



Programme Calendar FY2023

S/No.	IHQ Workshops	No. of runs per year	Duration excludes Pre-reads/ Homework	Workshop Criteria	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Course Fees					
																	NHG Fees w/out 8% GST	NHG Fees with 8% GST	Non-NHG w/out 8% GST	Non-NHG with 8% GST		
1	Clinical Practice Improvement Programme (CPIP)	3	8 hrs Over 35 days	Compulsory Readings - Doctors, Nurses, Allied Health Managers and Administrators who have authority and responsibility to change and improve practice		16-19 May 23 (B57) 8.30am - 5pm Req by 4 Apr 23 Physical-CHI, TTSH			15-18 Aug 23 (B58) 8.30am - 5pm Req by 4 Jul 23 Physical-CHI, TTSH								19-22 Mar 24 (B59) 8.30am - 5pm Req by 6 Feb 24 Physical-CHI, TTSH	\$ 2,200.00	\$ 2,376.00	\$ 2,650.00	\$ 2,862.00	
2	CPIP MidPoint	3	4 hrs-AM 2.5 hrs-PM Training	Mission Statement till Pareto Chart		10 May 23 (B56) 8.30am - 4pm Req by 29 Mar 23 Zoom			23 Aug 23 (B57) 8.30am - 4pm Req by 12 Jul 23 Zoom			15 Nov 23 (B58) 8.30am - 4pm Req by 4 Oct 23 Zoom										
3	CPIP Final Review	3	4 hrs	Complete CPIP Project					11 Aug 23 (B56) 8.30am - 1pm Req by 30 Jun 23 Zoom			2 Nov 22 (B57) 8.30am - 1pm Req by 20 Sep 23 Zoom				20 Feb 23 (B58) 8.30am - 1pm Req by 29 Nov 22 Zoom						
4	Clinical Risk Management	2	4 hrs	Compulsory Readings - HQ staff that are leading clinical risks in their initiative/ program: HODs/ Deputy HODs (including Business Unit Owners), Directors, Managers, Clinical Risk Leads and Clinical Quality Leads <u>Participants should have:</u> - Completed Basic Enterprise Risk Management (ERM)													7-Mar-24 9am - 1pm Req by 25 Jan 24 Zoom	\$ 180.00	\$ 194.40	\$ 200.00	\$ 216.00	
5	Driver Diagram - Building a Theory of Improvement	2	8 hrs	Compulsory Readings - Any staff who are at a supervisory or managerial level, or involved in programmes/ initiatives at the system/organisation - level: Doctors (resident/ registrar and above), Senior Nursing, Allied Health Staff, Assistant Manager and above		20-Apr-23 8.30am - 5pm Req by 19 Mar 23 Physical-CHI, TTSH					10-Oct-23 8.30am - 5pm Req by 29 Aug 23 Physical-T&A								\$ 360.00	\$ 388.80	\$ 420.00	\$ 453.60
6	Failure Modes Effects and Analysis (FMEA)	2	8 hrs	Compulsory Readings - Doctors, Nurses, Allied Health Professionals, Ancillary staff, Administrative and all Healthcare Professionals who want to take a proactive approach in failure prevention		18-Apr-23 8.30am - 5pm Req by 7 Mar 23 Physical-CHI, TTSH						21-Nov-23 8.30am - 5pm Req by 10 Oct 23 Physical-T&A							\$ 360.00	\$ 388.80	\$ 420.00	\$ 453.60
7	FMEA Masterclass	1	8 hrs	Compulsory Readings - Senior Clinicians, Quality Managers, Healthcare Administrators and Operations, and Nurse Managers who have been participating in and / or facilitating FMEA - Heads of Departments, Clinical Process owners who have been directing or leading FMEA - Risk Managers and Institution / Department Risk Leads who are involved in conducting and / or facilitating FMEA <u>Participants must fulfill BOTH of the following pre-requisites:</u> 1. Completed basic FMEA training (FMEA workshop by IHQ, NHG or equivalent AND 2. Facilitated/Lead/Participated in at least one actual FMEA project.								8-Nov-23 9am - 1pm Req by 26 Sep 23 Physical-T&A							\$ 630.00	\$ 680.40	\$ 720.00	\$ 777.60
8	Human Factors	2	8 hrs-Day 1 4 hrs-Day 2	Compulsory Readings - Doctors (Registrars and above), Nurses (SSN and above), Allied Health Professionals and Administrators (AM and above)							13-14 Sep 23 9am - 5pm Req by 2 Aug 23 Zoom								\$ 630.00	\$ 680.40	\$ 720.00	\$ 777.60
9	Medication Safety Certificate (Basic)	2	6 hrs	Compulsory Readings - Pharmacy Technicians, Pharmacy Assistants, Senior Enrolled Nurses and Enrolled Nurses				12-Jul-23 9am - 4pm Req by 31 May 23 Zoom							16-Jan-24 9am - 4pm Req by 5 Dec 23 Zoom				\$ 180.00	\$ 194.40	\$ 200.00	\$ 216.00
10	Medication Safety Certificate (Intermediate)	2	6 hrs	Compulsory Readings - Doctors, Nurses, Allied Health Professionals, Ancillary staff, Administrators and all Healthcare Professionals who wish to learn the basics of Quality Improvement			6-Jun-23 9am - 4pm Req by 27 Apr 23 Zoom							18-Jan-24 9am - 4pm Req by 5 Dec 23 Zoom					\$ 630.00	\$ 680.40	\$ 720.00	\$ 777.60
11	Measurement	1	4 hrs	Compulsory Readings - Doctors, Nurses, Allied Health Professionals and Administrators							3-Aug-23 9am - 1pm Req by 22 Jun 22 Zoom								\$ 180.00	\$ 194.40	\$ 200.00	\$ 216.00
12	Patient Safety (Intermediate)	2	6 hrs-Day 1 6 hrs-Day 2 4 hrs-Day 3	Compulsory Readings - Staff designated to carry out patient safety officer* role or equivalent and those with potential to lead patient safety - Staff who work with quality department or equivalent (what does * and ** refer to) - Staff** who are at supervisor or managerial level and are involved in patient safety management and are passionate about patient safety and wish to make their institutions ultra-safe and move towards "Zero Harm". <u>Participants MUST have attended a basic Patient Safety Course/ Workshop, either</u> 1. Patient Safety Foundation Course or Equivalent or Respective Institute's Patient Safety Workshop OR 2. IHQ Online Open School - Exposure to PS related work in the institution/hospital will be an added advantage. *Patient Safety Officers refers to: Institution patient safety officers (PSOs) and officers in training e.g. Dy PSOs; Division/department safety officers e.g. from different professional groups e.g. Nursing, Diagnostics; Safety officers from different locations e.g. different Polyclinics. **Staff: Doctors, Nurses, Allied Healthcare Professionals, Workplace Safety & Health (WSH) Officers, and Others	5-Apr-23 (Part 1-Run 1)	23-24 May 23 (Part 2-Run 1)				5-Sep-23 (Part 1-Run 2)	5-6 Oct 23 (Part 2-Run 2)							\$ 630.00	\$ 680.40	\$ 720.00	\$ 777.60	
13	Patient Safety and Quality Improvement (PSQI) Masterclass-Faculty Development	2	6hrs (Part 1) 2hrs (Part 2)	Compulsory Readings - Associate Consultants (or equivalent) and above - Senior Nurse Managers/Educators - Principal Therapists, Pharmacists Senior Manager and above <u>Participants should have:</u> 1) Pre-existing knowledge and skills (intermediate to advanced levels) in Patient Safety and Quality Improvement 2) Be an existing or newly identified designated trainer & facilitator role within institution - Prior experience in training and basic skills of facilitation in discussion seminars or projects is an advantage. - Participants who have graduated from the previous CPIP Facilitators course can teach /facilitate CPIP workshops. If they wish to teach other IHQ workshops, they need to attend Modules 4 and 5 of the PSQI workshop. - Participants who have graduated from the PSQI course can teach IHQ workshops.	26-Apr-23 (Part 1-Run 1)		9am - 4pm		20-Jul-22 (Part 2-Run 1)	30-Aug-23 (Part 2-Run2)		31-Nov-23 (Part 2-Run2)						\$ 630.00	\$ 680.40	\$ 720.00	\$ 777.60	
14	Quality Improvement Toolkit	2	4 hrs	Compulsory Readings - Doctors, Nurses, Allied Health Professionals, Ancillary staff, Administrators and all Healthcare Professionals who wish to learn the basics of Quality Improvement							8-Aug-23 9am - 1pm Req by 27 Jun 23 Zoom						1-Mar-24 9am - 1pm Req by 20 Jan 22 Zoom	\$ 180.00	\$ 194.40	\$ 200.00	\$ 216.00	
15	Root Cause Analysis	3	4 hrs	Compulsory Readings - Doctors, Nurses, Allied Health Professionals, Ancillary staff, Administrators and all Healthcare Professionals who want to learn the steps and techniques in discovering the root cause of a problem.		4-May-23 9am - 1pm Req by 23 Mar 23 Zoom						12-Oct-23 9am - 1pm Req by 1 Sep 22 Zoom					5-Dec-23 9am - 1pm Req by 21 Oct 22 Zoom	\$ 180.00	\$ 194.40	\$ 200.00	\$ 216.00	
16	Root Cause Analysis Masterclass	1	8 hrs	Compulsory Readings - RCA Practitioners identified by their institution or department as a key resource to facilitate or guide future RCA activities. - Risk Managers and Institution/Department Risk Leads who are involved in conducting and/or facilitating RCA. - Clinical Process Owners, Senior Clinicians, Quality Managers, Healthcare Administrators, and Operations and Nurse Managers who have been participating in and/or facilitating RCA. <u>Participants should have:</u> 1. Attended the RCA Basic Course 2. Be actively involved in RCA for SREs in their respective institutions 3. Serve as facilitators and conduct Just-in-time training for SRE RCAs in their respective institutions					4-Jul-23 9am - 1pm Req by 23 May 23 Zoom									\$ 630.00	\$ 680.40	\$ 720.00	\$ 777.60	

* With effect of 1. Mar 2023, Fees are subject to 8% GST for every workshop per pay
All information is correct at time of print and is subject to change without prior notice.