



Health
Hunter New England
Local Health Network

2011 Staff Achievement Awards Overview and Entry Guidelines

INTRODUCTION

The Hunter New England Health Achievement Awards Dinner is held each year to celebrate outstanding individual and team achievements as well as the many innovative projects across our health service.

The 2011 Achievement Awards Dinner and Celebration will be held on Tuesday 20 September, in the Hunter Valley. At the event, winners of the Area's Quality Awards and Staff Achievement Awards will be announced.

- The **Staff Achievement Awards** acknowledge outstanding performance, and are open to individuals and teams from across the Area. These awards are a celebration of the exceptional contribution Hunter New England Health staff and volunteers have made in their roles and to the broader community. **Nominations for the 2011 Staff Achievement Awards are NOW OPEN and will remain open until close of business Friday 17 June, 2011.**
- The **Quality Awards** recognise the excellent work of HNE Health staff in increasing the standards of health improvement and patient care through continually improving service delivery. The Quality Awards also act as the filter to a number of external awards, including the Aboriginal Health Awards, NSW Health Awards, and the NSW Premier's Awards. Entries for these awards close on 16 May 2011.

ELIGIBILITY

1. To be eligible for a 2011 Staff Achievement Award, nominees must be a permanent, casual or temporary staff member, Visiting Medical Officer or volunteer of Hunter New England Health. Staff working for Health Support Services are not eligible.
2. The person / team nominated must be able to demonstrate performance that exceeds what would be expected of individuals / teams in the normal performance of their duties.
3. The person / team nominated cannot have won an award for the same contribution at the past two Hunter New England Health Achievement Awards dinner events.

2011 STAFF ACHIEVEMENT AWARD CATEGORIES AND CRITERIA

Clinical Leader of the Year

Open to individuals. It is designed to recognise front-line, professionally qualified clinical workers who have consistently demonstrated outstanding leadership attributes for the benefit of patients, their team and the health service.

- Demonstrates Hunter New England Health's values in his/her day-to-day work
- Demonstrated ability to use excellent leadership skills to lead a team in delivering better health outcomes for patients
- Demonstrated commitment to encouraging best practice through collaborative learning and working
- Has made a contribution to Hunter New England Health beyond their own clinical area
- Demonstrated excellence in meeting performance targets and responsible financial management
- Demonstrated commitment to safety and quality for patients

Manager of the Year

Open to individuals. It is designed to recognise non-clinical people in a management position who have demonstrated a clear ability to deliver better outcomes for their teams, patients and the health service.

- Demonstrates Hunter New England Health's values in his/her day-to-day work
- Demonstrated capability to use excellent managerial skills to lead a team in delivering better outcomes for the health service
- Demonstrated commitment to encouraging best practice through collaborative learning and working
- Demonstrated excellence in meeting performance targets and responsible financial management
- Demonstrated commitment to safety and quality for staff and/or patients

Healthcare Unit of the Year

Open to teams. Is designed to recognise front-line, professionally qualified healthcare teams that provide direct care to patients and have made an outstanding achievement in their line of work.

- Demonstrates Hunter New England Health's values in the day-to-day work of the unit
- Has made an outstanding achievement or success in their field / line of work
- Demonstrated commitment to improving patient care and safety
- Demonstrated ability to deliver outstanding achievement / success within defined budget parameters
- Demonstrated commitment to communicating and sharing learnings as a team within Hunter New England Health (or beyond if applicable)

Support Unit of the Year

Open to teams. Is designed to reward teams that do not provide direct, front-line patient care but have nonetheless made an outstanding contribution that supports outcomes for patients and/or staff of Hunter New England Health.

- Demonstrates Hunter New England Health's values in the day-to-day work of the unit
- Has made an outstanding achievement or success in their field / line of work
- Demonstrated commitment to improving outcomes for Hunter New England Health
- Demonstrated ability to deliver outstanding achievement / success within defined budget parameters
- Demonstrated commitment to communicating and sharing learnings as a team within Hunter New England Health (or beyond if applicable)

Outstanding Contribution of the Year

Open to all individuals. Is designed to recognise individuals for their significant contribution to providing an outstanding level of service and caring to the patients and communities that we serve, and who have delivered an outstanding contribution that supports better outcomes for patients and/or staff of Hunter New England Health.

- Demonstrates Hunter New England Health's values in his/her day-to-day work
- Has delivered an outstanding and exceptional achievement or success in his / her line of work that has had a significant benefit for patients, the community, or HNE Health staff
- Enhances the reputation of Hunter New England Health as an organisation committed to excellence
- Demonstrated commitment to outstanding communication and/or customer service

Volunteer/s of the Year

Open to individuals or teams of Hunter New England Health volunteers. Is designed to formally recognise and publicly acknowledge the invaluable work done by the thousands of volunteers working with Hunter New England Health. It showcases active volunteers (individuals or teams) who have shown dedication and initiative in their work and have positively contributed to the patient experience.

- Demonstrates Hunter New England Health's values in the day-to-day work of the individual or group
- Provides voluntary services for any division or group within Hunter New England Health
- Demonstrates outstanding contribution for the benefit of our patients in the course of their volunteering work
- Has shown dedication and innovation in their fundraising and/or patient care activities

Tomorrow's Leader Award

Open to all individuals. Is designed to recognise people that are not currently in any formal leadership position but have demonstrated strong leadership potential and are likely to make a significant contribution to Hunter New England Health's staff and patients in a leadership role in years to come.

- Demonstrates Hunter New England Health's values in his/her day-to-day work
- Has delivered an outstanding and exceptional achievement or success
- Demonstrated ability to build and maintain strong relationships within the health service at various levels and across multiple teams and units
- Demonstrated ability to be a strategic thinker

- Demonstrated ability to share vision with peers and foster an understanding of that vision
- Demonstrated ability to positively motivate their peers
- Is not currently in a formal leadership position with Hunter New England Health

Extended Excellence Award

Open to all individuals. Is designed to recognise people who have made a sustained and meritorious contribution to Hunter New England Health and the delivery of patient services / care over an extended period of time.

- Demonstrates Hunter New England Health's values in his/her day-to-day work.
- Demonstrated record of sustained and meritorious achievement over an extended period of Hunter New England Health service
- Demonstrated exceptional impact on his/her field of work, the operations, reputation, and sustainability of his/her unit
- Dedication to promoting professional excellence in the health service

Teacher of the Year Award

Designed to recognise teachers, either clinical and non-clinical, who have demonstrated their outstanding contribution to enhancing the quality of learning, as essential to patient care or ongoing staff development.

- Demonstrates Hunter New England Health's values in his/her day-to-day work
- Is a teacher who influences, motivates and inspires students to learn
- Delivers evidence-based educational outcomes and uses innovative and interactive teaching techniques to develop and deliver curricula
- Demonstrates a commitment to interdisciplinary learning
- Relates to and appreciates the place of the patient
- Connects teaching with problem solving and research

NOMINATIONS

1. Submissions can be made by any permanent, casual or temporary staff member, Visiting Medical Officer or volunteer working for Hunter New England Health.
2. People are able nominate themselves / their teams, or they can also nominate their colleagues.
3. Each award submission requires one supporter, other than the person making the nomination.
4. Supporters can include any Hunter New England Health staff member, Visiting Medical Officer or volunteer.
5. Submissions must be made on an official nomination form and each criterion must be addressed.
6. Nomination forms will include a space to allow for maximum of 200 words to address each relevant criteria. The form will also include an area for the supporter to lodge their comments, which will be kept to a maximum of 200 words.

7. The selection panel reserves the right to verify the content and merit of all applications.

PROCEDURE FOR SUBMITTING NOMINATIONS

1. Nomination forms can be downloaded from the Hunter New England Health intranet at <http://intranet.hne.health.nsw.gov.au/achievementawards> or on the external internet site at <http://www.hnehealth.nsw.gov.au/achievementawards>
2. To assist you in completing the nomination form, some handy hints and tips have been developed to guide you through the process. These are available on the intranet at <http://intranet.hne.health.nsw.gov.au/achievementawards>
3. The closing date for nominations for the Staff Achievement Awards is **close of business, Friday 17 June, 2011**.
4. Nominations must be submitted to Carisa Green either by fax on 4921 4969 or email achievementawards@hnehealth.nsw.gov.au by the closing date.
5. All award nominations will be acknowledged via email or telephone if the nomination has been faxed.
6. Late or incomplete nominations will not be considered. All criteria must be addressed or the nomination will not be valid.

SELECTION PROCESS

1. Nominations will be reviewed by an initial Selection Panel.
2. The Selection Panel will select a maximum of three finalists per category.
3. The finalists will then be submitted to the Executive Leadership Team for final review and determination.
4. One winner will be selected per category.
5. If there are no suitable applicants for an award category, no award will be given.
6. The decisions on each category will be final.

AWARD PRIZES

1. Finalists in each category will receive free tickets to the 2011 Achievement Awards Dinner and Celebration:
 - a. For individual awards, finalists will receive a maximum of two tickets
 - b. For group awards, finalists will receive a maximum of four tickets
2. Finalists and Winners will be recognised in:
 - a. Local media releases to be issued in finalists' and winners' communities
 - b. Hunter New England Health's staff magazine, *HNE Health Matters*
 - c. The Chief Executive's weekly newsletter 'The Latest' and
 - d. Other local newsletters across the Local Health Network
3. Winners will be supplied with a morning tea at their place of work at a date to be determined following the Achievement Awards Dinner to celebrate with their

colleagues.

4. Winners will receive a certificate and trophy.
5. All Finalists will receive a certificate.

CONTACT

For more information on the Staff Achievement Awards, please contact:

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