

The Royal College of Physicians of Edinburgh

Quality Governance Collaborative Fellowship Programme 2019 - Cohort 1; February 2019 – February 2020

Guidance Notes

These guidance notes are to be used in conjunction with the QGC application form. You can download this form from the Royal College of Physicians of Edinburgh [website](#) or by contacting k.small@rcpe.ac.uk.

Deadline

Please note - Applications must be submitted to the Quality Governance Collaborative at k.small@rcpe.ac.uk by **5pm on Friday 30th November**.

Context

The aim of the QGC Fellowship Programme is to develop a range of future leaders in governance and quality, equipped with the authority and ability to advance change in their organisations and beyond. This will in turn help to spread excellence, and in keeping with College's aims, contribute to achieving the gold standard in healthcare.

Applicants

The Fellowship programme will focus on healthcare governance and quality, and it is open to all individuals across health and social care with a demonstrable interest in, and requirement for, greater insight and experience of improvement in healthcare governance. We strongly encourage applications from patients and carers who are passionate about healthcare governance, who will bring value to the course, and will learn and benefit from it.

Fellows Objectives

The participant's objectives are to:

- develop skills and expertise in leadership, research and improvement methodology in the area of governance;
- apply this learning in a specific project led by the fellow;
- inspire others to initiate health improvements.

Finance

If you are working with an organisation, that organisation will be expected to fund the fellowship. Employing organisations will also be expected to meet expenses.

Application Form

Section 1 - Who you are

This section allows us to find out a little about you, to capture your interest and hopes for the fellowship.

1.1

Please tell us about yourself and how we can contact you.

1.2

Please use this space to explain what you hope to gain from the fellowship. You may also want to state what you feel you would bring to the fellowship, the fellows group and to the QGC.

1.2.1

Please tell us about the project you propose to undertake during the fellowship, including how it aligns with your organisation's priorities. If you are not currently working within an organisation, please tell us more about how your project will contribute to addressing healthcare priorities in your area of interest.

1.3

Please outline your current and past experiences of improvement of healthcare and/or governance. Again this can be either formally or informally, within your work or across your community.

1.3.1

We welcome the opportunity for organisations (voluntary and public sector) to put forward a duo or trio for the fellowship where it would benefit the project. This would involve two or three individuals, who are identified within the community or organisation for development, and are invited to join together to work on one organisationally driven project. Trios would work together on the project, support each other, collect data in collaboration and write up any outputs together. All members of duos and trios would be expected to attend and contribute to the programme, as well as their specific project.

Duos and trios can be working within an organisation or can be collaborations across organisations (NHS, voluntary, education, social care etc.). The collaboration should be in line with each organisation's objectives.

This is a chance to give us an understanding of your background and how your project, trio and colleagues may influence what you do in the fellowship, and how you may use it afterwards.

1.4

Tell us here about major challenges and obstacles you have encountered or can foresee in health improvement work, either within your organisation, or across the sector and community.

1.5

This is a chance for you to tell us more about what you hope to achieve in the future, where do you plan to go, and how will the fellowship help you get there. You may also want to acknowledge your plans for how you see your fellowship project impacting you, patients you work with, other colleagues you work with, your organisation and the community.

1.6

All participants are expected to produce an output from their fellowship, for example: Peer reviewed publication, conference presentation, teaching package or internal report. The Royal College of Physicians of Edinburgh QGC will provide guidance and assistance throughout the fellowship.

1.7

In this section you should outline how you see your fellowship work fitting in to the larger QGC work.

The Quality Governance Collaborative is an independent, neutral, non-governmental body committed to a new integrated approach to quality governance in healthcare. We bring together multi-professional groups as part of national and international collaborations with the aim of highlighting issues and improving the practice of quality governance, particularly but not exclusively, in healthcare.

The QGC works closely with, and advises, governments, royal colleges, board directors and other healthcare professionals and individuals involved in the delivery of patient care and public involvement. Improved governance systems will be achieved through the promotion of a National Quality Governance Fellowship Educational Programme, research publications and policy positions, symposia discussions and direct healthcare organisation governance support via audits and invited reviews.

The QGC goal is to be an exemplar by helping to shape UK and international quality governance practice by ensuring that health systems continue to deliver for patients.

If you have any questions or wish to speak to the theme leads and discuss this further, please contact the QGC and we will be happy to help.

Section 2 – current circumstances and past experiences

2.1

If you are currently employed please give details of your current post, if you are not currently in employment, please briefly summarise your past experiences and knowledge.

2.2

Please list your previous experiences and employment. These can be formal employment, voluntary work or formal or informal positions within organisations.

2.3

Please give us background on your qualifications, knowledge and experience; this can be from any sector. There is also space here for you to note any other relevant experience you have gained through lived experience and expertise.

Section 3 – Supporting arrangements

3.1

This section is for you to note the sponsorship and support you have arranged for your fellowship. If you are working in an organisation your sponsor would normally be your line manager or Director. If you are not employed in the healthcare sector, a sponsor is someone identified by the applicant who can provide mentorship and support, meet regularly and attend events with you where appropriate.

A sponsor should be a person who can make decisions, allow access, release time and remove obstacles to support a fellow to complete their work.

This section allows the sponsor to provide a statement of support for the application. This should include an outline of the benefits to be gained by the applicant's involvement in the fellowship scheme, the opportunities the applicant will have to implement their learning and the support the applicant will receive to do this.

If you are not currently in employment, you will not require a sponsor.

3.2

In signing the application form, the sponsor agrees to support the applicant should he or she be offered a place on the fellowship programme. In the case of an organisation, this includes continuing to meet salary and other financial commitments under the terms and conditions of service and releasing the fellow from other duties of their post during the course of the fellowship in order to attend training days and to undertake an improvement project (typically one day per week on average). This includes sponsors agreeing to give time and support to the individual and attend events where appropriate.

4

Please sign and date your application.