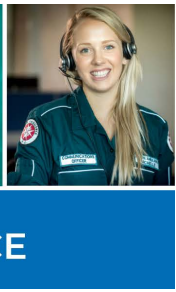




**CAA19 CONGRESS**  
13 - 15 August 2019  
Perth, Western Australia  
*Building an Ambulance Service for 2050*



## CAA AWARDS FOR EXCELLENCE

# RULES & REGULATIONS

## Awards

The annual Australasian Ambulance Awards for Excellence have been developed by the Council of Ambulance Authorities to acknowledge and encourage innovations from Ambulance Services throughout Australia, New Zealand and Papua New Guinea. These awards provide a platform for the industry to learn from each other and reduce duplication of effort.

## Aim

To encourage Ambulance Services to showcase their achievements and be recognised for any exceptional project, quality or performance in any area of their organisation.

## Call for Nominations

The recipients of awards must be employed by an Ambulance Service who is a current member of the CAA. Collaborative projects involving an Ambulance Service employee/unit and a public or private sector organisation will also be eligible to receive an award.

Nominations for the awards can be submitted by any person who is an employee or an Ambulance Service in Australia, New Zealand or Papua New Guinea. The submission must have approval by their Chief Executive.

Projects may be backdated to 1 January 2017. The backdating period will be revised every year by the CAA.

All entries including any attachments are to be uploaded using the CAA Awards Online Platform. Entries are not to be emailed or sent to a physical address.

CAA Awards Online Platform

<https://caa.awardsplatform.com>

## Award categories

There are four broad categories in which individuals or groups/units can enter their project. Successful submissions will demonstrate the benefit the new initiative will have for the patient.

A project can only be entered in **one** category per year. However, an individual or group/unit can enter more than one project per year.

The 'Star Award' will be presented to the overall winner selected from these category winners. The winner of this award will be identified as having, or proceeding to have, successfully developed, implemented and evaluated a project that is considered the most valuable for adoption by all CAA members.

Categories for entry are:

- TECHNICAL CAPABILITY
- CLINICAL CAPABILITY
- EDUCATION
- MANAGEMENT PRACTICE / OPERATIONAL PERFORMANCE

### **Selection Criteria**

Once a category has been selected for the project, one selection criterion must also be selected to reflect the project's stage of development.

To remain impartial and ensure equity, the selection criteria acknowledge the various stages of project development. The submission should demonstrate the project implementation plan KPI's and how project outcomes will be measured.

<b>Criteria</b>	<b>Explanation</b>
Phase 1 - Developed and progressing project	Demonstrated development and planning of the project (to date)
Phase 2 - Evidence based project	Evidence of success of project outcomes (or potential success if project is in development stage)
Phase 3 - Project implemented, ongoing commitment	Project implementation, evidence of success available and have ongoing commitment

### **Submission Guidelines**

- Submissions are strictly limited to 3,000 words.

- Tables and graphs or other images supporting your submission must be uploaded as an attachment to retain original formatting.
- Attachments, such as videos, photos, charts in PDF or JPEG files can be uploaded – maximum 5 attachments, max size 5MB each.
- Submissions are to be submitted using the CAA Awards Online Platform <https://caa.awardsplatform.com>
- All required fields as specified on the Awards Platform are to be completed and a CEO Sign Off Form is to be submitted to complete the entry.

All submissions are to consist of the following:

<b>Subtitle</b>	<b>Explanation</b>	<b>Word Count</b>
Abstract (for PR activity)	Summary of your project	200
Aim of the Project	What do you want to accomplish	200
Background	What needs improving	300
Method	Explain the collection and analysis of any data, community and/or staff consultation, input to establish the cause of and solution to the problem	800
Planning & Implementation	What changes/innovations were made or implemented	700
Outcomes/Evaluation	Describe post implementation measures to prove changes have made an improvement	600
Future Scope	How could/will the results of the project be transferable across ambulance services	200

***The above must be completed for all submissions regardless of the project's development stage. Submissions must identify commitment to these areas.***

## **Selection Panel**

The awards selection panel will comprise judges appointed by CAA each year.

## **Judging**

All submissions will be judged according to the category entered and should be written according to Submission Guidelines. One winner will be awarded in each category.

All members of the selection panel will review submissions for a nominated category and submit their results on the CAA Awards Online Platform. The selection panel will then convene to confirm the results and decide on the overall winner of the 'Star Award'.

The selection panel's decisions are final and not subject to appeal.

## **Presentation of Awards**

Finalists will be announced approximately 6-8 weeks prior to the CAA Awards Dinner.

Winners will be announced at the annual CAA Awards dinner, held during the annual conference.

It is at the discretion of each ambulance organisation if they choose to send finalists to the dinner at the expense of the individual organisation.

## **Public Relations Activity**

A CAA Awards Magazine will be prepared using submitted abstracts which will be available at the CAA Awards Dinner and online at CAA website.

This will provide CAA members with the opportunity to liaise with award winners and discuss adopting their project and implementing it within their own organisation.

## **Media**

The CAA will prepare a media release for issue shortly after the Awards night.

## **AWARDS TIMELINE:**

12<sup>th</sup> April 2019 – Awards open

19<sup>th</sup> May 2019 – Awards close

21<sup>th</sup> May – 3<sup>rd</sup> June 2019 – Judging

14<sup>th</sup> June 2019 – Finalists Announced

14<sup>th</sup> August 2019 – Winners Announced at CAA Awards Dinner

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