



DIANE THORNLEY Memorial 'OUT-OF-THE-BOX' AWARD

Background:

The purpose of this award is to honour the successful candidate for outstanding creativity in the management and resolution of a particular infection prevention and control (IPAC) issue or in the development and initiation of an innovative or ingenious educational project. This award is not a research proposal.

The "Out of the Box Award" was founded by Diane Thornley upon her retirement. Diane was a long time IPAC practitioner and one of the founding members of IPAC CANADA and IPAC-CSO. She passed away in 2016. This award will continue to honor her memory and the significant contributions she made to IPAC in our region.

Eligibility Criteria

1. Candidates and recipients of this award must be IPAC-CSO members in "good standing" (paid dues, regular meeting attendance). Refer to IPAC CANADA and IPAC-CSO terms of reference for specifics.
2. The award is for the creative application or problem-based approach within the previous 12 months to one or more of the following:
 - Implementing or effecting change related to basic IPAC practice
 - Implementing or effecting change related to implementation of guidelines or best practice
 - Providing education to staff, patients/clients/residents in various health care settings or the general public about IPAC
 - Solving a specific IPAC issue or problem encountered in a health care setting

Application Process

1. The application is due by the **June Chapter meeting**. (Note: **Each February**, IPAC-CSO **members will be reminded** about the June Chapter meeting application deadline). All applicants with eligible submissions will be required to give a 10-15 minute presentation describing their initiative at the September Chapter meeting.
2. The "Out of the Box Award" information is posted on the IPAC-CSO website
3. The candidate must submit the following to the President-elect:
 - a. A maximum 250 word point form description of the creative project or problem based approach, including details of the positive outcomes (as applicable)
 - b. A separate page containing the candidate's contact information.
4. The candidate will forward the application and contact information to the President-elect by e-mail by the due date (as above).
5. If there are a large number of submissions a maximum of 3 candidates will receive an award in any given year.
6. Any applications received after the due date will not be considered.

In instances when the award is being applied for by a group of people or a team, a lead name must be designated for communication purposes with the awards committee. If a "team" is successful, then the lead is responsible to identify all team members who were involved in the project and ensure the award is equitably distributed. Maximum of one topic, project or theme per submission. The team lead for each submission must be identified and a member of IPAC-CSO. **Award**

Process

1. The Awards Committee will be comprised of 2 members of the current executive and 3 other members at large. The committee membership will be announced at the June meeting.
2. Committee members must recuse themselves from any vote that involves a project submitted from their organization
3. Applications received will be reviewed by the Awards Committee to determine whether they meet the award criteria. If the application does not meet the criteria, the candidate will be informed and invited to reapply.
4. The successful applicants will then be informed that they will be required to give a 10-15 minute presentation describing their initiative at the **September meeting**. Note: There must be a quorum (as per IPAC-CSO Terms of Reference) for the award to be presented, voting to transpire, and a winner to be declared. If a tie occurs, then voting must continue until a winner emerges. If there is no quorum, then the awards process will stop and resume at the next meeting where quorum is attained.
5. At the September meeting all members will be provided with a ballot with which to score the submission(s).
6. All ballots will be gathered by a member of the Awards Committee or their delegate and tallied.
7. If there is only one application, the membership should vote and a minimum total score of 36/45 (80%) achieved for a winner to be declared.
8. The Chair of the Awards Committee will announce the winner(s) and present the award at the same meeting.
9. The winner will receive the monetary award from the IPAC-CSO Treasurer. In instances where a “team” has been successful, the monetary award will be issued to the designated lead indicated on the application form.
10. The name of the successful recipient (or recipients in the case of a “team” success) will be posted on the IPAC-CSO website to remain in perpetuity.

Voting Criteria

Criteria	Possible Point Value
1. The issue/problem/education is IPAC specific.	/5
2. The project was creative and innovative.	/5
3. An effective resolution or outcome was evident (such as a change in staff behaviour)	/5
4. The project is credible, valid and reliable	/5
5. There was a unique solution or angle to the problem/issue	/5
6. Implementing of effecting change related to basic IPAC practice	/5
7. Implementing or effecting change related to implementation of guidelines or best practice	/5
8. Providing education to staff, patients/clients/residents in various health care settings or general public about IPAC	/5
9. Solving a specific IPAC issue or problem encounter in a health care setting	/5
Total Possible Value	/45