INNOVATION PROGRAMME
SUBMISSION GUIDE

This document should be used to assist individuals who wish to submit an innovation for peer review or a clinical transformation. Please read the entire document before starting your submission. The submission link can be found at the end of the section relevant to your submission.

To manage your submission, we use a platform called Submittable. Below are a few guidelines to note before submitting.

- You will need to create a free Submittable account or you can sign in with Google or Facebook credentials in order to make a submission.
- You can *save a draft* of your work if you would like to finish filling out the form at a later date.
- If anything changes with the information you submitted, please request to *edit the submission*
- Our platform works best on Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser, and that the files you upload are valid file types. You can find the acceptable file types under the "Choose File" button in the form.
- We will follow up with you about your submission through the platform email. Please be sure to *safelist* notification emails from Submittable and check the inbox and junk folder you used to sign up for your Submittable account regularly.
- Check out the Submitter Resource Center for help videos and articles or to reach out to Submittable's Customer Support team with any technical questions.

TYPES OF SUBMISSION

When submitting, you will be asked to select which of the two options below you would like to submit to:

*Please click **one** of the two options below to read information relevant to your submission*

[Finance innovation](#)
Introducing innovative processes within the finance function allows finance teams to be more efficient and provide a better service to the rest of the organisation

[Clinical transformation](#)
Transforming how patient care is delivered by front-line clinical teams ensures that organisations maximise the use of their resources to deliver high-quality care.

FINANCE INNOVATION

WHO CAN SUBMIT AN INNOVATION?

If you work for NHS Finance and have worked as an individual or as a team to *'execute an idea which addresses a specific challenge and delivers better value to an organisation'* and this has already been implemented or is currently live (in active use) then you should submit now!

If you would like to have a look at our Innovation Library please follow this link

YOUR SUBMISSION

Your submission must be an *NHS Finance Innovation*. For example, submissions should not be submitted for the implementation of a third-party product or an NHS innovation that is not related to the improvement of the NHS Finance.

There may be multiple people involved in your project, but a single person should complete this submission on behalf of all other colleagues involved. The individual who answers these questions should be the implementation lead or operational project manager, but anyone can be nominated by the innovator to make the submission on the innovator/s behalf.

An individual, team or organisation may submit as many innovations as they would like to the programme. The Forum encourages the use of this programme as a routine mechanism for peer validation and approval.

If your submission is a successfully peer-reviewed Innovation, then it will be published on the One NHS Finance website. You will be able to credit your colleagues and team in the final published Innovation.

Filling out the form itself should take no longer than 45 minutes, however preparation for the questions themselves is likely to require additional time and consultation with colleagues.

Any intellectual property attached to an 'innovation' remains entirely with the applicant or applicant's organisation as applicable.

You may upload documents or files as supporting evidence, but in doing so you agree that the Forum will publish these as resources on your Innovation page in the Innovation Library should you be successful in peer review. Therefore please ensure there is no sensitive financial or patient information in your submissions.

THE PROCESS

1. **Submission**
   The submission window is now open year round. Supporting evidence/documentation can be uploaded to support the submission. The **closing deadline** for submitting an innovation will be the week before a peer review is due to commence.

2. **Peer Review**
   Forum staff will review all submissions and ensure these are anonymised before distributing to pre-selected peer reviewers. A minimum of three peer reviews will be required per submission. Each peer review will consist of a SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis and a recommendation for *recognition* or *further development*. Review windows are accessible on the Innovation Programme webpage.

3. **Feedback**
   Forum staff will share anonymised feedback from the peer reviews with successful innovators. If the collated feedback from the peer review does not meet the minimum requirement for recognition, then the applicant will receive all the feedback including constructive notes and they are encouraged to review and resubmit at a later date.

4. **Publication**
   Successfully peer reviewed innovations will be published on the Innovation Library one the One NHS Finance website. Published, innovations will credit the innovator, any collaborators, and the organisation as applicable.

THE QUESTIONS

These questions have been constructed to ensure answers can be easily compared and to offer a fair and consistent experience to support an unbiased peer review process.

1. If you were to give your innovation a short name or title what would it be?

2. Please fill in the blanks of this problem statement (You may enter only one)
   [Job role/team/org/system] **needs to** *[what needs to happen]* **because otherwise** *[what happens if this doesn't happen]*

3. Please fill in the blanks for the following challenge statements *(You may enter more than one)*
   How might we *[summarise problem statement]* **so that** *[important outcome that will happen]*

4. What did you do to overcome these challenges?
   E.g. (What we did, the innovation statement goes here) ***500-word limit.***

5. What would you not do again? *Please fill in the blanks*
   We wouldn't do *[negative lesson]* **again because** *[why you wouldn't]*

6. What did you learn to do that you didn't before? *Please fill in the blanks*
   We learned to *[positive lesson]* **by/through** *[how you learnt the lesson]*

7. What was the timeline for the project? – in years and months
   E.g. (From initial design through to implementation the innovation took us [project time])

8. How long has the innovation been implemented/in use for?
   In years and months and weeks

9. What were/are the outputs? *(minimum of 3)*
   E.g. (The 'tangible' products that came from our innovation were…)

10. What were/are the outcomes? *(minimum of 3)*:
    E.g. (The benefits to the individual/team/organisation/system experienced as a result of the innovation were…)

11. What quick wins do you have for others who have a similar problem and want to do something similar? *(minimum of 3)*
    E.g. (Simple advice to others with the same problem. 'Do this, this and this to get going')

12. What type best describes your innovation?
    a. **Efficiency Innovation** is about exploring opportunities that improve operational aspects of an organisations existing model. These innovations don't change the business model in a substantial way. Typical examples include technologies that improve operations or support, and process innovations that make an organisation more effective.
    b. **Sustaining Innovation** is about exploring opportunities that build on top of an organisation's existing business model to strengthen it and keep it alive. Typical examples of sustaining innovation are new products and services, new support and technologies.
    c. **Transformative Innovation** is about exploring opportunities outside of the traditional field of an organisation. This type of innovation usually requires a radical change or expansion of an organisation's business model. It includes opportunities that help an organisation expand its capabilities and create new growth, but also covers opportunities that disrupt the existing business as usual.

13. What technical areas of NHS Finance does your innovation relate to?
    a. Financial accounting
    b. Management and business accounting
    c. Commissioning and contracting
    d. Capital accounting
    e. Payroll and pensions
    f. Internal Audit
    g. Financial Systems
    h. Costing

Financial accounting Processes financial transactions and produces statutory accounts and financial returns
Management and Business accounting Prepares and provides financial information to enable the organisation to operate effectively and to make valid decisions about its future direction

Commissioning & contracting Ensures that monies are negotiated, planned for, received and spent and that performance is monitored and accurately reflected in contract agreements

Capital accounting Ensures capital expenditure is correctly forecast, allocated and spent, maximising value for money for the NHS

Payroll & pensions Manages payroll and pensions and provides information and advice to staff about pay and pensions related issues

Internal Audit Works collaboratively with clients to provide assurance and to identify areas to improve efficiency, effectiveness and compliance with statutory and public sector internal audit standards and regulations

Financial systems Uses, applies and develops information technology to support finance managers in achieving their statutory and organisational objectives effectively and efficiently

14. Which areas of the sustainability checklist does your innovation relate to?
    a. business and financial planning
    b. budget setting
    c. budget reporting and monitoring
    d. forecasting
    e. cost improvement/ efficiency plans
    f. board reporting
    g. financial governance framework
    h. culture, training and development.

15. How many hours has this innovation saved you/your team per month?

BUDDYING AND SUPPORT

Any enquiries regarding published innovations from NHS Finance will be directed to your innovation page in the comments section. When there are a significant number of requests for your innovation, then we will run a Q&A session, and facilitate this in a collaborative group setting. We will consult with you on the desired format for sharing your innovation to ensure it is manageable and useful for all concerned.

CLICK HERE TO SUBMIT YOUR INNOVATION

If you have any questions, please contact finance.innovation@nhs.net

CLINICAL TRANSFORMATION

We are working with the HFMA to collect and share examples of clinical transformation. These will be included as case studies in the NHS England and HFMA *NHS value and efficiency map.*

If your organisation or system has started or completed a project aimed at improving value and clinical efficiency which you think will be helpful for others to know about, please complete your submission using the questions below. These submissions are not peer reviewed but will be quality assured by the HFMA Policy and Research team. You will be able to view your cases studies before they are added to the NHS value and efficiency map.

The map provides topic ideas, for example:

- reducing unwarranted clinical variation
- service transformation and optimising patient pathways
- getting the best out of our workforce
- procurement
- reducing health inequalities
- medicines optimisation and prescribing.

Submissions can be made at any time and the HFMA Policy and Research team will contact you about timescales for write up and publication.

THE QUESTIONS

1. **We would like to include the name of the organisation and contact details in the case study for those who want to find out more.**

   Do you agree to this? Yes/No

2. **What was the value/ efficiency/ productivity challenge facing your organisation/ system?**

3. **What was the solution and how was it implemented?**

   a. What was the solution?

   b. What were the anticipated financial and non-financial benefits?

   Making a difference with digital technologies: identifying and evaluating benefits is a useful reference document for non-digital as well as digital projects.

   c. What metrics were used to establish a baseline and measure change?

   d. How was the solution implemented?

   If the implementation phase has not started, describe the plans for implementation

   e. Who was involved in coming up with the solution and implementing it?

   f. How were finance staff involved?

4. **What has been the impact on value/ efficiency/ productivity?**

Ignore this question if the project has not been implemented yet.

5. **What are your top tips for others?**

    This could include any problems you encountered and how you overcame them

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