**Knowledge Translation (KT) Basics**

# Participant Application Form

Knowledge translation (KT) is a bridge between research and real-world practice. It addresses both the dissemination of information and the implementation of evidence into practice in an effort to strengthen health systems and improve health outcomes. The body of evidence on what works and how best to implement interventions is growing, yet there is a lack of capacity on how to apply KT in practice.

The *KT Basics* workshop, offered by the KT Program at St. Michael’s Hospital in Toronto, Canada, is a 1.5-day workshop designed for health professionals and students aiming to gain knowledge about the foundations of KT, focusing on the implementation of research evidence. Through interactive group activities and lectures, workshop participants will learn the fundamentals of KT, including key definitions and frameworks, how to assess and prioritize needs, select high quality evidence, and define the practice change.

We would like to learn more about why you are interested in participating in the workshop, what your KT learning goals are, and to what project(s) you plan to apply the concepts learned through the workshop. Since space in the workshop is limited, we are collecting information about interested participants and their projects to help us identify whose KT needs best align with course offerings.

All participants are required to have an implementation project they are working on. Implementation projects can be broadly defined and be at any stage of development. Examples of previous projects applied during KT workshops include the following: preventing urinary tract infections in long-term care homes, improving how researchers engage patients in patient-oriented research, increasing hospital mobilization rates, implementing a data tracking and monitoring system to reduce perinatal mortality in Ethiopia, increasing primary care guideline adherence, and changing organizational email practices. If you have several projects, please select one to help us better understand how the course content will be applied in your setting.

## Part I: Personal Information

**Name(s):**

**Title(s)/role(s):**

**Contact (email and/or phone):**

**Organization:**

**Are you a student (yes/no)?**

**What program and year are you in?**

**When is your expected year of graduation?**

**Will your organization be paying for you to participate in this workshop?**

[ ]  **Yes**

[ ]  **No**

## Part II: Project Questions

1. **Project Outline – Defining the Practice Change**

To help us better understand the practice change you are implementing, please complete the table below to the best of your knowledge. Note that the practice change can change and evolve over time, but the information you provide below will give us some context about what you are working on. An example has been provided to guide you in your response.

|  |  |  |
| --- | --- | --- |
| Questions | Example: An email practice change was introduced to a team in a KT department | Response |
| 1. What is the intended purpose/overall objective of the practice change (i.e., what impact do you hope to see as a result of the practice change)?
 | To improve the productivity of the team. |  |
| 1. What is the evidence that there is a need for this project/change?
 | Team spends unnecessary time on emails; time could be used more productively. |  |
| 1. In which setting(s) is this practice change meant to take place?
 | It occurs during the workday, which could be at home or at the office. |  |
| 1. List all key stakeholders who are expected to change as a result of the implementation.
 | Research assistants, Research coordinators, Manager |  |
| 1. What specific behaviours/ practices does each of the stakeholder groups need to make?
 | Strategic email use* Limit email distractions
* Create devoted email time
 |  |
| 1. How often will these stakeholders engage in the changed practice?
 | Everyday * Need to schedule designated email time each day
* Stop checking email throughout the day
 |  |
| 1. What is the evidence for this practice change?
 | Evidence related to the negative effects of multitasking and email use on productivity |  |
| 1. Who will be involved with implementing this change (i.e., making the change happen)?
 | Implementation team (4-5 people) led by the education coordinator  |  |

## Part III: Application Questions

1. How do you think the *KT Basics* workshop will benefit you and your organization?

1. Have you previously attended KT workshops, seminars, courses, etc.? If so, please describe:

1. Do you have experience implementing an organizational practice change (e.g., developing and implementing a guideline or protocol)? If so, please describe:

1. Please use the space below to offer any additional information that you think would be helpful for us to know.

**Thank you for taking the time to complete this application. Please send this completed form to Melissa Courvoisier (****CourvoisierM@smh.ca****) by January 9, 2017 11:59 p.m. ET.**