**Application Support Pack- Sponsorship to attend the Institute for Healthcare Improvement (IHI) Forum April 2024**

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## Aim

The purpose of this application support pack is to provide guidance and information on the application process for Early Career and Newly Qualified Nurses & Midwives who wish to apply for sponsorship to attend the Institute for Healthcare Improvement (IHI) Forum.

NHS England’s National Nursing Directorate are sponsoring **seven** fully funded spaces for Early Career and Newly Qualified Nurses & Midwives to attend the Institute for Healthcare Improvement (IHI) Forum on quality and safety on **10-12 April 2024 in London.**

Investing in the development for one member per region to attend the Institute for Healthcare Improvement (IHI) Forum provides an excellent opportunity for leadership and professional development, learning and networking with over 4,700 participants from 80+ countries, who attend the forum.

Through attendance Early Career and Newly Qualified Nurses and Midwives will:

* Increase their knowledge, skills, and experience in quality improvement aimed at improving patient care and outcomes.
* Hear about and learn from the latest evidence based best practice, research and examples of QI practice that will inspire and motivate.
* Share ideas, information and learning from others' experiences and perspectives.
* Update them with the latest international and national healthcare system quality improvement work and consider how these developments will improve patient outcomes, experience, and practice.
* Gain exposure from and connect globally with other early career professionals, building alliances, contributing to discussion and support collaboration.
* Have the privilege of listening to insightful international leaders and key note speakers in the field of quality improvement and on current health care topical agendas.
* Discover how others are implementing change and use their learning to reflect how they can improve their own practice, delivering improvements in care and improving outcomes.
* Return to work feeling inspired, with fresh ideas to share with their team and test and implement in practice.
* Use their attendance at the international conference towards their professional development.
* Promote NHS England’s national QI network for early career professionals and facilitate collaboration among nursing & midwifery professionals from a diverse range of backgrounds, settings, and experiences.

Discussions with the forum organisers have taken place to consider the potential to host and facilitate a network session at the forum for early career professionals, bringing a global reach, which would enable sponsored participants to actively contribute to this session.

Whilst NHS England is providing sponsorship for attending the Institute for Healthcare Improvement (IHI) Forum, the applicant must have support and sponsorship from their provider organisation who will also fund any associated travel expenses.

## Background

Over the past year, NHS England’s Nursing Directorate, has been leading on the design, development, and delivery of two distinct Nursing & Midwifery Quality Improvement Networks to support delivery of the Long-Term Plan’s ambition for quality and the National Patient Safety Strategy. The two national QI networks are:

1. A nursing and midwifery leaders QI network aimed at nursing and midwifery leaders.
2. QI network for Early Career and Newly Qualified Nurses and Midwives.

Established in July 2023, the QI network for Early Career and Newly Qualified Nurses & Midwives was co-design and created for all nurses and midwives, who are in the first five years of their career since qualification or NMC registration.

Recognising the numerous challenges early career nurses and midwives can face the QI network for early career nurses and midwives is aimed at:

* Building knowledge, skills, confidence, and experience in quality improvement and its application in practice, aimed at achieving the best outcomes, experience of care for patients and demonstrating impact.
* Developing our future nursing and midwifery leaders, share examples of best practice in QI and improvements in patient / person centred care and outcomes.
* Contributing to the retention of the nursing and midwifery workforce.

The Network is part of the national infrastructure to support NHS England in its role to lead the NHS in England to deliver high quality services for all and support delivery of NHS Impact.

The network also contributes to the Chief Nursing Officers priorities of a collective voice that is powerful and heard, a workforce that is fit for the future and renew the reputation of our profession for the future.

## Institute for Healthcare Improvement

The International Forum on Quality and Safety in Healthcare is a series of international conferences organised by the Institute for Healthcare Improvement, that inform and inspire healthcare, practitioners, leaders and patients towards a better, safer, and higher quality of care. With over 25 years of history, the International Forum supports and energises the movement for patient safety and healthcare improvement by bringing in knowledge, ideas and expertise that inform quality projects and practice transformation worldwide.

## Eligibility Criteria

Newly qualified nurses and midwives from all settings can apply and we welcome applications from colleagues from ethnic minority backgrounds and other underrepresented groups. We welcome applications from early career members of the QI Network who are living and working in UK.

To be considered suitable to apply for a place to attend the Institute for Healthcare Improvement (IHI) Forum, individuals **MUST:**

* Be an active member of QI Network for Early Career and Newly Qualified Nurses & Midwives
* Be working in a clinical role as an early career or newly qualified nurse or midwife, within 5 years from qualification/NMC registration
* Have a named identified sponsor, providing written agreement and a supportive statement signed by the organisational sponsor as Chief Nurse/ Director of Midwifery to support attendance at the Institute for Healthcare Improvement (IHI) Forum and the requirements contained within the application (Senior Sponsor approval Form- Appendix 1) and send it to england.qi.earlycareernursesandmidwives@nhs.net
* Answer the following **questions** that will form supportive statement provided in electronic MS FORMS
	+ *What motivated you to apply for the opportunity to be sponsored to attend the IHI Forum and why do you believe we should we support you to attend?*
	+ *How will this support you with your professional development and building your knowledge and skills in quality improvement?*
	+ *Describe a Quality improvement project you are working on/plan to work on that will support you to use your knowledge gained at the forum in practice?*
	+ *Outline the safety and quality issue you are planning to work on and why it is important for patients, your colleagues and your organisation including how this opportunity might assist you with improving care and outcomes for your patients?*
	+ *How will you share the learning from IHI Forum across your organisation?*
	+ *Confirmation of your commitment to share your insights and learning from attending the forum at a future national QI Network for Early Career and Newly qualified Nurses & Midwives?*

Upon return from the IHI Forum, applicants will become a **knowledge ambassador**, sharing their learnings and experiences with colleagues in their local organisation. Furthermore, applicants will have the opportunity to present their learning and insights at a future QI network meeting for the benefit of other network members.

## Process of the application

Due to the robustness of our assessment, it will take some time for us to process the applications. The timeline for the application process is specified in the table below. It is important that applicants follow this timeline.

The application process will result in the selection of **seven candidates**, ensuring inclusion of at least one midwife and three international nurses. Once the final outcome is determined, we will reach out to inform applicants.

We ask that all your work in your application is your own unless you have fully acknowledged and referenced this. We take collusion and plagiarism very seriously and we monitor applications to ensure this does not happen.

It is essential that we receive the completed application form electronically as a Microsoft Form document, so please do not change or convert the file in any way (i.e., do not write protect it or save as a PDF).

We recommend that you set sufficient time aside to familiarise yourself with the requirements and to prepare and complete your application.

We will ensure that the successful applicants are notified within sufficient time to provide them with a 6-week notice for rostering purposes. We recommend to anybody that has applied, to consider holding the dates out of their rosters.

## Key dates

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| **Key dates** |
| Application pack shared with regions | **27th December 2023** |
| **Closing Date for applications** | **20th January 2024** |
| Applications Review with Selection Panel | **w/c 12th February** **2024** |
| Final list of attendees and Confirmation e-mail to successful applicants | **w/c 23rd February 2024** |

**Equal opportunities**

We strive to ensure that no individual receives less favourable treatment on the grounds of their gender, gender identity, sexual orientation, disability, religion or belief, colour, race, ethnicity, national origin, age, pregnancy and maternity, marital or civil partnership status, transgender status, HIV status, social background, trade union membership or non-membership and is placed at a disadvantage by requirements or conditions that cannot be shown to be justifiable.

## Further information and advice

Please contact us for further information or if you wish to discuss any part of your application. If you have any questions or comments, please get in touch by replying to our E-mail: england.qi.earlycareernursesandmidwives@nhs.net

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## Appendix 1 Senior nominator form

**NOMINATOR FORM – SENIOR SPONSOR APPROVAL**

Applications without this form will not be considered for the respective application. Fields marked with an **\*** are required

**IMPORTANT INFORMATION**

This form is part of the application process and must be completed by a senior sponsor within your organisation who can support yourparticipation in IHI Forum in April 2024.

Forms **must** be filled out electronically and renamed prior to upload to include your name e.g., 'Nominator form - John Smith’

|  |  |
| --- | --- |
| Programme name: \* |  |
| Name of applicant: \* |  |
| **SENIOR SPONSOR DETAILS** |
| First Name: \* |  |
| Last Name: \* |  |
| Email: \* |  |
| Email confirmation: \* |  |
| Job Title: \* |  |
| NHS Trust / Organisation: \* |  |
| Relationship to applicant: \* |  |
| Signature: \* |  |
| Date: \* |  |

The NHS England will hold your details to process your employee’s application. If you prefer not to hear from us, you can unsubscribe from all further communications at any time by emailing england.qi.earlycareernursesandmidwives@nhs.net