**EXCEPTIONAL PEOPLE TEAM 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 team 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 from the Trust executive team.

7. The award is for all teams, regardless of their role in the organisation as every team has a vital role to play in the success of Oxford Health.

Nomination will need to showcase how a team’s work or achievement supports the Trust values and/or strategic objectives with a focus on patient/care outcomes.

The judges will be asked to score the nominations against the following criteria:

* Embody the Trust **vision** of Outstanding Care by an Outstanding Team
* Embody the Trust **values** of Caring, Safe and Excellent
* Support the Trust **mission** to be the Best Trust of our kind in the country
* Support the Trust **strategic objectives**:
	+ **Quality**: Delivering the best possible care and health outcomes
	+ **People:** Be a great place to work
	+ **Environment:** Make the best use of our resources and protect the environment
	+ **Research:** Become a leader in healthcare research and education

8. The winning team will be presented with a prize of:

• £100 voucher

• a framed certificate

• an engraved glass trophy.

9. Winners will be celebrated on our website, media, 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