



NHS
England

'Excellence in Participation'

Awards 2013/14

Information and Guidance

Easy Read version

December 2013

NHS England

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Introduction



In the guidance about [Transforming Participation in Health and Care](#), NHS England committed to developing an 'Excellence in Participation' awards scheme.

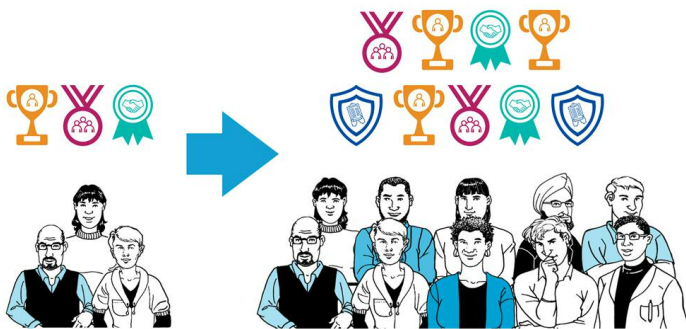
This is to help the public know about and understand the good work being done to get people involved in making health and care services better.

The Awards will celebrate the patients, service users, carers and members of the public who support health and care by giving their time and energy.

There will be 9 awards in total to cover what was said in the [Transforming Participation in Health and Care](#) guidance.



The Awards will be for individuals, providers and commissioners.



In the future the Awards will get bigger to cover a wider range of groups.



People are thinking that these awards will also give hope and encouragement to those that are involved so that they want to do their best work and get a lot done.



This can then be celebrated and shared across England.



What does Team mean?

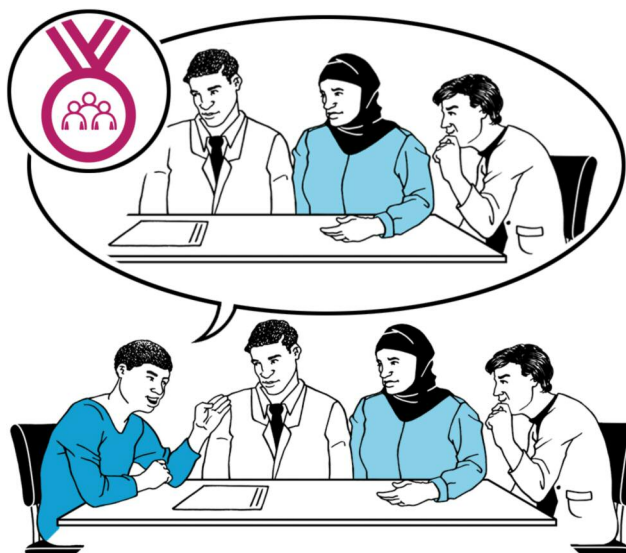


“A team is any group of people **working together** to complete something **they all think is important.**”

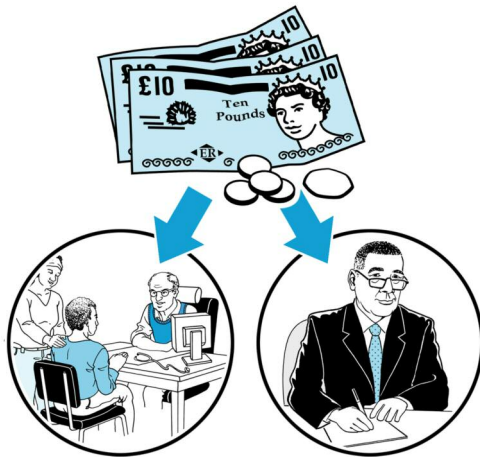
Award Rules



1. People can suggest themselves or other people for an award.



Groups can also suggest themselves or another group for an award.



2. To be able to enter for an award your organisation's main job has to be giving or commissioning health care that is paid for by public money.

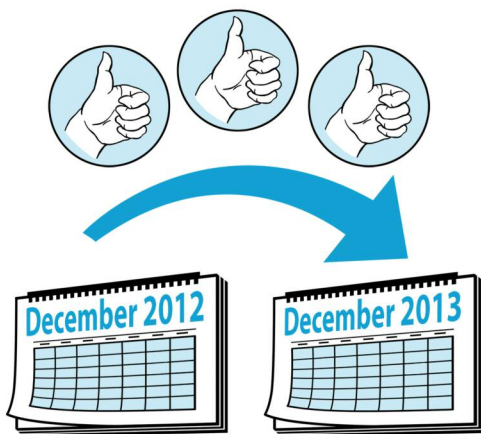
3. Any entries for an award can be made by anyone. (This includes patients, service users, visitors, carers, volunteers, staff, the public and partners).

4. All organisation or team entries for an award must be supported by a patient, family member, member of the public or a voluntary organisation acting for these groups.

If your entry for a team is chosen as one of the possible winners of an award, then the person who suggested them can come to the award ceremony.

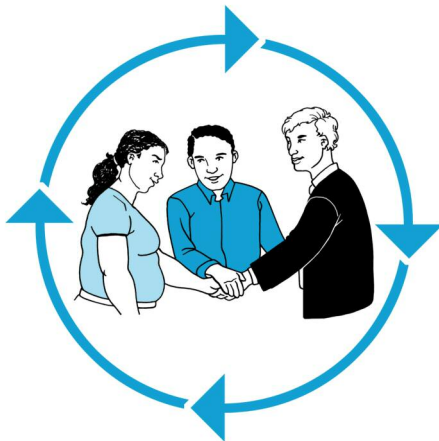


Two other patients, service users, carers or members of the public who were involved in the project can also come to the awards ceremony as part of your team.



5. The entry for the award has to show examples of work done in the last year from **December 2012 to December 2013**.

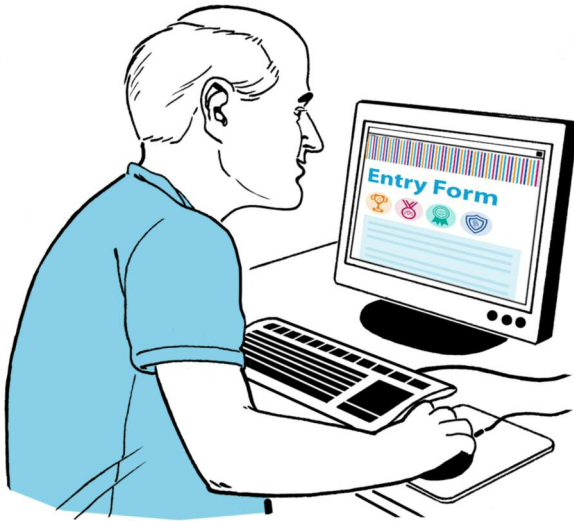
If you don't show us any examples then we can't judge the entry.



6. Everyone who has been entered for the Awards has to be willing to be involved in sharing and learning events after the awards.



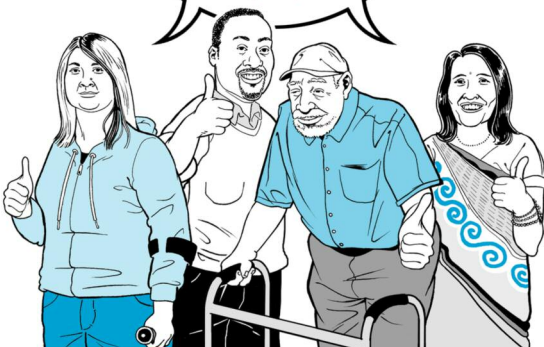
7. There is a limit of one entry per team, per award. A new form should be filled in for each award which you / your team enter.



8. Each entry must be made on the NHS England Excellence in Participation Awards on-line entry form. You have to fill in the whole form.



For the Participant of the Year Award you can enter in different ways such as video, talking head or voice recording.



9. For the Participant of the Year Award a panel made up of patients, service users, carers, voluntary organisations and NHS England will choose a list of the best entries. Then they will choose a winner.



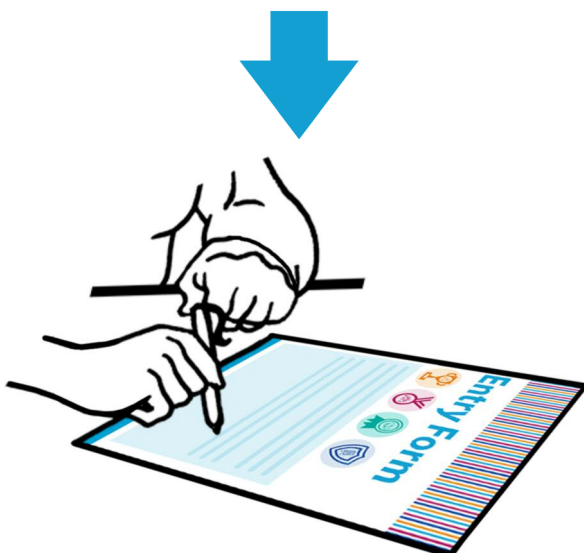


10. For the Children and Young People's Award the judges will judge it in a different way. A panel made up of children and young people and NHS England will choose a list of the best entries. Then they will choose a winner.

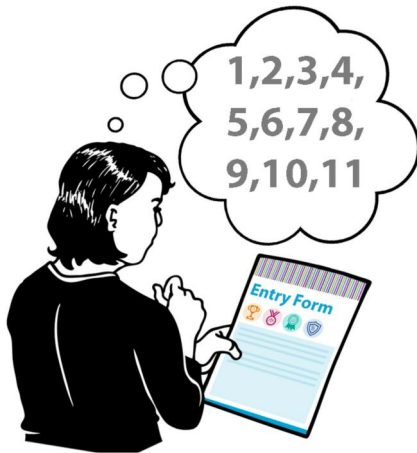
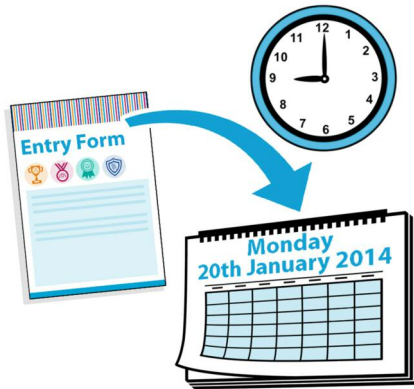


11. Members of the NHS England Excellence in Participation Awards team will give help to people or organisations who find it hard to complete their entries on-line.

For more details about this please call **0113 8250861**
Or email **england.nhs**
participationawards@nhs.net



Entries that happen in this way will be put on to the official NHS England Excellence in Participation Awards entry form.



12. All the entries for the Awards must get to us by **9am on Monday 20th January 2014.** Entries that get to us after this date will not be able to be included in the awards.

13. When you fill in your entry form do not use more words than we have asked for in the word count.

14. Decisions made by the judging panels are final. You can't argue with them.

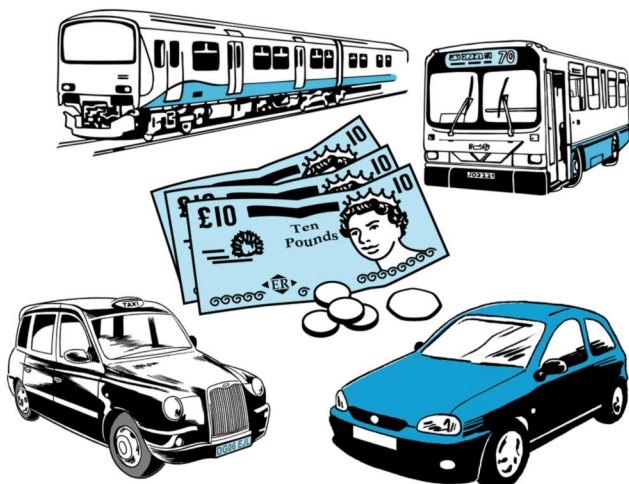
15. People can ask for help and support with their entries. Someone can fill in the form for you as long as you say on the form who did this.



16. If you are chosen for the list of possible winners you will be invited to the ceremony, so please note this date in your diary.



This will take place on:
3rd March 2014
**at the NHS Health and Care
Innovation Expo 2014 in
Manchester.**



17. NHS England will pay reasonable travel expenses for you coming to the ceremony if you are in the list of possible winners for the Participant of the Year Award.

Award Categories Types of Awards

There are four different groups of awards in the NHS England Excellence in Participation Awards.



Excellence in **Public Participation Awards**

1. Provider Award
2. Commissioner Award



Excellence in **Individual Participation Awards**

3. Provider Award
4. Commissioner Award



Excellence in Participation to **Achieve Insight and Feedback Awards**

5. Provider Award
6. Commissioner Award



Excellence in Participation **People's Awards**

7. Children and Young People's Award
8. Promoting Volunteering Award
9. Participant of the Year Award



Please note there is a limit of one entry per team, per award.

You can put in an entry for more than one award.



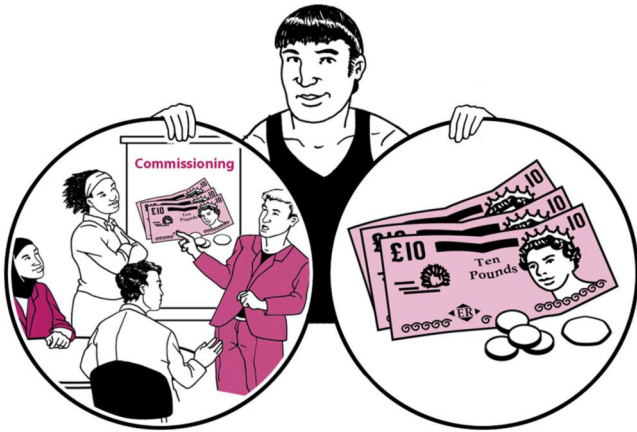
Excellence in Public Participation awards



Provider Award

This award celebrates very good work done together by providers and communities. This includes patients, service users, carers and the public.

You will need to show how your ideas and project works in partnership with people to make things better.



Commissioner Award

This award celebrates very good work done together by commissioners and communities. This includes patients, service users, carers and the public.

You will need to show how your ideas and work gives people and communities control and allows them to affect decisions made by commissioners.



Excellence in Individual Participation Awards



Provider Award

This award celebrates very good work done together by providers and individual patients, service users and carers.





The award is looking for examples of good work and new ideas in putting patients and service users in charge of their own health and care choices.

You will need to show how this work involves patients, service users and /or carers in decisions about their own care.

 **Commissioner Award**

This award celebrates very good work done together by commissioners and individual patients, service users and carers.

The award is looking for examples of good work and new ideas to show commissioning has been improved to help patients and service users be in charge of their own health and care choices.





Excellence in Participation to **Achieve Insight and Feedback Awards**



Provider Award

This award is looking for really good examples of new ideas and ways of collecting feedback and views from patients, services users and carers and then using the feedback to make services better.

Commissioner Award

This award is looking for really good examples of new ideas and ways of collecting feedback and views from patients, services users and carers and then using the feedback to make the commissioning of services better.



Excellence in **Participation People's Awards**



Children and Young People's Award

This award is celebrating the very good work done by young people and children who have been involved.





The award is looking for good examples of new ideas and ways of working together with young people. These should show ways that young people have been involved in decisions or making services or experiences better.



Promoting Volunteering Award

This award is celebrating the very good work done to support more volunteering in health and care.



The award is looking for good examples of new ideas and ways of working together with patients, service users, carers, the public and other organisations to help people be involved in volunteering.

 National Association of
Volunteer Service Managers



NHS
England

This award is given by both the National Association of Voluntary Service Managers, The King's Fund and NHS England.





 **Participant of the Year**

This award is for an individual patient, service user, carer or member of the public who has supported publicly funded health and care.



This could be by offering one to one support to people to help them manage their own care.



Or it could be by being involved in different projects to change and make better NHS health and care for all patients, service users, carers and the wider community.



Judging Who will judge the awards?



Awards 1- 6

These awards will be looked at by a panel of three people who will choose a list of the best entries.

This panel will be made up of an NHS England expert, a patient, a service user, carer or voluntary sector person and an NHS England Values Champion.

The top three entries that get the best scores from the panel will then be judged by a top judging panel who will decide the winner.

Award 7

This will be judged by the new NHS England Children and Young People's Panel.



Award 8

This will be judged by people from NHS England and The National Association of Voluntary Service Managers.



Award 9

This will be judged by a panel made up of NHS England area experts, patients, service users, families, carers and voluntary organisations who are working for them.



Final Judging Panel

(Awards 1- 6)

- Voluntary Sector Strategic Partners
- NHS England professionals
- The NHS England Equalities Team
- A patient, service user, carer or someone from the public



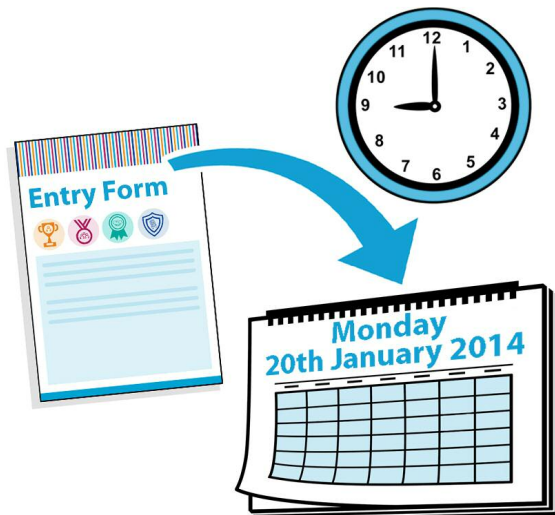


Shortlisting Panels

(A group that chooses a list of best entries)

For each award there will be:

- A patient, service user, carer or someone from the public
- An expert in the subject from NHS England
- NHS England Values Champion



If a panel can't decide between 2 winners then **NHS England** will make the final decision.

The **deadline** for all entries for the Awards is:

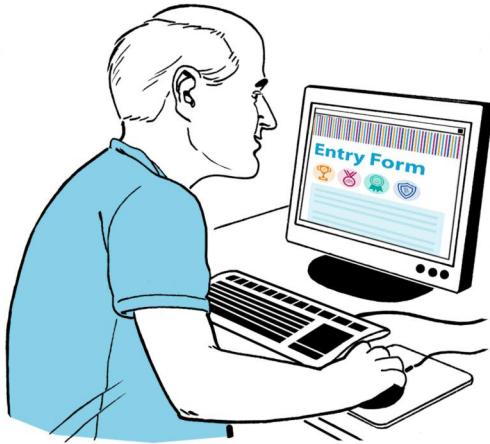
9am on

Monday 20th January 2014

(Late entries will not be accepted)

Information

about how to complete entries for the Awards



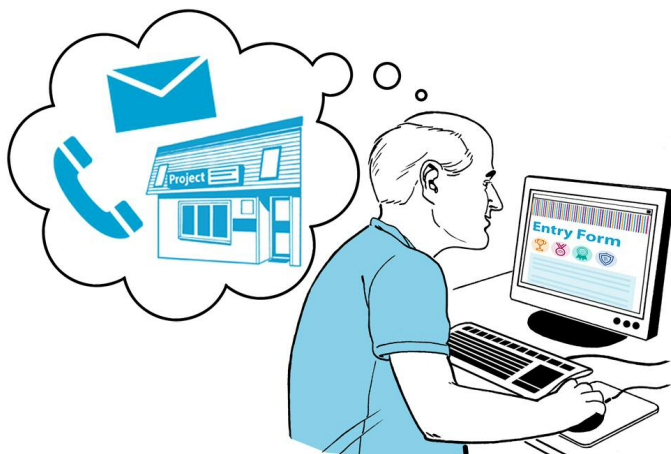
Please complete the right entry form by following the link on the website. Before completing the online form please read the sections below that are important to your entry.

**For awards 1-8 please read
Sections 1 and 3**

**For award 9 please read
Sections 1 and 2**



Section 1



On the web form please give basic details about your project and also your contact details.



In this section you will have to provide the names of two referees. One should be a patient, service user, carer or member of the community who was involved in your project.



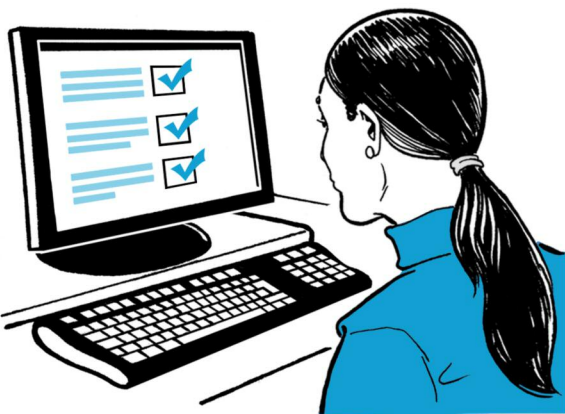
The other referee should be a boss or manager from your organisation or from an organisation involved in your work.



For all awards you will need to show how your project helps to meet the NHS values which are written in the NHS Constitution.

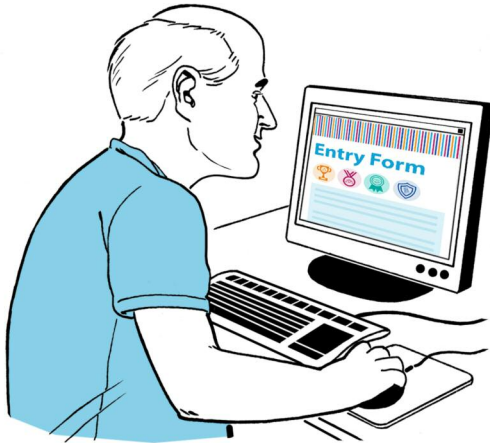
You can see these values at:

<https://www.gov.uk/government/publications/the-nhs-constitution-for-england>





Section 2 - Participant of the Year Award only



On the web form please tell us what you or the person you are nominating did and how it improved things for patients. You must not use more than 750 words.

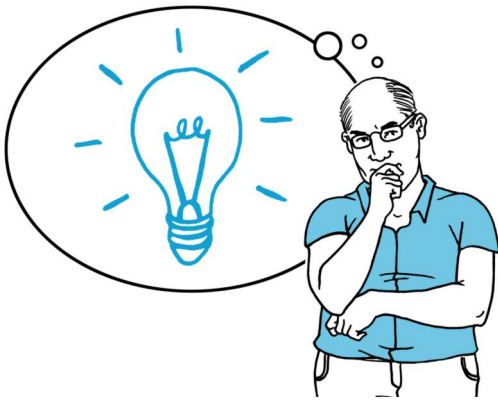
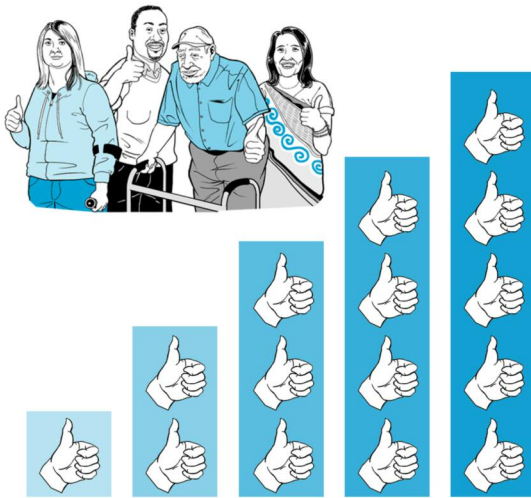


Please read through the next few pages, which show how the judges will think about your entry.



People Centred

Please describe how people have been involved in the design and ideas and / or the work done on your project.



Patient Experience

How has the patient or service user experience got better?
How do you know it got better?

Innovation

What makes what you have done different or new? Could this way of working be shared with others and learnt easily so other people could do it?

Building Partnerships

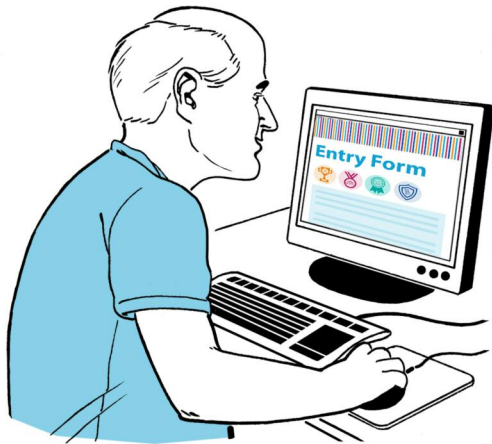
Describe how you worked with others and worked together well.

Diversity and Health Inequalities

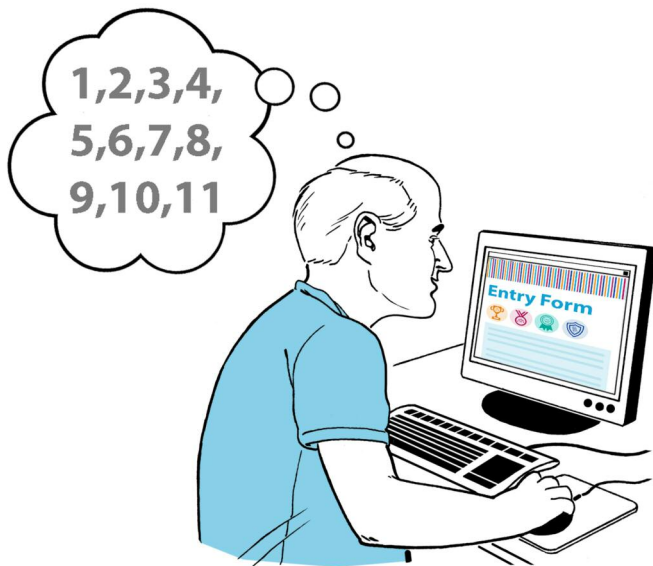
How has this project helped to involve a wide mixture of different types of people (diversity)? How has it made inequality less?



Section 3 - Organisational Awards only



On the web form please give us as much information as you can for each question.

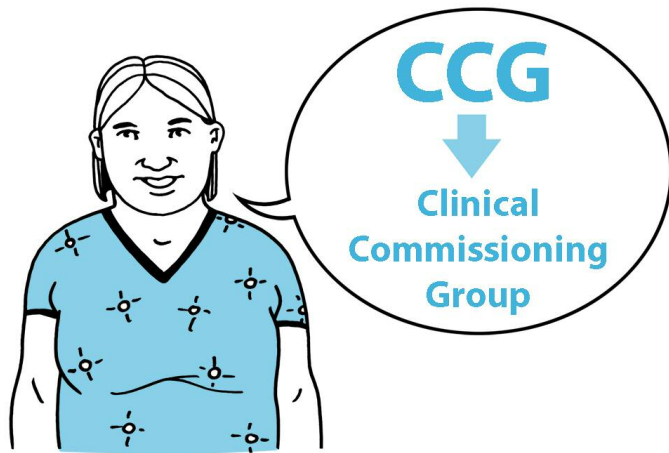


Please keep to the point and make sure you do not use more than the allowed amount of words for each question. Write down at the end how many words you used using word count.



Please use clear words and no jargon.





If you use any NHS abbreviations (using letters to shorten a name) then please explain what you mean.



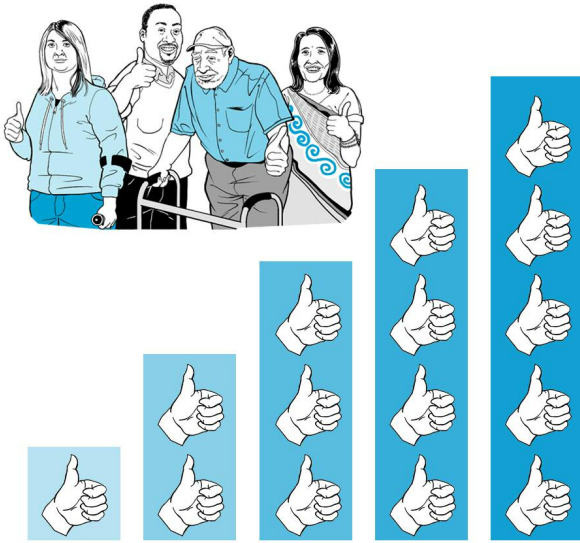
Please read through the next few pages, which show how the judges will think about your entry.



People Centred

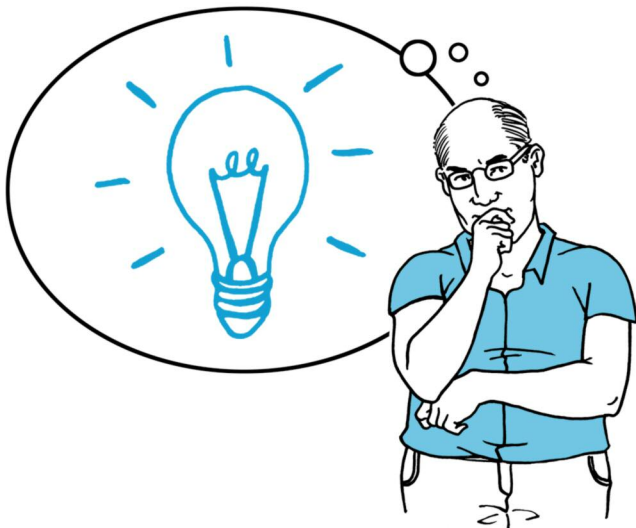
Please describe how people have been involved in the design and ideas and/or the work done on your project.





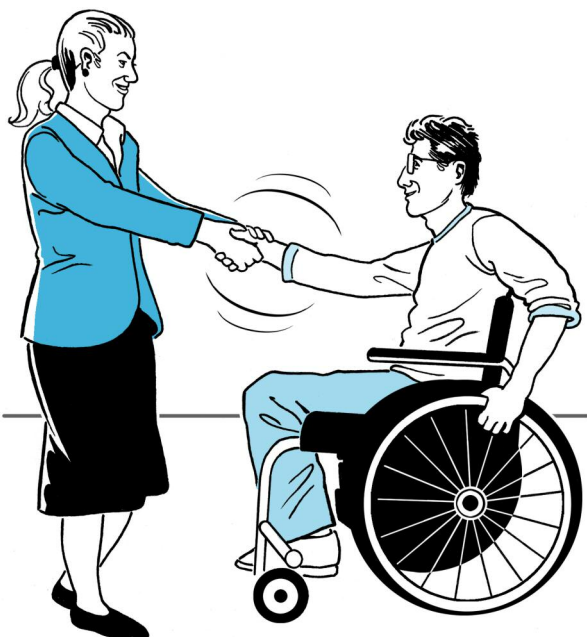
Patient Experience

How has the patient or service user experience got better? How do you know it got better?



Innovation

What makes what you have done different or new? Could this way of working be shared with others and learned easily so other could do it?



Building Partnerships

Describe how you worked with others and worked together well.





Diversity and Health Inequalities

How has this project helped to involve a wide mixture of different types of people (diversity)? How has it made less inequality?

Thank you for reading this document, and good luck with any entries you make for the Awards!

NHS England contact details are on the next page.



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2013/2014

**EXCELLENCE IN
PARTICIPATION**



www.england.nhs.uk



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