

# Outstanding Practice Recognition Program

*A project of The Commission on Accreditation of  
Healthcare Management Education*

## *Information & Application*

### **About the Award**

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The CAHME Board of Directors has developed the CAHME Outstanding Practice Recognition Program to identify Outstanding Practices in individual CAHME accredited programs that can be shared with other CAHME accredited programs and candidates for accreditation. The CAHME application process allows programs to self-nominate an exceptional practice or have practices nominated by alumni or administrators. The practice must be linked directly or indirectly to CAHME Criteria for Accreditation. The nominated practices will be reviewed by a small panel and judged to determine if they are worthy of broad dissemination. The CAHME recognition program rewards and recognizes innovation, and promotes sustainable and replicable outstanding practices that lead to excellence in healthcare management education.

### **Eligibility**

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Applications are welcomed from all CAHME accredited programs, small or large, new or well-established. In reviewing applications, the Selection Committee will take into account the resources available to each program in terms of funding, staff and volunteers. There is no entry fee to participate in this competition.

### **Recognition of Winners**

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Winners will be announced during a special CAHME program held in conjunction with the AUPHA, ACHE, MGMA or other organization's annual meeting. All winners and honorable mention recipients are encouraged to participate in a formal presentation and workshop featuring the outstanding practices highlighted in the selection process.

A summary of the winning outstanding practices will featured in the fall issue of the [CAHME Chronicle](#). The winning application(s) will be available on the CAHME website [www.cahme.org](http://www.cahme.org) within three weeks of the formal awards presentation. All applications recognized for Honorable Mention will also be available.

## **The Selection Process**

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Applicants for the CAHME Outstanding Practice Recognition Program must submit their application electronically. The Selection Committee is an all-volunteer committee selected by CAHME from present or former CAHME Accreditation Council members and present and former Fellows. No member of the CAHME staff will serve as a voting member of the Selection Committee but staff will facilitate the process. All information submitted to the Selection Committee will remain confidential until a final determination has been made.

## **Feedback**

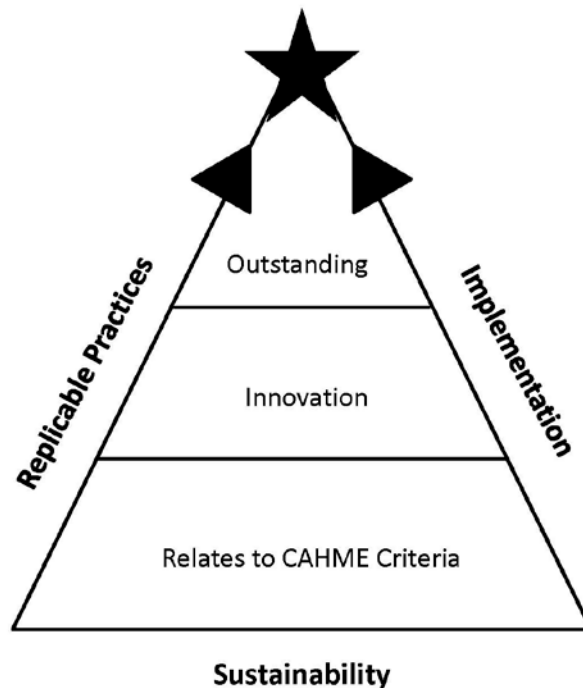
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All applicants will receive brief written comments from the Selection Committee. Comments will be shared with the Program's key contact via e-mail within 60 days of notification that the Program is no longer in consideration for the Recognition. Finalists will receive comments after the naming of the winner.

The purpose of the feedback is to provide observations on the Program strengths and weaknesses. It is hoped that the feedback can assist with improving practices for the Program as well as encourage greater success in future outstanding practice competitions.

## **What Matters in this Recognition?**

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**The CAHME Outstanding Practice Recognition Program recognizes innovation, promotes sustainable and replicable outstanding practices that lead to excellence in healthcare management education.**



## **Relates to CAHME Criteria**

The recognition program is designed to encourage programs to define a link for the outstanding practice to the CAHME Criteria for Accreditation.

The purpose of accreditation is to provide a basis for self-evaluation and collaborative peer review. The process is designed to contribute directly to educational quality and encourage programs to go beyond the bare minimum threshold to be granted accreditation. The Outstanding Practice Recognition Program is intended to push programs to develop practices that will take the program beyond the baseline to become outstanding for students, faculty and practitioners. CAHME continues to encourage programs to find better ways to assess student performance in light of the program's competence based curriculum.

## **Innovation**

"Innovation" is approaching a component of the program in a whole new way in order to bring stronger, faster or more effective results. Sometimes it is taking a practice and recognizing new ways to better use data, information and/or resources for greater impact. This may mean that instead of passively accepting the status quo, intentional decisions are made so that specific actions or results can be achieved. The Selection Committee looks for innovative practices that can be replicated by other programs and demonstrate sustainability and impact.

The Selection Committee recognizes that "innovative" ideas can change over time. As more programs adopt an innovative practice, the practice becomes an expected practice in most programs. This ever-changing shift is taken into consideration in the application process. A good example is "strategic planning." Perhaps a decade ago having a strategic planning process was viewed as innovative; now it is expected of all programs. Is there still an opportunity for an innovative strategic planning practice? Of course!

## **Outstanding Practices**

Program "outstanding practices" are techniques, methods, activities or processes in the healthcare management education sector that have been proven to achieve a desired result or performance level within the masters programs. For example, activities to acknowledge alumni volunteer contributions could be an outstanding practice for programs that use alumni volunteers because the acknowledgment will increase alumni volunteer commitment.

This CAHME Outstanding Practice Recognition Program honors those programs that are able to identify the outstanding practices that strengthened the program or services available to students, alumni and practitioners.

Examples of “outstanding practices” come in many forms; we consider the following points to be good indicators:

- A governance structure that moves the program forward.
- Program leadership that creates and sustains organizational change.
- A solid grasp of major management challenges confronting the program and evidence of concerted action to deal with the challenges.
- Fiscal responsibility in day-to-day activities, as well as broader vision for sustainability.
- Systematic, regularly conducted program-wide strategic planning process with input from all levels of the constituents.
- Effective use of advisory board members, preceptors and other alumni volunteers, including recognition of the changing expectations and availability of these volunteers.
- Systematic ways of evaluating how well the program is serving its various constituencies, responding to changes in student need, and addressing environmental/external changes in which the program operates; this covers not only outcomes and achievements of the program’s students and accomplishments, but its reflection on faculty achievements.
- Leadership, partnership and cooperation with other programs, schools, businesses and/or private organizations.
- Creative or entrepreneurial manner in approaching program challenges.
- Inclusiveness and diversity integrated into the program structure, leadership and governance.
- Overall improvement and achievement over a sustained period.
  - In cases where principal achievements are over a period of years, the Selection Committee will look for more recent developments that substantiate ongoing progress. In cases where progress is recent, the committee will look for the achieved results; the potential for achieving and sustaining success is not as strong of an indicator of outstanding practices as actual results.

## **Ability to Replicate & Sustainability**

Programs know that effective practices are difficult to accomplish and sustain. Two critical characteristics of the program are to identify outstanding practices that can be replicated by other programs and to ensure that the practice is sustainable.

Sometimes there is “only one way” or a practice is too program specific. While this may very well be an outstanding practice for one program, if it cannot be replicated as is or with minor modifications for other programs. This type of practice does not meet the Selection Committee’s criteria for selection.

The Selection Committee is also interested in learning how your program has sustained a successful practice over time. For example, a practice might be so complicated or too resource intensive that it is not feasible to systematically incorporate the practice in the normal administration of the program.

## **Application for CAHME Outstanding Practices Recognition Program**

### **Application Questions:**

Name of Outstanding Practice

Contact Name

Contact Phone #

Email Address

Contributors to Outstanding Practice

Date of Submission

### **Introduction**

The Outstanding Practice Recognition program seeks to recognize practices and processes utilized by CAHME accredited programs that improve the effectiveness and innovation of the particular CAHME program. An organization or individual wishing to submit an application for consideration should be aware of the following conditions:

- Practices or processes must be replicable Applications must be received by the posted deadline
- An unbiased team will make selections
- Decisions of the judges are final
- Winners must be willing to discuss their winning entry practices with other colleagues

Applicants should utilize the CAHME Criteria for Accreditation to determine if their outstanding practice is directly related to one or more of the criteria. The applicants are encouraged to imbed links to material available on the internet that is illustrative of the outstanding practice.

### **Summary:**

Provide a brief synopsis of the Outstanding Practice, including the problem or process targeted for improvement, how the team solved or alleviated the issue, and report major finding using quantifiable examples. The summary must reference one of the CAHME Criteria for Accreditation that the practice impacts.

Word Count 150 maximum

***Innovativeness:*** Outstanding practices must demonstration innovation, specifically in the areas of student achievement, teaching methods or community involvement. Describe how the practice demonstrates innovation.

Word Count 200 maximum

***General Description:***

Provide a general description of the practice. The general description section should include a statement explaining the extent of the Outstanding Practice; the general or specific issue investigated and the significance of the project. The statement should highlight how the project/study was useful.

Word Count 750 maximum

***Process:***

Describe who or what was studied and how the Outstanding Practice was developed and by whom. Describe the specific methods used to investigate, correct and improve the identified issue along the process, timeline and associated costs. Describe what tools were used and how the data was analyzed.

Word Count 600 maximum

**Results/Outcome:**

Describe the impact of the Outstanding Practice on the program, students, faculty, etc. Describe how the Outstanding Practice has made the program or process more effective, efficient, convenient, etc.

Word Count 300 maximum

**Conclusion/ Recommendation:**

Describe the implementation of the Outstanding Practice and how it addresses the issue it was intended to improve. What have been the unintended consequences? Should the results lead to specific next steps?

***To be considered an Outstanding Practice the practice needs to be replicable by other CAHME accredited programs.***

Word Count 300 maximum

**Contributors and Titles:**

***Signature of Applicant and Signature of Academic Head***

***Return Application by March 30, 2012 or September 30, 2012***

**To:**

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