

Overview of IHM Programmes

Associated Assessment Roles and Responsibilities

IHM Fellowship

Fellowship is the highest professional award by assessment offered by the Institute and as such assessment for Fellowship needs to be conducted by Fellows who meet the full criteria for assessment of this scheme.

The Criteria:

- Membership and Fellowship of IHM
- Up to date CPD records
- Appropriate qualifications/experience
- Proven ability to assess

Assessment Roles

Fellowship consists of two assessment processes

1. A first assessment by an individual assessor to ensure that the paperwork and evidence is likely to be sufficient. This is an electronic/paper based exercise which carries **a fixed fee of £50 per assessment**.
2. A Panel Dialogue assessment consisting of three panel members:

Chair – this role takes responsibility for the conduct of the assessment, its fairness and its reporting it is only open to experienced Fellowship assessors.

Expert – this role takes responsibility for ensuring that the role of the applicant can be understood by the other panel members and therefore requires evidence of equivalent knowledge/ experience of the background of the applicants.

Lay – the lay role is open to any Fellow who wishes to be involved in the assessment process and who meets the base criteria

Panel members will meet for one assessment day prior to the Panel Dialogue day in order to review the applications and identify areas for questioning each of the applicants. Each panel member will be paid **£200** for the pre Dialogue day and accommodation will be offered.

The Dialogue day will consist of a minimum of **4** and a maximum of **6** applicants being assessed by the panel. Each panel member must keep notes and a record of recommendations. The fee for a Panel Dialogue day per panel member is **£300**. The Chair has the additional responsibility for the recording of a composite report and recommendations the collation of all notes and the submission of all documentation duly signed and dated back to the appointed administrator.

An additional fee of **£50** is payable to the Chair of the Panel.

The Accreditation of Health & Social Care Managers

The **IHM Accredited Manager** is in pilot form at present and therefore these requirements may change as a result of the evaluation.

Managers seeking accreditation must provide a portfolio of evidence which satisfies the criteria for the scheme which will be subject to scrutiny by assessors appointed by IHM. Assessors for this scheme should be senior managers in health or social care in the private, public, voluntary and academic sectors.

The minimum requirements for these assessment roles are:

- Senior management experience of 5 years or more in a health and social care setting
- or
- Academic experience in the broad areas of management development in health and social care at as a minimum senior lecturer/programme manager
- Evidence of assessment, inspection or investigative work

Assessment Roles

Two assessor roles have been identified. A first assessor and panel assessors.

The Accredited Manager Schema consists of two aligned assessment processes

1. A first assessment by an individual assessor to ensure that the paperwork and evidence is likely to be sufficient. This is an electronic/paper based exercise which carries **a fixed fee of £25 per portfolio**.
2. A Panel Dialogue assessment consisting of three panel members

Managing Health and Social Care Post Graduate Certificate and Diploma Programmes (MHSC 2009)

These programmes have been designed to develop general managers from health and social care settings across all sectors. As such these programmes carry formal academic assessment for three modules in the certificate and 6 modules in the diploma programme.

Milestones

The minimum requirements for these assessment roles are:

- Senior management experience in a health and social care setting
- or
- Academic experience in the broad areas of management development in health and social care as a minimum at senior lecturer/programme manager
 - Evidence of a strong track record in the assessment of others

Assessment Roles

The MHSC programmes consist of a Facilitator role and two further assessment processes in each year delivered by further assessors and panel assessors.

The Facilitator

This role requires experience and knowledge of facilitation of learning sets focussed around the curriculum and needs of the managers on the programme. It will involve taught inputs, support activities including tutorials email and telephone support and the writing of a report on each participant on the programme.

Facilitators will usually be required to carry out First assessment duties with regard to Modules 2 and 3 (see below).

A programme year last for 13 months and learning sets will be required to meet as a minimum 12 times at one day per month.

A fixed fee of **£4,000.00** is payable to a Facilitator for each year required.

1. A Second Module Assignment assessed by the facilitator and a second individual assessor (designated First Marker and Second Marker) to provide an agreed mark and feedback for each participant against the agreed criteria. This is an electronic/paper based exercise which carries **a fixed fee of £25 per assignment** for each second marker.

2. A Third Module Project assessed by the facilitator and a second individual assessor (designated First Marker and Second Marker) to provide an agreed mark and feedback for each participant against the agreed criteria. This is an electronic/paper based exercise which carries a **fixed fee of £25 per assignment** for each second marker.
3. A Panel Dialogue assessment consisting of three panel member which will assess the applicant's portfolio:

Chair – this role takes responsibility for the conduct of the assessment, its fairness and its reporting it is only open to experienced assessors and also requires evidence of equivalent knowledge/experience/level of the applicants.

Expert – this role takes responsibility for ensuring that the role of the applicant can be understood by the other panel members and therefore requires evidence of equivalent knowledge/ experience/level of the background of the applicants.

Lay – the lay role is open to those who wish to be involved in the assessment process and who meet the base criteria

Panel members will meet for one assessment day prior to the Panel Dialogue day in order to review the portfolios and identify areas for questioning each of the applicants. Each panel member will be paid **£200** for the pre Dialogue day and accommodation will be offered.

The Dialogue day will consist of a minimum of **4** and a maximum of **6** applicants being assessed by the panel. Each panel member must keep notes and a record of recommendations. The fee for a Panel Dialogue day per panel member is **£300**. The Chair has the additional responsibility for the recording of a composite report and recommendations the collation of all notes and the submission of all documentation duly signed and dated back to the appointed administrator.

An additional fee of **£50** is payable to the Chair of the Panel.

Vocational Training Scheme for Practice Managers

These programmes have been designed to develop the skills, knowledge and attributes of Practice Managers. As such these programmes carry formal academic assessment for three modules at Post Graduate certificate level.

The minimum requirements for these assessment roles are:

- Practice Management or closely related experience

- Appropriate academic experience in the broad areas of management development in health and social care
- Evidence of a strong track record in the development and assessment of others

Assessment Roles

The VTS -GP programmes consist of a Facilitator role and two further assessment processes in each year requiring further assessors and panel assessors.

The Facilitator

This role requires experience and knowledge of General Practice Management as well as facilitation of learning sets focussed around the curriculum and needs of the practice managers on the programme. It will involve taught inputs, support activities including tutorials email and telephone support and the writing of a report on each participant on the programme.

Facilitators will usually be required to carry out First assessment duties with regard to Modules 2 and 3 (see below).

A programme year last for 13 months and learning sets will be required to meet as a minimum 12 times at one day per month.

A fixed fee of **£4,000.00** is payable to a Facilitator for each year required.

1. A Second Module Assignment assessed by the facilitator and a second individual assessor (designated First Marker and Second Marker) to provide an agreed mark and feedback for each participant against the agreed criteria. This is an electronic/paper based exercise which carries **a fixed fee of £25 per assignment** for each second marker.
2. A Third Module Project assessed by the facilitator and a second individual assessor (designated First Marker and Second Marker) to provide an agreed mark and feedback for each participant against the agreed criteria. This is an electronic/paper based exercise which carries **a fixed fee of £25 per assignment** for each second marker.
3. A Panel Dialogue assessment consisting of three panel member which will assess the applicant's portfolio:

Chair – this role takes responsibility for the conduct of the assessment, its fairness and it's reporting it is only open to experienced assessors and also requires evidence of equivalent knowledge/experience/level of the applicants.

Expert – this role takes responsibility for ensuring that the role of the applicant can be understood by the other panel members and therefore requires evidence of equivalent knowledge/ experience/level of the background of the applicants.

Lay – the lay role is open to those who wish to be involved in the assessment process and who meet the base criteria

Panel members will meet for one assessment day prior to the Panel Dialogue day in order to review the portfolios and identify areas for questioning each of the applicants. Each panel member will be paid **£200** for the pre Dialogue day and accommodation will be offered.

The Dialogue day will consist of a minimum of **4** and a maximum of **6** applicants being assessed by the panel. Each panel member must keep notes and a record of recommendations. The fee for a Panel Dialogue day per panel member is **£300**. The Chair has the additional responsibility for the recording of a composite report and recommendations the collation of all notes and the submission of all documentation duly signed and dated back to the appointed administrator.

An additional fee of **£50** is payable to the Chair of the Panel.

Milestones Programmes

These are smaller programmes designed for gap filling in experienced managers or by way of introduction to study at Post Graduate level. They carry a fixed assignment for each programme.

Assessment Roles

First and second assessor/markers

The minimum requirements for these assessment roles are:

- management experience in a health and social care setting
- Academic, teaching or development experience in the broad areas of management development in health and social care settings
- Evidence of a track record in the assessment of others

Module Assignment assessed by a first and a second individual assessor (designated First Marker and Second Marker) to provide an agreed mark and feedback for each participant against the agreed criteria.

This is an electronic/paper based exercise which carries a fixed fee of £25 per assignment for each marker. NB where assessment is carried out by centres only second marking is carried out and paid for by IHM.

IHM Recognition Schemes

IHM has recently overhauled its “recognition scheme” and introduced a new three way process to address the needs of external programme, learning and event providers by offering the Institutes Professional recognition and allocation of CPD points.

At present only the first two parts of the scheme are operational with the third part scheduled for approval by October 2009.

Assessment roles

First assessors, second assessors, panel assessors

The minimum requirements for these assessment roles are:

- management experience in a health and social care setting
- Academic, teaching or development experience in the broad areas of management development in health and social care settings
- Evidence of a track record in the assessment of others

IHM recognition for CPD is the simplest of the three schemes and requires assessment of electronic submissions against set criteria by assessors designated for these tasks.

Each submission is assessed by a first and a second individual assessor to provide an agreed view and recommendation against the agreed criteria. This is an electronic/paper based exercise which carries **a fixed fee of £25 per submission** for each assessor.

IHM Professional Accreditation is the recognition scheme for more complex, longer and often academically accredited activities and programmes. This requires a comprehensive paper submission and associated documentation.

Initial assessment is by an individual assessor who will ascertain the completeness of the submission drawing attention to any obvious omissions or need for clarifications. Once corrected or agreed the submission is looked at virtually by a panel of three assessors.

Chair – this role takes responsibility for the conduct of the assessment, its fairness and its reporting it is only open to experienced assessors and also requires evidence of equivalent knowledge/experience/level of the provider’s specialisms or level of learning.

Expert – this role takes responsibility for ensuring that the role of the applicant can be understood by the other panel members and therefore requires evidence of equivalent knowledge/ experience/level of the background of the provider.

Lay – the lay role is open to those who wish to be involved in the assessment process and who meet the base criteria.

Initial assessment will be paid at **£50**. Each panel member will be paid a fee of **£200** and the Chair will be paid an additional fee of **£50** on completion of the composite report and recommendations.

IHM reserve the right to amend these specifications and fees as required. All appointed assessors will be on a consultancy contract basis for a maximum of one year renewable.