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| **Section** | **Hints and Tips (for applicants)** | **Scoring Guidance (for shortlisting panel)** |
| What is your idea?  (maximum 100 words) | * Keep it simple * Keep your idea relevant   + How does it link to Quality priorities, Trust strategy, Trust priorities   + How does it link to our Trust vision and values. * Be as clear as possible, avoiding jargon and abbreviations – don’t assume the evaluation panel will know what you mean * If you refer to an IT system, do explain what the system does (in general terms) so everyone knows what you mean | 1. Fabulous idea – this is truly transformative and innovative and could be used across the Trust. 2. Very good idea but may be limited    1. In areas it could be applied across the Trust    2. By its complexity 3. Good idea but not particularly innovative or exciting 4. Dubious about this idea, think I understand it but not sure 5. I can’t really get what was meant by this idea |
| What are the intended benefits?  (maximum 250 words) | * Benefits can be in all sorts of areas, for example:   + - Money     - Time     - Resources     - Being able to see more patients in the same amount of time     - Helping patients become more self-reliant, freeing up time for other things * Are these benefits realised in the first year only or are they repeatable? * How quickly would any benefits be achieved? * How easy is it to achieve the benefits? * Will any “waste” be avoided e.g. materials, drugs, time | 1. Excellent. All known considerations addressed. Benefit improvements are likely to be achieved at a higher level than proposed i.e. financial saving or seeing more patients than anticipated. 2. Good. Benefit improvements have been considered and are likely to be achieved .e. financial saving or seeing more patients than anticipated. 3. Adequate. Benefit Improvement have been considered, however it is likely that the cost to introduce/implement may be higher than the budget and/or the benefits would not be quick or easy to achieve. 4. Poor. Benefit Improvements have not been considered and/or the cost of implementing the innovation is above the funding available and has multiple interdependencies. 5. Not Applicable / Unacceptable |
| Who will benefit from the idea?  (maximum 250 words) | * Benefits can be for our patients, relatives, your team, and the Trust as a whole. Be as clear as you can on who will benefit. * If you’re not sure what the benefits will be, maybe you can add something that will help you measure/show benefits if the project is implemented. * There may be many ways benefits can be shown, for example:   + - Team working     - Support for patients and their friends/family     - Helping patients help themselves | 1. This idea has wide-spread benefits and they would be relatively easy to achieve and demonstrate (measureable) 2. The idea has good benefits but they may be hard to realise and measure. 3. The idea has some benefits and/or they may not be easy to achieve or measure. 4. Little or no benefit from this idea, or limited scope to demonstrate the benefits. 5. Cannot see that this idea is beneficial. |
| What will the money be spent on?  (maximum 250 words) | * This section will be scored on whether you have given some thought to what the money will be spent on. General ideas and estimates will be helpful. * Where possible, please indicate what you have used for a cost bench-mark (why you think items will cost that amount) If you need ideas of how much things will cost, do ask other departments or colleagues. * If you need less funding, that’s good (we can support more ideas) so don’t feel obliged to use it all. * Try and be as accurate as possible, the budget is limited to the prize money so if your costings are way out, you may have a problem implementing (if you win) * Think about the timing of the spend – the funding is for this financial year (2021/22) and therefore needs to be spent by end of March 2021 | 1. The idea has a well-developed budget and we have confidence that it can be implemented within the budget. 2. The costs have been estimated - but we can’t see where the estimated costs have come from but feel they are realistic. 3. Some attempt has been made at budgeting but we feel there is not enough information to make an informed decision. 4. Budget too patchy, with insufficient information to make a decision. 5. No thought has been given to how the budget will be spent. |
| How will your idea be implemented? Please highlight what support you will need from other Teams, colleagues  (maximum 500 words) | * Do you know the tasks that will need to be completed before you can implement? This can be in broad terms. * Do you know who you might need to check things with?   For example, are there any health & safety checks required; what about IT support?   * Consider what support services may be available within the Trust and if you may need to access this to implement your idea (IT, Facilities, Transformation and Informatics etc. ) * Do you (personally) have enough time to implement your idea or will you be sharing the rollout with a team? * Do you have enough people to implement your idea and do they have enough time? * Do you have group decisions that need to be made before you can implement – how will you decide these? * If easier, use bullet points – as long as you describe how you will implement the idea. | 1. Well-developed implementation plan that shows that thought has been given to steps the team will need to take as well as who to interact with. The stages seem realistic and achievable. 2. Main steps have been described and some indication of other areas/services the team would need to interact with. The steps seem realistic and achievable. 3. Broad outline of the implementation shown, but not enough information to help us decide whether the implementation is realistic and achievable. 4. Limited details so it’s hard to see how this idea would be implemented or the details given do not seem realistic or achievable. 5. No details or details given are not realistic based on what we (as evaluators) know. |
| Are there any risks associated or linked to your idea?  (maximum 100 words) | * Your idea may not be risky, so don’t worry if you can’t think of any. Do explore the idea with people who may be able to help you, just to make sure. If you don’t feel there are any risks, please say so – it could be scored 10 points (don’t leave this section blank) * Risks can come in many guises. Here some types of risk:   + - Harm to service users, the public, or staff     - Being aware of increase demand for a service which if the idea was not implemented would cause problems for the service * Are there any risks that arise from not implementing your idea? * Are there any risks from implementing your idea? | 1. All very low risk or risks are very easy to manage. 2. Some risks, but they are either low impact **or** easy to manage. 3. Some risk that seem likely to occur. Some thought given to managing the risks. 4. Lots of risks and they seem likely to occur. Little thought given to managing the risks. 5. High risk and the risks seem likely to occur. No thought given to managing risks. |
| How will you ensure sustainably of your idea?  (maximum 250 words) | * If you will need funding after the initial investment, do you have any ideas how that can be found? * What support (non-financial) will be needed to keep the project running – do you have enough people who will keep this going? * You may wish to consider completing the NHS Sustainability tool, this will provide focus on what areas you may need to increase your focus on during the implementation phase. * Have you considered partnering with another organisation? | 1. Funding only needed for the first year and/or robust plan described for any money required to sustain the project. 2. Some funding may be needed for future years but the project idea describes how this will be achieved and I have confidence that it’s realistic. 3. Some thought given to future funding but it feels a bit sketchy. 4. Costs are likely to occur in future years and there is little indication of how this will be managed. 5. This seems like it will cost a lot to maintain the project for future years and it’s not clear where the money will come from |