

# The Royal Melbourne Hospital 2023 Celebrating Excellence Awards

## Nomination guidelines

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Have a question about the awards or need help selecting the best category to showcase your nomination?  
Email the Celebrating Excellence Awards team at [mh-communications@mh.org.au](mailto:mh-communications@mh.org.au)

## About the awards

The Royal Melbourne Hospital's annual Celebrating Excellence Awards celebrate our people, our values and our achievements. These awards are a way of recognising individuals and teams across our health service who are leading and working the Melbourne Way, making a difference to the way we work and improving outcomes for our patients and consumers.

Over the years, these awards have unearthed many 'quiet achievers' and some outstanding projects and innovations that are supporting our organisation to advance health for everyone, every day.

### Who is eligible?

All RMH staff are eligible. There are also awards that recognise our consumers and volunteers. Please refer to pages 3-8 for the specific eligibility requirements and award-specific criteria.

### Who can nominate?

Any RMH staff member, volunteer or consumer representative can submit a nomination. As part of the submission process, **an RMH Executive member or General Manager must endorse your nomination.**

### Key dates

<b>Nominations open</b>	Monday 4 September
<b>Nominations close</b>	Monday 9 October
<b>Finalists announced</b>	Wednesday 18 October
<b>Judging period ends</b>	Friday 27 October
<b>Winners announced</b>	Friday 17 November Celebrating Excellence Awards

### How to submit a nomination

1. Read this nomination guide.
2. Determine the most appropriate category to showcase your nomination.
3. Download the relevant nomination form at [thermh.org.au/cea](http://thermh.org.au/cea) and complete in full.  
**Please ensure you have addressed the general selection criteria, plus the award-specific criteria for the category you are nominating for.**
4. Have your completed nomination form endorsed by an Executive or General Manager.
5. A high-quality photo is required with your entry – keep in mind this may be shared on internal and external channels.
6. Upload your completed entry (nomination form, photo and supporting document, if relevant) online at [thermh.org.au/cea](http://thermh.org.au/cea) by **COB on Monday 9 October 2023.**

## Key nomination criteria

### General awards

All nominations should address the below criteria, with the exception of the Excellence in Research and Innovation and Excellence Together awards. These awards are scored out of a possible 10 points.

#### Abstract – not scored

A 60-word summary of the nomination. It may be helpful to complete the other sections first and come back to this section, taking the best pieces of each of the other criteria.

#### About the nominee – score weighting of 1

This section introduces the nominee/s and should provide a summary of their experience and expertise, and the nature of their work at the RMH. Describe the breadth and depth of their role.

#### Award-specific criteria – score weighting of 5

You must address the criteria specific to the category you are entering your nomination in. **Please refer to the table on pages 6-8 for details, as each category has its own criteria.**

#### Impact and outcomes – score weighting of 4

This section looks at the impact of the nominee/s contribution and their commitment to the organisation and the broader community. Describe how the benefits from the nominee/s achievements have supported the organisation, our patients or consumers and the community.

### Excellence in Research and Innovation

**This section relates to research and/or new initiatives and projects and therefore has separate criteria to the other award categories and its own nomination form. This award is scored out of a possible 15 points.**

#### Abstract – this section is not scored

Summarise the nomination in 60 words or less. It may be helpful to complete the other sections first and come back to this section, taking the best pieces of each of the below.

#### Planning and preparation – score weighting of 2

How was the need and scope of the problem identified? Describe who was involved in identifying the need, including any consumer involvement? What additional planning was done to support the new approach? How were a diverse range of perspectives included in this stage?

#### Objectives – score weighting of 1

What were the objectives? Describe how these were defined, and how they met the needs of the target audience. How was delivering person-centred care and a consumer focus built into your project? Give examples.

#### Methods and implementation – score weighting of 3

Describe the methodology used to design and implement your innovation, including key stakeholders and consumers. How were they involved? How was the innovation applied practically? Include the key tasks, timelines, monitoring and evaluation.

### **Results and outcomes – score weighting of 3**

What was your achievement against the objectives? Describe the way the initiative has helped us deliver our purpose of advancing health for everyone, every day.

**Please note:** The judges look for data or service user stories that show how you have achieved your objectives. You are encouraged to supply data (charts and tables, etc.) or qualitative narratives in your support document. Please explain how the data (such as graphs, tables) or stories show improvement/benefit. If relevant include the sample/population size, so the judges know the scale of the work.

### **Status and sustainability – score weighting of 2**

What is the current status of the project? What are the plans to ensure the innovation provides ongoing benefits to the patient/their family and/or the community? Have you shared, or are there opportunities to share the initiative with others in your organisation or within the health sector?

### **Budget – score weighting of 1**

What were the direct and indirect costs, including staffing, financial and in-kind resources? Does the project/initiative represent good value?

### **Research, innovation and excellence – score weighting of 3**

Explain what was innovative about the project/initiative? How does it promote quality and excellence, and the RMH purpose to advance health for everyone, every day? What challenges or barriers did you overcome?

## **Excellence Together criteria**

**This section relates to multidisciplinary initiatives and/or projects and therefore has separate criteria to the other award categories and its own nomination form. This award is scored out of a possible 15 points.**

### **Abstract – this section is not scored**

Summarise the nomination in 60 words or less. It may be helpful to complete the other sections first and come back to this section, taking the best pieces of each of the below.

### **Planning and preparation – score weighting of 2**

How was the need and scope of the problem identified? Describe who was involved in identifying the need, including any consumer involvement? What additional planning was done to support the new approach? How were First Nations peoples and a diverse range of perspectives (people from various cultural backgrounds; LGBTIQ+ community; people with a disability) included in this stage?

### **Objectives – score weighting of 1**

What were the objectives? Describe how these were defined, and how they met the needs of the target audience. How was delivering person-centred care and a consumer focus built into your project? Give examples.

### **Methods and implementation – score weighting of 3**

Describe the methodology used to design and implement your innovation, including key stakeholders and consumers. How were they involved? How was the innovation applied practically? Include the key tasks, timelines, monitoring and evaluation.

### **Results and outcomes – score weighting of 3**

What was your achievement against the objectives? Describe the way the initiative has helped us deliver our purpose of advancing health for everyone, every day.

**Please note:** The judges look for data or service user stories that show how you have achieved your objectives. You are encouraged to supply data (charts and tables, etc.) or qualitative narratives in your support document. Please explain how the data (such as graphs, tables) or stories show improvement/benefit. If relevant include the sample/population size, so the judges know the scale of the work.

### **Status and sustainability – score weighting of 2**

What is the current status of the project? What are the plans to ensure the innovation provides ongoing benefits to the patient/their family and/or the community? Have you shared, or are there opportunities to share the initiative with others in your organisation or within the health sector?

### **Budget – score weighting of 1**

What were the direct and indirect costs, including staffing, financial and in-kind resources? Does the project/initiative represent good value?

### **Excellence Together – score weighting of 3**

Describe how the initiative or project took a multidisciplinary approach to improve health outcomes, patient and consumer experiences or an organisational need. How did you foster engagement, collective input and collaborate? And how did this approach improve or shape your project?

## **People's Choice Award**

Nominations cannot be submitted for this award, which celebrates those that have delivered and supported great care across the RMH throughout 2023 through the You Made a Difference nominations.

The winner will be determined by a vote on a live poll on Workplace.

## Award categories

The Celebrating Excellence Awards recognise great work at the RMH in 2023 across 13 award categories.

Category	About the award	Eligibility	Award-specific criteria
<b>The Melbourne Award</b>	<p>This is the Royal Melbourne Hospital's highest achievement award and will be awarded to a staff member who lives and works by the organisation's values – the Melbourne Way.</p> <p>The award recognises the unique impact of an individual who over a significant period of time has embodied our organisational values of People First, Lead with Kindness, and Excellence Together.</p>	<p>Open to individual nominations only</p> <p>Teams are not eligible</p>	Describe how the nominee has demonstrated their commitment to providing the best possible care or service to their patients, consumers or community over a number of years and why this has been exceptional.
<b>Next Generation Award</b>	<p>This award recognises an individual who has made a significant impact on the RMH in a short amount of time and who embodies our values of People First, Lead with Kindness, and Excellence Together.</p>	<p>Open to individual nominations from any discipline among clinical, non-clinical and support services.</p> <p>This individual must have worked at the RMH for less than five years.</p> <p>Teams are not eligible.</p>	Describe how the nominee has demonstrated their commitment to providing the best possible care or service to their patients, consumers or community in their time at the RMH and why this has been exceptional.
<b>Excellence Together</b>	<p>This award honours initiatives and projects by an outstanding multidisciplinary team, showcasing the high standards achieved through true collaboration. This team may be made up of clinical and/or non-clinical roles.</p>	<p>Open to team nominations only</p> <p>Individuals are not eligible</p>	Please review the key nomination criteria on page 4
<b>Excellence in Research and Innovation</b>	<p>This award honours research and/or new initiatives and projects from the year that demonstrate our purpose of advancing health for everyone, every day.</p>	Open to individual and team nominations	Please review the key nomination criteria on page 3
<b>Excellence in Nursing</b>	<p>This award recognises outstanding leadership and commitment to patient/consumer care by an individual or team in the nursing field. Nominees must:</p> <ul style="list-style-type: none"> <li>• Display outstanding leadership in nursing care and work by the organisation's values</li> <li>• Have a commitment to providing person-centred care</li> <li>• Encourage others to achieve their best</li> <li>• Be advocates for advancing the profession of nursing</li> <li>• Demonstrate a safety culture approach in their work and to their colleagues</li> </ul>	Open to individual and team nominations from the nursing workforce	Provide examples of how the nominee/s demonstrated outstanding leadership in nursing in 2023 and made improvements for both staff and patients.

Category	About the award	Eligibility	Award-specific criteria
<b>Excellence in Medicine</b>	<p>This award recognises outstanding leadership and commitment to patient/consumer care by an individual or team in the medical field.</p> <p>Nominees must:</p> <ul style="list-style-type: none"> <li>• Display outstanding leadership in medicine and work by the organisation's values</li> <li>• Have a commitment to providing person-centred care</li> <li>• Encourage others to achieve their best</li> <li>• Be advocates for advancing the medical profession</li> <li>• Demonstrate a safety culture approach in their work and to their colleagues</li> </ul>	Open to both individual and team nominations from the medical and surgical workforce	Provide examples of how the nominee/s demonstrated outstanding leadership in medicine in 2023 and made improvements for both staff and patients.
<b>Excellence in Allied Health</b>	<p>This award recognises outstanding leadership and commitment to patient/consumer care by an individual or team in allied health.</p> <p>Nominees must:</p> <ul style="list-style-type: none"> <li>• Have a commitment to providing person-centred care and work by the organisation's values</li> <li>• Encourage others to achieve their best</li> <li>• Be advocates for advancing the allied health profession</li> <li>• Demonstrate a safety culture approach in their work and to their colleagues</li> </ul>	Open to both individual and team nominations from the allied health workforce	Provide examples of how the nominee/s demonstrated outstanding leadership in allied health in 2023 and made improvements for both staff and patients.
<b>Excellence in Mental Health</b>	<p>This award recognises the outstanding leadership and commitment to patient/consumer care by an individual or team in mental health.</p> <p>Nominees must:</p> <ul style="list-style-type: none"> <li>• Display outstanding leadership in mental health</li> <li>• Have a commitment to providing person-centred care and work by the organisation's values</li> <li>• Encourage others to achieve their best</li> <li>• Be advocates for advancing the profession of mental health</li> <li>• Demonstrate a safety culture approach in their work and to their colleagues</li> </ul>	Open to both individual and team nominations from the mental health workforce, including staff who are part of the RMH lived experience workforce.	Provide examples of how the nominee/s demonstrated outstanding leadership in mental health in 2023 and made improvements for both staff and patients.

Category	About the award	Eligibility	Award-specific criteria
<b>Excellence in Clinical Support Services</b>	<p>This category recognises outstanding leadership and commitment to patient/consumer care by an individual or team in clinical support services.</p> <p>Nominees must:</p> <ul style="list-style-type: none"> <li>• Have a commitment to providing person-centred care and work by the organisation's values</li> <li>• Encourage others to achieve their best</li> <li>• Be advocates for advancing their profession</li> <li>• Demonstrate a safety culture approach in their work and to their colleagues</li> </ul>	Open to both individual and team nominations from clinical support services.	Provide examples of how the nominee/s demonstrated outstanding leadership in clinical support services in 2023 and made improvements for both staff and patients.
<b>The Melbourne Supporting Great Care Award</b>	This category recognises an individual or team whose commitment extends beyond the requirements of their non-clinical support services role to help deliver great patient care and positively influence the organisation.	Open to both individual and team nominations from non-clinical support services	Provide examples of how the nominee/s demonstrated outstanding leadership among supporting services in 2023 and made improvements for both staff and patients.
<b>Consumer and Carer Excellence</b>	This award recognises consumer and carer representatives for their contribution to improving the patient, consumer and carer experience, governance and design of care at RMH.	<p>Open to both individual and team nominations from consumer representatives.</p> <p><i>Note: staff who are part of the RMH lived experience workforce should nominate in Excellence in Mental Health</i></p>	Provide examples of how the nominee/s demonstrated outstanding leadership in carer and consumer partnerships in 2023 and made improvements for staff and patients.
<b>Volunteer Excellence</b>	This award recognises the valuable commitment and contribution the RMH volunteers make to the organisation, our patients and consumers and our community.	Open to both individual and team nominations from volunteers	<p>Provide examples of how the nominee/s contributes to the RMH. What skills and/or expertise has the nominee/s brought to their role as a volunteer?</p> <p>How does the nominee demonstrate their commitment to great care and showcase the Melbourne Way?</p>
<b>People's Choice Award</b>	This award celebrates those that have delivered and supported great care across the RMH throughout 2023 through the You Made a Difference nominations.	Nominations cannot be submitted for this award	This award is chosen through an open poll.