



Kentucky Association for Healthcare Quality

Team Achievement Award

Applying for Award

Thank you for your interest in applying for the Kentucky Association for Healthcare Quality Team Achievement Award for 2022. All applications must be received by July 31, 2022, and the award winner will be recognized at the KAHQ Annual Education Conference on September 23, 2022. A complimentary conference registration will be provided to the award winner.

Please send the completed application or any questions to Amanda Miller (amanda.miller536@commonspirit.org). An applicant may only win the award one time within a three year time period.

Font

Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. (A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.)

Type density, including characters and spaces, must be no more than 15 characters per inch. Type may be no more than six lines per inch.

Paper Size and Page Margins

Use standard paper size (8 ½" x 11). Use at least one-half inch margins (top, bottom, left, and right) for all pages. No information should appear in the margins.

Page Formatting

Since a number of reviewers will be reviewing applications as an electronic document and not a paper version, applicants are strongly encouraged to use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.

Set line spacing to single space.

Do not include any protected health information.

Eligibility Criteria

Eligible candidates will be KAHQ members who have actively participated in the creation and implementation of an individual performance improvement project, program, or initiative from its inception to completion. The project must have demonstrated the improvement of an organization's performance and have had a direct effect on the quality of healthcare for a defined group of patients or population.

The project must have been completed within 12 months of this nomination submission. An applicant may only win the award one time within a three year time period.

Members of the Executive Committee are ineligible for the award during their term of service.

Award

The recipient receives complimentary registration to the annual KAHQ Educational Conference, and will be invited to present their team results at the conference.

Requirements (All of the requirements listed below must be clearly evidenced in the nominee's application)

Current KAHQ member in good standing.

One (1) support letter from a member of the nominee's organizational leadership or the nominee's immediate supervisor (a senior leader such as a chief executive officer, chief quality officer, or chief nursing officer) must accompany the nomination. The letter should confirm that the nominee was an active participant in the project and was instrumental in its success.

One (1) support letter from a professional colleague involved in the project must accompany the nomination.

The application may not exceed five (5) pages, including cover sheet, nomination, deployment process, and award information, as well as charts, graphs, or quality tools for analysis and display purposes. Letters of support are not included in the five (5) page application limit.