

# Entry guidelines for health and social care professionals

2021

## About the awards entry guidelines

If you're reading these guidelines you or your team or service has either been nominated for an [Excellence Network Award](#) by a member of the Parkinson's community or a peer for making a real difference to Parkinson's care; or you've got a great piece of work that you really want to showcase.

Either way, these guidelines should give you everything you need to enter the awards. If you still have questions after reading the guidelines, get in touch with us at [excellence@parkinsons.org.uk](mailto:excellence@parkinsons.org.uk).

## Key dates

**30 April:** Stage 1 - awards entry abstract submission opens

**6 August:** Stage 1 - awards entry abstract submission closes

*Stage 1 entries shortlisted against entry criteria*

**13 August:** Stage 2 - award abstracts meeting entry criteria invited to submit e-poster and short supporting video

**10 September:** Stage 2 - awards entry e-poster and video submission closes

*Award e-poster entries judged by panel*

**8 October:** All finalists contacted

**28 October:** Excellence Network Awards ceremony

**4 November:** Excellence Network Conference

## 2021 awards entry process

Entry to the 2021 awards is a two-stage process of awards entry abstract submission, and awards entry e-poster plus short video submission.

The process will give you an abstract, and perhaps an e-poster that you can adapt to enter for other awards or conferences, or display in your organisation to draw attention to your project or initiative. The short video should bring your e-poster to life - tell us the story behind your entry, why you are entering the awards, and how your work aims to improve Parkinson's services. These videos may be used to showcase your work, and promote the awards, with your permission.

### Stage 1:

Submit an awards entry abstract (450 word limit) describing the initiative or person that you are entering for an award. Awards entry abstracts will be shortlisted against the relevant criteria for the award category, plus some general criteria for all awards.

The shortlisting panel is made up of Parkinson's UK colleagues from across the Excellence Network team.

**Deadline for awards entry abstract submission: 6 August.**

### Stage 2:

Successful awards entry abstract authors only will be invited to submit an awards entry e-poster, plus a three-minute supporting video for final judging and selection of winning and highly commended entries by the [awards judging panel](#).

We'll send further guidelines on creating an awards entry e-poster and short video to shortlisted entrants.

Shortlisted entrants will be invited into Stage 2 on 13 August.

**Deadline for awards entry e-poster and short video submission: 10 September.**

If you read these awards entry guidelines and decide that your work doesn't fit the criteria for the awards, and is more based in scientific research, consider submitting a conference e-poster abstract. You'll find out more on the [Excellence Network Conference webpage](#).

You can enter an awards entry abstract, as well as a conference e-poster abstract about different projects if you wish. You can not enter the same project for the awards and for a conference e-poster.

## Entrant availability requirements

At the time of Stage 1 awards entry abstract submission, ALL entrants must:

- Hold **28 October**, 5-8pm, in their diaries for potential involvement in the virtual awards ceremony. You are welcome to attend the awards ceremony whether you enter or not. Visit the [Excellence Network Awards webpage](#) to book your free ticket.
- Hold **4 November**, 2pm - 5.30pm in their diaries for potential involvement in the virtual conference programme either for involvement in the programme to answer questions on your project (award winners) or e-poster presentation (highly commended finalists).
- Be aware that you will need to attend remote briefing sessions on the event technology and run of show approximately a week before the awards ceremony on 28 October, to be ready for a 6pm awards ceremony start time. These sessions will address any concerns you have about taking part in the virtual event and help you to feel comfortable with the remote technology, if you've not used it before. We will provide dates and times for these sessions as soon as we can.

## Winner acknowledgments: awards platform or e-poster presentation at the Excellence Network Conference

Each award category will have one winner and one highly commended entry.

The short videos submitted by winning entries on the project or initiative described in their awards entry e-poster will be shown at the Excellence Network Conference on 4 November. Winners will take part in a live Q&A session where they will take delegate questions on their project or initiative.

Highly commended entries will have their awards entry e-posters displayed at the conference and should be prepared to answer any delegate questions they receive during the breaks - they will not have allocated Q&A time in the live programme.

Finalists will receive two complimentary conference tickets. This applies whether the entry is from an individual or team. If more than one award entry is shortlisted from the same individual or team, for example, where multiple categories have been entered, only one pair of complimentary tickets will be offered across all entries from that individual or team.

All entries to the awards will have their awards entry abstract included in the awards abstract book, which will be available for download at the awards ceremony, and from the [awards webpage](#) after the event.

## Categories and judging criteria

Each project or individual can only be submitted for one category. Teams or individuals may enter multiple, separate projects under different categories. Every submission will need a separate entry on the awards entry system.

Your abstract should show how your work has addressed the award category and general judging criteria.

### Categories

- **Innovation in practice**

Whether a new technique, patient pathway, using digital technology or adapting practice to meet challenges, this award acknowledges those who aren't afraid to try something new to drive up the standard of care.

- **Sharing learning and education**

The more learning is shared, the broader its impact. Creating a course to educate others, rolling out a new way of working based on project or research evaluation, cascading learning across multiple teams or organisations, or bringing people together to address a certain issue are all valid ways of sharing learning and educating.

- **Person-centred approach**

This award showcases work where people affected by Parkinson's are truly at the heart of everything that is delivered, from involvement in planning, to contributing to a continuous cycle of improvement. You should evidence that people affected by Parkinson's feel that their needs are met, and that they are listened to and valued.

- **Wellbeing and resilience**

In order to deliver a quality service, staff must be supported to look after their own wellbeing and resilience. Team initiatives to promote positive actions, Parkinson's teams who have embraced or adapted wider wellbeing initiatives, or people who go out of their way to support their colleagues all contribute to this.

### General judging criteria

Entries will also be judged against the following criteria:

- Demonstration of a clear link between the issue, service provision and impact. Please provide quantified evidence of an issue being identified and addressed by an individual, team or service, and evidence of the tangible differences (with outcome

measures or qualitative evidence) being experienced by the people receiving care, and/or staff working in the service.

- Evidence that the needs and input of people affected by Parkinson's were embedded in the development and implementation of the project, service or initiative.
- Evidence of proactive sharing with others through networking, delivery of learning, development of tools or joint working.

Great services address the issues that matter to people in the Parkinson's community. Therefore preference will be given to entries that address the [Excellence Network priority areas for improvement](#) identified by the 2019 UK Parkinson's Audit.

### **Minimum requirements for category judging**

Each category will need a minimum of three entries to allow a competitive process, and for judging to take place.

If fewer than three entries are received for a particular category, that category will not be judged and awarded.

If three or more entries are received for a category, but a highly commended and winning entry can't be identified, then that category will not be awarded.

### **Tips for writing your awards entry abstract**

Your awards entry abstract should be a concise snapshot of your awards entry project or initiative. It should clearly show how that project or initiative addressed the award category and general judging criteria. It should be presented using the headings and formatting guidance below.

### **Writing for a lay audience**

The Excellence Network Awards have been co-produced with, and will be judged by, representatives from the Parkinson's community. Please bear this in mind when writing your awards entry abstract and creating your awards entry e-poster.

To help you to do this:

- Focus on the key ‘take home’ messages of your initiative or project.
- Write in [Plain English](#) and avoid jargon and unnecessary abbreviations, technical terms or acronyms. If they have to be included, give a short explanation.
- Keep sentences short; under 25 words is ideal.
- Use an active, first person voice; for example “We decided”, not “It was decided”.
- The [NIHR INVOLVE Make it Clear campaign](#) has information on how to write a lay summary for research, with useful tips and resources.

## Referring to Parkinson’s

Many people living with Parkinson’s do not identify with the term “disease”. Due to this, we ask entrants to use [Parkinson’s](#) throughout the text of awards entry abstracts and e-posters, not Parkinson’s Disease. PD should not be used as an abbreviation.

## Word limit

The total word limit is 450.

This includes:

- Title: up to 20-30 words.
- Abstract body: up to 420-430 words.

## Authors

In addition to the lead author, you can enter up to four additional authors (five authors total).

For example, your entry might describe a project which another team has been instrumental in, or may describe how you or your team have used or adapted another team’s or organisation’s work or initiative.

These author names will appear in the downloadable awards and conference materials.

## Headings

Awards entry abstracts should be arranged as below with clear headings for each section:

- **Objective(s):** clearly and concisely describe what your initiative or project was trying to address, and how it relates to the relevant award criteria.
- **Intervention:** the key elements of your initiative or project, including who and what was involved and how, and the timescales. How it relates to the chosen category and general criteria.
- **Outcomes and next steps:** what was the main outcome of your initiative or project? What did you learn, how will you share this, and what are your next steps?

- **References:** A maximum of **two references** may be included in the body text. Any other references may be included on your e-poster.

## Formatting

- Remove any double spaces after full stops (abstracts should be single spaced throughout).
- Italics, bold, superscript, subscript, symbols and numbered/bulleted lists **are allowed** within your abstract submission.
- Images, tables or diagrams should not be included in your awards entry abstract, but can be included in your awards entry e-poster at Stage 2.
- You can choose to start latin words with or without a capital letter but please remain consistent throughout the document.

## Submitting your awards entry abstract

Abstracts will be submitted using the [Oxford Abstracts submission system](#).

We advise you to draft your abstract in a Word document, and then copy and paste it into the Oxford Abstracts system.

Remember, if your work is based in scientific research, or is exploratory with no final outcome or impact measurements yet, you can consider submitting a conference e-poster abstract instead of an award entry. [The Excellence Network Conference webpage](#) will tell you how to do this.

Contact us at [excellence@parkinsons.org.uk](mailto:excellence@parkinsons.org.uk) if you have any questions or need any assistance.

**Good luck; we look forward to receiving your entry for the 2021 Excellence Network Awards!**