



2012 Abstract Submission Instructions

This award is administered by the ASHP Research and Education Foundation and supported by a grant from the Cardinal Health Foundation.



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ASHP Research and Education Foundation Background

The ASHP Foundation is a charitable, non-profit, 501(c) 3 corporation organized as a public foundation in 1968.

Our Vision

As the philanthropic arm of the American Society of Health-System Pharmacists, our vision is that: Patient outcomes improve because of the leadership and clinical skills of pharmacists, as vital members of the health care team, accountable for safe and effective medication use.

Our Mission

The mission of the ASHP Foundation is to improve the health and well-being of patients in health systems through appropriate, safe and effective medication use.

The ASHP Foundation accomplishes this by:

- Sponsoring high-impact practice research leading to advances in patient outcomes;
- Educating and developing pharmacists and pharmacy staff as leaders and clinicians;
- Providing funding and programs that optimize the medication-use system and advance the direct and accountable patient care role of pharmacists;
- Encouraging innovation and adoption of best practices and new patient safety and quality initiatives;
- Providing recognition and support to diffuse best practices in research, education and practice; and
- Establishing partnerships, collaborations and strategic alliances to inform our mission and advance common goals.

ASHP Foundation Strategic Priorities

1. Facilitate and strongly support the pharmacy profession in advancing pharmacy practice models that foster pharmacists' leadership and accountability for patient outcomes.
2. Create demand for new models of pharmacy practice that leverage the expertise and unique abilities of pharmacists.
3. Drive the advancement of the technical, human and leadership competencies of pharmacists and pharmacy staff in complex and rapidly changing organizations.
4. Ensure the long-term financial sustainability of the ASHP Foundation.



Program Description

The Award for Excellence in Medication-Use Safety is a nationally acclaimed awards program that recognizes outstanding pharmacist leadership, teamwork, innovation and patient outcomes that demonstrate improvements in patient safety within a medication-use system in a hospital or health system. The award is designed to recognize pharmacist-led, multidisciplinary team efforts to improve patient safety within a medication-use system in a hospital or health system. The recipient of the award will receive \$50,000 and two finalists will receive \$10,000 each.

The Award for Excellence in Medication-Use Safety recognizes an interdisciplinary team in a hospital or health system that has: 1) taken systematic steps to produce improved outcomes related to key aspects of prescribing, dispensing, administering and/or monitoring of medication use; 2) demonstrated ongoing teamwork, coordination and communication to affect the quality and safety of the medication-use system; and 3) demonstrated an ability to sustain a record of improved quality, safety and reliability of performance within the medication-use system.

The goals of this program are to

1. Recognize continuous quality improvements within a medication-use system that are large in scope, effective in improving patient safety and are applicable to other health-care organizations;
2. Disseminate the results of these initiatives in order to foster expanded knowledge of medication-use best practices; and
3. Recognize outstanding pharmacy leadership that fosters interdisciplinary team efforts leading to improved quality and safety of a medication-use system.

Eligibility

Not-for-profit hospitals and health systems within the United States are eligible to apply for the award. The hospital or health system must be licensed by the state in which it is located and/or be accredited by an appropriate regulatory body such as The Joint Commission.

Previous recipients and finalists of this award program are not eligible for the ensuing five years after they were recognized as a recipient or finalist (e.g., the 2006 recipient and finalists would be eligible to apply in 2012).

Members of the ASHP Foundation Board of Directors and the ASHP Board of Directors are not eligible to apply for this program.



Abstract Description

1. Abstract

In 2012, an abstract screening component is being added to the Award for Excellence in Medication-Use Safety application process. Applicants are required to submit an abstract that describes their medication safety initiative. These abstracts will be reviewed by external expert reviewers. Based on results of the abstract review process, selected applicants will be invited to submit a full application for the award.

A concise description of your institutions' medication safety initiative should be provided in the abstract. **This description must not exceed 750 words.** Adequate information should be provided to enable reviewers to assess the following:

- Medication-Use System Initiative Scope
- Pharmacist Leadership
- Planning and Implementation
- Measurable Outcomes and Impact
- Innovation and Generalizability

It is imperative that applicants provide data that demonstrate the impact of the initiative on safety, therapeutic, economic, and/or humanistic outcomes. **Applicants will not be invited to submit a full application if their abstract submissions do not demonstrate an impact on patient-level outcomes.**

Applicants are strongly encouraged to review the [ASHP Foundations Award for Excellence in Medication-Use Safety web page](#) to become familiar with initiatives that have been recognized through this program in the past. The ASHP Foundation strives to recognize **novel initiatives** that enhance medication-use safety and quality.

All abstracts and accompanying abstract applications must be received by mail and uploaded to the ASHP Foundation FTP site as a PDF by 5:00 p.m. Eastern Time on February 3, 2012. Email submissions will not be accepted.



Selection Criteria

Abstracts and full applications for the awards program will be evaluated using the selection criteria listed below. These same selection criteria will be used during the site visit evaluations for determination of the recipient and finalist organizations. Below each criterion, examples of questions that will be considered by reviewers during the full application review are provided.

Medication-Use System Initiative Scope (15 points)

- Was the underlying medication safety problem or challenge quantifiable with reliable baseline data?
- Do the baseline data provide significant and compelling evidence of a medication safety problem or challenge that required performance improvement?
- Is the scope of the medication safety improvement initiative hospital/system-wide and broad in nature?
- Does the medication safety improvement initiative encompass multiple components of the medication-use system?
- Was the approach for ensuring interdisciplinary teamwork and cooperation innovative and effective?

Pharmacist Leadership (15 points)

- Is there evidence of the pharmacist's role in identification of the underlying medication safety problem?
- Is there evidence that a pharmacist led the implementation of the medication safety improvement initiative?
- Is there evidence of the pharmacist's role in analyzing outcome data, communicating results and assessing institutional impact?

Planning and Implementation (10 points)

- Was the medication safety improvement initiative implemented by an interdisciplinary team?
- Was the medication safety improvement initiative well-designed and based on comprehensive plans and timetables?
- Were the goals and objectives of the medication safety improvement initiative defined in advance of planning and implementation? Were reliable measures to determine success with the objectives developed in advance of planning and implementation?
- Is there evidence that during planning a process was developed to identify continuously barriers to implementation and respond to those barriers?
- Did the implementation plan include processes for communicating with and educating staff about the implementation of the medication safety improvement initiative?



Measurable Outcomes and Impact (35 points)

- Are data available that demonstrate a positive impact on the medication safety problem or challenge that required performance improvement? Do these data address patient-centered safety, therapeutic, humanistic and/or economic outcomes? Do the data show evidence of reductions in morbidity, mortality, preventable adverse drug events, inpatients' lengths of stay, hospital readmissions, emergency department visits and/or overall costs of care?
- Is there evidence that interim outcome data and other feedback were analyzed to determine a need for adjustments in the implementation plan, if applicable?
- Have the results of the project been communicated and utilized within the institution to enhance medication safety in other areas?

Innovation and Generalizability (25 points)

- Is the medication safety improvement initiative innovative?
- Is there evidence that the medication safety improvement initiative can be sustained in the institution over the long term?
- Can the components of the medication safety improvement initiative be adopted in other hospitals or health-systems?
- Have the results of the initiative been communicated to other health professionals and healthcare organizations via professional networks, professional meeting presentations and publication in the biomedical literature? If no, are there plans to do so?
- Did the initiative demonstrate an innovative approach to use of resources (i.e., dollars, staff time, techniques, and tools)?

Site Visits

Site visits will be scheduled for the hospitals/health systems that are selected as finalists. Each finalist will be required to coordinate a 1-day visit for an award selection panel that will allow for interaction with key members of the team who were instrumental to the development, implementation and maintenance of the medication safety improvement program. Additional documentation may be requested during the site visit.

Post-Award Activities

Recipient organizations are expected to participate in subsequent outreach and education efforts aimed at disseminating the accomplishments of the recipient organization. The recipient organization will attend the ASHP Midyear Clinical Meeting, coordinate a presentation at the ASHP Summer Meeting, participate in post-award media events, and submit an article for publication (if applicable) to a peer-reviewed biomedical journal. Descriptions of recipient's efforts will be communicated by the



ASHP Foundation and may be used for promotional purposes for the awards program. Organizational contacts may be requested to provide additional information.

The recipient organization will also be expected to host an on-site videotaping and participate in outreach and education efforts aimed at disseminating the outcomes of the medication safety program.

Itemized Application Instructions

Abstract Application:

1. Applicant information
 - Hospitals and health-systems that were recognized by the award program after January 1, 2007 are not eligible to apply.
 - The individual identified as the Team Leader will be the ASHP Foundation's point of contact for all communication related to this application.
 - The ASHP Foundation only provides awards to tax-exempt institutions or agencies in the United States of America.
 - The team leader must be a pharmacist.

Please note: members of the ASHP Foundation Board of Directors and the ASHP Board of Directors are not eligible to apply for this program.

Abstract Submission Information

We are currently experiencing technical difficulties with our FTP site. If you are applying for the New Investigator Research Grant, the PPMI Demonstration Grant, or the Award for Excellence in Medication-Use Safety please email your application as one PDF to foundation@ashp.org by the program deadline. Please also mail your application to the ASHP Foundation to arrive by the program deadline. If you have any questions, please call 301-664-8612.

Applicants are required to submit an abstract that describes their medication safety initiative. These abstracts will be reviewed by external expert reviewers. Based on the abstract review process, selected applicants will be invited to submit a full application for the award.



A concise description of your institutions' medication safety initiative should be provided in the abstract. This description must not exceed 750 words. **Adequate information should be provided to enable reviewers to assess the following, which should be included as section headings:**

- Medication-Use System Initiative Scope
- Pharmacist Leadership
- Planning and Implementation
- Measurable Outcomes and Impact
- Innovation and Generalizability

All completed abstract applications with accompanying abstracts must be received by mail and uploaded to the ASHP Foundation FTP site as a PDF by 5:00 p.m. Eastern Time on February 3, 2012. Email submissions will not be accepted.

The following must be submitted to meet the application requirements:

- Completed application form (Page 1)
 - Abstract, not to exceed 750 words
- **By 5:00 p.m. Eastern Time on February 3, 2012**, upload one (1) copy of the completed abstract application form and your abstract to the ASHP Foundation FTP site as one PDF. (Instructions can be found below.) **The file must be saved using the following file name structure: Award for Excellence Abstract _2012_Applicant's Last Name.PDF** (Example: Award for Excellence Abstract_2012_Smith.PDF)
- Send one (1) original, completed abstract application form and abstract via mail, to be received by 5:00 p.m. Eastern Time February 3, 2012, to the following address:
- Award for Excellence in Medication-Use Safety
Attn: Daniel J. Cobaugh, Pharm.D., DABAT, FAAC
Vice-President
ASHP Research and Education Foundation
7272 Wisconsin Avenue, Suite 200
Bethesda, MD 20814

The mailed application and abstract must be received by the ASHP Foundation by 5:00 p.m. ET on February 3, 2012.

How to upload your completed application and abstract to the ASHP Foundation FTP Site:

1. Scan the abstract application form and abstract **as one PDF**.



2. **The file must be saved using the following file name structure:**
Award for Excellence Abstract_2012_Applicant's Last Name.PDF
Example: Award for Excellence Abstract_2012_Smith.PDF
3. Right click on the Start button on the lower left side of your computer screen.
4. Click on Explore. (*Clicking on Explore will take you to Windows Explorer.*)
5. Type the following in the address bar <ftp://ftp3.ashp.org>.
6. Log in using the following credentials:
Username: applicant
Password: 20ashp!!
7. Double click on "Research and Education Foundation" to open the folder.

You will have access to the following folders:

Name ▲	Size	Type
Award for Excellence in Medication-Use Safety		File Folder
Literature Awards Program		File Folder
PGY1 Expansion Grant		File Folder

8. To upload your file, copy and paste the document into the Award for Excellence in Medication-Use Safety folder.

Note 1:

The ASHP Foundation strongly encourages applicants to test upload of applications, using the procedures provided above, in advance of the published application deadline date. Test files should be uploaded using the following file name structure:

Award for Excellence Abstract_2012_Applicant's Last Name_TEST.PDF

Uploading of test files will enable applicants to ensure that there are no institutional firewalls or other technology issues that will prevent application upload by the published application deadline date. If the applicant has difficulty with the upload of test files, the applicant should immediately contact their institutional information technology department to address any institutional FTP upload issues. Test files will be deleted by the ASHP Foundation.

Note 2:

After you upload your PDF, and if you refresh your Windows Explorer, your file will disappear from your view. You do not have read access; you only have access to write/upload.

Applicants should receive a receipt confirmation email from the ASHP Foundation within five (5) business days of application submission delivery date. If this email confirmation is not received,



applicants should immediately contact the ASHP Foundation at foundation@ashp.org to verify that the application and abstract was received.

Note 3:

If after accessing the FTP site you are given a Directory view as shown below, click **Page**, located on the site hand side of the toolbar, and then click **Open FTP site in Windows Explorer**. **The site must be opened in Windows Explorer in order to upload files.**



FTP root at ftp3.ashp.org

To view this FTP site in Windows Explorer, click **Page**, and then click **Open FTP Site in Windows Explorer**.

09/27/2010 11:03AM	Directory ac
05/04/2011 12:54PM	Directory Advantage
08/02/2011 09:17AM	Directory Advantage AMB Care
07/26/2011 05:46PM	Directory AJHP Vendors
08/17/2010 03:14PM	Directory ashp
09/25/2010 04:28PM	Directory ashp-drop-off
03/15/2011 08:06PM	Directory Drop Box
09/27/2010 01:32PM	Directory ESD
08/15/2011 12:58PM	Directory hart-hanks
08/04/2011 02:21PM	Directory IT
08/04/2011 03:08PM	Directory marketing
12/02/2009 03:35PM	Directory new practitioners forum
06/09/2010 01:27PM	Directory NRPC
02/04/2010 05:40PM	Directory pharmacy student forum
10/04/2010 02:34PM	Directory PPC
08/11/2011 12:20PM	Directory production
03/09/2011 07:09PM	Directory prprojects
08/10/2011 05:20PM	Directory pubs
06/21/2011 08:54AM	Directory Research and Education Foundation
11/29/2010 11:40AM	Directory SI
08/18/2010 02:47PM	Directory specpubs

Submission of Full Application and Narrative

Organizations will be contacted by the ASHP Foundation via email to provide a complete application and program narrative. Applicants will be notified of the status of their abstract submission no later than March 9, 2012. Only the top-ranked applicants will be asked to submit a full application and program narrative. The full applications will be due by Friday, April 27, 2012.

This award is administered by the ASHP Research and Education Foundation and supported by a grant from the Cardinal Health Foundation.