

Institute for Innovation and Improvement

Flexi Placement Manager User Guide

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Introduction

As the manager of our trainee for the duration of their flexi placement within your organisation you are requested to complete an on-line feedback questionnaire in order that we may monitor their progress. The feedback questionnaire should be completed during week 6 of the flexi placement.

The on-line form is accessed by logging on to Talent Studio.

Your login details will be emailed to you during the flexi placement.

Once completed, this form will be accessible by the trainee and their NHS Managers.

The trainee and their Programme Manager will also be asked to complete feedback forms. For your reference examples of all three forms are contained within this document.

Logging in to Talent Studio

To log in to Talent Studio you will need the URL (Internet address), and a username and password that will have been provided to you separately.

Click on the URL link (or type the URL into your browser's menu bar) to navigate to the login page.

<https://www.ynshosting.com/nhs>

A screenshot of the Talent Studio login interface. At the top, a grey box contains the text "By logging on I agree that I have read and understood the above." Below this, there are two input fields: "Username :" and "Password :". To the right of each label is a white text box with a blue border. Below the password field is a blue "Login" button. At the bottom of the form, there is a blue link that says "Forgotten Password?".

Enter your Username and Password and click **Login** to log in to Talent Studio.

Please note that these details are case sensitive and need to be entered exactly as provided. If entered incorrectly more than three times in one session your user account will be locked.

If you have forgotten your password or have locked your user account, please click the **Forgotten Password** link and your password will be emailed to the email address that we hold on record for you.

For any problems logging in please contact gradschemefaq@institute.nhs.uk

Data Protection and Privacy Policy

By logging in to Talent Studio you automatically agree to the Data Protection and Privacy Policy.

Please read and agree to the text below before you continue. In doing so you are indicating that you agree with this statement on this and any subsequent login to Talent Studio.

We are committed to protecting the privacy of all individuals using this website and all personal data is processed in accordance with the Data Protection Act 1998.

If you are a participant:

- We have taken measures to protect your personal data from: unauthorised access, improper use, alteration, unlawful or accidental destruction, and accidental loss.
- The personal data you provide will only be used for the purposes of Health Administration and Services, Research, Public Health and Education. We will not share your personal information with anyone else, unless required to do so by law.

If you are a reviewer or administrator:

- As reviewers/administrators you are reminded of your obligation in relation to the care and safeguarding of information about others in line with

By logging on I agree that I have read and understood the above.

Username :

Password :

[Forgotten Password?](#)

How to access and edit the Flexi Placement Manager Feedback Form

Once logged in to Talent Studio you will find the feedback form by clicking on the **Reviews** link on the left hand menu under the To-Do Lists heading. You will then see the details relating to the form with the available options. The **Evaluatee** name listed should be that of your trainee.

To open the form and start adding your feedback click **Answer**.

Account Info

My Account

To-Do Lists

Reviews

Objective Assessments

Requests

Reviews

Reviews

One item found.

| Name | Review Role | Evaluatee | Due Date | Actions |
|----------------------|-------------|--------------|----------|---------|
| Flexi Placement 2010 | Appraiser | John Mathews | | Answer |

Enter your responses in to the form and click **Done** at the end of the form. Your answers will be automatically saved.

Choose **Close** to return to the menu, or **Edit** to open the form in Edit mode. If you wish to save a copy of your answers you can click **Export PDF** and the form will be saved in to a pdf document.

If you wish to add or amend your responses click the **Reviews** tab or the **Reviews** option on the left hand menu and then select **Edit Answers**.

If you have completed the form and have no further edits click **Complete and Submit**.

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|---|---|
| <ul style="list-style-type: none"> Account Info My Account To-Do Lists Reviews Objective Assessments Requests | Reviews |
| | Reviews |
| | One item found. |
| | <div> <div>Name</div> <div>Review Role</div> <div>Evaluatee</div> <div>Due Date</div> <div>Actions</div> </div> |
| | <div> <div>Flexi Placement 2010</div> <div>Appraiser</div> <div>John Mathews</div> <div></div> <div> Edit Answers Complete and Submit </div> </div> |

Please note that once you have clicked **Complete and Submit** the form will be closed for entry and you will not be able to amend the form further.

Example Flexi Placement Manager Feedback Form

The NHS Graduate Management Training Scheme (part of the NHS Institute for Innovation and Improvement) are accountable for monitoring the safety and performance of graduate trainees whilst undertaking attachments as part of their flexi placement scheme experience.

As you will know, each of our trainees completed a proposal document prior to their flexi placement. This demonstrated the links between the flexi placement, their Personal Development Plan (PDP) and other scheme objectives.

We seek your assistance in monitoring the trainees' progress against these objectives. The NHS Graduate Management Training Scheme prides itself on recognising its Duty of Care to its trainees. Your feedback on trainee performance and general well-being will assist the continuance of this high standard.

Please complete the following sections in week 6 of flexi placement:

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| 1. What areas or responsibility has the trainee had on his/her flexi placement? |
| 2. Overall how has the Trainee performed against the original objectives? |
| 3. Did you agree clear work objectives with the trainee prior to the flexi placement? a. Yes b. Some c. No Comments: |
| 4. Has the progress required, as outlined in question 1, been achieved? How has this success been fed back and celebrated with the trainee? |
| 5. If progress was not achieved please state what support was given to the trainee, constraining factors and feedback on performance shared with the trainee? |
| 6. Was the trainee provided with regular and constructive feedback on their performance and achievements? a. Yes b. Some c. No Comments: |
| 7. Please provide dates of any annual leave taken: |
| 8. Please provide details of dates and reasons for any other absences from work: |
| 9. Please state average working hours per week: |
| 10. The flexi placement was of great value to my organisation: a. Strongly agree b. Agree c. Neither agree nor disagree d. Disagree e. Strongly disagree Comments: |

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| <p>11. The flexi placement was of great value to the trainee:</p> <ul style="list-style-type: none"> a. Strongly agree b. Agree c. Neither agree nor disagree d. Disagree e. Strongly disagree <p>Comments:</p> |
| <p>12. The flexi placement was of great value to the NHS:</p> <ul style="list-style-type: none"> a. Strongly agree b. Agree c. Neither agree nor disagree d. Disagree e. Strongly disagree <p>Comments:</p> |
| <p>13. Would your organisation consider acting as a host for another trainee? If so please confirm contact details. If no please note your reasons.</p> |
| <p>14. We would welcome your views on the value of a flexi placement within your organisation and any feedback you may wish to give on improving the overall experience for organisations and trainees.</p> |

Example Flexi Placement NHS Programme Manager Feedback Form

The NHS Graduate Management Training Scheme (part of the NHS Institute for Innovation and Improvement) are accountable for monitoring the safety and performance of graduate trainees whilst undertaking attachments as part of their flexi placement scheme experience.

The programme manager has the overarching responsibility for the support, training, learning and development of a trainee for the duration of his/her 2/2.5 year training programme.

As you will know, trainees completed a proposal questionnaire prior to their flexi placement approval. This demonstrated the links between the flexi placement, their Personal Development Plan (PDP) and specialism competencies.

We seek your assistance in monitoring the trainees' progress against these objectives. Your feedback on overall trainee performance, learning and attainment of agreed objectives will assist the continuance of specialism competencies and PDP for their final placement.

Please meet with your trainee within four weeks of the end of the flexi placement to discuss flexi placement manager and trainee feedback forms. Use this discussion to inform the completion of this form:

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| <p>1. Overall has the Trainee performed against the objectives, specialism competencies and PDP outlined in the proposal questionnaire?</p> |
| <p>2. If progress was not achieved please state the key development areas that will need to be built into Placement two.</p> |

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| 3. Please highlight key achievements and/or transferable learning that will benefit the NHS. |
| 4. Did your trainee require any additional support from you during their flexi placement? |
| 5. The flexi placement was of great value to the trainee: |
| 6. The flexi placement was of great value to the NHS: |
| 7. Would you recommend the host organisation for future flexi placements? Please give reasons. |
| 8. We would welcome your views on the value of the flexi placement to the trainee and the NHS and any feedback you may wish to give on improving the overall experience for organisations and trainees. |

Example Flexi Placement Trainee Feedback Form

This report is a reflection on your whole flexi placement experience. So ensure you link it back to the objectives outlined in your proposal. This feedback is crucial for your own personal and professional development and may also assist you in your preparations for Placement 2:

Please complete the following sections:

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| 1. Please detail how you achieved your key learning objectives? |
| 2. Please detail how you developed your competencies further? |
| 3. What were the personal learning outcomes that you achieved? |
| 4. What are the learning points that you are transferring back to the NHS? |
| 5. Would the flexi placement be suitable for a future trainee? Please support your answer: |
| 6. Were there issues which came to light during your flexi placement which may make for a useful follow up and if so please detail? |
| 7. How do you intend to transfer your learning to your specialism, your organisation and the NHS generally? Please give details of how this will happen. |