



Mary Seacole Programme

Frequently asked questions





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What are the next steps?

- Contact seacoleprogramme@leadershipacademy.nhs.uk for further information and to set up an initial meeting
- Following this, the organisation or lead will sign up to the Academy service level agreement

When does the licence commence?

- The licence commences six months from the date the service level agreement is signed. The 6 months allows for preparation time with the licence running for two years

What is the upfront cost?

- The upfront cost will vary depending on the scale and scope of the programme model required as this will be tailored towards the individual organisations. The cost will cover:
 - Facilitator training
 - Filming video footage of up to three films to be embedded in the tailored virtual campus
 - 'Skinning' – creation of a co-branded Virtual Campus including the three films
 - Method/process of applications for the programme and participant handling
 - Quality Assurance (QA) of the design and delivery of the tailored programme, including QA of facilitators, workshop delivery and design of any locally-derived materials and resources
 - Support in the branding and development of a marketing pack for use within the organisation which could include leaflets, an online banner, posters.

What is the licencing per person cost?

- The cost in the first year is currently estimated at £150 per person

What is included in the per person licensing cost?

- Administration to support, set up and run each cohort of activity, including participant support on the programme
- Manage participant access to the virtual campus (VC)
- VC support and delivery
- One Healthcare Leadership Model 360° feedback per participant
- Postage and other materials (journal, certificate, badge, materials)
- Ongoing digital support and helpdesk
- Assignment marking and moderation

**What happens after the two year licence period ends?**

- Organisations will have the opportunity to renew the licence following discussion and review with the Academy. The renewal fee will be determined at this stage

Can we opt out of any of the content?

- The online content for the Mary Seacole programme is fixed and you are not able to remove any of the content. This is to ensure the programme remains consistent across all Mary Seacole Local organisations and regions. You can however add to the content in terms of organisation specific documents or additional workshops

What local tailoring can we do?

- The virtual campus can be “re skinned” and your organisation logo can be included. You can also add up to three x three minute videos including key stakeholders at your organisation to the virtual campus, upload organisation specific templates or documents onto the virtual campus and add additional workshops, launch events or celebration events to the format of the six month programme

What are the assessment criteria?

- Participants are assessed in four areas. To successfully pass the programme they must complete the online content, make meaningful contributions to all online discussion forums (this is deemed as two meaningful contributions per unit), complete and pass a 2,000 word reflective assignment and attend all three face to face workshops

What is a “meaningful contribution” in the online discussion forums?

- A meaningful contribution is a comment of which adds to, reinforces, or challenges the current discussion. Comments such as “I agree” are not considered meaningful

How many contributions are needed to pass the programme?

- You need to make at least two meaningful contributions per unit to pass the programme. There are 12 units of study and thus a minimum of 24 contributions

When will the results of the written assignment be available?

- Six weeks after your submission date

What happens if someone fails the programme?

- Participants are provided feedback on their final assignment and they are allowed one additional opportunity to re-submit the final assignment provided that they have passed all other elements detailed above

**What evaluation is in place for the programme?**

- The programme is evaluated in three ways – in programme evaluation completed via the virtual campus, evaluation sheets at the end of each workshop, and impact evaluation which is carried out separately after the programme. For any local tailoring we would encourage you to complete your own evaluation and we would be keen to share any learning from this

How do we see the impact of the programme?

- As part of Mary Seacole Local there is a national evaluation that participants complete. We also encourage organisations to implement their own local evaluation and we would be keen to share the evaluation learning across the early adopters/more widely

Is the programme accredited?

- The programme is accredited by the NHS Leadership Academy. Successful completion and passing the programme results in an NHS Leadership Academy award in Healthcare Leadership. There is no academic accreditation

How do we tailor the virtual campus if there are multiple organisations purchasing a licence?

- There would be one version of the tailored virtual campus for the group of organisations with the opportunity to include a collaborative name on the overall virtual campus

How interactive is the online content and delivery?

- The online content is made up of videos, articles, online activities, discussion forums and reflection. The face to face workshops are more experimental with participants having the opportunity to develop their skills and behaviours

How is material updated on the virtual campus and kept up to date?**Does it take system changes into account?**

- Material is updated centrally on the virtual campus. Key changes in the system such as the Five Year Forward View will be taken into account



Facilitators

What is the specification for the facilitators? How do I know who to approach?

- As part of the preparation and documents provided, you will receive a person specification detailing the skills, experience and requirements for the facilitators.

How long is the facilitator training?

- This is initially two days with a further two days required once the workshops have started. One day scheduled between delivery of the first and second workshop and the final day scheduled between the second and third workshop: to run through the content for the upcoming workshops

How many facilitators are required per cohort and what does their role involve?

- Two facilitators are required per cohort to lead the workshops. Their role will be to facilitate online discussions and work with the group throughout the programme

What size are the cohorts?

- The cohort size will vary depending on the organisation. We would recommend cohort sizes with a minimum of 12 and maximum of 16 people

How is the programme delivered?

- The programme runs for six months per cohort and is delivered via an online virtual campus and discussion forums with three face to face days delivered locally at the organisations by the in-house facilitators

What is the time commitment for the facilitators?

- Four training days plus any additional support days required with mobilisation. The facilitators also need to be available for three face to face workshops with some preparation time in advance, one hour per week to initiate discussions and monitor the online discussion forums via the virtual campus over the six month programme duration