



Association of Pharmacy Technicians United Kingdom

APTUK/AAH Excellence in Leadership Award

1. Introduction

- 1.1 The APTUK/AAH Excellent in Leadership Award is funded by AAH.
- 1.2 The APTUK/AAH Excellence in Leadership Award acknowledges an individual who has shown outstanding professional leadership over the past 12 months and deserves wider recognition.
- 1.3 There will be one APTUK/AAH Excellence in Leadership Award.
- 1.4 The APTUK/AAH Excellence in Leadership Award will consist of:
 - An engraved glass trophy
 - An education bursary to the value of £300 to enable attendance at APTUK conference 2020 (T&C's apply)
 - Travel expenses towards attendance at APTUK 2020 conference (T&C's apply)
- 1.5 The APTUK/AAH Excellence in Leadership Award will be made to the pharmacy technician who, in the opinion of the judges, demonstrates outstanding professional leadership by having:
 - made a career long contribution or a single initiative that has had a major impact in last 12 months
 - demonstrated expertise, patient centred professionalism or is considered a role model for their profession
 - shows passion, advocacy, encouragement and commitment to supporting innovative developments in pharmacy services
- 1.6 The winner will be required to submit an article for the APTUK Pharmacy Technician Journal, within twelve months of the award being announced.

2. Nomination Process

- 2.1 Nominations will be through the submission of a completed nomination form which includes:
 - A supporting statement
 - A short abstract
 - A declaration of authenticity from the nominator/nominee
- 2.2 APTUK/AAH Excellence in Leadership award applications will be submitted electronically via email to aptuk@profileproduction.co.uk by **24th May 2019**.
- 2.3 Nominations will not be accepted after the annual closing date.
- 2.4 Receipt of nominations will be acknowledged by email.
- 2.5 APTUK/AAH takes no responsibility for submissions lost, stolen or damaged during electronic nomination.



Association of Pharmacy Technicians United Kingdom

- 2.6 Further information and details about the award will be available by contacting APTUK, AAH or Profile Productions (Tel: 020 3725 5840)

3. Adjudication Process

- 3.1 Profile Productions will collate all the nominations and forward them to the APTUK awards co-ordinator
- 3.2 The adjudication process will be co-ordinated by APTUK.
- 3.3 The adjudication process will be conducted by a selected panel. The panel will consist of:
- President, APTUK
 - 1 AAH Employee (to be nominated by AAH)
 - 1 external judge (who has no connections with those who have been nominated)
- 3.4 The panel will meet (face to face or virtual) in early June to judge the nominations for all categories.
- 3.5 To be assessed and judged, nominations forms must be complete and include:
- A supporting statement
 - A short abstract
 - A declaration of authenticity
- 3.6 Assessment and judgement will take place by review of the nomination form against the marking criteria.
- 3.7 The winners will be selected by agreement of the panel and the adjudication decision will be final.
- 3.8 The nominations which are shortlisted will be informed by email of the adjudication decision by APTUK/AAH joint statement in July.
- 3.9 Shortlisted nominees will be invited to attend conference. The 'Early Bird' price for conference will be made available to shortlisted nominees.
- 3.10 The final decision will be kept confidential until the Awards Dinner.

4. Presentation of the Awards

- 4.1 The Awards Co-ordinator inform the conference delegates and guests about short-listed nominees, at the Awards Dinner of the APTUK Annual Professional Conference and Exhibition.
- 4.2 The APTUK/AAH Excellence in Leadership Award will be announced and presented by an AAH representative with the President, at the Awards Dinner during the APTUK Annual Professional Conference and Exhibition.

5. Following the presentation of the Awards

- 5.1 The Treasurer will issue the following forms to all winners:



Association of Pharmacy Technicians United Kingdom

- APTUK Expenses Form
- APTUK Annual Professional Conference and Exhibition Bursary Application Form

- 5.2 AAH will publish the APTUK/AAH Excellence in Leadership Award winner on their website and in other marketing materials
- 5.3 APTUK will publish the APTUK/AAH Excellence in Leadership Award winner on their website and in the next edition of the APTUK Pharmacy Technician Journal post APTUK Annual Professional Conference and Exhibition.
- 5.4 The winner will be required to submit an article for the APTUK Pharmacy Technician Journal, within twelve months of the award being announced.

6 Terms and Conditions

- 6.1 The £300 education bursary prize awarded to the winner is only redeemable against a place at APTUK conference 2020 and cannot be rolled over. Should the prize winner not be able to attend conference 2020 and therefore not be able to use the bursary, it is permissible to allocate the bursary to a Pharmacy Technician colleague.
- 6.2 Travel expenses will be reimbursed to a maximum of £200. Travel should be by the standards class public transport with the most cost effective rate possible sought. On rare occasions first class travel may be more cost effective, prior approval is required by the APTUK finance team before booking. Travel booking terms and conditions should allow a refund in the event of a cancellation after purchase of the ticket

Andrea Ashton

Interim Director of Communications

March 2019