# Health Education England SW Simulation Network

## Simulation and TEL Project Application Form 2021

### Introduction

Health Education South West Simulation Network (HEESWSN) has been allocated funding for projects which will seek to develop multi-disciplinary education through the use of innovative educational technologies across the South West region. Such projects will usually be based around simulation-based education, but might also include e-learning programmes, virtual reality technologies and others.

Funding will usually be in the form of Fellowships for one year, but other projects will also be considered subject to the scoring criteria. Where projects propose to appoint simulation technical staff, priority will be given to projects that utilise Apprenticeship schemes, and which will deliver training pathways in line with the RSCiTech qualification (<https://sciencecouncil.org/scientists-science-technicians/which-professional-award-is-right-for-me/rscitech/>).

The projects must support the development and delivery of multi-professional educational projects and initiatives throughout the South West region within NHS providers, HEIs, social care or other healthcare settings. Any resources developed through these projects must be shared with other NHS providers, for instance using the iRIS platform. All proposed projects must align **with at least one of the 5 Simulation Network**

* **Multi-agency Simulation Activity**
* **Simulation Technicians**
* **Research**
* **Virtual Simulation, Digital Technologies and Innovation**
* **Standardised Patients.**

Project leads must be supported by an executive sponsor from their host organisation and will be expected to submit quarterly reports to HEESWSN. HEESWSN will support the project team with a dedicated mentor drawn from the Network, and the team will be encouraged to share their progress with the other successful project teams at Network meetings.

Project funding will incorporate funds to execute the project (such as a salary for the Fellowship position) and other costs that are deemed necessary. Purchase of simulation equipment will be not usually be funded, but applicants are welcome to incorporate requests for specific items of equipment within the overall bid.

HEESWSN will convene a Simulation Project Selection Committee who will be representative of the Network and will include members from a diverse range of backgrounds. The committee will be tasked with assessing bid applications and the final group of successful bids will be selected based on merit.

**Division and management of the funds**

The intention is to spend the funding supporting Trusts, NHS providers and other healthcare organisations in establishing educational projects with demonstrable human factors, patient safety and quality improvement benefits for multi-professional workers within their organisation and across the SW region, or supporting development of a safe and capable workforce, preventing ill health and supporting healthier lives. Furthermore, HEESW proposes that organisations explore the sustainability of these posts with the intention of permanently funding the role after the 12 month funded post ends.

Simulation Fellowship roles may be drawn from medicine, nursing or other healthcare professional backgrounds. Technician posts funded as part of this funding stream should be open to all eligible applicants and should be linked to Trust Apprenticeship Schemes where possible. Technician posts do not normally have to be filled by individuals with a clinical background, but the range of technician roles is wide and all suggested posts will be considered. Funding will be available for a maximum of £30,000 per project. Priority will be given to projects that target groups or organisations that have limited access to simulation-based education or other TEL interventions.

**Criteria and contractual obligations for bids**

Bidding organisations are obliged to provide suitable professional continuing support for a fellow, technician or other staff member employed as part of the project. It is imperative that there is time set aside that enables the fellow/technician to convene at least **weekly** with a project lead or mentor from their organisation. They should also be provided with appropriate resources to support the project – information and a proposed outline about these must be detailed in the bid.

HEESWSN will provide a named member of the Network who will be the liaison between the Network and each project, and who will provide external mentoring and guidance as well as receiving project reports and updates, as detailed below. We would anticipate that the Network Liaison would have contact with the fellow/technician and project lead on a monthly basis, with quarterly face-to-face meetings, and agreement to this is a fundamental requirement in order to receive funding.

The bid must include a detailed section describing how the fellow/technician and/or the project they undertake will improve the quality of patient services and enhance patient safety, and how this will be shared across the South West region through HEESWSN. All projects will be expected to develop multi-professional and multidisciplinary groups in their work, ensuring full inclusion of medics, nursing, AHPs and other organisation employees.

Full co-operation and participation is required from all organisations, fellows/technicians and mentors with the use of iRIS ([www.irishealthsim.com](http://www.irishealthsim.com/)). This is a web platform to developing, collaborating and sharing of simulation and education resources. All healthcare workers engaged in SBE in the South West region can have access to the system and this will be arranged for all successful applicants if they do not already have access. All scenarios and learning materials developed must be uploaded to the iRIS system for collective use where appropriate.

Whilst all fellows/technicians, project leads and other staff appointed through this funding stream will be employees of the bidding organisation and not of HEESW, it is a prerequisite of the bid that good communication is fostered and maintained with the Simulation Network and the Associate Deans for Simulation.

A detailed quarterly update is required from each project. This is essential to ensure a regular review with risks and issues at the end of each quarter is reported to HEESW via the Network Liaison. An end of project form detailing outcomes and benefits must be completed to demonstrate for value for investment.

Meetings of the HEESWSN will be held quarterly throughout the year, and attendance at these meetings is mandatory. Additional meetings will be organised to support development of the fellows/technicians and project leads within their roles, provide a forum for sharing practice and activity and offer educational development. Projects also undertake to present their project at the annual South West Simulation Network Conference, held in October of each year (next due to be held in October 2022).

A project lead and executive sponsor is a precondition for each bid. Assurances will be required from these individuals that the project has full support from the organisation and all parties involved from each division that the project crosses.

Finally, projects must be novel and not previously funded through the HEESWSN – the funding is strictly for one year only and will not be recurring.

**Guidance on completion of the application form:**

* Applications should clearly outline the planned Human Factors, Patient Safety and Quality Improvement objectives to be addressed through a simulation-based or other TEL educational intervention.
* Priority will be given to projects which include strategies to train disciplines or groups that do not currently have access to this type of training or are based in organisations without established access to this type of training.
* Priority will be given to projects which support clinical placements in health and social care organisations.
* Priority will be given to projects that take a multi-disciplinary approach to training.
* Priority will be given to projects that incorporate innovative technologies or other educational methods.
* Priority will be given to projects that will prevent ill health and support healthier lives.
* Priority will be given to projects that will enhance healthcare resources across the South West region.
* Priority will be given to projects that involve partnerships between organisations and between the NHS and private enterprise.

**Identified professional background of fellow/technician, project lead and other proposed project staff**

* Applications should clearly state the professional background of all staff who are to be involved in the project, or the proposed background of staff that are planned to be recruited. In situations where the fellow/technician has already been identified their details should be included in the application. In most situations it would be expected that the project lead will provide mentorship to the fellow/technician, but if this is not the case then proposals for how the fellow/technician will be mentored should be included. Applications where mentoring arrangements for the fellow/technician have already been identified will be favourably reviewed.

**Organisational resources to support fellowship**

* The bidding organisation should outline the resources available to support the project in terms of infrastructure, support staff including mentoring systems and access to equipment to implement the project. In situations where resources are not yet in place applications should be accompanied with a business plan outlining organisational funds identified and steps being taking to ensure resources will be in place.

**Support from the Organisation leadership**

* Applications should identify how the objectives of the project align with the strategic intent of the organisation. In addition, written support from leadership (an executive sponsor) of the bidding organisation must accompany the application along with information about how the post will be professionally supported.

**Level/grade of Fellow (eligibility for Simulation Fellowships)**

* Positions will be open to all health and care professionals across the Southwest. Please state clearly in the bid application the staff group, grade and/or level of the proposed Fellow. In cases where an organisation’s application for funding has identified the professional background of the proposed Simulation Fellow to be medical, only postgraduate trainees of the level ST4 and above will be considered. Where the organisation has proposed a Fellow from another professional background they must hold a band 6 post or above during the fellowship. SAS and non-training grade medical Fellows should be ST4 equivalent or higher. An exception may be made in situations where the proposal is to employ a simulation technician at a lower band than Band 6, but in this case it would be expected that the technician would not be the Project Lead. Where funding is not sufficient to employ the fellow on a full-time basis, there should be a plan for employing them in a less than full time capacity and making up their hours with clinical work or through other means.

**Scoring of applications**

Applications will be assessed with a score of 1-5 on each of the following criteria:

* Detailed description of objectives and scope of the proposed project
* Potential contribution of project to improve patient safety and outcome
* Potential for the project to increase opportunities for clinical placements in health and care settings
* Clear commitment to the multiprofessional nature of the project and its goals
* Information about how the project/intervention links with Trust and HEESWSN objectives/workstreams
* Potential for benefits to the wider healthcare network across the South West
* Comprehensive description of implementation methodology and timeline of the initiative
* Detailed information about the level of support and resources that will be in place in the organisation to ensure success of the project
* Details of the named mentor for the simulation fellow/technician, including their experience in simulation, human factors, quality improvement and patient safety activities
* Clear and detailed description of how monthly progress reviews will be carried out
* Evidence of support from leadership of proposed clinical implementation area (detailed letter of support to be included)
* Clear plans for the evaluation of impact identified
* Thorough plan for disseminating the results from the project described in detail

**Application process**

Proposals for consideration (including this form and supporting documents) should be sent by email to PenADAdmin.SW@hee.nhs.uk by 12 noon on Friday 30th July 2021. Scoring and evaluation will be completed during August and shortlisted applicants will be notified as soon as possible. Successful projects will receive their funding from HEE in before the end of 2021. Projects should be able to commence before the end of the 2021-22 financial year.

Proposals must be submitted using the pro-forma in this document and will be assessed using the criteria listed above. The decision to shortlist a project proposal will be based upon the quality and relevance of the submitted information on this form. Please complete HEE South West Project Initiation Document (page 5-8 Brief PID value less than £10,000 or Full PID for greater than £10,000, pages 5-15). HEESW PID **must** also be completed, and will form the basis of ongoing project management through HEESWSN if the project is successfully funded (PID Part 2 pages 12-14). In addition, please complete the additional application questions on page 15.

Requests for further information and any queries about the application process should be directed to the Associate Deans for Simulation – Wai-Yee Tse and Dan Freshwater-Turner (wai-yee.tse@nhs.net or dan.freshwater-turner@uhbw.nhs.uk)

Please complete the HEE South West Project Initiation Document and additional application questions (please note that the additional application questions should be completed for **both Brief or Full PIDS**) below:

### Health Education England South West Simulation Network Project Proposal Form 2021-22

**HEE South West Project Initiation Document**

**PART 1 – Initiation and Review - To be completed for Review *(And then updated during Project Delivery as necessary)***

***(Please refer to guidance document to aid completion)***

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| **Section 1 – Summary** |
| **Funding Year:** | 2021-22 | **Project Title:** | Enabling Simulation Pedagogy across Dorset |
| **Funding Required from HEE:** | £29,752 | **Organisation to receive funds:** | University Hospitals Dorset NHS Foundation Trust |
| **Total project value:** | £29,752 | **Other Funding Bodies:** | N/A | **Value:** |  |
| **NHS Priority:** | Cross System (ALL) | **Main staff group impacted:**  | Multi-disciplinary Teams | **Primary aim:** | Improve population health outcomes |
| **Start Date:** | 01/09/2021 | **End Date:** | 31/08/2023 | **Revised End Date:** | Select date |
| **Project Manager - Name and Title:** | Lisa McManus, Head of EducationAlice Girling, Deputy Head of Education | **Email Address:** | Lisa.mcmanus@uhd.nhs.ukAlice.girling@uhd.nhs.uk  |
| **Project Manager - Organisation:** | University Hospitals Dorset NHS Foundation Trust | **Contact Number:** | 0300 019 49030300 019 5560 |
| **Provide a short summary for the use of these funds including the output:** | Funding to support a two-year fellowship of a Band 4 Simulation Technician in association with the Dorset ICS.To work across University Hospitals Dorset, and across the wider Dorset ICS to enable clinical practice educators to deliver immersive simulation pedagogies to multiprofessional groups. The output will be measured through the establishment and development of integrated teaching and training networks, the creation and maintenance of an immersive simulation ward, which facilitates access to clinical education for the pre-registration, un-registered and registered workforce in Primary, Secondary and Social Care.  |
| **Geographical Area Covered:** | [ ]  HEE Region: Please Select [x]  ICS: Dorset [ ]  Training Hub: Please Select [ ]  Other…***please overwrite***… |
| **HEE Star:** | Upskilling | **COVID-19 Related:** | Yes | **People Plan:** | 5. Growing and Training our Future Workforce |
| **For ICS projects: Is this project aligned to all ICS Diversity and Inclusion Plans?** | Yes |
| **Please provide, if appropriate, a short summary:** | This project is aligned to the 2021-22 Dorset People plan which has a key emphasis on equality, diversity, and inclusion (EDI). This project will aim to give learners throughout Dorset a better placement experience, increasing Dorset’s ability to meet its future workforce needs, by making the NHS the best place to work and growing our future workforce.This project aims to bring alignment between Secondary care and those employed in Primary and Social care. The benefits will be seen by those on programmes such as Registered Nurse Degree Apprenticeships, Trainee Nursing Associates Apprenticeships and other employees in the Primary Care and Social Care workforce. |
| ***For HEE projects*: Is this project aligned to the HEE SW Diversity, Inclusion, & Participation Business Plan?** | Please Select |
| **Please provide, if appropriate, a short summary:** |  |
| **Does this project contribute to widening participation in the healthcare workforce?** | Yes |
| **Please provide a short description:** | As the project is in association with the wider Dorset ICS, there is a clear commitment to the multiprofessional nature of the project and its goals.The project will work to enable and empower the whole clinical workforce in equal access to simulation pedagogy relevant to their scope of practice.Through the development of integrated healthcare networks, and cross-organisation working, widening participation drivers will be listed as a project deliverable. This is of significant importance so as to train disciplines and healthcare groups that do not currently have access to this type of training, or are based in organisations without established access to simulation driven pedagogies.  |
| **Is Expert by Experience (EBE) included within this project?** | Yes |
| **If yes, how? If not, please explain why?** | The simulation technician will be supported by EBE through line management and mentorship and will be embedded within the Education and Training Team at University Hospitals Dorset NHS FT. They will be developed in line with national standards (RSCiTech qualification). The simulation technician apprenticeship pathway is being explored. |

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| ***PID Completed By: (Name, Email, Job Title & Organisation)*** | Alice Girling, Deputy Head of EducationUniversity Hospitals Dorset NHS Foundation Trust | **Date:** | 23/07/2021 |

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| **Date Received by HEE PPMO:** | Select date | **HEE REF number:** |  |
| **HEE SRO/PL/SRM/THB&DM:** |  | **HEE Programme/Priority/Theme:** |  |
| **Date Reviewed by HEE:** | Select date | **Review Outcome** | Please Select |

| **Section 2 – Briefly outline why this funding is required?** |
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| **Background / Need:** | There is a recognised inequality of access to simulation driven pedagogies across the Dorset ICS. At University Hospitals Dorset NHS FT, we are in a position to grow our simulation facilities and teaching offerings following the Clinical Services Review in line with our TEL Strategy. As collaborative working across the Dorset ICS develops and evolves, there is an identified need to share resources and improve access to simulation education across Primary, Secondary and Social Care.  |
| **Rationale:** | This is driven by a Dorset wide recognition of the need to develop our collaborative working to improve patient safety, outcomes, and experience on their journey through the healthcare system.**Outcomes:** 1 WTE Band 4 Simulation Technician Cost £29,752 (one year salary including on costs) |
| **Scope** (including benefits to the wider healthcare network across the South West) | The **Enabling Simulation Pedagogy across Dorset Project** will establish and develop innovative, immersive simulation environments to enable clinical educators to deliver simulation pedagogies to the multidisciplinary workforce across Dorset. **Deliverables:*** Establishment and maintenance of Immersive Simulation Ward
* Maintenance of simulation facilities and resources at UHD
* Equality of access to multi-disciplinary clinical groups and professions to simulation activities
* Simulation learning opportunities addressing Serious Incidents, Never Events, developing clinical practice, Covid healthcare practice, national drivers, OSCE programme, NMC Future Nurse Standards, Care Certificate Standards
* Enabling simulation education to be delivered to: Band 2-4 healthcare support workers, RNDA, TNA and all other pre-registration health and social care students (including medical and pharmacy), post-registration professional development, internationally recruited nurses, multidisciplinary workforce in Primary and Social Care, return to practice candidates
* A reduction in serious/never events due to human factors and skills deficits

**Benefits:*** A robust, auditable and effective simulation learning environment that is accessible to learners across Dorset
* An improvement in patient safety, outcomes and experience across their healthcare journey
* Upskilling of Primary and Social Care workforce to prevent ill-health and support healthier lives
* An improvement in quality of care delivered as a result of collaborative working across the Dorset system
* Improved retention amongst clinical support workers
* Increased opportunities for clinical placements for pre-registration learners due to supportive simulation learning opportunities
* A reduction in serious/never events due to human factors and skills deficits
* Enhanced healthcare education resources across the region
* Strong, long-term collaborative working with clinical educators providing simulation pedagogy across the Dorset ICS
 |
| Alignment to other strategies (including Information about how the project aligns with Trust and HEESWSN objectives (including the five HEESWSN workstreams): | University Hospitals Dorset NHS FT have five key objectives, which this project will meet:1. Be a great place to work: improving simulation resources and access to education will instil a sense of value and belonging in our workforce. Through the inclusion of Widening Participation criteria there will be clear investment in the whole clinical workforce
2. Use our resources well: By recruiting a simulation technician to build and develop our simulation resources, we are able to ensure that we work efficiently and objectively
3. Continually improve quality: Simulation pedagogy is evidence-based and shown to be effective at improving clinical, psychomotor, complex decision making, problem solving, interpersonal and leadership skills. The deliverables from this project will improve the quality of patient care and experience
4. Be a well led and effective partner: This project aligns with the Dorset People Plan and is a collaboration with Primary and Social care providers
5. Transform our services: This project will embed simulation pedagogy into business as usual within the Education and Training Department. As a newly merged trust, it is essential that simulation is innovative and contemporary to meet the evolving needs of the service

This bid supports the HEESWSN priorities of multi-agency simulation, simulation technician and research. |

**For PIDS with a Total Value less than £10,000 please now complete Section 3.**

**For PIDS with a Total Value greater than £10,000 please now complete Sections 4-8**

| **Section 3 – \*\* Only Complete for PIDs with a Total Value of less than £10,000 \*\***  |
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| **High Level Costings Breakdown:** | **Milestones** | **Anticipated Cost** |
|  | £ |
|  | £ |
|  | £ |
|  | £ |
| **TOTAL:** | **£Total** |
| **What will be measured or evidenced to demonstrate impact of this investment?** |  |
| **How will this project be evaluated to understand the benefits realised from the investment?** |  |

 **End of Part 1 (Brief PID)**

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| Section 4 – How and what will be measured to demonstrate benefit / impact? |
| *Please outline what SMART measures / KPIs you will use to monitor and assess the impact of this investment. (add additional rows if needed).* |
| Provide Information for PID to be approved: | Provide Initial Information – then refine during Delivery of Project: |
| Ref | **Beneficiary(s)**(Who will benefit from this project) | **Benefit Type**(How will people benefit from this project) | **Benefit Classification**  | **When do you expect to realise this benefit?** | **How will the anticipated benefit be measured?** | **What is the baseline for comparison?** | **What is the projected outcome / target?** |
| 1 | Patients in Acute Settings | Improved outcomes, safety, experience | Societal Benefits (SB) | Upon project completion (end date) | Reduced Serious Incidents. Reduced Never EventsImproved patient feedback |  |  |
| 2 | Pre-registration learners | Exposure to simulated learning activities to bridge the theory-practice bridge. | Quantifiable Benefits (but not monetisable) | Mixed | Attendance at simulation teaching activitiesImproved learning outcomes |  |  |
| 3 | Post-registration learners | Multi-disciplinary simulation teaching opportunitiesSafe learning environment | Qualitative Benefits (Unquantifiable) | Mixed | Cross-Dorset collaborative workingInclusive learning environments to improve practice |  |  |
| 4 | Return to Practice and International Nursing recruits | Improved preparation for Test of CompetenceImproved preparation for NMC OSCEImproved lived experience of clinical skills teaching | Cash Releasing Benefits (CRB) | Mixed | Maintenance of the 100% pass rate for our Internationally Recruited NursesIncrease of Test of Competence returners into the teaching programmeReduced time for returners to complete their Test of Competence and enter the workforce | International Recruit pass rate = 100%Test of Competence returners = 0No baseline | Maintain 100% pass rateTest of Competence nursing returners = 5 per yearWithin 12 weeks |
| 5 | Non-registered workforce | Exposure to simulated learning activitiesMulti-disciplinary simulation teaching opportunitiesSafe learning environment | Qualitative Benefits (Unquantifiable) | Mixed | Attendance at simulation teaching activitiesImproved learning outcomesImproved compliance with Care Certificate |  |  |
| 6 | Clinical educators | Shared resources across Dorset ICSImproved teaching environmentProfessional freedom to engage in innovative simulation pedagogies | Qualitative Benefits (Unquantifiable) | Mixed | Audited evaluation data from facilitators of simulation educationActivity within the simulation environments |  |  |

| **Section 5 – If the project will deliver Training Modules (upskilling), please complete the table below:** |
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| Course / Module Title | Training Provider | Accreditation Status | Start Date | End Date | Total Cost | Number Plan | Number Completed |
|  |  | Choose an item. | Select date | Select date | £ |  |  |
|  |  | Choose an item. | Select date | Select date | £ |  |  |

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| **Section 6 – What is the Plan to deliver this funding (milestones)?** |
| ***Please list the milestones you plan to deliver with timescales and anticipated costs.******Please also note that evaluation is a mandatory final milestone.*** |
| **PLAN** | **ACTUAL** |
| **Milestones** | **Start Date** | **End Date** | **Anticipated Cost (£)** | **Expenditure (£)** | **Diff (£)** | **Forecast (£)** | **Status** |
|  | Commence recruitment of Band 4 Simulation Technician (1 wte) | 02/08/2021 | 01/09/2021 | £ | £ | £ | £ | Not yet started |
|  | Role beginning  | 04/10/2021 | 04/09/2022 | £ | £ | £ | £ | Not yet started |
|  |  | Select date | Select date | £ | £ | £ | £ | Not yet started |
|  |  | Select date | Select date | £ | £ | £ | £ | Not yet started |
|  | £ | £ | £ | £ |  |

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| **Section 7 - Project Evaluation – Dissemination – Sustainability** |
| **Description of how monthly progress review will be carried out** | A monthly strategy group meeting will take place with the key stakeholders across Dorset to monitor activity, evaluations, auditable data and project deliverables. This will be led by the Project Lead |
| **Provide a summary of the evaluation methodology that will be used to evaluate this project:** | Qualitative data from learners (evaluations/focus groups/listening exercises)Qualitative data from clinical educators (evaluations/debriefs/focus groups)Auditable quantifiable and measurable outcomes listed in Section 4 |
| **Will evaluation be internal or external?*(If over 100K, external evaluation required)*** | Internal | **Name of external organisation conducting the evaluation:** | N/A |
| **Please provide details of how you will measure the impact:** | A full audit baseline will be undertaken within one month of the project start. This will be evaluated and analysed by the strategic group. Clear measurable targets will be set out as an output from the discovery phase. Impact will be measured directly against this data on a monthly basis. |
| **How will the findings/successes/lessons learned from this project be shared?** | PublicationSimulation Networks (South West and South East)Internal Education Conference (April 2022)Education and Development Programme Group |
| **How will the learning from this project / investment be continued over-time?(i.e. sustainable / business as usual / mainstream)** | Strategies will be developed asynchronously over the course of the project. This will enable the clinical educators to create BAU with the simulation technician. It is expected that a long-term collaborative relationship with Primary and Social Care providers will be developed.The Dorset ICS team and UHD have submitted separate bids to provide funding to ensure the role can continue for at least two years. |

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| Section 8 – What are the identified Risks to the delivery of the milestones (section 6), and the potential disbenefits from this project / investment succeeding and how will these be mitigated? |

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| ***Definition: A risk is an event that has not yet occurred but will negatively impact delivery of the investment objectives.*** |
| **Ref** | **Risk Description** | **Date Identified** | **Severity** | **Likelihood** | **Total risk score****Severity x likelihood** | **Mitigating action** | **Risk Status** |
| ***1 (low) – 5 (high)*** |
| 1 | Suitable recruitment into role | 23/07/2021 | 5 | 2 | 10 | Robust recruitment team established to ensure the Job Description and Person Specification meets the needs of the project. Representation at interviewing from acute, primary and social care sector. | Open |
| 2 | Apprenticeship qualification | 23/07/2021 | 3 | 4 | 12 | Apprenticeship standard is approved but not yet available for delivery. Action is to monitor and look to approach local HEIs. | Open |
| 3 |  | Select Date | Select Score | Select Score |  |  | Please select |

 **End of Part 1 (Full PID for larger investments)**

**PART 2 – Delivery - To be updated quarterly after PID Approval (During Project Delivery)**

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| Section 9 – Progress against the Project Plan  |

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| ***Please provide the spend (£) for this quarter and assign a confidence delivery status. Where ‘Off track’ or ‘Off track – intervention required’ is selected, an action plan must be provided to improve progress and ensure delivery of this investment*** |
| **Period Covered:** | Please select | **Spend to date:** | £ | **Confidence Delivery Status:** | Please select |
| **Please review the following sections and tick when completed:** | Section 4 – Benefits [ ]  | Section 5 – Upskilling [ ]  | Section 6 – Plan [ ]  | Section 7 – Evaluation [ ]  | Section 8 – Risk [ ]  |
| **Progress Update:*** What have you achieved in this period?
* What has gone well / not well?
* What is the impact?
* What are you looking to achieve next period?
 |  |
| **If ‘Off track’ Amber or Red, what SMART actions are required to improve progress and ensure delivery of this investment?****Please note that this MUST be completed if the project status is Red or Amber.**  |  | **Target Date** | Select date |
|  |  |  |  |
| **Name of Person Completing Update:** |  | **Role of Person Completing Update:** |  | **Completion Date** | Select date |

**PART 3 – Evaluation - To be completed after the Project Deliverables have been achieved.**

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| Section 10 – Evaluation Evidence Checklist |

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| **Please tick to confirm each of the following has been completed and provide the date it was submitted to HEE SW PPMO along with the Name of the document which includes each section.** |
|  | **Complete** | **Sent to PPMO** | **Document Name / Link** |
| **Has evidence of the evaluation including methodology, who completed, and data gathered been documented?** | [ ]  | Select date |  |
| **Has work been completed to map the impacts of this project to anticipated and achieved benefits?** | [ ]  | Select date |  |
| **Has work been completed to detail how this change will now be incorporated into Business as Usual?** | [ ]  | Select date |  |

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| **Date Evidence Received by HEE PPMO:** | Select date | **Evidence location(s):** |  |
| **Date Project Closed:** | Select date | **Closed by:** |  |

**Change Control Record**

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| **Change Control (*add additional rows as required*)** |
| **Section** | **What has been changed?** | **Date of change** | **Changemade by** | **HEE Project Lead Approval****(Date Approved)** |
|  |  | Select date |  |  |
|  |  | Select date |  |  |
|  |  | Select date |  |  |
|  |  | Select date |  |  |
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|  |  | Select date |  |  |
|  |  | Select date |  |  |

## Additional Application Questions:

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| Description of implementation methodology and timeline of the project | If funding is successful, the first milestone will commence the recruitment of a Simulation Technician. Once they are employed and in post, they will receive a full site induction and access to the relevant resources to ensure they are successful. The proposed role will last 2 years with a emphasis on quality of learner experience, and providing more placement opportunities throughout Dorset, including Primary and Social care. The two year funding is made up with this bid and with the Dorset ICS bid including primary and social care. |
| Organisational resources to support project (Consider – mentoring arrangements, equipment, place of work, access to work computer) | This project will be supported by a named mentor that will link closely with the simulation technician on a regular basis to provide the support needed. Along with this, they will be provided with access to the necessary equipment on the simulation suite. The technician will have a named mentor and a line manager in place and the technician will receive a full site induction and be provided with a laptop and the relevant resources. |
| Brief outline of the support from the Organisation’s leadership and from the leadership of the proposed clinical implementation area (should include a letter of support from an Executive Sponsor) | This bid is fully endorsed by Karen Allman as the exec sponsor for the Education and Development strand of the Dorset people plan. Furthermore, this bid is fully supported by the Head of Education at UHD and Head of workforce expansion and development for Dorset ICS, and shows collaborative working together throughout UHD, PC and SC to ensure the project is successful. |
| Outline of the chosen fellow, technician and/or other staff (Consider Level/grade, current role, background. Please provide details of their working week) | The chosen fellow is a simulation technician at band 4 (or 3), the job description will be matched and banded. The teaching element of simulation will be supported by Practice Educators from UHD and both Primary and Social Care. |
| Details of named mentor for the Fellow with a summary of their experience in simulation, quality improvement, human factors and patient safety | The named mentor will be Sarah O’Connor, Simulation Lead UHD – Bournemouth site. Scenarios and debrief will be evidenced based and will link closely to the patient safety, research, quality, and risk and governance teams. |
| Agreement that training on the iRIS platform will take place within 1 month of fellow/technician commencing post | Confirmation that Dorset will be fully compliant with this. Ensuring technicians have access to educational resources and collaboration with other Simulation Technicians.  |
| Agreement that all documents, scenarios and training items used during the project will be placed on the iRIS platform | Programme managers and exec sponsors for this workstream confirm that we will be fully compliant in allowing protected time for iRIS. A full local induction will be mandatory while working with/shadowing. |
| Agreement that contact will take place with the HEESWSN Network Liaison at least monthly | There is agreement that protected time to attend the SW network will be within the role. In addition to this, the Education team at UHD are now linked closely to the SW network and the simulation network in Wessex. |
| Agreement that quarterly progress reports will be filed with HEESWSN via the Network Liaison | Confirmation that Dorset will be fully compliant with this. |
| Agreement that the fellow/technician and/or project lead will attend quarterly Network Meetings and other meetings for funded projects where possible | Confirmation that Dorset will be fully compliant with this. |
| Agreement that the Fellow and Project lead will complete a detailed annual/end of project report and will present the project outcomes at the HEESWSN Simulation Network Conference (or other similar event) | Annual reports and outcomes will be reported on and completed within the Education team at UHD and the ICS Workforce Delivery Team. The simulation technician will be closely linked to the reporting required. Quarterly reviews will be conducted in relation to the role, linking closely with the Education & Development programme group to provide governance.  |
| Cost of project (staffing costs, other costs, total costs) | The cost of a WTE 1 band 4 including on costs is £29,752 |

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| END OF APPLICATION |