

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM FOR THE M.SC IN HEALTH SERVICES MANAGEMENT

Please find attached the Graduate Studies Office application form, which must be completed and returned together with all documentation requested in part K of the form. One of your references should be an academic and the other an employer.

For your curriculum vitae, we request that you use the following format:

SECTION 1: PERSONAL DETAILS

Please give your name and contact details (including email address) and clearly state your current position, title, grade and organisation.

SECTION 2: ACADEMIC QUALIFICATIONS

Please list chronologically all academic qualifications you have attained, indicating the title of qualification, type of award (e.g. Postgraduate Diploma or other), subject area, duration of programme / course and date qualification was attained.

N.B. If you attended and / or completed a programme of study but did not receive an award please DO NOT include.

SECTION 3: MANAGEMENT / PROFESSIONAL DEVELOPMENT

Please list chronologically any other courses or training, relevant to management or your professional background that you may have completed. Please indicate name, duration and date of course.

SECTION 4: WORK EXPERIENCE

Beginning with your current post, please list chronologically your employment positions with a short paragraph indicating your title, organisation, duties and duration of employment and specific management responsibilities in relation to; number of staff, range and type of services and planning of services.

SECTION 5: EVIDENCE OF MULTIDISCIPLINARY WORKING EXPERIENCE

Please submit a short paragraph indicating your level of involvement in multidisciplinary working and list any organisational committees and forums (such as task-force and project groups) that you are currently an active member of.

SECTION 6: RESEARCH SKILLS

Please give details of any research projects you have been involved in together with research publications. Also include details of any research training you have undertaken.

SECTION 7: IT SKILLS

Please list any IT systems and software packages you are familiar with and your level of competency i.e. beginner / intermediate / advanced.

SECTION 8: ADDITIONAL BENEFITS

Please use this section as an opportunity to highlight any academic, working or personal achievements that you feel demonstrate your ability to successfully complete this programme and, in addition, indicate what perceived benefits you will gain from participating in the programme as a whole.

Please Ensure Your CV Is No Longer Than 3 – 4 Pages