



Respite Harold's Cross
Rehabilitation Blackrock
Reassurance Wicklow

TITLE: Recognition of Mission Policy	REFERENCE NO: OLH-GN-053
AUTHOR: Carol Barr, Director of HR & Training	REVISION NO: 04
APPROVED BY: C.E.O., Mary Flanagan	EFFECTIVE FROM: 01 September 2024
REVIEW DATE: 31 August 2026	Page 1 of 6

TITLE: Recognition of Mission Policy

AREA: All areas

REFERENCE NO: OLH-GN-053

REVISION NO: 04

AUTHORS (OWNER): Carol Barr,
Director of HR & Training

SIGNATURE: 

DATE: 31/08/2024

APPROVED BY: C.E.O., Mary Flanagan

SIGNATURE: 

DATE: 31/08/2024

EFFECTIVE FROM: 01 September 2024

REVIEWED: 31 August 2024

NEXT REVIEW DATE: 31 August 2026



Respite Harold's Cross
Rehabilitation Blackrock
Reassurance Wicklow

TITLE: Recognition of Mission Policy	REFERENCE NO: OLH-GN-053
AUTHOR: Carol Barr, Director of HR & Training	REVISION NO: 04
APPROVED BY: C.E.O., Mary Flanagan	EFFECTIVE FROM: 01 September 2024
REVIEW DATE: 31 August 2026	Page 2 of 6

TABLE OF CONTENTS

- 1.0 Purpose
- 2.0 Responsibility
- 3.0 Manager / Colleague Initiated Recognition
- 4.0 Glossary of Terms and Conditions
- 5.0 General Provisions
- 6.0 Roles and Responsibilities
- 7.0 Evaluation and Audit
- 8.0 References
- 9.0 Appendices



Respite Harold's Cross
Rehabilitation Blackrock
Reassurance Wicklow

TITLE: Recognition of Mission Policy	REFERENCE NO: OLH-GN-053
AUTHOR: Carol Barr, Director of HR & Training	REVISION NO: 04
APPROVED BY: C.E.O., Mary Flanagan	EFFECTIVE FROM: 01 September 2024
REVIEW DATE: 31 August 2026	Page 3 of 6

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 Hospice, 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, hospice goals and objectives;

- To provide timely recognition to employees;
- To ensure that the Mission and Core Values of the organisation are kept alive.

2.0 Responsibility

All relevant staff and volunteer to this procedure Line Manager / Head of Department to ensure that staff in their areas are aware of and compliant with all hospital policies.

3.0 Manager / Colleague / Relative / Volunteer Initiated Recognition

It is necessary that those who wish to nominate (staff member, relative, Patient/Resident, volunteer, manager or visitor) 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.



Respite Harold's Cross
Rehabilitation Blackrock
Reassurance Wicklow

TITLE: Recognition of Mission Policy	REFERENCE NO: OLH-GN-053
AUTHOR: Carol Barr, Director of HR & Training	REVISION NO: 04
APPROVED BY: C.E.O., Mary Flanagan	EFFECTIVE FROM: 01 September 2024
REVIEW DATE: 31 August 2026	Page 4 of 6

4.0 Procedure

4.1 Criteria

Criteria: Demonstrating the Mission and Core Values Managers / colleagues (the form also states colleague/Patient/Resident/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 Director of Human Resources for review by the selection committee.

The selection committee (as described in Appendix B) will meet annually and bring forward the recommendations for approval to the independent and ultimate decision makers (as described in Appendix B). They may make recommendations to the CEO regarding proposed nominations where necessary. An award will be presented annually to the selected Mission Heroes at a significant organisational event.

5.0 Continuous Review

This policy and procedure shall be reviewed and updated at least every two years by the Director of Human Resources 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.

6.0 Audit Evaluation

In order to ensure the effectiveness of this policy and procedure, the Head of Human Resources 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: Recognition of Mission Selection Committee



Respite Harold's Cross
Rehabilitation Blackrock
Reassurance Wicklow

TITLE: Recognition of Mission Policy	REFERENCE NO: OLH-GN-053
AUTHOR: Carol Barr, Director of HR & Training	REVISION NO: 04
APPROVED BY: C.E.O., Mary Flanagan	EFFECTIVE FROM: 01 September 2024
REVIEW DATE: 31 August 2026	Page 5 of 6

Appendix A

RECOGNITION OF MISSION NOMINATION

Nominee (Individual or team)

Reason for Nomination: (please provide as much detail and information as possible):

Area to consider when submitting nomination:
Demonstrates the Mission and Core Values of the organisation.

Signed: _____

Colleague / Volunteer / Manager / Patient / Resident / Family member of patient or resident

Date: _____

Office use only:

Reviewed by the Committee: Date: _____ Status: _____



Respite Harold's Cross
Rehabilitation Blackrock
Reassurance Wicklow

TITLE: Recognition of Mission Policy	REFERENCE NO: OLH-GN-053
AUTHOR: Carol Barr, Director of HR & Training	REVISION NO: 04
APPROVED BY: C.E.O., Mary Flanagan	EFFECTIVE FROM: 01 September 2024
REVIEW DATE: 31 August 2026	Page 6 of 6

Appendix B

Recognition of Mission Selection Committee

Director of Human Resources
Volunteer Representative
Staff Representative
Resident's Committee representative

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