**Service Improvement Poster Presentation (SIPP)**

**Introduction**

The SIPP assignment involves the submission of six 30 minute videos of a trainee group working together on a service improvement initiative, the production of a poster, a written summary, and a presentation which is delivered to markers and service representatives. Finally, each trainee submits a short reflective report on the process.

Although each trainee is individually assessed, the process itself takes place in small groups. The SIPP assesses your individual skills in interacting and working together with others, as well as group skills in producing written materials. It is classed as a live skills assignment, which means that you will normally be allowed up to two attempts at passing it (first submission and resubmission). The assessment takes place within the project block between the first and second placements.

Below you will find different sections to guide you through the different stages and explain what is expected. All documents associated with this assignment can be found on the assignment programme handbook webpage [here](http://www.lancaster.ac.uk/shm/study/doctoral_study/dclinpsy/onlinehandbook/pals/).

**Domains actively assessed**

This assignment actively assesses the following domains:

1. Collating information and knowledge (gathering)

4. Performance skills (performing)

6. Communicating information effectively (communicating)

7. Interpersonal skills & collaboration (interacting)

Please see the [trainee feedback form for this assignment](http://www.lancaster.ac.uk/shm/study/doctoral_study/dclinpsy/onlinehandbook/pals/) for details of the kinds of behaviours that are assessed within each of these domains.

**Preparing for the assignment**

There are a number of teaching sessions which help orient trainees to the assessment. The first of these specifically focuses on what to expect in the project block and the assessment process of the SIPP itself. After this there are several teaching sessions focusing on service development, which comprise the content of the activities undertaken during the assignment.

**Structure of the assignment**

Prior to the project block trainees will be allocated to a small group of trainees (usually comprising 5-6 members) with whom they will be working during the project block and SIPP process. Each group will have a service improvement issue which will be the focus of their work together.

1. **Group work recordings**

Within the project block, each group will be required to submit six 30 minute videos of the trainees working through a specific service development exercise together. One trainee will be the lead facilitator within each recorded session.

Guidance on how to structure these sessions, with expected aims and outcomes from each day will be provided in advance of the sessions.

The service development exercises are as follows:

|  | **Aim of the Exercises** | **Group Exercises** |
| --- | --- | --- |
| Why are we doing this (macro)? | Identifying drivers for change | PESTLE analysis |
| Why are we doing this (micro)? | Identifying levers for change | Force Field analysis |
| What is it going to achieve? | Justifying the project | Writing needs, vision or mission statements |
| How is it going to operate? | Explaining the project | Writing a Theory of Change or Logic Model |
| How will we know whether it has worked? | Assessing the project | SWOT analysis |
| How could we tell people about it? | Communicating about the project | Stakeholder analysis |

**2. Project poster & service development proposal**

Towards the end of the project block each group of trainees must produce and submit a digital A0 poster which summarises their project work, and a short written executive summary of up to 500 words.

**3. Presentation day**

Within the final week of the project block, each group of trainees will attend an event where they will display and answer questions on their poster, give a live 30 minute presentation of their project (which each trainee will present a segment of), and answer questions on this from markers and representatives from the service. Each trainee is expected to answer at least one question following the presentation. This event will last around 90 minutes for each group of trainees.

**4. Reflective Report**

Following the presentation day, each trainee is required to submit a report of up to 500 words containing reflections on their contributions to the SIPP process, highlighting their skill development in terms of strengths and areas for development.

**Process of Assessment**

All trainees within each group are assessed by either one or two markers. Assessment will be conducted via watching videos, reading written materials and observing the presentation session.