

**SPECIFICATION TEMPLATE:
GENERAL GOODS OR SERVICES**

**DN513909 - Leadership and management training to trainee doctors across all
specialties Consecutive**

CONTENTS

- 1. INTRODUCTION**
- 2. BACKGROUND**
- 3. CONTRACT SCOPE**
- 4. DETAILED REQUIREMENTS**
 - a. Educational outcomes
 - b. Contract specification
 - c. Course dates and venues
 - d. Selection criteria
- 5. CONTRACT MANAGEMENT**
- 6. SUSTAINABILITY**
- 7. CONTRACT PERIOD**

1. Introduction

Health Education England (HEE) exists for one reason only; to support the delivery of excellent healthcare and health improvement to the patients and public of England by ensuring that the workforce of today and tomorrow has the right numbers, skills, values and behaviours, at the right time and in the right place.

2. Background

This specification is focused on the delivery of leadership and management training to trainee doctors across all specialties.

Leadership is a key part of doctors' professional work regardless of specialty and setting. It is already a requirement of all doctors as laid out in the General Medical Council's (GMC) publications *Good Medical Practice*, *Tomorrow's Doctors* and also *Management for Doctors*.

As doctors progress through their training and consolidate their skills and knowledge in everyday practice, they are very often the key medical person relating to patients and other staff, and the ones who are experiencing how day-to-day healthcare works in action. They are uniquely placed:

- to develop experience in management and leadership through relationships with other people, departments and ways of working,
- to understand how the patient experiences healthcare, and how the processes and systems of delivering care can be improved

For these reasons, leadership and management training is an essential component of the training curricular for all Specialty Schools and junior doctors are required to complete a course in the later part of their training, before they achieve their Certificate of Completion of Training.

3. Scope of the Contract

HEE working across Yorkshire and the Humber are responsible for providing Leadership and Management courses to junior medical staff in the Yorkshire region.

Leadership and Management courses should be delivered across the year between 1st April 2021 and 31st March 2022 and should each be 3 days long.

This contract will be awarded for a 1-year period, and providers are invited to bid for the whole provision, or part of it.

4. Detailed Requirements

a. Educational outcomes

On completion of this course, delegates will be able to;

1. Demonstrate an understanding of why leadership and team working are important in their role as a clinician
2. Understand why the NHS promotes, inclusive, kind and compassionate leadership
3. Show an awareness of their leadership responsibilities as a clinician and understand why effective clinical leadership is central to safe and effective care
4. Demonstrate an understanding of a range of leadership principles, approaches and techniques and be able to apply them in practice
5. Demonstrate appropriate leadership behaviours and an ability to adapt these to improve engagement and outcomes
6. Appreciate their leadership style and its impact on others
7. Actively participate and contribute to the work and success of a team (show an awareness of appropriate followership)
8. Think critically about decision making, reflecting on decision making processes and explain those decisions to others in an honest and transparent way
9. Supervising, challenging, influencing appraising and mentoring colleagues and peers to enhance performance and support development
10. Critically appraise the performance of colleagues, peers and systems and understand when to escalate concerns
11. Promote and effectively participate in multidisciplinary and interprofessional team working
12. Appreciate roles of all team members of the multidisciplinary team
13. Promote a just, open and transparent culture
14. Promote a culture of learning and academic and professional critical enquiry

Taken and expanded from the [General Medical Council – Generic Professional Capabilities Framework](#)

b. Contract specification

The total cost of the specification should not exceed £30k **for 1 year.** The following **must be** included;

- Include the development of the sessions, relevant PowerPoint presentations and the development and printing of any materials needed for delivery of the sessions
- Include the delivery of the sessions and any associates travel expenses for the facilitators
- Provision of a platform on which to run courses, in the event of virtual delivery

The following services are administered by HEE staff so **must not** be included in the specification:

- Venue hire
- Scheduling of courses and liaison with venues
- Management of a delegate booking system
- Refreshments
- Advertising
- Delegate certificates of completion

c. Course dates/venues

Courses are delivered over 3 consecutive days. Each course has a minimum capacity of 18 candidates and a maximum capacity of 20 delegates.

HEE will contract for 7 consecutive courses to be run over a 12-month period.

**note – further course dates may be added through 2021/2022 to meet demand (via a consultation with the provider). Costs for any additional dates will fall outside of this specification and will be paid on an individual course basis.*

d. Selection criteria

The successful proposal(s) will;

- Demonstrate that the provider has sufficient faculty with relevant and current experience to deliver the course
- Confirm that they can run their course for a maximum of 20 candidates, both in a face to face setting and virtually
- Demonstrate a clear understanding of the topic being delivered
- Demonstrate how the educational outcomes set out in this specification can be delivered inline with the [Academy of Medical Royal Colleges Medical Leadership Competency Framework](#)
- Demonstrate how the course can be evaluated and feedback provided
- Include examples of similar work previously undertaken by the Provider, for example course manuals
- Include examples where the provider has delivered similar teaching to trainee doctors
- Incorporate theoretical and practical elements
- Be relevant to medical learners
- Provide access to learning materials and/or e-learning courses

5. Contract Management and Review

A contract review meeting will take place every 6 months between the chosen provider and Lead Faculty members at HEE.

6. Contract Period

The contract period for this workstream is 1 year, commencing from 1st April 2021 to 31st March 2022.