

QI Competency Sign-off for Trainees

1. Completed pre-reading/introductory seminar & participated in both QI workshops.

2. Carried out a QI project according to the taught methodology.

3. Completed A3 project documentation.

4. Completed and signed ethics screening tool. (desirable)

5. Stage 1 sign-off: A3 checked by QI lead or QI coach, make changes before final submission.

6. Stage 2 sign-off: Final submission of A3 to project supervisor to complete QIPAT (assessment).

7. Certification issued by Amelia Samuel by emailing final A3 and QIPAT.

8. End of project verbal presentation. (desirable)