



## EXCEPTIONAL PEOPLE AWARD

### Nominating someone for the Exceptional People Award

1. Nominations may be submitted at any time
2. Nominations are welcome from staff, service users, patients, or friends and family of service users and patients.
3. Forms are available on the intranet, the Trust website or on request from the Communications and Engagement Team by telephoning 01865 902068 or e-mailing [ExceptionalPeopleAward@oxfordhealth.nhs.uk](mailto:ExceptionalPeopleAward@oxfordhealth.nhs.uk).
4. Nominations submitted before the final Friday of each month will be considered by the judging panel during the following month. The winning nominee will be chosen by the last Friday of that month.

Unsuccessful nominations will roll over to the following month; each nomination will therefore be included for a maximum of two months. If unsuccessful after this time, it will expire.

5. Nominators should bear in mind that the judges will have no prior experience or knowledge of the person being put forward or the service within which they work. This should be taken into account when writing the nomination. The likelihood of success is greatly improved by the inclusion of additional detail about the role and impact of the nominee within their working environment.
6. Nominations will be considered by a judging panel consisting of:
  - The Trust Secretary and Director of Corporate Affairs
  - One member of the Council of Governors



7. The award is for all staff, regardless of their role in the organisation as everyone has a vital role to play in the success of Oxford Health. The judges will be asked to score the nominations against the following criteria.

- Has made an exceptional contribution above the requirements of their role;
- Has introduced or developed innovative practices within the Trust;
- Has made a significant difference to patient experience or has made a significant difference to the working/performance of a team;

If the scoring is equal for two candidates the Director will act as final arbiter.

8. The award will be £50 in gift vouchers from a store of the winner's choice.

9. Award winners will be announced online, in news e-bulletins, on social media and feature in the trust's *Insight* magazine.

Please address any queries regarding this award to:

The Exceptional People Award team

01865 902068

[ExceptionalPeopleAward@oxfordhealth.nhs.uk](mailto:ExceptionalPeopleAward@oxfordhealth.nhs.uk)