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How to nominate - Health and Care Organisations

The nomination process has been designed to make it as easy as possible for individuals and organisations to complete, and to encourage their local MPs to submit them on their behalf.

MPs will be encouraged to reach out to their local health and care organisations, as well as members of the public, to seek nominations.

However, we strongly recommend that you also take a proactive approach – using the time before the official launch on **Wednesday 4 March** to think about appropriate individuals or teams to put forward and contacting counterparts in partner organisations to ensure a co-ordinated approach where appropriate. You may, for suitable categories, like to think about whether it would be a good idea to put forward winners from your own staff awards or other awards you may have entered.

There are 10 categories in which you can put forward nominations – and you can do so in as many as you like. Each category will have three specific questions to guide the nominator, and a 300-word limit for each. This is a limit only; answers may be shorter.

The categories and the questions to be answered for each are detailed in the next section.

Please submit your nomination using the correct template form[s] below so that your MP or their staff have all the necessary information to hand and can easily copy it into the official nomination form which will be on a web portal.

Nomination forms and template cover email

These forms can be dowloaded in word or PDF format here:

- NHSPA - Nomination Form [x] [1]
- NHSPA - Nomination Form (Lifetime Achievement Award and NHS Rising Star Award only)[x] [2]

A template email or letter to send to your MP(s) covering your nomination(s) can also be downloaded here:

- NHSPA - Template cover email to your MP(s) [x] [3]

Please be aware that MPs' inboxes and offices are very busy and that emails can often get missed; be prepared to phone ahead and/or follow up to make sure you're on their radar.

Contact details for MPs can be found on the [Parliament website](#) [4].

A helpful information pack on how to nominate is available here: **https://www.england.nhs.uk/publication/parliamentary-awards-information-pack/** **[5]**

You may also find this [handy guide](#) [6] from NHS Employers useful when drafting your nomination.

For inspiration, feel free to read about last year's winners here: **http://www.nhsparliamentaryawards.co.uk/winners-nhs-parliamentary-awards-2019** [7]

Links
[1] http://www.nhsparliamentaryawards.co.uk/sites/www.nhs70awards.com/files/embedded_files/NHSPA - Nomination Form.docx?utm_source=nhsparliamentaryawardssite&utm_medium=DownloadLink&utm_campaign=NominationForm
[2] http://www.nhsparliamentaryawards.co.uk/sites/www.nhs70awards.com/files/embedded_files/NHSPA - Nomination Form - Lifetime Achievement Award and NHS Rising Star Award.docx?utm_source=nhsparliamentaryawardssite&utm_medium=DownloadLink&utm_campaign=LifetimeAchievementNHSrisingonly
[3] http://www.nhsparliamentaryawards.co.uk/sites/www.nhs70awards.com/files/embedded_files/NHSPA - Template cover email to your MP(s).docx?utm_source=nhsparliamentaryawardssite&utm_medium=DownloadLink&utm_campaign=TemplateCoverEmail
[4] https://protect-eu.mimecast.com/s/LAd5CBPv3H7DRXpF1aXZy
[5] https://www.england.nhs.uk/publication/parliamentary-awards-information-pack/
[6] https://protect-eu.mimecast.com/s/fmqAC4z2MCBz92MtEWfmq
[7] https://protect-eu.mimecast.com/s/-prqCE0y3f3l08VuxtKbd