Healthcare Leadership Model Facilitator Quick Start Guide

NHS Leadership Academy

A quick start guide to accessing the Appraisal Hub and your Facilitator account:

1 Create an account on NHSx and register for the HLM

If you already have an account for the **Healthcare Leadership Model Appraisal Hub**, please go straight to step 2.

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.

2 Accessing and updating your Facilitator Profile

To edit your Facilitator Profile, click on **View or update my facilitator** profile from the homepage.

You have the option to add:

- **About me text:** A free text box to add more details about yourself.
- **Profile image:** Upload a profile image of yourself.
- **Your links:** Add links to other profiles, for example, LinkedIn.
- **Your files:** Upload files or documents, for example, certificates.

Once you have edited your profile, it will not be made live until a member of the Helpdesk approves your changes. Press **Submit changes for approval** to send your profile to the team. If you are not ready to submit your changes, you can click **Save as draft** at any time.

3 Viewing your facilitator session requests

You will receive an email from the Hub when you are selected as a facilitator. Log into the Hub and click on the option to **View my facilitator session requests** from the homepage.

This page is split into 3 tabs:

Individual Feedback: This is where individual requests will appear. You will have the option to either **Accept** or **Decline** these requests.

Group Feedback: If you are accredited to facilitate group feedback sessions, your requests will appear here.

View Completed: This is where your completed feedback sessions are stored.

At the bottom of the page, details of the number of sessions you have completed and your date of accreditation are displayed.

4 Individual feedback and group feedback requests

Once you have accepted a request for a feedback session, you will then be able to see more options.

Status:

- **Not yet requested** = the participant needs to request their report from you.
- **Being processed** = the report is being generated.
- **Ready** = The report is ready to download.

Action buttons:

- **View =** an overview of the rater completions.
- **Download =** download a PDF of the report.
- **Resubmit =** generates the latest version of the report to include late feedback from raters.
- **Mark Complete =** to mark the session as complete **after** your feedback session.

Visit the support site: **http://modelsupporthub.jcaglobal.com**

View the FAQs: **http://modelfaq.jcaglobal.com/**