



# Best Practice Award Application

## E-mail Submission Instructions

### Program objectives and criteria

The objective of the program is to encourage the development of new, innovative pharmacy practice programs or innovative approaches to existing pharmacy practice challenges in health systems within the state of Illinois.

Applicants will be judged on their descriptions of programs and practices employed in their health system based on the following criteria:

- Innovativeness / originality
- Contribution to improving patient care
- Contribution to institution and pharmacy practice
- Scope of project
- Quality of submission

### Eligibility

Applicants must be a member of ICHP for a minimum of 90 days prior to the submission deadline and practice in a health system setting. More than one program can be submitted by a health system for consideration.

### Instructions for preparing manuscript

Each entry for the Best Practice Award must include a manuscript prepared as a Word document, double-spaced using Times New Roman 12-pitch type. A header with the paper title and page number should appear on each page. The manuscript should not exceed 2000 words in length, plus no more than a total of 6 supplemental graphics (tables, graphs, pictures, etc.) that are relevant to the program. Each picture, graph, figure, and table should be mentioned in the text and prepared as a separate document clearly labeled.

The manuscript should be organized as a descriptive report using the following headings:

- Introduction, Purpose, and Goals of the program.
- Description of the program

- Experience with and outcomes of the program
- Discussion of innovative aspects of programs and achievement of goals
- Conclusion

### On-line Instructions

- Go to [www.ichpnet.org](http://www.ichpnet.org) > Pharmacy Practice > Professional Practice > Best Practices

### Format

Submissions will only be accepted electronically. The manuscript will be forwarded to a pre-defined set of reviewers. Please do not include the names of the authors or affiliations in the manuscript to preserve anonymity.

All applicants will be notified of their status within 3 weeks of the submission deadline. Should your program be chosen as the winner:

- The program will be featured at the ICHP Annual meeting. You will need to prepare a poster to present your program and/or give a verbal presentation. Guidelines will be sent to the winner.
- You will be asked to electronically submit your manuscript to the ICHP *KeePosted* for publishing.
- ICHP may accredit this program for continuing pharmacy education as home study which will require you to complete ACPE-required documents.
- You will receive a complimentary registration to the ICHP Annual meeting, recognition at the meeting, a plaque and a monetary award distributed to your institution.

Non-winning submissions may also be considered for publication in the ICHP *KeePosted*, but your permission will be obtained beforehand.

**For more information**

If you have any questions related to the program  
please contact Dr. Trish Wegner at  
[trishw@ichpnet.org](mailto:trishw@ichpnet.org).