

NURSE LEADERSHIP AND MANAGEMENT DEVELOPMENT PROGRAMME

Programme Details

The Nurse Leadership and Management in Primary Care programme aims to arm nurses who have management or supervisory responsibilities working in a primary care environment with the skills and supporting theory that will help them perform well in their role.

Audience

- Newly appointed junior or supervisory nurse managers or team leaders
- Nursing staff who are in a role that carries responsibility for other staff or important resources
- Existing nurse managers, supervisors or team leaders who require training or refresher training
- Nursing staff who have the potential to develop and move into managerial or leadership roles in the near future

Dates

Tuesday 30th March 2021
Thursday 13th May 2021
Tuesday 6th July 2021

Thursday 2nd September 2021
Tuesday 2nd November 2021
Thursday 9th December 2021

All dates to be held on Zoom
09.00-13.00

Main Topics

- **Leadership:**
 - Introduction to theory and practice
 - NHS & Health Leadership
 - Team management
 - Delegation
 - Communication
 - Public Speaking
- **Management and Personal Skills:**
 - Personal Organisation
 - Task/project management
 - Time management
 - Stress management
 - Career management
 - Decision Making
 - Problem solving
 - Resilience & Staff Wellbeing
 - Emotional Intelligence
- **Health and Social Care:**
 - Organisations and roles
 - Legislation
- Finance & Funding
- Clinical Supervision
- Quality Improvement and Governance
- Strategic and Practice Landscape
 - Primary Care Networks
 - GP Forward View
 - NHS 10 Year Plan
 - GP 10 Point Plan
 - Leading change & adding value
- **Human Resources:**
 - Legislation
 - Appraisals and performance management
 - Contracts
 - Interviews
 - Policies
- **Legislation and Regulation:**
 - The NMC Code
 - Responsibilities and Revalidation
 - CQC
- Health and Safety at Work
 - COSHH
- Data protection and confidentiality
 - Clinical records
 - HR records
 - Financial records
- Protecting the vulnerable
- **Business Organisation and Law:**
 - Theory
 - Legal forms and types
 - Contracts, legal deeds and agreements
 - Culture and Structure
 - Security and business continuity
 - Significant events and complaints
- **Innovation and Change:**
 - Change management
 - Project management
 - Technology and Innovation

Assessment

An assignment to complete after attending all study days, to be submitted four weeks after the final study day:

- A personal SWOT analysis in light of the subject matter learnt on the course, covering all the main topic areas of the programme, to include a 1500 word analysis and reflection detailing personal objectives set as a result.

What's Included?

- ✓ Six interactive mornings of teaching and workshops
- ✓ Institute of Leadership & Management (ILM) certificate issued upon completion

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Booking and Enrolment

To book a place and enrol on the Nurse Leadership & Management Development Programme please complete your details below along with your line manager, then return to training@haxbygroup.co.uk. Places are subject to availability. Once booked and confirmed your details will be used to enrol you on ILM's secure IT system.

Candidate Details:

Full Name (as you would like it to appear on your certificate)	
Email Address	Role/ Job Title
Date of Birth	Gender (for equality monitoring)
Signature	Date

To be completed by your Line Manager:

I confirm that the practice has agreed to release the above candidate to attend this training. I am aware that candidates must attend all study days and pass the assignment to complete the course.	
Practice	CCG Area
Name	Role/ Job Title
Signature	Date

For office use only – Enrolment Number:

For Information

- Your assignment will be due for submission four weeks after the date of your final study day
- You will be awarded a certificate from ILM upon successful completion of the course
- It was the intention that this course would be held face to face. If COVID 19 restrictions allow, we may facilitate some of the training face to face. Plenty of notice will be given if there are any changes.

Your personal data will be used only in accordance with Data Protection legislation. By signing this application form you grant consent for Haxby Group Training to share data provided exclusively to ILM for the purpose of enrolment and to NHSE and your local CCG for the purpose of monitoring use of funding. Haxby Group Training will not disclose any personal information to any other third parties without your express consent.

ILM's privacy notice can be found on: <https://www.i-l-m.com/privacy/learnerpersonaldata>