

Academy Prospectus



Index

Page

Mandatory Training

Basic Life Support / Blood Transfusion Update	5
Conflict Resolution / Counter Fraud Awareness	6
Equality and Inclusion / Ergonomics-DSE	7
Fire Safety Awareness / Infection Control	8
Information Governance / Medicines Management	9
Mentorship Update / Patient Handling and Positioning	10
Pressure Ulcer Prevention (Tissue Viability & Clinical Infection Control)	11
Safeguarding Adults and Children	12

Leadership and Development Courses

Appraisal Training / Budget Management	15
Disciplinary and Grievance Investigation Training / Introduction to Leadership	16
LDP / Managing Sickness Absence	17
MDP / Recruitment and Interviewing Skills	18
Risk Management Training / Root Cause Analysis Training	19

Professional Registration

Acute Illness Management (AIM) / Acute Illness Management (AIM) For Health Care / Support Workers / Advanced Life Support	21
Blood Glucose Monitoring Training/ Blood Transfusion Masterclass	22
Immediate Life Support (ILS) / Immediate Life Support Re-Certification / IV Drugs	23
Medical Devices / Medicine Management	24
Mentorship for Nursing / Nursing Revalidation	25
Oxygen Training (O2) / Paediatric Basic Life Support (PBLS)	26
Paediatric Immediate Life Support (PILS) / PCA Training	27
Pump Training / RACE	28
Return to Practice / Trauma Immediate Life Support (TILS)	29

Continual Professional Development (CPD)

Anaphylaxis / Aseptic Technique	31
Baseline Obs / COSHH Health and Safety Course	32
Customer Care / Documentation and Record Keeping	33
ECG Training / Electronic Health Record (EHR)	34
Epidural Training / Fire Warden Training	35
Food Hygiene Refresher / Food Hygiene Training – Level 2	36
Health and Safety Awareness / IT Training	37
Male and Female Catheterisation & Change of Supra-Pubic Catheter / Minute Taking	38
Venepuncture and Cannulation / Wound Assessment Workshop	39

Vocational Education

Care Certificate / Care Planning Awareness	41
Qualification Credited Framework	42

Index

Page

Talent Management

Career Coaching and Learning Styles / Coaching and Mentoring Programme	44
Paired Learning / Talent Management Mapping	45

Equality, Diversity and Inclusion

Conflict Resolution / Dementia Care	47
Effective Communication / Equality and Inclusion Training for Managers	48
HealthWRAP Training (PREVENT) / iCARE	49
Mental Health Act Awareness / Mid Career and Financial Planning Seminar / Pre-Retirement Seminar	50
Supporting Staff after Trauma / Understanding Domestic Violence	51

Mandatory Training Courses



Basic Life Support

Course Aims?

MANDATORY - Staff should undergo regular resuscitation training to a level appropriate for their expected clinical responsibilities (Resuscitation Council Guidelines) and in line with Trust policy

Who Should/Could Attend

All clinical staff

When/How Often Should I Attend

Yearly

What Type of Training Is It?

1 hour lecture/theory

What Will I Learn?

- Use of airway adjuncts
- Provide basic life support to current Resuscitation Council guidelines
- Examine and manage the unconscious patient and undertake basic airway management
- Treat/manage hanging, choking and serious bleeds
- Recognise and manage anaphylaxis

Blood Transfusion Update

Course Aims?

MANDATORY -

Who Should/Could Attend

All registered staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

1.5 hours lecture

Conflict Resolution

Course Aims?

MANDATORY - National Health Service Act 1977 - Directions to NHS bodies on measures to deal with violence against NHS staff - "Each NHS body take into account any guidance issued by the Counter Fraud and Security Management Service" (DH 2005). The HSE - March 2005

Who Should/Could Attend

All staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

45 mins lecture

What Will I Learn?

- Theories of aggression
- Service user perspective and involvement
- Risk assessment and risk management
- Prevention and de-escalation strategies and interventions
- Breakaway skills
- Legal, safety and ethical issues relating to the prevention and management of aggression
- Post incident debrief, reporting, recording and review procedures
- Recognise and manage anaphylaxis

Counter Fraud Awareness

Course Aims?

MANDATORY

Who Should/Could Attend

All staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

15 mins lecture

What Will I Learn?

- What is fraud?
- The cost to the NHS
- How the NHS is tackling fraud
- The role of the Local Counter Fraud Specialist (LCFS)
- Examples of NHS fraud
- How you can help to prevent fraud

Equality and Inclusion

Course Aims?

MANDATORY

Who Should/Could Attend

All staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

30 mins lecture

Trainer–Academy Team

15 mins lecture

Ergonomics/DSE

Course Aims?

MANDATORY - Legal requirement of all organisations - Manual Handling Operations Regulations 1992 and Management of Health and Safety at Work Regulations 1999

Who Should/Could Attend

All Non Clinical Staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

15 mins lecture

What Will I Learn?

- What moving and handling is
- The law and risk assessment
- Principles of safe manual handling
- Employers and employees duties
- Ergonomics
- Anatomy and injury

Fire Safety Awareness

Course Aims?

MANDATORY

- Legal requirement of all organisations
- Regulatory Reform (Fire Safety) Order 2005

Who Should/Could Attend

All staff

When/How Often Should I Attend

Two yearly (*Unless risk assessment identifies that additional training is required*)

What Type of Training Is It?

One hour lecture

Trainer – Health and Safety Officer

Programme also covered as part of the Organisational Induction

What Will I Learn?

- Locating fire exits
- Procedure for evacuation
- Locating fire fighting equipment
- Understanding risk factors & fire risks
- Awareness of fire safety
- Duty of care
- Procedures and precautions
- Use of extinguishers
- Understanding of smoke
- How to raise the alarm
- Action in the event of a fire

Infection Control

Course Aims?

MANDATORY

- NHS requirement for all staff working within a health care environment. Healthcare Commission Standards of Care (Core Standard 4)

- 'Health organisations must take steps to minimize the risk of healthcare acquired infection to patients

Who Should/Could Attend

All staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

30 mins lecture

Trainer – Infection Control Team

What Will I Learn?

- Prevention of healthcare associated infections
- The chain of infection
- Principles and practice of standard precautions
- Hand hygiene
- Sharp Safety
- Use of personal protective equipment and risk assessment
- Waste and linen management
- Blood and body fluid spillages safe practice
- Cleaning of the environment and service user equipment

Information Governance

Course Aims?

MANDATORY

- In line with HPFT Policy (NCP 25/IG 15) that all new staff know their responsibility regarding Data Protection, Caldicott, Freedom of Information and Information Security

Who Should/Could Attend

All staff

When/How Often Should I Attend

Two yearly

What Type of Training Is It?

15 mins lecture

What Will I Learn?

To raise awareness of Information Governance including

- Information security
- Confidentiality and data protection
- Best practice on information governance
- Introduction to Freedom of Information Act
- Management of personal identifiable data

Medicines Management

Course Aims?

MANDATORY

- In line with Department of Health, Audit Commission and Healthcare Commission recommendations.

Who Should/Could Attend

All registered staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

1 hour lecture

Trainer–Clinical Educator

What Will I Learn?

- Prevention of healthcare associated infections
- Increase knowledge of medication commonly used
- Up to date information re: incidents and advice from pharmacy
- Discussion re: above
- VTE assessments
- Awareness of all prescription documentation
- Group discussions and scenarios

Mentorship Update

Course Aims?

MANDATORY

-

Who Should/Could Attend

All registered staff, who have contact with students (*not just mentors*)

When/How Often Should I Attend

Yearly

What Type of Training Is It?

45 mins lecture / Discussion
Trainer – Clinical Educator

What Will I Learn?

- Up to date information re: assessment documentation from Plymouth and Bournemouth Universities
- Group discussions re: scenarios
- Failing to fail discussion

Patient handling and Positioning

Course Aims?

MANDATORY

- Legal requirement for all clinical staff

Who Should/Could Attend

All clinical staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

2 hour lecture/theory

What Will I Learn?

- Gain an understanding of moving and handling regulations and Trust policy
- Techniques appropriate and applicable to area of work i.e. getting patients In or out of chairs/bed
- Understanding the assessment process
- Role and responsibilities of others

Pressure Ulcer Prevention (Tissue Viability & Clinical Infection Control)

Course Aims?

MANDATORY

-

Who Should/Could Attend

All registered staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

1.5 hours lecture



Safeguarding Adults

Level 1 & 2

Course Aims?

MANDATORY

- Requirements of no secrets (2000), Local Multi Agency Adult Protection Policy, HPFT Adult Protection Policy (CP15.2)

Who Should/Could Attend

All staff

When/How Often Should I Attend

Yearly

What Type of Training Is It?

1 hour lecture - Clinical - Level 2

30 mins lecture - Non Clinical - Level 1

Trainer - Safeguarding Children Clinical Lead

What Will I Learn?

- Recognising types and signs of abuse
- Understanding own duty to report suspected abuse
- Appreciating own role and that of others
- Familiarisation with local policies relating to Safeguarding Adults

Safeguarding Adults

Level 3 Mental Capacity Workshop

Course Aims?

To raise awareness to senior staff of their responsibilities to recognize when use of restrictive practices potentially could be depriving a patient of their liberty and The process required to gain legal authorization of such care.

Who Should/Could Attend

All managers of staff eligible for Level 2, designated Safeguarding leads, ward managers/sisters including deputies, ward shifts leaders hospital discharge co-ordinators, heads of nursing, matrons, all medical staff F2 and above, on-call managers and directors

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

1/2 day lecture

Trainer - Safeguarding Adult Clinical Lead.

Safeguarding Children

Level 1 & 2

Course Aims?

MANDATORY

- Requirements of Children Act 1989 and subsequent guidance Particularly 2 working together to Safeguard Children” (Department of Education and Skills 2006), Section 11 Children Act (2004) 4LSCB Procedures 2007 and HPFT Child Protection strategy

Who Should/Could Attend

All staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

1 hour lecture - Clinical - Level 2
30 mins lecture - Non Clinical - Level 1
Trainer–Safeguarding Children Clinical Lead

What Will I Learn?

- Recognising types and signs of abuse
- Understanding own duty to report suspected abuse
- Appreciating own role and that of others
- Familiarisation with local policies relating to Safeguarding

Safeguarding Children

Level 3 Core Session

Course Aims?

MANDATORY

- Requirements of Children Act 1989 and subsequent guidance Particularly 2 working together to Safeguard Children” (Department of Education and Skills 2006), Section 11 Children Act (2004) 4LSCB Procedures 2007 and HPFT Child Protection strategy

Who Should/Could Attend

Paediatric |& Allied Health Professionals– Dieticians/OT/Physio/SALT, Obstetricians, A & E Medical and Nursing Staff, Radiologists (if see in children), Surgeons and Anaesthetists (if regularly seeing children). All staff requiring level 3 child protection training must complete this session within 1 year of joining the Trust.

When/How Often Should I Attend

2 hour lecture
Trainer – Named Doctor for Safeguarding Children.

What Type of Training Is It?

1/2 day lecture
Trainer– Safeguarding Adult Clinical Lead.

What Will I Learn?

- Understanding own duty to report suspected abuse
- Appreciating own role and that of others
- Familiarisation with local policies relating to Safeguarding

Leadership and Development Courses



Appraisal Training

Course Aim

This session shows line managers how to use the Ycloud Appraisal Systems and a run through of the steps involved before and after the appraisal has been completed

Who Should/Could Attend

All line managers who conduct staff appraisals

When/How Often Should I Attend

Once

What Type of Training Is It?

1 hour
Lecture by Mark Appleby – Head of Workforce Performance and OD

Budget Management

Course Aims?

To understand and manage own budget.

Who Should/Could Attend

All budget holders who have not received training or would like to update their knowledge

When/How Often Should I Attend

Once

What Type of Training Is It?

Lecture
Trainers – Finance Department

Disciplinary and Grievance Investigation Training

Course Aim

To equip staff with the skills to gather evidence and write an unbiased report based on the facts

Who Should/Could Attend

Senior staff who are able to conduct themselves in an impartial manner

When/How Often Should I Attend

Once

What Type of Training Is It?

lectures
NCAS Trainers will deliver

Introduction to Leadership

Course Aims?

To improve knowledge and understanding of the principles of leadership in health care to enable effective team leadership.

Who Should/Could Attend

Anyone who is understanding, or working towards a leadership role.

When/How Often Should I Attend

Once

What Type of Training Is It?

The Module Programme contains 5 modules, each module is 1 day. It is recommended that participants attend the modules in sequence.

LDP

Course Aim

To prepare managers for more senior leadership positions within the NHS.

Who Should/Could Attend

Senior leaders

When/How Often Should I Attend

Once

What Type of Training Is It?

1 year supplied
trainers from Bath University

What Will I Learn?

This is a programme of study that is flexible in its content to fit the need of the cohort, their organization

Some of the learning will include:-

- Cultural and Political barrier to change
- Developing cohesive collective
- Capability and action
- What are the limitations and organizational decision making?

Managing Sickness Absence

Course Aim

To help managers reduce sickness rates and meet local targets

Who Should/Could Attend

All managers

When/How Often Should I Attend

Once

What Type of Training Is It?

2 hours lectures
Trainers–Human Resources team

MDP

Course Aim

To equip managers 'the skills and comp' they need in their work areas to be an effective manager

Who Should/Could Attend

All new managers or those who have not had formal training or support

When/How Often Should I Attend

Once

What Type of Training Is It?

8 days (1 day per month over 8 months)
Lectures by both internal staff and external managers

Recruitment and Interviewing Skills

Course Aim

To ensure that staff meet equality criteria and select the most appropriate applicant for the role whilst following the correct procedures.

Who Should/Could Attend

All staff involved in interview panels

When/How Often Should I Attend

Once

What Type of Training Is It?

4 hour lecture
Trainers–Human Resources Team



Risk Management Training

Course Aim

This course provides managers with the necessary information to manage risk in the Trust through risk assessment, analysis and prioritisation, enabling managers to escalate risk appropriate to the seriousness and to identify causes of incidents.

Who Should/Could Attend

All Managers

When/How Often Should I Attend

Once

What Type of Training Is It?

2.5 hour lecture

Trainers – Trust Risk Managermanagers

Root Cause Analysis Training

Course Aim

This course provides individuals with the necessary information to conduct an investigation into an incident following the Trust's incident Reporting and Investigation policy and procedures.

Who Should/Could Attend

All staff who are required to carry out investigations in a clinical setting

When/How Often Should I Attend

Once

What Type of Training Is It?

2.5 hours lectures

Trainers – Trust Risk Manager

Professional Registration



Acute Illness Management (AIM)

Course Aim

To provide registered healthcare professionals and clinical support staff with the essential underpinning knowledge necessary to enable them to recognize, assess and manage acutely unwell adult patients. The course utilizes a variety of teaching strategies and focuses on clinical assessment, communication and interprofessional team working. Candidates will participate in a series of lectures, workshops and scenario practices throughout the day, with individual scenarios being undertaken at the end of the course. Successful completion of the course results in the candidate being issued a certificate of competence.

Who Should/Could Attend

Registered clinical staff (*separate study days for clinical support staff*)

When/How Often Should I Attend

Once only

What Type of Training Is It?

1 Day Lectures

Resuscitation Officer

Please note that bookings for the AIM course need to be made at least 3 weeks prior to the date of the course as the pre-course reading material is sent out 3 weeks in advance.

Acute Illness Management (AIM)

for Health Care Support Workers

As above but course tailored for HSW. Provided with a manual that includes competencies to be completed in the student's clinical environment.

Advanced Life Support

Course Aim

The Resuscitation Council (UK) Advanced Life Support (ALS) Course lasts for two days and provides clinical staff with advanced knowledge and skills related to the management of critically ill adults and the leadership of a cardiac arrest team. Assessment of candidates using continual assessments MCQ, test scenario.

Who Should/Could Attend

Registered Clinical Staff who will attend emergency calls

When/How Often Should I Attend

Certificate lasts for 4 Yearly

What Type of Training Is It?

Lectures

Workshops

Cardiac arrest simulations

Skills stations



Blood Glucose Monitoring Training

Nova Statrip Blood Glucose Meter

Course Aim

To ensure that all staff are trained and competent in using the Nova Statstrip blood glucose.

Who Should/Could Attend

All clinical staff who use a blood glucose meter

When/How Often Should I Attend

Yearly

What Type of Training Is It?

Face to Face training

All new members of staff or existing staff who have never used the machines before must ensure they attend a face to face training session on how to use the machines

E-Learning Refresher Module

Your badge will remain active for 12 months following your initial training. Following this, you can attend a face to face update or you will need to complete the e-learning module to reactivate your badge. You can do this by clicking on the following link:

www.brainshark.com/novabio/TST-YDH

Within 24 hours of completion of this your badge will be reactivated and your training record will also be updated. This needs to be repeated on an annual basis.

Please note that bookings for the AIM course need to be made at least 3 weeks prior to the date of the course as the pre-course reading material is sent out 3 weeks in advance

Blood Transfusion Masterclass

Course Aim

All staff involved with administration of blood products or taking blood sample for XMatch and G & S.

Who Should/Could Attend

All doctors, midwives and nurses

When/How Often Should I Attend

2 Yearly

What Type of Training Is It?

2.5 hour Lecture

Trainer – Blood Transfusion Practitioner



Immediate Life Support (ILS)

Course Aim

The RC (UK) Immediate Life Support course provides healthcare staff with the essential knowledge and skills need-ed to assess the critically ill patient instigate treatment or commence resuscitation prior to the Emnergency Team arrival. It also prepares healthcare staff to be members of a resuscitation team.

Who Should/Could Attend

Clinical staff

When/How Often Should I Attend

Yearly

What Type of Training Is It?

1 day Lectures, Skill Station, Scenarios
Trainer–Resuscitation Officer.date of the course as the pre-course reading material is sent out 3 weeks in advance.

Immediate Life Support Re-Certification

Course Aim

The ILS certificate is only valid for one year,. This half day course enables staff to recertify their ILS and keep in-date.

Who Should/Could Attend

Clinical staff

When/How Often Should I Attend

Yearly

What Type of Training Is It?

1/2 day Lectures,Skills Stations, Scenarios
Trainer–Resuscitation Officer

IV Drugs

Course Aim

Workbook to be completed prior to the session (available from Academy Reception or downloadable from the Academy Ycloud site).

100% needed for drug calculations. Afternoon session include safe use of infusion pumps, troubleshooting and practical sessions.

Who Should/Could Attend

Registered clinical staff

When/How Often Should I Attend

Once

What Type of Training Is It?

3 hour lecture
Trainer–Clinical Educator

What Will I Learn?

- Accountability and responsibility
- Professional practice
- NMC and trust policy
- Infection control
- Central venous access devices
- Cannula care
- Administration devices
- Administration process
- Anaphylaxis
- Practical demonstrations
- Logbooks (To be completed in practice under supervision)

Medical Devices

Course Aim

- To explore the role of the medical device controller.
- To develop awareness of the importance of training and record keeping in relation to the use of medical devices.
- To provide information on risks and safe processes in the procurement, storage, use and disposal of medical devices.

Who Should/Could Attend

Clinical staff

When/How Often Should I Attend

Once

What Type of Training Is It?

2 hour lectures
Clinical Educators (Academy)

Medicine Management

Delivered as part of
preceptorship and RACE

Course Aim

To ensure safe practice and discussion making
when administering medication

Who Should/Could Attend

All Registered Nurses and other prescribing
professionals

When/How Often Should I Attend

At Induction depending on role and recruitment

What Type of Training Is It?

2 hour lectures
Clinical Educators (Academy)

What Will I Learn?

- Medicines workbooks
- Supervised medicine rounds with summative assessment



Mentorship for Nursing

Learning and Assessing in Practice

Bournemouth and Plymouth

University Academic credits or APEL

Course Aim

To prepare registered nurses for the role of mentorship through an accredited qualification

Who Should/Could Attend

All Registered Nurses/Midwives wishing to support students (and those updating already holding licence).

Apply via Elaine cox as it is an external course

When/How Often Should I Attend

5 day full course (consisting of 1 day per week)
Or
1 day APEL (Depending on experience and previous qualification)

What Type of Training Is It?

Lecture
Trainers

What will I learn?

- Practical teaching and assessment
- Academic credits course required academic essay

Nursing Revalidation

Course Aim

...

Who Should/Could Attend

Clinical Staff

When/How Often Should I Attend

Once

What Type of Training Is It?

Lectures
Trainers - Clinical Educators

Oxygen Training (O2)

Course Aim

How to administer or prescribe a patient with oxygen.

Who Should/Could Attend

All Clinical staff who either nurse, administer or prescribes a patient with oxygen

When/How Often Should I Attend

Once

What Type of Training Is It?

1 hour lecture
Trainer Clinical Educators

Paediatric Basic Life Support (PBLS)

Course Aim

The session covers infant and child basic life support and the management of choking.

Who Should/Could Attend

Clinical staff who work with children

When/How Often Should I Attend

Yearly

What Type of Training Is It?

1.5 hours Lectures
Resuscitation Officers

Paediatric Immediate Life Support (PILS)

Course Aim

The Resuscitation Council (UK) Immediate Life Support course provides healthcare staff with the essential knowledge and skills needed to assess the critically ill infant/child instigate treatment or commence resuscitation prior to the Emergency Teams arrival. It also prepares healthcare staff to be members of a resuscitation team.

Who Should/Could Attend

Clinical Staff who care for children within their role

When/How Often Should I Attend

Yearly

What Type of Training Is It?

1 day Lectures, skills stations and scenarios
Trainers - Resuscitation Team

PCA Training

Course Aim

Covers principles of PCA, side effects, cautions, use of pump, PCA observations

Who Should/Could Attend

Registered Nurses

When/How Often Should I Attend

Once

What Type of Training Is It?

2 hour Lectures
Trainers - Pain Control Sister



Pump Training

- BBraun Fluid Pump
- BBraun Syringe Pump
- McKinley T34 Syringe
- Flowcare Infinity Feeding Pump

Course Aim

To ensure that all staff are trained and competent in using the Pumps

Who Should/Could Attend

All clinical staff who use pumps

When/How Often Should I Attend

Initial training followed by 2 yearly competency assessment

What Type of Training Is It?

1.5 hour lecture
Trainer – Clinical Educator

What will I learn?

- Pre-operational inspections
- Device overview
- Menu Structure and navigation
- Basic operations
- Special functions
- Alarms and trouble shooting
- Maintenance and disinfection
- Overview on competency assessment

RACE

Course Aim

To support a period of familiarisation within a new hospital environment as it is vital to the successful integration of new members of nursing staff and the smooth transition from one location or role to another. The course is therefore aimed at optimising initial orientation and to promote ongoing professional development.

At the end of the course it is anticipated that participating nurses will:

- Take responsibility for the continuing development of your own skills and knowledge required for your specific healthcare setting.
- Provide support for others to help their development
- Demonstrate both competence and confidence in your role
- Demonstrate the ability to initiate changes that improve service delivery and patient care
- Be able to provide an evidence base or rationale for your practice which will facilitate an innovative approach

Who Should/Could Attend

Newly appointed nurses who have not been working in an acute setting. Course attendance discussed at interview. The course is open to overseas nurses with an additional focus on English and comprehension

When/How Often Should I Attend

Once

What Type of Training Is It?

Four weeks of lectures with additional supernumerary shifts in the clinical setting. There is a 3-month probationary period at the start of employment and during this time course attendees are required to complete a course Workbook alongside the set study sessions. Training is delivered by Transitional Trainers, Clinical Educators and professionals specialising in individual course topics.

Return to Practice

Course Aim

.....

Who Should/Could Attend

Clinical staff

When/How Often Should I Attend

Once

What Type of Training Is It?

lectures

Clinical Educators

Trauma Immediate Life Support (TILS)

Course Aim

To cover aspects of trauma care and the transfer of patients. Practical scenarios will be provided throughout the course. Day 2 of the course will primarily focus on the transfer of patients.

Who Should/Could Attend

Clinical Staff / Doctors / Consultants

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

2 day course

Trainer – Nurse consultant Emergency Medicine



Continual Professional Development (CPD)



Anaphylaxis

Course Aim

Covers aetiology, signs, symptoms and management of anaphylaxis.

Who Should/Could Attend

Aimed at nurses, midwives and podiatrists most notably community nurses

When/How Often Should I Attend

Once

What Type of Training Is It?

30 min lectures
Trainers - Clinical Educator

What will I learn?

- Definition of Anaphylaxis
- Anatomy and physiology
- Recognition of Anaphylaxis
- ABCDE assessment
- Immediate treatment of anaphylaxis
- Resuscitation Council Guidelines

Trauma Immediate Life Support (TILS)

Course Aim

For staff to understand the principles of asepsis; an understanding of the definitions of asepsis to include infection control; includes practical application.

Who Should/Could Attend

All Staff involved in undertaking aseptic procedure

When/How Often Should I Attend

Once

What Type of Training Is It?

2 hour Lectures
Trainers - Clinical Educators

What will I learn?

- Definition of Anaphylaxis
- Standard precautions
- Correct hand decontamination
- Aseptic non touch technique
- Preparing a sterile field, putting on sterile gloves and carrying out an aseptic technique

Baseline Obs

Course Aim

The course content includes issues around consent, anatomy and physiology surrounding temperature, pulse, blood pressure; Pulse, oximetry, respiration; Different methods of assessment and assessment technique, i.e. Manual blood pressure, manual pulse and documentation procedures.

Who Should/Could Attend

Aimed at HCA's at starter level but could be used as a re-fresher course

When/How Often Should I Attend

Once

What Type of Training Is It?

2.5 hours lecture
Trainers - Clinical Educator

What will I learn?

- Anatomy & Physiology of the Cardio Vascular system
- Documentation
- Factors to consider prior to obtaining baseline observations
- Pulse
- Temperature
- Respirations
- Blood Pressure (each section contains common site for recording, acceptable ranges, how to measure the observation, equipment used)
- Logbooks (to be completed in practice under observation)

COSHH Health and Safety Course

Course Aim

The combined COSHH Risk Assessors and Health and Safety Course covers hazards of substances and how they may enter the body, risk assessments and MDMS forms, requirement for correct PPE when using substances, the basic steps in identifying work place hazards and control measures to avoid risks.

Who Should/Could Attend

All Trust Staff. Every department should ensure that at least one member of staff is trained from their area to act as a COSHH monitor

When/How Often Should I Attend

Once

What Type of Training Is It?

2 hours Lecture
Trainers - Fire Officer

Customer Care

Course Aim

Ensure all patients and visitors have a positive experience and feel respected and valued.

Who Should/Could Attend

All staff

When/How Often Should I Attend

Once

What Type of Training Is It?

1 day lectures

Trainers - Righttrack/ and or Trust Team

Documentation and Record Keeping

Course Aim

Understanding of record keeping, Understanding of basic legal aspects of documentation. Introduction to clinical risk assessment tools. Scenario work-practical.

Who Should/Could Attend

All staff involved in writing care plans

When/How Often Should I Attend

Once

What Type of Training Is It?

2 hours lecture

Trainers - Clinical Educator

ECG Training

This training is organized by our Cardiac Rehab de-partment, Sessions are usually held on the first Tuesday of each month in Academy from 11:00–12:30

Electronic Health Record (EHR)

Course Aim

.....

Who Should/Could Attend

All staff

When/How Often Should I Attend

Once

What Type of Training Is It?

Lectures



Epidural Training

Course Aim

This course covers anatomy and physiology, principles of epi-durals management of the patient with an epidural, observations, dermatome levels, drawing up and use of the pump.

Who Should/Could Attend

Registered nurses who hold an IV Drug competency.

When/How Often Should I Attend

Once

What Type of Training Is It?

2 hours Lecture

Trainers - Pain Nurse Specialist

Fire Warden Training

Course Aim

To provide a legislative background to fire safety, re-iterate how fires start and assessments, evacuation plans and the monthly fire warden check sheet; to discuss good fire drill practice; explain re-sponse to fire conditions within the trust and learn how to use fire fighting equipment.

Who Should/Could Attend

All Staff—every department should ensure they have at least one designated fire warden for their area.

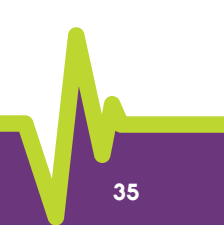
When/How Often Should I Attend

2 yearly

What Type of Training Is It?

2 hour lecture

Trainers - Health and Safety Officer



Food Hygiene Refresher

Course Aim

Level 2 – refresher course

Who Should/Could Attend

All Staff that have previously completed the one day Level 2 course.

When/How Often Should I Attend

Yearly

What Type of Training Is It?

1 hour lecture

Trainers - Assistant Head Chef

Food Hygiene Training - Level 2

Course Aim

The level 2 course covers the following topics:

- Introduction to food safety
- The law
- Food safety hazards
- Taking temperatures
- Refrigeration, chilling and cold holding of foods
- Cooking, hot heating and re-heating of foods
- Food handlers
- Principles of safe food storage
- Cleaning
- Food premises and equipment

Who Should/Could Attend

This course is for all staff who handle food as part of their role. After attending the full day course, you must attend a one hour refresher course in each of the next two years. The full day course must then be re-sat in the following year

When/How Often Should I Attend

Every 3 years

What Type of Training Is It?

Lectures

Trainers - Assistant Head Chef

Health and Safety Awareness

Course Aim

To learn

- Principles of the Health and Safety at Work Act
- Hazards and risks
- Responsibilities of employer and employee (Duty of Care)
- Accident Reporting
- Hazardous substances
- Updates as appropriate

Who Should/Could Attend

All Staff

When/How Often Should I Attend

Once

What Type of Training Is It?

1 hour Lectures

Trainers - Fire Officer

IT Training

Course Aim

Microsoft Word Course:

- Essentials
- Tabs and Tables
- Leaflets and Newsletters
- Mail Merge
- Creating Professional Reports

Microsoft Excel Course

- Introduction to Spreadsheets
- Viewing Data
- Formulas and Formatting
- Charts and Graphs
- Working with Data

Microsoft Outlook Course:

- Complete guide to email

Microsoft Publisher Course:

- The essentials of this software

Who Should/Could Attend

All Staff

When/How Often Should I Attend

Once

What Type of Training Is It?

Various lengths of lectures

Trainers - IT Support

Male and Female Catheterisation & Change of Supra-Pubic Catheter

Course Aim

Covers indications, theory of procedure with an opportunity to practice.

Who Should/Could Attend

Registered Staff / medical students

When/How Often Should I Attend

Once

What Type of Training Is It?

1 hour lecture

Trainers - Assistant Head Chef

Minute Taking

Course Aim

To learn:

- Ensuring a meeting is successful, understanding preparation, roles, arranging the meeting and agenda setting
- Review note taking, how to be an effective note taker, do's and don't's, look at layouts and mind mapping.
- How to get the most out of the meeting, review com-mon problems, finding out who's who, listening skills
- How to write effective minutes, review the layouts, examples of agenda items, review writing styles through practical exercises
- Express yourself clearly, look at business English, punctuation and grammer

Who Should/Could Attend

All staff

When/How Often Should I Attend

Once

What Type of Training Is It?

Lectures

Venepuncture and Cannulation

Course Aim

All delegates must complete a workbook which can be collected from Academy Reception or downloaded on the Academy Ycloud site and then returned to the Acad-emy for marking. A practical session will then be ar-ranged with you on a one to one basis.

Who Should/Could Attend

Registered Staff / medical students

When/How Often Should I Attend

Once

What Type of Training Is It?

1 hour lecture

Trainers - Assistant Head Chef

Wound Assessment Workshop

Course Aim

To educate healthcare staff about the management of acute and chronic wounds that is seen in the acute trust location.

Who Should/Could Attend

Healthcare assistants, trained nurses, physiotherapy / Occupational therapy support staff.

When/How Often Should I Attend

Once

What Type of Training Is It?

3 hour lecture

Trainers: - Infection Control Team



Vocational Education



Care Certificate

Course Aim

To have a fundamental knowledge and baseline skills to become a care/support worker and manage your roles in a safe and effective way for patients.

Who Should/Could Attend

All clinical unregistered staff

When/How Often Should I Attend

Once

What Type of Training Is It?

Various lengths of lectures
Trainers - Assessors

What will I learn?

Awareness of the 15 standards:

- Understanding Your Role
- Your Personal Development
- Duty of Care
- Equality and Diversity
- Communication
- Privacy and Dignity
- Fluids and Nutrition
- Awareness of Mental Health, Dementia and Learning Disability
- Safeguarding Adults
- Safeguarding Children
- Basic Life Support
- Health and Safety
- Handling Information
- Infection Prevention and Control

Care Planning Awareness

Course Aim

To learn:

- An awareness of the Care Planning Policy
- An awareness of the Care Planning frameworks used in the trust directories
- An understanding of the principles of Care Planning
- An understanding of the importance of working together in partnership
- An awareness of the supporting framework, record keeping, IT systems, audit and training provision
- Where to find more information
- Adopting a Personalised approach to care

Who Should/Could Attend

All clinical staff

When/How Often Should I Attend

Once

What Type of Training Is It?

Lectures

What will I learn?

- Risk assessments
- Documentation
- Data Protection
- Confidentiality

Qualification Credited Framework

Courses

YDH has been an established Vocational Qualification Centre since 1992. The Centre provides training and development for Vocational Qualifications for employees of the Trust and for other local organisations in the public and private sectors. Vocational Training is work-based and will assess actual job competence. The centre currently has approval schemes for the following qualifications:

- QCF (Qualification and Credit Frame) Level 2 Diploma in Clinical Healthcare Support
- QCF Level 3 Diploma in Clinical Healthcare Support
- QCF Level 2 Diploma in Healthcare Support Services
- QCF Level 3 Diploma in Healthcare Support Services
- QCF Level 2 Diploma in Dementia
- QCF Level 3 Diploma in Dementia
- QCF Level 3 Diploma in Allied Health Profession Support
- QCF Level 3 Diploma in Maternity / Paediatric Support
- QCF Level 3 in Perioperative Support
- QCF Level 2 Diploma in Business and Admin Support
- QCF Level 3 Diploma in Business and Admin Support
- Assessment and Verification Training (TAQA) - Level 3 (Assessor) and Level 4 (Internal Verifier).
- QCF Level 5 Diploma for Assistant Practitioner

All apprentices will be required to complete numeracy and literacy unless they have current qualifications. Also employees' rights and responsibilities and some will require ICT.

Training and Certification are accredited through one Awarding Body: **City and Guilds.**

The centre is managed by a QCF Co-ordinator, and is responsible for the Internal Quality Assurance. Quality Assurance includes initial centre and qualification approval, as well as the centre's own internal procedures for monitoring quality. In order to meet the quality assurance criteria for the qualifications being offered, the centre has a team of Internal Quality Assurer, Peripatetic Assessor, Department based Assessor's, and a QCF Administrator. The Assessment and Quality Assurance carried out by the centres are monitored by the External Quality Assurance from the two respective Awarding Bodies. External Verification is carried out to ensure that the Assessment is valid and reliable and that there is good assessment practice in centres. To date the centre has consistently maintained standard awards following its twice yearly visits.

Talent Management



Career Coaching and Learning Styles

Course Aim

To give staff support and clarity on how to progress in their career and better understand how they learn and become aware of their personal profile to attain progression.

Who Should/Could Attend

Staff who have the potential and desire to rapidly progress in the NHS. Must be supported by Manager/Director

When/How Often Should I Attend

Initial assessment – 2 hours
Followed by 5 x 1 hour sessions

What Type of Training Is It?

As requested
Trainers - Selected Senior Professionals within the NHS

Coaching and Mentoring Programme

Course Aim

To learn:

- Coaching or mentoring in an organisational environment
- Performing effectively and ethically as a management coach or mentor
- Working with management clients
- Delivering 12 hours of supervised coaching or mentoring

Who Should/Could Attend

Experienced staff who have a strong desire to nurture and develop others and help them reach their full potential

When/How Often Should I Attend

There will be a set of face to face sessions – up to 5 with additional on line and tutorials

What Type of Training Is It?

Face to face sessions.
Tutorials and on line work



Paired Learning

Course Aim

For medical staff and managers to demystify and gain a better understanding of each others roles.

Who Should/Could Attend

Medical staff and managers

When/How Often Should I Attend

Once

What Type of Training Is It?

2 hour initial induction followed by regular meetings as agreed by pair.
Recommended full duration – 6 months

Coaching and Mentoring Programme

Course Aim

To understand how to plot staff against talent management grid

Who Should/Could Attend

All managers with line management responsibility

When/How Often Should I Attend

Once

What Type of Training Is It?

1 hour lecture
Trainer–Human Resources Team



Equality, Diversity and Inclusion



Conflict Resolution

Why do I need to attend?

National Health Service Act 1977 – Directions to NHS bodies on measures to deal with violence against NHS staff – “Each NHS body take into account any guidance issued by the Counter Fraud and Security Management Service” (DH 2005). The HSE – March 2005

Who Should/Could Attend

All staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

45 mins lecture

What will I learn?

- Theories of aggression
- Service user perspective and involvement
- Risk assessment and risk management
- Prevention and de-escalation strategies and interventions
- Breakaway skills
- Legal, safety and ethical issues relating to the prevention and management of aggression
- Post incident debrief, reporting, recording and review procedures

Coaching and Mentoring Programme

Who Should/Could Attend

Clinical staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

45 mins lecture

What will I learn?

This session is aimed at examining a range of illnesses that cause cognitive degeneration and their impact, both upon the individual and others. The learning objectives include an understanding of the disease process and the challenges people may encounter. Carer's issues will also be addressed.

The learning objectives include a basic understanding of the disease process. Comparisons will be made between the presentations of dementia and delirium. Service users and carers needs will be considered, along with:

- Risk issues
- Support for Carers
- Communication skills
- Current medications, their side effects and interactions
- Current good practice
- What is meant by Organic Illnesses in older person's mental health care

Effective Communication

Who Should/Could Attend

All staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

Half day lectures / workshops

What will I learn?

- Establish effective ways in communicating with colleagues, service users and carers
- Consider: common cause of conflict, different forms of communication; how communication can break down, models of communication that can help conflict resolution
- Explore the Trust's vision and values in relation to communication skills
- Consider the importance of effective communications, the methods we currently use and how we can improve communication within our teams
- Examine the telephone call structure, format and the knowledge and skills to be an effective telephone user

Coaching and Mentoring Programme

Why do I need to attend?

To support all managers in embedding equality and inclusion in their management of staff. To support their understanding and break fact from myth.

Who Should/Could Attend

Managers

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

Lecture - 4 hours

Trainers: Equality Team, Human Resources Team and Guest Speakers

What will I learn?

- Myth busters—what does Equality really mean to managers
- How to maintain an equitable work place for employee

Health WRAP Training (PREVENT)

Course Aim?

To raise awareness amongst key priority groups of staff of the threat from terrorist groups; to highlight the risk to vulnerable individuals who could be known or may at some point access health care service; to support staff understanding of the Prevent strategy and its links with safeguarding vulnerable adults. To help staff to carry out their responsibilities through contributing to the protection and wellbeing of particular patients or groups who may be vulnerable to exploitation; to provide advice on managing risk at organizational, staff and clinical practitioner level.

Who Should/Could Attend

All Emergency Department staff (clinical and non-clinical), all Emergency Admissions Staff (clinical and non-clinical), Clinical Site Managers, all Ward Sisters, all Matrons, Associate Directors of Nursing, Director of Nursing, Emergency Planning Leads, Occupational Health, Human Resources

When/How Often Should I Attend

Once

What Type of Training Is It?

1 hour 15 mins–Lecture
Trainer–Safeguarding Adults Clinical Lead

What will I learn?

- What does prevent mean to us in our roles
- Basic understanding and what is radicalization
- How to support and report
- What to look out for

iCARE

Who Should/Could Attend

All Staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

Lecture

Mental Health Act Awareness

Who Should/Could Attend

Occupational therapists, corporate and administrative staff, team managers

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

Lecture

What Will I Learn?

- Obtain a basic understanding of the Act and its use
- Gain an understanding of the statutory responsibilities of the Trust as a detaining authority and the delegated responsibilities of various staff groups.
- Gain an understanding of the Trust's governance arrangements in relation to the use of the Act and compliance with the MHA Code of Practice and the role of the MHA Commission
- Gain an understanding of the rights of detained patients and the procedures to exercise these rights and the authorities to whom the power of discharge is delegated

Mid-Career and Financial Planning Seminar

Course Aim

This seminar will include talks on your NHS pension, state pensions and benefits, tax, protecting your income and life, saving and investing, mortgages, equity release, estate planning and wills.

Who Should/Could Attend

All trust staff

When/How Often Should I Attend

Once

What Type of Training Is It?

Lecture - 4 hours

Trainers: Outside trainers

Pre-Retirement Seminar

Course Aim

This seminar will include talks on your NHS pension, state pensions and benefits, Retirement lifestyle, taking stock of your finances, tax, saving and investing, Defining personal objectives in retirement, estate planning, Wills and Powers of Attorney.

Who Should/Could Attend

All trust staff

When/How Often Should I Attend

Once

What Type of Training Is It?

1 day – lecture

Trainers: Outside trainers

Supporting Staff after Trauma

Who Should/Could Attend

Team leaders and Managers

When/How Often Should I Attend

Once

What Type of Training Is It?

One day workshop

What Will I Learn?

How to support staff following a traumatic incident in the workplace, by teaching a brief intervention (defusing) which has been found to be effective in the immediate aftermath of such events

- Develop your skills and knowledge in supporting your staff
- Learn to facilitate stress management within the team and provide support as recommended by NICE
- Lessen the impact of incidents on your team
- Decrease rates of sickness that can occur following traumatic events
- Improve recruitment and retention of staff.

Understanding Domestic Violence

Course Aim

To gain an understanding of what domestic violence is, what support is available and how managers can support staff.

Who Should/Could Attend

All Staff

When/How Often Should I Attend

Two Yearly

What Type of Training Is It?

lecture - 4 hours

Trainers: Social Services/ Police / Safeguarding Team