

London Ambulance Service Awards 2010 Guidance notes

Advice for completing the nomination form

- All staff are eligible to make nominations and are encouraged to do so.
- Please try to make sure that you nominate the person in the most suitable category, as this will increase their chance of success.

In making your nominations, think about what it is that the person does that means they are held in high regard by colleagues, and why their contribution to the work of the Service marks them out for recognition.

Accident & Emergency Person of the Year – open to paramedics, emergency medical technicians, team leaders, emergency care practitioners and A&E support staff.

Patient Transport Service Person of the Year – open to all non-managerial PTS staff, including ambulance persons and control assistants.

Control Services Person of the Year – open to all non-managerial EOC and UOC staff.

Support Staff Person of the Year – open to all non-managerial support staff.

Manager of the Year – open to all managerial staff.

Trainer of the Year – open to all trainers, including all IHCD and authorised work-based trainers.

New Recruit of the Year – open to all staff who joined the Service for the first time on or after 1 January 2009.

All categories will have one winner and one runner-up apart from A&E Person of the Year, which will have two winners and one runner-up.

- Try to answer each of the first three questions – the fourth is for anything else you may want to add – and remember that a strong application should include supporting examples.
- Aim for no more than 150 words for each answer – don't feel you must write this amount, but at the same time don't miss out any important information.
- Your nomination must be supported by a second member of staff.
- Line managers will be informed of any nominations, once the deadline has passed.
- The deadline for nominations is **Wednesday 31 March**.
- The nominations will be judged by an awards panel.
- Finalists will be invited to the awards evening on Thursday 10 June.
- If you have any questions about the nomination form, please phone 020 7921 5113 and ask to speak to a member of the awards team, or email Awards2010@lond-amb.nhs.uk

Nomination form

You:	
Name	
Job title	
Contact number	
Work address	
Home address	
Email address	

Your nominee:	
Name	
Job title	
Contact number (if known)	
Work address	

Award category

What is the main reason for nominating this person?	
How have they gone the extra mile for patients or colleagues? Please give examples	
How do you feel they reflect the Service's CRITICAL values?	
Is there anything else you would like to add?	

Please state who is supporting your nomination

Completed nominations should be emailed to Awards2010@lond-amb.nhs.uk or returned to the Communications Department at Waterloo HQ.