

# NSLHD Honour Roll

*Formal recognition of exceptional and outstanding service over an extended period of time*

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## PLEASE USE THIS NOMINATION FORM IF YOU WISH TO NOMINATE A PERSON BY WAY OF **ACCLAMATION**

The NSLHD Board Honour Roll is an enduring record of the members of staff and community that have provided exceptional and outstanding service to NSLHD over an extended period. The contributions of members of the Honour Roll have shaped the face of healthcare provision in Northern Sydney, and led to significant advancements and benefits to the outcomes, wellbeing and experiences of patients, staff, or the wider community.

Applications for admission to the Honour Roll are submitted to and are reviewed by the NSLHD Board. There are two pathways by which the Board might choose to bestow recognition through the Honour Roll:

### 1. BY APPLICATION OF THE CRITERIA:

- Evidence of **exceptional and outstanding** service
- Evidence of strong and regular involvement over an extended period of time (5 years or more)
- Any form of association, whether employed, honorary, involved/engaged or volunteer
- Not the recipient of a separate NSLHD award in that year
- Three statements of support, available on request

**OR**

### 2. BY ACCLAMATION

- The Board may determine to recognise the contribution of a person who may not meet all of the above criteria if, in the opinion of the Board, **their contribution has been so exceptional and outstanding** as to warrant that degree of recognition.
- The award would state what this exceptional contribution has been and would acknowledge that this was an award by acclamation.
- In the event of a nomination by acclamation, the nomination requires support by a majority of the Board and the Chair of the Board will have the final review and determination.
- It is not envisaged that this pathway would be the norm, but it is recognised that there may be exceptional circumstances that may arise from time to time.

Nominations will be open from January 1<sup>st</sup> to September 30<sup>th</sup> each year, to allow two months for assessment prior to the Annual Public Meeting where (as of 2023) the announcement of successful recipients will be made.

# Guide to Preparing Nominations for the NSLHD Honour Roll

## What is the Honour Roll awarded for?

The primary criterion for admission to the Honour Roll is exceptional and outstanding service and contributions to NSLHD through strong and regular involvement with district services or management over an extended period of time.

## The Honour Roll

The Honour Roll will be both a static virtual roll maintained on the NSLHD website and also an interactive display, showing images of the recipients and the history of their contribution. This interactive display will also be available for key events of the LHD and also for display in the facilities.

## Who is eligible?

All current or past employees of NSLHD are eligible for inclusion in the Honour Roll, as well as any current or past volunteers with NSLHD services, or community members with significant involvement in NSLHD services. Applicants must not be the recipient of a separate NSLHD award in the year of their nomination, such as for the Exceptional Peoples Awards.

## How should nominations be prepared?

The nomination form responses should contain comprehensive information on the contributions or achievements for which the nomination is being made. A list of positions held over a number of years is not sufficient. The committee needs to be given a clear idea of what the nominee has done to fulfil the criterion of exceptional and outstanding service over an extended period. It should not be assumed that the committee has a detailed knowledge of the area in which the nominee has worked, or a full understanding of the significance of certain achievements. The nominee's service should be put into the context of their specific departmental area, and into the broader scope of NSLHD as a whole.

*Referee support* - Referee statements are limited to 2 pages.

To be properly considered by the Board, all nominations must be accompanied by **three** referee statements which comment on the service of the nominee, **including one** from the nominator. These statements should illustrate the contributions of the nominee to NSLHD services, as well as the value and impact of these contributions on the NSLHD community and staff. Referees need not personally know the nominee, but should be professionally involved in or affected by their contributions to the organisation.

**Nominations are to be kept STRICTLY confidential. The nominee is not to be informed of their nomination, nor is the nominator to make the nomination known to anyone else except the referees and the Honour Roll Committee.**

Completed nomination forms and statements of support should be submitted to the NSLHD Board Secretariat at [NSLHD-BoardSecretariat@health.nsw.gov.au](mailto:NSLHD-BoardSecretariat@health.nsw.gov.au).

## How are nominations considered?

Decisions regarding recipients will be made by the NSLHD Board. A special committee comprised of Board members will be convened to assess the nominations after the close of the application period, and the Committee will recommend the recipients to the Board for final approval. The Board Secretariat will contact successful recipients before presentations are made at the Annual Public Meeting in December of each year.

# NSLHD Honour Roll

Nomination form for admission by way of **ACCLAMATION**.

The Information contained in this document will be held in confidence.

## Details of person submitting nomination

Full name

Occupation/Position

Email

Telephone

Signature

.....

Date

.....

## Details of the nominee

Surname

Given Name(s)

Title

Email

Telephone

Occupation/Position

Years of Service to NSLHD

Business address

Postcode

## Referees

Please list the names of [0] persons who have provided referee statements to support the nomination. At least three should be provided. **Statements of support are limited to 2 pages.**

Name

Name

Position

Position

## Nomination statement

Please provide details of the nominee's service to NSLHD which are considered particularly worthy of recognition. In what role(s) or associations with NSLHD has the nominee excelled? You should give details and describe comprehensively the nature of the occupation(s), and the length of service.

## Achievement

How has the nominee demonstrated outstanding and exceptional service to NSLHD? Has the individual provided service excellence; shown innovation in project development; excelled in leadership; or achieved more efficient processes, improved productivity or better patient care outcomes? You should give details of key achievements that have resulted from the nominee's involvement.

### *Impact*

**How has the nominee's contribution impacted upon NSLHD, its patients, staff and/or wider community? What are the broader outcomes of the nominee's work?** Describe in terms of the 'big picture' the significance of the nominee's service.

### *Reasons for Admission by Acclamation*

**Which of the admission criteria does the nominee not fulfill?** Please briefly describe why the nominee's contributions are so exceptional such that admission to the Honour Roll is warranted despite not meeting the criteria.

### *Proposed Citation*

**As awards by acclamation are given along with a given citation describing the primary reason for admission, please propose a one-sentence citation for the award.**