

# Standard Operating Procedure

## IPS Impact Awards

### 1. Purpose

The IPS Impact Awards programme aims to recognise and celebrate initiatives undertaken by its members that demonstrate ***excellence, innovation or improvement in infection prevention and control (IPC) practice, service delivery or education.***

### 2. Responsibilities

The IPS staff team are responsible for setting up an online awards application form, within which there is reference to this SOP.

The IPS staff team are responsible for appointing a judging panel formed from members of the IPS Education & Professional Development Committee and the IPS Research & Development Committee to perform the shortlisting of the applicants and the interviews (if required) of the shortlisted nominees.

Following the closing date for the Award nominations, the IPS staff team is responsible for checking that entries are eligible within the criteria before forwarding all nominations to the judging panel for shortlisting.

Once the judging panel have agreed the shortlist, they need to inform the IPS staff team. The IPS staff team will notify nominees that they have been shortlisted (and arrange interviews if required). The winners will be announced at the Social Evening at the annual conference and shortlisted nominees will be invited to purchase tickets to attend. The IPS staff team will arrange the awards trophies.

Shortlisted nominees are responsible for funding their own attendance, travel and accommodation.

Winners may have the opportunity to present their work at a future IPS webinar event.

### 3. Categories of Awards

There are 3 categories of awards as below

- Category 1 **Award for Excellence** – Aiming for and achieving the best in IPC practice or education
- Category 2 **Award for Patient Experience** – *Putting the patient at the centre of IPC practice*
- Category 3 **Award for Nurturing IPC talent** – *Supporting the development of the IPC workforce of the future*

#### 4. Eligibility Criteria

Entries can be made by individual members, by IPC teams, or by IPS Branches or Special Interest Groups. The nominee must be a member of IPS although the application can involve others who are not members of IPS.

Individuals or Teams can also be nominated for the award by an IPS member. The person making the nomination must be able to complete the information about the innovation/improvement on their behalf.

Nominees cannot present the same project again.

Entries must be based on work that has commenced in the previous 18 months.

#### 5. Nomination process

Nominations may be self-nominated or nominated by another member of the Society.

Nominators must complete the nomination form before the closing date. All entries will be judged anonymously by the panel. The panel reserves the right not to select award a winner in any category if the entries do not meet the required standard. In each category, the panel may choose to award a single winner only. However, where there are sufficient high-quality submissions, the panel may, at its discretion, apply a tiered system of awards (e.g. Gold, Silver, Bronze) or recognise additional entries with a “Highly Commended” (or equivalent) designation. These additional recognitions are not mandatory and will only be awarded where the panel deems them appropriate. All nominations will be considered, including those supported by commercial funding or grants.

Shortlisted nominees **may** be asked to prepare a brief presentation about their project/ area of activity and participate in a telephone interview with the judging panel.

#### 6. Awards Criteria:

Entries must be an original piece of work and not been presented elsewhere.

Entries must not be evaluating a company product.

##### 1. Award for Excellence – *Aiming for and achieving the best in IPC practice or education*

**Examples from the IPS Competencies Framework (where possible entries should show where this aligns with the evidence)**

- a. Influence others to recognise infection prevention and control as an essential learning need for all healthcare staff

- b. Work in partnership with others to ensure infection prevention is an integral part of staff learning and development
- c. Evaluate the effectiveness of educational strategies and make recommendations to improve the knowledge, skills and competence of the workforce
- d. Identify opportunities for improving the quality and safety of patient care
- e. Apply improvement science methodologies to drive quality improvement through behavioural and system changes
- f. Evaluate, review and refine improvement initiatives
- g. Promote and implement initiatives to prevent the transmission of antimicrobial resistant pathogens
- h. Promote and implement strategies that encourage effective antimicrobial stewardship
- i. Design and participate in research independently and/or collaboratively
- j. Horizon scan to support building a strategic vision and identify and adopt innovation to improve service safety and quality

## **2. Award for Patient Experience – *Putting the patient at the centre of IPC practice***

### **Examples from the IPS Competencies Framework (where possible entries should show where this aligns with the evidence)**

- a. Set realistic objectives (personal and teams) and work with staff, patients, carers and the public
- b. Identify IPC risks and develop appropriate strategies to manage, mitigate, minimise or contain them
- c. Work in partnership with key stakeholders to develop policies and guidelines that are evidence-based, relevant and understandable to health and social care staff
- d. Design communication strategies, learning resources/information and educational events that are appropriate to the needs of the target audience
- e. Identify opportunities for improving the quality and safety of patient care
- f. Patient engagement and/or patient centred outcomes must be clearly presented in the application

## **3. Award for Nurturing IPC talent – *Supporting the development of the IPC workforce of the future***

### **Examples from the IPS Competencies Framework (where possible entries should show where this aligns with the evidence)**

- a. Recognise gaps in knowledge, skills and competence of self and others in relation to IPC and develops improvement strategies
- b. Develop, assist and encourage staff and team members to practice effectively and efficiently including engagement events with service users and the public where applicable and appropriate to do so
- c. Develop a strategy for providing and sustaining an effective infection prevention & control service aligned to organisational objectives and vision
- d. Set realistic objectives, work and professional development plans with individual team members
- e. Develop, coach, assess and encourage team members to practice effectively and efficiently providing feedback when and where appropriate

## 7. Evidence

Applications should be submitted online with all identifiable information removed to allow anonymised for judging.

The entry form will need to include the following information:

1. Applicant name and IPS member number.
2. Name/job title of other members of the team responsible for the innovation/improvement.
3. Category of award being applied for.
4. Brief summary of the innovation/improvement initiative. This should be in the format of a 200 word summary that will be used (if shortlisted) for future marketing of the Awards.
5. Aims and objectives
6. Description of activity
  - who was involved, what was done, what was the timeline?
7. What was the outcome?
  - How were the aims and objectives met?
  - What was the impact of the innovation/improvement? (Provide data or other evidence to demonstrate impact)?
  - How did the innovation/improvement meet the IPS mission?
  - How did the innovation/improvement meet IPS competencies?

Supporting information can be submitted as attachments alongside the entry form.

No confidential information/ data should be shared as part of the application.