

CARE Awards – terms and conditions

Courtesy, Attitude, Respect and Enthusiasm

- Nominations for the first monthly CARE awards open on the first day of each month, and close on the last day.
- The nomination period is from the first day of every month through until the last day of the same calendar month. Nominations received after the last day of the month will be rolled over to the following month.
- All employees of Guy's and St Thomas' NHS Foundation Trust will be eligible for the scheme. Volunteers and partner organisations e.g. Viapath, etc are also eligible.
- The CARE awards are open to both teams and individuals.
- Nominations can be made by staff, patients, carers, volunteers, the public and GSTT partner organisations.
- Nominations can be made online or via official nomination leaflets. Each nomination must be made on a separate form.
- The nomination should contain **no more than 200 words** on why that individual or team should be nominated.
- At the end of each month nominations will be collated and the judging panel will meet to decide on the winners of the individual and team CARE awards.

- The winners of the team and individual award will be presented with a trophy by the Chairman and/or Chief Executive at the monthly Trust Board meeting. Details of the winners will be published in Trust publications and on Trust websites.
- All winners of the monthly Care awards will be put forward for the annual Care Award to be presented at the annual Trust Awards ceremony.
- Once an individual or team has won a monthly award they will not be eligible again for another twelve months.
- In extreme circumstances it may be necessary for the Director of Workforce to reserve the right to refuse someone the award. Employees with a live warning on their record will not be eligible to receive a CARE Awards.