Graduate Certificate (Clinical Redesign)

Pre-Course Information and Application

NSW GOVERNMENT | **AGENCY FOR CLINICAL INNOVATION**
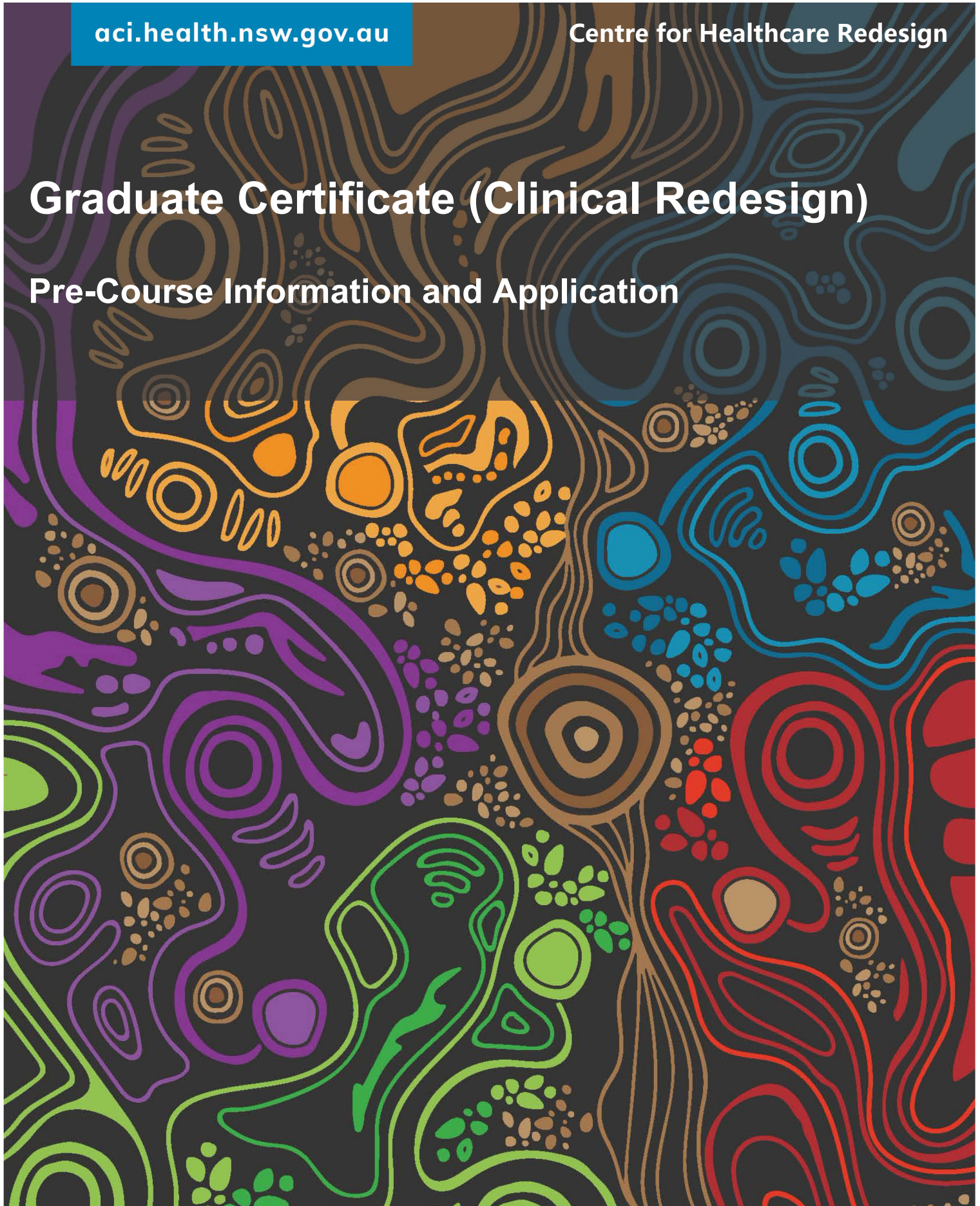
About the artist and artwork

This artwork represents the learning pathway through the Redesign Methodology and was commissioned for the Redesign School.

Kamilaroi/Gamilaraay man Dennis Golding is a Sydney-based artist and also works as the First Nations Creative Producer at Australian Design Centre.

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

Contents

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 Aim[1]:

- 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

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

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[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 delivery.[2]

The Graduate Certificate (Clinical Redesign) program is an intensive program that is delivered in partnership with the University of Tasmania (UTAS). There are three intakes planned for 2023, commencing in Feb, March and July. The program incorporates eLearning, face to face and virtual 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)
- 14 face to face/virtual 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, approximately 750 participants have graduated from the CHR redesign program, implementing over 350 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.

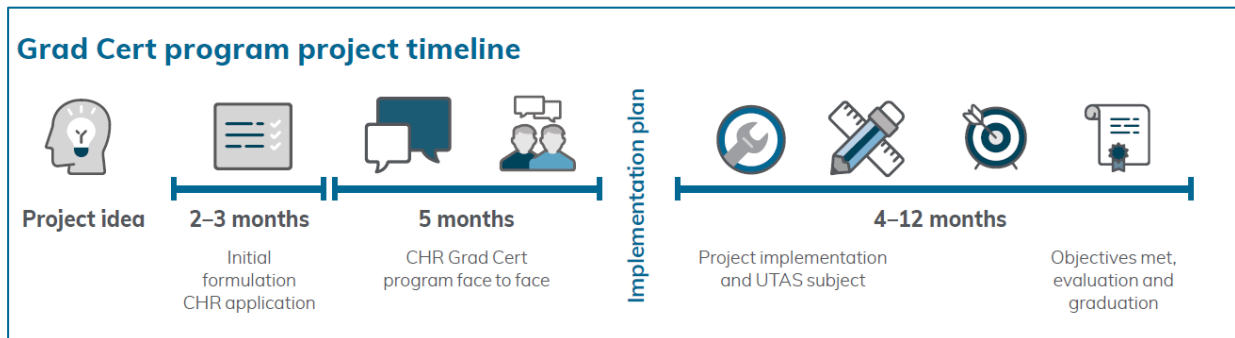More information about these projects is available through the **Innovation Exchange**.

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[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

Project idea	2–3 months	5 months	Implementation plan	4–12 months	
	Initial formulation CHR application	CHR Grad Cert program face to face		Project implementation and UTAS subject	Objectives met, evaluation and graduation

Project idea

Projects best suited to the Redesign methodology are improvement projects that align with the strategic goals of the organisation that impact on patient outcomes and experience. Project teams and sponsors will identify a high priority and measurable problem to solve in their organisation.

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.

Participants are nominated from each local health district or specialty health network 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 of each area impacted by the change. For example: if the project addresses issues for patients with a mental illness when presenting to the emergency department, the team should include at least a staff member from the mental health service and one from the emergency department.

Your application will need to be reviewed by your department manager, project sponsor and 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 your **Redesign leader** or a past participant.
Please note: the award of Graduate Certificate (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 sector
    - If you don't have a tertiary qualification you'll be asked to provide a summary of your current role and previous health sector experience, as well as a current 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 of redesign project management, from initiation through to planning evaluation.

The program requires a **considerable time commitment** and we expect participants to be **backfilled for at least two 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. Local 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 and Health Service Innovation* (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 revaluated to ensure the systems meet the demand and progress towards achieving the Quadruple Aim.

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 ACI workshops and the graduation day.
- Be approved for **backfilled project time of at least two 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 someone at a senior level 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)
- virtual sponsor check-ins
- ACI graduation day

Centre for Healthcare Redesign course facilitators

The CHR course facilitators create:

- a challenging 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 component delivery by facilitating individual sessions with participants and providing expert feedback on their presentations and deliverables
- 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 and Health Service Innovation (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 a 20 week period (in addition to the UTAS semester). Each 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/VIRTUAL WORKSHOPS

Face to face and virtual 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 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 all teaching and elearning modules. Local health districts are required to cover all costs associated with travel and accommodation for nominees to attend the program and their associated backfill.

UTAS Scholarship: If students enrol in the Graduate Certificate and meet the eligibilty 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 Graduate Certificate, they will be required to pay the student contribution for that unit.*

7. 2023 calendar

Please find below the workshop and other important dates. Workshops are held either virtually or at the ACI in St. Leonards and attendance is mandatory for participants wishing to graduate.

Session	CHR 2023.01	CHR 2023.02	CHR 2023.03
Applications open	03 October 2022	28 November 2022	20 March 2023
Notification of Intent (NOI) due to HNE Research Office	14 October 2022	9 December 2022	30 March 2023
Endorsed HNE Application Form due to HNE Research Office	10 November 2022	2 February 2023	24 May 2023
Applications close	14 November 2022	06 February 2023	26 May 2023
Project initiation and start up workshop	14-16 February 2023 Face to face	28-30 March 2023 Face to face	18-20 July 2023 Face to face
Diagnostics workshop	21-23 March 2023 Face to face	2-4 May 2023 Face to face	15-17 August 2023 Face to face
Solution design workshop	16, 18-19 May 2023 Virtual	27, 29-30 June 2023 Virtual	17, 19-20 October 2023 Virtual
Implementation workshop	20, 22-23 June 2023 Virtual	25, 27-28 July 2023 Virtual	14,16-17 November 2023 Virtual
Sustainability and evaluation workshop	2-3 August 2023 Virtual	29-30 August 2023 Virtual	12-13 December 2023 Virtual
UTAS translational research (online only – no face to face)	Spring School Extended October 2023 TBC	TBC	TBC
Graduation day and final presentations	December 2023	April/May 2024 TBC	August/September 2024 TBC

8. Redesign contact list

Organisation	First Name	Last Name	Email address
Ambulance Service	Anna	Rozario	Anna.Rozario@health.nsw.gov.au
Central Coast	Melanie	Perry	Melanie.Perry@health.nsw.gov.au
Far West	Chelsea	Edwards	Chelsea.Edwards1@health.nsw.gov.au
Hunter New England	Kathryn	Reilly	Kathryn.Reilly@health.nsw.gov.au
Illawarra Shoalhaven	TBC		
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	TBC		
Nepean Blue Mountains	Liza	Loobeek	Liza.Loobeek@health.nsw.gov.au
Nepean Blue Mountains	Dawn	Hutley	Dawn.Hutley@health.nsw.gov.au
Northern NSW	Lynn	Hopkinson	Lynn.Hopkinson@health.nsw.gov.au
Northern Sydney (Ryde)	Catherine	Jones	Catherine.Jones3@health.nsw.gov.au
Northern Sydney (Hornsby)	TBC		
Northern Sydney (RNS)	TBC		
NSW Health Pathology	Tracey	Cambourn	Tracey.Cambourn@health.nsw.gov.au
NSW Health Pathology	Nicole	Manning	Nicole.Manning@health.nsw.gov.au
South Eastern Sydney	Christie	Graham	Christie.Graham@health.nsw.gov.au
South Eastern Sydney	Daniela	Feuerlicht	daniela.feuerlicht@health.nsw.gov.au
South Western Sydney	TBC		
Southern NSW	Niccola	Follett	Niccola.Follett@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	Emma	Dickens	Emma.Dickins@health.nsw.gov.au
Western NSW	Elizabeth	Jacob	elizabeth.jacob1@health.nsw.gov.au
Western NSW	Julie	Quade	julie.quade@health.nsw.gov.au
Western Sydney	Naomi	Van Steel	Naomi.VanSteel@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 application for consideration into the Redesign school through their Redesign leader. Candidates are required to contact their 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 or there is no contact person listed in the table above, enquiries can be made directly to **ACI-CHR@health.nsw.gov.au**.

2022/23 dates

	CHR 2023.01	CHR 2023.02	CHR 2023.03
Applications open	03 Oct 22	28 Nov 22	20 Mar 23
Applications due to HNE Research Office	10 Nov 22	02 Feb 23	24 May 23
Applications close	14 Nov 22	06 Feb 23	26 May 23
Successful applicants notified	25 Nov 22	15 Feb 23	06 Jun 23
Program start date	14 Feb 23	28 Mar 23	18 Jul 23

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 three participants working on the same project attending the CHR Program. In specific cases, such as large integrated care projects, CHR may consider teams of four.

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 course deliverables and 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 Redesign leader, and backfilled time to manage it.

details are located on page 9. 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

Your local Redesign leader can help you complete the fields and submit your application via **https://forms.office.com/r/4TwZx07XyU** by the due date. We therefore recommend that the application is with the Redesign leader for review no later than ten days prior to the application deadline.

The application is provided below with corresponding guidelines presented in blue. This information can then be pasted into the application portal by your redesign leader.

3. **Application summary**

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

Section 1: Applicant

TEAM PROJECT LEAD	
Name	
Position	
Department and organisation	
Email	
Work phone	
Mobile	
Do you identify as Aboriginal and/or Torres Strait Islander?	☐ Yes ☐ No ☐ Prefer not to say
Time allocated to the project	
Accelerating Implementation Methodology *(Please check the relevant box)*	☐ I confirm that I have attended an AIM workshop in the last two years ☐ I have booked to attend a scheduled AIM workshop If you haven't attended an AIM course in the past 2 years, please discuss with Redesign leads.
Attendance	☐ I confirm that I am able to attend on all school workshop dates

(Please check the relevant boxes)	☐ I cannot attend all workshop dates (Please provide details below) ☐ 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 ☐ I will require backfill of _____ days per week for the duration of the program ☐ I agree to complete an Aboriginal Health Impact Statement for this project ☐ I am considering applying for Ethics approval for this project ☐ I am aware that completion of the Graduate Certificate Redesign program will require some study/activities outside of standard work hours (nominally ____ hours per week)
Reason(s) for inability to attend all workshops	
Confirmation	I have read the applicant information pack and understand the commitments needed for me to undertake this program.
Privacy statement	**I understand that:** The information I have provided in this application form will be used by the Agency for Clinical Innovation (ACI) for the purpose of general participant administration, planning and communication. I consent to the ACI obtaining all personal information necessary for the purpose of my application and course. The ACI abides by the NSW Information Protection Principles with regard to storing of my details and I have the right to access personal information which the ACI holds about me, subject to exceptions of the NSW Privacy and Personal Information Protection Act 1998. Information provided will be held securely. I can refer to the **NSW Health Privacy Management Plan** for further information or contact **ACI-CHR@health.nsw.gov.au**.
Signature	
Date	

DIRECT LINE MANAGER

Name	
Role	
Approval *(please check the boxes and sign)*	☐ I approve this candidate's participation in the Grad Cert Redesign program ☐ I confirm that _____ has a history of performance that demonstrates the capacity and capability to complete the Grad Cert Redesign program I agree to release the candidate _____ days a week for the duration of the program: X_____ _{Manager}

	I agree to fund travel and accommodation cost (if required) for the candidate to attend the Redesign school and workshops activities: X _____ Manager I agree that backfill will be provided for _____ days per week and appropriate funding is considered for the duration of the program: X _____ Manager
Date	

TEAM MEMBER 2	
Name	
Position	
Department and organisation	
Email	
Work phone	
Mobile	
Do you identify as Aboriginal and/or Torres Strait Islander?	☐ Yes ☐ No ☐ Prefer not to say
Time allocated to the project	
Accelerating Implementation Methodology *(Please check the relevant box)*	☐ I confirm that I have attended an AIM workshop in the last two years ☐ I have booked to attend a scheduled AIM workshop If you haven't attended an AIM course in the past 2 years, please discuss with Redesign leads.
Attendance *(Please check the relevant boxes)*	☐ I confirm that I am able to attend on all school workshop dates ☐ I cannot attend all workshop dates (Please provide details below) ☐ 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

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Signature	
Date	

DIRECT LINE MANAGER	
Name	
Role	
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	X _____
	
	    Manager
	
	I agree that backfill will be provided for _____ days per week and appropriate funding is considered for the duration of the program:
	
	X _____
	
	    Manager

Date	

TEAM MEMBER 3 (OPTIONAL)	
Name	
Position	
Department and organisation	
Email	
Work phone	
Mobile	
Do you identify as Aboriginal and/or Torres Strait Islander?	☐ Yes ☐ No ☐ Prefer not to say
Time allocated to the project	
Accelerating Implementation Methodology *(Please check the relevant box)*	☐ I confirm that I have attended an AIM workshop in the last two years ☐ I have booked to attend a scheduled AIM workshop If you haven't attended an AIM course in the past 2 years, please discuss with Redesign leads.
Attendance *(Please check the relevant boxes)*	☐ I confirm that I am able to attend on all school workshop dates ☐ I cannot attend all workshop dates (Please provide details below) ☐ 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 ☐ I will require backfill of _____ days per week for the duration of the program

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Signature	
Date	
DIRECT LINE MANAGER	
Name	
Role	
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	I agree that backfill will be provided for _____ days per week and appropriate funding is considered for the duration of the program: X_____ Manager
Date	

TEAM MEMBER 4 (OPTIONAL)	
Name	
Position	
Department and organisation	
Email	
Work phone	
Mobile	
Do you identify as Aboriginal and/or Torres Strait Islander?	☐ Yes ☐ No ☐ Prefer not to say
Time allocated to the project	
Accelerating Implementation Methodology *(Please check the relevant box)*	☐ I confirm that I have attended an AIM workshop in the last two years ☐ I have booked to attend a scheduled AIM workshop If you haven't attended an AIM course in the past 2 years, please discuss with Redesign leads.
Attendance *(Please check the relevant boxes)*	☐ I confirm that I am able to attend on all school workshop dates ☐ I cannot attend all workshop dates (Please provide details below) ☐ 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

	☐ I will require backfill of _____ days per week for the duration of the program
	☐ I agree to complete an Aboriginal Health Impact Statement for this project
	☐ I am considering applying for Ethics approval for this project
	☐ I am aware that completion of the Graduate Certificate Redesign program will require some study/activities outside of standard work hours (nominally ____ hours per week)
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Date	
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Name	
Role	
Approval *(please check the boxes and sign)*	☐ I approve this candidate's participation in the Grad Cert Redesign program ☐ I confirm that _____ has a history of performance that demonstrates the capacity and capability to complete the Grad Cert Redesign program I agree to release the candidates for _____ days a week for the duration of the program _____ Manager

	I agree to fund travel and accommodation cost (if required) for the candidate to attend the Redesign school and workshops activities:
	X _____ Manager I agree that backfill will be provided for _____ days per week and appropriate funding is considered for the duration of the program: X _____ Manager
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 their Redesign leader's agreement to support the project and provide relevant coaching. X _____ Redesign Leader
Date	

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

Section 2: Project description

PROJECT DETAILS	
Project title	
LHD/SHN/Pillar	
Case for change	

Link to organisational strategy	
Project goal	
Project objective/ outcome measures	
PROJECT CONSIDERATIONS	
Scope	
Project risks	
RESOURCES	
Budget	
Human resources	
Medical lead	

Further human resources not participating directly as a grad cert participant	

IMPLEMENTATION, EVALUATION AND SUSTAINABILITY	
Implementation and sustainability	
Knowledge sharing *(Please check the relevant boxes)*	Please indicate the potential for the initiative to be adopted across the wider healthcare system and whether you agree to share the knowledge. As part of the program, you will need to agree to: ☐ Write up your project for a quality award? ☐ Share your project outcomes on the **Innovation Exchange** website? ☐ Have your project description and contact details distributed to ACI networks members?

Section 3: Sponsor

This is a commitment to sponsorship support for the project, all fields need to be completed for the application process and acceptance.

SPONSOR 1	
Name	
Position	
Email address	
Attendance **Project sponsors** are expected to attend the following events to support their team:	I confirm I am able to attend the: ☐ Project initiation workshop day (1st day with participants) ☐ Sponsor update meetings - dates TBC (these occur at critical stages of the methodology - usually takes place after each phase/session)

	☐ Final graduation day
Statement of importance (Applications without statement of importance will not be considered)	

Approval	☐ I am aware funding may be required for the following:
	   • Communication materials
	   • Catering for site specific workshops
	   • Travel to site specific workshops
	   • Workshop materials
	☐ I will negotiate and assist the project team to identify a funding source and obtain this funding

Signature	X̲_____ Sponsor
Date	

SPONSOR 2 (DELETE OR LEAVE BLANK IF ONLY 1 SPONSOR)	
Name	
Position	
Email address	
Attendance **Project sponsors** are expected to attend the following events to support their team:	I confirm I am able to attend the: ☐ Project initiation workshop day (1st workshop day with participants) ☐ Sponsor update meetings - dates TBC (these occur at critical stages of the methodology - usually takes place after each phase/session) ☐ Final ACI graduation day

Statement of importance (Applications without statement of importance will not be considered)	
Approval	☐ I am aware funding may be required for the following: • Communication materials • Catering for site specific workshops • Travel to site specific workshops • Workshop materials ☐ I will negotiate and assist the project team to identify a funding source and obtain this funding
Signature	X _____ Sponsor
Date	

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

Section 4: HNELHD Additional/Executive Approval to submit application

Service Manager Endorsement:	
Name:	
Position:	
Statement of approval/commitment	
I endorse the proposed redesign project and commit to the team's requirements for the Redesign (Grad Cert) program.	
Signature:	**Date:** ___/___/___
General Manager Endorsement:	
Name:	
Position:	
Statement of approval/commitment	
I endorse the proposed redesign project and commit to the team's requirements for the Redesign (Grad Cert) program.	
Signature:	**Date:** ___/___/___