

# Excellence Awards

*...recognising staff who go the extra mile*

- Do you know an individual or a team at our Trust who deserves recognition?
- Or someone who has gone the extra mile and deserves praise?



**Make your nomination now!  
See inside for more details**

High standards are expected of anyone who works for The North West London Hospitals NHS Trust. Certain employees, however, go above and beyond these expectations - and they deserve recognition for their achievements.

The Excellence Awards are a way of congratulating them on their success. They are designed to celebrate the work of staff from every walk of hospital life - from nurses to physiotherapists, IT support, cleaners and ward clerks.

Almost anyone can be nominated for the award. Both individuals and teams will be considered.



Nominations can be made by the public or by colleagues and can be for a single act of excellence or for a broader contribution to patient care.

Put simply, the Excellence Awards are a way of recognising staff who go the extra mile.

The awards take place every two months. As well as receiving widespread recognition for their work, winners receive £100 (or £300 for teams).

**Do you know an individual or a team at our Trust who deserves recognition?**

**Make your nomination now!**



## **What are the Excellence Awards?**

The Excellence Awards are about recognising staff who go above and beyond the high standards expected of them. It is a way of celebrating their achievements and underlining their hard work. Awards are made every two months.

## **Who qualifies for nomination?**

The scheme is open to current Trust employees (this does not include contract services). The only exception to this is individual consultant medical staff to whom the national and local Clinical Excellence Awards system applies. Consultants can however be considered as part of a team award.

## **Who can make a nomination?**

Nominations can be made by colleagues, managers, patients or members of the public. Nominations rely on support from the appropriate line manager.



## **How do I make a nomination?**

To make a nomination please complete the online application form, which can be found at [www.nwlh.nhs.uk/awards](http://www.nwlh.nhs.uk/awards).

Staff can also find a form on the intranet at <http://nwlhintranet/microsites/HumanResources>.

## **Who makes the decision?**

The decision is made by a group of executive and non-executive directors.

## **What criteria are used to determine the award?**

Nominations are not scored but a judgement is made on the relative merits of each nomination. The group examining the nomination forms will, however, take into account the Trust's key objectives, with a particular focus on the quality of patient care. Nominations not awarded on one occasion may be submitted again.

## **What happens if the nomination does not receive an award?**

In the interests of simplicity, reasons for not receiving an award will not be provided. The same application may be submitted twice, after which the nomination will no longer be considered.

The group that considers the awards can also decide to roll over a nomination at their discretion. All decisions concerning the awards rest entirely with the group that considered the awards and are final. A list of

people who were nominated will be publicised as it is still important to recognise their achievements.

### **How will these achievements be publically recognised?**

We will publicise award winners in our magazine, NWnews and across hospitals, as well as at our yearly AGM.

### **What do winners receive?**

Individual winners received £100, while teams win £300. The staff excellence awards are funded by the NWLH Trust Funds.

[www.nwlh.nhs.uk/awards](http://www.nwlh.nhs.uk/awards)