

## Nelson Marlborough District Health Board Health Quality & Innovation Awards 2011

### INFORMATION FOR ENTRANTS

#### About the Awards

Thank you for entering the NMDHB Health Quality & Innovation Awards 2011.

The two-yearly awards have been established to heighten awareness of initiatives by health employees and health providers across the Nelson Marlborough district, with a view to showcasing continuous quality improvement leading to improved patient care.

The awards are designed to encourage excellence in health research, innovation, clinical care, service delivery and whanau ora amongst health providers across the Nelson Marlborough district. Nelson Marlborough DHB is leading the drive for excellence in health care in the district and is committed to using these awards as one means of highlighting the quality message.

#### Award categories

##### \* Research and Innovation

- To recognise and reward excellence in research or a project using an innovative approach designed to improve the quality of clinical care or service delivery.

##### \* Clinical Care Improvement

- To recognize and reward excellence in a project or programme to improve clinical care in any health sector.

##### \* Collaborating for Health Improvement

- To recognize and reward excellence in improving the delivery of health services, including service integration and collaboration in any health setting, and including partnership between teams, services and sector providers.

##### \* Whanau Ora

- To recognize and reward a project or programme designed to improve clinical care or service delivery in a Maori cultural context.

#### Prizes

The winning entry in each category will receive \$750; a highly-commended prize of \$400 may be awarded in each category. An overall winner will be chosen from the category winners & will receive a further \$400 and the HQ&IA trophy.

## ENTRY COMPONENTS

*To be considered for judging, entries must be described using the following 10 headings. All components must be addressed or, where a component is not applicable to an entry, this must be noted & explained.*

1. **Executive Summary** - no more than one page, covering:
  - brief history and description of organisation
  - brief description of the project
  - brief description of the results- and stating why it is believed that the entry should win an award.
2. **Organisation profile** – describing, in no more than 200 words:
  - the organization, its size and geographical scope
  - the customer group served
  - the number of staff and their general roles.
3. **Identified issue** - an outline of the quality improvement opportunity identified, describing:
  - how the quality improvement opportunity was identified
  - who was involved in the project
  - how stakeholders and their needs were identified.
4. **Data collection and analysis:**
  - what data was collected
  - how that data was collected and analysed.
5. **Options for improvement:**
  - how alternative means of improvement were researched, and which were considered
  - consideration given to non-sector models
  - other organisations canvassed for improvement options.
6. **Final decisions:**
  - how the particular improvement option was chosen
  - stakeholder involvement in that choice
  - how the options were presented to stakeholders
  - the benefits of that choice to stakeholders
  - consideration of costs & efficiencies in making choice.
7. **Planning** – a description of the:
  - scope, goals & objectives of the project
  - project team
  - project plan, with milestones
  - budget & resource allocations
  - communication and risk management plans.
8. **Implementation:**
  - how the project was implemented
  - who was involved in implementing the project
  - how well the project met the planned elements (as in item 7).
9. **Post-implementation assessment/review:**
  - how the team functioned during the project
  - how project implementation was reviewed and the tools used
  - to what extent the project met objectives
  - evidence that review was objective and recorded stakeholder views, while Identifying ways that the assessment/review process might be improved.
10. **Evidence of success:**
  - a detailed description of the results, showing how project goals have been met
  - quantitative and qualitative data showing improvements in or impacting on local health care, improved efficiencies and reduced costs stakeholder feedback on improved service.

*Successful entries will be judged solely against these criteria.*

## ENTRY TERMS & CONDITIONS

- \* The Nelson Marlborough DHB Health Quality & Innovation Awards 2011 are open to all health providers whose services are funded by Nelson Marlborough DHB, and all Nelson Marlborough DHB staff.
- \* Improvements, initiatives or programmes entered for the awards must be operated from a base in the Nelson Marlborough DHB area (though not necessarily exclusive to the district).
- \* An entry can only be submitted under one category. If the selection panel considers that an entry is more appropriately placed in another category it will be reassigned, in consultation with the entrant.
- \* **Entries close at 5:00 pm, Friday 19 August 2011.**
- \* The selection panel will short-list entries for consideration by the judges. Entrants whose projects have been shortlisted will be contacted & will be required to display their entry with other short-listed participants at the Awards function – e.g. by poster, handout or laptop presentation.

## ENTRY NOTES

- \* To enter you must use the NMDHB Health Quality & Innovation Awards 2011 entry form.
- \* Complete all sections of the form. Describe your improvement, initiative or programme under the 10 component headings. **Shortlisting of entries will be based on the completeness of these descriptions;** however, if a component cannot be applied to your project, please note and explain this under the appropriate component heading.
- \* Use the space below each heading as required to fit your answers. Keep your answers brief - completed entry forms should not exceed **12 pages**.
- \* Entries must be emailed to Adrienne Chenery: [adrienne.chenery@nmdhb.govt.nz](mailto:adrienne.chenery@nmdhb.govt.nz).
- \* Only electronic entries using Microsoft Word will be considered. If this poses a problem for you, or if you have any other questions, please contact Adrienne Chenery, PA to General Manager Organisational Development, on (03) 546-1127.
- \* Your entry may be supported by additional information such as appendices, tables, flow charts, other graphic information, etc. Please send additional material **in hard copy** to: **Adrienne Chenery, NMDHB Board Office, Braemar Campus, Private Bag 18, Nelson**. It will be returned to you after judging.

## JUDGING

- \* The judging panel will include representatives of the community familiar with the wider health sector.
- \* Judging will be based on the information provided in the application.
- \* Award presentations will be made at the Awards function on **Tuesday 1st November 2011**.
- \* The judges' decision is final and the organisers reserve the right to modify the Awards programme in light of entries received.

## PRIZE MONEY

- \* Prize money must be used for professional development, education or service enhancement in the relevant service within one year of the prize being awarded.