

ST3-ADM-FELL-EPA2 – Improvement project

Area of practice	Medical administration	EPA identification	ST3-ADM-FELL-EPA2	
Stage of training	Stage 3 – Advanced	Version	v0.2 (EC-approved 10/04/15)	
The following EPA will be entrusted when your supervisor is confident that you can be trusted to perform the activity described at the required standard without more than distant (reactive) supervision. Your supervisor feels confident that you know when to ask for additional help and that you can be trusted to appropriately seek assistance in a timely manner.				
Title	Improvement project.			
Description Maximum 150 words	The trainee demonstrates the ability to take a leadership role in an improvement project or initiative.			
Detailed description If needed	Examples include: a quality improvement project, an audit of a process of care, introduction and evaluation of a new intervention.			
Fellowship competencies	ME	4, 5, 6, 7, 8	HA	1, 2
	COM	1	SCH	1, 2, 3
	COL	2, 3, 4	PROF	1, 2, 3, 4, 5
	MAN	1, 2, 3, 4, 5		
Knowledge, skills and attitude required The following lists are neither exhaustive nor prescriptive.	<p>Competence is demonstrated if the trainee has shown sufficient aspects of the knowledge, skills and attitude described below.</p> <p>Ability to apply an adequate knowledge base</p> <ul style="list-style-type: none"> • Understands the literature on clinical leadership. • Understands the concept and practice of quality improvement. • Understands the roles and responsibilities of other team members. • Understands the principles of team and group dynamics. • Understands the relevant policies, procedures and process for undertaking the quality improvement project. <p>Skills</p> <ul style="list-style-type: none"> • Demonstrates the ability to plan and implement an improvement project. • Demonstrates ongoing evaluation of the project's progress, anticipation of next steps and capacity to see the project through. 			

	<ul style="list-style-type: none"> • Demonstrates reflective learning by writing a project report or article for presentation or peer-reviewed publication. • Exhibits self-awareness and self-management relevant to his or her leadership roles. • Exhibits social awareness and the ability to manage professional relationships, including team conflict. • Demonstrates the use of feedback in relation to his or her own performance. • Demonstrates the ability to support the development of other team members. • Builds partnerships and networks to influence outcomes positively for patients. • Demonstrates critical and strategic thinking in relation to the systems in which he or she works. • Navigates sociopolitical environments. • Demonstrates an ability to effect continuous quality improvement. • Demonstrates ability to develop a Human Research Ethics Committee application (where relevant). <p>Attitude</p> <ul style="list-style-type: none"> • Demonstrates responsibility for the project's success and completion. • Values the contribution of professionals involved to enhance collaborative practice. • Maintains appropriate boundaries whilst developing leadership role. • Demonstrates personal integrity and character. • Demonstrates commitment to high-quality outcomes for patients and carers.
Assessment method	Progressively assessed during individual and clinical supervision, including three appropriate WBAs.
<p>Suggested assessment method details (These include, but are not limited to, WBA's)</p>	<ul style="list-style-type: none"> • Proposed implementation project plan with SMART goals or similar. • Mini-Clinical Evaluation Exercise. • Direct Observation of Procedural Skills (DOPS). • Professional presentation – eg. project plan, project status reports, project outcomes. • Draft paper for peer-reviewed publication.
References	

COL, Collaborator; COM, Communicator; HA, Health Advocate; MAN, Manager; ME, Medical Expert; PROF, Professional; SCH, Scholar