

CAHPO Awards 2018

Guidance for nominators

This is the second year of the Chief Allied Health Professions Officers Awards. We have reviewed the categories and processes from last year and are pleased to be able to increase the number of awards on offer this year. We are grateful that again this year we are able to partner with an arm's length body to provide shadowing and mentorship opportunities for the winners. Our Arm's Length Body partners are NHS Employers, Public Health England, NHS Digital, NHS Improvement, Health Education England and NICE.

This year we are going to be holding an evening reception to honour the award winners. This will take place on the **19th June at the Royal College of Physicians, Regent's Park, London from 6pm to 8pm.**

The information below 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 online at [Chief Allied Health Professions Officer Awards 2018 - NHS England - Citizen Space](#)
The **submission deadline is 29th March 2018.**

Categories for awards

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.

AHP Student innovation 2018 (NHS Employers)	Nominations are welcome from students, educators and clinicians for students who have demonstrated their contribution in one or more of the impact areas, commitments or priorities in AHPs into Action. Nominations should include how the innovation, project or initiative came about, the challenges it sought to address, the impact this has had and how it could be further developed or shared through services or professional
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	education. Consideration should be given to the impact this has had on the patient or service user and how it ultimately improves services or the profession.
AHP Support Worker of the Year 2018 (PHE)	Nominations in this category should demonstrate the contribution of a support worker in one or more of the impact areas, commitments or priorities in AHPs into Action. Nominations are welcome demonstrating innovations, projects or initiatives in any setting that reflect how support workers have helped embed public health and making every contact count in AHP interventions. As strong nomination would be supported by evidence of impact and descriptions of how the innovation, project or initiative could be shared.
AHP Digital Practice 2018 (NHS Digital)	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 into Action. This could include how AHPs have used data to drive quality improvement or how they have embedded new technologies in practice.
AHP Quality Improvement 2018 (NHSI)	Nominations are welcome from AHP practitioners, or a team of practitioners of which AHPs have contributed, who have relentlessly focussed 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. The application must demonstrate delivery of quality



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	<p>improvement work that has been tested and has, or has the potential too, achieve impact at scale. Applications should describe the strategy adopted to deliver improvements, the mechanisms to deliver this work and how this has or will be applied and monitored going forward.</p>
<p>AHP Leader 2018 (HEE)</p>	<p>Nominations are invited from individuals or teams for AHP leaders that are able to demonstrate how they have driven forwards broad and sustainable innovation, delivery or change that has led to positive impact in line with the aspirations of AHPs into Action. The nomination needs to be able to demonstrate significant AHP leadership that is impacting in one or more of the impact areas, commitments or priorities. It should describe challenges faced, the leadership approach taken to address this and the impact made. Nominations evidencing spread of the innovation will score more highly</p>
<p>NICE into Action 2018 (NICE)</p>	<p>This is an opportunity to demonstrate how you have used NICE guidance or quality standards in practice. Nominations are welcome from individuals or a team who have used NICE guidance or quality standards to improve the quality of care and consider how services use resources. This may include submissions based on any type of NICE guidance covering health, public health and social care topics, medical technologies and medicines practice. Your case study submission should show how your service based its approach on specific recommendations in the relevant NICE guidance or statements in a quality standard; or general processes to make best use of guidance or quality standards. Submissions of a high standard will also be published on the NICE shared learning database.</p>



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There will also be an overall CAHPO winner, chosen from the winner of each category by the Chief Allied Health Professions Officer.

Completing the nomination form

The nomination form must be completed on line. It can be found at [Chief Allied Health Professions Officer Awards 2018 - NHS England - Citizen Space](#) Please make sure that you complete all sections including contact names and details. Please note the character limitations for each section.

Submissions should:

- be written in easy to understand English, free from jargon
- demonstrate an understanding of the problem to be addressed and what was happening
- have clear objectives about what was to be achieved and the relevance of this to AHPs
- 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 into Action.

Title of innovation, project or initiative (150 Characters) Please provide a brief title for your innovation, project or initiative. This will be used as the title for the nomination in the shortlisting process and in publications.

Full name and brief description of organisation and service (including location, population, service-users etc) (500 Characters) Please provide the name of the organisation, the type of organisation (e.g. acute, community, mental health, community interest company, etc) and a description of the services provided including the geographical area and the population served.

Overview of innovation, project or initiative (including key dates) (500 Characters) Provide a brief overview of the innovation, project or initiative. Include the aim of the project and the main results or impact. This should be similar to an executive summary of the nomination.

Understanding the problem: reason for implementing (2000 Characters) Use this section to describe how the project came about. Describe the problem or challenge to be addressed and the rationale for the innovation, project or /initiative. Include any data or experiences that support the description of the problem or challenge.

Aims & Objectives (2000 Characters) Describe the overall aim of the innovation, project or initiative and the main objective(s) to achieve this.



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Method and approach/How implemented (2000 Characters) Describe how you went about implementing the innovation, project or initiative to achieve the objective(s). Include reference to any service change, service improvement or research methodology that you have applied. Describe any support you accessed to meet your aims and objectives. Include any successes you have had and barriers you need to overcome.

Results, evaluation and demonstrating impact (2000 Characters) Describe the impact the innovation, project or initiative has had on the quality and cost effectiveness of the care delivered. Use data and experience that you have collected to support your findings. Include the difference it has made to any data or experiences you referred to in the understanding the problem section. Describe how the innovation, project or initiative has delivered on one (or more) of the four impacts, priorities and commitments described in 'AHPs into Action'?

Key learning points (2000 Characters) Describe the key learning points from implementing the innovation, project or initiative. This could include learning from an individual, service, organisational or population perspective.

Plans for Spread (2000 Characters) Describe how the innovation/initiative has been shared or any plans for sharing with others. Has this innovation, project or initiative been nominated for or been recognised in any other way?

Key Contacts Please list any other key contacts/collaborators who are not included in the nominator or nominee details above including any contact details.

Timeline for nomination, assessment and notification of awards

5 th February 2018	Nominations open on line via NHS England website
30 th March 2018	Submissions close on line
2 nd April 2018	Shortlisting by CAHPO team and award partners
18 th April 2018	Shortlist of three and winner for each category agreed
23 rd April 2018	Shortlisted candidates invited to awards ceremony
19 th June 2018	Awards ceremony and presentations

How the nomination will be assessed

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



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- 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 into Action.

The scoring criteria for the chief allied health professions officer awards 2018 are detailed in the table below. Each nomination will be independently assessed by two or three people agreed with the CAHPO office and award partner. Each award category will identify three shortlisted nominees from which the category winner will be named. The overall CAHPO awards winner will be chosen by the CAHPO from the winner of each category.



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Scoring criteria Chief Allied Health Professions Officer Awards 2018

Criteria	Score 3 (strong)	Score 2 (good/adequate)	Score 1 (lacking detail)	Score 0 (not explained or included)
1. Does the nomination address a significant issue relating to AHPs into Action?(Q4 & 5)	Interesting, original topic, in relation to 1 or more of the impacts, priorities and commitments in AHPs into Action, 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 into Action	Topic only weakly linked to one of the impacts, priorities and commitments in AHPs into Action	Not relevant to AHPs into Action
2. Is the problem/reason for implementing clearly defined?(Q4)	Reason for initiative clearly defined, with use of comprehensive and relevant baseline data and evidence on quality, outcomes and 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



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<p>3. Are aims & objectives for the initiative clearly defined? (Q5)</p>	<p>The aims and objectives are clearly articulated, SMART, and appropriate to the topic/area of practice and to AHPs into Action. Clear link between aims and objectives and problem/reason for implementing.</p>	<p>Adequate description of SMART aims and objectives. Weak link to problem/reason for implementing.</p>	<p>Aims and objectives included but lack adequate detail. No clear link to the original problem identified.</p>	<p>Little or no SMART aims and objectives</p>
<p>4. Method and approach/how implemented (Q6)</p>	<p>Implementation method clearly described and well executed, involving a structured approach, and including a range of stakeholders</p>	<p>Method adequately described, with some description of stakeholders involved</p>	<p>Method described but lacks useful detail</p>	<p>Little or no description of the method/approach used</p>
<p>5. Results, evaluation and demonstrating Impact (Q7)</p>	<p>Quantitative and qualitative data/findings presented and clearly articulated in relation to one or more of the impacts, priorities and commitments in AHPs into Action. Impact on the quality and cost effectiveness of</p>	<p>Data/findings presented adequately, articulated in relation to one or more of the impacts, priorities and commitments in AHPs into Action</p>	<p>Data/findings briefly presented but lack adequate detail</p>	<p>Data/findings insufficiently clear or misinterpreted</p>



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	care/services presented			
6. Key learning points (Q8)	Comprehensive range of lesson learned that are of importance and relevance to AHPs into Action and similar projects or initiatives	A number of lessons learned, of relevance to similar projects and initiatives and clearly articulated	Some lesson learned of importance and relevance to similar projects and initiatives	Lesson learned not included, or not relevant to other projects or initiatives
7. Plans for Spread (Q9)	Clear, comprehensive and ambitious plan for spread that identifies key stakeholders	Plan for spread that identifies key stakeholders	Brief plan for spread that does not include key milestones or stakeholders.	No clearly defined plan for spread



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