

**Staff Recognition Award – Nomination Form**

Complete this form to show your appreciation to a member of EPUT Staff or an EPUT Team. Nominate them for a staff award and let them know what a star they are!

Employees both permanent and bank can be nominated by a member of the public, patient, carers, peers, colleagues, managers or mentors.

|  |  |
| --- | --- |
| Your First Name  |  |
| Your Surname  |  |
| Your Address or EPUT work base |  |
| Your Email Address |  |
| Your Telephone No. |  |
| Are you happy for your name to be shared with the person you are nominating?  | Yes No  |
| Are you a member of EPUT staff? |  Yes No |

**Who are you nominating?**

Please complete the below with as much detail as possible about the person or team you are nominating for an award.

|  |  |
| --- | --- |
| First Name/Team name  |  |
| Surname  |  |
| Work Address or place of work/building |  |
| Email Address  |  |

**Which category would you like to nominate them for?**

Please see a description of each category listed at the end of this form. Only choose one of the below categories for your nomination.

|  |  |
| --- | --- |
| **Award Category**  | **Please Tick**  |
| Hero Award – Beyond the Call of Duty  |  |
| Peer to Peer Recognition Award  |  |
| Team Recognition Award  |  |
| Leadership Award  |  |
| Research, Innovation and Improvement Award |  |

**Why should they get an award?**

Tell us why you feel our employee deserves an award, focussing on how they’ve made a real difference to you and the Trust. Provide as much information as you can, giving specific examples to support your nomination. Please note our awards are not designed to reward staff for working above and beyond their contracted hours. That is not something we encourage as a Trust. Our awards are not about going over and above your hours it’s about exceptional outstanding practice.For more information about the award categories, please see below.

You may be contacted for further information to support your submission. If you prefer you may also make your nomination in video format and email it across to epunft.staffawards@nhs.net

|  |  |
| --- | --- |
| Why do you feel this member of staff should win an award?  |  |

Are you happy for your name and nomination as given above to be used as part of our promotions if your nominee wins? Please note this will include both internal and external communications and will include our social media channels.

Yes No

Any comments…………………………………………………………………………..........

…………………………………………………………………………………………………..

|  |  |
| --- | --- |
| Date |  |

Please submit this form to:

Staff Engagement Team, Essex Partnership University NHS Foundation, Thurrock Hospital, Long Lane, Grays, Essex, RM16 2PX

Or Email: epunft.staffawards@nhs.net

Please note any data collected will be stored securely and not used or shared **with** any third party, or for any other purpose, in line with GDPR guidelines. We are collecting your contact details for the purpose of reaching you should we need further details to support your nomination. If you would like further information regarding this, please contact the Staff Engagement team on 01268 739711 or EPUT's Information Governance Manager on 01268407737 Ext 7737.

**Staff Recognition Award – Categories**

**Hero Award – Beyond the Call of Duty**

Open to staff that have gone beyond the call of duty. Have one of our members of staff done something extra special that deserves recognition? Not only did they do their job but they went above and beyond to help a patient, family member or colleague. This award is not about staff going over and above their standard working hours this is not something that we encourage as a Trust, we want to reward staff who demonstrate exceptional outstanding practice.

Please note you can only nominate individuals in this category. If you would like to nominate more than one person from the same team then please complete a nomination form for each person or use the Team Recognition Award Category to nominate them together.

Anyone can complete a nomination for this award. Patient, carers, member of the public or member of EPUT Staff and is open to all staff, Bank, Permanent and Contract.

**Peer to Peer Recognition Award**

Nominations for this award can only be received from EPUT Staff. This award is applicable to all staff groups, both clinical and non-clinical.

This award is your chance to show another individual of EPUT staff just how much they deserve to be recognised for the fantastic work that they do. An individual who is brilliant at doing their job, they are loyal, committed and flexible and demonstrate the Trusts values in everything that they do.

An individual who:

* Always delivers excellence in everything they do.
* Demonstrates exceptional customer care and support.
* Goes the extra mile for others.
* Champions dignity and respect, treating others how they wish to be treated and promoting equality and inclusion.

Please note this category is open to individuals. If you would like to nominate a team, please refer to the Team Recognition Award.

**Team Recognition Award**

Any team at EPUT can be nominated for this award and nominations can be received from patients, carers, members of the public or EPUT Staff and is open to Bank, Permanent and Contract.

Sometimes nominating an individual is just not enough when you encounter a team where all members deliver exceptional service and/or patient care. This award aims to highlight EPUT teams where all members go the extra mile and deliver everyday excellence at work.

The award recognises and rewards those teams that make significant contributions to the work and mission of the Trust giving exceptional customer service and always working to the Trusts values and demonstrating these in all the work they do. A team that is inclusive to all and allows its members to be themselves and ‘Be You’ at work.

We want to celebrate teamwork that has had a positive impact on our Trusts performance and recognise when a team is outstanding and exemplary in what they do.

**Leadership Award**

Any leader at EPUT can be nominated for this award, both clinical and non-clinical staff from all staff groups.

Exceptional leaders are what help EPUT to achieve our values, drive innovation and deliver exceptional patient care. Do you know a manager that deserves recognition for their exceptional leadership skills? A leader, who helps to inspire and motivate others, is inclusive of all and upholds and helps to improve quality at the Trust. Someone who demonstrates all of our core values and their team clearly follow this ethos and are proud to have them as their manager.

Anyone can complete a nomination for this award. Patient, member of the public or member of EPUT Staff and is open to all staff, Bank, Permanent and Contract.

**Research, Innovation and Improvement Award**

The award is open to all staff groups, clinical, non-clinical, who have developed a new idea/project or an existing one that has been exceptionally implemented into our services to improve processes and procedures.

This award covers innovative ideas, research and quality improvement projects carried out by our staff who have excelled in delivering change for the better. Including innovative research studies that have real potential to lead to high impact outcomes and influence the way we care for patients and make change in our sector.

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