## JBI Endorsement Application Form

### Applicant’s details

Name of organisation/service  
Nominated Contact Person  
Role in the organisation  
Mailing address  
Contact Number  
Email  
Type of Organisation (e.g. residential care, tertiary hospital, acute ward)  
Description of services provided by the organisation

### ENDORESEMENT STANDARDS and CRITERIA

<table>
<thead>
<tr>
<th>Standard 1: <strong>Commitment to evidence-based healthcare</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criterion 1</strong></td>
<td>All staff in the organisation have access to evidence-based resources (JBI Evidence-based Practice Database via Ovid)</td>
</tr>
</tbody>
</table>
| **Criterion 2** | All staff in the organisation have access to continuing professional development related to evidence-based practice (At least 4 JBI-focused workshop/training on any evidence-based practice topic OR journal club sessions around best practice in a clinical area of interest are undertaken per year).  
* Attach required documentation (Refer to Supporting Documents) | □ YES □ NO |

<table>
<thead>
<tr>
<th>Standard 2: <strong>Continuous quality improvement</strong></th>
<th></th>
</tr>
</thead>
</table>
| **Criterion 3** | The organisation has a documented framework or a plan for a continuous quality improvement program with identified key priority areas, and a system for monitoring the implementation of the program.  
* Attach required documentation (Refer to Supporting Documents) | □ YES □ NO |
### Criterion 4
The organisation has a nominated individual or group with a direct reporting pathway to senior management/executive who coordinates the quality improvement program and acts as a central point of contact.

* As above in the applicant’s details

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

### Criterion 5
The organisation provides opportunities for staff training on evidence implementation and quality improvement (At least two trained JBI Clinical Fellows at the time of application).

* Attach required documentation (Refer to Supporting Documents)

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

### Supporting Documents
Please provide the following documents to evidence the information you have provided:

- A document that outlines the workshops/trainings OR journal club sessions conducted by the organisation including dates and names/signatures of participating staff [Criterion 2]

- A document that outlines the framework or plan for the quality improvement program (attached template-Appendix 2 or any organisation-specific template) [Criterion 3]

- Certificates of attendance (x2) to the Evidence-based Clinical Fellowship Program [Criterion 5]

### Letter of Support
A letter of support is required to confirm the claims made by the applicant. The letter of support should be obtained from an individual in a management or senior role within the Quality and Safety committee or a relevant body within the applicant’s organisation. Please note that this person may be contacted by JBI if further clarification is required.

Please use the attached form for the letter of support (Appendix 3).

### How to submit your application
Please submit the following to [jbi_endorsement@adelaide.edu.au](mailto:jbi_endorsement@adelaide.edu.au):

1. Completed application form
2. Supporting documents
3. Letter of support