

Executive Nurse Leadership Programme 2022

GUIDANCE NOTES FOR APPLICANTS

The Queen's Nursing Institute works to support and develop new and best nursing practice and innovation in community and primary care. Through this support, we want to ensure that people receive the highest standard of care. This has always been the highest priority and the Queen's Nursing Institute firmly believes in working in partnership with nurses to achieve its overall objectives.

The programme

This **nine-day** residential leadership programme is designed to develop participants into future senior leaders. The scope of the programme will be to embrace new ways of leading, managing and delivering community services.

The programme themes are:

- *Community nursing and primary care*
- *'Leading beyond Covid-19' and transformation of cultures within the health and social care settings*
- *Leading with kindness and compassion*
- *Leading transformational change and building resilience for yourself and your team*
- *Strategic thinking to enhance efficiency and productivity, whilst working with decreased budgets and resources.*

Funding

The leadership development of the QNI executive nurses is enthusiastically supported by our sponsoring partners, The National Garden Scheme and NHSE/I, who have agreed to fully fund this innovative programme.

Funding is available for **14** Queen's Nurses to participate in the programme and the aim is to have equitable representation of participants from a BAME background.

Although the programme is fully funded, it excludes travel costs to the venue and any additional accommodation costs that you may incur due to your personal travel arrangements.

Are you eligible to apply?

- You need to be a **Queen's Nurse**.
- You must be currently working in or have influence in a community or primary care setting or adult social care.
- You must be currently working in an **Executive** or **Assistant/Associate Director** role OR can demonstrate strategic thinking and working within your role.
- You must have input and influence at board level within your organisation.
- You must provide a letter of support from your manager.

Selection criteria

Your application **must** demonstrate the following:

- *Determination to deliver high quality community nursing care*
- *Motivation and enthusiasm to participate in the programme*
- *Insightful attitude to learning*
- *Insight into self and own abilities*
- *Individuality and ability to have an independent opinion*
- *Ability to push boundaries and independently problem solve*
- *Innovative and dynamic ways of thinking.*

You **cannot** apply:

- *If you do NOT have the support of your line manager*
- *If it's NOT your intention to remain in an Executive or Assistant Director Nurse role or a role where you can influence strategy.*

Application

Please ensure that you complete **all** sections of the [online application form](#) before you submit it. As the application form is quite long, we recommend you prepare the answers to some of the questions beforehand. The list of the questions is available at the end of this guidance.

Please note that you will also require to attach the [letter of support from your line manager](#) to the online application form in PDF or JPG format, so please make sure you have it **before** you start the application. *It is expected that your employing organisation will release you to attend the programme and a letter of support from your manager must confirm this.*

When completing the online application form, you will be able to save it and continue later. If you choose this option, the system will generate a link that will allow you to return to the form later. Please make sure you save the link as we won't be able to provide it to you. The link will be available on the screen after clicking "Save and continue later" button. You will also be given an option to send the link to your email address. If you don't receive the email in your Inbox, please check your Spam/Junk folder.

Once you submit the online application form, you will receive an automatic email from us with a PDF copy of your application. If you don't receive the email in your Inbox, please check your Spam/Junk folder.

If you have any questions, please contact us on qnileaders@qni.org.uk.

Closing date

The closing date for applications is **Sunday 30th January 2022 at 11.59pm.**

Late applications will not be considered.

Selection Process

All completed applications received by the closing date, as above, will be reviewed by an internal assessment panel. We will let you know whether you have been shortlisted the week commencing **Monday 7th February 2022.**

Formal interviews for shortlisted applicants will take place online on **15th and 17th February 2022.**

Commencement of programme

Duration of programme is over **six** months and there is an expectation that you will attend all of the residential sessions.

- **Induction** – 3 March 2022 (2-hours online meeting)
- **Module 1** – 9-11 March 2022 (residential)
- **Module 2** – 25-27 May 2022 (residential)
- **Module 3** – 10-12 August 2022 (residential)*

Venue: Lane End Conference Centre, Buckinghamshire. Please note, we do **not** fund travel costs to the venue and any *additional* accommodation costs.

*The above residential structure is dependent on the Government pandemic rules and will proceed online if needed.

Programme Delivery

This programme will be delivered utilising a variety of different methods including presentations, facilitation, online workshops, lectures, group work including simulation and visits. These are intended to provide exposure to different ways of thinking and learning and to expand the ability to embrace and think creatively. It is an expectation that participants will receive all experiences as an opportunity to learn and stimulate reflection in order to develop skills further as a nurse leader.

All participants are invited to receive their certificate of achievement at the QNI Awards Ceremony following completion of the programme in 2022.

Mentorship

All participants will have access to a mentor to assist with their development as a leader in an organisation and their ability to lead others. The main role of the mentor is to assist the participant to focus on their professional career aspirations and development. Mentors are prepared and supported by the programme team and provided with a mentor handbook.

There is also an opportunity to link with a previous alumnus of the Executive Nurse programme, arranged through the QNI and also to arrange a peer-based 'shadowing experience'.

If you have any queries on any aspect of your application, please do not hesitate to contact Sharon Aldridge-Bent at sharon.aldridge-bent@qni.org.uk.

Any admin queries can be sent to qnileaders@qni.org.uk.

Application questions

1. Full name
2. Preferred postal address
3. Telephone (work)
4. Telephone (home)
5. Mobile
6. Preferred email address
7. NMC registration pin
8. Job title
9. Name and address of current employer
10. Current role (summary of your current responsibilities)
11. Professional qualifications
12. Have you been working in a community setting for a minimum of five years?
13. Do you spend at least 50% of your time working in the community?
14. Is your DBS (Disclosure and Barring Service) check current?
15. Are you a subject of any disciplinary proceedings?
16. Are you under investigation by the NMC or employing organisation?
17. Employment history (over last ten years).
18. Continuing professional development (any previous leadership programme that you have attended within the last five years).
19. Other relevant experience/activities or business ventures (details of any other activities either within or outside work that may demonstrate your leadership aspirations e.g. school governor, NHS board etc)
20. Personal statement. This is your opportunity to talk about your career aspirations as a future community nurse leader (200-300 words).
21. Where do you see yourself in 3-5 years? This is your opportunity to talk about what you do that illustrates that you are ready to embark on a leadership programme for this level of nurse (100-150 words).
22. What does leadership mean to you? This is your opportunity to talk about your values and how they influence your understanding of leadership (200-300 words).