

Submission Form

(Please submit by July 31, 2019)

Leadership Excellence in Quality and Safety Award

The Health PEI Board of Directors celebrates the contributions that staff make toward positive, sustainable change across our healthcare system through its annual **Leadership Excellence in Quality and Safety Award**. This awards program recognizes individuals and health care teams that have led initiatives to improve the quality and safety of care in Prince Edward Island. We invite you to demonstrate your leadership in health care quality and safety by submitting a nomination.

Each year, **one Leadership Excellence in Quality and Safety Award** will be given to either an individual or team who demonstrated significant leadership in the area of quality and safety, and who is making positive, sustainable changes across the healthcare system. Recipients of this award will receive a plaque as well as a financial award of up to \$4,000 to support professional development in areas related to quality and safety. Additionally, up to **two awards of merit** may be given to worthy individuals and/or teams, with bursaries valued up to \$2,500.

There is no limit to the number of submissions you can make. Please review the submission form and prepare your responses as clearly and concisely as possible.

Eligibility

- All staff and physicians of Health PEI, except those on the selection committee. This may include: an individual, facility/service/program, unit, committee, work group, quality improvement team or other group within Health PEI. Teams may self-nominate.
- Submissions related to a variety of quality improvement initiatives undertaken within the past two years are welcome.

Evaluation

Award submissions are evaluated by the Health PEI Board Quality and Safety Committee. Each nomination is evaluated by ranking and consensus methods. The committee considers both the process by which an initiative is undertaken, and its outcomes. The criteria used to evaluate all submissions are based on the 'Leads in a Caring Environment' framework adopted by Health PEI as the basis of its leadership development model.

Lead Self
Engage Others
Achieve Results
Develop Coalitions
Systems Transformation

More details on the LEADS model can be found at <http://www.healthpei.ca/src/index.php3?number=1040640&lang=E>

Submitting Your Nomination

There are two ways to submit your nomination:

1. Saving this document and emailing it to Sherri Maye at slmaye@ihis.org.
2. Printing this document and sending a copy through interoffice mail to Sherri Maye, 1st Floor Garfield Street.

The submission form includes limitations on the number of words that can be included for each section. Similarly only **three** pages of attachments or appendices will be accepted. Please keep your responses as clear and concise as possible. Appendices are to be submitted by email to Sherri Maye at slmaye@ihis.org. Please include in the subject line "Awards submission" and the nominator's name.

It is also recommended that you save a copy of this document to your computer for your records.

For more information please contact:

Sherri Maye
Administrative Assistant
Health PEI
Phone: (902) 368-5272
Email: slmaye@ihis.org

1. Nominator's Contact Information

Please complete this section so we can contact you if we have questions about your submission.

Nominator Name: _____

Job title: _____

Email: _____

Phone: _____

Relationship to team or individual being nominated: _____

2. Nominee(s) and Information on Initiative

Name of individual or all team members being nominated:

Name of initiative: _____

Short description of the nominee's work or team's initiative (include goals, target population/service area, and brief summary of results):

3. Demonstrated Leadership Capabilities

3.1 Leads Self

How did the team/individual demonstrate integrity, professionalism and accountability in leading the initiative?

3.2 Engages Others

How did the team/individual engage others and manage conflict to create a positive working environment and achieve their goals?

3.3 Achieves Results

What results did the team/individual achieve and how did they do it? Consider how results aligned with Health PEI's vision, values and strategic plan.

Note: Include indicator results where applicable and send as email attachments to Sherri Maye at slmaye@ihis.org. All appendices are limited to three pages per submission. Please include "Awards submission" and nominator's name in the subject line.

3.4 Develops Coalitions

What partnerships were built and how did they contribute to achieving results? Partnerships should include clients and families. They may also include other teams or external stakeholders.

3.5 Systems Transformation

What changes occurred to the health system as a result of this initiative? What were the benefits and/or impacts for clients and families?

4. Quality of Submission

The committee will also be evaluating each submission, overall, on the following criteria:

- The aims, measures and results are clearly presented.
- The submission is well presented overall.

Please submit your nomination by either:

- 1. Saving this document and emailing it to Sherri Maye at slmaye@ihis.org, or**
- 2. Printing this document and sending a copy through interoffice mail to Sherri Maye, 1st Floor Garfield Street.**

By submitting this nomination form, you are confirming that the information submitted is truthful and accurate.

You will receive email confirmation of receipt within 48 hours. Please contact Sherri Maye at slmaye@ihis.org if you do not receive email confirmation.

Please save a copy of your submission for your records.

Thank you for your submission!