

Friends and Family Test Awards 2016



Terms and conditions

- All entries must be on an official entry form and be easy to read.
- Information can be continued on plain paper where necessary but must not exceed any word limit stated on the form.
- All entries must be received by 8 January 2016 via the postal address or email address provided on the form.
- Nominations can be made by anyone commissioning or delivering NHS-funded services, including commissioners, NHS employees and independent providers/suppliers (such as charities and social enterprises), but must be made with the knowledge of a named contact within the service being nominated. (Please note that we are not inviting patients or patient organisations to nominate for these particular awards as we will be holding separate local patient-focused awards in March 2016.)
- Any organisation, team or individual contracted to deliver the FFT for an NHS-funded service can be nominated for an award. Suppliers to NHS service providers that are participating in the FFT can be nominated as a joint nominee for an award where they have worked in partnership with, or on behalf of, any NHS provider services to deliver the initiative.
- Winners will be selected in early January by a panel of judges invited by NHS England. The panel's decision will be final.
- Winners will be publicly announced at a national conference in March 2016, though some may be contacted in advance, in confidence, to make arrangements for their stories to be featured at the event.
- You may attach/include any photographs, documents or other materials to illustrate your entry. However, please note that no materials submitted with entries will be returned.
- No feedback on individual entries or explanation of the judging panel's choices can be offered.
- NHS England reserves the right to eliminate any entries which do not fit the category for which they are submitted or to move them to a more appropriate category.
- By being nominated, all services are assumed to agree to any publicity that NHS England arranges to celebrate the outcome of the awards scheme. They also agree to share details of their initiative as a case study on the NHS England website.

If anything is not clear, or if you have other questions, please send your queries to the FFT Helpdesk at england.friendsandfamilytest@nhs.net.

FFT Awards 2016

Entry Form



Please complete all details and submit your entry by 8 January 2016. You can send it by email (putting "FFT Awards Entry" in the subject line) to england.friendsandfamilytest@nhs.net or by mail to: FFT Awards Entry, Insight Team, NHS England, 7E56 Quarry House, Leeds, LS2 7UE.

About the person making the nomination

Name

Address

Email

Telephone number

Job title

Organisation

If you are not nomination yourself or your own service or team, please state your relationship to the service being nominated

About the initiative, person or team being nominated

Name of the initiative, person or team being nominated

If you are not nominating yourself, your own service or team, does someone within the service know you have nominated them?

Please give details of a contact person in the service who is aware of this nomination so that we can confirm that they consent to being nominated and to the appropriate terms and conditions for participation:

Name

Job title

Email

Telephone number

FFT Awards 2016

Entry Form

Category

Please tick a box to indicate which category this entry is for:

- Best FFT initiative in Primary Care
- Best FFT initiative in any other NHS-funded service
- Best FFT accessibility initiative
- Best Staff FFT initiative
- FFT Champion(s) of the Year

If you are sending materials to support this nomination, please list them below:

Description of the nominated initiative

Please use this space to describe the initiative that was undertaken, including any details of feedback from patients, what action was taken and what the outcome was (e.g. improvements in services, savings etc). You can continue on numbered plain sheets but please do not exceed a total of 1000 words to describe the initiative.