



ASPIRE RECOGNITION OF EXCELLENCE IN INSPIRATIONAL APPROACHES TO HEALTH PROFESSION EDUCATION IN A MEDICAL, DENTAL AND VETERINARY SCHOOL

APPLICATION FORM

BEFORE COMPLETING THIS APPLICATION

Prospective applicants are strongly encouraged to contact the panel chair for an informal discussion before beginning their application.

Before you complete this application form it is important that recognize that this is a two-part process. You must first submit a Letter of Intent (LOI) for preliminary review. Do not submit an application unless you have received approval to proceed from the ASPIRE committee. Please first read the following supplementary papers before submitting your application:

- 1. ASPIRE Recognition of Excellence in Inspirational Approaches to Health Profession Education in a Medical, Dental and Veterinary School – An Introduction**
- 2. ASPIRE Recognition of Excellence in Inspirational Approaches to Health Profession Education in a Medical, Dental and Veterinary School – Letter of Intent (LOI)**

Once approved to submit an application, the application form is divided into the following sections:

SECTION A	SUBMITTER INFORMATION
SECTION B	RESPONSE RELATING TO CRITERION
SECTION C	SUMMARY
SECTION D	ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION
SECTION E	TARGET GROUP'S PERSPECTIVE
SECTION F	CERTIFICATION

Please complete all sections of the form.

For a school to be assessed as excellent in relation to Inspirational Approaches to Health Profession Education, documentation in support of the evidence must be provided along with a short commentary explaining its relevance. In documentation is

in a foreign language, please provide a short narrative cover in English explaining how this supports the criterion.

Applications that do not contain supporting documentation or commentaries will not be considered.

Reference only

SECTION A

SUBMITTER INFORMATION

Name of University and School / Faculty: Click here to enter text.	
Address: Click here to enter text.	
Name of Submitters: 1 Click here to enter text. 2 Click here to enter text. 3 Click here to enter text.	Role in Institution: 1 Click here to enter text. 2 Click here to enter text. 3 Click here to enter text.
Contact person: Click here to enter text. Email address: Click here to enter text.	Tel: Click here to enter text. Fax: Click here to enter text.
First time application in this area?	YES ☐ NO ☐
Have you applied for ASPIRE in other areas?	Assessment Yes ☐ Social Accountability Yes ☐ Student Engagement Yes ☐ Faculty Development Yes ☐ Simulation Yes ☐ Curriculum Development Yes ☐ Inspirational Approaches... Yes ☐
Key features of the school programme including date established, graduate or high school entry, programme length, number of students, curriculum type, and distinctive features. It would be a valuable addition to include an outline of the school's curriculum as an appendix (See ASPIRE Inspirational Approaches to Health Profession Education Application: Guidelines for Submitters) (maximum 1000 words) Click here to enter text.	
Word count: Click here to enter text.	

Accreditation status: date, duration, any conditions, accrediting agency. A copy of the most recent accreditation letter must be appended

(maximum 200 words)

[Click here to enter text.](#)

Word count: [Click here to enter text.](#)

Reference only

SECTION B

RESPONSES RELATING TO CRITERIA

This is the main part of your submission. All evidence, including web links, should be numbered and included in Section D of this form.

Please remember that we are looking to recognise and reward excellence, and the evidence provided by you has to be convincing. We are not looking for activities that are in development or theoretical stages, but have been completed and evaluated.

CRITERION 1 – NEEDS ASSESSMENT

The inspirational initiative adopted has a clear rationale of how the need for this initiative was determined. For example:

- Describe how you determined the need of this initiative. Provide evidence of a needs assessment and describe how the goals of the initiative are aligned with the needs assessment. *For example, was it :*
 - Because of an accreditation requirements or efforts to align with the school's mission, organisational priorities and objectives.
 - Based on local, national, global data, performance gaps, logistical challenges the school was facing.
 - Tailored to the needs of your community and health system challenges.
- Provide evidence on how the goals are aligned with the needs assessment.
- Provide evidence on how it helps to improve educational practice?

Enter text in support of Criterion 1. Use Appendix to provide supporting evidence/documentation. (maximum 2000 words)

Click here to enter text.

Word count: Click here to enter text.

CRITERION 2 – PLANNING

The inspirational initiative was planned in a systematic manner, involving key stakeholders (students, faculty, primary target group) in the planning.

- What the theoretical or conceptual framework underpinning the planning of this initiative. Use references from the literature, theories, or best practices. Here are some examples you might explore: : <https://www.instructionaldesign.org/theories/>
- Provide evidence on how the design of the initiative addresses the purpose/goals described in Criterion 1.
- Illustrate how you engaged your educators, learners, key stakeholders in the development and adoption of the initiative.
- Provide evidence on how your program has had an impact on the organizational climate.
- Describe if and how program fosters inter-professional experiences, develops teamwork, and addresses community needs.

Enter text in support of Criterion 2. Use Appendix to provide supporting evidence/documentation (maximum 2000 words)

Click here to enter text.

Word count: Click here to enter text.

SECTION B continued

CRITERION 3 – IMPLEMENTATION

The inspirational initiative has a clear description of the initiative's implementation plan, barriers, and adjustments. Attach a detailed description of the program – including, if you have, a faculty guide, flyers to advertise the program, learner manuals etc. In addition:

- Describe any challenges you may have had to obtain adequate resources to implement and evaluate impact of your initiative, and how you overcame them.
- Provide evidence on how you were able to build the capacity for long-term adoption and integration within the school's ongoing operations?
- Describe any barriers you encountered with implementation and how you overcame them.

Enter text in support of Criterion 3. Use Appendix to provide supporting evidence/documentation. (maximum 2000 words)

[Click here to enter text.](#)

Word count: [Click here to enter text.](#)

CRITERION 4 – EVALUATION OF THE INSPIRATIONAL INITIATIVE

The school has a systematic evaluation strategy to determine the impact of the inspirational initiative and evidence that the initiative has had a positive effect on the learning environment. Provide evidence of the evaluation that was done to determine the impact of your program.

- Provide evidence on how the evaluation was guided using a rigorous and standardised process for developing and implementing outcome measures that assesses the outcome of and impact of the initiative.
- Provide any tools used to evaluate and demonstrate how they link to the goals.
- Provide evidence on the outcomes of your evaluation and next steps.
- Describe how and to whom you have communicated the results and impact of the initiative.
- What are your future plans for enhancements or revisions based on evaluation findings.

Enter text in support of Criterion 4. Use Appendix to provide supporting evidence/documentation. (maximum 2000 words)

[Click here to enter text.](#)

Word count: [Click here to enter text.](#)

SECTION C

SUMMARY OF JUSTIFICATION FOR RECOGNITION OF EXCELLENCE IN INSPIRATIONAL APPROACHES TO HEALTH PROFESSION EDUCATION.

Please summarise your interpretation of excellence in Inspirational Approaches to Health Profession Education initiative and the evidence and reasons why your school should be recognised as excellent with regard to this area of inspiration.

Highlight how excellence is achieved in the four criteria of inspiration using the criteria described in Section B. Is there a particular unique way you believe this inspiration impacts the curriculum and the school?

(maximum 750 words)

[Click here to enter text.](#)

Word count: [Click here to enter text.](#)

SECTION D

ADDITIONAL INFORMATION/SUPPORTING DOCUMENTATION

You may wish to attach additional information relating to the submission or support for the submission from a range of stakeholders, for example, health authorities, those concerned with post-graduate education or the local community.

Appendix 1 should be the accreditation letter.

Appendix 2 can be an acknowledgement and list of all who contributed to the preparation of the submission.

Other appendices provided as evidence may be submitted in a language other than English. A brief explanation of the documents, however, must be provided in English.

Each appendix with documentation to support the submission must be accompanied by a description that summarises the content of the material provided and how it contributes as evidence to support the case for excellence in student engagement (maximum 300 words).

Where confidential material, for example, relating to finances is included in an appendix, this should be clearly stated at the top of the appendix and noted in the letter accompanying the submission.

List here the titles of appendices attached and number each appendix

Click here to enter text.

Word count: Click here to enter text.

SECTION E

TARGET GROUP'S PERSPECTIVE

The provision of corroborative evidence from the target group for your inspirational initiative is considered important to the assessment of excellence in the ASPIRE awards.

As part of the ASPIRE submission process it is a requirement that you show the final completed version of your application to a representative group of the target audience and seek from them a statement that provides their perspective. The school can have sight of the target group's report and refer to it in their submission but may not alter or influence it.

Please ensure that target group is aware this document is being produced and that the target group's response reflects a representative range of individuals and those submitting responses have the opportunity to view the final document.

Target Group's Consensus Report				
Please read the school's completed <i>ASPIRE Recognition of Excellence in Inspirational Approaches to Health Profession Education in a School</i> application form and indicate in the table below the extent to which you agree with the submission:				
Describe the Target Group:				
	Accurate	Partially Accurate	Not Accurate	Don't Know
CRITERION 1 – NEEDS ASSESSMENT: The inspirational initiative adopted has clear description of how the need for this initiative was determined.	☐	☐	☐	☐
CRITERION 2 – PLANNING: The inspirational initiative was planned in a systematic manner, involves key stakeholders (students, faculty) in planning,	☐	☐	☐	☐
CRITERION 3 – IMPLEMENTATION The inspirational initiative has clear description of the program and implementation plan, barriers, adjustments and has adequate resources to implement and evaluate.	☐	☐	☐	☐
CRITERION 4 – EVALUATION OF THE INSPIRATIONAL INITIATIVE The school has a systematic evaluation of the impact of the inspirational initiative.	☐	☐	☐	☐

Please indicate areas where you consider the particular inspirational initiative presented to be a particular strength for the school:

(maximum 600 words)

[Click here to enter text.](#)

Where you consider the school's statements to be only 'partially' or 'not' accurate please give further details below:

[Click here to enter text.](#)

Target Group's Report

Number of individuals who have viewed the school submission: [Click here to enter text.](#)

Does the school submission accurately reflect the target group's experience with the school?

Yes in full ☐

Yes in part ☐

No ☐

Mechanism for producing the target group report, including who had final approval of the report:

[Click here to enter text.](#)

Signature(s) a representative from the target group(s):

Name(s): Click here to enter text.

Official status of representative(s): Click here to enter text.

Reference only

SECTION F

CERTIFICATION

Certification by Submitter: <i>I confirm that the information contained in this application is an accurate reflection of the involvement of students in (enter name of school)</i> Click here to enter text.
Signed:
Name of Submitter: Click here to enter text.
Role in Institution: Click here to enter text.

Certification by Dean: <i>I hereby give permission for this ASPIRE application and confirm that the information contained is an accurate reflection of the involvement of students in our School</i>
Signed:
Name: Click here to enter text.
Title: Click here to enter text.

Please return completed form to aspire@amee.org

AMEE – The International Association for Health Professions Education
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