Chief Allied Health Professions Officer Awards 2023

Instruction Pack
for submitting a nomination for an award

#CAHPOAwards #CAHPOAwards2023

england.cahpo@nhs.net

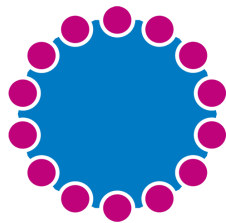# Introduction to the Chief Allied Health Professions Officer (CAHPO) Awards 2023

The CAHPO awards is a unique opportunity for **AHPs to receive recognition for their personal contributions** towards delivery of exceptional care for patients. The awards promote adoption and dissemination of good practice being delivered by nominated AHPs and gives teams the chance to review their work and look at the impact they have made to services.

The information in this pack will support you in identifying what category you may wish to make a nomination for; how to ensure that you can complete the nomination form; how the nomination will be assessed and the timeline for submission, assessment and notification of winners. Please read the information carefully before submitting your nominations.

The Awards are open to all 14 Allied Health Professions and are for NHS or publicly funded initiatives/projects. You can either nominate yourself or another AHP. However, nominations of another AHP will be kept anonymous by the AHP Team.

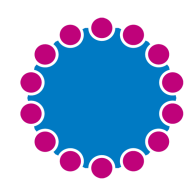**The nomination window for submissions opens on 9th of May and closes at midnight on the 9th June 2023.**

Questions can be directed to england.cahpo@nhs.net and you can find us on twitter @SuzanneRastrick

Award Winners Benefits

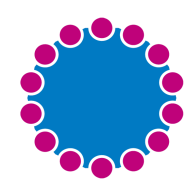**Each award winner will benefit from the following:**

- Recognition amongst peers

- Networking

- Professional Development

- Award trophy

Awards Details Page

The categories for the awards are listed in the table below. It is recognised that some nominations may be applicable to more than one category. If you wish to nominate an individual, team, or innovation for more than one award, please ensure that you are able to identify the unique features relevant to each category you have chosen.
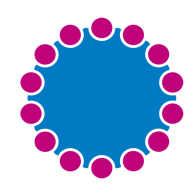
Award	Description	Sponsor
AHP Creative Provision of Placements Award	Nominations are welcomed from AHP leaders, educators and/or students from health and social care or education (teams or individuals) who have helped change the face of AHP practice-based learning in the context of the challenges generated by the pandemic. This should include initiatives that have increased the number of practice-based learning opportunities and will sustain this increase whilst maintaining or improving quality.	Council of Deans of Health
AHP Public Health Champion Award	This award recognises an AHP team or individual who has delivered service improvements which benefit population health and wellbeing and/or reduced health inequalities. Nominations are welcome from AHPs and their teams including support workers and students.	Office for Health Improvement and Disparities
AHP Digital Practice Award	Nominations are welcome from AHPs who have led the way in digital developments. They need to be able to demonstrate innovation in information and communication technologies and how the innovation, project or initiative impacts in one or more of the impact areas, commitments or priorities in AHPs Deliver.	NHS England
AHP Workforce Transformation Award	Nominations are welcome for this award from individual AHPs or teams who are demonstrating transformation through innovation in AHP workforce supply, this can include or be from pre-registration through to post programmes settings e.g., new ways of offering work experience, return to practice, advance practice and international recruitment.	NHS England

Awards Details Page

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Award	Description	Sponsor
Greener AHP Award	This award recognises an AHP team or individual who has delivered service improvements which improve healthcare's environmental impact, for example carbon reduction projects or increasing equipment reuse. Nominations are welcome from AHPs and their teams, including support workers and students.	Greener NHS
AHP Innovation and improvement within Integrated Care Systems	Nominations are welcomed from AHP practitioners, or a team of practitioners to which AHPs have contributed, who have relentlessly focus on driving quality improvement in their work and who have been strong advocates for quality improvement. This may include practitioners who are involved in co-ordinating quality improvement work at a local level or individuals who are dedicated drivers for change and improvement	NHS England
AHP Leadership for Equality, Diversity and Inclusion	This award acknowledges and celebrates AHPs who have made a significant contribution to the advancement of Equality, Diversity and Inclusion agenda. Taking positive action to ensure strategies/ policies and wider work programmes are equitable, inclusive and give due regard to the diversity and strengths of all our communities, therefore facilitating the AHP workforce to reflect the people and populations we serve, through targeted evidence-based interventions.	NHS Race and Health Observatory
AHP Research Impact Award	This award focuses on the contribution made by AHPs in developing, leading or supporting research in health, social care and public health, and the impact that this contribution has made. Submissions are welcome from individuals or teams who have led research related projects or initiatives that have had a positive impact on AHPs, AHP services, patients and citizens – including but not limited to safety, quality and outcomes; service delivery, efficiency and productivity; or education and workforce development.	Council for Allied Health Professions Research
AHP of the Year/CAHPO Award	You cannot nominate for this award. The Chief Allied Health Professions Officer will select the overall winner of this award from the winners of the above eight awards.	NHS England

Awards Nomination Submission

Submission Method

Two methods of submission:
- Option 1 – Written: using the relevant section in the online form (see slide 10)
- Option 2 – Audio file/slides: using our MS PowerPoint template (see slide 10)

Submission Parameters

Parameters for submission:
- Option 1 – Written: maximum of 500 word limit
- Option 2 – Audio file/slides: embedded audio file recording of maximum 3 minutes & maximum of 5 slides
- [Judges will not consider any content beyond these (word count/recording time/number of slides) limits]

Submission Platform

How and where to send your submission:
- All submissions will be made via an online form hosted on the relevant https://www.engage.england.nhs.uk/ site.
- If you are using a PowerPoint slide, this can be included as an attachment to your online submission form. Any issues in sending your attachment can be sent to england.cahpo@nhs.net for support.

Awards Submission Description Page

Specific Criteria you should cover in your submission for each of the awards:

AHP Creative Provision of Placements Award

Section 1 - to include name, email contact, team/organisation/system as applicable

Section 2 - Overview of the submission in no more than 30 words

Section 3 - 500 words; or a 3-minute audio recording and up to 5 slides. Please note that the judges will limit their assessment to 500 words or the first 3 minutes of your audio presentation/ first 5 slides, which should focus on the following key points with clear examples:-

- Understanding the problem; why the initiative was needed
- Aims and objectives
- Method and approach to implementation
- Results, evaluation and clearly demonstrate the impact
- Lessons learned
- Sharing/implications for practice (examples)

AHP Public Health Champion Award

Section 1 - to include name, email contact, team/organisation/system as applicable

Section 2 - Overview of the submission in no more than 30 words

Section 3 - 500 words; or a 3-minute audio recording and up to 5 slides. Please note that the judges will limit their assessment to 500 words or the first 3 minutes of your audio presentation/ first 5 slides, which should focus on the following key points with clear examples:-

- What was the public health challenge?
- How did you address this challenge?
- How does this demonstrate a public health approach?
- What impact have you had?
- What was the learning going forward, what worked well and what would you change?

AHP Digital Practice Award

Section 1 - to include name, email contact, team/organisation/system as applicable

Section 2 - Overview of the submission in no more than 30 words

Section 3 - 500 words; or a 3-minute audio recording and up to 5 slides. Please note that the judges will limit their assessment to 500 words or the first 3 minutes of your audio presentation/ first 5 slides, which should focus on the following key points with clear examples:-

- Understanding the problem; why the initiative was needed
- Aims and objectives
- Method and approach to implementation
- Results, evaluation and impact
- Lessons learned
- Sharing/implications for practice

AHP Workforce Transformation Award

Section 1 - to include name, email contact, team/organisation/system as applicable

Section 2 - Overview of the submission in no more than 30 words

Section 3 - 500 words; or a 3-minute audio recording and up to 5 slides. Please note that the judges will limit their assessment to 500 words or the first 3 minutes of your audio presentation/ first 5 slides, which should focus on the following key points with clear examples:-

- Understanding the problem; why the initiative was needed
- Aims and objectives
- Method and approach to implementation
- Results, evaluation and clearly demonstrate the impact
- Lessons learned
- Sharing/implications for practice (examples)

Awards Submission Description Page

Specific Criteria you should cover in your submission for each of the awards:

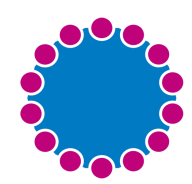| AHP Innovation and Improvement within ICS's	AHP Leadership for Equality, Diversity & Inclusion	AHP Research Impact Award	Greener AHP Award
Section 1 - to include name, email contact, team/organisation/system as applicable	**Section 1** - to include name, email contact, team/organisation/system as applicable	**Section 1** - to include name, email contact, team/organisation/system as applicable	**Section 1** - to include name, email contact, team/organisation/system as applicable
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• Understanding the problem; why the initiative was needed • Aims and objectives • Method and approach to implementation • Results, evaluation and impact • Lessons learned • Sharing/implications for practice	• Challenge faced • Leadership style adopted to tackle this challenge • How this demonstrated compassion and inclusion • Impact of this leadership approach • Learning from this situation and the leadership style adopted	• Understanding the problem; why the research, the initiative to support a particular piece of research or an approach • Aims and objectives • Methods • Results, evaluation and impact • Limitations • Sharing/implications for practice	• Understanding the problem; why the initiative was needed • Aims and objectives • Method and approach to implementation • Results, evaluation and clearly demonstrate the impact across the triple bottom line, i.e. considering the environmental impacts (reductions in emissions, equipment used), social impacts (patient experience, health outcomes, AHP practice) and financial impacts. • Limitations • Sharing/implications for practice (examples)

Advice on creating an audio file

NHS

PC

All laptops and all-in-one computers have a built-in microphone. For users that have a tower/monitor configuration, you may borrow a laptop from IT to record audio, or may employ one of the other methods (e.g. using your smartphone).

1. Open the Sound Recorder application in the following location: **Start>All Programs>Accessories>Sound Recorder**
2. Click **Start Recording** to begin recording
3. Click **Stop Recording** to stop recording
4. Choose a filename and destination in the window that pops up
5. Click **Save**

Web

There are many web-based voice recording tools, such as Online Voice Recorder: https://online-voice-recorder.com/beta/

1. Go to https://online-voice-recorder.com/beta/
2. If prompted by your browser, click **Allow Microphone Access**. You may also click on the **Settings** button to configure your microphone.
3. Click the red **record** button to begin recording.
4. Click the record button to end recording
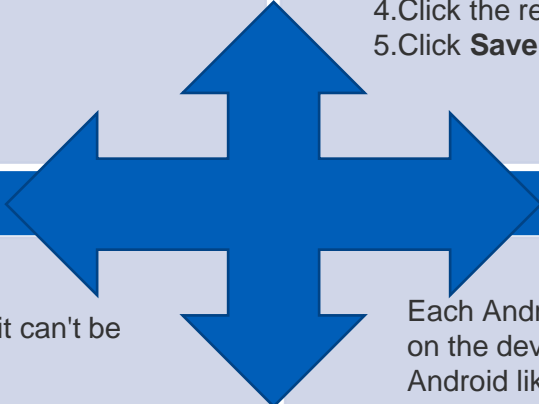5. Click **Save** to download your recording

Apple/iPhone

1. Open the **Voice Memos** app (all iPhones have this app, and it can't be deleted)
2. Press the red record button to begin recording
3. Press the red stop button to stop recording
4. Tap **Done**
5. Type a name for your recording
6. Press **Save**
7. Tap your recording
8. Press the share icon and email or AirDrop the file to another computer or device

Android

Each Android device is different, and different carriers may load different apps on the device. Because of this, there is no standard voice recorder app for Android like there is for iOS. Your device may have an app installed already (look for apps labelled "Recorder," "Voice Recorder," "Memo," "Notes," etc.), or you may have to download one from the Google Play store (search for "Voice Recorder" and find an app that meets your needs). Because the apps may vary, the instructions below are more of a guide.

1. Locate or download a recorder app on your phone and click to open
2. Press the **Record** button to begin recording
3. Press the **Stop** button to end recording
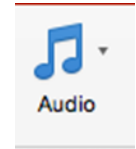4. Tap your recording to share

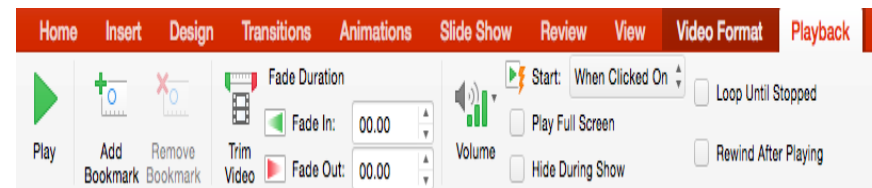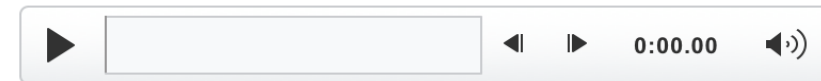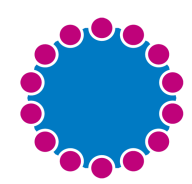# How to insert an audio file in PowerPoint

Either:

1. Go to the insert Ribbon and click on the Audio icon and choose **Audio from File** or **Audio from PC…**

2. Navigate to the correct clip, and click the OK button

Or:

1. Locate audio file from file list

2. Copy and paste the file into the appropriate place on the slide

3. Once audio is inserted, an audio button will appear, allowing sound to play when it is clicked on.

Submission format

Please refer to the below images depending on which method of submission you are intending to use to submit your nomination for one of the awards.

Relevant section for written nomination – maximum 500 words:

15. If you are submitting a written submission, in the below text box, please tell us in no more than 500 words about your nomination for this award. Judges will only consider the first 500 words. Please refer to the accompanying instructions pack on the descriptors you should cover for this award.

MS PowerPoint template for audio file & slides nomination – maximum 3 minute recording and maximum 5 slides:

16. If you are submitting an audio/ PowerPoint submission, please attach a PowerPoint file here. The file should include no more than five slides to accompany and support an audio submission of no more than three minutes. Judges will only consider the first five slides and will only consider the first three minutes of audio. Please refer to the accompanying instructions pack on the descriptors you should cover for this award. Video submissions will not be considered. Files should be less than 25MB in size. If your file is too large, please contact england.cahpo@nhs.net to arrange an alternative way to transfer the file.

Please upload your PowerPoint file here. To add an audio file to your slides before uploading your PowerPoints, please follow these instructions: Either: 1. Go to the insert Ribbon and click on the Audio icon and choose Audio from File or Audio from PC... 2. Navigate to the correct clip, and click the OK button Or: 1. Locate audio file from file list 2. Copy and paste the file into the appropriate place on the slide 3. Once audio is inserted, an audio button will appear, allowing sound to play when it is clicked on.

Please make sure your file is under 25MB

Choose file   No file chosen

Top tips to help when completing your entry:

- Ensure you are applying for the most suitable award for your project/initiative
- Write in easy to understand English, free from jargon/ abbreviation
- Keep it factual
- Tell a good story providing as much detail as possible
- Make an impact and stand out from others
- Outline how the project was implemented including overcoming any barriers that you came across
- Outline the effect the change had on service users and performance including relevance to AHPs Deliver
- Have clear objectives about what was to be achieved and the relevance of this to AHPs
- Get the whole team involved
- Complete your form ahead of the closing date, this will give you time to ask questions and resolve any queries
- Keep to the word count limit
- Check your application thoroughly before submitting, you cannot make amendments once sent

Judging & Shortlisting Process

All awards will be assessed on the information on the submission form only. When reviewing your form before submission consider:

- How well the reasons for implementing the project are set out

- How well the methods taken to implement the project are described

- How well the results and outcomes of the project were measured and what impact they had

- How transferable and helpful to other organisations are the key learning points and supporting resources?

- How well the project supports the impacts, priorities and commitments in AHPs Deliver

Judging & Shortlisting Criteria

NHS

The scoring criteria below will be used by the judges to assess each submission:

Criteria	Score 3 (strong)	Score 2 (good/adequate)	Score 1 (lacking detail)	Score 0 (not explained or included)
1. Is the nomination address aligned to the impacts, priorities and commitments outlined in AHPs Deliver?	Strong alignment with several of the impacts, priorities and commitments in AHPs Deliver, and which demonstrates relevance to patient care, quality or service improvement.	Topic of relevance to one or more of the impacts, priorities and commitments in AHPs Deliver.	Topic only weakly linked to one of the impacts, priorities and commitments in AHPs Deliver.	Not relevant to AHPs Deliver.
2. Is the problem/reason for implementing clearly defined?	Reason for initiative clearly defined, with use of comprehensive and relevant baseline data and evidence on quality, outcomes, including service-user experience.	Reason for initiative defined, with some use of relevant baseline data and evidence.	Reason for initiative defined but lacks adequate detail	Little or no sufficient definition or reason given.
3. Are aims & objectives for the initiative clearly defined?	The aims and objectives are clearly articulated, SMART, and appropriate to the topic/area of practice. Clear link between aims and objectives and problem/reason for implementing.	Adequate description of SMART aims and objectives. Weak link to problem/reason for implementing.	Aims and objectives included but lack adequate detail. No clear link to the original problem identified.	Little or no SMART aims and objectives.
4. Method and implementation approach	Implementation method clearly described and well executed, involving a structured approach, and including a range of stakeholders. Co-production is evidenced.	Method adequately described, with some description of stakeholders involved.	Method described but lacks useful detail and gaps in stakeholder engagement.	Little or no description of the method/approach used.
5. Results, evaluation and demonstrating Impact	Quantitative and qualitative data/findings clearly articulated and demonstrate the shift from baseline position. Impact on quality (experience, effectiveness, safety) and efficiency of care/services is presented	Data/findings presented adequately, the shift from baseline is evident, however may be some gaps in demonstrating impact across quality or efficiency of care.	Data/findings briefly presented but lack adequate detail.	Data/findings insufficiently clear or misinterpreted.
6. Key learning points	Lessons learned that are of importance and relevance for future similar projects are included. This includes what didn't work well as well as what did.	A number of lessons learned, of relevance to similar projects and initiatives are articulated however there may be gaps in insights shared.	Minimal lessons learned are included but clear gaps in learning opportunities are apparent.	Lesson learned not included, or not relevant to other projects or initiatives.
7. Sharing/implications for practise	Clear, comprehensive, and ambitious plans for spread of adoption are in place and elements have already been enacted.	Plan for sharing/spread are included; but no evidence of delivery.	Some evidence of sharing but significant missed opportunities, may be lacking in ambition.	No evidence of consideration or plans for sharing.

Timeline for nomination, assessment and notification of awards

✓	9th May 2023	Nominations open
👥	9th June 2023	Nominations close
🏆	21st July 2023	All submissions reviewed and marked by judges
👏	18th August 2023	Submission outcomes communicated
✺	31st August 2023	All finalists invited to awards ceremony
🎖	12th October 2023	Awards ceremony and presentations

Please note that all finalists will be invited to the Awards ceremony taking place on the 12 October 2023. We ask that you save the date in diaries in case you or your nomination is selected as a finalist.