

**Entry Deadline:  
February 28, 2009**

The Achievement Awards program of The Hospital & Healthsystem Association of Pennsylvania (HAP) recognizes health care providers who have developed innovative, adaptable projects that enhance patient satisfaction and improve health care quality, and that produce cost savings and other efficiencies. The Achievement Awards program also facilitates networking and idea sharing among members, and showcases hospitals' and health systems' commitment to their patients, communities, and employees.



Honoring Excellence  
and Innovation  
in Health Care

## *Call for Entries*

**The Hospital & Healthsystem Association of Pennsylvania (HAP)** is a statewide trade and membership services organization whose mission is to advance the health of individuals and communities and to advocate for and provide services to members who are accountable to the patients and communities they serve.



THE HOSPITAL & HEALTHSYSTEM  
ASSOCIATION OF PENNSYLVANIA



Pennsylvania's hospitals and health systems are among the most innovative and creative in the health care field. The Hospital & Healthsystem Association of Pennsylvania (HAP) honors this innovation and creativity through its annual Achievement Awards program.

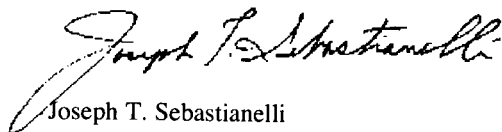
A goal of the program is to share "best practices" in the areas of workforce, community outreach and engagement, patient safety, patient care, and operational excellence.

The Innovation Award recognizes exemplary work in an organization through the introduction of a bold new idea or intervention that has resulted in successful systemwide change. Initiatives will be chosen that focus on innovation and demonstrated effectiveness in practice or processes.

Winning entries are highlighted in HAP publications, featured on HAP's website, and used as examples of hospitals' and health systems' commitment to their patients, communities, and employees with the media, legislators, and the general public. Entries are judged on how they improve quality of care and patient satisfaction, and how they produce cost savings and other efficiencies, as well as their creativity and adaptability.

Let me encourage you to reflect on your recent accomplishments and take the opportunity to submit your 2009 Achievement Awards entry. Participation is a wonderful way to exchange ideas and celebrate innovation across the state.

Best wishes and good luck!



Joseph T. Sebastianelli

2008 HAP Chair, Board of Directors

## Categories

**Workforce**—Projects developed to attract, develop, and retain the best workforce and to enhance the knowledge and skill level of current and future health care professionals. These may include areas such as management development, creation of a learning organization, recruitment, labor relations, employee satisfaction, professional development, diversity, and physician relations. Projects may also include collaboration with other hospitals and/or community, state, or local educational institutions.

**Community Outreach and Engagement**—Projects involving community partnerships or outreach activities created to bring about improved health and well-being for the community. These may include but are not limited to projects that address community partnerships, media relations, grassroots advocacy campaigns, community health promotion initiatives, public accountability initiatives, and community health screenings. These initiatives should be focused on reaching audiences outside of the health care organization setting.

**Patient Safety**—Projects that strengthen patient safety and support an accountable and safe health care organization. These may include but are not limited to projects that address medical/clinical error reduction such as achievements in medication safety processes, prevention of health care associated infections, implementation of information technology, implementation of processes related to The Joint Commission national patient safety goals, specific efforts to embrace and create an organizational culture of safety, human factors engineering, teamwork and collaboration, and implementation of evidence-based practices such as those that have been part of the Institute for Healthcare Improvement's (IHI) 5 Million Lives Campaign. These initiatives should be focused on reaching patients cared for in the health care organization.

**Patient Care**—Projects that strengthen the quality of care provided to patients in health care organizations. These may include but are not limited to projects that address implementation of improved clinical care processes (such as those related to care of specific patient populations—AMI, diabetes, heart failure, pediatric asthma, pneumonia, etc.), transformation of care at the bedside, palliative and end-of-life care, patient-centered care initiatives, patient satisfaction, and patient/family involvement in care decision-making. These initiatives should be focused on reaching patients cared for in the health care organization.

**Operational Excellence**—Projects that strengthen hospital operations and result in improved hospital efficiency (increased value with decreased cost/waste) and improved care delivery. These may include but are not limited to projects such as improving patient flow, reducing emergency room crowding, process changes in the environment of care, implementation of information technology, and/or changes in materials management processes.

**Organizations can elect to enter their submissions into one of the above categories. All entries will be considered for the innovation award.**

**Innovation Award**—Projects or initiatives involving the introduction of bold breakthrough ideas or interventions that resulted in improved systemwide processes or outcomes. These innovative projects may address new health care technologies, the use of clinical practices, training and education, communication strategies, standardized processes, etc.

Awards may not be given in all categories if the judges believe no entry warrants an Achievement Award.

## Divisions

Entrants should self-select the appropriate division and category for their project. HAP reserves the right to move an entry to another division or category.

**Small Organizations**—Acute or LTAC, continuing care (home health, hospice, rehab, subacute, and long-term care) facilities with 150 or fewer beds or 5,000 or fewer admissions per year.

**Medium-to-Large Organizations**—Acute or continuing care (home health, hospice, rehab, subacute, and long-term care) facilities with more than 150 beds or more than 5,000 admissions per year.

**Integrated Health Systems**—Networks comprised of multiple delivery organizations that provide a full array of health care services through vertical and/or horizontal integration.

## Submission Requirements

- Entries are accepted only from HAP member organizations. All full- or part-time employees of HAP member organizations—including medical, nursing, technical, and administrative staff, as well as auxiliaries, volunteers, and trustees—are eligible to enter. Entries are accepted from throughout the continuum of care, including acute, home health, hospice, rehab, subacute, and long-term care.
- Projects entered can be done entirely by member organizations or can be collaborative efforts with other health care or community organizations, such as the media.
- Only recent projects that have shown sustainable results between September 2007 through 2008 are eligible for consideration.
- Previous Achievement Award winning entries may not be re-entered.
- A HAP member organization may submit more than one initiative, but must select one category per entry.
- **Applications and entries that fail to meet all submission requirements will be disqualified.**

## Completed entries must include (in the following order):

- Application Form
- Five copies of entry; each copy should include:
  - One-page Executive Summary
  - Responses to 4 entry questions

- All entries must also be electronically submitted in Microsoft Word format via a properly prepared CD-ROM disk formatted to PC compatibility and must be mailed with the printed entry. Please label the CD-ROM with organization name, title of entry, and contact person. One (1) CD-ROM disk per individual entry is required.

## Each entry must:

- Be blinded. Do not include the organization(s) name or any identifying information in the answers to the questions or on appendices. You can blind your entry by either blocking out your organization's name or using substitute wording such as "the organization," "our hospital," etc.
- Be typed, single-spaced on 8-1/2 by 11-inch paper. No double-sided pages please. Margins: 3/4" left margin. Paper clip or binder clip each copy. No staples or binding please.
- Have a page number on each page.
- Be typed in font size of 11 points or larger. Exceptions are permitted for any pictures, graphs, etc.
- Include a one-page executive summary including the title.
- Narrative responses to all questions combined **must not exceed 4 total pages** (excluding the one-page executive summary).
- No more than 3 additional pages of clearly labeled pictures, data tables, or graphs are permitted as the appendices.
- Each question response must be identified with the corresponding question. Responses should be provided in concise factual statements and must be supported with quantitative information where appropriate.

## Entry Components/Questions

1. The first page of your entry should be a **one-page** executive summary. It should be a concise explanation of the project initiative. It should summarize the quantitative information that best supports the end result and must include: a) title of entry; description of the problem/opportunity, including goal, target audience(s), and relevance to the hospital/health system's mission; b) evidence; c) baseline data; d) intervention; and e) results.  
  
Answer the following questions using no more than a total of four (4) additional typed pages of, at minimum, 11-point type. **All questions must be completed.** Type each question as it appears and follow with the corresponding answer.
2. Describe the needs assessment process and/or research conducted prior to implementing the initiative and the results of that needs assessment/research, including evidence and baseline data.
3. Identify the steps taken to initiate your effort(s) including strategies, implementation plan, and the interventions.
4. Summarize the success of your initiative and provide evidence of sustained improvements.
5. Describe the potential ability to replicate your initiative in other organizations that provide the same service or serve the same type of population.

## Entry Instructions and Deadline

Five hard copies of your entry and an electronic copy on CD-ROM are required and must be postmarked no later than February 28, 2009.

Completed entries, CD-ROM, and Application Form should be sent to:

2009 Achievement Awards  
The Hospital & Healthsystem Association of Pennsylvania  
4750 Lindle Road, PO Box 8600  
Harrisburg, PA 17105-8600

An electronic copy of the Application Form and samples of complete award-winning entries are available online at <http://www.haponline.org/resourcecenter/awards/>

## Questions?

Call Mary Barth at HAP at (717) 561-5270 or by email at [mbarth@haponline.org](mailto:mbarth@haponline.org)

## How is the judging done?

A panel of judges comprised of representatives from the health care community rate projects based on a scale of 100 points, weighted as follows:

**Executive Summary**—(0–5 points)

**Assessment**—assessment process including evidence and baseline data prior to implementing the initiative. (0–15 points)

**Implementation**—identify how initiative was implemented, how needs were met, and the strategies and interventions used. (0–25 points)

**Results**—method(s) used to determine the success of the initiative and how those improvements were sustained. (0–40 points)

**Adaptability**—how adaptable is the initiative to other HAP members. (0–15 points)

## Important Dates - 2009

### February 28

Postmark deadline for both hard copy entry and electronic copy on CD-ROM

### April

Winners notified



THE HOSPITAL & HEALTHSYSTEM  
ASSOCIATION OF PENNSYLVANIA

4750 Lindle Road  
P.O. Box 8600  
Harrisburg, PA 17105-8600  
717.564.9200 Phone  
717.561.5216 Fax  
[haponline.org](http://haponline.org)

## Application Form

- The application form may be completed on your computer by clicking in the required fields ("Title of Entry," "Entrant's Name," etc.) and typing the information.
- Check boxes may be completed by clicking in the appropriate box.
- Once the form has been completed, select "print form" at the bottom of the page and mail it to HAP with 5 copies of your entry and CD-ROM.
- To clear the entire form, select "clear form" at the bottom of the page.

### Title of Entry

---

### Division

- Small       Medium to Large       Integrated
- 

### Category - select one

- Workforce                                       Patient Safety  
 Operational Excellence                       Patient Care  
 Community Outreach and Engagement

All Entries will be reviewed and considered for the Innovation Award.

---

Entrant's Name and Title (Use additional paper to list additional team members)

---

Phone

Email

---

Organization

---

Address

---

City

State

Zip

---

Date Implemented

Date Sustainable Results Achieved

\*Note: Organizations that submit more than one initiative will need to fill out separate form for each initiative.

**Check the "Entry Checklist" at right to make sure all requirements are met before submitting your entry. Applications and entries that fail to meet all submission requirements will be disqualified.**

## ENTRY CHECKLIST

- The Application Form is complete.
- Executive Summary is page 1 of the entry and includes the entry title and all required components. No separate title page please.
- There are five (5) complete sets of the Executive Summary and responses to entry questions.
- Entry meets blinding requirements. Please proofread your entry to be sure that the organization name(s) or any identifying information does not appear in the entry or on any of the pictures, graphs, figures, and data tables that are part of the appendices.
- A page number is on each page.
- Each answer is identified with the corresponding question and question number.
- The total number of pages for the narrative is no more than 5 pages and no more than 3 additional pages for the pictures, graphs, figures, and data tables that are part of the appendices to the entry.
- Five copies of the entry and an Application Form were mailed to HAP with electronic copy on CD-ROM.

### Entry Deadline

Entries must be postmarked no later than February 28, 2009.