**NHS Parliamentary Awards 2020**

NHS Parliamentary Awards
2020

An information pack for health and care organisations

**NHS England and NHS Improvement – Working together for the NHS**

**An information pack for health and care organisations**

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**Please note**

This pack is intended to support any individual, team or organisation who wishes to submit a nomination for the NHS Parliamentary Awards.

This includes communication leads/teams in NHS provider organisations and clinical commissioning groups, as well as local authorities, charities, voluntary groups, social enterprises or any other organisations or individuals who provide or support the delivery of health and care in England.

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# Introduction

The NHS Parliamentary Awards

The NHS is one of our nation’s proudest achievements and for over 70 years dedicated NHS staff have been there for us all. Whether they are doctors, pharmacists and nurses on the frontline, world leading scientists, hard-working cleaners, much needed clerical staff, caring porters or our amazing volunteers, without the NHS staff there wouldn’t be an NHS.

All of our NHS staff, volunteers and carers deserve recognition, but there are many that go above and beyond the call of duty to make sure the NHS is the best it can be - with hard graft, exciting new ideas and simply by putting patients first.

The NHS Parliamentary Awards provide an excellent opportunity for health and care organisations to engage with their local members of parliament (MPs), tell them about the work they do, and build or strengthen ongoing relationships.

Since we started the awards in 2018 over 450 MPs have nominated an individual or organisation for an award. Last year, we received over 500 nominations from MPs.

This year, is the International Year of the Nurse and Midwife, so we want even more MPs to get involved and show their local NHS staff, volunteers and those in wider NHS family the impact they make each day in the communities in which they serve.

So, we are delighted to announce the NHS Parliamentary Awards 2020.

Nominations open on the **2 July 2020** and close on the **1 September 2020.**

## The role of health and care organisations

We are asking you to call upon your local MP(s) to nominate individuals or a team in your organisation for these awards – details on how to do this are in this pack.

As well as submitting nominations, you may also want to invite your local MP(s) to visit the individual(s) or team(s) they are nominating, arrange photo opportunities with your local media or a venue for the MP to announce their nominations.

We would strongly advise that communication teams lead this work to ensure that you get the most from this opportunity. Many organisations may also benefit from working in partnership with others within your health and care system to identify potential nominees and plan related activity in a co-ordinated way.

## What happens next

The NHS Parliamentary Awards was launched in Parliament on **4** **March 2020.**

Due to the COVID-19 and the need for NHS staff to give this their full attention, we decided to postpone the awards and extend the nomination window. **The window will open again on 2 July and will be open for nominations will be until 1 September 2020**

If your MP has already submitted a nomination for the awards, this will still be considered when the awards take place. MPs will also be able to submit new nominations or make any necessary changes to their current nomination(s)

* MPs will invite, receive and consider potential nominations from their local health and care organisations, and then choose who to officially nominate for a national award before the nomination window closes on **1** **September 2020**.
* Local and regional NHS England and NHS Improvement teams will then receive and review the nominations made by MPs in their areas. They will select one nominee in each category to go forward to the national shortlist. These regional champions will be announced in The House magazine and elsewhere on the **23 November 2020.**
* The nominee will be assessed by a national judging panel made up of leading figures from across the NHS. The winners will be announced at an awards ceremony in Parliament on **7 July 2021.**

Further information about how we assess nominations can be found in the section on [the judging process](#_The_judging_processes).

# Key dates

The list below is a guide to the major milestones in the NHS Parliamentary Awards process and what to expect in terms of publicity.

**Wednesday 4 March: Public launch**

The NHS Parliamentary Awards programme launched with an event in Parliament for all English MPs. National and regional media releases were issued by NHS England and NHS Improvement

**Thursday 2 July: national re-launch**

MPs will receive resources to support them in making a call for nominations through their local media and other channels.

**Wednesday 18 August: Send your nomination to your MP**

This is not a formal deadline however; we would suggest submitting your nominations to MPs at least **two weeks** before the nomination window closes to give them time to review and choose which applications to submit.

**Tuesday 1 September: Nominations close**

The deadline for nominations is midnight on this date. The review process begins at local level with regional teams then selecting a regional champion in each category. Further information on the process is set out below.

**Monday 23 November: National shortlist announced**

This is the public announcement of shortlisted nominees. Each category will have seven shortlisted nominees comprising the regional champions from each of the NHS regions: East of England, London, Midlands, North East and Yorkshire, North West, South East and South West.

National, regional and local media releases will be issued. Shortlisted nominees and their nominating MP(s) will be contacted in advance and provided with template communications materials. They will also receive their invitations to the awards ceremony.

**Wednesday 7 July 2021: NHS Parliamentary Awards ceremony**

The competition culminates in an awards ceremony in Parliament, to which all nationally shortlisted nominees and their MPs will be invited.

# How to nominate

The nomination process has been designed to make it as easy as possible for individuals and organisations to complete, and to encourage local MPs to nominate them.

MPs will be encouraged to reach out to their local health and care organisations, as well as members of the public, to seek nominations.

However, we strongly recommend that you also take a proactive approach, think about appropriate individuals or teams to put forward and to contact counterparts in partner organisations to ensure a co-ordinated approach where appropriate.

You may, for suitable categories, like to think about whether it would be a good idea to put forward winners from your own staff awards or other awards you may have entered.

There are 10 categories in which you can put forward nominations. Each category will have three specific questions to guide the nominator and there is a 300-word limit for each nomination. This is a limit only; answers may be shorter.

The categories and the questions to be answered for each are detailed in the next section.

**Please submit your nomination using the correct template form[s] below so that your MP or their staff have all the necessary information to hand and can easily copy it into the official nomination form, which will be on a web portal.**

Nomination forms [can be downloaded from the NHS Parliamentary Awards website.](http://nhsparliamentaryawards.co.uk/how-nominate-health-and-care-organisations)

A template email or letter to send to your MP(s) covering your nomination(s) can also be downloaded [from the website.](http://www.nhsparliamentaryawards.co.uk/sites/www.nhs70awards.com/files/embedded_files/NHSPA%20-%20Template%20cover%20email%20to%20your%20MP%28s%29.docx?utm_source=nhsparliamentaryawardssite&utm_medium=DownloadLink&utm_campaign=TemplateCoverEmail)

Please be aware that MPs’ inboxes and offices are very busy and emails can often get missed; be prepared to phone ahead and/or follow up to make sure you are on their radar.

Contact details for MPs can be found on the [Parliament website.](https://members.parliament.uk/constituencies/)

You may find this [guide](https://www.nhsemployers.org/~/media/Employers/Publications/Communicatorguide%20to%20writing%20award%20entries.pdf) from NHS Employers useful when drafting your nomination.

For some inspiration for your nominations take a look at [last year’s winners.](https://www.england.nhs.uk/nhs-parliamentary-awards/about/winners/)

# The judging processes

After the nomination window closes on **1 September,** nominations will be sent to the relevant NHS area teams for initial review by local NHS England and NHS Improvement representatives.

These teams will then send one nomination in each category to the relevant NHS regional lead, where they will be reviewed again by senior regional NHS England and NHS Improvement representatives.

The regional panels will, in turn, each choose one nomination in each category to go forward to the national judging panel. These regional champions will be announced in June as per [the timeline](#_Key_dates) above.

The national judging panel currently comprises:

* Professor Jacqueline Dunkley-Bent, Chief Midwifery Officer for England (Chair)
* Rachel Power, CEO of the Patients Association
* Caroline Abraham, Charity Director of Age UK
* Helen Walker, CEO of Carers UK
* Martin Marshall, Chair of the Royal College of General Practitioners
* Pamela Campbell, Nurse Consultant and former winner of the Lifetime Achievement Award
* Dave Prentis, General Secretary, Unison
* Simon Enright, Director of Communications for NHS England and NHS Improvement

Each judge will mark each application out of five for each of the three questions answered, giving a total score out of fifteen. They will then discuss and agree on a winner based on aggregate scores. Scores will not be carried forward from one stage to the next.

The decision of the judges at each stage is final.

Due to the expected volume of entries, we will not be able to provide feedback to nominees, or information on the progress or scores of any entry.

# Categories and criteria

The NHS Parliamentary Awards are designed to celebrate the work of all NHS staff and those who work alongside them to improve and join up care in their communities.

We are looking for outstanding nominees who have innovated, impressed and made a real difference to how the health and care system provides care for patients. Nominees could be an individual, a team, or an entire organisation.

Nominees don’t have to be working within the NHS – these awards are for anyone working for or with the NHS towards the shared goal of delivering health and high-quality care, now and for future generations.

Neither do they have to be in frontline or clinical roles. Around 60% of the NHS workforce perform vital but often-unseen roles, ensuring that the NHS is equipped to meet the needs of patients. Many more people support patients in other ways, such as via their local Healthwatch, social enterprises or charities.

MPs are asked to nominate in the categories listed below. In all but the Lifetime Achievement Award and the NHS Rising Star Award, the questions to be answered on the nomination form are:

* **What has been done?** – detail the improvements made and why this is important.
* **Who benefitted?** – detail how many patients/communities and/or staff this has had a positive impact on, including particular groups where applicable, and to what extent.
* **What happens next?** – detail how this improvement can be sustained and/or developed further or shared with others locally, regionally or nationally to benefit more patients and/or staff.

**Questions to be answered when nominating for the Lifetime Achievement Award and the NHS Rising Star Award:**

* Outline this person’s career/relationship with, or supporting, the NHS.
* How have they made the NHS better for patients?
* How have they made the NHS better for past, present and future staff?

## The Excellence in Healthcare Award

The main causes of early death for the people of England are: heart disease and stroke, cancer, respiratory conditions, dementias, and self-harm. This award recognises individuals or teams who go the extra mile to improve outcomes and experience for patients living with and beyond these major health conditions or work to prevent them.

This could be through:

* supporting access to antenatal, perinatal and postnatal services
* establishing a new process to identify and prevent major conditions earlier
* developing effective ways to share and spread awareness of a major health condition
* working with patients and their families to support people to stay well, emotionally and physically, and recover in their own homes, with the right support in place in their communities.

## The Excellence in Mental Health Care Award

This award recognises individuals or teams that have worked across organisational boundaries to develop new and effective services to help people living with mental health problems in their community.

This could be through:

* developing new and effective kinds of services for those experiencing or at risk of crisis
* working with local partners to put in place effective prevention strategies that promote better mental health or perinatal mental health care
* working with communities to address stigma and help design services for those who are hardest to reach, reducing health inequalities.

## The Excellence in Urgent and Emergency Care Award

This award recognises individuals or teams that have made improvements to how the NHS treats people in life or death situations.

This award seeks to celebrate the amazing work of our emergency care services across the country – whether that is A&E staff, ambulance service paramedics and technicians, out-of-hours GPs or the 999 and 111 teams who take calls from worried members of the public. We are looking specifically for nominees who have made improvements to how the NHS treats people who need urgent care in their areas.

This could be through:

* developing new protocols, including working with other agencies and/or volunteers to improve response times or increase capacity in A&E
* increasing the effectiveness of care
* putting in place different services which are more convenient for people needing urgent treatment.

## The Excellence in Primary Care Award

Primary care services provide the first point of contact in the healthcare system, acting as the ‘front door’ of the NHS for the public. GPs in particular have one of the highest public satisfaction ratings of any public service, at over 85%. GPs provide over 300 million patient consultations each year, but many more patients also rely on community pharmacy, dental, and optometry services for initial and ongoing support.

As the needs of patients and the wider NHS evolves, so too does the role of primary care. This award seeks to recognise primary care practitioners and teams that are working with patients to help them stay healthy and avoid long stays in hospital or being admitted in the first place.

This could be through:

* bringing in different kinds of professionals and/or working with voluntary and community groups to broaden the range of services in their local practice
* working closely with colleagues in hospitals, community teams and the third sector to plan patient care better
* joining together with other practices to jointly deliver more convenient appointments for patients.

## The Future NHS Award

Many important healthcare technologies, from vaccines to MRI scanners, have been nurtured by our strong science base and universities, innovative culture and leading healthcare system.

This award seeks to highlight individuals, teams and organisations that are successfully embracing the opportunities that come from advances in medical technology, data and connectivity.

This could be through:

* developing ways of using wearable devices and apps to monitor patients or support them to manage their own conditions
* harnessing technology to make their services more connected, efficient and effective, freeing up staff time and resources to improve patient care
* using data to provide analysis and evidence which helps professionals better target services to prevent ill health or the need for crisis care.

## The Health Equalities Award

The social and economic environment in which we are born, grow up, live, work and age, as well as the decisions we make for ourselves and our families collectively have a bigger impact on our health than health care alone. We know there is more we can do to prevent or delay ill health and treat people quicker.

The disproportionate impact that COVID-19 is having on our black, Asian and minority ethnic (BAME) patients, friends and colleagues has brought into stark and urgent focus the layered impacts of years of disadvantage and inequality. We know there is more we can do to prevent or delay ill health and treat people quicker.

This award is for an individual or organisation that helps the NHS to do its bit by bringing together different groups and organisations to reduce health inequalities and prevent ill health in their community.

This could be through:

* developing new services for groups that traditionally struggle to access the NHS
* working with partners to plan services across an area to improve the health and wellbeing of those who suffer poorer outcomes,
* finding new ways to identify and tackle unwarranted variation
* implementing new ways to cut emissions, energy use or waste to create a greener, healthier community.

## The Care and Compassion Award

The very best experiences of the NHS do not come simply from being able to perform the latest cutting-edge interventions. They also come from putting patients at the heart of care, engaging with patients and families, listening to their views, and ensuring people are treated with care and compassion.

This award is for nurses, midwifes, allied health professionals or care staff of any discipline and in any setting, who have used their skills to ensure that patients experience care and compassion. This award is also open to any one of the thousands of student midwives, nurses, AHPs and medical students who started their careers early to support the NHS’ response to coronavirus.

This could be through:

* changing how healthcare staff communicate with patients and their families
* driving improvements in care environments to make them dementia-friendly or generally more pleasant places for patients and their loved ones
* ensuring that patients and their families are well-informed and empowered to play an active role in deciding what type of care they receive.

## The Wellbeing at Work Award

For the NHS Long Term Plan to succeed, we need to ensure we have enough people, in the right place with the right skills and experience, so that staff have the time they need to effectively care for patients. This award is for the individual or team that has successfully trialled and implemented change(s) that have made the NHS a better place to work.

This could be through:

* designing new approaches to improve recruitment and retention of staff
* developing safe, confidential non-stigmatising services for staff to turn to when they are struggling and need help
* finding new ways for staff to progress within their roles
* implementing new ways for the NHS to cut emissions, energy use or waste to create a greener NHS
* leading efforts to address discrimination, violence, bullying and harassment.

## NHS Rising Star [New for 2020]

This award celebrates younger members of staff, volunteers or members of the public who give up their time, lend their experiences and deliver better services for themselves and others in their area.

We are looking for members of staff and members of local groups such as local Healthwatches, maternity voices partnerships or lay/patient representatives on NHS boards, who are **under 30 years old** and who have worked hand in hand with local services to ensure they better meet the needs of those they serve.

This award is also open to any one of the thousands of student midwives, nurses and medical students who started their careers early to support the NHS’ response to coronavirus.

This could be through:

* providing critical but constructive feedback on performance
* donating their time and expertise to the NHS
* augmenting the NHS’s ability to reach out to different communities
* fundraising for new or improved facilities or treatment options.

**Questions to be answered when nominating:**

* Outline this person’s career/relationship with the NHS.
* How have they made the NHS better for patients?
* How have they made the NHS better for past, present and future staff?

## The Lifetime Achievement Award

This award celebrates an individual who has worked within a health or care setting for 40 years or more and has left a truly impactful legacy.

This award seeks to honour those who have dedicated their lives to working in the NHS and have left it, whether just in their area or nationally, a better service for patients and/or a better place to work for those who will follow them. We are looking for someone who has worked or volunteered within, or in support of, a health or care setting for 40 years or more and has very much left their mark.

This award is also open to any of the thousands former NHS workers across the country who have come out of retirement to tackle the coronavirus outbreak.

This could be through:

* championing diversity and inclusion at work and in how the NHS treats patients
* leading improvements in care or working conditions in challenging circumstances
* simply bringing a smile to patients’ faces day in and day out.

**Questions to be answered when nominating:**

* Outline this person’s career/relationship with the NHS.
* How have they made the NHS better for patients?
* How have they made the NHS better for past, present and future staff?

40 years’ service does not need to be continuous, for the same organisation, or entirely in a paid capacity.

# Annex A – Template cover email to your MP(s)

The following is intended as a template you may wish to use when submitting your completed nomination forms to the MP(s) in the area that your project/organisation covers. Feel free to adapt the template or use a different means entirely. Remember to include your postal address, so that MPs know you are a constituent or represent a local organisation.

*Dear [MP]*

***RE: NHS Parliamentary Awards 2020 – nomination/s from [individual/team/organisation]***

The National Health Service is preparing to mark the anniversary of its foundation after the most challenging time in its 72-year history.

Coronavirus has been a global health emergency on a scale not seen for a century. The NHS, which first opened its doors at Trafford Park Hospital on July 5 1948, responded swiftly and flexibly to deal with the pandemic but staff – present, past and future – have had to come together as never before, supported by volunteers and the public.

A key part of marking their contributions will be the NHS Parliamentary Awards, established to give MPs the opportunity to recognise NHS staff and people within the health and care sector.

Last year’s [NHS Parliamentary Awards](http://www.nhsparliamentaryawards.co.uk/) were an overwhelming success with over 250 English members of Parliament nominating an individual or organisation for an award.

We know how much the awards have meant to all those who have been nominated in previous years. To have the skill, professionalism and compassion of the NHS recognised and celebrated is a huge boost, not just to those selected but to their colleagues and their organisations

Each nomination identified by England’s MPs was in recognition of an incredible achievement and amounted to hundreds of stories of talent, creativity and brilliance. Importantly, staff were truly humbled by the appreciation shown by MPs for the work they do in their constituencies.

So, we write to seek your nomination(s) to celebrate the fantastic work of inspirational teams, organisations and individuals happening now in your constituency, for the NHS Parliamentary Awards 2020.

Please find attached our completed nomination form(s) which includes all the

information required by the nomination website. [Any further supporting information/summary of the reason you wish to be nominated.]

We would welcome the opportunity to discuss this with you in more detail, and in

particular would be pleased to invite you for a virtual tour at [place] to meet those involved and discuss how their work benefits your constituents.

We would also be pleased to participate in any promotional activity you may wish to undertake related to these awards.

**Please note that nominations close at midnight on 1 September and extensions**

**will not be possible.** Nominating is quick and easy, and you should have been sent an email on the 2nd July by the awards organisers (The Dods Group) containing your personal link to the nomination portal if you have not received this please email nhsawards@dodsgroup.com for a new one.

Please contact XXXXXXXXXX if you would like to discuss this further. We will also

be in touch with your office to confirm that you have received our nomination.

Many thanks in advance for your consideration.

# FAQs

The following is a selection of questions and answers which may be useful in discussing your organisation’s participation with colleagues internally.

Further FAQs will be posted on the NHS Parliamentary Awards website. If you would like to suggest other questions, please contact nhs.stakeholderengagement@nhs.net

**Who organises the NHS Parliamentary Awards?**

NHS England and NHS Improvement, in partnership with Dods, are running the awards to thank staff for their dedication, hard work and commitment by recognising and honouring their achievements.

**Why are the awards only open to individuals or teams based in England?**

Responsibility for healthcare in Northern Ireland, Scotland and Wales is devolved to the Northern Ireland Assembly, the Scottish Government and the Welsh Assembly Government respectively. The NHS Parliamentary Awards are run by NHS England and NHS Improvement to celebrate achievements in health care based in England.

**Who can be nominated?**

Anyone who fits the criteria of the categories can be nominated; they do not need to work for a traditional NHS organisation like a hospital.

**What happens with my nomination?**
After the nomination window closes on **1 September,** nominations will be sent to the relevant NHS regional teams for initial review by local NHS England and NHS Improvement representatives.

These teams will then send one nomination in each category to the relevant NHS regional lead, where they will be reviewed again by senior regional NHS England and NHS Improvement representatives.

The regional panels will, in turn, each choose one nomination in each category to go forward to the national judging panel. These regional champions will be announced on 23 November 2020 and invited to the awards ceremony in July 2021.

The shortlist will be published on the NHS Parliamentary Awards website and in *The House* magazine (a political magazine covering the House of Commons which is widely read by MPs) and will be press released to national and regional media.

A national judging panel will then score each of the shortlisted nominations and select an overall winner for each category.

**Do I have to tell the person or people that I am nominating them? / Will I be told that I have been nominated.**

Yes. Nominees should be informed that they are being nominated and involved in their nomination prior to submission.

**How will MPs select someone to nominate?**

It is up MPs to decide who, if anyone, they wish to nominate for each of the categories, and how best to go about this. For example, they may want to find their nominees through a local competition, a poll on their websites, or by partnering with a local newspaper or radio station.

As only an MP can nominate someone for an award, we would urge you to get in touch with your MP(s) to tell them about the work you are doing.

In the MPs’ pack we have suggested that they also get in touch with CCGs, providers, charities and local groups to crowdsource nominees, but of course the best way to ensure they know about you is to tell them yourselves.

**Can multiple MPs nominate the same person or team?**

Yes. Lots of services operate across constituency boundaries. While judges will be aware that a nominee has been nominated more than once, this will not be considered as part of the judging criteria.

**Can the same organisation be nominated in more than one category?**

Yes. Some organisations provide many different services or are involved in many different areas of work. If the nominations in each category fit the criteria of said category, they will be considered.

**Can one project or team be nominated for multiple categories?**

Yes. If you find that your project or programme fits more than one category you can be nominated in all relevant categories. Please read the category criteria closely to ensure that your project or person fits the specific criteria for each award.

**Do MPs have to nominate someone for each category?**

No. MPs can nominate a person or team for as many or as few categories as they like. As an MP can only put forward one nomination per category it will be up to them decide who, if anyone, they wish to nominate for each of the categories.

**Can MPs submit multiple nominations for each category?**

No. They can only place one submission per category; this can be for an individual, an organisation or a team.

**How are the awards funded?**

The NHS Parliamentary Awards do not cost the NHS anything to run. All costs are met by Dods, who run the programme on behalf on NHS England and NHS Improvement with support from the award sponsors.

**Does it cost anything to enter?**

No. Neither the nominee nor the nominating MP will be charged. Tickets to the awards ceremony, [including refreshments] will also be free for shortlisted nominees.

**What if I am shortlisted but can’t afford to attend the awards ceremony?**

The awards ceremony will take place in the middle of the day to reduce the need for shortlisted nominees to stay overnight. Support for travel may be available where the cost would provide a barrier to attendance. Contact us at nhs.stakeholderengagement@nhs.net to find out more.

**Can you supply extra information as appendices, links or graphics?**

No. To ensure that all nominations are assessed in a consistent manner all nominations must use the same format. We may ask shortlisted nominees for further information after they have been announced for promotional use; this will not be used as part of the judging process.

**What is the deadline for nominations and are there extensions?**

The deadline for MPs to submit nominations is **midnight 1 September.** We would urge those seeking their MP’s nominations to submit their nominations to the MP(s) in question by **18 August.**

Due to the expected number of nominations and the time required to shortlist and judge them extensions will not be possible.