

# Primary Care Centre of the Year

The Primary Care Centre of the Year will be judged on the applicant's 1000 words and supporting evidence.

Please include as much supporting documentation as possible to strengthen your application.

Heading	Details Required
1. Summary	In no more than 250 words, summarise why your Primary Care Centre deserves to win this award in 2019.
2. Operational Activities and innovation	The Primary Care Centre of the Year will be judged upon the most innovative primary care centre to date, applications should ideally show how your centre has transformed or refined its operations to cater for primary care functions needed in your area.
3. Staff Training & Co-ordination	Staff training and retention methods should be included, plus systems implemented to enhance patient quality care helping create a well-functioning care team. Client feedback is also important.
4. Compliance	It is important that each applicant provides information on compliance systems put in place to ensure and display cooperation with current standards / regulations (Example - HIQA standards) or similar where applicable.
5. Service Provision and the community	Applications should also list the services they provide and how they ease the pressure on surrounding hospitals. Applicants are asked to highlight the positive effect their centre has had on the surrounding community and their plans going forward to benefit upcoming generations.
6. Service User Feedback	Please give details of service user feedback to strengthen your application

## Essential tips for a successful entry

- A successful application must address all of the points above. Marks will be allocated only on the evidence provided.
- Use the above headings shown to highlight your answers to those specific questions.
- Include information on your exceptional successes during the year such as business systems, innovations or techniques that have reaped significant benefits. Concentrate on facts that can be substantiated.
- 4 extra pages (in addition to the original 1000 words) of charts and photographs, which are particularly important for the judges to be able to see your successes or innovations, can be included.
- Don't underestimate the presentation! - the better impression you make with the judges could improve your chances in a tight race. Please remember that ONLY THE FIRST 1000 words of core information (and the 4 pages of visuals/photographs of supporting material that you may have provided as an appendix) of your submission will be assessed.