

How to arrange your Long Service Award Event

Guidance for Organisers

Rarely do we prioritise taking time out to celebrate the service and commitment of community nursing staff who meet the needs of the people of Scotland day after day, year after year. QNIS is committed to supporting employers to celebrate the long service of their staff. We do this by offering an award pack (badge and certificate in a presentation folder) and support in organising an event. We may also be able to offer a contribution towards the costs of an event. In addition, we can send a representative of QNIS to the event to speak about the awards and add our recognition and appreciation for those receiving awards if we have sufficient notice.

QNIS Community Nursing Awards for Long Service are for **registered nursing staff** who have a total of 21 years of service in a community setting, including those who are community nursing educators and managers.

First steps

Before you plan your event, please contact us and we can have a chat about possible dates, what support you might need and agree a process for the applications that will work with your admin systems. It is advisable to plan at least three months in advance. This will allow time for emails to circulate around those who might be eligible and for application forms to be received. We ask that you allow up to 10 working days to allow us to prepare the packs in advance of your event.

The Event

The design of the event is entirely up to you. Here are some things you may wish to consider:

- Using the event as an opportunity to showcase projects and innovation
- Creating your own awards for support staff who have also worked for 21 years or more
- Inviting friends and family
- Inviting retired Queen's Nurses in your area

A typical awards event would be around 90 minutes

Welcome by Senior Nurse (10 mins)

Speaker from QNIS (5 mins)

Presentation of awards (if individual photos are taken as awards are made – roughly one minute per award) (30 mins based on 30/45 awards)

Group Photo (10 mins)

Tea/Coffee

Applications

QNIS will provide application forms. We will work with you to ensure that there is one central collection point for forms and will be happy to amend the contact details on the forms if necessary to ensure they go to the right place. We have standard application forms. We can also give you a tailored email to send out to your staff so that those applying are clear about who is eligible for the award.

You may choose to have all the applications to come direct to QNIS and you receive updates on who has applied or to have all the applications come to you in the first instance and then pass them on to QNIS when you have logged them or send them as a batch to QNIS 10 days before the event.

10 working days before the event we would agree the list of those getting awards before certificates are printed. (It should be possible to add a few last-minute additions to the list but we would need the bulk of the names by this point).

QNIS will supply the certificates in alphabetical order of surname and a corresponding list with the job title, place of work and number of years of service for each person being awarded. If someone from QNIS is attending they will bring the certificates and badges to the venue.

Communications and Media

Our QNIS communications team can help your comms team to prepare a press release/agree any social media profiling in advance of the event. It would be helpful to speak to your comms team in advance so that they can prepare.

If you have someone who can take photographs at the event and tweet, we would ask you to include us in any tweets **@QNI_Scotland**.

We would also like to be able to use any photographs taken on our website and if we take any photographs on the day will be happy to make the electronic versions available to those in the photographs or to your comms team.