**The ACHS Quality Improvement Awards 2025**

**Submission Document**

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| * Please ensure you have read the ***2025*** ***ACHS QI Awards – Submission Guidelines*** prior to sending your QI Awards submission to ACHS.
* All submissions MUST use this ***Submission Document*** template.
* Submission requirements for each entry:
* An electronic submission (MS Word format) and uploaded via the [Judgify Platform](https://www.judgify.me/achsqiawards2025)
* Please note, you are no longer required to email or post submissions to the ACHS office
* Please provide only one (1) application per entry
* The closing date for QI Awards submissions is **Friday,** **5 September 2025 (5pm AEST)**
* If you are unsure which category to select for your submission, please contact ACHS by email (qi.award@achs.org.au) or by phone (+61 2 8218 2788).
 |
| **Authorising Delegate**  | **Nominate one (1) person who can authorise this submission.**  |
| **Name** | Click here to enter text. |
| **Position** | Click here to enter text. |
| **Email**  | Click here to enter text. |
| **Phone** | Click here to enter text. |
| **Date** | Click here to enter a date. |
| **Electronic Signature** (word or PDF accepted) |  |

**Authors**

|  |  |
| --- | --- |
| **Names (and positions)** | Click here to enter text. |

**Primary Contact (The Primary Contact does not need to be an Author)**

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| **Names (and positions)** | Click here to enter text. |
| **Phone** |  |
| **Email** |  |
| **Address** |  |

**Submission Title**

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| --- | --- |
| **Title** | Click here to enter text. |

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| **1. AIM** |

[Insert text only, maximum of 4 sentences.]

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| **2. SUMMARY ABSTRACT** |

[Insert text only, maximum of 1000 words.]

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| **3. REPORT** |

**APPLICATION OF ACHS PRINCIPLES**

1. **Consumer Focus**

[Insert text]

1. **Effective Leadership**

[Insert text]

1. **Continuous Improvement**

[Insert text]

1. **Evidence of Outcomes**

[Insert text]

1. **Striving for Best Practice**

[Insert text]

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| **4. INNOVATION IN PRACTICE AND PROCESS** |

 [Insert text, maximum of 500 words]

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| **5. APPLICABILITY TO OTHER SETTINGS** |

 [Insert text, maximum of 500 words]

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| **6. REFERENCES** |

[Insert text]

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| **7. APPENDIX** |

[Insert text]