



# 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*

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# 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 (QII) initiatives across all 6 quality dimensions

- 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 (REQII) Board Committee. Projects should be completed within twelve months of letter of approval.

**Coaching and mentoring will be provided for the successful Applicants by the Tallaght University Hospital Quality Improvement Department.**

### Definitions

In these Regulations,

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

## 1. Conditions under which grants are awarded

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

Grant applications will be assessed across the 6 quality dimensions listed above, taking into account the following:

- The originality of the proposed QII initiative (to avoid duplication of projects)
- Relevance to Integrated Care and Public Health
- Clearly defined goal(s) 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.
- Compatibility with The Meath Foundation's Strategic Plan and the TUH Strategic Plan.

Applicants, who score a minimum of 40% at the initial assessment, will be shortlisted to make an oral presentation to the Assessment Panel on the proposed project.

The Assessment Panel will then report to the Meath Foundation REQII Board Committee which will then make a recommendation to the Meath Foundation Board to approve the successful applicants.

## **2. Grants available for Winter 2022**

The following QII Grants will be available in Winter 2022:

**QII Grants up to a value of €20,000 will be awarded**

## **3. Financial arrangements**

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

- 3.1. 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 Meath Foundation. In addition funds will only be disbursed according to the terms of the approval letter.
- 3.2. Prior consultation with the T UH Human Resources Department is necessary where it is proposed to employ an additional member of staff for the project, to agree costs and process for recruitment.
- 3.3. Where ICT input is necessary or additional electronic equipment required for the project prior consultation and agreement with the Director of ICT is required. Proposal must be submitted for consideration and agreement at least 2 weeks before final submission date.
- 3.4. Expenditure from the award shall be limited to expenses properly and necessarily incurred for the successful completion of the approved QII initiative. Any overhead costs must be made transparent and agreed with the Meath Foundation prior to the award being approved.
- 3.5. Funds awarded should be spent within 12 calendar months from the date of formal notification of the award unless permission to extend the terms of the award is requested in writing and agreed by the Meath Foundation.

## **4. Intellectual property**

- 4.1 The Foundation recognises that the primary responsibility for QIIF initiatives rests with the grant recipient(s). The grant recipient(s) has a duty to the Meath Foundation to ensure that discoveries and advancements in knowledge arising from quality improvement initiatives funded by the Meath Foundation are translated into public benefit e.g. by publication, by patenting as well as presentation.
- 4.2 The grant recipient(s) should be aware that there may be potential for intellectual property (IP) to be created during the course of the project. Any IP arising from the project should be managed according to the policies set out in the Government publication: Ireland's National IP Protocol 2019. Support for the Grant recipient(s) on this topic is available from Knowledge Transfer Ireland ([www.kti.ie](http://www.kti.ie)) whose mission is to support business and the research community to maximize innovation from research by getting technology, ideas and expertise into the hands of business swiftly and easily for the benefit of the public and the economy.

## 5. Responsibilities of the Grant recipient(s)

- 5.1. **Acknowledgement:** The Grant recipient(s) undertakes to expressly acknowledge the support of the Meath Foundation in any published record (including Poster displays) of their project activities.
- 5.2. **Good practice:** The Grant recipient(s) undertake that the project will be completed in accordance with the TUH QI methodology under the mentorship of the Quality Improvement Lead.
- 5.3. **Ethical approval:** The Grant recipient(s) is required to confirm in writing that ethical approval, if required, has been obtained from the Joint Tallaght University Hospital/St. James's Hospital Ethics Committee or, in the case of non-clinical studies from TCD School of Medicine REC for any project for which an award has been approved by the Meath Foundation.
- 5.4. **Presentation of results of project:** The Grant recipient(s) will be required to submit a report and project implementation plan to the Meath Foundation on the outcome of the project 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.

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

- Meath Foundation Research Symposium
- Clinical Audit/Quality Improvement Symposium
- QI Graduation Day
- Any other appropriate fora

- 5.5. **On-going engagement with TUH Quality Improvement Department:** The Grant recipient(s) will be required to have on-going engagement with the TUH QI Department and Quality Lead and may be required to assist further Grant recipient(s) in delivering their projects.

### 5.6. Financial arrangements:

The Grant recipient(s):

- 5.6.1. shall not accept or receive funding for the same project from any source other than the Meath Foundation without their prior permission.
- 5.6.2. may, in consultation with the Meath Foundation, modify the aims and objectives of an approved project in order to follow advances/developments in healthcare.
- 5.6.3. 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 Meath Foundation.

## 6. Reports and publications

The Grant recipient(s):

- 6.1. Shall provide a final report to The Meath Foundation within 3 months following the end of the period for which the grant was awarded and maybe required to provide an up-date following the initial presentation of findings.
- 6.2. must make themselves available, to all reasonable requests from The Meath Foundation, for their participation in activities relating to furthering the aims of The Meath Foundation e.g. Research Symposium, Clinical Audit, Foundation Meetings etc.
- 6.3. shall provide The Meath Foundation with signed copies of all publications arising from the project and funded by the Meath Foundation.
- 6.4. must be expressly acknowledge the support of The Meath Foundation in any publication, presentation, or report of the project or in any publicity given to such project.

The Meath Foundation reserves the right at all times to publish a summary of any project it has funded. The Meath Foundation will however, refrain from publishing any information on a project at the request of the Grant recipient(s).

## 7. General terms

### 7.1. Staff:

Grant recipient(s) or any person working on, in relation to, or in connection with a project for which The Meath Foundation has granted an award shall not represent themselves or consider themselves for any purposes whatsoever to be employed by The Meath Foundation.

### 7.2. Termination:

The Meath Foundation reserves the right to terminate the award upon 30 days written notice to the Grant recipient(s).

The award will terminate in the event of the Grant recipient(s) breaching any of the Regulations contained herein.

The Grant recipient(s) will furnish all necessary progress reports of the project through to the date of termination.

### 7.3. Disputes:

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

**Approved by the Meath Foundation Board March 2022**