



tel: 01 4068700 Harold's Cross
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ORGANISATION: Our Lady's Hospice & Care Services	POLICY NO: OLH-GN-053
TITLE: Recognition of Mission Policy	REVISION NO: 1
AUTHOR: Audrey Houlihan	EFFECTIVE FROM: 1 st January 2014
APPROVED BY: Mo Flynn	Supersedes: PER048/02
REVIEW DATE: 1 st January 2016	PAGE 1 of 7

MISSION STATEMENT

'Our Lady's Hospice & Care Services, founded by the Sisters of Charity in 1879, continues their Mission through providing with loving care high quality, person-centred health and social care services in the Hospice and in the Community.'

TITLE: RECOGNITION OF MISSION POLICY
DEPARTMENT: ALL DEPARTMENTS
REFERENCE NO: OLH-GN -053
REVISION NO: 1

AUTHOR: Audrey Houlihan
SIGNATURE: *Audrey Houlihan*
DATE: 1st January 2014

APPROVED BY: Mo Flynn
SIGNATURE: *Mo Flynn*
DATE: 1st January 2014

EFFECTIVE FROM: 1st January 2014
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CORE VALUES

Human Dignity

Justice

Advocacy

Quality

Compassion

Our Lady's Hospice & Care Services
 Harold's Cross
 Dublin 6W
www.olh.ie



*Respite
 Rehabilitation
 Reassurance*



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1.0 POLICY

The purpose of this policy is to publicly acknowledge individual and team achievements for staff and volunteers who have demonstrated an exceptional example of the Mission and/or the Core Values of Our Lady's Hospice & Care Services, either directly or indirectly to their colleagues, patients, residents or families. Morale is boosted through acknowledging and celebrating individual contributions to the team and hospital, where people are inspired to learn from the example of others.

Our Core Values are:-

Human Dignity – To respect the unique worth of every person

Compassion – To empathise with others in their discomfort or suffering and strive to understand their experience

Justice –To act with integrity, honesty, commitment and accountability in everything that we do

Quality – To strive for excellence in all aspects of our work

Advocacy – To represent the needs of those who are unable to speak for themselves.

The purpose of the Recognition of Mission is:

- to recognise and promote positive behaviours that support individual, team, hospital goals and objectives;
- to provide timely recognition to employees;
- to ensure that the Mission and Core Values of the organisation are kept alive.

Recognition of Mission nominations will be published on the intranet and in the Hospice Herald, from these; a Committee will select a winning nomination biannually.

2.0 RESPONSIBILITY

2.1 All relevant staff and volunteer adhere to this policy and procedure.

2.2 Line Manager/Head of Department: to ensure staff in their area are aware of and compliant with all hospital policies.



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3.0 MANAGER/COLLEAGUE/RELATIVE/VOLUNTEER INITIATED RECOGNITION

It is necessary that the nominee (staff, relative, volunteer, manager) should bear in mind:

- the extent to which the action / behaviour demonstrates the Mission and/or Core Values
- whether the example enables learning / development for others
- the need to maintain consistency in the application of the policy and treat all people equally and fairly

4.0 PROCEDURE

4.1 Criteria

- Criteria: Demonstrating the Mission and Core Values

Managers/Colleagues (the form also states colleague/relative/volunteer who wish to nominate an employee will be required to go through a nomination process, by completing the **Recognition of Mission Nomination Form (Appendix A)** completed forms should then be submitted to the **Head of Human Resources and Organisation Development** for review by the working group.

The selection committee will meet bi annually and bring forward the recommendations for approval to the independent and ultimate decision maker. A gift token and present will be presented twice annually to the selected mission heroes at our Foundation Day and Staff Xmas Party.

5.0 CONTINUOUS REVIEW

This policy and procedure shall be reviewed and updated at least every two years by the **Head of Human Resources and Organisation Development** in order to determine its effectiveness and appropriateness. It shall be assessed and amended as necessary during this period to reflect any changes in best practice, law, substantial organisational change and professional or academic change.

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6.0 AUDIT & EVALUATION

In order to ensure the effectiveness of this policy and procedure the **Head of Human Resources and Organization Development** or her nominee shall complete an audit annually to review compliance with this policy and procedure.

7.0 APPENDICES:

Appendix A: Recognition of Mission Nomination Form

Appendix B: Selection Committee membership

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Appendix A

Recognition of Mission Nomination

Nominee (Individual or team):

Department (Please specify staff or volunteer):

Reason for Nomination:

(Please provide as much detail as possible, using an additional page if required)

Area to consider when submitting nomination:

- *Demonstrates the Mission and Core Values of the Organization*

Signed: _____
Colleague/Relative/Volunteer/Manager as appropriate

Date: _____

Office use only :

Reviewed by Committee -
Date _____ Status. _____



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Appendix B

Recognition of Mission Selection Committee

Chairperson of the Mission Committee
Head of HR & Organization Development
Volunteer Representative
Staff Representative
Resident's committee representative

Public representative – Independent decision maker (to be invited annually to participate)