

## 2018 "Bright Lights" Nomination Guide

Application deadline is **Friday, July 20, 2018**

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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. For programs or initiatives- these 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. For individuals- they 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 July 20, 2018.**  
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 October 24<sup>th</sup> ([see below](#) for more information).
  - b. **NEW** – take a video (up to 10 seconds long) with your smartphone and share with [info@afhto.ca](mailto:info@afhto.ca).
  - 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 27, 2018.**

### Submitting nominee photos

Bright Lights 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. 24. **All photos must be submitted by July 27, 2018.**

- Please include photos in jpg. or png. format of:
  1. Nominee and/or team members
  2. The Family Health Team or Nurse Practitioner Led Clinic
  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

**For the first time, 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 27, 2018.**

### 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/AFHTOBrightLights2018>

- 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 July 20, 2018.

### Bright Lights Award Categories

Three award recipients in three categories (indicated with an \*) will receive an education grant. *Funding is being finalised for other categories, so stay tuned for further developments.*

1. [Mental health and addictions](#)
2. [Healthy relationships, healthy teams\\*](#)
3. [Expanding your reach\\*](#)
4. [The "How to" stream](#)
5. [Why hasn't this expanded: scalable pilot programs\\*](#)
6. [The future of the regional approach to healthcare](#)
7. [Special recognition for underrepresented teams](#)

## 1. Mental health and addictions

The importance of mental health to the overall health of both individuals and the communities in which they live has never been more apparent. Primary care teams are grappling with complex issues as exemplified by Ontario's opioid crisis and need to discern among the tools and approaches available to address patients' (and their families') needs effectively.

Topics of interest include:

- Addressing needs of specific populations
- Mental health care integrated with interprofessional primary care teams
- Partnerships that work
- Reducing disparities
- Mental health using a health equity lens

## 2. Healthy relationships, healthy teams

To fully leverage the advantages of interprofessional primary health care, team members need to be able to rely on and trust one another. Without these fundamentals, true collaboration can't take place.

Topics of interest include:

- Leveraging the team to meet patient and community needs
- Achieving full scope of practice for all team members
- Managing conflict within the team
- Engaging all team members in care and coordinating/advocating care for patients
- Introducing new interprofessional team members
- Behaviour change (e.g. going from solo to team practice)
- Employee engagement
- Communication strategies for FHO/FHT partnerships

## 3. Expanding your reach

Only 25-30% of Ontarians currently have access to interprofessional team-based primary health care and disparities in health outcomes persist throughout the province. The latter may not be a direct result of the former, but evidence suggests collaborative team-based care can help reduce these disparities. It's in our communities' best interests to sustainably increase access to primary care teams.

Topics of interest include:

- Effective program planning
- Teams as a vital part of the community
- Ongoing and proven efforts to improve access, including small and rural teams
- Integrating our community partners as part of the team
- Brainstorming ideas, needs assessment, evaluation and marketing – how we can reduce the disparities

## 4. The “How to” stream

This is an open-ended stream. The topics need only be actionable and relevant to interprofessional primary care teams.

Topics of interest include how to:

- Talking about your work – what are you doing to make a difference for your patients?

- Approaching new partners – what’s in it for them? How to create collaborative relationships with your community.
- Applying for grants – how to take an idea and watch it spread
- Addressing social determinants of health – making meaningful difference for your patients
- Moving from Strategic to Generative – how to reframe the conversation with your Board

### 5. Why hasn't this expanded: scalable pilot programs

Canada has been called a land of pilot projects and Ontario’s primary care teams are no exception. This stream focuses on those ideas that have struggled to spread despite overwhelming evidence of their effectiveness.

Topics of interest include:

- Highlighting great ideas across the province that should be scaled up
- Canadian and international innovations that could be integrated here within a realistic timeframe

### 6. The future of the regional approach to healthcare

Implementation of *Patients First* continues to have implications for primary healthcare. Teams need to navigate the changing landscape and position themselves to mitigate its challenges and make the most of opportunities as they arise.

Topics of interest include:

- The ongoing development of LHIN sub regions
- Relationships with LHINs and the Ministry
- Health Links going forward
- Making the Patient Medical Home a Reality in your Community

### Special recognition for underrepresented teams

In 2016 Espanola & Area, Powassan & Area, City of Lakes, Great Northern, East End and Temagami FHTs won [special recognition for collaboration across interprofessional teams to foster improvement](#). 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.**