Mid and South Essex Health and Care Partnership Quality Improvement Leadership Programme – Application Form

Cohort 5, 2023-2024

## Please read the Information pack before completing this form

We recommend you save this form to your own computer before completing it. **Please email your application, as a PDF, DOC or DOCX file, to** **mseicb-cpr.icsworkforce@nhs.net** **by 11.59pm on 17 March 2023.**

Please use the following email subject line format when submitting your application:

**‘Your name – MSE ICS QI Leadership Programme Application’**

e.g. “Jane Smith – MSE ICS QI Leadership Programme Application”

Please note that both you and your line manager (if applicable) or a colleague who can make an independent assessment and speak on behalf of your organisation, need to sign the application, so you will either need to use electronic signatures or scan your application.

## Section 1: About you

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| Name (and title) |  |
| Job title |  |
| Name of your team |  |
| Organisation/Practice Name |  |
| Contact number(*Mobile preferred)* |  |
| Email address |  |
| Which area do you work in?(Please select one) | General practice/ Hospital/ Community provider/ Social care/ Other (please specify) |

## Section 2: Your knowledge and experience of QI

Please answer the following questions demonstrating your understanding, knowledge, and skills in the following areas (see *Information pack* for further information about the programme).

1. Please tell us why you would like to be part of this QI Leadership Programme *(max. 300 words)*

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2. Have you attended formal QI training?

(Yes)/(No) - delete the one that does not apply

If yes, please give details of the course or name of the provider

Please describe how you have continued to apply or share your learning of QI beyond the training that you attended?

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3. If you responded NO to question 2, please give details about your experience in improving quality in your work

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4. What does improvement mean to you in your daily work? *(max. 150 words)*

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5. How do you encourage a culture of continuous improvement in your work/organisation? *(max. 150 words)*

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6. What is your experience of spreading improvement across an organisation or wider system? Include an example. *(max. 200 words)*

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7. Have you attended formal Leadership training?

(Yes)/(No) - delete the one that does not apply

If yes, please give details of the course or name of the provider

8. Tell us about the most effective leadership work you have been involved in: What was your role? What were the challenges? *(max. 300 words)*

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9. Please consider a key leadership challenge that you are currently facing and hope to make progress with by attending the programme *(max. 250 words)*

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## Section 3: Education & training and project participation

The successful candidates will need to attend education and training sessions and support a system wide project. They will work with other members of the programme on their projects.

To achieve a certificate, you must engage in the following. If you miss more than two days of training, you will not pass the course:

1. Attend the **introduction and** **9 full days** of advanced QI and leadership training virtually or in person on:

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Time | Topic | Venue |
| 18 April 2023 | 9.30am - 12.00pm | Introduction | Virtual |
| 27 April 2023 | 9.00am - 5.00pm | QI | Virtual |
| 4 May 2023 | 9.00am - 5.00pm | QI | Virtual |
| 11 May 2023 | 9.00am - 5.00pm | QI | Virtual |
| 18 May 2023 | 9.00am - 5.00pm | QI | Virtual |
| 25 May 2023 | 9.00am - 5.00pm | QI | Virtual |
| 20 June 2023 | 9.00am - 5.00pm | Leadership | Face to face |
| 27 June 2023 | 9.00am - 5.00pm | Leadership | Face to face |
| 7 July 2023 | 9.00am - 5.00pm | Leadership | Face to face |
| 13 July 2023 | 9.00am - 5.00pm | Leadership | Face to face |

2. Attend one-to-one personal coaching

3. Attend evening sessions with experts on learning from experience for QI and Leadership

4. Attend the Final Summit in February 2024 where participants will showcase their project progress to ICS leaders and organisation sponsors. This is mandatory for all participants.

5. Following the QI and Leadership training days there are monthly dedicated project sessions. Dates are provided in the information pack.

Participants will be given access to QI clinics and mentoring which they can book depending on their need.

For attending virtual sessions, you will need access to a computer or laptop. All virtual sessions are run on MS Teams.

## Section 4: Organisational support and declaration

***(To be completed by manager / appropriate colleague who can make independent assessment and represent the organisation)***

Please tell us why you think this individual meets the requirements of this programme and should be considered. ***(max. 200 words)***

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I understand that any personal data I supply will be held in confidence by the providers of this programme, to process and review this application, provide ongoing personnel administration in accordance with the General Data Protection Act 2018.

I confirm that I have read and fully support this application. I give my permission for providers of the programme to share personal data supplied as part of this application with other individuals and organisations where there is a legitimate business need. My signature in the box below provides this consent.

I confirm that I have the authority to support this application and commit to release the applicant to attend the training days and other project related activities as part of this programme.

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| Name (line manager or equivalent) |  |
| Position |  |
| Date |  |
| Contact number *(mobile preferred)* |  |
| Email |  |
| Signature |  |

## Section 5: Declaration of nominated participant

By signing this form, I understand that, if successful:

My personal details will be held in confidence by providers of this programme and in accordance with the General Data Protection Act 2018. The information I have supplied will be used for the purposes of assessing my application and if I am selected, ongoing personnel administration and to support the running of the programme. I consent to providers of the programme sharing my personal data where there is a legitimate business need with other individuals and organisations, such as the team carrying out the evaluation.

If selected, I will participate fully in the programme including training, professional development, and project related work.

I will be expected to lead system wide QI projects in partnership with other participants of the programme. The project will involve system wide working and the one assigned may not seem immediately relevant to me or my organisation.

I am aware of the level of commitment required and am confident that I have the full support of my line manager/colleague who can make an independent assessment and my organisation for the duration of the initiative.

If for any reason I am no longer able to participate, I will let providers of the programme know, in writing, at the earliest opportunity.

**Filmed Sessions**

There will be several sessions during the programme where you will be photographed or filmed to build on your learning. This footage will be played back and reviewed during the course in order that Members and Faculty can learn from this and will form part of the course.

Any footage filmed during a course will not be shared with a third party unless express permission is sought first from those involved. Any footage will be deleted within one week of the course completion and this will not be stored or distributed further.

By applying for the course, you consent that the delivery team and its agents will be held free of any responsibility or claim for personal liability during the production of the photography/film/sound recording.

**Photography**

During courses, photos may be taken for the use of promotional materials and group photos may be taken as mementos of the event.

By applying for the course, you consent for the delivery teams to reproduce, copy, exhibit, publish and distribute photographic images for use within marketing materials or on their website and that the delivery teams will be held free of any responsibility or claim for personal liability during the production of the photography/film/sound recording.

I confirm that the information provided in the application form is accurate.

|  |  |
| --- | --- |
| Name (applicant) |  |
| Job Title |  |
| Date |  |
| Signature |  |

We support equal opportunities. Please let us know if you have any special requirements regarding your application.