

Advanced Leadership and Management module – Trainees' guide, UHNM, Stoke School of Anaesthesia

AIM:

To achieve skills necessary to have a real impact as a leader and have management skills as required in today's NHS.

Trainees will complete this unit usually during ST7 but can be undertaken in ST6 year also. It will be for 2 months with 2 trainees allotted the module at one time so 12 trainees per year. It will be alongside with other training module but advisable to be with General Duties module then with other specialised modules.

The competencies to be achieved by this module are based on the RCOA curriculum (2010 ver.2) for advanced training in management and Medical Leadership Competency Framework.

Learning outcomes:

1. Understands the management process and structures at Trust level. Knows the functions of the various management and administrative departments and how they communicate and cooperate.
2. Understands the national processes by which health policy is developed, promoted, disseminated, introduced and monitored.
3. Able to plan a project involving change and characterise the steps in its development.
4. Has a deep understanding of the role of the different professionals in the organisation of the health service and knows the importance of encouraging inter-professional understanding and working.

How to achieve the competencies:

- Understanding the management structure within the NHS and Trust (Self Reading/ Course/ Advice from module supervisors)
- Health Policies (Self Reading/Course/Advice from module supervisors)
- Attending management meetings (as many as possible, at least four essential)
 1. Trust board meetings
 2. Surgical division governance meetings
 3. Directorate Clinical Governance Committee meetings
 4. Drug and therapeutic meetings
 5. Local faculty and theatre group meetings - Theatre utilisation/cancellation
 6. College tutors meeting for Stoke School
 7. Anaesthetic consultant committee meetings
 8. Take part/attend MDT meeting or follow a root cause analysis

- Meeting/shadow clinical managers (as many as possible, at least two essential, Reflection notes) e.g. Clinical Director/ Divisional Director/ Bed manager/Theatre manager/Operations team manager
- Leadership and management courses (Number 1 or equivalent, essential)
 1. Keele Clinical and Management Course
 2. Edward Jenner programme
 3. Introduction to Leadership and Management for Health (University of Birmingham)
 4. HMFA finance e-learning module.
- Organise or help with organisation of a course.
- Organise a social event for the department
- Rota management/Rota review
- Attend job interview as an observer
- Project (at least one essential)
 1. Quality Improvement Project
 2. Review of hospitals annual report/staff survey/CQC report Evaluation of service - Self
 3. Business case – equipment procurement/new service development
- MSF (essential)
- Teaching/Literature review presentation

Signing off/how to achieve the competencies:

At the start of the module, trainees would receive an induction for their module and advice about relevant people to contact to achieve various aspects of module. It is trainee's responsibility to organise attendance of courses or meetings. Rota team will be informed and trainee will be supported to attend them during their elective clinical time but there may be occasions where these meetings are held during off days. Module supervisors are always there to support and guide trainee as and when required. Module Sign off will be done by Parul Chandra and Pramod Nalwaya on completion of module.

Module Supervisors:

Parul Chandra (Lead Supervisor)

Pramod Nalwaya

Vijay Jeganath

Steve Merron

Advanced Leadership and Management

This is an optional unit for those trainees undertaking management training

Where trainees are undertaking this module in association with a formal university based qualification in management at the advanced diploma or masters level then the requirements of this module can be varied to reconcile them with the work and assessment tasks required for that qualification. This MUST be agreed by the RCoA and the GMC in advance.

Core Clinical Learning Outcomes	Evidence	Signed	Date
Understands the management process and structures at Trust level. Knows the functions of the various management and administrative departments and how they communicate and cooperate.	Portfolio		
Understands the national processes by which health policy is developed, promoted, disseminated, introduced and monitored	Portfolio		
Able to plan a project involving change and characterise the steps in its development	Portfolio		
Has a deep understanding of the role of the different professionals in the organisation of the health service and knows the importance of encouraging inter-professional understanding and working	Portfolio, MSF		

Assessment: Reflective portfolio

Maintains reflective portfolio of secondment including detailed report of a 'project'		
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Attendance of management meetings (4)

Meeting/shadow clinical managers (2)

	Signed	Date

Leadership and management course

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Organisation of course/social event

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Teaching/Literature review presentation (topic on management)

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MSF

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Other
