**Application form for Cohorts 14 and 15**

**CNO Safer Staffing Faculty Programme 2024**

**FOR OFFICE USE ONLY: Form reference number FAC:**

Please select your preferred cohort. Please note, although preferences cannot be guaranteed, we will attempt to accommodate these as far as possible.

☐ **Cohort 14** start date 4-6 February 2025  **Cohort 15** start date 4-6 March 2025

*Please note - interviews will be held from 4 September 2024 to 18 September 2024 inclusive.*

1. **Employment**

Current job title:

What are the workforce planning elements in your job?

Brief description of job responsibilities: *please provide specific details related to safer staffing experience.*

Current employer:

Length of time in role:

Name of Chief Nurse/Director of Nursing/Chief Executive:

Does your Trust have a Fellow already? Y  N

If yes, please provide names: \_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Education – Qualifications and Continuous Professional Development (CPD)**

Your education and qualifications are essential components for assessing your suitability to study at level 7. You should therefore give full and accurate details of your education background (including CPD) in this section. You must include details of all relevant qualifications in date order.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of qualification/CPD | Subject/title | Qualification/CPD | Awarding Institution | Result |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Supporting statement:**

Please outline below your reason for applying to the Fellowship programme, demonstrating any professional and personal attributes and relevant skills and experience in support of your application. Further information may be attached if you wish. **(Please refer to Appendix 1 - Faculty Application Criteria at the end of this form to support completion of this section)**

1. **Please state what evidence-based decision support tool for safer staffing, if any, you currently use in your organisation**:
2. **How did you find out about the CNO Safer Staffing Faculty Programme?**
3. **Data protection statement**

The information you give on your form will be used for the following purposes:

* To determine your eligibility for entry to the university
* To share information with government departments (e.g., immigration office) local authorities and other bodies to prevent possible fraud and to enable them to carry out their functions
* To share with Shelford Group and NHS England (NHSE)

1. **Declaration and submission**

We expect you to submit a complete and comprehensive application at the point of submission. This will enable us to properly assess your suitability for the programme. It is therefore in your best interests to provide us with accurate information and to ensure that you are fully informed about the programme you are applying for, and the commitments you would be making as a Fellow on the Faculty Programme. By signing this application, you are confirming that the information provided on this form is complete and correct. If you accept a place on the programme and subsequently wish to withdraw for any reason, a minimum of 6 weeks’ notice prior to commencement of Module 1 is required so that places can be offered to candidates on our waiting list. Any trust whose applicant withdraws from the course giving less notice than this, or who withdraws after the start of the course, may be asked to reimburse NHS England costs of up to £2,000.

The PG Certificate qualification consists of three taught modules. Each module is comprised of: two full days of taught content, 180 hours of self-directed learning, and submission of an assignment at level 7 to the University. The next cohorts are planned to commence in February 2025 and March 2025.

Upon successful completion of the PG Certificate, Fellows are expected to support and contribute their skills and safer staffing expertise to NHS organisations via the Safer Staffing Faculty team.

*Please note: if you are successful at being offered a place on the programme, it will not cover travel and accommodation costs.*

I confirm that the information given in this form is correct and complete to the best of my knowledge.

**Applicants signature: Date:**

1. **Executive Sponsor – Chief Nurse to authorise application form ONLY**

I confirm my support for the nominee and will ensure they can meet the attendance requirements of the programme with respect to time to study and apply the knowledge acquired from the course.

I understand that if a place on the programme is accepted and subsequently declined, a minimum of six weeks’ notice is required so that the place can be offered to a person on the waiting list. Failure to do this may result in a charge of up to £2,000 to the Trust.

I understand that failure to continue the programme once commenced will result in a charge of £2,000 to the Trust to reimburse the University fees paid by NHS England.

Executive sponsor name (Print) Date:

Executive sponsor (signature) \_\_\_ Job title:

The closing date for applications is 17.00 on **Wednesday, 10 July 2024**. Please note, submissions after this date will **NOT** be considered.

Please complete and sign this form, along with the Excel form containing your personal details, and return as separate documents to Sherin Jacob at: [england.cnosafestaffingfaculty@nhs.net](mailto:england.cnosafestaffingfaculty@nhs.net)

**Appendix 1 -** **Faculty Application Criteria**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Requirements** | | **Essential (E)/ Desirable (D)** | **How assessed:**  **Application (A)**  **Interview (I)** | **Met** | **Not Met** | **Evidence to support Assessment** |
| **1. Qualifications, Knowledge and Understanding** | | | | | | |
|  | Educated to Bachelor’s degree or equivalent | **D** | **A** |  |  |  |
|  | Registered with appropriate professional body (NMC, HCPC) | **E** | **A** |  |  |  |
|  | 6 months experience in a role with workforce or workforce planning core component of current job role. | **E** | **A** |  |  |  |
|  | Understand current healthcare policy: its background and aims regarding safe, sustainable and productive staffing. | **E** | **A/I** |  |  |  |
|  | Have knowledge of safe staffing establishment setting toolkits. | **E** | **A/I** |  |  |  |
|  | Experience in implementing evidence-based staffing toolkits and guidance in practice. | **E** | **A/I** |  |  |  |
|  | Experience and involvement in developing evidence-based staffing toolkits and guidance. | **D** | **A/I** |  |  |  |
|  | Demonstrate skills to support managers and leaders who are implementing Safe Staffing Toolkits/Safe Staffing Guidance. | **D** | **A/I** |  |  |  |
|  | Be experienced in working with and influencing senior healthcare staff with responsibility across several areas. | **D** | **A/I** |  |  |  |
|  | Be experienced in delivering complex programmes where you have had to negotiate and persuade stakeholders who are: (i) managing fluctuating workflow and associated resources in clinical practice; (ii) attempting to improve service quality and efficiency. | **D** | **A/I** |  |  |  |
|  | Have relevant clinical experience required to improve service delivery, quality and efficiency. | **E** | **A/I** |  |  |  |
|  | Have the ability to consolidate clinical knowledge and skills to deliver service improvements. | **E** | **A/I** |  |  |  |
|  | Have experience leading, managing and motivating teams. | **E** | **A/I** |  |  |  |
|  | Demonstrate ongoing continuous professional development. | **E** | **A/I** |  |  |  |
| **2. General Attributes, abilities and Skills** | | | | | | |
|  | Be able to develop services using best practice evidence and other guidance. | **D** | **A** |  |  |  |
|  | Be able to initiate, undertake and facilitate audit and clinical effectiveness projects. | **E** | **A/I** |  |  |  |
|  | Have sufficient seniority and credibility to advise senior staff in NHS Trusts and ALB’s on their action plans in relation to improving the clinical workforce. | **D** | **A/I** |  |  |  |
|  | Be able to communicate effectively with NHS and academic staff at all levels. | **E** | **A** |  |  |  |
|  | Able to influence and persuade senior clinicians and managers where there are barriers to accepting workforce reviews and where information needs to be well communicated, using tact and skill. | **E** | **A/I** |  |  |  |
|  | Be willing to develop the analytical skills to handle and interpret workforce data. | **E** | **I** |  |  |  |
|  | Be proficient in using Microsoft Office. | **E** | **A** |  |  |  |
|  | Be proficient in using Excel. | **D** | **A** |  |  |  |
|  | Have a basic understanding of statistical tools and methods, and be willing to develop knowledge and skills for using analytical software such as SPSS, Analyse-it, R, Epinfo, Stata, etc. | **D** | **A** |  |  |  |
| **3. Professional and Personal Practice** | | | | | | |
|  | Be able to provide specialist advice to NHS Trust Boards regarding safe staffing reviews. | **D** | **A/I** |  |  |  |
|  | Be able to provide training, implement guidance and scrutiny within NHS Trusts when applying safe staffing toolkits/guidance. | **D** | **I** |  |  |  |