

## Application Process and Deadlines

- Please complete the application form (page 2) and return to AIM\_Communications@cchmc.org.
- **The application deadline is April 26, 2024.**
- Applications received after the deadline will be considered based on availability.
- **Participants will be notified of their acceptance by May 17, 2024.**

### Expectations of Participants

- Completion of previous quality improvement projects.
- Have read and used *The Improvement Guide: A Practical Approach to Enhancing Organizational Performance* prior to the first workshop.
- Develop a working knowledge of the information contained in *Quality Improvement through Planned Experimentation* during the course.
- Skill in Microsoft Excel required.
- Report on an improvement project and related assignments due at each workshop and conference call.
- Collaborative learning and active participation in the program in the spirit of “All Teach, All Learn.”
- The reading and review of a book related to systems improvement.
- Submission of project findings for publication.
- As an attendee, I authorize the Leadership Academy to use the following personal information: (1) my picture; including photographic, motion picture, and electronic (video) images. (2) my voice; including sound and video recordings. If you are not comfortable authorizing use of the above, please do not pose for group photos & contact AIM\_Communications@cchmc.org as soon as possible.
- **Full participation in all events (including conference calls) over the course of the program.**

## Additional Information

**Display Ports:** Throughout the course we will be displaying work on participant’s laptops. If you are a MAC user or do not have a VGA connection on your laptop, please bring the appropriate adaptor (i.e. display port, HDMI or mini HDMI plug).

## AIM Class 19 Dates

### Workshops:

Date	Location
September 5 & 6, 2024	*Cincinnati, OH
December 5 & 6, 2024	*Cincinnati, OH
March 6 & 7, 2025	*Cincinnati, OH
May 8 & 9, 2025	*Cincinnati, OH

\*Cincinnati Children’s Hospital Medical Center

Day One: 8am to 5:30pm (EST) • Day Two: 8am to 2:30pm (EST)

### Mini-Workshops

Date
October 11, 2024
November 7, 2024
January 9, 2025
February 4, 2025
April 9, 2025

Conference Calls run from 1:30 to 3:00pm (EST)

## Course Fees:

- There is a \$8500 fee
- Invoices will be sent once accepted. Failure to pay the invoice within 45 days of receipt may result in removal from course.

### This fee includes:

- Four two-day sessions and six conference calls
- All program materials, tools, & textbook (*Quality Improvement through Planned Experimentation*)
- Breakfast and lunch during each session
- Basic SPC excel-based software (PC only, does not run on Mac)

### Contact Information:

Jennifer Wagner, Sr. Project Specialist

**Phone:** 513-307-5550

**Email:** AIM\_Communications@cchmc.org

Please complete the AIM Application and return to [AIM\\_Communications@cchmc.org](mailto:AIM_Communications@cchmc.org) by April 26, 2024.

Name:

Preferred Name:

Phonetic Spelling of Name (ex: rah-OOL for Raul)

Title:

Email:

Organization Business Contact Name and Email:

Billing Address for Invoicing:

Phone: (    )

1. Please describe your current involvement in QI.
2. If you have one, please attach a charter and/or monthly report for your project.
3. Describe your expertise in biostatistics, clinical epidemiology or similar quantitative methods.
4. What do you expect to gain from this course? How will you use it in your improvement work?