**FMLM Accreditation Application Form**

For undergraduate medical programmes

FMLM is an accrediting body for education and training programmes and welcomes applications from medical schools for undergraduate medical degrees (referred thereafter as ‘programme’).

The information provided below will be used in the assessment of an application for accreditation by an expert independent panel. Applicants should provide sufficient information to evidence how the [*Medical Leadership and Management indicative undergraduate curriculum*](https://www.fmlm.ac.uk/news-opinion/launch-of-indicative-undergraduate-curriculum) has been embedded within a programme.

**Section 1: About the programme**

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| --- | --- |
| Name of organisation: |       |
| Full address: |       |
| Contact title: |       |
| Contact first name: |       |
| Contact surname: |       |
| Contact job title: |       |
| Contact no: |       |
| Email: |       |

|  |  |
| --- | --- |
| Programme title and award: |       |
| Awarding institution if different from above: |       |
| Duration of programme: |       |
| Expected/average annual intake of students on programme: |       |
| Average total number of students in programme at any one time: |       |
| Are you an established medical school full approved by the General Medical Council? | [ ]  Yes [ ]  No If **yes**, please attach a summary of the most recent quality assurance monitoring report or visit. |
| Has the programme received any other awards or external accreditation? | [ ]  Yes [ ]  NoIf yes, please state:       |

**Section 2: Content**

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| Provide a brief outline of how the [*Medical Leadership and Management indicative undergraduate curriculum*](https://www.fmlm.ac.uk/sites/default/files/content/news/attachments/Medical%20leadership%20and%20management%20-%20an%20indicative%20undergraduate%20curriculum.pdf)has beenembedded within this programme: |
|  |

Provide details of programme modules or strands that relate specifically to leadership and management:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| No | Module/strand | Duration of module/ strand | Year group delivered | Summary of content*Please reference supplementary information if attached*  | Delivery format*Face to face,* *interactive etc.* | Student access***If some****, please state number and how selected/recruited:* | Assessment method(s) |
| 1 |       |       |       |       |       |       |       |
| 2 |       |       |       |       |       |       |       |
| 3 |       |       |       |       |       |       |       |
| 4 |       |       |       |       |       |       |       |
| 5 |       |       |       |       |       |       |       |
| 6 |       |       |       |       |       |       |       |

*Continued: Continue on a separate page if more rows are required and attach with this application form.*

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| Other leadership and management provisions not stated above, e.g. electives, multisource feedback, support for student societies etc.  |
|       |

Please describe how the modules/strands listed above meet the competencies within each domain and sub-domain of the [*Medical Leadership and Management indicative undergraduate curriculum*](https://www.fmlm.ac.uk/sites/default/files/content/news/attachments/Medical%20leadership%20and%20management%20-%20an%20indicative%20undergraduate%20curriculum.pdf).

*Where supplementary information (Supp Info) is provided to evidence how the curriculum is embedded, please make clear reference to this below.*

*State n/a for a nil return*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Domain | Sub-domain | Map to module number listed above | Describe how this is embedded, delivered and assessed | Supp Info Reference |
| 1. Demonstrating personal qualities
 | * 1. Developing self-awareness
 |       |       |  |
| * 1. Managing yourself
 |       |       |  |
| * 1. Continuing personal development
 |       |       |  |
| * 1. Acting with integrity
 |       |       |  |
| 1. Working with others
 | 2.1. Developing networks |       |       |  |
| * 1. Building and maintaining relationships
 |       |       |  |
| * 1. Encouraging contribution
 |       |       |  |
| * 1. Working within teams
 |       |       |  |
| 1. Managing services
 | 3.1. Managing resources |       |       |  |
| * 1. Managing people
 |       |       |  |
| 4. Improving services |       |       |  |
| 5. Setting direction  |       |       |  |

**Section 3: Management and delivery**

Provide details of all faculty involved in the programme management, design and delivery of the programme, specifically in relation to the leadership and management elements of the curriculum:

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| --- | --- | --- | --- |
| Full name: |       | Job title: |       |
| Role within programme: |       |
| Qualifications: |       |
| Short bio and relevant experience in delivering leadership and management focused content: |       |

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| --- | --- | --- | --- |
| Full name: |       | Job title: |       |
| Role within programme: |       |
| Qualifications: |       |
| Short bio and relevant experience in delivering leadership and management focused content: |       |

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| --- | --- | --- | --- |
| Full name: |       | Job title: |       |
| Role within programme: |       |
| Qualifications: |       |
| Short bio and relevant experience in delivering leadership and management focused content: |       |

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| --- | --- | --- | --- |
| Full name: |       | Job title: |       |
| Role within programme: |       |
| Qualifications: |       |
| Short bio and relevant experience in delivering leadership and management focused content: |       |

*Add more faculty as required.*

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| Please describe the opportunities available for students to achieve active participation in the learning process: |
|       |

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| Please describe how the learning from the leadership and management elements is related to practice: |
|       |

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| Please describe the processes in place to encourage reflective learning: |
|       |

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| Please describe how learning resources are acquired and kept up to date: |
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| What, if any, extension activities are available to support learning to those students who demonstrate an interest in leadership and management? |
|       |

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| Describe the principles underpinning your approach to assessment:  |
|       |

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| Where, if appropriate, are there provisions for self-assessment by students prior to, during and post learning? |
|       |

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| What quality assurance processes are in place to monitor the following standards of the leadership and management element of the programme? |
| Standard of delivery:       |
| Standard of assessment:      |

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| Describe how participant feedback is gathered and used to inform future programme delivery and content: |
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| What academic and pastoral support (where relevant) is provided for students? |
|       |

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| How is the faculty involved developed and supported in delivering this aspect of the curriculum? |
|       |

**Section 4: Submission**

Where appropriate, please provide some examples of resources and materials used in the delivery of your programme as supplementary information, including:

* Programme prospectus or promotional materials referencing leadership/management
* Example digital resources/materials that supplement learning
* Supporting resources and materials relating to ‘taught’ leadership and management content
* Related reading/resource lists
* Details of assessment
* Anonymised learner/student feedback
* Most recent GMC Quality Assurance Monitoring/Visit Report

Please note:

This application has been made in conjunction with the fee-free accreditation offer supported by the NHS Leadership Academy. No application fee is payable if submitted on or before 30 September 2020.

Accreditation is awarded for three years, subsequent applications for accreditation will be payable by medical schools directly. The fee-free offer is not be valid for subsequent applications for continuing accreditation of the same programme.

I declare that the information provided in this application is correct to the best of my knowledge:

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| --- | --- |
| Signature:*(electronic signature permitted)* |       |
| Name:  |       |
| Job title: |       |
| Date:  |       |

Please email a copy of your completed application and supporting documentation to accreditation@fmlm.ac.uk.