



The Royal Wolverhampton
NHS Trust

Awards' category criteria, rules and process

Royal Awards 2020

Royal ²⁰²⁰ AWARDS



The Royal Awards recognise our exceptional individuals and teams for their dedication and commitment to delivering excellent services.

The awards are a superb opportunity to celebrate the significant contribution of The Royal Wolverhampton NHS Trust staff, and to share their achievements for the wider benefit of patients, service users and staff.

Nominations close at 5pm on Friday 28th February 2020. All nominees will receive a thank you letter from our Chief Executive. All shortlisted nominees will be invited to the awards ceremony on the evening of Friday 5th June 2020.

Categories for The Royal Awards

The award categories recognise the diverse ways in which our Trust delivers excellence for our patients, service users and staff.

- Individual of the Year Award (x2)
 - Non clinical
 - Clinical
- Team of the Year Award (x2)
 - Non clinical
 - Clinical
- Chief Executive Award – team or individual
- Leader of the Year – for an individual (employee doesn't have to be in a leadership role)
- Excellence in Patient Care – team or individual
- Excellence in Innovation / Improvement – team or individual
- The Research Excellence Award – team or individual
- The Patient's Choice – team or individual

Criteria for Awards

Each nomination must comply with criteria specific to the submission category. Judges will be looking for examples of how nominees have gone above and beyond their duties to deliver excellence and reflecting our values of safe and effective, kind and caring, exceeding expectation. The work should have taken place between 1st April 2019 and 28th February 2020.

Individual of the Year Award (x2)	
<p>This award recognises an exceptional individual who works in a non-clinical area and is an outstanding role model who is dedicated and committed to RWT.</p> <ul style="list-style-type: none"> • Behaviour reflects the Trust values of safe and effective, kind and caring, exceeding expectation • Delivers great care/outstanding work • Goes above and beyond what is expected • Has drive and enthusiasm that inspires others • Significant contribution to making our services great 	<p>Nominated by staff for an individual.</p> <p>Open to clinical and non-clinical staff.</p>
Team of the Year Award (x2)	
<p>This award recognises a team who work flexibly and collaboratively, with a 'can do' approach to overcoming barriers.</p> <ul style="list-style-type: none"> • Behaviour reflects the Trust values of safe and effective, kind and caring, exceeding expectation • Takes collective responsibility to improve service or patient care • Utilises the strengths of individual team members to achieve a common goal • A commitment to team working and how they display this 	<p>Nominated by staff for a team.</p> <p>Open to clinical and non-clinical teams.</p>
Chief Executive Award	
<p>This award is selected by the Chief Executive of the Trust. It recognises an individual or team for their exceptional contribution to the RWT.</p> <ul style="list-style-type: none"> • Exceptional dedication to providing the best quality care or services – regardless of role or grade (can be clinical or non-clinical) • Outstanding commitment to the NHS and our Trust values • Significant contribution to making our services great 	<p>This is for an individual or team.</p> <p>Open to clinical and non-clinical staff/teams.</p>

Leader of the Year	
<p>This award is for an individual who has shown exceptional leadership in their role and inspires their team members through their actions. This individual does not have to be in a managerial role to be nominated as Leader of the Year.</p> <ul style="list-style-type: none"> • Exceptional leadership skills, who inspires staff everyday • Demonstrates caring and compassionate attitude towards their colleagues • Demonstrates honesty, integrity and respect for their staff, patients and public 	<p>Nominated by staff for an individual.</p> <p>Open to clinical and non-clinical staff.</p>
Excellence in Innovation/Improvement	
<p>This award recognises an individual or a team who are committed to finding innovative ways to improve service delivery for RWT.</p> <ul style="list-style-type: none"> • The benefits gained from the innovation or improvement approach • The evidence base on which the change was made • The extent to which the change in practice is outside the expectations of the individual's or team's role 	<p>Nominated by staff for an individual or a team.</p> <p>Open to clinical and non-clinical staff.</p>
Excellence in Patient Care	
<p>This award recognises an individual or a team who has made an outstanding contribution to improving patient care/patient experience.</p> <ul style="list-style-type: none"> • Reflects the Trust values of safe and effective, kind and caring, exceeding expectation • How they may have designed new processes and pathways to improve patient journeys • Their outstanding clinical care and the positive impact on service delivery and patient care 	<p>Nominated by staff for an individual or a team.</p>

The Research Excellence Award	
<p>This award recognises an individual or a team who has made a unique contribution to research delivery in the Trust.</p> <ul style="list-style-type: none"> • How have they have engaged with colleagues and collaborators to promote their own research and encourage future researchers/projects? • What impact have they had on patient care or staff wellbeing in their specialty area? • Is there evidence of embracing new types of research or prioritising and developing an area of previously low activity? • Is there evidence of how the adoption of clinical research study findings has led to significant service improvement, improved patient outcomes and/or led to significant service improvement? 	<p>Nominated by staff for an individual or a team.</p>
The Patient Choice Award	
<p>This award recognises an individual or a team who has made a real difference to their or a loved one's healthcare.</p>	<p>Nominated by patients for an individual or a team.</p>

Who can nominate?

All RWT staff can nominate colleagues employed by RWT for all categories apart from the Patient Choice Award and the Chief Executive Award (please see rules for bank staff below).

We welcome nominations from the public for the Patient Choice Award. This award is for patients to thank staff who have provided them with excellent care at any of The Royal Wolverhampton NHS Trust's hospital sites, community sites or GP practices.

The rules

Applications for The Royal Awards 2020 are subject to the following rules. Please read these carefully before proceeding to the nomination form.

- Nominations for The Royal Awards recognise RWT staff.
- Nominations are submitted via the online form found at www.royalwolverhampton.nhs.uk/about-us/awards/ by the closing date of Friday 28th February 2020 (5pm). The nomination form can also be downloaded from the same webpage and emailed to rwh-tr.communicationsdept@nhs.net or posted to:
The Royal Awards 2020
Communications Team
The Royal Wolverhampton NHS Trust
Hollybush House
New Cross Hospital
Wolverhampton Road
Wolverhampton
WV10 0QP
- The work included in the nomination must have taken place, at least in part, between 1st April 2019 to 28th February 2020.
- RWT bank staff can be nominated if their work was undertaken between the above dates and they will still be working for RWT on 5th June 2020.
- Please inform nominees that you are making a nomination and check that they would be happy for their nomination and outcome to be publicised. This might involve articles in the local media and social media posts.
- Entries cannot be amended or accepted after the entry deadline has passed.
- The same entry may not be submitted for more than one category.
- If the awards' organising team determine an entry submitted for one category is of greater relevance to another category, they might re-categorise that entry.
- The awards' organising team reserves the right to withdraw incomplete entries as well as those which are considered inappropriate as a result of ethical or factual issues.
- All nominees who are shortlisted will be photographed for use at the awards ceremony.
- The contact details contained in entries will not be shared outside RWT, unless permission is granted by the nominator and nominated individual or team.

- Details of nominations may be publicised in the local media with the consent of the individual or team nominated, including films and photos – please indicate on the form if this is not acceptable.
- Details of all winners will be provided to the local media along with photographs taken at the awards ceremony.
- All nominations are judged by a panel of judges.
- Shortlisted nominees will be invited to attend the awards ceremony on Friday 5th June 2020.
- Finalists will receive certificates. Winners will receive trophies.
- All unsuccessful nominees will receive a thank you letter.
- The judges' decision is final.

Awards' organising team

The awards' organising team comprises Louise Nickell, Head of Education and Training, Zoe Marsh, Deputy Head of Education and Training, Sally Evans, Head of Communications, Nigel Beardsmore, Head of Clinical Illustration and Adam Race, Deputy Director of Workforce.

Process for handling nominations

1. Nomination form submitted via the online form or posted. The nominated individual or team will be notified of their nomination by email.
2. The awards' organising team will remove any nominations which are incomplete and/or do not meet the criteria for the category, and will prepare a shortlist for each award which will be forwarded to a shortlisting panel.
3. Those not shortlisted will receive a letter congratulating them for being nominated.
4. The judging panel will meet to discuss the shortlisted nominations in each category and select the winners.
5. Those who are shortlisted will receive an email letter with an invitation to RSVP for the awards ceremony. Letters will be sent to those who do not access email regularly (as indicated by the nominator on the nomination form).
6. Nominators of shortlisted nominees will be required to attend a filming session in preparation for a film that might be shown as part of the big reveal of winners on the awards evening on 5th June 2020.

7. Details of all shortlisted nominations will be published on our staff intranet and publicised in our internal communications. Details of winners might be shared after the awards ceremony with the local media (with the consent of those nominated).
8. Media releases about winners will be sent to local media as soon as the photographs from the awards ceremony are available.

Judging

The awards' organising team and shortlisting panel will determine the shortlist of nominations to go forward for judging. Any nominations which are incomplete and/or do not meet the criteria for the category will not be put forward.

Nominations which meet the award criteria will be judged by a panel made up of representatives from each division.

Timetable

- Awards launch – w/c 13th January 2020
- Deadline for nominations – 5pm on 28th February 2020
- Shortlisting panel – March 2020
- Filming of all those shortlisted undertaken in-house – During April 2020
- The Royal Awards 2020 Award Ceremony – evening of Friday 5th June 2020.

Further information

For further information about The Royal Awards 2020 please contact the rwh-tr.CommunicationsDept@nhs.net