**EXCEPTIONAL PEOPLE AWARD**

**Nominating a team 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.

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
* Five members of the Council of Governors, chosen from public and patient constituencies across the Trust geography.

7. The award is for all substantive 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.

The judges are asked to choose the winner and two highly commended people each month.

8. Each Exceptional People Award winner will be presented with a prize of:

• £50 voucher

• a framed certificate

• an engraved glass trophy

9. Award winners will be celebrated on our website, social media and publications (unless they prefer not to do so.).

Please address any queries regarding this award to:

The Exceptional People Award team

01865 902068

ExceptionalPeopleAward@oxfordhealth.nhs.uk