

## Trust Ambassadors Nomination Form Introduction

The Trust Ambassador at UHSussex supports colleagues, whilst promoting our Patient First values and cultures.

### The Nomination Process

Following the success in establishing the initial Ambassadors Group, two methods for prospective nominations have been agreed.

All methods require the persons line manager (or line managers if managed by more than one person/or multiple roles) to endorse the person by completing a nomination form, and giving examples of where the person meets the criteria. These examples can be completed between the manager and the applicant. Use this form for both types of nomination:

- **Self Nomination** – for colleagues who would like to become an Ambassador themselves. The person would be directed to speak to their line manager(s) who would complete and submit the nomination form.
- **Nominating a colleague** – for those who would like to nominate another person to be an Ambassador. The person would be directed to speak to the nominee's line manager(s) who would complete and submit the nomination form.

Once the nomination form has been completed, a member of the Health, Wellbeing and Engagement team will contact the nominated colleague, to talk through the Ambassador role, what the expectations and commitments are on both sides, and to ensure there is line management support.

The role of Ambassador is ongoing, we fully understand if someone needs to step down from the role, and we ask that you let us know so we can pass on our thanks.

Additional documents available on the intranet:

- **Role Description for Ambassadors**
- **Managers Guide to the Ambassadors Role**

For any questions or queries please contact us via [uhsussex.ambassadors@nhs.net](mailto:uhsussex.ambassadors@nhs.net)

To complete the nomination form online, and more information, please scan the QR code below:



# Trust Ambassadors Nomination Form

**Name of line manager completing the nomination form:**

Your full name:

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**Name of staff member being nominated:**

Their full name:

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**DOB** of nominee:

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**Email address** of nominee:

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**Contact number** of nominee:

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**ESR / Assignment number** of nominee:

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## UHSussex employment information

**Site (please tick / circle all that apply)**

Royal Sussex County  
Hospital

Princess Royal Hospital

Worthing Hospital

Southlands Hospital

St Richard's Hospital

Brighton General Hospital

Hove Polyclinic

Preston Park Breast Care  
Centre

Lewes Victoria

Royal Alex Children's  
Hospital

Newhaven Downs

Bexhill

Worthing Sexual Health  
Crawley Sexual Health

Hybrid working (across  
multiple sites / WFH)

## Trust Behaviours

Please provide examples of how the nominee has demonstrated the Trust's core values, and meets the Trust Ambassador criteria. These examples can be completed between the manager and the applicant.

### **Compassionate – is kind and supportive to others.**

Evidence this is demonstrated:

### **Communication – is pleasant and is on good terms with others. Is approachable and contributes to a healthy working environment.**

Evidence this is demonstrated:

### **Respectful – demonstrates due regard for the feelings, wishes and rights of others. Listens to and supports others and makes time to do so. Is inclusive of others and supports their need to do a good job.**

Evidence this is demonstrated:

### **Professional – conforms to the technical and ethical standards of role. Is unfailingly polite and courteous and speaks well of others no matter what the circumstances. Strives for improvement and supports others in doing so.**

Evidence this is demonstrated:

**Inclusion – works with others in a co-operative, collaborative and constructive way. Appreciates and relishes diversity within the team and actively promotes an inclusive and positive environment. Will escalate or challenge poor behaviours if witnessed within their role.**

Evidence this is demonstrated:

**Teamwork – is helpful towards members of their team. Is generous and kind towards others. Treats others as would like to be treated (members of the team, other members of staff, patients and visitors).**

Evidence this is demonstrated:

## **Managers Declaration**

By submitting this nomination you agree you have read the **Managers Guide to the Ambassadors Role** (access via the intranet) and support the application of the above named person to take up the role of Trust Ambassador for a period of 12 months.

Signed name:

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Date of nomination:

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Thank you for completing the Trust Ambassador nomination form.

Please scan and email your completed form to: [uhsussex.ambassadors@nhs.net](mailto:uhsussex.ambassadors@nhs.net)

Alternatively, you can post via the internal mail (or hand deliver) to:

**FAO Kelly Salter**  
**Health, Wellbeing and Engagement Team**  
**1<sup>st</sup> Floor**  
**21 Farncombe Road**  
**Worthing**  
**West Sussex**  
**BN11 2BW**

A member of the Health, Wellbeing and Engagement team will contact the nominated colleague, to talk through the Ambassador role, what the expectations and commitments are on both sides, and to ensure there is line management support.

In the meantime, for any questions or queries please contact us via [uhsussex.ambassadors@nhs.net](mailto:uhsussex.ambassadors@nhs.net)

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