

Education, Training and Development Directory

Learning and Development Department



April 2012 to March 2013

Section One General Information

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INTRODUCTION

Welcome to the 2012/2013 Education, Training and Development Directory. The Directory has been put together by the Learning and Development Department and provides information about the services of the department as well as being a source of information about courses available within Sheffield Teaching Hospitals NHS Foundation Trust (STHFT).

How to use the Directory

The Directory is set out in seven sections. To find out what we do or to find details of courses, use the Sections as set out below:

1. Section One provides background information about the Learning and Development Department
2. Section Two provides an overview of Mandatory Training and a list of associated courses
3. Section Three is divided into different types of courses
 - a. Customer Care and Safeguarding
 - b. Evidence Based Practice
 - c. Leadership and Management Development
 - d. Professional and Personal Development
 - e. Specialised Patient Care
 - f. Support and Supervision
4. Section Four provides information concerning Vocational Education
5. Section Five provides information concerning Open Learning (including computer based learning)
6. Section Six provides information on application, Sheffield Hospital Charity as well as Oracle Learning Management (OLM), Electronic Staff Record (ESR) and the Knowledge and Skills Framework (KSF)
7. Section Seven includes the Index of Courses and a copy of the application form

How to find a course

If you know the name of the course you can look in the Index on page 57. This will give you a page reference. If you are using an electronic version of the Directory, you can click on the course title in the index and it will take to the correct page.

If you do not know the name of the course but do know roughly what type of subject it is, you can look at the sections of the Directory, at the beginning of which there is a list of the courses included.

How to contact us

Each course has a lead contact and for most this includes their telephone and email contact details. If you require further assistance, wish to make an enquiry or need to inform us of any special considerations related to your attendance for a course, please contact the course lead. Alternatively you can get in touch with our Learning Support Unit via e-mail training.admin@sth.nhs.uk or on 0114 2715334.

THE LEARNING AND DEVELOPMENT DEPARTMENT

The Learning and Development Department aims to provide STHFT with up to date and accessible education and development opportunities. Whilst the department participates in Trust wide initiatives and leads a number of projects, we also provide support and assistance to both individual members of staff and teams in identifying and accessing development opportunities.

In order to provide this service, the department works in teams, although cross team working is the norm. Our teams are:

The Learning Support Unit based at Rivermead Training Centre provide an extensive administration support service to a variety of users including immediate colleagues, other departments within the Trust as well as external organisations.

The Core Learning Unit comprises three main areas of work. The mandatory and statutory training team provides Induction training for all new staff, oversees the production of training needs analyses and training plans for areas across the Trust, and provides specialist advice and training for Managing Violence and Aggression. The Moving and Handling Team (M&H) provide key trainer courses and resources for staff in both patient and non-patient areas, provide M&H equipment, and advise on workplace assessments to ensure safety of patients and staff. Finally we also manage the provision of Open Learning and lead on the development of e-learning products as well as enabling access to many e-learning packages, including Microsoft and on-line Skills for Life courses.

The Health and Social Care Academy is a partnership with Sheffield College, which incorporates learning opportunities and vocational qualifications, primarily for staff who are working as Agenda for Change (AfC) Bands 1 - 4. Whatever it is that you want to do to improve your skills, whether it is essential literacy or numeracy, undertaking a Diploma or accessing a longer programme such as an Access programme, the Academy will be able to help and support you.

The Leadership Development Team coordinates a range of management and leadership programmes internal and external to STHFT. The team works closely with colleagues in Human Resources on staff engagement and appraisal whilst also providing support to three hundred and sixty degree feedback as well as a wide range of leadership and management learning opportunities such as the Senior Leader Programme, the ILM Programme and the Effective Management Series. 2011 saw the launch of the new Leadership Strategy, supporting the Trust's Leadership Community and the reintroduction of the Guest Lecture Series.

Section One General Information

The Professional and Practice Development Team supports a wide range of education and services which include support for Pre-registration Nurse training as well as coordination of Mentorship across the Trust. The team is also responsible for coordination of the End of Life Care Pathway, are involved with Record Keeping standards, support clinical areas with Clinical Assurance activities and lead the development of Clinical Skills. The team also coordinates the Evidence Based Council, maintains strong working relations with Clinical Effectiveness and Research whilst also supporting a number of clinical projects.

If you are not sure if we can help, please feel free to contact us anyway. If we can't help, we probably know who it is you do need to talk to.

For a full staff list for the department please contact the Learning Support Unit via e-mail training.admin@sth.nhs.uk or on 0114 2715334. Alternatively visit our intranet homepage by going to the site index and then choosing Learning and Development.

EQUAL OPPORTUNITIES STATEMENT

The Trust aims to promote equality of opportunity in all its activities; this includes promoting equal access to training and development opportunities. The Trust will ensure that staff are not discriminated against directly or indirectly in accessing training and development opportunities on the basis of; race or ethnicity, disability, sex, religion or belief, sexual orientation, age, pregnancy or maternity, gender reassignment, marriage or civil partnership status.

There are a number of ways in which the Trust ensures equal access to training and development, for example, considering making adjustments to training for people who have a disability including mental health difficulties, or ensuring that people who work part time have equal access to training and development.

In some instances, specific criteria will be used to select individuals onto courses in line with the Trust Study Leave Policy; these criteria will be monitored and reviewed regularly to ensure that they do not discriminate directly or indirectly. The Trust will endeavour to advise and support managers and staff who may be experiencing problems accessing training or development opportunities in the workplace.

If there are any specific requirements or medical conditions that we need to be aware of, please state this in Section 4 of your application form. Providing this information will help us to consider how you can be supported to attend this training or development activity. The information will not be used in making decisions about acceptance onto a training course or development programme. If you are unsure as to whether your disability or condition may affect your study please contact the named person for the course. Equally if you have any needs relating to your religious beliefs, please state these on your application form in Section 4 so we can endeavour to meet them.

If you have any concerns about any of the above, please contact:

Linda Crofts
Head of Learning and Development
Email: linda.crofts@sth.nhs.uk
Telephone number; 0114 2715411

Section One General Information

TRAINING VENUES

Facilities from across the Trust are used as locations for training events shown within the directory. You should check the location of your training before booking a place as they can be within one of the five hospitals or a community based training venue.

There are a variety of car parks in numerous locations within the grounds of the various hospital sites and some of these have designated spaces for disabled drivers.

A shuttle bus operates between the Central and Northern sites. Details of the service including a timetable are available at [WT16 CorpCommsDS\Useful Stuff\shuttle bus Central Travel.doc](#)

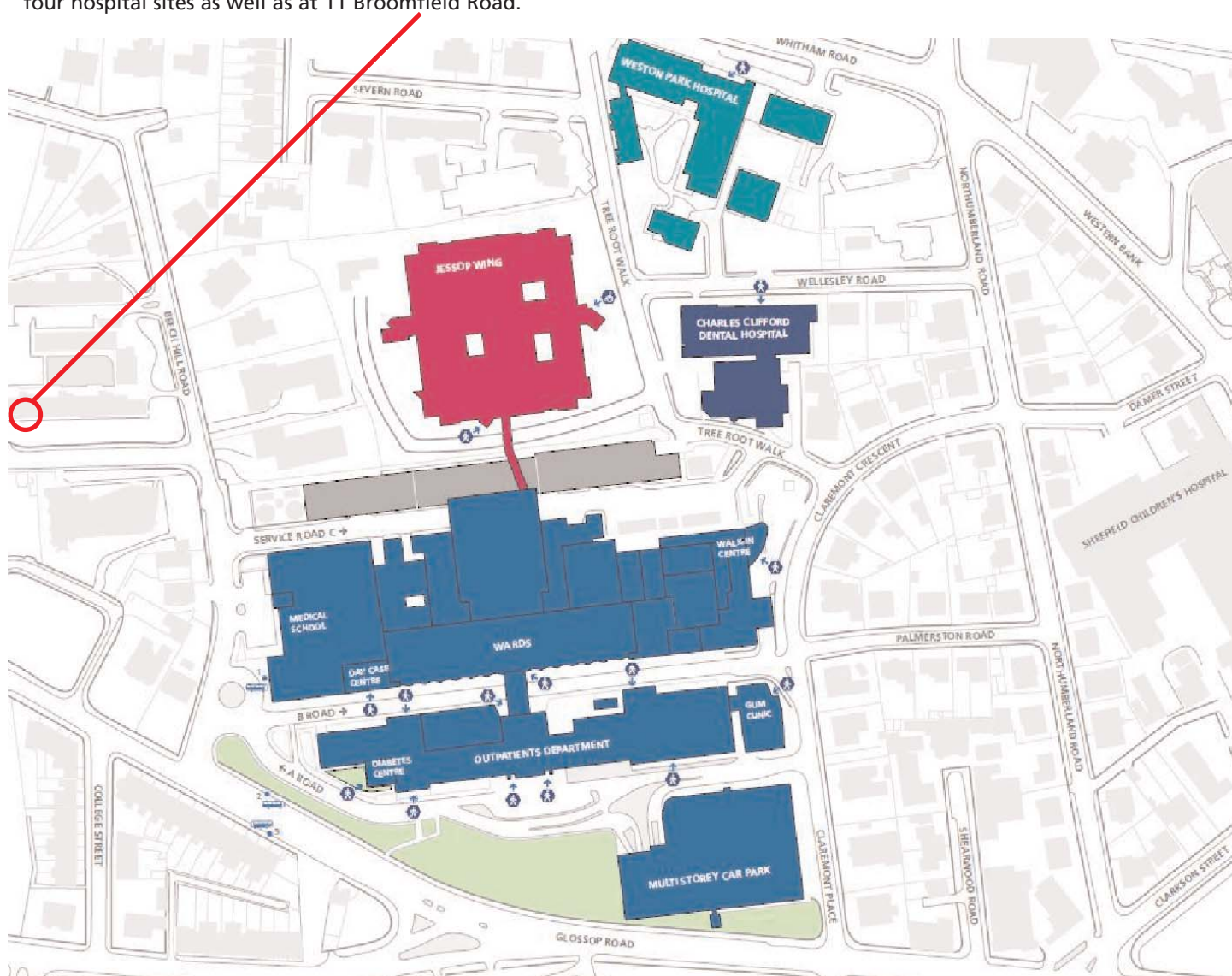
MAPS

If your training is based in the community, please ask the course contact for details of the training location. If the training is at either the Central or Northern Campus, the following maps may be of use. To access these electronically, please follow the steps detailed below:

- Go to Sheffield Teaching Hospitals' intranet home page
- Click on News and Other Useful Stuff
- Click Maps and Directions

Central Campus

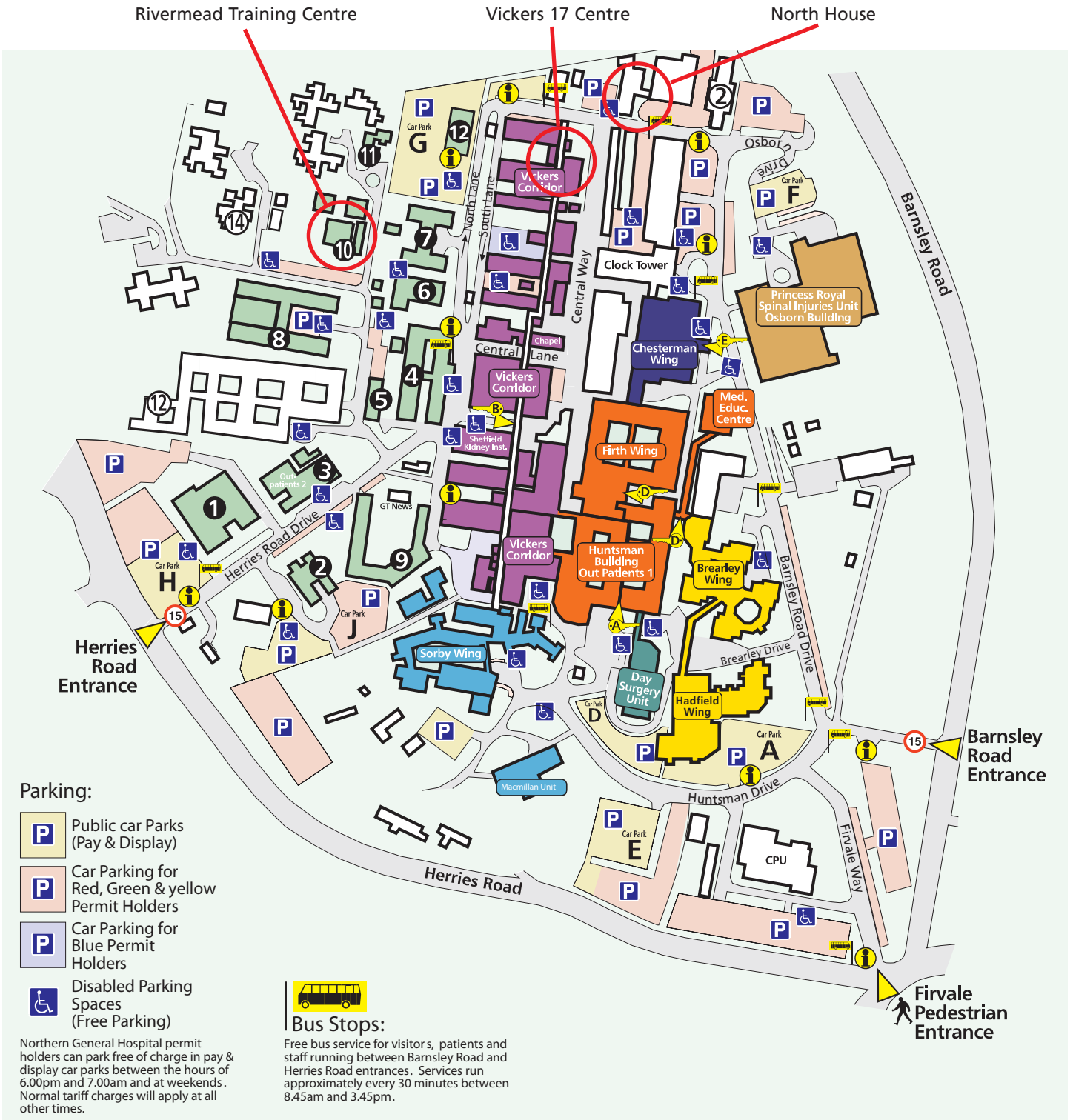
At the Central Campus, facilities are used from across all four hospital sites as well as at 11 Broomfield Road.



Section One General Information

Northern Campus

At the Northern Campus, facilities are used from across the site although the Learning and Development Department focus training in three venues.



FURTHER INFORMATION

To obtain an electronic version of this directory, please follow the steps detailed below:

- Go to Sheffield Teaching Hospitals' intranet home page
- Click on 'Site Index'
- Click on 'Learning and Development'
- Click on the 'Course Information' button on the list that appears on the left of the screen

You can also contact us by telephone 0114 2715334 or via email training.admin@sth.nhs.uk.

MANDATORY TRAINING

The term Mandatory Training will only apply to those areas of practice identified either by statute or regulatory bodies, which pose a significant risk to all staff at all levels of the Trust and will have therefore been ratified by Trust Board.

Job Specific Training will apply to those areas of practice that enable an individual to practice safely and effectively, ensuring they have the skills and knowledge required to be 'fit for purpose'. Training will relate to identified risks associated with the nature and purpose of that particular Group/Directorate

The minimum requirement for Mandatory & Job Specific topics will be provided through central and local induction programmes on joining the Trust or following a change in job role.

Further training/updates relevant to these topics will depend entirely upon local assessment of risk relevant to the post holder, previous experience, and area of practice, nature of service delivery and level of accountability/responsibility. The Core Learning Lead in consultation with Topic Experts will stipulate the content, level and frequency of training to be delivered. See the Mandatory Training Intranet Site (Training Needs Analyses) <http://www.sth.nhs.uk/NHS/LearningAndDevelopment/MandatoryTraining/>

MANDATORY TRAINING TOPICS

Bullying and Harassment

Jane Clawson - Head of Employee Relations
Contact: 2715425 or via email jane.clawson@sth.nhs.uk

Emergency Planning and Business Continuity

Carole Mistry - Emergency Planning Manager
Contact: 0114 2715444 or via email carole.mistry@sth.nhs.uk
~~Karen Salisbury - Emergency Planning Project Manager
Contact: 0114 2715444 or via email karen.salisbury@sth.nhs.uk~~

Equality and Human Rights

Liz Johnson - Equality and Human Rights Manager
Contact: 0114 2713238 or via email elizabeth.johnson@sth.nhs.uk

Fire Safety

Dave Butler - Fire Safety Manager
Contact: 0114 2269941 or via email david.butler@sth.nhs.uk
John Ibbotson - Fire Safety Advisor (NGH)
Contact: 0114 2714735 or via email john.ibbotson@sth.nhs.uk
Martyn Eastman - Fire Safety Advisor (Central)
Contact: 0114 2713018 or via email martyn.eastman@sth.nhs.uk

Induction

Janet McAleavy - Core Learning Co-ordinator
Contact: 0114 2266729 or via email janet.mcaleavy@sth.nhs.uk
Janet Wilson - Core Learning Facilitator
Contact: 0114 2715059 or via email janet.a.wilson@sth.nhs.uk
Sam Debbage - Professional and Practice Development Lead
Contact: 0114 2266662 or via email sam.debbage@sth.nhs.uk
Eddie Hampton - Consultant/Deputy Director of Post Graduate Medical Education
Contact: 0114 2712786 or via email kingsley.hampton@sth.nhs.uk

Infection Prevention and Control (inc. Hand Hygiene and Inoculation Incidents)

Patty Hempshall - Lead Infection Control Nurse Specialist
Contact: 0114 2712592/2714889 or via email patty.hempshall@sth.nhs.uk

Information Governance

Peter Wilson - Information Governance Manager
Contact: 0114 2265153 or via email peter.wilson@sth.nhs.uk

Health and Safety/Risk Management (inc. Risk Assessment, Incidents Claims and Complaints and Falls Reduction)
Andrew Scott - Patient Safety Manager
Contact: 0114 2266320 or via email andrew.scott@sth.nhs.uk
Alison Redfern - Occupational Safety Manager
Contact: 0114 2269110 or via email alison.redfern@sth.nhs.uk

Managing Violence and Aggression

Terry Noble / Shelley Spray - Core Learning Facilitators
Contact: 0114 2714867 / 2715699 or via email terry.noble@sth.nhs.uk / shelley.spray@sth.nhs.uk

Moving and Handling

 (inc. Falls Reduction - Patients)

Nicky Sharpe - Moving and Handling Lead
Contact: 0114 2266409 or via email nicky.sharpe@sth.nhs.uk
Sue Harrington - Moving and Handling Coordinator
Contact: 0114 2266844 or via email sue.harrington@sth.nhs.uk

Security

Graham Rye - Security Manager (NGH)
Contact: 0114 2714863 or via email graham.rye@sth.nhs.uk
Philip Turner - Deputy Security Manager (Central)
Contact: 0114 2261358 or via email philip.m.turner@sth.nhs.uk

Safeguarding Adults

Christina Herbert - Lead Nurse, Older People and Vulnerable Adults
Contact: 0114 2266659 or via email christina.herbert@sth.nhs.uk

Safeguarding Children

Sara Thomas / Trudy Gregory - Named Nurses, Safeguarding Children and Young People
Contact: 0114 2265446 or via email sara.thomas@sth.nhs.uk / trudy.gregory@sth.nhs.uk

Waste Management

Robert Green - Waste Manager
Contact: 0114 2715754 - Bleep 796 or via email robert.green2@sth.nhs.uk

IDENTIFIED JOB SPECIFIC TRAINING TOPICS

Blood Transfusion

Jill Rowlands - Specialist Practitioner of Blood Transfusion (NGH)
Contact: 0114 2715246 or via email jill.rowlands@sth.nhs.uk

Cardio Pulmonary Resuscitation

 (inc. DNAR)

Helen Till - Senior Resuscitation Officer (Central)
Contact: 0114 2712864 or via email helen.till@sth.nhs.uk
Julie Royston - Senior Resuscitation Officer (NGH)
Contact: 0114 2714587 or via email julie.royston@sth.nhs.uk
Jon Goodinson - Resuscitation Officer (Jessop Wing)
Contact: 0114 2268219 / 2712668 or via email jon.goodinson@sth.nhs.uk

Consent/Mental Capacity Act and Deprivation of Liberty

Pauline Watson - Governance Improvement Manager
Contact: 0114 2269433 or via email pauline.watson@sth.nhs.uk
Lucy Blake - Legal Services Manager
Contact: 0114 2715081 or via email lucy.blake@sth.nhs.uk

Food Hygiene

Emma Wilson - Head of Catering
Contact: 0114 2265026 or via email emma.l.wilson@sth.nhs.uk
Jeff Swallow - Catering Manager (NGH)
Contact: 0114 2714837 or via email jeff.swallow@sth.nhs.uk
Liz Hawkshaw - Catering Manager (Central)
Contact: 0114 2712564 or via email liz.hawkshaw@sth.nhs.uk

Healthcare Record Keeping

Sam Debbage - Professional and Practice Development Lead
Contact: 0114 2266662 or via email sam.debbage@sth.nhs.uk
Mark Talbot - Medical Records Manager
Contact: 0114 2712011 or via email mark.talbot@sth.nhs.uk

Section Two Mandatory Training

Ionising Radiation (Medical Exposure)

Giles Morrison - Clinical Scientist and Radiation Protection Adviser
Contact: 0114 2265191 or via email giles.morrison@sth.nhs.uk

Medical Equipment/Medical Devices

Andy Flood - Medical Equipment User Training Coordinator
Contact: 0114 2713157 or via email andy.flood@sth.nhs.uk

Medicines Management

Nicky Thomas - Clinical Governance Pharmacist
Contact: 0114 2713007 or via email nicky.thomas@sth.nhs.uk

Venous Thromboembolism - Prevention and Management

Rhona MacLean - Haematology Consultant
Contact: 0114 2712848 or via email rhona.maclean@sth.nhs.uk
Rebecca Walsh - Anticoagulation Pharmacist
Contact: 0114 2713644 or via email rebecca.walsh@sth.nhs.uk

COURSES AVAILABLE

BLOOD TRANSFUSION

ESR Self Serve Category
Blood Transfusion

Overview

Blood Transfusion is a high risk procedure, as recognised by the DH Better Blood Transfusion 3 Document (HSC 2007/001) and the NPSA Safer Practice Notice 14 (2006). The aim of the Blood Transfusion training is to ensure that all members of staff involved in the transfusion process practice to the standards of the Blood Transfusion Policy and deliver safe care.

Subjects delivered, according to role, include:

- Pre transfusion sampling
- Appropriate requesting
- Prescribing
- Preparing for collection
- Collection
- Administration
- Monitoring
- Management of adverse reactions
- WPH Porters Transport and Storage

Blood Transfusion training must be undertaken every two years and consists of three elements: the delivery and review of knowledge and the assessment of practice. The assessment of practice is performed against relevant checklists of assessment criteria - existing staff will self assess but new staff must be observed.

E-learning is available via <http://www.sth.nhs.uk/NHS/LearningAndDevelopment/ESRelearning> and is the approved method for Medical staff Induction and Update.

Structure

Face to face training or E-learning package

KSF Dimensions (delivered up to)

CD1 Level 3; CD3 Level 3 and HWB5 Level 3

Further Information

Face to face training is available through your local/Directorate Educators or Managers; alternatively, contact the Specialist Practitioners of Transfusion (SPOTs) on: 0114 2715246 (Northern) or 0114 2712909 (Central)

INDUCTION

190 AA101 CENTRAL INDUCTION PROGRAMME

ESR Self Serve Category
Induction

Overview

All staff new to Sheffield Teaching Hospitals NHS Foundation Trust will begin the Central Induction Programme on their first day of employment. The purpose of this programme is to safely prepare all new starters for the workplace. The programme includes essential information about the organisation and generic mandatory training.

The programme is delivered over two days and there is a further half day for clinical staff (clinically focussed sessions, including blood handling and practical training in basic resuscitation).

The Central Induction Programme is the first phase of Induction, and local areas complete the Induction process for new staff by providing the required local and specialist information and training. Staff will receive a log book which will provide information on the sessions that they have undertaken on the programme and will become a record of learning for both the central and the local Induction.

The Human Resources Department will automatically allocate the new starter a place on the programme when confirming appointment.

Structure

Two day programme with further half day for clinical staff

KSF Dimensions (delivered up to)

CD1 Level 1; CD2 Level 1; CD3 Level 1 and CD6 Level 1

Venue

Rivermead Training Centre, Northern General Hospital

Dates

The programme will commence on the first and third Monday of every month.
N.B. The programme will begin on Tuesday during Bank Holiday weeks.

Further Information

Please contact Janet McAleavy, Core Learning Team Co-ordinator on 0114 2266729 or via email janet.mcaleavy@sth.nhs.uk or Janet Wilson, Core Learning Facilitator on 0114 2715095 or via email janet.a.wilson@sth.nhs.uk

EQUALITY

EQUALITY

Equality and diversity is a core dimension of the KSF and is mandatory for all staff. The majority of equality training is provided via e-learning. Please see the Open Learning Section. A range of packages are available to meet different needs.

Section Two Mandatory Training

FIRST AID

FIRST AID AT WORK

Overview

First Aid at Work: Initial Course provides a relevant, cost effective, skill building experience. This is a three day course over two weeks.

First Aid at Work: Re-Qualification will update knowledge and skills to enable qualified first aiders to continue to practice first aid at work. This course is delivered on two consecutive days.

Emergency First Aid at Work will develop knowledge and skills to Level One first aid at work needs (low risk). This is a one day course.

KSF Dimension (delivered up to)

CD3 Level 2

Venue and Dates

All courses are delivered on a bi monthly basis

Further Information

Please contact Dynamic Training on 0114 2403545 or via email hmccudden@compuserve.com

HEALTH AND SAFETY

For local Health and Safety training including risk assessment, please contact your Directorate Safety Lead.

For further development courses in Health and Safety please contact Terry Noble, Core Learning Facilitator on 0114 2714867 or via email terry.noble@sth.nhs.uk

190 AA175 DISPLAY SCREEN EQUIPMENT ASSESSORS

ESR Self Serve Category
Health and Safety

Overview

This course is designed to provide Managers and Supervisors with knowledge and skills necessary to enable them to undertake risk assessments of Display Screen Equipment Workstations and Users in the workplace.

An entry requirement onto this course is that the candidate has first successfully completed the Trusts Display Screen Equipment (DSE) E-learning Package code number AB160.

On completion of the course, candidates will require protected time to undertake Display Screen Equipment Risk Assessments in the workplace

Structure

Two and half hour session

KSF Dimensions (delivered up to)

CD3 Level 3

Venue

Vickers 17, Northern General Hospital,

Dates

2012 - 24 April; 5 October

Venue

11 Broomfield Road, Central Campus

Dates

2012 - 11 July
2013 - 15 January

Further Information

Please contact Sue Harrington, Moving and Handling Co-ordinator on 0114 2266844 or via email sue.harrington@sth.nhs.uk or Shelley Spray, Core Learning Facilitator on 0114 2715699 or via email shelley.spray@sth.nhs.uk

INFECTON CONTROL

190 AA150 INTRODUCTION TO INFECTION CONTROL

ESR Self Serve Category
Risk Management

Overview

The course offers staff a basic understanding of how individual employees and the Infection Prevention and Control Team contribute to achieving the prevention and control of healthcare associated infection (HCAI) and communicable disease. The course will also locate this within the context of the mandatory framework for prevention and control of infection in the NHS, particularly the Health & Social Care Act 2008.

Structure

Two day course

KSF Dimensions (delivered up to)

CD3 Level 3; CD5 Level 3 and HWB3 Level 2

Fee

STHFT Staff N/A; Other NHS £75; Non NHS £140

Venue and Dates

2012 - 8 & 9 May, North House, Northern General Hospital;
30 & 31 October, North House, Northern General Hospital
2013 - 11 & 12 February Venue to be confirmed

Further Information

For information regarding availability please contact the Learning Support Team on 0114 2715334 or via email training.admin@sth.nhs.uk

Section Two Mandatory Training

MOVING AND HANDLING

190 AA180 MOVING AND HANDLING KEYTRAINER (NON-PATIENT HANDLING)

ESR Self Serve Category
Health and Safety

Overview

To prepare staff to fulfil the role of Moving & Handling (M&H) Key trainer in non patient handling areas.

Pre Course Requirements

- Candidates must be sufficiently senior in their area of work to influence change (Management / Supervisory Level)
- Candidates must have a teaching qualification / experience of teaching (including lesson planning and maintenance of training records)
- Candidates must be physically capable of undertaking and teaching the practical elements of the training

This is a five day course and will require protected time release to undertake the Key trainer role as outlined in the M&H policy.

ASSESSMENT CRITERIA: During the course the participants will be expected to complete a:-

- Posture diary
- Risk assessment
- Knowledge assessment test
- Homework sheet
- Directorate action plan - to be completed in conjunction with Manager

Participants will also have a workplace assessment within two months of completion of the course carried out by one of the course facilitators.

Successful completion of all assessment elements is essential prior to undertaking the Keytrainer role.

Dress code: Flat, fully enclosed comfortable shoes and clothing which allows freedom of movement.

Structure

Five day course - three days taught sessions, one month back in the workplace, followed by a further two days of taught sessions.

KSF Dimensions (delivered up to)

CD3 Level 4

Fee

STHFT staff N/A; Other NHS £600; Non NHS £600

Venue

Vickers 17, Northern General Hospital

Dates

2012 - 22 - 24 October and 22 & 23 November
2013 - 11 - 13 February and 21 & 22 March

Further Information

Please contact Sue Harrington, Moving and Handling Co-ordinator (Non-patient) on 0114 226 6844 or via email sue.harrington@sth.nhs.uk

190 AA185 MOVING AND HANDLING KEYTRAINER (PATIENT HANDLING)

ESR Self Serve Category
Health and Safety

Overview

To prepare staff to fulfil the role of Moving & Handling Keytrainer in patient handling areas.

Pre Course Requirements

- Candidates must be sufficiently senior in their area of work to influence change (STHFT Grade 8 / AfC Band 5 and above)
- Candidates must have a teaching qualification / experience of teaching (including lesson planning and maintenance of training records)
- Candidates must be physically capable of undertaking and teaching the practical elements of the training

This is a ten day course and will require protected time release to undertake the Keytrainer role as outlined in the M&H policy.

ASSESSMENT CRITERIA: During the course the participants will be expected to complete:-

- A posture diary
- Two risk assessments
- A micro teaching assessment
- Two knowledge assessment tests
- A homework sheet outlining location of specialist equipment
- A directorate action plan - to be completed in conjunction with Lead Trainer / Manager

Participants will also have a workplace assessment within two months of completion of the course carried out by one of the course facilitators.

Successful completion of all assessment elements is essential prior to undertaking the Key trainer role.

Dress code: Flat, fully enclosed comfortable shoes and clothing which allows freedom of movement.

Structure

Ten days in total - this course is designed as one study week, a short period back in the workplace, and a follow up second week.

KSF Dimension (delivered up to)

CD3 Level 4

Fee

STHFT staff N/A; Other NHS £1,200; Non NHS £1,200

Venue

Vickers 17, Northern General Hospital

Dates

2012 -15 -19 October and 12 - 16 November
2013 - 11 - 15 March and 22 - 26 April

Further Information

Please contact Nicky Sharpe, Moving and Handling Lead on 0114 2266409 or via email nicky.sharpe@sth.nhs.uk

Section Two Mandatory Training

MEDICAL EQUIPMENT

190 BB901 MEDICAL EQUIPMENT UPDATE TRAINING

ESR Self Serve Category
Medical Equipment

Overview

The update days enable care groups with wards or department without Educators to update their staff on general ward equipment.

The equipment covered: -

- Tympanic Thermometers
- Defibrillators
- Feeding pumps
- N.I.B.P machines
- General infusion devices
- Laerdal suction units
- Glucose meters
- Oxyden and suction

Structure

1 day workshop

Venue

Medical Education Centre, Royal Hallamshire Hospital

Dates

2012 - 12 April; 28 June; 23 October; 10 December

Venue

Medical Education Centre, Northern General Hospital

Dates

2012 – 15 May; 10 July; 11 September; 6 November

Further Information

Please contact Andy Flood, Trust Medical Equipment Training Co-ordinator on 0114 2713992 or via email andy.flood@sth.nhs.uk

PERSONAL SAFETY

MANAGING VIOLENCE AND AGGRESSION - DIRECTORATE/DEPARTMENT NEWS UPDATE

For local update in line with Central Mandatory Training Plans, resources have been made available by the Personal Safety Team Trainers to help Managers/Educators facilitate local updates as required commensurate to areas risk level. Resources include presentations, handouts, leaflets etc.

Link:

<http://www.sth.nhs.uk/NHS/LearningAndDevelopment/ViolenceAndAggression/Default.htm>

190 AA195 MANAGING VIOLENCE AND AGGRESSION - AWARENESS, UPDATE OR REFRESHER

ESR Self Serve Category
Health and Safety

Overview

To raise awareness of the risk of violence and aggression within the NHS, also systems and methods of preventing unacceptable behaviour as well as how to deal with the behaviour when it does occur.

Training for low risk staff as per training needs analysis, as well as update and refresher for staff who have already had training previously and need something apart from the Directorate/Department News Update, in line with the Central Mandatory Training Plans.

KSF Dimensions (delivered up to)

CD2 Level 1 and CD3 Level 1

Venue and Dates

These courses are arranged by local areas to fulfil training needs

Further Information

Please contact Terry Noble, Core Learning Facilitator on 0114 2714867 or via email terry.noble@sth.nhs.uk or Shelley Spray, Core Learning Facilitator on 0114 2715699 or via email shelley.spray@sth.nhs.uk

190 AA102 MANAGING VIOLENCE AND AGGRESSION - CONFLICT RESOLUTION

ESR Self Serve Category
Health and Safety

Overview

An informational and interactive course aimed at identifying the risk of violence and aggression in areas and how we deal with it, by looking at policy and procedures, risk assessment, incident reporting and de-escalation techniques.

For all staff who have contact with patients and/or visitors, that have not been through Central Induction or other relevant programme.

Structure

One day course

KSF Dimensions (delivered up to)

CD2 Level 1 and CD3 Level 1

Fee

STHFT staff N/A; Other NHS £35

Venue

Rivermead Training Centre, Northern General Hospital or North House, Northern General Hospital

Dates

2012 - 25 April; 14 June; 10 August; 8 October; 12 December; 2013 - 11 February

Venue

11 Broomfield Road, Central Campus

Dates

2012 - 18 May; 9 July; 5 September; 27 November; 2013 - 17 January; 12 March

Further Information

Please contact Terry Noble, Core Learning Facilitator on 0114 2714867 or via email terry.noble@sth.nhs.uk or Shelley Spray, Core Learning Facilitator on 0114 2715699 or via email shelley.spray@sth.nhs.uk

Section Two Mandatory Training

190 AA196 MANAGING VIOLENCE & AGGRESSION - PHYSICAL INTERVENTION SKILLS

ESR Self Serve Category
Health and Safety

Overview

This course will enable staff to competently deal with physically threatening situations in an appropriate manner. The participant will learn techniques that enable the safety of all involved or people at risk from the situation or an escalation of it.

Areas to be covered can include self defence techniques, breakaway techniques, restraint and holding techniques.

Physical intervention skills should be a last resort and staff attending these sessions should have already attended the Managing Violence & Aggression - Conflict Resolution course or similar previously.

This course is tailor made to suit employees, based on training needs analysis and risk assessment. This course is arranged by areas for their staff at risk of physical assault.

Structure

Tailored to suit training needs as arranged by departments requesting Physical Intervention Skills.

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 1; CD3 Level 2; CD6 Level 1;
HWB1 Level 1; HWB2 Level 1; HWB3 Level 2 and HWB7 Level 1

Further Information

Please contact Terry Noble, Core Learning Facilitator on 2714867 or via email terry.noble@sth.nhs.uk or Shelley Spray, Core Learning Facilitator on 2715699 or via email shelley.spray@sth.nhs.uk

190 AA436 UNDERSTANDING PERSONAL SAFETY AND SECURITY E-LEARNING

Overview

An e-learning programme aimed at raising awareness of the risk of managing violence and aggression within the NHS. Including tips on recognising and dealing with aggressive individuals.

This programme gives more flexibility in the delivery of training and can be used as:

- Training for low risk staff as per training needs analysis
- Refresher training for those staff who have already attended training in Managing Violence and Aggression

Structure

Two hour e-learning package

KSF Dimensions (delivered up to)

CD2 Level 1 and CD3 Level 1

Fee

STHFT staff N/A; Other NHS £35

Further Information

Please contact Terry Noble, Core Learning Facilitator on 0114 2714867 or via email terry.noble@sth.nhs.uk or Shelley Spray, Core Learning Facilitator on 0114 2715699 or via email shelley.spray@sth.nhs.uk

RESUSCITATION TRAINING

ADVANCED LIFE SUPPORT (ALS)

Overview

The ALS course aims to teach the theory and practice skills to effectively manage cardio-respiratory arrest, pre-arrest situations and special circumstances, and to prepare senior members of a multidisciplinary team to treat the patient until transfer to a critical care area if possible.

This course is designed for healthcare professionals who would be expected to apply the skills taught as part of their clinical duties, or to teach them on a regular basis.

Appropriate participants include doctors and nurses working in critical care areas (e.g. A & E, CCU, ICU, HDU, operating theatres, medical admissions units) or on the cardiac arrest/medical emergency team and paramedics. All applicants should hold a current clinical appointment and professional healthcare qualification.

Successful completion of this course gains certification valid for four years.

Structure

Two day course

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 2; CD3 Level 2; CD5 Level 2; CD6 Level 1;
HWB6 Level 3; HWB7 Level 3 and HWB8 Level 1

Fee

STHFT staff £350; Other NHS £350; Non NHS £350

Further Information

Please contact Julie Royston, Senior Resuscitation Officer (NGH) on 0114 2714587 or via email julie.royston@sth.nhs.uk or Helen Till, Senior Resuscitation Officer (RHH) 0114 2712864 or via email helen.till@sth.nhs.uk

Section Two Mandatory Training

ADVANCED LIFE SUPPORT RECERTIFICATION COURSE

Overview

Only those candidates who hold a valid ALS Provider certificate are eligible to attend the one day re-certification course. Certificates are valid for 4 years. It is not recommended that candidates attend a recertification course if more than one year has elapsed since the expiry date of their Provider certificate.

The ALS re-certification course is designed to refresh the theory and practical skills required by senior members of a multi-disciplinary team to manage peri-arrest situations and to treat the patient until transfer to a critical care area. The complexity and management of cardiac arrest situations, including decision making and effective communication with the team is included.

Appropriate participants include doctors and nurses working in critical care areas (e.g. A & E, CCU, ICU, HDU, operating theatres, medical admissions units) or on the cardiac arrest/medical emergency team and paramedics. All applicants should hold a current clinical appointment and professional healthcare qualification.

Successful completion of this course gains certification valid for four years.

Structure

One day course

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 2; CD3 Level 2; CD5 Level 2; CD6 Level 1; HWB6 Level 3; HWB7 Level 3 and HWB8 Level 1

Fee

STHFT staff £175; Other NHS £175; Non NHS £175

Further Information

Please contact Julie Royston, Senior Resuscitation Officer (NGH) on 0114 2714587 or via email julie.royston@sth.nhs.uk or Helen Till, Senior Resuscitation Officer (RHH) 0114 2712864 or via email helen.till@sth.nhs.uk

HOSPITAL LIFE SUPPORT

Overview

These sessions are provided to support the mandatory training delivered by Directorates. They provide:

- Recognition of illness/cardiac arrest/calling for appropriate help
- Initiating basic life support within the hospital environment
- Use of basic airway adjuncts, oxygen and suction in resuscitation
- Initiating timely and safe defibrillation using the Automated External Defibrillator (AED) mode
- Scenario based team work

Also as appropriate; area specific special circumstances, information on STHFT Do Not Attempt Cardio Pulmonary Resuscitation (DNACPR), information on resuscitation audit.

Structure

Ninety minute sessions arranged as required

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 1; CD3 Level 2; CD5 Level 2; CD6 Level 1; HWB2 Level 2 and HWB5 Level 3

Fee

STHFT staff N/A; Other NHS £50; Non NHS £50

Further Information

Please contact Julie Royston, Senior Resuscitation Officer (NGH) on 0114 2714587 or via email julie.royston@sth.nhs.uk or Helen Till, Senior Resuscitation Officer (RHH) 0114 2712864 or via email helen.till@sth.nhs.uk

IMMEDIATE LIFE SUPPORT (ILS)

Overview

The ILS course has been developed in order to standardise much of the in-hospital training undertaken by Resuscitation Officers. The aim is to train healthcare personnel in cardiopulmonary resuscitation, simple airway management and safe defibrillation (manual and/or Automated External Defibrillator (AED)), enabling them to manage patients in cardiac arrest until arrival of a cardiac arrest team and to participate as members of that team.

This training is suitable for qualified staff from all health professions.

Successful completion of this course gains certification valid for twelve months.

Structure

One day course

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 1; CD3 Level 2; CD5 Level 2; CD6 Level 1; HWB2 Level 2 and HWB5 Level 3

Fee

STHFT staff N/A; Other NHS £130; Non NHS £130

Further Information

Please contact Julie Royston, Senior Resuscitation Officer (NGH) on 0114 2714587 or via email julie.royston@sth.nhs.uk or Helen Till, Senior Resuscitation Officer (RHH) 0114 2712864 or via email helen.till@sth.nhs.uk

IMMEDIATE LIFE SUPPORT RE-CERTIFICATION COURSE

Overview

Only candidates who have successfully completed the ILS course can attend an ILS recertification course. Candidates may only attend the ILS recertification course within one year of the expiry date of their current ILS certificate.

The aim is to train healthcare personnel in cardiopulmonary resuscitation, simple airway management and safe defibrillation (manual and/or Automated External Defibrillator (AED)), enabling them to manage patients in cardiac arrest until arrival of a cardiac arrest team and to participate as members of that team. This training is suitable for qualified staff from all health professions.

Successful completion of this course gains certification valid for twelve months.

Structure

Half day course

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 1; CD3 Level 2; CD5 Level 2; CD6 Level 1; HWB2 Level 2 and HWB5 Level 3

Fee

STHFT staff N/A; Other NHS £65; Non NHS £65

Further Information

Please contact Julie Royston, Senior Resuscitation Officer (NGH) on 0114 2714587 or via email julie.royston@sth.nhs.uk or Helen Till, Senior Resuscitation Officer (RHH) 0114 2712864 or via email helen.till@sth.nhs.uk

Mandatory Training

NEWBORN LIFE SUPPORT (NLS)

Overview

The Newborn Life Support (NLS) course has been developed under the auspices of the Resuscitation Council (UK) to provide clear practical instruction in airway support and the theoretical background to illustrate its importance in resuscitation of the newborn. It is designed for any healthcare professional, regardless of discipline or status, who may be called upon to resuscitate a newborn baby.

The aim of the course is to give those responsible for initiating resuscitation at birth the background knowledge and skills to approach the management of a newborn infant during the first 10-20 minutes in a competent manner. The course concentrates on the importance of temperature control, practical airway management and ventilatory support

It is aimed at anyone working as a healthcare professional and/or involved in care of the newborn. Junior and senior medical staff, midwives, neonatal nurses, paramedics, resuscitation officers and experienced nursing staff will find this course valuable.

Successful completion of this course gains certification valid for four years.

Structure

One day course

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 2; CD3 Level 2; CD5 Level 2; CD6 Level 1; HWB6 Level 3; HWB7 Level 3 and HWB8 Level 1

Fee

STHFT staff £125; Other NHS £125; Non NHS £125

Further Information

Please contact Jon Goodinson, Resuscitation Officer (JW) on 0114 2268219 or via email jon.goodinson@sth.nhs.uk or Sarah Wilson, Information & Education Co-ordinator (JW) on 0114 2268260 or via email sarah.wilson@sth.nhs.uk

PAEDIATRIC BASIC LIFE SUPPORT

Overview

These sessions are provided to support the mandatory training delivered by Directorates. They provide:

- Recognition of illness/cardiac arrest/calling for appropriate help
- Initiating basic life support within the hospital environment for infants and children
- Use of basic airway adjuncts, oxygen and suction in resuscitation
- Treatment of choking
- Scenario based team work

Also as appropriate; area specific special circumstances.

Structure

Sixty minute sessions arranged as required

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 1; CD3 Level 2; CD5 Level 2; CD6 Level 1; HWB2 Level 2 and HWB5 Level 3

Fee

STHFT staff N/A; Other NHS £50; Non NHS £50

Further Information

Please contact Julie Royston, Senior Resuscitation Officer (NGH) on 0114 2714587 or via email julie.royston@sth.nhs.uk or Helen Till, Senior Resuscitation Officer (RHH) 0114 2712864 or via email helen.till@sth.nhs.uk

PAEDIATRIC IMMEDIATE LIFE SUPPORT (pILS)

Overview

The pILS course aims to provide healthcare staff with the necessary knowledge and skills needed to:

- Understand the structured ABCDE approach that facilitates rapid recognition of seriously ill children
- Provide appropriate initial treatment interventions to prevent cardiorespiratory arrest
- Treat children in respiratory or cardiorespiratory arrest until the arrival of a resuscitation team or more experienced assistance

This training is suitable for qualified staff from all health professions who have contact with ill children.

Successful completion of this course gains certification valid for 12 months.

Structure

One day course

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 1; CD3 Level 2; CD5 Level 2; CD6 Level 1; HWB2 Level 2 and HWB5 Level 3

Fee

STHFT staff N/A; Other NHS £130; Non NHS £130

Further Information

Please contact Julie Royston, Senior Resuscitation Officer (NGH) on 0114 2714587 or via email julie.royston@sth.nhs.uk or Jon Goodinson, Resuscitation Officer (JW) on 0114 2268219 or via email jon.goodinson@sth.nhs.uk

WASTE MANAGEMENT

190 AA160 WASTE MANAGEMENT

ESR Self Serve Category
Risk Management

Overview

To prepare staff to fulfill the role of Waste Champion. At the end of this session there is an assessment and a Waste Champion certificate is issued.

Structure

Half day course

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 1; CD3 Level 2; CD4 Level 1; CD5 Level 1; CD6 Level 1; EF3 Level 2 and G1 Level 1

Fee

STHFT staff N/A; Other NHS £20; Non NHS £40

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 5 April; 7 June; 2 August; 4 October; 6 December
2013 - 7 February

Venue

Lecture Theatre, 1st floor, Weston Park Hospital, Central Campus,

Dates

2012 - 3 May; 5 July; 6 September; 1 November;
2013 - 3 January; 7 March

Further Information

Please contact Robert Green, Waste Manager, on 0114 2715754 or via email robert.green2@sth.nhs.uk

CUSTOMER CARE AND SAFEGUARDING

- Managing Communication Challenges
- Producing High Quality Information for Patients
- Safeguarding Adults - Basic Awareness
- Safeguarding Adults - Overview of Courses
- Safeguarding Children - Level 2
- Safeguarding Children - Level 3
- Safeguarding Children - Overview of Courses

190 BB626 MANAGING COMMUNICATION CHALLENGES

ESR Self Serve Category
Customer Relations

Overview

Receive up to date information and an opportunity to practice skills required to improve communication skills. Understand the importance of having good communication skills. Consider the views of patients and the public on the impact that poor communication can have on their care.

Structure

One day course

KSF Dimensions (delivered up to)

CD1 Level 4; CD2 Level 4; CD4 Level 4; CD5 Level 3; CD6 Level 3;
HWB1 Level 2; HWB2 Level 2; HWB3 Level 1; HWB4 Level 2;
HWB5 Level 4; HWB6 Level 2 and G1 Level 2

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 17 May; 28 September

Further Information

Please contact Shirley Thompson/Clare Warnock/
Catherine Anthony on 0114 2715266 or via email
shirley.thompson@sth.nhs.uk

PRODUCING HIGH QUALITY INFORMATION FOR PATIENTS

ESR Self Serve Category
Customer Relations

Overview

This session is designed to support staff who are involved in the production of patient information leaflets or other written information for patients. It aims to provide a step by step guide to the process of developing patient information in the Trust as well as offering practical advice on how to produce high quality information that meets patient needs.

Structure

Half day course

KSF Dimensions (delivered up to)

CD1 Level 4; CD5 Level 3; CD6 Level 2; HWB1 Level 2;
HWB4 Level 3 and IK3 Level 4

Further Information

Please contact Jo Evans, Patient Information Manager on
0114 2712698 or email jo.evans@sth.nhs.uk

190 BB665 SAFEGUARDING ADULTS - BASIC AWARENESS (STHFT STAFF ONLY)

ESR Self Serve Category
Risk Management

Overview

This course is aimed at all staff with an on-going relationship with vulnerable adults and/or carers. It provides a basic introduction to Safeguarding Adults awareness using a multi faceted approach with lots of discussion around a very interesting and challenging area.

Structure

Half day

KSF Dimensions (delivered up to)

CD1 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 2;
HWB1 Level 1; HWB2 Level 2; HWB3 Level 2; HWB4 Level 2 and
HWB5 Level 2

Venue

Rivermead/North House, Northern General Hospital

Dates

2012 - 26 April; 23rd May; 21 June; 19 July; 29 August;
26 September; 24 October; 21 November; 18 December
2013 - 22 January; 27 February; 20 March

Further Information

Please contact Christina Herbert, Lead Nurse - Older People &
Vulnerable Adults on 0114 2266659 or via email
christina.herbert@sth.nhs.uk

SAFEGUARDING ADULTS - OVERVIEW OF COURSES

Overview

This programme of training is offered to staff and volunteers from organisations using 'Safeguarding Adults - Procedures for South Yorkshire'. The training offered is based on a strategy agreed by Sheffield's Safeguarding Adults Partnership Board, has been developed with representatives from a wide range of organisations and should complement organisations' own training plans. All participants will receive a certificate of attendance.

For application forms, or if you have any questions or want to discuss specific training needs, please contact 0114 2736870 or via email adult.protection.training@sheffield.gov.uk

HALF DAY AWARENESS TRAINING

Overview

This course is aimed at staff who work with vulnerable adults, but who do not provide personal care services or do not have long term relationships with vulnerable adults. The course provides information about:

- Recognising abuse - types, indicators, patterns
- Responding to potential abuse, disclosures and allegations
- Overview of Safeguarding Adults process, roles and responsibilities
- Identifying sources of support and information

Section Three General Courses

ONE DAY AWARENESS TRAINING

Overview

This course is aimed at staff who provide direct health or social care services to vulnerable adults. The course provides information about:

- Definitions and context - abuse, vulnerability, need for safeguarding, harm
- Legislation, policy, current developments and key issues
- Recognising abuse - types, indicators, patterns
- Responding to potential abuse - personal responses to disclosures/allegations
- Overview of Safeguarding Adults process, roles and responsibilities
- Action planning and evaluation - identifying outstanding questions and issues and planning how to resolve them

Venues and Dates

Brockwood Park Training (Woodhouse)
2012 - 13 July
Moorfoot Building (City Centre)
2012 - 9 September; 11 October
Brockwood Park Training (Woodhouse)
2012 - 11 November; 14 December

HALF DAY UPDATE COURSE

Overview

This course is for staff that have completed Safeguarding Adults awareness training in the previous two years, or those with experience of adult protection but no formal training. The course provides:

- Assessment of current knowledge and experience
- Reminder of definitions, forms and indicators
- Update on changes in policy, legislation, requirements within procedures
- Application to future practice

Venues and Dates

Brockwood Park Training (Woodhouse)
2012 - 8 September am; 10 November am
Fulwood House (Fulwood)
2012 - 14 September pm; 10 October am
Stadia Tech Park (Attercliffe)
2012 - 17 October pm; 12 December pm

HALF DAY REFERRERS TRAINING

Overview

This course is for staff who are designated as "referrers" under the Safeguarding Adults policy and procedures (usually team leaders and managers and registered professionals. Please check with your manager that this is you, prior to attending). The course provides information about:

- Eligibility criteria and thresholds for referrals
- Recording and reporting requirements
- The role of the referrer in supporting other staff to raise alerts and in subsequent internal information gathering

Venues and Dates

Stadia Tech Park (Attercliffe)
2012 - 21 July pm
Brockwood Park Training (Woodhouse)
2012 - 8 September pm
Moorfoot Building (City Centre)
2012 - 6 October pm; 6 December pm
Fulwood House (Fulwood)
2012 - 10 October pm; 10 November pm

SAFEGUARDING ADULTS - BEYOND STRATEGY MEETINGS - ONE DAY COURSE

Overview

This course is for staff, that are likely to be involved in a safeguarding investigation within their organisations or if their role is to support the alleged victim and/or perpetrator through the process or attend case conferences or are involved in a core group/protection plan to keep the adult safe. Participants must have attended an awareness course in the previous two years or provide evidence of a working knowledge of Safeguarding Adults Legislative frameworks.

Venues and Dates

Fulwood House (Fulwood)
2012 - 20 July; 21 November; 8 December
Stadia Tech Park (Attercliffe)
2012 - 20 October

SAFER RECRUITMENT, SAFEGUARDING ADULTS AND YOUR ROLE AS A MANAGER - ONE DAY COURSE

Overview

This course is for staff, who have responsibility for recruitment and selection, disciplinary procedure and/or safeguarding investigations. Participants must have attended some safeguarding training in the previous two years or provide evidence of a working knowledge of Safeguarding Adults processes.

Venues and Dates

Fulwood House (Fulwood)
2012 - 13 September; 12th December
Moorfoot Building (City Centre)
2012 - 4 November
Stadia Tech Park (Attercliffe)
2012 - 23 November

EIGHT DAY TRAINING THE TRAINERS COURSE

Overview

This course is aimed at staff who have a responsibility to provide or have an interest in delivering adult protection education and training. At the end of the course, the participant will be able to:

- Assess the range of strategies utilised to establish learners' needs
- Outline the major theories of learning and assess how these impact on the design of training programmes
- Explain the broad principles of "No Secrets" and Joint Policies and Procedures and their relationship to the protection of vulnerable adults from abuse
- Demonstrate an ability to design and deliver a training session
- Assess a number of assessment and evaluation tools
- Apply the learning to the design of adult protection training courses

Section Three General Courses

SAFEGUARDING CHILDREN (LEVEL 2)

Overview

This course is for those staff who may have some contact with children but who mainly work with adults. Training will provide the recipient with a basic introduction into safeguarding children. Content includes legislative framework, how to define child abuse, and what to do in the case of suspected concerns.

The course objectives are for the candidate to:-

- Understand what constitutes child abuse
- Know the range of physical, emotional and sexual abuse
- Know what to do when a child is being abused
- Be able to recognise child abuse
- Be able to document their concerns
- Know who to inform
- Understand the next steps in the child protection process

Structure

One hour presentation

Dates

One per month, excluding August

Further Information

Please contact Sara Thomas on 0114 2265446 or Nicola Hern on 0114 2266644 or via email sara.thomas@sth.nhs.uk or nicola.hern@sth.nhs.uk

SAFEGUARDING CHILDREN (LEVEL 3)

Overview

For those staff who predominantly work with children in their role. Training will provide the recipient with an introduction into safeguarding children. Content includes legislative framework, how to define child abuse, impact of parental issues, working together to identify, assess and implement a child's needs and what to do in the case of suspected concerns.

The course objectives are to help the candidate to:

- Understand what constitutes child abuse
- Know the range of physical, emotional, sexual abuse
- Know what to do when a child is being abused
- Be able to recognise child abuse
- Be able to document their concerns
- Know who to inform
- Understand the next steps in the child protection process
- Understand interagency working and the next steps in the child protection process relating to multi agency working
- Understand the principles of common assessment
- Identify parental issues that impact on safeguarding

Structure

Four hours taught session

Further Information

Please contact Sara Thomas on 0114 2265446 or Nicola Hern on 0114 2266644 or via email sara.thomas@sth.nhs.uk or nicola.hern@sth.nhs.uk

SAFEGUARDING CHILDREN - OVERVIEW OF COURSES

Overview

There is a selection of multi-agency safeguarding children's courses available for staff who work predominantly with children which is offered by the Safeguarding Children's Service in Sheffield. To attend any of these courses staff must have completed initial Level 2 and 3 child protection training and demonstrate to their manager that the course is relevant to their area of practice.

WORKING TOGETHER - PROMOTING WELLBEING AND KEEPING CHILDREN SAFE

This course provides an introduction to child protection for staff who work predominantly with children. (Level 3 training). Content includes legislation, signs and recognition of abuse, referral for additional and specialist services, and roles and responsibilities.

Note: This course should be completed prior to undertaking any of the specialist courses detailed below.

The following specialist courses are available for staff to access if it is relevant to their role.

- Conferences and Core groups
- Safeguarding young carers
- Working effectively with neglect
- Engaging men in safeguarding
- Domestic abuse risk assessment and MARAC
- Safeguarding, assessment and support; working with parents with learning disabilities
- Crossing bridges; Adult mental health and child protection
- Systems of abuse including forced marriage, honour based violence, and female genital mutilation
- Safeguarding and protecting children from sexual abuse

To access these course visit the Safeguarding Children Intranet site for details or contact the safeguarding children training service on 0114 2053485 or via email safeguardingchildretraining@sheffield.gov.uk

Section Three General Courses

EVIDENCE BASED PRACTICE

- Clinical Audit Through Four Stages
- Evidence Based Practice - Five Day Course
- Evidence Based Practice - One Day Course
- Finding the Evidence to Support your Practice
- Simple Rules Toolkit Workshop

190 BB642 CLINICAL AUDIT THROUGH FOUR STAGES

ESR Self Serve Category
Informatics

Overview

This workshop explores the theoretical and practical principles underpinning each of the four stages of the clinical audit process. This will include discussion on issues such as how to choose and prioritise audit topics and how to develop criteria and standards to measure practice. Practical examples are referred to throughout. By the end of the workshop the attendee should be able to undertake a clinical audit project with support.

Structure

One day workshop

KSF Dimensions (delivered up to)

CD4 Level 3; CD5 Level 4 and G5 Level 1

Fee

STHFT staff and South Yorkshire CLAHRC N/A; Other NHS £66;
Non NHS £99

Venue

North House, Northern General Hospital

Dates

2012 - 12 June; 18 October
2013 - 5 February

Further Information

Please contact Clinical Effectiveness Education Advisors on
0114 2713477 or 0114 2715115; or via email caeu@sth.nhs.uk

190 BB718 EVIDENCE BASED PRACTICE - FIVE DAY COURSE

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This multi disciplinary course aims to develop in-depth skills in Evidence Based Practice by allowing the course participants to explore an individual area of their practice in detail. Previous candidates have examined issues which are specific to their area and need addressing as part of ongoing innovations.

There are five taught days included in the course over a seven month period which address such issues as:

- Formulating questions
- Searching for evidence
- Locating the evidence
- Appraising the evidence
- Creating action plans for change management

As part of the course each participant will produce a 2,500 word assignment and a poster to take back to their own area. Each candidate will be allocated a personal tutor for ongoing support throughout the course. This course can be taken forward for APEL Accreditation if required.

Structure

A five day course

KSF Dimensions (delivered up to)

CD1 Level 1; CD2 Level 2; CD4 Level 2; CD5 Level 1; G1 Level 1 and G2 Level 1

Fee

STH staff and South Yorkshire CLAHRC N/A; Other NHS £329;
Non NHS £494

Venue

Rivermead Training Centre, Northern General Hospital

Dates

14 November, 12 December 2012, 1 February, 12 March and
15 May 2013

Further Information

Please contact Irene Mabbott, Practice Development
Coordinator (Evidence Based Practice) on 0114 2714281 or
via email irene.mabbott@sth.nhs.uk

190 BB717 EVIDENCE BASED PRACTICE ONE DAY COURSE

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This one day introductory course provides an insight into the Evidence Based Practice (EBP) process. Within the day there will be directed sessions on the EBP process, formulating questions, searching the available literature and appraising evidence.

Structure

One day course

KSF Dimensions (delivered up to)

CD2 Level 1; CD4 Level 1; G1 Level 1 and G2 Level 1

Fee

STHFT and South Yorkshire CLAHRC N/A; Other NHS £66;
Non NHS £99

Venue

TBC

Dates

2012 - 10 April; 20 September
2013 - 25 February

Further Information

Please contact Irene Mabbott, Practice Development
Coordinator (Evidence Based Practice) on 0114 2714281 or
via email irene.mabbott@sth.nhs.uk

FINDING THE EVIDENCE TO SUPPORT YOUR PRACTICE

Overview

The volume of information published in the biomedical literature is overwhelming. This half day workshop will give hands on experience and equip you with the key skills to enable you to carry out successful literature searches.

Structure

Half day workshop

KSF Dimensions (delivered up to)

CD4 Level 1; CD5 Level 1; IK2 Level 1 and IK3 Level 3

Fee

STHFT staff N/A; Other NHS staff £60

Further Information

Please contact Jo Marsden, Outreach Librarian for STHFT
on 0114 2268833 or via email j.l.marsden@sheffield.ac.uk

190 BB721 SIMPLE RULES TOOLKIT WORKSHOP

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

The Simple Rules Toolkit is an educational tool designed to help staff differentiate between clinical audit, research and service review activities.

This workshop will help staff learn and explore the best ways to use the Simple Rules Toolkit in their own clinical areas to facilitate clinical effectiveness activities and therefore promote evidence based practice.

Staff will learn how the Simple Rules Toolkit can:

- Help staff differentiate between clinical audit, research and service review and therefore enable the proposed data collection activity to be correctly categorised most of the time.
- Help staff apply a set of ethical principles applicable to service review that provide guidance on setting up and conducting a project in line with clinical governance requirements.
- Help staff consider how all proposed changes to practice must consider the clinical impact of the proposed changes and must be set in the context of risk to patients.

Structure

Half day workshop

KSF Dimensions (delivered up to)

CD2 Level 1; CD4 Level 2; CD5 Level 2; IK2 Level 4 and G1 Level 1

Fee

STHFT and South Yorkshire CLAHRC N/A; Other NHS £33;
Non NHS £50

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2013 - 24 January

Venue

11 Broomfield Road, Central Campus

Dates

2012 - 5 September

Further Information

Please contact Irene Mabbott, Practice Development Coordinator (Evidence Based Practice) on 0114 2714281 or via email irene.mabbott@sth.nhs.uk

Section Three General Courses

LEADERSHIP AND MANAGEMENT DEVELOPMENT

- Effective Manager Series
- ILM Leadership and Management Programme
- Recruitment and Selection: the Basics
- Recruitment and Selection: Legislation/Procedures
- Senior Leaders Programme
- Team Building: Dynamics of Team Building

190 AA226 EFFECTIVE MANAGER SERIES

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

A rolling programme of Leadership and Management modules offered as one off sessions throughout the year to meet the needs of the business.

The modules are varied to include (not an exhaustive)

- Emotional Intelligence
- Delegation Skills
- Managing Capability and performance
- Team building to support staff engagement
- Project Management
- Attendance Management
- Change Management
- Financial Management
- Grievance and Disciplinary Management

Structure

Day or half day modules throughout the year

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 23 April; 24 May; 15 June; 19 July; 23 August;
26 September; 25 October; 26 November; 20 December
2013 - 24 January; 27 February; 13 March

Further Information

Please contact Claire Fretwell, Leadership and Management Development Coordinator on 0114 2715410 or via email claire.fretwell@sth.nhs.uk

190 AA225 ILM LEADERSHIP AND MANAGEMENT PROGRAMME

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

The ILM Leadership and Management Programme has been designed to develop the skills of existing line managers and team leaders.

It is run on a modular basis with task work to complete after each workshop. For those who want to gain a formal qualification between two and three work based assignments of 1500 to 2000 words.

To build and broaden your leadership and management skills in:

- Self Awareness
- Communication
- Stress Management
- Leadership and Management
- Team Building
- Coaching
- Appraisals
- Time Management/Delegation

- Change Management
- Meeting Management
- Engagement
- Equality and Diversity

Structure

Twelve workshops

Venue

Rivermead Training Centre, Northern General Hospital

Further Information

Please contact Claire Fretwell, Leadership and Management Development Coordinator on 0114 2715410 or via email claire.fretwell@sth.nhs.uk

190 AA250 RECRUITMENT AND SELECTION: THE BASICS (NON-MEDICAL AND DENTAL STAFF)

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This course is for staff who are new to Recruitment and Selection and who will be required to undertake these functions as part of their duties.

(Please note this programme does not cover any aspects which relate to the recruitment and selection of Medical or Dental staff.)

The two day programme covers the following aspects of the Recruitment and Selection process:

- An introduction to the legislative framework
- Covers aspects of the STHFT policy - vacancy control procedures, redeployment, CRB checks, employment standards checks, genuine occupational qualifications and requirements
- Provides an introduction and an overview of the on-line recruitment system which is used by the Trust
- Determination of the requirements of posts including; the importance of the person specification; determination of the final selection criteria; determination of the appropriate interview questions and explanation of the interview assessment process - the scoring system
- Selection interviewing including: the behaviours of effective interviews, preparation for interview and the structure of interview

Pre-course work:

Participants are required to access relevant Trust policies and procedures

Structure

Two consecutive days

KSF Dimensions (delivered up to)

G6 Level 4

Venue

North House, Northern General Hospital

Dates

2012 - 14 and 15 May; 11 and 12 September; 13 and 14 November
2013 - 26 and 27 February

Further Information

Please contact Janet Wilson Core Learning Facilitator on 0114 2715095 or via email janet.a.wilson@sth.nhs.uk

Section Three General Courses

190 AA251 RECRUITMENT AND SELECTION: LEGISLATION/PROCEDURES

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

For Trust Supervisors and Managers who regularly participate in the Recruitment and Selection of staff.

This workshop will provide

- An update on the employment legislation which impacts on Recruitment and Selection practices
- An overview of Trust practices and procedures
- An introduction to the online recruitment system

Structure

Half day workshop

KSF Dimensions (delivered up to)

G6 Levels 4

Venue

North House, Northern General Hospital

Dates

2012 - 24 April; 26 June; 11 July; 15 August; 10 October;
11 December
2013 - 13 March

Further Information

Please contact Janet Wilson, Core Learning Facilitator on 0114 2715095 or via email janet.a.wilson@sth.nhs.uk

190 AA223 SENIOR LEADERS PROGRAMME

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

Given the challenging future the Trust faces, there is a need for a shared understanding of the expectations that this places on our leaders, and to further develop our leadership culture. In collaboration with Sheffield Hallam University, we are introducing a new Senior Leaders Development programme. This aims to support leaders at different levels and in a variety of roles in addressing the key leadership challenges that they face.

Our ambition is to develop an integrated leadership development programme that

- Offers support to leaders who are already in complex roles
- Develops alongside them a pool of leaders to be ready to apply for such roles
- Models the values and behaviours we expect from our leaders in the way they support and develop their staff and deliver services for patients

The programme will provide an excellent opportunity for leaders to acquire a new set of skills relevant to their work situations, and to further develop existing ones.

The Board expects that all senior leaders will attend the programme, with four cohorts running a year. Within the next three years we hope to put 250 of our most senior leaders through the programme.

Structure

The programme consists of four elements:

- The Insights Discovery® development centre
- Leadership Qualities Framework 360 degree Feedback
- Sheffield Hallam University work based learning module
- Ongoing Personal Development Plan (PDP) and appraisal

Further Information

Please contact Sue Burgin Leadership Development Coordinator on 0114 2266668 or via email sue.burgin@sth.nhs.uk

190 AA260 TEAM BUILDING - DYNAMICS OF TEAM BUILDING

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

The programme explores the qualities and skills required to be an effective leader, to manage the expectations and needs of individual team members and how to use team members' strengths to improve motivation and team effectiveness.

Structure

Two consecutive days

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 3; CD5 Level 1; CD6 Level 2; G1 Level 3; G6 Level 2 and G7 Level 2

Fee

STHFT staff N/A; Other NHS £35; Non NHS £35

Venue

North House, Northern General Hospital

Dates

2012 - 17 and 18 May; 6 and 7 August; 7 and 8 November
2013 - 18 and 19 February

Further Information

Please contact the Learning Support Unit on 0114 2715334 or via email training.admin@sth.nhs.uk

Section Three General Courses

PROFESSIONAL AND PERSONAL DEVELOPMENT

- Access to Higher Education Diploma - (Health Studies)
- Administration of Intravenous Medicines Central Study Day
- Central Venous Access Devices Study Day
- Certificate in Education/Professional Graduate Certificate in Education (Lifelong Learning) Awarded by The University of Huddersfield
- City & Guilds Award in Preparing to Teach
- Clinical Support Worker Development Programme
- Community Clinical Staff
- Medical Terminology Course
- Minute Taking
- Peripheral Cannulation Central Study Day
- Preparation for Retirement Seminar
- STHFT Sharing Good Practice Festival Day
- Staff Reflection Day
- Venepuncture Central Study Day
- Writing for Publication - Advanced
- Writing for Publication - Introduction

ACCESS TO HIGHER EDUCATION DIPLOMA - (HEALTH STUDIES)

Overview

This is a developmental course aimed at specific individuals. It is desirable for the learners to have a minimum of two years work experience. It is anticipated that all learners will have, NVQ Level 2.

Structure

Class contact is delivered on a part-time basis through attendance at specified weekly study sessions. The study sessions are scheduled from 5.00pm - 8.00pm on a weekday evening with six full study days dispersed throughout the ten month course

KSF Dimensions

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 1; HWB1 Level1; HWB2 Level 2; HWB3 Level 2; HWB4 Level 2 and HWB5 Level 2

Fee

STHFT N/A; Other NHS staff £100 - £125; Non NHS £450

Venue

Sheffield Health and Social Care Academy, Sheffield City College, Granville Road, Sheffield S2 2RL

Dates

September 2012 to June 2013

Further Information

Please contact Lorraine Reed, Young Person and Community Coordinator on 0114 2602640 or via email lorraine.reed@sth.nhs.uk

190 BB712 ADMINISTRATION OF INTRAVENOUS MEDICINES CENTRAL STUDY DAY

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

The Learning and Development Department have developed and produced a central Administration of Intravenous (IV) Medication study day for staff from all clinical backgrounds. It is based on the STHFT Open Learning Programme As well as covering all the theoretical issues such as Infection control, Anatomy and Physiology, Health and Safety, Legal and

Professional, it also offers simulated practice workshop using best practice technique and equipment. Including pharmaceutical aspects, infusion device awareness

The participant will be able to:

- Understand principles of Intravenous drug therapy and why it is given
- Display Aseptic Non Touch Technique (ANTT) for preparing pharmaceutical products for administration
- Adhere to infection control policies regarding IV access devices and administration
- Display knowledge regarding delivery systems, run rates & equipment

Structure

One day course followed by supervised practice and assessment within the clinical area

Fee

STHFT staff N/A; Other NHS staff £75 (with an extra £25 per module with STH assessment); Non NHS staff £75 (with an extra £25 per module with STH assessment)

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 17 April; 18 June; 21 August; 22 October; 11 December
2013 - 8 February

Further information

Please contact Kathryn Cox, Practice Development Coordinator (Clinical Skills) on 0114 2266652 or via email kathryn.cox@sth.nhs.uk

190 BB710 CENTRAL VENOUS ACCESS DEVICES STUDY DAY

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This course is aimed at practitioners who have the prerequisite skills and have been nominated by their line manager to attend the study day. The course is suitable for staff who will be caring for patients with a Central Venous Access Device (CVAD), or those who have had a break in practice and need an update on CVAD skills. The aim of the study day is to provide knowledge about what central venous access devices are, why they are used, management of complications, line care and administration of intravenous medication via a CVAD. The study day includes a theoretical element and a practical element to provide the essential requirements to support the IV Medicines Open Learning Programme. The knowledge assessment should be completed and returned to the course leader within four weeks and the practical element of the course should be completed within six months of the study day and overseen by the clinical skills coordinator in the participants' local area.

The participant will be able to:

- Recognise and understand the differences between a variety of CVAD commonly used at STHFT
- Care for a CVAD - including dressings, maintaining patency, recognition and management of common complications, trouble shooting and seeking advice and support
- Use a CVAD to administer intravenous medications
- Demonstrate the ability to apply Aseptic Non Touch Technique (ANTT) when handling CVAD

Structure

One day course followed by supervised practice and assessment within the clinical area. You will need to have a nominated assessor prior to attendance on the course

Section Three General Courses

KSF Dimensions

CD1 Level 3; CD2 Level 4; CD3 Level 3; CD4 Level 2; CD5 Level 3;
CD6 Level 2; HWB2 Level 3; HWB5 Level 4; HWB7 Level 1;
HWB8 Level 1 and G1 Level 3

Venue

North House, Northern General Hospital

Dates

~~2012 – 5 April; 2 August; 4 October~~
~~2013 – 10 January~~

Further Information

Please contact Kathryn Cox, Practice Development Coordinator
(Clinical Skills) on 0114 2266652 or via email
kathryn.cox@sth.nhs.uk

CERTIFICATE IN EDUCATION/PROFESSIONAL GRADUATE CERTIFICATE IN EDUCATION (LIFELONG LEARNING) AWARDED BY THE UNIVERSITY OF HUDDERSFIELD

Overview

This course is designed for those people who are involved in teaching or training in the health service. It provides an opportunity to develop in-depth knowledge and skills of teaching whilst achieving a qualification recognised across different sectors concerned with education and training. The coursework is designed to be of direct relevance and use to improve teaching and learning within the participant's own work context. Teaching can be a combination of group and one-to-one.

Target Group: Anyone involved in teaching or training role who wishes to achieve a professional teaching qualification for the lifelong learning sector.

Background: The Certificate in Education/Professional Graduate Certificate in Education are the nationally recognised professional qualifications for people teaching in the field of lifelong learning. The course meets the national Professional Standards For Teachers, Tutors and Trainers in the Lifelong Learning Sector. This course is also accredited by the Higher Education Academy.

All applications need to be made through the University of Huddersfield.

Structure

The provision is organised with group study days, which generally take place once a month on Thursdays and with individual tutorials by appointment. Strong tutorial support is a particular feature of this provision.

KSF Dimensions

CD1 Level 4; CD2 Level 4; CD3 Level 2; CD4 Level 3; CD5 Level 3;
CD6 Level 3; G1 Level 3 and G2 Level 4

Fee

TBC; please contact the University of Huddersfield for the latest position

Further Information

Please contact Dr Martin Suter on 0161 2135064 or via email m.suter@hud.ac.uk

CITY & GUILDS AWARD IN PREPARING TO TEACH

Overview

The course is provided as a partnership arrangement with the Sheffield College. A tutor from Sheffield College will facilitate learning. Candidates must attend all indicated sessions to achieve the award. This course is aimed at staff that are new to teaching and training, or those wishing to teach or train in their work role. It is designed to enable candidates to adopt an integrated approach to the theory and practice of teaching and training.

Structure

Six days over three months

KSF Dimensions

CD1 Level 2; CD2 Level 3; CD3 Level 2; CD4 Level 1; CD6 Level 2
and G1 Level 2

Further Information

For further information please visit www.sheffcol.ac.uk

190 BB603 CLINICAL SUPPORT WORKER DEVELOPMENT PROGRAMME

ESR Self Serve Category

Occupational Knowledge and Skills

Overview

The aim is to provide a development opportunity for Clinical Support Workers that is transferable to their clinical practice and personal development. This will assist the Clinical Support Worker to contribute to high quality care.

Structure

Six optional study days provided over a twelve month period

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 18 May (Nutrition and Dysphagia Awareness);
28 June (Study Skills and Progression Routes);
5 October (Accountability, Delegation, Consent,
Communication including record keeping);
28 November (Disability Awareness);
2013 - 27 February (End of Life Care);
27 March (Caring for patients with Diabetes)

Further Information

Please contact the Learning Support Unit on 0114 2715334 or via email training.admin@sth.nhs.uk

COMMUNITY CLINICAL STAFF

Overview

Learning and Development opportunities specific to the Community Care Group are available. Information concerning Mandatory training, Clinical Skills and other and service specific training can be accessed through the Community Care Group Intranet pages.

Section Three General Courses

MEDICAL TERMINOLOGY COURSE

Overview

The aims of this programme are to update the knowledge of non-professional staff with the necessary medical terminology used in the NHS. All categories of non-professional staff e.g. Administration, Healthcare Assistants, Clinical Support Workers and Porters who are either based in a hospital setting or in the community

Structure

Half day course

KSF Dimensions

CD1 Level 2; CD2 Level 2; CD4 Level 1; CD5 Level 1 and G1 Level 1

Fee

STHFT staff £60; Other NHS staff and Non NHS staff £70

Further Information

Please contact Brigitte Kaviani on 0114 2266348 or via email brigitte.kaviani@sth.nh.uk

190 AA275 MINUTE TAKING

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

Will enable participants to take notes in meetings with confidence, outline the different styles of minutes and understand when they are to be used. The participant will also learn how to prioritise which information to record while creating simple and logical notes. The outcome will be to produce clear minutes for circulation.

Structure

One day course

KSF Dimensions

CD1 Level 2

Fee

STHFT staff £50; Other NHS staff and Non NHS staff £50

Venues

Rivermead Training Centre,, Northern General Hospital and North House, Northern General Hospital

Dates

2012 - 26 April, 6 July, 11 October
2013 - 16 January

Further information

Please contact the Learning Support Unit on 0114 2715334 or via email training.admin@sth.nhs.uk

190 BB713 PERIPHERAL CANNULATION CENTRAL STUDY DAY

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

The Learning and Development Department have developed and produced a Central Cannulation study day for staff from all clinical backgrounds.

As well as covering all the theoretical issues such as Infection control, Anatomy and Physiology, Health and Safety, Legal and Professional, it also offers simulated practice workshop using best practice technique and equipment.

Structure

One day course followed by supervised practice and assessment within the clinical area

Fee

STHFT staff N/A; Other NHS staff £75 (£100 with STH assessment); Non NHS staff £75 (£100 with STH assessment)

Venue

North House, Northern General Hospital

Dates

2012 - 6 June; 5 September; 6 December
2013 - 5 March

Further Information

Please contact Kathryn Cox, Practice Development Coordinator (Clinical Skills) on 0114 2266652 or via email kathryn.cox@sth.nhs.uk

190 AA218 PREPARATION FOR RETIREMENT SEMINAR

ESR Self Serve Category
Personal Development

Overview

This one-day seminar will provide information to staff about the practicalities in relation to the social, legal and financial aspects of retirement.

Structure

One day

Fee

STHFT staff £50; Other NHS staff £85; Non NHS £185

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 24 April; 28 May; 11 June; 26 June; 24 July; 29 November
2013 - 28 January; 25 February; 27 March

Further Information

Please contact Janet Wilson, Core Learning Facilitator on 0114 27150595 or via email janet.a.wilson@sth.nhs.uk

Section Three General Courses

190 BB638 STHFT SHARING GOOD PRACTICE FESTIVAL DAY

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This one day festival has been running since 2007 and highlights the various great works that are being undertaken around the Trust. Some of the works featured are large pieces of research whereas others are more local practice development initiatives. The event features a variety of concurrent sessions, keynote speeches, workshops and poster presentations from all disciplines and across all the clinical areas. The day is very much a multidisciplinary one and is open to all STHFT staff and colleagues from across the Health and Social Communities.

Course Objectives:

- To share great works in an informal setting
- To network both across the STHFT and the wider healthcare communities
- To promote innovation and quality
- To reduce repetition

Structure

One day Festival

KSF Dimensions

CD1 Level 2; CD2 Level 2; CD4 Level 1; CD5 Level 1; IK3 Level 1 and G1 Level 2

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 12 July

Further Information

Please contact Irene Mabbott, Practice Development Coordinator (Evidence Based Practice) on 0114 2714281 or via email irene.mabbott@sth.nhs.uk

STAFF REFLECTION DAY

Overview

This course will give staff the opportunity to explore through experiential learning the value of reflective practice, self awareness and the importance of self care in the delivery of highest quality health care. The content will include individual exercises, group discussion, relaxation techniques, visualisation, guided meditation and creative activity. This will equip participants with tools to enhance personal wellbeing, thereby impacting on performance.

Structure

One day course

KSF Dimensions

CD2 Level 2; CD3 Level 4; HWB1 Level 3; HWB3 Level 2 and G1 Level 1

Fee

STHFT staff £20

Venue

TBC

Dates

2012 - 13 June; 14 November
2013 - 13 February

Further Information

Please contact Reverend Arthur Beswick on 0114 2715485 or via email arthur.beswick@sth.nhs.uk

190 BB714 VENEPUNCTURE CENTRAL STUDY DAY

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

The Learning and Development Department have developed and produced a Central Venepuncture study day for staff from all clinical backgrounds.

As well as covering all the theoretical issues such as Infection control, Anatomy and Physiology, Health and safety, Legal and Professional, it also offers simulated practice workshop using a variety of equipment & techniques.

Structure

One day course followed by supervised practice and assessment within the clinical area

Fee

STHFT staff N/A; Other NHS staff £75 (£100 with STHFT assessment); Non NHS staff £75 (£100 with STH assessment)

Venue

Rivermead Training Centre, Northern General Hospital and North House, Northern General Hospital

Dates

2012 - 2 April; 7 June; 8 August; 9 October; 5 December
2013 - 1 February

Further Information

Please contact Kathryn Cox, Practice Development Coordinator (Clinical Skills) on 0114 2266652 or via email kathryn.cox@sth.nhs.uk

190 BB722 WRITING FOR PUBLICATION - ADVANCED

ESR Self Serve Category
Personal Development

Overview

This advanced workshop will focus on looking at writing undertaken by candidates and taking the next steps to getting published. Candidates may have already undertaken the introductory workshop jointly run by STHFT and the University of Sheffield or may have started pulling together an article that they wish to approach a journal or publisher with. This workshop day will be a practical session using these written materials and will examine themes such as writing style, adhering to word limits, making the work readable and appealing to larger audiences. Candidates wishing to attend this workshop should bring with them a piece of their writing to contribute and develop during the sessions.

Course Objectives:

- To take forward personal writing in view of preparing it for publication.
- To understand the next steps in the process of publication

Structure

One day workshop

KSF Dimensions

CD2 Level 3; CD4 Level 2; CD5 Level 2; G1 Level 2 and G8 Level 2

Fee

STHFT staff and South Yorkshire CLAHRC N/A; Other NHS £33; Non NHS £50

Venue

To be advised

Dates

2012 - 27 June
2013 - 13 March

Further Information

Please contact Irene Mabbott, Practice Development Coordinator (Evidence Based Practice) on 0114 2714281 or via email irene.mabbott@sth.nhs.uk

Section Three General Courses

190 BB723 WRITING FOR PUBLICATION - INTRODUCTION

ESR Self Serve Category
Personal Development

Overview

Within STHFT there is a wealth of great clinical projects that could be written up and published as part of the dissemination strategy. This half day workshop will assist candidates in taking the next steps in the process of publication. Run in association with the University of Sheffield, this will equip staff with the tools needed to get started on preparing for publication and will provide useful hints and contacts to be successful.

Course Objectives:

- To examine why publicising work can be beneficial
- Useful tips in getting started
- What the journals actually want from writers
- How to avoid getting rejected

Structure

Half day workshop

KSF Dimensions

CD2 Level 2; CD4 Level 1; CD5 Level 1; G1 Level 1 and G8 Level 1

Fee

STHFT staff and South Yorkshire CLAHRC N/A; Other NHS £33;
Non NHS £50

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 23 April; 17 July; 5 September
2013 - 29 January

Further Information

Please contact Irene Mabbott Practice, Development
Coordinator (Evidence Based Practice) on 0114 2714281 or
via email irene.mabbott@sth.nhs.uk

SPECIALISED PATIENT CARE

- A, B, C of Viral Hepatitis
- Acute Coronary Syndromes
- Advanced Scrub Practitioner and Dual Role Practitioner Programme
- Assessment and Management of Adults With Dysphagia
- Breaking Bad News
- Cancer - Current Trends in Cancer Treatments & Care
- Cancer - Introduction to Cancer and its Treatments
- Cancer - Pain Management In Cancer Care - Level 1
- Care of The Patient With a Neurological Disorder
- Caring For Sick Ward Patients (NGH/RHH)
- Communication Disorders - An Introduction
- Diabetes - Addressing the Changes
- Diabetes - An Overview
- Diabetes - Link Nurse Education Programme
- Diabetes - Surgery and Investigation
- Dysphagia Screening
- Eating and Swallowing Disorders - An Introduction
- ECG Interpretation - Advanced
- ECG Interpretation - Introduction
- Enteral and Parenteral Nutrition Study Day
- Loss and Bereavement Course
- Lymphoedema Awareness Study Day
- Management of Acute Pain
- Palliative Care Conference
- Patient Escort Programme Study Day
- Radiotherapy Open Evenings
- Recognition & Treatment of Malignant Spinal Cord Compression
- Sexual Health - Helping People Reduce Risk Using a Motivational Interviewing Approach: A Follow-Up
- Sexual Health - Helping People Reduce Risk Using a Motivational Interviewing Approach: An Introduction
- Sexual Health - Partner Notification For Beginners
- Sexual Health - Partner Notification Update For Experienced Practitioners
- Stroke - Training In Psychological and Communication Aspects of Stroke
- Understanding Vital Signs

190 BB737 A, B, C OF VIRAL HEPATITIS

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

- Introduction to the management and treatment of individuals with Hepatitis A, B and C. Intended learning outcomes:
- Summarise the epidemiology of viral Hepatitis
 - Identify national strategy and guidance which promotes best practice
 - Demonstrate an understanding of the prevention, diagnosis and treatment of viral hepatitis
 - Summarise the role of the multi disciplinary team in the care of individuals with viral Hepatitis
 - Reflect on the ways in which people with viral Hepatitis may experience discrimination in accessing healthcare and how this might be prevented and/or reduced

Structure

A half day session (3 ½ hours)

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2; CD6 Level 2; HWB1 Level 1; HWB2 Level 2; HWB3 Level 2; HWB4 Level 2; HWB5 Level 2; HWB6 Level 2 and HWB8 Level 1

Fee

STH staff N/A; Other NHS staff N/A; Non NHS staff £10.00 (reimbursed on attendance)

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 6 June; 3 October
2013 - 6 February

Further Information

Please contact Ray Poll, Nurse Consultant on 0114 2711776 or via email ray.poll@sth.nhs.uk

190 BB745 ACUTE CORONARY SYNDROMES

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

The Acute Coronary Syndromes study day is recommended for qualified nurses working with patients suffering Acute Coronary Syndromes (ACS).

The content of the day includes:

- Pathophysiology of ACS
- Risk factors
- Presentation of patients with ACS
- Nursing priorities when treating ACS patients
- Biochemical markers in ACS
- Treatment for ACS
- ECG changes in ACS
- Cardiac rhythm recognition
- Secondary prevention

Structure

One day course

KSF Dimensions (delivered up to)

CD1 Level 1; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; HWB1; HWB2; HWB3; HWB4; HWB5; HWB6 and HWB7 meet more than one Level; HWB8 Level 1 and HWB10 Level 1.

Fee

STHFT staff N/A, Other NHS staff £35; Non NHS staff £70

Venue and Dates

Rivermead Training Centre, Northern General Hospital
2012 - 12 June; 11 October
2013 - 6 February

Further Information

Please contact Lesley Lowe, Chest Pain Sister on 0114 2715969 or via email lesley.lowe@sth.nhs.uk or Helen Heath, Clinical Educator on 0114 2266158 or via email helen.heath@sth.nhs.uk

Section Three General Courses

ADVANCED SCRUB PRACTITIONER AND DUAL ROLE PRACTITIONER PROGRAMME

Overview

The aim of this competency-based programme is to provide the registered healthcare practitioner with the knowledge and practice skills to fulfil the role of the Advanced Scrub and/or Dual Role Practitioner within their specialist team.

This programme is designed following guidelines from the Peri-operative Care Collaborative (2007). It explores the application of theory to practice in the role of Advanced Scrub Practitioner and Dual Role Practitioner focusing specifically on issues such as accountability, legal and ethical issues, health, safety and risk management, haemostasis, wound management, skin and tissue retraction. There is also the option to apply knowledge and skills relating to camera holding for minimal invasive surgery (speciality specific).

Any individual wishing to attend must be working in a perioperative care setting. They will need the support of their Manager, and supervision and assessment from a surgeon and a senior Theatre Practitioner within their specialist team. They will be required to produce a portfolio of evidence demonstrating successful completion of advanced clinical competencies and records of practice with an optional record of reflective practice

Structure

Six half day taught study days and six half days for self-directed study (negotiated by individual Lead Practitioner/Line Manager)

Further Information

Please contact Michaela Timpany, Clinical Educator Site Lead, on 0114 2715194 or via email michaela.timpany@sth.nhs.uk

ASSESSMENT AND MANAGEMENT OF ADULTS WITH DYSPHAGIA

Overview

This course is for qualified speech and language therapy staff and other healthcare professionals working with Dysphagia.

Structure

A five day theoretical course plus a minimum of eighty hours supervised practice in your own work area.

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2; CD6 Level 1; HWB2 Level 2; HWB6 Level 2 and HWB7 Level 2

Fee

STHFT staff £2500; Other NHS staff £2500; Non NHS staff £2500

Dates

2012 - April; September

Further Information

Please contact Sue Pownall, Consultant Speech and Language Therapist on 0114 2712676.

190 BB761 BREAKING BAD NEWS

ESR Self Serve Category
Occupational Knowledge & Skills

Overview

In a healthcare context, breaking bad news involves the giving of health-related information that negatively alters the individual's perception or expectations of their present and/or future. Breaking bad news can also be seen as a process that involves preparing the patient for bad news, providing support, explaining information and helping the patient come to terms with the implications of the news they have been given.

This study day will provide an opportunity to reflect on the role of the Healthcare Practitioner (HCP) in the process of breaking bad news. The day will explore the challenges faced by HCP's when they are involved in breaking bad news and consider how these can be addressed.

The facilitators include specialist nurses from the Palliative Care Team and Clinical Psychology.

Structure

One study day

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 3; CD5 Level 3; HWB1 Level 3; HWB4 Level 3; HWB5 Level 3 and HWB6 Level 3

Venue

First Floor Teaching rooms, Weston Park Hospital

Dates

2012 - 11 October
2013 - 14 March

Further Information

Please contact either Clare Warnock, Practice Development Sister on 0114 2265311 or via email clare.warnock@sth.nhs.uk or Shirley Thompson, End of Life Care Pathway Facilitator on 0114 2715266 or via email shirley.thompson@sth.nhs.uk

190 BB770 CANCER - CURRENT TRENDS IN CANCER TREATMENTS & CARE

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

These evening training sessions will enable delegates to:

- Receive updates in cancer and palliative care treatments
- Provide reviews of current policies and issues that affect the care of cancer patients
- Raise awareness of the Cancer Information and Support Centre's role in cancer care
- Identify issues raised by cancer patients and their carers during and after treatment and in survivorship

Structure

An evening session from 5.30pm until 8.30pm

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 3; CD3 Level 2; CD4 Level 3; CD5 Level 3; CD6 Level 3; HWB1 Level 2; HWB2 Level 3; HWB3 Level 1; HWB4 Level 3; HWB5 Level 2; HWB6 Level 2; HWB7 Level 1. HWB8 Level 1 and G1 Level 2

Venue

The Cancer Information and Support Center,
23, Northumberland Road, Sheffield S10 2TX

Dates

2012 - 18 April; 16 May; 20 June; 18 July

Further information

Please contact The Learning Support Unit on 0114 2715334 or via email training.admin@sth.nhs.uk

Section Three General Courses

190 BB747 CANCER - INTRODUCTION TO CANCER AND ITS TREATMENTS

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This one day course provides an introduction to cancer and its treatments for registered nurses and allied health professionals. The aim is to provide an insight into chemotherapy and radiotherapy - how they work, how they are given and potential side effects. It will provide an opportunity to explore the patient's experience.

Venue

Weston Park Hospital

Dates

2012 - 23 May; 7 November

Further Information

Please contact Clare Warnock, Practice Development Sister on 0114 2265311 clare.warnock@sth.nhs.uk or Charlie Osgathorpe on 0114 2265311 charles.osgathorpe@sth.nhs.uk

190 BB749 CANCER - PAIN MANAGEMENT IN CANCER CARE - LEVEL 1

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This session has been developed by specialist nurses from the STHFT Palliative Care Team and Weston Park Hospital. The aim is to provide an introduction to cancer pain management. The session focuses on two aspects of care; the principles underlying cancer pain management and the appropriate use of opioid analgesia. It is appropriate for registered nurses and allied health professionals.

Structure

A two hour session

KSF Dimensions (delivered up to)

CD2 Level 2; HWB1 Level 1; HWB2 Level 1; HWB5 Level 1; HWB6 Level 1 and HWB7 Level 1

Venue

Weston Park Hospital

Date

2012 - 21 June; 20 September
2013 - 7 March

Further Information

Please contact the Central Campus Palliative Care Nursing Team on 0114 2265260/0114 2265603 or Clare Warnock on 0114 2265311

CARE OF THE PATIENT WITH A NEUROLOGICAL DISORDER

Overview

Caring for patients with neurological problems and disabilities requires specialist knowledge and skills to support the optimum functional level, quality of life and patient outcomes. The course is designed to respond to the diverse needs of nurses working in the field of Neuroscience, stroke and rehabilitation areas

Structure

15 days - one day a week.

Fee

STHFT N/A; Other NHS staff and Non NHS on enquiry with the course leader

Venue

N Floor Lecture Theatre, Royal Hallamshire Hospital

Date

2012 - September

Further Information

Please contact Cath Waterhouse, Clinical Educator on 0114 2713602 or via email cath.waterhouse@sth.nhs.uk

CARING FOR SICK WARD PATIENTS (NGH/RHH)

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

The course aims to improve the Registered Nurse's recognition skills of deteriorating patients, enabling the appropriate timely responses, assessment and management of the acutely ill patient on a general ward.

Day 1: Respiratory study day

Day 2: Cardiovascular study day

Day 3: Fluid management study day

Day 4: Patient assessment and management

Due to the interactive approach of the course and the wish for staff to draw on their own experiences, the course is only open to nurses who have completed their preceptorship period.

There is no limitation based on seniority.

The courses are held several times a year and are delivered by the Critical Care Outreach Team at Sheffield Teaching Hospitals NHS Foundation Trust.

Structure

Four day course - one / two days per week.

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 3; CD6 Level 2; HWB1 Level 2; HWB5 Level 3 and HWB6 Level 2

Venue and Dates

Please contact Critical Care Outreach

Further Information

NGH - Please contact the Critical Care Outreach Sisters via NGH bleep 453

RHH - Please contact the Critical Care Outreach Sisters via RHH bleep 929

Section Three General Courses

COMMUNICATION DISORDERS - AN INTRODUCTION

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

- Introduction to communication disorders including:
- Awareness of differential diagnosis - range of speech and language disorders
 - Range of medical conditions which may cause a speech and/or language disorder
 - Introduction to strategies for maximising a patient's communication
 - Introduction to the use of communication aids

Structure

Tailor made training is available for departments across the Trust. Please feel free to contact either Speech and Language Therapy Department to discuss your needs.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 1; HWB1 Level 1; HWB2 Level 1; HWB3 Level 1; HWB4 Level 1 and HWB5 Level 1

Further Information

Please contact the Speech and Language Therapy Department at RHH on 0114 2712676 or NGH on 0114 2266300

190 BB651 DIABETES - ADDRESSING THE CHANGES

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

An up-to-date view of Diabetes, current trends in diagnosis, treatment and the management of the disease and its effects.

Structure

One day workshop

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2; CD6 Level 2; HWB1 Level 2; HWB2 Level 2; HWB3 Level 2; HWB4 Level 2; HWB5 Level 2; HWB6 Level 2; HWB7 Level 2 and IK3 Level 2

Fee

STHFT staff N/A, other NHS staff £35; Non NHS staff £70

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 19 April; 15 October
2013 - 24 January

Further information

Please contact Cathie Stocks or Kath Hudson, Diabetes Specialist Nurses, NGH on 0114 2714445 or Clare Nelson, Diabetes Specialist Nurse, RHH on 0114 2713479

190 BB653 DIABETES - AN OVERVIEW

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

To enable support workers to extend their knowledge and skills in the care of patients with diabetes.

Structure

One day workshop

KSF Dimensions (delivered up to)

CD1 Level 1; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 1; HWB1 Level 1; HWB2 Level 1; HWB3 Level 1; HWB4 Level 1; HWB5 Level 1; HWB6 Level 1; HWB7 Level 1; HWB10 Level 1; IK1 Level 1 and IK3 Level 2

Fee

STH staff N/A, Other NHS staff £35, Non NHS staff £70

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 9 July; 13 November
2013 - 21 March

Further information

Please contact Cathie Stocks or Kath Hudson, Diabetes Specialist Nurses, NGH on 0114 2714445 or Clare Nelson, Diabetes Specialist Nurse, RHH on 0114 2713479

DIABETES - LINK NURSE EDUCATION PROGRAMME

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

A structured education programme for nurses, to enhance knowledge and skills in the management of Diabetes patients in any ward setting. Commitment to teaching is an essential element of this course.

Structure

Comprising of a two day induction course, followed by a study day every three months.

KSF Dimensions (delivered up to)

To be advised

Further information

Please contact Cathie Stocks or Kath Hudson, Diabetes Specialist Nurses, NGH on 0114 2714445 or Clare Nelson, Diabetes Specialist Nurse, RHH on 0114 2713479

190 BB657 DIABETES - SURGERY AND INVESTIGATION

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

To extend knowledge and skills in the preparation of these patients for theatre and fasting etc. Promoting excellent diabetes care during and following procedures whatever the ward speciality.

Structure

One day workshop

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2; CD6 Level 2; HWB1 Level 2; HWB2 Level 2; HWB3 Level 2; HWB4 Level 2; HWB5 Level 2; HWB6 Level 2; HWB7 Level 2; IK1 Level 2 and IK3 Level 2

Fee

STHFT staff N/A, other NHS staff £35; Non NHS staff £70

Venue

Rivermead Training Centre, NGH

Dates

2012 - 18 June; 4 September
2013 - 18 February

Further information

Please contact Cathie Stocks or Kath Hudson, Diabetes Specialist Nurses, NGH on 0114 2714445 or Clare Nelson, Diabetes Specialist Nurse, RHH on 0114 2713479

DYSPHAGIA SCREENING

Overview

Certified theoretical and practical training to enable you to screen for the presence or absence of Dysphagia in patients.

Structure

Tailor made training is available for departments across the Trust. Please feel free to contact either department to discuss your needs.

KSF Dimensions (delivered up to)

CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 1; HWB1 Level 1; HWB2 Level 1; HWB3 Level 1; HWB4 Level 1; HWB5 Level 1; HWB6 Level 1 and HWB7 Level 1

Further Information

Please contact the Speech and Language Therapy Department at the RHH on 0114 2712676 or at the NGH on 0114 2266300

EATING AND SWALLOWING DISORDERS - AN INTRODUCTION

Overview

Introduction to eating and swallowing disorders including:

- An awareness of differential diagnosis - range of eating and swallowing disorders
- Range of medical conditions which may cause an eating and/or swallowing disorder
- Introduction to treatment strategies for maximising a patient's eating/swallowing

Structure

Tailor made training is available for departments across the Trust. Please feel free to contact either department to discuss your needs.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 1; HWB1 Level 1; HWB2 Level 1; HWB3 Level 1; HWB4 Level 1 and HWB5 Level 1

Further information

Please contact the Speech and Language Therapy Department at the RHH on 0114 2712676 or at the NGH on 0114 2266300

190 BB617 ECG INTERPRETATION - ADVANCED

ESR Self Serve Category

Occupational Knowledge and Skills

Overview

This two day course aims to give the knowledge to interpret less common ECG abnormalities and arrhythmias. It would be suitable for healthcare professionals with a good basic knowledge of 12 lead ECG's and common cardiac arrhythmias who are required to interpret ECG's at a more advanced level.

A prerequisite prior knowledge of the following would be expected:

- Principles of ECG recording
- Conductive system of the heart
- Interpretation of a normal ECG
- Common cardiac arrhythmias

Structure

Two consecutive days

KSF Dimensions (delivered up to)

HWB6 Level 4 and HWB7 Level 4

Fee

STHFT staff N/A, other NHS staff £100; Non NHS staff £170

Venue

Rivermead Training Centre, Northern General Hospital

Date

2012 - 22 and 23 October

Further Information

Please contact Sheree Winn or Helen Heath, Cardiology Clinical Educators on 2266158 or via email sheree.winn@sth.nhs.uk and helen.heath@sth.nhs.uk or contact Lesley Lowe, Chest Pain Assessment Sister on 0114 2715969 or via email lesley.lowe@sth.nhs.uk

Section Three General Courses

190 BB615 ECG INTERPRETATION - INTRODUCTION

ESR Self Serve Category Occupational Knowledge and Skills

Overview

This introductory course aims to give the necessary knowledge to recognise a normal 12 lead ECG or cardiac monitor rhythm. Common abnormal cardiac arrhythmias and conditions will also be covered and the ability to interpret a range of normal and abnormal ECG tracings will be practically assessed at the end of day two.

Structure

Two days

KSF Dimensions (delivered up to)

HWB6 Level 4 and HWB7 Level 4

Fee

STHFT staff N/A, other NHS staff £100; Non NHS staff £170

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 2 and 3 May

Further Information

Please contact Sheree Winn or Helen Heath, Cardiology Clinical Educators on 0114 2266158 or via email sheree.winn@sth.nhs.uk and helen.heath@sth.nhs.uk

ENTERAL AND PARENTERAL NUTRITION STUDY DAY

Overview

The enteral and parenteral study day is recommended for qualified nurses working in inpatient areas. This one day course aims to equip the learner with the knowledge and skills to be able to highlight appropriate patients for consideration of and to safely and effectively manage patients using artificial feeding techniques. The content of the day includes:

- Nutrition screening
- Enteral feeding - indications, routes, feed formulation, monitoring and managing complications
- Feeding tube types, insertion and care
- Home enteral feeding
- Parenteral feeding - indications, monitoring and managing complications
- Central line placement and care (theory based)
- Role of the Nutrition Support Team
- Ethics of withdrawing/withholding feeding

Structure

One day course

KSF Dimensions (delivered up to) CD1 Level 3; CD2 Level 3; CD3 Level 3; CD4 Level 2; CD5 Level 3; HWB1 Level 2; HWB2 Level 3; HWB4 Level 3; HWB5 Level 3; HWB6 Level 2; HWB7 Level 1

Fee STHFT staff N/A, Other NHS staff - price on request, Non NHS staff - price on request

Venue and Dates

To be confirmed

Further information

Please contact Fran Allen, Specialist Dietitian on 0114 2714162 or via email frances.allen@sth.nhs.uk or Sarah Thornton, Deputy Head of Dietetics on 0114 2714162 / 12617 or via email sarah.thornton@sth.nhs.uk

190 BB724 LOSS AND BEREAVEMENT COURSE

ESR Self Serve Category Occupational Knowledge and Skills

Overview

This course provides:

- An introduction to loss and bereavement to help staff provide support to patients and families at the end of life
- Gain a better understanding of what loss means to individuals and consider the various types of loss that patients and their families can experience
- Theory of loss and bereavement
- Spiritual Care
- Provide information on the role of the coroner, the funeral director and Chaplaincy service

Structure

Two consecutive days

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 2; CD3 Level 1; CD4 Level 2; CD5 Level 2; CD6 Level 3; HWB1 Level 1; HWB2 Level 1; HWB4 Level 1; HWB5 Level 2; HWB6 Level 2 and G1 Level 1

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 1 and 2 May; 10 and 11 September

Further information

Please contact Shirley Thompson, End of Life Care Pathway Facilitator on 0114 2715266 or via email shirley.thompson@sth.nhs.uk

190 BB660 LYMPHOEDEMA AWARENESS STUDY DAY

ESR Self Serve Category Occupational Knowledge and Skills

Overview

To provide delegates with an overall insight into the causes and management of Lymphoedema

Objectives

- To differentiate between oedema and lymphoedema
- To understand the causes and types of lymphoedema / chronic oedema
- To appreciate the four cornerstones of lymphoedema / chronic oedema management
- To identify people at risk of developing lymphoedema To appreciate the appropriate referral pathway

Structure

One day course

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2; CD6 Level 2; HWB1 Level 1; HWB2 Level 2; HWB3 Level 2; HWB4 Level 2; HWB5 Level 2; HWB6 Level 2 and HWB8 Level 1

Further information

Please contact Jane Harding and Margaret Renshaw, Macmillan Lymphoedema Specialists on 0114 2292920

Section Three General Courses

190 BB622 MANAGEMENT OF ACUTE PAIN

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

To increase knowledge and skills in acute pain management. This one day course will give an overview of pain physiology, pain assessment and review current analgesia techniques.

Structure

One day course

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 1; CD3 Level 3; CD4 Level 3; CD5 Level 3; CD6 Level 1; HWB1 Level 3; HWB2 Level 3; HWB3 Level 3; HWB4 Level 3; HWB5 Level 3; HWB6 Level 3; HWB7 Level 3; HWB10 Level 2; IK3 Level 1 and G1 Level 1

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 14 May; 9 July; 24 September; 12 November;
2013 - 14 January; 11 March

Further Information

Please contact Kathryn Williams, Specialist Nurse Acute Pain on 0114 2714630 or via email kathryn.williams@sth.nhs.uk

190 BB780 PALLIATIVE CARE CONFERENCE

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

To increase knowledge and skills in the management of palliative care. A variety of topics will be discussed, including aspects of symptom management, ethical issues, and end of life care planning and communication skills.

Structure

One day conference

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 3; CD3 Level 3; CD4 Level 2; CD5 Level 3; CD6 Level 2; HWB1 Level 2; HWB2 Level 3; HWB3 Level 2; HWB4 Level 3; HWB5 Level 3; HWB6 Level 2; HWB7 Level 2; HWB8 Level 1; HWB9 Level 1; IK3 Level 1; G1 Level 1; G2 Level 1 and G5 Level 1

Venue

The Source, 300 Meadowhall Way, Sheffield

Date

2012 - 9 May

Further information

Please contact The Learning Support Unit on 0114 2715334 or via email training.admin@sth.nhs.uk

PATIENT ESCORT PROGRAMME STUDY DAY

Overview

This programme will enable Clinical Support Workers to develop the necessary knowledge and skills to safely escort and transfer pre-operative patients from a ward-based area and within the Theatre complex.

The learning package has three competency-based components:

- Transfer and escort of patients into the operating department
- Supporting the patient in the anaesthetic room
- Pre-operative surgical preparation of the patient prior to joint surgery (optional)

Staff undertaking this programme will be provided with training, guidance and support by qualified operating department staff in order to demonstrate consistent and competent practice. Training will be through attendance of a one day study day, observed and supervised practice and final assessment of theory and practice.

NB: Clinical Support Workers must be directly involved with transferring and escorting patients to the operating department on a regular basis in order to achieve competence and maintain skills

Structure

One day programme

Venue and Dates

2-3 programmes per year to be arranged at Northern Campus (usually February and July)
3 programmes per year to be arranged at Central Campus

Further Information

Please contact Michaela Timpany, Clinical Educator Site Lead NGH, on 0114 2715194 or via email michaela.timpany@sth.nhs.uk or Holly Smith, Clinical Educator, Site Lead Operating Services RHH, on 0114 2711840 or via email holly.smith@sth.nhs.uk

190 BB760 RADIOTHERAPY OPEN EVENINGS

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is an informal open evening aimed at health professionals who have direct contact with cancer patients who are undergoing radiotherapy. A tour of the radiotherapy department and an overview of site specific treatment pathways and side effects is given. A visit to the cancer support centre is also included. An information pack is provided to attendees.

Structure

Open Evening

Venue

Radiotherapy Department, Lower Ground Floor, Weston Park Hospital, Whitham Road, Sheffield S10 2SJ

Dates

2012 - 12 April; 11 October

Further information

Please contact Jan Johnson, Superintendent Radiographer on 0114 2265684 or Shirley Thompson End of Life Care Pathway Facilitator, on 0114 2715266 or via email shirley.thompson@sth.nhs.uk

Section Three General Courses

190 BB775 RECOGNITION & TREATMENT OF MALIGNANT SPINAL CORD COMPRESSION

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

The study day will provide information and knowledge about:

- Malignant spinal cord compression
- How to recognise the symptoms of spinal cord compression
- How spinal cord compression is treated
- Assessment and management of the patient with spinal cord compression

Structure

One day conference

Venue

Weston Park Hospital

Date

2012 - 13 September

Further information

Please contact either Clare Warnock, Practice Development Sister on 0114 2265311 clare.warnock@sth.nhs.uk or Shirley Thompson, End of Life Care Pathway Facilitator on 0114 2715266 shirley.thompson@sth.nhs.uk

SEXUAL HEALTH - HELPING PEOPLE REDUCE RISK USING A MOTIVATIONAL INTERVIEWING APPROACH: A FOLLOW-UP

Overview

To provide a follow-up training in Motivational Interviewing (MI) to help people reduce their risk of acquiring or transmitting a sexually transmitted infection. To cover:

- Evidence base for MI
- Advanced MI skills
- Application of MI skills to clinical practice

Structure

One day workshop

Fee

All attendees £75

Venue

GUM Seminar Room, Royal Hallamshire Hospital

Date

2012 - May 12 (Saturday)

Further information

Please contact Gill Bell, Nurse Consultant Sexual Health Adviser on 07729386973 or via email gill.bell@sth.nhs.uk

SEXUAL HEALTH - HELPING PEOPLE REDUCE RISK USING A MOTIVATIONAL INTERVIEWING APPROACH: AN INTRODUCTION

Overview

To provide an introduction to Motivational Interviewing (MI) to help people reduce their risk of acquiring or transmitting a sexually transmitted infection. To cover:

- Evidence base for MI
- Basic skills to deliver MI

Structure

One day workshop

Fee

All attendees £75

Further information

Please contact Gill Bell, Nurse Consultant Sexual Health Adviser on 07729386973 or via email gill.bell@sth.nhs.uk

SEXUAL HEALTH - PARTNER NOTIFICATION FOR BEGINNERS

Overview

To provide an introduction to Partner Notification (PN) for sexually transmitted infections, including HIV. To cover:

- Understanding of evidence base and methods for PN
- Develop skills to negotiate PN, elicit partner details, trace and notify partner
- Understanding of legal and ethical framework for PN
- Data management and evaluation

Structure

Two day workshop

Fee

All attendees £250

Further information

Please contact Gill Bell, Nurse Consultant Sexual Health Adviser on 07729386973 or via email gill.bell@sth.nhs.uk

SEXUAL HEALTH - PARTNER NOTIFICATION UPDATE FOR EXPERIENCED PRACTITIONERS

Overview

To provide an update for experienced practitioners on partner notification (PN) for sexually transmitted infections, including HIV. To cover recent developments in:

- Evidence base for PN
- New methods of PN, including via the internet
- Sexual network mapping and analysis
- Legal framework and professional guidelines.
- Outbreak management

Structure

One day workshop

Fee

All attendees £125

Further information

Please contact Gill Bell, Nurse Consultant Sexual Health Adviser on 07729386973 or via email gill.bell@sth.nhs.uk

Section Three General Courses

SEXUAL HEALTH - SEXUAL HEALTH TRAINING COURSES

The Centre for HIV and Sexual Health is part of Community Services, STHFT, working both locally across Sheffield and nationally. We work to a holistic model of sexual health acknowledging the political, social and cultural factors and health inequalities which affect and determine people's sexual health as well as the role played by individual experience, emotions and sexuality. Our approach affirms people's right to sex which is consensual, mutual, equal, pleasurable and satisfying. We offer a range of training that fits with our holistic model of sexual health. For Sheffield workers the cost of our courses is £15 per day. This includes refreshments, lunch and course materials. If this cost is prohibitive, please contact Liz Wilson, Centre Training Manager via email liz.wilson10@nhs.net

See below for a list and very brief description of all our Sheffield courses. For a full description of each course, course dates and a booking form, please consult our website: www.sexualhealthsheffield.nhs.uk. Please note - we can provide bespoke, tailor-made sexual health training for staff teams/organisations within STHFT. Please contact Liz Wilson if you would like to discuss this option.

An Introduction to Working with Lesbian, Gay and Bisexual (LGB) Service Users

This one day course will give participants a basic introduction to the issues to consider when working with lesbian, gay and bisexual (LGB) service users...

HIV Reality Check

This one-day course addresses the impact of HIV related stigma and discrimination for service users...

An Introduction to Sexual Health

This one-day training course covers the basic aspects of sexual health, such as contraception, STIs, HIV...

An Introduction to HIV and Hepatitis

This one-day training course covers the basic aspects of HIV and Viral Hepatitis for Sheffield workers and volunteers including: Information on HIV and Viral Hepatitis routes...

It's A Girl Thing

A one-day training course to enable workers to deliver a six-session self-esteem, sexual health and assertiveness group work programme with young women (13-19 years)...

Addressing the Sexual Health Needs of Looked After Young People

The overall aim of this two-day training is to enable staff and carers to feel confident to discuss sexual health issues with looked after young people...

Sex and Relationships Education for Young People with Learning Disabilities

This one day introductory course is intended for people working with young people with learning disabilities...

Pleasure Pursuits

Introducing sexual pleasure in sexual health promotion work. This two-day training course will explore the rationale behind incorporating sexual pleasure in sexual health promotion...

Happy Being Me

This two-day course is about helping young people survive transition (from primary to secondary or child to adolescent) with their self-esteem intact....

Have You Got An Appointment?

A one-day training course for reception staff to support young people friendly services.

Young People and Pornography

Pornography is increasingly accessible from a range of media. This one-day course aims to give workers the skills to raise the issue with young people...

An Introduction to Teenage Pregnancy

This one-day course will explore the many aspects of teenage pregnancy prevention

Working with Trans People: An Introduction to the Trans Community

This one day course provides an introduction to the lives of Trans people to gain an understanding of how services can be improved...

Pregnancy Testing

This half-day training course is for Sheffield agencies and workers who would like to offer pregnancy testing as part of their service. (Lunch not included)

Talking About Sex

This two-day course will encourage and promote the provision of sexual health support, information and signposting services within a range of health and community settings...

Girls Allowed

This two-day course skills workers to work with girls and young women to address their self-esteem, assertiveness, and sexual health...

HIV Prevention with Men Who Have Sex With Men (MSM)

This one-day training course will explore the rationale for HIV prevention work with men who have sex with men (MSM)...

Trainers for Trainers in Sexual Health

This ten day, three module course is designed to enable participants to gain the practical skills, knowledge and awareness to develop and deliver sexual health training to a wide range of organisations, groups and colleagues...

Abortion Education

This one-day course aims to equip workers with the skills and knowledge to deliver abortion education to young people and to talk with young people about the options around chosen abortion...

Further Information

Please contact Liz Wilson, Training Manager on 0114 3054444 or via email liz.wilson10@nhs.net

Section Three General Courses

STROKE - TRAINING IN PSYCHOLOGICAL AND COMMUNICATION ASPECTS OF STROKE

Overview

Working with patients who have communication, cognitive and emotional problems can be challenging for both you and the person with these difficulties. The training will increase your knowledge and confidence to recognise and support patients with these 'hidden' difficulties. This is a practical and interactive course led by specialists in stroke rehabilitation with input from speech and language therapy, clinical psychology, occupational therapy, and nursing. The training takes place over one full day with a half day follow up.

You will be encouraged to keep a learning log to reflect on how you use the techniques and suggestions, within your own work setting. In order to allow time for completing assignments, we recommend allowing two days study leave for this course

Structure

Two days made up of one full study day, followed by a half day 6-8 weeks after plus another half day for assignments.

KSF Dimensions

CD1 Level 2; CD2 Level 2; CD4 Level 1; CD5 Level 2; CD6 Level 2; HWB1 Level 2; HWB2 Level 2; HWB3 Level 2; HWB4 Level 2; HWB5 Level 2 and HWB6 Level 1

Venue

Royal Hallamshire Hospital, Medical School

Further Information

Please contact Sarah Ross, Senior Specialist Speech & Language Therapist, on 0114 2713822 or via email sarah.ross@sth.nhs.uk

190 BB604 UNDERSTANDING VITAL SIGNS

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This course is for clinical support workers/NHS Professionals support staff and support staff in the local community. The day aims to increase understanding of the importance of observations and the recordings made to enable them to identify patients whose condition is deteriorating. Delivered by Critical Care Team, Acute Pain Team and SPOTs Team.

Please note that Health Care Apprentices that become Clinical Support Workers will have completed this as part of the Apprenticeship

Structure

One Day Course

KSF Dimensions (delivered up to)

CD1 Level 1; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 1; HWB1 Level 1; HWB2 Level 1; HWB3 Level 1; HWB5 Level 1 and HWB6 Level 1

Fee

STHFT staff N/A, NHSP £70

Venue

Rivermead Training Centre, Northern General Hospital

Dates

2012 - 11 May; 7 December;

Further information

Please contact the Learning Support Unit on 0114 2715334 or via email training.admin@sth.nhs.uk

Section Three General Courses

SUPPORT AND SUPERVISION

- Appraisal
- Appraisal (departmental update)
- Mentorship Workshop for Nurses
- Preceptor Update
- Training for Assessors of Clinical skills (TACS)

190 AA255 APPRAISAL

ESR Self Serve Category
Management Development

Overview

This half day session deals with the practice of Appraisal within STHFT. It supports the undertaking of appraisals by discussing the purpose of appraisal, the roles of those involved as well as the processes and documentation involved.

The session is primarily aimed at staff with responsibility for provision of Appraisals.

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 3; CD6 Level 2; G1 Level 1 and G6 Level 2

Structure

Three hour session

Venue

Northern General Hospital (either Rivermead Training Centre or North House)

Dates

2012 - 18 April; 16 May; 12 June; 4 July; 4 September;
3 October; 7 November; 5 December;
2013 - 8 January; 6 February; 6 March

Venue

11 Broomfield Road, Central Campus

Dates

2012 - 25 April; 23 May; 20 June; 11 July; 12 September;
10 October; 14 November; 12 December
2013 - 15 January; 13 February; 13 March

Further Information

Please contact Brian Burke, Practice Development Coordinator on 0114 2266663 or via email brian.burke@sth.nhs.uk or Rhian Bishop, Staff Engagement Coordinator on 0114 2714453 or via email rhian.bishop@sth.nhs.uk

190 AA256 APPRAISAL (departmental update)

Overview

This one and a half hour session is available for departments, which have a number of staff (minimum eight) needing to undertake appraisal update. The session is an abbreviated version of the half day training and deals with the practice of Appraisal within STHFT. It supports the undertaking of appraisals by discussing the purpose of appraisal, the roles of those involved as well as the processes and documentation involved.

The session is arranged on an ad hoc basis with either Rhian or Brian and is delivered within the local area.

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 3; CD6 Level 2; G1 Level 1 and G6 Level 2

Further Information

Please contact Rhian Bishop, Staff Engagement Coordinator on 0114 2714453 or via email rhian.bishop@sth.nhs.uk or Brian Burke, Practice Development Coordinator on 0114 2266663 or via email brian.burke@sth.nhs.uk

190 BB607 MENTORSHIP WORKSHOPS FOR NURSES

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

Through the workshop, working in partnership, the Trust and Universities aim to provide for experienced nurses and ones new to mentoring, an opportunity to gain an awareness and understanding of the role of the mentor in the clinical practice setting.

Structure

One day workshop

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; IK1 Level 1; IK3 Level 1; G1 Level 2 and G6 Level 1

Venue

Rivermead Training Centre, Northern General Hospital and North House, Northern General Hospital

Dates

2012 - 3 April; 14 May; 19 June; 10 July; 10 September;
16 October; 12 November; 10 December
2013 - 11 February; 18 March

Further Information

Please contact Linda Jackson on 0114 2711970 or via email linda.jackson@sth.nhs.uk or Helen Ross on 0114 2712677 or via email helen.ross@sth.nhs.uk

PRECEPTOR UPDATE

Overview

The aim of this course is to provide the learner with an update of the knowledge and skills needed to act as preceptor within the Trust

Structure

Individual or group sessions within the clinical area following booking with named tutor

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 3; CD5 Level 2, CD6 Level 2, G1 Level 2 and G6 Level 1

Further Information

Please contact Brian Burke, Practice Development Coordinator on 0114 2266663 or via email brian.burke@sth.nhs.uk

Section Three General Courses

190 BB715 TRAINING FOR ASSESSORS OF CLINICAL SKILLS (TACS)

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

The Learning and Development Department have developed and produced a Training for Assessors of Clinical Skills (TACS) Programme. The programme is aimed at practitioners who have the pre-existing clinical skills and have been nominated by their care grouping, to train new candidates in that particular clinical skill within their directorates. The aim of the course is to equip new trainers with the confidence and knowledge to assess competency using best practice standards.

The following clinical skills training can be provided for practitioners within their own directorates following approval from their line manager and Clinical Skills Coordinator:

- Venepuncture
- Intravenous Cannulation
- Management of Intravenous Medicines
- Bladder Management
- 12 Lead ECG Recording

Structure

One day course

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 4; CD3 Level 3; CD4 Level 2; CD5 Level 3;
CD6 Level 2; HWB2 Level 3; HWB5 Level 4; HWB8 Level 1 and
G1 Level 3

Fee

STHFT staff N/A; Other NHS staff to be confirmed

Venue

Rivermead Training Centre, Northern General Hospital and
North House, Northern General Hospital

Dates

2012 - 21 May; 17 July; 17 September; 20 November
2013 - 15 January; 19 March

Further Information

Please contact Kathryn Cox, Practice Development Coordinator
(Clinical Skills) on 0114 2266652 or
via email kathryn.cox@sth.nhs.uk

VOCATIONAL EDUCATION

- Certificate in Assessing Vocational Achievement - Care
- Diploma in Business Administration - Level 2
- Diploma in Business Administration - Level 3
- Diploma in Customer Service - Level 2
- Diploma in Customer Service - Level 3
- Diploma in Front Office - Level 2
- Diploma in Health - Level 2
- Diploma in Health - Level 3
- Diploma in Support Services in Health Care - Level 2

VOCATIONAL EDUCATION

From January 2011, National Vocational Qualifications (NVQs) are being replaced by the Qualification Credit Framework (QCF). Within the framework are a number of qualifications ranging from awards to diplomas. The qualification title is dependant on the amount of credits attached to the qualification i.e. Award = 1-12 credits. Certificate = 13-36 credits. Diploma = 37+ credits. The qualification levels range from Entry Level to Level 8.

The qualifications are an integral part of the staff development framework and are available in various occupational areas. They reflect the skills and knowledge which is already being used and shows that the learner is competent and knowledgeable in the area of work relating to their role.

It is envisaged, that Trust learners will predominantly undertake Diplomas at Level 2 and/or Level 3 in various occupational areas, dependant on their job role. Each Diploma is made up of units which equate to a number of credits. The learner will need to achieve a certain number of credits to complete the Diploma. Units come in two types; mandatory and optional. Mandatory units cover the key areas of the learner's job role and must be completed to achieve the diploma; optional units are chosen by the learner to reflect the job that they are doing.

All of the QCF will be delivered on the Trust site by either STHFT or Sheffield College tutors who will support the learner throughout the length of the training. The learner can work at their own pace although it is expected that a Level 2 Diploma in health will be completed within approximately twelve - fifteen months; a Level 3 Diploma in health approximately fifteen - eighteen months.

190 BB835 CERTIFICATE IN ASSESSING VOCATIONAL ACHIEVEMENT - CARE

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

All candidates must have a minimum two QCF candidates in the same clinical area and must work with their candidates on a regular basis. All candidates must be nominated by their Manager.

Structure

The award must be achieved in nine months and will include three study days and two assessor meetings.

KSF Dimensions (delivered up to)

CD1 Level 3; CD2 Level 3; CD3 Level 2; CD4 Level 2; CD5 Level 2 and CD6 Level 2

Further Information

Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator on 0114 2266882 or via email jackie.fairest@sth.nhs.uk

190 AA310 DIPLOMA IN BUSINESS ADMINISTRATION - LEVEL 2

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This award is nationally recognised and is obtained through collecting evidence of real work situations. The candidate must have the support of their Manager.

Structure

The programme consists of five units in total, two mandatory units and three optional units and must be achieved in one year. This award should be achieved between nine - twelve months.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2 and CD6 Level 2

Further Information

Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator on 0114 2266882 or via email jackie.fairest@sth.nhs.uk

190 AA320 DIPLOMA IN BUSINESS ADMINISTRATION - LEVEL 3

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This award is nationally recognised and is obtained through collecting evidence of real work situations. It is an advanced level and the job role should reflect this. Advice will be given by the tutor. The candidate must have the support of their Manager.

Structure

The programme consists of six units in total, two mandatory units and four optional units and must be achieved in one year. This award should be achieved between nine - twelve months.

KSF Dimensions (delivered up to)

CD6 Level 2; 1K1 Level 1; 1K2 Level 1 and 1K3 Level 1

Further Information

Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator on 0114 2266882 or via email jackie.fairest@sth.nhs.uk

190 AA330 DIPLOMA IN CUSTOMER CARE SERVICE - LEVEL 2

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This award is nationally recognised and is obtained through collecting evidence of real work situations. The candidate must have the support of their Manager.

Structure

The programme consists of seven units in total, two mandatory units and five optional units and must be achieved in one year. This award should be achieved between nine - twelve months.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD 5 Level and CD6 Level 2

Section Four Vocational Education

Further Information

Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator on 0114 2266882 or via email jackie.fairest@sth.nhs.uk

190 AA340 DIPLOMA IN CUSTOMER CARE - LEVEL 3

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This award is nationally recognised and is obtained through collecting evidence of real work situations. It is an advanced level and the job role should reflect this. Advice will be given by the tutor. The candidate must have the support of their Manager.

Structure

The programme consists of eight units in total, two mandatory units and six optional units and must be achieved in one year. This award should be achieved between nine - twelve months.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD 5 Level 2 and CD6 Level 2

Further Information

Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator on 0114 2266882 or via email jackie.fairest@sth.nhs.uk

190 AA350 DIPLOMA IN FRONT OFFICE - LEVEL 2

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This award is nationally recognised and is obtained through collecting evidence of real work situations. The candidate must have the support of their Manager.

Structure

The programme consists of eight units in total, four mandatory units and four optional units and must be achieved in one year. This award should be achieved between nine - twelve months.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2 and CD6 Level 2

Further Information

Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator on 0114 2266882 or via email jackie.fairest@sth.nhs.uk

190 BB842 DIPLOMA IN HEALTH - LEVEL 2

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This Diploma reflects the role of the Healthcare Assistant generically within the clinical setting. All candidates must have been nominated by their Manager and have an Assessor working with them on a regular basis.

Structure

Ten study days over a nine month period. It is expected that the candidate would complete the Diploma within a fifteen month period.

KSF Dimensions (delivered up to)

CD1 Level 1; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 2; HWB1 Level 1; HWB2 Level 2; HWB3 Level 2; HWB 4 Level 2 and G1 Level 1

Further Information

Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator on, 0114 2266882 or via email jackie.fairest@sth.nhs.uk

190 BB843 DIPLOMA IN HEALTH - LEVEL 3

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This advanced diploma reflects the role of the Healthcare Assistant in specific job roles in clinical areas. All candidates must have been nominated by their Manager and have an active Assessor working with them on a regular basis.

Structure

The course consists of ten study days over a nine month period. It is expected that the candidate would complete the Diploma within eighteen months.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2; HWB1 Level 2; HWB2 Level 2; HWB3 Level 2; HWB4 Level 2; HWB5 Level 2; HWB6 Level 2; HWB7 Level 2 and G1 Level 1

Further Information

Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator on 0114 2266882 or via email jackie.fairest@sth.nhs.uk

190 AA360 DIPLOMA IN SUPPORT SERVICES IN HEALTH CARE - LEVEL 2

ESR Self Serve Category
Customer Relations

Overview

This award is nationally recognised and is obtained through collecting evidence of real work situations. The candidate must have the support of their Manager.

Structure

This award should be achieved in twelve months

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2 and CD6 Level 2

Further Information

Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator on 0114 2266882 or via email jackie.fairest@sth.nhs.uk

OPEN LEARNING

The main objective of learning and development is to ensure the right person is in the right place at the right time with the appropriate knowledge, skills and behaviour. So, if shift work is part of your working life or children are a priority, you may find it difficult to arrange the time to attend a classroom-based training programme.

We provide innovative training solutions for a variety of training needs, delivered via "Open Learning", which means that we provide you with materials to study where and when you can and we support you through this learning so that you can progress with your professional or personal development.

What is available?

Training materials including computer and Internet courses/programmes (see the list below). There are training facilities available to support this although many can also be accessed through the internet at home. Courses include:

IT courses for beginners, Foundation and advanced level learners
Various courses that can be studied either at the Open Learning Centre or at your workplace, or even home

Skills for Life literacy and numeracy courses for Levels 1 and 2 with skills assessment and advice on appropriate courses.

These qualifications can be used for entry to university for certain courses e.g. Nursing

Personal development opportunities

CD based study courses

Access to courses provided by external organisations

We have contacts with various outside organisations that can offer bespoke training to our staff.

Consultancy around your personal or departmental development needs

This is in our areas of expertise e.g. IT, Literacy/Numeracy and personal development.

e-learning

STHFT is continually developing the e-learning packages available and many of these are rolled out via the Open Learning Centre. Packages that are now delivered through the Electronic Staff Record System (ESR) which means that an individual's training record stays with them whilst in the NHS. The courses on offer both meet mandatory training needs as well as delivering course in professional development. These courses include:

- Equality & Diversity
- Health & Safety - various aspects e.g. DSE regulations
- Blood Transfusion
- Safeguarding Adults and Children
- Mental Capacity Act
- Infection Prevention and Control
- Learning Disabilities & Mental Health
- Customer Service
- Personal Safety and Security
- Leadership & Management
- End of Life Care
- Information Governance
- Fire Safety
- Carbon Literacy

At this current time, there are over 200 courses to choose from.

Please visit the Electronic Staff Record (ESR) E-Learning webpage where you will find an up to date list of all our e-learning packages.

We are part of the Yorkshire & Humberside e-learning club and have a wealth of resources to assist e-learning development, roll out and procurement and can provide invaluable information on potential e-learning projects you are considering.

How to apply

For many programmes, we operate an informal application system, whereby people contact our Advisers to enquire about training. We then agree a date, time and place to discuss the individual or departments needs and arrange appropriate training.

Costs

All training courses outlined are free; however there may be a cost for the courses offered by external providers and/or for certification of certain courses.

Contacting Us

For further information please visit the Learning and Development Intranet site. Alternatively you can contact the Open Learning Centre on 0114 2269930.

190 AA451 ACCESS (CORE) - MICROSOFT OFFICE SPECIALIST

ESR Self Serve Category

Occupational Knowledge and Skills

Overview

This is a computer based course and involves up to twenty hours learning time, plus test preparation. The course will provide information about the following:

- Structuring Databases (modify tables, field types, field properties, table relationships, referential integrity, forms, reports, data access pages, etc)
- Entering Data (enter/edit/delete records, find & navigate among records, input data into access)
- Organising Data (calculated fields, aggregate functions, form & report layout, sort & filter records, etc)
- Managing Databases (object dependencies, export data from Access, back up a database, compact & repair databases, etc)

Structure

This is a computer based course and involves up to 20 hours learning time, plus test preparation

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

Fee

Price on request

190 AA407 ADULT LITERACY - LEVEL 1 (ENGLISH)

ESR Self Serve Category

Personal Development

Overview

One to one discussion with a tutor leading to a skills check and initial/diagnostic assessment of skills. Tutor led study packs are then provided, with tutorials and study days available (as agreed with tutor).

Assessment is by computer test taken at the Open Learning Centre.

The course covers:

- Reading - Read and understand, read and obtain information
- Writing - Write to communicate

Structure

Self paced Open Learning

KSF Dimensions (delivered up to)

CD1 Level 1 and CD2 Level 1

Section Five Open Learning

190 AA408 ADULT LITERACY - LEVEL 2 (ENGLISH)

ESR Self Serve Category
Personal Development

Overview

One to one discussion with a tutor leading to a skills check and initial/diagnostic assessment of skills. Tutor led study packs are then provided with tutorials and study days available (as agreed with tutor).

Assessment is by computer test taken at the Open Learning Centre.

The course covers:

- Reading - Read and understand, read & obtain information
- Writing - Write to communicate

Structure

Self paced Open Learning

KSF Dimensions (delivered up to)

CD1 Level 1 and CD2 Level 1

190 AA405 ADULT NUMERACY - LEVEL 1 (MATHS)

ESR Self Serve Category
Personal Development

Overview

One to one discussion with a tutor leading to a skills check and initial/diagnostic assessment of skills. Tutor led study packs are then provided with tutorials and study days available (as agreed with tutor).

Assessment is by computer test taken at the Open Learning Centre.

The course covers:

- Whole numbers
- Fractions, decimals & percentages
- Common measures, shape & space
- Data and statistical measures
- Probability

Structure

Self paced Open Learning

KSF Dimensions (delivered up to)

CD1 Level 1 and CD2 Level 1

190 AA406 ADULT NUMERACY - LEVEL 2 (MATHS)

ESR Self Serve Category
Personal Development

Overview

One to one discussion with a tutor leading to a skills check and initial/diagnostic assessment of skills. Tutor led study packs are then provided with tutorials and study days available (as agreed with tutor).

Assessment is by computer test taken at the Open Learning Centre.

The course covers:

- Whole numbers
- Fractions, decimals & percentages
- Common measures, shape & space
- Data and statistical measures
- Probability

Structure

Self paced Open Learning

KSF Dimensions (delivered up to)

CD1 Level 2 and CD2 Level 1

190 AA463 COMMUNICATION SKILLS CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course to help with communication skills and to improve both written and spoken interpersonal skills.

- Learn the four basics of communication and incorporate them into everyday interaction
- Cure your fears and self consciousness to deliver a first class presentation
- Step-by-step guide to getting the most of your meetings
- Learn new techniques to sharpen your writing skills

Structure

Self paced CD based course and takes between two and three hours to complete using a CD in the Centre.

KSF Dimensions (delivered up to)

Please ask the Open Learning Advisor

190 AA452 EXCEL (CORE) - MICROSOFT OFFICE SPECIALIST

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

The course will provide information about the following:

- Creating Data and Content (edit cell content, navigate among cells, insert and size graphics, etc)
- Analysing Data (autofilter, sort, insert/modify formulas, use statistical, financial and logical functions, modify diagrams & charts, etc)
- Formatting Data and Content (modify cell formats, cell styles, row and column formats, etc)
- Collaborating (insert, view & edit comments)
- Managing Workbooks (create workbooks from templates, modify hyperlinks, preview data, customise window layout, etc)

Structure

This is a computer based course and involves up to twenty hours learning time, plus test preparation.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

Fee

STHFT N/A; other NHS price on request

Section Five Open Learning

190 AA453 EXCEL (EXPERT) - MICROSOFT OFFICE SPECIALIST

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

The course will provide information about the following:

- Organising & Analysing Data (use subtotals, define advanced filters, use data validation, create pivot tables and pivot charts, use lookup function, define named ranges, etc)
- Formatting Data & Content (create custom data formats, use conditional formatting, format graphics, charts and diagrams)
- Collaborating (protect cells/worksheets/workbooks, apply security settings, share/merge workbooks, etc)
- Managing Data & Workbooks (import/export data, publish web worksheets, create templates, consolidate data, etc)
- Customising Excel (customise toolbars/menus, create/edit macros, modify Excel default settings).

Structure

This is a computer based course and involves up to twenty hours learning time, plus test preparation.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 2; CD5 Level 2 and IK1 Level 2

Fee

STHFT staff N/A; other NHS price on request

190 AA411 FOUNDATION MICROSOFT ACCESS - CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course which is on an interactive CD and is aimed at foundation level or beginners to Access. The course objectives are to:

- Understand the basic concepts of databases and demonstrate the ability to use a database on a personal computer
- Design and plan a simple database using a standard database package
- Retrieve information from an existing database by using the query, select and sort tools available in the database
- Create and modify reports

Structure

Self paced interactive CD based course. It is undertaken at the Open Learning Centre's (Central and Northern Campus) and involves up to twelve hours learning.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA414 FOUNDATION MICROSOFT E-MAIL AND INTERNET - CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course which is on an interactive CD and is aimed at foundation level or beginners to email and using the internet.

- Accomplish basic Web search tasks using a Web browser application and available search engine tools

- Bookmark search results and print Web pages and search reports
- Demonstrate their ability to use electronic mail software to send and receive messages
- Attach documents or files to a message and organise and manage message folders or directories within electronic mail software

Structure

Self paced interactive CD based course. It is undertaken at the Open Learning Centres (Central and Northern Campus) and involves up to twelve hours learning.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA412 FOUNDATION MICROSOFT EXCEL - CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course which is on an interactive CD and is aimed at foundation level or beginners to Excel. The course objectives are that the learner will:

- Understand the basic concepts of spreadsheets and to demonstrate the ability to use a spreadsheet application on a personal computer
- Be able to accomplish basic operations associated with developing, formatting and using a spreadsheet
- Be able to accomplish standard mathematical and logical operations using basic formulas and functions
- Demonstrate competence in using some of the more advanced features of a spreadsheet application such as importing objects, and creating graphs and charts

Structure

Self paced interactive CD Course. It is undertaken at the Open Learning Centres (Central and Northern Campus) and involves up to twelve hours learning.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA413 FOUNDATION MICROSOFT - FILE MANAGEMENT CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course which is on an interactive CD and is aimed at foundation level or beginners to file management.

- Demonstrate knowledge and competence in using the basic functions of a personal computer and its operating system
- Able to operate effectively within the desktop environment
- Able to manage and organise files and folders and know how to copy, move and delete files and folders
- Demonstrate the ability to work with desktop icons and to manipulate Windows
- Demonstrate the ability to use search features, simple editing tools and print management facilities available within the operating system

Structure

Self paced interactive CD based course. It is undertaken at the Open Learning Centres (Central and Northern Campus) and involves up to twelve hours learning.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

Section Five Open Learning

190 AA415 FOUNDATION MICROSOFT POWERPOINT - CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course which is on an interactive CD and is aimed at foundation level or beginners to PowerPoint.

- Demonstrate competence in using presentation tools on a personal computer
- Accomplish basic tasks such as creating, formatting and preparing presentations for different target audiences or situations
- Demonstrate the ability to accomplish basic operations with graphics and charts and to use various slide show effects

Structure

Self paced interactive CD based course. It is undertaken at the Open Learning Centres (Central and Northern Campus) and involves up to twelve hours learning.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA416 FOUNDATION MICROSOFT WORD - CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course which is on an interactive CD and is aimed at foundation level or beginners to Word.

- Demonstrate the ability to use a word processing application on a personal computer
- Accomplish basic operations associated with creating, formatting and finishing a word processing document ready for distribution
- Demonstrate competence in using some of the more advanced features associated with word processing applications such as creating standard tables, using pictures and images within a document, importing objects and using mail merge tools

Structure

Self paced interactive CD Course. It is undertaken at the Open Learning Centres (Central and Northern Campus) and involves up to twelve hours learning.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA417 FOUNDATION THEORY OF USING COMPUTERS - CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course which is on an interactive CD and is aimed at foundation level or beginners to using a computer.

- Understand about the basic physical make-up of a personal computer
- Understand some of the basic concepts of Information Technology (IT) such as data storage and memory, the context for computer-based software applications in society, and the uses of information networks within computing
- Appreciate how IT systems are found in everyday situations, and how personal computers can affect health
- Have awareness of some of the security and legal issues associated with computers

Structure

Self paced interactive CD Course. It is undertaken at the Open Learning Centres (Central and Northern Campus) and involves up to twelve hours learning.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA440 INTRANET EDITING (CLASSROOM COURSE)

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This training is aimed at approved editors of the Intranet. We offer a short classroom based course that covers FrontPage skills and STHFT protocols when editing the Intranet. Course objectives can be provided by contacting the trainer.

Structure

Classroom based small group training using computers

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 1; CD3 Level 2; CD4 Level 1 and CD5 Level 1

190 AA482 INFORMATION TECHNOLOGY OCR (QCF) LEVEL 2

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is an OCR (Oxford, Cambridge and RSA Examinations) computer based NVQ Information Technology course covering any three of the following packages: Word and Excel, Access and PowerPoint.

NB: Eligibility criteria apply to this course. It is open to staff who do not possess an NVQ 2 already or whose highest qualification is less than 5 GCSEs grade A-C.

However the OCR can be obtained via studying a combination of Microsoft Office Specialist courses. Please contact us for information.

Structure

You will be required to attend an induction which takes approximately 1.5 hours Students submit work-based projects over a period of approximately six months.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2; CD6 Level 1 and IK1 Level 2

Section Five Open Learning

190 AA439 NHS ELITE (E-LEARNING FOR IT ESSENTIALS)

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is an interactive "fun" way to either learn new IT skills or to obtain a certificate of competence for your existing IT skills. The course involves up to ten hours study time and covers:

- Mouse Skills
- Keyboard Skills
- File Management
- Microsoft Word
- Internet
- Email

Structure

The course can be undertaken at the Open Learning Centres (Central & Northern Campus) or at home on-line. It involves up to ten hours of study time dependent upon learners level of ability.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1 and IK1 Level 1

190 AA437 NHS ELITE (E-LEARNING FOR IT ESSENTIALS) - WORD PROCESSING

Overview

This is an interactive course and is aimed at beginners to Word Processing. It covers the following topics:

- Introduction to word processing
- Working with templates
- Text formatting
- Layout formatting
- Finding and replacing text
- Page layout
- Inserting pictures and objects
- Spell checking and proof reading
- Working safely

Structure

The course can be undertaken at the Open Learning Centres (Central & Northern Campus) or at home on-line. It involves up to ten hours of study time dependent upon learners level of ability.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1 and IK1 Level 1

190 AA470 NHS HIS (INFORMATION GOVERNANCE)

ESR Self Serve Category
Risk Management

Overview

This practical e-learning course, which takes approximately three hours, covers what staff should know about when using a Health Information System (HIS) and covers:

- Basic Concepts
- Access Control
- Confidentiality
- Security
- User Skills
- Policy and procedure

Structure

This is an e-learning package, which can be undertaken at the

Open Learning Centres (Central and Northern campus), or at home on-line. It involves up to three hours study time.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level

190 AA462 ORGANISATIONAL SKILLS CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course (taking between two and three hours to complete) which uses video tutorials to observe the most effective organisational systems and helps to improve your productivity.

- Diagnose your weaknesses and learn how to overcome them
- Save up to two hours a day by de-cluttering your workspace
- Get expert advice on how to create the ultimate filing system

Structure

Self paced CD based course takes between two and three hours to complete using a CD in the Open Learning Centre.

KSF Dimensions (delivered up to)

Please ask the Open Learning Advisor

190 AA454 OUTLOOK (CORE) - MICROSOFT OFFICE SPECIALIST

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a computer based course which covers information about the following:

- Messaging (organising, attach files, create a personal signature, adjust delivery options, accept, decline & delegate tasks)
- Scheduling (create appointments/meetings, customise calendar settings, assign tasks, etc)
- Organising (create distribution lists, create/modify notes, organise using folders, assign items to categories, etc)

Structure

This is a computer based course and involves up to twenty hours learning time, plus test preparation.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

Fee

STHFT staff N/A; other NHS price on request

Section Five Open Learning

190 AA455 POWERPOINT (CORE) - MICROSOFT OFFICE SPECIALIST

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a computer based course which will provide information about the following:

- Creating Content (create presentations from templates, insert tables, diagrams, charts, pictures, shapes and graphics, etc)
- Formatting Content (including; pictures, shapes, graphics, slides, animation, apply slide transitions and customise templates)
- Collaborating (track accept and reject changes, add/edit comments, compare & merge presentations)

- Managing & Delivering Presentations (set up a slide show, rehearse timings, print handouts & speaker notes, export a presentation)

Structure

This is a computer based course and involves up to twenty hours learning time, plus test preparation.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

Fee

STHFT staff N/A; Other NHS price on request

190 AA467 PROJECT MANAGEMENT SKILLS CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course to help you complete your projects on time within budget.

- Learn how to define, plan, implement and complete any project
- Learn six steps to achieve success through negotiation.
- Ensure clear communication of the critical path
- Monitor your performance and take corrective action

Structure

Self paced CD based course and takes between two and three hours to complete using a CD in the Open Learning Centre.

KSF Dimensions (delivered up to)

Please ask the Open Learning Advisor

190 AA465 STRESS MANAGEMENT SKILLS CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course to help you cope with and manage your stress levels.

- Assess and evaluate your personal stress levels
- Build your will power and self-esteem using mental exercises
- Study real-life situations that test your coping skills
- Learn how to relax and enjoy your environment

Structure

Self paced CD based course and takes between two and three hours to complete using a CD in the Open Learning Centre.

KSF Dimensions (delivered up to)

Please ask the Open Learning Advisor

190 AA466 SUCCESSFUL ATTITUDE SKILLS CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course (taking two to three hours to complete) to help you understand how your attitude can influence your success at work and guides you towards a more positive and successful attitude.

- Maintain a positive outlook using proven tools and techniques
- Use video tutorials to understand people's reactions to your attitude
- Expert advice on how to plan for long term success

Structure

Self paced CD Course and takes between 2 and 3 hours to complete using a CD in the Open Learning Centre.

KSF Dimensions (delivered up to)

Please ask the Open Learning Advisor

190 AA468 SUPERVISORY SKILLS CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course to help you be a more productive and effective team manager.

- Find the supervisory style that works for you
- Watch characters at work and critique their performance
- Project your expectations and help your team accomplish them
- Learn strategies for delegating, planning and problem-solving

Structure

Self paced CD based course and takes between two and three hours to complete using a CD in the Open Learning Centre.

KSF Dimensions (delivered up to)

Please ask the Open Learning Advisor

190 AA464 TIME MANAGEMENT SKILLS CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a CD based course to help you manage your daily activities, priorities and schedules so that you can make more informed choices about how to divide your time.

- Learn how to prioritise tasks through real life examples, exercises and assessments
- Learn how to meet your deadlines calmly and confidently
- Understand the major causes of time wasting and how to overcome them
- Learn to planning techniques to help you better manage your time, people and resources

Structure

Self paced CD based course and takes between two and three hours to complete using a CD in the Open Learning Centre.

KSF Dimensions (delivered up to)

Please ask the Open Learning Advisor

190 AA456 WORD (CORE) - MICROSOFT OFFICE SPECIALIST

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This course will provide information about the following:

- Creating Content (symbols, special characters, graphics, charts, etc)
- Organising Content (tables, bulleted lists, hyperlinks, etc)
- Formatting Content (paragraphs, columns, headers & footers, page layout, etc)
- Collaborating (review, merge, insert/edit comments, track changes, etc)
- Formatting and Managing Documents (templates, document properties, file formats, document views, preview documents & web pages, etc)

Structure

This is a computer based course and involves up to twenty hours learning time, plus test preparation.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

Fee

STHFT staff N/A; other NHS price on request

190 AA457 WORD (EXPERT) - MICROSOFT OFFICE SPECIALIST

ESR Self Serve Category
Occupational Knowledge and Skills

Overview

This is a computer based course which covers information about the following:

- Formatting Content (custom styles, pagination, advanced layout features, insert/modify objects, diagrams & charts, etc)
- Organising Content (lists & calculations in tables, table formats, merge letters & labels, structure documents using XML, etc)
- Formatting Documents (create & modify, forms, document backgrounds, indexes, footnotes, create master documents and subdocuments, etc)
- Collaborating (modify track changes options, publish web documents, attach digital signatures, customise document properties, etc)
- Customising Word (create/edit macros, customise toolbars, modify Word default settings)

Structure

This is a computer based course and involves up to twenty hours learning time, plus test preparation.

KSF Dimensions (delivered up to)

CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 2, CD5 Level 2 and IK1 Level 2

Fee

STHFT staff N/A; other NHS price on request

Section Five Open Learning

Application Process

The application process for each course varies depending on the following:

- **Courses with a course code starting 190 BB or 190 AA:**

If an area/department has access to Electronic Staff Records - Self Services (ESR) individuals can apply for these courses via this method. Please see page Number 48 for details of ESR Self Services.

Alternatively application forms can be completed by hand. A signature from a line manager is required to authorise the application. All completed forms should be returned to Learning Support Unit, Learning and Development Department, Rivermead Training Centre, Northern General Hospital, S5 7AU.

Please enter any specific requirements/special needs relating to your attendance of a course on to Section 4 of the application form.

Alternatively please visit the Learning and Development Department intranet site for an electronic version of the application form which can be completed on screen before printing.
<http://nwww.sth.nhs.uk/NHS/LearningAndDevelopment/>

- **Courses without a course code**

If a course is advertised without a course code, please contact the named person to make an application. It is not necessary for individuals to then complete a course application form.

- **Open Learning Courses**

Please refer to the 'How to apply' at the beginning of Section 5.

Section Six Additional Information

Electronic Staff Records (ESR) Oracle Learning Management System (OLM) Self-Service (SS)

What is ESR?

The Electronic Staff Record (ESR) is a national integrated workforce management system for all NHS employees. It is designed by McKesson and the NHS Central Team.

The ESR core modules are used by the Human Resource Department and Payroll Department to maintain and update the STH workforce information.

What is OLM and who uses it?

Oracle Learning Management (OLM) is the training administration module which interfaces with the Trust's Electronic Staff Record (ESR). This module provides the administration and the recording of training courses undertaken by every employee. Courses can be linked to defined competencies so that current employee competencies and progress towards those competencies can be updated and monitored. The Learning and Development Department have been fully operational with OLM since April 2009.

What is SS and who uses it?

Self Service (SS) is the management module which again interfaces with the Trust's Electronic Staff Record (ESR). This module provides managers with local access to the system to view their staff records and allows them to maintain and update information such as:

- Personal details
- Training records
- Enrol onto training events
- Mandatory training competencies
- Appraisals

Eventually self service will be rolled out to every directorate in the Trust and access to the system will be upon nomination by a senior manager.

ESR Course Categories and Course Codes

When accessing the training catalogue through the self service module, all courses are assigned to a category. These categories are included within the course details to aid searching. All courses follow a set naming convention and have been allocated course codes, such as '190 AA' or '190 BB'.

For further information about OLM or SS, please contact:

Learning Support Unit
Learning and Development Department
0114 271 5334 (15334) or training.admin@sth.nhs.uk

Learning Beyond Registration (LBR) 2012 -2013

Commissioning Arrangements for Learning Beyond Registration for Qualified Non Medical Staff

Under the Yorkshire and Humber Strategic Health Authority (YHSHA) scheme, the University of Sheffield and Sheffield Hallam University have an allocation of funding for all South Yorkshire health care providers in the form of credits. All other universities in the YHSHA region also have an allocation of funding.

In 2011-12 access to these funds was via the LBR process and operated on a 'first come, first served' basis. The following key changes were introduced,

3 Key Changes to the LBR process for 2011-2012

- Priorities for STHFT are set out in the study leave policy and you should refer to this document before making an application. Access policy via link below:
http://nwww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/StudyLeavePolicyAndProcedure.doc
- LBR form MUST be signed by a Matron / 8a equivalent or Educator with delegated responsibilities
- A copy of a fully completed STHFT Study Leave form must be sent in to Helen Hanrahan, LBR Lead, at Rivermead Training Centre, NGH with the LBR form. This form can be found on the STHFT intranet (corporate policies) or by following the link below:
http://nwww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/StudyLeaveApplicationForm.doc

Changes in 2012-2013

The Department of Health strategy for managing all health education will change and this will impact on future LBR funding for STHFT and the application process.

STHFT service and directorate requirements will take priority. The 'first come first served' basis will no longer apply.

Details on the new process will be published widely and are available within the 'Education Activities' on the Learning and Development Department intranet site via the link below:
<http://nwww.sth.nhs.uk/NHS/LearningAndDevelopment/>

Section Six Additional Information

Knowledge and Skills Framework (NHS KSF)

The KSF supports staff development through Appraisal and involves the use of a Post Outline which provides an overall description of a role. The Post Outline includes a number of Dimensions (see table below) and is a tool aid discussion. Most training opportunities in this Directory identify which parts of the KSF they can be used as evidence for.

Core Dimension Number	Core Dimensions - relate to all NHS roles		
CD1	Communication	CD4	Service Improvement
CD2	Personal and People Development	CD5	Quality
CD3	Health, Safety and Security	CD6	Equality and Diversity

Specific Dimension Number	Specific Dimensions - are specific to certain roles
	HEALTH AND WELLBEING
HWB1	Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing
HWB2	Assessment and care planning to meet people's health and wellbeing needs
HWB3	Protection of health and wellbeing
HWB4	Enablement to address health and wellbeing needs
HWB5	Provision of care to meet health and wellbeing needs
HWB6	Assessment and treatment planning
HWB7	Interventions and treatments
HWB8	Biomedical investigation and intervention
HWB9	Equipment and devices to meet health and wellbeing needs
HWB10	Products to meet health and wellbeing needs
	ESTATES AND FACILITIES
EF1	Systems, vehicles and equipment
EF2	Environment and buildings
EF3	Transport and logistics
	INFORMATION and KNOWLEDGE
IK1	Information processing
IK2	Information collection and analysis
IK3	Knowledge and information resources
	GENERAL
G1	Learning and development
G2	Development and innovation
G3	Procurement and commissioning
G4	Financial Management
G5	Services and project management
G6	People management
G7	Capacity and capability
G8	Public relations and marketing
G9	Management and Leadership

Sheffield Hospitals Charity www.sheffieldhospitalscharity.org.uk



How we help patients

Sheffield Hospitals Charity is an umbrella charity that looks after charitable funds for all the NHS organisations in Sheffield.

Last year it provided more than £2 million to help improve the care, treatment and overall experience of adults and children who use NHS services in Sheffield. Some examples include:

- Relaxing therapies such as Reflexology, Aromatherapy, and Reiki for terminally ill patients at Weston Park Hospital
- An advice service for cancer patients covering benefits, employment, housing and other issues to help them manage their finances in the best way due to increased costs associated with falling ill
- Electronic beds to replace old chairs and TVs to maximise the comfort of patients with kidney problems undergoing haemodialysis three times a week for up to four hours at a time
- A new 12 bed specialist treatment centre that helps make young Cystic Fibrosis patients feel more at home when spending several weeks in hospital receiving treatment for their debilitating life long condition
- A local artist to provide art and music workshops for patients to help alleviate their anxieties and to create artwork to enhance patient areas

How we help staff

Staff can also directly benefit from charitable funds. Funds may be provided to help cover costs associated with professional development. This may include course fees (including contributions to some degrees), conferences and some associated expenses in relation to this.

For more information visit our page on the intranet (from the home page go to corporate, professional and patient services and then select Sheffield Hospitals Charity) or use our web site www.sheffieldhospitalscharity.org.uk

Applications to the J Sinclair White fund (nurses & HCA's only) should be made via website address at the top of this page. When you have accessed the page, please select the heading 'NHS staff' followed by 'applying for grants'. **You will then need to scroll down to 'study grants'**. Applications to the General STHFT SHC fund (all except nurses) should be made via the STHFT Study Leave combined form.

How you can help us

With more support we can continue making life easier for patients and their family.

If you are interested in raising funds for one of our appeals or for a specific ward or service then please call us on 0114 2711351 or email charity@shct.nhs.uk or alternatively visit www.sheffieldhospitalscharity.org.uk for fundraising ideas and information.

You can also help us by telling others about the benefits we can bring to patients. Follow us on [Twitter@SHCFundraising](https://twitter.com/SHCFundraising) and on Facebook by searching for Sheffield Hospitals Charity

Section Six Additional Information

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COURSE APPLICATION FORM

PLEASE RETURN THE COMPLETED APPLICATION FORM TO THE ADDRESS BELOW:

Learning and Development Department
Rivermead Training Centre, Northern General Hospital,
Herries Road, Sheffield S5 7AU

**APPLICATION FORMS CAN BE FAXED TO:
0114 271 4422 (EXT: 14422)**

FOR LEARNING AND DEVELOPMENT ADMIN USE ONLY

Date Received: -

	Processed	Letter Printed	Letter sent/ form filed
Initial			
Date			

= Joining Instruction (JI)

= JI attendance fee

= JI customised

= JI alternate date

SECTION 1 PERSONAL/WORK DETAILS

ESR Assignment Number

Mr Mrs Miss Ms Dr Rev

(Can be found on payslip and is a 8 digit number)

Full Name

Job Title (in full)

Department/Ward

Address (in full)

Postcode

Telephone Number E-Mail Address

Organisation Sheffield Teaching Hospitals Sheffield Children's Hospital Sheffield Heath & Social Care
 NHS Sheffield Barnsley Hospital NHS Barnsley
 NHS Rotherham NHS Bassetlaw Doncaster & Bassetlaw Hospitals
 Chesterfield Royal Hospital Other – please specify

SECTION 2 COURSE DETAILS

Course Title Course Code **190**

Course Date (s)

Course Fee Cost Code all STHFT Departments (for recharge)

External Applicant - name and address for invoicing

SECTION 3 MANAGERS DETAILS

Manager's Name

Manager's Job Title

Manager's Signature Date

We would recommend that the following points are considered by the applicant and their manager together

- What do you and the nominated individual hope to gain from the course and what objectives have been agreed?
- How will the subject/s covered by this programme be used by the individual in his/her current position?
- What opportunities or arrangements will be offered to enable the individual to practice/utilise their learning?
- How will evaluation and review of the objectives take place?

SECTION 4 ADDITIONAL INFORMATION e.g. specific requirements LDD need to be aware of before attendance

The Trust is registered under the Data Protection Act 1998. Information contained on this form is for the Learning and Development Department's use only. Your signature denotes consent for information to be held on computer and in a manual filing system. For certain courses information may be shared with organisations working in partnership with Sheffield Teaching Hospitals NHS Foundation Trust. Your signature denotes consent for the holding and sharing of this information

Applicant's Signature: Date:

PLEASE ENSURE THAT YOU RETAIN A PHOTOCOPY OF THIS APPLICATION FORM

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