

Healthcare Leadership and Commissioning Application Handbook

|  |  |  |
| --- | --- | --- |
|  |  | **Postgraduate Certificate Healthcare Leadership and Commissioning**  **Postgraduate Diploma Healthcare Leadership and Commissioning**  **Masters**  **Healthcare Leadership and Commissioning**  **Course Leader**  Breda Flaherty  b.flaherty2@brighton.ac.uk  **Programme Administrator**  Ian Angell  I.Angell@bsms.ac.uk |

Contents

[Introduction 3](#_Toc19017014)

[Aims and Objectives 4](#_Toc19017015)

[Learning Outcomes 5](#_Toc19017016)

[Skills 6](#_Toc19017017)

[Course Structure 7](#_Toc19017018)

[Master of Science in Healthcare Leadership and Commissioning (180 Credits) 8](#_Toc19017019)

[Optional Modules 8](#_Toc19017020)

[Module Descriptions 10](#_Toc19017022)

[MDM110 Leadership and Change Management in Clinical services 10](#_Toc19017023)

[MDM76 Quality, Safety and Service Improvement in Clinical Services 11](#_Toc19017024)

[MDM10 Research Methods and Critical Appraisal 13](#_Toc19017026)

[MDM50 Principles and Practice of Public Health 14](#_Toc19017027)

[Assessment 15](#_Toc19017028)

[Core Modules Assessment Type 15](#_Toc19017029)

[Optional Modules Assessment Type 17](#_Toc19017030)

[Anonymous Marking 18](#_Toc19017031)

[Investigative task 18](#_Toc19017032)

[Dissertation – MDM164 18](#_Toc19017033)

[Assessment Regulations 20](#_Toc19017034)

[Assessment of modules 20](#_Toc19017035)

[Award Criteria 20](#_Toc19017036)

[Pass criteria 20](#_Toc19017037)

[Merit criteria 21](#_Toc19017038)

[Distinction criteria 21](#_Toc19017039)

[Student Support 21](#_Toc19017040)

[Learning Support 21](#_Toc19017041)

[Personal Tutors 22](#_Toc19017042)

[Student Group and Peer Support 22](#_Toc19017043)

[Useful Resources 23](#_Toc19017044)

[Referencing 24](#_Toc19017045)

[Plagiarism 24](#_Toc19017046)

[Student Services 25](#_Toc19017047)

[Teaching Staff 27](#_Toc19017048)

[Information for International Students 28](#_Toc19017049)

[And Finally….. 29](#_Toc19017050)

# Introduction

The vision for this course is to offer an innovative blend of leadership theory, contemporary healthcare policy, and active application to practice, which will equip clinicians, leaders, commissioners and managers to develop deep knowledge and understanding of healthcare leadership. Students will address complex situations in the organisation and leadership of healthcare within both the wider public service context, and the local context in which they operate.

We have been offering in-depth academic study of Healthcare Leadership and Commissioning at the Brighton and Sussex Medical School over the past 12 years. This course is academically rigorous and multidisciplinary, based in research on healthcare and service improvement; modules are highly evaluated. The course team comprises respected and credible healthcare leaders, with a portfolio of roles in national and local leadership.

Students graduating from the course will be clinical and managerial specialists: they will apply their range of specialist skills to the healthcare challenges facing their services and organisations. They will conduct research and enquiry into challenges to the dominant 20th century models of healthcare, and be able to apply a range of specialist knowledge and skills to respond to and shape the changing healthcare environment of the 21st century.

The course modules focus on theory, policy and practice: they combine academic and research evidence with an up-to-the-minute take on current policy, using structured practical projects and work-orientated investigations. Our multi-disciplinary approach brings clinicians, leaders and managers together from all parts of the health and care system, offering a rich learning environment to build links with colleagues from other professions and services. Course students will review practical instances of leadership in healthcare in the real world, carry out investigative work on leadership and management with colleagues and staff in healthcare workplaces, and review how national strategy & policy applies to local practice.

The MSc Healthcare Leadership and Commissioning uses collaborative learning, problem-solving, simulation, and student-led/Faculty-led small group seminar work. Social media tools (Twitter/Linked In) are used to connect Course team and students. This Course is particularly focused on making a topical policy offer to its students, so new publications and policy updates are regularly posted via social media.

***COVID-19***

***Please check the University of Brighton website’s COVID-19 section (***[***here***](https://www.brighton.ac.uk/about-us/news-and-events/coronavirus/index.aspx)***) and the school website (***[***here***](https://www.bsms.ac.uk/index.aspx)***) for up to date COVID-19 guidance and its implications on your course.***

# Aims and Objectives

This Course aims to provide advanced expert education for clinical and managerial professionals interested in developing a systematic and critical understanding of healthcare leadership and commissioning. The goal is to train students to become high achieving clinical and service leaders of the future.

A unique feature of this course is its emphasis not only on the organisation and leadership of healthcare but also the opportunity to focus on clinical expertise and clinical contexts in some depth, alongside learning in research and the development of publishing skills. A key aspect of the Course is intended to be its multi-professional nature. This is considered essential for professional practice in healthcare leadership and commissioning.

The specific aims of the course are:

1. To provide an advanced level of healthcare, leadership and commissioning knowledge blended within the organisational/service delivery context
2. To foster an environment in which occupational experiences are shared and a wider understanding of multidisciplinary healthcare leadership and commissioning approaches is gained
3. To provide an opportunity to learn from ‘hands on’ practitioners working within healthcare leadership and commissioning.
4. To provide comprehensive knowledge and understanding of research methods used within healthcare leadership and commissioning.
5. To enhance competence in critically evaluating and communicating research evidence
6. To provide an opportunity to plan and execute a rigorous research project in an area of healthcare leadership and commissioning.

# Learning Outcomes

The Learning Outcomes for the course are as follows:

**PG Certificate Award**

By the conclusion of the Certificate programme students will be able to demonstrate achievement of the learning outcomes from two mandatory modules and one optional module as follows:

**PG Cert:**

Upon successful completion of the programme, students should be able to:

1. Demonstrate comprehensive understanding of healthcare leadership and commissioning situations, and their clinical and service delivery contexts.
2. Demonstrate systematic understanding of multi-disciplinary and system-wide approaches to the strategic and operational leadership of healthcare improvement
3. Present knowledge of organisational and service challenges, demonstrating understanding of integrated service design and delivery
4. Apply specialised professional knowledge and skills to complex and sensitive healthcare leadership and commissioning issues.
5. Analyse and synthesise data from a wide variety of sources to inform evidence-based practice in healthcare leadership and commissioning.

**PG Dip:**

Upon successful completion of the programme, in addition to the above students should be able to:

1. Demonstrate a comprehensive understanding of research methods and critical appraisal for healthcare leadership and commissioning
2. Identify organisational and policy context and the drivers for change which enable clinical and managerial leaders to contribute more effectively to improving the design, delivery, outcomes and cost effectiveness of services
3. Communicate effectively with colleagues, key stakeholders, and service users at all levels
4. Investigate and report on complex and sensitive issues pertinent to healthcare leadership and commissioning using literature searching and empirical research skills

**MSc:**

Upon successful completion of the programme, in addition to the above students will be able to:

1. Identify a research question, plan, conduct and report/publish a research project in their chosen area of healthcare leadership and commissioning.

# Skills

Upon successful completion of the programme, students should be able to:

1. Access and search different databases and sources of literature and data
2. Analyse and synthesise data
3. Use evidence appropriately to inform leadership practice
4. Demonstrate professional writing and presentation skills
5. Demonstrate advanced levels of communication in organisational and clinical settings
6. Develop and submit research proposals
7. Negotiate research ethics and governance procedures
8. Relate leadership knowledge and judgment to complex organisational settings and priorities
9. Communicate and work effectively with colleagues from different disciplines and at different levels of the organisation

## Personal and professional support through the Course Team

Your Course leader, or their nominee, will be your Personal Tutor for the course duration. Individual Module Leaders will also support your progress through their specific modules.

Academic tutorials are normally set at structured times during the module and teaching programmes to support your studies. Please note that they can also be arranged in response to a specific request for tutorial support from a student. Please contact us via the Programme Administrator.

We recognize the very busy and demanding healthcare environment that most of our postgraduate students come from, with many people still recovering from the demands of the COVID era and experiencing the current challenges of staffing issues. We want our students to experience success, both academically and personally and we aim to be supportive and helpful to your study experience.

Please engage with us as a course team to support you with your progress, and do keep the team informed if you are facing issues. We are very aware of students’ wellbeing needs and are available to be contacted for support and advice through our Healthcare Leadership Programme Administrator.

# Course Structure

Postgraduate Certificate (PG Cert) students are required to undertake three modules listed in the table below. The standard period of registration for the PG Cert is 1 year and the maximum is 2 years.

Postgraduate Diploma (PG Dip) students are required to undertake the five mandatory modules and one optional module (see table below for further details). For full-time students, the standard period of registration for the PG Dip is 1 year. The maximum period of registration for the PG Dip for full-time or part-time students is 3 years.

M.Sc. students are required to undertake the five mandatory modules and 1 optional module. In addition, students are required to undertake a MDM164 dissertation. (See table below from further details). For full-time students the standard period of registration for the M.Sc. is 1 year and the maximum 3 years. For part-time students the standard period of registration is 3 years and the maximum 5 years.

Postgraduate Certificate in Healthcare Leadership and Commissioning (60 Credits)

|  |  |
| --- | --- |
| **Module** | **Status (Credits)** |
| **MDM110 - Leadership and Change Management in Clinical services**  **MDM76 - Quality, Safety and Service Improvement in Clinical Services** | **Mandatory (20 credits) Mandatory (20 credits)** |
| **PLUS**  **One other module** from the core list or the optional list or an alternative option agreed, by exception, with the Course Leader | **One module from the core or optional list**  **(20 credits)** |

Postgraduate Diploma in Healthcare Leadership and Commissioning (120 Credits)

|  |  |
| --- | --- |
| **Module** | **Status (Credits)** |
| **MDM110 - Leadership and Change Management in Clinical services**  **MDM76 - Quality, Safety and Service Improvement in Clinical Services**  **MDM50 - Principles and Practice of Public Health**  **MDM10 - Research Methods and Critical Appraisal** | **Mandatory (20 credits)**  **Mandatory (20 credits)**  **Mandatory (20 credits)**  **Mandatory (20 credits)** |
| **PLUS**  **Two modules** from the core list or the optional list or an alternative option agreed, by exception, with the Course Leader | **Two optional modules**  **(20 credits)** |

## Master of Science in Healthcare Leadership and Commissioning (180 Credits)

|  |  |
| --- | --- |
| **Module** | **Status (Credits)** |
| **MDM110 - Leadership and Change Management in Clinical services**  **MDM76 - Quality, Safety and Service Improvement in Clinical Services**  **MDM50 - Principles and Practice of Public Health**  **MDM10 - Research Methods and Critical Appraisal** | **Mandatory (20 credits)**  **Mandatory (20 credits)**  **Mandatory (20 credits)**  **Mandatory (20 credits)** |
| **PLUS**  **Two modules** - from the core list or the optional list or an alternative option agreed, by exception, with the Course Leader | **Two optional modules**  **(20 credits)** |
| **PLUS**  **MDM164 – Dissertation** | **Mandatory (60 credits)** |

## Optional Modules

|  |  |
| --- | --- |
| **Module** | **Status (Credits)** |
| **MDM59 - Diabetes Practice in Primary Care** | **Optional (20 credits)** |
| **MDM119 - Understanding Dementia** | **Optional (20 credits)** |
| **MDM159 - Management of Long Term Conditions in Children** | **Optional (20 credits)** |
| **MDM122 - Communication, Learning & Teaching in Health & Social Care** | **Optional (20 credits)** |

# Module Descriptions

## MDM110 Leadership and Change Management in Clinical services

***MDM110 Leadership and Change Management in Clinical services*** is led by Breda Flaherty, Principle Lecturer, and Gaurish Chawla, Teaching Fellow in Healthcare Leadership and Commissioning, BSMS.

This module will provide an overarching understanding of the organisational context for change in health & care service settings. The module will enable managers, practitioners and professionals to contribute more effectively to leading and improving the design of services, to explore changing healthcare policy and its implications for service models and organisational leadership, and to critique the delivery, cost effectiveness, and outcomes of services.

This module will enable those interested in leading and transforming services to critically appraise the challenges facing public services. Students will examine service goals, strategies, and structures; analyse the relationships between public and private provision; consider the clinical, social and managerial contribution of commissioners and clinical providers, social care services, third sector agencies, patients and the public.

The module combines taught sessions by BSMS academic staff with external expert contributors, and applied project work. We encourage students to use a blended learning approach which combines teaching and learning sessions with their own work-based projects.

**On successfully completing this module students should have:**

* A systematic and critical understanding of public service reform theory, policy and current context
* A deep critical understanding of the theory and practice of leadership, particularly in the healthcare environment
* A critical awareness of, and ability to think reflectively about, how to initiate, lead and manage changes and improvements in healthcare services and select appropriate approaches to the change process in health & care settings
* The ability to critically appraise different organisational, service delivery and management models from other settings, with an emphasis on use of research.
* An ability to assimilate, synthesise and critically appraise relevant aspects of leadership for service transformation, and present these both orally and in written form to different audiences

## MDM76 Quality, Safety and Service Improvement in Clinical Services

***MDM76 Quality, Safety and Service Improvement in Clinical Services*** is led by Caroline Hopper, Senior Lecturer in Healthcare Leadership and Commissioning, BSMS

The module will provide students with a rigorous and comprehensive academic understanding of the theory, principles and practice of quality in care and treatment, including safeguarding and patient safety, with an emphasis on health and care services in the UK.

**Module aims:**

•The robust application of sound educational principles to develop the students’ comprehensive understanding of the academic theory, principles and practice of quality in care and treatment, including patient safety, with an emphasis on health and care services in the UK.

•An emphasis on multi professional learning to explore the academic and applied discipline of quality to lead to a greater ability to innovate and influence individual and organisational practice.

•To consolidate learning and develop students’ research and problem solving abilities; facilitated group based activities are a key part of the module and are undertaken using case studies and individual investigative tasks which contribute to the development of students’ assignments. Support from the module leader in plenary and tutorials is provided to develop the students’ creative and critical thinking and application

**On successfully completing this module students should have:**

* A deep critical understanding of the theory and practice of leadership in the fields of quality, safety and service improvement
* Critically appraise and reflect upon different methodologies, approaches and models relating to the principles and practice of quality and safety in care and treatment
* Develop a critical evaluation of quality assessment methods and measurement in health and care services
* Critically appraise and demonstrate a deep understanding of the service user/patients’ views and experiences of health and care services and demonstrate how these impact on practice
* An ability to assimilate, synthesise and critically appraise relevant aspects of leadership for service improvement, and present these both orally and in written form to different audiences

## MDM10 Research Methods and Critical Appraisal

***MDM10 Research Methods and Critical Appraisal*** is led by Trevor Welland, Senior Lecturer, BSMS.

The module aims to provide students with an understanding of how conduct and appraise research in their specialist areas. It aims to provide students with an understanding of research methods in health and social care and the ability to relate appropriate methods to research questions. Students will be equipped to search and critically review the literature, to develop and justify a research proposal, and to anticipate potential ethical issues in their research proposal.

**The Aim of the module is to:**

* Equip participants with an understanding of quantitative and qualitative research methodologies and methods.
* Provide them with skills of literature searching and critical appraisal.
* Facilitate the development of a soundly structured and clearly justified research proposal in their specialist area.

**On successfully completing this module students should have:**

* Demonstrate a critical understanding and evaluation of major research designs and their relative strengths and limitations
* Systematically develop and justify a chosen research approach and methodology to investigate a specific topic within their subject
* Produce a research proposal which demonstrates appreciation of scientific methods appropriate to their specialist area
* Critically appraise a variety of research papers across a range of study designs
* Carry out an appropriate, rigorous review of the literature
* Be aware of ethical and governance issues in research

## MDM50 Principles and Practice of Public Health

***MDM50 Principles and Practice of Public Health*** is led by Priya Paudyal, Principal Lecturer, BSMS.

This module provides an overview of current and developing perspectives of public health and practical applications. It considers global national and local issues, as well as environmental and social factors affecting the public health. It sets the context for approaches to reduce inequalities in health. The impact of health promotion and educational strategies developed to implement public health policies are explored.

**The Aim of the module is to:**

To provide knowledge and understanding of the application of the scientific bases of public health

To foster critical thinking and develop ability to contribute to future public health research, policy and practice

**On successful completion of this module you will be able to:**

* Critically explore the underpinning theories and practical applications that influence public health policy and strategy development
* Develop a critical understanding of tools and measures that assess public health policies and their outcomes
* Critically assess the organisational foundations of public health and relate them to current practice
* Demonstrate an advanced understanding of the complexities of human behaviour, lifestyle and the impact of the environment on health outcomes.
* Critically assess approaches to health promotion and education and consider the strengths and limitations of these strategies
* Demonstrate comprehensive understanding of the significance of health inequalities and critically appraise the impact of health policies on inequalities in health.

# Assessment

Module assessment requires an in-depth evaluation of a topic chosen by the student and agreed with the module leader. Assessment modes vary depending on module; below is a more detailed assessment outline for core and optional modules;

## Core Modules Assessment Type

|  |  |  |
| --- | --- | --- |
| **Module**  **Code** | **Module Title** | **Assessment Method** |
| MDM110 | Leadership and  Change  Management in  Clinical services | **Essay - (Summative)**  3,000 word essay in which students present a healthcare example of change relevant to the module content. This will focus on the application of leadership and change management theory to the clinical and care context; students will be expected to discuss the organisation and policy context for service change, and its relevance to their clinical example **Plus**  **Investigative task -** Students undertake an investigative task and guided reading between Parts 1 & 2 of the module; students present their learning in seminar mode at the beginning of Part 2 of the module, with the opportunity for feedback. |
| MDM76 | Quality, Safety and service improvement in  Clinical services | **Presentation - (Summative)**  Assessed student presentation in seminar mode. Students will be expected to offer an academically robust response to an overarching topic set by the Module Leader. Their response will be based in an applied Quality or Safety improvement issue. Presentations will be supported by a full slide set referencing academic texts, journal articles, and relevant policy materials.  **Plus**  **Investigative task -** Students undertake an investigative task and guided reading between Parts 1 & 2 of the module; students present their learning in seminar mode at the beginning of Part 2 of the module, with the opportunity for feedback. |

|  |  |  |
| --- | --- | --- |
| MDM50 | Principles and  Practice of Public  Health | **Essay - (Summative)**  A 2,000 word assignment critically analysing an aspect of public health theory and practice related to the student’s practice to be negotiated and agreed with module leader.  **Plus**  **Ted Talk - (Summative)**  Students will prepare a 7 minutes ‘Ted Talk’ style video presentation on a topic considered to be of recent public health importance (e.g. in the last five years). The video will be assessed by two markers.  Both components must normally be passed; compensation from one component to the other is not normally allowed. |
| MDM10 | Research Methods and Critical Appraisal | **Essay - (Summative)**  3,000 word assignment in which the students:   * introduce and define a research issue and research question within their specialty; * conduct a search of the literature and critique relevant papers; * critique the main research methodologies and methods and justify the choice of their methods for their proposed project; * Provide an outline research proposal. **Plus**   **Reflective Account – (Formative)**  500 word Reflective Account of how the module has impacted upon their work (not assessed) |
| MDM164 | Dissertation | * **Written Dissertation of 12,000 words (Summative)** * **Poster (Summative)**   Both parts must be passed.   * **Study Protocol (Formative)** |

## Optional Modules Assessment Type

|  |  |  |
| --- | --- | --- |
| **Module**  **Code** | **Module Title** | **Assessment Method** |
| MDM159 | Management of  Long Term  Conditions in  Children | **Essay - (Summative)**  A 2,500 word essay and poster presentation in which students present a case to illustrate their knowledge and application of multidisciplinary approaches to working with children with long term conditions. |
| MDM122 | Communication,  Learning and  Teaching in  Health & social  Care | **Case Studies - (Summative)**  Plan and deliver a 10 -minute learning session, on a topic of student’s own practice. This session is recorded by the student and uploaded onto a web sharing site. This recorded session then forms the basis of a 2, 500-word critical analysis and reflection of this communication, teaching and learning session, using relevant, up-to-date evidence. Critical evaluation will include the implications for inter-professional working, issues of patient and carer collaboration. |
| MDM59 | Diabetes  Practice in  Primary Care | **Essay - (Summative)**  3,000 word written assignment critically assessing the care of three clinical cases in Diabetes, known to the student, with reference to the latest evidence and literature.  **Reflective Account – (Formative**)  500 word reflective account of how the module has impacted upon the student’s practice (not assessed). |
| MDM119 | Understanding  Dementia | **Essay - (Summative)**  3,000 word written assignment. |

## 

## Anonymous Marking

All assessments will be anonymously marked, except where not possible (e.g. Modules assessed through presentations). Please refer to individual module handbooks for further information. To ensure the robustness of this, you must remove your name and student number from anywhere within the document (including the file name.) You should save your work with a title in the following format: module code / year. Example: (MDM110A – 2022-23).

Further information regarding submitting and the process of marking anonymously will be provided during the module and will be made available on My Studies.

# Investigative task

To develop student insight and learning, and support application to practice, students are asked to complete an investigative task between part 1 & 2 for modules MDM110, and MDM76.

Students undertake a small-scale investigative task and guided reading between Parts 1 & 2 of the module; learning and findings are presented in seminar mode at the beginning of Part 2 of the module, with the opportunity for feedback and enquiry from the Faculty

Team and other students.

# Dissertation – MDM164

**MDM164 Dissertation** Module is led by Ceri Butler, Senior Lecturer, BSMS.

**Dissertation support to Healthcare Leadership and Commissioning students will be led by members of the Healthcare Leadership and Commissioning Faculty team**

In Order to pass the MDM164 Dissertation students must submit both Module elements:

**1) 12,000 word Dissertation**

**2) Poster**

The dissertation is for students studying the MSc award and requires a rigorous piece of personal and independent research consisting of 12,000 words. In order to be able to progress to the dissertation level you must first have your proposal accepted by the Dissertation Panel. **Please note, you will be unable to progress to the dissertation if you have accrued more than 60 credits of referral in your taught modules.**

It is important to start thinking about your dissertation early on in the course:

* Full time students should take the ‘Research Methods and Critical Appraisal’ module at the start of their course (semester 1) as this is a necessary foundation for the dissertation. The dissertation proposal should also be submitted by the end of semester 1.

* Part time students should take the ‘Research Methods and Critical Appraisal’ module in year three (semester1) as this is necessary preparation for the dissertation. The dissertation proposal should be submitted by year 3, semester 2.

We advise all Healthcare Leadership and Commissioning students to read

“Exploring Change in Leadership and Commissioning of Health and Social Care: A Digest of Masters Dissertations September 2011 - February 2015”.

The majority of our postgraduate leadership students’ dissertations from 2011 to 2015 are summarised in the digest. The subjects covered within the dissertations are diverse but what links them all is the backdrop of change the authors are operating under and their concern to contribute to improvement within health and/or social care.

***Online copy:***

[https://www.bsms.ac.uk/\_pdf/about/Exploring-Change-in-Leadership-and-Commissioning-ofHealth-and-Social-Care.pdf](https://www.bsms.ac.uk/_pdf/about/Exploring-Change-in-Leadership-and-Commissioning-of-Health-and-Social-Care.pdf)

**On successful completion the MDM164 Dissertation Module you will be able to demonstrate:**

* clear aims appropriate to a master's level dissertation and to their professional situation
* high levels of autonomy and responsibility in planning and executing research
* the ability to present and justify a well-structured research question, at the forefront of their specialty
* extensive knowledge of and justification for the appropriate choice of methodology
* comprehensive understanding of, justification for, and application of the methods relevant to the chosen methodology
* evaluation and management of confounding, bias, chance and measures of association (quantitative study)
* issues of truthfulness and verifiability (qualitative study)
* the ability to analyse critically and interpret the results and findings of their study in the context of existing literature
* critical awareness of the limitations of the study and the impact of these on the results
* appropriate knowledge of, and conformity with ethical and governance requirements both in planning and execution of the study
* a depth of knowledge in the field of study appropriate for masters level
* critical evaluation of the implications of their research for future practice and research
* Awareness of current problems and/or new insights at the forefront of their academic
* Once you have registered for the dissertation module you will be invited to attend a dissertation day, these run four times per year.

You will be able to choose a dissertation that is relevant to your professional interests and practice but will need to focus on issues relating to leadership and commissioning. Your choice of topic must be discussed with the Course Leader and then agreed by the PG BSMS dissertation Panel after a formal presentation of your proposal to the Panel. Once your dissertation has been agreed you will be formally assigned a dissertation supervisor. Other regulatory requirements can be found in the dissertation handbook.

# Assessment Regulations

It is important that you become familiar with the regulations for assessments which can be found in the BSMS Student Handbook and the BSMS Postgraduate Taught Examination and Assessment Regulations (PGTEAR) which is found in the BSMS Postgraduate Medicine area of Student Central.

The University does not normally permit computer failure or workload as reasons for extension to hand-in dates. Failure to submit an assignment on the due date will result in a ‘fail’ result for the module. Retrieval of any failure is decided by a Course Exam Board. Work submitted within 2 weeks after the deadline for submission (**late Submissions**) may be accepted for the consideration of the Area Examination Board. The mark for that component will then be capped at the minimum pass mark of 50%.

**Extensions to submission dates are rarely given and only in *extraordinary* circumstances where evidence is provided and must be agreed in advance with the Course Leader.**

# Assessment of modules

Assessments are intended to ensure that you have achieved the learning outcomes for the modules that you have taken. The details of assessment for each module will be available in the individual module handbooks. It is usual for assignments to be relevant both to the module and to your own personal and professional development needs. Please see the table below for details of the grades awarded.

|  |  |
| --- | --- |
| **Percentage** | **Level** |
| >80% | Distinction |
| 70% - 79% | Distinction |
| 60% - 69% | Merit |
| 50% - 59% | Pass |
| 40% - 49% | Fail/Refer |
| <40% | Fail |

# Award Criteria

Postgraduate taught qualifications are awarded as pass, merit or distinction and the criteria for each are listed below.

### Pass criteria

Postgraduate Certificates: achievement of 60 credits

Postgraduate Diplomas: achievement of 120 credits

Master’s Degrees: achievement of 180 credits

### Merit criteria

Achievement of credits as listed above for pass criteria with a credit-weighted mean mark from all modules across the award of 60.00-69.99 and a mark of at least 60 in the dissertation element.

### Distinction criteria

Achievement of credits as listed above for pass criteria with a credit-weighted mean mark from all modules across the award of at least 70 and a mark of at least 70 in the dissertation element.

For further details please refer to the award section in the BSMS Postgraduate Taught Examination and Assessment Regulations (PGTEAR).

# Student Support

Full-time and International Students receive individual Tutorial support by email, phone, or 1:1 in relation to all assessments: part-time students are supported through the timetable of Tutorial support which is delivered in relation to the timescale for module assessments; full-time students have a structured 1-year timetable of Tutorial support. Students have advance notice of all module and submission dates at the time.

## Learning Support

**Library and computer services**

BSMS students have access to the University of Sussex Library as well as the University of Brighton Falmer Library, where key textbooks for the course will be held - here is the [BSMS Library Link](https://studentcentral.brighton.ac.uk/webapps/blackboard/execute/modulepage/view?course_id=_61241_1&cmp_tab_id=_115606_1&mode=view). You will be registered to use the Universities’ computing facilities and receive a library card. A username and password will provide you with access to online resources to the University of Brighton – [My Studies](https://studentcentral.brighton.ac.uk/). To access Sussex Library online resources and certain reading list items follow instructions [here](https://studentcentral.brighton.ac.uk/bbcswebdav/pid-3787541-dt-content-rid-10393226_1/xid-10393226_1).

BSMS librarians offer training on finding and retrieving information, literature searching, online referencing, and can purchase books for your specific research area where possible. For further information please see the library [induction video](https://brighton.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=fa66f526-17fb-4c7e-ae6a-ace500c18488).  Please contact us via the email below if you have any issues with accessing online library resources. To make an appointment or for general enquiries, email BSMS Librarians at:[bsmslibrary@bsms.ac.uk](mailto:bsmslibrary@bsms.ac.uk)

See also Online Resources which link to databases and authoritative websites in the fields of medicine, pharmacy, nursing and other subject areas.

To find out how to develop a medical research question and conduct a literature search using BSMS databases see [Searching the Literature video](https://brighton.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=be5a24a3-0c81-40ff-b294-aee700c23e71)

My Studies is a key electronic source of learning materials from the course, including handouts, timetables and announcements.  ***It is imperative that you learn how to access and use this vital system of communication.***  If you are unable to attend the My Studies training session on the **Induction Day** or feel that you would benefit from further instruction, then let your Course Leader know as soon as possible.    My Studies **will be the main method of communication for any changes to course location or timetable.  Please check the site on a regular basis.   Examples of assignments that achieved a distinction will be available for you to read on My Studies.**

**Study Support**

Assistance with essay writing is available from Royal Literary Fund fellows. These writers offer one to one sessions on how to improve writing skills. Sessions can be booked via the link below:

[www.sussex.ac.uk/library/guides/rlf](http://www.sussex.ac.uk/library/guides/rlf)

Alternatively, the Royal Literary Fund website offers useful information on essay writing.

<https://www.rlf.org.uk/resources/writing-essays/>

**Academic skills for students at University of Sussex**

For practical help on academic English language skills, reading, research and study techniques Sussex offers workshops, tutorials and events. For more information and to book a place, click link below:

<http://www.sussex.ac.uk/skillshub/>

**Computers, IT support and free software**

Find help and information on connecting to Eduroam university WiFi, recommended software and apps, printing, computer clinics, access to computers and free laptop hire: [**https://staff.brighton.ac.uk/is/computing/Pages/Home.aspx**](https://staff.brighton.ac.uk/is/computing/Pages/Home.aspx)

## Personal Tutors

Your Course Leader or their nominee will be your Personal Tutor for the course duration. Individual Module Leaders will also support your progress through their specific modules.

The Course Leader and Course team will be available by arrangement for group (or personal) tutorials with you to support you in successfully completing your assignments.

Tutorials are normally held at structured times during the module and teaching programme and can also be arranged in response to a specific request for a tutorial session. Please do make use of the Course team, we aim to be supportive and helpful, both academically and personally.

## Student Group and Peer Support

In the generic (“Professional”) modules you will be studying alongside students from a diversity of backgrounds. This will provide rich basis for academic discussion, broadening perspectives and the application in a wider arena. Experience of other courses run in Postgraduate Medicine has shown that professional culture barriers are broken down very rapidly with mutual respect for differing topic expertise and approaches to care.

Some course groups opt to share email addresses to have discussions and arrange social events. Of course, this becomes even easier if you use My Studies, which is the main system of electronic communication that this course uses. If you have websites for articles that you would wish to share with the rest of the group then these can be added to this system.

The flexibility of study that is afforded through the University means that not everyone on your professional modules will be takingthe same course as you. Some may be on other M-level courses and others may wish to study a single module for continuing professional development only. The modular pre-requisites mean that all students have been selected for the ability to study at graduate level and will have the necessary clinical or scientific background to participate.

Occasionally, some of you may be familiar with some parts of the modules. It is important to bear in mind that the contact time for the module is about 30 hours but the total time you should be spending on developing your topic to M level is about 200 hours per module.

The breadth and depth of your assignment should reflect this total period of study. As with all postgraduate study, the taught sessions are guides to the topic area and should be built upon to achieve the learning outcomes. The emphasis at M level is on independent learning.

# Useful Resources

* Reading lists will be made available on a modular basis via the Module Handbook
* Students should keep updated on key policy websites:

**NHS England** <http://www.england.nhs.uk>

**Department of Health** [https://www.gov.uk/government/organisations/department-of](https://www.gov.uk/government/organisations/department-of-health)-health

**Department for Communities and Local Government** [https://www.gov.uk/government/organisations/department-for-communities-and-localgovernment](https://www.gov.uk/government/organisations/department-for-communities-and-local-government)

**Local Government Association** [www.lga.gov.uk](http://www.lga.gov.uk/)

**Care Quality Commission** [www.cqc.org.uk](http://www.cqc.org.uk)

**The King’s Fund** www.kingsfund.org.uk **NHS Leadership Academy** <http://www.leadershipacademy.nhs.uk>

# Referencing

Vancouver is Brighton and Sussex Medical School’s adopted style of referencing. This system is the one most commonly used in other medical schools and medical journals. Vancouver offers simplicity, sympathy to the flow of language and facilitates accurate word counts which do not include citations.

Harvard can be used if preferred and you will not be penalised for doing so, providing referencing is accurate, comprehensive and consistent.

To facilitate efficient and accurate referencing, the bibliographic software **Endnote** is provided on University PCs for students and staff. This allows the creation of bibliographies in Microsoft Word, the searching of bibliographic databases and the organisation of references in a searchable database. For guidance on Vancouver see the **BSMS Vancouver Style of Referencing Handout** available in the *BSMS Postgraduate* area on **StudentCentral** and click on the tab *– Academic Support*.

# Plagiarism

BSMS takes plagiarism extremely seriously. It is a matter of academic integrity and probity. Plagiarism is the act of taking the work or ideas from another and passing it off as your own.

Work that you submit must be free from any form of plagiarism. This includes taking passages directly from a journal, book or the internet, copying work from another student on your course, another student who studied the module previously, or another person studying elsewhere, or ghost writing.

Plagiarism can also come in the form of self-plagiarism if you use your own old essays, reports of publications when writing a new one without referencing them properly. If you are using any of your previous work when writing an assignment, you should reference it with the same level of care that you would any other source.

For those students registered with a professional regulatory body (or seeking to be in the future), such as the General Medical Council or Nursing and Midwifery Council, academic plagiarism can have significant professional consequences with regulatory bodies taking a very keen interest in cases where, for example, a doctor’s probity is called in to question.

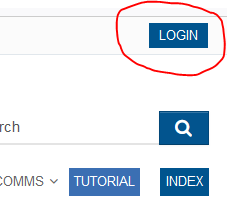
Further information about plagiarism and academic misconduct, and related penalties can be found in the BSMS Postgraduate Taught Examination and Assessment Regulations (PGTEAR).

Additional resources on plagiarism, including resources on avoiding plagiarism, can be found at Cite them Right, which offers advice on the latest correct referencing.

<https://www.citethemrightonline.com/>

<https://www.citethemrightonline.com/basics/how-can-i-avoid-plagiarism>

To access the video, log in as Brighton University (institutional log-in) in the right corner at the top of the screen:



followed by your BSMS credentials

For a BSMS video on avoiding plagiarism and referencing see below:

<https://brighton.cloud.panopto.eu/Panopto/Pages/Viewer.aspx?id=49c401ac-75b9-4b2f-aa85-aec5007e4ade>

The University of Brighton is registered with the JISC Plagiarism Detection Service (TurnitinUK). The Service complies with UK Data Protection Law.

BSMS reserves the right to use the TurnitinUK Plagiarism Detection Service and students’ work submitted for assessment purposes will automatically be submitted to the Service for checking.

You will be able to view your Originality report prior to the final deadline for submission.

By clicking submit, a student declares their understanding that:

a)            the work is original, of their own construction and not plagiarised from other sources;

b)            anonymity has been maintained by using a pseudonym for any patient/client referred to and have not named Trusts or clinical areas, and;

c)            failure to comply with above declaration may result in a referral or fail.

A Plagiarism Awareness Pack can be found under *Studies - BSMS Postgraduate Medicine - Academic Support* on My Studies and all students are advised to read this information and undertake the Plagiarism Quiz

BSMS Support Resources (22-23)

BSMS students have access to a vast amount of resources at both the University of Brighton and the University of Sussex. Below are support resources at provided by both universities.

Please note that any admissions/ Visa issues are dealt with solely by the University of Brighton. If you have any questions please contact Charlotte Hill (Senior Medical Education Coordinator) or your Course Coordinator.

Key skills for University learning

These short articles introduce some key skills and offer advice and guidance on how to make the most of your learning experience.

* [**All my own work? Understanding and avoiding plagiarism at university**](https://sway.office.com/pWgyLgaHIJdEy3GJ?ref=Link)
* [**Communicating confidently in online classes**](https://sway.office.com/kEsHyuypC9sKCHTB?ref=Link)
* [**Developing a growth mindset**](https://sway.office.com/xWiidolEYLBLSxFA?ref=Link)
* [**Effective group work strategies**](https://sway.office.com/PDE24kN4bljqgHNh?ref=Link)
* [**Establishing effective study habits**](https://sway.office.com/A20KKBQfajKFo47Z?ref=Link)
* [**Learning independently with confidence**](https://sway.office.com/AW5ehCt5a1PqGPmo?ref=Link)
* [**Making friends and connecting with peers**](https://sway.office.com/KB85VCgk7glKSRVm?ref=Link)
* [**Purpose and motivation**](https://sway.office.com/Q9qx1GEhFHRp3mUY?ref=Link)
* [**Revising for exams**](https://sway.office.com/JnLITHXJhJFJSnCC?ref=Link)
* [**Understanding feedback and how to use it**](https://sway.office.com/EpB4bPfoSiBZkWJZ?ref=Link)

# Student Services

**Opportunities and support to help you get the most out of your time at university.**

Student Services is a central department that provides a range of services to support you through university, and to help you get the most from your student experience. We’re separate from your school and are here to help with all kinds of academic and non-academic issues.

Our experienced and supportive staff offers advice on a range of issues, including:

* Advice about money worries and how to live on a budget.
* Support in finding jobs and volunteering opportunities.
* Help accessing academic support if you have a disability, learning difficulty or long-term medical condition.
* One to one support for students with worries or concerns in a safe, confidential space.

**Here for you, whatever the issue**

Below is an outline of some of the ways in which we can help you during your time here.

**Career development**

Build your employability skills and boost your graduate potential, with careers guidance, enterprise skills, and employment and volunteering opportunities.

[www.brighton.ac.uk/careers](http://www.brighton.ac.uk/careers)

**Chaplaincy**

There’s more to the Chaplaincy than you think with social events, retreats, worship, discussion, support and listening.

[www.brighton.ac.uk/studentlife/chaplaincy](http://www.brighton.ac.uk/studentlife/chaplaincy)

**Childcare**

With two Ofsted rated nurseries open to children of staff, students and the local community, the University of Brighton is an excellent choice for high quality, affordable and flexible childcare.

[www.brighton.ac.uk/childcare](http://www.brighton.ac.uk/childcare)

**Counselling**

Whatever the reason, if you are finding academic life is causing you concern, or for personal reasons you need someone to talk things over with, you don't need to feel that you are all alone with your worries. Talk to one of our trained counsellors in a safe and confidential space.

[www.brighton.ac.uk/studentlife/counselling](http://www.brighton.ac.uk/studentlife/counselling)

Disability and dyslexia support

If you have a disability, specific learning difficulty or long term-health condition and choose to disclose it in confidence to the Disability and Dyslexia team, you will discover the wide range of academic and personal support available.

Please note that if you have declared that you have a disability you should have received an email to set up a meeting with Disability Support Services here at the University of Brighton. If you have not received an email please contact the Student Services team at Falmer on 01273 643584, or email [disability@brighton.ac.uk](mailto:disability@brighton.ac.uk) who can help arrange support.

**Health and wellbeing**

Looking after yourself whist at university helps you to get the most of your experience. Our links to local surgeries give you access to a doctor, while our health and wellbeing workshops and information help you to keep everything in balance – so look after your mind and body whilst you are here.

[www.brighton.ac.uk/studentlife/health](http://www.brighton.ac.uk/studentlife/health)

**Student Advice Service**

When it comes to your finances at university it pays to be money wise; so for expert advice on financial concerns, student funding eligibility or money management, contact the Student Advice Service. They can also help if you are an international student needing immigration advice, or support if you’re experiencing culture shock and home sickness.

[www.brighton.ac.uk/moneymatters](http://www.brighton.ac.uk/moneymatters)

**Get in Touch**

You can find further information about our services and answers to your student life queries at [www.brighton.ac.uk/studentlife](http://www.brighton.ac.uk/studentlife)

You can also access our services at each campus by visiting our student centres, or call us to find out more or book an appointment.

|  |  |  |
| --- | --- | --- |
| **Eastbourne** - Trevin Towers, Gaudick Road |  | T: 01273 643845 |
| **Falmer** – E354, Checkland Building |  | T: 01273 643584 |
| **Grand Parade** – Room 153, Level 1, main building |  | T: 01273 643187 |
| **Hastings** – The Student Centre, Priory Square |  | T: 01273 644643 |
| **Moulsecoomb** - Manor House, Moulsecoomb Place |  | T: 01273 642895 |

We can also help answer your questions in confidence via email, at studentservices@brighton.ac.uk, or follow us on Twitter for the latest student life news via @brightonstudent – [www.twitter.com/brightonstudent](http://www.twitter.com/brightonstudent)

Our service leaflet with additional information can be found at:

<http://staffcentral.brighton.ac.uk/xpedio/groups/Public/documents/staffcentral/doc012712.pdf>

# Teaching Staff

Academic staff from Brighton and Sussex Medical School are involved in the provision of teaching in a modular format at Masters (M) level. Specialist teaching is provided by external contributors, including clinical, managerial and other staff from the NHS and wider services. The extensive contribution of expert practitioners to the teaching of the modules is a distinctive feature of courses at BSMS.

|  |  |
| --- | --- |
| **BSMS Healthcare Leadership and**  **Commissioning Faculty Team** |  |
|  |  |
| Breda Flaherty | BSMS Principal Lecturer and Course Leader |
| Caroline Hopper | BSMS Senior Lecturer |
| Samantha Greenhouse | BSMS Teaching Fellow |
| Dr Gaurish Chawla | BSMS Teaching Fellow |
|  |  |
| Ceri Butler | BSMS Senior Lecturer, (MDM10 and MDM164 Dissertation) |

# Information for International Students

**Monitoring Attendance of International Students (Points Based Immigration System)**

**Why does my attendance at university need to be monitored?**

In line with the United Kingdom Home Office (UKBA) surveillance on International Students, the university is now responsible for sponsoring non-EU students for visa purposes by issuing you with a Certificate of Acceptance of Studies (CAS). We have additional responsibility of monitoring your contact with the university. If you are a European student, these restrictions don’t apply to you.

Students are expected to comply with university policy and cooperate with staff in order meet the requirements, including attending meetings on request or provide evidence as required. Any student studying at the university with a visa issued under Tier 4 of the Points Based Immigration System should note that engagement in their studies will be monitored and logged. It is the student’s responsibility to:

1. Confirm contact details at enrolment and confirm or update the university with any changes during termly re-enrolment (confirmation of personal details). Student can update the university with any changes to contact details at any time via StudentCentral;
2. Comply with the terms set out in the Student Contract by engaging appropriately with all learning activities, and with the additional requirements set out in this policy;

**How will the Department of Medical Education monitor my attendance?**

There will be a monthly review period each year from the start of the course until the completion of the course. Within each review period, a minimum of one formal engagement point (where there are expected engagements) will be monitored and logged.

#### Online engagement points

1. Confirmation of personal details online (re-enrolment)
2. Submission of formative or summative coursework via an online submission system (for example StudentCentral assignment tools, Turnitin, ePortfolio, MapleTA)
3. Online elective module selection

#### Other engagement points

1. In-person enrolment
2. In-person submission of coursework
3. Examinations, test or other form of assessment
4. Attendance at tutorial, seminar, clinic or lab
5. Record of meeting with supervisor, personal tutor, Student Support Guidance Tutor (SSGT) or other relevant member of teaching or administrative staff
6. Record of research training or research panel meeting
7. Oral examination or viva
8. Placement engagement
9. Application for coursework extensions
10. Submission of mitigating circumstances
11. Authorisation of absence request
12. Participation in an organised field trip

Students must seek authorisation from the Course Leader, appropriate School Office staff or Student Support Guidance Tutor for any unforeseen absence due to illness or other circumstances.

Any students with missed engagements or low attendance risk being withdrawn from the university. In the case of students with Tier 4 visas, withdrawal from study would result in their visa being curtailed (cancelled) and the student would be required to leave the UK.

More information can be found in the BSMS International Students handbook.

**Preparation in language and study skills**

Courses are available either before the start of the MSc. Programme or during the course of the year:

**Summer Pre-sessional**

This consists of up to three, 4 week stages depending on the current level of English and the required improvement in IELTS score

Stage 1 develop your English Intermediate level

Stage 2 develop general and academic English Higher Intermediate level

Stage 3 academic English to required level Lower Advanced Level Full

**Sessional Courses – International Academic Study Kit - iASK**

iASK includes lectures, classes, tutorials, online essay feedback and peer proof reading for students whose first language is not English. iASK services are free and run throughout the year.

For more information see  [www.brighton.ac.uk/iask](http://www.brighton.ac.uk/iask)

# How to Apply

Please apply online via the following link: <https://www.bsms.ac.uk/postgraduate/taught-degrees/healthcare-leadership-and-commissioning.aspx>

# And Finally…..

We look forward to welcoming you to the course and hope you have an enjoyable, successful and productive time at the University. Do not hesitate to contact your Course Leader or the Programme Administrator with any queries.

We look forward to working with you during your time with the University.