# Digital Health Leadership Programme Cohort 5 (2022-2023) Application Form

**\*THIS DOCUMENT IS A TEMPLATE ONLY\* - ALL APPLICATIONS MUST BE SUBMITTED VIA THE** [**ONLINE APPLICATION PORTAL**](https://forms.office.com/r/sDTNAimAeP).

APPLICANTS WILL BE ABLE TO ACCESS THE ONLINE APPLICATION PORTAL FROM 25 APRIL 2022.

This template has been created so applicants can see in advance the information they will be required to be submit when applying via the online application portal. It also allows applicants time to draft responses to the **FOUR** assessed questions in Section 4.

# Introduction

Thank you for considering applying to the Postgraduate Diploma in Digital Health Leadership programme, the flagship programme of the NHS Digital Academy. Before you start this application form, we advise reviewing this application checklist, drafting your responses offline, and ensuring you have the following in place:

1. You are applying from a health board, NHS, public health, or social care organisation from Northern Ireland, Scotland and Wales.

2. You have an Executive Sponsor who has/will shortly confirm their support for your application via email to pgdigitalhealth@imperial.ac.uk. The email should be written as below:
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Subject: Executive Sponsor Agreement
I confirm that I have read and accepted the commitment required by the Digital Health Leadership Programme, and I will provide [insert Applicant’s full name] with the necessary support for the duration of the Postgraduate Diploma in Digital Health Leadership programme.
Full name, Job Title, and Contact Details
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3. You have reviewed the shortlisting criteria which is available within the application form (the offline version) and evidenced this in your response.

4. You have explored the resources available online at <https://digital-transformation.hee.nhs.uk/learning-and-development/digital-academy/programmes/digital-health-leadership-programme/about-the-digital-health-leadership-programme>

## 5. You have drafted your answers to the four application questions (Maximum 500 words each)

## Key dates

* **25 April 2022** - Application window opens
* **11:59pm 29 May 2022** - Application window closes
* **Early June 2022** - Application shortlisting window
* **Mid June 2022** - Application outcomes communicated
* **Mid June 2022 onwards** - Academic enrolment of successful candidates (*completed by Imperial College London*)
* **September 2022** – Cohort 5 commences

# Personal information

Please provide the following information.

1. **Full name (Required)**
2. **Contact email (Required)**
3. **Contact phone number (Required)**
4. **Job title (Required)**
5. **Organisation Name (Required)**
6. **Organisation type (Required)**
* Acute provider
* Ambulance service provider
* Arm’s length body
* CCG or CSU
* Community provider
* Local government
* Mental health provider
* Primary care provider
* Social care
* Third sector/ charities
* Tertiary/ specialist care
* Research
* Other
1. **Region (Required)**
* Northern Ireland
* Scotland
* Wales

1. **What is the highest qualification you hold? (Required)**
* GCSE or equivalent
* A Level or equivalent
* Bachelor's degree
* Postgraduate certificate
* Postgraduate diploma
* Master's degree
* PhD
* Vocational qualification
* Other

**Supporting inclusive recruitment**

We are committed to developing an inclusive and transparent recruitment process. The information in the assessment criteria matrix below will be used by shortlisters to score individual applications.

Additional steps will be taken to support an inclusive and transparent approach for recruiting to the Digital Health Leadership Programme, including:

* Anonymising all applications so shortlisters cannot see names or personal details of those applying.
* Scoring all applications twice individually to minimise bias/ subjectivity.

# Assessment criteria matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Question*** | **0 - Criteria not met** | **1 - Criteria partially met** | **2 - Criteria fully met** | **3 - Exceeds criteria** |
| ***Question 1*** | Very little relevant detail provided. | Offers limited evidence, experience, and responsibilities in implementing practical digital transformation change. | Offers good examples, evidence and argument of experience and responsibilities in implementing practical digital transformation change. | Excellent wide-ranging examples including detailed explanations with evidence and reflection and/ or advanced experience of what is expected in implementing practical digital transformation change. |
| ***Question 2*** | Very little relevant detail provided. | Offers limited evidence for where the programme fits within professional and career goals.Offers limited understanding of how the programme can support influencing change at a local, regional, and national scale.  | Offers good examples, evidence and argument for where the programme fits within professional and career goals.Offers good understanding of how the programme can support influencing change at a local, regional, and national scale.Offers good levels of enthusiasm and commitment to a solid career plan are in evidence. | Excellent examples, evidence and reflections for where the programme fits within professional and career goals.Excellent understanding of how the programme can support influencing change at a local, regional, and national scale. Excellent levels of enthusiasm and very well-considered career plan are in evidence. |
| ***Question 3*** | Very little relevant detail provided.  | Offers limited understanding of programme contents.Offers limited explanation of how programme contents will support delivering digital transformation change. | Offers good understanding of programme contents.Offers good explanation of how programme contents will support delivering digital transformation change.Offers good early ideas and examples about how the learning gained can be applied to organisation and wider system. | Excellent understanding of programme contents. Excellent explanation of how programme contents will support delivering digital transformation change.Excellent early ideas and examples about how the learning gained can be applied to organisation and wider system. |
| ***Question 4*** | Very little relevant detail provided. | Offers limited relevant information about the support that can be accessed to help the candidate with the programme. Offers limited explanation about how expertise would benefit others. | Offers good information about the support that can be accessed to help the candidate with the programme.Offers good information about how relevant support may be accessed.Offers good explanation about how expertise would benefit others. | Excellent evidence and information provided about the support that can be accessed to help the candidate with the programme. Excellent evidence and information provided about how relevant support may be accessed.Excellent explanation about how expertise would benefit others. |

# Application questions

Applications for Cohort 5 will be scored against **FOUR** assessed questions to determine an individual’s suitability for the programme. Applications will be shortlisted using the [assessment criteria matrix](#_Assessment_criteria_matrix). The four assessed questions are as follows.

**PLEASE DO NOT INCLUDE PERSONAL OR IDENTIFIABLE DETAILS IN YOUR ANSWERS** (e.g., names of individuals).This will help to ensure your application remains anonymous and supports an inclusive and transparent recruitment process.

**Question 1** Please describe your experience of implementing practical digital transformation change within an organisation and/ or wider health and social care system (Maximum 500 words).

**Question 2** How do you see your participation and completion of the Digital Leadership Programme benefiting you personally, your organisation, and the wider health and social care system? (Maximum 500 words)

**Question 3** Which specific areas of the programme do you think will particularly support you in delivering digital transformation change within your organisation and wider system? (Maximum 500 words)

**Question 4** Please outline the support and connections you can call upon to make the most of participating in the Digital Health Leadership Programme and how you can contribute your expertise to benefit others. (Maximum 500 words)

# Executive Sponsor commitment

Board-level support from your organisation is a requirement for your acceptance onto the Digital Health Leadership Programme. A suitable Executive Sponsor is the Chief Executive Officer or a member of the Executive Board at your organisation.

Your Executive Sponsor commits to providing the following support throughout the programme:

* Ensures you are given adequate time to focus on your studies.
* Ensures you are released from your organisation in order to join experiential learning sessions.
* Acts as a mentor to you for the duration of the programme and supports you when needed.
* Helps you to progress your workplace projects successfully and unlocks doors internally, if required.
* Holds you to account for demonstrating translation of your learning into practice for the benefit of your organisation.

Executive sponsors will be required to attend a mandatory induction session. This will be one hour maximum and recorded so can be watched at a convenient time.

As we cannot collect a digital signature on this form, please have your Executive Sponsor email pgdigitalhealth@imperial.ac.uk with the following confirmation:
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Subject: Executive Sponsor Agreement
I confirm that I have read and accepted the commitment required by the Digital Health Leadership Programme, and I will provide [insert Applicant’s full name] with the necessary support for the duration of the Postgraduate Diploma in Digital Health Leadership programme.
Full name, Job Title, and Contact Details
--
We will then match them against the details you provide here.

# Equal opportunities monitoring

This section will be removed before shortlisting.

The Digital Health Leadership programme wants to meet the aims and commitments set out in the equality policy, which includes not discriminating under the Equality Act 2010. We want to understand our learners. We ask questions to collect overall statistical information – not to pinpoint individuals but help us to understand which groups are underrepresented in our workforce and whether all groups’ needs are met. Your information is safe and answers are confidential.

Help us to ensure this programme is more inclusive. By learning more about our workforce, we can make sure everyone feels welcome, supported, and able to succeed with their application.

**Gender**

* Male
* Female
* Genderfluid
* Intersex
* Non-binary
* Other
* Prefer not to say
1. *If you prefer to use your own term, please specify here*

**Do you consider yourself to be Trans?** (Trans is an umbrella term to describe people whose gender is not the same as, or does not sit comfortably with the sex you were assigned at birth)

* Yes
* No
* Prefer not to say

**Are you married or in a civil partnership?**

* Yes
* No
* Prefer not to say
1. **Age**
* 16-24
* 25-34
* 35-44
* 45-54
* 55-64
* 65+
* Prefer not to say

**Ethnicity -** Ethnicity is not about nationality, place of birth or citizenship. It is about the group to which you perceive to belong. I would describe my ethnic origin as:

* White (English/British/Welsh/Scottish/Northern Irish/Irish/Gypsy or Irish Traveller)
* Asian/Asian British (Indian/Pakistani/Bangladeshi/Chinese)
* Black/African/Caribbean/Black British (Caribbean/African)
* Arab
* Mixed/multiple ethnic (White & Black Caribbean/White & Black African/White & Asian)
* Any other Ethnic background (please give details below)
* Prefer not to say
1. *If you selected 'Any other Ethnic background', please provide details*

**Sexual orientation**

* Heterosexual
* Gay
* Lesbian
* Bi (umbrella term to encompass pan and queer)
* Asexual
* Prefer not to say
* Other
1. *If you prefer your own term, please specify here*

**Religion or belief**

* Atheism
* Buddhism
* Christianity
* Hinduism
* Islam
* Judaism
* Sikhism
* Rastafarian
* Paganism
* Humanist
* Agnostic
* No religion
* Prefer not to say
* Other
1. *If you selected 'Other', please specify*

**Do you consider yourself to have a disability under the Equality Act 2010 or health condition?**

In the Equality Act 2010 a person has a disability if:

* They have a physical or mental impairment
* The impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities

For the purpose of the Act, these words have the following meanings:

* ‘substantial’ meaning more than minor or trivial
* ‘long-term’ meaning that the effect of the impairment has lasted or is likely to last for at least 12 months (there are special rules covering recurring or fluctuating conditions)
* ‘normal day-to-day activities’ include everyday things like eating, washing, walking and going shopping

The information in this form is for monitoring purposes only.  If you believe you need a 'workplace adjustment' then please discuss this with the recruiting manager.

* Yes
* No
* Prefer not to say

**Do you consider yourself to have caring responsibilities?**

* Yes
* No
* Prefer not to say

# Use of information

How we will use your information and supporting inclusive recruitment:

Your application form will be received by the team at Imperial's Postgraduate Diploma in Digital Health Leadership programme. During the shortlisting stage, the only information that will leave the Digital Health Leadership programme is Section 2 with your four application questions, that will be shared with your nation's short-listers, allocated anonymously.

If you are successful in your application, the Digital Health Leadership programme team will notify you and invite you to apply formally, via Imperial College London's application system. During the admissions process, Imperial College London will carry out their own data collection, and explain their uses of your data.

# Application complete

Thank you for submitting your application to Cohort 5 of the Digital Health Leadership Programme - we wish you every success with your application.