

iSOFT - HIMAA iNNOVATION AWARDS 2003

GUIDELINES and APPLICATION FORM

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for hospitals and healthcare
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and private sectors

The iSOFT Health Information Management Association of Australia

Annual iNOVATION Awards

This award has been developed to encourage and promote the sharing of information amongst health information management professionals. The awards program is intended to facilitate the exchange of ideas and solutions that positively impact on the way we work, the health systems we work in and the patients/consumers we provide a service too.

The information which can be shared via these awards becomes useful to all members in planning, decision making and in daily operations. These projects will also provide valuable benchmarking data that will enrich the HIM profession. The HIMAA awards program will provide peer recognition to those who are developing these important practice improvements.

iSOFT, the health care innovators (www.isoftplc.com) are sponsoring the award which recognizes initiative leading to improvement in the practice of health information management. iSOFT is a leading player in the development of innovative information systems, which support patient, clinical and business management processes, to public and private hospitals and other healthcare organisations. iSOFT is proud to be involved with HIMAA and sponsor the iNOVATION award which recognises innovation in health information. For further information on iSOFT or its products, please visit www.isoftplc.com

What are the iSOFT / HIMAA iNOVATION Awards?

The iSOFT / HIMAA iNOVATION Awards are annual awards to celebrate innovative projects undertaken by Health Information Managers. They should be fully implemented projects that are innovative and meet new standards in the management of health information. These need to have been benchmarked and tested and the outcomes carefully measured, evaluated and documented. Innovations generally have broad impact and applicability across the profession.

Eligibility

To qualify for an award, the applicant must be a full, associate, inactive or student member of HIMAA. The project submitted must apply to the field of HIM. Multiple entries are encouraged. Entries may be published in whole or part in the HIMAA journal or on the web site. Projects should have been completed within the last three years.

Awards for each category

Award winning entries will receive cash awards as follows

1st prize \$1000.00

2nd prize \$ 500.00

Priority Areas

Innovation and advancement in the following fields is considered a priority in advancing the Health Information Management profession:-

- Data Quality
- Data Standards
- Vocabularies
- Implementation of Electronic Health Records
- HIM Management
- Nosology / Coding
- Privacy and Confidentiality
- Information Security
- Consumer Education
- Project Management
- Quality Management.

Application Details:

Applications (on an approved application form) will be accepted via the National HIMAA office up until 30th June 2003. Award notification will take place at the 24th HIMAA Conference 8-10th August 2003 in Sydney.

- Applicants will need to complete:-
 - Application form
 - A 500 word abstract for submission to the National Awards Committee which should include the name of the project, impetus for the project, goals and objectives, implementation barriers and highlights, description of how the project was evaluated and a description of the benefits and positive outcomes.
 - Innovation Report
 - Supporting Materials (if applicable)

General Guidelines for Material Submission

iNOVATION Award entries will be accepted by email. *Submissions on disc will also be accepted but email is preferred.* Please follow the guidelines below in preparing your materials:

Software Requirements

Required File Formats for Abstracts and Innovation Reports:

- Microsoft Word 97
- *Acceptable File Formats for Supporting Materials (in addition to the above):*
- HTML, Adobe Acrobat (PDF), Microsoft Excel, Microsoft PowerPoint, Microsoft Publisher and jpg or gif for graphics.

Acceptable Disk Types

3.5-inch diskettes, CD-ROM

Format Requirements

- 12-point type
- Double spaced

How to Submit Your Innovation Project:

General Instructions

- 1) Read through the complete set of instructions below
- 2) To ensure anonymity in the review process, proposals will be submitted to the review committee blindly. Please **eliminate all identifiers** (i.e. facility names, exact geographic locations, names of coworkers, etc.) from the abstract and report sections of your application.
- 3) Prepare your abstract, following the instructions below.
- 4) Prepare your Report, following the instructions below
- 5) Complete the Application Cover Sheet completely
- 6) Prepare your Application Package, ensuring that it includes the following items:
 - Completed Application Cover Sheet
 - Innovation Abstract (hard copy and disk)
 - Innovation Report (hard copy and disk)
 - Supporting Materials (if applicable)
- 7) Send your complete Application Package, including **all** the above to: awards@hima.org.au or mail your disc or CD to:

ATTN: INNOVATION Awards

**Health Information Management Association of Australia
Locked Bag 2045
North Ryde NSW 1670**

(Note: Guidelines Adopted from AHIMAA)

Preparing your Abstract

The Abstract is an important component of your submission. In addition to serving as the primary document for the review process, the Abstract will also be included on the HIMAA web site Member Area. It will provide a detailed summary to members using the site to help them determine if the project described is applicable to their needs before they proceed to the longer report section.

Please **eliminate all identifiers** (i.e. facility names, exact geographic locations, names of coworkers, etc.) from the abstract section of your application.

Abstracts should not exceed **500 words** and are required to include the following information:

- Project title
- Description of the aim or impetus for developing this project
- Project goals or objectives
- Planning and implementation process
- Bulleted summary of Innovations identified
- Description of how the project was evaluated
- Description of positive outcomes

Preparing the Innovation Report

The Innovation Report should contain the following elements, in order:

- Abstract (please include the title of the project at the top of the abstract)
- Report – the Innovation Report should follow the **Innovation Report Outline** as detailed below.

Please **eliminate all identifiers** (i.e. facility names, exact geographic locations, names of coworkers, etc.) from the report section of your application.

Innovation Report Outline

Your Innovation Report should address each of the following areas in the sequence provided. If an area is not applicable, please include a brief statement explaining why in your report. Your report should be complete, but succinct. The bulleted items following each area are included to provide guidance regarding the specific kinds of information which should be included in each section. Please also see the section on *Innovation Evaluation Criteria* (attachment 2) for additional guidance.

The Report should not exceed **25 pages** (not including supporting materials).

A. Introduction

- Provide a general description of your facilities setting, including size, type, estimated annual operating budget, scope of services offered, and any other information you feel pertinent such as case mix, patient population, etc.
- Please eliminate all identifiers such as facility name, exact geographic location, employee names, etc.
- Describe the problem to be solved or the improvement desired, including how the issue was identified. If an organisational impact assessment was completed prior to implementation, describe this as well. Indicate if this is a new project or process or an improvement to an existing project or practice. Indicate whether the problem is unique to your facility or is common to other organisations or settings.

B. Planning

- Describe people involved, the nature and extent of any consulting services required, and the decision-making processes required.
- Describe the goals and objectives identified during the planning process, and how they were arrived at
- Include alternatives evaluated and reasoning for final selection of the project to be implemented

C. Measures, Benchmarking, and Supporting Information

- Describe the tools used to develop and monitor the project – surveys, flow charts, etc. Describe key information you learned.
- Did you work with external organisations to benchmark or compare processes and practices? If so with whom? Describe the methods used to facilitate external collaboration.

- Describe benchmarks, indicators or information used as goals for improving your practice. Describe how your project compared with benchmarks.
- Describe any gaps identified between your practice and benchmarks that became areas of focus. Summarize key information that was learned and how it affected the development of your project
- Describe any reference material, key information, expert opinion, etc. that supported development of your project. Describe any other data collection or information gathering and the methods used to manage and/or analyze this information.

D. Project Design/Implementation

- Discuss the plan and framework/system that guided the development and implementation of the practice. Include key components and materials of the
- practice, timeline of its key activities, processes used to facilitate collaboration, costs and cost justification, and hurdles faced.
- Explain who was involved in implementation and what mechanisms were used to promote effective communication, promote trust and facilitate collaboration.
- Describe how individuals outside the HIM area were involved in project design or development (if applicable).
- Describe any legal or ethical concerns related to the project and, if any, how they were addressed.
- Describe mechanisms used to assure compliance with the new project or process. Describe mechanisms used to assure consistency in implementation.
- Describe and provide copies of any policies, guidelines, or other tools developed to support the project

E. Roles and Skills

- Describe any role changes that were made as a result of the project.
- Describe any skill mix or staffing changes that resulted.
- Describe education, training, or other resources offered to support project implementation.

F. Impact/Evaluation

- Summarize the measurable results of the project, including how benchmarks were met or exceeded. What specific Innovations were identified? Describe any innovative components.
- Summarize time efficiencies, quality improvements, process improvements, or outcomes that positively benefited the institution. How were the original
- goals and objective met or exceeded? Describe any unexpected benefits of the project.
- Describe the mechanisms used to evaluate outcomes or benefits.
- Did the project meet the needs and expectations of the users? How was this verified?
- Is this project transferable to other HIM settings or organisations? Describe who would benefit from knowing about this project or who might want to implement a similar project.
- Explain how this project is particularly relevant to the practice of HIM today.

G. Bibliography and References

- Provide a bibliography of materials used to develop project improvements.
This may include publications, Web sites, expert opinion, presentations, research studies, etc. which provided information useful in developing the project.

Preparing Supporting Materials for Innovations

Supporting materials are not required for Innovation submissions. However, you are encouraged to submit supporting materials if you feel they will be helpful to others for a complete understanding of how your project was structured and implemented. The actual content of supporting materials will vary depending upon the nature of your project. The following list is intended to provide examples of the kinds of materials you may wish to include:

- Guidelines or policies
- Project checklists
- Forms and other documentation tools
- Graphs, tables or charts
- Reference sources used in your research or project implementation

In submitting your Supporting Materials, please adhere to the **General Guidelines for Material Submission** described on page 4

Dissemination of Innovation Information

Award recipients shall agree to the publication of announcement of the iSoft/HIMAA Innovation award in the *HIMAA Journal*. Recipients may be asked to contribute an article describing their Innovation in the *HIMAA journal*. In order to promote the implementation of the Innovation, recipients may also be asked to participate in a panel or to present a poster at the 24th HIMAA Conference Building Bridges to be held 8-10 August 2003.

Award Review and Notification Process

Preliminary Review

The purpose of the preliminary review is to ensure that all the required components of the applications have been submitted in accordance with the guidelines. The review will also ensure that all identifiers have been removed from the text of the abstract and report. The HIMAA Executive Officer conducts the preliminary review. If the application meets the review criteria, it will be forwarded to the Awards Review Committee. Applicants will be notified that their submission was received, passed the initial review, and was submitted to the review committee.

If the application does not meet minimum criteria, the submission will be returned to the applicant with a letter noting the missing elements.

Innovations Evaluation

Award submissions that pass the Preliminary Review are then reviewed and evaluated by the HIMAA Awards Review Committee. This thorough review will evaluate applications on the criteria outlined in the Awards Evaluation Criteria, available as a PDF file on the HIMAA Web site or by contacting HIMAA at awards@hima.org

Each application receives both a quantitative and qualitative assessment. A numeric rating is applied to each of the evaluation areas, and reviewers also provide written commentary on the strengths and weaknesses of the submission in each area. This review will be the basis for determination of award winning applications. Applicants will be provided with a summary of the reviewer's evaluation and comments.

Notification

Review of applications will be completed within two months of the submission deadline. Upon completing the review, the President of HIMAA or their delegate will notify the applicants regarding whether their submission was chosen for an award which will be presented at the annual HIMAA Conference

Contacts: awards@hima.org.au if you have any further questions

Anne Marie Hadley
Board of Directors
HIMAA

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APPLICATION FORM

Complete the following information. Please type or print legibly.

Project Title: _____

Principal Author's Name: _____

HIMAA Membership No: _____

Mailing Address: _____

City: _____ State: _____ Post Code: _____

Home Phone: _____ Business Phone: _____

Mobile Phone: _____ E-mail Address _____

Additional Author(s): _____

Please read and sign the following statement:

I, _____ (*print your full name*), certify that the work presented is original and that publication of this information does not violate any previous contracts. I am empowered to sign for and accept responsibility for releasing this material on behalf of all co-authors. I hereby waive all claims for royalties in connection with the publication.

Signed: _____ Date: _____