**Information Pack and Application Form**

**Continuity of Carer Training Fund – Supporting the training and upskilling of the workforce to enable the implementation of Continuity of Carer**

**Call for applications to access national Health Education England (HEE)**

**Continuity of Carer maternity training fund for 2018/2019**

**What is the HEE Continuity of Carer maternity training fund?**

This funding is available as part of workforce development transformation funding specifically to deliver training and education to support the implementation of Continuity of Carer. The offer extends to all maternity service providers within LMSs.

Key national drivers have identified the following training objectives that will need to be delivered to support the implementation of continuity of carer. This fund is designed to enable and support organisations to deliver the training objectives in line with their LMS plans.

Funding will be allocated to support Continuity of Carer training packages that meet all 4 of the core training objectives defined below. The training will need to be undertaken by 31 March 2019.

**Objective 1:** **understand what is meant by continuity of carer and the research evidence**

* Discuss the differences between continuity of care and continuity of carer
* Define continuity of carer
* Critically discuss the evidence-based research about continuity of carer
* Understand the association between continuity of carer and improved outcomes for women and babies and women’s experiences
* Know and understand health and social care policy that supports the implementation of continuity of carer

**Objective 2:** **be able to work effectively in a team or with a buddy to provide continuity of carer antenatally, during labour and postnatally**

* Understand the importance of multi-professional working to ensure high quality maternity care
* Explore the concept of team and the conditions needed to create high performing teams
* Understand team roles and how to maximise the contribution of team members/buddy
* Understand how to plan and provide care over a 24 hour period, working within a team/with a buddy.

**Objective 3: understand how to lead a team to successfully implement continuity of carer**

* Explore leadership styles
* Understand occupational autonomy, how it is deployed and its benefits
* Discuss care provision including: all risk, where can care be provided, ratios, rota, on calls, sick leave, study leave, annual leave

**Objective 4: be able to assess implementation**

* Understand the importance of measurement, key performance indicators, audit and evaluation

A list of providers will be circulated shortly from NHS England that have confirmed they can meet the training requirements. The list is not exhaustive, and any identified provider or in-house training can be used as long as all 4 of the training objective are met as part of the course provision.

**The closing date for applications is: Sunday 2nd December 2018**

**Eligibility and Assessment Criteria:**

All maternity units in England are eligible to apply for the training fund via their LMS. All organisations included in the bid will need to demonstrate that the Trust has already or will commit publicly to the following:

1. Alignment of training requirements to the delivery of their local LMS plan and clearly articulate how it supports the Continuity of Carer implementation plan to achieve 20% by March 2019.
2. Projects should support the multi-disciplinary team of workers in the maternity environment with consideration given to the inclusion of admin and support staff.
3. Submissions will not be accepted for programmes of work previously funded through LMS allocations or other HEE funding streams.
4. Applications must show a plan for evaluation; the ability to assess the outputs and outcomes of the training and the measures that will be used to show progress and impact.
5. There should also be a commitment to completing and submitting progress reports, and an evaluation to HEE in 2019 which will evidence how the funding has supported the training required to deliver Continuity of Carer
6. Applications should show a defined management structure of responsibility for delivery, with confirmation of commitment from medical service leads as well as a senior LMS responsible officer.
7. A commitment to spend the funding in full within the financial year 2018/2019.
8. A commitment to sustain the learning and embed the innovation over the long term.

**Available Funding:**

The total funding available nationally is £600,000 Collaborative bids from LMSs will be accepted up to a value based on £4,500 multiplied by the number of maternity units involved in the training bid. For all collaborative bids a single provider will need to accept the funding on behalf of the LMS and co-ordinate the funding and evaluation requirements across the organisations involved.

Funding can be used to fund direct and indirect costs of training, incidentals and train the trainer costs. However, these must be set out clearly within your bid**.**

**Selection process:**

All proposals will be assessed by a panel appointed by HEE’s Maternity Programme Assurance Committee.

**Outcome of successful bids:**

* If your application is successful, an award letter will be sent to you, outlining the terms and conditions attached to the funding.
* We will require you to submit a letter of acceptance accepting the conditions attached to the funding and listing the key contact(s) who will be responsible for reporting progress, escalation and evaluation outcomes.
* Funding will be transferred through HEE regional LDA payments to the identified provider on behalf of the LMS
* All funding will need to be spent by 31 March 2019.

**Continuity of Carer Training Fund – Supporting the training and upskilling of the workforce to enable the implementation of Continuity of Carer 2018/19**

**Application form**

**LMS and Region:**

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| **Name and contact details of the person applying on behalf of the organisations within the LMS** |
| **Name:**  |  |
| **Role:** |  |
| **Organisation:** |  |
| **Postal address:** |  |
| **Email:** |  |
| **Telephone Number:** |  |
| **Name and contact details of a second contact for this project** |
| **Name:**  |  |
| **Role:** |  |
| **Organisation:** |  |
| **Postal address:** |  |
| **Email:** |  |
| **Telephone Number:** |  |
| **Total amount being applied for** | **£** |

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| **Please detail the details of your LMS and participating organisations, and a contact details for a project lead for each organisation in your bid** |
|  | **Name of Organisation** | **Project lead contact details** |
| **Name of LMS:**  |  |  |
| **Organisation 1:** |  |  |
| **Organisation 2:** |  |  |
| **Organisation 3:** |  |  |
| **Organisation 4:** |  |  |
| **Organisation 5:** |  |  |
| **Organisation 6:** |  |  |
| **Organisation 7:** |  |  |
| **Organisation 8:** |  |  |
| **Organisation 9:** |  |  |
| **Organisation 10:** |  |  |

**Workforce Transformation Objectives and Eligibility Criteria**

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| **Please indicate your commitment to the Eligibility Criteria by ticking the boxes below** |
| 1. The Continuity of Carer training will deliver all 4 training outcomes **(Not Optional)**
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| 1. **(*Not Optional****)* Can confirm that the funding will be spent in full before the end of the current financial year (31 March 2019).
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| 1. **(*Not Optional****)* Can confirm that the organisations will fully participate in the defined evaluation methods identified in the bid and support any further national HEE Maternity Programme evaluation in 2019.
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**Please complete all the following sections:**

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| * + - 1. **Issue to be addressed**

Please briefly describe: 1. What training/support do you need within your collaborative to enable the implementation of Continuity of Carer requirements to deliver 20% by March 2019?
2. What are the specific issues that you are trying to address through the training?
3. How will your proposal help to address these issues?

*(300 word limit)* |
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| 1. **Project plan**

Please briefly describe your proposed approach/delivery plan and your strategy for sustainability. Specify the maternity unit(s)/service(s) where the training will be delivered . *(300 word limit)* |
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| 1. **Evaluation**

Please outline your evaluation method that you intend to use to measure the impact of training. This should include* baseline
* training requirements
* an agreed set of measures that you intend to use to evidence progress and impact

(330 word limit) |
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| 1. **Costs**

Please provide a breakdown of costs and outline how any funding received will be allocated. Please provide full cost detail as additional support over the £4500 per organisation may be available. *(300 word limit)*. |
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| 1. **Risks and Mitigation**

Please outline any risks to your proposal and the actions you will take to mitigate these. *(250 word limit)* |
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| 1. **Sustainability**

Describe the steps you will take to embed the outcomes of the training within your organisation(s) and how they align to the LMS plan for Continuity or Carer *(250-word limit)* |
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| 1. **Any other information**

Please give any other information that you feel would support your application. *(250-word limit)* |
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It is a condition of funding that you gain the commitment of your Head of Midwifery and/or Chief Nurse/Medical Director within your organisation and that you ensure that all submissions are in line with your LMS implementation plan. If you are successful in your application, a Memorandum of Understanding will be issued which will **require the support and signature of your organisation accepting the funding on behalf of the LMS and a senior LMS responsible officer.**

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| **Signature(s) of LMS SRO** |  |
| **Signature of CEO/SRO from organisation accepting the funding on behalf of the LMS.:** |  |

Please submit your completed form via email tomaternityprogramme@hee.nhs.ukby midnight on Sunday 2 December 2018.