

TRAINING & DEVELOPMENT DIRECTORY 2011/12



Human Resources Department
Birmingham Women's NHS Foundation Trust
Metchley Park Road
Edgbaston
Birmingham
B15 2TG

Dear Colleague

2011/12 DIRECTORY OF TRUST
LEARNING & DEVELOPMENT OPPORTUNITIES

I am delighted to present the Trust's in-house Learning & Development directory for 2011/12. The directory highlights some of the many training opportunities available to staff over the next year. This should be used in conjunction with the Mandatory and Statutory Training Policy which details the appropriate level of training you require for your role.

The provision of in-house learning and development is essential in helping the Trust to achieve its aspirations and vision of high quality healthcare and a high quality workplace. As a NHS organisation we will face many challenges over the next three years, particularly in view of the restraints on public sector finances. Ensuring our staff have good learning and development opportunities remains as critical as ever to the short and long term success of the hospital and its patient services.

A browse through the pages of this directory will demonstrate that the Trust offers a broad range of learning and development opportunities in many different formats. Our programmes are designed to meet your expectations in terms of interest, quality and benefit to you and your department.

Please take some time to look through the following pages to see what opportunities are on offer. Many of the courses are geared towards assisting staff to achieve their Knowledge Skills Framework (KSF) Outlines.

Further information on any of the training options mentioned in this directory can be obtained from the Human Resources Department on extension 2694 or 4475. Support with implementing and developing the KSF is also available through extension 2613.

Neil Savage
Director of Workforce & Organisational Development

TRAINING AND DEVELOPMENT SERVICE

The Training and Development team form part of the Trust's Human Resource Department. As part of our commitment to Lifelong Learning and Improving Working Lives we are committed to providing access to our training services for all staff. Please contact us if there are any particular needs you wish to make us aware of.

Quality Standards

- ⇒ Programme details will be forwarded to participants approximately one week prior to the commencement of the course, therefore we ask that any booking forms are returned to us at least 3 weeks in advance of a course
- ⇒ Courses are evaluated by participants at the end of the programme, the evaluation of these will be monitored by the Senior HR Manager
- ⇒ Some of our courses include a signed certificate of attendance (indicated by certificate symbol). *See back of booklet for example of certificate*
- ⇒ Full course materials are included (on CD-Rom) with programmes
- ⇒ Please ensure you notify us as soon as possible if you have a place on a course but cannot attend. If the department is unattended please leave a message on our answer machine as we may be able to offer the place to someone else (ext. 2694)
- ⇒ Refreshments will be provided free of charge where indicated. Where there is a lunch break during courses, lunches may be purchased by course members in the Trust dining room.
- ⇒ Please ensure you obtain your manager's approval when attending a course. Managers will be notified by letter of any non-attendance by their staff.

LEARNING ENVIRONMENT

All programmes are designed to be participative and delivered in a friendly, relaxed style through workshop activities, short seminars, and open discussion.

The majority of courses are held on Trust premises, although it may be necessary on occasion, to hire off site facilities in the locality.

Should you need additional education, training or development information or advice, please contact:

⇒ Patricia Freeman, HR/Workforce Assistant on Ext. 2694

Fire Safety

Taught Course

Basic awareness of:-

- Policy Responsibilities
- Fire process, spread, speed and Fire triangle
- Fire Fighting Equipment
- Horizontal Evacuation
- Reporting systems (Fire alarms)
- Feedback of false alarms to Estates

Online training, which is available at: [Online Fire Safety Training](#)

Please note: Although Fire Safety training is required on an annual basis; staff must attend the face-to-face training session a minimum of every 3 years.

Dates:

25th January
22nd February
29th March
26th April
24th May
28th June
12th July
30th August
27th September
25th October
29th November
27th December
31st January

Start time: 10.00 – 10.45 or 12.15 – 13.00

Venue: Tutorial Room 2, Education Resources Centre

Please note that you can just turn up to the class, there is no need to book a place.

Booking Arrangements

To book this course, please contact Patricia Freeman on Ext. 2694 or email patricia.freeman@bwhct.nhs.uk

Dignity and Respect Awareness - Level 1

Introduction to basic principles of dignity and respect and the relevant policies within BWFT.



Dignity & Respect
Leaflet for Staff.pub

Equality and Diversity Awareness - Level 1

Introduction to the basic principles of equality and diversity in the workplace.

The content also provides information about the relevant policies and appropriate contacts within the Trust.



Payslip Leaflet.pub

Respect for People - Level 2 (Managers only)

Online - NHS Core Learning Unit Equality and Diversity Training

- Why should we value diversity?
- Increasing our knowledge of diversity
- The legal overview
- Key legislation and legal sanctions
- How can we all make a difference?
- The interactive test

This course can be accessed through the Core Learning website

www.corelearningunit.nhs.uk

Basic Health and Safety Awareness

- Legislation
- Responsibilities
- Risk assessment
- Reporting H&S incidents and issues
- Safe working practices

Presentation and leaflet

This material is presented at Trust Corporate Induction and via a leaflet

Health and Safety for Managers (e-learning)

- Legislation
- Responsibilities
- Reporting

This course can be accessed through the Core Learning website
www.corelearningunit.nhs.uk

Corporate Staff Induction

Taught Course

- Equality and Diversity
- Dignity and Respect
- Trust Aims and Values
- Customer Service and Complaints
- Confidentiality and Information Security
- Records Management
- Staff Fire Training
- Infection Control
- Chaplaincy, Religious Care and Diversity
- Library Services
- Occupational Health
- Payroll and Pensions
- HR Policies
- Trade Union
- Counter Fraud
- Risk Management
- Health and Safety
- Clinical Governance
- Blood Transfusion
- Resuscitation Video
- Safeguarding Adults
- Safeguarding Children

Dates:

25th January
22nd February
29th March
26th April
24th May
28th June
12th July
27th September
25th October
29th November
27th December
31st January

Start time: 09.00

Finish time: 16.30

Venue: Seminar Room, Education Resources Centre

Booking Arrangements

To book this course, please complete Trust Induction Booking form and return to HR Department or Patricia Freeman at patricia.freeman@bwhct.nhs.uk

Local Induction

As described in the Local Induction Checklist in the Trust Corporate and Local Staff Induction Policy

As and when required or when changing roles

Junior Doctor Induction

Taught Course, including

- Clinical Governance
- Equality and Diversity
- Dignity and Respect
- Fire Safety
- Health & Safety
- Infection Prevention and Control
- Manual Handling
- Prescriptions (Medicines Management)
- Record Keeping
- Risk Management
- Safeguarding Adults
- Safeguarding Children
- Other directorate-specific courses

Once only

Infection Prevention & Control - Programme 1

- Local arrangements i.e. key contacts and key infection control policies
- Introduction to key national legislation & guidance
- Risks of HCAI
- Standard infection prevention and control practices
- Hand hygiene
- Safe sharps practice & management of inoculation Injuries
- Personnel health and when not to work

Booking Arrangements

To book this course, please contact Julie Suviste on Ext. 2727 or email julie.suviste@bwhct.nhs.uk

Infection Prevention & Control Programme 2 (annual update)

Rolling programme to include:

- Update on national / local topical infection control issues
- Relevant national legislation and guidance i.e. Health and Social Care Act 2008
- Trust annual IC objectives
- Management of key alert organisms / conditions
- Reinforcement of key standard infection control practices i.e.
- Safe sharps practice & risks of inoculation injuries
- Isolation policy
- Decontamination practices
- Hand hygiene
- Feedback of audit results and data

Booking Arrangements

To book this course, please contact Julie Suviste on Ext. 2727 or email julie.suviste@bwhct.nhs.uk

Infection Prevention & Control - Programme 3 (annual update)

- Update on national and local topical infection control issues
- Relevant national legislation and guidance i.e. Health and Social Care Act 2008
- Hand hygiene
- Antibiotic Prescribing
- Safe sharps practice & risks of inoculation injuries
- Feedback of audit results and data

Booking Arrangements

To book this course, please contact Julie Suviste on Ext. 2727 or email julie.suviste@bwhct.nhs.uk

Infection Prevention & Control - Programme 4 (Annual update)

- Update on national and local topical infection control issues
- Hand hygiene
- Cleaning and Decontamination practices
- Reinforcement of key Standard infection control practices
- Safe sharps practice & risks of inoculation injuries
- Isolation policy
- Feedback of audit results and data

Booking Arrangements

To book this course, please contact Julie Suviste on Ext. 2727 or email julie.suviste@bwhct.nhs.uk

Infection Prevention & Control - Programme 5 (every 2 years)

- Review of policy and responsibility of managing inoculation injuries

Booking Arrangements

To book this course, please contact Julie Suviste on Ext. 2727 or email julie.suviste@bwhct.nhs.uk

Infection Prevention & Control - Programme 6 (annual update)

Good Practice for Infection Prevention:

- Hand hygiene
- Update of SOP's

Booking Arrangements

To book this course, please contact Julie Suviste on Ext. 2727 or email julie.suviste@bwhct.nhs.uk

Infection Prevention & Control - Programme 7 (annual update)

Induction training in general good infection control practice

- Local arrangements i.e. key contacts and key infection control policies
- Introduction to key national legislation & guidance
- Standard infection prevention and control practices
- Hand hygiene
- Safe sharps practice & management of inoculation Injuries
- Personnel health and when not to work

Booking Arrangements

To book this course, please contact Julie Suviste on Ext. 2727 or email julie.suviste@bwhct.nhs.uk

Record Keeping Standards 1

- Records creation, maintenance tracking, retention, disposal and destruction
- Record-keeping standards, including professional body requirements

Completed at induction

Record Keeping Standards 2

- Departmental guidelines for records creation, maintenance tracking, retention, disposal and destruction
- Departmental guidelines for record keeping standards, including professional body requirements

Within 6 weeks of commencing in the role

NHS Information Governance Training Tool

The NHS Information Governance Training Tool is an e-learning programme designed to provide you with the level of knowledge and skills you need to support you in your role within the NHS. The programme has been designed to be interesting and informative and takes less than an hour to complete.

You will need to register to use the training tool and this is a simple process using the link below:

<http://www.igte-learning.connectingforhealth.nhs.uk/open/register.cfm>

The Trust's NHS Organisation Code is: RLU

Once you have registered, or if you are already registered, you can access the IG Training tool by logging in using the following link:

<http://www.igte-learning.connectingforhealth.nhs.uk/igte/index.cfm>

You will need to then click on the "Show All Modules" box (shaded blue) and select one of the training programmes in the Information Governance and IG Management Section (second box down) and then choose the programme that is highlighted in red as 'Mandatory Training'. This will be the one that has been selected as the most appropriate to the job that you do. And will be one of the following:

Either 'Introduction to Information Governance'

Or 'The Beginners' Guide to Information Governance'



IG Leaflet new
edition V3 26 01 2011

Emergency Care Video

- Safety of the individual.
- Basic assessment- Shake and Shout.
- Raising the alarm-putting the call out and the appropriate number/details

Provided at Induction

Adult Basic Life Support (annual update)

- Safety of the individual
- Responsiveness
- Getting Help
- Assessing Airway
- Breathing Check
- Emergency Call
- Chest Compressions
- Effective Breaths
- Effective CPR throughout
- Basic Airway Management
- Recovery Position
- Choking procedure in the conscious patient

Dates and times:

5th April 11.00 – 12.00 or 13.00 – 14.00 or 14.30 – 15.30

11th May 11.00 -12.00 or 13.00 – 14.00

13th June 11.00 -12.00 or 13.00 – 14.00

18th July 11.00 -12.00 or 13.00 – 14.00

17th August 11.00 -12.00 or 13.00 – 14.00

20th September 11.00 -12.00 or 13.00 – 14.00

27th October 11.00 – 12.00 or 13.00 – 14.00 or 14.30 – 15.30

15th November 11.00 -12.00 or 13.00 – 14.00

14th December 11.00 -12.00 or 13.00 – 14.00

Venue: Clinical Skills Centre

Booking contact:

To book this course please contact bwhcptraining@bwhct.nhs.uk

Paediatric Basic Hospital Life Support (annual update)

- Safety of the individual.
- Responsiveness.
- Getting Help
- Assess Airway
- Breathing.
- Activating the Emergency Services.
- Effective Breaths
- Circulation.
- Compressions
- Ratio for Paediatrics
- Respiratory Arrest.
- Unconscious Patient
- Choking- conscious and unconscious.
- Basic Airway Management.
- Suction.
- Post Resuscitation Care.

Time and date:

5th April – 08.30 – 10.30

11th May - 08.30 – 10.30 or 13.00 -15.00

13th June – 08.30 – 10.30

18th July – 08.30 – 10.30

17th August - 08.30 – 10.30 or 13.00 – 15.00

20th September - 08.30 – 10.30 or 13.00 – 15.00

27th October 08 -30 – 10.30

15th November - 08.30 – 10.30 or 13.00 – 15.00

14th December 08.30 – 10.30

Time: 08.30 am – 10.30 or 13.00 – 15.00

Venue: Clinical Skills Centre

Booking contact:

To book this course please contact bwhcprtraining@bwhct.nhs.uk

Hospital Life Support (annual update)

- ABCDE
- Safety of the individual
- Responsiveness
- Getting Help
- Assessing the airway
- Signs of life
- Emergency call
- Chest compressions
- Effective Breaths
- Effective CPR
- Recognition of change in condition
- Respiratory Arrest
- Unconscious
- Choking and conscious
- Basic Airway management
- Suction
- ECG Monitoring
- Defibrillator Training- including safety and type
- Drugs
- Advanced airway management assistance
- Post resuscitation care
- Manual Handling.
- Paediatric Awareness / Guidelines
- DNAR

Dates:

6th May – 08.30

9th May – 13.00

18th May – 13.00

24th May - 13.00

10th June – 13.00

15th June – 13.00

20th June – 13.00

21st June – 13.00

23rd June – 08.30

7th July – 13.00

11th July – 13.00

13th July – 08.30

28th July – 13.00

3rd August – 13.00

5th August – 13.00

9th August – 08.30

12th August – 08.30

22nd August – 13.00

1st September – 13.00

6th September – 08.30

12th September – 13.00

14th September – 08.30

26th September – 13.00

3rd October – 13.00

20th October – 13.00

25th October – 13.00
28th October – 08.30
31st October – 13.00
3rd November – 08.30
8th November – 08.30
25th November – 13.00
29th November – 08.30
2nd December – 08.30
6th December – 13.00
8th December – 13.00
12th December – 13.00
15th December – 08.30

Start times: 8.30 am – 12.00 pm or 13.00 – 16.30

Venue: Clinical Skills Centre

Booking contact:

To book this course please contact bwhcprtraining@bwhct.nhs.uk

Immediate Life Support (annual update)

- Recognition and Prevention.
- Patient Assessment using ABCDE approach.
- Correct performance of chest compressions.
- ECG Monitoring
- Drugs
- Safe and Effective Uses of both AED and Manual defibrillator.
- Correct application of paddles.
- Checks equipment for airway management.
- Use of head tilt chin lift or jaw thrust manoeuvre.
- Ability to establish airway patency.
- Demonstrates use of suction.
- Correct sizing of oropharyngeal and nasopharyngeal airways.
- Insertion technique for oropharyngeal. And nasopharyngeal airways.
 - Artificial ventilation
 - Demonstrates the use of a laryngeal mask airway.
 - Attaches Oxygen delivery device and use of supplemental oxygen.
- Team membership.
- DNAR
- Anaphylaxis.
- Cardiac Arrest In pregnancy.

Dates:

8th April
5th May
26th May
16th June
12th July
10th August
16th August

13th September
29th September
21st October
1st November
28th November
19th December

Start time: 08.30 - 16.30
Venue: Clinical Skills Centre

Booking contact:
To book this course please contact bwhcprtraining@bwhct.nhs.uk

Neonatal Basic Life Support (annual update)

Overview A+P
Basic Resuscitation as per Resuscitation Council (UK) guidelines
Practical skills based resuscitation scenarios

Booking contact:
To book this course please contact Juliette O'Donnell, Clinical skills co-ordinator
Sandra.wright@bwhct.nhs.uk

Neonatal Life Support (every 4 years)

- Provide background Physiological information
- Understand the process behind Apnoea Bradycardia and Hypoxia
- Importance of airway management and correct lung inflation
- Sizing of equipment
- Appropriate Handling of airway equipment
- Appropriate treatment of the sick neonate. Prevention of heat loss
- Initial Assessment Tone colour Breathing and Heart rate
- Direct Laryngoscope inspection of the oropharynx
- Correct Chest compressions
- Umbilical Venous Access and Catheterisation
- Team work
- Strategy for Resuscitation
- Circulation
- Drugs
- Tracheal intubation
- Bag Mask systems
- Post Resuscitation Care
- Prognosis
- Scoring Systems
- Births outside labour wards
- Special Cases

▪ Communication and Record keeping

Dates:

19th May

14th July

15th September

6th October

2nd November

08.00 am – 18.30 pm, Education Resource Centre

Booking contact:

To book this course please contact Juliette O'Donnell, Clinical skills co-ordinator

lorna.clarke@bwhct.nhs.uk

Risk Awareness - Programme 1 (every 3 years)

Overview of risk management, including:

- Incident Reporting and Serious Incidents (SIs)
- Datix (Dif 1)
- Patient Safety and Being Open
- Risk Management process and policies, including risk scoring, risk assessment and risk register
- Getting feedback
- External monitoring, NHSLA / CQC

Electronic presentation delivered as taught course or emailed to all staff

Risk Awareness - Programme 2

Taught course, including:

- Datix (Dif 1 and Dif 2)
- Investigating and managing incidents, including Root Cause Analysis

Booking contact:

To book this course please contact Sarwar Khan on sindeep.chattha@bwhct.nhs.uk

Risk Awareness - Programme 3 (every 3 years)

Taught course, including

- Overview of risk management principles to enable Board and Committee members to make informed decisions and to be assured that risk is being adequately managed.

Booking contact:

To book this course please contact Steve Parsons, Head of Corporate Affairs
steve.parsons@bwhct.nhs.uk

Safeguarding Children - Level 1 (every 3 years)

Basic awareness of:

- What constitutes abuse
- Range of abuse
- Know what to do when concerned about a child.



Level 1 Training
Leaflet.doc

Safeguarding Children – Level 2 (every 3 years)

- Be able to recognise child abuse
- Documentation of concerns
- Information sharing
- Barriers to recognition of child abuse
- + Level 1

Dates, times and venues:

10th January - 09.30 – 13.00 – Tutorial Room 3
16th February - 09.30 – 13.00 – Tutorial Room 3
8th March - 09.30 – 13.00 – Tutorial Room 3
6th April - 09.30 – 13.00 – Tutorial Room 3
19th April - 09.30 – 13.00 – Tutorial Room 3
12th May - 09.30 – 13.00 – Tutorial Room 3
7th June - 09.30 – 13.00 – Tutorial Room 3
4th July - 09.30 – 13.00 – Tutorial Room 3
16th September - 09.30 – 13.00 – Tutorial Room 3
5th October - 09.30 – 13.00 – Tutorial Room 3
3rd November - 09.30 – 13.00 – Tutorial Room 3
6th December - 09.30 – 13.00 – Tutorial Room 3

Booking contact:

To book this course please contact Deborah Dearn at deborah.dearn@bwhct.nhs.uk

Safeguarding Children - Level 3

Update course available for staff who have already completed the Level 2 & 3 starter training.

- Knowledge of key legislation/ guidance
- Assessment of risk
- Multi-agency working
- Child Protection Case Conference
- Working with families
- Serious Case Reviews
- Court Orders
- Disputes re thresholds
- + level 2

Dates, times and venues:

11th January – 09.30 – 17.00 – Tutorial Room 3
24th February – 09.30 – 17.00 – Tutorial Room 3
7th March – 09.30 – 17.00 – Tutorial Room 3
13th May – 09.30 – 17.00 – Tutorial Room 3
22nd June – 09.30 – 17.00 – Tutorial Room 3
6th July – 09.30 – 17.00 – Tutorial Room 3
12th September – 09.30 – 17.00 – Tutorial Room 3
20th October – 09.30 – 17.00 – Tutorial Room 3
7th November – 09.30 – 17.00 – Tutorial Room 3
8th December – 09.30 – 17.00 – Tutorial Room 3

UPDATE

18th January - 09.30 – 17.00 – Tutorial Room 3
3rd February - 09.30 – 17.00 – Tutorial Room 3
3rd October - 09.30 – 17.00 – Tutorial Room 3
1st December - 09.30 – 17.00 – Tutorial Room 3

Booking contact:

To book this course please contact Deborah Dearn at deborah.dearn@bwhct.nhs.uk

Safeguarding Vulnerable Adults (every 3 years)

Basic awareness of:

- What constitutes abuse
- Range of abuse
- Know what to do when concerned about a vulnerable adult.
- Mental Capacity Act 2005
- DoLS



Vulnerable Adults
Training Leaflet Nov 2

Slips, Trips and Falls (every 3 years)

- Prevention of slips, trips and falls
- Risk assessment
- Reporting slips, trips and falls
- Falls from heights



Blood Safety - Programme 1 (every 3 years with practical assessment every 18 months)

- Practical Blood Collection assessment
- E-learning
(Learnbloodtransfusion)

Booking contact:

To book this course please contact Michelle Budd michelle.budd@bwhct.nhs.uk

Blood Safety - Programme 2 (every 3 years with practical assessment every 18 months)

- Practical Blood Sampling assessment
- E-learning
(Learnbloodtransfusion)

Booking contact:

To book this course please contact Michelle Budd michelle.budd@bwhct.nhs.uk

Blood Safety - Programme 3 (every 3 years with practical assessment every 18 months)

- Practical Blood Collection assessment
- E-learning
(Learnbloodtransfusion)

Booking contact:

To book this course please contact Michelle Budd michelle.budd@bwhct.nhs.uk

Blood Safety - Programme 4 (every 3 years with one update in 18 months)

- E-learning
(Learnbloodtransfusion)

Booking contact:

To book this course please contact Michelle Budd michelle.budd@bwhct.nhs.uk

Blood Safety - Programme 5(every 3 years with practical assessment every 18 months plus blood collection practical every 18 months)

- Practical assessments on blood sampling, administration and blood collection
- E-learning
(Learnbloodtransfusion for all staff, except Junior Doctors who will use WIT, plus practical assessment)

Booking contact:

To book this course please contact Michelle Budd michelle.budd@bwhct.nhs.uk

Blood Safety - Programme 6 (every 3 years with practical assessment every 18 months)

- Practical assessments on blood sampling, administration and blood collection
- E-learning
(Learnbloodtransfusion)

Booking contact:

To book this course please contact Michelle Budd michelle.budd@bwhct.nhs.uk

Common Assessment Framework (CAF)

- Understand rationale for CAF
- How to use the CAF process to support the needs of children, young people & families
- Support colleagues
- Promote integrated thinking & working

Booking contact:

To book this course please contact Deborah Dearn on deborah.dearn@bwhct.nhs.uk



CAF Awareness competency form (2).



training_brochure10_11.pdf

Common Assessment Framework (CAF)

- Basic awareness of the rationale for CAF.

E-learning module

Conflict Resolution (every 3 years)

Taught Course

Skills, knowledge and confidence to:

- Assess and reduce the risk of conflict / violence
- Identify behaviours that indicate conflict / violence
- Diffuse, calm or avoid situations where conflict and / or violence is threatened
- Report incidents
- Support colleagues affected by conflict / violence

Dates, times and venues:

10th January

10th February

12th April

18th May

16th June

27th July

2nd August

5th September

4th October

10th October

17th November

13th December

Sessions are held at 09.00 – 12.30 and 13.00 – 16.30 per day

Venue: Seminar Room or Lecture Theatre – Education Resource Centre

Booking contact:

To book this course please contact Patricia Freeman, Workforce Information Assistant at patricia.freeman@bwhct.nhs.uk

COSHH (every 5 years)

HSE website:

- Legislation
- Assessment
- Data sheets
- Documentation
- Communication

Booking contact:

To book this course please contact Patricia Freeman, Workforce Information Assistant at patricia.freeman@bwhct.nhs.uk

First Aid at Work Certificate (every 3 years for those who have a First Aid Certificate)

On completion of training, successful candidates should be able to:

- (a) provide emergency first aid at work;
- (b) administer first aid to a casualty with:
 - (i) injuries to bones, muscles and joints, including suspected spinal injuries;
 - (ii) chest injuries;
 - (iii) burns and scalds;
 - (iv) eye injuries;
 - (v) sudden poisoning;
 - (vi) anaphylactic shock;
- (c) recognise the presence of major illness and provide appropriate first aid

Booking contact:

To book this course please contact Patricia Freeman, Workforce Information Assistant at patricia.freeman@bwhct.nhs.uk

Back Care Awareness for Computer Users - Display Screen Equipment (DSE)

- Definitions
- Legislation
- Health risks
- Basic anatomy of spine
- Postural issues
- Setting up a good DSE workstation
- DSE self assessment & eyesight testing provision
- Risk assessment exercise

Dates, times and venues:

21st January - 09.00 – 10.30 – Tutorial Room 3
11th February - 09.00 – 10.30 – Seminar Room
23rd March - 09.00 – 10.30 – Tutorial Room 1
15th April - 09.00 – 10.30 – Tutorial Room 3
17th May - 09.00 – 10.30 – Tutorial Room 2
15th June – 13.00 – 14.30 – Tutorial Room 1
22nd July - 09.00 – 10.30 - Tutorial Room 1
31st August - 09.00 – 10.30 - Tutorial Room 1
7th September – 13.00 – 14.30 - Tutorial Room 1
14th October - 09.00 – 10.30 - Tutorial Room 1
15th November - 09.00 – 10.30 - Tutorial Room 1
2nd December – 13.00 – 14.30 Tutorial Room 1

Booking contact:

To book this course please contact Patricia Freeman, Workforce Information Assistant at patricia.freeman@bwhct.nhs.uk

Investigating Complaints and Claims (every 3 years)

- Legislation on complaint investigation and response
- Ombudsman's principles
- Understanding complainant's perspective
- Preparing a report and steps to a good response
- Unreasonable complaints
- Complaints taken to the Ombudsman
- Positive value of complaints
- Understanding legal services and claims investigations
- Linking of incidents to complaints

Booking contact:

To book this course please contact Christine Yarnold on Ext. 4749 or at Christine.yarnold@bwhct.nhs.uk

Patient Handling (every 12 months)

- Legislation
- Structure and function of the spine
- Risk Assessment
- Unsafe Handling practices
- Safe handling principles and posture
- Safer patient handling skills practical including the use of equipment

Dates:

18th January
16th February
18th February
11th March
13th April
26th April
10th May
22nd June
28th June
15th July
23rd August
30th August
9th September
11th October
26th October
11th November
7th December
13th December

Time:

All inductions are from 9.00 – 16.00

Venue:

Tutorial Room 4 & CSC

Patient Handling Update Dates and Times:

3rd May – 08.50 – 12.30
13th May – 13.00 – 16.30
25th May - 13.00 – 16.30
8th June - 13.00 – 16.30
24th June - 13.00 – 16.30
8th July - 13.00 – 16.30
27th July – 08.50 – 12.30
2nd August – 08.50 – 12.30
24th August - 13.00 – 16.30
26th August - 13.00 – 16.30
2nd September - 13.00 – 16.30
16th September - 13.00 – 16.30
28th September - 13.00 – 16.30
4th October - 13.00 – 16.30
19th October – 08.50 – 12.30
4th November - 13.00 – 16.30
18th November – 08.50 – 12.30
30th November – 08.50 – 12.30
16th December - 13.00 – 16.30
20th December - 13.00 – 16.30

Update booking contact: Juliette O'Donnell, Clinical skills co-ordinator

Juliette.odonnell@bwhct.nhs.uk

Minimal Patient / Load handling (every 12 months)

(suitable for staff who do not handle patients on beds)

- Legislation
- Structure and function of the spine
- Risk Assessment
- Unsafe Handling practices
- Safe handling principles and posture
- Safer patient handling skills practical including the use of equipment, appropriate to area of work

Sessions are usually held in departments

Booking contact:

To book this course please contact Patricia Freeman, Workforce Information Assistant at patricia.freeman@bwhct.nhs.uk

Manual Handling for Medical staff (every 3 years)

- Legislation
- Risk assessment
- Unsafe Handling practices
- Safer handling practices
- Safe handling skills practical relevant to area of work

Booking contact:

To book this course please contact Patricia Freeman, Workforce Information Assistant at patricia.freeman@bwhct.nhs.uk

Load Handling (every 2 years)

- Legislation
- Structure and function of the spine
- Risk Assessment
- Unsafe Handling practices
- Safe handling principles and posture
- Safer load handling skills

Dates, times and venue:

14th January - 09.00 – 12.00 – Tutorial Room 3
2nd February - 09.00 – 12.00 – Tutorial Room 3
16th March - 13.00 – 16.00 – Tutorial Room 3
6th April – 13.00 – 16.00 – Tutorial Room 4
6th May – 09.00 – 12.00 – Tutorial Room 3
14th June – 09.00 – 12.00 – Tutorial Room 4
22nd July – 13.00 – 16.00 – Tutorial Room 4
3rd August – 13.00 – 16.00 – Tutorial Room 3
13th September – 09.00 – 12.00 - Tutorial Room 3
21st October – 13.00 – 16.00 - Tutorial Room 3
4th November – 09.00 – 12.00 - Tutorial Room 3
6th December – 13.00 – 16.00 - Tutorial Room 3

Booking contact:

To book this course please contact Patricia Freeman, Workforce Information Assistant at patricia.freeman@bwhct.nhs.uk

Medicines Management

- Awareness of Trust Policy and the Procedure for Drug Safety/Interactions
- Drug calculations
- Reactions to drugs
- Practical procedures
- Potential problems with IV drug administration
- Professional accountability

Booking contact:

To arrange this course please contact either Wendy Burt for Midwifery on wendy.burt@bwhct.nh.uk and Anne Gaynor on anne.gaynor@bwhct.nhs.uk

Venous Thromboembolism (VTE) (every 3 years)



Prevention of Deep
Vein Thrombosis and



Implementing and



Deep Vein

Auditing the VTE GuidThrombosis and Pulm

Food Hygiene

- Rules for personal hygiene
- Rules for safe and hygienic practises in accordance with job role
- Cleaning, refuse and waste disposal
- Reporting problems

At local induction training

Basic Food Hygiene Certificate (Foundation course)

- Safe handling & storage of food
- Temperature controls
- Personal hygiene
- PPE

Booking contact:

To book this course please contact Patricia Freeman on
Patrica.freeman@bwhct.nhs.uk

Basic Food Hygiene certificate (Refresher/Foundation – every 3years)

- Safe handling & storage of food
- Temperature controls
- Personal hygiene
- PPE

Booking contact:

To book this course please contact Patricia Freeman on
Patrica.freeman@bwhct.nhs.uk

Antenatal Screening (every 12 months)

Overview of routine screening programmes to include infectious diseases, haemoglobinopathies, Down's syndrome and fetal anomaly.

Also explores communication and information giving in relation to screening

Booking contact:

To book this course please contact Alex Davidson at alex.davidson@bwhct.nhs.uk

Examination of the Newborn (every 12 months – peer review)

Completion of course both academic and practical assessments, University L6 credit Module at Birmingham City University

K2 Fetal Monitoring/CTG Training - Programme 1 (every 12 months)

Fetal Monitoring, including:

- Intermittent auscultation,
- NICE guidance,
- Case reviews of CTG traces

Please access the website as per the following link <http://training.k2ms.com>

K2 Fetal Monitoring/CTG Training - Programme 2

Every 12 months for junior doctors, every 5 years for consultants, every 3 years for midwives

K2 CTG training package
Acid base + CTG chapter

Please access the website as per the following link <http://training.k2ms.com>

K2 Fetal Monitoring/CTG Training – Programme 3 (every 12 months)

K2 simulator cases – x10 cases
or
Morning case note reviews held daily on delivery suite – minimum x2 case note reviews

Please access the website as per the following link <http://training.k2ms.com>

Obstetric Critical Care Training (every 2 years)

Competency based document

Formal HDU study day

Input from Lead Midwife critical care & critical care professional development nurse, anaesthetist and obstetrician

Booking contact:

To book this course please contact Alex Davidson at jennifer.kay@bwhct.nhs.uk

Infant Feeding – Programme 1 (every 12 months)

Written work book, clinical practices, assessment 18 hours including private study

Booking contact:

To book this course please contact Helena Stopes-Roe on helena.stopes-roe@bwhct.nhs.uk

Infant Feeding – Programme 2

Lecture from Infant Feeding Team

Booking contact:

To book this course please contact Helena Stopes-Roe on helena.stopes-roe@bwhct.nhs.uk

Breast Feeding Updates

All Midwives, Staff nurses , Nursery nurses and Midwifery assistants must have completed their 2 day Baby friendly training and thereafter attend an annual 2 hour update session. See dates below.

Fri Sept 9 th	Tutorial room 1	9-11 am & 13.00- 15.00pm
Wed 14 th Sept	Tut room 2	9-11 am & 13.00- 15.00pm
Mon 19 th Sept	Tut room 2	9-11 am & 13.00- 15.00pm
Mon 26 th Sept	Tut Room 2	9-11 am & 13.00- 15.00pm
Thurs 13 Oct	Tut room 3	9-11 am & 13.00- 15.00pm
Mon 17 th Oct	Tut room 2	9-11 am & 13.00- 15.00pm
Wed 26 th Oct	Tut room 2	9-11 am & 13.00- 15.00pm
Monday 31 ^s Oct	Tut room 2	9-11 am & 13.00- 15.00pm
Tuesday 8 th Nov	Tut room 3	9-11am & 13.00- 15.00pm
Wed 30 th Nov	Tut room 1	9-11am & 13.00- 15.00pm
Friday 9 th Dec	Tut room 2	9-11am & 13.00- 15.00pm
Wed 14 th Dec	Tut room 2	9-11am & 13.00- 15.00pm

2012 dates to follow

Baby friendly Initial 2 day training

Day 1 Tues 6th Sept /**Day 2** Tues 4th October

Day 1 Thurs 13th October /**Day 2** Tues 8th November

Day 1 Wed 23rd Nov/ **Day 2** Wed 21st Dec

- ◆ Must attend both days, ideally day 1 and day 2 of the same course.
- ◆ **Complete the work-book, breastfeeding observations and practical skills review.** Once you have completed **all** of the above you need to attend an **annual** Breastfeeding update for two hours. (See above)

Booking contact:

To book your training- email helena.stopes-roe@bwhct.nhs.uk or telephone ext 6909. This training is mandatory, if you are not up to date please contact the infant feeding team.

MEOWS - Early Recognition of Severely Ill Pregnant Women (every 12 months and included in PROMPT training)

- Awareness sessions

Perineal Trauma - Assessment & Management of All Types Perineal Trauma (Suturing)

- Overview of Anatomy, physiology, perineal trauma via PowerPoint presentation / video
- Skills session
- Observation of suturing in practice.

Booking contact:

To book this course please contact Jennifer Kay at jennifer.kay@bwhct.nhs.uk

Practical Skills, including suturing skills

- Overview of Anatomy, physiology, perineal trauma via PowerPoint presentation / video
- Skills session
- Competency assessment, OSAT form

Booking contact:

To book this course please contact Jennifer Kay at jennifer.kay@bwhct.nhs.uk

PROMPT Obstetric Emergency Drills Training

- Cord Prolapse
- Shoulder Dystocia
- Vaginal Breech
- Antepartum & Severe Postpartum Haemorrhage
- Eclampsia / collapse
- Recovery
- MEOVS
- Fetal Monitoring / CTG
- Neonatal Basic Life Support
- Skills based teaching sessions
- Power point lectures
- Demonstration of skill
- Participation of all candidates in skills drills
- Focus on multidisciplinary role and responsibility

Dates:

23rd May

30th June

4th July

6th July

8th September

30th September

24th October

24th November

21st December

Time:

09.00 - 17.00

Venue:

Tutorial Room 4, ERC

Booking contact:

To book this course please contact Jennifer Kay on jennifer.kay@bwhct.nhs.uk

Recovery - Care of Women Following Operative Interventions (every 12 months)

- Airway, breathing circulation
- Assessment and parameters
- Observations, record keeping.

Train the Trainers

West Midlands Deanery School of Obstetrics and Gynaecology E –learning course or equivalent, including

- Appraisal Process in the Deanery
- Assessment and Appraisal
- Trainees in Difficulty
- Quality of training
- Equality and Discrimination
- Teaching Methods

Examination of the Newborn – Programme 1 (every 12 months)

Completion of approved advanced practice course including both academic and practical assessments

Booking contact:

To book this course please contact Paula Clark on paula.clarke@bwhct.nhs.uk

Examination of the Newborn –Programme 2 (every 12 months for Junior Doctors and every 3 years for Consultants)

Within Medical School curriculum and MRCPCh curriculum

Booking contact:

To book this course please contact Paula Clark on paula.clarke@bwhct.nhs.uk