Mary Seacole Awards 2019/20
for Nurses, Midwives and Health Visitors

Funded by Health Education England

And awarded in association with
Royal College of Midwives, Royal College of Nursing,
UNISON, Unite CPHVA
Supported by NHS Employers

The Mary Seacole awards were first set up in 1994 by the Department for Health and were named after Mary Seacole in recognition of the work she undertook during the Crimean war. By January 2019 a total of 38 Development and 31 Leadership awards had been completed.

Health Education England generously funds these annual awards for nurses, midwives and health visitors in England. The awards provide funding for specific health care projects and activities that will benefit and improve the health outcomes of people from black and minority ethnic communities. The work undertaken for an award is expected to contribute to raising the national profile of equality and diversity and redressing health inequalities.

The award year runs from September through to the following October and in addition to their project, each awardee will benefit from a learning programme which will develop their leadership and presentation skills and provide an important step for their future career. The awards alumni continue to provide evidence that the awards enhance career opportunities, particularly for professionals from black and minority ethnic communities, at a time when they are under-represented in leadership and management positions.

Awards Available

| Mary Seacole Development Awards £6,250 | Mary Seacole Leadership Award £12,500 |

Award winners will be provided with a unique opportunity to make a positive and lasting contribution to improved healthcare outcomes through their chosen project. The Awards provide a platform to acquire and expand personal skills in communication, presentation, project management, research techniques and an opportunity to strategically influence Health Education England (HEE) and NHS England’s work around equality and diversity and health inequalities. In addition, Leadership awardees will gain confidence in leading an improvement or change programme which has the potential to achieve a high national profile; transitioning from operational to strategic thinkers.

Further information is available from governance.support@rcn.org.uk or www.nhsemployers.org/maryseacole
## Eligibility & Award Criteria

<table>
<thead>
<tr>
<th>Essential Criteria</th>
<th>Development</th>
<th>Leadership</th>
<th>Identified</th>
</tr>
</thead>
<tbody>
<tr>
<td>An individual nurse, midwife or health visitor in clinical and professional practice in England</td>
<td>✔</td>
<td></td>
<td>Application Form</td>
</tr>
<tr>
<td>An individual nurse, midwife or health visitor with leadership and/or managerial responsibilities in the delivery of care in England</td>
<td></td>
<td>✔</td>
<td>Application Form</td>
</tr>
<tr>
<td>A nurse, midwife or health visitor working in publicly funded services, involved in delivering and influencing care or involved in work that informs healthcare practice</td>
<td>✔</td>
<td>✔</td>
<td>Application Form</td>
</tr>
<tr>
<td>The applicant holds current registration on the NMC register</td>
<td>✔</td>
<td>✔</td>
<td>Application Form</td>
</tr>
<tr>
<td>The applicant has the support of his/her employer and where relevant their academic supervisor</td>
<td>✔</td>
<td>✔</td>
<td>Application Form</td>
</tr>
<tr>
<td>The outcomes of the project, or other educational/development activity, are designed to benefit and improve the health outcomes of people from black and minority ethnic communities</td>
<td>✔</td>
<td>✔</td>
<td>Application Form</td>
</tr>
<tr>
<td>The applicant is available to commit to the award programme:</td>
<td>✔</td>
<td>✔</td>
<td>Application Form</td>
</tr>
<tr>
<td>• to deliver the project during the period October 2019 to September 2020.</td>
<td>✔</td>
<td>✔</td>
<td>Application Form</td>
</tr>
<tr>
<td>• to attend the annual awards ceremonies in October 2019 and October 2020</td>
<td>✔</td>
<td>✔</td>
<td>Application Form</td>
</tr>
<tr>
<td>• to attend the 6 learning events scheduled during this period</td>
<td></td>
<td>✔</td>
<td>Application Form</td>
</tr>
<tr>
<td>A proposal that sets out the objectives, methods and outcomes, costs and timescales.</td>
<td>✔</td>
<td>✔</td>
<td>Application Form</td>
</tr>
<tr>
<td>A proposal that sets out how the applicant intends to demonstrate and further develop their leadership skills.</td>
<td></td>
<td>✔</td>
<td>Application Form</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Additional Criteria</th>
<th>Development</th>
<th>Leadership</th>
<th>Identified</th>
</tr>
</thead>
<tbody>
<tr>
<td>A proposal that is appropriate, efficient and ethical</td>
<td>✔</td>
<td>✔</td>
<td>Presentation at Interview</td>
</tr>
<tr>
<td>The applicant is able to demonstrate that their proposal is suitable for application to other organisations or health settings across the UK</td>
<td>✔</td>
<td>✔</td>
<td>Presentation at Interview</td>
</tr>
<tr>
<td>The applicant can articulate their knowledge of the key challenges facing the workforce</td>
<td>✔</td>
<td></td>
<td>Interview</td>
</tr>
<tr>
<td>The applicant can articulate their knowledge of the key challenges facing the wider health community and the key role of leadership</td>
<td></td>
<td>✔</td>
<td>Interview</td>
</tr>
<tr>
<td>The outcomes can be linked into the improvement plans of the applicant’s organisation</td>
<td>✔</td>
<td>✔</td>
<td>Interview</td>
</tr>
<tr>
<td>The applicant explains how the project/activity outcome supports the NHS Equality Delivery System (EDS) and their organisation’s work around the Equality Act 2011 and Workforce Race Equality Standard 2015</td>
<td>✔</td>
<td>✔</td>
<td>Interview</td>
</tr>
<tr>
<td>The application includes a plan for Stakeholder engagement</td>
<td>✔</td>
<td>✔</td>
<td>Interview</td>
</tr>
<tr>
<td>The application includes a valid dissemination strategy for the outcomes</td>
<td>✔</td>
<td>✔</td>
<td>Interview</td>
</tr>
<tr>
<td>The application includes a sustainability strategy to ensure that the work is integrated into the wider work of an organisation’s improvement plans</td>
<td>✔</td>
<td>✔</td>
<td>Interview</td>
</tr>
</tbody>
</table>
The successful applicants will be announced at the annual ceremony in London in October 2019. On completion of the project, the Awards will be presented at the following ceremony which will take place in London in October 2020.

The Awardee will undertake to commence their work by October 2019 and complete their final report by September 2020.

The Mary Seacole Award Steering Group (MSASG) will maintain contact with and provide support to winners for the duration of their award year. Two mentors will be assigned to work closely with each awardee for the duration of their award and further support will be provided through learning events delivered during the award year. The first learning event will be an Induction Day and this will take place in London in October 2019 – date to be confirmed.

In addition, winners will be required to accept the following conditions:

- Supply a letter of support/commitment from their employer and where relevant, their academic supervisor
- Attend regular mentorship meetings at agreed intervals with named mentors/supervisors and meet deadlines agreed at those meetings
- Submit a Quarterly progress report to the Mary Seacole Award Steering Group
- Submit regular financial breakdowns as requested
- Attend the learning events associated with the award development programme
- Complete the study within the timescale agreed with the Mary Seacole Award Steering Group
- Submit an end of year final report on their work to the required standard
- Give a presentation on completion of their study at the award ceremony
- Write a paper for their organisation newsletter or intranet
- Write a 250 word summary for the Mary Seacole Award annual report
- Identify a conference through which to present findings
- Agree that intellectual property rights arising from the project outcomes/outputs is the property of the NHS
How to apply

Applications must arrive by 22 July 2019 at 12:00 noon. Applications received after this date will not be accepted.

The Royal College of Nursing is processing applications on behalf of applicants from all the health trade unions. Please send your completed application to governance.support@rcn.org.uk or to:

Mary Seacole Awards  
Room 209  
Royal College of Nursing  
20 Cavendish Square  
London W1G 0RN

Applicants will be notified of the initial outcome of their application by 9 August 2019. If successfully shortlisted applicants will be invited to interview.

Shortlisted candidates for the leadership awards must be available to attend Interviews on 3rd September in London. Shortlisted candidates for the development awards must be available to attend interviews which will take place in the first two weeks of September (date to be confirmed) in London. Prior to the interview each candidate will be required to provide a brief written abstract in line with their project outline (200 words) to the panel and to present this to the panel. Further guidance will be provided to candidates invited to interview.

Successful candidates will be required to attend an induction day in London October 2019 (date to be confirmed) as well as the awards ceremony on 24 October 2019 in London.

Contacts

If you require clarification on any aspect of this information, please contact Claire Groom by emailing governance.support@rcn.org.uk, or if you are a member of any membership organisation listed below please contact them directly.

RCM members contact Janet Fyle at janet.fyle@rcm.org.uk;  
RCN members contact Wendy Irwin at wendy.irwin@rcn.org.uk  
UNISON members contact Helga Pile on H.Pile@unison.co.uk.  
Unite CPHVA members contact Obi Amadi Obi.Amadi@unitetheunion.org
1.1 Details of Project/Activity
Title of project:

Have you applied for financial help elsewhere?  
Yes ☐  No ☐
If so, where?
With what results?

Are you undertaking any other form of academic study?  
Yes ☐  No ☐
If yes, please provide details of course and education institute

1.2 Employment Details: Current Post
Job Title:
Name and address of your current line manager and employer:
Start date of current role/post:

1.3 Do you hold current registration on the NMC register  
Yes ☐  No ☐

1.4 Membership Organisation Details

<table>
<thead>
<tr>
<th>Are you a member of</th>
<th>RCM?</th>
<th>RCN?</th>
<th>UNISON?</th>
<th>Unite CPHVA?</th>
</tr>
</thead>
</table>

Please tick if appropriate and give your membership number:
Mary Seacole Awards 2019/20
Application form Part 2

Note: This section should be completed in consultation with your immediate line manager or their equivalent and their signature is required.

2.1 Study Leave

What actual study leave has been granted over the period of the project to carry out the work associated with completing your proposed project?

2.2 Manager’s Supporting Reference

Please comment on:

1. The applicant’s suitability to receive funding.

2. How do you see the award contributing to the strategic needs of the organisation?

3. How will you support the applicant to complete the project/activity? (Please include any agreed study leave to be granted over the period of the project/activity and whether or not the applicant will have access to the IT needed to deliver their work)

4. In what ways can you help the sustainability of the project once completed in July 2020?

5. Nomination of a workplace mentor for the duration of the project

Manager’s Name and Job Title (please print):

Manager’s Signature: Date:
Mary Seacole Awards 2019/20
Application form Part 3

Note: Please ensure you have discussed your proposal with your immediate line manager or equivalent as well as any senior staff who could act as project mentors or support your work through integrating your plans in their work or providing access to resources.

3.1 In this section, you need to write a proposal under the following headings (maximum 1500 words)

**Objectives** In this section you will explain the issues that your project will address or you might include a brief review of the literature that sets the context for a research proposal. You should state the title, aims and main objectives of proposal.

**Methods** This section should describe the methods you plan to use to achieve the objectives, for example the methodological approach and any ethical considerations.

**Stakeholders, Timeline and Budget** In this section you should identify your stakeholders, set out the timeline for completing the project and include a draft budget.

**Hoped for Outcomes & Dissemination** This section should set out what the project aims to achieve. You should also consider the wider impact your work can have on your organisation, NHS policy and standards and how you can share your findings.

*Notes on budgeting Please note that the final budget is subject to discussion with and approval by the mentors that are assigned to successful applicants. Examples of appropriate and inappropriate use of funds are given below:

**Examples of appropriate use of funds**

a) Venue hire costs for work undertaken externally (not employer premises)
b) Transport costs for users to attend meetings
c) Reasonable hospitality costs for focus groups
d) Conference attendance (as agreed with MSASG / mentors)
e) Vocational course attendance to develop specific skills (as agreed with MSASG / mentors)
f) Cost of producing education media / materials
g) Cost of advertising the project activities
h) Cost of printing the final report
i) Travel and accommodation costs for attending the Mary Seacole Award ceremony in London in October 2019 and October 2020
j) Travel and accommodation costs for attending 6 learning events in London during the course of the award year
k) Project related IT equipment where this is additional to equipment already supplied by the employer (up to £500)
l) The cost of a proof reader for your final report or any other material outputs

**Examples of inappropriate use of funds**

a) Academic course fees
b) Backfill staff costs
c) Backfill costs for research assistants
d) Travel costs for your guests to attend the ceremony
e) Personal items
f) Cash incentives for focus group participants
g) Fees for editing your final report or any other material outputs
4.1 Personal Information

<table>
<thead>
<tr>
<th>Last name:</th>
<th>First name:</th>
<th>Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Home address:

Postcode:

Tel No: (work)  Tel No: (home)

Mobile No:

Email:

NMC PIN NO:

4.2 Application Agreement

I now enclose the following in support of my application:

Completed application form including original signed, supporting statement from my line manager.

I confirm that I will be available to attend an interview on 3rd September (Leadership Awards)/date TBC in the first two weeks of September (Development Awards) in London.

Should I be offered an award, I will commit to attend an induction day in October 2019 (date to be confirmed) in London and the award ceremony on 24 October 2019.

I commit to submit quarterly progress reports and the final report within the required deadlines, and to present my final project at the awards ceremony in October 2020.

I commit to attend the learning events scheduled during the course of the award year.

The information contained in this application is, to the best of my knowledge, correct. As an applicant, I understand I must comply with the conditions stated and that the making of false statements may lead to the withdrawal of my application. I acknowledge that the decision of the Selection Panel is final. I agree that intellectual property rights from the outcome/outputs remain the property of the NHS.

Signature of Applicant: ________________________________

Date: ____________________
4.3 Equality monitoring questionnaire - This information is requested to ensure that we are aware of the communities applying for this award and assist the implementation of a fair and equitable application process. Please note this information will not be passed to the selection panel.

What is your ethnic group? (please tick one category only)

- White
  - English/Welsh/Scottish/Northern Irish/British
  - Irish
  - Gypsy or Irish Traveller
  - Any other White background
    Please state:

- Mixed / Multiple ethnic groups
  - White and Black Caribbean
  - White and Black African
  - White and Asian
  - Any other mixed background
    Please state:

- Asian / Asian British
  - Indian
  - Pakistani
  - Bangladeshi
  - Chinese
  - Any other Asian background
    Please state:

- Black / African / Caribbean / Black British
  - African
  - Caribbean
  - Any other Black / African / Caribbean background
    Please state:

- Other ethnic group
  - Arab
  - Any other ethnic group
    Please state:
  - Prefer not to say

What is your gender

- Male
- Transgender/transsexual
- Female
- I would rather not say

Age scale range (please tick one category only)

<table>
<thead>
<tr>
<th>20-29</th>
<th>30-39</th>
<th>40-49</th>
<th>50-59</th>
<th>60-65</th>
<th>65+</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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<tr>
<td>I would rather not say</td>
<td></td>
<td></td>
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</tbody>
</table>

Do you consider yourself to have a disability? The Equality Act 2010 defines a person as disabled if they have a physical or mental impairment, which has a substantial and long-term adverse effect on their ability to carry out normal day to day activities.

- Yes
  - If yes, please describe what reasonable adjustment you would require to carry out your award:
- No
What is your sexual orientation? *Please tick one category only*

- Heterosexual/straight
- Gay man
- Gay woman/lesbian
- Bisexual
- Other
- Prefer not to say

What is your religion? *Please tick one category only*

- No religion
- Christian (including Church of England, Catholic, Protestant and all other Christian denominations)
- Buddhist
- Hindu
- Jewish
- Muslim
- Sikh
- Any other religion (please describe)
- Prefer not to say

4.4 Do you have caring responsibilities for any children or adults?

- Yes, Child(ren)
- Yes, Adult
- No
- If yes, please tick if you are a registered carer

4.5 Please help us to promote these awards effectively by indicating below how or where you heard about them:

- **Website**
  - Please specify which website
  - ______________________

- **Journal**
  - Please specify which journal
  - ______________________

- **Contact**
  - Please specify
  - ______________________

- **Other**
  - Please specify
  - ______________________

Would you like to see them advertised anywhere else? *Please specify*

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