**Healthcare Improvement Portfolio**

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| Personal Statement  (Include an overall self-assessment of your role in healthcare improvement, including quality improvement, patient safety, and/or innovation. See bullets below for criteria to consider.) | |
| Elements | Criteria |
| Contribution ­ | * What are your main areas of focus for healthcare improvement? * How have you contributed to this work, both as a leader and a collaborator? * What has been the impact of this work – on patients, processes of care, health systems, etc.? * How have you furthered the field of healthcare improvement through collaborative partnerships within a clinical setting, formal academic role(s), or individual mentoring? * How have you sustained your work? * How have you disseminated your work beyond your local context? |
| Reflection | * What goals have you achieved? * How has failure influenced your work? * What are your plans for the next phase of your work? |

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| Healthcare Improvement Training and Certification  (Formal healthcare improvement training programs you have completed as a learner.) | | |
| Dates | Training Received | Outcome of training |
| Title of training | | |
| * Date(s) | * Description of training * Format (online, in-person) * Time commitment * Documentation of completion (i.e., certificate of participation/ completion, course grade, degree) * Certifying institution | * Skills acquired (i.e., improvement methods, leadership, interprofessional communication, analytics, informatics, statistics, qualitative/survey methods, evaluation, etc.) * Where/how you applied the training * Dissemination of training to others |

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| Leadership and Administrative Roles  (Roles where you had leadership responsibility over program initiation, planning, and implementation or were a member of a committee where you made a direct impact on the specific programs in your field.) | | |
| Dates | Description | Achievements (Examples Below) |
| Position title | | |
| * Dates | * Description of role * Area of responsibility * Scope (local, regional, national, international) * Goals of program * Personal contribution * Diversity of team (i.e., inclusion of key stakeholders such as other professions, patients, community members) | * Sustained changes * New procedures and/or policies established * Impact on safety, quality, and value of care for patients * Protocols created/streamlined * New team(s)/department(s) initiated * Collaborations established * Significance of achievement(s) |

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| Healthcare Improvement Project Activities  (Projects that you made a significant contribution to, even if you did not take on any formal leadership roles. Projects should make an impact on a well-defined area of healthcare improvement within either your department or your institution.) | | |
| Dates | Description | Impact (Examples Below) |
| Title of project | | |
| * Dates | * Description of your role on the project * Define the problem * Aim of the project * Overview of methods * Diversity of team (i.e., inclusion of key stakeholders such as other professions, patients, community members) * Unique contribution you made to the project * Grant funding, if applicable | * Improved outcomes in safety, quality, and/or care for patients * Operational and/or clinical impact (i.e., increased efficiency, reduced waste or cost, return on investment) * Enhanced patient experience * Improved provider satisfaction * Sustainability of project * Spread/scale of project to other departments, institutions, health systems * Resulting scholarship (i.e., peer-reviewed publications, abstracts, and presentations) * Resulting recognition in the press/ media * Policy implications |

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| Healthcare Improvement Training, Education and Curricular Activities  (Direct teaching/training you have delivered and coaching/mentoring activities you have performed. As applicable, also include curriculum development and/or creation of enduring educational materials for teaching healthcare improvement.) | | |
| Dates | Description | Impact (Examples Below) |
| Title of activity | | |
| * Date(s) | * Description of your role * Duration of activity (one-time lecture, workshop, seminar) * Setting of activity (face-to-face, online, etc.) * Objectives of activity/materials * Description of materials created * Target group, size and diversity of class (med students, residents, nursing students, etc.) * Level of learner (faculty, trainee, etc.) * Grant funding, if applicable | * Learner satisfaction with education/training * Student outcomes (i.e., knowledge/skills/attitudes, improvement project completion, etc.) * Mentee outcomes * Dissemination/sustainment of training/education/materials * Resulting scholarship (i.e., peer-reviewed publications, abstracts, and presentations) |

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| Healthcare Improvement Honors, Awards, and Recognition  (Recognition for your outstanding work in Healthcare Improvement; this can include honors and awards for leadership, project work and/or teaching as well as invited, external committee membership, advising and consulting roles, participation in a study section/task force, society or section officer, and/or meeting chair.) | | |
| Dates | Description | Achievement |
| Title of honor, award, or recognition | | |
| * Date(s) | * Organization * Criteria for selection * Description of honor, award, recognition * Local, regional, national or international achievement | * Achievement recognized |

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| Supporting Documents |
| Include your curriculum vitae with your submission.  Include the 3-4 artifacts as an appendix that best represent your contributions to healthcare improvement, as described in your personal statement. Optional items to include in an appendix include:   * Examples of scholarships: curricula, publications, presentations * Media/press releases * Letters of support from local leaders showing impact * Letter of support from leaders outside your institution who have adopted your intervention/innovation * Letters of recommendation * Learner evaluations of teaching * Curriculum assessment tools |

*For questions, please contact: Kyler Godwin, PhD (kyler.godwin@bcm.edu)*