

Programme Details

The Nurse Leadership and Management in Primary Care programme aims to arm nurses who have management or supervisory responsibilities working in a primary care environment with the skills and supporting theory that will help them perform well in their role.

Audience

- Newly appointed junior or supervisory nurse managers or team leaders
- Nursing staff who are in a role that carries responsibility for other staff or important resources
- Existing nurse managers, supervisors or team leaders who require training or refresher training
- Nursing staff who have the potential to develop and move into managerial or leadership roles in the near future

Main Topics

- **Leadership:**
 - Introduction to theory and practice
 - NHS & Health Leadership
 - Team management
 - Delegation
 - Communication
 - Public Speaking
- **Management and Personal Skills:**
 - Personal Organisation
 - Task/project management
 - Time management
 - Stress management
 - Career management
 - Decision Making
 - Problem solving
 - Resilience & Staff Wellbeing
 - Emotional Intelligence
- **Health and Social Care:**
 - Organisations and roles
 - Legislation
- Finance & Funding
- Clinical Supervision
- Quality Improvement and Governance
- Strategic and Practice Landscape
 - Primary Care Networks
 - GP Forward View
 - NHS 10 Year Plan
 - GP 10 Point Plan
 - Leading change & adding value
- **Human Resources:**
 - Legislation
 - Appraisals and performance management
 - Contracts
 - Interviews
 - Policies
- **Legislation and Regulation:**
 - The NMC Code
 - Responsibilities and Revalidation
 - CQC
- Health and Safety at Work
 - COSHH
- Data protection and confidentiality
 - Clinical records
 - HR records
 - Financial records
- Protecting the vulnerable
- **Business Organisation and Law:**
 - Theory
 - Legal forms and types
 - Contracts, legal deeds and agreements
 - Culture and Structure
 - Security and business continuity
 - Significant events and complaints
- **Innovation and Change:**
 - Change management
 - Project management
 - Technology and Innovation

Assessment

An assignment to complete after attending all study days, to be submitted four weeks after the final study day:

- A personal SWOT analysis in light of the subject matter learnt on the course, covering all the main topic areas of the programme, to include a 1500 word analysis and reflection detailing personal objectives set as a result.

Format

- ✓ Six interactive mornings of teaching and workshops
- ✓ Institute of Leadership & Management (ILM) certificate issued upon completion