



2022 HNE Health Excellence Awards Guidelines

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Overview

The HNE Health Excellence Awards are a way of formally recognising outstanding staff members and/or teams and acknowledging the work they do for others, day in, day out. They celebrate the pinnacle of clinical excellence, quality, innovation/improvement and outstanding achievement across the District and they feed directly into the NSW Health Awards.

The awards will continue to focus on meeting the objectives of NSW State Health Plan: Towards 2021 and ensuring the long term sustainability of our healthcare system. This is achieved through innovative ways of improving the delivery of an integrated health system; effective partnerships; and improving efficiencies to supporting better health for the people of our district.

Achievement Awards Categories (Individual Awards)

Collaborative Staff Member of the Year Award (*Nominated by HNE Executive Leadership Team only*)

Volunteer of the Year Award

High Value Health Care Awards Categories (Team Awards)

Integrated Value Based Care Award

Excellence in Aboriginal Healthcare Award

Excellence in the Provision of Mental Health Services Award

Health Research and Innovation Award

Keeping People Healthy Award

Patient Safety First Award

People and Culture Award

Transforming Patient Experience Award

Sustainability and Environmental Health Award

Key Dates

Entries Open	Monday 2 nd May, 2022
Entries Close	Wednesday 1 st June, 2022
Finalists Announced	Mid July, 2022
Excellence Awards winners announced	August-September, 2022

More Information

Links to award documents, updates and useful information is available on the HNE Research Office Intranet Page:

<https://www.hnehealth.nsw.gov.au/research-office/research-ethics/hne-excellence-awards>

Achievement Awards (Individual Awards)

Overview

The HNE Achievement Awards acknowledge outstanding innovation and performance and are open to individuals and volunteers from across Hunter New England Local Health District. These awards are a celebration of the exceptional contribution HNE Health staff and volunteers have made in their roles and to the broader community.

Contact

If you require assistance or more information on the HNE Achievement Awards, please contact HNE Corporate Human Resources unit: Alice.Hoffman@health.nsw.gov.au

Achievement Award Categories

Collaborative Staff Member of the Year Award

This award recognises HNE Health employees who have made an exceptional contribution through effective collaboration to the health system.

This award aims to acknowledge an individual who:

- As part of their clinical or support role in HNE Health, provides excellence in service to support staff, patients, carers or families.
- Is a role model for promoting positive cultural change and inspiring other staff within HNE Health.
- Uses new and innovative ways to collaborate with staff, patients, carers or families.
- Supports effective teamwork to collaboratively improve patient care.
- Demonstrates strong corporate and clinical governance and CORE values in all health services.

Volunteer of the Year Award

The *Volunteer of the Year Award* recognises the significant contribution of an individual to volunteering within HNE Health.

This award aims to acknowledge an individual who:

- Provides excellent support for patients, carers and families.
- Acts as a role model for volunteering in HNE Health which promotes volunteer services and inspires other volunteers.
- Uses new and innovative ways to engage patients, carers and families.

Achievement Awards Criteria

The following categories are open for nomination across the District. Contact details for each Nominator is required upon submission. All applications will be assessed using the following criteria:

Collaborative Staff Member of the Year Award		
Application Section	Word Limit	Criteria
Relevance to entry category	200 words	<p>Succinct statement of how the individual meets the Award Category and meets the aims as described in the relevant Award Criteria.</p> <p>Submissions that are not sufficiently relevant will not be eligible as a finalist or winner in the Category entered.</p> <p><i>Please note this will be used for promotional materials if this entry becomes a finalist.</i></p>
Achieves Outcomes	800 words	<p>Please provide a succinct statement on how the individual:</p> <ul style="list-style-type: none"> • Demonstrates the ability to set and implement a clear strategic direction and pathway including through partnerships. • Demonstrates positive outcomes for patients and clients while meeting service agreement targets that help improve performance. • Demonstrates the ability to improve efficiency in meeting agreed objectives through delivering desired results.
Transforming the System		<p>Please provide a succinct statement on how the individual:</p> <ul style="list-style-type: none"> • Evidence that the leader uses new information, research findings and ideas to shape health service delivery. • Demonstrates success in change management and includes approach to dealing with issues and interests of others.
Provides excellent services		<p>Please provide a succinct statement on how the individual:</p> <ul style="list-style-type: none"> • Provides excellent and consistent service to support staff, patients, carers or families.
Positive cultural change		<p>Please provide a succinct statement on how the individual:</p> <ul style="list-style-type: none"> • Is a role model for promoting positive cultural change and inspiring other staff within HNE Health
Innovative approaches		<p>When responding please provide:</p> <ul style="list-style-type: none"> • Evidence that the individual uses new and innovative ways to engage staff, patients, carers or families.
Sustainability		<p>When responding please provide:</p> <ul style="list-style-type: none"> • Evidence that system changes are favourably adopted and embedded
Relationship to CORE Values		<p>Please provide a short sentence explaining the extent of how the individual demonstrates:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collaboration: <input type="checkbox"/> Openness: <input type="checkbox"/> Respect: <input type="checkbox"/> Empowerment:

Collaborative Staff Member of the Year Award		
Individual Photo	Please ensure an appropriate Image of the 'Individual' is ready to upload upon submission of entry. <i>Must be jpeg format and preferably between 3MB and 5MB in landscape format</i>	
Reference List	Please list any references	
Total	1000 words	Including references; but excluding reference list.

Volunteer of the Year Award		
Section	Word Limit	Criteria
Relevance to entry category	200 words	Succinct statement of how the individual meets the Award Category and meets the aims as described in the relevant Award Criteria. Submissions that are not sufficiently relevant will not be eligible as a finalist or winner in the Category entered. Please note this will be used for promotional materials if this entry becomes a finalist.
Provides excellence in volunteering	800 words	Provides excellent and consistent support for patients, carers and families.
Promotion and engagement		Acts as a role model for volunteering in NSW Health which promotes volunteer services and inspires other volunteers.
Innovative approaches		Evidence that the individual uses new and innovative ways to engage staff, patients, carers or families.
Relationship to CORE values		Please provide a short sentence explaining the extent of how the individual demonstrates: <input type="checkbox"/> Collaboration: <input type="checkbox"/> Openness: <input type="checkbox"/> Respect: <input type="checkbox"/> Empowerment: Please provide a short sentence explaining how the project/program provides improved partnerships and teamwork.
Individual Photo	Please ensure an appropriate Image of the 'Individual' is ready to upload upon submission of entry. <i>Must be jpeg format and preferably between 3MB and 5MB in landscape format</i>	
Reference List	Please list any references.	
Total	1000 words	Including references; but excluding reference list.

High Value Health Care (HVHC) Team Awards

Overview

The High Value Health Care Awards reinforces our focus on High Value Health Care and ensures we recognise work that accomplishes the Triple Aim of meeting population health needs at the highest quality and lowest cost per capita.

Contact

If you require assistance or more information regarding the High Value Health Care Awards, please contact the HNE Research Office: HNELHD-ResearchOffice@health.nsw.gov.au

HVHC Award Categories

Integrated Value Based Care Award

The Integrated Value Based Care Award recognises initiatives that support NSW Health's vision for a sustainable health system that delivers outcomes that matter to patients, is personalised, invests in wellness and is digitally enabled. The move to value is being accelerated through local initiatives and state-wide programs including Leading Better Value Care (LBVC), Integrated Care and Commissioning for Better Value.

The nominations for this category will need to demonstrate that they are improving the different aspects of value:

- Health outcomes that matter to patients.
- The experience of receiving care.
- The experience of providing care.
- The effectiveness and efficiency of care.

The award acknowledges innovative projects and programs which promote:

- Building new and innovative partnerships between the public, private and/or nongovernment sectors to ensure access to the best possible health care for all residents of HNELHD.
- Partnering with community based organisations to provide services for patients in the community.
- Defining business models for purchasing services and creating sustainable incentives for both purchaser and provider leading to improved patient outcomes, productivity and efficiencies.
- Creating formal links between primary, community and hospital services to deliver health care that meets the needs of patients over time and delivers the best possible health outcomes.
- Care provided in appropriate, cost effective settings that are close to home, keeping people well and out of hospital wherever possible.

- Seamless transitions between hospital, primary, community, residential and aged care settings.
- Innovative funding models, governance arrangements, and information technology solutions that support a sustainable, integrated system of care.
- Engaging consumers and clinicians to develop person-centred models of care that are efficient, effective and sustainable, and promote individual responsibility for health.
- Partnerships which demonstrate and promote CORE values through the provision of integrated care across organisations in partnership with clinicians, patients and their families and carers.

Excellence in Aboriginal Healthcare Award

Excellence in Aboriginal Healthcare is a new award that recognises exceptional healthcare delivery through strong partnerships across HNE Health and external agencies.

This may include:

- Valuing and fostering respect for the expertise and knowledge of ACCHSs and their staff
- Collaboration in designing and delivering services.
- Sharing of resources.
- Strong consultation and communication mechanisms.
- Strategic collaboration or partnership in the development of the project.
- Responsiveness to the local Aboriginal community's health needs, as identified by the local Aboriginal Health.
- Capacity building and employment of Partnership Agreement or Aboriginal Health LHD Action Plan.
- Partnership with the Aboriginal people and communities in the design, implementation, evaluation and evidence building.

Excellence in the Provision of Mental Health Services Award

Mental Health is a priority area for the NSW Government, with one in five (20%) Australians aged 16-85 experiencing a mental illness in any year*.

This award recognises and showcases innovation in improving the quality and safety of mental health patient care within programs which display:

- Best practice, excellence and innovation in mental health service delivery.
- Development of consumer-focused services.
- Positive mental health and wellbeing through consumer and carer participation.
- Improved prevention and early intervention.

* Australian Bureau of Statistics. (2009). *National Survey of Mental Health and Wellbeing: Summary of Results, 4326.0, 2007*. ABS: Canberra.

Health Research and Innovation Award

Collaboration between researchers, policy makers, service users, health managers and clinicians in research is critical and can lead to findings that are more likely to be innovative and positively inform health decisions. This includes innovative future focused infrastructure and digital health initiatives.

Awardees may have demonstrated outstanding and innovative achievements by establishing:

- Ways of assisting clinicians and health decision makers to find or use research effectively.
- Research partnerships or collaborations involving clinicians, health service providers, decision makers and/or consumers that have led to outstanding examples of research that changed policy or practice.
- Acknowledgement by decision makers of the impact of research on their policy or practice.
- eHealth, health information and data analytics to support and harness health & medical research and innovation.
- Clinical practices and processes delivered through innovative built spaces including new approaches to effective and efficient building outcomes to deliver clinical outcomes.

Keeping People Healthy Award

NSW Health is committed to promoting good health through raising awareness of healthy choices, preventing ill health and improving the overall health and wellbeing of the community.

The Keeping People Healthy Award, formerly The Harry Collins Award, has previously commemorated the outstanding commitment and passionate contribution of Mr Henry (Harry) Collins. Harry made a particularly outstanding contribution to the “Clean Hands Save Lives” campaign prior to his death in November 2007. This campaign is an example of a Keeping People Healthy initiative. His dedication to bringing the community’s perspective to the prevention of Healthcare Associated Infections is greatly appreciated by both patients and staff of the NSW health system, and NSW Health is proud to recognise these achievements.

This award aims to acknowledge similar innovative projects and programs which promote:

- Reducing negative health impacts through improvements in environmental health.
- Action to support individuals, families and communities to make healthy lifestyle choices.
- Closing the gap in Aboriginal health outcomes.
- Improving lifestyles by targeting public health priorities such as tobacco control, physical activity, obesity, infectious disease, oral health, diabetes prevention and addressing harmful risk factors.
- Identifying and improving health outcomes for risk groups, e.g. children, youth, older people, workers and disadvantaged groups.
- Primary, secondary and population health prevention.
- The integration of the CORE values in promoting healthy living.

Patient Safety First Award

Providing world-class clinical care where patient safety comes first is a key priority for HNE Health. HNE Health has a shared vision that Patient Safety is everybody’s business. This award acknowledges a commitment to putting Patient Safety First every day.

Projects within this category will display Patient Safety First in:

- Leading quality improvement to ensure safer patient care.
- Delivering innovative approaches to improving patients' safety.
- Engaging patients in approaches to improve patient safety.
- Demonstrating leadership or role modelling behaviour that puts patient safety first.

People and Culture Award

Bringing together two previous HNE Award categories, a Safe and Healthy Workplace and Supporting Our People, The People and Culture Award recognises teams who develop and support our people and culture, and ensure a safe and healthy environment for patients and staff.

Initiatives within this category will show support for people within HNE Health by:

- Working collaboratively within the HNE Health system to improve health outcomes.
- Growing and supporting a skilled workforce by hiring and developing the right people, with the right skills, at the right time.
- Developing effective health professional managers and leaders.
- Improved systems and efficiencies to support better workplace safety and health outcomes.
- Ownership and adoption of workplace health and safety practices.
- Support for long-term behaviour change to strengthen the staff health safety culture.
- Increased awareness of the importance of personal safety alongside patient safety.
- Enhanced access and training in workplace health and safety.
- Fostering a culture that reflects the NSW Health CORE values & respects diversity.

Transforming Patient Experience Award

Recognising that patients are partners in their healthcare, this award aims to acknowledge projects/programs which promote collaboration between the patient and the healthcare team to improve health.

Entries should be able to demonstrate innovation in:

- Empowering patients to take control of their health and be supported in managing their own health conditions.
- Shared decision making; the patient is an expert in their own values and needs.
- Clinicians planning and delivering care in partnership with the patient.
- Enhancing access to patient centred care for people living with chronic illness.
- Promotion of CORE values in all patient interaction.
- Engaging consumers in strategic planning and governance processes.

Sustainability and Environmental Health Award

Recognising that climate change and unsustainable resource use are contributing to ill-health the world over, this award aims to acknowledge environmental sustainability projects, practices and programs which promote healthcare without harm. *Please refer to page 14 for specific criteria for the HVHC Sustainability and Environmental Health Award.*

High Value Health Care (HVHC) Awards Criteria

Team Contact Details will be required upon Submission. All HVHC Award Categories will be assessed using the following criteria:

High Value Health Care Award			
Section	Word Limit	Criteria	Points
Entry title	<i>Max 50 characters</i>	A short meaningful, acronym free and catchy title of the project.	
Partner Organisation		List any partner organisations internally or externally to HNE Health.	
Abstract <i>This will be used for promotional materials if this entry becomes a finalist</i>	<i>200 words</i>	<p>Provide a clear succinct outline of the project/program noting the aim, method, results and conclusion.</p> <p>Explain:</p> <ol style="list-style-type: none"> How the project/program relates to the Award Category. How the project/program meets the strategic aims of the Award Category. Explain how the project/program links to the NSW Health strategic planning framework. <p>NB: Submissions that are not sufficiently relevant will not be eligible as a finalist or winner in the Award Category entered.</p> <p>Please note this will be used for promotional materials if this entry becomes a finalist</p>	
Innovation and originality	<i>250 words</i>	<p>Explain the extent to which the project/program demonstrates an original or innovative approach (new or known) to an existing issue. If the project/program is using a known innovation, explain the extent to which it has been implemented differently/innovatively.</p> <p>The project should show resourcefulness and creativity and may include workforce or other innovation and use of enabling technologies with support for a sustainable service model.</p>	Maximum score: 5
Sustainable	<i>125 words</i>	Provide evidence showing the project/program has resulted in systemic changes which are embedded within the organisation and are sustainable over time.	Maximum score: 5
Scalable	<i>125 words</i>	<p>Identify the extent to which the project/ program is scalable, able to be replicated and has been (or has potential to be) successfully transferred to other health services/ settings, including metrics, examples, research/evaluation programs or publications.</p> <p>Nominations must include data/evidence to support potential outcomes and return on investment if/when the project is to be scaled.</p>	Maximum score: 5

High Value Health Care Award			
Section	Word Limit	Criteria	Points
Better patient outcomes	200 words	<p>Provide evidence (including metrics, examples, research/evaluation programs or publications) showing how the project/program has improved outcomes for patients. These may be either direct or flow-on depending on the nature of the project. For example, reduced length of stay or reduced morbidity. This can also focus on better outcomes in the community, including social and emotional wellbeing.</p> <p><i>Note: HNE Health encourages projects that address differential outcomes for Aboriginal people and can demonstrate positive outcomes that are either direct or flow-on based on the nature of the project. Ability to demonstrate how there are clear steps to ensure equity of access and reduction in the burden of disease for Aboriginal people.</i></p>	Maximum score: 5
Productivity and value for money	100 words	Show how the project/program demonstrates an improvement in productivity and efficiency/value for money. Include any metrics, examples, research/evaluation programs or publications.	Maximum score: 5
Teamwork / Partnerships and CORE Values		<p>a) Provide a short sentence explaining the extent of how the project/program demonstrates:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Collaboration: <input type="checkbox"/> Openness: <input type="checkbox"/> Respect: <input type="checkbox"/> Empowerment: <p>b) Please provide a short sentence explaining how the project/program provides improved partnerships and teamwork.</p>	Maximum score: 5
Logical coherence and rigour		The overall logic of the submission and the rigor of the method and results are clear.	Maximum score: 5
Relevance to category		Submission must align with the selected category to be eligible.	(Y/N)
NSW Health Strategic Planning Framework Plan		<p>Submission must link to at least one of the Strategic Priorities to be eligible:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Keep People Healthy <input type="checkbox"/> Provide world class clinical care where Patient Safety is First <input type="checkbox"/> Integrate systems to deliver truly connected care <input type="checkbox"/> Develop and support our people and culture 	(Y/N)

High Value Health Care Award			
Section	Word Limit	Criteria	Points
		<input type="checkbox"/> Support and harness health and medical research and innovation <input type="checkbox"/> Enable eHealth, health information and data analytics <input type="checkbox"/> Deliver infrastructure for impact and transformation <input type="checkbox"/> Build financial sustainability and robust governance	
Quality of Presentation		Submissions must be of high quality to be eligible.	(Y/N)
Image of team		Please ensure that all entries have an appropriate Image of the 'project team' ready to upload upon submission of entry. <i>Must be jpeg format and preferably between 3MB and 5MB in landscape format</i>	
Reference List		Please list any references.	
Tables and graphics		Tables and graphics are to be included as separate attachments as pdf, or jpeg and under 3MB. <i>These should be clearly referenced in the body, <u>interpretation included in the text of your submission and correspond to the file name, for example 'see Table 1' and Table1.pdf</u></i>	
TOTAL	Approx. 1010 words	Including references; but excluding reference list	Maximum Score: 35

HVHC - Sustainability and Environmental Health

Overview

For the third year running the HNE Sustainability and Environmental Health Award acknowledges projects, programs and staff with outstanding innovation and potential to deliver environmental benefits in a health care setting across Hunter New England Local Health District.

Contact

If you require assistance or more information on the Sustainability and Environmental Health Award, please contact HNE Research Office: HNELHD-ResearchOffice@health.nsw.gov.au

Sustainability and Environmental Health Criteria

Recognising that climate change and unsustainable resource use are contributing to ill-health the world over, this award aims to acknowledge environmental sustainability projects, practices and programs which promote healthcare without harm.

HVHC - Sustainability and Environmental Health – Open to individuals and teams			
Application Section	Word Limit	Criteria	Points
Relevance to entry category	100 words	<p>When responding, please provide a succinct statement of the potential to deliver environmental benefits to a health care setting and the long term impact</p> <p>Submissions that are not sufficiently relevant will not be eligible as a Finalist or Winner in the Category entered.</p> <p>Please note this will be used for promotional materials if this entry becomes a finalist.</p>	Maximum Score: 5
Achievement	1100 words	<p>When responding, please describe:</p> <ul style="list-style-type: none"> - a project, practice or program that has the potential to deliver environmental benefits in a health care setting - the innovation and originality, with the potential for long-term impact 	Maximum Score: 5
Image/Photo		<p>A photo of the nominee is to be included as a separate attachment. Please ensure that all entries have an appropriate Image of the 'Individual or team' ready to upload upon submission of entry.</p> <p><i>Must be jpeg format and preferably between 3MB and 5MB in landscape format</i></p>	
Total	1200 words	Including references; but excluding reference list.	Maximum Score: 10

Submission Guidelines

Submission process

1. The HNE Health Excellence Awards are open to any HNE Health staff member either individually or as a team. The same entry is not permitted to be submitted in multiple categories.
2. The most relevant category should be selected with the entry carefully checked against the criteria and entry requirements.
3. All entries MUST be submitted through the Award Force online portal. Award Force will open from Wednesday 11th May, 2022.
4. Entries will be accepted from Wednesday 11th May, 2022 with the website closing to submissions at 5:00 pm on Wednesday 1st June, 2022.
5. Only entries approved by the lead nominee's Facility/Department/Unit Service Manager and submitted electronically will be accepted.
6. For the achievement awards it is the nominator's responsibility to ensure the nominee's manager has endorsed the submission prior to submission.
7. For the High Value Healthcare Awards it is the nominee's responsibility to ensure their manager has endorsed the submission prior to submission close.
8. Please note, Award Force will automatically email the nominated manager with a link to the application for their review and endorsement. Only approved applications will be sent to the review panel for consideration. It is recommended nominees allow adequate time for this endorsement process prior to submissions closing on the 1st June, 2022.

Conditions of entry

1. Entries will be accepted from **11th May until 1st June, 2022.**
2. Entries are to be submitted online system Award Force:
<https://hnehealth.awardsplatform.com/> (please refer to step by step guide below)
3. Entries must be carefully checked for accuracy and compliance with the Submission Process and Conditions of Entry.
4. Entries will be assessed by a judging panel, the decisions of which are final.
5. Each entry will be considered within one category only and will be judged in the category to which it has been submitted. Selection of the most relevant category for each entry is entirely the responsibility of the nominator. At the judges' discretion, submissions may be reallocated to a more suitable category if deemed appropriate.
6. Submissions that do not comply substantially with entry requirements or are not sufficiently relevant may not be judged – judges' discretion will be final.
7. Submissions must adhere strictly to the word limits within the application. Applications which exceed the word limit will not be judged.
8. Previous entries are not to be re-submitted. Except where significant new developments have taken place e.g. follow-up outcome evaluation of a previous project, an entry may be made, providing that:
 - a. Substantial work involving new information, concepts or initiatives are presented;
 - b. The entry focuses on the new work rather than re-presenting previous work.

Appendices

Appendix One: Entry Form Templates

Entry Form 1 – Individual Awards

AWARD CATEGORY	
Award category:	
Entry Name Nominees Full Name	
NOMINEE'S DETAILS (Enter the nominee's contact information in this section)	
Nominee first name:	
Nominee surname:	
Nominee position title:	
Facility / Dept/ Service unit::	
Nominee's phone number:	
Nominee's address:	
Nominee's email address:	
NOMINATOR #1 CONTACT DETAILS (Nominees for an Individual Award must be nominated by two people. Enter the contact details of Nominator One in this section)	
Contact name:	
Contact position title:	
Facility / Dept/ Service unit:	
Contact phone number:	
Contact email address:	
NOMINATOR #2 CONTACT DETAILS	
Contact name:	
Contact position title:	
Facility / Dept/ Service unit::	
Contact phone number:	
Contact email address:	

SECTION	WORD LIMIT	
<p>Relevance to entry category</p> <p>Succinct statement of how the individual meets the award category as described in the relevant awards criteria.</p>	<p>200 words</p>	
<p>Individual achievement</p> <p>Statement of the individual's specific achievement in relation to this award. To include:</p> <ul style="list-style-type: none"> Outline of the individual's contribution to NSW Health and the health sector more broadly <p>Evidence of the individual's contribution to each of the specific award criteria for the award being applied for.</p>	<p>800 words</p>	
<p>Relationship to CORE values – Collaboration, Openness, Respect and Empowerment</p> <p>Please select if relevant and provide a short sentence explaining how</p>	<p>90 words allowed for each CORE value</p>	<input type="checkbox"/> Collaboration: <input type="checkbox"/> Openness: <input type="checkbox"/> Respect: <input type="checkbox"/> Empowerment:
<p>Reference list</p>	List any references in full	
<p>Attachments</p> <p>Tables and graphics can also be included as separate attachments.</p> <p>These should be clearly referenced in the body of your submission and correspond to the file name, for example 'see Table 1' and Table1.doc</p>	<p>Optional: attach up to 4 photos and a max of 1 x 60 second (or less) video. Links can also be added here.</p>	
<p>Facility / Dept / Service Manager Endorsement: (Example Only - must be completed in Award Force)</p>		
Name:		
Position:		
I support this award entry and confirm that funding for the project/program is ongoing.		
Signature:		Date: __/__/__

Entry Form 2 – Team Awards

TEAM AWARD CATEGORY	
Award category:	<p>Choose one of the Team Award categories:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Integrated Value Based Care Award <input type="checkbox"/> Excellence in Aboriginal Healthcare Award <input type="checkbox"/> Excellence in the Provision of Mental Health Services Award <input type="checkbox"/> Health Research and Innovation Award <input type="checkbox"/> Keeping People Healthy Award <input type="checkbox"/> Patient Safety First Award <input type="checkbox"/> People and Culture Award <input type="checkbox"/> Transforming Patient Experience Award <input type="checkbox"/> Sustainability and Environmental Health Award
ENTRANT CONTACT DETAILS	
Team / project name:	
Team contact name: Please select one member of your team.	
Contact position title:	
Contact phone number:	
Facility / Dept/ Service unit:	
Facility /Dept/ Service unit address:	
Email address:	
Number of people in your entry team:	
Additional team members: Please list all members of your team (first name, surname, position).	
Is footage available of this project?	Y/N

SECTION	WORD LIMIT	
<p>Entry title</p> <p>A short meaningful, acronym free and catchy title of the project.</p>	<p><i>50 characters</i></p>	
<p>Abstract</p> <p>Provide a clear succinct outline of the project/program noting the aim, method, results and conclusion. Explain:</p> <ol style="list-style-type: none"> 1. How the project/program relates to the Award Category. 2. How the project/program meets the strategic aims of the Award Category. 3. Explain how the project/program links to the NSW Health strategic planning framework. <p>Note: Submissions that are not sufficiently relevant will not be eligible as a Finalist or Winner in the Award Category entered. This will be used for promotional materials if this entry becomes a finalist</p>	<p><i>200 Words</i></p>	
<p>Innovation and Originality</p> <p>Explain the extent to which the project/program demonstrates an original or innovative approach (new or known) to an existing issue. If the project/program is using a known innovation, explain the extent to which it has been implemented differently/innovatively.</p> <p>The project should show resourcefulness and creativity and may include workforce or other innovation and use of enabling technologies with support for a sustainable service model.</p>	<p><i>250 words</i></p>	
<p>Sustainable</p> <p>Provide evidence showing the project/program has resulted in systemic changes which are embedded within the organisation and are sustainable over time.</p>	<p><i>125 words</i></p>	

SECTION	WORD LIMIT	
<p>Scalable</p> <p>Identify the extent to which the project/program is scalable, able to be replicated and has been (or has potential to be) successfully transferred to other health services/settings, including metrics, examples, research/evaluation programs or publications.</p> <p>Nominations must include data/evidence to support potential outcomes and return on investment if/when the project is to be scaled.</p>	<p><i>125 words</i></p>	
<p>Better patient outcomes</p> <p>Provide evidence (including metrics, examples, research/evaluation programs or publications) showing how the project/program has improved outcomes for patients. These may be either direct or flow-on depending on the nature of the project. For example, reduced length of stay or reduced morbidity. This can also focus on better outcomes in the community, including social and emotional wellbeing.</p> <p>Note: HNE Health encourages projects that address differential outcomes for Aboriginal people and can demonstrate positive outcomes that are either direct or flow-on based on the nature of the project. Ability to demonstrate how there are clear steps to ensure equity of access and reduction in the burden of disease for Aboriginal people.</p>	<p><i>200 words</i></p>	
<p>Productivity and value for money</p> <p>Show how the project/program demonstrates an improvement in productivity and efficiency/value for money. Include any metrics, examples, research/evaluation programs or publications.</p>	<p><i>100 words</i></p>	

SECTION	WORD LIMIT	
<p>Improved teamwork and partnerships and CORE values – Collaboration, Openness, Respect and Empowerment</p> <p>a) Provide a short sentence explaining the extent of how the project/program demonstrates each value.</p> <p>Partnership and teamwork</p> <p>b) Please provide a short sentence explaining how your project/program provides improved partnerships and teamwork.</p>	<p><i>90 words for each value respectively</i></p> <p><i>90 words</i></p>	<p>a) CORE values:</p> <ul style="list-style-type: none"> • Collaboration: • Openness: • Respect: • Empowerment: <p>b) Partnership and teamwork</p>
<p>Which priority in the NSW Health Strategic Planning Framework does your project link to:</p>	<p>Please select each appropriate priority your project is linked to; please note you can select more than one:</p> <p><input type="checkbox"/> Keep People Healthy</p> <p><input type="checkbox"/> Provide world class clinical care where patient safety is first</p> <p><input type="checkbox"/> Integrate systems to deliver truly connected care</p> <p><input type="checkbox"/> Develop and support our people and culture</p> <p><input type="checkbox"/> Support and harness health and medical research and innovation</p> <p><input type="checkbox"/> Enable eHealth, Health information and data analytics</p> <p><input type="checkbox"/> Deliver Infrastructure for impact and transformation</p> <p><input type="checkbox"/> Build financial sustainability and robust governance</p>	
<p>Reference list</p> <p>List any references</p>		
<p>Attachments</p> <p>Must be in pdf, .doc, .xls, .xlsx, .docx, .jpg, .jpeg, or .png format and can be attached in this attachments section.</p> <p>Please ensure that all entries include an appropriate Image of the ‘project team’ with submission of entry which must be jpeg format and preferably between 3MB and 5MB in landscape format.</p> <p>Links can also be attached here.</p> <p>Tables and graphics can also be included as separate attachments but should be clearly referenced in the body of your submission and correspond to the file name, for example ‘see Table 1’ and Table1.doc</p>		
<p>Facility / Dept / Service Manager Endorsement: (Example only - must be completed via Award Force)</p>		
<p>Name:</p>		
<p>Position:</p>		

I support this award entry and confirm that funding for the project/program is ongoing.			
Signature:		Date:	__/__/__

Appendix Two: Style Guidelines

The following style guidelines must be followed for all category submissions.

Style

- Use simple, direct and correct common Australian English spelling
- All acronyms to be spelt out first time written
- Avoid the use of “inverted commas”, *italics*, **bold type** or underlining
- The headings of each section of the submission should be presented without punctuation, without underlining or bold type, capitalising only the first letter
- Use gender-neutral language where appropriate

Tables and graphics

Tables and graphics are to be included as separate attachments. These should be clearly referenced in your submission.

If large graphics or images are to be attached, please compress them to reduce the file size to fewer than 3MB to facilitate electronic submission. Supported formats are pdf, or .jpeg format. A maximum of five pieces can be uploaded with your entry.

Attachments may be included within your application, however interpretation of any attachments (Tables, Figures etc) must be included within the relevant question in Award Force. Please do not upload any further written material as the judges will not consider these. The written component of your entry should be fully explained within the provided form fields

Written permission

Written permission should be obtained for reproduction of previously published figures and tables.

References

When referring to other publications in the text, state the author’s name followed by the date of the publication. List full details of the publication in a reference list at the end of the submission using the Harvard Referencing Style.

Compliance with requirements

Entries that do not substantially comply with these requirements will not be judged – judge’s discretion will be final.

Appendix Three: Guide to using Award Force – Online Application Portal

All applications are to be submitted using the online system Award Force:

<https://hnehealth.awardsplatform.com/>

Below are step-by-step instructions on how to submit an application in Award Force. Please ensure you provide text responses to all questions.

Step 1 - Register an account



Register

Start here

- 1 Register an account.
- 2 Start your entry (save it in-progress).
- 3 Submit your entry to be in the running.

Best of luck!

For any questions, please contact email



First name

Last name

Email

Password

Confirm password


I have read and agree to the [privacy policy](#),
[cookie policy](#) and [terms of service](#).

Register

Step 2 - Start an entry

HNE Health Grant and Awards Platform

My entries



Health
Hunter New England
Local Health District

Entrant Information

Welcome to the Hunter New England Local Health District (HNELHD) Grant and Award submission program.

It is recommended when using this program that you complete the word template provided then copy and paste the responses via this platform.

Support

If you have any questions on the entry process, please contact the organisers by email to HNELHD-ResearchOffice@health.nsw.gov.au

- You may edit your entry after submitting, up until the entry deadline.
- Please make sure all your personal details are entered accurately, including contact details

My entries Active season (2021) Current

Start entry Copy Delete Download

Step 3 - Select the category you wish to enter

HNE Health Grant and Awards Platform

My entries

My entries → Start entry

All questions must be answered, unless marked optional.

Start Here

Important Information

HNE may have more than one program running at any one time. Please ensure you select the relevant Category/Program you wish to apply to.

Category

HNE Health Excellence Awards

Achievement Awards

High Value Health Care Awards

Please enter Nominee

The HNE Health Excellence Awards are a way of formally recognising outstanding staff members and/or teams and acknowledging the work they do for others, day in, day out. They celebrate the pinnacle of clinical excellence, quality, innovation/improvement and outstanding achievement across the District and they feed directly into the NSW Health Awards.

The awards will continue to focus on meeting the objectives of NSW State Health Plan: Towards 2021 and ensuring the long term sustainability of our healthcare system. This is achieved through innovative ways of improving the delivery of an integrated health system; effective partnerships; and improving efficiencies to supporting better health for the people of our district.

Save Save + close Cancel Preview Submit entry

HNE Health Grant and Awards Platform

My entries → Start entry

All questions must be answered, unless marked optional.

Start Here Awards Information Nominator Details Nominee Details Criteria Attachments - Awards Entry Endorsement

[Important Information](#)

HNE may have more than one program running at any one time. Please ensure you select the relevant Category/Program you wish to apply to.

Category

HNE Health Excellence Awards

Achievement Awards

Volunteer of the Year Award

Please enter Nominee

The HNE Health Excellence Awards are a way of formally recognising outstanding staff members and/or teams and acknowledging the work they do for others, day in, day out. They celebrate the pinnacle of clinical excellence, quality, innovation/improvement and outstanding achievement across the District and they feed directly into the NSW Health Awards.

The awards will continue to focus on meeting the objectives of NSW State Health Plan: Towards 2021 and ensuring the long term sustainability of our healthcare system. This is achieved through innovative ways of improving the delivery of an integrated health system; effective partnerships; and improving efficiencies to supporting better health for the people of our district.

Achievement Awards

The HNE Achievement Awards acknowledge outstanding innovation and performance and are open to individuals and volunteers from across Hunter New England Local Health District. These awards are a celebration of the exceptional contribution HNE Health staff and volunteers have made in their roles and to the broader community.

If you require assistance or more information on the HNE Achievement Awards, please contact HNE Corporate Human Resources unit: Alice.Hoffman@health.nsw.gov.au

Volunteer of the Year Award

HNE Health Grant and Awards Platform

My entries → Start entry

All questions must be answered, unless marked optional.

Start Here

[Important Information](#)

HNE may have more than one program running at any one time. Please ensure you select the relevant Category/Program you wish to apply to.

Category

HNE Health Excellence Awards

High Value Health Care Awards

Excellence in Aboriginal Healthcare Award

Excellence in the Provision of Mental Health Services Award

Health Research and Innovation Award

Integrated Value Based Care Award

Keeping People Healthy Award

Patient Safety First Award

People and Culture Award

Sustainability and Environmental Health Award

Transforming Patient Experience Award

The HNE Health Excellence Awards are a way of formally recognising outstanding staff members and/or teams and acknowledging the work they do for others, day in, day out. They celebrate the pinnacle of clinical excellence, quality, innovation/improvement and outstanding achievement across the District and they feed directly into the NSW Health Awards.

The awards will continue to focus on meeting the objectives of NSW State Health Plan: Towards 2021 and ensuring the long term sustainability of our healthcare system. This is achieved through innovative ways of improving the delivery of an integrated health system; effective partnerships; and improving efficiencies to supporting better health for the people of our district.

High Value Health Care Awards

The High Value Health Care Awards reinforces our focus on High Value Health Care and ensures we recognise work that accomplishes the Triple Aim of meeting population health needs at the highest quality and lowest cost per capita.

Save Save + close Cancel Preview Submit entry

Step 4 - Complete the information on each tab

Please note: Tabs differ on each award category.

My entries → Edit entry

All questions must be answered, unless marked optional.

Start here	Awards Information	Nominator details	Nominee details	Criteria	Attachments - Awards	Entry Endorsement
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🔗 ⓘ Important Information ▾

HNE may have more than one program running at any one time. Please ensure you select the relevant Category/Program you wish to apply to.

Step 5 – Attachments

Please ensure that all entries upload an appropriate Image of the ‘team’ (for HVHC Awards) or the ‘Individual’ (for Achievement Awards). Attachments may be included within your application, however interpretation of any attachments (Tables, Figures etc) must be included within the relevant question in Award Force.

Manage entries → Edit entry

All questions must be answered, unless marked optional.

Start Here	Awards Information	Nominator Details	Nominee Details	Criteria	Attachments - Awards	Entry Endorsement
------------	--------------------	-------------------	-----------------	----------	----------------------	-------------------

🔗 ⓘ Attachments information - Awards ▾

Material may be supplied as follows:

1. Upload .jpeg or .pdf files. Maximum file size is 5MB per piece. A maximum of five pieces can be uploaded with your entry.
2. All attachments should correspond to the file name.
3. Please do not upload any further written material as the judges will not consider these. The written component of your entry should be fully explained within the provided form fields.

<p>Individual Photo</p> <p>Select file</p>	Please ensure an appropriate Image of the 'Individual' is ready to upload upon submission of entry. Must be jpeg format, between 3MB and 5MB and in landscape layout.
<p>Reference List <i>if applicable</i> (optional)</p> <p>Select file</p>	Please list any references
<p>Additional File <i>if required</i> (optional)</p> <p>Select file</p>	
<p>Additional File <i>if required</i> (optional)</p> <p>Select file</p>	
<p>Additional File <i>if required</i> (optional)</p> <p>Select file</p>	

Save + next
Save + close
Preview

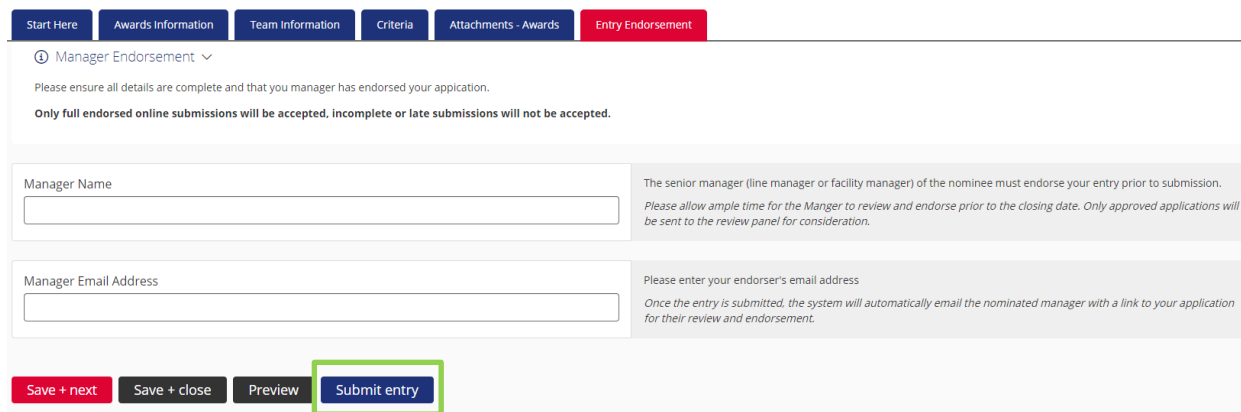
Step 6 – Application Endorsement

Your entry must be approved by the lead nominee’s Facility/Department/Unit Service Manager prior to submission, endorsing that they support this award entry and confirm that funding for the project/program is ongoing (if applicable). Please allow ample time for your Manger to review and endorse your application prior to the close date (1st June, 2022). Only approved applications will be sent to the review panel for consideration.

- Please complete the ‘Entry Endorsement’ section within Award Force with the nominee’s manager’s name and email address.

My entries → Start entry

All questions must be answered, unless marked optional.



The screenshot shows the 'Entry Endorsement' section of the Award Force system. At the top, there is a navigation bar with tabs: 'Start Here', 'Awards Information', 'Team Information', 'Criteria', 'Attachments - Awards', and 'Entry Endorsement' (which is highlighted in red). Below the navigation bar, there is a section titled 'Manager Endorsement' with a dropdown arrow. The text below reads: 'Please ensure all details are complete and that you manager has endorsed your application. Only full endorsed online submissions will be accepted, incomplete or late submissions will not be accepted.' There are two input fields: 'Manager Name' and 'Manager Email Address'. To the right of the 'Manager Name' field, there is a note: 'The senior manager (line manager or facility manager) of the nominee must endorse your entry prior to submission. Please allow ample time for the Manger to review and endorse prior to the closing date. Only approved applications will be sent to the review panel for consideration.' To the right of the 'Manager Email Address' field, there is a note: 'Please enter your endorser's email address. Once the entry is submitted, the system will automatically email the nominated manager with a link to your application for their review and endorsement.' At the bottom, there are four buttons: 'Save + next', 'Save + close', 'Preview', and 'Submit entry' (which is highlighted with a green box).

Please click the ‘Submit entry’ button.

The system will automatically email your nominated manager with a link to your application for their review and endorsement.

Please ensure you follow up with the nominee’s manager and ensure the application has been endorsed prior to submission deadline.