



West Coast District Health Board
Te Poari Hauora a Rohe o Tai Poutini



2009 WEST COAST DHB INNOVATION AND EXCELLENCE AWARDS

“ACHIEVING A SUSTAINABLE FUTURE”

INFORMATION FOR APPLICANTS

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PURPOSE

The inaugural West Coast DHB Health Innovation Awards were held in 2007 to recognise and publicly celebrate the commitment and innovation demonstrated by local organisations in serving the health needs of the West Coast population, often in challenging circumstances.

The awards programme encourages West Coast organisations to strive towards innovation and continuous quality improvement, and offers organisations the opportunity to share their learning and experiences both internally and externally.

The local Awards also act as a feeder to channel West Coast initiatives into the national awards process. The 2007 awards attracted 33 entries across ten categories; the winner of each category was offered support in completing an Expression of Interest for the 2008 national awards programme, thus bringing the opportunity for national recognition of excellence in the services provided to the people of the West Coast.

The theme for the 2009 awards is “Achieving a Sustainable Future”.

The awards are overseen by the Planning and Funding team of the West Coast DHB. If you have any queries please contact Bryan Jamieson, Communications Officer on ext 2665. You can also e-mail us at awards@westcoastdhb.org.nz

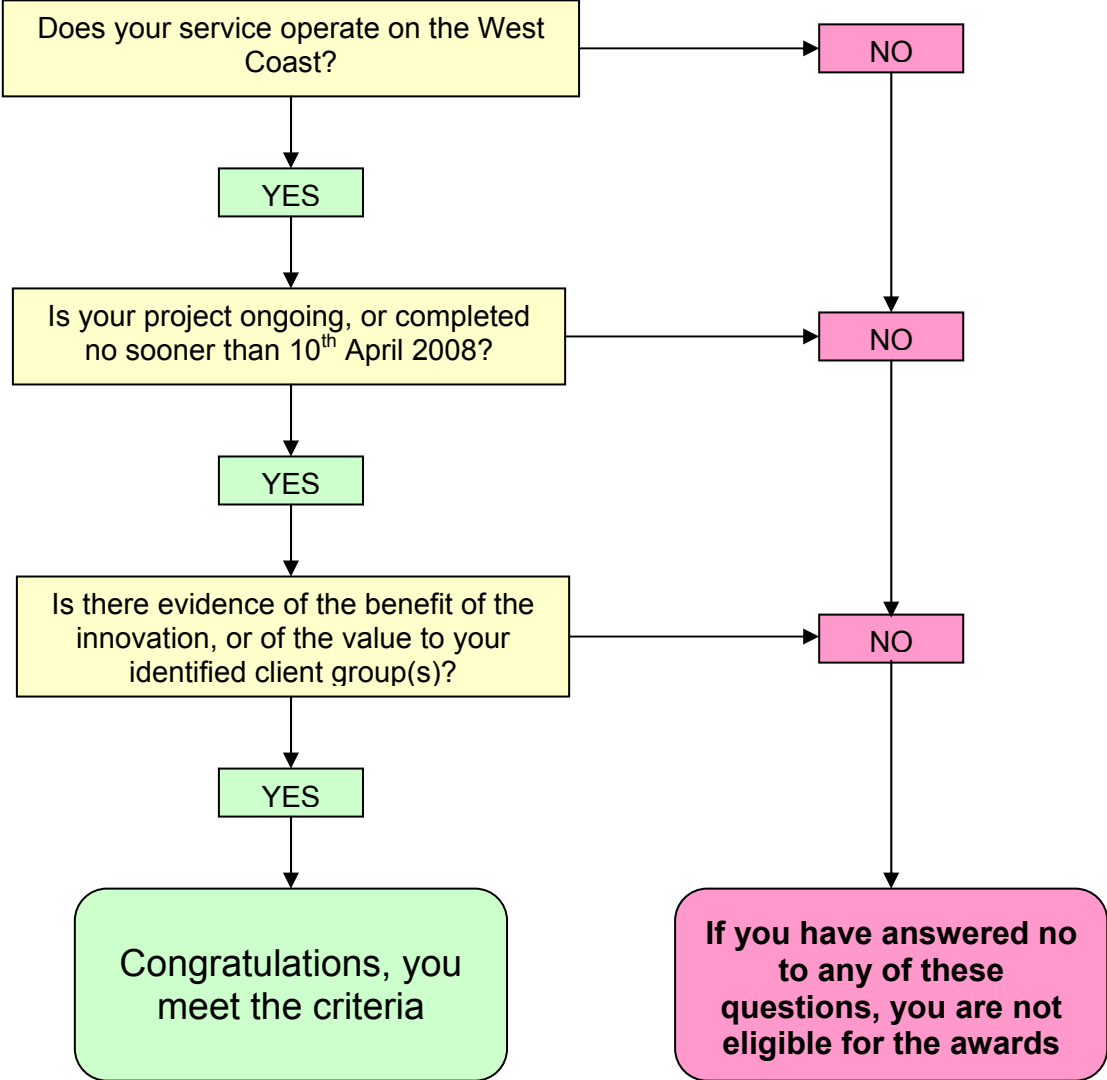
You will find links to this *Information for Applicants* document and the *Entry Form* on our website, www.westcoastdhb.org.nz

The awards process opens on 17th August, with entries closing on Friday 9th October. Winners will be announced at the awards ceremony on Wednesday 18th November.

ENTRY CRITERIA

1. The awards are open to health organisations, schools, not for profit and volunteer groups and any other organisation that believes that it has made a commitment to health in the region
2. Work or projects must be current, i.e. ongoing or completed no sooner than 10th April 2008
3. There must be evidence of the benefit of the quality improvement initiative or innovation, or of the value to the identified client group(s)
4. Please note that entries for commercial products or trademarked entities will be disallowed

2009 WEST COAST DHB INNOVATION AWARDS ENTRY CRITERIA
FLOWCHART



CATEGORIES

Categories for the 2009 West Coast DHB Innovation Awards are as follows:

- **Environmental Responsibility in Health** - recognising those who not only are working hard to provide health services on the West Coast but are doing at least some of it in a way that will protect our environment, either locally or globally
- **Excellence in Treatment or Rehabilitation** - recognising how improvements, changes or simply excellence can improve the health of people in this region
- **Hauora Māori** - recognising the innovative and collaborative mahi being undertaken to improve hauora Māori
- **Early Intervention and Prevention** - recognising innovation in the provision of early intervention services and prevention services throughout the West Coast
- **Process Improvement** - recognising the development of ideas and projects that have led to or will lead to improvements in the delivery of services
- **Healthy Schools Award** - recognising the unique and innovative approach many schools are taking to health and teaching children and their families about health and wellbeing
- **Special Award for Outstanding Achievement or Service by an Individual or Group** - this is an open category. It is an opportunity for community members to nominate others in order for their contribution to be recognised

A project may be entered in one category only. Please take care to ensure that your project is entered into the correct category. If you are unsure please contact Bryan Jamieson, Communications Officer on 03 768 0499 ext 2665. You can also e-mail us at awards@westcoastdhb.org.nz. Applicants are asked to indicate on the entry form which category they are entering.

Please note that entries for commercial products or trademarked entities will not be accepted.

INCENTIVES FOR ENTERING

Publicity and Recognition

The West Coast DHB Health Awards attract considerable publicity, particularly in the local media. Judges read each entry and all nominations are profiled at the awards ceremony. Winning entries are featured in the media and are offered support to complete an Expression of Interest for the New Zealand Health Innovation Awards. Progression to the national awards offers the opportunity for further publicity, recognition and prizes.

Sharing of Knowledge

One of the aims of the West Coast Innovation Awards is to facilitate the sharing of knowledge among healthcare providers in the region. A summary booklet profiling all entries is produced, enabling organisations to learn more about other projects. The Awards night provides an ideal networking opportunity and highlights the great work that is taking place within healthcare on the West Coast.

AWARDS CEREMONY

All nominators and nominated organisations are invited to attend the Awards Ceremony, which will be held on Wednesday 18th November 2009. The contact person for your organisation will be sent an invitation for the team closer to the time. The category and overall winners will be announced at the Ceremony.

OVERALL GUIDELINES

- Make sure you have a good understanding of all required information before starting your entry
- Start preparing your entry early and involve your colleagues where necessary
- To assist you with your entry, please follow the guidelines as stated in the 'Assessment and Allocation of Marks' (page 6) and 'Project Template Guide' (page 7) sections of this document

GUIDELINES FOR YOUR ENTRY

- The project must be submitted in a typed format. Answers to each section should not exceed 250 words
- Entries must be on the form provided
- Review the core criteria and consider the evidence that you have to support them in your application. You don't need to show evidence for all criteria, but the judges will be referring to them during the assessment process
- Hard or electronic copies must be received by the Innovation Awards Project Manager by 5.00pm on Friday 9th October. Entries can be e-mailed to awards@westcoastdhb.org.nz

ASSESSMENT AND ALLOCATION OF MARKS

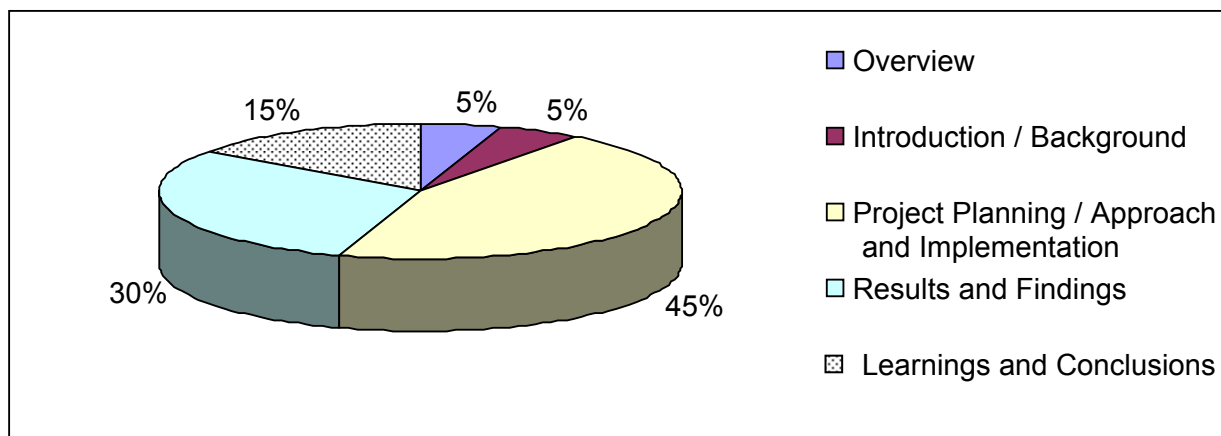
The project template questions follow a logical sequence that reflects best practice in project management. The assessors will evaluate both the success and the effectiveness of your project by marking its results and the practices used to develop and implement it.

The judges' ability to assess your application depends wholly on the content and completeness of your answers to each of the questions in the application form.

You need to plan and prioritise the information you include to make sure that you give clear and concise answers to the prompts included in the form. Consider the weighting that the judges give to each section to give you an idea of how important each is. Generally the judges are looking for evidence that the project was

- Effectively led
- Well researched and analysed to determine feasibility
- Well planned and effectively implemented
- Managed effectively on a day to day basis
- Evaluated and improved to meet stakeholder needs
- Successful and sustainable

The weightings for each category are shown below



PROJECT TEMPLATE GUIDES

The West Coast DHB Health Innovation Awards entry form includes the sections below. Please use the following advice to assist you in completing your entry form.

Application Information Sheet

In this section you need to

- State the title of the project
- Indicate the category that your project is entered in
- Provide details on all members of the project team and services involved
- Nominate a contact person and provide their contact details. The Planning and Funding team will liaise with them throughout the awards process, and they will also be listed on awards materials as the person to contact for further information on the project

Overview

This is 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. We will be using the overviews as the basis for the information provided in the 2009 West Coast DHB Health Innovation Awards Summary of Projects Booklet. It will also be used when we prepare our presentation for the Awards ceremony.

Introduction / Background

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
- The service, team and facility that was involved in the project

You also need to provide information about what led to the project:

- What motivated / initiated the project?
- Is the project currently in place elsewhere?

- How is this project innovative?
- What were the timeframes for the project? This information will ensure that the project satisfies the 'current eligibility criteria' (refer to page 4)

Project Planning

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

Your response to this section should include:

- If there was a Project Team involved in your project you will need to give information about:
 - The members
 - Why they were selected
 - The leadership of the team

Also tell us

- The project vision / aim and goals / objectives
- How the project was approached / planned and implemented (e.g. was there an action plan?)
- How you established whether the project was realistic and what the expected benefits were
- How you monitored progress against the action plan and the data and information that were captured and evaluated to monitor your progress
- How you identified and involved internal and external stakeholders likely to be affected by the project (e.g. patients, staff, public / key communities)
- Why the team worked so well together
- How you communicated with and informed the stakeholders
- The risks you considered (e.g. legal, ethical) and how they were addressed
- Any policies / procedures / guidelines that were established / updated and / or training / delivered to staff as part of the project

Results and Findings

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).

You will need to ensure that your results / findings

- Demonstrate the clear gains established in the project. Ensure that the 'before' and 'after' situation is shown
- State what positive impact has the project had (e.g. impact on patient care, staff, time, cost savings)
- Describe any unexpected or additional benefits the project has had
- Detail the actual results and how they compare with the expected objectives of the project
- Discuss whether the realised outcomes are directly connected to the objectives of the project

- Explain what the project has achieved for the stakeholders affected by the project and processes

Graphs are a very effective way of demonstrating the results of a project. If you are using graphs it is important to remember to clearly label the axis and provide a narrative which explains the results shown on the graph.

Conclusion and Learnings

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

Make sure that your conclusion details:

- The effects and overall evaluation of the project
- The monitoring tools / activities that you have in place to sustain the gains of the project (e.g. periodic review and updates of policies, procedures, guidelines, etc., ensuring ongoing training and education of staff
- How the learning and knowledge gained from the project was communicated and shared throughout the team, organisation and externally
- How the learning and knowledge has been retained within the organisation
- The recognition strategies you have developed for celebration of the achievements of the project
- A clear understanding of where the project is going and your future vision for the project
- References - an endorsement from a third party about the effectiveness of your service or project

Appendices

If necessary, in this section you can include a Glossary of main and key terms and abbreviations used in your entry.