





QI: Safety Climate Survey Guidance

Tab One: Project Details

This page will be pre-populated with the details you entered when you created this application except for Section 5 where you are required to select one of the four options.

5) Is this Project being carried out 

<input type="radio"/> As a VDP Audit	<input type="radio"/> Within a VT Practice
<input type="radio"/> Within the PDS	<input type="radio"/> Within the GDS



Tab Two: Project Participants

As project creator, Portal will automatically assign you as the Lead participant and you are responsible for adding any other **Dentists** who are going to be participating in this project. DCPs should not be added to this list as they cannot be awarded QI activity. This project assigns every participant listed on Portal with **5 hours** of QI Activity. This cannot be overwritten.

- Select +Dentist.
- Search by GDC number or name.
- Select the correct user and click +Select user.
- Portal will assign 5 hours to each participant.



Once you have added all participants, press the save button on the top right-hand side of the page.



You will find an Action Plan template to download at the bottom of **Tab 1 - QI (Safety Climate Survey) – Project Details**.

You should download this template and save it your computer before starting to complete it.

Please download the QI (Patient Safety Climate) Action Plan Template. This must be saved locally, completed in full and then uploaded using tab 3 (Supporting Documentation) before the project can be submitted.

 **PROPOSAL TEMPLATE**  **ACTION PLAN**

Please note that for this project the Proposal Template (blue box) is disabled as it is not required.

Tab Three: Supporting Documentation.

This tab is reserved for uploading your completed Action Plan.

- Select Upload Document (top left of the page).
- In the box that opens, press the Browse button.
- Search your PC and find your Proposal Template.
- Tick “I agree to the above Conditions”
- Press Upload.
- Press the **Submit** button (next to the Save button). You will then receive 2 emails.
 - a. The first eReceipt will say that your submission has been successful.
 - b. The second email will confirm that the project has been certified as complete and that each participant has been awarded five hours. This email will include details on how to claim QI Allowance.
- 5 hours will appear in the listed participants vCPD report as certified QI Activity.

End of Document