

2014 "Bright Lights" Nomination Guide

Application deadline is **Friday, August 8, 2014.**

How to submit a nomination:

1. Review the nomination categories and questions in advance.
2. Complete the online nomination form. [See below](#) for tips on filling out the form.
3. Submit supporting documents to info@afhto.ca:
 - a. Supporting evidence and materials as appropriate.
 - b. Nominee photos (1-4 high-quality photos in png. or jpg. format to be featured at the awards dinner on Oct. 15.)
 - c. Signed [statement of attestation](#) to release photos for AFHTO use.
4. Deadline to complete online form and submit supporting documents is August 8, 2014.

Nomination Review Criteria:

The review committee will score each nomination on a scale of 1 (Very low) - 5 (Very high) for the extent to which the achievement:

1. Reflects significant achievement within the award category. The innovation may be large or small, but the impact is significant for the patients, community and/or primary care team
2. Exemplifies innovative thinking and leadership
3. Is sustainable with potential for continued improvement
4. Offers significant, useful and relevant learning opportunities/resources to primary care teams
5. Is being spread and adopted more broadly
6. Is backed up by evidence of impact

For nominations to be considered by the review committee, the online form must be completed in full and all supporting materials for evidence of impact to be sent to info@afhto.ca.

Submitting nominee photos

Bright Light Award nominees are asked to submit 1-4 high-quality photos of nominees to be included in a video highlighting each award theme and your outstanding work before announcing award winners on Oct. 15. **All photos must be submitted by August 22, 2014:**

- Please include photos in jpg. or png. format of:
 1. Nominee and/or team members
 2. The Family Health Team, Nurse Practitioner Led Clinic, or Family Health Organization clinic
 3. The nominee interacting with patients
 4. Choice of any of above
- Send in [completed personal release](#) forms for every person identifiable in the photographs.
- Make sure the building, FHT/NPLC/FHO logo or other defining element is prominently displayed.
- Make sure photos are well lit and taken without obstruction.

Completing the online nomination form: <https://www.surveymonkey.com/s/HWX39PV>

- To avoid the risk of losing information, it is best to enter the nomination all in one session.
- The nomination form must be filled in online and IN FULL.
- Any supporting data may be e-mailed separately to info@afhto.ca.

Respond to each of the following questions in 100 words or less:

1. Achievement to be recognized (brief title)
2. Brief description of the achievement and why it merits recognition
3. Describe the evidence available to demonstrate the impact of this achievement.
 - a. Quantitative or qualitative data will be accepted as appropriate for the achievement being recognized.
4. What is the nominee doing to sustain this achievement and continue to improve in this area?
5. To what extent does this achievement offer other teams' new learning, processes, resources that can lead to improvement?
6. Describe action taken by this nominee to spread this achievement more broadly (i.e. mentoring others, presentations to others, publications, etc.)
7. Select the category that best applies to this achievement. See below for full category descriptions.

Bright Light Award Categories

1. [Accountability and governance for patient-centred care](#)
2. [Engaging the patient in their care*](#)
3. [Responding to community needs](#)
4. [Team collaboration in patient-centred care*](#)
5. [Integrating the community around the patient](#)
6. [Using data to improve transitions of care and care coordination*](#)
7. [Clinical innovations in comprehensive primary care*](#)

Winners in the four categories marked above () will receive an education grant.*

1. Accountability and governance for patient-centred care

Description: How does the board know that their organization is patient-centred? Nominees in this category will include organizations whose boards of directors have successfully incorporated the patient voice into strategic planning; created structures such as patient and family advisory committees; and processes for including patient stories in quality improvement planning.

2. Engaging the patient in their care

Award recipient will receive a \$3,000 education grant for their team from Merck Canada.

Description: Patients and caregivers are increasingly looking to be engaged and consulted in their own care. Primary care is finding innovative ways to support patient decision-making about their care and support for self-care. Nominees in this stream will include programs and initiatives such as education programs for patients and their families; patient involvement in care planning; tools and coaching for patients to manage their own care; and using patient feedback to achieve a seamless patient experience.

3. Responding to community needs

Description: Primary care organizations serve communities with diverse populations facing unique needs and barriers. Identifying needs and planning programs to improve population health and achieve greater equity requires engagement and collaboration with patients and other community partners. Nominees in this category will include successful examples of population-based approaches to program planning; innovative methods for identifying community needs, potential partners, and funding for patient and population needs.

4. Team collaboration in patient-centred care

Two award recipients in this category will receive education grants from Boehringer Ingelheim to attend the [Institute for Health Improvement Conference](#) on March 15-17, 2015, in Dallas, Texas.

Description: Interprofessional comprehensive primary care is focused on a collaborative practice that improves on the patient's experience and outcomes while reducing total cost to health care. Nominees in this category are high-functioning, interprofessional, collaborative teams using member's unique contributions and full scope of practice to provide the right care, at the right time, by the right people.

5. Integrating the community around the patient

Description: Organizations in the community increasingly work in partnership to meet the needs of the patient and their community. Health Links and other initiatives have provided opportunities to improve coordination and transitions in care. Nominees in this category will demonstrate improvements made in the patient's journey and experience in the system through successful coordination and/or integration of services across organizations.

6. Using data to improve transitions of care and care coordination

Award recipient will receive a \$3,000 education grant for their team from Merck Canada.

Description: Primary care providers collect and share patient information to help patients move safely and efficiently through the health care system. Nominees in this category will have successfully increased their capacity for:

- collecting more consistent data AND using existing data more safely and effectively;
- making personal health records available to patients;
- knowing when and what personal patient information could and should be shared between providers; and
- getting the most out of existing technology, even while working to make it better.

7. Clinical innovations in comprehensive primary care

Two award recipients in this category will receive education grants from Boehringer Ingelheim to attend the [Institute for Health Improvement Conference](#) on March 15-17, 2015, in Dallas, Texas.

Description: Interprofessional comprehensive primary care is the foundation of a sustainable responsive health care system in Ontario. Primary care teams work with patients to develop clinical services that respond to the expectations and needs of their patient population. This category is focused on the *comprehensive* aspect of primary care. Nominees in this category will exemplify programs and services that integrate the interprofessional team and focus on a continuum of care for patients on everything from health promotion, illness prevention through chronic disease management to palliative care.