**Information for Applicants for Building on the Best Phase 2**

**Quality Improvement Projects**

I**ntroduction**

Nearly 1 in 3 hospital beds in Scotland is occupied by someone who will die within 12 months, and nearly 1 in 10 patients in hospital will die during their current admission. On average during the last 6 months of their lives people spend 13% or 23 days in hospital. In 2016 50% of deaths took place in hospital.

Palliative and end of life care provision is a huge part of the work of many specialties in Scottish hospitals.  Efforts aimed at reducing unwanted, inappropriate and purposeless admissions are welcome but do not diminish the importance of the care provided by hospital ward staff towards the end of life.  Surveys of medical and nursing professionals consistently highlight palliative and end of life care as challenging areas of practice where support and improvement would be welcomed.

Despite the scale and importance of palliative and end of life care in hospitals the resources available to support improvement remain minimal. Improvement activity is driven by local enthusiasts with little infrastructure to support collaboration and to share learning.

This programme (Phase 2 of Building on the Best) aims to improve palliative and end of life care on hospital wards in Scotland and in turn improve the experiences and outcomes of patients and their families. This improvement will be achieved through working in partnership with a range of acute specialities to deliver a range of locally identified improvement projects.

**Who can apply?**

Applications are invited from any acute clinical area that can demonstrate a need for improvement in the care being offered to patients who are experiencing a deterioration in their health and facing an uncertain outcome.

**How much money is available?**

Between £1,000 - £10,000

We will consider projects from single centres but would strongly encourage collaboration between clinical areas working towards common outcomes and multi-site testing of change ideas.

**How long should the projects run for?**

6-12 months

**What can the money be used for?**

Funds may be used very flexibly however, improvement work may encompass educational activities, activities to support cultural change, the design/ testing/ implementation of tools and the refinement of processes. For example, funds may be used for:

* Equipment
* Staff time
* Data analysis
* Public engagement activities

**Essential inclusion criteria:**

* All projects should be focused on an area of improvement of palliative care within one of the following domains:
  + Anticipatory care planning/Communication
  + Patient & Family Experience
  + Visiting
  + Bereavement
* All projects must be led by and undertaken in an acute clinical service area but can be in collaboration with other clinical areas that may benefit from the improvement.
* The project team must have an identified team member with QI experience or have the support from their local Clinical Effectiveness/QI team.
* Each project should be developed locally but have national transferability to other similar clinical areas across Scotland.

**Desirable criteria:**

* Collaboration across clinical areas, and health boards would be advantageous.
* Including public engagement activities would strengthen the application.

**Large Grant Governance Structure:**

Successful large grant applicants will be expected to submit brief monthly reports (using a template) to report activities undertaken and progress. They will also submit a final report to the SPPC. This will include data to evidence any improvements achieved aligned with the measures used, and lessons learned that may be shared to the wider community to enable benchmarking and spread of change ideas.

Successful applicants will also be expected to engage with the BobScot Project Manager on a monthly basis or as assistance is required, to communicate progress and identify and resolve any issues.

Finally, successful applicants will be expected to participate in monthly Zoom calls (lasting approx. 1hr). The aim of these calls will be to discuss progress and trouble shoot any problems with other project teams thus improving shared learning and creating improvement connections across the country. Applicants may be asked to share their learning via the Network, and/or provide a poster presentation for the annual SPPC conference.

Please complete the attached application form and **a project charter** and return to [caroline.sime@palliativecarescotland.org.uk](mailto:caroline.sime@palliativecarescotland.org.uk) by midday Monday 14th September 2020..

NB. There are a variety of templates available for the project charter. You may wish to use one that has been developed by your local board, or the generic NHS Scotland version available from: <https://learn.nes.nhs.scot/3315/quality-improvement-zone/qi-tools/project-charter>

**B: Application Form for Larger Grants**

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| **Section 1: Contact Details** | |
| Name of proposed project |  |
| Project Lead |  |
| Project Lead email address |  |
| Telephone number |  |
| Project Lead address |  |
| Names and contact details of project team (including those of collaborators) |  |
| Please tick which theme this application is being submitted under (tick more than one if appropriate) | Anticipatory Care Planning/Communication |
| Patient & Family Experience |
| Visiting |
| Bereavement |

**Section 2: Project Proposal**

1. **What is the need or problem that this project will address?**

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1. **What do you want to achieve with this funding?**

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1. **What existing evidence or baseline data is there to support your proposal?**

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1. **Can you explain how this project might impact people’s wider experience of palliative care including transferring back to primary & social care services.**

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1. **What is the timeframe you propose for this project? Please justify your answer**

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1. **What support and leadership do you have for this project within your organisation to ensure the completion of the project on time? Please include what QI experience your project team has here.**

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1. **Within your clinical team, who have you discussed the project with, and how do you intend to communicate with the wider team about the project?**

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1. **What (if any) public engagement/participation are you planning?**

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1. **How will you know that the project has been successful?**

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1. **Have you identified any risks, or potential barriers to the success of your project?**

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1. **How generalizable will the anticipated learning from this project be to other clinical areas?**

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1. **How much are you applying for? Please provide a breakdown of the budget here.**

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