



3M Health Information Management Team Quality Award

as presented by CHIMA

Award Criteria

Application Deadline March 1st, 2010

Summary

The objective of these awards is to recognize projects and/or programs in the field of Health Information Management that have created a significant, sustained change within an organization.

The winning team will receive a certificate of recognition, a cash prize of \$2,500, free registration to the annual CHIMA Conference for three team members, and the availability of a \$1,000 allowance for local celebrations. Shortlisted teams will receive a certificate of recognition.

Eligibility, Nominations & Criteria

Results-oriented projects that have created a significant, sustained change within an organization or department will be considered. Teams may submit one or several quality improvement projects. The project should have been implemented within the past four years. Teams may self-nominate. Previously submitted projects cannot be resubmitted.

Open to all sectors of health care. Teams must consist of at least one HIM professional.

Please include the following in your application package:

- An Executive Summary that includes:
 - A brief description of the project (not to exceed 250 words),
 - Contact details for the primary contact (mailing address, e-mail address, telephone and fax numbers)
 - Names and roles of all team members
- Written report (not to exceed 4000 words)
- Good quality team photo must be submitted



Please limit narratives and use bullets for brevity. Appropriate attachments or supplemental information should be placed in an appendix. The appendix should be concise and only contain information to support the application. All assertions must be documented. Lengthy submissions may be disqualified by the judges.

Send Application Packages to:

Cathy Brooks
cathy.brooks@echima.ca
1.519.438.6700 x226

Selection Process & Timeline

All entries will be evaluated by the Pinnacle Awards selection committee created by CHIMA; a sole representative from 3M Health Information Systems shall participate on the committee in a non voting role. Short listed entries shall be notified by March 30th, 2010. All short listed entries will work with the 3M corporate marketing department to produce a poster summary of the project which will be displayed during the CHIMA Annual Conference. The winner will be notified by April 15th, 2010. The winning entry will have a 20-30 min speaking slot to present the project at the Conference. The certificates and awards will be presented during the final luncheon.

Key Dates

Application Deadline:	March 1st, 2010
Shortlisted Entry Notification:	March 30th, 2010
Award Winner Notification:	April 15th, 2010

Criteria

The award criteria are structured on a five-category framework (A through E). The issue statement and team leadership requirements have been developed to encourage strong links between quality improvement efforts and strategic change as well as maximize the learning for those reviewing the projects.

A. Issue Statement (15 points total)

This section should clearly describe the significance of the improvement effort to the organization.

Please be sure to discuss:

- the relationship between the improvement initiative and the overall transformation occurring within the organization, in keeping with the organization's vision and mission; (2 points)
- the organization's key strategies and why this improvement effort is important to the organization; (2 points)
- the key issues facing the improvement initiative and the organization; (2 points)
- the goals in dealing with the key issues; (3 points)
- how the initiative has contributed to internal and external system innovation in the delivery of health services; and (3 points)
- how the initiative has contributed to the body of knowledge or advancement of continuous improvement in health information management. (3 points)



B. Team Leadership (15 points total)

Present evidence of the team's composition and effective work practices.

- Describe the roles of team members and show the specific skills and knowledge that individual team members contributed to the group. Indicate the team leader, facilitator and other roles on the team where such roles were assigned. (1 points)
- Discuss the ways in which team members optimized team performance. Describe the techniques, training and methods used to overcome barriers to group performance and explain some of the informal practices the team used to work better. (7 points)
- Outline the work processes used by the team in carrying out this project by describing:
 - the steps the team used to analyze the problem, develop a solution, test the solution and implement changes; (2 points)
 - the ways in which the team identified and received the required resources it needed to meet its goals; (3 points)
 - the relationship of the team to the leadership of the organization, including project sponsors, program leaders and senior managers where appropriate. (2 Points)

C. Information and Analysis (15 points total)

Describe the scope, management and use of clinical, quality, financial and operational information by the team to make decisions. Please comment on:

- the selection and use of the clinical, quality, financial or operational performance data and information to support initial needs assessment, team actions and planning; and (9 points)
- the use of comparisons and benchmarks from inside and outside health care, and how the team analyzed and used this data to set targets for quality improvement. (6 points)

D. Implementation (15 points total)

Describe the extent to which targeted approaches were applied to systems and processes for the quality improvement project. Describe the process or processes before the changes were made. Discuss the method used to monitor the quality improvements and explain why these measures were selected. Explain how process changes were made. Describe the process or processes after changes were made and the methods used to assess results.



E. Outcomes (40 points total)

Proven and substantiated outcomes will enhance the strength of submission. Outcomes will be evaluated relative to the scale of the project. Describe the improved results obtained by the team by discussing :

- the outcomes and effects of the sustained quality improvement achieved by the team based on key quality measures; (10 points)
- a comparison of the performance indicators used by the team with best practice performance; (5 points)
- linkages between the goals of the quality improvement project and the strategic priorities of the organization or service network; (7 points)
- the significance of the quality improvement project to the organization or service network and the impact on the community it serves; and (10 points)
- how the project and/or process could be transferable to other organizations. (8 points)

Total Criteria Points = 100

Publication

3M and CHIMA will publish abstracts of all submissions for this award. Posters for all short-listed entries will be produced by 3M for display at the CHIMA conference; teams will have full editorial control and may keep the poster at the completion of the conference. 3M and CHIMA also retain the right to publish the award winning teams names for publicity purposes in connection with the promotion of the award.

Questions?

If you have any questions about the application process or the award please contact:

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0907-06535c