

Application Checklist for UNIVANTS of Healthcare Excellence Award

To strengthen your application score and to avoid unnecessary disqualification, please use the checklist below:

Is your best practice written in a way that is easy to understand?

Judges will score from perspectives across disciplines; therefore, not everyone will be an expert in the area of your application.

- Ensure all acronyms are defined.
- Use attachments in supplemental data if complex explanations are needed.
- Could someone outside your organization understand your project using only the explanation in the high-level summary?
- Every detail within your application should aid the judges in comprehension and work toward maximizing scores.

Is there a specific KPI (Key Performance Indicator) for every metric provided?

If the judges do not understand the KPI being measured, it could disqualify the metric and potentially, the application.

Is every KPI associated with the correct stakeholder?

Example: Earlier diagnosis is a patient benefit and therefore a patient KPI.

Judges can disqualify KPIs if they are not associated with the right stakeholder. This could invalidate the KPI and potentially, the application.

Do you have multiple metrics associated with the same KPI?

To maximize your score, enter each unique metric as a new KPI, even if the KPI is the same.

Example: Applicant selected KPI of Reduced Mortality. The metrics provided include reduced infant mortality by X% and reduced maternal mortality by Y%. For maximum scoring, the first KPI entry of reduced mortality can have the metric for infants, whereas a separate KPI entry of reduced mortality can have the metric for mothers.

Example: Applicant selected KPI of improved patient experience with metrics of Reduced Length of Stay and Reduced Invasive Procedures within the same KPI.

For maximum scoring, improved patient experience can be listed as two separate KPIs, with the first supporting metric of reduced length of stay by X days, and the second supporting metric of reduced invasive procedures by Y%.

Every KPI is multiplied by impact factor; therefore, if more than one metric is included in the same KPI, your application will be underscored.

Does every quantitative metric show a measurable difference?

A quantitative metric tends to include a numerical indication of change.

Details help the judges understand the impact and value.

Does every qualitative quote include a named source?

- If there is no name, the KPI is disqualified.
- If the name is a category (i.e., an unnamed patient) consider sourcing the quote from a stakeholder who can speak on behalf of that category.
Example: A clinician can speak on behalf of their patients.

Have all supporting documents been uploaded with your application submission?

- The application database requires all supporting documentation to be submitted in a single zip file.

Have you printed and reviewed a PDF of your application?

- Character limitations exist and can lead to truncated text when copy and pasting.
- If more content is needed than space provides, please address with supporting documentation in the supplemental zip file.

Any questions, concerns or comments can be submitted to the award Administration Team at UNIVANTSoHealthcareExcellence@Abbott.com.

The award Administration Team has no role in the scoring process and is a resource to aid applicants with their submissions.