



TEPHINET Accreditation of FETPs

Small Quality Improvement Grants (SQIGs) 2020

The underlying goal of accreditation is quality improvement. New in 2020, TEPHINET is offering its members three different types of FETP Quality Improvement assistance opportunities: Option 1, Option 2 and Option 3. These are described below.

Only advanced-level FETPs (two-year programs) may apply. Accredited or non-accredited programs may apply. Programs may apply for a single FETP SQIG option (Option 1 or 2 or 3) or a combination of options (Options 1 and 3, or 1 and 2). There is a separate application for each Option, and applying for more than one Option does not impact the selection process.

Applications will be reviewed within three weeks of submission, and funds will be awarded on a rolling basis contingent upon availability of funds. All activities must be completed by August 31, 2020.

To submit an application, send the completed application and any required attachments to accreditation@tephinet.org.

Selection Process:

The TEPHINET Secretariat and the Accreditation Working Group will review applications and select for funding based on the following criteria:

- Stated need of the program for the assistance (40%)
- Strength of proposal, including fit with the program's strategic plan, and description of how the activity would contribute to quality improvement (40%)
- Feasibility of the activity (20%)

The three types of FETP SQIGs available are:

Option 1: Technical Assistance Visit to the FETP

TEPHINET will identify a TEPHINET Accreditation expert and cover the costs of a technical assistance visit to the program. Based on availability of funds and staff, up to two Accreditation experts (members of the Accreditation Working Group, experienced accreditation reviewers, or a technical accreditation consultant), would visit the program for up to four days. This option is available for programs yet to be accredited. TEPHINET will make all travel arrangements.

Subjects to be covered during the visit may include, but are not limited to:

- Mentoring/Supervision
- Providing feedback to mentors/supervisors
- Creating a shared drive/Implementing best practices in FETP document management
- Creating a program manual
- Tracking of FETP residents'/trainees' activities
- Developing outbreak reports
- Selecting field sites
- Selecting residents/trainees
- Selecting and retaining high-quality supervisors/mentors
- Increasing number of publications
- Meeting or maintaining accreditation minimum standards

Option 2: Peer to Peer Field Trip

This award will allow a senior FETP technical staff member, excluding the director, to visit a TEPHINET-accredited program for up to four days. The objective of this visit will be knowledge exchange between programs. This option is subject to TEPHINET's ability to pair programs by schedule, language, appropriate size, complexity, etc. TEPHINET will make all travel arrangements.

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Option 3: Selected Quality Improvement Initiatives

Up to \$5,000 may be awarded for eligible quality improvement activities.

Funds may not be used to support any ineligible items as listed below, and must be used exclusively to support eligible quality improvement initiatives. This is according to the rules of TEPHINET's grant funds.

Eligible quality improvement activities include, but are not limited to:

- Assistance in developing documents needed for accreditation
- Workshop targeting a specific need of FETP staff (TEPHINET may be able to identify trainers). Examples may include: supervisor training; mentor training; advanced biostatistics; other continuing education topics.
- Workshop targeting a specific need of FETP residents/trainees (TEPHINET may be able to identify trainers). Examples may include: scientific writing/manuscript preparation; oral presentation/power point skills; data visualization skills.
- Monitoring and evaluation activities
- Curriculum revision or development
- Conducting needs assessments of training of graduates or mentors
- Securing access to selected, relevant software (e.g. MaxQDA, EndNote, on-line journals)

This is not an exhaustive list; other activities will be considered on their strengths.

Activities that are Not Eligible for Small Grant Funds:

- Regular operating costs or routine FETP activities
- Salaries of staff
- Outbreak investigations
- Internet service
- Purchase of computers
- Staff travel
- Stipends for residents/trainees
- Research projects of FETP participants
- Travel of residents to conferences