



Categories and Entry Guidance

The KMPT Awards provide an opportunity to recognise the excellent work of staff, patients and carers and highlight their good practice. All nominations need to be made using the online form which can be found at www.kmpt.nhs.uk/2019awards.

The closing date for nominations is 26 April 2019.

There is a downloadable nomination available on our website. However if you would prefer to complete a paper nomination form please call 01622 724108 or email kmpt.communications@nhs.net.

Who can be entered for an award?

The awards are aimed at those working in or with KMPT services. We cannot accept self-nominations but nominations from colleagues, service users, carers and families will all be welcomed.

What makes a good nomination?

To nominate someone, you will need to decide what category they fit into, how they meet the criteria and complete the online or paper based nomination form by **26 April 2019**.

It is important to look closely at the criteria for each award and clearly demonstrate how the person or team you are nominating meets them. If you are nominating a corporate team or non-clinical service you should still be able to link their work to improvements in services and ultimately to patient care. Your nomination should be a **minimum** of 200 words and a maximum of 500 words.

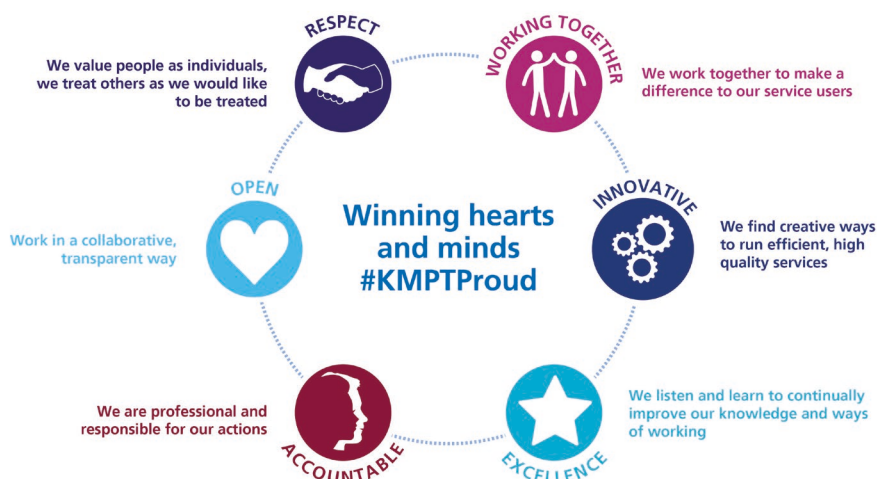
It will be beneficial if you are clear as to how the trust's Vision and Values are upheld by the person or team you are nominating.

Helpful hints for submitting your nomination

- Before submitting any nomination please make sure you read the below guidance criteria for each category and the entry rules before you start to complete your nomination.
- Include the name of the person or team you are nominating in full
- Include clear contact details (include email addresses, postal address, phone numbers and job titles if applicable).
- Facilitate a culture of learning and development in their workplace.
- Clearly specify what award you are nominating for
- Make sure you clearly set how the reason for nomination. Successful nominations should meet the award criteria and be a minimum of 200 words.
- Stand out from the crowd – make your nomination interesting and use clear language
- Involve the team – you can make the entry a joint effort, this will often produce a better and more comprehensive summary
- Be a judge – consider reading your entry against the award criteria. If you were a judge what would you expect to see from an entry?
- Supporting evidence – always back up claims or successes with evidence, this could include quotes from those impacted, pictures, statistical evidence or compelling before and after data.
- Ensure your details as the nominator are completed in full.



Vision - delivering quality through partnerships



2019 KMPT Awards categories

Achievement in Learning and Development Award

Awarded to an individual who has made great strides forward in their own learning and development or through contributing to the development of others through training or mentoring. This includes competence in IT applications, information and governance, equality and diversity.

Those nominated should:

- Have reached high levels of attainment
- Brought their learning into the workplace
- Encourage others to develop and undertake learning
- Facilitate a culture of learning and development in their workplace.

Achievement in Research Award

As a research active trust, we want to acknowledge the commitment and achievement of KMPT individuals (staff members, service users and carers) who have shown success in research. This award celebrates all the many ways that research is carried out by inquisitive people in the trust, especially when that leads to developing evidence based services for KMPT.

Nominations can be for individuals or teams who have (for example):

- Developed their own research ideas
- Had their work published in peer reviewed journals
- Given poster presentations of their work at conferences
- Used evidence they have collected to develop KMPT services
- Helped to support the NIHR Portfolio research within the trust
- Helped to support or develop the research strategy within the trust
- Are motivated to deliver innovative research in KMPT.

As well as in any other areas in which you have seen great research happening in KMPT.

Apprentice of the Year Award

To be awarded to the apprentice who has shown exceptional contributions to their workplace, who can evidence living the trust values while using every opportunity put before them to learn and shape their journey in the NHS.

Nominations are welcome for apprentices on a fixed term contract and staff who are already employed within the trust and are studying for an apprenticeship qualification whilst working.



Best Team Improvement Award

To be awarded to the team that has made the most noticeable improvement in its overall performance and in meeting its key objectives outlining how these work in line with the overall trust strategy

Carer Contribution Award

This award is available to trust carers who have contributed to helping improve trust services for others. Raising awareness of mental ill health and challenging stigma by using lived experience is shown to be the best way to share these important messages. The winner of this award will have shown considerable commitment and helped to make changes within their community by sharing their own experiences – all the time breaking down barriers.

High Performance Award

Awarded to an individual or team that shows consistently high performance and is meeting all Key Performance Indicators and Core standards.

Those nominated should:

- Have changed working practice to improve performance
- Be able to demonstrate, through data, that they are meeting the relevant Key Performance Indicators (KPI's) for their service – e.g. seven day follow up
- Have improved patient satisfaction and experience alongside performance data.

Inspiring Change Award

This will be awarded to the team or individual who has been involved in trust learning and change. Those nominated will be able to show how they have challenged trust practices (or processes) as well as their own way of working to improve services always with patients at their heart. The best entries will show how they have used change as an opportunity to grow personally as well as help develop the best services our patients and their families deserve.

Judges will select three finalists within this category and the winner will be selected by the audience on the night of the awards.

Leadership Award

Awarded to a successful leader / manager or mentor that has shown true leadership qualities in managing their service effectively.

Those nominated should have:

- Put quality at the heart of service delivery
- A reputation for tackling issues that get in the way in the pursuit of quality
- Led transformational and innovative change for the benefit of patients, peers, staff and public
- Contributed to removing barriers to diversity in the workforce and service-wide.

Outstanding Support Service Award

This award is to recognise those individuals or teams whose hard work and commitment can always be relied upon. It is for those who work behind the scenes and who repeatedly 'go the extra mile' to keep the organisation ticking over.

Nominations can be for individuals or teams who have:

- Can always be relied upon to get the job done and provide unlimited support
- Constantly display a 'can do attitude'
- Stand out as being great achievers



Partnership Award

Awarded to an individual or team that has worked with partners to achieve a significant outcome, contributing to the smooth running of a service, department or the Trust overall. The best entries will have also engaged the public, users and carers as part of this partnership.

Those nominated should have:

- Worked in partnership with others; either one or more people, teams, organisations, carers, service users (internal and external)
- Achieved the desired outcomes and goals
- Improved services
- Fully utilised the skills of partners, service users and carers.

Patient Contribution Award

This award is available to trust patients who have contributed to helping improve trust services for others. Raising awareness of mental ill health and challenging stigma by using lived experience is shown to be the best way to share these important messages. The winner of this award will have shown considerable commitment and helped to make changes within their community by sharing their own experiences – all the time breaking down barriers.

Patient Safety Award

Awarded to an individual or team that has demonstrated what they do to keep patients safe and how this has greatly impacted on the quality of care they provide.

Those nominated should:

- Be able to show how they have devised initiatives that measure just what they do to keep patients safe
- Have a clear understanding of the link between patient safety, outcomes, quality of care and experience

Quality and Patient Experience Award

An award will be made to a team or an individual who has made a significant positive impact on the experience of those who use services.

Those nominated should:

- Demonstrate exceptional care and effort when dealing with service users through commitment and fulfilment of the Customer Care Charter and trust values
- Show evidence of how they have improved the quality of patient experience beyond the expectations of the patient
- Show evidence of improved outcomes for the service users in line with the recovery approach
- Involved service users and carers in the delivery of services.

Unsung Hero Award

This award is open to staff, service users, carers and volunteers who go above and beyond the call of duty.

Awarded to an individual or team who is recognised by their colleagues as being consistently reliable, adaptable and rarely gets the praise they deserve.

Those nominated should have:

- Made an impact on their colleagues, service users and staff
- Emphasised quality and the patient or service user experience as being central to their role and mission.



Volunteer of the Year

Awarded to a volunteer who makes a sustained difference to the lives of service users or carers through their contribution to a service.

Those nominated should:

- Be a registered trust volunteer
- Be consistent with ongoing input into service
- Add value above and beyond the work of staff.

Please see below an example of a strong and weak nomination

Achievement in Learning and Development Award

Awarded to an individual who has made great strides forward in their own learning and development or through contributing to the development of others through training or mentoring. This includes competence in IT applications, information and governance, equality and diversity.

Criteria:

- Reached high levels of attainment
- Brought their learning into the workplace
- Encouraged others to develop and undertake learning
- Facilitated a culture of learning and development in their workplace

Strong nomination

This year Bob Jones passed his Masters in Health Service Management. Bob undertook this study because he realised that it would benefit himself professionally as well as the clients he works with and the services as a whole. Bob has been able to share his learning experience with the team through regular updates at team meetings and has also used his coursework to run projects in the service that have seen waiting times reduce. He is now taking a leadership role within the team for improving patient experience, using some of the tools he learned in his Masters, and has set a clear goal of improving user satisfaction by 15% in the next year.

He is also mentoring other students (undertaking the course next year) from other parts of the organisation.

His enthusiasm for learning and making improvements is infectious and he has inspired others within the team to think more about their own personal development. This has led to more staff learning skills that the organisation needs and in the processes mandatory training levels have improved too!

Weak nomination - A nomination that means well but does not do Bob justice may look something like this:

Bob has done really well in the past year to complete his Masters and he is now doing lots of positives things in the work place to make improvements. He works really hard, has lots of time for others and deserves an award.

