

## 2019 "Bright Lights" Nomination Guide

Application deadline is **Friday, June 28, 2019**

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### Nomination Eligibility:

For a program, initiative or individual to be eligible for a Bright Lights award, they must fulfil the following criteria:

1. **Programs or initiatives must be undertaken by an AFHTO member.** If the nomination involves a team's partners, the work must either be led by an AFHTO member or they otherwise play an integral role.
2. **Programs or initiatives that have previously won a Bright Lights award are no longer eligible, whether in their original or expanded model**
3. **Individuals must be staff or affiliated with an AFHTO member and the nomination must be for work they've performed in their capacity as such.** *Please note- education grants will be paid to the team rather than an individual.*

### How to submit a nomination:

1. Review the nomination [categories](#) in advance.
2. Review the nomination [evaluation criteria](#).
3. Complete the [online nomination form](#) and send all supporting materials before **June 28, 2019**.  
See below for tips on filling it out.
4. Submit supporting documents to [info@afhto.ca](mailto:info@afhto.ca):
  - a. **1-4 high-quality photos of nominees** in png. or jpg. format to be featured at the Awards Ceremony on September 19<sup>th</sup> ([see below](#) for more information).
  - b. Take a video (up to 10 seconds long) with your smartphone and share with [info@afhto.ca](mailto:info@afhto.ca) (optional).

- c. Signed [statement of attestation](#) to release photos for AFHTO use.
- d. Any supporting evidence and materials as appropriate.
- e. **Deadline to submit photos and video is July 11, 2019.**

### Submitting nominee photos

Bright Lights Award nominees are asked to submit **1-4 high-quality** -500 KB or more- photos of nominees to be included in a video highlighting each award theme and your outstanding work before announcing award winners on Oct. 24. **All photos must be submitted by July 11, 2019.**

- Please include photos in jpg. or png. format of:
  1. Nominee and/or team members
  2. The primary care team location
  3. The nominee interacting with patients (if available – patients will need to also sign photo release)
  4. Choice of any of above
- Signed [statement](#) to release photos for AFHTO use.
- Make sure the building, FHT/NPLC logo or other defining element is prominently displayed.
- Make sure photos are well lit and taken without obstruction.

### Submitting nominee video

**Nominees also have the option to submit a video (up to 10 seconds long) in addition to the photos.**

- All requirements as listed for the photos above also apply to the video.
- The video would be accepted in addition to the photos, not as a replacement.
- The video can be shared with [info@afhto.ca](mailto:info@afhto.ca).
- **All videos must be submitted by July 11, 2019.**

### Tips for writing your nomination

**Understand the everyday counts.** Has your team developed a workaround for a particular challenge? Utilised a range of tricks to address a sticky situation? Other teams may be wrestling with these same issues. It may seem like business as usual to you but spreading knowledge of these achievements could be a real help to teams in similar circumstances.

**You're not too small or too remote for your voice to be heard.** Evaluations from past award review committee members tell us they would like to hear from a variety of sources and especially from small, rural and Northern teams.

**Include a variety of voices.** AFHTO's focus is on **interprofessional** primary care so bring a range of experiences and people together when presenting and developing the nomination. ***Include a patient/caregiver testimonial or experience where appropriate.***

**Review past award winners.** Their innovations run the gamut of topics and types of initiatives. You may see that your team has done something similar or has seen better results. You'll also see how your achievement will be recognized.

### When writing your nomination:

- **Pick the right category.** Category descriptions are very detailed and specific. Make sure reviewers know why your nominations fits the theme.

- **Identify WHY your achievement stands out over the rest.** Show your evidence and results clearly. Some innovations might not have quantitative evidence, but you need to tell us what has improved as a result AND how other teams can learn from the results.
- **Look beyond the stats when demonstrating evidence.** Consider your results from the human perspective, not just statistics and measures. What did your initiative DO for your patients, team and/or community?
- **Use plain language.** Omit flowery speech and state your points clearly.

**Do Check In.** Not sure if your program or initiative will be a good fit for the conference? [Feel free to ask us](#). We're happy to discuss it with you.

**Completing the online nomination form:** <https://www.surveymonkey.com/r/afhto2019brightlights>

- Review the [submission form template](#) before filling out the SurveyMonkey form.
- 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](mailto:info@afhto.ca).

### Nomination Evaluation 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. Reflects patient and/or caregiver involvement
4. Recognizes and addresses the needs of their local population (access or barriers to care, rurality, etc.)
5. Is sustainable with potential for continued improvement
6. Offers significant, useful and relevant learning opportunities/resources to primary care teams
7. Is being spread and adopted more broadly
8. 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 sent to [info@afhto.ca](mailto:info@afhto.ca) by June 28, 2019.

### Bright Lights Award Categories

Four award recipients in four categories (indicated with an \*) will receive an education grant.

1. [Access to care: improving access to team-based care](#)
2. [Continuous care: ensuring seamless transitions for patients across the continuum of care\\*](#)
3. [Comprehensive team-based care\\*](#)
4. [Patient and family-centred care\\*](#)
5. [Community and social accountability\\*](#)
6. [Enabling high -performing primary health care](#)
7. [Special recognition for underrepresented teams](#)

### 1. Access to care: improving access to team-based care

As embodiments of the patient medical home in practice, it is in our patients' and communities' best interests to spread increased access to primary care teams. Timely access to interprofessional team-based primary health care can help reduce disparities in health outcomes.

Topics of interest include:

- Access to a diverse range of programs based on community needs
- Access for all Ontarians
- Addressing barriers to team-based care
- Providing care outside the 'roster'

### 2. Continuous care: ensuring seamless transitions for patients across the continuum of care

As providers of womb to tomb care, primary care providers accompany their patients through life's journey. So, they're best positioned to take care of them through any health changes that may involve other parts of the health system from time to time. Primary care teams can coordinate with these partners as they all come together to ensure as seamless a transition as possible.

Topics of interest include:

- Care coordination and system navigation
- Avoidable hospitalization and post-discharge follow up

### 3. Comprehensive team-based care

Interprofessional primary care teams have the capacity to offer a broad range of services due to the range of complementary skills team members possess. However, teams need to take full advantage of these skills and deploy them effectively through true collaboration if they want to make the most of their inherent resources. Teams that do this are truly taking care of the whole patient.

Topics of interest include:

- High performing teams and enablers to high performance
- Competency-based practice
- Palliative and end of life care
- Mental health and addictions

### 4. Patient and family-centred care

No one is more important to patients' health than patients themselves, their families and caregivers. Since this is true, primary health care teams need to provide patient-focused and centred care, responding to their needs, preferences and expectations.

Topics of interest include how to:

- Patient and family co-design for programs and services that matter to them
- Communication modes – outside the 'norm'
- Digital health and care beyond the clinic
- Self-managed care

## 5. Community and social accountability

As members of their communities, primary health care teams need to understand and be accountable to them in order to fully address their patients' needs. Teams can only do this if they take a holistic approach to care, striving to understand their patients' environments and multiple realities that can affect their lives.

Topics of interest include:

- Addressing social determinants of health
- Indigenous health
- Marginalised communities
- Becoming better neighbours

## 6. Enabling high -performing primary health care

The healthier the team and the healthier the environment in which the team lives, the better for all involved. No one is isolated from the system, and changes at the micro and macro level can have repercussions for patient care. As such, teams need to address issues at all levels, including within the team itself, to provide high -performing primary health care.

Topics of interest include:

- Collaborative governance
- System and resource integration – programs and services
- Aligning our quality initiatives
- The health of the provider- addressing burnout

## Special recognition for underrepresented teams

In 2018 Algonquin and Cottage Country FHTs won [special recognition for effective response to rural community need](#). This year all new/underrepresented primary care teams will again have the opportunity to win an award for their contributions to Ontario's healthcare system. **The winner(s) will be selected based on the strength of their nomination to one of the six categories above.**