



FMLM Accreditation Scheme

Guidance for medical schools for undergraduate programmes

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About the scheme

The Faculty of Medical Leadership and Management (FMLM) launched the [Medical Leadership and Management indicative undergraduate curriculum](#) in October 2018.

The indicative curriculum aims to prepare today's undergraduates with the skills needed to lead, and follow, effectively within a clinical setting and covers a realistic range of medical leadership and management skills required for postgraduate training and a lifelong career as professional medical leaders, as highlighted in the GMC's *Generic Professional Capabilities Framework*.

Themes includes self-awareness, acting with integrity, working effectively with others, managing resources, and improving services. Each of the curriculum competencies outlined in this indicative curriculum has been mapped to the GMC's *Outcomes for Graduates* and has been endorsed by the General Medical Council, Medical Schools Council, Academy of Medical Royal Colleges, NHS Leadership Academy, NHS Education for Scotland, Wales Deanery, and Health Education England.

"The curriculum is a baseline for all educators seeking to socialise the importance of clinical leadership capabilities for future doctors."

Dame Clare Marx, Chair, GMC

Medical School who adopt this critical guidance for the future, can apply for accreditation of their undergraduate medical degree through FMLM. Accreditation is attained for three years once the programme meets the requisite criteria.

FMLM accreditation will benefit medical schools by:

- Providing an external quality assurance that the undergraduate degree meets nationally recognised standards for leadership development
- Strengthening medical schools and their offer to prospective students
- Supporting your GMC quality assurance submission in meeting leadership outcomes for graduates
- Being listed on the FMLM website, accessible to prospective students, healthcare professionals and healthcare organisations
- Being able to use the FMLM accreditation marque for marketing and course materials

Application process

Process

Applications for accreditation for medical school undergraduate programmes are submitted through an application form and supporting information. The application form outlines how the *Medical Leadership and Management indicative undergraduate curriculum* has been embedded within a programme.

Applications are reviewed by an assessment panel constituted of independent experts from education, academia and healthcare providers and users. The committee meets quarterly.

Upon application you will be notified of the date of the assessment meeting. Applicants will be notified of the outcome of the assessment within four weeks of the meeting.

Application evidence

Section 1 – About the programme

- Please ensure all questions are completed.

Section 2 – Content

- Please be clear as to how the curriculum has been embedded within this programme using specific references to where and how. Do not simply state 'Yes' or refer to other sections of the application form or attachments.
- Where a programme does not explicitly incorporate all sub-domains through teaching elements, please provide commentary as to how it is integrated within the programme and to what level.
- Where supplementary information is provided to evidence how the curriculum has been embedded, please reference each item clearly in the 'Supp Info Reference' box and where otherwise indicated in this section.

Section 3 – Management and delivery

- Provide details of faculty involved in the leadership and management elements of the curriculum only. This includes programme management, design and delivery.
- Please ensure all questions are completed.

Section 4 – Submission

- In conjunction with the information that is submitted in the application form, please provide supplementary information that supports your application. Specifically, the assessment committee is looking to evidence how the curriculum has been practically embedded and is integrated into teaching. Supplementary information can include but is not limited to:
 - 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
 - Most recent GMC Quality Assurance Monitoring/Visit Report

- Related reading/resource lists
- Details of assessment
- Anonymised learner/student feedback
- Please organise your supplementary information clearly on submission and reference these clearly in your application, eg:

1 – Reading List

2 – Session Plan A

3 – Module slides

*When referring to the module slides in your application form, please note ‘**Supp 3**’ etc in the Supplementary Information Reference box.*

- On assessment, the committee may ask for additional information to be provided. This request will be made via email and applicants are asked to submit this within 14 working days.

Frequently Asked Questions (FAQs)

<p>Can I include an intercalated degree within an application?</p>	<p>Medical Schools accreditation and the fee-free offer is for full undergraduate medical programmes only. Accreditation for intercalated programmes should be submitted as a separate application through FMLM. Please email accreditation@fmlm.ac.uk for separate guidance and application materials.</p>
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Terms and conditions

Programmes are awarded with FMLM accreditation in accordance with the following terms and conditions. Providers must abide by the terms and conditions to retain accreditation.

Provider relates to the organisation that applied for/is granted accreditation
(including medical schools)

FMLM relates to the Faculty of Medical Leadership and Management

1. Accreditation is awarded to the individual programme and may not be transferred to any other or derived programme delivered by the provider or any other body.
2. Accreditation is awarded for a period of three years. Thereafter the provider is required to resubmit and application and pay an accreditation fee to be independently reassessed.
3. The accreditation fee is non-refundable.
 - a. *The fee-free offer available for medical schools is only available for applications submitted before 1 September 2020. Applications after this date, or subsequent applications will be liable to pay an application fee upon submission.*
4. Programmes awarded without conditions will submit a declaration of compliance 18 months after accreditation is awarded to ensure the programme continues to meet the required criteria and standard as at the time of award. The provider will be required to submit relevant information and feedback as required.
5. Programmes awarded with conditions are required to submit additional information 18 months after accreditation is awarded (mid cycle) to provide evidence that the conditions issued with the award have been met.
6. The provider should notify FMLM if programme content is modified to a significant degree.
7. The provider may use the following terms in promotional or educational material in relation to the accredited programme only. The providers may not use any other description or representation of FMLM accreditation other than those stated below:

‘Accredited by the Faculty of Medical Leadership and Management’

‘FMLM Accredited’

8. The provider may use the FMLM accreditation marque for the purpose of promotional or educational material in relation to the accredited programme only.
9. Accredited programmes are listed on the FMLM website as a FMLM accredited programme. Any further promotion or advertising through FMLM channels is negotiable and payable as a separate arrangement with FMLM.
10. FMLM holds the right to suspend or withdraw accreditation where there is evidence that the programme:
 - a) fails to maintain the domain(s) of:
 - i. For providers: *FMLM’s Leadership and management standards for medical professionals (3rd edition)*

- ii. For medical schools: *FMLM's Medical Leadership and Management indicative undergraduate curriculum*
- b) fails to deliver an adequate educational service as notified through participant feedback
- c) fails to meet the terms and conditions
- 11. In the event that FMLM withdraws accreditation (see point 9):
 - b. The providers are unable to use any FMLM marque or branding in relation to the programme or any other activity unless approved in writing by FMLM
 - c. The accreditation fee is non-refundable
- 12. The providers may terminate accreditation within the accreditation period by advising FMLM in writing. In the event of cancellation:
 - a. The provider is unable to use any FMLM marque or branding in relation to the programme or any other activity unless approved in writing by FMLM
 - b. The accreditation fee is non-refundable.

Fees

Fee-free accreditation until 11 January 2021 (extended)

The standard cost of accreditation, per application for an undergraduate medical degree, is £953 excluding VAT.

FMLM is offering medical schools fee-free application until 11 January 2021 as a part of its commitment to support medical schools to prepare undergraduates with leadership and management skills. This offer is supported by the NHS Leadership Academy,

FMLM reserve the right to withdraw accreditation should the provider fail to meet the terms and conditions set out for accreditation. See 'Terms and Conditions' within this document for full details.

Contact us

For information, support or guidance,
please contact:



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