**Mary Seacole Local Programme**

Application Form

**Please email completed application form and equality and diversity monitoring form to** [**organisationaldevelopment@ulh.nhs.uk**](mailto:organisationaldevelopment@ulh.nhs.uk)

# Criteria

The Mary Seacole Local Programme (MSLP) is for first time leaders in health and social care, or those aspiring to their first formal leadership role. It’s for you if you’re:

* Looking to move into your first leadership role
* In a ‘formal’ position of leadership with responsibilities for people and services
* Able to relate what you learn to your workplace

**Programme Summary**

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| --- | --- |
| **Programme Title** | Mary Seacole Local Programme |
| **Award** | NHS Leadership Academy Award in Healthcare Leadership |
| **Length of Programme** | 6 months |
| **Time commitment** | 5 - 10 hours per week undertaken in your own time |
| **Mandatory Workshops** | 3 one-day workshops plus 1 half-day welcome event |
| **Modes of study** | Online learning and virtual workshops |
| **Assessment** | There are four study elements that will form your assessed participation on the programme:  1. 100% completion of online content and activities on the Virtual Campus  2. Contributions to the online discussion forums (minimum of 2 x meaningful discussion forum contributions per module)  3. Attendance at all three one-day workshops  4. One 2,000-word written assignment at the end of the programme |

**Application Process**

Before applying you must make sure you can meet the time commitment.

Speak to your line manager to get their support for you to attend the mandatory virtual workshops, complete the online content, and to discuss the opportunities, space and support for you to bring your learning back to the workplace. You are also encouraged to talk to your line manager about your learning and development experience and provide an update on your progress as the programme moves forward.

Please ensure all sections are completed before sending your form to [**organisationaldevelopment@ulh.nhs.uk**](mailto:organisationaldevelopment@ulh.nhs.uk)

**Guidance for Completing your Application Form**

**Section A -** Please complete all relevant contact details. We then ask you in no more than 300 words address the 3 questions relating to:

* Why do you want to undertake the programme? – What is your motivation for applying for this programme and how does it relate to your current role and development?
* Why is leadership important to you? – Using practical examples from your practice and why leadership is so important in Health and Social Care.
* How will you balance your learning with your work and other commitments? - How practically you will fulfil the requirements of the programme.

It is important that your answers are clear and contain a good level of detail. Read the questions carefully and make sure that you answer each one.

**Section B - Current role and experience**

In this section please provide practical examples of how you demonstrate the skills and attributes stated. This programme is targeted at those first-time leaders who are operating as part of the wider Health and Care system so ensure you explain how you are involved in working with colleagues across the system as well as within your own local team.

**Section C – Line Manager supporting statement**

Your line manager is required to document 3 outcomes that they would like to see as a result of you attending this programme. This is an essential part of the application form and also requires your line manager to confirm that you will be supported in completing this programme if successful.

**Section D – Applicant declaration and signature**

Please confirm by ticking the boxes that you are able to meet the commitments required for completion of the programme. Then sign and date this section confirming you agree to the requirements of the programme.

**Section E – Equality and Diversity monitoring form**

Capturing this information is important to ensure the Mary Seacole Programme is inclusive in its approach, however completion of this section of the form is voluntary.

**SECTION A:**

|  |  |
| --- | --- |
| **Full Name:** | **Organisation:** |
| **Job Role:** | |
| **Work Email:** | |
| **Contact Number(s):** | |

In no more than 300 words and taking into account the following questions, please explain why you are interested in studying on this programme:

* Why do you want to undertake the Mary Seacole Local Programme?
* Why is leadership important to you?
* How will you balance your learning with your work and other commitments?

**SECTION B:**

Please provide specific examples to support the following criteria-

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential/Desirable** | **Evidence** |
| Current Role and Experience | Working in a leadership/management role  Currently working as part of the wider Lincolnshire Health and Social Care system |  |
| Skills | Ability and willingness to work successfully across a range of disciplines  Innovative, with the ability to think differently and challenge current behaviours  Potential to influence |  |
| Personal Attributes and Abilities | Acts as a positive role model and champions new ways of working  Committed to continuous personal development  Demonstrates a belief in their ability to learn, grow and become an outstanding contributor to the Lincolnshire Health and Social Care system  Able to learn from experience through reflective practice  Seeks and uses feedback to improve self and others  Adapts well to change and new challenge  Commitment to improve services and quality of care |  |

**SECTION C:**

**Line Manager to complete:**

Line Manager supporting statement to include 3 outcomes you would like to see as a result of this individual attending the programme:

|  |  |  |
| --- | --- | --- |
| **Please tick and sign the below to confirm that:** | |  |
| I have discussed with the learner the commitment that the programme requires and have checked that they will be able to manage the work/study balance. | |  |
| I will ensure the learner is supported to attend/complete (incl. arranging off duty as required) the **welcome event and 3 mandatory workshops, work-based learning elements, and online learning elements of the programme**. I understand that work pressures are not a reasonable excuse for the learner to miss a workshop. | |  |
| I will provide support for the learner throughout the Programme, discussing their experiences and progress on the Programme at regular intervals. | |  |
| I have discussed with the learner their objectives for participating in the Programme and will help them to develop their Personal Development Plan. | |  |
| I will meet with the learner to plan future development following completion of the Programme. | |  |
| I will provide evaluation information when requested. | |  |
| **Line Manager’s Signature:** |  | |
| **Full Name:** |  | |
| **Job Title:** |  | |
| **Contact Details:** |  | |
| **Date:** |  | |

**SECTION D:**

**Applicant declaration and signature**

|  |  |
| --- | --- |
| **Please tick and sign the below to confirm that:** |  |
| I am able to easily and regularly access the internet (e.g. computer at home, tablet, library…) and will ensure that I complete the significant amount of online learning required. |  |
| I will attend all **three mandatory workshops** and take a full and active part. |  |
| I will meet with my manager on a regular basis to review my experiences and progress. |  |
| I will complete the requirements of the Programme including the **workshops**, **online learning** via the Virtual Campus (with **minimum 2 x meaningful discussion forum contributions per module)**, related work-based learning/exercises, and **2,000-word assignment.** |  |
| I will seek help from my manager / the facilitators if I am having difficulties with the Programme or need further support. |  |

Please read the supporting document on the Mary Seacole Local programme (‘All you need to know’ page 3) to ensure that you understand that the programme is a continuous process; and that missing any element of this breaks the experiential development learning. Therefore, being available to **attend** **all 3 workshop dates for your cohort is essential**. You must also contribute and complete all online activities to be awarded the programme.

I agree to attend **three workshops, make meaningful contribution to the online forum, complete the online content via the Virtual Campus, and complete my assignment** to the required standard to achieve the award.

**Applicant Signature:**

**Date:**

Equality and Diversity Monitoring Form

The Mary Seacole Programme wants to meet the aims and commitments set out under the Equality Act 2010, but filling in this form is voluntary. The information you provide will stay confidential, and be stored securely.

**Gender** Male  Female

**Are you married or in a civil partnership?** Yes  No  Prefer not to say

**Age** 16-24  25-29  30-34  35-39  40-44  45-49

50-54  55-59  60-64  65+  Prefer not to say

**What is your ethnicity?**

Ethnic origin is not about nationality, place of birth or citizenship. It is about the group to which you perceive you belong. Please tick the appropriate box

White

English  Welsh  Scottish  Northern Irish  Irish

British Gypsy or Irish Traveller  Prefer not to say

**Any other white background, please write in:**

Mixed/multiple ethnic groups

White and Black Caribbean  White and Black African  White and Asian

Prefer not to say

**Any other mixed background, please write in:**

Asian/Asian British

Indian  Pakistani  Bangladeshi  Chinese

Prefer not to say

**Any other Asian background, please write in:**

Black/ African/ Caribbean/ Black British

African  Caribbean  Prefer not to say

**Any other Black/African/Caribbean background, please write in:**

Other ethnic group

Arab  Prefer not to say

**Any other ethnic group, please write in:**

**Do you consider yourself to have a disability or health condition?**

Yes  No  Prefer not to say

**What is the effect or impact of your disability or health condition on your ability to give your best at work?**

Please write in here:

The information in this form is for monitoring purposes only. If you believe you need a ‘reasonable adjustment’, then please discuss this with your manager, or the manager running the recruitment process if you are a job applicant.

**What is your sexual orientation?**

Heterosexual  Gay  Gay man  Bisexual  Prefer not to say

If other, please write here:

**What is your religion or belief?**

No religion or belief  Buddhist  Christian  Hindu  Jewish

Muslim  Sikh  Prefer not to say  If other, please write here:

**What is your current working pattern?**

None  Flexi-time  Staggered hours  Term-time hours  Annualised hours

Job-share  Flexible shifts  Compressed hours  Homeworking

Prefer not to say  If other, please write here:

**Do you have caring responsibilities? If yes, please tick all that apply**

None  Primary carer of a child/children (under 18)

Primary carer of disabled child/children ☐ Primary carer of disabled adult (18 and over)

Primary carer of older person

Secondary carer (another person carries out the main caring role)

Prefer not to say