



Department of Defense Patient Safety Program

Department of Defense Patient Safety Award for 2011

Application Guidance

Aug 24, 2011



Department of Defense Patient Safety Award for 2011

Application Guidance

Department of Defense (DoD) and the Patient Safety Program (PSP) are committed to creating a culture of safety and quality care within the Military Healthcare System. The DoD Patient Safety Award recognizes efforts designed to improve the care delivered within the Military Healthcare System. The award identifies those who have shown innovation and commitment to the development of systems and processes that are tightly organized around the needs of the patient. DoD seeks to recognize efforts that create an environment where safe, quality care is provided and is the responsibility of all members of the team.

Categories for consideration include:

Teamwork Training and Skill Building - Military Treatment Facilities that have established a proactive, systematic, organization-wide approach to developing team-based care through teamwork training, skill building, and team-led patient safety interventions that reduce preventable harm to patients. **(2 Awards; 1 Hospital and 1 Ambulatory Center)**

- Initiatives that systematically address and apply the principles of effective team leadership and team formation applied to care processes, interpersonal team dynamics, hand-offs, and specific communication methods.
- Initiatives that improved teamwork skills by developing and coaching the characteristics of “team-ness”, improved communication skills by establishing a shared mental model, using structured and critical language, understanding communication hand-off methods, and using effective assertion behaviors such as “stop-the-line” methods.
- Participation in teamwork training alone does not qualify as eligibility for this category.

Identification and Mitigation of Risks and Hazards - Military Treatment Facilities that have systematically identified and mitigated patient safety risks and hazards using an integrated approach in order to continuously drive down preventable harm. **(2 Awards; 1 Hospital and 1 Ambulatory Center)**

- Initiatives that identify risks and hazards on an ongoing basis from multiple sources, including independent retrospective (Event Reporting, RCAs), real-time and near real-time (Trigger tools, Observation tools, EHRs), and prospective (FMEA, other Risk Assessment process) views. The risk and hazard analysis should integrate the information gained from multiple sources to provide organization-wide context.
- Initiatives should have been initiated to close patient safety gaps identified as risks or hazards to patient safety through one or more of the methods mentioned above where the resulting data was used to drive the initiative.



Culture Measurement, Feedback, and Intervention (1 Award)

Military Treatment Facilities that have used the DoD Patient Safety Culture Survey results to undertake or implemented specific interventions to decrease patient safety risks while promoting a culture of safety.

- While the goal of culture measurement is to institute changes to continuously improve the culture of safety, this category aims not to identify whether MTFs have definitively improved its culture of safety in the last twelve months. Instead, this category encompasses how facilities are using the culture survey data to make improvements in their MTFs to continue promoting a culture of safety.
- Initiatives in which the results of the DoD Patient Safety Culture Survey were used to drive new and/or refine existing patient safety interventions.

Application Process / Requirements:

Starting on September 6, 2011, all application packages must be submitted online via <http://www.health.mil/dodpatientsafety> . **The deadline to submit is November 4, 2011.**

Questions about the process can be addressed through your Service Representative or by contacting **John Courtney at 703-681-7180 or john.courtney.ctr@tma.osd.mil**

Only **complete** award packages will be accepted for evaluation. Once your award application/package has been reviewed for completeness and accepted by the Service Patient Safety representative, the award POC and the facility Commander will receive an acceptance email.

Award selections are made through an internal board process using seven to nine reviewers familiar with the DoD Patient Safety Program and with expertise in education, data analysis, and quality improvement and information management.

Award recipients/winners will be notified in early December 2011 through their respective Service Headquarters. Each award recipient will be funded to attend and present their winning initiative at the State of the Military Health System (MHS) Conference on January 30, 2012 thru February 2, 2012 at the Gaylord National Hotel and Convention Center in National Harbor, Md. In addition, MHS Leadership will present the awards to the **Commanders** from the winning facilities.

Application Instructions:

The award submission is designed to provide the evaluation committee with sufficient pertinent information relative to the patient safety improvement initiative's effect on improving the quality and safety of healthcare within the Military Healthcare System, and its applicability for implementation system-wide.

Applicants must respond to each of the four components (**Abstract, Design/Methods, Results, Conclusion**). Use the items under each component to help guide your responses. Responses



should be provided in concise factual statements. **Statements must be supported with quantitative information where appropriate.**

*****NOTE: Please DO NOT use facility identifying information in responding to the four components of the application.**

- Abstract: **(300 word limit)** Must include the following:
 - **Reasons** for the initiative, the factors that led to the initiative
 - Clear concise statement of the project initiative and **objective(s)**
 - **Description** of how the objective was achieved and measured
 - **Summary** of the quantitative information supporting the end result
 - **Conclusion**

- Design/Methods **(1000 word limit)**
 - Description of the initiative
 - Description of how initiative was designed and implemented
 - Resources that were allocated for the initiative
 - Fiscal and staff resources (Project Team Members)
 - Involvement of the organizational leaders
 - Educational requirements
 - Performance measurement
 - Description and definition of the measure(s) used
 - How data were collected
 - Amount of data collected (e.g. number of subjects)
 - Length of time over which data were collected
 - Source(s) of data

- Results **(1000 word limit)**
 - Describe the impact of the initiative
 - Brief description of how data was analyzed
 - How data were organized and displayed (e.g. descriptive statistics)
 - Timeframe for dissemination/feedback of data
 - To whom data were disseminated/feedback
 - Data tables/graphs
 - Describe how changes met the initiative's objective/goals
 - Describe how obstacles, resistance or other problems were overcome

***Note: Data must be summarized in a format that can be easily understood.

- Conclusion **(500 word limit)**
 - Did you meet the object(s) of the initiative? Explain.
 - Considers overall practical usefulness of the intervention demonstrated locally and types of settings in which this intervention is most likely to be effective.
 - Suggest implications of this report for further studies of improvement interventions.



***Note: Conclusions drawn from the analysis were based on, and supported by the data.

- o **Evidence** of sustainability of the improvements (provide data and/or other evidence)
- o Support with facts/data why you believe this initiative can be replicated in other healthcare settings that provide the same service or serve the same type of population

****Supporting documents in PowerPoint, Excel, Word, and, PDF formats will be accepted and can be uploaded before submitting your award package.****

*****Note: If there were any publications or publicity as a result of the project/initiative, please attach at the end of your application.**

Example of Application Scoring Guide Used by DoD Reviewers

Evaluation criteria has been developed and assigned weights for the questions in the DoD Patient Safety Award Application. These criteria and weights have been incorporated into the scoring tool. The evaluation criteria describe what should be in place to meet basic expectations and are scored on a scale from 1-5:

5 – Response demonstrates excellence and indicates that the organization significantly exceeds normal expectations for the criteria. Strong supporting evidence and analysis are provided

4 –Response demonstrates that the organization has gone above and beyond the basic expectations outlined in the evaluation criteria. Supporting evidence and analysis are provided.

3 –Response demonstrates competence and meets the basic expectations indicated in the evaluation criteria.

2 – Response falls short of some of the basic expectations listed in the evaluation criteria. All criteria components are present but significant gaps or weaknesses are identified.

1 – The response does not meet the minimal expectations indicated by the evaluation criteria. Some criteria components were not included.

Each score will be multiplied by the appropriate weight to obtain the item score. The final score will be the sum of all the individual weighted scores.

Criteria Point Weight X Criteria Score (1-5) = Total Points



An example scoring sheet used by the evaluators is seen below.

<i>Patient Safety Award Scoring Sheet - 2011</i>			
Facility:			
Project:			
Contact:			
Evaluator:			
Evaluation Criteria	Criteria Point Weight	Criteria Score (1-5)	Total Points
Abstract			
The abstract clearly and briefly states: <ul style="list-style-type: none"> • Background • Objective of the initiative • Methods • Results • Conclusion 	10		
Design/Methods			
Description of: <ul style="list-style-type: none"> • Initiative • Design • Implementation • Resources utilized • Performance Measurement <ul style="list-style-type: none"> • Measures/Tools Used • Data Collection Method • Amount of / Source of Data Collected • Length of initiative/study 	20		



Results				
	Describe: <ul style="list-style-type: none"> • Impact of initiative/study • How data was analyzed • Provide data tables/graphs • Achievement of Objective • Obstacles/Resistance 	20		
	Interpretation of the performance measure data is consistent with recognized principles of data analysis. <ul style="list-style-type: none"> • Data must be summarized in a format that can be easily understood • Conclusions drawn from the analysis were based on, and supported by the data. 	20		

Conclusion				
	<ul style="list-style-type: none"> • Did you meet the objective(s) of the initiative? Explain. • Considers overall practical usefulness of the intervention demonstrated locally and types of settings in which this intervention is most likely to be effective. • Suggest implications of this report for further studies of improvement interventions. 			
		15		
	The initiative demonstrates sustainability over time and has been integrated into the daily activities of the organization. <ul style="list-style-type: none"> • Improvement has been sustained over time The initiative demonstrates a potential to be replicated across the MHS <ul style="list-style-type: none"> • Initiative has the potential to be reproduced in other organization or other areas within the organization 	15		
	Total Score			