**GMTS Assurance Process**

**Question Template**

This template has been created to help you in completing your online forms. Feel free to use this template to compile your responses, which can then be copied over to the online form (link below):

<https://graduates.nhs.uk/hosting-a-trainee/hosting-a-trainee-south-east/>

**Please note:** Your final forms **MUST BE SUBMITTED ONLINE** via this link.

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| **GMTS Assurance – Commitment to pay and Statement of bid particulars (South East)** |
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| **Step 1 of 3** |
|  |
| **Local Leadership Academy Region**: |
| (*Please select* ***South East*** *option*) |
| **Name of lead host organisation:** |
|  |
| **Lead host organisation type:** |
| *(Please select from dropdown options available)* |
| **Name of contact at lead host organisation for GMTS placements:** |
|  |
| **Job title of lead host contact:** |
|  |
| **Email address of lead host contact:** |
|  |
| **Telephone number of lead host contact:** |
|  |
| **Job title of lead host organisation authorised signatory/budget holder for GMTS placements:** |
|  |
| **Email address of lead host organisation authorised signatory/budget holder for GMTS placements:** |
|  |
| **Telephone number of lead host organisation authorised signatory/budget holder for GMTS placements:** |
|  |
| **Name and contact details of individual who can be contacted in regards to invoicing:** |
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| **Step 2 of 3** |
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| **Terms and conditions:** |
| *(Tick here)*  Tick here to acknowledge and agree to the below  By entering details into and submitting this form the lead organisation is committing to overseeing the hosting of trainee(s) within the specialism(s) specified in conjunction with partnering organisations. The lead organisation understands that offers of employment to successful scheme applicants will be made upon the basis of submissions of this form and are therefore committed should their bid be successful to the £24k contribution per trainee (plus levy contribution for finance specialism) as part of this arrangement. The £24k contribution will be proportionately aligned to the financial years in which the trainee(s) is on the scheme. Lead organisations will engage in the billing process. It is the responsibility of lead organisations to negotiate and recoup any costs to be apportioned to partnering organisation(s). The lead organisation (in conjunction with partnering organisations as appropriate) will upon instruction from their GMTS Regional LLL Lead (contact details here http://www.https://graduates.nhs.uk/hosting-a-trainee/) proceed to engage in and complete further stages of the assurance process. |
| **Can you confirm that the lead host organisation has an executive sponsor who is aware of and supports the whole bid on behalf of all parties?**  *(Click yes)*  The executive sponsor should operate above the Programme Manager and by naming themselves is committing to being accountable for the trainee experience and is the escalation point to which concerns will be raised following Placement and Programme Manager. Bids will not be accepted without executive sponsor support. The lead organisation is confirming this on behalf of all organisations involved in the bid for a trainee. |
| **Name of executive sponsor:** |
|  |
| **Job title of executive sponsor:** |
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| **Email address of executive sponsor:** |
|  |
| **Telephone number of executive sponsor:** |
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| **Step 3 of 3** |
|  |
| Please use the button below to add your placements. If you need to save your progress for another party to complete the missing information, please enter xx into the field. You can then save that placement and use the save and continue link to allow the other party to come into this form and edit the placement with the information. Please do not submit your bid until all placements have been fully completed. If you have received the link and need to edit a placement, please click Edit on the relevant row. Fields with an `xx` in them need completing. When have finished editing please click "Edit Entry" to complete the update. Please only click submit if you are certain all placements have been completed, as once submitted this form can no longer be modified. |
| *(Click ‘Add Entry’ button for each trainee and add in the following details:)* |
|  |
| **Specialism:** |
| *(Please select from dropdown options available)* |
| **Name and contact details of partner organisation(s) supporting bid for placement(s):**  *(Enter N/A if not applicable)* |
|  |
| **Name, job title and contact details of Programme Manager:**  The Programme Manager should be available for the duration of the programme – 2/3 years. All trainees will be allocated all placements as they join the Scheme. The Programme Manager is usually based at the first placement organisation and will also be responsible for arranging orientation. |
|  |
| **Will the above named Programme Manager be available to support a trainee for the duration of the Scheme?** |
| *(Please select from dropdown options available)* |
| **Supporting evidence for carrying out this role:**  Please include any previous experience with GMTS or other fast-track schemes as well as evidence of supporting emerging leaders (e.g. coaching, mentoring, training). |
|  |
| **First placement host organisation(s):**  See Appendix 2 in Assurance information pack for more information. First 12 months of Scheme for all specialisms apart from Finance which is 16 months and Health Analysis/Policy and Strategy which is 8 months. If you’re proposing a collaborative bid you may enter more than one organisation here and should then describe in the role and placement fields below how you propose the collaboration will work in practice for the trainee. |
|  |
| **First placement host organisation type:**  In the instances of more than one organisation to support collaborative bids select "other". |
| *(Please select from dropdown options available)* |
| **Outline the role that the trainee will fill?**  The expectation is the first placement will usually have an operational focus. |
|  |
| **How will the placement provide an engaging and high-quality work placement?** |
|  |
| **How will this placement prepare the trainee for a leadership role in health and care?** |
|  |
| **Full address of where the trainee will be based during the first placement (including team/department)?** |
|  |
| **Please tick to confirm the following:**  - The trainee will be provided with the necessary equipment by the start date along with any other equipment required to carry out the role - A Role outline and Orientation Plan will be provided prior to the scheme starting – A Clinical Buddy will be provided in line with GMTS guidelines. |
| *(Tick the ‘Yes’ button)* |
| **Name, job title and contact details of first Placement Manager:** |
|  |
| **Will the above named first Placement Manager be available to support a trainee for the duration of the placement?** |
| *(Please select from dropdown options available)* |
| **Supporting evidence for carrying out this role:**  Please include any previous experience with GMTS or other fast-track schemes as well as evidence of supporting emerging leaders (e.g. coaching, mentoring, training). |
|  |
| **Second/final placement host organisation(s):**  See Appendix 2 in Assurance information pack for more information. Final 10 months of the Scheme for General Management, HR and Informatics trainees; final 18 months of the Scheme for Finance trainees, 5 months separated by a 2-month flexi placement then another 13 months. Final 8 months for Health Analysis/Policy and Strategy trainees. If you’re proposing a collaborative bid you may enter more than one organisations here and should then describe in the role and placement fields below how you propose the collaboration will work in practice for the trainee. |
|  |
| **Second/final placement host organisation type:**  In the instances of more than one organisation to support collaborative bids select "other". |
| *(Please select from dropdown options available)* |
| **Outline the role that the trainee will fill?**  The expectation is the second/final placement will usually have a strategic focus. |
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| **How will the placement provide an engaging and high-quality work placement?** |
|  |
| **How will this placement prepare the trainee for a leadership role in health and care?** |
|  |
| **Full address of where the trainee will be based during the second/final placement (including team/department)?** |
|  |
| **Please tick to confirm the following:**  - The trainee will be provided with the necessary equipment by the start date along with any other equipment required to carry out the role - A Role outline and Orientation Plan will be provided before the trainee starts. |
| *(Tick the ‘Yes’ button)* |
| **Name, job title and contact details of second Placement Manager:** |
|  |
| **Will the above named second/final Placement Manager be available to support a trainee for the duration of the placement?** |
| *(Please select from dropdown options available)* |
| **Supporting evidence for carrying out this role:**  Please include any previous experience with GMTS or other fast-track schemes as well as evidence of supporting emerging leaders (e.g. coaching, mentoring, training). |
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| **How does your organisation(s) support leadership development?** |
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| **Describe how your organisation(s) currently play an active role in GMTS and/or other fast-track development programmes for emerging, future leaders.** |
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| **Outline your organisation's understanding of the investment (time/resource) required in order to host a placement.** |
|  |
| **What support do you think you need to provide a high quality placement?** |
|  |
| **By submitting this form you're acknowledging and committing to the expectations outlined. The lead host organisation is acknowledging and signing up to this commitment on behalf of all parties.**  We can offer:  **Select All**  □ A sponsoring executive who will be responsible overall for the quality of experience for the trainee  □ Dedicated and supportive Placement and Programme Managers with good knowledge of the Graduate Scheme and values congruent with fast track development of future NHS leaders  □ Placement and Programme Managers with capacity to dedicate time to trainees' development  □ Placement Managers who meet criteria (Role Spec provided in Assurance pack) and is an exemplar of excellent leadership, being a positive role model for trainees  □ Programme Manager who meets the criteria (Role Spec provided in Assurance pack) and is an exemplar of excellent leadership, being a positive role model for trainees  □ Identification of a clinical buddy who will have time to develop a relationship with the trainee over the duration of the scheme (contact your LLA GMTS Lead for a Role Spec)  □ Exposure and access to senior teams  □ A culture of learning and development within the placement.  □ Commitment to working with the regional and national academy teams  □ Awareness and support of trainees' time out of placement to attend scheme and education events.  □ Can provide the trainee with networking opportunities  □ Can provide the trainee with experience and exposure of working across health and social care sectors, STP's. |
| **Please confirm your Placement and Programme Managers will be able to attend manager training, dates to be confirmed by your LLA GMTS Lead:** |
| *(Tick the ‘Yes’ button)* |
| ***(N.B. Step 3 will need to be repeated for every trainee you are bidding for)*** |

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