



4.5 Leadership and Management in Healthcare IT

Course Specification

Confidential

The information contained in this document is commercially sensitive and contains information pertaining to the award of this unit. This document must not be shared except with prior agreement of ADR Consultancy.

ADR Consultancy
January 2022

Contents

1. Educational Aims	4
2. Course Information for CIS UCQ™	4
3. Learning outcomes to be achieved	5
4. Structure	5
4.1 Module definition by module	5
4.2 Indicative delivery structure.....	6
5. Curriculum including learning outcomes	7
5.1 Unit 4 Element 4.5 - Management and Leadership.....	8
6 Teaching, learning, and assessment methods	8
6.1 Teaching and Learning.....	8
6.2 Evaluation and Assessment of competencies and skills.....	9
6.3 Teaching Materials	9
7. Admissions Criteria	9
8. Resources	9
8.1 Specialist Resources	9
8.2 Franchise delivery/Teaching Staff.....	9
9 Quality Management	9
9.1 Internal Moderation	9
9.2 External Moderation.....	10
10. Regulations	10

Version control

Version	Date	Summary of Changes	Whom
0.1	10/07/13	Draft	Andrew Raynes
0.2	01/12/22	Final	Andrew Raynes

Approvals

Name	Title	Date	Version
Tony Paget	EQAS Accreditation	10/07/13	Draft

Distribution

This document has been distributed to:

Name	Title	Date	Version
UKCHIP LTD	EQAS Accreditation	10/07/13	Draft

1. Educational Aims

The module aims to provide candidates with the knowledge and understanding to identify essential management and leadership methods and to develop own practice.

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

UK NOS	LSIILARH2 Providing Leadership and Management in your area of responsibility LSIILARH1 Provide Leadership to your team CFAMLC4 Lead Change CFAMLB10 Manage Risk
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 M1 - M4: Management and Leadership IK1 Information processing IK2 Information collection and analysis
UK Source	Skills for Health 2011

2. Course Information for CIS UCQ™

SUMMARY COURSE DETAILS	
Title of Course	Leadership and Management
Course Code	CISUN4.5LM
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 2012
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	10 hours (Full award)	
Assessment Code	CISASSUN4.5LM	

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 Foundation unit and optional modules to achieve credit in this award. Optional modules may also be taken as appropriate to their individual learning requirements. To gain the full award learners must achieve the mandatory module and a minimum of four optional modules.

Element	Title	Mandatory/Option	UKCHIP Ref
4.5	Leadership and Management	M	GP5001-2, SP5001-2, SP7001, SP8001-2, SP9002, SP10002, SP110001-2, SP11003-8, SP12003, GI4001, SI6001-3, SI9001-2,

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>Further recommended reading: Leadership and Management/Project Management</p> <p>NHS Leadership framework</p> <p>http://www.leadershipacademy.nhs.uk/discover/leadership-framework/</p> <p>Kings Fund</p> <p>www.kingsfund.org.uk/leadership?gclid=C1jfhMXxwrQC FcbLtAodSWgALg</p> <p>NHS constitution</p> <p>https://www.gov.uk/government/publications/the-nhs-constitution-for-england</p> <p>Leading Health inequalities (NHS Confederation)</p> <p>Leadership Framework for Health Inequalities Improvement NHS Confederation</p> <p>Further recommended reading:</p> <ul style="list-style-type: none"> • OGC PRINCE2 Practitioner reference book • http://www.pmi.org <p>Further recommended reading: Change Management:</p> <p>www.nhsx.nhs.uk www.digital.nhs.uk</p> <p>Further recommended reading; Change, Training, Learning and Development:</p> <ul style="list-style-type: none"> • Handy C. 1995 Beyond Certainty; Changing World of Organisations • Handy C. 1989 The Age of Unreason. Arrow. • Kolb, D (1994). <u>Experiential Learning</u>. London: Prentice Hall • Schon, D (1987). <u>The Reflective Practitioner</u>. San Francisco: Josey Bass. • Johnson S. 1999 Who moved my Cheese; Vermillion

		<p>Further reading: Health care and Informatics</p> <p>NHS Tech strategy https://www.gov.uk/government/news/matt-hancock-launches-tech-vision-to-build-the-most-advanced-health-and-care-system-in-the-world2018</p> <p>NHS Long Term Plan 2019 https://www.longtermplan.nhs.uk/</p> <p>Making IT count@ Harnessing the Power of Information Technology in Health and Care in England (DHSC, 2016) Making IT Work: Harnessing the Power of Health Information Technology to Improve Care in England (publishing.service.gov.uk)</p> <p>Liberating the NHS: An information revolution (DH2010) Equity and excellence: Liberating the NHS (publishing.service.gov.uk)</p> <ul style="list-style-type: none"> • 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 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 4.5 - Management and Leadership

While the train-the-trainer programme will not be delivered as a course, you will be expected to achieve the competences in parallel with the duration of the course.

Learning Outcomes:	
What the candidate must do:	What the candidate must know:
1.1.1. Candidate will be able to differentiate between Leadership and Management and develop own potential	<ul style="list-style-type: none"> • What differentiates Leadership and Management • Identify Leadership attributes within an eHealth context • about Communication as a tool for leaders • about Leadership models • and understand Key leadership challenges in the healthcare environment. • and understand to develop own leadership potential • How to use information as a tool to lead

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 Birmingham City University. 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 the BCU.

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