



**Application Form
SEARCH Classic VII
2009-2011**

Application Process

Participants in SEARCH Classic are not students in the traditional sense in that they remain employees of their home organizations throughout the program.

Each cohort has 25 funded seats that are allocated to organizations within Alberta as follows:

AHS Urban Health Regions – 3 each

AHS Rural Health Regions – 2 each

Government – 2

Physicians – 2

Other health organization - 1

Organizations/regions with allocated seats are asked to notify Kelly Wiens, SEARCH Classic Manager (kelly.wiens@searchca.net) of their intention to put forward applicants for some or all of their seats by November 17, 2008.

Applications are solicited and vetted according to each organization's/region's internal processes (health region applicants see *Alberta Health Services (AHS) Regional SEARCH Classic Recruitment Contact List* on page 3).

The names and applications of successful AHS candidates are forwarded to the office of Andrew Will, AHS Senior Operating Officer, Rural. If regions have a waitlist of applicants that they hope will be sponsored if additional spaces become available, those applications should be forwarded to his office as well.

From there, the applications of successful AHS candidates will be forwarded to SEARCH Canada to add to the list of participants in the cohort.

Applications for the "other" health organization seat, the physician seats and the government seats as well as any applicants that remain on the AHS waitlist are collected at SEARCH Canada to be considered for placement in the remaining program seats. Final selection of these candidates is made by an ad hoc committee composed of representatives from stakeholder organizations who do not have an applicant under consideration.

Key Dates

November 17, 2008

Health organizations/regions with allocated seats declare the number of seats they intend to use to Kelly Wiens, SEARCH Classic Manager (kelly.wiens@searchca.net).

December 5, 2008

AHS affiliated organizations send completed applications to the office of the Senior Operating Officer, Rural (debbie.pall@aspenrha.ab.ca) for final signature. They will be forwarded to SEARCH Canada by AHS.

Organizations not affiliated with AHS submit applicant names and current positions to Kelly Wiens, SEARCH Classic Manager (kelly.wiens@searchca.net).

December 15, 2008

Completed applications for AHS affiliated organizations are forwarded to SEARCH Canada from the office of the Senior Operating Officer, Rural.

Organizations other than AHS submit completed and signed applications to SEARCH Canada.

Application Components

The following application components are intended to assist organizations to select participants that will optimize the long term value of the program for both the candidates and organization.

Given the enhanced focus on organizationally embedded projects for this cohort, it is particularly important that participants are selected who are involved with an ongoing initiative or team that will provide an appropriate focus for their project work.

The demographic information and resume enable SEARCH Canada management and faculty to plan and deliver a responsive program that builds on the various academic and work experience that each participant brings to the cohort.

There are six components to the application:

- Part A: Contact Information
- Part B: Potential Project Plans
- Part C: Participant Information
- Part D: Signatures
- Appendix 1: Computer Competency Self-Assessment
- Attachment: Please attach your current résumé

AHS Regional SEARCH Classic Recruitment Contact List

AHS-Aspen Regional Health:
Carol Connolly
Research & Evaluation Manager
(780) 778-5540 Ext. 234
cconnoll@aspenrha.ab.ca

AHS-Chinook Health:
Janet Lapins
Vice-President and Senior
Program Director, Acute Care
(403) 388-6216
jlapins@chr.ab.ca

*AHS-Northern Lights Health
Region:*
Valetta Lawrence
Vice-President Health Services
(780) 791-6020
vlawrence@nlhr.ca

AHS-Calgary Health Region:
Cathie Scott
Health Outcomes
(403) 607-6312
cathie.scott@calgaryhealthregion.ca

*AHS -David Thompson Health
Region:*
Arron Service
Manager, Research &
Evaluation
(403) 314-6943
aservice@dthr.ab.ca

AHS -Palliser Health Region:
Janice Blair
Vice-President, Community Health
Services
(403) 528-5621
jblair@palliserhealth.ca

AHS - Capital Health:
Huey Chong
Research Facilitator, VP Research
Office
(780) 407-2784
huey.chong@capitalhealth.ca

AHS -East Central Health:
Christine Witt
Director, Development
(780) 608-8813
christine.witt@ech.ab.ca

AHS - Peace Country Health:
Doug Norton
Education & Research Div. Leader
(780) 538-7230
douglas.norton@pchr.ca

For additional information:

Kelly Wiens
SEARCH Classic, Program Manager
Direct: (780) 441-2503

Email: kelly.wiens@searchca.net

Website: <http://www.searchca.net>

Hear about the program from our organizational partners and past participants by viewing the [SEARCH Classic Video](#)

General Contact Information:

SEARCH Canada Head Office
943, 9925 – 109 Street
Edmonton, AB, T5K 2J8
Main Office: (780) 423-5377
Fax: (780) 423-5310



Part A: Contact Information

Please provide contact information for the participant and his/her direct manager.

Sponsoring Organization: _____

Program/ unit/ work area: _____

Participant *(please attach current résumé):*

Name: _____

Position: _____

Work Address: _____

City: _____

Postal Code: _____

Work phone: _____

Fax: _____

Email address: _____

Sponsoring Manager (Supervisor):

Name: _____

Position: _____

Work Address: _____

City: _____

Postal Code: _____

Work phone: _____

Fax: _____

Email address: _____

Part B: Potential Project Plans

To be completed by the SEARCH applicant and their primary manager with input from senior management.

Experience has taught us that building enduring capacity for evidence informed practice/decision-making is best achieved by working collaboratively with participants and organizations on projects that are relevant to and enhance the understanding of priority issues.

For SEARCH VII we are seeking participants who are connected to ongoing organizational initiatives (research, evaluation, quality improvement, program planning).

In year one, participants will take the lead on developing a Synthesis Project; a review of what is known on a particular topic. Unlike previous cohorts, participants will work in groups to critically appraise a body of literature and then customize the results of the review to suit their individual local contexts.

For the second project, participants will again work in groups, but rather than creating teams within the cohort of participants, we are asking participants to work with existing teams in their home organizations on a Knowledge Generating Project. Teams will develop a project relevant to their local priorities that builds on the results of the research synthesis.

Potential Synthesis Projects

Please **list 3 issues that your practice area is working on that could benefit from a synthesis of what is known on a particular topic.**

- 1.
- 2.
- 3.

Potential Knowledge Generating Projects

Please **list 3 ideas for knowledge generating projects (collection and/or analysis of data to answer a question) that could build on the synthesis project.**

- 1.
- 2.
- 3.

Part C: Participant Information

To be completed by the participant

1. What is your professional designation?

- Rehabilitation Professional (E.g. Speech Language, Occupational, Physical Therapist) (please specify):
- Physician or Surgeon
- Registered Nurse
- Psychiatric Nurse
- Registered Dietician, Registered Nutritionist
- Social Worker
- Psychologist
- Management or Health Services Executive
- Other health professional (E.g., dentist, midwife, pharmacist) (please specify):
- Other professional (E.g., health records administrator, communications, etc.) (please specify):

2. What is the primary function of your current position?

- Direct client care
- First or mid- level management
- Senior management or executive
- Information, research
- Other (please specify):

3. Over the course of your career, how many years have you spent in...?

- Direct client care
- Management
- Information, research
- Other (please specify):

4. What is your work setting with your primary employer?

- Hospital / Acute care
- Community / Primary care(Including primary care, community care, home care)
- Public or Population Health (Including health promotion, community development)
- Long-term or Continuing care
- Other (please specify):

5. What is your highest completed level of education?

- Diploma Bachelor's Degree
 Master's Doctorate
 Physician Other (please specify):

6. Please identify any other specific qualifications and credentials:

or Not Applicable

7. What is your primary area of practice or management?

8. Will your participation in SEARCH be...?

- Self-directed as part of existing position (E.g., you are asking to participate)
 Self-directed as part of new position (E.g., you have applied for a position that includes SEARCH responsibilities)
 Employer-directed as part of existing position (E.g., you have been asked or have been instructed to participate by your organization)
 Employer-directed as part of new position (E.g., you are being transferred into a role that includes SEARCH)
 Other, please specify:

The SEARCH curriculum is based on three overlapping themes:

- Creating Evidence
- Choosing Evidence
- Using Evidence

For the following three questions, **please indicate how often in your current work environment you need skills related to these areas.**

9. To what extent do you apply skills related to **creating** evidence (e.g., research design, data analysis, developing and implementing research and evaluation projects) in your current work environment?

Never < Monthly Monthly Weekly Daily

If you have weekly or daily responsibility for **creating** evidence, please specify and briefly outline tasks and responsibilities.

10. To what extent do you apply skills related to **choosing** evidence (e.g., information searching and retrieval, critical appraisal, research syntheses) in your current work environment?

Never	< Monthly	Monthly	Weekly	Daily
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have weekly or daily responsibility for **choosing** evidence, please specify and briefly outline tasks and responsibilities.

11. To what extent do you apply skills related to **using** evidence (e.g., organizational change and management, evaluation, research transfer) in your current work environment?

Never	< Monthly	Monthly	Weekly	Daily
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you have weekly or daily responsibility for **using** evidence, please specify and briefly outline tasks and responsibilities.

12. Please attach your **résumé** to this application.

Date on résumé:

13. Please **complete and attach Appendix 1** (Computer Competency Self-Assessment) to this application.

Attached

Part D: Signatures

As a SEARCH applicant, I am committed to participating fully and completing the SEARCH Classic program April 2009 – June 2011.

PARTICIPANT:

Print Name : _____
Signature : _____
Date: _____

As a management team we are committed to providing release time to enable this applicant to fully participate in SEARCH VII.

PARTICIPANT'S MANAGER:

Print Name : _____
Signature : _____
Date: _____

As the senior leadership team we are committed to providing the necessary supports for this staff person to enable their full participation in SEARCH VII, including providing release time and appropriate support for the completion of their organizationally embedded projects.

Note: For AHS applicants this signature will be provided by Andrew Will, Senior Operating Officer, Rural.

SENIOR LEADERSHIP:

Print Name : _____
Signature : _____
Date: _____

Appendix 1

In order to gain the most benefit from the SEARCH curriculum, the participant should be able to answer yes to the majority of the questions prior to the first module.

Please submit a copy of this self-assessment with the completed application form.

Computer Competency Self-Assessment

Basic Computer Concepts

Participants should be familiar with the following computer concepts:

1. Know proper email netiquette
2. Understand the difference between CC and BCC
3. Know the purpose of RAM memory
4. Understand email attachments
5. Understand Windows file-naming conventions
6. Recognize email attachments that may be infected with a computer virus
7. Define a Trojan virus
8. Recognize the symptoms of a computer virus
9. Recognize a virus hoax email message
10. Select appropriate methods for performing backups of computer files

Indicate how often you perform the following tasks (Daily, Weekly, Monthly, Never)

	Daily	Weekly	Monthly	Never
1. Save files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Create new documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Print documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Bookmark websites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS				

Please answer yes or no to the following questions:

Question	Yes	No
1. Can you identify the following peripherals on a computer and explain what they do: mouse, speakers, wireless devices, network card, sound card, printer, external drives, and a USB device?	<input type="checkbox"/>	<input type="checkbox"/>
2. Can you download a document from the Internet?	<input type="checkbox"/>	<input type="checkbox"/>
3. Can you email a document as an attachment?	<input type="checkbox"/>	<input type="checkbox"/>
4. Can you import pictures into a document?	<input type="checkbox"/>	<input type="checkbox"/>
5. Do you know how to save a document to the hard drive?	<input type="checkbox"/>	<input type="checkbox"/>
6. Do you know how to print a document?	<input type="checkbox"/>	<input type="checkbox"/>
7. Do you know how to change the font in a Word document?	<input type="checkbox"/>	<input type="checkbox"/>
8. Do you know how to make a portion of a Word document bold?	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you know how to remove a portion of a document and move it to another part of the same document?	<input type="checkbox"/>	<input type="checkbox"/>
10. Do you know how to change a paragraph from single space to double space if the paragraph is already created?	<input type="checkbox"/>	<input type="checkbox"/>
11. Do you know how to change margins in a text document?	<input type="checkbox"/>	<input type="checkbox"/>
12. Can you use Styles in a text document?	<input type="checkbox"/>	<input type="checkbox"/>
13. Can you insert a TOC in a Word document?	<input type="checkbox"/>	<input type="checkbox"/>
14. Can you insert a page break?	<input type="checkbox"/>	<input type="checkbox"/>
15. Can you insert page numbering?	<input type="checkbox"/>	<input type="checkbox"/>
16. Can you insert/edit footnotes/endnotes?	<input type="checkbox"/>	<input type="checkbox"/>
17. Can you use thesaurus, spell check and grammar check in a Word document?	<input type="checkbox"/>	<input type="checkbox"/>
SUB-TOTAL		

Question	Yes	No
SUB TOTAL From Previous Page		
18. Can you use Word count?	<input type="checkbox"/>	<input type="checkbox"/>
19. Can you import text from another document to the document you are creating?	<input type="checkbox"/>	<input type="checkbox"/>
20. Do you know how to create a spreadsheet?	<input type="checkbox"/>	<input type="checkbox"/>
21. Can you create a multi-page spreadsheet?	<input type="checkbox"/>	<input type="checkbox"/>
22. Can you create formulas in Excel?	<input type="checkbox"/>	<input type="checkbox"/>
23. Can you use the "if" statement in Excel?	<input type="checkbox"/>	<input type="checkbox"/>
24. Can you use the average function in Excel?	<input type="checkbox"/>	<input type="checkbox"/>
25. Can you create formulas that use data from multi-page spreadsheets?	<input type="checkbox"/>	<input type="checkbox"/>
26. Can you apply a formula to multiple cells in Excel?	<input type="checkbox"/>	<input type="checkbox"/>
27. Can you import data into a spreadsheet in Excel?	<input type="checkbox"/>	<input type="checkbox"/>
28. Can you format cells in Excel?	<input type="checkbox"/>	<input type="checkbox"/>
29. Can you move cells in Excel?	<input type="checkbox"/>	<input type="checkbox"/>
30. Can you modify row and column settings in Excel?	<input type="checkbox"/>	<input type="checkbox"/>
31. Can you apply and clear cell formatting in Excel?	<input type="checkbox"/>	<input type="checkbox"/>
32. Can you modify columns and row settings in Excel?	<input type="checkbox"/>	<input type="checkbox"/>
33. Can you create a chart in Excel?	<input type="checkbox"/>	<input type="checkbox"/>
34. Can you develop a presentation in PowerPoint?	<input type="checkbox"/>	<input type="checkbox"/>
35. Can you add sound to a presentation in PowerPoint?	<input type="checkbox"/>	<input type="checkbox"/>
36. Can you animate different elements of a presentation in PowerPoint?	<input type="checkbox"/>	<input type="checkbox"/>
37. Can you print slides for a presentation in PowerPoint?	<input type="checkbox"/>	<input type="checkbox"/>
38. Can you select all of the elements on a slide?	<input type="checkbox"/>	<input type="checkbox"/>
39. Can you use Windows Explorer? Windows Control Panel?	<input type="checkbox"/>	<input type="checkbox"/>
40. Can you create shortcuts?	<input type="checkbox"/>	<input type="checkbox"/>
41. Do you know what toolbars and menus are and what they do?	<input type="checkbox"/>	<input type="checkbox"/>
42. Can you open, resize, maximize, minimize, and scroll a window?	<input type="checkbox"/>	<input type="checkbox"/>
43. Can you start and exit an application?	<input type="checkbox"/>	<input type="checkbox"/>
44. Can you switch between applications?	<input type="checkbox"/>	<input type="checkbox"/>
45. Can you create a file, a folder, a directory, and subfolders?	<input type="checkbox"/>	<input type="checkbox"/>
46. Can you copy and/or move a group of files?	<input type="checkbox"/>	<input type="checkbox"/>
47. Can you delete and restore files?	<input type="checkbox"/>	<input type="checkbox"/>
48. Do you know what a browser is?	<input type="checkbox"/>	<input type="checkbox"/>
49. Can you arrange icons?	<input type="checkbox"/>	<input type="checkbox"/>
50. Can you save a document to a hard drive and external drives (CD/DVD, USB device, Zip drive)?	<input type="checkbox"/>	<input type="checkbox"/>
51. Can you connect to the Internet?	<input type="checkbox"/>	<input type="checkbox"/>
52. Can you use a search engine?	<input type="checkbox"/>	<input type="checkbox"/>
53. Can you print from the Internet?	<input type="checkbox"/>	<input type="checkbox"/>
54. Do you know what hosts, domains and URLs are?	<input type="checkbox"/>	<input type="checkbox"/>
55. Can you copy and paste from the www?	<input type="checkbox"/>	<input type="checkbox"/>
56. Can you refresh a page?	<input type="checkbox"/>	<input type="checkbox"/>
57. Can you bookmark or add to favourites?	<input type="checkbox"/>	<input type="checkbox"/>
58. Can you change your homepage?	<input type="checkbox"/>	<input type="checkbox"/>
59. Do you understand the purpose of a link on a webpage?	<input type="checkbox"/>	<input type="checkbox"/>
TOTALS		

Using Microsoft Word

For help in learning how to use Microsoft Word go to:

<http://www.microsoft.com/education/OfficeXPTutorial.aspx>

Using Microsoft Excel:

For help in learning how to use Microsoft Excel go to:

<http://www.microsoft.com/education/OfficeXPTutorial.aspx>

Using Microsoft PowerPoint:

For help in learning how to use Microsoft PowerPoint go to:

<http://www.microsoft.com/education/OfficeXPTutorial.aspx>

Operating system questions:

For help in learning how to use Microsoft XP operating systems go to:

<http://www.microsoft.com/Education/WinXP101Tutorial.aspx>