Patient Safety,
Quality Improvement and
Innovation
(PSQI^2)
Portfolio

Staff Information

Full Name		Submission Date (DD/MM/YYYY)	
Employee No.			
Institution			
Primary Academic Clinical Programme (Primary ACP) *			
Designation			
Department			
Division			
Email address			

* Put NA where Not Applicable

Upon submission of PSQI2 portfolio to SingHealth Duke-NUS Institute for Patient Safety & Quality (IPSQ), I give my permission and allow disclosure of my involvement in Patient Safety, Quality Improvement and Innovation work for academic and clinical recognition.

Patient Safety, Quality Improvement & Innovation Portfolio
This portfolio is intended to enable staff to highlight their activities and achievements in Patient Safety, Quality Improvement & Innovation work for academic and clinical recognition. It is meant to be used as either a stand-alone document or as an adjunct to the CV. It is not meant to replace, but rather to augment, the current methods of documentation of achievements and academic productivity.

Similar to recognizing "Education" and "Research" as part of a staff's educational portfolio and CV, the Patient Safety, Quality Improvement & Innovation portfolio allows staff to factor in their contributions in "Patient Safety, Quality Improvement & Innovation" effectively in terms of merit and importance.

The scope of the Patient Safety, Quality Improvement & Innovation Portfolio encompasses:
   a. Patient Safety
   b. Quality (including Quality Improvement)
   c. Innovation
   d. Risk Management
   e. Others (e.g. patient-centered care)

The categories in the SingHealth Patient Safety, Quality Improvement & Innovation Portfolio are:

   a. Summary of Patient Safety, Quality Improvement & Innovation Activities
   b. Patient Safety, Quality Improvement & Innovation Leadership & Administrative Roles
   c. Patient Safety, Quality Improvement & Innovation Projects
   d. Patient Safety, Quality Improvement & Innovation Publications / Presentations
   e. Patient Safety, Quality Improvement & Innovation Awards / Honors / Distinctions
   f. Patient Safety, Quality Improvement & Innovation Training / Credentials
   g. Significant Patient Safety, Quality Improvement & Innovation Workshops / Conferences / Meetings Attended
   h. Annex

By recognizing staff for Patient Safety, Quality Improvement & Innovation activities and accomplishments as part of the promotion process, we aim to improve retention of quality staff, increase the value and emphasis of Patient Safety, Quality Improvement & Innovation, and encourage sustainability of productive innovations in Patient Safety & Quality in SingHealth.

> Note: You may remove a section where no information is to be included.

Summary of Patient Safety, Quality Improvement & Innovation Activities

Please provide a personal statement in 1 page, summarizing the important Patient Safety, Quality Improvement & Innovation activities and involvement, including your beliefs and goals in Patient Safety, Quality Improvement & Innovation.

- **Patient Safety, Quality & Innovation Leadership & Administrative Roles**
  Please provide details of leadership and administrative roles in Patient Safety, Quality Improvement & Innovation (e.g. Director of Quality Improvement, Department of Surgery; Committee Chair of Patient Safety Committee of SGH), including 1-2 lines describing your roles and responsibilities.
  Please list in chronological order from most recent.

S/N	From (DD/MM/YYYY)	To (DD/MM/YYYY)	Committee Name / Organization	Role	Responsibilities (1-2 Lines)
1					
2					
3					

- **Patient Safety, Quality & Innovation Projects**
  Please list your activities in Patient Safety, Quality Improvement & Innovation Projects from most recent.

S/N	Project Timeframe	Project Title	Role	Status
1				
2				
3				

For up to 5 most significant projects, please include a summary of each project, including quantity and quality of your work, as per the categories stated:

1. *Project Title and Projected Timeframe of Project*
2. *Estimated time commitment*
   (in hours per month and duration of project)
3. *Project Summary*
   (1-2 lines describing project, including objectives/goals)
4. *Role/ Contributions*
   (1-2 lines summary of role and specific duties)
5. *Other Project Members*
   (e.g. doctors, nurses, allied health)
6. *Project Outcomes / Results*
   (how project outcomes were measured and results if available, comment on sustainability of project if applicable)
7. *Dissemination of Project*
   (how project has been disseminated or implemented, and audience of dissemination)
8. *Status of Project*
   (In progress; Implemented and in progress; Implemented and completed)

Project Title	Project Timeframe

Estimated time commitment	
Project Summary	
Role / Contributions	
Other Project Members	
Project Outcomes / Results	
Dissemination of Project	
Status of Project	

Project Title	Project Timeframe

Estimated time commitment	6
Project Summary	
Role / Contributions	
Other Project Members	
Project Outcomes / Results	
Dissemination of Project	
Status of Project	

- **Patient Safety, Quality Improvement & Innovation Publications / Presentations**

  Please list Publications in chronological order from most recent. Please number each publication and enter sequentially (#1 being the oldest).

  Please include the following information: Article Title, Authors, Journal Name, Date of Publication, Volume/Issue/Pages.

  For example:
  1. *Tamoxifen: an enduring star. Veronesi U, Maisonneuve P, Decensi A. J Natl Cancer Inst. Feb 2007; 99(4): 258-60*

  Refereed Journals (Refereed articles are scientific publications that have active editorial boards and a system of critical review of all submission for publication.)

  Non-refereed publications (Non-refereed publications refer to those which do not routinely use a system of critical review prior to publication; such articles are often solicited by the publisher.)

  Review Articles

  Books & Chapters (Indicate authors or editors.)

  Abstracts

  Presentations / Speaking Invitations
  Please list in chronological order from most recent.

  With Oral Presentations

S/N	Conference Name / Presentations	Organiser	Country	Date (DD/MM/YYYY)
1				
2				
3				

<u>With Poster Presentation</u>

S/N	Conference Name / Presentations	Organiser	Country	Date (DD/MM/YYYY)
1				
2				
3				

<u>Without Presentation</u>

S/N	Conference Name / Presentations	Organiser	Country	Date (DD/MM/YYYY)
1				
2				
3				

- **Patient Safety, Quality Improvement & Innovation Awards / Honors / Distinctions**
  Please list Quality and Safety Awards / Honors / Distinctions in chronological order from most recent.

S/N	Honors/ Awards/ Distinctions	Awarding Institution	Country of Award Entity	Year Awarded
1				
2				
3				

- **Patient Safety, Quality Improvement & Innovation Training / Credentials**
  Please elaborate on any training or credentials obtained in Patient Safety, Quality Improvement & Innovation (e.g. Advanced degree, AM-EPIC Quality Improvement Workshop, certifications) in order of most recent.

S/N	Training / Credentials	Name of Organization / School/ Institute / University	Country	Date of Attainment (DD/MM/YYYY)
1				
2				
3				

- **Significant Patient Safety, Quality Improvement & Innovation Workshops / Conferences / Meetings Attended**
  Please list the activities chronologically, beginning with the most recent.

  Local

S/N	Workshops / Conferences / Meetings	Organiser	Date (DD/MM/YYYY)
1			
2			
3			

  International

S/N	Workshops / Conferences / Meetings	Country	Organiser	Date (DD/MM/YYYY)
1				
2				
3				

- **Annex**
  Any supplemental details / information that is supportive of the material listed out in the above portfolio. E.g. Publication papers, Consolidated feedback on excellence in administrative or leadership roles, Compliments for excellent work in Patient Safety, Quality Improvement & Innovation projects .