



## How to Enter Guide

Use this guide as information, to make notes and to share and generate ideas from your team. However, we recommend you **complete your answers as a word document** and save before **cutting and pasting each answer into the online entry form.**

### Introduction

Well-organised work in a good working environment is beneficial for our wellbeing. In contrast, work-related stress can affect physical and psychological health, and compromise the organisation's effectiveness. Wellbeing in veterinary work has been a focus of attention for the veterinary profession for some time, and the Vet Wellbeing Awards aim to recognise the steps taken in veterinary workplaces to promote colleagues' health and wellbeing.

### Preparing your application

The application form covers seven key aspects of work that, if well-managed, can promote wellbeing and reduce the risk of work-related stress. These are:

- Work demands and job conditions
- Balanced workload
- Relationships at work
- Personal and career development
- Control at work
- Communication at work
- Protecting health and psychological wellbeing at work

The application form has separate sections for each of these aspects of work, and in each section, you are asked to describe in up to 500 words the measures taken in your workplace to support colleagues' wellbeing. Examples of measures your workplace might take are provided, but these are not intended to be prescriptive or exhaustive; they are designed as prompts to help you identify what happens in your workplace to support wellbeing. Similarly, you are not expected to be able to provide detailed responses for all sections; the quality of the actions your workplace takes is more important than the quantity.

When completing the form, it is important not just to describe what your workplace does to support colleagues' wellbeing but also where possible to explain what impact these actions have; in reviewing submissions, the award judges will give weight to evidence of actions being effective. Examples of innovative measures to support wellbeing will be particularly welcome. Relevant evidence supporting your application (e.g. letters, photos etc.) can be uploaded with your application form, but it is not essential to do this.

Finally, the awards encompass all colleagues in the workplace and it is recommended that different members of the team contribute to or review the application before submission.



## Headings:

### Q1: Work Demands & Work Conditions

Veterinary work can involve specific demands that can affect wellbeing, such as working with demanding clients, patient cases that are stressful, lone working, and working in physically uncomfortable or unpleasant conditions.

*Describe what your workplace does to support colleagues in dealing with the demands of their work. Examples might include support and advice in relation to dealing with difficult situations at work e.g. managing demanding clients, understanding bereavement etc; safeguards for lone working; measures to minimise physical discomfort at work. (500 words maximum)*

### Q2: Balanced Workload

Veterinary work can involve long working days, high workload, and working unsocial hours, including on-call working, all of which can affect wellbeing.

*Describe what your workplace does to support colleagues in managing their workload and achieving an appropriate work-life balance. Examples might include arranging rotas, including on-call and weekend duties, to reduce fatigue; ensuring colleagues take breaks during the working day; ensuring colleagues' workloads are appropriate. (500 words maximum)*



### Q3: Relationships at Work

Co-operation, information sharing, and supportiveness among colleagues are important not only for effective working but also wellbeing.

*Describe what your workplace does to support positive relationships among colleagues. Examples might include regular meetings (e.g. daily, weekly) for colleagues to discuss work; opportunities for colleagues to meet informally during work (e.g. shared breaks) or outside work (e.g. social events); demonstrating that staff are valued; ensuring that staff can raise concerns about work relationships and that problems are addressed.  
(500 words maximum)*

### Q4: Personal and Career Development

Access to personal and career development support such as constructive feedback on performance, mentoring, and training is important not only for effective working but also wellbeing.

*Describe what your workplace does to provide development support for colleagues. Examples might include supervision or mentoring of less-experienced colleagues; supporting work-related training; supporting career development; constructive feedback on performance; recognising and rewarding good performance and achievements.  
(500 words maximum)*



## Q5: Control at Work

Enabling colleagues to have control, where appropriate, over how work is organised and undertaken contributes to wellbeing.

*Describe what your workplace does to enable colleagues to have a say, where appropriate, in how their duties are undertaken and work is organised. Examples might include involving colleagues in decisions about their work responsibilities and schedules; encouraging and recognising colleagues' suggestions for improving workplace processes and procedures; empowering those with management responsibilities to implement decisions.  
(500 words maximum)*

## Q6: Communication at Work

Ensuring that colleagues are informed of and consulted on what is happening at work, particularly during periods of change at work, contributes to wellbeing.

*Describe what your workplace does to keep colleagues informed of what is happening at work. Examples might include ensuring colleagues are aware of the organisation's strategic/business aims; informing colleagues of organisational changes, including the reasons for them and any possible impact on their work.  
(500 words maximum)*



## Q7: Health & Psychological Wellbeing at Work

Protecting and promoting colleagues' physical health and psychological wellbeing.

*Describe what your workplace does to protect and enhance colleagues' physical health and psychological wellbeing. Examples might include addressing occupational health risks (e.g. animal-related injuries, musculoskeletal conditions, stress); promoting healthy eating or exercise; promoting resilience initiatives (e.g. relaxation, mindfulness); mental health awareness training; providing employee assistance programmes; sickness absence and return to work support. (500 words maximum)*

**The closing date for entries is midnight on the 15th December 2017**

No entries can be accepted after this date.

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