

# building a caring future

HOSPITAL | COMMUNITY | HOME

Toolkit for the collection of evidence of knowledge and skills  
gained through involvement in international health links

Date 19<sup>th</sup> March 2012

© 2012 Northumbria Healthcare NHS Foundation Trust

# building a caring future

HOSPITAL | COMMUNITY | HOME

## Contents

Background	3
Checklist	4
Self assessment	5
Communications	6-7
Personal & People Development	8-9
Equality & Diversity	10-11
Capacity & Capability	12-13
Services & Project Management	14-15
Leadership	16-17
Additional sheets	18-19
Case studies	20-21
Assessor feedback	22

# TOOLKIT FOR THE COLLECTION OF EVIDENCE OF KNOWLEDGE AND SKILLS GAINED THROUGH INVOLVEMENT IN INTERNATIONAL HEALTH LINKS

## Background

In recent years, the UK Government has recognised the value of international health links and has sought to acknowledge the benefits, not only to less developed countries, but also to the healthcare sector, when individuals return to the health service in the UK with fresh perspectives and new skills and approaches to their work within the NHS.

However there is generally a lack of management understanding about the broad range of professional development opportunities provided by links activity. This is illustrated by the lack of pathways within the NHS to link learning outcomes from international health links to approved existing professional development programmes.

The toolkit has been developed to provide NHS employers with evidence of professional development and the benefits brought back to the NHS.

The toolkit provides a framework to collect evidence of knowledge and skills gained from international links work in a way which directly relates to the NHS Knowledge and Skills Framework (KSF) for annual appraisal, the NHS Leadership Framework for leadership development and requirements of the Royal Colleges for accreditation of international project work for Continuing Professional Development (CPD).

Information gathered through using the toolkit is intended to be shared with line managers and international health link project managers with the consent of the individual. If consent is provided, an analysis of this information may also be used to take forward discussions with the Department of Health, Department for International Development and International Forum of the Medical Royal Colleges to gain further recognition for the role of international health links in workforce development.

## Guidelines for completion

The toolkit has a number of forms to be completed, each of which relates to particular skills and competencies. The questions contained within the forms have been designed to reflect the skills groups which are required to be demonstrated within each competency. Some of the forms may not be relevant to your area of activity overseas. However it would be appreciated if you could answer as many questions as possible with as much detail as possible. If there is insufficient space within the form to fully document your experience, please use additional sheets which are provided.

When completed, please sign and date the documents for your personal records.

## Skills and Knowledge transfer

# CHECKLIST

[www.northumbria.nhs.uk](http://www.northumbria.nhs.uk)



**When completing your portfolio of evidence please try to collect as many documents as possible from the following list:**

- Approval of activity from NHS employing organisation (business case / letter of authorisation from NHS CEO/ line manager)
- Correspondence from link partner
- Training plans / activity plans agreed by partner organisation
- Letter of invitation from international partner
- Student attendance record for training delivered (if appropriate)
- Training activity schedule delivered and signed off by international partner (host ward / department/ executive director)
- Completed KSF / leadership development evidence forms (see appendices)
- Visit feedback report for line manager
- Assessor feedback
- Presentation of learning outcomes / experiences to relevant NHS Business Unit (copy of powerpoint presentation)

Skills and Knowledge transfer  
**SELF ASSESSMENT**

[www.northumbria.nhs.uk](http://www.northumbria.nhs.uk)



**The toolkit has been designed to indicate skills and knowledge gained from involvement in international health links. In order to demonstrate gains in each core area it is necessary to undertake a self assessment of your current level of skill within each core competency contained within the toolkit.**

Healthcare professional who engage in international health links already have a highly developed skill set as they usually operate as teachers and trainers within the NHS setting. It can therefore be difficult to quantify the additional skills which can only be acquired from experiential learning in an international setting. With this in mind please assess your current levels of performance within each sector prior to engagement in international health link activity and consider the added benefit you have gained from international work.

On a scale of 1-10, with one being the lowest, can you indicate where your skills lie within the following areas, before and after international health links experience:

Before

After

Communication

Personal and People Development

Equality and Diversity

Capacity and Capability

Services and Project Management

Developing Leadership Skills

**Skills and Knowledge transfer**

**COMMUNICATION**

[www.northumbria.nhs.uk](http://www.northumbria.nhs.uk)



**Please provide a relevant example from your experiences gained during the international visit**

Overcoming barriers to communication (eg have you made any changes to how you convey messages to take into account language differences)

Communicating difficult messages (eg ethical issues: if you are concerned about some aspect of your work how have you been able to explain this in a sensitive way)

Modifying language to add clarity to messages / teaching (eg have you changed your teaching style /



content to accommodate cultural differences)

Negotiating / influencing in an international setting (how have you been able to get your viewpoint across?)

Communication in a formal setting as an ambassador of the NHS (eg have you been required to meet with senior healthcare professionals as a representative of the trust)

Name ..... Date .....

Name of international institution .....

Country .....

Signature of assessor .....

**Skills and Knowledge transfer**  
**Personal and People Development**

[www.northumbria.nhs.uk](http://www.northumbria.nhs.uk)



**Please provide a relevant example from your experiences gained during the international visit**

Does involvement in international work have an effect on your personal confidence or self esteem?

Do you return to the UK with different perspectives in relation to your family life, workplace or society in general?



Have you been involved in mentoring healthcare professionals in an international setting? (Do you work individually with professionals to develop their skills and knowledge)

Have you contributed to, or personally delivered, teaching or lecturing at a college or hospital overseas. If so, what did you teach and to which students/ healthcare professionals?

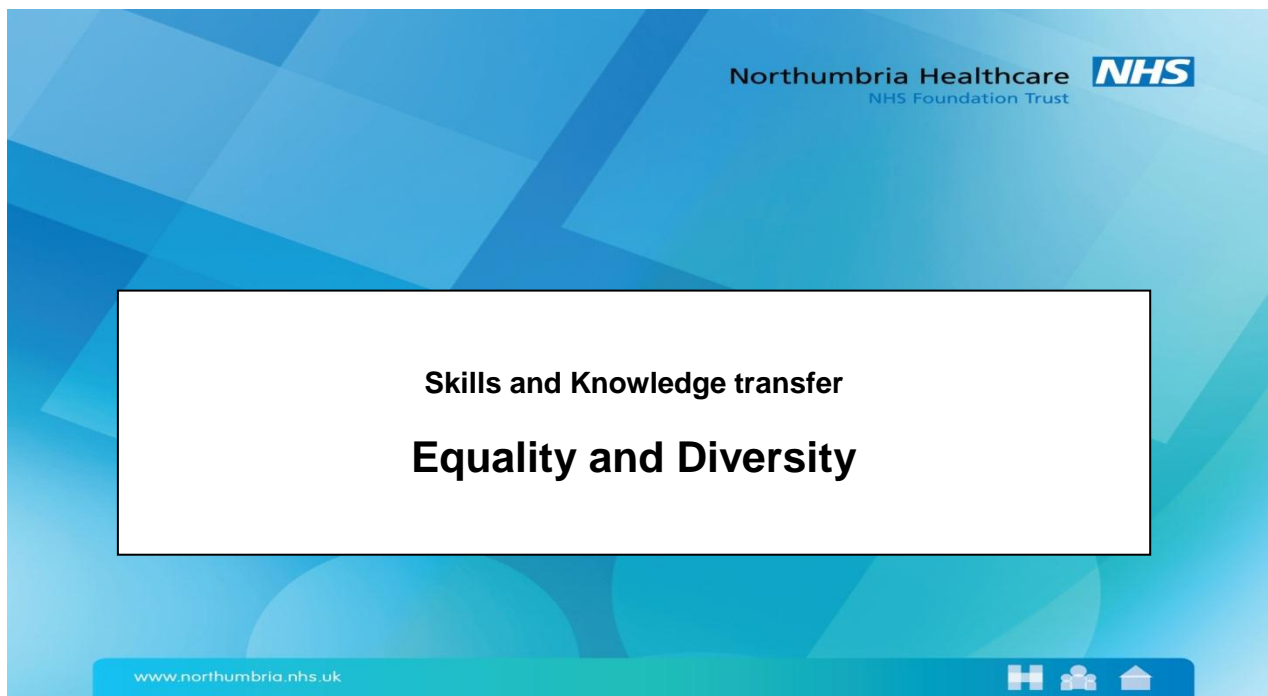
Have you been involved in skills training within a service or department overseas (eg hands on training, teaching by example) If so, what did you do and in which service areas?

Name..... Date .....

Name of international institution .....

Country .....

Signature of assessor .....



**Please provide a relevant example from your experiences gained during the international visit**

Do you think you have gained any new competencies in relation to greater cultural awareness by working overseas in a different cultural background?

Has the experience made you more aware of your own cultural worldview (eg how you think about the world)

Has it made an impact on your attitude towards cultural differences (eg has it changed the way you view and react to different cultural behaviours and customs)

Has the experience influenced your ability to relate to people from diverse ethnic backgrounds upon return to the UK

Are you more able to effectively interact with people from different cultures as a result of involvement in international work? How could you explain this?

Name..... Date .....

Name of international institution .....

Country .....

Signature of assessor .....

**Skills and Knowledge transfer**  
**Capacity & capability**

[www.northumbria.nhs.uk](http://www.northumbria.nhs.uk)



**Please provide a relevant example from your experiences gained during the international visit**

Have you undertaken an analysis of service capacity within your international link project area?  
(eg did you undertake an assessment of the work area and identify key areas for development or change?)

Have you worked with others to plan capacity development programmes? (eg Did you have discussions with international colleagues to consider training needs associated with building capacity within the service)

Have you agreed to support the team responsible for change? (eg have you agreed methods of contact / new visit dates to follow up development plans)

Do you continue to communicate with and monitor progress of any agreed plans when you return to the UK?

Have you planned to carry out audit and evaluation on the progress of plans?

Name..... Date .....

Name of international institution .....

Country .....

Signature of assessor .....

**Skills and Knowledge transfer**  
**Services & Project Management**

[www.northumbria.nhs.uk](http://www.northumbria.nhs.uk)



**Please provide a relevant example from your experiences gained during the international visit**

Do you work alone within a project or as part of a team?

Do you manage /lead or provide support to an area of activity within an agreed international project?

Within your profession would you normally gain experience of project management or does international work provide you with a unique opportunity to develop these skills?

Upon return to the UK are you more confident in your ability to work with others on collaborative projects?

Have any lessons learnt from international project experience been of value within the NHS environment

Name..... Date .....

Name of international institution .....

Country .....

Signature of assessor .....



Skills and Knowledge transfer  
**DEVELOPING LEADERSHIP SKILLS**

[www.northumbria.nhs.uk](http://www.northumbria.nhs.uk)



**Please provide a relevant example from your experiences gained during the international visit**

Would you say that you developed your problem solving skills whilst working overseas?

Would you say that you would be more or less likely to be receptive to fresh insights and differing points of view from healthcare professionals whilst overseas? If so, does this continue when you return to the UK?

Do you feel that you acquire skills whilst working overseas which may help you to champion change and innovation when you return to the UK? If so, what changes would you consider?

Are you more aware of wider management issues outside your work area which may impact on healthcare delivery while you are overseas (eg financial constraints, personnel shortages, conflicting priorities)

Does international experience affect your attitude to financial management of health services and the use of healthcare resources. If so, is your approach to resource management different when you return to the UK?

Name..... Date .....

Name of international institution .....

Country .....

Signature of assessor .....