

Please make sure you have read the Information for Applicants 2012 document before completing this form.

Please note: Your application MUST be completed using this form.

As the form is read only – you will need to save it under another file name prior to use
An application MUST be no longer than 3,000 words. Applications exceeding this limit will be excluded from judging.

APPLICATION FORM 2012

An application is to be based on the strategy or strategies of only one facility.

TITLE OF YOUR APPLICATION

Title of strategy:

APPLICANT DETAILS

Facility name:		RAC ID:	
Organisation:			
Contact Name and Position (must be a person from the facility or organisation):			
Address:			
Postal Address:			
Suburb:		State:	NSW
		Postcode:	
Phone:		Mobile:	
Fax:		Email:	
Date submitted:			

RACF DETAILS

Total number of allocated places:		High Care:		Low Care:	
Do you provide for special needs groups?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, which groups:		
Is this home ethno specific?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, which ethnicity:		
Rural or remote	YES <input type="checkbox"/>	NO <input type="checkbox"/>			
Number of Commonwealth funded residential aged care facilities operated by the organisation					

CONTACT DETAILS FOR MEDIA ENQUIRIES

(In the event that you become a finalist we require your organisation's media contact details)

In the event we are one of the finalist applicants we give permission to provide the following contact details for media enquiries.

Media contact name:		Position:	
Media contact details:	Phone:		Email:

PERMISSION TO PLACE PRESENTATION ON WEBSITES

(In the event that you become a finalist your PowerPoint presentation and contact details will be placed on the ACS NSW & ACT and ACAA-NSW websites)

Note: Please ensure you have gained consent for the use of any images in your presentation and have completed the Photo Consent form at the end of this document.

In the event we are one of the finalist applicants we give permission for the Powerpoint presentation which will be developed for the Awards Seminar to be placed on the ACS NSW & ACT and ACAA-NSW websites.

Signature of Approved Provider/CEO or authorised key personnel:	
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DECLARATION BY APPROVED PROVIDER OR NOMINATED PERSON

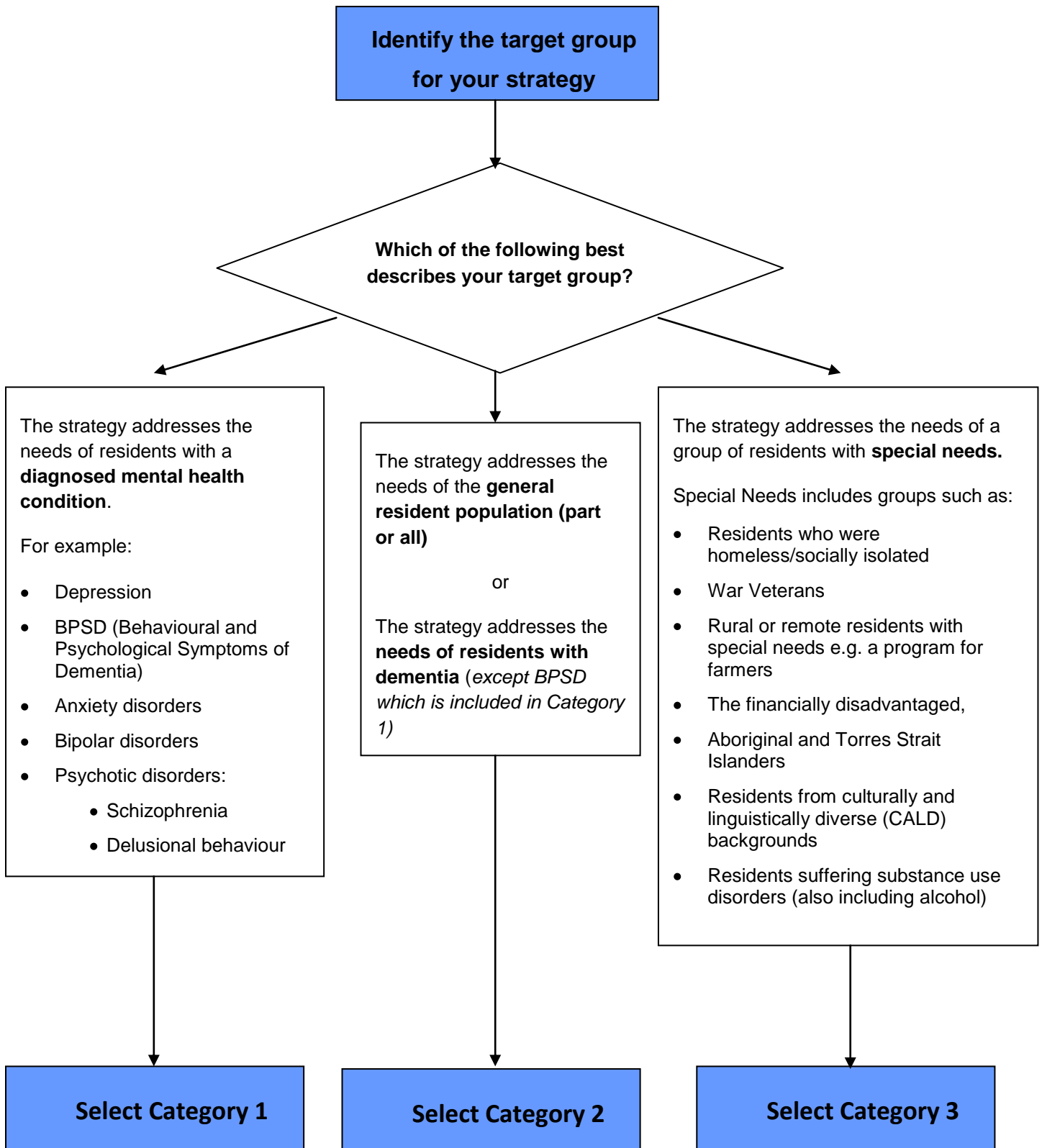
(Note this application cannot be submitted for judging if not approved by the AP or Senior person in the organisation)

I acknowledge that the information in this application accurately reflects the strategy implemented in this organisation.

Signature of Approved Provider/CEO or authorised key personnel:			
Print name and position:		Date:	
Contact details:	Phone:		Email:

APPLICATION CATEGORIES

Using the Category Selection Flowchart below, identify the category that is applicable and best fits your Application .



Tick the following category that best fits your application.

If you are unsure, pick more than one. The judges will make the final decision which category is appropriate and will advise you of any change.

A strategy can win in only one category.

- Category 1: Strategy to improve outcomes for residents with a mental health condition.**
(Some mental health conditions include anxiety disorders, depression, schizophrenia and bipolar disorders. Please note that dementia is not regarded as a mental health condition, and as such a strategy specifically targeting dementia would fall within Category 2. However, if your project is targeting a mental health condition secondary to the dementia e.g. BPSD¹ it may fit within Category 1).
- Category 2: Strategy to promote the mental health and wellbeing of residents by increasing protective factors² to reduce the risk of the development of symptoms of a mental health condition.**
- Category 3: Strategy to promote the mental health and wellbeing of residents with special needs by increasing protective factors to reduce the risk of the development of symptoms of a mental health condition.**
(Examples of special needs groups include veterans, financially disadvantaged, homeless older persons, Aboriginal and Torres Strait Islanders, residents from culturally and linguistically diverse (CALD) backgrounds, strategies specific to rural and remote communities, and residents suffering substance use disorders (also including alcohol))

Note: In the event that the judges consider an application has been entered in an incorrect category it will be moved to the most appropriate category and the applicant will be notified in writing.

¹ BPSD, Behavioural and Psychological Symptoms of Dementia. For further information refer to the International Psychogeriatric Association <http://www.ipa-online.org/ipaonlinev3/ipaprograms/taskforces/bpsd/intro.asp>

² Protective factors are factors in a person's life that promote mental health and wellbeing. These may include:

- A sense of attachment and belonging
- Supportive social networks (friends and family)
- Good relationships
- Life skills such as conflict resolution, anger management and problem solving
- Good social skills
- Positive coping skills
- Opportunities for control

DESCRIPTION OF STRATEGY

Please note that the following questions (headings) constitute the judging criteria. Your application will be assessed according to the quality of your responses. Ensure that the criteria are adequately and appropriately answered.

The check boxes provided under each question should be considered when responding to each question. These are for guidance and not the judging criteria.

1. Program design: Provide a description of your strategy describing how it was designed to achieve the mental health outcomes for residents and how it is innovative and / or it has changed and improved practice in your facility.

Provide a brief summary describing your project. Check that you have considered the following aspects in your response:

- Have you described the model or methodology used to implement your strategy?
- Have you clearly identified the objectives of your strategy? What you want to achieve?
- Have you identified how this is innovative and/or changed and improved practice?
- Have you identified and described your target group?
- What training was undertaken?
- Are there examples from the published literature that you can reference to support your project?

2. Needs analysis: Identify the need or rationale that prompted the development of this strategy.

Check that you have considered the following in your response:

- Have you clearly identified where the need for this strategy was identified (e.g. findings from internal quality processes, feedback from staff, residents or others)?
- Have you identified any research or literature to support the need for this strategy and to show evidence of previous effectiveness?
- How were stakeholders involved in identifying the need for this strategy e.g. resident feedback, audits of resident needs, staff involvement? Were residents and their families consulted, if appropriate?

3. Outcomes and effectiveness: Demonstrate that the strategy's objectives are being met and its effectiveness evaluated.

Check that you have considered the following in your response:

- How did you evaluate the effectiveness of the strategy against the stated objectives?
- What are the outcomes of the strategy?
- Have you included outcome data? Is it consistent and reliable data? For example:
 - If pre and post data is used, are the samples comparable?
 - If using indicators are there consistent definitions used?
 - Did staff require training in the evaluation method to ensure reliability?
- Have you considered both quantitative data and qualitative data? (Refer to *Information for Applicants* page 8 for examples).
- Is there a process in place for ongoing monitoring of your strategy?

4. Consultation: Describe the consultations and considerations you have made in the development and operation of this strategy e.g. with residents, family, friends, carers, the broader community or staff.

Check that you have considered the following in your response:

- Have you demonstrated that there was ongoing consultation with the stakeholders (e.g. residents, family, friends, carers, the broader community or staff) throughout the development of this strategy? For example, participation in meetings, surveys, suggestions etc.

Note: Consultation involves more than advising people of a strategy, it requires evidence of consumer input into the strategy.

5. Partnerships and collaborations: Describe the partnerships or collaborations you have made in the development and operation of this strategy e.g. with mental health services, specialised services, projects or experts.

Check that you have considered the following in your response:

- Have you clearly identified any external services, organisations, experts or community groups which you developed partnerships with during the project? (Refer to the *Information for Applicants* document page 10 for examples of some organisations which might be relevant).
- Have you identified how the partnership/collaboration benefited the strategy?
- If the partnership/collaboration is an essential part of the strategy, have you been able to show that ongoing input is sustainable to ensure continuing effectiveness?

6. Sustainability: Describe how you have ensured the sustainability of this strategy.

Check that you have considered the following in your response:

- Have you clearly described that this strategy is able to be continued in your setting?
- Have you demonstrated that this strategy is not dependent on one person to continue?
- Have you identified ongoing financial considerations?
- Is there a process for ongoing evaluation in place?
- Have you demonstrated that any partnerships essential to the strategy are able to be sustained on a long term basis?

7. Transferability: Describe how your strategy could be transferred into other residential aged care settings.

Check that you have considered the following in your response:

- Have you clearly described how this strategy could be transferred to another RACF?
 - Did you include the resources required and/or available for successful implementation?
 - Have you identified financial considerations when transferring this strategy to other RACFs?
 - How could you let other service providers in the aged care sector know about your strategy?
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WORD LIMIT

An application MUST be no longer than 3,000 words. **Applications exceeding this limit will be excluded from judging.**

SUBMISSION OF APPLICATION

Check that you have included the following to ensure your application will be considered:

- Email** your completed application form, using this form, ensuring all of the judging criteria have been addressed
Note: the questions in the boxes under each criterion are prompts and intended as a guide. Some may not be applicable to all applications.
- Signed and dated declaration** at the front of this document by the Approved Provider, CEO or Key Personnel in the organisation. Your application cannot be forwarded to the judging panel unless this is completed.

Note: You may provide **supplementary** material such as a DVD, video, or CD of no longer than five (5) minutes or a slide presentation of no more than eight slides. **Your application will not be judged on this material but it may be used as promotional resources for the PLAC project.**

Application must be received by **5pm Friday 29th June 2012**. Late applications will not be considered.

You are also encouraged to forward applications well before the closing time to avoid the risk of late receipt.

Early bird applications

The Project Officer for the Positive Living in Aged Care Awards is available to provide feedback on applications received by the 31st May 2012. This will provide applicants with the opportunity to follow up any areas which could be strengthened within the application prior to the closing date.

Where to send your application

Please email your completed application form to plac@agedservices.asn.au

How to access support

Advice and support to complete this application are available by contacting Diane Herr, Mental Health Promotion Project Officer on 8754 0400 or plac@agedservices.asn.au.

PHOTO CONSENT AND RELEASE FORM

The Positive Living in Aged Care Project often needs to include material, photographs or other visual images of people in publications or promotional material for the Positive Living in Aged Care Awards. Such material, photographs and images are used in a general sense and are not attributed with any explicit or personalised endorsement for the particular service being promoted or advertised and are usually for illustration purposes only. Materials, photographs and images used from your application may also be used after the event for publications as well as conferences.

To comply with Privacy Act 1988 (Clth) please indicate that you have gained consent from each person in the photographs you have forwarded for use in the Positive Living in Aged Care promotional publications including PowerPoint presentations.

Below is a list of publications in which these materials, photographs or images may be used. Please initial 'ALL' if you consent to the use of these materials, photographs or images in all publication or promotional documents listed below or alternatively initial the appropriate box/es.

I hereby give my consent (initial) to use and/or retain my photograph or image to use in publications for the Positive Living in Aged Care Awards.

- ACS, ACAA - NSW, and NSW Health newsletters and online publications.
- Online publication of all the Positive Living in Aged Care Awards finalists
- Conference brochures, presentations and promotional flyers for Positive Living in Aged Care Awards
- Beyond Blue website promotion of the finalist strategies
- Aged Care Channel promotion of the finalist strategies
- All of the above.

Name of facility/organisation: _____

Our facility / organisation has gained consent from each person appearing in these photos/images.

YES

Signature: _____ Printed Name: _____

Position in facility/organisation: _____ Date: _____

Signature of witness: _____ Date: _____

Printed Name: _____

Note: Your facility / organisation may withdraw or modify its consent at any time by writing to the Project Officer for the Positive Living in Aged Care Awards. However, any existing material in which your image was used under your previous consent agreement will not be withdrawn from use.

Please retain a copy of this form and if you do wish to revoke or modify this consent please complete the section on the next page and forward it to the Project Officer via mail or facsimile.

Revocation of Consent

To be completed if permission to use photos supplied to the Positive Living in Aged Care Awards project is withdrawn.

(Insert facility/organisation name), _____ wishes to revoke consent for the use of photographs or images by the Positive Living in Aged Care Awards project.

Signature: _____ Printed Name: _____

Position in facility: _____ Date: _____

