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Information on completing your application
In the Transforming Participation in Health and Care guidance NHS England committed to developing an ‘Excellence in Participation’ awards scheme. This is to raise the profile of, and recognise excellent practice in involvement and engagement in health and care and celebrate the patients, service users, carers and members of the public who support our work by participating in involvement and engagement activities.

There will be 9 awards in total to reflect the Transforming Participation in Health and Care guidance, at individual, provider and commissioner level. The Awards are expected to expand in future years to cover a wider range of categories.

It is expected that these awards will also help to foster a culture of excellence and achievement across individual and collective participation in health and care, which can then be celebrated and shared nationally.

NHS England Excellence in Participation Awards 2013/14 will be held on:

3 March 2014 at the NHS Health and Care Innovation Expo 2014, Manchester.
Definition of a ‘Team’:

“A team is any group of people working together towards a common goal.”
1/ Individuals and teams may nominate themselves or others for an Award.

2/ To be eligible your organisation’s primary business must be the provision or commissioning of publicly funded health care.

3/ Applications can be made by anyone (including patients, service users, visitors, carers, volunteers, staff, public and partners).

4/ All organisation or team applications must be supported by a reference from a patient, service user, carer, family member, member of the public or voluntary organisation representing these groups. If your application is successfully shortlisted the referee plus two other patients, service users, carers or members of the public who were involved in the project will be invited to attend the award ceremony as part of your team.

5/ The application must include examples of work within the last year December 2012 to December 2013. Without examples we will be unable to judge the application.
6/ All applicants must be prepared to participate in sharing and learning events following the awards.

7/ There is a limit of one application per award, per team. A new form should be used for each application.

8/ Each application must be made on the NHS England Excellence in Participation Awards on-line application form and completed in full. Each application must be submitted on a separate form (online or hard copy). For the Participant of the Year Award, alternative forms of application that answer the criteria in a different format may be submitted (such as a video, talking head, verbally recorded).

9/ For the Participant of the Year Award there will be a different judging process. A panel made up of patients, carers, voluntary organisations and NHS England will shortlist and select a winner.

10/ For the Children and Young People’s Award there will also be a different judging process. A panel made up of children and young people, voluntary organisations representing children and young people and NHS England will shortlist and select a winner.

11/ Members of the NHS England Excellence in Participation Awards team will practically support individuals or organisations, in completing the application form, where there are access issues in using the online facilities. For more detail on this please call 0113 8250861 or email england.nhsparticipationawards@nhs.net

Applications taken in this way will be transferred onto the official NHS England Excellence in Participation Awards application form.
12/ All applications must be received by **9am on Monday 20 January 2014**. Applications received after this time will not be accepted.

13/ Any additional words over and above the stated word count will be discounted.

14/ Decisions made by the judging panels are final.

15/ Applicants can request help and support with applications. Someone can nominate you, on your behalf, as long as this is made clear on the application form.

16/ In the event of being shortlisted, you will be invited to the ceremony, which will take place on **3 March 2014** at the **NHS Health and Care Innovation Expo 2014 in Manchester**. Please hold this date in your diary.

17/ NHS England will pay reasonable travel expenses for attending the ceremony for anyone shortlisted for the Participant of the Year Award.
Award Categories

Excellence in Public Participation Awards

1/ Excellence in Public Participation: Provider Award
2/ Excellence in Public Participation: Commissioner Award

Excellence in Individual Participation Awards

3/ Excellence in Individual Participation: Provider Award
4/ Excellence in Individual Participation: Commissioner Award

Excellence in Participation to Achieve Insight & Feedback Awards

5/ Excellence in Participation to Achieve Insight & Feedback: Provider Award
6/ Excellence in Participation to Achieve Insight & Feedback: Commissioner Award

Excellence in Participation People’s Awards

7/ Excellence in Participation: Children and Young Peoples Award for Excellence in Participation
8/ Excellence in Participation: Excellence in Promoting Volunteering Award
9/ Excellence in Participation: Participant of the Year Award
The awards fall into the following four categories. Please note that you can only submit one application per award, per team, however you may apply for more than one award. You must submit a separate application for each award you enter.
Excellence in Public Participation Awards

Excellence in Public Participation Awards - Provider Award

This award celebrates excellence in participation between providers and communities, including patients, service users, carers and the public. You will need to demonstrate how this initiative works in partnership with people to deliver improvements.

Excellence in Public Participation Awards - Commissioner Award

This award celebrates excellence in participation between commissioners and communities, including patients, service users, carers and the public. You will need to demonstrate how your initiative gives people and communities influence and control in commissioning processes and decisions.
Excellence In Individual Participation Awards

Excellence in Individual Participation Awards - Provider Award

This award celebrates excellence in participation between providers and individual patients, service users and carers. The award is looking for examples of excellence and innovation in putting patients and service users in charge of their own health and care choices. You will need to demonstrate how this initiative involves patients, service users and/or carers in decisions and enables them to control their own care and treatment.

Excellence in Individual Participation Awards - Commissioner Award

This award celebrates excellence in participation between commissioners and individual patients, service users and carers. The award is looking for examples of excellence and innovation in how commissioning has been improved to put patients and service users in charge of their own health and care choices.
This award is looking for excellent examples of innovative approaches and ways of working in partnership with participants to seek and use feedback to design and deliver better services.

This award is looking for excellent examples of innovative approaches and ways of working in partnership with participants to seek and use feedback to inform better commissioning.
Excellence In Participation
People’s Awards

Excellence in Participation Awards -
Children and Young People’s Award for Excellence in Participation

This award celebrates excellence in participation involving children and young people. It is looking for excellent examples of innovative approaches, and ways of working in partnership with young people that demonstrate co-production and improvements.

Excellence in Participation Awards -
Excellence in Promoting Volunteering Award

This award celebrates excellence in promoting volunteering in health and care. This award is looking for excellent examples of innovative approaches and ways of working in partnership with patients, service users, carers, the public and external organisations to develop and promote volunteering. (Awarded jointly between The National Association of Voluntary Service Managers and NHS England).

Excellence in Participation Awards -
Participant of the Year Award

This award is to recognise and celebrate the achievements and commitment of all participants who support NHS funded health and care. This could be by either offering one to one support to individuals, to manage their own care, or by participating in projects, schemes or programmes to design, shape or improve NHS funded health and care for the benefit of patients, service users, carers and the wider community.
Judging:
Who will judge the awards?
Who will judge the awards?

Awards 1-6 will be reviewed by a shortlisting panel of three, made up of an NHS England subject area specialist, a patient, service user, carer or voluntary sector representative and an NHS England Values Champion.

*The top three scoring applications from each panel will then be judged by the overarching judging panel, and an overall winner chosen.*

Award 7 will be judged by the developing Children and Young People’s Panel.

Award 8 will be judged by representatives from NHS England and The National Association of Voluntary Service Managers.

Award 9 will be judged by a panel made up of NHS England area specialists, patients, service users, families, carers and voluntary organisations representing them.
Final Judging Panel (Awards 1-6)

Voluntary Sector Strategic Partners
NHS England representatives
NHS Equalities team
Patient, service user, carer or public representative

Shortlisting Panels

For each award, consisting of

Patient, service user, carer or public representative
Subject specialist NHS England (Chair)
NHS England Values Champion

IN THE EVENT OF A TIE NHS ENGLAND HAS THE CASTING VOTE
The deadline for all applications is 9am on Monday 20 January 2014 (late entries will not be accepted)
Please complete the relevant application form by following the link on the website. Before completing the online form please read the relevant section below.

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 provide basic details about the initiative and your contact details.

In this section you will also need to provide the names of two referees. One should be a patient/service user/carer/member of a community who was a participant in your initiative, the other should be a senior leader from your organisation/an organisation involved in your work.

For all awards you will also need to demonstrate how your initiative helps to meet the NHS values, as outlined in the NHS Constitution [https://www.gov.uk/government/publications/the-nhs-constitution-for-england](https://www.gov.uk/government/publications/the-nhs-constitution-for-england)
SECTION 2 - Participant of the Year Award only

On the web form please describe in no more than 750 words what you did and how it improved experience for patients. Please also refer to the criteria below, which the judges will use to assess submissions. Unfortunately we will be unable to consider any information provided over the word limit.

People Centred - Please describe how people have been involved in the design, development and/or implementation of your project.

Patient Experience - How has patient/service user experience improved, and how do you know that?

Innovation - What makes this different or new? How easily could learning from this way of working be shared and/or replicated?

Building Partnerships - Describe how you worked with others, and worked well together.

Diversity and Health Inequalities - How has this project promoted diversity, and reduced health inequalities?

SECTION 3 - Organisational Awards only

On the web form please provide as much information as possible within the word count for each question, indicating the number of words used. Unfortunately we will be unable to consider any information provided over the word limits. Please use clear, concise, jargon-free language and support any NHS terms and abbreviations with an explanation. Entries will be judged against the following criteria:

People Centred - Please describe how people have been involved in the design, development and/or implementation of your project.

Patient Experience - How has patient/service user experience improved, and how did you measure that?

Innovation - What makes this different or new? How easily could learning from this way of working be shared and/or replicated?

Building Partnerships - Describe how you worked with others, and worked well together.

Diversity and Health Inequalities - How has this project promoted diversity, and reduced health inequalities?