



## Infosheet – 19 Category descriptions, criteria and submission questions

Go to [hpma.awardsplatform.com](http://hpma.awardsplatform.com) and register to enter

### 1. Capsticks award for innovation in HR

A cutting edge, creative initiative within any sphere of HR management that has led to improved practice.

#### Criteria

- Evidence of true innovation, not simply new ways of working or implementation of policy
- Clear demonstration of need and rationale
- Detail of the process of implementation
- Evidence that the innovation is making a difference to patient/client care
- Plans for further research, development and full evaluation.
- The potential for the transfer of learning to other organisations.

#### Submission questions

1. Describe your project, including evidence of how your project demonstrates innovation (500 words or fewer)
2. Outline the project design, business need and rationale that support your chosen project strategy (200 words or fewer).
3. Outline your implementation process (500 words or fewer)
4. What are the measurable achievements, expected benefits and impact on patient care of your project (400 words or fewer)? The judges are looking for qualitative and/or quantitative statistics that demonstrate the impact of your project.
5. Outline your plans for further research, development and full evaluation (200 words or fewer)
6. What is the potential learning for other trusts from this project, and how best could this learning be shared (300 words or fewer)?

### 2. Social Partnership Forum award for partnership working between employers and trade unions

An initiative that demonstrates the benefits of partnership working, between employers, trade unions and other stakeholders, in the provision of health and social care.

#### Criteria

- Clear description of background including rationale, context, planning and implementation demonstrating genuine partnership working between employers and trade unions not simply collaboration
- Explicit detail about how employers and trade unions and other relevant partners were brought together
- Challenges and how they were overcome
- Evaluation of impact of project
- Sustainability, transferability and lessons learnt.

See case studies and a podcast on the partnership award finalists and winner 2016 on the SPF website [www.socialpartnershipforum.org/about-spf/hpma-partnership-award-2016](http://www.socialpartnershipforum.org/about-spf/hpma-partnership-award-2016)

## Submission questions

1. Describe your project, including background to the project, rationale and wider context (500 words or fewer)
2. Outline your planning and implementation process (200 words or fewer).
3. Explain how employers and trade unions and any other relevant partners on this project were brought together (200 words or fewer)
4. What were the challenges, and how were they overcome (200 words or fewer)
5. What are the measurable achievements, expected benefits and impact on patient care of your project (200 words or fewer)? The judges are looking for qualitative and/or quantitative statistics that demonstrate the impact of your project.
6. How does your project demonstrate sustainability and transferability, and what are your 'lessons learnt' (200 words or fewer)?

### **3. Award for excellence in employee engagement**

Sponsored by Healthcare People Management Association

Awarded to an organisation that has significantly improved patient care through improved staff engagement.

#### Criteria

- Evidence of engagement and support from the top of the organisation
- Evidence of measurable benefits to patient care
- Evidence of the link between the interventions, staff engagement and improvement in patient care
- Evidence of systematic approach having impact across the organisation
- Evidence of an approach that is sustainable and contributing to a change in organisational culture
- Potential for the transfer of learning to other organisations

#### Submission questions

1. Describe your project, and any relevant background to your work (500 words or fewer).
2. Outline the project design, business need and underpinning evidence base that supports your chosen project strategy (200 words or fewer).
3. What were your challenges and how were they overcome (200 words or fewer)
4. What are the measurable achievements, expected benefits and impact on patient/client care/workforce of your project (400 words or fewer)? The judges are looking for qualitative and/or quantitative statistics that demonstrate the impact of your project.
5. What is the potential learning for other trusts from this project, and how best could this learning be shared (200 words or fewer)?

### **4. Award for best use of Your ESR**

Sponsored by NHS ESR Programme

Initiatives that demonstrate how an organisation's effective use of their Electronic Staff Record system is helping them to support their business objectives and deliver service improvements

#### Criteria

The organisation should be able to demonstrate clearly how they have met their business objectives or delivered service improvements thanks to more effective use of ESR. This might simply be by using existing functionality more effectively, or it might have involved implementing new functionality such as Self-Service or Establishment Control.

In particular, applicants should explain how they have:

- Clearly identified the business need or objective;
- Reviewed their use of ESR and identified how they could use it more effectively to meet the business need or objective;

- Ensured they were clear about their starting point – ie benchmarked their existing status, for the business area and/or ESR usage;
- Involved all relevant stakeholders in the project;
- Familiarised themselves in advance with the new functionality to ensure they took best possible advantage of it;
- Critically reviewed processes to reflect best practice use of ESR, rather than having to bend ESR to historic processes;
- Provided appropriate guidance on new functionality, processes etc for users;
- Measured improvements in the identified business area after implementation;
- Reviewed lessons learned and implementation tips for other trusts;
- Considered next steps for further optimising their use of ESR to support business objectives.

Applications are welcomed from all NHS organisations using ESR, regardless of whether they have applied (successfully or unsuccessfully) in previous years.

#### Submission questions

1. Set the scene for your submission, outlining any relevant background/context to the work (200 words or fewer).
2. Explain how and why the initiative came about. Outline the overarching business need and how you decided which aspects of ESR could help you to achieve it (500 words or fewer).
3. Describe what has happened in the organisation now the initiative has been delivered. What are the measurable achievements, expected benefits, and impact on your organisation and/or patient care of your project? The judges are looking for qualitative and/or quantitative statistics that demonstrate the impact (500 words or fewer).
4. What is the potential learning for other trusts from this project, and how best could this learning be shared (300 words or fewer)?

### **5. Health Shield Friendly Society award for wellbeing**

This award recognises organisations who can demonstrate how specific employee health, fitness or wellbeing initiatives are making a positive impact on staff satisfaction, motivation, health or productivity.

#### Criteria

- An effective, innovative wellbeing strategy that addresses an important business issue
- A clear narrative that demonstrates why the strategy was implemented and how it is linked to broader business strategy
- Evidence of success: return on investment and how it has strengthened the organisation – please use metrics, anecdotes, staff feedback and case studies
- Impact on engagement and productivity levels

#### Submission questions

1. Describe your initiative or project, including background, rationale and wider context (500 words or fewer)
2. Outline the project design, business need and rationale that support your chosen project strategy (200 words or fewer)
3. Outline your project management process and evaluation (200 words or fewer)
4. What are the measurable achievements, expected benefits and impact on patient care and quality of healthcare of your project? (400 words or fewer).
5. Describe your learning from the project, and proposed next steps, also consider how other trusts could benefit from a similar approach.(500 words or fewer)

## 6. NHS Digital award for HR Analytics

This category recognises how the analysis of workforce data delivers insight, which generates action, leading to better decision making and an increase in HR effectiveness.

### Criteria

- Alignment with the business.
- Clarity of current and future state using qualitative and quantitative data.
- Overcoming barriers to collecting and analysing data.
- A deeper level of understanding from data to analysis, onto insight.
- Articulate a compelling story that drives decisions and action.
- Outcomes tested against experience and intuition.
- A logical approach to implementation.
- Evidence of better decisions and performance increase.

### Submission Questions

1. Introduce your project, and detail any relevant to your work (500 words or fewer)
2. Outline the business need and the evidence that supports your chosen project, its approach and design; detail expected outcomes and success criteria (500 words or fewer)
3. Describe the implementation phase of your project, including your approach to measuring outcomes ( 500 words or fewer)
4. Highlight and quantify outcomes; making the link to improved HR effectiveness and resultant benefits for patient care (400 words or fewer)
5. Describe your learning from the project, and proposed next steps, also consider how other trusts could benefit from a similar approach. (500 words or fewer)

An additional four files of material may uploaded with your entry.

## 7. University of Bradford award for cross-sector working

Increasingly solutions are not developed or delivered by one sector alone whether public or private, but require cross-sector collaboration. This award is for a project, product or service across sectors that, in the last year, has had a measurable impact and delivered real outcomes.

### Criteria

- Clear description of background including rationale, context, planning and implementation demonstrating cross sector working
- Explicit detail about how parties were brought together
- Challenges and how they were overcome
- Evaluation of impact of project
- Sustainability, transferability and lessons learnt.

### Submission questions

1. Describe your project, including background to the project, rationale and wider context (500 words or fewer)
2. Outline your planning and implementation process (200 words or fewer).
3. Explain how parties on this project were brought together (200 words or fewer)
4. What were the challenges, and how were they overcome (200 words or fewer)
5. What are the measurable achievements, expected benefits and impact on patient care of your project (400 words or fewer)? The judges are looking for qualitative and/or quantitative statistics that demonstrate the impact of your project.
6. How does your project demonstrate sustainability and transferability, and what are your 'lessons learnt' (200 words or fewer)?

## **8. Academi Wales Award for Excellence in Organisational Development**

An OD initiative or project that has significantly benefited the organisation through improved effectiveness or viability.

### Criteria

- Project design based upon analysis of organisational need and the existing evidence base
- Excellent project management and evaluation processes
- Measurable achievement of expected benefits (including quality and value)
- Evidence of good leadership skills and excellent team working
- Making a difference to patient/client care
- The potential for the transfer of learning within and to other organisations

### Submission questions

1. Describe your project, and any relevant background to your work (500 words or fewer).
2. Outline the project design, business need and underpinning evidence base that supports your chosen project strategy (200 words or fewer).
3. Outline your project management process and evaluation (200 words or fewer)
4. What are the measurable achievements, expected benefits and impact on patient care of your project (400 words or fewer)? The judges are looking for qualitative and/or quantitative statistics that demonstrate the impact of your project.
5. How does your project demonstrate leadership skills and team working? (200 words or fewer)
6. What is the potential learning for other organisations from this project, and how best could this learning be shared (300 words or fewer)?

## **9. Most effective use of diversity to strengthen governance, recruitment or promotion**

Sponsored by Diversity by Design and Good Governance Institute (GGI)

Awarded to an organisation that has significantly improved diversity and can demonstrate impact on governance, recruitment and/or promotion.

### Criteria:

- Commitment from Board and Executive Group to creating greater diversity in the organisation
- Clear assessment of diversity deficits in the organisation
- Evidence of Board, Executive Group and staff engagement in making the links between diversity and strengthened governance and/or recruiting and promotion
- Evidence of impact on greater diversity in governance, recruitment and/or promotion
- Identification of measurements used to analyse success or failure in diversity in the organisation.

### Submission questions:

1. Identify the significant discussions and stimuli that led to Board and Executive Group commitment to creating greater diversity (300 words or fewer)
2. How were the diversity deficits in your organisation assessed? (200 words or fewer)
3. Provide evidence to illustrate engagement of Board, Executive Group and staff in making the links between diversity and strengthened governance and/or recruiting and promotion (500 words or fewer)
4. Provide evidence of the changes made to create greater diversity in governance, recruitment and/or promotion (500 words or fewer)
5. What measurements were used to highlight and quantify diversity in the organisation in order to assess success? (300 words or fewer)

## 10. Chamberlain Dunn Learning award for education, learning and development initiative

We are looking for entries that demonstrate a strong link between L&D initiatives and key business goals. An organisational culture that promotes learning, focuses on talent and performance, uses innovative delivery approaches and encourages openness among employees about their development needs.

### Criteria

- An innovative learning, development or education strategy that addresses an important business issue need?
- A narrative that illustrates how the strategy was implemented and the journey from implementation to success
- Evidence of board-level commitment to learning, development and education
- Evidence of return on investment and success in terms of how it has met its learning objectives and demonstrated a positive impact on the organisation – please use metrics, anecdotes and case studies. Judges will look for evidence of impact and how this is evaluated.

### Submission questions

1. Describe your initiative or project, including background, rationale and wider context (500 words or fewer)
2. Provide evidence as to why your initiative was particularly innovative in making a positive difference to the working lives of NHS staff? (500 words or fewer)
3. Describe the ways in which your initiative challenged or enhanced organisational performance and culture? (500 words or fewer)
4. Describe how you evaluated your project and what are the measurable achievements, expected benefits and impact on patient care and quality of healthcare of your project? (400 words or fewer)
5. Describe your learning from the project, and proposed next steps, also consider how other trusts could benefit from a similar approach. (500 words or fewer)

## 11. BMJ Careers award for working smarter

This new award is looking for projects, programmes or initiatives that demonstrate how HR teams have worked 'smarter', to save money while still improving quality, safety and patient care. It could be use of technology, a change in workforce strategy or the development of new models of care. We're searching for highly transferrable initiatives that address the need in every healthcare HR team across the UK to improve efficiency and reduce costs.

- Clear description of background including rationale, context, planning and implementation
- A narrative that illustrates how the HR team has worked smarter to achieve financial savings and efficiency improvements
- Evaluation of impact of project
- Sustainability, transferability and lessons learnt.

### Submission questions

1. Describe your initiative, including background, rationale and wider context? (500 words or fewer)
2. Outline the project design, business need and underpinning evidence base that supports your chosen project strategy (200 words or fewer).
3. What are the measurable and expected achievements, benefits and impact of your initiative? The judges are looking for qualitative and/or quantitative statistics that demonstrate the impact of your project. (500 words or fewer)
4. Provide evidence as to why your initiative promotes 'smarter working'? (500 words or fewer)
5. What is the potential learning for other trusts from this project, and how best could this learning be shared (300 words or fewer)?

## 12. HSJ strategic recruitment award

This award recognises well-planned, well-designed and well-executed work that has helped healthcare organisations to achieve their recruitment goals. Measurable evidence of how the strategy and execution met the brief and its objectives will be required. Any initiatives launched in 2016 are eligible.

### Criteria

- Creative, consistent and relevant use of the chosen media
- Effectively promotes and reinforces the employer brand
- Continuity of branding across campaign
- Demonstrates engaging, original and enticing copy
- Design and impact of the communication
- Evidence of effectiveness - How was the campaign measured and what were the metrics of success? Were results linked to initial brief? Were correct media choices made and branding challenges met?

### Submission questions

1. The objective of your chosen strategy and any background evidence to support your approach (300 words or fewer)
2. Please outline your media plan and strategy (300 words or fewer)
3. Please describe the effectiveness of your campaign (400 words or fewer)
4. Agency:
5. Budget:
6. Date of launch:

An additional three files of material may uploaded with your entry.

## 13. Guardian Jobs rising star award

The rising star award aims to recognise up-and-coming HR practitioners that are set for a bright future. Entrants can self-nominate or be nominated by a senior manager. Candidates must have worked for a minimum of two years in HR (but not necessarily in current role) and present evidence of their contribution to the business. The entrant should be below the level of deputy HR director or equivalent.

### Criteria

- Impact - makes a tangible contribution to the organisation and the wider HR / healthcare community
- Progression - demonstrates an upwards trajectory beyond the expected in their career
- Leadership - demonstrates a capacity for leadership
- Commitment - demonstrates a passion for HR
- Innovation - is ahead of the field in ideas and practices
- Credibility - demonstrates personal credibility within the organisation and HR community
- Strategic thinker - demonstrates an understanding of strategy and how HR will deliver strategy

### Submission statement

Entrants are invited to make a 1,000 word statement highlighting how they meet the category criteria as a rising star. Feedback from their HR Director or other senior managers may be submitted to support the entry.

## 14. Deputy HR director of the year

Sponsored by NHS England

A UK healthcare deputy director (or equivalent role) demonstrating an outstanding contribution to their employer, the sector and the HR profession over the last 12 months.

### Criteria

- Evidence of impact on the organisation and on patient care
- Evidence of high levels of personal and professional credibility within the HR function and organisation

- Record of delivery of a high quality customer focussed workforce function
- Evidence of initiative, innovation and commitment to HR in the workplace
- Examples of successfully deputising for the HRD internally at Board level or externally and displaying HRD qualities
- Ability to combine HR management delivery and strategic leadership

Submission questions:

1. Please explain the reasons for nominating your deputy for this award, highlighting any specific challenges for the organisation during this period (500 words)
2. What achievements has the deputy contributed to during the past year either in terms of his/her organisation's or team's performance? (250 words)
3. What qualities has the deputy brought to his/her role? (250 words)
4. Please explain how the deputy has provided professional leadership for other members of the HR function (250 words)

## 15. HR director of the year

Sponsored by Liaison

A UK healthcare HR director demonstrating excellent leadership and an outstanding contribution to the HR profession over the past 12 months.

Criteria

- Evidence that nominated director is a shining example to the profession as a HR leader
- Examples of how the nominated director makes a difference in the workplace
- Evidence of how the HR Director has made a difference to patient experience.
- Evidence of initiative, enthusiasm, and dedication in promoting the work of HR in the workplace
- Evidence of impact on the organisation and on patient care within the organisation.
- An outstanding leader renowned for putting quality of care at the heart of service delivery
- A reputation for spotting talent and being regarded as a role model and sponsor for emerging leaders
- Contributing to removing barriers to diversity in the workforce and service-wide
- Ability to motivate and energise other people
- Ability to influence and work with a range of partners
- Delivery of measurable outcomes from interventions.

Submission questions

1. Please explain why you are nominating the HRD for this award, highlighting any specific challenges faced by the organisation or the wider health economy? (500 words)
2. What achievements / impact has the HRD contributed to during the past year either in terms of his/her organisation's performance or within the wider health economy? (250 words)
3. What qualities has the HRD brought to his /her role? (250 words)
4. Please explain how the HRD has acted as the professional lead for the HR function and give details of any contribution to the development of the national HR function. (250 words)

Please note that the judges are looking for clear and tangible evidence in your nomination.

## 16. Recruitment team of the year

Sponsored by Health Sector Jobs

Employers across the UK are investing in their in-house recruitment capacity by optimising their recruitment processes and procedures, introducing applicant tracking systems, rolling out competency and value based recruitment assessment processes, developing their employer brand, embracing international recruitment or using digital healthcare recruitment advertising. If your recruitment team has delivered exception service and performance in this most challenging of climates



- tell us how - making specific reference to initiatives or projects led by the in-house recruitment team during the previous 12 months.

Criteria:

- Exceptional performance and impact on recruitment and retention in the 12 month period
- Evidence of technical excellence, an innovative approach or creative working
- Thorough evaluation and assessment and exceptional feedback on service
- Sustainability, transferability and lessons learnt.

Submission Questions:

1. Describe the HR team composition, ways of working and describe the recruitment and retention context for your organisation (200 words or fewer).
2. Give examples of technical excellence, innovative approach, or creative working that has enabled the team to reach exceptional performance levels and provide excellent service (500 words or fewer).
3. Outline in more detail a specific strategy adopted (300 words or fewer)?
4. Describe how your initiatives and processes have improved recruitment and retention over the 12 month period (200 words or fewer)?
5. Using metrics, qualify your success over the 12 month period (200 words or fewer)

You may attach up to three files to support your entry, for instance images or video.

## **17. HR team of the year**

Sponsored by The Welsh Government.

Awarded to a UK healthcare HR team working together and achieving exceptional things over the past 12 months.

Criteria

- Exceptional performance and impact on frontline service delivery
- Evidence of excellent team working and cohesive relationships
- Thorough evaluation and assessment and exceptional feedback on service
- Clearly demonstrate service excellence

The entry can include specific projects and also demonstrate the function's collaborative approach and ability to attract and develop excellent HR people.

Submission questions

1. Describe the HR team composition, ways of working and organisational context (200 words or fewer).
2. Give examples of technical excellence, innovative approach, or creative working that has enabled the team to reach exceptional performance levels and provide excellent service (500 words or fewer).
3. How does your team demonstrate good leadership skills and excellent team working (200 words or fewer)?
4. How has the HR team contributed to the measurement and achievement of corporate objectives (200 words or fewer)?
5. Describe the evaluation and assessment of your team, and the feedback received (200 words or fewer)?

## **18. Overall winner**

Sponsored by NHS Professionals

This award is selected by the judges from among the category winners. You may not enter this category directly.

## 19. President's award for outstanding lifetime achievement

Sponsored by DACBeachcroft

Awarded to an individual who has made contributions of outstanding significance to the field of healthcare human resource management.

### Criteria

- An established history of distinguished service
- Evidence of a lasting contribution to HR practice in healthcare
- Evidence of leadership and having provided inspiration to others in the sector
- A positive influence to healthcare HR on a local, national or international level
- The nominee's contributions should be above and beyond the everyday and have had a long lasting impact in the sector.

### Submission statement

Nominations may be submitted in the form of a supporting statement (1000 words or less).

Website [hpma.awardsplatform.com](http://hpma.awardsplatform.com) & <http://www.hpma.org.uk>

Telephone 020 8334 4530

Twitter [@HPMA\\_National](https://twitter.com/HPMA_National) or [@HPMAAWARDS](https://twitter.com/HPMAAWARDS)

Awards organised by [Chamberlain Dunn](#)

Event organiser email Rachael Fisher [rachael@chamberdunn.co.uk](mailto:rachael@chamberdunn.co.uk)

