

Application form – SAMPLE of a completed form

The completed form below is a fictional sample to demonstrate the level of detail we hope to receive from applicants. To complete your form you will first need to consider the actionable steps outlined in our [‘Introduction guide on how to become a project ECHO hub’](#).

<p>Please describe the ECHO network that you wish to start following immersion training</p>	<p>We wish to link up 24 care homes in our area with our community and hospice specialist palliative care team to provide end of life care training and support</p>
<p>ECHO Fit How does your proposal fit with the ECHO ethos of;</p> <ul style="list-style-type: none"> • Democratising specialist knowledge • Tele-mentoring • Building a community of practice 	<ul style="list-style-type: none"> • Democratising specialist knowledge: By linking our specialist unit with specialists in care home service for residents we are democratising specialist knowledge across a community of practice. • Telementoring: By providing practical support and learning we will be mentoring care home staff • Building a community of practice: By working together we hope to really improve our close working relationships and improve the knowledge and awareness of key issues in END of Life Care in nursing homes in our area.
<p>How does your proposal address a particular need in your organisation?</p>	<p>With increasing complexity of care needs in the care home setting and increasing number of residents and patients on our community team caseload we need to find ways of extending our reach and supporting the care of as many patients as possible within the care home sector</p>
<p>When do you hope to start your ECHO and over how long do you plan to run it?</p>	<p>We want to run our first ECHO as a Pilot for 12 meetings and then evaluate the pilot before extending it to other networks.</p>
<p>Who is your ECHO Champion and why are they your Champion?</p>	<p>Karen Smallwood. Karen is one of our senior community specialist palliative care Nurses who is passionate about supporting care homes to deliver the finest care possible to residents approaching the end of life. Karen is our champion because she is passionate about the goal, is highly respected by nursing home and hospice colleagues and has great relationships across the nursing home sector.</p>
<p>Who will be the spokes for your ECHO? How will they</p>	<p>We have identified 25 Nursing Homes in our area who will be our spokes. We are already engaged with these nursing homes</p>

<p>be engaged in the ECHO Network?</p>	<p>through visits to patients/clients in the last phase of life. We will engage them by promoting the use of ECHO for CPD/appraisal points, and through basing the curriculum on what the nursing homes themselves want to focus on</p>
<p>Who will form your Hub team? How will they be engaged in the ECHO Network?</p>	<p>For the pilot we will use mainly staff from our own Hospice who can be scheduled to attend ECHO meetings during the pilot through Hospice buy in. We will also hope to have several outside speakers from our local DGH come to input in their particular areas of expertise.</p>
<p>What technical barriers do you anticipate and how will you overcome them to allow your network to function well?</p>	<p>The main barrier will be ensuring that the spokes are equipped to run ECHO, and have the policies in place to allow this. We will provide a clear manual to each spoke as to what is required and a support phone line to our IT staff in charge to take people through the process. If necessary our IT person will visit homes to complete the set up. We are going to invest in a dedicated line for our ECHO clinic to ensure that our broadband works well.</p>
<p>What is your evaluation plan to assess the value of your ECHO network?</p>	<p>We would like to work closely with Hospice UK about this. However we plan on weekly survey monkey feedback on how each session has gone. We also want to do a pre-post evaluation assessing Hub and spokes as to what they have learned over the course of the ECHO and finally we would like to conduct a focus group with hub and spoke members.</p>
<p>How do you think ECHO could help you develop new models of service delivery which could be commissioned in your area?</p>	<p>Our hope is that we could secure a commissioned service of tele-mentoring support for our care homes on an ongoing basis covering a wide range of clinical, social and psychological needs of residents and families and that this regula network would be deemed a regular component of care within our area.</p>
<p>What additional resources do you need to complete your first ECHO and from where will you acquire them?</p>	<p>We need training in facilitation and help with templates and job descriptions for the ECHO support staff in our Hospice</p>
<p>Do you have any patients or primary stakeholders involved in your ECHO team?</p>	<p>Several of our Spoke Care Homes have patient/family groups with regular meetings. We are trying to have members from these PPI groups to engage with the ECHO pilot. To sit in on some sessions and to provide their input into the programme at the outset and also at the time of evaluation</p>