



## Awards' category criteria, rules and process

The Celebrating Excellence Awards recognise our exceptional individuals and teams for their dedication and commitment to delivering excellent services.

The awards are a superb opportunity to celebrate the significant contribution of Leicestershire Partnership NHS Trust (LPT) staff and volunteers, and to share their achievements for the wider benefit of patients, service users and staff.

**Nominations close at 5pm on Monday 4 February 2019.** All nominees will receive a thank you letter from our chief executive. All shortlisted nominees and their nominators will be invited to the **awards ceremony on the evening of Friday 17 May 2019.**

### Categories for Celebrating Excellence Awards

The award categories recognise the diverse ways in which our Trust delivers excellence for our patients, service users and staff.

1. Team of the Year Award
2. Delivering Exceptional Care Award\*
3. Excellence in Enabling Services Award
4. Excellence in Research Award
5. Excellence in Leadership Award
6. Excellence in Quality Improvement (NEW)
7. Excellence in Education and Training Award
8. Excellence in Valuing Diversity & Inclusion award
9. Excellence in Improving Staff Health and Wellbeing Award
10. Volunteer of the Year Award\*
11. Unsung Hero of the Year\* (special award from CEO/Chair)

*\*open for public nominations.*

## Category criteria

Each nomination must comply with criteria specific to the submission category. Judges will be looking for examples of how nominees have gone above and beyond their duties to deliver excellence and reflecting our values of **compassion, trust, respect and integrity**. The work undertaken should have taken place **between 1 January 2018 and 4 February 2019**.

1. Team of the Year Award	
<p>This award recognises teams who work flexibly and collaboratively, with a 'can do' approach to overcoming barriers, delivering continuous improvements for patients, service users and/or staff.</p> <p>Assessors will be looking for:</p> <ul style="list-style-type: none"> <li>★ Clarity of shared values, aims and approach to achieving success</li> <li>★ A commitment to team working and how they display this</li> <li>★ Evidence of involving their service users and/or partners</li> <li>★ Illustrations of how the team works together to overcome boundaries for making continuous improvements</li> <li>★ Examples of innovation by the team</li> </ul>	<p>Nominated by staff for a <b>team</b>.</p> <p>Open to clinical and non-clinical teams or project-specific teams</p>
2. Delivering Exceptional Care Award*	
<p>Awarded to a team or individual who has delivered exceptional care by showing:</p> <ul style="list-style-type: none"> <li>★ Exceptional dedication to the care of their patients or service users</li> <li>★ Outstanding commitment to the NHS and our Trust values</li> <li>★ Evidence of involving their service users and/or partners</li> <li>★ A commitment to continuous service improvement for service users or staff</li> <li>★ Evidence of measurable improvement as a result of exemplary quality of care</li> </ul>	<p>Nominated by staff or the public for a <b>team or individual</b>.</p>
3. Excellence in Enabling Services Award	
<p>This award recognises the work undertaken by our enabling services to support the Trust to deliver high quality care.</p> <p>Assessors will be looking for evidence of:</p> <ul style="list-style-type: none"> <li>★ Clarity of shared values, aims and approach to achieve success</li> <li>★ A commitment to continuous service improvement and innovation, in partnership with service users or staff</li> <li>★ Evidence of measurable improvement as a result of a project or initiative</li> </ul>	<p>Nominated by staff for a <b>team or an individual</b>.</p> <p><b>Open to non-clinical enabling staff only.</b></p>
4. Excellence in Research Award	
<p>This award recognises individuals who have driven the use of research for improvements, undertaken exemplary research or exceeded expectations around involving patients, services users and/or staff in research studies.</p> <p>Assessors will be looking for:</p> <ul style="list-style-type: none"> <li>★ Outstanding commitment to research and evidence of its impact on improving quality of care</li> </ul>	<p>Nominated by staff for a <b>team or an individual</b>.</p>

<ul style="list-style-type: none"> <li>★ Involvement of a diverse range of service users, staff or stakeholders in contributing to and/or implementing the research activity for an improved service experience</li> <li>★ Evidence of how the research activity was implemented and shared more widely</li> </ul>	
<b>5. Excellence in Leadership Award</b>	
<p>This award recognises exemplary leadership that demonstrates a positive and sustained impact on patients, service users, carers and staff.</p> <p>Assessors will be looking specifically for:</p> <ul style="list-style-type: none"> <li>★ Clear evidence of the impact of inclusive, compassionate leadership</li> <li>★ Evidence of having motivated others and engaged them in a shared vision, values, aims and approach to continuous improvement - creating a high performing team</li> <li>★ Effective partnership working to enhance the quality of experience for patients, service users, carers and staff</li> </ul>	<p>Nominated by staff for an <b>individual.</b></p>
<b>6. Excellence in Quality Improvement Award</b>	
<p>This award recognises an outstanding commitment to quality improvement that has resulted in measurable benefits for LPT's patients, service users and/or staff.</p> <p>Assessors will be looking for:</p> <ul style="list-style-type: none"> <li>★ An outstanding commitment to continuous quality improvement and evidence of results. How has it improved care, experience and efficiency?</li> <li>★ An innovative approach to work and positive influencer for change, learning and sharing</li> <li>★ Evidence of partnership working and/or involvement of service users and staff</li> </ul>	<p>Nominated by staff <b>for an individual or team</b></p>
<b>7. Excellence in Education and Training Award</b>	
<p>This award recognises a commitment to the development of self and others through undertaking or providing education and training for the purposes of improving health and social care</p> <p>Assessor will be looking for:</p> <ul style="list-style-type: none"> <li>★ Outstanding enthusiasm and commitment to education and development for self and/or others</li> <li>★ Sharing of knowledge and learning within the Trust</li> <li>★ Evaluation or positive feedback from colleagues, patients or students/trainees</li> </ul>	<p>Nominated by staff for an <b>individual, (nomination for trainees particularly welcome)</b></p>
<b>8. Valuing Diversity &amp; Inclusion award</b>	
<p>This award recognises those who demonstrate an outstanding commitment to valuing diversity and promoting inclusion for service users and/or staff.</p> <p>Assessors will be looking for evidence of:</p> <ul style="list-style-type: none"> <li>★ Innovative, inclusive approaches to developing our services or improving access to services, focusing on the specific needs of at least one of the</li> </ul>	<p>Nominated by staff for a <b>team or an individual.</b></p>

<p>following: age, gender, race, religion and belief, sexual orientation, disability, marriage and civil partnerships, pregnancy and maternity or transgender</p> <ul style="list-style-type: none"> <li>★ Positive and proactive initiatives to recognise and address the differing experiences of our diverse workforce, championing inclusion to enable all to achieve their potential, free from discrimination or prejudice</li> <li>★ Courage to challenge inappropriate or discriminatory behaviours</li> </ul>	
<b>9. Excellence in improving staff health and wellbeing Award</b>	
<p>Awarded to an individual or team that has demonstrated an outstanding commitment to improving the health and wellbeing of LPT staff.</p> <p>Assessors will be looking for evidence that:</p> <ul style="list-style-type: none"> <li>★ The individual or team has gone above and beyond to raise the profile of, and improve, the health and wellbeing of LPT staff.</li> <li>★ Use of innovative and sustainable approaches to staff health and wellbeing</li> <li>★ Measurable results of the impact of their initiative(s)</li> </ul>	<p>Nominated by staff for an <b>individual or a team.</b></p>
<b>10. Volunteer(s) of the Year Award*</b>	
<p>Awarded to an individual volunteer, team of volunteers or charity that has made an outstanding contribution to helping LPT go above and beyond.</p> <p>Assessors will be looking for evidence that:</p> <ul style="list-style-type: none"> <li>★ They have given up their time, unpaid, to bring measurable benefits to LPT patients, service users, carers and/or staff.</li> <li>★ The individual, team or charity has shown exceptional dedication to working with LPT.</li> <li>★ They demonstrate an outstanding commitment to the NHS and our values</li> </ul>	<p>Nominated by staff or public for a <b>volunteer individual or team.</b></p>
<b>11. Unsung Hero of the Year*</b>	
<p>Selected by the chair and chief executive of the Trust, this award recognises an individual for their exceptional practice or contribution to LPT.</p> <ul style="list-style-type: none"> <li>★ Exceptional dedication to providing the best quality care or services – regardless of role or grade (can be clinical or non-clinical)</li> <li>★ Outstanding commitment to the NHS and our Trust values</li> <li>★ Significant contribution to making our services great</li> </ul>	<p>Nominated by staff or public <b>for an individual</b></p> <p><b>Open to clinical and non-clinical staff</b></p>

## Who can nominate?

LPT staff can nominate colleagues employed by LPT for all categories (please see rules for bank staff below).

We welcome nominations from the public and other organisations within the following categories:

- ★ Delivering Exceptional Care Award
- ★ Volunteer of the Year Award
- ★ Unsung Hero of the Year Award

Our monthly Valued Star awards winners from the last year will be invited to the awards evening [www.leicspart.nhs.uk/valuedstars](http://www.leicspart.nhs.uk/valuedstars)

## The Rules

Applications for the Celebrating Excellence Awards 2018 are subject to the following rules. Please read these carefully before proceeding to the nomination form.

- ★ Nominations for the Celebrating Excellence Awards recognise LPT staff and volunteers.
- ★ Nominations are submitted via the online form found at [www.leicspart.nhs.uk/awards](http://www.leicspart.nhs.uk/awards) **by the closing date of Monday 4 February 2019 (5pm)**. The nomination form can also be downloaded from the same webpage and emailed to [communications@leicspart.nhs.uk](mailto:communications@leicspart.nhs.uk) or posted to:

Celebrating Excellence Awards 2018  
Communications Team  
Leicestershire Partnership NHS Trust  
Riverside House  
Bridge Park Plaza  
Bridge Park Road  
Thurmaston LE4 8PQ

- ★ The work included in the nomination must have been undertaken at least in part between 1 January 2018 to 4 February 2019.
- ★ LPT bank staff can be nominated if their work was undertaken between the above dates and they will still be working for LPT on 17 May 2019.
- ★ Please inform nominees that you are making a nomination and check that they would be happy for their nomination and outcome to be publicised. This might involve articles in the local media and social media posts.
- ★ Wherever possible, photographs of nominees should be supplied with nomination forms for use in publicity. This is not an essential requirement at this stage. Photographs should be supplied in jpg format.
- ★ Entries must adhere with the strict word limit on the form. Any wording over and above the word limit will be cut off and not considered by the shortlisting and judging panels.
- ★ Entries cannot be amended or accepted after the entry deadline has passed.
- ★ The same entry may not be submitted for more than one category.
- ★ If the awards' organising team determine an entry submitted for one category is of greater relevance to another category, they might re-categorise that entry.

- ★ The awards' organising team reserves the right to withdraw incomplete entries as well as those which are considered inappropriate as a result of ethical or factual issues.
- ★ All nominees who are shortlisted must supply a photograph (if not already supplied by the nominator) for use at the awards ceremony.
- ★ The nominators of shortlisted nominations must be available for filming at one of the indicated dates on the nomination form. Films are shown at the awards ceremony and on social media.
- ★ The contact details contained in entries will not be shared outside LPT, unless permission is granted by the nominator and nominated individual or team.
- ★ Details of nominations may be publicised in the local media with the consent of the individual or team nominated, including films and photos – please indicate on the form if this is not acceptable.
- ★ Details of all winners will be provided to the local media along with photographs taken at the awards ceremony.
- ★ Finalists and winners will be expected to help others learn from their work throughout the year.
- ★ All nominations are judged by a panel of judges (except for the Unsung Hero award which is selected by the Trust chair and chief executive).
- ★ Shortlisted nominees and their nominators will be invited to attend the awards ceremony on Friday 17 May 2019. Finalists will receive certificates. Winners will receive trophies.
- ★ All unsuccessful nominees will receive a thank you letter from our chief executive.
- ★ The judges' decision is final.

### **Awards' organising team**

The awards' organising team comprises Kamy Basra (head of communications), Kathryn Burt (deputy head of HR and OD), Fiona McNamee (head of organisational development), Lindsay Woodward (fundraising manager), Sheila Ashton (communications manager), and Sophie Ion (e-communications officer). Members of the team may not submit nominations.

### **Process for handling nominations**

**1** Nomination form submitted via the online form or posted with a photograph wherever possible.

Nominators will receive an email acknowledging receipt of the nomination. If you do not receive an acknowledgement within five working days, you should telephone (0116 295 0919) to check that the nomination has been received.

The nominated individual or team will be notified of their nomination by email.

**2** The awards' organising team will remove any nominations which are incomplete and/or do not meet the criteria for the category, and will prepare a shortlist for each award which will be forwarded to a shortlisting panel (27 February 2019).

**3** Those **not** shortlisted will receive a letter from LPT Chief Executive Dr Peter Miller, congratulating them for being nominated.

**4** The judging panel will meet on 11 March to discuss the shortlisted nominations in each category and select the winners.

**5** Those **who are** shortlisted will receive an email letter with an invitation to RSVP for the awards ceremony. Letters will be sent to those who do not access email regularly (as indicated by the nominator on the nomination form).

**6** Nominators of shortlisted nominees will be required to attend a filming session in preparation for a film that might be shown as part of the big reveal of winners on the awards evening on 17 May 2019.

**7** Details of all shortlisted nominations will be published on our staff intranet (eSource) and publicised in our internal communications. Details of winners might be shared after the awards ceremony with the local media (with the consent of the nominator and those nominated).

**8** Media releases about winners will be sent to local media as soon as the photographs from the awards ceremony are available. Media interviews might be requested.

## Judging

The awards' organising team and shortlisting panel will determine the shortlist of nominations to go forward for judging. Any nominations which are incomplete and/or do not meet the criteria for the category will not be put forward.

Nominations which meet the award criteria will be judged by a panel made up of:

- ★ CEO or Chair
- ★ Two executive directors
- ★ One Non-executive director
- ★ One HR representative
- ★ One staff-side representative
- ★ One patient, service user or carer rep
- ★ One LPT member
- ★ Representatives from award sponsors
- ★ One key stakeholder/organisational partner
- ★ A media representative

## Timetable

- ★ Awards launch – w/c 3 December 2018
- ★ Deadline for nominations – 5pm on 4 February 2019
- ★ Shortlisting panel – w/c 25 February 2019
- ★ Judging panel meets w/c 11 March 2019
- ★ Filming of all those shortlisted undertaken in-house – 18 March-18 April 2018
- ★ Celebrating Excellence 2017 Award Ceremony – evening of Friday 18 May 2019.

## Further information

For further information about the Celebrating Excellence Awards 2018 please contact the Communications team: [communications@leicspart.nhs.uk](mailto:communications@leicspart.nhs.uk) or telephone: 0116 295 0919.