**2018**

**SAFETY**

**FORUM**

**AWARDS**



**HSC Safety Forum Awards (2018): Guidance**

The HSC Safety Forum, based at the PHA, invites organisations to nominate individuals or teams (**up to 5 for your organisation**) per organisation) for the4th Northern Ireland Safety Forum Awards.

**Closing date for submissions is 14 September 2018**

1. **Aim of the awards**

These awards will recognise and showcase the excellent work undertaken across the HSC system to drive improvement in quality of care and strengthen patient safety.

1. **Award categories**

The HSC Safety Forum Award will be awarded to the individual/team that has made the greatest contribution to quality improvement and safety in Health and Social Care.

There will be 4 additional awards, each linked to projects advancing safety/quality improvement in:

* **Partnership working/Co-production**
* **Innovation/transformation in Care**
* **Integrated Care**
* **Building reliable care**

**Criteria for each of the 4 categories can be found on pages 3-4**

1. **How to nominate**

All nominations must be forwarded using the electronic submission form (Appendix 1). This can also be downloaded from:

[**www.publichealthagency/safetyforum**](http://www.publichealthagency/safetyforum)

Trusts may make one nomination to each category or several to one or more categories up to a maximum of 5 nominations in total.

1. **What are the awards?**

The winner(s) of each award will be presented with a trophy plus:

* Overall HSC Safety Forum Award winner - £800 PHA/HSC Safety Forum Grant
* Individual awards for each category - £800 PHA/HSC Safety Forum Grant

The monetary awards will be available to spend during the **2019/20** financial year

**Entries must be submitted to** [**janet.haines-wood@hscni.net**](mailto:janet.haines-wood@hscni.net)

**on or before 5pm on 14th September 2018 .**

1. **How will the awards be judged?**

* Having received the nominations, the judging panel will rank applications and draw up a shortlist for interview. All interviews will take place on the same day and last 20-30 minutes. Successful candidates will be informed of interview date at least 4 weeks in advance. **The (overall) Safety Forum Award will be chosen from those who have won the awards for Partnership working/co-production, Innovation/transformation in care, Integrated care and Building reliable care**

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**Entry criteria**

**CORE CRITERIA – will be judged for all submissions**

**ALL Applicants must show evidence of the use of Quality Improvement Methodology to include:**

* **Aim for work**
* **Processes used/Changes made Testing**
* **Measures/results**
* **Service user, carer, family involvement**
* **evidence of resources saved**

**Also considered will be:**

* **CLarity of the submission**
* **lessons from the project**

**criteria for specific categories are listed below**

**A) Partnership/co-production award**

The judges will be looking for evidence of:

* Improvement in the quality of care for our service users and their families
* Transformation of services through co-production, involving service users and carers in the design or further development of services
* Partnership working between health, social care and the third sector to enhance quality of care
* Fostering a culture of inclusiveness and sharing of knowledge
* Service users and their families making a real difference in clinical effectiveness and safety

**B) INNOVATION/transformation in CARE AWARD**

The judges will be looking for evidence of:

* Using innovation to improve quality safety or effectiveness using new approaches or new tools/technology for example, innovative working with new and effective solutions.
* Using innovation to facilitate the implementation of evidence based practice
* Using innovation to improve access: including access to appropriate therapies and practitioners
* Supporting service transformation through effective leadership
* Evidence of service user, carer, family involvement

**C) Integrated Care award**

The judges will be looking for evidence of:

* Developing and implementing a pathway or service that involves the appropriate range of professionals and providers to deliver seamless care.
* Working across and/or removing boundaries across care interfaces.
* Empowering clinicians to implement evidence based practice.
* Delivering desired changes in clinical/system behaviour
* Reducing variation
* Evidence of service user, carer, family involvement

**D) building reliable care award**

The judges will be looking for evidence of:

* Evidence of increasing reliability – for example, improved compliance with bundles, reduced failure rates/defects in care, reduction in variation
* Implementation of evidence based practice such as care bundles, NICE guidance, departmental directives
* Making it easy to do the right thing and hard to do the wrong thing
* Evidence of service user, carer, family involvement

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**Appendix 1**

**SUBMISSION FORM**

**Please refer to the Entry Criteria and reflect these in your submission (pages 3-4)**

**All sections of this application must be completed and it must be signed by the Chief Executive or a Director on behalf of the organisations.**

**You have a maximum of 500 words to complete the application (not including headings) and font should be in Arial, size should not be less than 10. The size of the text boxes should not be changed.**

|  |  |
| --- | --- |
| **Title of Project** |  |
| **Category** |  |
| **Name of project lead** |  |
| **Job Title of project lead** |  |
| **Organisation** |  |
| **Address** |  |
| **Tel. Number** |  |
| **E-mail** |  |
| **Signature of Chief**  **Executive/Director** |  |
| **Name (block capitals)** |  |

1. **CORE TEAM MEMBERS AND JOB TITLES (not included in word count)**
2. **SUMMARY OF PROJECT**

To include: what, when, where

1. **BACKGROUND OF PROJECT**

To include: what was problem you set out to address, what is your aim, key drivers, planned changes, etc;

1. **CHANGES MADE/METHODOLOGIES USED**

What QI methods did you use, how did you implement proposed changes; did you test these, how did you disseminate results

1. **RESULTS/OUTCOME (You may attach a maximum of 5 tables or graphs. Please include evidence of resources saved)**

**To include:** how did you measure the effects of your change, did they resolve the problem, did you/do you plan to spread this work, what problems did you encounter, how did you resolve these, what are your next steps

1. **LEARNING**

To include: what did you learn, what would you do differently next time?