

Project Pre-Proposal Checklist (Form 1)

Instructions

To submit a project for consideration by PICNet, the following pre-proposal checklist must be completed and submitted to the PICNet Management Office by email at picnet@phsa.ca. A response will then be issued as to whether or not a complete proposal for the pending project can go forward at this time.

Purpose

The purpose of this checklist is to help classify whether or not a project falls under PICNet's mandate, if it is urgent/emergent, and to further ensure supporting resources from the applicant are available for allocation. It is PICNet's intent that this pre-proposal will help to make the submission process as effective and efficient as possible.

PICNet Resource Note

Please be advised that, depending on the degree of urgency of a given project, the PICNet management team is able to dedicate, in kind, an estimated nine (9) office hours *per week* and three (3) medical hours *per month* to external projects. If time in addition to what PICNet can offer will be required it will be the applicant's responsibility to help source or provide additional human resources.

Checklist

1. PICNet has three overarching themes within its mandate. Please indicate, by checking the appropriate box, to which of the following PICNet themes the proposed project relates.

Guidelines for Best Practices – as they relate to infection prevention and control and occupational exposure to communicable disease. This encompasses known and emerging organisms, including those which may be outbreak-causing.

Surveillance – of novel agents or health care associated infections as they pertain to the delivery of health care.

Education and Communication – this does not include resources for the general public, rather dissemination of new and urgent information to the community of practice (COP).

2. Is this project considered urgent/emergent? Please indicate, by checking the appropriate box, to which of the following urgent/emergent classification criteria your project relates.

The issue and its ramifications are largely unknown and have the potential to unfold rapidly.

The issue and its ramifications are critical to healthcare delivery.

If not dealt with immediately, the issue may cause potential harm.

3. If financial support is required for this project, please define the source(s) and confirm that allocation of these funds has been approved.

Funds approved? Yes No

Funding source(s) _____

4. Please indicate any additional resources (in kind) that could be offered to support the PICNet team (human resources, administrative support, etc.).

5. Please indicate the proposed start date for your project, as well as the estimated number of weeks for completion.

Estimated start date (yyyy/mm/dd) _____

Estimated time to completion (weeks) _____

6. If applicable, please provide any additional details of your project in the space below.

**Thank you for completing the Checklist. Please send your completed checklist to the PICNet Management Office by email (picnet@phsa.ca) or fax (604-707-2649).
You will be contacted by the Management Office as soon as this form has been reviewed.**