



Community Hospitals Association Innovations and Best Practice Awards 2018 Information on Submitting for an Award

The Community Hospitals Association (CHA) has been recognising innovation and best practice in community hospitals annually since 2000 with its Innovation and Best Practice Award Programme.

Process

Applications for this year's Community Hospitals Association, Innovations and Best Practice Awards will open at 0900 on Monday 2nd April and close at 1700 on Friday 18th May 2018.

Your submission will be assessed by a panel of CHA Directors and Committee, using the predetermined criteria. You will then be contacted to be advised if your submission is going forward to the next stage. If it is, we would ask to come and see you to find out more about the service, and to meet staff concerned. All shortlisted submissions will then be assessed by a panel, and finalists agreed. Those that have been successful will be asked to attend a CHA conference in the Autumn (date to be confirmed). This will give the successful award winners to be recognised and given the opportunity to share this success by presenting at the CHA Innovations and Best Practice Conference. Information on award winners will also be posted on our website, subject to your permission.

Submission

Format for applications is:

- ◆ Title of Innovation and Best Practice
- ◆ Summary of Innovation and Best Practice
- ◆ Description - including the rationale for initiating the project and what you hoped to achieve (500 words max)
- ◆ Summary of project/service change - including information on the makeup of the staff/team involved, the change or development introduced, and the resources required (500 words max)
- ◆ Outcome & Impact (with evaluation/evidence) including - what worked well, evaluation/audit results, lessons learnt and roll-out of the service – actual and planned.(500 words max)

Criteria for Submissions

All submissions will be assessed using the following criteria:

Ref	Criteria	Score 1 to 10 (10 is high)	Comments
1	Is there a clear rationale for the service development/change?		
2	Is there evidence that the change was well planned?		
3	Is there information provided on the implementation plan?		
4	What helped or hindered the introduction of the change, and is there evidence of learning outcomes?		
5	Is there evidence of staff engagement?		
6	Is there clear evidence of benefits to patients/families/staff/local community?		
7	Is there evidence of team-working on the project?		
8	Is there evidence of audit and/or evaluation outcomes submitted, for review by the panel?		
9	Is there evidence of patient/carers/user feedback?		
10	Could the innovation or best practice be rolled out in other community hospitals?		
	Total		

Thank you for your interest in the CHA Innovation and Best Practice Award.

If you need any further information, please contact:

Suzanne Jones, CHA CEO on info@communityhospitals.org.uk