



The Meath Foundation Fondúireacht Na Mí

QUALITY IMPROVEMENT & INNOVATION FUND REGULATIONS

*Honouring traditions of the past through the continuous support
of world class research, education, quality improvement and
innovation and arts & health at
Tallaght University Hospital*

QUALITY IMPROVEMENT & INNOVATION FUND

REGULATIONS

The Quality Improvement & Innovation Fund (QIIF) Regulations specify the responsibilities of the applicant(s) when making application for funding and in accepting funding from The Meath Foundation for Quality Improvement & Innovation initiatives across all 6 (six) quality dimensions

- quality - safety
- timeliness
- efficiency
- effectiveness
- equity
- patient centeredness

The operation of the QIIF will be over-seen by The Meath Foundation Research, Education & Quality Improvement & Innovation Committee. Projects should be completed within six months.

Coaching and mentoring will be provided for the successful Applicants by the TUH Quality Lead

Definitions

In these Regulations,

- Foundation is The Meath Foundation;
- Hospital is Tallaght University Hospital;
- Grant holder is the Lead Applicant for the project for which a Quality Improvement & Innovation Fund Grant has been awarded by the Foundation;

1. Conditions under which grants are awarded

The grant holder i.e. the Lead Applicant, must be employed in a defined capacity by the Hospital or hold a contract with another institution e.g. Trinity College, Dublin with a contractual arrangement to work in the Hospital. If the grant holder is a qualified healthcare practitioner the Clinical Indemnity Scheme must cover the position held by the healthcare practitioner.

Grant applications will be assessed on the following criteria:

- The originality of the proposed quality improvement initiative (to avoid duplication of projects)
- Relevance to public health (a programme marketable to the General Public/generalisability)
- Have a clearly defined goal in terms of a population that will be positively affected by the programme which includes clearly articulated benefits (impact assessment of success) to ensure sustainable change.
- Be compatible with The Meath Foundation's Mission, Vision and Aims and that of the Hospital.
- 15 minute oral presentation to the Assessors on the proposed project

Applicants must score 40% or more to be shortlisted for oral presentation

2. Financial arrangements

The following are the financial arrangements pertaining to the granting of a QIIF Grant:

- 2.1. Payments will be made through the Meath Foundation. Requests for payment must be supported with relevant documentation e.g. invoices for goods/services received etc. and final payment will not be made until the final report on the project is received by The Foundation. In addition funds will only be disbursed according to the terms of the letter of award.
- 2.2. Where it is necessary to employ an additional member of staff for the project prior consultation with the Human Resources Department to agree costs (i.e. basic pay plus Employers PRSI) is required
- 2.3. Where ICT input is necessary for the project prior consultation and agreement with the Director of ICT is required.
- 2.4. Expenditure from the award shall be limited to expenses properly and necessarily incurred for the successful completion of the approved Quality Improvement & Innovation initiative. Any overhead costs must be made transparent and agreed with the Foundation before the awarding of the grant.
- 2.5. Funds awarded should be spent within 6 calendar months from the date formal notification of the award unless permission to extend the terms of the award is requested in writing and agreed by the Meath Foundation.

3. Intellectual property

- 3.1 The Foundation recognises that the primary responsibility for QIIF initiatives rests with the Applicant(s). The Applicant(s) has a duty to The Foundation to ensure that discoveries and advancements in knowledge arising from quality improvement initiatives funded by The Foundation are translated for public benefit e.g. by publication, by patenting or through securing Intellectual Property Rights as well as presentation.
- 3.2 The intellectual property rights to any QI initiative funded by The Foundation will be in line with the ICSTI's published National Code of Practice and any Code of Practice that succeeds it.

4. Responsibilities of the grant holder

- 4.1. **Acknowledgement:** The Grant holder undertakes to expressly acknowledge the support of the Meath Foundation in any published record (including Poster displays) of their project activities.
- 4.2. **Good practice:** The Grant holder undertakes that the project will be completed in accordance with the TUH QI methodology under the mentorship of the Quality Improvement Lead.
- 4.3. **Ethical approval:** The grant holder shall confirm, in writing that ethical approval, if required, has been obtained from the Joint Tallaght University Hospital/St. James's Hospital Ethics Committee for any project for which an award has been approved by the Foundation.
- 4.4. **Presentation of results of project:** The Grant holder will be required to submit a report on the outcome of the project to The Meath Foundation no later than 3 months

following the completion of the project and may be required to provide an up-date following the initial presentation of findings (1 year).

The Grant holder may also be required to present their final results and project implementation at

- Clinical Audit/Quality Improvement Day
- QI Graduation Day
- Any other appropriate Hospital fora

4.5. On-going engagement with QII Department: The Grant holder will be required to have on-going engagement with the QII Department and assist further Grant Holders in delivering their projects.

4.6. Financial arrangements:

The Grant Holder:

4.6.1. shall not accept or receive funding for the same project from any source other than The Foundation without prior permission from The Foundation.

4.6.2. may, in consultation with the Foundation, modify the aims and objectives of an approved project in order to follow advances/developments in healthcare.

4.6.3. may not use any amount of an award for purposes not related to the project. To the extent that if any amount is used for purposes not related to the approved project, the same amount shall immediately become repayable to The Foundation.

5. Reports and publications

The Grant Holder:

- 5.1. shall provide a final report to The Foundation within 3 months following the end of the period for which the grant was awarded and may be required to provide an up-date following the initial presentation of findings (1 year).
- 5.2. Grant Holders, who do not comply with this requirement, will be deemed ineligible to apply for future Foundation funding. Failure to provide a Project Report may result in the grant holder being held liable for all monies expended.
- 5.3. must make **themselves available, to all reasonable requests from The Foundation, for their participation in activities relating to furthering the aims of The Foundation e.g. Research Symposium, Clinical Audit, Foundation Meetings etc.**
- 5.4. shall provide The Foundation with signed copies of all publications arising from the project and funded by The Foundation.
- 5.5. The support of The Foundation must be expressly acknowledged in any publication, presentation, or report of the project or in any publicity given to such project.
- 5.6. The Foundation reserves the right at all times to publish a summary of any project funded by The Foundation. The Foundation will however, refrain from publishing any information on a project at the request of the Grant Holder.

6. General terms

6.1. Staff:

No Grant Holder or any person working on, in relation to, or in connection with the project for which The Foundation has granted an award shall represent themselves or consider themselves for any purposes whatsoever to be an employee of The Foundation.

6.2. Transfer to another Hospital/Institution:

The Grant Holder shall not transfer the award to another Hospital/Institution

6.3. Termination:

The Foundation reserves the right to terminate the award upon 30 days written notice to the grant holder.

The award will terminate in the event of the grant holder breaching any of the Regulations contained herein.

The Grant Holder will furnish all necessary progress reports of the project through to the date of termination.

6.4. Disputes:

The Foundation and the Grant Holder shall negotiate in good faith with a view to resolving any dispute arising from an award made by The Foundation, and if necessary involve an agreed third party for that purpose.

6.5. Amendment of Regulations:

The Foundation reserves the right to amend these Regulations from time to time and will inform the grant holders thereof.

7. Captions

Paragraph headings or captions are for ease of reference only and shall not affect the construction or interpretation of these regulations.

November 2020