Healthcare Leadership Model
Creating a batch – Quick Start Guide

NHS Leadership Academy

To access the Healthcare Leadership Model, and set up pre-paid questionnaires, please follow the steps below:

1 What is a batch and why should I use them?

Creating a batch of 360 Questionnaires allows a coordinator or administrator to easily pre-pay for multiple 360 questionnaires in one go.

You can then distribute the questionnaires throughout a team or number of individuals by adding them as participants.

The places within the batch do not have to be used all at once – you can buy a batch, and then use the places as and when you need them over time (there is no expiry date).

2 Create an account on NHSx and register

If you already have an account for the **Healthcare Leadership Model Appraisal Hub**, please go straight to step 3.

If not, please follow the steps below:

Create an account on NHSx here: **http://nhsx.uk/**

Once logged into NHSx, access the **Programmes** section and click **Register** under **Healthcare Leadership Model**.

Complete the form onscreen, then continue to the Model Appraisal Hub.

3 Create your batch

Click on the option to **Purchase or Manage multiple 360 questionnaires for Others**

Click **Create a batch**

- Batch name: This will be visible to participants.
- Number of participants: The number of people you would like to complete a 360 *(we recommend a maximum of 30).*
- Number of group reports: This is optional, a group report combines the results of selected participants and costs £35 + VAT.
- Custom message: An optional addition to the system invitation email.

4 Paying for your batch

After clicking on **Create**, you will be directed to a payment screen.

You have two options:

Pay by purchase order:

If your trust has raised a purchase order, you can enter the purchase order number and search for your trust to make your payment.

Pay online by card:

If you would prefer to pay online by card, you will be directed to SagePay where you can pay for your batch with a credit or debit card. Please note, for batches larger than 49 participants, we cannot accept payment by credit card.

5 Set up your participants and check their progress

To add your participants, click on **Set up a participant.** You then just need to enter their name and email address.

Once added, you will see a **Send email** button alongside each participant, this will send them the invitation email to join a batch.

You can then use the batch to check participant progress, including whether or not they have joined. If you click on the **Manage** button alongside their name, you can see more details about their progress: their rater completions, their chosen facilitator and whether their report has been requested.