



Department of Medicine Annual Health Analytics and Quality Award

Terms of Reference

The Health Analytics and Quality (HAQ) Award is an annual competition for \$50,000 to support the development of clinically relevant process and outcome measures within the University of Calgary Department of Medicine (DOM).

Eligibility:

1. Any DOM faculty member can apply. Preference will be given to members who are within seven years of their first DoM appointment.
2. Funding can be obtained once per individual, per 5-year period.
3. Applicants must complete and submit their applications through the [Health Analytics and Quality Award Submission REDCap Portal](#) no later than December 9th, 2024.

Criteria for Selection:

The applicant proposes an Improvement project that aligns with the [Department of Medicine and Medical Services, Calgary Zone Health Analytics & Quality \(HAQ\) mission](#), which is to foster a robust culture of QI and patient safety. The project should focus on either developing new, or leveraging established analytics to monitor & support improvement initiatives' impact on patient outcomes, clinical processes, and enhancements to the structure of healthcare delivery within the department. The scope of a proposed project may include either of the following (A or B) or a combination thereof:

- A. Developing actionable quality measures that empower program or Section QI teams to:
 - I. Identify and access pertinent clinical data from the patient system or other relevant sources.
 - II. Establish robust validation procedures to ensure the accuracy and reliability of the data obtained from the source.
 - III. Define clear data measurement parameters to standardize data collection and analysis.
 - IV. Utilize analytics tools such as Tableau to visualize and report on key performance metrics, enabling quick insights into data gaps and areas for improvement. Use these insights to drive data-driven decisions and continuous monitoring.
 - V. Ensure that the proposed quality measures are endorsed by clinical experts within the speciality, confirming their clinical relevance. Additionally, identify potential barriers to sustainability and outline strategies to overcome them, ensuring the QI initiatives are effective.
- B. Initiating a clinical quality improvement project that examines existing services and processes, patient outcomes, and attempts to improve those processes and outcomes through rapid improvement cycles, stepped-wedge interventions, etc. The intent of the project is to improve a specific practice, process, or program within a particular institution/facility or ensure that it conforms to expected norms.

Each project proposal will be assessed for its quality, feasibility, relevance, and alignment with the DOM HAQ's statement of purpose through a predefined scoring system (See Scoring Criteria below).



Process:

- 1) A call for application packages will be announced on the Department of Medicine website (<https://cumming.ucalgary.ca/departments/medicine/medicine>) and through email distribution to DOM members in September.
- 2) Completed applications are to be submitted electronically through the [Health Analytics and Quality Award Submission REDCap Portal](#) on or before December 9th, 2024.
- 3) All applications that meet the criteria for selection will be reviewed by a HAQ Selection Committee that will include HAQ members
- 4) The successful candidate will be selected and notified by January 31, 2025.
- 5) Applications should include:
 - a. Lead applicant's CV (include current scholarly and leadership activities)
 - b. A project proposal that is no longer than 10 pages double spaced, 12-point font that includes:
 - i. An abstract
 - ii. The patient population of focus and justification of the importance of this population, including proposed ways for how they will be defined
 - iii. How measurement will be used to support and stimulate improvement efforts, including key process, outcome, & balancing measures
 - iv. A list of relevant stakeholders and the plan for how they will be engaged
 - v. The team of clinicians /administrators and/or staff who would constitute the core project team (include a letters of support that is separate from the proposal)
 - vi. Anticipated benefits the project would have for the Section(s) involved and the Department of Medicine
 - vii. How the project incorporates issues of equity and diversity in the healthcare system and how it includes the perspective of patients
 - viii. A proposed budget
 - c. A letter of support from the relevant Section head(s)

Funding details:

Funding in the amount up to a total of CAD \$50,000.00 will be provided from the DOM as project funding through the University of Calgary. If there are several strong applications, the DOM may elect to split the total award amount at the discretion of the review committee. The DOM will work with the successful candidate(s) and the University's Research Accounting Department to set up the required project account(s).

Use of Funds:

These funds are intended to cover expenses such as:

- 1) **Analytical Support:** For acquiring analytical tools and resources necessary for data analysis and interpretation, ensuring robust measurement and analysis of quality improvement metrics.
- 2) **Project Management Support:** Includes project coordination, planning, and oversight of quality improvement initiatives.
- 3) **Stakeholder Engagement:** For conducting stakeholder meetings, workshops, or focus groups aimed at engaging relevant stakeholders in the quality improvement process.



- 4) **Chart Audit Work:** To facilitate chart audits and data collection activities necessary for assessing current practices, identifying areas for improvement, and measuring progress towards quality improvement goals.
- 5) **Training and Education:** To provide training and education opportunities for healthcare providers and staff involved in the quality improvement initiative e.g.: workshops, seminars, or online training courses focused on quality improvement methodologies and best practices.
- 6) **Technology Infrastructure:** To invest in technology infrastructure necessary for data collection, analysis, and reporting.
- 7) **Quality Improvement Tools and Resources:** To acquire quality improvement tools and resources, such as measurement instruments, survey tools, and evidence-based guidelines, to support the implementation of quality improvement interventions.
- 8) **Patient and Community Engagement:** To support patient and community engagement activities, including patient surveys, focus groups, and community outreach initiatives aimed at incorporating patient perspectives into the quality improvement process.
- 9) **Evaluation and Monitoring:** For evaluation and monitoring activities to assess the impact and effectiveness of quality improvement interventions.
- 10) **Continuous Improvement Initiatives:** To support ongoing continuous improvement efforts, including the implementation of feedback mechanisms, performance monitoring, and iterative refinement of quality improvement strategies based on lessons learned.

Reporting:

The recipient will be required to submit a [final report](#), including a summary of budget expenditures. A template will be provided to the successful candidate at the commencement of the Award. If the work involved is extended beyond a year, interim updates will be requested.

Authorization:

To accept the award, the recipient must sign a legally binding agreement with the DOM and relevant Section. The template for this agreement will be sent to the successful candidate(s) at the time of notification. This agreement must be signed, dated, and returned within two weeks of receipt.

Scoring Criteria:

The Review Committee will adjudicate candidates based on a predefined [scoring system](#) which considers:

- 1) Candidate(s) and Collaborator(s) academic history and the ability of collaborators to support the project.
- 2) Proposed project's quality, feasibility, relevance, and alignment with the DOM HAQ's statement of purpose. It also includes how well the project incorporates an equity and diversity perspective and the meaningful involvement of patients.
- 3) Letters of support that speak to the impact of the project on the DOM and/or the Division and the academic potential of the applicant.