

Nomination Form for the 2020 Care Awards

Please fill it in carefully and take a copy before sending
 Send by e-mail: awards@careandsupportwest.com
 or post to **C&SW, c/o Gladstone House;**
Gladstone Drive, Bristol BS16 4RU.

ABOUT YOU: This is about you so we can contact you if necessary

First Name _____

Last Name _____

E-mail: _____

If there is no e-mail please make sure you give us an
 address or telephone number

ABOUT YOUR NOMINEE:

IE the person, team or organisation you are nominating for an award.
 Please make sure we can contact them or their employer

Their Name _____

Their Job Role _____

Award Category: select from the list

Their Employer (if applicable) _____

Employer or Personal contact details

E-mail _____

Address or telephone number

Your Relationship with the nominee
 (please select one of the following)

Client

Client family or friend

Nominee family or friend

Colleague

Manager

YOUR STATEMENT

Now for the important bit! You need to make sure that your nominee
 stands out from the crowd when the judge reads it

You can nominate for many reasons. For example,

They may be good at their job,

They may have taken on a new role or project and done a fabulous job;

They may have done great things with a service user

They may have overcome significant difficulties.

CATEGORY OF AWARDS

Please select ONE category

AWARDS FOR MANAGERS

- Group or area
- Care Home
- Home Care
- Supported Living
- Live In Care
- Deputy Manager (all services)
- Care Coordinator
- Senior carer/ Shift Mgr / FL Leader

AWARDS FOR FRONT LINE WORKER OR TEAM

- Ancillary Support
- Admin or Office Support
- Chef
- Volunteer
- Care Home Worker
- Home Care Worker
- Supported Living Worker
- Day Care Worker
- Live In Care Worker
- Activities Organiser
- Care Trainer
- Nurse
- Newcomer or Apprentice
- Personal Assistant
- Palliative or Dignity Worker

AWARDS FOR ORGANISATIONS

- Care Home
- Home Care
- Live In
- Supported Living
- Employer

Make sure that you complete each of the following sections

WHY ARE YOU NOMINATING THIS PERSON, TEAM OR ORGANISATION?

BEHAVIOUR OR ACHIEVEMENT: why do you feel their behaviour or achievement is special?

PERSONAL QUALITIES: What personal qualities does this nominee bring to their work that makes them special?

MADE A DIFFERENCE: How has this nominee's work made a difference or made life better for you, colleagues or service users?

EVIDENCE: Have you evidence to support this? For example, comments from colleagues, managers, service users, family members, or other professionals such as GPs, Community nurses, social workers

HELP US TO CELEBRATE GREAT CARE!

Every day an army of people go to work helping the most vulnerable people in our society; help us to say well done and thank you!

WHO CAN MAKE NOMINATIONS?

- ***If you receive care***, tell us about your carer(s) and the difference they make to your life. We know that care needs impact the whole family so nominations from family members are welcome.
- ***If you give care*** tell us about the colleagues you most admire; tell us about the manager who really motivates you; tell us about your organisation and what a great place they are to work at.
- ***If you are a care manager or an owner***, tell us about the staff members who've made you proud this year; tell us about the projects they've done that made a difference; tell us about the achievements your staff have made.

WHO CAN BE NOMINATED?

- ***Providing great care is a team effort*** and we've tried to make sure that our categories cover as many roles as possible! You can download the list of categories [HERE](#)

HOW DO I MAKE A NOMINATION?

- Preferably, [COMPLETE OUR ONLINE FORM](#), or you can DOWNLOAD a form and return to us by email to awards@careandsupportwest.com; OR , by post to Care & support West c/o c/o Gladstone House Gladstone Drive Bristol BS16 4RU
- Decide what **Category** of award you want to nominate for. Think very carefully about how you can describe your nominee so that the judges are really impressed! To help, you can [use our paper which lists the sort of "Outstanding" behaviours](#) that will make the judges notice your nominee.
- Plan what you want to say before you start! We've put a few tips together to help you make your nominee stand out; download them [HERE](#)
- There are a few rules to help keep the process fair and also to help the judges so please read this carefully before completing your nomination.
- When you submit the form online, you will receive a confirmation e-mail. If you don't get one, please [e-mail](#) us. If you send your award by e-mail we will respond to say we've receive it. If you submit by post, you will get e-mail confirmation only.

THE RULES

1. The **Closing Date** for entries is **19th March 2020**;
2. Make sure that the **contact details** for both yourself, your nominee and the organisation, if applicable, are completed and are accurate.
3. Write your **Statement**: This explains why you think your nominee should get the Award, you must highlight clearly why your nominee is special.
4. In **writing your statement**, please help the judges to make fair assessments by keeping to these few important rules:
 - Don't include logos,
 - Don't include links to any material on websites, social media sites or pdfs. Any substantive material must be incorporated into the statement.
 - Keep the statement word count under 1500 words.
 - Supporting statements from clients, family or colleagues: preferably include in the statement or if sent separately label them clearly with your name, the nominee's name, and the organisation name. E-mail or post as above.

GOOD LUCK!

CARE and SUPPORT WEST AWARDS CATEGORIES 2020

MANAGERS AWARDS,

(Registered managers, Team Managers, people in leadership positions)

- **Group or Area Manager**
- **Care Home Registered Manager**
- **Home Care Registered Manager**
- **Supported Living Manager**
- **Live in Care Manager**
- **Deputy Manager (all services)**
- **Care Coordinator**
- **Senior Care, shift manager or Front Line Leader**

FRONTLINE WORKER OR FRONT LINE TEAM AWARDS

- **Ancillary Support Worker or Team**
- **Admin / Office Support**
- **Chef**
- **Outstanding Volunteer Award**
- **Care Home Front Line Worker**
- **Home Care Front Line Worker**
- **Supported Living Front Line Worker**
- **Day Care Front Line Worker**
- **Live In Front Line Care worker**
- **Activities Organiser**
- **Care Trainer**
- **Nurse**
- **Newcomer or Apprentice**
- **Personal Assistant**
- **Palliative / Dignity Award**

ORGANISATION AWARDS

- **Care Home Team of the Year**
- **Home Care Team of the Year**
- **Live-In Care Team of the Year**
- **Supported Living Team of the Year**
- **Employer of the Year**

Outstanding Contribution to Health and Social Care

LA Community Impact Project

To be awarded by the judges

TEN TOP TIPS FOR WRITING WINNING NOMINATIONS

How do you make sure that your nomination has the best chance of attracting the judge's attention? How do you make sure that your nomination stands out and that your nominee jumps from the page as being exceptional?

Your task is to think carefully about what the judge want to see and what they will think when they read your nomination. So you need to:

- Be aware that each judge will be responsible for assessing the nominations in THEIR category and has been chosen for their expertise in that area.
- You also need to remember that they volunteer and that each of them may be assessing over 20 separate nominations with limited time available, so the competition is tough!

So with that in mind, here are our 10 Top Tips!

1. Read the supporting documents thoroughly: (you can download these as a pack)
 - a. the Category list,
 - b. the Nomination form with the Rules,
 - c. Outstanding Behaviours document
 - d. Ten Top Tips.
2. Check that you are nominating the person in the right category for their role.
3. Plan what you want to say in the statement. Remember you are arguing your case; what are your key messages? Use the headings in the nomination form to help you. Write it out in advance and keep a copy of the final submission.
4. Make sure that what you are saying is relevant to the chosen category, using evidence or examples to show the impact your nominee has made.
5. Using the sort of language and expressions in the 'Outstanding Behaviours' document helps the judge to assess how much the person has achieved or what difference they may have made.
6. The judge will only see what you have written. Your task is to make sure there's enough detail to enable them to reach an informed decision.
7. At the same time, keep it succinct and relevant; judges will have a lot to read- don't overload them with information that is not relevant or is repeating things you have already said.
8. Stick to the rules; this helps to keep to Awards fair.
9. Ensure CSW has accurate contact information for the nominee and their manager
10. It's also a good idea to tell the nominee and their employer (where relevant)

AWARDS 2020: EXAMPLES OF OUTSTANDING BEHAVIOURS AND ATTRIBUTES

These are the sorts of behaviours that have been highlighted as outstanding and examples of great practice. Some apply to organisations, but the behaviours behind all of them are equally applicable to individuals. When you write your statement, these are the sort of behaviours that the judges will be looking out for. Please make sure you give evidence to support your statement.

- Inspires people to achieve well and be committed to best practice
- An internal culture that enables all to give of their best
- Clear communications
- Clear vision and values
- Effective leadership
- Engages with the wider community
- Exceptional role modelling by leaders
- Pioneering new ways of working
- Service always looking to improve and innovate
- Service is supported to adapt to meet individuals' needs
- Supports Staff / Personal Assistants to develop skills and knowledge
- Understands need for personal development and essential learning as an employer
- Well-organised and professional in attitude
- Willing to learn about new ways of working
- Always goes the Extra Mile, always looking to improve own skills & knowledge
- Demonstrates commitment to forging closer and more effective links between health and social care
- Demonstrates commitment to staff development
- Demonstrates exceptional communication skills
- Demonstrates long term all-round excellence in social care AND health
- Demonstrates respect for individuality, dignity and respect
- Exceptional dedication and commitment
- Exceptional service development
- Exceptional support of clients or colleagues
- Expertise, exceptional skills in specific service requirements
- Has a clear passion for their service needs and improvement
- Is a beacon of positivity in their health and social care work
- Is adaptable and responsive to the people they support
- Is seen by others as an exceptional and consistent role model
- Leadership best practice, flexibility
- Personally works effectively to bridge social care and health
- Shows success where others have failed
- Supports people's independence by personal excellence
- Understands and demonstrates the close links of health and social care
- Up to date, keeps ahead of the rest
- Vision and innovation