



## CAA 2022 Awards for Excellence Rules and Regulations

The annual CAA 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.

Their aim is 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 2020. 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.
- The CAA Awards Online Platform is: <https://caa.awardsplatform.com>

### Award Categories

There are six 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.

Categories for entry are:

#### 1. Excellence in Patient Care (patient experience improvement or innovation)

This category is looking at patient experience improvement or innovation. Previous submissions looked at mental health responses, individual patient stories, community paramedicine, and assisting high frequency 000 callers. Each service is emboldened to examine ways that their organisation has assisted specific patient cohorts where learnings were of the benefit for the field of paramedicine.

#### 2. Excellence in Staff Development (education improvement or innovation)

This category is looking at education improvement or innovation in fields of:

- Program design, delivery, assessment and accreditation.
- Professional development, skills maintenance and practice standards, including community education
- Research and/or innovation supporting evidence-based practice.



Previous submissions looked at leadership development, programs implemented around mental health of Ambulance staff, and community education campaigns. Each service is challenged to explore areas where improvements have been made in staff development, and how these resonating changes have improved the evolution of paramedicine.

**3. Excellence in Leadership (management practice and operational improvement and innovation)**

This category is looking at management practice and operational improvement and innovation in:

- Management culture, open communication, accountability, management development, professional standards and diversity of workforce.
- Operational protocols, work practices. (Related to how service delivery is provided)

Previous submissions looked at accountability in leadership, enhancing opportunities for junior managers, taking the lead in occupational violence, and increased health outcomes for ATSI people. Each service is encouraged to analyze the programs they have implemented that pave the way in leadership for future generations of paramedics.

**4. Excellence in Technology (innovation or capability)**

This category is looking for innovation or capability in fields of equipment, communications and information systems. Previous submissions related to electronic PHCRs, demand resourcing for patient transport, integrated CAD programs and improving analytics to drive performance. Each service is encouraged to reflect on how their organisation has used technology in the past twelve months to enhance patient outcomes, staff performance or response capacity.

**5. Excellence in Clinical Practice (innovation or capability)**

This category is looking at innovation or capability in fields of skills mix, pharmacology and clinical intervention. It relates to patient treatment and outcomes. Previous submissions focused on high performance CPR, cardiac arrest outcomes, stroke protocols and improvements in pain management. Each service is encouraged to reflect on how their organisation has excelled in clinical practice with breakthrough moments that saw cutting edge techniques implemented to revolutionize the world of paramedicine.

**6. Excellence in Mental Health and Wellbeing (innovation or operational improvement)**

CAA welcomes the introduction of this new category in 2021. With mental health in our patients and our staff such a prominent focus in the field of paramedicine in the past decade, we are seeing exciting innovation and excellence by all. Each service is encouraged to continue to shine in this field and share with us their innovation and improvements in mental health and wellbeing.

## **The Star Award**

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.



## 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 – 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 Chief Executive Sign Off Form is to be submitted to complete the entry.

All submissions are to consist of the following:

Subtitle	Explanation	Word Count
Summary	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 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.

Criteria	Explanation
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

## Selection Panel

The awards selection panel will comprise of 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 on the 8<sup>th</sup> March, 2022.
- Winners will be announced at the annual CAA Awards for Excellence Gala Dinner, 12<sup>th</sup> August 2022 at Dockside, Darling Harbour, Sydney.
- 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 Publication will be prepared using submitted summaries which will be available at the CAA Awards Dinner and online at the 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 CAA Awards Dinner.

## Awards Timeline

22 <sup>nd</sup> November 2021	Awards Nominations/Platform opens
14 <sup>th</sup> April 2022	Awards Nominations/Platform closes
26 <sup>th</sup> April 2022	Judging commences
27 <sup>th</sup> May 2022	Judging concludes
8 <sup>th</sup> June 2022	Finalists announced
12 <sup>th</sup> August 2022	Winners announced at CAA Awards for Excellence Gala Dinner

Please address all enquiries to Anna Johnson [pa@caa.net.au](mailto:pa@caa.net.au) and 0438 542 549

Thank you & good luck with your entries.

David Waters  
**Chief Executive Officer**  
Council of Ambulance Authorities