**Chief Nursing Officer and Chief Midwifery Officer HCSW and MSW Awards**

1. The Chief Nursing and Chief Midwifery Officers’ Healthcare support workers (HCSW) and maternity support workers (MSW) awards have been developed as a continuation of the CNO and CMidO awards, to reward the enduring compassion and vital contribution made by HCSWs and MSWs in England and their exceptional support of nursing and midwifery practice. In today’s NHS, HCSWs and MSWs undertake a wide range of roles. These take place in a variety of settings: acute, mental health, learning disabilities, community, maternity, children and young people and primary care.
2. The award recognises HCSWs and MSWs who consistently demonstrate the NHS values and behaviours when fulfilling their everyday roles to provide excellent patient care; and inspiration to their colleagues and the patients they care for.
3. Criteria for receiving an award are outlined below. Criteria, eligibility, and process have been developed to ensure that recipients are recognised by both their fellow HCSWs and MSWs, as well as the nursing and midwifery community for several reasons:
* their excellent contribution to supporting their nursing and midwifery colleagues,
* their commitment to delivering outstanding patient care; and
* their ability to demonstrate leadership and quality improvement in their role.
1. Each award recipient will be encouraged to become a healthcare support worker or maternity support worker Ambassador, a role that involves taking every opportunity to raise the profile of healthcare support workers and maternity support workers, both in the public arena and within the workplace.

**Healthcare Support Worker and Maternity Support Worker Award**

* 1. The award recognises those HCSWs and MSWs that encapsulate the values of the NHS and that of their own organisations, both in supporting their nursing and midwifery colleagues, and in delivering patient care.
	2. HCSWs and MSWs should be recognised for the many different facets of their role and the multitude of values they uphold. HCSWs and MSWs who demonstrate excellence in their role may do so in many ways, including providing support to nursing and midwifery; supporting and educating other HCSWs and MSWs; working with patients and carers; supporting the improvement of staff experience; or through championing diversity and working to reduce health inequalities.

 **Award Nomination Criteria**

1. HCSWs and MSWs can be nominated under 6 different categories to reflect the area in which they excel, whatever their clinical setting.
	1. **Working together for patients** – HCSW and MSWs who consistently demonstrate the values of the NHS in supporting their HCSW, MSW, nurse, midwifery, and medical colleagues, to deliver the highest possible patient care.
	2. **Respect and dignity** – HCSWs and MSWs who exemplify the importance of patient respect and dignity in all that they do.
	3. **Commitment to quality of care** – HCSWs and MSWs contribute to the development of services for patients resulting in improvement of service provision.
	4. **Compassion** – HCSWs and MSWs provide consistently outstanding care to patients and to colleagues, which is recognised by patients, service users and colleagues alike.
	5. **Improving lives** – Recognising that many HCSWs and MSWs will impact the lives not just of their patients but also to their patients’ loved ones. This is for HCSWs and MSWs that consistently demonstrate the NHS values to build good relationships with patients and their networks to provide outstanding patient care in their clinical setting.
	6. **Everyone counts –** HCSWs and MSWs who champion equality, diversity, and inclusion in everything that they do, both in clinical practice and with their colleagues

Nominations must be submitted and approved through the process below. Individual nominations should be submitted, even when a group or team are being considered. We are keen to showcase the contribution of individual support workers and how they contribute to a wider team or organisation. More than one winner will be selected for each category.

**Process

Process for nomination**

* 1. Nominating organisation completes the form (Annex 1). All nominations require two signatures from any of the following:
		1. a fellow HCSW or MSW
		2. a member of the HCSW/MSW practice education team,
		3. a staff nurse or midwife,
		4. a Matron/Manager from the HCSW/MSW’s clinical setting
		5. a Chief Nurse/Midwife; or
		6. Director of Nursing or Midwifery.
	2. All completed nominations will be reviewed and approved by NHS England CNO/CMidO HCSW and MSW Panel within the nursing workforce directorate. This should also include HCSWs, MSWs and HCSW/MSW educators to add an element of peer review
	3. **All forms must be signed off by the organisation’s Director of Nursing or Midwifery**
	4. Awards may be presented by DCNOs, Regional Chief Nurses or Regional Lead/ Chief Midwives (as appointed).
	5. Communication/media Communication/Media
		1. All award recipients will be listed on the CNO/CMidO pages on the NHS England website.
		2. @teamCNO and @teamCMidO will promote via social media using appropriate images and hashtags (#WeAreHCSWs) with consent from recipient.
		3. An announcement will be made in the CNO and CMidO bulletin.
		4. Recipients will be sent a digital certificate.
		5. Recommended text to include in recipient email signature and twitter profile –*Award honouree 2022*
		6. Support award recipient’s own media - e.g. with supporting statement from Chief Nursing or Chief Midwifery Officer.

**If you have a query about process or criteria in relation to a nomination you wish to make, please contact us at details on the nomination forms** **england.NursingWorkforce@nhs.net** **Review Panel and Process**

1. **The CNO and CMidO HCSW and MSW Awards panel will meet every two months to review nominations. The panel will be composed of:**
	1. A representative from HCSW Programme
	2. A representative from the Maternity Workforce Programme
	3. Peer review provided by HCSW/MSW or HCSW/MSW Educator
	4. Regional SROs
	5. A member of CNO nursing awards panel
	6. A member of CMidO midwifery awards panel
2. **The dates for when the panel will meet once a quarter for an hour, 11.30am – 12.30pm on the first Friday of that month, over the next year the dates will be as follows:**

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| --- | --- |
| **Friday 4th November 2022** | **Friday 15th September 2023** |
| **Friday 3rd February 2023** | **Friday 17th November 2023** |
| **Friday 14th July 2023** | **Friday 19th January 2024** |

Nominations must be submitted **by 12.00pm the week before the review panel** to be considered for that review panel. Deadlines for the upcoming panels are below:

* 12.00pm Friday 8th September 2023
* 12:00pm Friday 10th November 2023
* 12.00pm Friday 12th January 2024

**Annex 1 –Nomination Form**

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| **Details of person making nomination** |
| **Full Name** |  |
| **Organisation**  |  |
| **Job Title** |  |
| **Contact details (email and phone)** |  |
| **Signature** |  |
| **Name of Director of Nursing/Midwifery**  |  |
| **Signature of Director of Nursing/Midwifery** |  |
| **Date of submission** |  |

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| **Details of the award nominee** |
| **Full Name** |  |
| **Date of birth** |  |
| **Ethnicity\*** |  |
| **Home Address**  |  |
| **Organisation**  |  |
| **Job Title** |  |
| **Band (2-4)** |  |
| **Length of service in post and NHS** |  |
| **Contact details (email and phone)** |  |
| **Category for Nomination** * Working together for patients
* Respect and dignity
* Commitment to quality of care
* Compassion
* Improving lives
* Everyone counts
 |  |
| **Nomination Rationale (max 500 words)** 1. The rationale should focus on the impact of the nominee. How has the nominee’s impact improved the experience of staff and patients that they work with? 2. Please provide enough context for the reader to understand why the individual’s impact was significant as they may not have much knowledge of the field.3. What values/behaviours are they demonstrating that makes them outstanding? How are they consistently demonstrating these values/behaviours within the scope of their job role? 4. Focus on their recent achievements over the past 2 years, including any reflections on their experience and impact during the pandemic. The rationale should not be an extended CV or list of achievements. The nominee must still be active in the field. 5. Give examples of how they have demonstrated the NHS values and behaviours and the difference that their contribution has made. Providing evidence of impact will help to make the case for an award.General advice: Start with a sentence that summarises the impact that the nominee has had, follow up with the most recent and greatest achievement, provide evidence to support the case. Include one or two further examples whether appropriate to demonstrate how the nominee is outstanding. |  |

**Form submission**

* **A Chief Nursing/Midwifery Officer award HCSW Award** nomination should be sent to the office of CNO at: england.NursingWorkforce@nhs.net
* **Nomination emails should be marked ‘CNO / CMidO Award Nomination HCSW/MSW award nomination – Confidential’**

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| --- |
| Office use:Award type:Event: Date:CNO / CMidO or SMT member:Demographic/Diversity assessment: |