

Allied Health – Translating Research into Practice

The logo features the acronym "AH-TRIP" in white, bold, sans-serif capital letters, centered within a dark red hexagonal frame. This frame is set against a background of a red liquid-like substance splashing outwards from the bottom right corner, creating a dynamic, motion-filled effect.

AH-TRIP

Showcase Toolkit

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CONTENTS

1.	AH-TRIP Showcase Toolkit Introduction	4
1.1	Aim	4
1.2	AH-TRIP Showcase Toolkit use guide	5
Central elements	5	
Implementation examples	5	
Examples and templates	5	
The intended users:.....	5	
2.	AH-TRIP Showcase Components	6
2.1	Establish a working group	6
2.1.1	Documentation and meetings	6
2.1.2	Implementation examples	6
2.2	Implement planning actions	7
2.2.1	Submission, shortlisting and judging	7
2.2.2	Submission guidelines and assessment criteria.....	7
Guidelines.....	7	
<i>Example: Submission Guidelines and Assessment Criteria. AH-TRIP Showcase 2019 (see Appendix B).</i>	8	
Lay summary	8	
Managing submissions	8	
<i>Example: Written submission entry form questions. AH-TRIP Showcase 2019 (see Appendix D).</i>	8	
2.2.3	Implementation examples	8
Submission and awards categories	8	
2.2.4	Presentations	9
Time	9	
Templates	9	
<i>Template – Presentation Slides Template. AH-TRIP Showcase 2019 (see Appendix E).</i>	9	
2.3	Judging	9
<i>Example: Timeline of communication and commitments for Judges. AH-TRIP Showcase (see Appendix F).</i>	10	
2.3.1	Key TRIP assessment criteria.....	10
<i>Template: Judging Criteria and Scoresheet (word document or excel versions)</i>	10	
<i>Template: Judges Overall Winner ranking and order of merit.....</i>	10	
<i>Template: Judges allocation of Awards with rationale.....</i>	10	
Implementation example	10	
2.3.2	Certificates	11
<i>Template: Certificate for Participation – Named</i>	11	
<i>Template: Certificate for Award recipient - Unnamed</i>	11	
<i>Template: Certificate for Award recipient – Named</i>	11	
2.4	Event planning.....	11
2.4.1	Event planning checklist.....	11
2.4.2	Event budget	13

2.5 Sponsorship, prizes and gifts	14
2.5.1 Sponsorship – what, who and why	14
2.5.2 Prize conditions	15
2.5.3 Gifts	15
2.6 Marketing and communication.....	16
2.7 Evaluation	17
Reach	17
2.7.1 Registration information.....	17
2.7.2 Feedback survey.....	17
Appendices	19
Appendix A: Portfolio Management	19
Appendix B: Submission Guidelines and Assessment Criteria	20
Appendix C: Lay Summary Examples.....	26
Appendix D: Written Submission Entry Form	27
Appendix E: Presentation slide template	31
Appendix F: Timeline of Communication and Commitments for Judges	36
Appendix G: Judging Criteria and Scoresheet	37
Appendix H: Certificate for Participation	41
Appendix I: Final Event Program	44
Appendix J: Email Communication Potential Sponsor	1
Appendix K: Letter Advertising Sponsorship Opportunities	3
Appendix L: Prize Conditions Document Lessons Learnt Award.....	5
Appendix M: Save the Date	6
Appendix N: Advertisement in AHPOQ E-News	7
Appendix O: Event Marketing via Email	8
Appendix P: Email Invitation to VIPs	9
Appendix Q: Event Evaluation and Feedback Survey Questions	10

1. AH-TRIP Showcase Toolkit Introduction

1.1 Aim

The Allied Health – Translating Research into Practice (AH-TRIP) initiative aims to build the capacity of all health practitioners to embed knowledge translation within their usual practice. There are five key components of the AH-TRIP initiative (see figure 1), which provide a structure for planning and undertaking AH-TRIP activities, including *component 4: Showcase and Recognition*.

An AH-TRIP showcase is an event that celebrates, recognises and awards individual health practitioners and teams who have undertaken an AH-TRIP project or who enable and support TRIP by making clinical and policy level changes in the healthcare setting. The showcase features the best AH-TRIP submissions and prizes/awards are presented based on defined judging criteria.

This Showcase Toolkit (toolkit) outlines the key steps to recognise and publicise AH-TRIP activities, with a focus on planning and hosting an AH-TRIP showcase event. The learnings and resources developed for the annual Queensland AH-TRIP Showcase event provide the contents of this toolkit. Use this toolkit to plan both small and large events. For more information on the AH-TRIP initiative itself, please refer to AH-TRIP Toolkit.



Figure 1. The five components of the AH-TRIP initiative.

1.2 AH-TRIP Showcase Toolkit use guide

The purpose of the Showcase Toolkit is to:

- Describe the important features of an AH-TRIP showcase
- Highlight the factors that are key to the successful planning and hosting of an AH-TRIP showcase by identifying central elements and implementation examples for each showcase component
- Identify areas for evaluation to assess the reach of an AH-TRIP showcase
- Provide practical resources, templates and supporting materials to assist with planning and hosting a showcase.

The seven components to host an AH-TRIP showcase include the central elements required to implement a showcase and examples of implementation activities. Section 2 of this toolkit discusses each component.

1. Establish a working group
2. Implement planning actions
3. Judges and assessment criteria
4. Event planning
5. Abstract sponsors (optional)
6. Market the event
7. Plan to evaluate

Section 2 of the toolkit outlines each component in detail and includes:

Central elements

Undertaking the AH-TRIP initiative is contingent on a Hospital and Health Service (HHS) or local site completing the essential activities (central elements) of AH-TRIP. They are important for the successful implementation of the AH-TRIP initiative and are required to be undertaken unless otherwise stated.

Implementation examples

The implementation examples are activities and strategies that can be tailored to the broader HHS or local setting to support the delivery of central elements. The implementation examples are not exhaustive or mandatory to implement the AH-TRIP initiative.

Examples and templates

Examples and Templates from the AH-TRIP Showcase event that were used in 2019 (see Appendices). The templates can be modified for local use.

The intended users:

This toolkit is intended for use by anyone interested in hosting an event which showcases TRIP projects, including:

- Clinical researchers (novice or experienced)
- AH-TRIP Champions
- Health team leaders and managers
- Research fellows
- Workforce development officers
- Allied health executives
- Universities and research institutions

The name 'AH-TRIP' can be adapted for different clinical contexts, for example, 'N-TRIP' for nursing.

2. AH-TRIP Showcase Components

2.1 Establish a working group



Establish a working group

Whether the showcase event is intended to be large or small, it is important to have enthusiastic supporters to assist and infuse different ideas for types of recognition and celebration that are suitable for the local context.

It is essential to establish a working group for the showcase event to:

- Map out event details
- Identify what preparation and tasks are required
- Establish and formalise processes needed to run the event

Think strategically about what makes up a productive (and fun!) working group. Look for representatives from the relevant target audience, people with established networks, influencers and people with recognised expertise in TRIP. Working group member's responsibilities for the showcase should align with their strengths and interests.

2.1.1 Documentation and meetings

The frequency of meetings will depend on the needs of the group. When planning a statewide profession showcase event, it is recommended that the working group is established 12 months prior to the event, with meetings every two months for the first six months, followed by monthly or more frequent meetings as the event draws near.

It is important that minutes are taken, including a record of decisions. Action minutes are also important to keep a record of decisions and delegation of tasks with timeframes.

2.1.2 Implementation examples

Working group membership should consist of:

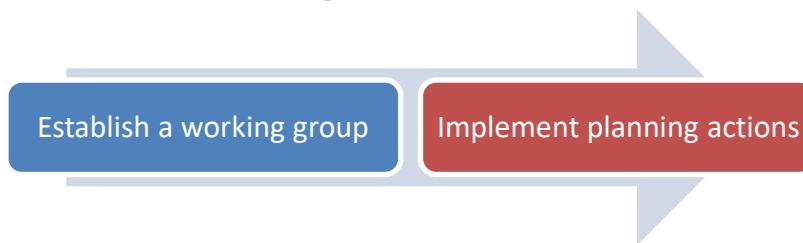
- A chair
- A secretary
- Representative/s from each involved department or clinical site within the organisation
- Representative/s from external organisations
- A clinician or researcher experienced in the TRIP process

Suggested key portfolio responsibilities allocated to members include:

- Submission management and judging
- Sponsorship and prizes (optional)
- Event communication and promotion
- Event planning

Example: Portfolio Management AH-TRIP Showcase 2019 (see Appendix A: Portfolio Management).

2.2 Implement planning actions



The statewide AH-TRIP Showcase awards are highly sought after and prestigious. The awarding of prizes in a showcase is optional, but regardless, the judging process needs to be transparent and articulated. It is also important to ensure any prizes meet the financial guidelines of the organisation (see 2.5.2 Prize conditions).

2.2.1 Submission, shortlisting and judging

The following diagram outlines a suggested process for planning the submission and judging process, as was utilised for the statewide AH-TRIP Showcase.

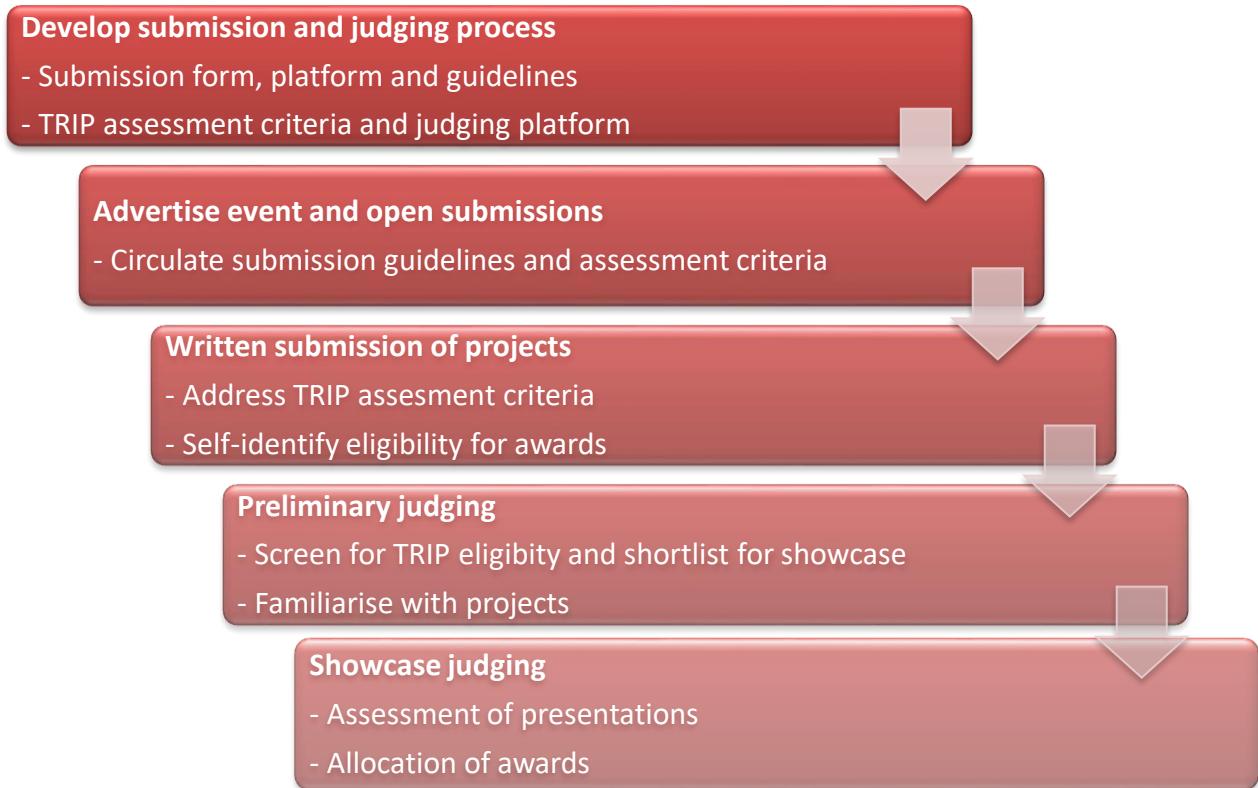


Figure 2: Suggested steps for planning the submission and judging process

2.2.2 Submission guidelines and assessment criteria

Guidelines

Submission guidelines must be comprehensive and a 'one-stop-shop' for information about the process and requirements to participate. Having a clear submission guideline will reduce the administrative burden and ensure high-quality submissions.

Guidelines should include:

- Eligibility criteria
- Key TRIP criteria for submission assessment
- Any awards (and eligibility for each)
- Schedule of key dates, e.g. submission deadlines, event dates
- Instructions for submission – step by step guide

*Example: Submission Guidelines and Assessment Criteria. AH-TRIP Showcase 2019 (see Appendix B: **Submission Guidelines and Assessment Criteria**).*

Lay summary

The focus of an AH-TRIP showcase, particularly for multidisciplinary audiences, is the TRIP process as opposed to the clinical content. It is recommended that applicants provide a short (100-150 word) lay description of the clinical background of the project to accompany the submission. A lay summary will allow:

- the focus of the TRIP project application to remain focused on the research translation process, outcomes and learning, rather than the specific clinical topic, and
- for the judge/s to gain an understanding of the clinical context, which may be required to interpret the project appropriately.

Example: Lay Summary Examples. AH-TRIP Showcase 2019 (see Appendix C: Lay Summary Examples).

Managing submissions

The number of applications and the event budget will determine how written submissions are collected. For small events, emailed submissions to a centralised account may be sufficient. For larger events with more applications, consider an online process using submission software such as *Judgify* or *SmartyGrants*

*Example: Written submission entry form questions. AH-TRIP Showcase 2019 (see Appendix D: **Written Submission Entry Form**).*

2.2.3 Implementation examples

Submission and awards categories

- Consider having multiple, separate submission categories with distinct criteria. For example, the AH-TRIP Showcase event in 2019 included a separate '*Enabling Implementation*' submission category in addition to TRIP project nominations. This category focused on awarding an allied health manager, team leader, or other senior staff who enable implementation of research translation. Refer to the '*Example Submission Guidelines and Assessment Criteria*' previously noted.
- Consider if certain awards will target areas that are a priority to highlight, support or promote. For example, the AH-TRIP Showcase supports a '*Lessons Learnt*' award, that recognises learning can occur even when projects do not go to plan. This submission needs to demonstrate reflection on what was learnt when things 'went wrong' planning and/or undertaking a TRIP project. Different submission guidelines and separate submissions may need to be included depending on the format and award categories chosen for the showcase event.

2.2.4 Presentations

Time

Allocate a specific time limit for each TRIP presentation, including time for audience questions. Consider limiting the number of project team members presenting to facilitate streamlined and cohesive presentations.

Templates

Providing presenters with clear guidelines and a slide deck template for the structure of their presentation will assist with maintaining focus on the TRIP process, rather than a clinical focus, and a consistent presentation structure. However, presenters may wish to use their department or institution logos/slide design templates.

*Template – Presentation Slides Template. AH-TRIP Showcase 2019 (see Appendix E: **Presentation slide template**).*

2.3 Judging



Selecting an appropriate judging panel is important for the reputation of the event and the experience of participants. The number of judges on the panel will depend on the size of the event; however, a minimum of two independent judges is recommended to limit bias.

What makes an appropriate judge?

An appropriate judge should be:

- An **enthusiast** about TRIP in health services
- **Knowledgeable** and **experienced** in complex health systems
- An **expert** in TRIP frameworks or implementation science
- **Supportive** of clinical innovation and risk-taking for improvement and appreciative of the value of small wins as well as large change
- **Available and willing** to give of their time, including reading and assessing applications to an agreed deadline, participation in shortlisting meetings (if needed) and attendance at the event.

Where sponsorship is secured for an event and a representative from that department or organisation is invited to be a judge, all conflicts of interest must be declared prior to the assessment of the TRIP projects. Usually, this would be completed formally at the start of a meeting or discussion.

Role of a judge

Judges will be required to:

1. Provide an initial assessment of the applications against key criteria to determine which projects will be shortlisted and included in the showcase event
2. Assess the project presentations at the showcase event, and
3. Determine winners of the awards and present certificates/prizes.

Example: Timeline of communication and commitments for Judges. AH-TRIP Showcase (see Appendix F: Timeline of Communication and Commitments for Judges).

2.3.1 Key TRIP assessment criteria

Assess TRIP projects through their submissions and showcase presentations based on how well they meet the following core criteria:

- The **clinical problem** that was addressed
 - The TRIP activity addressed a clinical question/problem area or aimed to impact the health service
- **Scientific rigour**
 - A critical appraisal process was undertaken to identify suitable research for clinical application
- **Implementation** phase
 - the process of TRIP activity, including how a TRIP framework was used to implement, document and disseminate
- **Outcomes**
 - planning of outcome evaluation or impact of translation, clinical application and benefits of research translation

Optional:

- A **discipline-specific component** related to TRIP

The following templates may be adapted for use (see Appendix G: Judging Criteria and Scoresheet):

Template: Judging Criteria and Scoresheet (word document or excel versions)

Template: Judges Overall Winner ranking and order of merit.

Template: Judges allocation of Awards with rationale

Implementation example

People's Choice Award

- Depending on expected audience numbers consider awarding a 'people's choice' for the TRIP projects showcased. Audience members may be invited to anonymously vote on their favourite presentation (not based on any selection criteria). This should be embedded as a question in the evaluation/feedback survey (see 7.2 Feedback survey), with an online method used to collect and count the responses automatically. Voting needs to be facilitated on the day, ideally with a member of the working group coordinating the vote in real-time.

2.3.2 Certificates

Consider providing named participation certificates for all shortlisted submissions and certificates for any awards that are determined before the event. Unnamed certificates will be required for awards that are determined on the day. A named version can be emailed to recipients after the event.

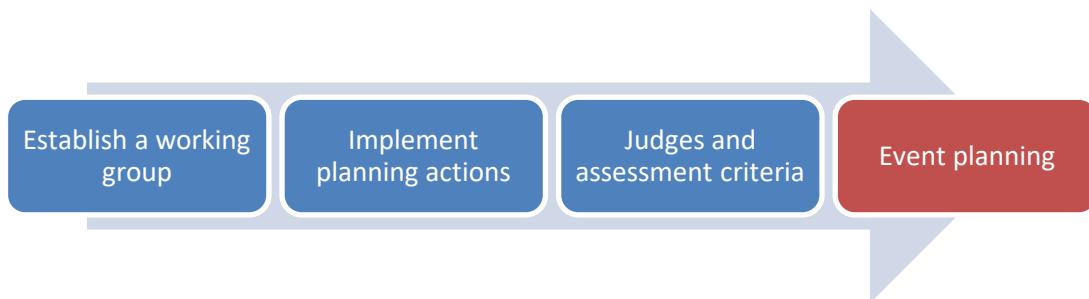
The following templates include suggestions for inclusion of event branding and sponsor logos (see *Appendix H: Certificate for Participation*):

Template: Certificate for Participation – Named

Template: Certificate for Award recipient - Unnamed

Template: Certificate for Award recipient – Named

2.4 Event planning



Planning for the event will largely depend on how far-reaching it is intended to be and who is invited to attend. Delegation of roles for the event is crucial in ensuring all components are successfully achieved. An event planning checklist has been provided below, outlining the various roles and activities to be completed. The optional items can be selected to scale up the event as required.

2.4.1 Event planning checklist

What to Plan	What to Consider	Check
Essential		
Event location	<ul style="list-style-type: none">Budget - large auditoriums may not be freely availableConvenience for presenters, judges and audienceVirtual space	
Timing of event	<ul style="list-style-type: none">Month/day/time acceptable for cliniciansTime appropriately prior to larger showcase event (e.g. national conference) if this is a feederDuration and time allocated to TRIP presentations and awards/prizes - Allocate timekeeper for presentationsLength of the event will depend on the number of presentations & time allocation - 2019 event was half-day with 12 presenters	

What to Plan	What to Consider	Check
Master of Ceremonies	<ul style="list-style-type: none"> • Introduction and conclusion content • Question moderation from online real-time submissions • Encourage participation in people's choice award • Perform acknowledgements of guests, supporters and sponsors as appropriate 	
Managing RSVPs	<ul style="list-style-type: none"> • Is event registration required – consider a free online event registration platform like Eventbrite. • Provide an option for online or in-person attendance to capture the total number of attendees. 	
Optional		
Catering	<ul style="list-style-type: none"> • Budget and caterer choice (sponsorship opportunity) • Timing in event • Catering makes the event more attractive and provides networking time and opportunities 	
Videoconference option	<ul style="list-style-type: none"> • Choose an appropriate platform (e.g. Organisation's specific Videoconferencing platform, Zoom or Teams) - Some platforms will allow recording of the event • Investigate all set up requirements and procedures and allocate a person to manage on the event day • Set up at least 30 minutes prior to the scheduled start • Organise IT support 	
Volunteer assistance	<ul style="list-style-type: none"> • Student or department volunteers • Assist set/pack-up, ushering, audience questions 	
Photographer	<ul style="list-style-type: none"> • Useful for post-event marketing • Presentation of awards/prizes with sponsors • Provide with a list of expectations (e.g. photos of award winners, crowd, attendees networking etc.) • Check if consent forms (e.g. Queensland Health Media) are needed for the use of images 	
VIPs	<ul style="list-style-type: none"> • Provide VIPS (Judges, heads of departments/ executive and sponsor representatives) with reserved seating and car parking options if possible • Contact early on to save the date 	
Event App	<ul style="list-style-type: none"> • Useful for larger events • Can host event program, presentation summaries, survey link & speaker contact details • Free (have advertising) or require cost • Example - EventsXD 	
Event WIFI	<ul style="list-style-type: none"> • Is availability required • Useful for completing an online evaluation survey 	

What to Plan	What to Consider	Check
People's Choice Award	<ul style="list-style-type: none"> Collection of audience votes Tallying of votes Allocate time in the program to increase the response rate 	
Social media	<ul style="list-style-type: none"> Share event in real-time Create event # Nominate working group or audience members to live tweet/post 	

For additional guidance on what might need to be considered in planning the event, here are some example documents from the AH-TRIP Showcase 2019, which will help (*Appendix I: Final Event Program*).

Example – Final Event Program. AH-TRIP Showcase 2019

*Example – Event Runsheet (de-identified). AH-TRIP Showcase 2019**

Example – Event App Instructions. AH-TRIP Showcase 2019

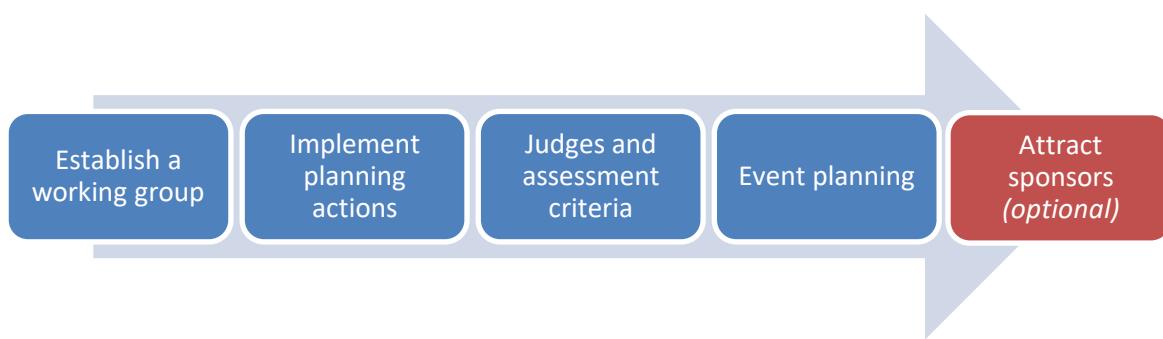
*The example 'Event Runsheet' is indicative of AH-TRIP 2019 event which hosted a large number (>100 in-person plus >100 videoconference) of attendees and sponsors; hence aspects may not apply to a smaller event.

2.4.2 Event budget

An explicit showcase event budget may not be required for smaller events; however, for larger events, the budget will depend on any internal or external funding allocations as well as any secured sponsorship. Considerations for budget management are listed below.

- Relevant organisational policies and procedures should govern the budget.
 - Seek advice from local finance/business managers with regards to local governance and accounting requirements.
- Incorporate budget management into the event planning portfolio and responsibility allocated to a working group member.
- Financial prizes can be managed between the sponsor and the recipient independently of the working group. The working group can confirm who the prize winner is with the sponsor after the event, however, invoicing and payment can be a transaction between the two parties. A follow-up reminder for the recipient to redeem the prize may also be beneficial in acknowledging the support of the sponsor.

2.5 Sponsorship, prizes and gifts



2.5.1 Sponsorship – what, who and why

Sponsorship support for prizes and gifts is optional, and the size of the event may dictate whether sponsorship and monetary prizes are appropriate. Sponsorship and awarding prizes can:

- Incentivise submissions for the showcase in the short-term and encourage the uptake of further TRIP projects in the longer-term
- Generate healthy competition
- Support the funding of other event components such as catering

Sponsors may include:

- HHS, hospital or profession-specific research foundations
- HHS or hospital executive
- University institutions associated with the HHS
- Professional associations and societies
- Relevant private companies with values aligned with the organisation
- Statewide networks

If securing sponsorship, it is recommended to start with the already established networks of the working group. Sponsors can support the showcase event by:

- Funding catering
- Providing prizes such as conference, seminar or event registration
- Providing money for professional development activities relevant to the health profession
- Providing lucky door prizes to encourage attendance on the day

In return for their sponsorship, sponsors may be offered:

- Opportunities to display banners during the event or logos and information on the program, slides, certificates and prior event communication
- Photo opportunities with their award recipients to use for their promotional activities
- The naming of a sponsored award
- A stand or marketing material circulated during the event

An example of direct email communication to a potential event sponsor and a generic letter advertising sponsorship opportunities are included in the Appendices.

Example: Email communication to a potential sponsor. AH-TRIP Showcase 2019 (see Appendix J: Email Communication Potential Sponsor).

Example: Letter advertising Sponsorship opportunities. AH-TRIP Showcase 2019 (see

Appendix K: Letter Advertising Sponsorship Opportunities).

2.5.2 Prize conditions

It is important to develop explicit conditions for each prize with the particular sponsor. The conditions should include details on:

- What the prize is
- How the prize is to be redeemed
- Who is eligible to redeem the prize (within the project team)
- What timeframe it must be spent/used
- Who to notify if the prize cannot be redeemed by the entrant who received it

See the below example of prize conditions document developed for a sponsored prize awarded in the AH-TRIP Showcase 2019.

Example: Prize conditions document Lessons Learnt Award. AH-TRIP Showcase 2019 (see

Appendix L: Prize Conditions Document Lessons Learnt Award).

Any sponsorship or donations must be managed per the host organisation's policies and procedures, for example, the *Queensland Department of Health Events and Sponsorship Policy and Standard*. The showcase is a strictly not-for-profit activity, and a transparent and defined process for managing funds with clear governance should be established and followed. Consideration must be given to:

- Alignment with the organisations' strategic priorities
- Approval for event management plans
- Responsible event management expenditure
- Insurance for the event
- Accountability for the appropriate use of donations/prizes
- A 'no strings attached' approach for either party
- A business manager or equivalent to provide advice and facilitate payment, receipting and record keeping

2.5.3 Gifts

Depending on the event budget and sponsorship, it may be suitable to arrange a small gift for each of the judges, which meets the organisation financial guidelines.

2.6 Marketing and communication



Developing a marketing and communication plan is an important step to ensure the event is successful for both presenters and attendees. It will also significantly influence the level of sponsorship that can be attracted in current and future years.

Understanding the audience's needs and expectations is also key to running a successful event. The AH-TRIP showcase has three main target groups:

1. Clinicians *participating* in TRIP as presenters
2. Clinicians *engaging* in TRIP as attendees at the event for professional development and support
3. Persons who can *enable* TRIP such as Directors, research fellows, members of the leadership team.

Therefore, the marketing and communication plan may need to include several strategies that target and involve the different types of clinician identified above.

Value co-creation is a key strategy recommended for marketing the TRIP showcase - The AH-TRIP team has employed this strategy over time to grow its showcase event from one small department to a statewide allied health event. Engaging the target audience in the concept, such as forming a planning committee or tabling the event at meetings across multiple departments at various levels early on in planning results in clinicians taking increasingly active roles in the creation of their value for the initiative and the event. Early engagement will likely result in more TRIP collaborators as opposed to just end users. Some key considerations include:

- The **reach and network** for communication depends on the eligibility criteria for submission and additional awards.
- The **intended audience** – engage early to collaborate on the event and send a **save the date** indicating whether there will be a video conferencing option and catering
- **Embed the event** into the relevant department professional development if relevant/possible. Send out the **program** with presenters and topics before the event (see Event Program example in *section 4 Event Planning*)
- Check with your organisations' media and communications unit about opportunities to use **social media platforms** to promote your event both internally and externally and ensure all communications meet the needs identified by clinicians and their line manager decision makers in short, sharp, catchy formats

Example – Save the Date. AH-TRIP Showcase 2019 (see

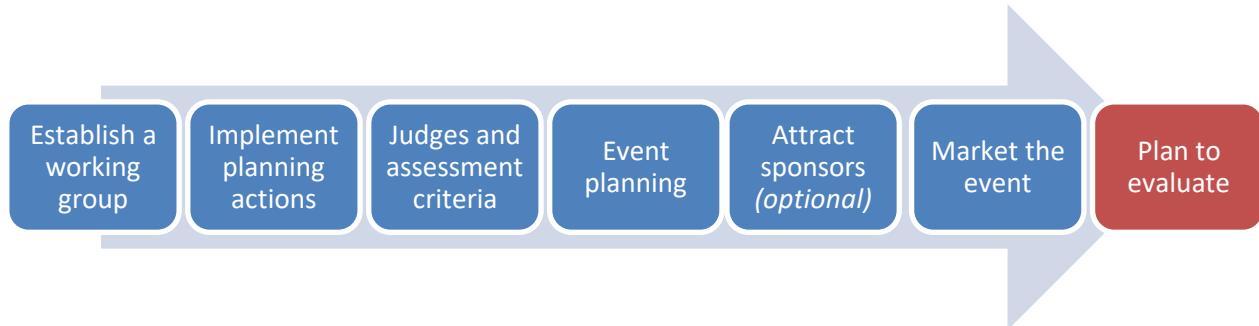
Appendix M: Save the Date).

Example – Advertisement in AHPOQ E-news. AH-TRIP Showcase 2019 (see Appendix N: Advertisement in AHPOQ E-News).

Example – Event marketing via email. AH-TRIP Showcase 2019 (see Appendix O: Event Marketing via Email).

Example – Email invitation to VIPs. AH-TRIP Showcase 2019 (see Appendix P: Email Invitation to VIPs).

2.7 Evaluation



Just as evaluation is a key part of the TRIP process, it is also important to evaluate TRIP showcase events. Evaluation assists the working group to understand what went well, what the audience learnt and what could be improved, including for future funding applications or sponsorship attraction.

Hot tip: Consider having an expert inform the evaluation process, (who may or may not be a member of the working group).

To align with the broader evaluation of the AH-TRIP initiative, a minimum set of evaluation measures from every AH-TRIP related event is required. This data is to be shared with the AH-TRIP team for inclusion in annual reporting:

Reach

- Number and discipline of attendees at local showcase events, awards and other recognition strategies
- Number of projects submitted and showcased/awarded/recognised
- Discipline leads of projects submitted, an showcased/awarded/recognised

2.7.1 Registration information

The chosen method or tool used for project submissions and event registration can be utilised to capture the number and breadth (discipline and location) of presenters and attendees who were interested in the showcase event. It is therefore important to plan any key questions to include at that stage. Questions could include the registrant's clinical discipline, how they heard about the showcase, or if they are a student. Collecting registrant information will also assist the planning of the event and inform communications. An online event registration platform may be useful, such as *Eventbrite*.

2.7.2 Feedback survey

Surveying the event presenters, judges and attendees are a useful method for obtaining feedback about the impact and satisfaction of the event. It is strongly recommended that completion of the survey is embedded in the event schedule so that attendees can answer the questions in real-time and increase the response rate.

An online survey is quick to complete and analyses the data. Example platforms include *SurveyMonkey*, *Qualtrics* or *Microsoft Forms* – but remember these will require a stable internet connection and may require a software license. It is recommended that a web link/QR code (which can be generated by the online survey platform) be provided on the event program and MC presentation slides for ease of access. A paper-based survey can be completed and collected on the event day if attendee numbers are small.

If a *People's Choice* award has been included in the event, remember to include a question which allows audience members to vote on this award.

For examples of questions to consider in the feedback survey, see the example survey questions from the AH-TRIP Showcase 2019.

Example: Event Evaluation and Feedback Survey Questions. AH-TRIP Showcase 2019 (see Appendix Q: Event Evaluation and Feedback Survey Questions).

Appendices

Appendix A: Portfolio Management

Portfolios	Delegate
Sponsorship and prizes Governance, agreements, sourcing funding, prize categories/definitions, communication with sponsors and stakeholders	[WG member] and Committee
	[2 WG members]
Submission Management Submission guidelines including deadlines, communication plan, submission management including platform, sourcing judges, judging criteria, co-ordination of judges, follow up submission queries, communication to participants, certificate of participation, post-event engagement participants	[WG member] and Committee
	[WG member] and Committee networks
Event Communication and Promotion Map key dates and communication strategy, identify and invite VIP/ key stakeholders, keep the date, rego open, work with media	[WG member] with committee / volunteer support

Appendix B: Submission Guidelines and Assessment Criteria

The Allied Health – Translating Research into Practice (AH-TRIP) Showcase Event incorporates the annual awards for the AH-TRIP initiative. Previously known as '*My Translation Rules*', this event is designed to showcase and celebrate translation of research into practice across QLD health services.

This event is transitioning from a dietetic only competition to an all-inclusive statewide allied health event by 2021. To support this transition, the 2019 event will present a hybrid format with two competition streams; a statewide dietetic competition (all projects dietetic-led) and an allied health competition (projects led by any other non-dietetic AHP from participating sites). Multidisciplinary teams are encouraged across both competitions and Dietitians can be a member of other allied health led projects.

The focus of AH-TRIP showcase is the TRIP process, not the clinical content! But we know clinicians love to share their clinical expertise! Therefore, to support our multidisciplinary audience, entrants will provide a separate 100-150 word written lay description of the clinical background of the project to accompany the submission, so that the focus of the AH-TRIP project remains on the research translation process, outcomes and learning rather than the specific clinical topic.

How it works

Online submissions will be assessed for eligibility and projects will be shortlisted by a multidisciplinary panel. Shortlisted projects will be invited to present a 5 minute oral presentation at the AH-TRIP Showcase event. All submissions will be recognised in an event abstract ebooklet.

Assessment criteria for AH-TRIP Awards

Projects will be judged for shortlisting and prizes across four equally weighted categories including:

- a. Critical appraisal of literature (for all submissions) and engagement with FEEDS [<https://www.health.qld.gov.au/nutrition/feeds>] (for dietetic-led submissions only)
- b. Identifying a problem or potential for impact
- c. Implementation strategies and use of implementation frameworks
- d. Outcome evaluation planning and/or project impact

Eligibility Criteria for AH-TRIP Awards

The AH-TRIP Showcase Event is open to individuals, pairs or teams (no limit to the number of people in a team). Multidisciplinary groups are encouraged.

- In 2019, Dietetic-led projects will be accepted from participating dietetic departments across Queensland whilst other allied health led projects will be accepted from participating Metro South HHS, Metro North HHS and Mater Group allied health departments
- The principal entrant must be an allied health professional (AHP) from a participating AH-TRIP department. A department is deemed a 'participating AH-TRIP department' if they have a nominated AH-TRIP champion and have engaged with the AH-TRIP online professional development webinars. A department and/or entrant can submit more than one project
- Projects may have commenced at any time but must demonstrate some research translation activities related to the presented project within the previous 12 months, i.e. must be a current project
- AHPs from all levels of employment are eligible to submit applications for the overall winning prize. This includes junior staff, team leaders and managers. Some prize categories are targeted for different categories of staff (e.g. new presenters, managers)
- The AH-TRIP awards are not designed to showcase activity of AHPs who have undertaken the project as part of a full-time research higher degree (RHD), but rather for clinical staff undertaking research translation activities within a health service workload
- Submissions are expected to showcase projects that have been undertaken as part of the applicants (or teams) usual workloads and not to have received funding valued at >\$50,000 including competitive research grants, and in-house funding. Please contact AH-TRIP staff ahtrip@health.qld.gov.au to discuss if uncertain about eligibility
- Senior members of teams, e.g. staff with RHD, should consider supporting those at an earlier career stage to present projects, in keeping with the AH-TRIP spirit of capacity building in research translation
- Rigour and excellence will be of primary consideration in the shortlisting process. In addition, attempts will be made to ensure a diversity of AH disciplines and HHSs are represented in the showcase. All submissions will be included in an abstract booklet to showcase and celebrate all eligible AH-TRIP submissions.

Award Categories

Award	Description	Eligibility
Winner The ‘My Translation Rules’ Award	<p>The winner will be chosen by the judging panel based on the highest scoring entry across all judging categories</p> <p>There will be a winner awarded for each of the two categories</p> <ul style="list-style-type: none"> a) Dietetic-led competition b) Other AHP-led competition 	<p>All oral presentation submissions are eligible to be considered</p> <p>Dietetic-led projects are eligible for dietetic winner and all other projects eligible for other AHP led projects</p>
People’s Choice	<p>This will be selected as the submission with the highest number of votes from the online audience voting</p> <p>Maximum of one vote per audience member</p> <p>There are no judging criteria as this award is based on the popular vote only</p>	<p>Only Dietetic-led oral presentation submissions are eligible for People’s Choice Award</p>
Partnerships Award	<p>To recognise projects that have established or strengthened multi-site or external partnerships or collaborations with other dietetic departments, disciplines, health services, institutes or industry</p>	<p>All oral presentation submissions are eligible for this award</p> <p>Collaborations or partnerships must be demonstrated as active stakeholders within the project and clearly indicate the value gained by establishing or strengthening the partnership</p>

New Presenter Award	<p>The overall presentation of the principal entrant is judged, not the project</p> <p>This award is to recognise novice staff for their first presentation in a research forum</p> <p>Criteria will include clarity of presentation and slides, delivery of presentation and keeping to time</p>	<p>All oral presentation submissions are eligible for this award.</p> <p>This award is restricted to those principal entrants who have not previously presented at any research forum</p> <p>Entrants must present on the day</p> <p>The project content may have been presented in-part at previous forums by others</p>
Lessons Learnt Award	<p>We all make mistakes right? Let everyone learn from yours and you could win a prize!</p> <p>This award is to recognise those projects that didn't go exactly to plan but created valuable learning opportunities</p>	<p>Applicants should indicate at the time of online submission that the project aligns with the lessons learnt award</p> <p>Projects will be judged on illustrating the light and dark of failed implementation and present important lessons for next time</p>
FEEDS Champion	<p>This award recognises the project that uses, promotes and/or contributes to the FEEDS (Framework for Effective & Efficient Dietetic Services) initiative</p>	<p>All dietetic-led project submissions are eligible for this award</p>
Enabling Implementation Award	<p>Open to Allied Health managers, team leaders or other senior staff who undertake systems-based changes to enable or facilitate implementation of research translation</p> <p>These awards are focused on the establishment and facilitation of strategic processes that enable implementation rather than the results of the implementation itself</p> <p>Projects within this category will be judged on written submission only and not included as an oral presentation at the event</p> <p>Winners of this award will be announced at the AH-TRIP Showcase Event</p>	

Conditions of award

- Complete submission indicates acknowledgement and acceptance of these conditions of award
- Payment of any monetary prizes cannot be split across multiple accounts. Any prize money will be awarded to the principal entrant stated on the entry form. Teams are advised to negotiate an agreed method to disperse prize money prior to submission appropriately
- Non-monetary prizes such as professional development packages or products will be awarded to the principal entrant as a representative for the project. Flexible arrangements for distributing professional development across teams may be available in some circumstances, and team submissions are expected to negotiate how such prizes would be distributed amongst a team prior to submission
- The online submission requires completion of a tick box declaration that the **director of each participating department is** aware of the submission and is familiar with these submission guidelines. It is the responsibility of the principal entrant to confirm the director's approval of the submission
- Each participating department can submit multiple projects however, they must be ranked in order of merit at the time of submission. **Each participating department is responsible for undertaking their own local processes for determining a shortlist and ranking for multiple entry submissions.** AH-TRIP Champions will be expected to assist with the ranking process if departments are submitting more than one project
- Projects for inclusion as an oral presentation at the event will be notified at least one week prior to the event
- All eligible submissions will be compiled into an abstract booklet and made available online with entrant and site contact details
- Entry forms and supporting documentation must be received by due date **COB Friday 11th October 2019.** Late entries will not be considered
- The judging panel decision is final, and no correspondence will be entered into after the award winners have been announced
- Photo and video footage may be taken at the AH-TRIP Showcase Event and used for promotional, training and marketing purposes. Submission for AH-TRIPawards indicates consent for the use of photographic material and recording of the event
- Entrants and showcase winners may be approached by the AH-TRIP team and invited to participate in AH-TRIP events and further education and promotional activity related to the AH-TRIP project
- Inclusion of any identifiable patient photos within a presentation must have an accompanying patient signed Queensland Health Photo consent form provided to AH-TRIP organisers prior to the presentation.

How to enter

1. Use the Application Guidelines to plan your submission and check your eligibility
2. Discuss with your AH-TRIP champion the local process at your site for ranking submissions (if applicable)
3. All submissions will be received via the online submission site due 6 pm Wednesday 9th October 2019. Access to submission site will be distributed via AH-TRIP champions and AH-TRIP website
4. Online submission will require demographic information on all entrants (and team members), Department Director approval, 100-150 word lay clinical summary of project, 5 keywords, and a max 500 word entry addressing key criteria including:
 - a. **What is the evidence practice gap or potential to create clinical impact through TRIP:** Describe how your TRIP activity addresses a clinical problem or aims to impact health service
 - b. **Scientific rigour:** Describe the critical appraisal process undertaken in identifying suitable research for clinical application
 - c. **Implementation phase:** Describe the process of your TRIP activity (e.g. how a TRIP framework was used to implement, document, disseminate)
 - d. **Outcomes:** Describe the planning for outcome evaluation of your project or the impact of your translation, clinical application and benefits of your research translation
 - e. **What was your greatest TRIP learning:**
Learnings/experiences with the TRIP process

Key Dates

- **Friday 11th October 2019:** Submissions via online submission platform by 6 pm – link to be distributed through AH-TRIP Clinical Champions
- **Monday 28th October 2019:** Entrants shortlisted for inclusion as an oral presentation at AH-TRIP Showcase Event to be notified
- **Tuesday 12th November 2019: 12:30 – 4:30 pm** AH-TRIP Showcase Event. Shortlisted entrants present a 5-minute pitch, with 3 minutes for questions. Session includes refreshments and award announcements.

Appendix C: Lay Summary Examples

Overall Winner - Dietetics (2019)

Implementing a best practice weight management model of care

Obesity is a global epidemic. At the Mater Hospital, we implemented a best practice model of care to help ensure we use evidence-based guidelines when treating these patients and solve our issue of being inundated with low acuity referrals. The new model of care involves a triaging system whereby non-urgent, non-complicated weight reduction patients are referred to a community service called Get Healthy. If patients are urgent and complicated, they are referred to the dietitian and given one of four interventions based on a flowchart developed by Clare Collins and her team at Newcastle University. Patients are provided with a 15 minute phone review every two weeks for three months. Baseline and post measurements are taken, including fat and fibre questionnaire, intuitive eating scale and waist circumference. Of the patients we collected data on, almost 50% were referred to Get Healthy. Other data is yet to be analysed but available.

Multidisciplinary Presentation (2019)

Improving services for patients with Disorders of Consciousness (DOC): Implementation of family and staff education packages in a Neurosciences Unit

More patients are surviving after catastrophic brain injury and are in a disorder of consciousness (DOC). The best practice intervention for this population is sensory stimulation therapy. However, this is rarely delivered in the acute setting. The Neurosurgery allied health team identified this gap in service. It was found families have limited understanding of DOC and staff have reduced confidence and skills in managing these patients. To provide best practice care, the team implemented patient-centred, family-lead sensory rehabilitation resources. The effectiveness of the education package was evaluated through pre- and post- surveys. This package led to increased staff and family knowledge, confidence and skills.

Overall Winner (2018)

The feasibility assessment and implementation of an easy chew diet in a tertiary facility.

Patients with chewing difficulties at TPCH were previously placed on a Soft diet. The Soft diet was developed for patients with dysphagia, is highly restrictive to align with therapeutic diet guidelines, and evidence shows it is associated with a higher risk of malnutrition. The Easy Chew diet was developed, implemented and evaluated using the Knowledge-to-Action Framework in collaboration with the senior foodservice Speech Pathology team. Implementation of the new diet led to a significant increase in patient choice (by up to 300%) and correct prescription of Soft and Easy Chew diets and decreased unnecessary use of Soft diet codes across the hospital.

Appendix D: Written Submission Entry Form

1. Demographic Information

Principal Entrant Name:

Principal Entrant Discipline: (Dropdown box)

Principal Entrant Location: (Dropdown box of participating sites)

Principal Entrant Email:

2. Project Information

Title of Entry:

Is this a team submission?

- Yes
- No

If yes, please fill out name/discipline/location for additional team members: (textbox)

Is there more than one submission from your lead site?

- Yes
- No
- I don't know

Permission is given for photographic images taken on the day to be used for promotional purposes?

- Yes
- No

Please upload a headshot of yourself or your team to accompany your submission:

- The director of the principal applicant's department approves this submission and is familiar with the AH-TRIP Awards guidelines.

Director Name _____ **Contact** _____

- As Principal entrant responsible for this submission, I am aware of the guidelines for submission and agree to the terms and conditions on behalf of myself and any team members listed.

3. Submission Details

Award category: (Dropdown box)

Title of Entry:

Key dates (e.g. start/finish, start/ongoing) of the project: (textbox)

Keywords (please list up to 5): (textbox)

Lay Summary:

Please provide a 100-150 lay summary* of your project: (textbox)

**Please note this lay summary will be published in the abstract booklet for this event.
Please visit this link for examples.*

Other Information:

Have you previously presented at an AH-TRIP showcase (2011-2018)?

- Yes
 No

Does your project highlight partnerships/collaborations with external health services/industries/institutes across health service disciplines or consumers?

- Yes
 No

Did your project not go as planned but provide valuable TRIP learning opportunities?

Yes

No

Has any part of this project contributed to a RHD?

Yes

No

If yes, please specify: (textbox)

Has this project received funding support (excluding 'in-kind' support)?

Yes

No

If yes, please specify: (textbox)

4. Research Translation Activities (500 words total)

Please write in plain English and free of discipline-specific acronyms or jargon. The judging panel will be a diverse group with a focus on TRIP and implementation, not necessarily allied health expertise.

What is the evidence gap or potential to create clinical impact through TRIP:

What is the clinical problem? Why is the problem important? What data did you collect to have evidence of the problem? What impact might you have if you addressed this problem?

Describe how your TRIP activity addresses a clinical problem or aims to impact the health service: (textbox)

Scientific Rigour:

What is the quality of evidence? What is the consistency of the study results? What is the potential clinical impact of the proposed recommendations? Is the body of evidence generalisable to your target population or healthcare system?

Describe the critical appraisal process undertaken in identifying suitable research for critical application: (textbox)

Implementation Phase:

What implementation framework was used to guide the design/analysis of your project? What are the major barriers needed to overcome? What innovative strategies were implemented? What education do you need to provide and to who? What is the sustainability plan?

Describe the process of your TIRP activity (e.g. how a TRIP framework was used to implement, document, disseminate): (textbox)

Outcomes:

Patient related outcomes, system changes, clinical outcomes. Cost benefits/efficiencies, i.e. direct and indirect, wait-lists. Other tangible outcomes, i.e. abstracts, awards, recognition by other staff. What are your plans for ongoing outcome measurement?

Describe the impact of your translation, clinical application and benefits of your research translation: (textbox)

What was your greatest TRIP learning:

Make relevant to a broad allied health audience. Related to learning around TRIP and knowledge translation rather than clinical learnings.

Learnings experienced with the TRIP process: (textbox)

Submit

Appendix E: Presentation slide template

Slide sets to include

- Please feel free to use whatever design & text style you like
- The following slides are designed to help guide what to include in your presentation
- Please remember 5-7 minutes
- Slide ratio 16:9

1

Title

Include contributors and funding source if applicable

2

What is the clinical problem?

- XXXXX

3

What is the Evidence?

- # studies
- Level of evidence/quality of studies
- Consistency of results
- Generalisability
- Applicability to our system

4

Implementation Phase

- Highlight if an implementation framework was used
- **What** was implemented?
- **Where** was it implemented?
- **Who** was involved?
- **When** was it done?
- **How** was it done?
- Major barriers
- Innovative strategies
- Plan for regular monitoring and evaluation

5

Outcomes

- Impact
- Clinical application
- Benefits (patient related, cost, other)
- Plans for ongoing measurement if applicable
- Sustainability
- Where to from here

6

Lessons Learnt

- This is very important as it showcases what you've learnt or what you would (or did) do differently
- Keen to showcase as this provides great learnings for others
- Can highlight that you retrospectively applied a framework etc
- What was my greatest TIRP learning from this project

7

FEEDS *DIETETICS ONLY*****

- Can be placed in slide set wherever feel is best
- Relevant chapter/alignment
- How included in dissemination

8

Conclusions

- XXXXX

9

References

- Feel free to put at end or on the relevant slide as presented ☺

10

Appendix F: Timeline of Communication and Commitments for Judges

11th October

- Submissions close
- AH AH-TRIP program manager and AH-TRIP statewide program lead will review submissions for eligibility prior to judging process commencing

14th October

- You will receive an email link to access the submissions
 - We are aiming for 12 presentations
- It is intended that all submissions will be included in an abstract e-booklet. Can you please indicate (in the comments section of scorecard) if you agree if each submission you review is appropriate to be included in this booklet
- You will be notified if any submissions were deemed ineligible (and reasons why) and will not receive these submissions in your link
- Please complete judging by COB Monday 21st October (if possible)

Tuesday 22nd or Thursday 24th October (date TBA)

- AH-TRIP statewide program lead will pull together all the scores from the judging round (system ranked based on judges scoring) and circulate a final list of successful presentations and ‘back-up’ presentations as per the results of the judges ranking → evening Monday 21st
- Judging panel to meet with AH AH-TRIP program manager and AH-TRIP statewide program lead via Zoom (link to be sent) to discuss
 - Successful presentations and agreement on the final list prior to notifying clinicians
 - Determine if judging panel are happy for those submissions ranking after the cut-off for each stream to be called upon to present if required
- Please indicate at your earliest convenience your preference for date/time via [this link](#)
 - Options → Tuesday 22nd or Thursday 24th
- AH-TRIP statewide program lead to notify the successful applicants (via AH-TRIP email) following the meeting

Tuesday 12th November

- AH-TRIP Showcase Event, 12:30 – 4:30 pm
- Judges will be provided with scored sheets for oral presentations to determine the winners of each award category on the day
- Final scoring will take place during the allocated afternoon tea (3:30 – 4:00 pm).

Appendix G: Judging Criteria and Scoresheet

<i>[Insert Applicant / Presentation Title here]</i>							
Applicant/ Presentation No. [insert]	Applicant / Presenter: [Insert name]					Site: [insert site]	
Score Please rate each component	Pre-Score	1 Poor	2 Satisfactory	3 Good	4 Very Good	5 Excellent	NOTES
Addressing clinical problem How the TRIP activity addressed a clinical question/problem area	<i>[insert]</i>						
Scientific rigour Critical appraisal process in identifying suitable research for clinical application	<i>[Insert]</i>						
Implementation phase Process of TRIP activity (e.g. how a TRIP framework was used to implement, document, disseminate)	<i>[Insert]</i>						
Outcomes Planning for outcome evaluation or impact of translation, clinical application and benefits of research translation	<i>[insert]</i>						

FEEDS *OPTIONAL* Project link to Framework for Effective and Efficient Delivery of Services	<i>[insert]</i>						
<i>Submission score: [insert score] /20</i>						<u>Total</u>	
Eligible: [List here specific awards eligible for]							

Judges overall Winner Ranking and Order of Merit

Presenter & Site	Project topic:	Rank (1-8)	Award/s

Judges Allocation of Awards with Rationale

Allocation of Awards – [insert event name]

Award	Sponsor and Prize	Rationale	Recipient/s (Name / site)
Enabling Implementation	<i>List the sponsor name, prize and its value.</i>		
People's Choice		<i>Based on audience voting</i>	
Lessons Learnt			
Partnerships			
Best New Presenter			
FEEDS Champion			
Overall Winner			

CERTIFICATE OF PARTICIPATION

This is to certify that

Insert name

Presented at the

**[*Insert name of TRIP Showcase
Event including year*]**

WINNER

[name of award Sponsor if applicable]

[Title of Award]

In the [Showcase Event name and Year]

Certificate for Award Recipient (Named)

WINNER

This is to certify that

Recipient name/s

Has been awarded

[name of award Sponsor if applicable]

[Title of Award]

In the [Showcase Event name and Year]

Appendix I: Final Event Program

WIFI:
AH-TRIP
Showcase2019
#ahtrip



AH-TRIP Showcase Event 2019

12:30	Welcome [Invited Speaker – AH-TRIP Initiative Sponsor] [Speaker – AH-TRIP Program Manager]
12:45	Allied Health Presentations [Presenter/s] [Title] [Presenter/s] [Title] [Presenter/s] [Title]
1:20	Enabling Implementation Award Presented by [Name, Title]
1:30	Dietetics Presentations [Presenter/s] [Title] [Presenter/s] [Title] [Presenter/s] [Title] [Presenter/s] [Title] [Presenter/s] [Title] [Presenter/s] [Title] [Presenter/s] [Title] [Presenter/s] [Title] [Presenter/s] [Title]
3:10	People's Choice Voting & Evaluation [Insert URL, QR Code]
3:20	Afternoon Tea & Networking – TRI Atrium (Sponsored by XXXX)
4:00	Awards (see below) Close

[**Sponsors and Sponsorship Logo/s**]

Award Categories

Overall Winners	<u>Dietetics:</u> [Award and Sponsor Details] <u>Allied Health:</u> [Award and Sponsor Details]
Lessons Learnt	[Award and Sponsor Details]
FEEDS Champion	[Award and Sponsor Details]
New Presenter	Mater Foundation – Professional Development.
Partnerships	[Award and Sponsor Details]
People's Choice	<u>Dietetics:</u> [Award and Sponsor Details] <u>Allied Health:</u> [Award and Sponsor Details]
Enabling Implementation	[Award and Sponsor Details]

Judging Panel

[Name], [Title/Position]

IMAGE [Short Bio]

Event Runsheet (de-identified)

Key contacts:

Name	Role	Email	Phone
[Relevant person names listed here]	[Role for each relevant person – see examples listed here]	[Emails were included here]	[phone numbers, ideally mobiles, were included here]
	WG Member Event Chair		
	WG Member Event planner, Managing presenter and prize allocations and award photos		
	WG Member Event planner, Managing Zoom including questions		
	WG Chair Assisting organiser, Judge at the event		
	WG Member Timekeeper		
	WG Member Managing event app and online survey incl. <i>'People's Choice'</i>		
	WG Member		

	Roving mics		
	WG Member Roving mics		
	Auditorium event manager		
	Auditorium location, communications and marketing manager		
	Photographer		
[Allied Health Student Volunteers]	Assisting set up and pack up, getting area for Judges and relevant WG members		

Pre-Event Tasks:

Task	Person	Completed (date)
<i>Prior to event day</i>		
[Relevant tasks within the week prior to the event listed – see de-identified examples here]	[listed who assigned]	[inserted date when had been completed]
Circulate event program and app details to registrants		
Create and print participation certificates		
Create and print unnamed award certificates		
Purchase frames, envelopes and badges		
Obtain 4 clipboards and pens for the judges		
Create and print event direction document for signage frames		

Laminate participation certificates		
Print labels for each award to be placed on envelopes		
Collect banner from [relevant sponsor]		
Create and print cards for Showcase working group badges		
Collect and deliver [relevant sponsor] prize and banners		
Provide [relevant sponsor] Banner		
Create criteria sheets for judges		
Provide feedback on criteria sheets		
Print criteria sheet for judges		
Create and print reserved seating signs		
Setup parking account for VIP parking vouchers		
Order VIP parking tickets		
Check the WIFI system works at Auditorium		
Meet with AV to check Zoom video conference system working		
Practice Zoom presentation with remote presenter		
Circulate event program and app details to any new registrants leading up to the day of the event		
<i>Morning of event day</i>		
Ensure evaluation survey login accessible on laptop		
Check and print prize condition documents		
Put award certificates into frames		
Put award conditions into envelopes and stick on the label		
Put working group cards into badges		

Update map to reflect all registered sites and add to MC intro slides		
Finalise Showcase MC slides		
Make online evaluation survey live		
Print final event run sheets for WG Members, volunteers and photographer		
Print 1 More Min! sign		

Event Breakdown:

Time	Activity	Photo requirements
10.45 am	[Working group members] and volunteers <ul style="list-style-type: none"> - carry prizes, certificates, frames, gifts, printouts, banners, badges, printed programs and judging materials to the auditorium - collect [relevant sponsor] banner - Ensure [relevant sponsor] banner is set up in the auditorium - Check the number of catering tables set up in the catering area 	
11.00 am	AV to arrive, [Working group members] to cross-check all systems and mics Showcase slides to be saved to the desktop	
11.15 am	Volunteers directed to <ul style="list-style-type: none"> - Move a table down to be at bottom of the auditorium - Put up banners - Place certificates, prizes and gifts on the table - Set up the signage frames with direction sheets surrounding the auditorium - Place out reserved seating signs Provide working from members and volunteers with badges	

	Locate a private area to use for Judging during afternoon tea	
11.30 am	<p>Presenters arriving</p> <ul style="list-style-type: none"> - [working group member] to manage saving, checking and upload of slides for each - test lights and music required for relevant presentations 	
12.00 pm	<p>Photographer to arrive and [working group member] to talk through photos to be taken</p> <ul style="list-style-type: none"> - Advise presenters on photos also <p>[working group member] open Zoom meeting (not recording yet)</p> <p>Other WG Members to arrive by now</p> <ul style="list-style-type: none"> - provide with badges 	<i>Discuss photos to be taken</i>
12.15 pm	<p>First event info slide to be made visible to the audience</p> <p>Volunteers to assist ushering of attendees into the auditorium, encouraging them to sit towards the front and hand out hard copy programs</p> <p>[working group members] to greet and encourage attendees to download the event app and see instructions on the screen</p> <p>[working group members] to greet VIPs as arriving (and assist directing to seats)</p> <p>[working group member] to ensure all Judges have their judging materials</p> <p>[working group member] to set up a lapel mic for MC and roving mics for people asking questions</p>	
12.30 pm	<p>[working group member] start Zoom recording</p> <p>Welcome by MC and relevant VIP</p>	<i>Photo of MC welcome</i>

	<ul style="list-style-type: none"> - Introduce judges - Thank sponsors <p>MC to facilitate photo of all attendees</p>	<i>Photo [VIP] welcome</i> <i>Photo of the entire audience</i>
12.45 pm	<p>Allied Health Presentations</p> <ul style="list-style-type: none"> - 3 x presentations, each 5 to 7 mins with 3 to 5 mins of questions - Timekeeper time each and hold up 6 min sign if reached - Alert MC if reaches 7 mins and MC stand beside presenter to wrap up - [working group members] roving mics for questions - [working group member] to contribute Zoom questions - [working group member] on hand to manage any slide/tech issues 	<i>Photo of each presenter in action</i>
1.20 pm	<p>Enabling Implementation Award</p> <p>Sponsor = <i>[relevant sponsor here and representative presenting]</i></p> <ul style="list-style-type: none"> - MC introduce award and sponsor - MC to invite [relevant Judge] to the lectern - Judge to talk about the award, invite representative and announce the awardee - [working group member] to provide correct framed certificate and prize to sponsor and direct photo 	<i>Photo of Sponsor Rep and award recipient (no specific banner)</i>
1.30 pm	<p>Dietetics and Final Allied Health Presentations</p> <ul style="list-style-type: none"> - 8 x Dietetics and 1 x Allied Health presentations, each 5 to 7 mins with 3 to 5 mins of questions - Presentation no. 2 requires lights to be dimmed and music to play at the start of the presentation, [working group member] to manage this - Allied Health, presentation no. 9 has one presenting via Zoom <ul style="list-style-type: none"> o [working group member] to set up with video and screen share via Zoom 	<i>Photo of each presenter in action</i>

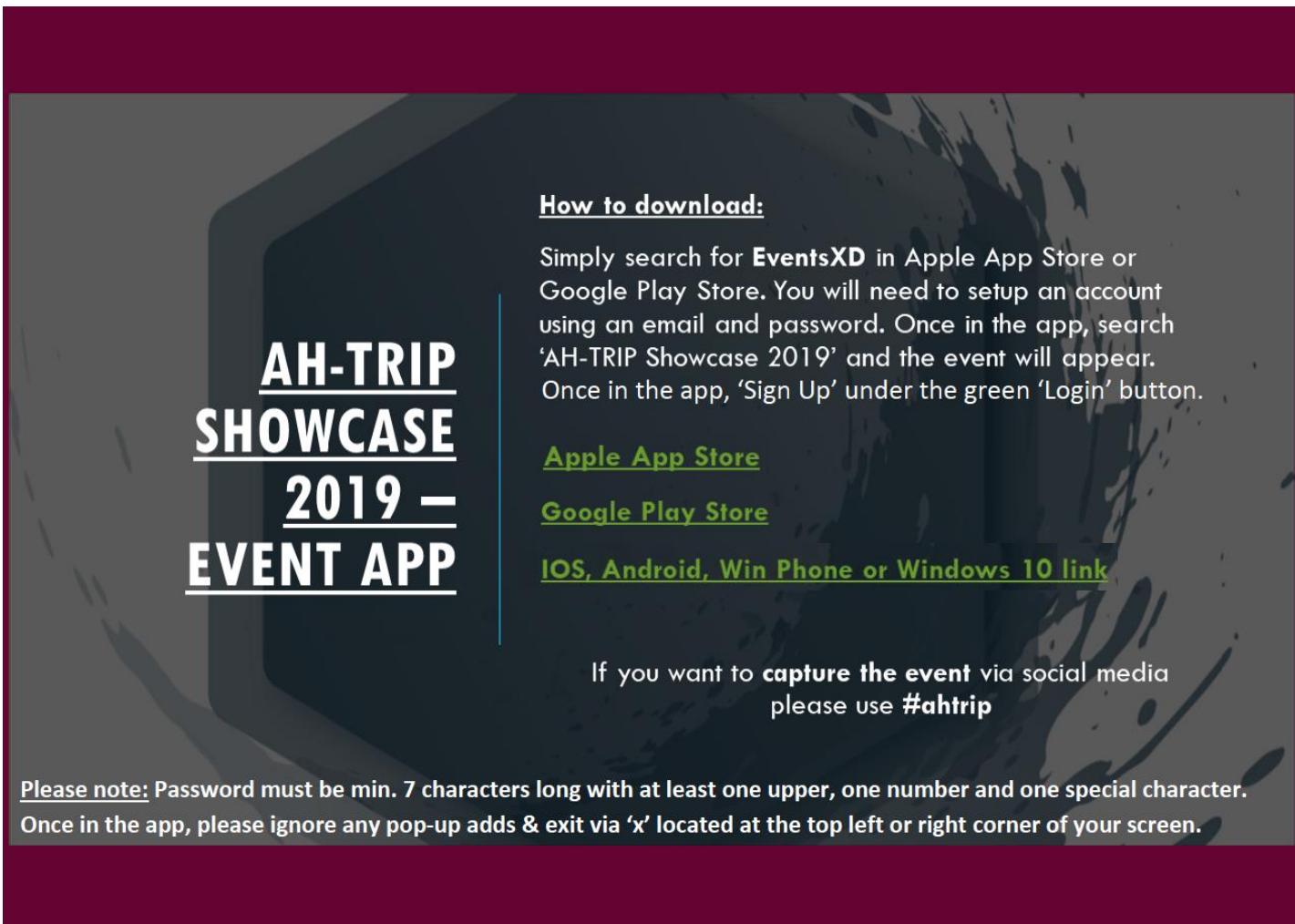
	<ul style="list-style-type: none"> ○ [working group member] to adjust computer settings in the auditorium - Timekeeper to time each and hold up 6 min sign if reached - Alert MC if reaches 7 mins and MC stand beside presenter to wrap up - [working group members] do roving mics for questions - [working group member] to contribute Zoom questions - [working group member] on hand to manage any slide/tech issues - At 3 pm (between presentation 8 and 9) volunteers to check catering set up 	
3.10 pm	<p>Survey - People's Choice Voting and Event Feedback</p> <ul style="list-style-type: none"> - MC to direct audience (including VC) to survey (QR code, app methods and link) - MC announce when closed - [working group member] to manage survey online and determine winners for People's choice at survey close – ensure download of data at that time point for proof 	<i>Photos of the audience doing survey</i>
3.20 pm	<p>Afternoon tea and networking in Atrium</p> <ul style="list-style-type: none"> - MC to announce afternoon tea and thank Sponsor = <i>[Sponsor listed here]</i> - [working group member] to pause Zoom recording - [working group members] manage anything necessary in the auditorium (including any arriving sponsor reps) but aim to join in for part of afternoon tea if able <ul style="list-style-type: none"> ○ [working group member] to provide all VIPs that require one with the Exit pass for parking - [working group members] to network over afternoon tea <p>Judging to take place</p> <ul style="list-style-type: none"> - [working group member] to direct Judges to a private area to complete judging 	<i>Photos of the attendees enjoying afternoon tea</i>

	<ul style="list-style-type: none"> - volunteers to get afternoon tea for and take to Judges 	
3.55 pm	<p>Volunteers and [working group member] to usher the audience back into the auditorium</p> <p>[working group member] to restart Zoom recording and communicate to Zoom attendees</p> <p>[working group member] to round up the Judges and advise on the People's Choice winners</p>	
4.00 pm	<p>MC to do a final round up and announce the start of awards section</p> <ul style="list-style-type: none"> - advise that copies of named prize certificates will be emailed to the recipients after the event 	
4.02 pm	<p>Presenter participation certificates</p> <ul style="list-style-type: none"> - MC to invite all participants to stage - [working group member] to hand out presenters with named participation certificates 	<i>Photo of all participants with certificates</i>
4.05 pm	<p>Thank showcase Judges</p> <p>MC to invite four judges to stage and hand out gifts to each</p>	<i>Photo of four judges with gifts</i>
4.07 pm	<p>Thank showcase working group members</p> <ul style="list-style-type: none"> - MC to thank working group members and invite on stage - Give small spiel on gifts - [working group member] to hand out gifts to working group members 	<i>Photo of working group members with gifts</i>
4.09 pm	<p>People's Choice – Allied Health Award presented</p> <p>Sponsor = <i>[sponsor and rep listed here]</i></p> <ul style="list-style-type: none"> - MC to Invite relevant representative on stage to present - [working group member] to provide correct certificate and prize - MC to announce the awardee 	<i>Photo of sponsor rep and awardee (no specific banner)</i>
4.11 pm	<p>People's Choice – Dietetics Award presented</p> <p>Sponsor = <i>[Sponsor and representative listed here]</i></p>	<i>Photo of sponsor rep and awardee with Banner</i>

	<ul style="list-style-type: none"> - MC to Invite [representative] on stage to present - [working group member] to provide correct certificate and prize - MC to announce the awardee 	
4.13 pm	<p>Lessons Learnt Award presented</p> <p>Sponsor = [Sponsor and representative listed here]</p> <ul style="list-style-type: none"> - MC to Invite [relevant Judge] on stage to describe the award and present - MC invite [Representative] to come on stage to give the award - [working group member] to provide correct certificate and prize - Judge to announce the awardee 	<i>Photo of sponsor rep and awardee (no specific banner)</i>
4.15 pm	<p>Best New Presenter award presented</p> <p>Sponsor = [Sponsor and representative listed here]</p> <ul style="list-style-type: none"> - MC invite [Representative] to come on stage to give the award - [Working group member] to provide correct certificate and prize - MC to announce the awardee 	<i>Photo of sponsor rep and awardee with Banner</i>
4.17 pm	<p>Partnerships award presented</p> <p>Sponsor = [Sponsor and representative listed here]</p> <ul style="list-style-type: none"> - MC invite [Representative] to come on stage to give the award - [Working group member] to provide correct certificate and prize - MC to announce the awardee 	<i>Photo of sponsor rep and awardee with Banner</i>
4.19 pm	<p>FEEDS Champion award presented</p> <p>Sponsor = [Sponsor and representative listed here]</p> <ul style="list-style-type: none"> - MC invite [Representative] to come on stage to give the award - [Working group member] to provide correct certificate and prize - MC to announce the awardee 	<i>Photo of sponsor rep and awardee (no specific banner)</i>
4.21 pm	<p>Allied Health Overall Winner Presented</p> <p>Sponsor = [Sponsor and representative listed here]</p>	<i>Photo of sponsor rep and awardee with Banner</i>

	<ul style="list-style-type: none"> - MC invite [Representative] to come on stage to give the award - [Working group member] to provide correct certificate and prize - MC to announce the awardee 	
4:23 pm	<p>Dietetics Overall Winner Presented Sponsor = Sponsor = [Sponsor and representative listed here]</p> <ul style="list-style-type: none"> - MC invite [Representative] to come on stage to give the award - [Working group member] to provide correct certificate and prize - MC to announce the awardee 	<i>Photo of sponsor reps and awardee with banner</i>
4:25 pm	MC and [working from member] to close event	<i>Photo [working group member] doing her close</i>
4:30 pm	<p>MC to advise of additional professional photo opportunity</p> <p>[working group member] to stop Zoom recording</p>	<i>Photos as requested by participants, working group, sponsors and VIPs</i>
4:30 pm	<p>Working group members and volunteers to pack/clean up</p> <ul style="list-style-type: none"> - Catering - Programs/rubbish collection in the auditorium - Take banners and other equipment back to relevant dept. <p>[working group member] ensure has copies of all presenter slides saved and no USBs or hard drives left</p>	
5.00 pm	Leave auditorium	

Event APP Instructions



The graphic features a dark grey background with a large, semi-transparent white hexagonal overlay. Inside the hexagon, the text "AH-TRIP SHOWCASE 2019 – EVENT APP" is displayed in a bold, sans-serif font. To the right of the hexagon, there is a vertical blue line. Below the line, the text "How to download:" is underlined. A detailed description follows, along with links to the Apple App Store, Google Play Store, and a universal download link for iOS, Android, Win Phone or Windows 10. At the bottom, there are instructions for password creation and navigating the app. The entire graphic is set against a dark red border.

How to download:

Simply search for **EventsXD** in Apple App Store or Google Play Store. You will need to setup an account using an email and password. Once in the app, search 'AH-TRIP Showcase 2019' and the event will appear. Once in the app, 'Sign Up' under the green 'Login' button.

[Apple App Store](#)

[Google Play Store](#)

[iOS, Android, Win Phone or Windows 10 link](#)

If you want to **capture the event** via social media please use **#ahtrip**

Please note: Password must be min. 7 characters long with at least one upper, one number and one special character.
Once in the app, please ignore any pop-up adds & exit via 'x' located at the top left or right corner of your screen.

Appendix J: Email Communication Potential Sponsor

Dear [name of sponsor rep],

The Allied Health Translating Research into Practice (AH-TRIP) initiative is investing in training the clinical workforce to undertake TRIP in clinical practice.

The annual AH-TRIP Showcase recognises allied health professionals across Queensland who identify clinical problems, critically appraise literature and demonstrate outstanding TRIP in an Australian healthcare sector. It's a way for us to celebrate those clinical sites that are embracing TRIP. The 2019 event is likely to attract an audience of >150 + videoconference links to >30 sites around Qld!

We are looking for sponsors for the 2019 Showcase prizes. We'd like to offer [sponsor] an opportunity to engage with this fantastic event by sponsoring the [insert prize/thing you need]. Typically prizes range in value from \$500-\$1500. The expert panel decides the winner on the day.

Date and time:

- [Add day, date and time]
- Session includes refreshments. Awards presented at approximately XX PM.

Venue: [add venue and address] Videoconferencing will also be available.

At previous events our sponsors have been visibly branded, have naming rights to the prize category and are offered photo opportunities with the winners. Sponsorship of our prizes facilitates the promotion of your institute's core values in supporting research into practice. You are welcome to erect a banner and/or distribute information about professional development opportunities or your events.

We would be grateful for your consideration to support this growing event!

[Alternatively, you can indicate what awards still require sponsorship support as follows

Winner: The best project as judged by expert panel **Available for sponsorship*

Best Allied Health Project: The best allied health-led project as judged by expert panel *Supported by [relevant Sponsor name]*

People's Choice: This will be selected as the submission with the highest number of votes from the online audience voting - popular vote. *Supported by [relevant Sponsor name]*

Partnerships Award: To recognise projects that have established or strengthened multi-site or external partnerships or collaborations with other hospital departments, disciplines, health services, institutes or industry. **Available for Sponsorship*

New Presenter Award: This award is to recognise novice staff for their first presentation in a research forum. **Available for sponsorship]*

[Email signature]

Appendix K: Letter Advertising Sponsorship Opportunities

We are looking for sponsors for the 2019 prizes for AH-TRIP Showcase Awards and given the NHMRC investment in TRIP, we would like to offer an opportunity to engage with this fantastic event. The award categories are listed below, and current sponsorships range from \$200 - \$1000 in professional development support.

The Allied Health – Translating Research Into Practice (AH-TRIP) initiative is investing in training the clinical workforce to undertake TRIP in clinical practice.

The **annual AH-TRIP Showcase** recognises allied health professionals across Queensland who identify clinical problems, critically appraise literature and demonstrate outstanding translation of research into clinical practice in an Australian healthcare sector. It's a way for us to celebrate those clinical sites that are embracing TRIP. The 2019 event is likely to attract an audience of >150 + videoconference links to >30 sites around Qld!

Date and time:

- XXXX
- XXXX
- Session includes refreshments. Awards presented at approximately XX pm.

Venue:

- XXXX. Videoconferencing will also be available.

Categories Include

Winner Dietitian Category "My Translation Rules": The best dietetic-led project as judged by expert panel *Supported by [Insert Sponsor]*

Winner Allied Health Category "My Translation Rules": The best allied health-led project as judged by an expert panel. **Available Sponsorship OR Supported by [Insert Sponsor].**

People's Choice: This will be selected as the submission with the highest number of votes from the online audience voting - popular vote. **Available Sponsorship OR Supported by [Insert Sponsor].**

Partnerships Award: To recognise projects that have established or strengthened multi-site or external partnerships or collaborations with other dietetic departments, disciplines, health services, institutes or industry. **Available Sponsorship OR Supported by [Insert Sponsor].**

New Presenter Award: This award is to recognise novice staff for their first presentation in a research forum. **Available Sponsorship OR Supported by [Insert Sponsor].**

Lessons Learnt Award: To recognise those projects that didn't go exactly to plan but created valuable learning opportunities. **Available Sponsorship OR Supported by [Insert Sponsor].**

Enabling Implementation Award: Designed to recognise managers, team leaders or other senior staff who undertake systems based changes to enable or facilitate implementation of research translation. **Available Sponsorship OR Supported by [Insert Sponsor].**

At previous events our sponsors have been visibly branded, have naming rights to the prize category and are offered photo opportunities with the winners. Sponsorship of our prizes facilitates the promotion of your institute's core values in supporting research into practice. You are welcome to erect a banner and/or distribute information about professional development opportunities or your events.

Appendix L: Prize Conditions Document Lessons Learnt Award

Sponsor Logo

2019 AH-TRIP Showcase Event

Recipient of the XXXXXXXX
Lessons Learnt Award

Congratulations!

We are pleased to provide you with XXXXX valued
at \$XXXX.

To redeem your prize

1. Please contact AH-TRIP via email XXXX
2. Reimbursement claim paperwork and instructions will be provided to you
3. Redeem before 30th June 2020

Conditions of this award

- XXXXXX.
- You will need to XXXXXX and complete an expense reimbursement claim.
- You will also need to provide a tax invoice and bank statement proof of purchase.
- Another project team member listed on your AH-TRIP Showcase application may redeem the award.
- If no member from your team can accept the award please contact XXXX as soon as possible.

Yours sincerely,
[Appropriate sponsor representative]

Appendix M: Save the Date



SAVE THE DATE

AH-TRIP Showcase 2019

Please join the Allied Health - Translating Research into Practice (AH-TRIP) initiative for an afternoon of friendly competition showcasing research translation excellence across allied health.

When: XXXXX

Where: XXXXX

*Videoconferencing will be available

Cost: Free to attend
Afternoon tea provided

Further information to be released.
Please email XXXXX

Appendix N: Advertisement in AHPOQ E-News

Research



Innovation

Allied Health – Translating Research into Practice (AH-TRIP) Showcase

Allied Health Translating Research into Practice (AH-TRIP) is an exciting allied health annual event and it is just around the corner! Take 'ah-trip' to [TRI](#) on Tuesday 12 November from 12.30pm-4.30pm for a half-day professional development celebration where you will hear 15 allied health clinicians from across Queensland presenting their knowledge translation projects in under 10 mins each. Can't make it in person? Register for videoconference attendance instead! This event is free however in-person attendance tickets are limited so don't hesitate and [register now](#).

Appendix O: Event Marketing via Email

The Allied Health – Translating Research Into Practice (AH-TRIP) Showcase Committee, would like to invite the Statewide Allied Health Mental Health Advisory Group to attend the AH-TRIP Showcase Event on XXX, XXX pm via videoconference or in person at TRI (PAH campus). To find out more about AH-TRIP and the event, please see the attached and the [AH-TRIP website](#).

There will be XX presentations (XX allied health and XX dietetics) as well as a number of awards in 2019 which will be a step in the gradual transition to all XXX TRIP presentations being from allied health teams by 2021. If you can attend, **please register by XXXX [click here to register](#)**. We would very much appreciate it if you would distribute this invitation throughout your networks.

To receive regular updates about AH-TRIP, sign up to the fortnightly newsletter at [XXXXX](#).

Appendix P: Email Invitation to VIPs

Dear [name],

On behalf of the AH-TRIP Showcase Working Group, I would like to personally invite you to attend the AH-TRIP Showcase Event on XXXX, XX at XXXX.

Each of you has championed or contributed significantly to the successful AH-TRIP journey to date, and it would be a pleasure to have you in the room for the celebrations. The committee is hoping to have XXX allied health presentations and XXX dietetic presentations in 2019, which will be a step in the gradual transition to all XXX TRIP presentations being from allied health teams by 2021.

If you can attend, please RSVP before COB XXXX to XXXXX. We will complete your registration on your behalf. If you would like me to send you an electronic appointment for your diary, including blocked out travel time from your base facility, please do not hesitate to ask.

Kind regards,

[Working Group Chair]

[Email signature]

Appendix Q: Event Evaluation and Feedback Survey Questions

- 1. Please pick your favourite Nutrition & Dietetics presentation (You can only pick one)**
 - The Principal Entrants name and presentation title for each one were listed as options to select
- 2. Please pick your favourite Allied Health presentation (You can only pick one)**
 - The Principal Entrants name and presentation title for each one were listed as options to select
- 3. Are you a member of the AH-TRIP initiative?**
 - AH-TRIP Steering Committee Member
 - AH-TRIP Working Group Member (e.g. PD, Implementation, Showcase, Evaluation)
 - AH-TRIP Clinical Champion (incl. implementation participants & past MTR presenters)
 - Other (please specify)
- 4. What is your discipline?**
 - A dropdown box was available to select from listing all allied health discipline areas
 - Other (please specify)
- 5. Please identify your workplace/sector?**
 - Mater HHS
 - Queensland Health
 - NGO, Private or University (staff)
 - Student
 - Other (please specify)
- 6. Which Queensland Health HHS do you work? (*only displayed if selected Queensland Health to previous question*)**
 - A dropdown box was available to select from listing all HHS's
- 7. Where are you located?**
 - Metropolitan
 - Regional
 - Rural/Remote

8. How have you attended the AH-TRIP Showcase * 2019 event?

- In person at TRI
- Video conference link

9. Were the video conference facilities adequate for your learning? (*only displayed if selected Video conference link in previous question*)

- Yes
- No
 - If no, why? This will help us to improve the technology for next year's event.

10. I valued the AH-TRIP Showcase 2019 event

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

11. I could identify a minimum of one learning from this event

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

12. The AH-TRIP Showcase presentations have made me think about how I will use research in my own practice

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

13. This event has increased my understanding of & confidence in translating evidence into practice

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

14. I would recommend attending a future AH-TRIP Showcase event to a friend or colleague

- Strongly Disagree
- Disagree
- Neutral
- Agree
- Strongly Agree

15. I am likely to submit a TRIP project (that was either successful or that I learnt from) to next year's event

- Yes
- Maybe
- No
- Not Applicable

16. What could the AH-TRIP initiative do to support you to submit next year?

[Open ended response box]

17. I am likely to nominate someone (e.g. AH-TRIP Champion, line manager) for the Enabling Implementation Award next year?

- Yes
- No
- Not Applicable

18. What could the AH-TRIP initiative do to support you to submit next year?

[Open ended response box]

19. Before registering for this event were you familiar with the AHTRIP initiative?

- Yes
- No

20. Have you accessed the online AH-TRIP webinars & resources?

- Yes - AH-TRIP Foundation Training only
- Yes - AH-TRIP Foundation Training & additional training webinars
- Yes - AH-TRIP resources only
- No

21. How did you hear about the AH-TRIP website?

- Via email network (i.e. discipline chair or department email)
- Word of mouth
- eNews (AHPOQ)
- 'Take AH-TRIP Thursday' email
- Other (Please specify)

22. How did you hear about this event?

- Via email network (i.e. discipline chair or department email)
- Word of mouth
- eNews (AHPOQ)
- 'Take AH-TRIP Thursday' email

23. This year's event was capped at 13 presentations for a half day event, with the view of transitioning to a statewide allied health event in 2020. We are keen to hear your preferences for event format next year (*tick all that apply*):

- Keep the same half day event
- Full day event with more presentations/invited speakers
- Make discipline specific (one of any discipline)
- Keep a mix of allied health
- Other suggestions for the format of the event (please specify)

24. If you were to recommend attending the AH-TRIP Showcase to someone in 2020, what would be the ONE thing you would say to them?

[Open ended response box]

25. Do you have any other comments/suggestions for improving this event?

[Open ended response box]

Thank you for your feedback.

We appreciate your time & hope to see you again next year.