



2009 WEST COAST DHB INNOVATION AND EXCELLENCE AWARDS

“ACHIEVING A SUSTAINABLE FUTURE”

Entry Form

NAME OF ORGANISATION:

ENTRY TITLE:

CATEGORY: (Please tick only one)

- Environmental Responsibility in Health
- Excellence in Treatment or Rehabilitation
- Hauora Māori
- Early Intervention and Prevention
- Process Improvement
- Healthy Schools
- Special Award for Outstanding Achievement

Application Information Sheet

Contact Person

Name	Job Title	E-mail
Address:		
Telephone:		

Project Team / Group Members

Name	Job Title	E-mail

Please ensure you have read the 'Information for Applicants' document before completing the rest of the entry form

OVERVIEW (5%)

Please give us an overview of the project document and a summary of the vision, purpose / mission and values of your organisation / group / business and the aim, goals / objectives, results and conclusions of your project. The material in this will be used as the basis for the information provided on your project in the summary booklet.

INTRODUCTION AND BACKGROUND (5%)

In this section you need to provide background information to the quality improvement initiative or innovation project and outline the health care environment in which the project occurred, the organisation and your unit / service area in which this project occurred and the service, team and facility that was involved in the project

PROJECT PLANNING (45%)

In this section you need to describe how the quality improvement initiative or innovation project was planned / approached and implemented.

RESULTS AND FINDINGS (30%)

In this section you need to clearly outline the findings / results of the project. The results are key to demonstrating the impact and value of the project. The information provided here may be qualitative and / or quantitative (e.g. customer results, service / activity / product efficiency and effectiveness results, employee results, financial results).

CONCLUSIONS AND LEARNINGS (15%)

In this section you should clearly outline the conclusions / learnings you have drawn from the results / findings of your project.

APPENDIX 1: GLOSSARY OF TERMS *(if appropriate)*

Please provide a definition or description of any terms, abbreviations or acronyms used in your entry that may require clarification. Please sort the list into alphabetical order by the first column.

Term, abbreviation or acronym	Definition or Description

Appendix 2: (If Needed)