

## APPENDIX IV

# Checklist

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 clinical care initiative using only the explanation in the high-level overview?

### Is there evidence to support each included Key Performance Indicator (KPI)?

- If the judges do not understand the information or how it supports a measurable difference for the KPI, the KPI could be disqualified and in turn potentially disqualify the entire application.

### Is every KPI associated with the correct stakeholder?

- Judges can disqualify KPIs if they are not associated with the right stakeholder. This could disqualify the KPI and potentially disqualify the entire application.
- **Example:** Earlier diagnosis is a patient benefit and therefore a patient KPI.

### Have you maximized the use of metrics relative to the associated KPI?

- If more than one quantitative metric supports the same KPI and reinforces one another in a related way, they should be submitted as proof under a single KPI (e.g., reducing female and male mortality collectively supports overall 'Reduced Mortality').
- If more than one quantitative metric supports the same KPI but are independent from one another, they can be submitted as two separate metrics for the same KPI (e.g., quantitative metrics of reduced length of stay and reduced invasive procedures both independently support 'Improved Patient Experience').
- If two independent qualitative metrics support the same KPI, we recommend selecting the strongest quote and/or using multiple quotes as supporting evidence for the single KPI (e.g., two physicians of different disciplines providing quotes that speak to 'Improved Clinician Confidence').

### Does every quantitative metric show a measurable difference?

- A quantitative metric should include a numerical indication of change.
- Details help the judges understand the impact and value.

### Does every qualitative quote include a named source?

- All qualitative metrics (aka, quotes from relevant stakeholders supporting the casual relationship of impact) must be attributed to a named source and discipline. If there is no source or discipline identified, the KPI is disqualified.
- The source and the discipline should relate to the KPI. For example, a clinician can speak on behalf of their patients, whereas laboratorians may not. Similarly, administration can speak to 'Clinical Confidence or Satisfaction' of their staff, whereas laboratories may not.
- Other tips when submitting qualitative quotes:
  - Only submit content that is relevant to the KPI and ensure that the submitted content reinforces the KPI.
  - The same source cannot be used across multiple KPIs.

### 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 (see above).

Any questions, concerns or comments can be submitted to the Award Administration Team at [UNIVANTSoftHealthcareExcellence@Abbott.com](mailto:UNIVANTSoftHealthcareExcellence@Abbott.com).

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

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