**East Midlands Leadership and Management Programme 2025**

**Checklist and FAQ**

**Phase One**

1. Sign up to complete the e-learning via the PGVLE system: <https://forms.office.com/e/DQBa7FZu5n>

* The onboarding process is manual not automated; therefore it can take a couple of weeks to be sent your login details
* If you have not received your login details after a couple of weeks please contact:

england.futureworkforce@nhs.net

1. Go to the Leadership Academy website: <https://www.leadershipacademy.nhs.uk/healthcare-leadership-model/>

* Register for a free NHS Leadership Academy ID: <https://profile.leadershipacademy.nhs.uk/>
* Complete the Leadership Self-assessment
* Register for the online Leadership App and use this to record your ongoing leadership journey

1. Download and read through the Leadership Conversations Tool Kit: <https://www.eastmidlandsdeanery.nhs.uk/faculty/east-midlands-leadership-management-programme-lmp>

* Meet with your Educational Supervisor (ES) and discuss your self-assessment and leadership ambitions, including incorporating leadership into your PDP

1. Complete the PGVLE modules and the evaluation form (you may apply for 3 days study leave to complete this through the normal process)
2. Book onto a face-to-face LMP session through Accent Course Manager: <https://accent.hicom.co.uk/CourseManager/Live/HEE/Web/sys_Pages/Delegate/DelegateCourseEventList.aspx?OrganisationID=e5e0fdf5-7ebf-44e3-9298-110b4592616a>

* **Important - you must complete the e-learning otherwise your booking will be rejected**
* Complete the evaluation form for the face-to-face session on Accent Course Manager to receive your certificate of completion of Phase One

1. Meet with your ES and discuss your leadership journey so far. The course is designed that you should be able to sign off various General professional capabilities on leadership in your curriculum

* You should complete leadership observations on the online App page or using the reflective log in the Leadership conversations toolkit. These can be uploaded to your portfolio
* Your ES should document your leadership progress in their ES report

**Phase Two**

* Complete the introduction to Quality Improvement module
* Approach your Audit/QUIP department in your own organisation and follow their processes for registering and completing the QUIP – you MUST complete a new QIP as part of this course
* Record your progress on the online App or reflective log
* Discuss with your ES, again your ES should document your progression in their ES report
* You will need to document your learning on the PGVLE to progress to Phase three

**Phase Three**

* Complete the Phase three modules on the PGVLE
* Book onto the Phase three face-to-face session
* Complete the face-to-face session evaluation

Congratulations you have completed the programme. Please consider returning as a facilitator.

**FAQs**

*Will I get a certificate for my portfolio for each phase?*

Yes, there is one for completing Phase One. For Phase Two it is the QUIP/Audit certificate from your own organisation, or evidence from your ES. Once Phase Three is completed you will be issued with a certificate for completion of the whole programme.

*Is there a time limit?*

No, you can take as long as you like but you must finish before your CCT date.

*Who is the programme for?*

It is available for all postgraduate medical, dental, and public health specialists in training within the East Midlands from post foundation to CCT.

*Who is facilitating the programme?*

A locally recruited faculty of educators.

*Where will the face-to-face sessions be delivered?*

The face-to-face sessions will be held across the East Midlands Deanery region

Currently we hold sessions in the Postgraduate Centres of QMC, Nottingham and Glenfield, Leicester.

*How much studying will I need to do in my own time?*

You are allowed up to 3 days of study leave for the e-learning in Phase One, and 1 day of study leave for the face-to-face session. The QIP will need to be done at your workplace and study leave is not allocated for this. Study leave for Phase Three allows up to 1 day for the e-learning and 1 day for the face to face session. Trainees will be expected to do some work in their own time, such as using the ‘Leadership conservations’ toolkit to determine their leadership goals. This programme provides an overview of leadership and management, but there are many other resources available that interested Doctors in Training may want to access.

*Are the sessions meant to be taken in order?*

You are able to do the e-learning modules in whatever order you would like, however we recommend doing it as designed so you cover the basics of leadership and management at the start. You are unable to do the face-to-face session until the e-learning is completed. You must finish one phase before moving to the next, and the phases must be done in order.

*I don’t work within the East Midlands. Can I book onto the LMP?*

No sorry, this is for East Midlands Doctors in Training only.

*I am not a trainee, but I work within the East Midlands, can I book onto the programme?*

The EM LMP is for doctors in training, however a small number of spaces have been reserved for other non-training grades such as SAS and Locally Employed Doctors (LEDs). Consultants are not permitted to book onto the programme.

*How will I be assessed?*

This programme is not pass or fail, it’s about developing your leadership and management skills. However, you must complete all 3 phases to complete the programme and gain a certificate of completion. To achieve this, you must also complete the self-assessment tool on the PGVLE, keep a reflective log of activities completed, and demonstrate appropriate learning from your QIP. These activities, and what you have learnt, should be discussed with your Educational Supervisor who will document the discussions in your training portfolio. There are also mandatory evaluations within the PGVLE modules that need to be completed before attending face-to-face sessions.

*Is it mandatory to do the EM LMP to CCT?*

No. The responsibility for determining whether a trainee has done sufficient leadership training in a particular year will be made by their Educational Supervisor at the ESR meeting. As with any competency, that decision will be based on what training and experience they have done in that year. A full set of attendance certificates can clearly be used as evidence, however it is recommended that Doctors in Training write a reflective entry in their portfolio on what they have learnt and how it will affect their practice moving forward.

The ‘Leadership conversations’ toolkit provides the Educational Supervisor a reference guide to the leadership competencies required by the time of CCT. Most of this evidence should be reflecting on leadership experiences the trainee has had, backed up by attendance at the formal teaching sessions.

*Faculty recruitment and opportunities*

We recognise the valuable role our current workforce plays in inspiring the next generation of healthcare professionals. If you are an experienced Educator and would like to become a member of our Faculty, please email the LMP team on: [england.futureworkforce@nhs.net](mailto:england.futureworkforce@nhs.net)

*I have already completed previous parts of the LMP*

If you have already completed phases of the LMP in its previous format then please see the document: <https://www.eastmidlandsdeanery.nhs.uk/sites/default/files/entering_the_lmp_at_different_stages.docx>

*I have already completed some leadership training*

The LMP is fairly broad and basic introduction to medical leadership that takes you from a leadership novice to a level adequate to support you as a Consultant or GP. There are many leadership courses available, but not all are focused on your progression to be a medical leader. As such you may find it beneficial to complete the programme from that perspective but also to engage with a multi-specialty programme with networking opportunities outside of your specialty.

*Can I count previous leadership training against the LMP?*

No, it is very difficult to assess prior learning on an individual basis. The whole programme is dependent on completing the content in order. Therefore, it's best to start the programme from the beginning in Phase 1. If you have had previous leadership training, then much of the e-learning will be familiar to you and will act as a refresher. As such you may not need to spend as much time on it. Please be professional about the amount of study leave time used to complete the e-learning.