

## Bundle Charitable Funds Committee 5 May 2022

### Agenda attachments

#### ITEM 00 MAY AGENDA v2.docx

- 1 15:00 - Chair's welcome, apologies, and confirmation of quorum
- 2 Declarations of Interest
- 3 Minutes of last meeting  
*To approve the minutes of the meeting held on 10 February 2022*  
ITEM 03 CFC FEBRUARY MINUTES.docx
- 4 Action log  
ITEM 04 CFC Actions Log updated following FEB meeting.xlsx
- 5 15:10 - Finance Update  
ITEM 05 CHARITABLE FUND FINANCE UPDATE 5 May 2022.docx
- 6 15:25 - Strategic Review Update (Paper)  
ITEM 06 CharityRetenderCFCMay22FINAL.docx
- 7 15:35 - Bursary Panel (closing of applications)  
ITEM 07 BURSARY SCHEME MARCH 2020.docx  
ITEM 07.1 APPENDIX 2a - Application 010.pdf  
ITEM 07.2 APPENDIX 2b - Application 017.pdf  
ITEM 07.3 APPENDIX 2c - Application 018.pdf  
ITEM 07.4 APPENDIX 2d - Application 021.pdf  
ITEM 07.5 APPENDIX 2e - Application 022.pdf  
ITEM 07.6 APPENDIX 2f - Application 028.pdf  
ITEM 07.7 APPENDIX 3 - Recommended Applications - Summary.docx
- 8 15:55 - Bursary Panel Terms of Reference  
ITEM 08 BURSARY PANEL TOR- CFC.docx  
ITEM 08.1 DRAFT TOR BURSARY PANEL.docx
- 9 16:05 - Charitable Funds Task & Finish Group proposal (verbal)
- 10 16:15 - Bids Panel Highlight Report (to follow)
- 11 Bids Panel Minutes  
*Minutes of the meeting held in January for information only.*  
ITEM 11 BIDS PANEL CONFIRMED JANUARY 22 MINUTES.docx
- 12 16:20 - Key messages for Board
- 13 Any other business
- 14 Date and time of next meeting - 6 July 2022 09:30



## MEETING OF THE [INSERT COMMITTEE/BOARD]

Held in public on 5 May 2022 from 15.00 to 16.30

Meeting held virtually via Microsoft Teams

### AGENDA

No.	Agenda Item	Purpose	Lead	Format	Time
OPENING ITEMS					
1.	Chair’s welcome, apologies, and confirmation of quorum	Information	Ceri Jackson	Verbal	10 mins
2.	Declarations of interest	Information	Ceri Jackson	Verbal	
3.	Minutes of last meeting	Approval	Ceri Jackson	Paper	
4.	Action log	Review	Ceri Jackson	Paper	
ITEMS FOR APPROVAL, ASSURANCE AND DISCUSSION					
5.	Finance Update	Assurance	Chris Turley	Paper	15 mins
6.	Strategic Review Update	Discussion	Estelle Hitchon	Paper	10 mins
7.	Bursary Panel Closing of Applications	Approval	Andrew Challenger	Paper	20 mins
8.	Bursary Panel Terms of Reference	Approval	Andrew Challenger	Paper	10 mins
9.	Charitable Funds Task & Finish Group proposal	Discussion	Trish Mills	Verbal	10 mins
10.	Bids Panel Highlight Report	Assurance	Julie Boalch	Paper	5 mins
CONSENT ITEMS					
The items that follow are for information only. Should a member wish to discuss any of these items they are requested to notify the Chair so that time may be allocated to do so.					
11.	Bids Panel Minutes (Jan and Meeting)		N/A		
CLOSING ITEMS					
12.	Key messages for Board	Discussion	Ceri Jackson	Verbal	10 mins
13.	Any other business	Discussion	Ceri Jackson	Verbal	
14.	Date and time of next meeting 6 July 2022 09.30	Information	Ceri Jackson	Verbal	

### Lead Presenters

Name	Position
Mrs Ceri Jackson	Non Executive Director
Mr Chris Turley	Director of Finance and Corporate Resources
Mr Andrew Challenger	Assistant Director, Professional Education & Training
Mrs Trish Mills	Board Secretary
Mrs Julie Boalch	Head of Risk and Deputy Board Secretary
Ms Estelle Hitchon	Director of Partnerships and Engagement

## **UNCONFIRMED MINUTES OF THE MEETING OF THE CHARITABLE FUNDS COMMITTEE HELD ON 10 FEBRUARY 2022 VIA TEAMS**

### **PRESENT:**

Emrys Davies	Chairman & Non Executive Director
Bethan Evans	Non Executive Director
Jill Gill	Head of Financial Accounting
Estelle Hitchon	Director of Partnerships and Engagement
Ceri Jackson	Non Executive Director
Navin Kalia	Assistant Director of Finance and Corporate Resources
Trish Mills	Board Secretary
Hugh Parry	TU Partner
Chris Turley	Director of Finance and Corporate Resources
Claire Vaughan	Director of Workforce and OD
Nadia Frangos	Graduate Management Trainee (HEIW)
Caroline Jones	Corporate Governance Officer

### **APOLOGIES:**

Lee Brooks	Director of Operations
Kevin Davies	Non Executive Director

### **10/22 WELCOME AND APOLOGIES**

Emrys welcomed everyone to the meeting and informed members that he would be chairing the meeting in place of Non Executive Director, Kevin Davies, who had given apologies for this meeting together with those of the Director of Operations.

### **11/22 DECLARATIONS OF INTEREST**

The standing declarations below were noted:

Emrys Davies - A retired member of Unite;  
Ceri Jackson – Stroke Association Trustee; and  
Claire Vaughan - Independent Sub-Committee Member for Aberystwyth University.

The Director of Finance and Corporate Resources also asked members to note he had been asked to become the treasurer for the League of Friends of XXX hospital charity.

**RESOLVED: That the declarations as set out above be NOTED.**

## **12/22 MINUTES OF PREVIOUS MEETING**

The Minutes of 17 January 2022 were approved as a correct record.

**RESOLVED: That the minutes be approved as a correct record.**

## **13/22 ACTION LOG**

The committee noted that both actions 15/21b and 18/21 were on the agenda for consideration and therefore both these actions could be closed.

## **14/22 FINANCE UPDATE**

The report presented to Committee covered a number of themes and the Head of Financial Accounting highlighted to members some of the key areas. A summary of the income and expenditure for the first six months was presented, and members were informed that much of the income received during this period was due to the investment performance.

The Emergency Ambulance, as part of the legacy bequeathed to the Trust, had been purchased in quarter three.

Following discussions with Audit Wales (AW) to prepare for the full audit of the 2021/22 accounts later this year, AW had flagged that they anticipate some difficulty in evidencing the opening balances, with no previous full audits to draw from, which would amount to a considerable piece of work and would therefore limit the audit. It was likely that a qualification for the accounts may be required for that area. Further discussions with AW would take place later in the year to try and resolve this issue.

Discussions with NHS Charities Together (NHSCT) to utilise the funds allocated to WAST were ongoing. A recent change to their guidance which now stated that the money had to be used for “community based projects that would result in measurable improvements in health outcomes”, differed from initial conversations the Trust had had with NHSCT leads previously. The deadline for applications had been extended until the end of 2022. Once the outcome of the strategic review of the charity was known, applications would then be made, with a clear vision of how the Trust could best utilise those funds.

There was also an additional further grant available to the Trust, which would provide partial funding of the salaries for the additional posts required for the extra work associated with the charity.

A dedicated finance resource had been recruited to work on charitable funds and it was hoped this person would be in post by the end of March. Members also noted the need for funds as a whole, to be reviewed in terms of how the funds would be managed going forward.

The Director of Partnerships and Engagement added that reputational risks would be considered as part of the wider review and would be reported on.

**RESOLVED: that**

- 1) the update be noted;**
- 2) the full audit of the accounts for 2021/22 may require a qualified report, be noted; and**
- 3) the guidance from NHSCT that had been amended for funds to be utilised for “community based projects that would result in measurable improvements in health outcomes”, be noted.**

## **15/22 STRATEGIC REVIEW CONSULTANCY POST UPDATE**

Two bids for the consultancy post to develop the charity’s strategy had been received and would be reviewed by a small group shortly. The Board will be updated on the current situation at its March meeting.

**RESOLVED: the update be noted.**

**The Director of Finance and Corporate Resources together with the Director of Partnerships and Engagement left the meeting**

## **16/22 COMMITTEE EFFECTIVENESS REVIEW**

The Board Secretary reminded members of the requirement of Board Committees to evaluate their effectiveness annually and prepare an annual report to the Trust Board.

She confirmed she had met with the Chair and the Lead Executive to review and make changes to the terms of reference for the Committee to consider, whilst at the same time reviewed responses to the evaluation questionnaire.

The key changes to the terms of reference were set out within the report and the Board Secretary highlighted changes to the wording to reflect the scrutiny and oversight role, together with revised membership and a new fundraising section. Members noted that the section on fundraising may not come to fruition this year.

The Board Secretary continued to apprise members on the results of the questionnaires that were sent out, stating that the comments on what the committee does well should appear in the annual report to Trust Board. The actions arising from what the committee should do less of were endorsed.

Two priorities for the coming 2022/23 year were set out for members to consider which were:

- (a) The development and recommendation to the Board of Trustees of the Charity Strategy; and
- (b) Effectiveness reviews of the Bids Panel and Bursary Panel for alignment of terms of reference and cycles of business.

The recommendations of the effectiveness review were all agreed.

**RESOLVED: That**

- 1) the terms of reference were approved subject to some minor changes to be made by Board Secretary;**
- 2) the actions from the results of the effectiveness review were confirmed; and**
- 3) the priorities set for 2022/23 were agreed.**

**17/22 BURSARY PANEL REVISED PROCESS**

The Director of Workforce and Organisational Development assured members that the staff who had submitted applications in 2020, which had not been progressed due to the pandemic, had been regularly communicated with. Each applicant had been asked if they still wished to proceed and it was intended that these applications would be presented to the next meeting of the committee to close them.

A new streamlined digital platform and scoring matrix process was approved for any new bursary panel applications from April 2022, providing an opportunity to also review the current scrutiny processes at this time.

A reference to more assurances on equality, diversity and inclusion (EDI) was made and the Director confirmed that those reviewing the applications were made up of professionals from a cross section of staff who would have undertaken basic EDI training. The Director agreed to engage with Dr Catherine Goodwin and ask her to review the process to ensure any elements identified could be incorporated into the new process.

**RESOLVED: that**

- 1) the content of the report were noted;**
- 2) the changes to the scheme were approved; and**
- 3) it was noted that a new round of applications in April, be supported.**

**18/22 BIDS PANEL REPORT**

The Board Secretary confirmed that the main area of note was that in order for her to remain independent, she would be stepping down as chair of the Bids Panel and that the Panel supported the appointment of her deputy to take over from the next meeting.

The Panel also amended their membership to include a member of both the Digital and Estates departments, whilst also noting that Emrys Davies, Non Executive Director, who had been a member of the panel since its inception, would be leaving the Trust in March 2022.

**RESOLVED: That the Amendments to the membership of the Bids Panel together with a new chair, were approved.**

**19/22 KEY MESSAGES FOR BOARD**

- 1) The potential risks associated with a qualified report on the opening balances of the audit of the 2021/2022 accounts.**

- 2) A change in the guidance of the NHSCT guidance on how the funds can be utilised.
- 3) The priorities set by the Committee for the 2022/23 year.

**20/22 Date of next meeting: 12 April 2022**

DRAFT

**ACTION LOG**  
**WELSH AMBULANCE SERVICES NHS TRUST**

[illegible]



Open  
Complete  
Closed  
Not Due



GIG  
CYMRU  
NHS  
WALES  
Ymddiriedolaeth GIG  
Gwasanaethau Ambiwylans Cymru  
Welsh Ambulance Services  
NHS Trust

<b>AGENDA ITEM No</b>	<b>5</b>
<b>OPEN or CLOSED</b>	<b>OPEN</b>
<b>No of ANNEXES ATTACHED</b>	<b>1</b>

## Summary of Income and Expenditure for the year to 31<sup>ST</sup> March 2022 and a general finance update

<b>MEETING</b>	Charitable Funds Committee
<b>DATE</b>	5 <sup>th</sup> May 2022
<b>EXECUTIVE</b>	Executive Director of Finance
<b>AUTHOR</b>	Jill Gill – Head of Financial Accounting
<b>CONTACT</b>	<a href="mailto:Chris.Turley2@wales.nhs.uk">Chris.Turley2@wales.nhs.uk</a>

### EXECUTIVE SUMMARY

To present to the Charitable Funds Committee an updated transaction summary and detail for the twelve months to 31<sup>st</sup> March 2022 together with an update on investment performance, the NHSCOT grant position and annual financial accounts / audit planning for 2021/22.

### KEY ISSUES/IMPLICATIONS

Key highlights from the report which the Committee may wish to note are:

- Income of £77k shown below includes investment income of £42k.
- Expenditure of £261k includes the purchase of the Commemorative COVID-19 coin at a cost of £54k & a new ambulance at a cost of £185k.
- The value of investments held at 1 April 2021 have seen a further increase of £42k this year.

REPORT APPROVAL ROUTE
No specific action required, this paper is for information and discussion only.

REPORT APPENDICES
None

REPORT CHECKLIST			
Confirm that the issues below have been considered and addressed		Confirm that the issues below have been considered and addressed	
EQIA (Inc. Welsh language)	NA	Financial Implications	YES
Environmental/Sustainability	NA	Legal Implications	YES
Estate	NA	Patient Safety/Safeguarding	NA
Ethical Matters	NA	Risks (Inc. Reputational)	YES
Health Improvement	NA	Socio Economic Duty	NA
Health and Safety	NA	TU Partner Consultation	NA

**WELSH AMBULANCE SERVICES NHS  
TRUST CHARITABLE FUNDS COMMITTEE**

**SUMMARY OF INCOME AND EXPENDITURE FOR THE YEAR TO 31<sup>ST</sup>  
MARCH 2022 TOGETHER WITH A GENERAL FINANCE UPDATE**

**INTRODUCTION**

1. This report provides the Committee with a summary of the financial performance of the Trust's Charity for the Financial Year to 31<sup>st</sup> March 2022.
2. An update on the COIF Charity Investment Fund Accumulation Units held by the charity is also provided together with early issues being flagged by the Audit Wales (AW) team in connection with the planned audit for 2021/22.

**BACKGROUND**

**Summary of income and expenditure**

3. The table below shows a summary of income and expenditure in respect of the twelve months ended 31<sup>st</sup> March 2022. Further details of the transactions are shown in Annex 1.

	01/04/2021 Opening Balances £'000	Income £'000	Expenditure £'000	31/03/2022 Closing Balances £'000
North Region	82	10	3	89
Central and West Region	26	3	0	29
South East Region	10	3	0	13
Trust National Fund	255	6	63	198
North First Responders	11	0	0	11
South East First Responders	1	0	0	1
*Ambulance Equipment Fund	54	0	0	54
Legacy	0	13	0	13
** EMS Ambulance for Ceredigion	185	0	185	0
***Interest	0	0	0	0
***Management Fee	0	0	10	-10
Bursary Fund	16	0	0	16
Revaluation Reserve	97	42	0	139
<b>Totals</b>	<b>737</b>	<b>77</b>	<b>261</b>	<b>553</b>

*\*restricted fund 'Barmouth Ambulance area for purchasing ambulance equipment only and not for administrative purposes.*

*\*\*restricted fund 'Purchase of EMS Ambulance for Aberystwyth and surrounding area only and not for administrative purposes.*

*\*\*\* Interest/Management Fees will be apportioned against individual funds*

4. The procurement and commissioning of the EMS ambulance (£185k) from restricted funds took place was completed in October 2021.

## **COIF Charity Investment Fund Performance**

5. Set out below is a summary of the movement on the COIF Investment Fund over the past two years. Committee members may recall that due to timing differences and the adverse effects of COVID-19 on the stock market towards the end of the 2019-20 financial year, a loss of £10k was reported within the 2019-20 charity accounts. The stock market has recovered well over the past two years, and we are pleased to report that for a second consecutive year, as at 31 March 2022, an overall investment gain for the year of £42k was reported.

The latest valuation available in respect of these units is as at 31<sup>st</sup> March 2022 being a value of £398k, an overall increase in value from 31<sup>st</sup> March 2021 of £42k.

	<b>2021/22</b>	<b>2020/21</b>
	<b>£000</b>	<b>£000</b>
<b>Market value at 1 April 2021</b>	<b>356</b>	181
Add Acquisitions at cost	-	130
Net gain/ (loss) on revaluation	<b>42</b>	45
Market value at 31 March 2022	<b>398</b>	356

## **2021/22 Charity Financial Accounts and Audit Update**

6. Plans are in place for the 2021/22 Charity accounts to be shared with the Audit Wales Team as soon as is practicable in order that the previously agreed full audit can be undertaken during November/December 2022, as requested by the Committee.
7. As previously reported, the AW team have explained that the prime difficulty that they anticipate with this isolated first year audit is likely to be evidencing the opening fund balances in light of the fact that no previous audits have been undertaken which would have provided a supporting basis. This could potentially result in a qualification of some description for this area of the accounts. This is being raised early with committee members in order that

expectations of the audit findings can be managed, and will also be further discussed with AW as part of the planning for, and the actual audit, to ensure that any adverse impact of this is minimised.

8. Arrangements will be made for the audited accounts and annual report to be shared with CFC members at the January 2023 meeting, for scrutiny and ahead of providing the Board with recommendations to approve the accounts and annual report at its January 2023 meeting.
9. Following the audit and approval of the accounts these will be submitted to the Charity Commission by the prescribed deadline of 31 January 2023.

#### **Update on dedicated finance resource**

10. The finance team are pleased to announce that the recently recruited dedicated finance assistant for Charitable Funds, Bernadette Mitchell, commenced with the Trust during April 2022.

#### **Update on NHSCT grant position**

11. Now that a dedicated resource is in place work will commence shortly on the application for the 'Development grant' of £35,000 which will provide £5,000 as ring-fenced funding for membership fees for two years and the remaining £30,000 to be available for investing in infrastructure/capacity.
12. The 'Stage 2 Ambulance Grant' funding is presently on hold pending agreement on the strategic direction of travel for the charity.

#### **RECOMMENDED that the Committee:**

- **Notes the contents of this update.**

## Annex 1

Income (excl investment gain)	£
All Wales Covid Campaign	251.21
Funeral collections	260.58
Interest received	21.22
Legacies received	17,829.38
Donations from 'Give as you live'	882.64
Donations from 'Much Loved'	1,494.35
Individual donations	13,981.13
	<hr/>
	34,720.51

### Expenditure

Procurement of Ambulance	185,000.00
Bank charges	41.24
Covid Coins for staff	54,202.80
Flu campaign support	2,862.00
Mangement charges	10,000.00
	9,003.64
	<hr/>
	261,109.68



GIG  
CYMRU  
NHS  
WALES  
Ymddiriedolaeth GIG  
Gwasanaethau Ambiwylans Cymru  
Welsh Ambulance Services  
NHS Trust

<b>AGENDA ITEM No</b>	<b>06</b>
<b>OPEN or CLOSED</b>	<b>Open</b>
<b>No of ANNEXES ATTACHED</b>	<b>0</b>

## CHARITY STRATEGY RE-TENDER - OPTIONS

<b>MEETING</b>	Charitable Funds Committee
<b>DATE</b>	05 May 2022
<b>EXECUTIVE</b>	Director of Partnerships and Engagement
<b>AUTHOR</b>	Director of Partnerships and Engagement
<b>CONTACT</b>	estelle.hitchon2@wales.nhs.uk

### EXECUTIVE SUMMARY

Committee agreed in 2021/22 to secure the services of an experienced charity consultant to review the WAST Charity and provide recommendations for its future direction. Following a competitive process, a suitably qualified consultant was identified in February 2022.

However, as a result of a conflict of interest related to the incoming Chair of the Charitable Funds Committee, the appointment cannot now proceed. This paper therefore outlines the options available to take forward this work.

Committee is asked to support the recommendation outlined in the report.

### KEY ISSUES/IMPLICATIONS

- Delay in start of Charity review
- Potential for that delay to mean there is likely to be limited development of the Charity in the 2022/23 financial year
- Risk of limited interest in the tender, resulting in further delay (mitigated by enhanced promotion of the opportunity)

### REPORT APPROVAL ROUTE

Charitable Funds Committee, May 2022 (Chief Executive Officer and Trust Chair/Committee Chair and Executive Management Team apprised of position)

### REPORT APPENDICES

None



REPORT CHECKLIST			
Confirm that the issues below have been considered and addressed		Confirm that the issues below have been considered and addressed	
EQIA (Inc. Welsh language)	Y	Financial Implications	Y
Environmental/Sustainability	Y	Legal Implications	Y
Estate	Y	Patient Safety/Safeguarding	Y
Ethical Matters	Y	Risks (Inc. Reputational)	Y
Health Improvement	Y	Socio Economic Duty	Y
Health and Safety	Y	TU Partner Consultation	Y

## Situation

1. Following a recent competitive tender exercise to secure a suitable consultant to review the Welsh Ambulance Services NHS Trust Charity, a conflict of interest was identified which meant the appointment of the preferred candidate could not proceed.
2. Alternative arrangements are now required to ensure the planned review can commence as soon as practicable.

## Background

3. The Charitable Funds Committee agreed in late 2021 to secure the services of an experienced charity consultant to review the Welsh Ambulance Services NHS Trust Charity and provide recommendations for its future development.
4. As a result, a competitive tender exercise was completed in January/February 2022, supported by the NHS Wales Shared Services Partnership.
5. Following a review of bids received and presentation by bidders to a panel comprising non-executive director and executive members of the Charitable Funds Committee, an appropriately experienced individual/preferred candidate was identified to conduct the review as per the tender specification.
6. However, following further due diligence it became apparent that there was a conflict of interest with the incoming Chair of the Charitable Funds Committee.

7. As a result, and following discussions with the Board Secretary, it was agreed that the proposed appointment could not proceed and the preferred candidate was notified of the position.

## **Assessment**

8. Given the situation, there are a number of possible ways forward:
  - (i) Re-issue the tender to further test the market and secure the services of an alternative consultant. This would include inviting the unsuccessful bidders to re-tender, should they so wish.

With enhanced promotion, coupled with the previous interest in the tender, it is anticipated that a suitable contractor could be identified, albeit this would delay the start of the review by at least a couple of months.

- (ii) Convene an internal task and finish group to review the Charity, drawing on the expertise of existing and newly appointed members of staff, including the current Volunteer Manager, who has a third sector background.

While the Trust undoubtedly has staff who could (and should) contribute to the review, it is felt that the fundamental expertise and experience needed to conduct such a review are likely to be lacking and that current pressures and existing workloads would serve only to protract further the review.

Given the time already lost in the process, it is not considered viable to pursue this option.

- (iii) That the current proposal to review the Charity is paused for (potentially) the remainder of the 2022/23 financial year pending further consideration of the work that needs to be conducted and the future positioning of the Trust's charity arm.

Given the already significant discussions that have been undertaken in respect of the future direction of the Charity, it is unlikely that any further consideration of the relevant matters will add sufficient value or insight to warrant additional delay in the conducting of the Charity review. On that basis, this option is not deemed appropriate.

## **Recommendation**

9. Committee is asked to:
  - (i) Note the contents of this report and
  - (ii) Support option (i) above, i.e. re-tender the work to secure the services of an appropriately qualified charity consultant as soon as practicable in order that the work to review the future direction of the WAST Charity can be undertaken in as timely and effective a manner as possible.

EVH/May22



GIG  
CYMRU  
NHS  
WALES  
Ymddiriedolaeth GIG  
Gwasanaethau Ambwlans Cymru  
Welsh Ambulance Services  
NHS Trust

<b>AGENDA ITEM No</b>	<b>7</b>
<b>OPEN or CLOSED</b>	<b>OPEN</b>
<b>No of ANNEXES ATTACHED</b>	<b>3</b>

## CFC Bursary Scheme: Management of March 2020 Applications

<b>MEETING</b>	Charitable Funds Committee
<b>DATE</b>	5 <sup>th</sup> May 2022
<b>EXECUTIVE</b>	Director of Workforce and OD
<b>AUTHOR</b>	Andrew Challenger – Assistant Director, Professional Education and Training
<b>CONTACT</b>	<a href="mailto:andrew.challenger@wales.nhs.uk">andrew.challenger@wales.nhs.uk</a>

### EXECUTIVE SUMMARY

The purpose of this report is to provide the CFC with an overview of Bursary applications received during March 2020, specifically those applications recommended for support, in order to approve proposed funding and conclude the round.

The Committee is asked to:

- **NOTE** the contents of this report; and
- **APPROVE** allocation of recommended funding to specified applications, in order to conclude the round.

### KEY ISSUES/IMPLICATIONS

The last round of the CFC Bursary Scheme closed in March 2020. As a result of the pandemic, focus was redirected toward core services and organisational priorities and as such, management of these applications was paused.

Due to ongoing challenges and competing priorities, it was necessary to deviate from standard process in order to progress remaining applications and conclude the round as soon as possible.

A total of 6 applications are presented for consideration and approval, to a total value of £5,814.

Pending conclusion of this round, a new round of the scheme will be launched during May 2022.

### REPORT APPROVAL ROUTE

CFC Bursary Panel 01.04.2022  
CFC 05.05.2022

REPORT APPENDICES	
<b>Appendix 1 – SBAR</b> <b>Appendix 2 – Recommended Applications</b> <b>Appendix 3 – Summary of Applications</b>	

REPORT CHECKLIST			
Confirm that the issues below have been considered and addressed		Confirm that the issues below have been considered and addressed	
EQIA (Inc. Welsh language)	N/A	Financial Implications	Yes
Environmental/Sustainability	N/A	Legal Implications	YES
Estate	N/A	Patient Safety/Safeguarding	Yes
Ethical Matters	N/A	Risks (Inc. Reputational)	Yes
Health Improvement	YES	Socio Economic Duty	N/A
Health and Safety	YES	TU Partner Consultation	YES

## Appendix 1 - SBAR

### SITUATION

1. The purpose of this report is to provide the CFC with an overview of Bursary applications received during March 2020, specifically those applications recommended for support, in order to approve proposed funding and conclude the round.

### BACKGROUND

2. The last round of the CFC Bursary Scheme closed in March 2020 and a total of 29 applications were received.
3. As a result of the pandemic, focus was redirected toward core services and organisational priorities and as such, management of these applications was paused.
4. In September 2020, the Team sought to recommence the process and a meeting of the Bursary Sub-Group was arranged for October 2020, in order for members to review, score and recommend relevant applications to the CFC Bursary Panel for funding. At this time, the Trust re-entered Response mode, resulting in members of the Sub-Group being required to focus on other priorities.
5. Despite several attempts to pick this up again during 2021, operational pressures made this impossible. As a result, a suggestion was made by the Chair of the Bursary Sub-Group (Assistant Director, Professional Education and Training) that an alternative approach be taken in order to conclude the March 2020 round, given the unrelenting operational pressures; this was approved by the Board Secretary, in order to address the outstanding applications.
6. The approach involved:

- Contacting applicants to confirm whether or not they wanted to progress with their application;
  - the Senior Education and Training Team reviewing and assessing applications, given the inability to assemble a meeting of the Bursary Sub-Group.
7. Following this exercise, recommended applications are now presented to the CFC for review and approval to enable allocation of funding.

## ASSESSMENT

8. The Senior Education and Training Team met on 22<sup>nd</sup> December 2021 to assess and score all applications, with the following thresholds applied (based on previous agreement that funding would be considered and awarded on a sliding scale based on the number and quality of applications received):

% of cost supported		
Score of 11-13	Score of 14-16	Score of 17-19
33%	50%	67%

*To a minimum of £500*

9. Those applications scoring 11 and above were presented to the Bursary Panel on 1<sup>st</sup> April 2022 for further consideration and review (**Appendix 2**; summaries contained within **Appendix 3**). These applications were discussed by the Bursary Panel and agreement was reached to recommend these applications to the CFC for approval of funding.
10. The total value of applications based on the above assessment and funding methodology is **£5,814**.
11. In addition, the CFC is asked to note that an application was also received for support to undertake the Level 3 Certificate in Assessing Vocational Achievement (L3CAVA), Level 4 Certificate in Education and Training (L4CET) and Level 4 in Understanding Internal Quality Assurance (L4IQA) but due to recent centre accreditation, the Education and Training Team has been able to facilitate this internally at no additional cost and therefore no funding is sought to support this..

## RECOMMENDED:

The CFC is asked to:

- **NOTE** the contents of this report; and
- **APPROVE** allocation of recommended funding to specified applications, in order to conclude the round.

### CFC Bursary Scheme: Application Form (Part A)

Application Reference (Leave blank):	010
Applicant Name:	
Position Title:	
Employee Payroll Number:	
Ethnicity (collected in line with Workforce Race Equality Standards):	White British
Department/Base:	
Home Address (this will be used to formally notify you of the outcome of your application):	
Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):	£2,340 + VAT
Sum Applied For (if different from above):	
Applicant Signature:	
Manager Signature:	

**Notes for applicants:** Bursary applications will be dealt with in two steps.

**Step One:** The CFC Bursary Sub-group considers the merits of your application in relation to the award criteria. This is done anonymously – they will not know who you are or what department or region you work in. The group will score your application before submitting recommended applications to the CFC Bursary Panel.

**Step Two:** The CFC Bursary Panel (comprising the Chairman and a Non-executive member of the Charitable Funds Committee, two staff representatives and the Trust Medical Director or Director of Workforce and OD) will determine whether your application can be funded, based on:

- the rating of the Panel, and
- the availability of funds

**NB: This page is to be detached prior to submission to CFC Bursary Sub-group**

## CFC Bursary Scheme: Application Form (Part B)

<b>Reference (Office Use Only):</b>	010
<b>Position Title:</b>	
<b>Development Opportunity Applied For (Title):</b>	
<b>Duration:</b>	8 days of training plus assessments to be completed over the course of 1 year.
<b>Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):</b>	£2,340 + VAT (£2,808)
<b>Sum Applied For (if different from above):</b>	
<b>Supported by Line Manager:</b>	Y
<b>Line Manager Statement of Support or Rejection:</b>	<p>I would fully support [redacted]'s application for a bursary for the above course. I have had the pleasure of working closely with [redacted] for just under two years as her line manager, she is a valued member of the team and I have every confidence in her ability to complete the Advanced Professional Certificate in Investigative Practice course.</p> <p>[redacted] has a wealth of knowledge on the working practices of the Welsh Ambulance Service's Clinical Contact Centre and uses this to inform her investigations into concerns raised by members of the public. This course can only enhance her knowledge and improve the response back to the public. [redacted] is up to date with her continuous professional development and is well motivated. I am sure [redacted] will be an asset to the course and she has my full support in undertaking this course.</p>
<b>CPD Completed? If not, please provide reason</b>	Y
<b>PADR Completed:</b>	Y
<b>Identified as Part of PADR:</b>	Y
<b>Length of Service:</b>	3 years, 5 months
<b>Has this development opportunity been funded/supported by WAST in any way already?</b>	N
<b>If yes, please provide details of funding awarded and specify how you have applied the learning in practice and how you have shared the learning more widely:</b>	N/A

**Please ensure you attach a prospectus detailing the development opportunity applied for (where applicable)**



**Applicant Statement**

As a Clinical Contact Centre (CCC) Investigating Supervising Officer (ISO) my primary role is to undertake investigations for formal concerns. In completing robust and accurate investigations within a timely manner I actively contribute to the organisation's compliance with the Welsh Government Service Level Agreement of responding to 95% of formal concerns within 30 days. In addition to formal concerns investigations, there are often occasions when myself and my peers are tasked with completing investigations for other purposes, whether this be for Serious Adverse Incidents, or relating to cases raised by Her Majesty's Coroner, the Public Services Ombudsman, solicitors, or through the organisation's Legal and Risk department. As the role of ISO is multifaceted, and the range and depth of investigations can be varied, I feel that improving my knowledge and understanding of best practice within investigations would help me 'be my best', and be beneficial to the team around me and the organisation as a whole: 'together we can be better'.

**General Information**

The course that I am applying for funding for, the Advanced Professional Certificate in Investigative Practice (APCIP) qualification, is run by Bond Solon, who are the leading legal training and information company specifically for non-lawyers. Bond Solon provide training and information on legal knowledge, procedure, evidence and skills and are the market leaders in providing innovative, relevant and experiential courses designed to improve best practice and performance.

This course specifically is run by experienced barristers, solicitors and former police officers, and I believe that this range of expertise would prove invaluable in developing my skills as an ISO and provide me with different perspectives in approaching investigations. The APCIP is regarded as the leading professional qualification for personnel within an investigative role. Course participants are from investigative roles across a number of organisations, including local authorities, central government, fire services and law firms. Having an opportunity to study alongside individuals from such varied backgrounds will provide an opportunity to share and learn from one another, enabling me to consider investigations in a broader context. I would be keen to share this with my peers and wider team, for us to consider whether there could be any improvements made to the way we work.

In October 2019 the CCC Clinical Lead advised that a new role was being developed within the Quality and Learning department for two CCC Support Managers – Concerns. The post-holder would be expected to quality assure reports for formal concerns, Coroner's investigations, clinical negligence claims, Ombudsman and Complex Case Panel cases. In addition the post-holder would help review Serious Case Incidents for panel discussion. In becoming an expert in the field of investigations across a broad range of topics, I feel that completion of this course would stand me in good stead to apply for one of these positions within the department. I would have a unique understanding of the best practices in recognising and obtaining different types of evidence, analysing and evaluating this evidence and presenting findings in a coherent and

	structured way and be able to disseminate this to those carrying out investigations.
Quality	<p>Attaining this qualification would present an opportunity to enhance my ability in investigating incidents competently and efficiently, and also presents an opportunity for me to share these skills and knowledge with my peers. As a relatively new team of CCC ISOs, we have already found significant benefits from levelling exercises in which we compare and contrast our investigation reports and processes, with the view to improving the way that we work and by learning from one another. Sharing our experiences, ideas and approaches has already improved the consistency and quality of our work. Completing this course would provide me with further knowledge and experience which would be shared within these levelling exercises as we continually develop as a team and enhance our existing skills.</p> <p>This has the potential to have a positive impact on the wider organisation, as increasingly structured and consistent investigations will prove invaluable to the CCC Senior Leadership Team in addressing themes and trends and implementing organisational learning, as identified within our investigations.</p> <p>It is sometimes a requirement to prepare reports for cases raised by Her Majesty's Coroner, the Public Services Ombudsman or for the Legal and Risk team. I feel that attaining a professional accreditation would instil confidence in me in delivering these reports and provide a better understanding of the level of detail and depth that is required for cases raised via the above means. I believe that this would help me work more efficiently, ensuring that the level of work is proportionate to the request, and therefore contribute to an improvement to the compliance to the organisational targets.</p> <p>Unit 2 of this course is Advanced Statement/Report Writing. Completing this unit would help me improve the content, structure and style of my reports in order to ensure that my investigations continue to maintain credibility and objectivity. Improving my skills ultimately has the potential to improve patient experience and reduce risks to patient safety. Providing a more in-depth understanding of legislation surrounding investigations would improve the quality and rigour of investigations. This is also pertinent as investigations are often shared externally to the organisation, and therefore the quality of the findings and analysis have the potential to have a positive impact on the organisation's reputation.</p> <p>At present investigations into formal concerns are the only opportunity to identify learning and provide formal feedback to allocating staff within the CCC. As formal concerns represent only 0.5% of all incidents registered within the CCC, it has been suggested that the Quality and Learning department could develop further and evolve into an audit team, providing similar support to allocating staff as the Medical Priority Dispatch System (MPDS) department does to Emergency Medical Dispatchers (EMDs). I believe that completing the APCIP course would develop my competencies and confidence and allow me to provide a valuable contribution to this development. Having undertaken this training myself</p>

	<p>and the team would be empowered to provide consistent, professional support to CCC operational staff and assist in encouraging best practices, instilling confidence in the ability of the CCC Quality and Learning department to provide objective and accurate reports.</p> <p>Undoubtedly this growth of the department will require innovative ideas in how best to facilitate this new function, and obtaining this qualification will provide me with a broader insight into aspects of investigation and legislation which will need to be considered. For example, following the introduction of the National Intelligent Integrated Auditing System (NIIAS) it is becoming ever more important to consider how conducting investigations is compliant with General Data Protection Regulations.</p>
<b>Patient Care, Safety &amp; Experience</b>	<p>Part of this course will build on my ability to analyse and evaluate evidence, and in turn improve the overall quality of my work. As my primary role is to carry out investigations into concerns raised by patients and their representatives, improving my knowledge and skills has the potential to improve patient experience. This may be directly through the findings as identified within an investigation and in a caring and compassionate way being more effective in conveying answers to concern raised. In addition, there may be an indirect impact on patient experience through the implementation of recommendations that are as a result of these investigations when issues are identified, which would in turn result in improvements to operational practice, and the provision of care by CCC staff. Through levelling exercises I would ensure that I share any learning to ensure that we continue to improve our practices in investigations.</p> <p>Within the 'Vision for 2030', it has been identified that one of the challenges faced by the organisation will be to keep pace with the development of new and innovative technologies. To ensure that the organisation keeps abreast of technological development, by 2030 a number of new approaches to the provision of care will be required. For example, video-call triage is likely to be used instead of telephone triage; clinical observations could be provided via a patient's smart-watch, and booking systems will become automated and via an online portal. With these advancements in technology it will become critically important to have a sound knowledge and understanding of how to handle, access and review electronic and digital evidence.</p> <p>This APCIP course presents the opportunity to obtain a better understanding of collating electronic and digital evidence, including the application of relevant legislation when reviewing this evidence. In particular the unit relating to Data Protection will provide me with a firmer understanding of the key elements of GDPR, the Data Protection Act 2018 and Freedom of Information requests and how to apply them in practice. I feel that improving my knowledge and confidence within this area will prove beneficial as the organisation implements innovative strategies to improve patient care, but simultaneously enters uncharted territory in terms of information governance and accessing patient information.</p>
<b>Individual</b>	<p>Before joining the Quality and Learning department, I worked as a 999 call handler within the CCC. When I was successful in my application to the seconded position of ISO, I had no prior experience of the dispatching side</p>

	<p>of CCC operations. In order to ensure that I could carry out my role to the best of my ability I identified these shortfalls and made every effort to gain this experience, through attending training courses, shadowing allocating staff and developing a strong relationship with the CCC Senior Leadership Team and benefiting from their advice and expertise. As I have progressed, I have had an increasing sense of achievement, and I feel that obtaining this qualification would provide me with a similar sense of accomplishment, providing me with the opportunity to share my own advice and expertise with others within the organisation.</p> <p>I am conscientious, fastidious and tenacious by nature, and I complete investigations to a high standard in order to provide the best service to our patients. I believe that it is vitally important to continually learn and develop my skills as this helps gain the trust and respect of colleagues. I feel that this course will aid me in my continuous professional development and take me a step further towards becoming a leader within the organisation.</p> <p>This course presents an opportunity to gain knowledge in the process of investigations outside my current scope, for example in employment investigations. Having a broader understanding of investigative practice, and the various catalysts that can prompt an investigation will provide me with a structured development path within an investigative role. Having a firmer understanding of how to carry out internal investigations in relation to both grievance and disciplinary processes, so that I am compliant with the legislation and achieve best practice in accordance with the ACAS Code, would provide relevant experience to enter a managerial position within the organisation. I would have a better knowledge of gross and serious misconduct and how to conduct reasonable and adequate employee-related investigations, which would be a valuable competency within a managerial position.</p>
<p><b>Team</b></p>	<p>The CCC Quality and Learning team have recently been asked to prepare a training package providing guidance on how to complete investigations. It is anticipated that as part of CAD Phase 3 undertaking investigations will be part of the role of certain CCC staff members. I believe that obtaining this qualification would prove extremely beneficial in this process, as I would be able to feed into this training the best practice standards in investigations. Specifically, I believe that this course would improve my ability to structure and plan investigations, consider the reliability of evidence from various sources and provide a coherent outline of events, findings and analysis. I would share all of the above when the training package is created. This will help ensure that there is a consistent and standardised approach taken by those individuals who have not previously conducted investigations. In turn, this would be of benefit to other departments within the organisation, such as the Putting Things Right team, who provide responses to patients and their representatives, based on investigation findings.</p> <p>In addition to the above, the Unit relating to Courtroom Skills/Giving Evidence would be helpful in the coronial investigations undertaken by the CCC Quality and Learning department. This unit will provide me with an understanding of the roles of various people in the courtroom, the procedures and process of giving evidence and how to prepare for giving evidence. There are currently 27 cases outstanding where CCC staff</p>

members/CCC Managers have been asked to provide statements. In instances where staff members are required to provide statements, if I were to have a more in-depth knowledge of courtroom proceedings, I feel that I would be able to provide reassurance to staff members in a daunting situation. Having a better understanding of legal proceedings and what is expected of coronial investigations would also provide more guidance for the department on how to ensure that statements are robust and unambiguous.

As aforementioned, the ISOs within the department undertake levelling exercises to ensure that investigations are consistent and standardised. I would ensure that any learning that I gain from the course is shared with the team through this exercise to ensure that we are all able to benefit from the course.



# **CFC Bursary Scheme: Application Form (Part A)**

<b>Application Reference (Leave blank):</b>	017
<b>Applicant Name:</b>	
<b>Position Title:</b>	
<b>Employee Payroll Number:</b>	
<b>Ethnicity (collected in line with Workforce Race Equality Standards):</b>	White/British
<b>Department/Base:</b>	
<b>Home Address (this will be used to formally notify you of the outcome of your application):</b>	
<b>Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):</b>	£3000
<b>Sum Applied For (if different from above):</b>	
<b>Applicant Signature:</b>	
<b>Manager Signature:</b>	

**Notes for applicants:** Bursary applications will be dealt with in two steps.

**Step One:** The CFC Bursary Sub-group considers the merits of your application in relation to the award criteria. This is done anonymously – they will not know who you are or what department or region you work in. The group will score your application before submitting recommended applications to the CFC Bursary Panel.

**Step Two:** The CFC Bursary Panel (comprising the Chairman and a Non-executive member of the Charitable Funds Committee, two staff representatives and the Trust Medical Director or Director of Workforce and OD) will determine whether your application can be funded, based on:

- the rating of the Panel, and
- the availability of funds .

**NB: This page is to be detached prior to submission to CFCBursary Sub-group**

### CFC Bursary Scheme: Application Form (Part B)

<b>Reference (Office Use Only):</b>	
<b>Position Title:</b>	
<b>Development Opportunity Applied For (Title):</b>	<b>MSc Health and Public Service management</b>
<b>Duration:</b>	<b>3 years</b>
<b>Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):</b>	<b>£3000</b>
<b>Sum Applied For (if different from above):</b>	
<b>Supported by Line Manager:</b>	<b>yes</b>
<b>Line Manager Statement of Support or Rejection:</b>	
<b>CPD Completed? If not, please provide reason</b>	<b>Y/Nyes</b> If no, please provide reason for non-completion:
<b>PADR Completed:</b>	<b>Y/Nyes</b>
<b>Identified as Part of PADR:</b>	<b>Y/Nyes</b>
<b>Length of Service:</b>	<b>17 years 5 months</b>
<b>Has this development opportunity been funded/supported by WAST in any way already?</b>	<b>Y/Nno</b>
<b>If yes, please provide details of funding awarded and specify how you have applied the learning in practice and how you have shared the learning more widely:</b>	<b>Funding previously received: £0</b>



**Please ensure you attach a prospectus detailing the development opportunity applied for (where applicable)**

**Applicant Statement**

I am taking this wonderful opportunity to apply for the Welsh Ambulance Service bursary to help fund the following course; MSc Health and Public Service Management with the University of South Wales, this is a part time course over three years, I enrolled on the course in September 2019 and I have self-funded to date.

My interest to study Health and Public Service Management is with the aim of becoming a Locality Manager with the Welsh Ambulance Service. The course has already elevated my theoretical knowledge, gained from a Clinical Team Leader development opportunity and completion of Institute of Leadership and Management Level 4.

I enjoy studying the theories around leadership and management, referencing journals and participating in class discussions and debates. This newly acquired knowledge is then used within my role, to improve both staff welfare, team engagement and wellbeing of colleagues, to improve our measured outcomes.

I am driven by my determination to lead by example, support my dedicated colleagues, and continue to provide WAST patients with excellent clinical care and service experience.

The MSc In Health and Public Service has facilitated skills and knowledge development, which expand upon my leadership skills, whilst opening new and exciting doorways for the future. I already understood the importance of time management, however this course has affirmed the necessity for deadlines of projects to be adhered to.

As I am near the completion of year 1, I do hope that you will favour my application for funding for my second year; I have self-funded to date, and so demonstrate my personal commitment and dedication to the course and have highlighted my desire to progress within the organisation in my PADRs. I uphold and practice the behaviours and values of WAST, ensuring I meet every challenge with eloquence and knowledge. I work closely with my current team and utilise reflection to ensure I make informed decisions. I create links with other directorate, to build upon shared learning and work to personal high standards.

**General Information**

My interest to study MSc Health and Public Service Management, in conjunction with securing a substantive Clinical Team Leader position, will allow me the opportunity to develop into the role of Locality Manager, where I can apply my confidence and leadership skill to successfully manage change. I am currently building upon my knowledge and experiences, gained through development opportunities as a CTL. I have been in a seconded role as CTL previously for 2 years. During this time I have completed a level 4 Diploma with the Institute of Leadership and Management. I found this course incredibly beneficial, enhancing my own capabilities and team leading skills and continuing to promote the trust behaviours. Having recently been successful at interview I have been offered another opportunity to further develop as a CTL. I am able to prioritise effectively, which allows me to multitask, delegate and support my team. I take every learning opportunity I can from this course, and am able to advise my team individually, adopting strategies to facilitate their development, whilst being visible and utilising models which form part of the programme. Following this course and my current CTL opportunity, I feel I will be in a strong position to apply for a Locality Manager role, having attained the knowledge, skills and qualifications required. I will be able to support WAST by applying my learning, which will support managerial practice, decision making and the ability to support and lead my team through change and performance improvement initiatives, in addition to reflective practice and shared learning. Team ethos is important, encompassing patient experience and outcome, parallel with staff welfare. My positivity towards leading a great team continues to prompt my passion to study leadership and management at an advanced level and will improve my skill sets to meet the dynamic, diverse and challenging situations that modern day health care services yield.

Quality	<p>The course I have enrolled on is a Masters, studied at the University of South Wales. At this advanced level of study I am able to learn and understand that great leadership at all levels shows purpose and direction, creating working conditions that allow people to engage with each other to achieve the trusts goals and objectives. Through participation in this course, I understand that audits and feedback, both of current processes and team members themselves, can be utilised to outline a model for improvement, and facilitate change. I have learnt the necessary processes to audit quality and patient outcome, and the formulas and graphing techniques used to present this data. Having good leadership will create alignment in the trusts vision and strategies with the purpose of achieving Leadership that provides purpose, direction and engagement to achieve the trusts quality objectives.</p> <p>By learning to empower and engage with staff they will become the driving force behind meeting the trusts objectives, supporting the trusts behaviours and delivering excellent patient care, and will strive to exceed patient's expectation.</p> <p>By helping me to fund my development I will strive to empower staff, promote positivity, lead and delegate by working alongside my team, promoting the Trust gold standard and ensuring that learning outcomes are met. To ensure that the values and beliefs of the trust are at the forefront I give recognition when achieving the trusts objectives.</p>
Patient Care, Safety & Experience	<p>This course will enable me to learn and grow while currently in development role of CTL, this opportunity provides an efficient means of developing the staff in my team with the new leadership skills I am currently studying.</p> <p>The course content enables me to ensure processes are followed, and clinical care is not compromised with financial or staffing constraints. Stakeholder engagement is a priority, both with external health board colleagues and internal WAST departments, including the PEGI team, linking with external stakeholders to promote patient engagement and feedback, in order to both listen to and learn from real experiences. I have learnt to ensure Datix and complaints are closed within audited timeframes, following a structured methodology. I attend SCIF meetings, to develop my comprehension of the process and establish my response, with the systems utilised by other directorates. I ensure investigations are dealt with in a timely manner. The MSc provides me with alternative templates to follow, most recently I have explored project management and transformation. Health and safety and infection prevention control audits are completed and recommendations followed. Modules which promote reflection of previous responsibilities, ensure that I am able to identify learning points, and share these with my team. Leading by example I currently run workshops to ensure my team are facilitated with CPD opportunities. I have introduced myself to other MSc participants on my current course, and have built a network of external stakeholders, with whom I can discuss health board plans.</p> <p>By enabling me to continue in my studies and develop my new skills in management I can demonstrate the crucial nature for individual knowledge and skills to perform their duties in relation to WAST behaviours, striving to be the best that they can be whilst delivering high quality clinical care, with safety and patient experience being a priority, enabling the organisation to achieve the long term goals and providing best patient care outcomes.</p>

Individual	<p>On completion of this course I will have gained a specialised knowledge in the background and implementation of management methodology and structures behind healthcare leadership and management. It is not just about the academic achievement but also it is a personal development and increasing my confidence professional skills whilst broadening my knowledge and developing key cognitive skills that can be applied in the role of CTL and hopefully in the future as Locality Manager. It is also about WAST having an educated individual, following their personal development plan, and formulating knowledge and skills which will transfer across in to roles within the organisation, where learning can be shared and utilised in key areas of management and leadership.</p> <p>I am dedicated to enhancing my industry expertise and credibility with my peers. Have already enrolled on a master's degree and almost at the end of my first year so I am fully aware of the level of commitment required and I am prepared to continue my studies building on my existing skills and experience whilst developing new ones</p>
Team	<p>I am already very focused on my individual team, ensuring communication is regular, alongside a visible leadership style. I ensure that all team members understand their shared goals and expectations, and support this with a variety of visual and electronic platforms, in addition new ideas are shared within the team, and innovation is promoted. This course will enable me to carry out my duties with an improved understanding of the managerial role and identifying where continuous learning and reflection is a priority whilst keeping focus on what is important right now.</p> <p>I believe that it is important to avoid overwhelming my team with multiple new tasks and initiatives, whilst also recognising that there is a range of diverse learning abilities and styles.</p> <p>I create a positive working environment where my colleagues are productive through motivation and inspired to achieve their goals by keeping their enthusiasm for their chosen profession.</p> <p>I take pride in showing interest in my team's personal development, motivating my colleagues for learning and development, sharing my own work to promote a corporate approach, whilst encouraging individual ideas and sharing methodology behind decision making and project management, to develop their own skills.</p>





**GIG** Ymddiriedolaeth GIG  
Gwasanaethau Ambiwylans Cymru  
**NHS** Welsh Ambulance Services  
NHS Trust

Pencadlys Rhanbarthol Ambiwylans a Chanolfan Cyfathrebu Clinigol,  
Regional Ambulance Headquarters and Clinical Contact Centre,  
Tŷ Coch Way, Cwmbran, NP44 7HF  
Tel 01633 626262 Fax 01633 626299  
[www.ambulance.wales.nhs.uk](http://www.ambulance.wales.nhs.uk)

**Private & Confidential**

1<sup>st</sup> March 2020

Dear Sir/Madam

**Re: Bursary Application**

I am [redacted] line manager and am offering full support, in writing as requested, for her bursary application.

[redacted] is currently undertaking the Clinical Team Leader role, on a secondment, whilst also undertaking the part time, 3 year MSc in health and public service management. Having worked with [redacted] over the last 6 years, both operationally and as line manager, I feel I am in a position to support this application. [redacted] is extremely conscientious, organised, approachable, whilst also fair and supportive of her team. She is clear and decisive in her decision making. Her leadership style is fair and transformational, however [redacted] is not afraid to utilise an autocratic style when appropriate, for example health and safety engagement.

As part of her last PDRs, [redacted] has highlighted that she would like to progress within the managerial structure and her commitment to the MSc is evident with her currently self-funding. It is more than encouraging to identify a motivated individual within WAST, who understands the organisation from an internal perspective and is wanting to attain the role of Locality Manager. This educational qualification is required for the application process and whilst there is funding for the clinical stream, I think this is an excellent opportunity to support a member of staff, through a developmental structure towards a managerial goal. [redacted] demonstrates Trust behaviours and has completed all of the expected key performance and clinical targets. [redacted] not only ensures her own compliance, but has completed her team objectives.

The course offers modules which support the development of a manager, whilst being relevant to the organisation. Project management, Brexit, leadership styles, strategy, equality and diversity, public finance and change management are all included within year one, and [redacted] only has two further submissions before year one is completed. She has passed all of her modules to date.

Cadeirydd /Chair: Martin Woodford  
Prif Weithredwr /Chief Executive: Jason Killens  
Mae'r Ymddiriedolaeth yn croeso i gyswlltu gyda'r Gymraeg neu'r Saesneg  
The Trust welcomes correspondence in Welsh or English



Thank you for considering this application, if there is any other information you require, please do not hesitate to contact me.

Kind regards

**Re:**

Yours sincerely

## CFC Bursary Scheme: Application Form (Part A)

Application Reference (Leave blank):	018
Applicant Name:	
Position Title:	
Employee Payroll Number:	
Ethnicity (collected in line with Workforce Race Equality Standards):	White
Department/Base:	
Home Address (this will be used to formally notify you of the outcome of your application):	
Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):	£3000 per year (3 year course, 2 years left)
Sum Applied For (if different from above):	
Applicant Signature:	
Manager Signature:	

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**Step Two:** The CFC Bursary Panel (comprising the Chairman and a Non-executive member of the Charitable Funds Committee, two staff representatives and the Trust Medical Director or Director of Workforce and OD) will determine whether your application can be funded, based on:

- the rating of the Panel, and
- the availability of funds.

**NB:** This page is to be detached prior to submission to CFC Bursary Sub-group

# **CFC Bursary Scheme: Application Form (Part B)**

<b>Reference (Office Use Only):</b>	018
<b>Position Title:</b>	
<b>Development Opportunity Applied For (Title):</b>	MSC Advanced Clinical Practice
<b>Duration:</b>	3 years – (Self-funded for the 1 <sup>st</sup> year – 2 years left)
<b>Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):</b>	£3000 per year (2 years left)
<b>Sum Applied For (if different from above):</b>	
<b>Supported by Line Manager:</b>	Y/
<b>Line Manager Statement of Support or Rejection:</b>	<p>has my full support with relation to this application. As an experienced Nurse Advisor, would be able to bring even more to her role within hear and treat services in 111/NHSDW. I fully support her continual development, as for the Trust to grow as a whole and live up to its vision, we need to invest in those keen to nurture their educational and practice abilities by ensuring we have a skilled professional workforce. is always keen to improve her practice and grow as a nurse and an individual. The development around face to face assessment will ensure hear and treat skills are exemplar and will lead the way for other Clinical Advisors within the service.</p>
<b>CPD Completed? If not, please provide reason</b>	Y/ If no, please provide reason for non-completion:
<b>PADR Completed:</b>	Y/
<b>Identified as Part of PADR:</b>	Y/
<b>Length of Service:</b>	10 Years in NHS, 3 Years in WAST.
<b>Has this development opportunity been funded/supported by WAST in any way already?</b>	N
<b>If yes, please provide details of funding awarded and specify how you have applied the learning in practice and how you have shared the learning more widely:</b>	Funding previously received: £ N/A



# **CFC Bursary Scheme: Application Form (Part B)**

<b>Reference (Office Use Only):</b>	
<b>Position Title:</b>	
<b>Development Opportunity Applied For (Title):</b>	<b>MSC Advanced Clinical Practice</b>
<b>Duration:</b>	<b>3 years – (Self-funded for the 1<sup>st</sup> year – 2 years left)</b>
<b>Development Opportunity Cost (If development opportunity is longer than one year, please provide single year costs only):</b>	<b>£3000 per year (2 years left)</b>
<b>Sum Applied For (If different from above):</b>	
<b>Supported by Line Manager:</b>	<b>Y/</b>
<b>Line Manager Statement of Support or Rejection:</b>	<p>J has my full support with relation to this application. As an experienced Nurse Advisor, a would be able to bring even more to her role within hear and treat services in 111/NHSDW. I fully support her continual development, as for the Trust to grow as a whole and live up to its vision, we need to invest in those keen to nurture their educational and practice abilities by ensuring we have a skilled professional workforce. J a is always keen to improve her practice and grow as a nurse and an individual. The development around face to face assessment will ensure J hear and treat skills are exemplar and will lead the way for other Clinical Advisors within the service.</p>
<b>CPD Completed? If not, please provide reason</b>	<p><b>Y</b></p> <p>If no, please provide reason for non-completion:</p>
<b>PADR Completed:</b>	<b>Y/</b>
<b>Identified as Part of PADR:</b>	<b>Y/</b>
<b>Length of Service:</b>	<b>10 Years in NHS, 3 Years in WAST.</b>
<b>Has this development opportunity been funded/supported by WAST in any way already?</b>	<b>/N</b>
<b>If yes, please provide details of funding awarded and specify how you have applied the learning in practice and how you have shared the learning more widely:</b>	<b>Funding previously received: £ N/A</b>



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***Please ensure you attach a prospectus detailing the development opportunity applied for (where applicable)***

**Applicant Statement**

I work at the 111/NHS Direct Wales Contact Centre in Swansea as a Nurse Advisor and am currently self-funding towards the Advanced Clinical Practitioner MSc Course, at the University of South Wales. I started this course in September 2019 and it is a 3 year MSc programme. I have been a Nurse for over 10 years and have worked for the Welsh Ambulance Service (WAST) for 3 years. I have received excellent feedback since working for WAST from both patients and colleagues, which has in turn given me the confidence and drive to further my studies. As well as working for WAST, I work part time as a Practice Nurse. I have taken on this additional role to ensure a clinical placement whilst studying, which was essential for this course.

My future desire is to work as an Advanced Clinical Practitioner for the Out of Hour Service (OOH) and possible future advanced roles within WAST, alongside other clinicians to provide health care for urgent medical problems outside normal surgery hours. I also intend on continuing to work as a Nurse Advisor for WAST. In order to do this, this course would be essential. The MSc will allow me to extend the scope of practice regarding consultations, assessments, diagnosing and providing therapeutic interventions. The reason I have chosen this particular course is because it will allow me to develop my skills at an advanced level. The content of the course will allow me to develop a more in-depth understanding of altered physiology to effectively assess patients' health. Furthermore, I will study research methods, influences on current health care practices, relevant protocols and policies and Independent Prescribing. I feel that this course will support and compliment my current role at WAST and prepare me to be an Advanced Clinical Practitioner to a high level in order to help support General Practitioners,

Paramedics and staff alike, in the OOH service, in providing a better service for WAST.

I am up to date with mandatory CPD and have attended several courses over the years using my own initiative, including receiving a Merit for a PGD in Diabetes Care and Distinction in a PGD in Contraception and Sexual Health. I have already completed my Musculoskeletal OSCE, receiving an exceptionally high mark, which I feel reflects my commitment to the course. I have submitted my first research assignment and have two further exams and a Cardiorespiratory OSCE to complete this year. I have supported myself up to this point, but have found it to be costly. Each term costs £1000, thus the cost per year is £3000. I would be so very grateful to be supported by WAST and sincerely hope that my application is considered.

General Information

I am very passionate about completing the MSc and being the best that I can be. Completing the MSc in Advanced Clinical Practice will provide an excellent educational opportunity, which is highly useful and relevant within NHSDW/111 and the OOH service. I feel it will prepare me to better able support clinical and non-clinical colleagues. I already feel that I have gained a great amount of knowledge and skills in this short time since starting the course, which I apply daily in my current role at WAST and continuously share with my colleagues at all levels. I have found that my assessing abilities have improved dramatically, my confidence has grown further and I feel I now provide better care and advice. I love working for WAST and as the service is continuously growing and changing, I feel it is important to personally do the same.

The 111 service is continuously growing. It is already an integrated service that has been introduced to many parts of Wales. This will soon cover the whole of Wales. Going forward, I see several opportunities in WAST as a Nurse with rotational nursing roles and hope to be a part of this.

The quality of care provided to our patients is paramount to ensure patients have the confidence in the care that they receive. It is important that nurses' education and training is to a high quality and meets both the Nursing and Midwifery Council (NMC) standards and that set by WAST. The quality of services are supported by WAST's Trusts' Behaviours to include 'I will be my best, together we can be better'. Through supporting and challenging all colleagues, we can continue to improve and provide the best possible patient care and a good place to work and develop.

I have a clear vision of what is needed to be able to become a confident Advanced Clinical Practitioner. My immediate vision is to learn, practice safely and share my knowledge and skills with my colleagues and patients. It is imperative that health care professionals are up to date and confident with current policies and procedures and up to date with ever changing guidelines. I have already learnt a great deal on this course and actively apply and share this within my role.

This course covers all of the body systems and gives an in-depth physiology approach to include advanced diagnosing skills. I envision this to be will allow me to be a valuable addition to WAST. By the end of this course, I hope to continue implementing quality improvements and apply these within the service, ensuring high quality care is being utilised for a smooth, safe, efficient and confident service.

The best up-to-date evidence based care is expected to be implemented by Nurses. According to the NMC Code of Conduct (2018), prioritising people is key. It is important to make their care and safety our priority and making sure that dignity is preserved with their needs recognised, assessed and responded to. The NMC Code of Conduct also stresses the importance to practice effectively on the basis of best available evidence. To share your skills, knowledge and experience for the benefit of people receiving care and colleagues alike is paramount. The Code also notes the importance of 'Preserving Safety' thus, working within the limits of your competence and exercising your professional 'duty of candour' and raising concerns for safety/risk.

Prudent healthcare and improving the patients experience and journey in ensuring more appropriate outcomes are achieved is paramount. The WAST's Clinical Response Model, which was first launched in 2015, focuses on the quality of care provided rather than attendance time. NHSDW/111 play a large part in helping patient understand the nature of their concern. By supporting and empowering the public, we help to avoid inappropriate attendance to unnecessary emergency services, which are under strain. NHSDW/111 service is exceptionally helpful in assisting people to select what services they need. My role as Nurse Advisor is central to this. I feel that this course will improve my knowledge and assessment skills to enable exceptional care and advice is utilised to a high standard. From the Trusts' Behaviours: 'I will own my decision', I feel this course will give me the knowledge and confidence to be able to do this, allowing me to provide the best available practice.

Since becoming a Nurse, I have continued to develop and grow. I have completed several courses using my own initiative to better myself, as I feel it is important to grow through learning. This reflects WAST's Vision of 'A leading ambulance service providing the best possible care through a skilled, professional and health workforce'. Everything that I have learnt and continue to learn, is shared with my colleagues, as the knowledge and skills are valuable to the service as a whole.

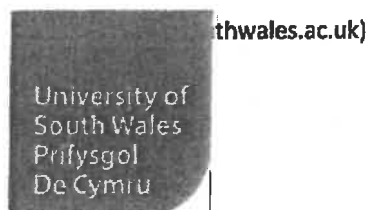
I intend on completing this course to a high standard, as when I commit to something, I do so by excelling and working extremely hard. I also get a sense of self-gratification when I learn and grow, and my determination is perhaps one of my strongest qualities. I have anticipated completing the MSc over the past few years, which has also been discussed within my PADR. Additionally, I have full support and encouragement off my line manager, as she is confident in my abilities.

The future of nursing in WAST is growing and with this additional qualification of being an Advanced Clinical Practitioner, I will be able utilised the advanced skills in the 'hear and treat' and 'see and treat' setting, with endless possibilities. Possibilities such as responding to appropriate 999 calls in the community and completing rotational work to support the different services.

The new skills and knowledge learnt will not only benefit myself and patients alike, but also the wider team. The skills learnt already are being applied within my current role. I am able to share my knowledge with call handling staff, nurses, paramedics and senior management on areas such as Musculoskeletal, Respiratory and Cardiovascular conditions, which gives them a new confidence when dealing with such queries, which are very common concerns that patient regularly call in with.

The more skills I develop over the next 3 years, the more variation of patients I will be able to see and treat. I can also share and mediate relevant information with the training team when new guidelines and protocols/changes occur, that can in turn be shared with colleagues during training days, or I would be happy to provide direct training if appropriate. In conjunction with the Education/Training team, I hope to help develop learning resources for both clinical and non-clinical staff in the 'hear and treat' setting. There are many areas I feel this can help improve the service to include allowing staff to develop a better understanding of appropriate onward referral to the GP/GPOOH/Accident and Emergency Department and the Emergency Services. I believe this will have a positive impact on appropriate patient care and in turn, support a more effective and efficient service for WAST.





## MSc Advanced Clinical Practitioner

The MSc Advanced Clinical Practitioner course is for healthcare professionals who want to extend the scope of their practice regarding consultation, assessment, diagnosis and therapeutic interventions.

It is suitable for aspiring Advanced Nurse/ Paramedic Practitioners and people requiring advanced physical assessment skills for their role. Modern healthcare services are dynamic, diverse and challenging, often requiring care and interventions delivered by healthcare practitioners with advanced clinical skills and sound theoretical knowledge.

The MSc Advanced Clinical Practitioner will allow you to develop your skills at an advanced level, thereby meeting the requirements set by National Leadership and Innovation Agency for Healthcare (NLIAH).

You will develop your understanding of altered physiology to effectively assess patients' health or ill health status. In addition you will study research methods, influences on current health care practices and independent prescribing. The MSc Advanced Clinical Practitioner can be achieved within three years and you will need to be supported by a medical and professional mentor in practice.

Study Mode 2020	Duration	Start Date	Campus	Campus Code
Part-time	3 Years	September	Glyntaff #2	A

Study Mode 2021	Duration	Start Date	Campus	Campus Code
Part-time	3 Years	September	Glyntaff #2	A

## Book an Open Evening

<https://www.southwales.ac.uk/open-days/part-time-and-postgraduate-open-evenings/>

## Apply

<https://applicationform.southwales.ac.uk>

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## What you will study

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### Year One: MSc Advanced Clinical Practitioner

- **Clinical Conditions 1**

This will involve developing your understanding of altered physiological processes in relation to cardiovascular, respiratory and musculoskeletal disease processes, for example Chronic Obstructive Pulmonary Disease (COPD), heart failure and Myasthenia Gravis disease.

- **Clinical Skills 1**

This will involve further developing your knowledge and skills in relation to examining patients with cardiac, respiratory and musculoskeletal diseases. This will include completing a comprehensive patient medical history, thoroughly examining each system mentioned above and identifying their treatment and management plan based on an individual clinical presentation.

- **Research Methods**

You will learn how to critically evaluate a range of research methodologies.

### Year Two: MSc Advanced Clinical Practitioner

- **Clinical Conditions 2**

This will involve developing your understanding of altered physiological processes in relation to endocrine, neurological and abdominal disease processes, for example Diabetes and Thyroid disease, Parkinson's disease, liver and gut diseases.

- **Clinical Skills 2**

You will continue to develop your knowledge and skills in relation to examining patients with endocrine, neurological and abdominal disease. This will include completing a comprehensive patient medical history, thoroughly examining each system mentioned above and identifying their treatment and management plan based on an individual clinical presentation.

- **Influences on Practice**

You will debate the political, legal and professional influences on advanced practice in context with today's healthcare system. Professional influences include considering the role of advanced practice within the Welsh Advanced Practice Framework. Legal influences include accountability and political influences will address the requirements advocated by Welsh Government.

### Year Three: MSc Advanced Clinical Practitioner

The final year of the MSc Advanced Clinical Practitioner course has a choice of three pathways:

1. A dissertation of 15,000 words (for the 60 credit module) where you will choose a topic relevant to your own area of practice and critically evaluate the role of the advanced practitioner within that area.
2. A dissertation of 10,000 (for the 40 credit module) where you will choose a topic relevant to your own area of practice and critically evaluate the role of the advanced practitioner within that area, and one of the optional modules below.
3. Independent Prescribing (<http://www.southwales.ac.uk/study/subjects/nursing-health-sciences/short-courses/prescribing/>) (40 credits) plus one optional module.

#### Optional modules

- Professional Portfolio Development (20 Credits)
- Leading Effective Teams in Health and Social Care (20 credits)

## Teaching

You will attend the University one day a week. First year students will study on Mondays, whilst second years are Thursday and third year are in on a Friday. Hours of study: Monday 09.00-17.00; Thursday 10.00-19.00; Friday 11.00-17.00.

MSc Advanced Clinical Practitioner is taught by a variety of methods including tutorials, lectures, case study presentations, peer presentations, and problem-based learning. You will also undertake practicals in our Clinical Simulation Suite (<http://www.southwales.ac.uk/study/subjects/nursing-health-sciences/simulation/facilities/>) as well as in actual clinical practice.

## Assessment

Assessments include written examinations, assignments and OSCEs (Objective Structured Clinical Examinations). The OSCEs will take place in May each year and be completed as part of the clinical skills modules and involve undertaking a comprehensive patient history, examining a particular bodily system, and identifying a management and treatment plan for the individual.

## Course details

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### Facilities

Our state of the art Clinical Simulation Centre (<http://www.southwales.ac.uk/study/subjects/nursing-health-sciences/simulation/facilities/>) is set up to replicate an acute care NHS environment, providing realistic clinical facilities for our pre-registration students and qualified healthcare professionals.

### Lecturers

- David O'Neill (<http://staff.southwales.ac.uk/users/7896-doneill>), award leader
- Bridie Jones (<http://staff.southwales.ac.uk/users/2167-bjones>)
- Eileen Munson (<http://staff.southwales.ac.uk/users/248-emunson>)
- Professor Keith Weeks (<http://staff.southwales.ac.uk/users/1088-kweeks>)
- Professor David Pontin (<http://staff.southwales.ac.uk/users/5152-dpontin>)
- Dr Gareth Parsons (<http://staff.southwales.ac.uk/users/259-gparsons>)

- Mark Davies (<http://staff.southwales.ac.uk/users/1399-mdavies6>)
- Meirion Williams (<http://staff.southwales.ac.uk/users/8965-mwillia8>)
- Sara Morgan (<http://staff.southwales.ac.uk/users/8776-smorgan5>)
- Dr Ray Higginson (<http://staff.southwales.ac.uk/users/854-rhiggins>)
- Cheryl Phillips (<http://staff.southwales.ac.uk/users/3857-cphilli1>)
- Dr Paul Burrows (<http://staff.southwales.ac.uk/users/9260-pburrows>)

## Entry requirements

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Applicants must be a registered nurse, midwife, SCPHN, health visitor, physiotherapist or pharmacist, or paramedic educated to at least degree level. Candidates must have a minimum of three years, full-time, post-registration experience (or equivalent part-time) and be in current employment. Accreditation of recognised prior learning (RPL) will also be considered. You will also need to have access to a medical mentor who will assess and approve your clinical competencies throughout the Advanced Clinical Practitioner course.

The application process does not currently include an interview, other than for the Independent Prescribing module which is in the third year. Your application is vetted firstly by ensuring you meet the entry criteria as outlined. If you only fill out the basic information, your application is likely to be referred back to you. Please take the time to complete the personal statement and demonstrate an appropriate level of understanding of Advanced Practice and its application to your role.

If you have been offered an unconditional place on the course, please accept the offer as soon as possible, otherwise you may lose the place. You can always change your decision afterwards or defer. However, you can only defer your application for one year. If you decide not to attend after this deferral you will have to apply again.

The course welcomes International applicants and requires an English level of IELTS 6.0 with a minimum of 5.5 in each component or equivalent.

## Fees and funding

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Full-time fees are per year. Part-time fees are per 20 credits. Once enrolled, the fee will remain at the same rate throughout the duration of your study on this course.

### August 2020 - July 2021 Fees

Part-time UK and EU: *TBC*

### August 2021 - July 2022 Fees

Part-time UK and EU: *TBC*

## Additional Costs

Students have access to a wide range of resources including textbooks, publications, and computers in the University's library and via online resources. In most cases they are more than sufficient to complete a course of study. Where there are additional costs, either obligatory or optional, these are detailed below. Of course students may choose to purchase their own additional personal resources/tools over and above those listed to support their studies at their own expense. All stationery and printing costs are at a student's own expense.

## Funding

You can apply for a postgraduate loan (<https://www.southwales.ac.uk/study/fees-and-funding/postgraduate-fees-and-funding/>) as a contribution towards your course and living costs.

## Application tips

Apply directly (<https://myusw.southwales.ac.uk/login?referrer=https://applicationform.southwales.ac.uk/apps/new>) to the University for this course. You will need to register first.

Admissions statement (<http://www.southwales.ac.uk/study/apply/admissions-statement/>)

## Careers

The MSc Advanced Clinical Practitioner will develop a range of clinical skills in greater depth and gain the knowledge to assess, diagnose and treat patients. Study of relevant protocols, policy and research will complement this to allow safe practice at an advanced level. Typical career progression is to Advanced Clinical Practice Nurse. Students can also progress to a PhD or a research degree. (<https://gradschool.southwales.ac.uk/postgraduate-research-degrees/>)

## Related Courses

MSc Professional Practice ([../msc-professional-practice](#))

BSc (Hons) Professional Practice (Health Care Studies) ([../bsc-hons-professional-practice-health-care-studies](#))

BSc (Hons) Acute and Critical Care ([../bsc-hons-acute-and-critical-care](#))

Postgraduate Certificate Acute and Critical Care ([../postgraduate-certificate-acute-and-critical-care](#))

## GRADUATE STORIES



**I've gained  
promotions every two  
to three years**

(2999/ive-gained-promotions-  
every-two-to-three-years?  
story\_types=grad)



**I'm now an advanced  
nurse practitioner  
with prescribing rights**

(1572/im-now-an-advanced-nurse-  
practitioner-with-prescribing-  
rights?story\_types=grad)

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## STUDENT STORIES

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**Advanced Practice  
course has given me  
more credibility with  
doctors**

(2619/advanced-practice-course-  
has-given-me-more-credibility-  
with-doctors?story\_types=stud)



**I felt a responsibility  
to increase my  
knowledge**

(1573/i-felt-a-responsibility-to-  
increase-my-knowledge?  
story\_types=stud)

**Apply**

<https://applicationform.southwales.ac.uk>

**Book an Open Evening**

[https://www.southwales.ac.uk/open-  
days/part-time-and-postgraduate-open-  
evenings/](https://www.southwales.ac.uk/open-days/part-time-and-postgraduate-open-evenings/)

**Contact Us**

**Request Prospectus**

## CFC Bursary Scheme: Application Form (Part A)

<b>Application Reference (Leave blank):</b>	021
<b>Applicant Name:</b>	
<b>Position Title:</b>	
<b>Employee Payroll Number:</b>	
<b>Ethnicity (collected in line with Workforce Race Equality Standards):</b>	British
<b>Department/Base:</b>	Ambulance Station
<b>Home Address (this will be used to formally notify you of the outcome of your application):</b>	
<b>Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):</b>	<p>Year 1 - £2040.00 (£680 per 20 credits)</p> <p>Year 2 - £2040.00 (£680 per 20 credits)</p>
<b>Sum Applied For (if different from above):</b>	
<b>Applicant Signature:</b>	
<b>Manager Signature:</b>	

**Notes for applicants:** Bursary applications will be dealt with in two steps.

**Step One:** The CFC Bursary Sub-group considers the merits of your application in relation to the award criteria. This is done anonymously – they will not know who you are or what department or region you work in. The group will score your application before submitting recommended applications to the CFC Bursary Panel.

**Step Two:** The CFC Bursary Panel (comprising the Chairman and a Non-executive member of the Charitable Funds Committee, two staff representatives and the Trust Medical Director or Director of Workforce and OD) will determine whether your application can be funded, based on:

- the rating of the Panel, and
- the availability of funds.

**NB: This page is to be detached prior to submission to CFC Bursary Sub-group**





## CFC Bursary Scheme: Application Form (Part B)

Reference ( <i>Office Use Only</i> ):	021
Position Title:	
Development Opportunity Applied For (Title):	BSc (Hons) Acute and Critical Care
Duration:	2 years part-time
Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):	<p>Year 1 - £2040.00 (£680 per 20 credits)</p> <p>Year 2 - £2040.00 (£680 per 20 credits)</p> <p>(Total of 5 modules over the two years)</p>
Sum Applied For (if different from above):	
Supported by Line Manager:	Yes, . CTL
Line Manager Statement of Support or Rejection:	<p>has continually shown that she wants to move forward in her career and further her learning. She is up to date with all CPD and continually enquires into further development opportunities. I believe that is a good candidate and that she possesses the clinical knowledge requires to acquire higher qualifications.</p>
CPD Completed? If not, please provide reason	Yes
PADR Completed:	Yes
Identified as Part of PADR:	Yes
Length of Service:	3 years
Has this development opportunity been funded/supported by WAST in any way already?	No
If yes, please provide details of funding awarded and specify how you have applied the learning in practice and how you have shared the learning more widely:	<p>Funding previously received: £</p> <p>None previously received.</p>

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**Please ensure you attach a prospectus detailing the development opportunity applied for (where applicable)**

<b>Applicant Statement</b>	
<b>General Information</b>	<p><b>I am applying for this bursary as I wish to further my clinical knowledge, and further my career within the Welsh Ambulance Service.</b></p> <p><b>I gained a Diploma in Paramedic Science at Swansea University in 2017 and have since worked as Paramedic within the locality of Ceredigion. I have attempted to join a Masters Course in Advanced Clinical Practice, but have been unsuccessful due to me not having a Degree certificate.</b></p> <p><b>I wish to apply for this bursary in order for me to complete my Degree course, in order to go on to gain a further qualification in advanced practice in the near future.</b></p> <p><b>If I was fortunate enough to receive this bursary, I would use it to complete a top-up degree at the University of South Wales in Acute and Critical Care.</b>  <b>The top-up degree consists of the following modules:</b></p> <p><b>YEAR 1</b></p> <ul style="list-style-type: none"> <li>▪ <b>Applied physiology of acute and critical illness – 20 credits</b></li> <li>▪ <b>Care and management of the acute and critically ill – 20 credits</b></li> <li>▪ <b>Legal and professional issues in caring for the acute and critically ill – 20 credits</b></li> </ul> <p><b>YEAR 2</b></p> <ul style="list-style-type: none"> <li>▪ <b>Psychological consequences of acute and critical illness – 20 credits</b></li> <li>▪ <b>Practice-based dissertation – 40 credits</b></li> </ul> <p><b>This course has a very good balance between both theory and practice, and it can be applied to my everyday work in practice.</b>  <b>If I am fortunate enough to receive this bursary to study for this course, I would offer CPD learning sessions to my fellow colleagues within the locality to share the new knowledge and skills.</b></p> <p><b>Having training opportunities in rural West Wales are very rare, and this is why I have had to apply to a course that's over an hour and a half away from my base station.</b></p> <p><b>I am very hopeful that you will consider my application, as having support to study for this degree would help me to progress in my career.</b></p>

**This opportunity for furthering my study will effectively influence the quality of care that I provide, and will also influence a large number of my colleagues. As a paramedic I feel strongly that continued education is key to, and beneficial for, quality improvement, allowing clinicians to improve their own level of education and enabling its implementation in their practice. By studying for this degree I will be able to offer a more detailed holistic clinical examination and be able to complete more thorough system reviews on patients, enhancing my ability to diagnose, and ultimately refer to appropriate care providers.**

**I feel that it is vital to maintain currency with new innovative evidence-based practice, something I continue now through reading journals, having developed an interest in this during my previous study, and something which the course at Coventry promotes. I am currently a part of the 'Paramedic Right 2 Trial', the data of which is currently being examined, which in the future may be beneficial to patient outcomes. By completing the project-based module I hope to enhance patient care in Wales by developing a topic which will benefit a patient group directly. Utilising clinical performance indicators to measure this would ensure a high standard of patient care, and ultimately improve standards within the trust. Patients are the focus of our care as a trust, by improving their experience through research I hope to benefit them directly.**

<b>Patient Care, Safety &amp; Experience</b>	<p>Applying evidence-based practice to patients in my community, as this course promotes, will be of direct benefit to numerous patient groups and will enhance patient care, safety and patient experience by providing me with the skills and knowledge to confidently and safely assess patients in their homes and determine the most appropriate pathway for their further care and treatment. By increasing my knowledge, being able to exclude 'red flags' and other indicators, I believe I will be able to provide an enhanced level of care, ensuring a greater level of 'safety netting'. Having more of an understanding of how to manage patients with long-term conditions within the community will benefit patients and wider agencies, who are currently facing extreme pressures, benefiting WAST's vision of patients being treated by the right clinician, at the right time, in the right place. This degree will furthermore expand my knowledge of other health care disciplines, and will result in the increased use of alternative care pathways, and ultimately a reduced number of hospital attendances, where appropriate.</p> <p>By developing my clinical skills and knowledge I will be able to provide safe and effective care for my patients whilst having a positive influence on my colleagues, for example, by improving my own knowledge of conditions and improving my clinical assessment skills, I will be able to offer better care for patients and ensure that they can participate in joint decision making, guaranteeing their dignity as partners in health care decisions are always maintained when deciding the best pathway for the patient.</p> <p>Evidence based knowledge and practice will enable me to make better choices for patients and studying for this degree will directly benefit patients by providing better patient centred care whilst ensuring safer systems of work. Through developing a wider and more in-depth understanding of illnesses and chronic conditions I hope to improve the experience that patients receive.</p> <p>Working effectively as a part of a team, both within WAST and with our partners, using newly acquired skills and knowledge will enable me to strive towards meeting the objectives of the Welsh Ambulance Service's quality improvement strategy 2016-2019.</p>
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Individual	<p>I want to develop my skills and knowledge to continue my development in my current role as a Paramedic, and to progress in my career with the Welsh Ambulance Service. I am committed to undertaking this degree, as I want to advance my role as a paramedic and enhance my clinical skills and knowledge to improve the care that I can provide my patients. I strongly believe that completing this course will improve patient centred care and will in turn improve patient outcomes. I'm always striving to further myself and have completed numerous formal and informal training and CPD days in order to expand my understanding e.g. end of life care, dementia awareness, paediatric care, mental health awareness. I have completed regular PADR's and have noted my intentions of completing a BSc degree. I am up to date with my statutory and mandatory training requirements and have already booked my mandatory 2020 CPD sessions at the National Training College.</p> <p>I take great pride in mentoring student paramedics and trainee technicians, and completing this degree will allow me to further educate the individuals that I mentor. I always strive to follow the vision, purpose and behaviours of the trust by sharing all new knowledge with the paramedic students that I be mentor, as well as my colleagues.</p>
Team	<p>Sharing new knowledge and practices with fellow colleagues is vital for staff development and improving patient experience. I have already facilitated numerous discussions with fellow colleagues, sharing ideas and knowledge that I have learnt from Swansea University and from various CPD experiences.</p> <p>After completing modules as a part of my top-up degree I will be able to offer ideas and suggestions regarding best practice and I hope to deliver or facilitate CPD sessions for my colleagues through the medium of both Welsh and English, as currently there are not enough opportunities within WAST to be involved in CPD sessions through the medium of Welsh. As a fluent Welsh speaker I feel that is it vital to cater for both first language English and first language Welsh speakers, in whichever language staff prefer, especially in Welsh speaking areas such as Ceredigion, in line with the Welsh Assembly's vision for a bilingual Wales.</p> <p>I believe that learning about innovative practice can improve the care that we give our patients here in WAST, and strive to be the best ambulance service providing the best possible care.</p>



**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

**APPENDIX 2**

Application Reference (Leave blank):	022
Applicant Name:	[REDACTED]
Position Title:	[REDACTED]
Employee Payroll Number:	[REDACTED]
Ethnicity (collected in line with Workforce Race Equality Standards):	WHITE BRITISH
Department/Base:	[REDACTED]
Home Address (this will be used to formally notify you of the outcome of your application):	[REDACTED]
Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):	£ 450
Sum Applied For (if different from above):	[REDACTED]
Applicant Signature:	[REDACTED]
Manager Signature:	[REDACTED]

**Notes for applicants:** Bursary applications will be dealt with in two steps.

**Step One:** The CFC Bursary Sub-group considers the merits of your application in relation to the award criteria. This is done anonymously – they will not know who you are or what department or region you work in. The group will score your application before submitting recommended applications to the CFC Bursary Panel.

**Step Two:** The CFC Bursary Panel (comprising the Chairman and a Non-executive member of the Charitable Funds Committee, two staff representatives and the Trust Medical Director or Director of Workforce and OD) will determine whether your application can be funded, based on:

- the rating of the Panel, and
- the availability of funds.

10



**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

<b>Application Reference (Leave blank):</b>	022
<b>Applicant Name:</b>	
<b>Position Title:</b>	Paramedic
<b>Employee Payroll Number:</b>	2
<b>Ethnicity (collected in line with Workforce Race Equality Standards):</b>	White British
<b>Department/Base:</b>	
<b>Home Address (this will be used to formally notify you of the outcome of your application):</b>	
<b>Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):</b>	£450
<b>Sum Applied For (if different from above):</b>	
<b>Applicant Signature:</b>	
<b>Manager Signature:</b>	

**Notes for applicants:** Bursary applications will be dealt with in two steps.

**Step One:** The CFC Bursary Sub-group considers the merits of your application in relation to the award criteria. This is done anonymously – they will not know who you are or what department or region you work in. The group will score your application before submitting recommended applications to the CFC Bursary Panel.

**Step Two:** The CFC Bursary Panel (comprising the Chairman and a Non-executive member of the Charitable Funds Committee, two staff representatives and the Trust Medical Director or Director of Workforce and OD) will determine whether your application can be funded, based on:

- the rating of the Panel, and
- the availability of funds .

**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

**NB: This page is to be detached prior to submission to CFC Bursary Sub-group**

<b>Reference (Office Use Only):</b>	
<b>Position Title:</b>	
<b>Development Opportunity Applied For (Title):</b>	Pre Hospital Trauma Life Support Course (PHTLS)
<b>Duration:</b>	Two days
<b>Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):</b>	£450
<b>Sum Applied For (if different from above):</b>	
<b>Supported by Line Manager:</b>	Y
<b>Line Manager Statement of Support or Rejection:</b>	I support the application of [redacted] for funding to undertake the PHTLS course. [redacted] has shown continued commitment to her role as a paramedic and has shown an interest in trauma and critical care, and development opportunities in these areas through her PADRs.
<b>CPD Completed? If not, please provide reason</b>	Y
<b>PADR Completed:</b>	Y
<b>Identified as Part of PADR:</b>	Y
<b>Length of Service:</b>	13 years
<b>Has this development opportunity been funded/supported by WAST in any way already?</b>	Not known
<b>If yes, please provide details:</b>	

**Please ensure you attach a prospectus detailing the development opportunity applied for (where applicable)**

**Applicant Statement**

**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

<b>General Information</b>	<p>The Pre Hospital Trauma Life Support (PHTLS) course is internationally recognised as the leading continuing education program for Pre-Hospital emergency trauma care.</p> <p>It is an intensive 2 day program that teaches how to effectively manage a multi-system trauma patient, giving the clinician the knowledge and advanced skill set to reduce mortality rates.</p> <p>It gives practitioners the competence and confidence to deal with casualties with polytrauma.</p> <p>The course has access to some of the most current training resources. It is designed to support frontline emergency staff.</p> <p>Polytrauma isn't something that is dealt with every day. This course will provide a refresher based on knowledge and skills from research and best practice. This will then enhance competence and confidence in these skills contributing to a positive impact towards improving patient care.</p> <p>I am a paramedic based in rural West Wales. I have a keen interest in trauma and critical care and I am ardent to refresh and improve my knowledge and clinical skills in these areas, based on evidence based current best practice.</p> <p>This is an education opportunity relevant to myself as a paramedic and will provide me with opportunities to learn and improve on many levels in line with best practice.</p>
<b>Quality</b>	<p>The PHTLS course is recognised as the gold standard in prehospital trauma education.</p> <p>It is taught in 64 countries.</p> <p>It is appropriate for: paramedics, nurses, physicians' assistants, physicians and other prehospital providers.</p> <p>The aim of the PHTLS course is to promote excellence in trauma patient management by all providers involved in the delivery of pre-hospital care.</p> <p>The course uses an internationally recognised textbook that has been developed in co-operation with The American College of Surgeons Committee on Trauma.</p> <p>This course will provide current, up to date, evidence based best practice training.</p>
<b>Patient Care, Safety &amp; Experience</b>	<p>This course will enable patient care, safety and the patient experience to be improved. This will be done by enabling practitioners to learn to effectively manage, and gain competence and confidence in dealing with, patients with polytrauma.</p> <p>Learning effective management of multi system trauma patients will give the clinicians knowledge and an advances skill set to reduce mortality.</p> <p>The PHTLS course is designed to support frontline emergency staff in strengthening their knowledge base and their ability to make rapid and appropriate patient care decisions in the emergency situation.</p> <p>The PHTLS course improves the quality of trauma care and reduces mortality.</p> <p>The PHTLS course includes the following topics:</p> <ul style="list-style-type: none"> <li>• Physiology of life and death</li> <li>• Scene assessment</li> <li>• Patient assessment</li> <li>• Airway</li> <li>• Breathing, ventilation and oxygenation</li> <li>• Circulation, Haemorrhage and shock</li> <li>• Patients with disabilities</li> <li>• Patient simulations</li> </ul> <p>The course has a commitment to improving patient care and providing the patient with evidence based best practice care. It is important that the Ambulance Service and me as a paramedic continue to support and develop best practice to continue to improve patient care and outcomes. Attending this course will enable me to remain committed and skilled to serve the patients that I attend in the community.</p>

**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

Individual	<p>I applied for the bursary the last time it was available but unfortunately my application was unsuccessful. I have reapplied this year as my interests have remained the same and have taken onboard feedback that my colleague received on our behalf from the Workforce and OD Business Manager.</p> <p>I still have an interest in trauma and critical care, which has been evidenced in my PADRs. This course will benefit myself by refreshing and increasing my knowledge and skill base, based on current research and best practice, provided by a leading continuing education program. It will improve competence and confidence to deal with casualties with polytrauma. It will benefit myself personally and professionally within my current role as a paramedic and enhance my skills and expertise.</p> <p>The PHTLS course promotes critical thinking as the foundation for providing quality care. It is based on the belief that given a good fund of knowledge and key principles, Emergency Medical Service practitioners are capable of making reasoned decisions regarding patient care. This would benefit me in my role as a paramedic dealing with trauma patients and best patient care.</p> <p>As an attendee of the course I will be able to interact with other EMS staff and receive instruction from professionals in their field.</p> <p>Since applying for the bursary last year, I have applied to become a SORT team member. I have successfully completed the fitness, swim and occupational assessments and have the driver training this month. Undertaking the PHTLS course will be beneficial as a member of the SORT team responding to major incidents, firearm incident, terrorist attacks and other incidents that the SORT team may be deployed to.</p> <p>Undertaking the PHTLS would link to relevant sections of the Trusts Integrated Medium Term Plan (IMTP) 2019/20-2021/22. I understand that a major theme of the IMTP for paramedics is an emphasis on completion of mandatory CPD, Band 6 completion, university degree education and further skills to enable paramedics to provide better primary care for patients, but emergency, trauma and critical care is also a very important element of our job. Undertaking the PHTLS would enable us to meet Goal 3, which is providing the right care in the right place, wherever and whenever it is needed. We would be able to continue to provide the best possible care, outcomes and experiences to our patients and enable our people (our paramedics) to be the best that they can be, meeting point 6 of the IMTP. We would also have quality at the heart of everything we do and would be practising according to recent up to date research and development, following our Golden Threads in section 7 of the IMTP. Undertaking the PHTLS could also enable transferring professional education and clinical training within the workforce, as stated in section 8.2 of the IMTP.</p>
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**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

<b>Team</b>	<p>After undertaking this course learning can be shared among colleagues. Training sessions would be organised to pass on knowledge gained in undertaking the course. Information will be passed onto other EMS staff. The benefits of transfer of learning from the course will be listening and sharing of experiences to further sustain and enhance the care delivered to our patients.</p> <p>Other EMS staff can be inspired and influenced to enhance their own learning, practice and performance, and gain confidence in their roles.</p> <p>The sharing of experiences and learning, and the promotion of attendance at future PHTLS courses, will help to improve the practice of all staff.</p> <p>Best practice is important in our role and supporting staff to be the best that they can, to provide the best practice and up to date patient care will lead to safe and effective care of our patients.</p> <p>Attending the course would allow the return of learning back to other EMS staff to further support development and best practice in the service.</p> <p>Some PHTLS course providers provide the opportunity to be nominated as instructor potential and deliver future courses. These courses could then be delivered within the trust so that learning, and evidence based current best practice could be shared. This is something I would be interested in pursuing as I already have a keen interest in the areas of trauma and critical care.</p> <p>Undertaking the PHTLS and potentially becoming an instructor would enable support for the establishment of locality learning cells across the trust, in line with the IMTP vision, to enable people to be the best that they can be. The benefits would be that staff will have better access to local, quality education and training and will therefore maintain and improve their skills and practice at the top of their scope of practice. The availability of interesting, relevant CPD would lead to an improvement in CPD rates, also in line with the IMTP vision and maintain good levels of staff satisfaction by providing courses and allowing individuals to develop in areas of their interest.</p>
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**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

Application Reference (Leave blank):	028
Applicant Name:	[REDACTED]
Position Title:	[REDACTED]
Employee Payroll Number:	[REDACTED]
Ethnicity (collected in line with Workforce Race Equality Standards):	WHITE BRITISH
Department/Base:	[REDACTED]
Home Address (this will be used to formally notify you of the outcome of your application):	[REDACTED]
Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):	£450
Sum Applied For (if different from above):	[REDACTED]
Applicant Signature:	[REDACTED]
Manager Signature:	[REDACTED]

**Notes for applicants:** Bursary applications will be dealt with in two steps.

**Step One:** The CFC Bursary Sub-group considers the merits of your application in relation to the award criteria. This is done anonymously – they will not know who you are or what department or region you work in. The group will score your application before submitting recommended applications to the CFC Bursary Panel.

**Step Two:** The CFC Bursary Panel (comprising the Chairman and a Non-executive member of the Charitable Funds Committee, two staff representatives and the Trust Medical Director or Director of Workforce and OD) will determine whether your application can be funded, based on:

- the rating of the Panel, and
- the availability of funds.





**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

<b>Application Reference (Leave blank):</b>	028
<b>Applicant Name:</b>	
<b>Position Title:</b>	I ;
<b>Employee Payroll Number:</b>	
<b>Ethnicity (collected in line with Workforce Race Equality Standards):</b>	White British
<b>Department/Base:</b>	
<b>Home Address (this will be used to formally notify you of the outcome of your application):</b>	
<b>Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):</b>	£450
<b>Sum Applied For (if different from above):</b>	
<b>Applicant Signature:</b>	
<b>Manager Signature:</b>	I

**Notes for applicants:** Bursary applications will be dealt with in two steps.

**Step One:** The CFC Bursary Sub-group considers the merits of your application in relation to the award criteria. This is done anonymously – they will not know who you are or what department or region you work in. The group will score your application before submitting recommended applications to the CFC Bursary Panel.

**Step Two:** The CFC Bursary Panel (comprising the Chairman and a Non-executive member of the Charitable Funds Committee, two staff representatives and the Trust Medical Director or Director of Workforce and OD) will determine whether your application can be funded, based on:

- the rating of the Panel, and
- the availability of funds .

**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

**NB: This page is to be detached prior to submission to CFC Bursary Sub-group**

<b>Reference (Office Use Only):</b>	
<b>Position Title:</b>	
<b>Development Opportunity Applied For (Title):</b>	Attendance of the Pre Hospital Trauma Life Support course.
<b>Duration:</b>	Two days
<b>Development Opportunity Cost (if development opportunity is longer than one year, please provide single year costs only):</b>	£450
<b>Sum Applied For (if different from above):</b>	
<b>Supported by Line Manager:</b>	Y
<b>Line Manager Statement of Support or Rejection:</b>	I support this application for funding to facilitate the attendance of the PHTLS course. has demonstrated dedication and commitment to his role throughout his employment with WAST and continues to seek further development of his skills and knowledge.
<b>CPD Completed? If not, please provide reason</b>	Y
<b>PADR Completed:</b>	Y
<b>Identified as Part of PADR:</b>	Y
<b>Length of Service:</b>	Five years
<b>Has this development opportunity been funded/supported by WAST in any way already?</b>	Unknown
<b>If yes, please provide details:</b>	

**Please ensure you attach a prospectus detailing the development opportunity applied for (where applicable)**

**Applicant Statement**

**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

<b>General Information</b>	<p>The Pre-Hospital Trauma Life Support (PHTLS) course is recognised around the world as the leading continuing education program for Pre-hospital emergency trauma care.</p> <p>In the <b>UK PHTLS</b> is the Gold standard in pre-hospital trauma management.</p> <p>This training event is an opportunity to further develop existing field trauma management skills which includes physiology of life and death, scene assessment, patient assessment, airway management, breathing physiology, ventilation and oxygenation, circulation, haemorrhage and shock, head injuries and patient simulations.</p> <p>This encourages best practice, in line with current clinical guidelines.</p> <p>The mission of PHTLS is <i>to promote excellence in trauma patient management by all providers involved in the delivery of Pre-hospital care.</i></p> <p>I am a Paramedic based in Mid-West Wales seeking to improve my clinical skills and knowledge which includes treating patients in prehospital trauma. Attending this course will provide an outstanding educational opportunity which will in turn, have a direct, positive and potentially lifesaving impact on the patients I attend.</p>
<b>Quality</b>	<p>One of the main objectives of the PHTLS course is to improve the quality of trauma care and decrease mortality. Operating frontline Emergency Medical Services (EMS) vehicles and providing emergency and unscheduled care to patients in a rural setting, can sometimes lead to delayed support from additional assets, mainly due to the geography of the area. Being trained to the standard the PHTLS course provides, will allow me, as the clinician on scene to make an improved, informed and reasoned decision. I will have the opportunity to improve my learning in the field of scene and patient assessment. In addition, the care provided will help with a synchronous handover to critical care practitioners such as those who operate with the Emergency Medical Retrieval Transfer Service (EMRTS).</p>

**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

<b>Patient Care, Safety &amp; Experience</b>	<p>Allowing the patient to receive the best and most appropriate care, in a timely manner is a fundamental concept within prehospital care and especially within WAST. With the implementation of the South Wales Trauma Network, having clinicians with the additional training can allow the patient to receive the best level of care possible at that time while ensuring the right decisions are being made for continued, definitive care and treatment. This promotes WAST's values by providing the best possible care through a skilled and professional workforce, helping to form a leading ambulance service and improving the patients experience and outcome.</p>
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**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

Individual

This course will deliver up to date, relevant and realistic training such as how to deal with polytrauma and prioritise patients who require lifesaving interventions first. The course is delivered by experienced practitioners who have dealt with similar situations to what I may be exposed to. This will in turn, support my individual personal development, promoting WAST's approach to self-directed learning through continued professional development. The HCPC recognises the importance of keeping skills and knowledge up to date throughout your career and maintaining high standards of personal and professional conduct. This is a fundamental concept which I hold with high regard.

During my Personal Annual Development Review (PADR), I have reflected on my past performance and from this, considered my future development and needs.

I have attended serious traumatic incidents where patients have required immediate advanced life support skills. As such, I am aware of the benefits this course would allow me to bring to the patient.

In line with the Integrated Medium Term Plan (IMTP), I want to be able to care for the people of Wales by becoming more clinically focused and be able to deliver high quality patient care in the right time, at the right place. Sometimes, the right place is at the scene if an incident, because if they are not treated there, they may not be stable enough to be conveyed to definitive care.

I wish to develop my skills to be able to work more effectively in a wider range of environments and as part of a multi-disciplinary team.

Since applying for the bursary last year, I am in the process of becoming a SORT team member. I have successfully completed the fitness, swim and occupational health assessments and am due to complete the additional driver training this month. Undertaking the PHTLS course will be beneficial as a member of the SORT team responding to major incidents, firearm incidents and terrorist attacks.

**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

<b>Team</b>	<p>Having the additional skillset gained from attending this course will allow me the opportunity to pass on this knowledge to fellow colleagues. I would arrange training / information sessions for colleagues and managers, in the form of a presentation, supported by visual and audible aids. This would be followed by skills stations, allowing colleagues the opportunity to refresh on basic techniques by kinesthetics, practicing new skills and giving them the opportunity to upskill. Undertaking the PHTLS and potentially becoming an instructor would enable support for the establishment of locality learning cells across the trust, in line with the IMTP vision, to enable people to be the best that they can be. The benefits would be that staff will have better access to local, quality education and training and will therefore maintain and improve their skills and practice at the top of their scope of practice. The availability of interesting, relevant CPD would lead to an improvement in CPD rates, also in line with the IMTP vision and maintain good levels of staff satisfaction by providing courses and allowing individuals to develop in areas of their interest.</p>
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**Welsh Ambulance Services NHS Trust  
Charitable Funds Bursary Scheme  
Candidate Application Form**

(Link to the training event below)

<https://www.medskillsacademy.co.uk/product/prehospital-trauma-life-support-phtls/>

**NAEMT's Prehospital Trauma Life Support (PHTLS) is recognized around the world as the leading continuing education program for Pre-hospital emergency trauma care. The mission of PHTLS is *to promote excellence in trauma patient management by all providers involved in the delivery of Pre-hospital care.***

PHTLS courses improve the quality of trauma care and decrease mortality. The program is based on a philosophy stressing the treatment of the multi-system trauma patient as a unique entity with specific needs. PHTLS promotes critical thinking as the foundation for providing quality care. It is based on the belief that, given a good fund of knowledge and key principles, EMS practitioners are capable of making reasoned decisions regarding patient care. The course utilizes the internationally recognized PHTLS textbook and covers the following topics:

- Physiology of life and death
- Scene assessment
- Patient assessment
- Airway
- Breathing, ventilation and oxygenation
- Circulation, haemorrhage and shock
- Head Injuries
- Patient simulations
- And much more!

PHTLS is the global gold standard in Pre-hospital trauma education and is taught in 64 countries. PHTLS is appropriate for EMTs, paramedics, nurses, physician assistants, physicians, and other Pre-hospital providers.





## CFC Bursary Scheme – Round 2 2019/20

### Application Summary

<b>Application Ref:</b>	010
<b>Development Opportunity:</b>	Advanced Professional Certificate in Investigative Practice (APCIP)
<b>Sum Applied for:</b>	£2,808
<b>Proposed Funding:</b>	£1,404
<b>Score:</b>	16
<b>CFC Bursary Sub-Group Feedback:</b>	Excellent application that we recommend be prioritised for support. A lot of thought has been given to the application and builds a convincing case in terms of benefits.  <b>Innovation Score: 1</b>
<b>CPD / S&amp;M Compliant:</b>	Yes

## CFC Bursary Scheme – Round 2 2019/20

### Application Summary

<b>Application Ref:</b>	017
<b>Development Opportunity:</b>	MSc Health and Public Service Management
<b>Sum Applied for:</b>	£3,000
<b>Proposed Funding:</b>	£990
<b>Score:</b>	13
<b>CFC Bursary Sub-Group Feedback:</b>	<p>A well thought through, convincing application. The Sub-Group were pleased to see something quite different in relation to leadership. The benefits in relation to patient care were well articulated.</p> <p><b>Innovation Score: 0</b></p>
<b>CPD / S&amp;M Compliant:</b>	Yes

## CFC Bursary Scheme – Round 2 2019/20

### Application Summary

<b>Application Ref:</b>	018
<b>Development Opportunity:</b>	MSc Advanced Clinical Practice
<b>Sum Applied for:</b>	£3,000
<b>Proposed Funding:</b>	£1,500
<b>Score:</b>	15
<b>CFC Bursary Sub-Group Feedback:</b>	<p>At the point of submitting this application the candidate was undertaking year 2 of a three-year program (self-funded year one). The opportunity is for development of hear and treat skills. Overall, a really good application which demonstrates the candidate is really focused on how they can develop themselves and their skills to improve the patient experience but also to support the wider team.</p> <p><b>Innovation Score: 2</b></p>
<b>CPD / S&amp;M Compliant:</b>	Yes

## CFC Bursary Scheme – Round 2 2019/20

### Application Summary

<b>Application Ref:</b>	021
<b>Development Opportunity:</b>	BSc (Hons) Acute and Clinical Care
<b>Sum Applied for:</b>	£2,040
<b>Proposed Funding:</b>	£1,020
<b>Score:</b>	16
<b>CFC Bursary Sub-Group Feedback:</b>	<p>Applicant demonstrates clear vision and commitment, and a plan to implement quality improvement following completion of this development opportunity. Vision and commitment to improving patient care through evidence-based innovation is well articulated. Applicant draws on opportunity to explore best practice.</p> <p>Applicant clearly demonstrates the benefit to team and has a basic plan of how learning will be shared and facilitated. Learning is of direct relevance to the team, in supporting WAST vision. Innovation scored for statements made about patient involvement in decision making, dissemination of knowledge amongst peers and in promoting learning through the medium of Welsh.</p> <p><b>Innovation Score: 1</b></p>
<b>CPD / S&amp;M Compliant:</b>	Yes

## CFC Bursary Scheme – Round 2 2019/20

### Application Summary

<b>Application Ref:</b>	022
<b>Development Opportunity:</b>	Pre-Hospital Trauma Life Support Course (PHTLS)
<b>Sum Applied for:</b>	£450
<b>Proposed Funding:</b>	£450
<b>Score:</b>	12
<b>CFC Bursary Sub-Group Feedback:</b>	Applicant demonstrates how they can challenge themselves to be a better practitioner and how learning can be applied and the benefits to WAST.  <b>Innovation Score: 1</b>
<b>CPD / S&amp;M Compliant:</b>	yes

## CFC Bursary Scheme – Round 2 2019/20

### Application Summary

<b>Application Ref:</b>	028
<b>Development Opportunity:</b>	Pre-Hospital Trauma Life Support Course (PHTLS)
<b>Sum Applied for:</b>	£450
<b>Proposed Funding:</b>	£450
<b>Score:</b>	11
<b>CFC Bursary Sub-Group Feedback:</b>	<p>Candidate demonstrates clear career goals, and clearly states the contribution this development opportunity would make to this individual's career progression with specific goals in mind. Candidate outlines clear ideas on how training / information will be disseminated e.g. skill stations, CPD, etc with a view to potentially becoming a trainer, so quite specific.</p> <p><b>Innovation Score: 0</b></p>
<b>CPD / S&amp;M Compliant:</b>	Yes



GIG  
CYMRU  
NHS  
WALES  
Ymddiriedolaeth GIG  
Gwasanaethau Ambiwylans Cymru  
Welsh Ambulance Services  
NHS Trust

AGENDA ITEM No	8
OPEN or CLOSED	OPEN
No of ANNEXES ATTACHED	2

## BURSARY PANEL TERMS OF REFERENCE

MEETING	Charitable Funds Committee
DATE	5 <sup>th</sup> May 2022
EXECUTIVE	Catherine Goodwin - Interim Director of Workforce and OD
AUTHOR	Andrew Challenger, Assistant Director, Professional Education and Training
CONTACT	<a href="mailto:andrew.challenger@wales.nhs.uk">andrew.challenger@wales.nhs.uk</a>

### EXECUTIVE SUMMARY

The purpose of this report is to provide the CFC with an opportunity to review and discuss the proposed Terms of Reference for the Bursary Panel.

### KEY ISSUES/IMPLICATIONS

The Committee is asked to **RECEIVE**, **CONSIDER** and **APPROVE** the proposed Bursary Panel ToR.

### REPORT APPROVAL ROUTE

- Charitable Funds Committee 05.05.2022

### REPORT APPENDICES

**Appendix 1:** SBAR – Bursary Panel Terms of Reference  
**Appendix 2:** Proposed Bursary Panel Terms of Reference

### REPORT CHECKLIST

Confirm that the issues below have been considered and addressed		Confirm that the issues below have been considered and addressed	
EQIA (Inc. Welsh language)	N/A	Financial Implications	YES
Environmental/Sustainability	N/A	Legal Implications	YES
Estate	N/A	Patient Safety/Safeguarding	YES
Ethical Matters	N/A	Risks (Inc. Reputational)	YES
Health Improvement	YES	Socio Economic Duty	N/A
Health and Safety	YES	TU Partner Consultation	N/A

## **Appendix 2: SBAR: Bursary Panel Terms of Reference**

### **SITUATION**

1. This report provides an overview of the proposed Terms of Reference for the Bursary Panel, for consideration by the Committee.

### **BACKGROUND**

2. The Bursary Panel is a formal group established by the Charitable Funds Committee to consider and approve applications in respect of the Trust's charitable funds, specifically in relation to the Trust's CFC Bursary Scheme.
3. As part of the ongoing Committee Effectiveness Review, the Terms of Reference for the Bursary Panel have been reviewed and amended and are presented to the CFC for consideration and approval (contained within **Appendix 2**).
4. Given that the Charity Strategy is currently in development, this interim ToR document is intended to enable conclusion of the 2020 applications and launch of the next round of applications (May 2022).

### **ASSESSMENT**

5. The Committee is asked to note the following key points:
6. **Approval Limit:** It is proposed that an approval limit be allocated to the Panel, to enable approval of funding up to a maximum of £5,000 per application.
7. **Panel Chair:** It is proposed that the Head of Education Transformation fulfil the role of Chair for the Bursary Panel, providing a clear link between the Bursary Sub-Group and the Bursary Panel and ensuring continuity.

**RECOMMENDED:** That the Committee **RECEIVE, CONSIDER** and **APPROVE** the proposed Bursary Panel ToR.





## **Bursary Panel Terms of Reference**

### **1. PURPOSE**

- 1.1. The Bursary Panel (the Panel) is a formal group established by the Charitable Funds Committee to consider and approve applications in respect of the Trust's charitable funds. The Panel will ensure that there is a consistent and equitable approach to how funds are awarded and to the level and types of expenditure the fund supports. The Panel will also consider opportunities to promote the scheme to all staff in the Trust. The Panel will be responsible for ensuring that processes comply with Charity Commission requirements at all times.
- 1.2. The Panel will report regularly to the Charitable Funds Committee, providing assurances and updates on the use and application of the charitable funds. The Panel will also monitor and report progress on how new processes are working and recommend to the Committee any required changes to procedures and guidance.

### **2. RESPONSIBILITIES**

- 2.1. The Panel will be responsible for the following matters:
  - Consider and approve bursary applications in respect of the Trust's charitable funds (up to £5,000 per application);
  - Ensure that all applications are treated consistently and equitably;
  - Provide regular reports and assurance to the Charitable Funds Committee on use and application of the fund and performance in respect of spending plans;
  - Ensure the Trust complies with Charity Commission requirements;
  - Consider current practices and procedures in respect of charitable funds and recommend to the Charitable Funds Committee any required changes;
  - Any other matter in relation to the Panel's purpose and responsibilities.

### **3. MEMBERSHIP**

- 3.1. The membership of the Panel:
- Head of Education Transformation (Chair)
  - Charitable Funds Accountant
  - Assistant Director of Operations
  - Head of Leadership and OD
  - Head of Quality Improvement
  - Professional Development Lead
  - Trade Union Partners (2)
  - Any other representative as determined by the Panel.
- 3.2. The Head of Education Transformation will be the Chair of the Panel. If not present, the Chair may nominate any other member to chair the meeting in their absence.
- 3.3. Members may send deputies in their absence who will act with their full authority.
- 3.4. Others may be invited to attend meetings as and when appropriate as determined by the Chair.

### **4. QUORUM**

- 4.1. The quorum of any meeting of the Panel should be at least 3 core members and the Chair (or someone deputising as Chair) and should include a Trade Union Partner.
- 4.2. Members of the Panel must be present in order to be quorate, which includes participating in the meeting from a separate location by means of conference telephone or other communication equipment which allows those participating to hear each other.

### **5. FREQUENCY OF MEETINGS**

- 5.1. Meetings will be held at least twice a year (i.e. following each round of bursary applications).
- 5.2. Meeting agendas, papers and minutes shall be circulated seven days prior to each meeting.

### **6. AUTHORITY**

- 6.1. The Panel discharges the authority of the Charitable Funds Committee, in respect of the functions detailed in these terms of Reference and in accordance with the limit stated in section 2.1.

## **7. REPORTING**

- 7.1. The Panel is accountable to the Charitable Funds Committee who reports to the Trust Board (as Trustees) on all matters within the Committee's delegated authority and responsibilities.
- 7.2. The Panel may be assisted in executing its responsibilities by other specific management groups as determined by the Panel.
- 7.3. Agenda and papers will be issued at least one week in advance of scheduled meetings.
- 7.4. Except as otherwise stated in these Terms of Reference, the Panel shall determine its own procedures.

## **8. SECRETARIAT**

- 8.1. The Education and Training Team will be responsible for providing Secretariat support for the Panel.

## DRAFT

### CONFIRMED MINUTES OF THE MEETING OF THE BIDS PANEL HELD ON 24 JANUARY 2022

<b>Members:</b>	Trish Mills (Chair), Emrys Davies, Jill Gill, Lois Hough Hugh Parry,	Board Secretary Non Executive Director Financial Accountant Head of Communications TU Partner
	Caroline Jones	Corporate Governance Officer
<b>Apologies</b>	Lee Brooks Julie Stokes	Director of Operations

#### 01/22 Welcome and apologies

The Board Secretary welcomed members to the meeting. The standing declaration of Emrys Davies, being a retired member of Unite was noted. Members also thanked Mr Davies for his support on the Panel, having being a member since its inception.

#### 02/22 Minutes of previous meetings

The minutes of the meeting held on 7 October 2021 were approved as a correct record.

#### 03/22 Action log

**21/21a** – the approval of branded wellbeing merchandise had been approved subject to discussions with both operational and TU Partners. It was confirmed that whilst a meeting had not yet taken place, details of the revised items had been circulated. Members agreed for this action to remain open.

**20/21b** – the action to consider a gift card for all staff had been stopped due to it being no longer feasible. The action was closed.

## **04/22 Fund balances**

The Head of Financial Accounting confirmed the balances held by the Trust, as set out in the report and informed members that there had also been a significant amount of spend, largely due to the purchase of the emergency ambulance together with the spend for the commemorative coins for all staff who worked during the pandemic.

It was also recognised that a restricted fund, designated for ambulance equipment, had been held for some time. It was hoped that once the strategic direction of the Charity had been reviewed, that members could look at the best way to utilise those funds.

The future direction of funds and the potential to centralise the different accounts was a matter that the Panel felt should be raised at a Committee meeting. The strategic review that had been commissioned may provide some clarity in this area and therefore it was agreed to wait until the review had taken place. It was decided that this issue would be included within the highlight report to the Committee to determine as part of the way forward.

## **05/22 Applications for consideration**

The Board Secretary apprised members of two applications which had been received; one for keyboards for ipad users and the other for video conferencing equipment. Both of these requests had been forwarded to the Digital Directorate who confirmed capital funding had been secured for the video conferencing equipment and that they would liaise directly with both requestors. The IT team were successful in gaining funding for the keyboards and these are due to be rolled out across sites in March.

There had also been a further request to purchase a tumble drier for a station however, further detail was required prior to its submission to the panel.

**Thomas Bonnell – TV for Tumble station - £320** the application for a television for Tumble station was approved.

## **06/22 Panel effectiveness and operating arrangements**

The Board Secretary confirmed that all Board Committees were going through an effectiveness review which involved a detailed look at each of their terms of reference, building a detailed cycle of business and providing an annual report to Trust Board. This would also involve looking at the sub committee structures to ensure they operated equally as effectively, confirming that the same template would be used to report highlights from the Panel to the Committee as from the Committee to Trust Board.

She went on to say that, as Board Secretary, and in order to remain independent and provide advice when needed, that it was not appropriate for

her to chair future Bids Panel meetings, and suggested that her deputy take over as chair from the next meeting. Members approved the change of chair and also agreed that it would be helpful for a member of the estates directorate to attend these meetings.

The Board Secretary continued to inform members of discussions that had taken place with colleagues involved in the bursary process and what learning could be transferred between the panels to streamline processes. Mini effectiveness reviews of both Panels were considered as part of a forward plan.

Members agreed that Charitable funds was a good news story and the Head of Communications was keen to demonstrate to colleagues how funds had come into the Trust together with a high level look of how money had been spent with a view to encouraging more bids.

**07/22 Any Other Business** – The Head of Communications alerted members to the possibility of a further application to source additional commemorative coins. The initial quote was thought to be sufficient, however there was in fact a shortfall. Exact numbers were being identified and an additional bid would be submitted in due course.

**08/22 Date of Next Meeting**  
21 March 2022.