

4.1 Project Management for eCare (Core and workplace)

Course Specification

Confidential

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ADR Consultancy
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Version control

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Approvals

Name	Title	Date	Version
Tony Paget	EQAS Accreditation	08/04/13	Final

Distribution

This document has been distributed to:

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1. Educational Aims

The module aims to provide project managers with the understanding and essential technical knowledge to understand the theory and principles to deliver care organisational e-projects.

The module covers the following UK Occupational Standards, Competences and KSF dimensions

UK NOS	ECIPMA4 A Establish and lead the project team, and work with stakeholders B Define and initiate the project C Develop the project management plan D Deliver the project E Close and review the project
UK KSF Dimensions	Core 1: Communication Core 4: Service Improvement Core 5: Quality G5: Services and Project Management G6: People Management G7: Capability and Capacity
UK Source	Skills for Health

2. Course Information for CIS UCQ™

SUMMARY COURSE DETAILS	
Title of Course	Project Management (Core) and workplace
Course Code	CISUN4.1PM
Total credits of course	20 Credits on successful completion of the module and a reflective assignment through participating universities.
Level of study	Level 3
Course Leader	
Start date of course	Dec 2022
Accrediting Body	NCFE
Is the course collaborative?	Yes
If Yes name Partner(s)	NCFE

Mode of delivery and duration	Part-Time	Classroom/e-learning/Pre-reading
Number of intakes per annum	100	
Guided Learning Hours	20 hours (Full award)	
Assessment Code	CISASSUN4.1PM	

3. Learning outcomes to be achieved.

The learning outcomes for each unit elements are listed in section 5.

4. Structure

4.1 Module definition by module

Learners must undertake the four units to achieve credit in this award.

Element	Title	Mandatory/Option	UKCHIP Ref
4.1.1	eCare projects and project work	M	GP-1001/2, GP2001/2/3, GP4001, SP5001/2, SP6001/2 SP7001, SP9002, SP9004 SP10001
4.1.2	Outline and detailed planning	M	GP2002/3, SP9001, SP9003, SP10001, SP13005
4.1.3	Activity dependencies	M	SP9003
4.1.4	Identifying resource requirements	M	GI13004/5, GI17001, GI18001/2, GP2001, SP8001, SP9001
4.1.5	Quality Standards	M	SP8001/2/3, 9002, SP9003, SP10001/2/3
4.1.6	Collecting activity analysis and progress reporting	M	GP4001/2/3/4, GP5001/2/3, SP8004/5/6, SP9003 SP10001/2/3 GI17001

4.2 Indicative delivery structure

Type	Duration	Explanation
Pre reading materials		<p>The students will be provided with literature and other course materials prior to the start of the course (listed below). This will ensure that the student gains a basic understanding of the subject prior to training.</p> <p>Pre-course reading pack including:</p> <p>Training materials to include documentation relating to the modules 3.6.1 – 3.7.9. At minimum:</p> <ul style="list-style-type: none"> • Learner handbook and appeals (CIS-CAN-12) • Learner Health and Safety (CIS-CAN-05) <p>Local reading:</p> <p>https://www.nhsx.nhs.uk/</p> <p>Further recommended reading:</p> <ul style="list-style-type: none"> • OGC PRINCE2 Practitioner reference book • http://www.pmi.org • www.cisucq.com <p>Note: Websites should be used as a resource and should be reviewed regularly for the latest information</p> <p>Note for Learners</p> <p>Learners should expect to be familiar with the learning outcomes defined within this module through their understanding of the standards and processes designed by the organisation.</p> <p>The Website https://www.nhsx.nhs.uk/ should be used as a resource for nationally driven activities and should be reviewed regularly for the latest information in conjunction with local processes and priorities</p>
Classroom based	145	Structured training sessions will be led by an instructor in small groups of students.
E-learning	Flexible	The courses will be organised in granular level allowing the students to complete the unit at a pace and in stages suitable for them. The medium used may be online, via the web or on a CD.
Assessment	40	The students will be required to produce a workbook/or develop a portfolio to record competency evidence, including a combination of multiple choice questions, observed practical assessments, and witness statements. For the full award learners will be required to complete a reflective assignment.

5. Curriculum including learning outcomes

The module will provide opportunities for students to develop and demonstrate the knowledge and the understanding and other key skills in the following areas:

5.1 Unit 4 Element 4.1.1 eCare projects and project work

Learning Outcomes:	
What the candidate must do:	What the candidate must know:
4.1.1 <ul style="list-style-type: none"> • Prepare and justify estimates of systems and programming effort and elapsed time for the project • Set up and use procedures to control progress, change and quality. 	<ul style="list-style-type: none"> • Overview and the need for project management. • Project planning and control concepts and a range of project management techniques • Understand project governance

5.2 Unit 4 Element 4.1.2: Outline and Detailed Planning

Learning Outcomes:	
What the candidate must do:	What the candidate must know:
4.1.2 Develop project plans showing activities, dependencies, resources and timescales	<ul style="list-style-type: none"> • How to estimate effort and durations Adjustments, allowances and contingency planning • Risk and Issues Management

5.3 Unit 4 Element 4.1.3: Activity Dependencies

Learning Outcomes:	
What the candidate must do:	What the candidate must know:
4.1.3 Set up and use procedures to control progress, change and quality.	<ul style="list-style-type: none"> • How to identify Activity Dependencies • Devise Activity networks and critical path analysis • Create schedules and Gantt charts

5.4 Unit 4 Element 4.1.4 - Quality Standards

Learning Outcomes:	
What the candidate must do:	What the candidate must know:
4.1.4 Candidate will be able to demonstrate an understanding of Quality standards and customer acceptance criteria	<ul style="list-style-type: none"> • A range of quality statements • Developing Quality criteria • Preparing for acceptance testing

	and release of the product(s)
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5.5 Unit 4 Element 4.1.5 - Identify resource requirements

Learning Outcomes:	
What the candidate must do:	What the candidate must know:
4.1.5 Candidate will be able to demonstrate how to identify and deploy appropriate resources for the project	<ul style="list-style-type: none"> • the activities required to define resource requirements and benefits • Deploying resources • Establish contingencies to support planning

5.6 Unit 4 Element 4.1.6 - Collecting and Analysing Progress

Learning Outcomes:	
What the candidate must do:	What the candidate must know:
4.1.6 Candidate will be able to demonstrate a range of systems, processes and techniques for analysing progress	<ul style="list-style-type: none"> • Understand and identify a range of systems, processes and techniques for analysing progress • Understand project governance • Creates a range of reports to support communication • How and when to act on information including stages, tolerances and exceptions • Developing the stakeholder map • Learning lessons and closing the project

6 Teaching, learning, and assessment methods to enable outcomes to be achieved and demonstrated

6.1 Teaching and Learning

Competencies and skills acquired during the course is achieved with a range of appropriate teaching practices and methods in order to obtain the learning outcomes as defined in section 5.

These include:

- **Class room based training** – students attend a session whereby a trainer delivers the short course. These sessions would be interactive and ‘hands on’ where appropriate.
- **Exercises** – some classroom training will involve the trainer providing a problem scenario whereby groups of student work together applying the knowledge attained in the sessions.
- **Student presentations** – This is where the students will have to either demonstrate their understanding about a system or on a topic to other students.
- **Group discussions** – The trainer will encourage students to talk about issues facing by their organisations and link this to the learning outcomes of the course.
- **Oral questioning** – The trainer will actively involve participation of the students by encouraging answering questions throughout the delivery of the course to reinforce the learning.
- **Trainer observations** – The trainer may make additional observations throughout the session to comment and record the students’ progress.

6.2 Evaluation and Assessment of competencies and skills

The students will be assessed formally using a standardised assessment paper that composes of multiple choice questions (scenario based) and free text open ended question which is used to assess the students understanding of the subject in detail. The students’ participation in group discussion, presentations and oral questioning will also form part of the assessment procedure to demonstrate the student’s competencies in the subject. The trainer may record these and other comments of the student’s progress in separate documents (witness statements) to ensure that all learning outcomes have been met by the student.

6.3 Teaching Materials

The granular structure of the unit allows the use of clear information about course contents, organisation and learning outcomes. Students are provided with useful handouts and summaries to supplement other teaching methods throughout the session. In addition, pre reading

7. Admissions Criteria

Any healthcare professionals, external suppliers and other interested parties who wish to gain a better understanding of the subjects covered by this unit can enrol through their local centre. There are no pre-requisites for this unit.

8. Resources

8.1 Specialist Resources

All supporting course materials and pre reading will be made available through the CIS website at www.cisucq.com
All teaching materials including assessment papers will be made available to authorised teachers in a secure section of the CIS website.

8.2 *Franchise delivery/Teaching Staff*

The trainers who will undertake the delivery of the course will be listed in the CIS UCQ™ Staff Resources along with their CVs. Trainers must hold (or be working towards) a recognised teaching qualification such as PTLLS, Cert Ed or PGCE and must be a registered member of the UK Council for Health Informatics Professionals (UKCHIP).

9 **Quality Management**

The CIS UCQ™ programme is maintained using the quality management system as defined for ADR Consultancy in partnership with NCFE. Frequent review sessions consisting of subject matter experts and the CIS panel are regarded as fundamental to the achievement of the CIS programmes objectives, and continuously identifying sources of improvement and implementing the changes. The evaluation of courses are collected via questionnaires (student evaluation, trainer evaluation) from trainers and students to continuously improve the delivery and course contents to ensure that the course is of a high standard.

9.1 *Internal Moderation*

The student assessments and handbooks are assessed by the local internal verifier who will take a sample of these and ensure that all CIS procedures and policies are being adhered to as well as checking the marking criteria.

9.2 *External Moderation*

ADR Consultancy will be conducting Franchise visits to organisations running the CIS course and qualifications and will sample the assessments and workbooks. The external verifiers are assigned to each site and they will be in charge of ensuring the quality of the programme at the site adheres to the CIS policies and procedures. The external verifiers will liaise with the trainers, internal verifiers and select students. Upon satisfactory site report as prepared by the external moderators, the candidates will be awarded certifications and credits from participating universities.

10. **Regulations**

This unit and others are regulated by the overall Care Information Systems Users Quality Competencies (CIS UCQ) policies and procedures. The CIS UCQ™ conforms to agreed quality management Teaching, learning, and assessment methods to enable outcomes to be achieved and demonstrated