Mid and South Essex STP QI leadership programme – Application Form

## Please read the Information pack before completing this form

We recommend you save this form to your own computer before completing it. Your application should be emailed to Preeti.sud@btuh.nhs.uk as a **PDF, DOC or DOCX file by 11.59pm on 27th May 2019**.

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

**Your name – MSE STP QI leadership programme Application**

e.g. “Jane Smith – MSE STP QI leadership programme Application”

Please note that both you and your line manager (if applicable) or a colleague who is in a position to 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 |

## 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 want to be part of the STP’s QI leadership programme *(max. 300 words).*

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1. Have you attended formal QI training (Y)/(N) - delete the one that does not apply

If yes, 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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1. If you responded **NO** to question 2, give details about your experience in improving quality in your work

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1. What does improvement means to you in your daily work. *(max. 150 words)*

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

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

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1. Have you attended formal Leadership training (Y)/(N) - delete the one that does not apply

If yes, give details of the course or name of the provider - …………………………………………………………………..

1. 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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## Section 3: Education & training and project participation

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

To get a certificate you must engage in the following. If you miss more than two days of training/ one evening session you will not pass the course:

1. Attend **7 full days** of face-to-face advanced QI and leadership training (in a central location on 19th and 20th June, 2nd July, 16 and 17th July, 10th Sep, 15th Oct 2019)
2. 4 hours of personal coaching
3. 2 evening sessions with experts on learning from experience (topics will be discussed with the group but may include presentations from experts who have implemented system wide change and solved wicked problems with creative change ideas)
4. Summit on 21st Jan (1/2 day) where the participants will get an opportunity to showcase their project progress to STP leaders and organisation sponsors. (this is mandatory for all participants)

The participants will also get access to QI clinics at NELFT and MSE hospital group which they can book at depending on their need.

## 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.

|  |  |
| --- | --- |
| Name (line manager or equivalent) |  |
| Position |  |
| Date |  |
| 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 in order 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 that the delivery teams are able 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.

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

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

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