



Recognition at UHNM

*Our People Recognition Scheme - part of UHNM's
overall Reward & Recognition Strategy*

Staff Guidelines

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PROUD TO CARE

1. Introduction

The recognition scheme at UHNM is our way of recognising the hard work, dedication and achievements of our people, who go the 'extra mile' for their patients and colleagues.

The following guidelines outline the trust-wide recognition that we offer as part of our wider UHNM reward & recognition strategy.

Our scheme is open to people employed by University Hospitals of North Midlands NHS Trust.

This is complimented by local recognition and engagement activities within each of our divisions, as well as our nominations for national internal and external awards.

For further details about our local and national recognition, please contact your divisional manager.

2. The scheme at a glance

The recognition scheme at UHNM combines instant recognition leading with compassion thank you cards / badges; monthly individual awards; annual awards; and long service & retirement awards

Award	Summary	Who nominates	Who assesses	Recognition
<ul style="list-style-type: none"> Leading with compassion 	<ul style="list-style-type: none"> People receive instant recognition for leading with compassion 	<ul style="list-style-type: none"> Anyone 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Thank you card / badge
<ul style="list-style-type: none"> Employee / Team of the month 	<ul style="list-style-type: none"> Staff members can nominate staff or teams that have gone beyond what is expected of them. 	<ul style="list-style-type: none"> Any staff member 	<ul style="list-style-type: none"> Judging panel – 5 senior staff 	<ul style="list-style-type: none"> CEO visits winners Certificate
<ul style="list-style-type: none"> CEO Award 	<ul style="list-style-type: none"> The CEO selects an employee or team that they want to recognise over the past month 	<ul style="list-style-type: none"> Any staff member 	<ul style="list-style-type: none"> CEO 	<ul style="list-style-type: none"> CEO visits winners Certificate
<ul style="list-style-type: none"> UHNM Hero Award 	<ul style="list-style-type: none"> Nominated by members of the public for staff that have gone the extra mile 	<ul style="list-style-type: none"> Members of the public 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> CEO visits winners Certificate
<ul style="list-style-type: none"> Annual Staff Awards – A Night Full of Stars 	<ul style="list-style-type: none"> Annual awards ceremony is held to celebrate the overall winners 	<ul style="list-style-type: none"> Nominations are open to teams and individuals 	<ul style="list-style-type: none"> Trust panel of judges 	<ul style="list-style-type: none"> Dinner, celebrity presenters, disco and entertainment (attendees) Prizes (TBC) Trophies
<ul style="list-style-type: none"> Long service awards 	<ul style="list-style-type: none"> Provides acknowledgement and recognition for members of staff who have spent significant periods of their lives working for UHNM (over 20 years' service) 	<ul style="list-style-type: none"> N/A – based on length of service 	<ul style="list-style-type: none"> N/A based on length of service 	<ul style="list-style-type: none"> 20th year of continuous UHNM employment - 1 additional leave day within that year. Completed service for the Trust of 20, 30, 40 years - long service certificate, bronze, silver, gold badge given to staff by a senior manager
<ul style="list-style-type: none"> Retirement awards 	<ul style="list-style-type: none"> As above but for those who are ending their working lives with us. 	<ul style="list-style-type: none"> N/A – based on length of service 	<ul style="list-style-type: none"> N/A – based on length of service 	<ul style="list-style-type: none"> Long service retirement certificate by a senior manager

3. Recognition timetable

Month	Annual awards	Employee / Team of the month / CEO Award / UHNM Hero Award	Long service awards	Retirement awards
May		Recognition received following nominations on a monthly basis	Awards ceremony held for individuals reaching the length of service milestones between Jan-Dec for the previous calendar year	
Jun	Nominations open			
Jul	Judging panels assembled			
Aug	Close of nominations Start judging			
Sep	Winners selection			
Oct	Voice overs recorded / nominee photos taken			
Nov	Event			
Dec				
Jan			HR Directorate will identify those staff who qualify and notify the staff member's Directorate Manager/line manager of their qualification for an award. Managers will be asked to validate the length of service and then former employees will be notified of their eligibility for an award	
Feb				
Mar				
Apr				

4. **Leading with Compassion**



This is a simple scheme whereby staff, patients and carers can nominate someone who they feel and believe has demonstrated leading with compassion.

They will be sent a card, which will include your name and message but all other details will be treated confidentially. They will also receive a 'leading with compassion' badge.

How do people get nominated for leading with compassion?

Individuals can make their nominations to acknowledge the compassion they have seen simply by clicking onto their participating organisation below (<http://www.nhscompassion.org/compassion/organisations/>) to tell the person nominated the story of what made a difference to them.

Individuals will need to complete a simple form (<http://www.nhscompassion.org/compassion/318-2/>) to send an individual a leading compassion badge and card within a fortnight.

The form asks for the reason for nomination, how did this person lead with compassion and what was the impact on the person nominating and / or others.

Where can I find more information about our Leading with compassion scheme?

Further information is available on www.nhscompassion.org.

5. **Employee / Team of the month**

Employee

Staff members can nominate staff that have improved the quality of service, efficiency, productivity, have made an extra effort, beyond what is expected of them under their normal duties and role models the Trust's behaviours and values.

Team

Staff members can nominate teams that have created a highly rewarding and motivational environment, a disciplined and planned approach to achieving results and transforming services, supported each other and demonstrated resilience in achieving complex goals and have gone beyond what is expected of them.

What is the nomination process?

Staff members complete an application form ensuring that your nomination does not exceed 300 words in length.

Who decides the winners?

There is a judging panel of five senior staff who are representative of our staff groups across the Trust.

What are the criteria for the employee of the month awards?

Further details, including the criteria, for these awards can be accessed through the attached link - <http://uhns/business/human-resources/employeeteam-of-the-month/>.

What's the timetable?

Each month the nominations are collated by the Communications Team, these are given to the judging panel, who score them against the criteria and return the scores within five days. The CEO then visits the winners to present them with their award.

How are the winners of the team and individual excellence awards recognised?

The winners are promoted via the Wednesday Bulletin, Facebook, Twitter, www.uhnm.nhs.uk, TV Screens, Screensaver and the Intranet.

What about nominees not selected for an award?

The nominees are informed that they were nominated but not successful.

6. CEO Award

The CEO operates in a similar way to the employee and team of the month awards.

The key difference is that the CEO reviews various evidence, such as bulletins and committee meetings, to select a winner for special recognition that month.

7. UHNM Hero Award

Nominations are received from the general public.

These nominations are based on information from the general public sent via a generic mailbox (via the 'contact us' link from our UHNM website).

Everybody receives this award if nominated along with a certificate, as well as recognition through all of our communication channels including targeting our external media channels.

8. Annual Staff Awards – 'A Night Full of Stars'

A Night Full of Stars is a celebration of the outstanding contributions made by staff of University Hospitals of North Midlands NHS Trust.

Our awards ceremony will celebrate the achievements of individuals and teams from across the Trust in 14 award categories (<http://uhns/media/798157/A%20Night%20Full%20of%20Stars%20Nomination%20Guidance.pdf>).

What is the nomination process?

The nomination form and further details can be accessed through: <http://uhns/staff-room/staff-awards/>.

Who decides the winners?

A panel organised by the Organisation Development decides the winners, and this will include senior management team members.

What are the criteria for the awards?

Guidance is provided to ensure that the work or project is entered into the most appropriate category. Definitions of the criteria for each award category are available here <http://uhns/media/798157/A%20Night%20Full%20of%20Stars%20Nomination%20Guidance.pdf>.

All award winners will have demonstrated that they uphold the Trust's Values, Behaviours and Standards and support the strategic objectives of the Trust's Vision 2025, with clearly evidenced outcomes and achievements.

How are the winners of the team and individual excellence awards recognised?

Winners of the award categories receive prizes and trophies. Attendees at the event will have a celebratory dinner with a disco and entertainment, including celebrity presenters.

How does the Employee of the Month link with the Employee of the Year and Divisional Employee of the Year awards?

Nominations cannot be made directly to the 'Employee of the Year' category. The Shortlist will consist of the winners of the 'Employee of the Month' award throughout the year and the winners of the 'Divisional Employee of the Year'.

9. Long service & retirement awards

The scheme provides acknowledgement and recognition for members of staff who have spent significant periods of their lives working for University Hospitals of North Midlands (over 20 years' service) or those who are ending their working lives with us.

Where can I get further information?

Please refer to Policy No. (HR07) Long Service & Retirement Awards for All Staff Achieving over 20 Years' Service for further information:

http://vmwebsrv/policies/HR_Policies/HR07%20Long%20Service%20and%20Retirement%20Policy%20V7.1%20July%2017%20-%20July%2020.pdf

10. Key contacts and roles

Recognition scheme	Contact name	Role	Contact number	Contact email address
Leading with Compassion	Sarah Lehmann	Assistant Director of Human Resources and Head of Organisational Development	01782 72271	Sarah.lehmann@uhnms.nhs.uk
Staff Awards – ‘A Night Full of Stars’	Kaine Davidson	Deputy Head of Organisational Development	01782 75584	Kaine.davidson@uhnms.nhs.uk
Employee / Team of the Month / CEO Award / UHNM Hero Award	Naomi Duggan	Director of Communications	01782 76621	Naomi.duggan@uhnms.nhs.uk
Long service & retirement awards	Mandy Jago	Wellbeing Manager	01782 75565	Mandy.jago@uhnms.nhs.uk