Procedure for the Management of the Nursing and Midwifery Service Level Agreement with the Beeches Management Centre

Issued January 08
Review September 08
1.0 INTRODUCTION

The Trust has in place two types of Service Level Agreement (SLA) with the Beeches Management Centre (BMC).

One SLA is for the provision of “In Service Nurse, Midwifery & Health Visiting Training & Education.” The other being for the provision of the Management Development, Short Course Programmes and Consultancy days which are generally used for Service Development/Organisational Development.

This procedure solely relates to the management of the Nursing and Midwifery SLA. The Management Development Programme being managed by the Human Resources Directorate within the Trust.

2.0 THE NURSING AND MIDWIFERY SLA

This includes Open Short Course places, Open Study Day places and Consultancy services which are generally used for the development of Nurses and Midwives. The SLA may also be used to deliver specific designed training events or for the provision of training delivered locally. The Nursing and Midwifery Education Unit of the Beeches Management Centre is based at Craigavon Area Hospital and Clady Villa at Knockbracken Healthcare Park.

The annual allocation in the SLA is based on the nursing headcount.

SLA provides (2007/08 agreement) for:-

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<td>Open Short Course Places (OSC)</td>
<td>148 places</td>
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<tr>
<td>Open Study Day Places (OSD)</td>
<td>831 places</td>
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<tr>
<td>Consultancy Days</td>
<td>371 days</td>
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The ‘currency’ of the SLA is calculated on Consultancy Days, which equates to:

1 OSC place = 1.4 Consultancy days
6 OSD places = 1 Consultancy day

To ensure effective management of this SLA this procedure outlines the processes to be observed for the usage of the Nursing and Midwifery SLA with effect from January 2008.
3.0 CONSULTANCY DAYS

Consultancy Days are generally used for Service Development / Organisational Development, specifically designed training and on occasions for the local delivery of standard training programmes.

It is essential therefore that the Trust's allocation of days are used to best effect.

It should be noted that a consultancy style charge is incurred any time a member of the Beeches Management Centre attends a meeting, produces a report, provides advice and also includes travel time to and from meetings. Bespoke training will be charged at consultancy rates as will the BMC standard programmes delivered locally. This applies to one to one meetings with Trust senior managers including those with the SLA Co-ordinator which are generally described as “monitoring” meetings. *Staff should also note that if they cancel consultancy without giving the Beeches Management Centre the required 7 working days notice, this will be deducted from the SLA allocation.*

To assist in ensuring value for money all usage of the Consultancy Days must be set against outline proposals agreed in writing with the Directorate Assistant Director and then for final approval by the Assistant Director of Nursing, Workforce Development and Training prior to contact with the Beeches Management Centre. A proforma is enclosed at Appendix 1 to assist in this process. Any consultancy provision outside of written agreement with the Assistant Director of Nursing Workforce Development and Training will be charged to the respective Directorate and not through the SLA. The process is summarised in the flow chart at Appendix 2.

Once such internal approval has been obtained, the officer requesting the consultancy days should ensure that the BMC provide a written outline of agreed arrangements. Please note that in the instance of the proposal being for 3 days or less an email confirming the time commitment required is sufficient. Responsibility for agreeing details of the programme with the BMC (once consultancy approval has been given) remains at Directorate level with the requesting officer.
4.0 OPEN STUDY DAY PLACES & OPEN SHORT COURSE PLACES

The Open Study Days and Open Short Courses for Nursing are detailed in the Beeches Nursing, Midwifery Brochure available within each Directorate.

Each of these programmes constitutes a number of days. For example, for programmes of 1-2 days duration, one open study day place will be deducted from the SLA allocation per attendee. Where programmes are in excess of 3 days, one open short course place will be deducted for each person attending. A further short course place will also be deducted for those participants who wish to undertake a short course as a work based module.

All staff wishing to apply for one of these programmes must discuss this in the first instance with their line manager who will be required to sign approval on the appropriate Beeches Management application form. All such applications must then be sent for authorisation to the Directorate Assistant Director (Appendix 3).

Once the form has been received and signed off by the Directorate Assistant Director a copy of the application form will be forwarded to the BMC by the Assistant Director. This authorisation will be confirmed to the Line Manager who, in turn, will advise the staff member.

The individual will then receive all future contact directly from the BMC regarding their place on the programme.

It should be noted that a notice period of 4 days applies for the cancellation of open / brochure programmes.

5.0 MONITORING ATTENDANCE OF STAFF AT PROGRAMMES

All training / development activity should be identified through an appropriate process which considers the needs of the individual in line with service requirements.

Managers have a responsibility to ensure that they monitor the attendance of staff at such programmes. In the event that a member of staff cannot attend a programme, the staff member must inform the Line Manager who will be responsible for ensuring sufficient notice is provided to the BMC to ensure that the Trust is not charged for non
attendance. A copy of this notification should also be forwarded to the relevant Directorate Assistant Director.

If the need to change nominees arises, the manager should take responsibility for notifying the BMC and ensuring the background training records are amended accordingly.

Managers should be aware that where insufficient notice is given the Trust will incur full charge against the SLA. Where an individual simply fails to attend an approved event, without sufficient notice (4 working days) the manager will be responsible for ensuring the reasons for non-attendance are recorded and copied to the relevant Directorate Assistant Director.

All members of staff have a responsibility to ensure that they attend programmes which have been approved and booked accordingly to meet identified training needs. Managers should ensure that staff members are aware of the consequences to the Trust for failed attendance.

Staff should be advised that once a programme has been booked, it is expected they will attend unless exceptional circumstances exist e.g. sudden illness.
Appendix 1

PROPOSAL FOR USE OF NURSING AND MIDWIFERY CONSULTANCY DAYS WITH BEECHES MANAGEMENT CENTRE

Directorate

Requested by:

Summary of background to the request

Reasons for using nursing and midwifery in-service education via Beeches Management Centre

Proposed Aims and objectives for nursing and midwifery in-service education via Beeches Management Centre

Number of Days required

Total No. of Days

(to include all preparatory work, planning meetings etc).

Breakdown of anticipated usage
Consultant requested if applicable.

Signature: .................................................................

Print Name: .............................................................

Date: ..........................................................................

Signature of Directorate Assistant Director......................
(Must Be Included)

Then forwarded to the Assistant Director of Nursing, Workforce Development and Training.

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For use by Assistant Director of Nursing Workforce Development and Training

Proposal received by ....................................................
Date of Receipt ............................................................

Proposal Approved/Not Approved (state reasons)
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Requesting Officer advised accordingly  Yes/No

Action Taken
..................................................................................
Appendix 2  PROCEDURE FOR USE OF NURSING AND MIDWIFERY
CONSULTANCY DAYS WITH BEECHES MANAGEMENT CENTRE

Managers require input for Service Development

Request forwarded in writing (using proforma) and signed by Directorate Assistant Director.

Form sent to Assistant Director of Nursing, Workforce Development & Training.

Approval granted

Directorate Assistant Director advised in writing

Manager/ applicant proceeds to seek formal proposal from Beeches Management Centre and agrees detail of programme.

Where consultancy cancelled 4 working days notice must be given by applicant to the BMC and AD for WD&T advised in writing/email.
Appendix 3

SHORT COURSE PROGRAMMES, OPEN SHORT COURSE PLACES AND OPEN STUDY DAYS, NURSING & MIDWIFERY IN - SERVICE EDUCATION WITH THE BEECHES MANAGEMENT CENTRE

Training needs identified by individuals and/or Line Manager

Beeches Management Centre Form completed & signed by Line manager and forwarded to Directorate Assistant Director for signature.

Approval granted by Directorate Assistant Director

Line Manager and Applicant advised and form sent to BMC

BMC contact individuals with joining instructions

Approval Declined by Directorate Assistant Director

Advised and discussed with Line Manager.