



# *Achieving Excellence* **Awards** **2019**

## *Nomination Guidance*



This award commends an individual who has been with the Trust for three years or less and has made a significant impact in their role.



This will be presented to an individual that is a long serving member of staff (Who has been with our organisation for at least six years) who has gone beyond the call of duty in their service to the Trust.



This award recognises an individual or team who exemplify working collaboratively with internal and external teams or departments to improve services and patient care.



This award recognises a member of staff who regularly goes the extra mile to provide excellent service. They will demonstrate our Trust values and inspire, motivate and support colleagues in their role.



This award is for a volunteer, expert by experience or carer who has made a major difference to a patient, relative, colleague or team through their community-spirited commitment.



A bank, agency or temporary member of staff whose skills and actions help the Trust exceed quality.



This award is for an individual or team who have made an exceptional contribution to the work of the division, have been innovative and supportive, leading positive change.

Our divisions:

- Children's, young people & families
- Corporate
- Learning disabilities
- Mental health



This award is for an individual or team within the Estates and Facilities function who have made an exceptional contribution to the work of the services, and have provided a positive impact on patient experience.

## Top tips

Follow our top tips which includes points to think about when writing your entry.

### What did the nominee do?

Did they encounter any challenges or issues and how did they overcome these?

### How did they do it?

- Initiative and/or leadership
- Teamwork
- Creativity and/or innovation
- Behaviours and/ or attitudes

### What were the results and/or impact?

- What did the nominee's efforts accomplish?
- Are there specific benefits that derived from those efforts?

### Also, try to include:

- Quotes from other staff / patients
- Facts or figures e.g. good performance scores
- Evidence of any improvements made

## Need help?

If you need help in writing your nomination then please contact Gail Parry, Organisational Development & Staff Engagement Manager on 0121 612 8160 or email [gail.parry@nhs.net](mailto:gail.parry@nhs.net)

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Return your nomination form by emailing it to [bcpft.operationalimprovementteam@nhs.net](mailto:bcpft.operationalimprovementteam@nhs.net) or by posting it to Operational Improvement Team, 3rd Floor, Delta House, Greet's Green Road, West Bromwich, B70 9PL.

*Closing Date for nominations:*  
**5pm, Friday 20th September 2019**