



## Leadership Programme for Nursing Homes

QQI Level 6  
6N2191



*Programme facilitated by*



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## 1. About The Programme

Leadership Programme QQI Level 6 (6N2191, Component Award) is run on behalf of **LHP Skillnet** and the contracted provider is Harvest Training.

This programme is designed to meet the unique management and leadership challenges of people working in the nursing home sector.

It's addressed to all nursing home staff who are in a leadership or management role including nursing home owners, clinical nurse managers, directors of nursing, team leaders in non-clinical roles and care staff who are responsible for managing others.

Please note that however HIQA doesn't specify the exact requirements, in the Standards And Regulation Handbook (Standard 7.2) this programme addresses the 'appropriate qualifications'. Since 2010 it has been widely accepted within the sector and it meets the conditions for the person in charge from the HIQA's perspective.

### 1.1 Delivery and duration

The programme is delivered online as live classes. There are 5 contact days – the same weekday on 5 consecutive weeks. During the day there are two 2-hour sessions – morning and afternoon. Between the sessions there are some tasks to do – watching videos, reading, small assessments. It starts at 9.30 am and finishes at 4pm (subject to changes).

Additionally there are two 1-hour virtual classrooms. Please see the schedule for the details.

Each programme is preceded by a 30-minute 'Tech Check' session. This session is dedicated to familiarizing the participant with the features of the online platform (Zoom) so that everyone is comfortable from the beginning. It's also an opportunity to meet the tutor and ask questions about the programme.

## 2. Programme content

### 2.1 Modules

#### **Module 1 - Introduction to Management and Leadership**

- The role of the nursing home manager
- Identifying your management style

#### **Module 2 - Client Focused Communication Skills**

- Overcoming communication barriers
- Developing core communication skills
- Communication effectively in challenging situation

#### **Module 3 - Building Performing Teams and Conflict Management**

- Developing “performing teams
- Your conflict style, when to adapt to increase your effectiveness

#### **Module 4 - Strategic Management**

- Developing a positive performance culture
- Managing a positive performance culture
- Carrying out empowering performance reviews

#### **Module 5 - HR & Employment Law**

- Employment Equality in the workplace
- Unfair Dismissals Act – policies and procedures in practice

#### **Module 6 - Coaching for Improvement**

- Coaching and mentoring toolkit
- Implementing a coaching programme in the nursing home

## 2.2. Learning outcomes

At the end of this programme the participant will be able to:

1. Adapt your management style and practices to provide a service that complies with the national quality standards for residential care settings for older people
2. Provide proper governance within a well organised care setting
3. Develop management skills and practices that create high quality teams, inspiring them to deliver excellent person-centred care for residents
4. Influence others through clear and effective communication with residents, relatives and staff
5. Productively and constructively identify and resolve issues affecting the needs of residents
6. Coach and motivate team members to deliver high quality professional care which meets the changing needs of residents
7. Develop effective staff management systems and procedures for recruitment, induction, training and performance management
8. Empower staff and increase their sense of responsibility and accountability by delegating appropriately
9. Describe the key elements of employment law legislation and how it relates to the nursing home sector and your personal practice

## 3. Assessment

### 3.1 Overview

There will be 2 forms of assessment on the Leadership Programme:

- Learner record - 40%
- Skills demonstration - 60%

### ***Learner Record***

### **Learner Record - Part One (20%)**

As part of this assessment, participants are required to complete a comprehensive learning journal to demonstrate their learning and the impact of this on their personal leadership style. The learning journal is structured in such a way that encourages self-reflection and critical analysis in specific areas and will include the creation of personal action plans.

### **Learner Record - Part Two (20%)**

Part Two of the learning journal should demonstrate personal learning and the impact of this on the learner's approach to developing teamwork and team building in their team.

The learning journal is structured in such a way that encourages self-reflection and critical analysis in specific aspects of team development within the workplace and will include the creation of personal action plans.

### ***Skills Demonstration***

A skills demonstration is used to assess a wide range of practical-based learning outcomes, including practical skills and knowledge. A skills demonstration will require the learner to complete a task or series of tasks that demonstrate a range of skills.

### **(There will be three skills practice sessions during this programme)**

#### **Skills Demonstration One (20%)**

This assessment will be based on a specific one-to-one role-play scenario assessed using a live online environment. These will take place following completion of the programme. The tutor will play the role of an employee and the learner will play the role of manager. Skill assessments will be recorded live.

The scenario for the role-play will be based on the learner applying a structured performance coaching model, based on a typical situation in the workplace. The learner will also be expected to demonstrate an understanding of relevant

communication techniques during the interaction.

### **Skills Demonstration Two (20%)**

This assessment will be based on submission of a reflective account of a team or management meeting chaired by the learner in the workplace, which will provide the participant with an opportunity to complete the learning in a realistic setting.

The assessments will take the form of a learner account, 2 independent evaluations and supporting documentation.

### **Skills Demonstration Three (20%)**

This assessment will be based on a live skills demonstration. The tutor will play the role of the audience and the learner will play the role of a leader presenting to a colleague. The presentation will include the key findings and recommendations from a specific case study and brief concerning a potential staff disciplinary issue.

The learner will also be expected to demonstrate an understanding of relevant communication skills during the interaction.

*For further details please contact LHP Skillnet or the Harvest Team*

## 4. Cost and payment

The cost from Harvest is €950 per participant. LHP Skillnet will part fund the fee for the staff employed in the private healthcare sector – private nursing homes, home care providers, private hospitals, agencies etc.

The cost after our funding will be reduced from €950 to **€700** per person. LHP Skillnet will cover the difference paying the full fee to Harvest.

After the registration LHP Skillnet will issue an invoice. **All bookings are provisional until full payment is received.**

### Payment methods

- Electronic Funds Transfer (button 'Pay now' on the invoice)
- Bank transfer
- Cheque
- Over the phone

To register on the course (and avail of the funding if applicable) the participant will have to register with LHP Skillnet by filling an electronic form.

## 5. Contact details

### LHP Skillnet

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### Harvest

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