



30th June 2009

Dear Colleague

HSC ENGAGE AWARDS 2009

1. The Stakeholder Involvement Programme, Department of Health, Social Services and Public Safety (DHSSPS) in partnership with the Institute of Healthcare Management (IHM) are delighted to announce the creation of an award to recognise and showcase examples of good practice in personal and public involvement.
2. The focus of this award is to demonstrate how health and social care organisations in Northern Ireland have worked in partnership with stakeholders and how this involvement has impacted on health and social care planning, design and evaluation of new and existing services.
3. Applications are invited from teams working within a health and social care organisations, who are working to develop services in a way that impacts on the needs of our stakeholders and can satisfy the criteria shown at paragraph 5 below. The closing date for entries is **5.00pm on Wednesday 30th September 2009**.

Aim of Engage Award

4. The aim of the Engage Awards is to recognise, reward and promote excellence in personal and public involvement.

Criteria upon which Applications will be judged

5. Submissions should demonstrate high quality services and be able to show:
 - a systematic approach to the design and delivery of the project;
 - evidence of the methods of engagement used during and on completion of the project;
 - how personal and public involvement has influenced the design, delivery and evaluation of the project;
 - evidence of positive evaluation or outcomes measures to show improvement in care, service delivery and/or user experience;
 - that the project has been developed in a way that is sustainable;
 - clear evidence of a partnership approach to the service/project design and/or delivery;
 - project reflects local need and/or regional priorities; and
 - effective use of project resources.

How to apply

6. All applications must be legible and made on the official application form. If typed, font size should not be less than 10 and the formation of the form must not be altered in any way, e.g. the size of the boxes must not be changed. For your convenience an application form is attached. The application form is also available on the [Beeches Management Centre](#) and [engage](#) websites.
7. One key piece of supporting evidence may be submitted with each entry. This can be a report, newsletter, leaflet, photo, poster or any other document that supports your submission.
8. Note: The submission of an entry to the engage Awards indicates the submitters' agreement for their work to be submitted as a good practice case-study which will be published on the [engage](#) website.

Judging

9. Judging will be in 3 stages:

Stage 1: A multi-professional team from IHM and the DHSSPS and selected HSC organisations will assess and shortlist the applications on the basis of the reports provided.

Stage 2: Short-listed projects will be visited on site. These visits will provide project team members with an opportunity to provide the assessing panel with additional information or discuss any new developments in the project since the application was submitted. The visits will be undertaken by a panel of 3 assessors. From these visits 3 projects will go through to the final stage. Applications, which successfully complete Stage 2 of the process, will be notified in time to enable them to prepare for Stage 3.

Stage 3: The final judging will take place on the 26th November at the Northern Ireland Regional IHM Conference at the Slieve Donard Hotel, Newcastle. Each team will be asked to make a 15 minute presentation on their project to an expert judging panel. The panel will then have the opportunity to ask the team questions on the project. Each team will be required to provide a poster presentation to be displayed at the conference.

10. The final results will be announced and prizes awarded at the IHM Conference dinner on the same evening (Thursday 26 November 2009).
11. Health and Social Care organisations in Northern Ireland have much to be proud of and this is an excellent opportunity for innovative work to be celebrated and rewarded. It also provides an opportunity for acknowledging, showcasing and for sharing good practice. I trust you will give this your support and encourage as many applications as possible.

12. Completed application forms should be sent to:

IHM Executive Assistant
c/o The Beeches Management Centre
12 Hampton Manor Drive
Belfast
BT7 3EN
Telephone: 028 90 644811

13. All applications will be acknowledged in writing by e-mail. Applications received after the closing date Wednesday 30th September 2009 at 5pm will not be considered.

Yours faithfully

Jim McCall
Chair IHM (NI) Division