

National approach to bursaries for NHS LKS staff	
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Appendices: Application Form and Feedback Form.	

Context: Value of Bursaries

Health Education England leads on developing a flexible NHS workforce, open to innovation and change. It is through education, and sharing knowledge, research evidence and best practice, that we inspire and inform innovation and improvements in patient care and safety, experience and outcome. To achieve these ambitions individuals must be supported to broaden as well as deepen their knowledge. (Knowledge for Healthcare, 2014, p2)

Bursaries are one way of meeting this need and should be available to all LKS staff supporting the NHS in England. Bringing the different ways of awarding bursaries into an agreed national process is needed to support the ideals of One HEE and the core Knowledge for Healthcare principle of equal opportunity for the whole of this small, specialised workforce, regardless of postcode.

Bursaries allow individuals in this small national workforce to develop, access new and innovative practices at an early opportunity and share their wider learning across the NHS. It allows them to understand that they are not working in isolation. Bursaries allow them to see they are a key member of staff, bringing learning and experiences back into their own organisation, for the benefit of patients and the public. This learning and experience gained through bursaries can also be shared and spread throughout the wider HEE and NHS LKS community.

Principles:

- The new process will start from April 2020.
- The paperwork and application process are identical across all HEE regions.
- Bursaries will cover course/ forum/ conference fees only.
- Bursaries will primarily cover conferences in England.
- Nearby international conferences will be considered on a case by case basis.
- Successful recipients will be expected to report back following the conference.
- Applications will be judged on the criteria below.

Criteria:

- The bursary will be of demonstrable benefit:
 - To the individual,
 - The NHS organisation the individual works for,
 - To HEE,
 - To the wider NHS LKS community.
- The individual will share their learning during the conference.
- The individual will share their learning after the event with the wider NHS LKS community.
- The individual will complete a feedback form and return it to HEE.

Process

- **Stage 1:** HEE KM Team to horizon scan relevant conferences and events for the year and share details with the network.
- **Stage 2a:** Strategic leads to annually prioritise some conferences, events and number of bursaries to be offered.
- **Stage 2b:** Parallel opportunity for LKS staff to apply for funding for workshops and other CPD opportunities that they identify.
- **Stage 3a:** Bursaries applications to be reviewed by two members of the national CPD group and 1 of the strategic leads.
- **Stage 3b:** Applications for funding for workshops and other CPD opportunities to be reviewed by two members of the national CPD group and 1 of the strategic leads.

Appendix 1: Bursary Application Form

HEE Library and Knowledge Services Bursary Application

Applicant's name	
Applicant's role	
Applicant's organisation	
Applicant's line manager	

Contact email	
Contact telephone number	
Twitter/Social Media handle	

Event for which bursary is requested	
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Outline, in no more than 200 words, why you wish to attend this event and the personal and/or organisational benefits of your attendance

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How will you share your learning during and after the event?

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Any further details we should know (e.g. is it the first time you have attended a conference, are you presenting, or have you had a poster accepted for the event)?

Manager's confirmation of support for attendance

I support this application for a bursary and confirm that I will release the applicant to attend the event and meet travel/accommodation costs.

Name:

Date:

Appendix 2: Feedback Form

HEE Library and Knowledge Services Feedback Form

Name of Attendee	
Course/Forum/Conference	
Date	
Format	
Aims and Objectives of the Course /Forum/Conference (Why did you go on this event)	
Some of the Learning Outcomes	
Any Action Points/Next Steps for you personally. (how will you use this knowledge?)	
Any Action Points/Next Steps for your service. (What can we use or adapt for use in your service)	
Any Action Points/Next Steps to share wider (What should we share wider with the region, how are you going to do this).	
Relevant documents (embed or weblink)	
Social Media or online resources	
Anything else you would like to add?	

Appendix 3: Application Form for other CPD Opportunities

HEE Library and Knowledge Services Application for other CPD Opportunities

Name of applicant			
Job title			
Name and address of service			
Telephone number		Email address	

Total cost of CPD opportunity		Amount of funding requested	
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Please provide a breakdown of what the funding is for e.g. cost of trainer, cost a workshop etc. Please include information as to how the money should be paid e.g. direct to the trainer or to your organisation etc.

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CPD opportunity title	
Learning outcomes	
Trainer (if applicable)	
How will the CPD opportunity be evaluated?	

Method of delivery	
Venue (if applicable)	
Proposed date(s)	

Target audience	
Maximum number of places available	

How will the proposed CPD opportunity further the implementation of the Knowledge for Healthcare Framework?	
What other sources of funding have you explored?	
Is the CPD opportunity open to all NHS Healthcare LKS staff across England (When no, give details of who it will be available to)	

If awarded funding I agree to provide the HEE LKS Team with a report detailing

- CPD opportunity delivered
- Cost of the event
- Numbers attending event including information on their role and their home region
- Feedback from the event
- Planned follow up of impact of the event

If the event does not go ahead or there is money left over after the event, I will take responsibility for returning the money to the HEE LKS Team

Signed _____ Date _____