Process and timeline

* **19th August 2019 – 4th October 2019:** Applications will open. Please submit this completed application form and CV to nhsdigitalacademy@imperial.ac.uk
* **4th October 2019:** Application deadline
* **5th November 2019:** Applicants will be informed whether they have been selected for the programme
* **5th November – 20th December 2019:** Successful applicants will be asked to formally apply to Imperial College London, and submit evidence of previous academic qualifications, English language proficiency and two references. More detailed guidance will be provided at the time of application.
* **1st April 2020:** Programme formally commences with a 3 day   
  residential (1-3 April 2020)

If you have any queries about the programme or the application process, please contact the NHS Digital Academy team on nhsdigitalacademy@imperial.ac.uk.

Personal information

|  |  |
| --- | --- |
| **Full name:**  **Job Title:**  **Organisation:**  **Do you hold a Bachelor’s degree or higher? (desirable but not required)**  Yes  No |  |
| **Informatics setting(s) you work in**  Acute Care  Commissioning  Integrated Care Organisation  Mental Health  Primary Care  Social Care | **Region**  London  Midlands and East of England  North of England  South of England  Scotland  Wales  Northern Ireland  National |

**Demographics:**

(We collect demographic data from our applicants to report internally -including NHS England and NHS Digital - on the diversity statistics of applicants to the NHS Digital Academy affiliated academic programmes. This data will not be shared externally and will not be used in consideration of your application)

Ethnicity: Choose an item.

If you have selected other, please state here:

Gender:

Do you consider yourself to have a disability?:

Do you work in a primarily clinical, non-clinical setting? Choose an item.

Please note that by completing and submitting this application, we assume that you are happy for your information to be shared with NHS England and NHS Digital for the purpose of the application being assessed as part of the application process. NHS England and NHS Digital will not further share your information.

Personal statement

Please answer all the questions below in full, as your responses will be reviewed in detail for shortlisting purposes.

**Question 1**

Please provide information on your current role and strategic responsibilities related to informatics/digital health.   
*(maximum 2500 characters)*

**Question 2**

Why do you think you will benefit from the NHS Digital Academy programme and what will you bring to the programme? *(maximum 2500 characters)*

**Question 3**

How would you intend to use the development you gain from the programme to benefit your organisation, the NHS and the wider health and social care system?   
*(maximum 2500 characters)*

**Question 4**

A major component of the programme will be undertaking a substantial workplace project. Please describe a transformational change project which you are involved in at your organisation where you feel the learning from this programme could be applied. Describe how the project will have an impact on your organisation. Note: should your application be successful, you will have an opportunity to change or revise your proposed project. *(maximum 2500 characters)*

Participant Commitment

The time commitment to complete the programme is significant, in line with the requirements of a Postgraduate Diploma from top academic institutions, and is estimated as follows:

* **Study time**: 5-8 hours per week, including approximately 3 hours of engagement with online content, 2 hours of core reading time and additional time to engage with discussion forums with your peers. During assessment weeks, this 5-8 hours will be put towards completing specified assessments.
* **Workplace project**: This should be a project that is already underway/in the pipeline within your organisation and a core part of your job. We will be asking you to apply lessons learned throughout the programme to this transformational change project and submit written reflections on your leadership development.
* **Residential learning**: 10 days of in-person residential learning sessions. These days are mandatory, so please ensure you are available on the following dates before submitting an application:
  + 1st – 3rd April 2020 (location TBC)
  + 17th – 19th June 2020 (location TBC)
  + 4th – 6th November 2020 (location TBC)
  + 4th – 5th February 2021 (Location TBC)

Please note that whilst participants will be supported by faculty members throughout the programme, individual needs will differ depending on your previous exposure to academic programmes. As a result, some participants will need to commit more time to the programme and undertake additional self-directed study in order to successfully complete the core learning and assessments within the programme.

I confirm that I have read and accept the commitment outlined above.

**Applicant’s Digital Signature**

**Date**

Executive Sponsorship Agreement

Board-level support from your organisation is critical for your acceptance onto the NHS Digital Academy. A suitable Executive Sponsor is the Chief Executive Officer for your organisation or a member of the Executive Board.

Executive Sponsors are expected to commit to providing the following support to you throughout the programme:

* Ensure you are given adequate time to focus on your studies.
* Ensure you are released from your organisation in order to attend residential sessions.
* Act as a mentor to you throughout the programme and support you when needed.
* Help you to progress your workplace project successfully and unlock doors internally if required.
* Hold you to account for demonstrating translation of your learning into practice for the benefit of your organisation.

**Sponsor’s full name**

**Sponsor’s position**

**Sponsor’s email address**

**Sponsor’s telephone number**

I confirm that I have read and accept the commitment outlined in this document, and I undertake to provide the participant with the necessary support for the duration of the NHS Digital Academy.

**Executive Sponsor’s Digital Signature**

**Date**