

LabMed Management & Leadership Course

19th August – 23rd August 2024



Supported by LabMed and Canterbury Christ Church University

Chair: **Emma Walker**

Organising Committee Members: **Annette Armstrong, Wendy Armstrong, Katy Heaney, Helen Johnstone, Stuart Jones, Geoff Lester, Sally Stock.**

Course Programme & Organisation Details

Delegates Pack provided on arrival

- Project details & associated papers to be circulated after the presentation on Monday afternoon
- Instructions for presenter and audience participation in the Friday morning session
- Question Time proforma
- Assigned groups for each workshop
- Course assessment form
- Paper pads & pens

Monday Afternoon

14:30 Registration & collection of delegate pack

Venue:- Conference Centre

15:00 Check-in to en-suite accommodation in Petros Court

15:45 The NHS - Historical perspective

Venue:- Conference Centre

Speaker: Katharine Hayden, President of the Association for Laboratory Medicine
Consultant Clinical Biochemist, Manchester University NHS Foundation Trust

17:15 Assignment of delegates to 4 projects which will be undertaken during the week

Venue:- Conference Centre

Organiser: **Katy Heaney, Berkshire and Surrey Pathology Services**

Delegates will be expected to find time within the busy programme to address the tasks, to work effectively as a team, extract pertinent information from the week's activities and make a presentation to an invited audience on Friday morning. Details of a 'suitcase' of supporting documentation will be described. Throughout the week delegates will have access to the 'www' on 4 laptop computers running MS Office software.

Monday Evening

18:00 Dinner

Venue:- Augustine House

19:30 – 21:00 Negotiation Exercise

Venue:- Conference Centre

Leader: Mr Geoff Lester, Federation of Clinical Scientists

21:00 - Free time / Group Project work

Venue:- Petros Court

Tuesday am – NHS Structure & Organisation

Chair: Helen Johnstone, South West London Pathology

Learning Objective:- Understand the relationship between NHS England, Trusts, Commissioning organisations, general practice, social care etc. Flows of funding, accountability and regulation. Understand the strengths and weaknesses of organisational structures within the NHS.

09:00 – 09:40 The NHS – The bigger picture

Speaker: Helen Johnstone

09:40 – 11:15 The structures & Interactions in the NHS

Speaker: Helen Hughes, NHS England

11:15 – 11:40 Understanding Clinical Commissioning

Speaker: Simon Brewer, South West London Pathology

11:40 – 13:00 Workshop - group work on ideas about how to engage with your local commissioning boards

Tuesday pm – People!

Chair: Geoff Lester, Federation of Clinical Scientists

Learning Objective:- Understand and gain insight and skills to help address practical employment problems.

14:00 - 14:10 Feedback on negotiation exercise on Monday evening

Speaker: Geoff Lester, Federation of Clinical Scientists

14:10 - 15:00 An overview of how employment law affects the laboratory management

Speaker: Geoff Lester, Federation of Clinical Scientists

15:00 - 17:00 Workshop – Example people problem scenarios

17:00 - Free time / Group Project work

Tuesday Evening

19:30 Social Evening

Host: Emma Walker

Wednesday am - Finance

Chair - Sally Stock, East Kent Hospitals University NHS Foundation Trust

Learning Objective:- Understand how finance is organised in the NHS including budgetary provision for pathology. Learn about budget statements, costing tests and procuring equipment. Learn about business cases and what goes in them.

09:00 - 10:00 Factual overview of NHS Finance Speaker: Stuart Wayment, NHS South – East Region

10:00 - 10:45 Understanding and managing your laboratory budget
Speaker: Sue Alexander, The Royal Marsden NHS Foundation Trust

10:45 - 13:00 Workshop
Leaders: Sally Stock, Stuart Wayment & Sue Alexander
Divided into four groups with two case studies drawn from Pathology

Wednesday pm - Managed Serviced Contracts/ Procurement

Chair – Wendy Armstrong, South West London Pathology

Learning Objective:- To gain an understanding of the fundamental concepts behind the VAT incentive to procedure Managed Services, and, the legal framework that applies to public procurement with guidance on the pitfalls leading to unsuccessful procurement and how to avoid these. To gain an understanding of managed service contracts and the procurement process.

14:00 - 14:45 Pathology Procurement: legal requirement and tender processes
Speaker: TBC

15:00 - 15:45 Managed Service Contracts/ Procurement
Speaker: Helen Dent, BIVDA

16:00 - 17:30 Workshop. Contract Management, Bid Management, Construction of an MSC

Wednesday Evening

18:00 - Dinner
Venue:- Augustine House

19:30 - 21:00 Question Time
Venue:- Conference Centre

Chair - Stuart Jones, Barking, Havering and Redbridge NHS Trust

BBC style debate (questions pre-prepared by all delegates submitted by Tuesday morning)

Host: TBC

Panel: TBC

2019 panel members:

Susan Acott (Chief Executive Officer, East Kent Hospital)

Adrian Newland (Barts Health NHS Trust)

Rachael Liebmann (Medical Director, Health Services Laboratories)

Jane Needham (Consultant Biomedical Scientist MS, Haematology)

Frances Boa (Consultant Clinical Scientist, Biochemistry)

21:00 Free time / Group Project work

Thursday am - Clinical Leadership

Chair - Emma Walker, Imperial College Healthcare NHS Trust

Learning Objective:- To enable participants to differentiate between management and leadership and to develop personal insights for present/future leadership roles.

09:00 - 09:05 Welcome and Introduction

Speakers: Emma Walker and Gareth Jones (Associate Director and Head of Professional Development, McKinsey & Company)

09:05 - 10:45 What is Leadership? Exercises and exploration of theories of leadership and management.

Emotional intelligence and leadership styles – an exploration of the emotional intelligence competencies and an overview of a leadership styles' framework

Speaker: Gareth Jones

10:4 -12:40 Understanding Self & Others using the Myers-Briggs Type Indicator (MBTI) – an opportunity to acquire a deeper insight into personal behaviour and motivation

Speakers: Gareth Jones and Emma Walker

12:40 -13:00 Discussion in groups - an opportunity to explore the significance of your Myers-Briggs type and how you will use this insight

Thursday pm – Pathology Networks and Beyond

Chair - Annette Armstrong, Berkshire and Surrey Pathology Services

Learning Objective:- Understand current organisational structures in Pathology and be aware of the skills needed for leading large scale transformational change in pathology networks

14:00 -15:00 National overview of pathology networks

Speaker: TBC

15:00 -16:00 Understanding and managing transformational change in pathology networks

Speaker: Saghar Missaghian-Culley, North West London Pathology

16:00 -17:30 Workshop – group work using real world pathology network issues and challenges

17:30 - 18:30 Free time / Group Project work

Thursday Evening

19:30 Course dinner

Host: Emma Walker

Venue:- The Parrot Inn, Canterbury

Friday am – Group Presentations

Chair - Katy Heaney, Berkshire and Surrey Pathology Services

09:30 - 12:00 Four presentations by delegate groups of the conclusions of their project work. 30 mins each (20 mins presentation and 10 mins discussion). PowerPoint projector, OHPs and flipcharts presentation will be available.

The Panel will play prescribed roles appropriate to the presentations made by the individual groups. Panel members TBC

2019 panel members:

David Cartwright, Berkshire and Surrey Pathology services
Patricia Wilkie, National Association for Patient Participation
David Thorne, Director of NHS Insight and Interaction at Mtech Access
Chris Gunn, Director of operations, Viapath
Joanna Nightingale, Scientific Director, NHS England South

CPD certificates will be provided in exchange for a completed course assessment form.

12:15 Departure