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