Healthcare Leadership Model
Creating a batch – Quick Start Guide

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/](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.

Visit the support site: [http://modelsuporthub.jcaglobal.com](http://modelsuporthub.jcaglobal.com)
View the FAQs: [http://modelfaq.jcaglobal.com/](http://modelfaq.jcaglobal.com/)