

RCN Forum Achievement Awards

1. Introduction

The RCN Forum Achievement Awards celebrate members' outstanding contributions to the RCN's professional forums.

The RCN is proud of all its members who are involved in the activities and work of the professional forums. The impact of those who are actively involved in fulfilling the Royal Charter objectives of advancing the art and science of nursing can extend beyond the members of the RCN, it can touch the lives of patients, families, communities and health and care services across all four countries and internationally.

The Forum Achievement Awards recognise and reward the extraordinary effort and commitment of our forum members. There are two separate awards:

Forum Member of the Year

This award is for forum members who have supported forum projects and activities and whose impact has inspired and motivated colleagues to engage positively with the RCN through forum activities.

They may have given their expertise and energy to a specific forum project or provided leadership to innovate, co-create or simply encourage others to participate and share the forum work widely across the profession. Achievements can be seen to be both high impact and high profile as well as discrete and previously unsung.

Forum Committee Member of the Year

The Forum Committee member of the year award particularly recognises those who have provided leadership and injected energy into the forum itself and who have displayed exceptional skills and commitment to the committee member role.

2. Who can be nominated

Only RCN members, across all grades of membership, can be nominated for these awards, who also fulfil the following criteria:

For the Forum Member of the Year award, the nominee must be a member of the Forum for which they have been nominated.

For the Forum Committee Member of the Year award, the nominee must have been on the Forum Committee for which they have been nominated within the past 12 months of the nomination deadline.

Individuals can only be awarded each Forum Achievement Award once.

3. Criteria

The criteria considered by the Awards Committee are:

Forum Member of the Year

1. **Impact:** How did they make a difference within their Forum? (Give examples including outcomes; this could be a specific piece of work or their contribution to the professional/strategic priorities of the RCN; the impact they made to members or the profession more widely; increasing visibility of the forum and making a difference on a UK-wide basis)
2. **Above and Beyond:** In what way did the Forum Member go above and beyond what might be expected?
3. **Uniqueness:** What was special about the way they did this? What personal qualities did they exhibit and how did they go about it?
4. **Engagement:** In what way were others able to learn from what the Forum Member did?
5. **Legacy:** What will be the lasting benefits or legacy of their work?
6. **Equity, diversity and inclusion:** How has the individual demonstrated an active commitment to equity, diversity and inclusion?

Forum Committee Member of the Year

1. **Impact:** How did the Forum Committee Member make a difference within their Forum? Examples should include outcomes such as how they demonstrated high levels of communication and team building; how widely did they disseminate forum work undertaken; how did they contribute to the professional/strategic priorities of the RCN; what impact did they have on members or the profession more widely; did they increase the visibility and membership of the forum; and how did they make a difference on a UK-wide basis?
2. **Effectiveness:** How did the Forum Committee Member contribute to the effectiveness of the Committee? Examples might include outcomes which identify their individual contribution and leadership role. This could include how they engaged with the wider forum committee and/or associated project teams; how they used their knowledge and effort to support the committee; how they represented the committee and the forum internally and externally.
3. **Above and beyond:** In what way did the Forum Committee Member go above and beyond what might be expected in their committee work?
4. **Specific work:** Did the Forum Committee Member deliver a specific piece of work undertaken on behalf of the steering committee? What was it; what were the benefits and to whom?
5. **Engagement:** How did the Forum Committee Member engage the wider membership in the work of the Forum? How did they do it and what was the impact?

6. Personal qualities: What personal qualities did they exhibit and how did they inspire others they worked with?
7. Equity, diversity and inclusion: How has the individual demonstrated an active commitment to equity, diversity and inclusion?

4. How to nominate

Nominations can be made by RCN members; RCN staff; and non-members with a professional relationship with the nominee, such as a line manager or an employer.

Please note that Forum Committee members or Forum members are unable to nominate themselves.

5. The process

The nominations process for RCN Awards is as follows:

- Awards Open - A call for nominations is made each year in the nursing press and in the internal RCN publications and on the RCN website
- Awards Close - A closing date for receipt of nominations is included in the publicity, and it is vital that nominators get the fully completed form submitted in time as late entries will not be considered by the Awards Committee.
- Verification – an internal process to determine that an individual is eligible for an Award (against the eligibility criteria mentioned in section 2).
- Shortlisting – All eligible nominations are reviewed by the RCN Nursing Department to put forward one nomination from each Forum in each category.
- Judging - All eligible nominations will be submitted to the RCN Awards Committee, which will make recommendations for Awardees to the RCN Council.
- Awarding - RCN awardees, conferred by RCN Council, are presented with their award at the next awards ceremony.

The dates for opening and closing of nominations as well as any Awards ceremony will be found on the RCN website www.rcn.org.uk/awards

6. The Judging Panel

The Awards Committee comprises of the President, Deputy President, Chair of Council, Vice-Chair of Council, the Fellows Convenor, the Chief Executive & General Secretary, the RCN Chief Nurse, Representatives from the Professional Nursing and Trade Union Committees.

7. The prize

The prize for the award winners is £500, while commendees receive £250.

Winners and commendees will also be included on a roll of honour published on the RCN website, and included in RCN communications publicising RCN Award winners.