

Frequently Asked Questions



Information for

Participants

Further support

If you have a question about the programme please email frontline@haygroup.com or call 0207 856 7132

Are these courses for nurses and midwives only?

Yes – they have been designed for nurses and midwives from any part of the health care sector and grade, but it is likely that the majority of the participants will be bands 5, 6 and 7. We do run other programmes which are aimed at all roles and levels – see:

www.leadershipacademy.nhs.uk/grow/professional-leadership-programmes/

Am I entitled to apply?

If you are a nurse or a midwife delivering NHS care in any capacity – whether this is in the NHS, a charity or in social care – you will be able to benefit from the programme and are eligible to join. Due to funding from NHS England we have been able to cover all design and development costs, central sponsorship of a number of places and we have secured great value from our providers.

What are the timescales to apply?

The application window opens on 5 February 2014, with course commencement monthly from April 2014. There will be intakes every month for a year. We have spaces for up to 5,000 nurses and midwives and we highly recommend you apply early as we anticipate demand to be high. Applications are ongoing. When a cohort becomes full it will close, and the next cohort will become available.

How does the application process work?

We encourage you to start the application process with a talent management conversation or personal appraisal with a manager and/or authorising sponsor who can agree your time to attend the programme and associated study leave. Applications will all take place online via the academy website. Your line manager will need to agree to your application. Once the form has been completed, all information will be collected and we will verify participants, who will be allocated into regional groups. You will receive confirmation upon approval from your line manager.

What if I have a disability?

If you need any support regarding your application please contact us.

What are the next steps if I want to apply for a programme?

Discuss the opportunity with your line manager. With their support, you can apply online via the NHS Leadership Academy website.

However, it may be that you wish to apply and have not yet had chance to talk to your manager and/or sponsor. If this can't take place within the necessary timescales, you can still fill in the application form – just make sure you complete the section that asks for details of your sponsor correctly. Note: In ALL cases, there needs to be manager/sponsor verification before a place is allocated. You will not receive an offer of a place until this has happened.

Is there a test associated with the course? If so, what happens if I fail?

There is no formal assessment process at the end of the programme other than an exercise in which people can demonstrate what they have learnt through the process.

What is the time commitment outside of the face-to-face teaching?

A significant amount of the content is provided online, however you will take part in a half day induction workshop followed by two, two-day workshops. There will be around five hours online interactive study to do before each of the workshops and a total of approximately 11 hours interactive study for the whole programme. The workshop session will be run by a tutor who will help you unlock the leader in you, allowing you to be the nurse or midwife you want to be – and helping your colleagues do the same. Participants must attend all face-to-face workshop sessions.



Information for

Managers

Further support

There is a dedicated team to answer any queries you or your team may have about the programme.

Email
frontline@haygroup.com
or call **0207 856 7132**

How will these courses benefit my team?

If a member of your team is interested in becoming better in role, and wants to undertake a development programme to support them to do the job that they love even better, and have an even greater influence on the way care is delivered, the programme could be a suitable way to reward and develop them. They will reflect on their strengths, role and ability to do what they came in to the profession to do - make a difference to people's lives. This will help you, as their line manager, to invest in your team and the future of the NHS.

If you have been having 1-2-1 meetings, appraisals or development reviews with members of your team and you believe that they have potential to develop further, this is an easy way to support their development.

For the right person, this is an opportunity that you can provide, which will incentivise them to become better healthcare professionals.

At the same time, you will receive payback as they will grow and develop, feel more motivated, and help you to improve the performance of your own team.

How many places are available to any one organisation?

The allocation of places for programmes will be done nationally, on a first-come, first-served basis.

Where and when will courses take place?

A significant amount of the content is provided online – totalling approximately 11 hours online interactive study, however, participants are required to attend a half-day induction and two workshop sessions taking two days. This is to attend a group meeting with other participants undertaking the programme. These are held in your local region.

What is the cost to the organisation of sending someone on a course?

The programme is fully-funded by the NHS Leadership Academy as part of the NHS commitment to professionalising leadership. However, once on the programme, should the team member withdraw from the programme because they are no longer interested in completing it, the NHS Leadership Academy will discuss this with your employer and potentially seek a financial repayment for the cost of the programme. Unavoidable reasons for withdrawing may be accepted and no repayment will be required.

What criteria do applicants need to meet in order to be selected?

The most important point is that prospective participants must be nominated following a talent management discussion with their line manager. Applicants do need to hold a professional nursing or midwifery qualification but do NOT need further formal qualifications to be accepted onto this programme.

What are the next steps if I want to nominate someone for one of the programmes/someone contacts me to have a talent management discussion?

If you are happy for them to apply and you fully support their attending all of the programme, simply direct them to fill in the form on the website **www.leadershipacademy.nhs.uk**.

You will be alerted to potential applicants who have applied WITHOUT your approval so that you can have a talent conversation and either support their application or reject it.

You will be asked to give a reason why an application is rejected. If this is for reasons such as it is not possible to release the person at this time, then the Academy can offer a place in a later group. If the applicant is simply not in a suitable position at the time, then information can be offered on alternative programmes if needed.



Information for

Managers (continued)

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Are there any penalties for drop-out/non-attendance on courses I need to make applicants aware of?

It is expected that participants will be available for the full course duration. Places on the courses are limited in number, and there will be a financial penalty for non-attendance or leaving the course early without a valid reason. In exceptional circumstances such as extended illness a participant may be able to re-join a later group, the alternative would be to leave the programme.

What level of support will I be expected to provide to participants?

The programmes have been designed with a blended learning approach which means there will be expectations on participants to undertake independent study outside of the face-to-face contact time.

Participants will also need to apply their new skills in the workplace – this is a key aspect of learning so they will need managers who are supportive of this, to drive continuous improvements in the workplace.

What is different about these programmes?

These programmes have been fully co-created in partnership, using the wisdom and accumulated knowledge of experienced healthcare, business and academic leaders. By taking a national approach, we will be able to bring-in and bring-on our brightest talent from across the UK. Likewise staff moving between organisations will have a truly portable learning experience that is recognised and valued throughout the NHS. Our programmes offer a new and groundbreaking route to a professional leadership career.



Information for

Third party

(e.g. Local Delivery Partners and national organisations)

Further support

The NHS Leadership Academy will have a Frontline Programme Coordinator in place to support the programme. Contact details will be provided through the LDP channels as soon as this information is available.

Where should people be referred to for more information?

Details about all aspects of the programme will be updated using the programme website www.leadershipacademy.nhs.uk. The site will be updated regularly and will provide all key information for prospective participants, managers/sponsors, and wider stakeholders, as well as access to key documentation.

When do participants need to enrol by?

The application window will open on 05 February 2014 for programme commencement in April 2014.

Applications are ongoing. When a cohort becomes full it will close, and the next cohort will become available.

What criteria are used to select programme participants?

The participants need to be fully qualified nurses and midwives

How many participants will be recruited per cohort?

62 participants will be recruited per cohort, to allow for anticipated attrition.

What support is expected to be provided by the LDPs?

The NHS Leadership Academy would welcome the LDP support, local knowledge and assistance in the following areas:

Delivery

Sourcing and securing local venues for the delivery of the programmes.

Local delivery partners should attend workshops and inductions providing badges and sign-in sheets, manning the reception and staying long enough to ensure that all signed up participants attend the day in accordance – monitoring and managing attrition.

Recruitment

The current Frontline and SOL programme will continue, with an update on the future of these programmes being provided at the end of February 2014. LDPs will still be required to recruit to these programmes.

Local delivery partners with waiting lists for the current Frontline leaders programme should be encouraging people on those lists to apply for the new Frontline programme.

The programme is offered to all nurses and midwives in NHS-funded care, providing LDPs with the opportunity to work closely and build relationships with wider stakeholder groups e.g. social care and not-for-profit organisations

Local delivery partners will be able to access information on applications from their region, enabling an understanding of where applications are coming from and if there are any underrepresented areas or Trusts in their region. They should monitor applications, raising any appropriate concerns or anomalies with the Leadership Academy.

Communications

LDPs can have the high level conversation with all their stakeholders who provide NHS funded care, to raise awareness of the programme and ultimately recruit to it. Collateral and information will be provided nationally to support this process.



Information for

Third party (continued)

What are the proposed dates for cohorts?

Find a full list available at:
<http://www.leadershipacademy.nhs.uk/frontline>

What are the closing dates?

Recruitment is on a first-come, first-served basis and a cohort will close when it becomes full. Recruitment can continue for a cohort until the start date.

How is the impact of the programmes being evaluated?

The participants of the programme will not undertake any formal assessment; however the Leadership Academy is working with its partners to formalise in programme and post programme evaluation.

Further details about each of the programmes (explaining why it is a great opportunity; outline programme content; eligibility criteria; when and where; and next steps) is provided in the course overview which is located in the individual participant section of this document.

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