

Hospital Caterers Association National Awards 2012



The nominee must be a Full Member of the Hospital Caterers Association.

(For the Catering Team of the Year award at least one person must be a Full Member).

**The closing date for entries is
Friday, 20 January 2012.**

Each entry form must be completed in full.

Supporting evidence must be included.

**THE ORIGINAL AND 2 COPIES OF ALL
INFORMATION WILL BE REQUIRED.**

Completed entries should be submitted to:

Sewellyn Douglass-James, National Secretary HCA,
Princess of Wales Community Hospital,
Stourbridge Road, Bromsgrove,
Worcestershire B61 0BB
Telephone No: 01527 488114
E-mail: sewellyn.douglass-james@hacw.nhs.uk



HOSPITAL CATERERS ASSOCIATION

HCA National Awards 2012

The winner of each category will receive £500, a trophy and certificate.

The presentations will be made at the President's Dinner at the National Conference at Wokefield Park on 26 April 2012.

Outstanding Service Award

(Sponsored by ISS)



"ISS place great emphasis on providing outstanding service to their customers and have particular pleasure in supporting the HCA Outstanding Service Award."

This award is presented to an outstanding professional who is a Full, Life or Honorary Member of the Association. The individual must have given many years of service to healthcare catering.

The nomination should include a covering letter informing the judging panel of the proposer's name, position, if appropriate, and contact details.

Attached should be a résumé of the person being nominated and this should include the following:

- Background of the nominee's involvement with the Hospital Caterers Association.
- Brief history of their career within the NHS.
- Details of any outside interests that reflect on the nominee's character.
- Achievements whilst employed in NHS catering.

The submission should also include a reference from either a current or past National or Branch Officer.

Catering Team of the Year

(Sponsored by E & R Moffat)



"E & R Moffat are delighted to sponsor the Award for HCA Catering Team of the Year. The innovation demonstrated to win such an accolade complements well our own business philosophy."

Nominations may be submitted by a Catering Team providing patient catering services to an NHS Trust.

The submission should include a covering letter informing the judging panel of the Team Leader's name, position and contact details.

The submission must include completion of the proforma on the reverse.

Three hospitals will be shortlisted based upon the quality of the information provided, its presentation and content and the finalist will be chosen from an on-site inspection carried out by the judges.

Caterer of the Year

(Sponsored by Hobart UK)



"Hobart UK are delighted to sponsor the award for the Hospital Caterer of the Year, in recognition and celebration of the significant contribution the Hospital Catering Manager makes to the wellbeing and recovery of the patient, the patient experience and to the staff and visitors who use their services."

The nomination should include a covering letter informing the judging panel of the proposer's name, position and contact details.

Attached should be a résumé of the person being nominated, which should include the following:

- A brief history of the nominee's career within the NHS.
- Evidence of the achievement/supporting documentation during the period November 2010 to December 2011 including, where possible, external verification such as publications/notes.
- A letter of reference/support from the nominee's employing authority, or Branch Secretary or other Branch Officer.

Chairman's Choice Award

Branches of the association are pivotal in the day-to-day operation of the HCA particularly in the current financial climate where there is pressure on all sectors.

Nominations for the Chairman's Choice trophy are being requested and will be awarded to a Branch, who in the opinion of the Chairman has displayed exceptional commitment and outstanding contribution to the Association over the past 12 months. The nomination should be between 500 and 1,000 words and highlight:

- Branch Officers undertaking their duties in that minutes and accounts are submitted on time.
- Frequency of Branch meetings.
- Branch recruitment and retention.
- Education and training events, including inter-Branch/Association events.
- Social events.

Also for each entry please complete the attached application form. Any supplementary information or examples of evidence, such as pictures, menus, procedures, qualifications etc must also be included. It is extremely important that the Awarding Criteria detailed above is met.

Eligibility - The nominee must be a Full Member of the Hospital Caterers Association. (For the Catering Team Award at least one person must be a Full Member)

The closing date for entries is Friday, 20 January 2012.

2011 Award Winners



Top: Caterer of the Year
Robert McLaughlin, West of Scotland Branch

Centre: Outstanding Service Award
Allan Gimson, Trent Branch

Bottom: Chairman's Choice Award
West of Scotland Branch

Outstanding Service Award, Caterer of
the Year, Catering Team of the Year and
Chairman's Choice Award

Entry Form

Your Name (Proposer):

Job Title:

Address:

.....

E-mail:

Tel:

Fax:

Branch Name:

Membership No:

Nominee's Name or Branch:

Additional Names:

.....

Job Title:

Address:

.....

Tel:

Fax:

Branch Name:

Membership No:

Please tick which award your entry is for

- | | |
|---------------------------------------|--------------------------|
| 1. Outstanding Service Award | <input type="checkbox"/> |
| 2. Hospital Caterer of the Year Award | <input type="checkbox"/> |
| 3. Catering Team of the Year Award | <input type="checkbox"/> |
| 4. Chairman's Choice Award | <input type="checkbox"/> |

**Please attach the entry form to your written submission and return
by Friday, 20 January 2012 to:**

Sewellyn Douglass-James, National Secretary HCA,
Princess of Wales Community Hospital, Stourbridge Road,
Bromsgrove, Worcestershire B61 0BB

Tel: 01527 488114 E-mail: sewellyn.douglass-james@hacw.nhs.uk

Catering Team of the Year

This form must be completed along with the nomination form on the reverse.

Name of Hospital:

Number of Sites

Number of Beds

Total Catering Budget

£

Number of Staff

Type of Patient Food Service (Please Tick)

Cook/Chill

Cook/Freeze

Traditional

Trayed Meals

Bulk Meal Service

Ward Hostess

Cost per Patient Day (food cost only)

£

Food Waste Percentage

% Patient Satisfaction Levels

Number of formal complaints

in preceding 12 months

% of staff trained in Food

Hygiene Training commensurate

with their duties

The following supporting information should also be provided:

- Patient Menus
- Staff Menus
- Latest EHO Report
- Photograph of Team
- List of Departments
- Training Activities
- Staffing Structure
- A list of achievements in the previous 12 months giving evidence, where possible