



Oxfordshire Care Awards Entry Guidance

How to enter

Choose the category or categories for which you want to nominate an organisation, a colleague, family member, or yourself.

Complete the Nomination form.

If you are entering more than one category, or more than one person/ provider, separate Nomination forms must be completed.

A statement of up to 400 words saying why you think the nominee should win the Award should be included. No other supporting materials will be considered except testimonials.

An additional typed testimonial from a colleague and/ or/ service user and/ or/ family carer (maximum 1 A4 sheet per testimonial) is desirable.

Please make sure that the name of the Nominee, their Employer and the Award Category is included on all supporting information.

Attach all pieces of supporting information to the entry form and post to:

OACP
9/10 Napier Court
Barton Lane
Oxfordshire OX14 3YT

Or send by email to: jane.wood@oacp.org.uk – *subject: Oxfordshire Care Awards 2018*

We will acknowledge all submissions.

Closing Date for Nominations: 4pm, Friday 9th March 2018

Nominations received after this time will not be considered.

All enquiries to jane.wood@oacp.org.uk, or call 07724 563309

Rules for entry

- Nominees must work for (or be) a care provider which is currently delivering social care in Oxfordshire.
- Both registered and non-registered care is eligible.
- Nominations will only be accepted by email or post. A downloadable, printable entry form is available at <https://oacp.org.uk/oxfordshire-care-awards-2018>
- Use one entry form per entry. Photocopies are acceptable.
- A care provider may nominate as many staff as required, but a separate form is required for each individual. Evidence must be tailored to each individual entry (separate entries will not be accepted with cut-and-paste evidence).
- All entries will be treated confidentially.
- Entries cannot be amended after the submission deadline.
- Entries cannot be returned.
- Entries will be judged by a panel of local, reputable, independent and impartial adjudicators.
- Entries will be judged with identifying data removed so they are completely anonymous.
- Judging will take place on a date to be announced on www.oacp.org.uk and through @OxonACP. Winners will feature in a future issue of Talking Care magazine.
- The Judges' decision is final and no correspondence will be entered into.
- Finalists will be informed week commencing 12th March 2018.
- All finalists should be available to attend the *Oxfordshire Care Awards 2018: Making A Difference Every Day* at the *Kassam Stadium* on 23rd March 2018
- If you have any questions regarding completing your entry, please contact OACP on 07724 563309 or email jane.wood@oacp.org.uk.
- If the Judges receive any information considered a safeguarding concern, this information will be forwarded to the Oxfordshire Safeguarding Adults Team without further correspondence.

The Oxfordshire Care Awards 2018

Categories are:

- 1. Newcomer to Care**
- 2. The Care Employer Award**
- 3. The Care Home Worker Award**
- 4. The Home Care Worker Award**
- 5. Community Services Worker Award**
- 6. Registered Manager of the Year**
- 7. Oxfordshire Hero**

Newcomer to Care

Winner and Highly Commended

This Award seeks to identify new starters in social care who can inspire others to join the sector. This nominee must have started working in Oxfordshire's social care in 2017. They may be of any age, this year has seen their first step into social care and they have made significant impact in their first months.

- Describe the person you are nominating and their role within the organisation or community.
- What prompted them to join social care?
- Tell us about their personality and the things they do at work.
- Why is this person special and deserving of this award?
- How do they make a difference every day?
- What sets this person apart from their peers?
- How have they fitted into their team?
- Give at least one example of what they have achieved, since they started working in care and how this has benefited a provider or clients.
- Tell us about any specific training they have done, initiatives, events or schemes that they have initiated, or been an important part of, that have improved the care and dignity of clients.

The Care Employer Award

Winner and Highly Commended

This Award seeks to acknowledge and celebrate an employer's commitment to care and how this is achieving success in delivering an excellent service. Employers should be able to demonstrate considerable acumen and entrepreneurial flair whilst at the same time having a sustained track record of delivering high quality care and managing improvement.

Judging criteria:

- Is able to demonstrate substantial strengths and has a sustained track record of delivering good quality care and managing improvement.
- Can demonstrate examples of leadership best practice: supervision and appraisal systems, continuing professional development, qualifications and achievements, creating a learning environment.
- Can show an ongoing and effective workforce development plan.
- Demonstrates a willingness to change to meet the new social care priorities.
- Demonstrates a commitment to learning and development activities.
- Demonstrates the ability to change to meet the new social care priorities.
- Demonstrates good practice in person centred care and support.
- Demonstrates a commitment to dignity and privacy for clients.
- Is able to demonstrate how clients and/or relatives/carers participate in the development of service.
- Examples of how clients have benefited.
- Makes a difference every day.
- Can demonstrate satisfaction of clients.
- Can say how they achieve a caring culture within their organisation.
- Can say what makes their care service special.

The Care Home Worker Award

Winner and Highly Commended

This award recognises the significant role of the Care Home Worker in consistently providing a high quality standard, for people living in residential or nursing care. Evidence of involving family and friends where appropriate, dedication, awareness of colleagues and career development through training will be important elements for the judges.

Judging criteria:

- Gives an excellent service to clients.
- Understands and demonstrates treating each person as an individual by giving a personalised service.
- Helps people to be more independent wherever possible.
- Makes a difference every day.
- Demonstrates a commitment to privacy and dignity for clients.
- Involves clients and their relatives/carers in the development of their care.
- Has examples of putting in extra effort for clients – ‘going the extra mile’.
- Is aware of personal development, and looks for opportunities to absorb knowledge and skills. For example: training courses of all types, reading guidance and good practice guides, using toolkits, shadowing, attending workshops and study days, using e-learning.
- Uses their initiative (please provide an example).
- Adaptability, alertness and responsiveness to the people they care for will be looked for by the judges.

The Home Care Worker Award

Winner and Highly Commended

This Award recognises the significant role of the Home Care Worker in consistently providing a high quality standard, for people living in their own homes. Evidence of involving family and friends where appropriate, dedication, awareness of colleagues and career development through training will be important elements for the judges. This category is also open to approved Support with Confidence Personal Assistants.

Judging criteria:

- Gives an excellent service to clients.
- Understands and demonstrates compassion and kindness to treating each person as an individual by giving a personalised service.
- Helps people to be more independent wherever possible.
- Makes a difference every day.
- Demonstrates a commitment to dignity and privacy for clients.
- Involves clients and their relatives/carers in the development of their care.
- Has examples of putting in extra effort for clients – ‘going the extra mile’
- Is aware of personal development, and looks for opportunities to absorb knowledge and skills. For example: training courses of all types, reading guidance and good practice guides, using toolkits, shadowing, attending workshops and study days, using e-learning.
- Uses initiative (example).
- Adaptability, alertness and responsiveness to the people they care for will be looked for by the judges.

Community Services Worker Award

Winner and Highly Commended

This Award recognises the significant role of the Care and Support Workers who work in the community, including in employment support, educational support, day time support or day centres, consistently providing a high quality standard of support for people aiming to maintain independence. Evidence of involving family and friends where appropriate, dedication, awareness of colleagues and career development through training will be important elements for the judges. This category is also open to approved Support with Confidence Personal Assistants.

Judging criteria:

- Gives an excellent service to clients.
- Understands and demonstrates treating each person as an individual by giving a personalised service.
- Helps people to be more independent wherever possible.
- Makes a difference every day.
- Demonstrates a commitment to dignity and privacy for clients.
- Involves clients and their relatives/carers in the development of their care.
- Has examples of putting in extra effort for clients – ‘going the extra mile’.
- Is aware of personal development, and looks for opportunities to absorb knowledge and skills. For example: training courses of all types, reading guidance and good practice guides, using toolkits, shadowing, attending workshops and study days, using e-learning.
- Uses initiative (please provide an example).
- Adaptability, alertness and responsiveness to the people they care for and support will be looked for by the judges.

The Registered Manager of the Year Award

Winner and Highly Commended

This Award seeks out essential leaders in adult social care – our Registered Managers – whose leadership is critical for registered care providers to be well-led as well as providing a solid base for achievement in all CQC ratings. The Award is for those leaders who have demonstrated exceptional quality in providing their team and service with vision and direction, to ensure that their service meets CQC requirements and is also an inspiration to work for. This category is open to Registered Managers only.

Judging criteria:

- Describe the person you are nominating and the service they lead.
- Tell us about their personality and the things they do.
- Why is this person special and deserving of this Award?
- What has this person done that provides leadership and essential guidance?
- How do they make a difference every day?
- How have they led by example?
- Tell us about any specific initiatives, events or schemes they have implemented that have made a real impact on your clients, your team and/ or the local community.
- Overall, in your opinion what makes them a leader?

2018 Oxfordshire Hero

Winner and Highly Commended

This Award seeks out those special people who go above and beyond their professional role. Perhaps they have maintained a high level of care delivery for some time, or gone out of their way to help someone achieve a very specific wish or aim. This category is open to anyone working in social care, including approved Support with Confidence Personal Assistants, and also those staff carrying out back-office functions and services (cleaning, catering, administration, etc).

Judging criteria:

- Describe the person you are nominating and their role.
- Tell us about their personality and the things they do.
- Why is this person special and deserving of this Award?
- What sets this person apart from their peers and how do they go the extra mile?
- How do they make a difference every day?
- Consider their leadership skills and how they have led by example.
- Give at least one example of something they have implemented or achieved in the last year that has benefited the provider, its clients, or the local community.
- Tell us about any specific initiatives, events or schemes they have implemented that have made a real impact.
- Overall, in your opinion what makes them a hero?