**Hikma Health**

**Care Innovation Grant Funding**

**Cover Sheet & Application Instructions**

**About Hikma Health**

[Hikma Health](https://hikmahealth.org/) partners with clinical organizations around the world providing free healthcare to thousands of refugees, migrants, and low-income patients. We create custom health data systems that are designed to improve patient outcomes. Our software empowers patients, clinicians, and communities.

The [Hikma Health system](https://www.hikmahealth.org/solution) is an electronic health record (EHR) that allows healthcare workers to collect and access vital patient information through a mobile application when working within the clinic and when conducting patient home visits. The Hikma Health system works offline and syncs data securely to a cloud-based server when network connectivity is available. Clinics use the Hikma Health system in order to improve patient care, save clinicians time, improve organizational efficiency, and reduce the administrative burden and ecological waste of managing paper records.

You can learn more about the capabilities and functionality of the Hikma Health EHR system and access a demo of the system [here](https://www.hikmahealth.org/solution). For a technical overview of the system and detailed documentation, see [here](https://docs.hikmahealth.org/).

**About the Grant Opportunity**

Hikma Health’s Care Innovation Grant is a grant funding opportunity for non-profit clinical organizations around the world. The Care Innovation Grant provides funding to clinics and organizations to implement the Hikma Health electronic health record (EHR) system. Clinics and organizations operating mobile or stationary clinics, which provide care to vulnerable populations in resource-limited areas, and that are looking to improve their operational efficiency and patient care through the use of an EHR are encouraged to apply.

Hikma Health will fund cash grant awards to clinical organizations for a one-year period. The grant amounts will be determined by the Hikma Health board of directors based on the needs of individual organizations, with a maximum possible grant award of $15,000 USD. Funding will be contingent upon the availability of funds and satisfactory completion of milestones.

**Application Criteria**

Please read the application criteria before applying. Grantees must meet all of the following criteria. If you have any questions about your organization’s qualifications, please reach out by email to sarah@hikmahealth.org.

* The organization is officially incorporated as a nonprofit in at least one country.
* The organization serves at least 1,000 patients annually.
* The organization provides direct healthcare services for free or subsidized cost to vulnerable populations in a primary care setting (either a fixed setting or mobile clinic)
* The organization will be able to designate three key roles for program success; Administrative Lead, Clinical Lead, and Technical Lead *(position descriptions on page 4).*

**Application Instructions**

To apply, download the application as a Word Document or make a copy of the application as a Google Doc. Complete all components of the application below in English. All required attachments (resumes/CVs) should also be written in English.

Completed applications and all attachments should be submitted as PDF files via email to sarah@hikmahealth.org. Applications will be accepted on a rolling basis, beginning on September 1st, 2023.

Here is a [sample completed application](https://static1.squarespace.com/static/5cc0e57236f8e70001651ea6/t/64efd7312f09d96730fa8207/1693439793421/SAMPLE%2B-%2BCompleted%2BCare%2BInnovation%2BGrant%2BProgram%2BApplication.pdf) to assist you in completing the application. If you need any additional support or have any technical issues with the application, please reach out via email to sarah@hikmahealth.org.

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**Application Resource: Grantee Roles**

| **Role: Administrative Lead** |
| --- |
| **Overview:**The Administrative Lead will be responsible for managing the deployment and implementation of the Hikma Health electronic health record (EHR) system, fulfilling grant requirements, and managing the Clinical Lead and the Technical Lead.  |
| **Responsibilities:*** Leading the application and award process for the clinic through Hikma Health
* Oversee the recruitment and hiring process for the Technical Lead (Developer/Engineer)
* Manage and guide the Technical Lead as they customize and deploy the Hikma Health EHR system
* Work closely with the Clinical Lead and Technical Lead to implement the Hikma Health system and provide recommendations for adjustments based on technical needs
* Ensure the Hikma Health system is delivered on time, in scope, and on budget
* Monitoring the program budget, implementations of projects, and providing recommendations on resources (both human and financial) to ensure a successful deployment of the Hikma Health system
* Creating and maintaining a detailed program plan and relevant documentation to ensure the proper functionality of the Hikma Health system
* Identifying and engaging all relevant stakeholders at the program level to ensure their participation, strengthen their collaboration, collate their views, manage expectations, and anticipate challenges and barriers
* Oversee that the Hikma Health system is aligned with data-protection rules and data safety and support the work of the Clinical Lead and Technical Lead
* Coordinate evaluation activities and document lessons learned and best practices to support responsive decision-making
	+ Reporting processes for Hikma Health
		- Quarterly reports
		- Quarterly check-ins
		- Ensuring the Clinical Lead and Technical Lead complete quarterly reporting and check-ins
		- Budget and fund requests from Hikma Health
* Report progress and challenges related to Hikma Health deployment for the Technical Lead to the Program Manager at Hikma Health
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| **Role: Clinical Lead** |
| --- |
| **Overview:**Under the direct supervision of the Administrative Lead, the Clinical Lead will be responsible for the implementation and use of the EHR system in the clinic setting. |
| **Responsibilities:*** Oversee clinical use of the Hikma Health system by healthcare workers with patients
* Identify custom forms, workflows, and feature requirements needed by the clinic and work with Technical Lead under the supervision of the Administrative Lead to get them implemented within the Hikma Health system
* Lead training for clinicians on the proper use of the Hikma Health system and provide additional support
* Complete quarterly reports and quarterly check-ins to support the Administrative Lead in program reporting
* Collaborate with the Administrative Lead and Technical Lead to ensure the proposed electronic solutions are aligned with data-protection rules and data safety
 |

| **Role: Technical Lead\*** |
| --- |
| **Overview:**Under the direct supervision of the Administrative Lead, the Technical Lead is responsible for customizing, deploying, and managing the Hikma Health system. |
| **Responsibilities:*** Customize and deploy the open-source Hikma Health system
* Provision devices for local users of the Hikma Health system
* Complete quarterly reports and quarterly check-ins to support the Administrative Lead in program reporting
* Ensure the project is delivered on time, meeting technical milestones on the timeline
* Analyzing the requests of the Administrative Lead and Clinical Lead that can support the project and patient information
* Work in collaboration with the Administrative Lead and Clinical Lead to ensure the proposed electronic solutions are aligned with data-protection rules and data safety
 |

*\*We welcome applications from organizations that do not yet have a software developer on staff. This grant opportunity is intended to support the hiring and/or funding of a software developer to implement the electronic health records system for your clinic. We will provide documents to support your recruiting efforts and onboarding process, including a sample resume for an engineer and sample interview questions, to ensure the developer possesses the skills needed.*

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**APPLICATION**

**Part 1: Basic Information**

| **Organization Name** |  |
| --- | --- |
| **Organization Status and Tax ID** |  |
| **Website (URL)** |  |
| **Year Founded** |  |
| **Headquarters Address** |  |
| **Annual Operating Budget** |  |
| **Organization Operational Location**1. City / Region
2. Country
 |  |
| **Internet Network Accessibility**1. In the field, yes or no?
2. If applicable, at headquarters, yes or no.
 |  |
| **Annual Number of Patients Served** |  |
| **Projected Number of Patients Served During Program** |  |
| **Number of Clinicians**1. Total Number
2. Doctors
3. Nurses / Allied Health Professionals
4. Community Health Workers
 |  |
| **Type of Population Served** |  |
| **Program Details**1. Start Date
2. End Date
 |  |
| **Total Amount of Funding Requested** |  |
| **Contact Information**1. Full Name
2. Position / Title
3. Mobile Number
4. Email Address
 |  |

**Part 2: Project Goals**

**Organization Mission Statement** (*max 250 words)*

|  |
| --- |

Provide an overview of the region you operate in, your clinic, clinicians, and the population you currently serve. What amount are you requesting and why? How will this EHR system be implemented? Discuss the program timeline and what will ensure this deployment will be successful. (*max 1000 words)*

|  |
| --- |

What is the current method being used to collect the health records of patients?

*(check the box that applies)*

|  | Electronic Health Records System |
| --- | --- |
|  | Paper Records |
|  | Not currently collecting individual patient records |
|  | Other (explain):  |

Where are patient healthcare records currently being stored? (*max 250 words)*

|  |
| --- |

Please share how the implementation of Hikma Health’s software will support your work? (Offline/Online sync functionality, remote areas, more time-efficient, etc.) (*max 1000 words)*

|  |
| --- |

How will you build clinician support for the adoption and use of an electronic health record (EHR) system within your organization? What is the current sentiment of your clinicians about digital health tools? (*max 1000 words)*

|  |
| --- |

Please share how you envision that this project will be sustained after Hikma Health’s funding is complete. For example, how will the clinic financially support updates to the EHR system and contracting of the engineer’s time? (*max 1000 words)*

|  |
| --- |

**Part 3: Project Timeline and Deliverables**

This timeline is used as a basic outline for the program. Please include milestones with start and completion dates to ensure an effective deployment plan. *(add additional rows as needed)*

| **Project Objectives** | **Associated Tasks** | **Products/Milestones** | **Start Date** | **Completion Date** |
| --- | --- | --- | --- | --- |
| **Initial Planning Phase** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Development Phase** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Testing and Deployment Phase** |
|  |  |  |  |  |
|  |  |  |  |  |
| **Maintenance Phase** |
|  |  |  |  |  |
|  |  |  |  |  |

**Review and Progress Report Summary**

The Administrative Lead will be responsible for providing quarterly progress reports to Hikma Health. The Clinical Lead and Technical Lead will support the reporting process by participating in quarterly check-ins and tracking requested information.

Will your staff be able to complete quarterly reports to Hikma Health and participate in quarterly check-ins to share successes and challenges with the system?

*(check the box that applies)*

|  | Yes |
| --- | --- |
|  | No |

**Part 4: Budget and Justification**

*(add additional rows as needed)*

| **Item** | **Cost** | **Quantity (months, items)** | **Total Cost** |
| --- | --- | --- | --- |
| **Overhead** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Hardware** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Clinician Training** |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Personnel** |  |  |  |
|  |  |  |  |
| **Total** |  |  | **$0.00** |

**Part 5: Key Program Staff**

| **Administrative Lead**Please attach their resume/CV to the email submission |
| --- |
| First and Last Name |  |
| Email Address |  |
| WhatsApp Phone Number |  |
| Title in the Organization |  |

| **Clinical Lead**Please attach their resume/CV to the email submission |
| --- |
| First and Last Name |  |
| Email Address |  |
| WhatsApp Phone Number |  |
| Title in the Organization |  |

| **Technical Lead\***Please attach their resume/CV to the email submission |
| --- |
| First and Last Name |  |
| Email Address |  |
| Title in the Organization |  |

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If you do not currently have a Technical Lead at your clinic, please share your plan to source, hire, and manage a developer. (*max 500 words)*

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| --- |