

Physician Quality Improvement, VCH/PHC

Title: SOP on how to apply for PQI L3 through Survey Monkey Apply

Audience: PQI L3 Applicants

How to submit an application

1. Go to the application page: [Physician Quality Improvement VCH/PHC \(smapply.io\)](https://smapply.io)
2. If you do not have a Survey Monkey account, click “Register” on the top right corner. Complete the registration and create an account.

Log In

Register



Physician Quality Improvement VCH/PHC

Thank you for your interest in Physician Quality Improvement, VCH/PHC.

For Applicants: This website will allow you to submit an application. You will need to create an account, and verify your email before you are able to submit your application. If at any point you have any questions, please reach out to Rochelle.Szeto@vch.ca.

Here is a handy user guide explaining how to submit an application.

For Reviewers: Thank you for taking the time to review our applicants. If an account has not yet been created for you, you may also need to create an account to review any assigned applications.

Here is a handy user guide explaining how to review an application.

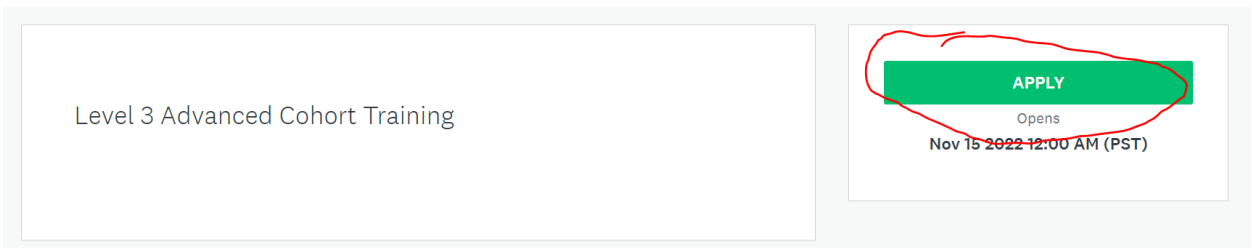
For internal use: Here is a link to the administrator portal.

3. Click “More”, “Apply”, then “Log in”.

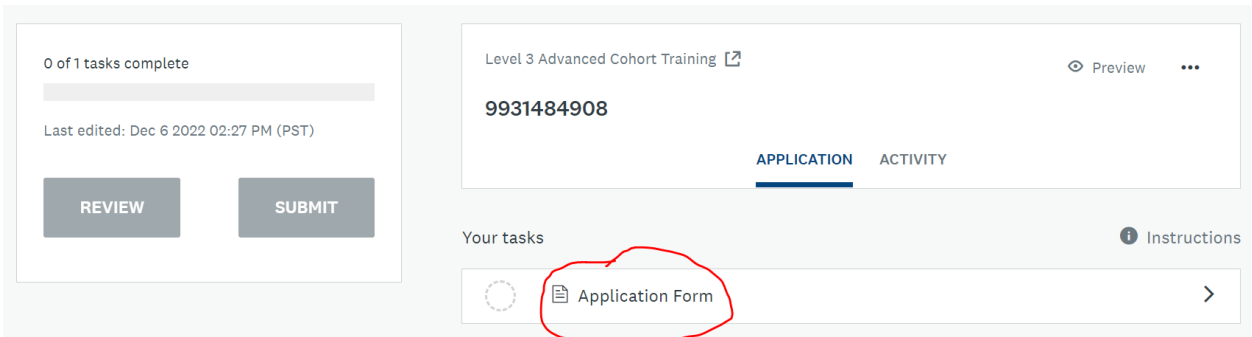
Level 3 Advanced Cohort Training

Accepting applications on Nov 15 2022 12:00 AM (PST)

MORE >



4. Choose "Application Form".

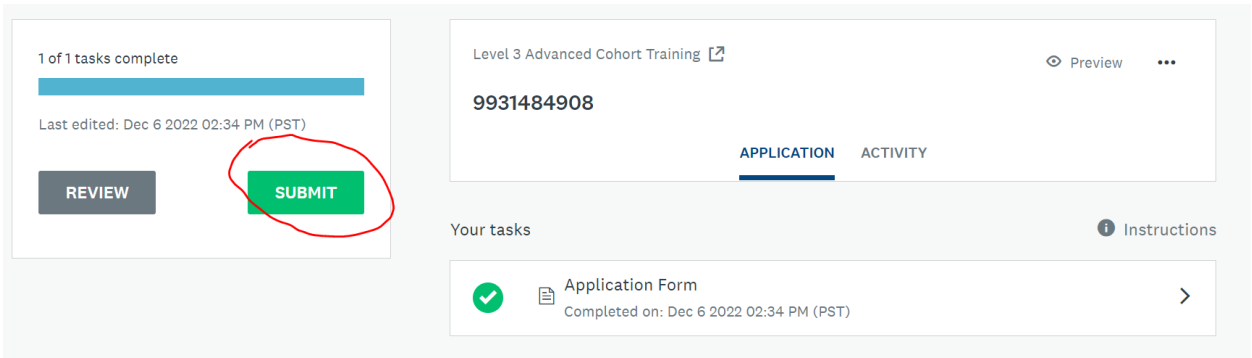


5. Fill in the application form.

- "Save and continue editing" allows you to continue edit the form later.
- "Mark as complete" when the application is finished.



6. Submit your application when ready. Note: you can only submit the application when you mark it as completed.

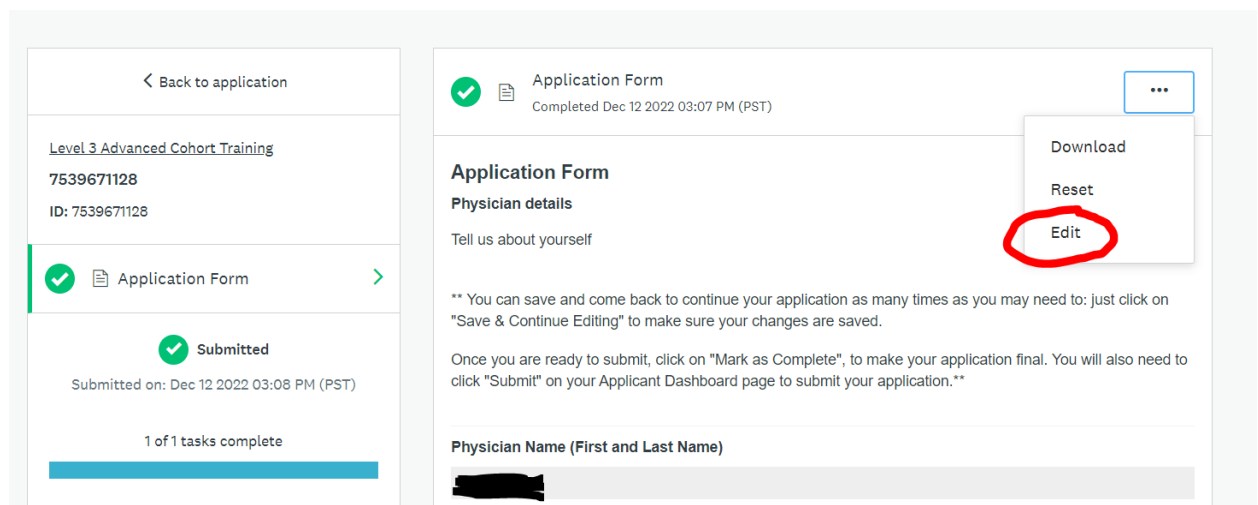
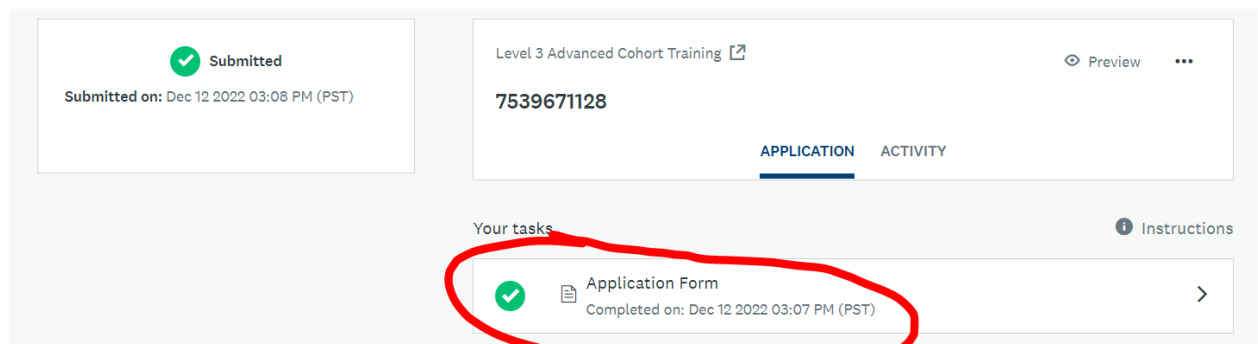
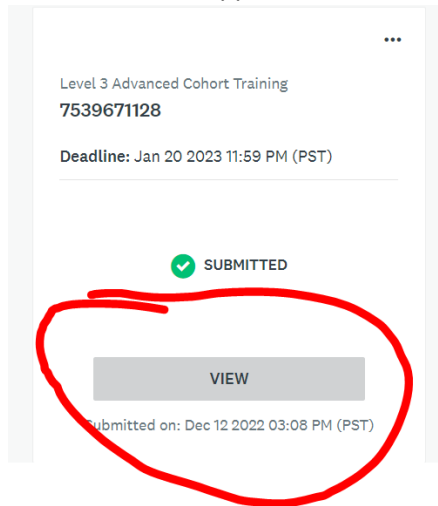


7. A confirmation email of the application will be sent upon submission.

If you want to go back and edit your application, see below.

How to return your application to make edits after submitting

1. Go to the application page: [Physician Quality Improvement VCH/PHC \(smapply.io\)](https://smapply.io)
2. Click "View" -> "Application Form" -> Click on the ellipsis "..." and select "Edit"



3. Go ahead and update your application
4. Click "mark as complete" after edit.

