements and deliverables in a timely manner
- Share ideas and learning to create a mutual support network for change
- Implement their project solutions

The project team will have the support of their organisation, maintain open communication and network at a senior level within the organisation.

Project sponsor/s

The project sponsor is senior manager who has the authority to direct change. Their role is to legitimise and demonstrate ownership for the change. As such, the project sponsor will work closely with the project manager to ensure:

- appropriate scope and goal setting in line with organisational strategic goals
- allocation of resources and project budget
- regular scheduled monitoring of progress and approval for project milestones and deliverables
- senior level commitment and sponsorship by senior executive teams
- facilitation and resolution of issues at senior levels
- reinforcement of expected new behaviours

In support of their project team, sponsors are **required** to attend the following sessions:

- first face to face day (project initiation)
- sponsor webinars and teleconferences
- ACI graduation day

Centre for Healthcare Redesign course facilitators

The CHR course facilitators create:

- a challenging and supported experience where you will learn and develop new capabilities in redesign, change and project management
- an opportunity to learn from, and be coached by, recognised experts in the redesign field (coaching and mentoring will be provided by ACI program facilitators and Redesign leaders)
- a learning culture supported by coaching and online educational resources and templates
- opportunities for knowledge transfer

Redesign leaders

The Redesign and Innovation Network consists of experts in project and change management across all local health districts and networks. The Redesign leaders play an active role in supporting the CHR program and participants by:

- identifying optimal projects and participants to attend the program
- coaching and mentoring the participants and projects from their local health district, specialty health network or organisation
- contributing directly to the CHR delivery component by facilitating individual sessions with participants and providing expert feedback
- facilitating networking within and across clinical and geographical boundaries
- linking participants with other relevant projects or initiatives

5. Course structure

The content of the program is based on project management, change and Redesign methodology and delivered in partnership with UTAS. The Grad Cert will be awarded following the successful completion of four units.

- Three units are delivered by the ACI in Sydney and are equivalent to UTAS units: Clinical Redesign (CAM554), Diagnostic and Analysis (CAM509) and Solutions and Implementation (CAM510)
- The fourth unit, Translational Research in Practice (CAM538), is delivered entirely by UTAS via their online platform. This unit is delivered over approximately 13 weeks and requires approximately 6-8 hours of self-study per week

Participants who successfully complete all the course requirements and manage their improvement project until its completion are eligible to receive a Graduate Certificate in Clinical Redesign, conferred through UTAS.

Section 1

The first section of the program consists of five phases held over an 8 month period (in addition to the UTAS semester). Each face to face workshop at ACI follows the same structure.

PREPARATION

Independent completion of the related eLearning modules prior to the start of each workshop.

FACE TO FACE

Face to face sessions are practical learning workshops that provide an opportunity to discuss and apply theory as well as discover further tools and techniques for applying redesign. These workshops further develop the theoretical and practical skills and knowledge needed to undertake specific tasks related to each stage of the redesign initiative.

PROJECT

Individuals and teams will focus on developing their chosen initiative and putting their new skills and knowledge into practice. The local Redesign leader generally provides practical support and ongoing coaching in the methodology and there is an expectation of strong commitment and involvement from the project sponsors.

DELIVERABLES

There are deliverables required for each phase (outlined in the deliverables calendar) with a team submission to UTAS. The reports will detail the practical application of the methodology to the projects. The reports are due at the end of each phase (as per calendar) and must be signed off by the sponsor. Reports are assessed against the learning outcomes and feedback is provided to help strengthen initiatives and achieve objectives.

PRESENTATIONS

At each phase (from diagnostics onwards) project teams deliver a seven minute presentation on the status of their initiative. This occurs on the first morning of each face to face workshop. Formative feedback is provided by senior management and executive staff.

Section 2

The second section of the program is focused on the implementation of the project. Participants and sponsors will test their solutions and implement their project until it is considered 'business as usual'. After evaluation, participants are expected to submit an application for a local award in the relevant category. During this phase participants will also undertake the online UTAS unit CAM538.

Upon successful completion of the course, participants will be invited to an ACI graduation day where they can present their project to their fellow cohort, sponsors and Redesign leaders.

6. Cost

There will be no cost incurred for participants regarding the award of the Graduate Certificate. The ACI will cover all costs related to the delivery of the face to face teaching and eLearning modules as well as the certification costs for each participant (this does not cover the costs associated with reissuing a testamur or academic transcript).

Local health districts are required to cover all costs associated with travel and accommodation for nominees to attend the program **and their associated dedicated project time.**

UTAS Scholarship: If students enrol in the Grad Cert and meet the eligibility criteria they will receive a 100% HECS-fee waiver. This covers all study costs and the student services administrative fee (SSAF). The exception of this scholarship is that if a student fails a required unit, the scholarship will not fund their reattempt. Therefore if the student chooses to study the unit again to obtain the Grad Cert, they will be required to pay the student contribution for that unit.

7. 2020 Calendar

Please find below the dates of the face to face workshops and other important dates. Workshops are held at the ACI facility in Chatswood and attendance is mandatory for participants wishing to graduate.

Session	CHR 2020.01
Applications open	21 October 2019
Applications close	2 December 2019
Successful applicants notified	16 December 2019
Project initiation and start up workshop	25 – 28 February
Diagnostics workshop	31 March – 2 April
Solution design workshop	16 – 18 June
Implementation workshop	1 – 3 September
Sustainability and evaluation workshop	13 – 14 October
UTAS translational research (online only – no face to face)	TBC
Graduation day and final presentations	April/May 2021, TBC

8. Redesign contact list

Organisation	First Name	Last Name	Email address
Ambulance Service	Anna	Rozario	anna.rozario@health.nsw.gov.au
Central Coast	Jessica	Moran	Jessica.Moran@health.nsw.gov.au
Far West	Melissa	Welsh	Melissa.Welsh@health.nsw.gov.au
Hunter New England	Kristy	Morris	Kristy.Morris@health.nsw.gov.au
Illawarra Shoalhaven	Kerrie	O'Leary	Kerrie.OLeary@health.nsw.gov.au
Illawarra Shoalhaven	Tracey	Hinke	Tracey.Hinke@health.nsw.gov.au
Justice Health and Forensic Mental Health Network	Semakaleng	Hlapane	Semakaleng.Hlapane@health.nsw.gov.au
Mid North Coast	Lisa	Coombs	lisa.coombs@health.nsw.gov.au
Murrumbidgee	Annie	Williams	Annie.Williams@health.nsw.gov.au
Nepean Blue Mountains	Liza	Loobeek	Liza.Loobeek@health.nsw.gov.au
Northern NSW	Lynn	Hopkinson	Lynn.Hopkinson@health.nsw.gov.au
Northern Sydney (Manly, Mona Vale and Hornsby)	Deb	Stewart	Deb.Stewart@health.nsw.gov.au
Northern Sydney (RNS and Ryde)	Jessica	Drysdale	Jessica.drysdale@health.nsw.gov.au
NSW Health Pathology	Kelly Ann	McKercher	Kelly.Mckercher@health.nsw.gov.au
NSW Health Pathology	Nicole	Manning	Nicole.Manning@health.nsw.gov.au
South Eastern Sydney	Louise	Deady	Louise.Deady@health.nsw.gov.au
South Western Sydney	Margaret	Chapman	Margaret.Chapman@health.nsw.gov.au
Southern NSW	Judith	Hallam	Judith.Hallam@health.nsw.gov.au
St Vincent's Health Network	Viji	Mathews	Viji.JosephMathews@svha.org.au
Sydney	Dimitra	Kaldelis	Dimitra.Kaldelis@health.nsw.gov.au
Sydney	Barbye	Castillo	Barbye.Castillo@health.nsw.gov.au
Sydney Children's Hospital Network	Christie	Graham	Christie.graham@health.nsw.gov.au
Western NSW	Lorna	Dicks	lorna.dicks@health.nsw.gov.au
Western NSW	Dianne	Harvey	Dianne.Harvey@health.nsw.gov.au
Western Sydney	Emma	Clarke	Emma.Clarke1@health.nsw.gov.au

Section B – Applications

1. Application process

Candidates are required to submit an online application for consideration into the Redesign school. Candidates are required to contact the Redesign leader in the first instance as there may be a specific local application process in their organisation.

If you are unable to contact the Redesign leader, enquiries can be made directly to **ACI-CHR@health.nsw.gov.au**.

Considerations for the application to the Partnerships for Improving Healthcare Delivery for Aboriginal People program:

- The project issue is appropriate to the redesign methodology
- The project team are representative of a partnership and include participants from relevant areas in Aboriginal health services
- The issue is significantly impacting the health of Aboriginal people and is considered relevant by the community

2019 dates

Phase	CHR 2020.01
Applications close	2 December 2019
Successful applicants notified	16 December 2019

To ensure an optimal learning environment, the number of participants and projects in each course are limited. Applications will be assessed against the criteria outlined in the application form.

Team participation

Participants are encouraged to submit a team application. To comply with the Graduate Certificate in Clinical Redesign requirements, there is a limit of four participants working on the same project attending the CHR program.

Please note: To be awarded the Graduate Certificate in Clinical Redesign all team members must attend the workshop days, complete their eLearning and UTAS translational research unit individually, and play an active and equal role in the project implementation.

By applying to the program, participants agree to share their project information with the rest of their cohort. They also agree that all information shared is for learning purposes only.

2. Next steps for your application

1. Prior to completing an application, participants must have an improvement project approved by their sponsor and the Redesign leader, and backfilled time to manage it.

You are required to contact the local Redesign leader to assist you with this application process and inform you if the project is suitable for the Centre for Healthcare Redesign. These details are located on page 10. Redesign leaders will also advise if the project meets a strategic need for the organisation and give insight into the program to help you understand if you're an appropriate candidate.

2. Application submission

The local Redesign leader will complete the application via an online portal by the due date. We therefore recommend that the application is with the Redesign leader for review no later than 10 days prior to the application deadline.

A summary of the application is provided on the following page with corresponding guidelines presented in blue - however this document cannot be uploaded itself, rather it **must be completed and submitted electronically**.

3. Application summary

This demonstrates the information required for the online application. This form cannot be uploaded, rather the content needs to be typed into the online application.

Blue text is descriptive. Black text is part of the application.

Section 1 Project description

PROJECT DETAILS	
Project title	
LHD/SHN and partnership organisations	
Case for change	<p>100-300 words</p> <p>Issue: What is the problem you would like to fix?</p> <p>Background: why the situation is a risk or opportunity for the organisation and consumers/ community. <i>Include any existing evidence/data.</i></p>

Link to organisational strategy	50-300 words What organisational priority does it align with? Please quote the relevant source (e.g. strategic plan).
Project goal	Please provide a 1-2 sentence statement about the long-term change your project is working towards (3 to 4 yrs.)
Project objective/ outcome measures	< 50 words What measures will you be using to determine successful outcomes e.g. reduced length of stay, reduced readmissions
PROJECT CONSIDERATIONS	
Scope	< 200 words What is the scope of the project? How is it manageable with the resources allocated to the project?
Project risks	50-300 words What are the major threats to implementation? What is the plan to reduce these threats?
RESOURCES	
Budget	< 100 words Will funds be required for the project, how much and is a funding source identified? Is there specific funding attached to this project?
Human resources	< 100 words What is the resourcing that is directly allocated to the project? How will the resources be allocated e.g. backfilling
Medical lead and community lead	< 50 words If medical lead is not applicable, which key clinical lead will be involved in the project and accountable for achieving the outcomes? If relevant, is there an Aboriginal community lead?
Further human resources not participating directly as a grad cert participant	< 150 words For example other project team members, subject matter experts, etc.

IMPLEMENTATION, EVALUATION AND SUSTAINABILITY	
Implementation and sustainability	<p>100-300 words</p> <p>Who will be implementing the project? What are the ongoing resource implications to sustain your project and embed the changes, i.e. staff availability after the completion of the formal educational program?</p>

Project team

TEAM PROJECT MANAGER	
Name	
Position	
Department and organisation	
Email	
Work phone	
Mobile	
Time allocated to the project	<p>Please specify weekly hours specifically allocated to the project. Each participant will need to have dedicated time to complete the project.</p>
Accelerating Implementation Methodology (Please check the relevant box)	<p><input type="checkbox"/> I confirm that I have attended an AIM workshop in the last two years</p> <p><input type="checkbox"/> I have booked to attend a scheduled AIM workshop</p> <p>If you attended an AIM course more than 2 years ago please discuss with the Redesign leader.</p>
Attendance (Please check the relevant boxes)	<p><input type="checkbox"/> I confirm that I am able to attend on all school workshop dates</p> <p><input type="checkbox"/> I cannot attend all workshop dates (Please provide details below)</p> <p><input type="checkbox"/> I confirm that I will not take more than 2 consecutive weeks of leave and not more than 3 weeks total for the duration of the program</p> <p><input type="checkbox"/> I will require backfill of xx days per week for the duration of the program</p> <p><input type="checkbox"/> I agree to complete an Aboriginal Health Impact Statement for this project</p> <p><input type="checkbox"/> I am considering applying for Ethics approval for this project</p>

	<input type="checkbox"/> I am aware that completion of the Graduate Certificate Redesign program will require some study/activities outside of standard work hours (nominally x hours per week)
Date	
DIRECT LINE MANAGER	
Name	
Role	
Approval <i>(please check the box)</i>	<input type="checkbox"/> I approve this candidate's participation in the Grad Cert Redesign program <input type="checkbox"/> I confirm that (insert name) has a history of performance that demonstrates the capacity and capability to complete the Grad Cert Redesign program <input type="checkbox"/> I agree to release (insert names) xx days a week for the duration of the program <input type="checkbox"/> I agree to fund travel and accommodation cost (if required) for (insert names) to attend the Redesign school and workshop activities <input type="checkbox"/> I agree that backfill will be provided for xx days per week and appropriate funding is considered for the duration of the program
Date	
TEAM MEMBER 2	
Name	
Position	
Department and organisation	
Email	
Work phone	
Mobile	
Time allocated to the project	Please specify weekly backfilled hours if not in a project role. Each participant will need to have dedicated time to complete the project.
Accelerating Implementation Methodology <i>(Please check the relevant box)</i>	<input type="checkbox"/> I confirm that I have attended an AIM workshop in the last two years <input type="checkbox"/> I have booked to attend a scheduled AIM workshop

	If you attended an AIM course more than 2 years ago please discuss with the Redesign leader.
Attendance <i>(Please check the relevant boxes)</i>	<input type="checkbox"/> I confirm that I am able to attend on all school workshop dates <input type="checkbox"/> I cannot attend all workshop dates (Please provide details below) <input type="checkbox"/> I confirm that I will not take more than 2 consecutive weeks of leave and not more than 3 weeks total for the duration of the program <input type="checkbox"/> I will require backfill of xx days per week for the duration of the program <input type="checkbox"/> I agree to complete an Aboriginal Health Impact Statement for this project <input type="checkbox"/> I am considering applying for Ethics approval for this project <input type="checkbox"/> I am aware that completion of the Graduate Certificate Redesign program will require some study/activities outside of standard work hours (nominally x hours per week)
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Direct line manager	
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Role	
Approval <i>(please check the box)</i>	<input type="checkbox"/> I approve this candidate's participation in the Grad Cert Redesign program <input type="checkbox"/> I confirm that (insert name) has a history of performance that demonstrates the capacity and capability to complete the Grad Cert Redesign program <input type="checkbox"/> I agree to release (insert names) xx days a week for the duration of the program <input type="checkbox"/> I agree to fund travel and accommodation cost (if required) for (insert names) to attend the Redesign school and workshop activities <input type="checkbox"/> I agree that backfill will be provided for xx days per week and appropriate funding is considered for the duration of the program
Date	
TEAM MEMBER 3 (OPTIONAL)	
Name	
Position	
Department and Facility	

Email	
Work phone	
Mobile	
Time allocated to the project	Please specify weekly backfilled hours if not in a project role. Each participant will need to have dedicated time to complete the project.
Accelerating Implementation Methodology <i>(Please check the relevant box)</i>	<input type="checkbox"/> I confirm that I have attended an AIM workshop in the last two years <input type="checkbox"/> I have booked to attend a scheduled AIM workshop If you attended an AIM course more than 2 years ago please discuss with the Redesign leader.
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Role	
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	<input type="checkbox"/> I agree that backfill will be provided for xx days per week and appropriate funding is considered for the duration of the program
Date	
TEAM MEMBER 4 (OPTIONAL)	
Name	
Position	
Department and Facility	
Email	
Work phone	
Mobile	
Time allocated to the project	Please specify weekly backfilled hours if not in a project role. Each participant will need to have dedicated time to complete the project.
Accelerating Implementation Methodology (Please check the relevant box)	<input type="checkbox"/> I confirm that I have attended an AIM workshop in the last two years <input type="checkbox"/> I have booked to attend a scheduled AIM workshop If you attended an AIM course more than 2 years ago please discuss with the Redesign leader.
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Name	
Role	
Approval <i>(please check the box)</i>	<input type="checkbox"/> I approve this candidate's participation in the Grad Cert Redesign program <input type="checkbox"/> I confirm that (insert name) has a history of performance that demonstrates the capacity and capability to complete the Grad Cert Redesign program <input type="checkbox"/> I agree to release (insert names) xx days a week for the duration of the program <input type="checkbox"/> I agree to fund travel and accommodation cost (if required) for (insert names) to attend the Redesign school and workshops activities <input type="checkbox"/> I agree that backfill will be provided for xx days per week and appropriate funding is considered for the duration of the program
Date	
REDESIGN LEADER (OR EQUIVALENT)	
Name	
Role	
I have discussed the commitments of the Graduate Certificate with team members and the team members agree to dedicate their time and to fulfil all requirements.	Participants will need to obtain the Redesign leader's agreement to support the project and provide relevant coaching.
Date	

SERVICES COLLABORATING IN THE PROJECT	
Agency or LHDs	
Names and contact details	

Sponsorship

SPONSOR 1	
Name	
Position	
Email address	
Attendance Project sponsors are required to attend the following events to support their team:	I confirm I am able to attend the: <ul style="list-style-type: none"> <input type="checkbox"/> Project initiation workshop day (1st face to face day with participants) <input type="checkbox"/> Sponsors' teleconference to review the sponsor's role (teleconference) – following initiation phase <input type="checkbox"/> Sponsors' teleconferences conducted by ACI – Dates to take place after each phase session: TBC <input type="checkbox"/> Final graduation day
Statement of importance (Applications without a statement of importance will not be considered)	Health service managers and clinical leaders who agree to sponsor the project are to provide a statement describing why the project is important in the relevant service and what actions they will take to provide support including the provision of time to attend face to face sessions, undertake project tasks, etc.
Approval	<input type="checkbox"/> I am aware funding may be required for the following: <ul style="list-style-type: none"> • Communication materials • Catering for site specific workshops • Travel to site specific workshops • Workshops materials <input type="checkbox"/> I will negotiate and assist the project team to identify a funding source and obtain this funding
Signature	
Date	

SPONSOR 2 - DELETE OR LEAVE BLANK IF ONLY 1 SPONSOR	
Name	
Position	
Email address	
Attendance Project sponsors are required to attend the following events to support their team:	<p>I confirm I am able to attend the:</p> <p><input type="checkbox"/> Project initiation workshop day (1st face to face day with participants)</p> <p><input type="checkbox"/> Sponsors' teleconference to review the sponsor's role – following initiation phase</p> <p><input type="checkbox"/> Sponsors' teleconferences conducted by ACI – Dates to take place after each phase session: TBC</p> <p><input type="checkbox"/> Final graduation day</p>
Statement of importance (Applications without a statement of importance will not be considered)	<p>Health service managers and clinical leaders who agree to sponsor the project are to provide a statement describing why the project is important in the relevant service and what actions they will take to provide support including the provision of time to attend face to face sessions, undertake project tasks, etc.</p>
Approval	<p><input type="checkbox"/> I am aware funding may be required for the following:</p> <ul style="list-style-type: none"> • Communication materials • Catering for site specific workshops • Travel to site specific workshops • Workshops materials <p><input type="checkbox"/> I will negotiate and assist the project team to identify a funding source and obtain this funding</p>
Signature	
Date	

NB: All projects are required to complete an **Aboriginal Health Impact Statement**.