



Association of Pharmacy Technicians United Kingdom

APTUK/AAH Branch of the Year Award

1. Introduction

- 1.1 The APTUK/AAH Branch of the Year Award is funded by AAH.
- 1.2 The APTUK/AAH Branch of the Year Award acknowledges the ongoing dedication, enthusiasm and commitment of Pharmacy Technicians members running local branches voluntarily in their community.
- 1.3 There will be one APTUK/AAH Branch of the Year Award.
- 1.4 The APTUK/AAH Branch of the Year Award will consist of:
 - Title of 'APTUK Branch of the Year'
 - An engraved glass trophy
 - Winnings of £200 to use for their branch
- 1.5 The APTUK/AAH Branch of the Year Award will be made to the branch who, in the opinion of the judges, demonstrates outstanding effort and commitment.
- 1.6 The winning branch will present at the next APTUK Branch Day and will be required to write an article for the APTUK Pharmacy Technician Journal, within twelve months of the award being announced.

2. Nomination/Application Process

- 2.1 Nominations/applications will be through the submission of a completed nomination/application form which includes:
 - A supporting statement from the individual making the nomination/application
 - The branch annual report
 - A declaration of authenticity from the nominator/applicant
- 2.2 APTUK/AAH Branch of the Year nomination/application forms will be submitted via email to branchliaison@aptuk.org by **6th April 2018**.
- 2.3 Nominations/applications will not be accepted after the annual closing date.
- 2.4 Receipt of forms will be acknowledged by email.
- 2.5 APTUK/AAH takes no responsibility for electronic submissions not received.
- 2.6 Further information and details about the awards will be available by contacting AAH, Profile Productions (Tel: 020 3725 5840) or the Branch Liaison Officer.



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3. Adjudication Process

- 3.1 The adjudication process will be co-ordinated by Branch Liaison Officer, APTUK.
- 3.2 The adjudication process will be conducted by a selected panel. The panel will consist of:
 - President, APTUK
 - Branch Liaison Officer, APTUK
 - 1 invited (selected) external judge (who has no connections with those who have made a submissions)
- 3.3 The panel will meet (face to face or virtual) in early May to judge the submissions.
- 3.4 To be assessed and judged, nomination/application form must be complete and include:
 - A supporting statement from the individual making the nomination/application
 - The branch annual report
 - A declaration of authenticity from the nominator/applicant
- 3.5 Assessment and judgement will take place by review of the form against the marking criteria.
- 3.6 The winners will be selected by agreement of the panel and the judgement decision will be final.
- 3.7 The branches which are shortlisted will be informed by email of the adjudication decision by APTUK/AAH joint statement in May.
- 3.8 A shortlisted branch representative will be invited to attend conference. The 'Early Bird' price for conference will be made available to the representative.
- 3.9 The final decision will be kept confidential until the Awards Dinner.

4 Presentation of the Award

- 4.1 The presentation of the award will take place at the APTUK Annual Awards Dinner during the APTUK Annual Professional Conference and Exhibition
- 4.2 The Branch Liaison Officer will announce all short-listed branches
- 4.3 The APTUK/AAH Branch of the Year Award winner will be announced and presented by an AAH representative with the President

5 Following the presentation of the Awards

- 5.1 The Treasurer will issue the APTUK Branch Bursary Application Form to the winner.
- 5.2 AAH will publish the APTUK/AAH Branch of the Year Award Winner on their website and in other marketing materials



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- 5.3 APTUK will publish the APTUK/AAH Branch of the Year Award Winner on their website and in the summer edition of the APTUK Pharmacy Technician Journal post APTUK Annual Professional Conference and Exhibition.
- 5.4 Branch winners will present at the next APTUK Branch Day and will be required to write an article for the APTUK Pharmacy Technician Journal, within twelve months of the award being announced.

Andrea Ashton
Director of Communications