

QUALITY & PROCESS IMPROVEMENT SUB-UNIT

CNM QUALITY/PROCESS IMPROVEMENT PROJECT AWARD GUIDELINES FY2019

Share your experience with a Quality Process Improvement Project and Win a Prize!

1st prize is FREE registration to the 2019 CNM Symposium (Valued at ~\$360). The “Top 10” projects will have the opportunity to display a poster at the CNM Symposium.

(CNM Symposium: May 2-4, 2019 in Atlanta, GA)

Expectations and Requirements:

Before you submit, be sure you understand and are able to comply with the requirements outlined below.

- If your project is selected as **1st prize winner**, you (or 1 representative) will be entitled to free registration to the 2019 CNM Symposium. All other symposium expenses (travel, lodging, meals, etc.) will be at your own expense. CNM will not cover nor reimburse for those expenses. However, there is no obligation for the 1st place winner to be in attendance at the symposium. Announcement of the winner will also be publicized in the CNM newsletter and on the website. (Note: 1st place winner will also fall into the “Top 10” requirements)
 - If your project qualifies for the **“Top 10”** you will be required to create a 2’x 3’ poster for display at the upcoming CNM Symposium. You may use your facility’s own poster template, or use the sample template provided on the CNM website. The printing and shipping of the poster to the venue will be at your own expense. CNM will not reimburse for those expenses. Only the presence of the poster is required at the symposium. Poster authors are not required to attend the symposium in person. However, attendance is encouraged. If poster authors are not in attendance, the QPI Sub-Unit Chair/Vice-Chair will be responsible for setting up the posters for display. (Note: CNM is not liable for lost or damaged posters)
 - In addition, the **“Top 10”** project authors will be asked to send a copy of the poster in PDF format for posting on the CNM QPI Sub-Unit section of the website to share with all CNM members since only a limited number of members are able to attend the CNM Symposium. This will enable others to learn from your best practice and will give you recognition for your contributions as a CNM member.
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Directions:

1. Follow the guidelines outlined in the following pages.
2. Complete the submission application form in its entirety and include the additional required components in the format requested.
3. Projects should be submitted via the [online form](#) with support documents via email to dmbelcher@partners.org by **6:00pm ET on March 1, 2019**. Please include **“CNM QPI Award Submission”** in the email Subject line.
4. Projects will be judged by a panel of peer CNM members. All entrants will be notified of results in April 2019.
5. For examples of QI projects, posters, and last year’s Top 10 winners [link here](#).

Submit by no later than: Friday, March 1, 2019 By 6:00 p.m. Pacific

Questions or Concerns?

Contact: Donna Belcher at dmbelcher@partners.org