

Guidance Document

National Doctors Training & Planning Management & Leadership Scholarships



National Doctors Training & Planning
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Title:	Management & Leadership Scholarship
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Introduction

Doctors are an invaluable resource within our health service. Clinician Leadership is recognised as essential in both the delivery of healthcare and the management of the health service. The relationship between medical engagement and leadership and organisational performance including delivery of quality patient care is unmistakeable. This scholarship is an investment both in the professional development of non-consultant hospital doctors and in the future of the Irish public health service.

Funding for 24 places per year (12 for Year 1 & 12 for Year 2) is now available through NDTP for NCHDs who wish to pursue a Masters degree in Management and Leadership Skills in the Republic of Ireland. The HSE is interested in receiving applications from a broad spectrum of specialties.

The objective of this funding is to:

- Provide an additional option to NCHDs regarding their area of interest.
- Encourage doctors with an interest in management and leadership roles to undertake a formal qualification.
- Prepare doctors for management and leadership roles e.g. Clinical Directors.
- Enhance the key role clinicians play in management and equip NCHDs with the necessary skills to undertake these roles in the future.

Eligibility

Applicants must:

- be registered on the current Register of Medical Practitioners maintained by the Medical Council of Ireland.
- have applied for an approved Masters programme by the relevant University / Third Level Institution (see list on page 3).
- be commencing their Masters programme in the autumn.
- have completed and submitted all required documentation to NDTP.
- have the duration of the Masters programme remaining in their training programme upon enrolment.

This programme is intended for Doctors who have completed BST or equivalent and are enrolled on a higher training programme.

It is expected that the Masters programme will be two years part time, however consideration will be given to applicants who are availing of out of clinical programme experience recognised by their training body and wish to complete a one year full time programme.

Application Process Year 1 & Year 2

The application process for Year 1 funding for an approved Masters in Management and/or Leadership is a three step process. Each stage is outlined below.

Funding is automatically granted for Year 2 when applicants are successfully awarded a scholarship for Year 1.

Stage 1

- Determine if you are eligible to apply by consulting the eligibility criteria.
- Complete an application form and forward to NDTP.
- **The application process will open on Monday the 8th of February 2021 and close on Monday the 15th of March 2021.**
- After the closing date has passed NDTP will review applications received and contact applicants advising if they can proceed to stage 2 of the process

Stage 2

- Should demand exceed the number of places on offer, applications will be considered and scholarships awarded to candidates by means of a selection panel.
- A reserve list will be put in place should any successful applicants subsequently not accept their place.

Stage 3

- Once approval has been received from NDTP you will then proceed to register with the university and pay your fee.
- Confirmation / evidence of a place should be forwarded to NDTP by 30th August 2021 in order to secure your funding. NDTP will move to the reserve list and offer the place to the next candidate should this confirmation not be received. Deferrals will not be accepted.
- Receipts for fees should be forwarded to NDTP.
- NDTP will issue a refund of up to 60% of the cost through your current employer or alternatively pay the third level institution directly

¹Leadership and Leadership Development in Health Care: The Evidence Base, Faculty of Medical Leadership and Management, The Kings Fund and Centre for Creative Leadership (February 2015)

Available Funding

- Funding will be available for up to 60% of the cost of an approved Masters course in the Republic of Ireland reimbursed up to a maximum of €4,800 per annum.
- Funding will be granted upon submission of a receipt in advance for the academic year. Any years in excess of 2 years will not be funded through this scheme. Alternatively funding can be paid directly to the third level institution.
- Applications for funding in respect of a Masters programme completed retrospectively will not be considered.
- An academic year will be funded once. Funding for repeat years will not be granted.
- Funding will cover the cost of 60% of the university / institution fees only up to a maximum of €4,800 per annum. Any additional costs such as travel, subsistence, books, journals etc will not be covered.
- Educational leave is a matter between the trainee and his/her employer.
- Funding cannot be used in conjunction with other funding, e.g. SpR Higher Specialist Fund, Training Supports Scheme etc...

List of approved courses

- Institute of Public Administration, Masters in Leadership and Strategy
- Institute of Public Administration, Masters in Healthcare Management
- RCSI, Masters in Health Management
- RCSI, Masters in Leadership
- Trinity College, MSc Health Service Management

Granting of Funding

A selection panel may be formed to adjudicate this bursary. This panel will include an external representative.

The successful applicants must agree to participate in any publicity / promotional activity surrounding this programme. This may include a presentation ceremony in Dr Steeven's Hospital, participation in an oral presentation upon completion of Masters, publication of scholarship information including names of successful participants on the NDTP / HSE website for example.

Appendix A – Application Form for Year 1



Application Form



Management & Leadership Scholarship – Year 1

Please Note Incomplete Application Forms Will Not Be Accepted

Section A – Personal Details

1. First Name:
2. Surname:
3. Medical Council Number:
4. Postal Address:
5. Email Address (Mandatory):
6. Contact Telephone Number:

Section B – Employment Details

7. Employer:
8. Employer's address:
9. Specialty:
10. Job Title:
11. Training scheme:

Section C – Details of Postgraduate Programme

12. Name of College / Institution:

13. Address of College / Institution:

14. Name of Postgraduate Course:

15. Year of Course:

Section D – Previous Funding

16. Have you previously been granted funding under this scheme?

Yes ☐ No ☐

If yes, please provide details:

Section E – Reason for Application for Postgraduate Programme in Leadership & Management

- 17. Please provide examples of prior experience in a management and/or leadership role. Word Count: 500 words +/- 10%**

- 18. Please indicate below your reasons for applying for a postgraduate programme in management and/or leadership and it's relevance to your current role. Word Count: 500 words +/- 10%**

19. Please outline your objectives in undertaking this course which will be relevant to your future roles, your future plans and what you hope to achieve by attaining this qualification. Word Count: 500 words +/- 10%

Section F – Signature

20. Signature of Applicant: _____

21. Printed Name of Applicant:

22. Date (DD/MM/YYYY):

Submission of Completed Applications:

Please Note Incomplete Application Forms Will Not Be Accepted

Please return completed application form to Thomas Hynes,

Email: thomas.hynes1@hse.ie

National Doctors Training & Planning, Sancton Wood Building, Heuston South Quarter, Saint John's Road West, Dublin 8

Closing date for Applications is Monday the 15th of March 2021.

General enquiries to Thomas Hynes, NDTP, Email: thomas.hynes1@hse.ie