INTRODUCTION

Welcome to the 2014/2015 Education, Training and Development Directory. The Directory has been put together by the Learning and Development Department to provide information about courses available within Sheffield Teaching Hospitals NHS Foundation Trust (STHFT), as well as information about the services of the department itself.

How to use the Directory

The Directory is set out in sections. To find out what we do or to find details of courses, use the Sections as 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 types of Professional and Personal Development courses
   a. Evidence Based Practice
   b. Leadership and Management Development
   c. Professional and Personal Development
   d. Safeguarding
   e. Vocational Education
4. Section Four provides information concerning Specialised Patient Care courses
5. Section Five provides information on Open Learning (including computer based learning)
6. Section Six provides information on how to apply for courses, the new Trust Personal Achievement Learning Management System (PALMS), Specialist skills and Post Registration Development (SSPRD) as well as Sheffield Hospitals Charity
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. 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 you 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.

Course Charges

The majority of courses in this Directory are free of charge for STHFT staff. If there is a charge the course information will state this as a ‘fee’. Our courses are also open to external applicants (i.e. non-STHFT staff) and where no fee is stated there is a standard charge of £50 per person. If you require further information, please contact the course lead.

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 provides an extensive administration service to support training provided by a variety of users including Learning and Development staff, other departments within the Trust as well as external organisations. The team are the first point of contact for those wanting to find out about the work of the Learning and Development Department.

The Core Learning Unit has responsibility for a number of areas. 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, and Moving and Handling. 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. In addition the team are also supporting the implementation and development of the new Personal Achievement and Learning Management System (PALMS).

The Health and Social Care Academy is a partnership with Sheffield College to deliver Vocational Qualifications, primarily for staff who are working on Agenda for Change bands 1-4. We offer Diploma qualifications at levels 2 and 3 which look to provide appropriate skills for your job and to support role development. We also offer functional skills in literacy and
numeracy as well as Access programmes for those wishing to progress into higher education and the registered professions.

To support recruitment we deliver regular employability programmes for Hotel Services and Health Care Support roles and offer an increasing range of apprenticeships. We also manage work experience programmes for young people (up to 18 years of age), including the 'Made in Sheffield' Cutler's initiative which seeks to prepare young people between the ages of 14 and 16 years, for the world of work.

The Leadership and Organisation Development Team coordinates a range of management and leadership programmes internal and external to STHFT, as well as contributing to Organisation Development initiatives. The team works closely with colleagues in Human Resources on staff engagement and appraisal. The Team utilises the Insights Discovery personality tool for work with teams and individuals and also provides support for the NHS Leadership Framework 360 degree feedback process, as well as a wide range of leadership and management learning opportunities such as the Senior Leaders Programme, the ILM Level 3 Programme the Effective Management Series, the HR Management programme and the Guest Lecture series. The team organises the Leadership Forum on behalf of the Chief Executive. 2014 will also see the launch of the second cohort of the Coaching programme.

The Professional and Practice Development Team supports a wide range of education and services developments, aimed to improve care delivery, reduce harm and support individual development. The team’s activities include reviewing clinical roles and overseeing clinical skills so as to support different ways of working. The team also supports activities informing the understanding of patient care, including the Safer Nursing Care tool, Nurse Sensitive Indicators, Clinical Assurance Toolkit, Safety Thermometer and the development of the Hydration and Nutrition Accreditation Toolkit. In addition we provide support to STHFT around the move to an electronic patient record, coordinate the Evidence Based Council and support integrating evidence based practice into every day practice. Alongside these activities the Team leads on Mentorship, Preceptorship and values based recruitment for the nursing workforce, through assessment centres. We also support various taught programmes, as well as hosting the South Yorkshire Education in Cancer and Long Term Conditions on behalf of the wider health community. If you are not sure who deals with a topic you are interested in, 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 circumstances 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.

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 can be found at the Hotel Services Intranet Site http://nww.sth.nhs.uk/NHS/HotelServices/Travel/.

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

1. Eye clinic
2. Sheffield Vision Centre
3. Medical OPD
4. Diabetes Centre
5. TAU
6. Day Case Centre
7. Hearing Services
8. OPD
9. Main Entrance
10. Urology
11. GU Medicine
12. Emergency Admissions/Minor Injuries/Rheumatology

40. Assisted Conception Unit
41. JW Main Entrance
42. Maternity Emergencies

23. Cancer Support Centre
50. WPH Main Entrance
51. Cancer Research Centre
52. Broomcross Building

60. Charles Clifford Dental Hospital
Northern Campus

At the Northern Campus, facilities are used 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 and Job Specific topics will be provided through central and local induction programmes on joining the Trust or following a change in job role.

On-going mandatory updates and refresher training 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 Leads will stipulate the content, level and frequency of training to be delivered. See Mandatory Training Intranet Site (Central Training Needs Analyses).

http://www.sth.nhs.uk/NHS/LearningAndDevelopment/MandatoryTraining/

For information on Mandatory and Job Specific Mandatory Training please contact: Janet Wood on 0114 2266729 or via email: janet.wood@sth.nhs.uk

MANDATORY TRAINING TOPICS

Bullying and Harassment
Jane Clawson - Head of Employee Relations
Contact: 0114 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

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

Central Induction Programme
Janet McAleavy - Core Learning Co-ordinator
Contact: 0114 2715150 or via email: janet.mcaleavy@sth.nhs.uk
Terry Noble - Core Learning Facilitator
Contact: 0114 2714867 or via email: terry.noble@sth.nhs.uk
Shelley Spray - Core Learning Facilitator
Contact: 0114 2715699 or via email: shelley.spray@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
including Hand Hygiene and Inoculation Incidents.
Patty Hempshall - Lead Infection Control Nurse Specialist
Contact: 0114 2712592 / 0114 2714889 or via email: patty.hempshall@sth.nhs.uk

Identification Job Specific Training Topics

Blood Transfusion
Jill Rowlands - Specialist Practitioner of 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 / 0114 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 2268219 / 0114 2712668 or via email: jeff.swallow@sth.nhs.uk
Liz Hawkshaw - Catering Manager (Central)
Contact: 0114 2266509 or via email: liz.hawkshaw@sth.nhs.uk
Section Two Mandatory Training

Healthcare Record Keeping
Clare Coyne - Named Nurse for Adult Safeguarding and IPPR
Project Manager
Contact: 0114 2266667 or via email: clare.coyne@sth.nhs.uk
Mark Talbot - Medical Records Manager
Contact: 0114 2712011 or via email: mark.talbot@sth.nhs.uk

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 2713992 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 2712484 or via email: rhona.macleann@sth.nhs.uk
Rebecca Walsh - Anticoagulation Pharmacist
Contact: 0114 2713644 or via email: rebecca.walsh@sth.nhs.uk

COURSES LIST
- Advanced Life Support (ALS)
- Advanced Life Support (e-ALS)
- Anaphylaxis Training
- Blood Transfusion
- Central Induction Programme
- Display Screen Equipment Assessors Training
- Health and Safety / Risk Management Training
- Hospital Life Support
- Immediate Life Support (ILS)
- Immediate Life Support re-certification
- Introduction to Infection Control
- Managing Violence and Aggression - Conflict Resolution
- Managing Violence and Aggression - Physical Intervention Skills
- Managing Violence and Aggression - Refresher
- Moving and Handling Keytrainer (Patient and Non-patient)
- Moving and Handling Keytrainer Refresher (Non-patient)
- Newborn Life Support (NLS)
- Paediatric Basic Life Support
- Paediatric Immediate Life Support (pILS)
- Understanding Personal safety and Security - e-learning
- Waste Management

ADVANCED LIFE SUPPORT (ALS)

Overview
The ALS course aims to teach the theory and practical skills to effectively manage cardio-respiratory arrest, peri-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 4 years.

Structure
Two day course

ADVANCED LIFE SUPPORT (eALS)

Overview
The e-learning ALS comprises of two parts. The first part being 7 hours accumulated e-learning incorporating the traditional lectures found on the 2 day course, computer-aided scenarios and multimedia based questioning. This should be completed before attending the second part of the course. This involves attending a one day course involving team based scenarios, practical skill assessments and finishing with a "team leader" test and a multiple choice questionnaire.

Due to the e-learning nature surrounding the first part of the course, the eALS is ideally suited to practitioners who have an already developed skill set regarding the practicalities of resuscitation management but the course is open to all practitioners who feel that e-learning is an appropriate learning modality for them.

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 4 years.

Structure
One day course

Fee
STHFT staff £400; Other NHS £400; Non NHS £400

Further Information
Please contact: Donna Bennett, Julie Royston or Helen Till on 0114 2714587 (NGH), 0114 2712668 / 2712864 (RHH), or via email: donna.bennett@sth.nhs.uk, julie.royston@sth.nhs.uk, helen.till@sth.nhs.uk.

ANAPHYLAXIS TRAINING

Overview
This course aims to teach the theory and practical skills to effectively manage an anaphylactic reaction. It covers:
- Anaphylaxis and its causes
- The signs and symptoms associated
- The emergency management of anaphylactic patients

The course is primarily aimed towards staff who routinely administer medications or treatments that may cause allergic reactions, and staff who work with those suspected of having an allergy.

Fee
STHFT staff N/A; Other NHS £30; Non NHS £30
Further Information
Please contact: Donna Bennett, Julie Royston or Helen Till on 0114 2714587 (NGH), 0114 2712668 / 2712864 (RHH), or via email: donna.bennett@sth.nhs.uk, julie.royston@sth.nhs.uk, helen.till@sth.nhs.uk.

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 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
- WPH Porters Transport and Storage
- Administration
- Monitoring
- Management of adverse reactions

Blood Transfusion training must be undertaken every 2 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/ This is the approved method of delivery for Medical staff at both Induction and at 2 yearly refresher training, although manual sign off of competency (as required) is still expected.

Structure
Face to face training or E-learning package

Further Information
Face to face training is available through your Local/Directorate Educator or Manager. Alternatively, contact the Specialist Practitioners of Transfusion (SPOTs), on 0114 2715246

190 AA101 CENTRAL INDUCTION PROGRAMME

Overview
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.

Section Two Mandatory Training

Structure
Two day programme with further half day for clinical staff

Venue and Dates
Rivermead Training Centre, Northern General Hospital
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, Terry Noble or Shelley Spray, on 0114 2715150 / 0114 2714867 or 0114 2715699 or via email: janet.mcaleavy@sth.nhs.uk / terry.noble@sth.nhs.uk or shelley.spray@sth.nhs.uk

190 AA175 DISPLAY SCREEN EQUIPMENT ASSESSOR TRAINING

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

This course requires you to have previously completed the Trusts Display Screen Equipment (DSE) e-learning, code number AB 160.

On completion of the course, candidates will require protected time to undertake DSE assessments in the workplace.

Structure
Three hour session

Fee
STHFT staff N/A; Other NHS £75; Non NHS £75

Venue and Dates
Vickers 17, Northern General Hospital
2014: April 15; June 19; August 11; September 4; November 7; December 11
2015: February 23; March 26

Further Information
Please contact: Sue Harrington on 0114 2266844, or via email: sue.harrington@sth.nhs.uk

HEALTH AND SAFETY / RISK MANAGEMENT TRAINING

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 on 0114 2714867, or via email terry.noble@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 AED mode
- Scenario based team work
- Also as appropriate; area specific special circumstances, information on STHFT DNACPR, information on resuscitation audit
- Understand the management of anaphylaxis
Section Two Mandatory Training

Structure
Ninety (90) minute sessions arranged as required

Fee
STHFT staff N/A; Other NHS £30; Non NHS £30

Further Information
Please contact: Donna Bennett, Julie Royston or Helen Till on 0114 2714587 (NGH) or 0114 2712668 / 0114 2712864 (RHH), or via email: donna.bennett@sth.nhs.uk, julie.royston@sth.nhs.uk or 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 12 months.

Structure
One day course

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

Further Information
Please contact: Donna Bennett, Julie Royston or Helen Till on 0114 2714587 (NGH) or 0114 2712668 / 0114 2712864 (RHH), or via email: donna.bennett@sth.nhs.uk, julie.royston@sth.nhs.uk or helen.till@sth.nhs.uk.

IMMEDIATE LIFE SUPPORT RECERTIFICATION 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 12 months.

Structure
Half day course

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

Further Information
Please contact: Donna Bennett, Julie Royston or Helen Till on 0114 2714587 (NGH) or 0114 2712668 / 0114 2712864 (RHH), or via email: donna.bennett@sth.nhs.uk, julie.royston@sth.nhs.uk or helen.till@sth.nhs.uk.

190 AA150 INTRODUCTION TO INFECTION CONTROL

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

Fee
STHFT staff N/A; Other NHS £75; Non NHS £140

Venue and Dates
For venues please visit the STHFT Infection Control web page.
2014: May 14 and 15; July 16 and 17; October 15 and 16
2015: February 11 and 12

Further Information
Please contact: The Learning Support Team on 0114 2715334, or via email: training.admin@sth.nhs.uk.

190 AA102 MANAGING VIOLENCE AND AGGRESSION - CONFLICT RESOLUTION

Overview
An informative 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.

Please contact the course facilitators for more information.

Structure
One and a half hours

Venue and Dates
2014: April 17 (central campus); October 23 (North House, Northern General Hospital)

Fee
STHFT staff N/A; Other NHS £35

Further Information
Please contact: Shelley Spray or Terry Noble on 0114 2715699 / 0114 2714867, or via email: shelley.spray@sth.nhs.uk or terry.noble@sth.nhs.uk.

190 AA196 MANAGING VIOLENCE AND AGGRESSION - PHYSICAL INTERVENTION SKILLS

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, including those 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 and 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.
**Assessment criteria:**
- Knowledge assessment test
- Observed assessment of practical skills, including teaching
- Workplace assessment within two months of completion of the course

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

On completion of the course, participants will be able to describe key features of:
- their role as Keytrainer
- the role of others in managing Moving and Handling risk in the Trust including:
  - the lead trainer (patient areas)
  - their manager
  - the Moving and Handling Team
- Systems to manage Moving and Handling within the organisation, including:
  - Access to occupational health
  - Staff treatment
  - Trainer cascade system
  - Audit of policy

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

To apply for this course:
Internal applicants please complete the Learning and Development Department application form. External Applicants - please contact Susan McChrystal on 0114 2266829 for application details.
Following receipt of your application form you will be contacted by a member of the Moving and Handling team to enrol you on the modules relevant to your job role.

Places for this course are allocated according to priority of need rather than on a first come first served basis therefore you will not hear immediately whether or not you have been offered a place.

Closing date for application to the course will be 2 months prior to the course start date. Notification of successful / unsuccessful application will be sent approximately 2 weeks after the closing date.

**Structure**
Eight modules over six days. There is also an additional drop in session on the afternoon of day 5 where participants can address any specific issues with the moving and handling team.

Module 1: (6 hours) principles of safer handling - all staff groups
Module 2: (3 hours) repositioning patients in beds / trolleys - for clinical staff in patient handling roles
Module 3: (3 hours) movement of beds / trolleys (including lateral transfers) - for staff involved in moving beds / trolleys, lateral transfers e.g. clinical staff / porters
Module 4: (3 hours) sitting, standing and walking patients - for clinical staff in patient handling roles
Module 5: (3 hours) principles of hoist use - for clinical staff in patient handling roles
Module 6: (6 hours) complex / emergency patient handling situations - compulsory for all clinical staff in patient handling roles
Module 7: (3 hours) display screen equipment assessment - For DSE users / staff assessing DSE users
Module 8: (6 hours) moving and handling Keytrainer role - all staff groups

**Fee**
STHFT staff N/A; Other NHS £75 per 3 hour module; £120 per 6 hour module

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**Keytrainer Role as outlined in the Moving and Handling Policy.**

The Keytrainer role is suitable for staff working in both clinical and non-clinical areas. Further information about this role can be found in the Moving and Handling Policy. This course is tailored to suit training needs as arranged by departments requesting Physical Intervention Skills.

**Fee**
STHFT staff N/A; Other NHS contact course facilitators; Non NHS contact course facilitators

**Further Information**
Please contact: Shelley Spray or Terry Noble on 0114 2715699 / 0114 2714867, or via email: shelley.spray@sth.nhs.uk or terry.noble@sth.nhs.uk.

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**190 AA107 MANAGING VIOLENCE AND AGGRESSION - REFRESHER**

**Overview**
These sessions can be attended by anyone requiring an update in line with their local Training Needs Analysis and cover the following areas:
- Possible Trigger Factors
- MVA Risk Assessment
- Warning Signs
- De-escalation Techniques including Personal Safety
- Related Policies

**Structure**
One hour refresher sessions

**Venue and Dates**
North House, Northern General Hospital (unless stated otherwise)
2014: April 22; June 16; August 7 (Rivermead Training Centre);
October 17; December 9
2015: February 19

Royal Hallamshire Hospital (venue to be confirmed)
2014: May 15; July 11; September 3; November 24
2015: January 27; March 23

**Further Information**
Please contact: Shelley Spray or Terry Noble on 0114 2715699 / 0114 2714867, or via email: shelley.spray@sth.nhs.uk or terry.noble@sth.nhs.uk.

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**190 AA182 MOVING AND HANDLING KEYTRAINER COURSE (PATIENT AND NON-PATIENT HANDLING)**

**Overview**
To prepare staff to fulfil the role of Moving and Handling Keytrainer in the workplace. Further information about this role can be found in the Moving and Handling Policy. This course is suitable for staff working in both clinical and non-clinical areas.

**Pre Course Requirements**
- Candidates must be sufficiently senior in their area of work to influence change
- Candidates must be physically capable of undertaking and teaching the practical elements of the training
- It is essential that candidates have a teaching qualification / experience of teaching (including lesson planning and maintenance of training records).
- It is recommended that candidates complete the Moving and Handling e-learning programme AB161 prior to start of course
- It is essential that the Trust's Display Screen Equipment (DSE) e-learning programme AB160 is successfully completed prior to start of course if undertaking module 7, DSE assessment

This course will require protected time release to undertake the Keytrainer role as outlined in the Moving and Handling policy.
**Section Two Mandatory Training**

**Venue and Dates**

**Vickers 17, Northern General Hospital**

2014: September 8 to 12 plus September 18
2015: March 9 to 13 plus March 19

**Further Information**

Please contact: Nicky Sharpe on 0114 2266409, or via email: nicky.sharpe@sth.nhs.uk.

**MOVING AND HANDLING KEYTRAINER REFRESHER (NON-PATIENT)**

**Overview**

This half day session will provide existing moving and handling Keytrainers in non-patient areas with new information on moving and handling within the Trust and the tools to be successful in the role of Keytrainer.

**Structure**

Half day

**Venue and Dates**

Vickers 17, Northern General Hospital

2014: April 28; May 13; June 13; July 14; August 1; October 14; November 25

**Further Information**

Please contact: Sue Harrington on 0114 2266844, or via email: sue.harrington@sth.nhs.uk.

**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 4 years.

**Structure**

One day course

**Fee**

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

**Further Information**

Please contact: Donna Bennett, Julie Royston or Helen Till on 0114 2714587 (NGH) or 0114 2712668 / 0114 2712864 (RHH), or via email: donna.bennett@sth.nhs.uk, julie.royston@sth.nhs.uk or 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

**Fee**

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

**Further Information**

Please contact: Donna Bennett, Julie Royston or Helen Till on 0114 2714587 (NGH) or 0114 2712668 / 0114 2712864 (RHH), or via email: donna.bennett@sth.nhs.uk, julie.royston@sth.nhs.uk or helen.till@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 update training for those staff who have already attended training in Managing Violence and Aggression.

**Structure**

Two hour e-learning package

**Further Information**

Please contact: Shelley Spray or Terry Noble on 0114 2715699 / 0114 2712867, or via email: shelley.spray@sth.nhs.uk or terry.noble@sth.nhs.uk.
AA160 WASTE MANAGEMENT

Overview
The training will prepare staff to fulfil the role of Waste Champion, including being able to undertake waste management compliance self-audits / reviews of their respective ward / departments.

At the end of this session you will be able to:
• Demonstrate knowledge of the segregation system and colour coding
• Undertaking a waste advisor role for your ward / department
• Understand how the tagging system works for clinical wastes
• Understand the waste management ward / departmental audit / review tool
• Undertake your ward / departments annual waste audit
• Understand the responsibilities associated with waste duty of care.

Structure
Half day course

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

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: April 3; May 1; June 5; July 3; August 7; September 4; October 2; November 6; December 4
2015: January 8; February 5; March 5

Further Information
Please contact: Raymond Wright on 0114 2715754, or via email: raymond.wright@sth.nhs.uk.
EVIDENCE BASED PRACTICE

- Clinical Audit Through Four Stages
- Clinical Effectiveness - Managing Change Effectively
- Clinical Research Training Programme
- Dr. Foster Quality Investigator Tool Training
- 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

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

Fee
STHFT staff N/A; Other NHS £66; Non NHS £100

Venue and Dates
North House, Northern General Hospital (unless stated otherwise)
2014: July 15 (Rivermead Training Centre); Northern General Hospital; October 20
2015: February 3

Further Information
Please contact: Clinical Effectiveness Unit on 0114 2715115, or via email: caeu@sth.nhs.uk.

190 BB635 CLINICAL EFFECTIVENESS - MANAGING CHANGE EFFECTIVELY

Overview
This workshop explores the theoretical and practical principles underpinning the implementation of change as part of the project process when undertaking clinical audit / service review activities to improve patient care.

This will include discussion and practical application of different project and change management tools and theories. Staff will learn about:
- How to manage and lead a project through change in a logical and constructive manner
- How to develop clear recommendations underpinned by a comprehensive action plan and why this key to the success of a clinical effectiveness project
- The importance of clear leadership in successful change
- The need to monitor sustainability of the implemented changes

Structure
Workshop

Fee
STHFT staff N/A; Other NHS £50; Non-NHS £100

Venue and Dates
North House, Northern General Hospital (unless stated otherwise)
2014: July 15 (Rivermead Training Centre, Northern General Hospital); October 20
2015: February 23

Further Information
Please contact: Clinical Effectiveness Unit on 0114 2715115, or via email: caeu@sth.nhs.uk.

Section Three General Courses

CLINICAL RESEARCH TRAINING PROGRAMME FOR RESEARCH NURSES AND ALLIED HEALTH PROFESSIONALS

Overview
The Clinical Research Office is offering a training course for Research Nurses working in a clinical research role specifically in studies involving Investigational Medicinal Products (IMPs). The course is delivered by the Sheffield Clinical Research Office, the Clinical Research Facility, Research Support Services, the South Yorkshire CLRN, and an external trainer from PharmaSchool. The course comprises five training days with workbooks and assessments, completed over a period of six months.

Programme outline
- Drug development, trial design, and GCP
- Industry perspective on managing clinical trials
- Research strategies of the DH/NIHR and STH
- Research governance systems for sponsored, hosted and commercial CTIMPS
- How to make the most of research support services
- Practical research skills, including site files, consent, audit and inspection
- The Research Nurse Framework for the professional development and management of research nurses

Assessment
Students will be required to complete two formal assessments for this course taking the form completion of an online GCP course and written work. The online GCP is to be completed prior to the first workshop and the written assignment is a 2000 word report based around the programme content, to be submitted up to one after the last workshop. On the successful completion of the course and its associated assessments, the Clinical Research Office will award successful participants with a Training Certificate.

Structure
The course comprises five training days with workbooks and assessments, completed over a period of six months.

Venue and Dates
To be confirmed

Further Information
Please contact: Jeannie Dowen McKie on 0114 2265431, or via email: jeannie.dowenmckie@sth.nhs.uk.

DR FOSTER QUALITY INVESTIGATOR TOOL TRAINING

Overview
The course provides practical demonstration and hands-on training on how to use the Dr Foster Quality Investigator tool for benchmarking and monitoring clinical outcomes, run by a representative from Dr Foster Intelligence. Quality Investigator builds on RTM (the previous tool) and the training will show how the ‘dashboard’ can be targeted to user needs and areas of special interest. Participants will also be able to ask any questions they have about Quality Investigator.

The course will include:
- The approach to dashboard reporting in the new tool
- Data structures to reflect the organisation hierarchy
- Configuration of dashboard widgets (show / hide parts) to focus on your particular areas of interest
- Tool ‘memory’ to retain your preferences as navigate way through the tool and different tabs, even after you log out
- Smarter alerting and notifications (choice of thresholds for CUSUM alerts)

Structure
Two hour session

Venue and Dates
Seminar Room 10, Medical School, Royal Hallamshire Hospital
Section Three General Courses

2014: June 12; October 2
(Further dates will be released, please contact the Clinical Effectiveness Unit for details)

Further Information
Please contact: Clinical Effectiveness Unit on 0114 2715115, or via email: caeu@sth.nhs.uk.

190 BB718 EVIDENCED BASE PRACTICE - FIVE DAY COURSE

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

There are five taught days included in the course over a six 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 if required. Course Objectives:
• To examine clinical issues in depth
• To search for and locate a variety of sources of evidence.
• To network with the multidisciplinary team
• To produce an action plan for change
• To disseminate the findings of the course

Structure
Five day course

Fee
STHFT staff N/A; Other NHS £402; Non NHS £572

Venue and Dates
Rivermead Training Centre, Northern General Hospital (unless stated otherwise)
2014: November 12 (North House, Northern General Hospital); December 9
2015: February 5; March 10; May 13

Further Information
Please contact: Irene Mabbott 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

Fee
STHFT staff N/A; Other NHS £60

Venue and Dates
To be confirmed

Further Information
Please contact: Jo Marsden on 0114 2268833, or via email: j.l.marsden@sheffield.ac.uk.

190 BB721 SIMPLE RULES TOOLKIT WORKSHOP

Overview
The STHFT 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

Fee
STHFT staff N/A; Other NHS £33; Non NHS £50

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: September 3
2015: January 13

Further Information
Please contact: Irene Mabbott on 0114 2714281, or via email: irene.mabbott@sth.nhs.uk.
LEADERSHIP AND MANAGEMENT DEVELOPMENT

- Appraisal - Performance and Values Based Appraisal
- Appraisal paperwork briefing
- Effective Manager Series
- HR Development Programme
- ILM Leadership and Management Level 3
- Insights Team Discovery Day
- Introduction to Quality Improvement
- Recruitment and Selection
- Senior Leaders Programme
- Team Building - Dynamics of Team Building

190 AA226 EFFECTIVE MANAGER SERIES

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 (list not exhaustive):
- Can’t do won’t do; Managing capability and performance
- Change Management
- Delegation Skills
- Emotional Intelligence
- Financial Management
- Grievance Management
- Managing Attendance
- Project Management
- Report Writing

Structure
Half day or full day workshops throughout the year

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: April 1; May 2; July 30; August 22; September 3; October 2; December 10
2015: January 23; February 27; March 24

Further Information
Please contact: Sue Burgin on 0114 2266668, or via email: sue.burgin@sth.nhs.uk.

190 AA231 HR DEVELOPMENT PROGRAMME

Overview
The HR development programme is essential to equip managers with the appropriate skills when dealing with HR related issues thus improving the competency and confidence of managers. It will be particularly beneficial for managers new to STHFT and those people new to management.

8 Modules will be carried out over 8 months to include:
- Managing the communication process in the workplace
- Managing equality and diversity in own area
- Managing recruitment and selection of new staff in the workplace
- Managing conflict management in the workplace
- Negotiating and networking in the workplace
- Managing of attendance *(not ILM accredited)
- Performance management
- Managing discipline and grievances in the workplace

Structure
Eight one day modules taught face to face, with task work and assessed presentations

Fee
STHFT staff: £46 for ILM registration

Venue and Dates
Rivermead Training Centre, Northern General Hospital
Cohort Four:
2014: June 30; July 28; August 26; September 29; October 17; November 28; December 12
2015: January 30

Cohort Five
2014: September 5; October 1; November 21; December 8
2015: January 2; February 6; March 12; April 2

Further Information
Please contact: The Learning Support Unit on 0114 2266668, or via email: training.admin@sth.nhs.uk.

APPRAISAL - PERFORMANCE AND VALUES BASED APPRAISAL

Overview
The Performance and Values based appraisal training looks at the appraisal process and documentation used within STHFT. The training covers the undertaking of appraisals by discussing the purpose of appraisal, the roles of those involved, perception and tools and techniques to help when assessing the PROUD values and underpinning behaviour. The appraisal documentation and its completion will also be addressed within the training session.

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

Structure
Five hour session

Venue and Dates
To find out more about the session and available dates please visit the Trust's Appraisal webpage (http://nww.sth.nhs.uk/NHS/LearningAndDevelopment/).

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

APPRAISAL PAPERWORK BRIEFING

Overview
This two hour session is provided for those managers that currently carry out effective, high quality appraisals and have previously attended appraisal training. It will introduce you to the Performance and Values based appraisal paperwork and demonstrate how to complete it.

The aim of the two hours is to introduce the two appraisal documents; Leader and General, and will address completion of the relevant sections within the paperwork.

The session is aimed at fully competent and experienced appraisers who are already knowledgeable in the following (list below) and just need to understand the new paperwork.
- Perception ladder
- Giving effective feedback
- Setting SMART goals
- Active and empathic listening skills
- Assessing behaviours against agreed organisational values

Structure
Two hour session

Further information
To find out more about the session and available dates please visit the Trust's Appraisal webpage (http://nww.sth.nhs.uk/NHS/LearningAndDevelopment/).

Please contact: The Learning Support Unit on 0114 2715334, or via email: training.admin@sth.nhs.uk.
Section Three General Courses

190 AA225 ILM LEADERSHIP AND MANAGEMENT LEVEL 3

Overview
The ILM Leadership and Management Programme has been designed to develop the skills of new managers / team leaders and experienced managers / team leaders with no previous management and leadership qualifications.

It is run on a modular basis which will include; task work, self-directed study and work based assignments with a 800 - 1500 word count.

The course objectives are to build and broaden your leadership and management skills in:
- Self-Awareness / Insights Discovery
- Motivation
- Leadership and Management
- Team Building / Staff Engagement
- Coaching
- Stress Management
- Change Management
- Meetings Management

Structure
Eleven workshops

Fee
STHFT staff: The total cost of the ILM Level 3 programme is £250. The programme will be subsidised by the Learning and Development Department by £100 therefore directorates or individuals will be responsible for paying the remaining £150.

Accreditation Body
(ILM) Institute of Leadership and Management

Further Information
Please Contact: Amanda Kearsley on 0114 2266295, or via email: amanda.kearsley@sth.nhs.uk.

190 AA224 INSIGHTS TEAM DISCOVERY DAY

Overview
The Insights Learning System is based on work first identified by Carl Gustav Jung when looking at Psychological types. An Insights Team Discovery day is a useful first step in team development as participants are encouraged to develop a greater understanding of their personality preferences and behaviours and those of their colleagues which helps to build relationships and improve communications within the team.

Further Information
Please contact: Rhian Bishop on 0114 2714453, or via email: rhian.bishop@sth.nhs.uk
Sue Burgin on 0114 2266668, or via email: sue.burgin@sth.nhs.uk
Amanda Kearsley on 0114 2266295, or via email: amanda.kearsley@sth.nhs.uk

INTRODUCTION TO QUALITY IMPROVEMENT

Overview
To complement the Sheffield Microsystem Coaching Academy (MCA), the STHFT Service Improvement team run a regular two day ‘Introduction to Quality Improvement’ course.

The two days are designed to introduce the basics of quality improvement through a mixture of presentation, video and practical exercises. The sessions are aimed at anyone who is interested in quality improvement, as a leader, a potential MCA coach or as part of an improvement team.

Further Information
For further information or to book a place please contact Elaine Staite, on 0114 2713776, or via email elaine.staite@sth.nhs.uk, or via the Sheffield MCA website:
http://www.sheffieldmca.org.uk/courses

190 AA225 RECRUITMENT AND SELECTION PROGRAMME

Overview
This course is for staff who have responsibility for the recruitment and selection of staff. 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:
1. An introduction to the legislative framework
2. Aspects of the STHFT policy: vacancy control procedures, redeployment, CRB checks, employment standards checks, genuine occupational qualifications and requirements
3. Determination of the requirements of posts
- The importance of the person specification - and its use
- Determination of the final selection criteria and the use of weightings
- Determination of appropriate interview questions
- Explanation of the interview assessment process - ‘the scoring system’
4. Selection interviewing
- The behaviours of effective interviewers
- Preparation for interviewing
- The structure of interviews
5. Recruitment and selection using the Trust’s Values and associated behaviours.

Pre-course work:
Participants are required to access relevant Trust policies and procedures.

Structure
One day

Venue and Dates
North House, Northern General Hospital (unless stated otherwise)
2014: May 28 (Rivermead Training Centre, Northern General Hospital); September 3; November 6
2015: March 3

Further Information
Please contact: Janet Ann Wilson on 0114 2715095, or via email: janet.a.wilson@sth.nhs.uk.

190 AA223 SENIOR LEADERS PROGRAMME

Overview
In order to deliver the Trust strategy ‘Making a Difference’, there is a need for a shared understanding of the expectations that this places on our leaders.

In collaboration with Sheffield Hallam University, we introduced the Senior Leaders Development programme in 2011. 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:
1. Offers support and development to leaders who are already in complex roles
2. Develops alongside them a pool of leaders to be ready to apply for such roles.
3. 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...
to acquire a new set of skills relevant to their work situations, and
to further develop existing ones.

Structure
The programme consists of four elements:
1. The Insights Discovery© development centre
2. Leadership Framework 360 degree feedback
3. Sheffield Hallam University work based learning module: 6
days delivered by SHU in conjunction with members of the
Trust Executive Group
4. On-going Personal Development Plan (PDP) and appraisal

Parts 1 and 2 must be completed and a PDP put in place before
embarking on the work based learning module.

Venue and Dates
To be confirmed

Further Information
Please contact: Sue Burgin on 0114 2266668, or via email:
sue.burgin@sth.nhs.uk.

190 AA260 TEAM BUILDING - DYNAMICS OF TEAM BUILDING

Overview
The programme explores the roles and responsibilities required by
team members in order to work as an effective team. It then looks
at how to use team member’s strengths in order to improve
motivation and team effectiveness.

Structure
One study day

Fee
STHFT staff N/A; Other NHS £65; Non NHS £95

Venue and Dates
North House, Northern General Hospital
2014: May 9; October 13
2015: February 9

Further Information
Please contact: Sue Burgin on 0114 2266668, or via email:
sue.burgin@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
- Clinical Support Worker Development Programme
- Managing Communication Challenges
- Mask Fit Testing - FF3
- Mentorship Workshop for Nurses
- Minute Taking
- MUST (Malnutrition Universal Screening Tool)
- Peripheral Cannulation Central Study Day
- Prepare to Care Masterclass
- Preparation for Retirement Seminar
- Staff Reflection Day
- STHFT Sharing Good Practice Festival Day
- Top Tips for Training
- Training for Assessors of Clinical Skills
- Venepuncture Central Study Day
- Vital Signs and Patient Monitoring
- 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. The
learners need to have worked in the NHS for a minimum of one
year (this does not include previous training). As this is a level 3
course it is anticipated that all learners will have evidence of level
2 studies, as a minimum, including math’s and English. Some
University courses will only accept GCSE math’s and English at C
grade and above. Therefore it is advisable to obtain these prior to
applying for this course.

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. This
will provide the tools for the learner to research and reference
academic work to fulfil the learning outcomes of the course. Self-
motivation and independent learning are essential skills required
for this course.

Fee
STHFT staff N/A; Other NHS negotiable; Non NHS £950

Venue and Dates
To be confirmed on acceptance on to the course.

Further Information
Please contact: Lorraine Reed on 0114 2602640, or via email:
lorraine.reed@sth.nhs.uk.
For an application form, please contact
Joanne Hodkin on 0114 2602640, or via email:
joanne.hodkin@sth.nhs.uk.

190 BB712 ADMINISTRATION OF INTRAVENOUS MEDICINES CENTRAL STUDY DAY

Overview
The Learning and Development Department have developed and
produced a central Administration of Intravenous Medication
study day for staff from all clinical backgrounds. It is based on the
STHFT Open Learning Programme and will cover administration
via peripheral and central IV devices e.g. cannula, PICC and
Hickman lines.

As well as covering all the theoretical issues such as infection
control, anatomy and physiology, health and safety, legal and
Section Three General Courses

professional, it also offers simulated practice workshop using best practice technique and equipment. Also included are pharmaceutical aspects, infusion device awareness and Line dressings.

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

Fee
STHFT staff N/A;
Other NHS £75 (plus £20 per hour for additional training by STHFT staff and £25 per module for STHFT assessment, if required);
Non NHS £100 (plus £30 per hour for additional training by STHFT staff and £25 per module for STHFT assessment, if required)

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: May 19; September 10
North House, Northern General Hospital
2014: December 10
2015: February 11

Further Information
Please contact: Kathryn Cox on 0114 2266652, or via email: kathryn.cox@sth.nhs.uk.

190 BB710 CENTRAL VENOUS ACCESS DEVICES STUDY DAY

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 day is to provide knowledge about what CVAD commonly used at STHFT, recognition and management of common 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 pack. The knowledge assessment should be completed and returned to the course leader with 4 weeks and the practical element of the course should be completed within 6 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 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.

Venue and Dates
To be confirmed

Further Information
Please contact: Kathryn Cox on 0114 2266652, or via email: kathryn.cox@sth.nhs.uk.

190 BB603 CLINICAL SUPPORT WORKER DEVELOPMENT PROGRAMME

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. There are six days covering:
• Nutrition and Dysphagia Awareness
• Meeting the ‘Six C’s’ as a Clinical Support Worker
• Accountability, delegation, consent and communication
• Disability awareness
• End of Life Care
• Caring for patients with diabetes

Structure
Six optional study days provided over a 12 month period

Fee
STHFT staff N/A; Other NHS N/A; Non NHS £60

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: April 10; July 1; October 3; December 5
2015: February 13; March 20

Further Information
Please contact: Michelle Freeman on 0114 2266666, or via email: michelle.freeman@sth.nhs.uk.

190 BB626 MANAGING COMUNICATION CHALLENGES

Overview
Receive up to date information and an opportunity to practice skills required to improve communications skills. Understand the importance of having good communication skills

Consider the views of patients and the public on the impact that poor communications can have on their care.

Structure
One day course

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: April 14; September 30
2015: November 14

Further information
Please contact: Shirley Thompson on 0114 2715266, or via email: shirley.thompson@sth.nhs.uk.

MASK FIT TESTING - FFP3

Overview
FFP3 respirators are an item of Personal Protective Equipment, which should be worn when providing care for patients with certain infectious conditions, when carrying our aerosol generating procedures on patients with influenza and when administering certain medicines. To ensure that staff are able to wear the masks correctly a Mask Fit Test must be performed. This training prepares Mask Fitting testers. By the end of the session you will:
• Have been mask fit tested
• Be aware of the contents and use of a Mask Fit Testing Kit
• Understand how to prepare for the test
• Be able to perform a sensitivity test
• Be able to administer the Mask Fit Test
• Be able to perform the daily self-test

Structure
Sessions run subject to demand within clinical departments. They last at least two hours, but may be longer depending upon the number of people present.
190 BB607 MENTORSHIP WORKSHOP FOR NURSES

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

Please note: This one day workshop can be used as an update, but does not give candidates a mentor qualification.

Structure
One day workshop

Venue and Dates
Rivermead Training Centre, Northern General Hospital (unless stated otherwise)
2014: April 22; May 23; June 16; July 21; September 22; October 20; November 18; December 15
2015: February 17; March 16

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.

190 AA275 MINUTE TAKING

Overview
This training 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

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: April 11; July 7; October 2
2015: January 14

Further Information
Please contact: The Learning Support Unit on 0114 2175334, or via email: training.admin@sth.nhs.uk.

MUST - USE OF MUST (MALNUTRITION UNIVERSAL SCREENING TOOL) AND APPLICATION OF FIRST LINE ADVICE

Overview
This training introduces attendees to the Malnutrition Universal Screening Tool, how to apply it and how to provide first line management for a patient/client whose score indicates nutritional risk.

The training is appropriate for anyone involved in caring for or advising people at risk of undernutrition. Examples would include nurses (acute, community and general practice), clinical assistants, junior doctors, allied health professionals, care home and nursing home staff.

Structure
Half day experiential learning course, varied in level and content, depending on the attendees.

Venue and Dates
Courses run subject to demand

Further Information
Please contact: Alison Holloway on 0114 2371166, or via email: alisonholloway@nhs.net.

190 BB713 PERIPHERAL CANNULATION CENTRAL STUDY DAY

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 & physiology, health & safety, legal & 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 £75 (plus £20 per hour for additional training by STHFT staff and £25 per hour for STHFT assessment, if required); Non NHS £100 for study day (plus £30 per hour for additional training by STHFT staff and £35 per module for STHFT assessment, if required)

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: June 4; November 25
North House Northern General Hospital
2014: September 4;
2015: March 5

Further Information
Please contact: Kathryn Cox on 0114 2266652, or via email: kathryn.cox@sth.nhs.uk.

PREPARE TO CARE MASTERCLASS

Overview
There are many different ways that clinical support workers work within the Trust. This training is aimed at people who want to apply for a clinical support worker job but who need to know more about what is expected of someone in the role.

By the end of the session the learner will be more confident with:
- Understanding what a Clinical Support Worker does
- The hours worked
- How to apply for a clinical support worker job
- Preparing for interviews
- Accessing support with Maths and English

Structure
Three hour session

Fee
STHFT N/A; Other NHS £30; Non-NHS £50
**Section Three General Courses**

**Venue and Dates**
To be confirmed

**Further information**
Please contact: Michelle Freeman on 0114 2266666, or via email: michelle.freeman@sth.nhs.uk

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**190 AA218 PREPARATION FOR RETIREMENT SEMINAR**

**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**
Please contact the Learning Support Unit

**Venue and Dates**
Rivermead Training Centre, Northern General Hospital
2014: April 15; May 22; June 30; September 4; October 27; November 17

**Further Information**
Please contact: The Learning Support Unit on 0114 2715334, or via email: learning.admin@sth.nhs.uk.

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**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

**Fee**
STHFT staff £20

**Further Information**
Please contact: Reverend Judith Daley on 0114 2712718, or via email: judith.daley@sth.nhs.uk.

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**190 BB638 STHFT SHARING GOOD PRACTICE DAY**

**Overview**
This one day festival has been running since 2007 and highlights the various great work that is being undertaken in all areas of 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 work 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

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**190 BB903 TOP TIPS FOR TRAINING**

**Overview**
This one day session will provide staff with a set of tools to run a successful training session. By the end of the session staff will be able to identify a need for a training session and design, prepare, deliver and evaluate a training session. You will also learn how to assess learning and provide feedback to learners.

**Structure**
One full day

**Venue and Dates**
North House Northern General Hospital
2014: May 2; June 30; September 30
2015: February 2

**Further information**
Please contact: Nicky Sharpe on 0114 2266409, or via email: nicky.sharpe@sth.nhs.uk.

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**190 BB715 TRAINING FOR ASSESSORS OF CLINICAL SKILLS (TACS)**

**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

**Fee**
STHFT staff N/A; Other NHS £75

**Venue and Dates**
Rivermead Training Centre, Northern General Hospital
2014: May 21; September 17
North House, Northern General Hospital
2015: January 14; March 11

**Further Information**
Please contact: Kathryn Cox on 0114 2266652, or via email: kathryn.cox@sth.nhs.uk.
190 BB714 VENEPUNCTURE CENTRAL STUDY DAY

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 and techniques.

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

Fee
STHFT staff N/A;
Other NHS £75 (plus £20 per hour for additional training by STHFT staff and £25 per hour for STHFT assessment, if required);
Non NHS £100 for study day (plus £30 per hour for additional training by STHFT staff and £35 per module for STHFT assessment, if required)

Venue and Dates
Rivermead Training Centre, Northern General Hospital 2014: April 2; June 11; July 10; November 12
North House Northern General Hospital 2014: October 9; December 4 2015: February 5; March 25

Further Information
Please contact: Kathryn Cox on 0114 2266652, or via email: kathryn.cox@sth.nhs.uk

VITAL SIGNS AND PATIENT MONITORING

Overview
This course is for Hospital clinical support workers, support staff within community and NHS Professionals support staff. The day aims to increase understanding of the importance of accurate observations and the recordings made to enable them to identify patients whose condition is deteriorating. It aims to develop skills and knowledge base of this important staff group.

The day will also look at Team Work, Communication and Human factors.

Content is delivered by the Clinical Skills Team, Critical Care Team, Acute Pain Team and SPOTs Team.

Structure
One Day Course

Fee
STHFT staff and Other NHS N/A; Non NHS £70

Venue and Dates
Rivermead Training Centre, Northern General Hospital 2014: May 8; September 18; December 10 2015: February 26

Further Information
Please contact: Kathryn Cox on 0114 2266652, or via email: kathryn.cox@sth.nhs.uk

190 BB722 WRITING FOR PUBLICATION - ADVANCED

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

Fee
STHFT staff N/A; Other NHS £66; Non NHS £100

Venue and Dates
To be confirmed

Further Information
Please contact: Irene Mabbott on 0114 2714281, or via email: irene.mabbott@sth.nhs.uk

190 BB723 WRITING FOR PUBLICATION - INTRODUCTION

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

Fee
STHFT staff N/A; Other NHS £33; Non NHS £50

Venue and Dates
To be confirmed

Further Information
Please contact: Irene Mabbott on 0114 2714281, or via email: irene.mabbott@sth.nhs.uk
Section Three General Courses

SAFEGUARDING

- PREVENT - Health Wrap
- Safeguarding Adults - Deprivation of Liberty Safeguards
- Safeguarding Adults - Basic Awareness (STHFT Staff Only)
- Safeguarding Adults - Mental Capacity Act 2005
- Safeguarding Adults - Referrer Training
- Safeguarding Adults - Vulnerable Adults Risk Management Model (VARMM)
- Safeguarding Children (Level 2)
- Safeguarding Children (Level 3) Safeguarding and Promoting the Welfare of the Child
- Safeguarding Children - Overview of Courses
- Sheffield Safeguarding Children Board - Threshold of Needs Guidance

PREVENT - HEALTH WRAP

Overview
PREVENT is part of the Government's counter-terrorism strategy CONTEST, which is led by the Home Office.

The Department of Health and the health sector are key partners in working to prevent vulnerable individuals from being drawn into terrorist-related activities. Health care professionals may meet and treat people who are vulnerable to radicalisation e.g. people with mental health issues or learning difficulties.

- To raise awareness of PREVENT and the role of health staff
- To understand the nature of the threat
- To be aware of the activities happening nationally and locally to prevent terrorist related activity or terrorism
- To ensure that policies and procedures are in place and that workers can recognise those susceptible to radicalisation

Structure
Facilitator scripted narrative plus DVD narrative and video clips. Discussion, exploring case law and practical applications in day to day practice. The course takes place monthly, contact the Safeguarding Adults office to book places.

Further information
Please contact: The Safeguarding Adults office on 0114 2266644, or via email: nicola.smith@sth.nhs.uk.

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

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.

At the end of the course, the participant will be able to:
- Define what abuse is
- Define the types of abuse
- Recognise the potential causes and indicators of abuse
- Explain what needs to be done if abuse occurs/s is suspected
- Explain their individual responsibility within the Sheffield Joint Agency Safeguarding Adults Policy
- Know how to make a safeguarding referral

Structure
Half day (three hours) mix of presentation, video clips and group discussion

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: April 10; May 7; June 5; July 1; August 8; September 8; October 1; November 6; December 8; 2015: January 9; February 3; March 4

Further information
Please contact: The Safeguarding Adults office on 0114 2266644, or via email: nicola.smith@sth.nhs.uk.

SAFEGUARDING ADULTS - DEPRIVATION OF LIBERTY SAFEGUARDS

Overview
Targeting all staff who work with people who lack capacity to make decisions and for whom it may be necessary to consider use of the Safeguards to protect.

The aim is for staff to develop an understanding of the provision within the Deprivation of Liberty Safeguards, what may constitute a DoLS and the Legal approach including case law and precedence.

Structure
Using case studies and exercises the course takes place monthly. Contact the Safeguarding Adults office to book places.

Further information
Please contact: The Safeguarding Adults office on 0114 2266644, or via email: nicola.smith@sth.nhs.uk.

SAFEGUARDING ADULTS - MENTAL CAPACITY ACT 2005

Overview
Targeting all staff who come into contact with people who may have issues around Mental Capacity. The course provides an overview of the Mental Capacity Act 2005 - to familiarise staff with the provisions contained in the Mental Capacity Act.

The aim is for staff to develop awareness and knowledge of the provisions within the Mental Capacity Act 2005, to improve skills in Assessing Capacity and Best Interest Decision Making, Assessing Mental Capacity - theoretical and practical approach to building confidence in assessment of capacity.

Structure
Discussion, exploring case law and practical applications in day to day practice. The course takes place monthly, contact the Safeguarding Adults office to book places.

Further information
Please contact: The Safeguarding Adults office on 0114 2266644, or via email: nicola.smith@sth.nhs.uk.

SAFEGUARDING ADULTS - REFERRER TRAINING

Overview
Three hour training sessions for Team leaders and Named referrers who are required to make referrals into adult safeguarding procedures.

This training builds upon the knowledge and information provided at Adult Basic Awareness Training. It explores in more detail the thresholds and decision making for ensuring appropriate safeguarding referrals are made to social care.

You MUST have attended the Safeguarding Adults Basic Awareness Course before attending this training.

Structure
Revision of basic awareness and provision of further analytical skills to determine appropriate protection pathway by discussion, sharing previous knowledge and scenarios.

Venue and Dates
One per month - Advertised and managed by the Safeguarding Adults office.

Further information
Please contact: The Safeguarding Adults office on 0114 2266644, or via email: nicola.smith@sth.nhs.uk.
SAFEGUARDING ADULTS - VULNERABLE ADULTS RISK MANAGEMENT MODEL (VARMM)

Overview
For staff working within STHFT who are involved in care planning for people who are resisting engagement with services

VARMM is a multi-agency approach to supporting vulnerable adults with mental capacity that may be refusing services or making unwise choices which are affecting their health and well being.

Venue and Dates
One per month - Advertised and managed by the Safeguarding Adults office.

Further information
Please contact: The Safeguarding Adults office on 0114 2266644, or via email: nicola.smith@sth.nhs.uk.

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 and a half hour presentation

Venue and Dates
One per month (excluding August) - Advertised and managed by the Safeguarding Adults office.

Further information
Please contact: The Safeguarding Adults office on 0114 2266644, or via email: nicola.smith@sth.nhs.uk.

SAFEGUARDING CHILDREN (LEVEL 3)

SAFEGUARDING AND PROMOTING THE WELFARE OF THE CHILD

Overview
For staff working within STHFT who are involved in care planning for people who are resisting engagement with services

For staff working within STHFT who are involved in care planning for people who are resisting engagement with services

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
Minimum four hour or full day taught session

Venue and Dates
These sessions are managed and run by the Named Nurse for Safeguarding Children and other Key individuals to meet extra demand. We aim to offer 5-6 sessions per year. Additional full day training is available though the safeguarding children service.

Further information
Please contact: The Safeguarding adults office on 0114 2266644, or via email: nicola.smith@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.

To access these courses visit the Safeguarding Children Intranet site for details or contact the safeguarding children training service on: safeguardingchildrentraining@sheffield.gov.uk or telephone 0114 2053485.

Specialist Multi Agency Courses. 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
• Sexual Exploitation
• Working with uncooperative families

Structure
One or two day course, including lectures, group work, role play and discussions.

Further Information
Please contact the Sheffield Safeguarding Children Service on 0114 2053485, or via email: safeguardingchildrentraining@sheffield.gov.uk.

SHEFFIELD SAFEGUARDING CHILDREN BOARD - THRESHOLD OF NEEDS GUIDANCE

Overview
The purpose of this training is to help guide practitioners working with children, young people and families to identify when families may need additional help and support for children to achieve their full potential.

Structure
Two hour taught session

Venue and Dates
Bi-monthly training - Advertised and managed by the Safeguarding Adults office.

Further information
Please contact: The Safeguarding Adults office on 0114 2266644, or via email: nicola.smith@sth.nhs.uk.
Vocational Education

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

National Vocational Qualifications (NVQs) have now been replaced by the Qualification Credit Framework (QCF). Within the framework are a number of qualifications ranging from awards to diplomas. The qualification title is dependent 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 level 1 to level 8.

These 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, demonstrate that 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, dependent 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 learners' 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 STH 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 will be completed within approximately 15 - 18 months; a level 3 Diploma approximately 18 - 24 months.

The QCF qualifications supported by Sheffield Teaching Hospitals NHS Foundation Trust include:

- Level 3 Certificate in Assessing Vocational Achievement - Admin/Customer Service
- Level 3 Certificate in Assessing Vocational Achievement - Care
- Diploma in Business and Administration
- Diploma in Customer Service
- Employability programme
- Diploma in Front Office
- Diploma in Health - level 2 & 3
- Health Care Apprentice Information Session
- Information Technology
- Pharmacy Support Staff
- Certificate in Hospital Support Services - level 2
- Diploma in Hospital Support Services - level 3

Additionally, the Trust supports a range of Apprenticeships and Into Employment programmes.

Most vocational qualifications are free of charge as the providers are able to draw down monies from the Learning and Skills Council or the Trust is able to support development through the Yorkshire and Humber Strategic Health Authority. We may also be able to help with up to £150 towards your study through Individual Learning Accounts.

Other support is available in respect of:
- Skills for Life - literacy and numeracy
- Dyslexia and other learning support

The Trust also works closely with the Workers Educational Association (WEA) in encouraging return to study for support staff and for those wishing to progress to professional posts.

190 BB844 ASSESSORS VOCATIONAL ACHIEVEMENT - LEVEL 3

Overview
All learners must have a minimum two Qualification and Credit Framework (QCF) learners in the same clinical area and must work with their learners on a regular basis. All learners must be nominated by their Manager.

Structure
The qualification must be achieved in 12 months and will include three study days and two assessor meetings.

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: September 1 and 2; November 5

Further Information
Please contact: Jackie Fairest, on 0114 2266882 or email jackie.fairest@sth.nhs.uk

190 AA310 CERTIFICATE IN BUSINESS ADMINISTRATION - LEVEL 2

Overview
This qualification is nationally recognised and is obtained through collecting evidence of real work situations. The learner must have the support of their manager.

Structure
The qualification achieves 21 credits, consists of mandatory and optional units. This qualification should be achieved between 9 - 12 months.

Further Information
Please contact: Jackie Fairest, on 0114 2266882 or email jackie.fairest@sth.nhs.uk

190 AA350 CERTIFICATE IN FRONT OFFICE - LEVEL 2

Overview
This qualification is nationally recognised and is obtained through collecting evidence of real work situations. The learner must have the support of their manager.

Structure
The qualification consists of mandatory and optional units. This qualification should be achieved between nine - twelve months.

Further Information
Please contact: Jackie Fairest, on 0114 2266882 or email jackie.fairest@sth.nhs.uk

190 AA320 DIPLOMA IN BUSINESS ADMINISTRATION - LEVEL 3

Overview
This qualification 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 learner must have the support of their manager.

Structure
The qualification achieves 30 credits in total, consists of mandatory and optional units. This qualification should be achieved between 9 - 12 months.

Further Information
Please contact: Jackie Fairest, on 0114 2266882 or email jackie.fairest@sth.nhs.uk
190 AA330 DIPLOMA IN CUSTOMER CARE SERVICE - LEVEL 2

Overview
This qualification is nationally recognised and is obtained through collecting evidence of real work situations. The learner must have the support of their manager.

Structure
The qualification achieves 28 credits, consists of mandatory and optional units. This qualification should be achieved between 9 - 12 months.

Further Information
Please contact: Jackie Fairest, on 0114 2266882 or email: jackie.fairest@sth.nhs.uk

190 AA340 DIPLOMA IN CUSTOMER CARE - LEVEL 3

Overview
This qualification 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 learner must have the support of their manager.

Structure
The qualification achieves 42 credits, consists of mandatory and optional units. This qualification should be achieved between nine - twelve months.

Further Information
Please contact: Jackie Fairest, on 0114 2266882 or via email jackie.fairest@sth.nhs.uk

190 AA340 HEALTH CARE SUPPORT SERVICES - LEVEL 2 CERTIFICATE

Overview
This qualification is nationally recognised and is obtained through collecting evidence of real work situations. The learner must have the support of their manager

Structure
This qualification should be achieved in fifteen months.

Further Information
Please contact: Jackie Fairest, on 0114 2266882 or via email jackie.fairest@sth.nhs.uk

190 BB842 HEALTH DIPLOMA - LEVEL 2

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

Structure
Ten study days over a 12 month period. It is expected that the learner will complete the Diploma within an eighteen month period.

Venue and Dates
2014: Groups start May and November

Further Information
Please contact: Jackie Fairest on 0114 2266882 or via email jackie.fairest@sth.nhs.uk

190 BB843 HEALTH DIPLOMA - LEVEL 3

Overview
This advanced diploma reflects the role of the Healthcare Assistant in specific job roles in clinical areas. All learners 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 12 month period. It is expected that the learner will complete the Diploma within two years.

Venue and Dates
2014: Groups start May and November

Further Information
Please contact: Jackie Fairest on 0114 2266882 or via email jackie.fairest@sth.nhs.uk
Section Four Specialist Clinical Courses

SPECIALIST CLINICAL COURSES

- A, B, C Viral Hepatitis
- Acute Coronary Syndromes
- Assessment and Management of Adults with Dysphagia
- Basic Acute Pain Management
- Breaking Bad News
- Cancer - Pain Management in Cancer Care - Level 1
- Cancer - Introduction to Cancer and its Treatments
- Care of the Patient with a Neurological Disorder
- Communication Disorders - An Introduction
- Deteriorating Patient Study Day
- Diabetes - Addressing the Changes - for Qualified Staff
- Diabetes - An Overview
- Diabetes Link Nurse Introduction
- Diabetes Link Nurse Update
- Diet in Diabetes
- Dysphagia Screening
- ECG Interpretation - Advanced
- ECG Interpretation - Introduction
- Enteral and Parenteral Nutritional Study Day
- Essential Skills in Palliative Care
- Introduction to Acute Oncology
- IVPCA and Epidural Theory and Equipment Training
- Loss and Bereavement Course
- Lymphoedema Awareness Study Day
- Managing Acute Respiratory Deterioration on General Wards
- Managing Cardiovascular Deterioration on General Wards
- Medical and Radiology Terminology
- Nutrition and The Application of Motivation and Healthy Eating to Weight Management
- Palliative Care Conference
- Patient Escort Programme Study Day
- Quality End Of Life Care
- Radiotherapy Open Evenings
- Recognition & Treatment of Malignant Spinal Cord Compression
- Sage & Thyme Communication training workshops
- Sexual Health
- Shared Haemodialysis Care
- Surgical First Assistant - Formerly known as The Advanced Scrub Practitioner and Dual Role Practitioner Programme

190 BB737 A, B, C OF VIRAL HEPATITIS

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 health care and how this might be prevented and/or reduced

Structure
One day session

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

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: July 9
2015: February 4

Further Information
Please contact: Ray Poll on 0114 2711776, or via email: ray.poll@sth.nhs.uk.

190 BB745 ACUTE CORONARY SYNDROMES

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

Please note: It is recommended that staff attending this day have pre-course knowledge of the conduction system of the heart and basic ECG recording principles.

Structure
One day course

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

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: May 22; November 20

Further Information
Please contact: Lesley Lowe on 0114 2715969, or via email: lesley.lowe@sth.nhs.uk, or Helen Heath on 0114 2266158, or via email: helen.heath@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 80 hours supervised practice in your own work area.

Fee
STHFT staff N/A; Other NHS £2500; Non NHS £2500

Further Information
Please contact: Sue Pownall, on 0114 2712676 or via email: sue.pownall@sth.nhs.uk.

190 BB622 BASIC ACUTE PAIN MANAGEMENT

Overview
To improve knowledge and skills in acute pain management. This half day course will give an overview of pain physiology, pain assessment, current analgesia techniques and the responsibilities of the registered Nurse in regard to pain management.

Structure
Half-day course

Fee
STHFT staff N/A; Other NHS £35; Non NHS £45
Section Four Specialist Clinical Courses

Venue and Dates
North House, Northern General Hospital (unless stated otherwise)
2014: May 12 (Rivermead Training Centre, Northern General Hospital); July 28; September 29; November 10
2015: January 26; March 9

Further information
Please contact: Kathryn Williams on 0114 2714630, or via email: kathryn.williams@sth.nhs.uk.

190 BB761 BREAKING BAD NEWS

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

Further Information
Please contact: Clare Warnock on 0114 2265311, or via email: clare.warnock@sth.nhs.uk.

190 BB747 CANCER - INTRODUCTION TO CANCER AND ITS TREATMENTS

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.

Structure
One day course

Venue and Dates
Weston Park Hospital
2014: April 29; November 4

Further Information
Please contact: Clare Warnock or Charlie Osgathorpe on 0114 2265311 / 0114 2266300, or via email: clare.warnock@sth.nhs.uk / charles.osgathorpe@sth.nhs.uk

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

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
Two hour session

Venue and Dates
Weston Park Hospital
2014: April 2; October 8

Further Information
Please contact: The Speech and Language Therapy Department on 0114 2712676 (RHH) or 0114 2266300 (NGH).

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
Fifteen days - one day a week.

Fee
STHFT staff N/A; Other NHS and Non NHS Fee details available on enquiry to course leader

Further Information
Please contact: Cath Waterhouse on 0114 2713602, or via email: cath.waterhouse@sth.nhs.uk.

COMMUNICATION DISORDERS - AN INTRODUCTION

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 department to discuss your needs.

Further Information
Please contact: The Central Campus Palliative Care Nursing Team, on 0114 2265260 / 01142265603, or Clare Warnock on 0114 2265311 or via email: clare.warnock@sth.nhs.uk.

190 BB500 DETERIORATING PATIENT STUDY DAY

Overview
This is a one day course for registered nurses in recognition, systematic assessment, treatment and management of an acutely ill deteriorating patient in hospital. The day is based on use of the Sheffield Hospitals Early Warning Score and incorporates an A, B, C, D, E approach to assessment and management of actual or potential deterioration.

Expected Outcomes
• To be able to identify patients at risk of deterioration
• To be able to recognise deterioration using Sheffield Hospitals Early Warning Score
• To be able to respond effectively and escalate care of the patient who is at risk of deterioration, or is deteriorating

Structure
One day course; mixed format of lectures, clinical skills and scenario based learning.
Venue and Dates
2014: April 16; May 14; June 11; July 16; August 13; October 15; November 5; December 10

Further Information
Please contact: The Critical Care Outreach Team Sisters on 0114 2711867 (NGH), 0114 22669667, or via bleep: 2453 (NGH), 2929 (RHH).

190 BB651 DIABETES - ADDRESSING THE CHANGES - FOR QUALIFIED STAFF

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

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

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: April 8; July 8; October 14
2015: January 14

Further Information
Please contact: Cathie Stocks, Clare Nelson or Kath Hudson, on 0114 2714445.

190 BB653 DIABETES - AN OVERVIEW

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

Structure
One day workshop

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

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: June 17; September 16; December 9
2015: March 10

Further Information
Please contact: Cathie Stocks, Clare Nelson or Kath Hudson, on 0114 2714445.

DIABETES - LINK NURSE INTRODUCTION

Overview
A structured education programme for new and established Diabetes Link Nurses. The aim is to enhance the knowledge and skills in the management of patients with diabetes during hospitalization.

Commitment to teaching and acting as a resource for your clinical area is vital for this role.

Structure
One day workshop

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

Further Information
Please contact: Cathie Stocks, Clare Nelson or Kath Hudson, on 0114 2714445.

DIABETES - LINK NURSE UPDATE

Overview
A structured education programme for new and established Diabetes Link Nurses. The aim is to enhance the knowledge and skills in the management of patients with diabetes during hospitalization.

Commitment to teaching and acting as a resource for your clinical area is vital for this role. Staff must have completed the Link Nurse Introduction day before registering for the Update day

Structure
One day workshop

Further Information
Please contact: Cathie Stocks, Clare Nelson or Kath Hudson, on 0114 2714445.

DIET IN DIABETES

Overview
Diabetes training to empower staff who advise patients with type II diabetes and to ensure that consistent and evidence based information is provided.

The course can be adapted to include more or fewer learning outcomes and for different learning needs on request. Adapting the learning outcomes or target audience could necessitate varying the length of teaching time, especially if learning is to be facilitated by the inclusion of more practical reinforcement.

Structure
Half-day experiential learning course which can be varied in level and content depending on the attendees.

Venues and Dates
Courses run subject to demand

Further Information
Please contact: Alison Holloway on 0114 2371166, or via email: alisonholloway@nhs.net

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.

Further Information
Please contact: The Speech and Language Therapy Department on 0114 2712676 (RHH), or 0114 2266300 (NGH).

190 BB617 ECG INTERPRETATION - ADVANCED

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
Section Four Specialist Clinical Courses

**ESSENTIAL SKILLS IN PALLIATIVE CARE**

**Overview**
To gain knowledge and skills to meet the needs of those patients requiring palliative care in acute hospitals, care homes and the community setting.
- Understanding what is meant by the term ‘Palliative Care’ and how it can be applied in a range of care settings
- Gain a better understanding of patient assessment and holistic care
- Understanding about Advance Care Planning and its significance for this client group
- Develop knowledge & skills in Symptom Management for Palliative Patients
- Gain understanding about ‘Do not attempt Cardiopulmonary Resuscitation’ (DNACPR) and end of life care
- Extend knowledge and understanding about Bereavement Care
- An opportunity to network with colleagues delivering Palliative Care in a range of different settings

**Structure**
A one day programme which includes a range of taught sessions and group discussion.

**Venue and Dates**
Rivermead Training Centre, Northern General Hospital
2014: May 12

**Further Information**
Please contact: Shirley Thompson on 0114 2715266, or via email: shirley.thompson@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

**Venue and Dates**
Two dates to be confirmed

**Further Information**
Please contact: Clare Warnock on 0114 2265311, or via email: clare.warnock@sth.nhs.uk, or Matthew Winter via email: matthew.winter@sth.nhs.uk.

**IVPCA AND EPIDURAL THEORY AND EQUIPMENT TRAINING**

**Overview**
A half day course covering the theoretical and practical management of Intravenous Patient Controlled Analgesia (IVPCA) and Epidural analgesia, to improve staff knowledge and patient safety.

**Structure**
Half day

**Venue and Dates**
North House, Northern General Hospital (unless stated otherwise)
Section Four Specialist Clinical Courses

190 BB724 LOSS AND BEREAVEMENT COURSE
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 & 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

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: April 3 and 4; September 1 and 2

Further Information
Please contact: Shirley Thompson, on 0114 2715266 or via email shirley.thompson@sth.nhs.uk.

190 BB660 LYMPHOEDEMA AWARENESS STUDY DAY
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

Venue and Dates
The Boardroom at Fairlawns (unless stated otherwise)
2014: April 10; September 11 (to be confirmed); November 26

Further Information
Please contact: Jane Harding or Margaret Harrison, on 0114 2320689 or via email: margaret.harrison7@nhs.net; janeharding2@nhs.net.

MANAGING ACUTE RESPIRATORY DETERIORATION ON GENERAL WARDS (NGH/RHH)
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 with specific emphasis on the respiratory system.

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 course is held three times a year and is delivered by the Critical Care Outreach Team (CCOT) at Sheffield Teaching Hospitals NHS Foundation Trust.

The course is designed as a stand-alone study day or in conjunction with 1 or 2 other study days run by the CCOT:
• Managing Respiratory Deterioration on General Wards
• Deteriorating Patient Study Day

Structure
One day course with mixed format of lectures and scenario based learning.

Further Information
Please contact: The Critical Care Outreach Sisters 0114 2711867, or via bleep: 2929 (RHH).

MANAGING CARDIOVASCULAR DETERIORATION ON GENERAL WARDS (NGH/RHH)
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 with specific emphasis on the cardiovascular system.

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 course is held three times a year and is delivered by the Critical Care Outreach Team (CCOT) at Sheffield Teaching Hospitals NHS Foundation Trust.

The course is designed as a stand-alone study day or in conjunction with 1 or 2 other study days run by the CCOT:
• Managing Respiratory Deterioration on General Wards
• Deteriorating Patient Study Day

Structure
One day course with mixed format of lectures and scenario based learning.

Further Information
Please contact: The Critical Care Outreach Sisters 0114 2711867, or via bleep: 2929 (RHH).

MEDICAL AND RADIOLOGY TERMINOLOGY COURSE
Overview
This course is aimed at all categories of non-professional staff e.g. Administrative, Healthcare Assistants, Clinical Support Workers and Porters who are either based in a hospital setting or in the community.

The aims of this programme are to update the knowledge of non-professional staff with the necessary medical terminology used in the NHS. The courses will run over a 5 hour period to cover an interactive basic anatomy session (skeletal systems and organs of the body); Medical terminology to include word structure; suffixes and prefixes; common abbreviations and symbols; terminology of systems of the body. Radiology terminology will also be covered.

Learning will be assessed through a series of quizzes and short tests during the session to check understanding.

Each delegate will receive a course booklet, Terminology book and attendance certificate.
Section Four Specialist Clinical Courses

Structure
An extended half day programme

Fee
STHFT staff £60; Other NHS £75; Non NHS £75

Further Information
Please contact: Brigitte Kaviani on 0114 2266348, or via email: brigitte.kaviani@sth.nhs.uk, or Louise Beddow, on 0114 2269028 or via email: louise.beddow@sth.nhs.uk.

NUTRITION AND THE APPLICATION OF MOTIVATION AND HEALTHY EATING TO WEIGHT MANAGEMENT

Overview
Basic Nutrition, weight management and behaviour change, facilitation training to empower staff whose role includes offering advice to patients or public about their weight. To ensure that the advice offered is useful, accurate, evidence based and current.

Structure
Eight half day or four full day experiential learning course. Parts of the course can be taken out and delivered as stand-alone on request.

Venue and Dates
Courses run subject to demand

Further Information
Please contact: Alison Holloway, on 0114 2371166 or via email: alisonholloway@nhs.net.

190 BB780 PALLIATIVE CARE CONFERENCE

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

Venue and Dates
To be confirmed

Further Information
Please contact: Shirley Thompson, on 0114 2715266 or via email: shirley.thompson@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 3 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 half 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
Half day programme (8.30am-1pm)

Venue and Dates
Northern campus
Two programmes per year - dates to be confirmed
Central campus
Two-three programmes per year - dates to be confirmed

Further Information
Please contact: Michaela Timpany (NGH) on 0114 2715194, or via email: michaela.timpany@sth.nhs.uk, or Holly Smith (RHH) on 0114 2711840, or via email: holly.smith@sth.nhs.uk.

190 BB788 QUALITY END OF LIFE CARE

Overview
To develop knowledge and skills to better meet the challenges of delivering end of life care in acute hospitals, care homes and community settings.

- Information about the six step approach to End of Life Care and how it impacts on your role
- Gain a better understanding of how to effectively use an End of Life Care Pathway in your clinical area to provide individualized care
- How to answer difficult questions relating to end of life care issues
- Artificial hydration at the end of life - a debate
- Ensuring Privacy and Dignity at the End of Life
- Gain understanding about Advance Care Planning and the benefits in relation to End of Life Care.

Structure
A one day programme which includes a range of taught sessions, group discussion and debate

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: April 25; October 10

Further Information
Please contact: Andrea Hanson on 0114 2266890, or via email: andrea.hanson@sth.nhs.uk.

190 BB760 RADIOTHERAPY OPEN EVENINGS

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 are given. A visit to the cancer support centre is also included. An information pack is provided to attendees.

Structure
Open Evening

Venue and Dates
Radiotherapy Department, Weston Park Hospital
Dates to be confirmed

Further Information
Please contact: Janet Johnson on 0114 22665684, or via email: janet.johnson@sth.nhs.uk.
Section Four Specialist Clinical Courses

190 BB775 RECOGNITION & TREATMENT OF MALIGNANT SPINAL CORD COMPRESSION

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 and Dates
Dates to be confirmed

Further Information
Please contact: Shirley Thompson on 0114 2715266, or via email shirley.thompson@sth.nhs.uk, or Clare Warnock on 0114 2265331, or via email: clare.warnock@sth.nhs.uk.

SAGE & THYME COMMUNICATION TRAINING WORKSHOPS

Overview
The aim of the three hour workshop is to teach all STHFT staff the skills required to provide psychological support to people who are concerned or distressed. The SAGE and THYME workshop reminds staff how to listen and how to respond in a way which empowers the patient. It discourages staff from 'fixing' and demonstrates how to work with the patient's own ideas first.

The workshops are aimed at any member of staff e.g. healthcare assistants, nurses, allied health professionals, doctors and administrators who come in contact with distressed people (not just patients) and in any setting (e.g. hospital, patient's home, nursing home, hospice, social care).

Structure
Three hour workshop will be delivered by facilitators who have undertaken the Sage & Thyme facilitators training course.

Venue and Dates
Rivermead Training Centre, Northern General Hospital
2014: May 9; July 4
2015: March 26

Further Information
Please contact: Shirley Thompson on 0114 2715266, or via email shirley.thompson@sth.nhs.uk.

SEXUAL HEALTH

Overview
The Centre for HIV and Sexual Health has a 26 year history of providing high quality, cutting edge, sexual health training, conferences, seminars, publications and resources for professionals.

We are proud to be able to continue to offer our successful training programme and resources as well as introducing new and innovative ones.

We constantly strive to improve our training and publications and always welcome your feedback.

Our Training Courses
All of our courses are specifically designed to incorporate elements of personal development to address the issues raised, alongside professional development, skills and practical strategies for the work.

Our trainers have a wealth of experience working with community groups and delivering training to professionals on a wide range of sexual health issues.

Our training is participatory, working with the experiences that group members bring. The training environment will be safe and supportive. Participants will be expected to attend every session.

Structure
Our training can be delivered within your organisation to whole staff teams, and we can also offer bespoke training to meet your needs.

Fee(s)
Most courses are subsidised in Sheffield and cost £25 per day (full rate normally £125) which includes lunch, refreshments and all supporting materials. Some of our courses and events are free, please check for details.

Further information
Please Contact: Liz Wilson, Training Manager on 0114 3051824, or via email: liz.wilson10@nhs.net.

Book online at: www.sexualhealthsheffield.nhs.uk/training

Courses

Abortion Education & Young People
• Choices around unplanned pregnancy
• Medical information regarding different methods of abortion
• Abortion services in Sheffield
• 'Choice' activities and games to use with groups

Beginners Guide to HIV
• Basic information on HIV
• Routes of HIV transmission
• HIV Services
• Talking about HIV in work settings/with community groups

Beginners Guide to Sexually Transmitted Infections
• Information on the most common STIs
• Signs, symptoms and treatments
• STI testing and treatment services
• Talking about STIs in work settings/with community groups

Contraception & Pregnancy Testing
• Pre-testing issues
• The practicalities of testing
• Referral
• Monitoring and recording
• Contraception choices
Each participant will receive a free box of pregnancy testing kits

Different Strokes
• The context in which Lesbian, Gay & Bisexual (LGB) people live their lives
• The impact that homophobia & heterosexism have on the lives of LGB people
• How services can make practical changes to improve access and service delivery for their LGB service users

Equality & Diversity
• Explore the meaning of ‘diversity’ and the history of equality and diversity
• Present key equality legislation and a model of oppression
• Explore different aspects of diversity
• Consider dilemmas and how to deal with potential situations in the workplace
• Present models of constructive challenge
Section Four Specialist Clinical Courses

Girls Allowed
- Explore the current aims and profile of work with girls and young women in youth and education settings
- Discuss sexual health issues relating to girls and young women
- Develop a sense of positive self-esteem
- Build assertiveness and confidence
- Profile a range of practical activities to use with girls and young women

Happy Being Me
- Examine the factors associated with positive and negative self-esteem, including emotional, cultural and structural factors
- Develop confidence and skills to support emotional development and to build self-esteem and resilience in young people
- Identify practical strategies and exercises to support emotional resourcefulness, self-esteem and resilience

Have you got an Appointment?
Training for any receptionist on:
- Young people, sex, the law and confidentiality
- Communication with young people
- What young people want from services
- How to develop an excellent reception service

Introduction to HIV & Hepatitis
- Basic information on HIV and viral Hepatitis
- Routes of transmission
- Prevention and testing

Introduction to Sexual Health
- How to raise issues of sexual health with clients/groups
- A holistic model of sexual health
- Sex and the Law
- Sexually Transmitted Infections and HIV, Contraception, condoms

It’s A Girl Thing
- Sexual health and assertive communication group work for young women
- Opportunity to try out a range of exercises from the six session programme
- Themes include: healthy relationships, basic assertive communication skills and young women’s rights
- Participants will receive a copy of the group work programme

The LAC Factor
This one day course aims to enable staff and carers to feel confident raising and responding to looked after young people’s sexual health needs. The course content includes:
- Exploring the obstacles to achieving positive sexual health
- Sexual health values and attitudes
- Responding to young people’s sexual health dilemmas/questions
- Local and national guidance
- Sexual health services and support

Let’s Talk: Parents & Carers
- Present the research evidence
- Examine what helps and hinders parents and carers talking with their children about sex, relationships and sexual health
- View and try a variety of practical exercises/activities to use with groups
- Explore ways workers can support parents
- Address dilemmas and difficulties and develop practical strategies

Partner Notification - Beginners
For practitioners who are new to the role of tracing and notifying sexual partners of those found to have STIs, including HIV, to:
- Understand the rationale, evidence, national guidelines and policies related to partner notification
- Understand the legal and ethical framework for partner notification
- Explore different partner notification strategies
- Develop the skills to negotiate partner notification with patients, and trace partners directly if required
- Assess outcomes and audit partner notification

Partner Notification - Improving
For experienced contact tracers to:
- Develop and hone existing negotiation and tracing skills
- Explore different partner notification strategies
- Update awareness of national guidelines and policies
- Update awareness of rationale and evidence base for partner notification
- Assess outcomes and audit partner notification
- Discuss legal and ethical dilemmas from practice

Pleasure Pursuits & Young People
- Discuss blocks and barriers to talking about sexual pleasure with young people
- Explore sexual language and early messages
- Why issues if pleasure are important in promoting sexual health and protecting young people
- Identify practical strategies and exercises for addressing sexual pleasure

Sexual Health & Young People
- Ethics and the law
- Values and attitudes
- Language and communication
- Practical activities and resources
- Masturbation
- Dealing with problems and dilemmas

Social Media & Sexual Health: A Beginners Guide
- How to develop a basic social media strategy for sexual health work
- Examine how to maximise the benefits and minimise the pitfalls of using social media for sexual health promotion work
- Consider the various uses of social media such as engaging groups, conducting research, educating, campaigning, development of services
- Show participants how to practically establish and manage a range of social media platforms
- Present tips on marketing and analysis

Street Based Prostitution: How to meet the needs of women
- Consider and address the issues and needs of street based prostitutes, including sexual health
- Explore language and terminology
- Present models of provision and support
- Examine a range of case studies
- Consider how agencies can support this client group using a range of approaches including outreach, crisis intervention, exit support, prison release support etc.
- Provide strategies on how to manage difficulty

Working with the Trans Community
- Treatment availability and processes for transition
- Language used in the trans community
- The law and rights of trans people, including sexual health
- Meeting the sexual health needs of trans people
- What you can do to create a trans-positive environment
- Sources of support and information
Young People and Pornography
- Explore definitions of pornography
- Examine young people’s use of porn, its impact and current research
- Pornography and the law
- Values and attitudes towards pornography and ‘sexualisation’
- Raising the issue with young people in educational, youth and clinical settings

SHARED HAEMODIALYSIS CARE COURSE

Overview
This is a four day course. It enables outpatient haemodialysis staff from Level III Support workers through to Ward managers the opportunity to learn about and experience a change in relationship with patients. The study days support a facilitative approach to care where patients are encouraged to make informed decisions and become active in their own treatment enabling them to experience more independence and control.

Structure
Three day course over four weeks with a follow up day after four months

Further information
Please contact Katy Hancock or Tania Barnes on 0114 2715541, or via email: katy.hancock@sth.nhs.uk / tania.barnes@sth.nhs.uk.

SURGICAL FIRST ASSISTANT - FORMERLY KNOWN AS THE 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 Surgical First Assistant (SFA) and / or Dual Role Practitioner within their specialist team.

This programme is designed following guidelines from the Perioperative Care Collaborative (2012). It explores the application of theory to practice in the role of Surgical First Assistant 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 (specialty 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 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 on 0114 2715194, or via email: michaela.timpany@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 beginner, intermediate and advanced level learners
- Various courses that can be studied either; at the Open Learning Centre, at your workplace, or even at home.
- Literacy and numeracy skills assessment and advice on appropriate courses.
- We provide advice and guidance on all the available Open learning training programmes and can offer skills checks in Maths and English.
- Personal development opportunities
  - CD-ROM 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

The Open Learning service provides support for e-learning as well as managing the Learning Management Systems and development of e-learning packages.

Support for e-learning can be provided at our centres.

We manage both the PALMS (Personal Achievement and Learning Management System) as well as the NHS NLMS (National Learning Management System). Both of these give access to well over 500 individual courses. The courses on offer both meet mandatory training needs as well as delivering courses in personal and professional development.

STHFT is also continually developing its own portfolio of e-learning packages.

Examples of our courses include:
- Assertiveness
- Bladder and bowel dysfunction
- Blood Transfusion
- Customer Service
- Dementia
- Fire Safety
- Health & Safety - various aspects e.g. DSE regulations
- Infection Prevention and Control
- Interview Skills
- Learning Disabilities & Mental Health
- Mental Capacity Act
- Personal Safety and Security
- Safe use of Insulin
- Urinary Catheterization

Please visit the Electronic Staff Record (ESR) E-Learning webpage where you will find an up to date list of all the e-learning packages we support and recommend.
http://nww.sth.nhs.uk/NHS/LearningAndDevelopment/ESRelearning

Also as part of the Yorkshire & Humberside e-learning club we have a wealth of resources to assist e-learning development, roll out and procurement. We 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 Open Learning on 0114 2269930.

OPEN LEARNING

- CD Course - Communication Skills
- CD Course - Organisational Skills
- CD Course - Project Management Skills
- CD Course - Stress Management Skills
- CD Course - Successful Attitude Skills
- CD Course - Supervisory Skills
- CD Course - Time Management Skills
- IT Essentials - NHS Elite - Entry Level
- Microsoft Access Office 2003 - (Level 1) - CD
- Microsoft E-Mail And Internet Office 2003 - (Level 1) - CD
- Microsoft Essentials - Office 2010 (Level 1)
- Microsoft Excel - Office 2010 (Level 1)
- Microsoft File Management Windows XP - (Level 1)
- Microsoft Office Specialist - Access (Level 2)
- Microsoft Office Specialist - Excel (Level 2)
- Microsoft Office Specialist - Excel (Level 3)
- Microsoft Office Specialist - Outlook (Level 2)
- Microsoft Office Specialist - PowerPoint (Level 2)
- Microsoft Office Specialist - Word (Level 2)
- Microsoft Office Specialist - Word (Level 3)
- Microsoft PowerPoint - Office 2003 (Level 1)
- Microsoft PowerPoint - Office 2010 (Level 1)
- Microsoft Word - Office 2003 (Level 1)
- Microsoft Word - Office 2010 (Level 1)
- Online Touch Typing Course
- Theory Of Using Computers Office 2003 - (Level 1)
Section Five Open Learning

190 AA463 CD COURSE - COMMUNICATION SKILLS

Overview
This is a CD Rom course to help with communication skills and to improve both written and spoken interpersonal skills. The course:
• Supports learning the four basics of communication and incorporate them into everyday interaction
• Helps cure your fears and self-consciousness to deliver a first class presentation
• Provides a step-by-step guide to getting the most out of your meetings
• Supports learning new techniques to sharpen your writing skills

Structure
Self-paced CD Rom Course and takes between 2 and 3 hours to complete, using a CD Rom in the Centre.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA462 CD COURSE - ORGANISATIONAL SKILLS

Overview
This is a CD Rom course, which uses video tutorials to observe the most effective organisational systems and helps to improve your productivity. The course:
• Diagnoses your weaknesses and learn how to overcome them
• Helps you save up to two hours a day by de-cluttering your workspace
• Provides expert advice on how to create the ultimate filing system

Structure
Self-paced CD Rom Course and takes between 2 and 3 hours to complete, using a CD Rom in the Centre.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA467 CD COURSE - PROJECT MANAGEMENT SKILLS

Overview
This is a CD Rom course (taking two to three hours to complete) to help you complete your projects on time within budget. The course:
• Supports learning of how to define, plan, implement and complete any project
• Supports learning of the 6 steps to achieve success through negotiation
• Enables you to ensure clear communication of the critical path
• Helps you monitor your performance and take corrective action

Structure
Self-paced CD Rom Course and takes between 2 and 3 hours to complete, using a CD Rom in the Centre.

Further Information
Please contact: STHFT Open Learning Centre on 0114 2269930.

190 AA465 CD COURSE - STRESS MANAGEMENT SKILLS

Overview
This is a CD Rom to help you cope with and manage your stress levels. The course:
• Helps you assess and evaluate your personal stress levels
• Helps you build your will power and self-esteem using mental exercises
• Enables you to study real-life situations that test your coping skills
• Supports learning how to relax and enjoy your environment

Structure
Self-paced CD Rom Course and takes between 2 and 3 hours to complete, using a CD Rom in the Centre.

Further Information
Please contact: STHFT Open Learning Centre on 0114 2269930.

190 AA466 CD COURSE - SUCCESSFUL ATTITUDE SKILLS

Overview
This is a CD Rom course to help you understand how your attitude can influence your success at work and guides you towards a more positive and successful attitude. The course:
• Helps maintain a positive outlook using proven tools and techniques
• Uses video tutorials to help you understand people’s reactions to your attitude
• Provides expert advice on how to plan for long term success

Structure
Self-paced CD Rom Course and takes between 2 and 3 hours to complete, using a CD Rom in the Centre.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA468 CD COURSE - SUPERVISORY SKILLS

Overview
This is a CD Rom course to help you be a more productive and effective team manager. The course helps you to:
• 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 Rom Course and takes between 2 and 3 hours to complete, using a CD Rom in the Centre.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA464 CD COURSE - TIME MANAGEMENT SKILLS

Overview
This is a CD Rom 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. The course helps you to:
• Learn how to prioritise tasks through real life examples, exercises and assessments
• 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 Rom Course and takes between 2 and 3 hours to complete, using a CD Rom in the Centre.

Further Information
Please contact: STHFT Open Learning Centre on 0114 2269930.
Section Five Open Learning

Structure
Self-paced CD Rom Course and takes between 2 and 3 hours to complete, using a CD Rom in the Centre.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA439 IT ESSENTIALS - NHS ELITE - ENTRY LEVEL

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 covers:
- Mouse Skills
- Keyboard Skills
- Using Windows
- File Management
- Microsoft Word
- Internet
- Email
- Word Processing
- 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.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA411 MICROSOFT ACCESS OFFICE 2003 - (LEVEL 1) - CD

Overview
This is a CD Rom course, which is on an interactive CD and is aimed at foundation level or beginners to Access. The course enables you 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 Rom Course. It is undertaken at the Open Learning Centre's (Central and Northern Campus) and involves up to 12 hours learning.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA414 MICROSOFT E-MAIL AND INTERNET OFFICE 2003 - (LEVEL 1) - CD

Overview
This is a CD Rom course, which is on an interactive CD and is aimed at foundation level or beginners to email and using the internet. The course will help you to:
- 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 Rom Course. It is undertaken at the Open Learning Centre's (Central and Northern Campus) and involves up to 12 hours learning.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA426 MICROSOFT ESSENTIALS - OFFICE 2010 (LEVEL 1)

Overview
This is a computer based course aimed at foundation level or beginners to Office 2010. The course covers:
- Common screen elements
- Starting and closing applications
- Using the quick access toolbar
- Using the ribbon
- Getting help

Structure
This is a computer based course and involves up to 5 hours learning time.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA412 MICROSOFT EXCEL OFFICE 2003 - (LEVEL 1) - CD

Overview
This is a CD Rom course, aimed at foundation level or beginners to Excel. The course will help you to:
- Understand the basic concepts of spreadsheets and to demonstrate the ability to use a spreadsheet application
- 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 Rom Course. It is undertaken at the Open Learning Centres (Central and Northern Campus) and involves up to 12 hours learning.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA428 MICROSOFT EXCEL - OFFICE 2010 (LEVEL 1)

Overview
This is a computer based course aimed at foundation level or beginners to Excel. The course will help you to:
- Understand the basic concepts of spreadsheets and to demonstrate the ability to use a spreadsheet application
- 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 creating graphs and charts

Structure
This is a computer based course and involves up to 15 hours learning time.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.
190 AA413 MICROSOFT FILE MANAGEMENT
WINDOWS XP - (LEVEL 1) CD

Overview
This is a CD Rom Course, aimed at foundation level or beginners to file management. On completion of the course you will be able to:

• 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 Rom Course. It is undertaken at the Open Learning Centres (Central and Northern Campus) and involves up to 12 hours learning.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA451 MICROSOFT OFFICE SPECIALIST - ACCESS
(LEVEL 2)

Overview
This is a computer based course and involves up to 20 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 and navigate among records, input data into access)
• Organizing Data (calculated fields, aggregate functions, form and report layout, sort and filter records, etc)
• Managing Databases (object dependencies, export data from access, back up a database, compact and repair databases, etc)

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

Fee
STHFT staff N/A; Other NHS Price on request

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA452 MICROSOFT OFFICE SPECIALIST - EXCEL
(LEVEL 2)

Overview
This is a computer based course and involves up to 20 hours learning time, plus test preparation. The course will provide information about the following:

• Creating Data and Content (edit cell content, navigate among cells, Insert and size graphics, etc)
• Analyzing Data (AutoFilter, Sort, Insert / modify formulas, Use statistical, financial and logical functions, modify diagrams and charts, etc)
• Formatting Data and Content (modify cell formats, cell styles, row and column formats, etc)
• Collaborating (Insert, view ad edit comments)
• Managing Workbooks (Create workbooks from templates, modify hyperlinks, preview data, customize window layout, etc)

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

Fee
STHFT staff N/A; Other NHS Price on request

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA453 MICROSOFT OFFICE SPECIALIST - EXCEL
(LEVEL 3)

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

Fee
STHFT staff N/A; Other NHS Price on request

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA454 MICROSOFT OFFICE SPECIALIST - OUTLOOK (LEVEL 2)

Overview
This is a computer based course and involves up to 20 hours learning time, plus test preparation. It covers information about the following:

• Messaging (Organizing, attach files, create a personal signature, adjust delivery options, accept, decline and delegate tasks)
• Scheduling (Create appointments/meetings, customize calendar settings, assign tasks, etc)
• Organizing (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 20 hours learning time, plus test preparation.

Fee
STHFT staff N/A; Other NHS Price on request

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.
190 AA455 MICROSOFT OFFICE SPECIALIST - POWERPOINT (LEVEL 2)

Overview
This is a computer based course and involves up to 20 hours learning time, plus test preparation. The course will provide information about the following:

- Creating Content (Create presentations from templates, insert tables, charts, pictures, shapes and graphics, etc)
- Formatting Content (Including; pictures, shapes, graphics, slides, animation, apply slide transitions and customize templates)
- Collaborating (Track accept and reject changes, Add / edit comments, compare & merge presentations)
- Managing and Delivering Presentations (Set up a slide show, rehearse timings, print handouts and speaker notes, export a presentation)

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

Fee
STHFT staff N/A; Other NHS Price on request

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA456 MICROSOFT OFFICE SPECIALIST - WORD (LEVEL 2)

Overview
This is a computer based course and involves up to 20 hours learning time, plus test preparation. This course will provide information about the following:

- Creating Content (symbols, special characters, graphics, charts, etc)
- Organizing Content (Tables, bulleted lists, hyperlinks, etc)
- Formatting Content (paragraphs, columns, Headers and 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 and web pages, etc)

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

Fee
STHFT staff N/A; Other NHS Price on request

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA415 MICROSOFT POWERPOINT - OFFICE 2003 (LEVEL 1) - CD

Overview
This is a CD Rom Course aimed at foundation level or beginners to PowerPoint. The course will help you to:

- 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 Rom Course. It is undertaken at the Open Learning Centres (Central and Northern Campus) and involves up to 12 hours learning.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA429 MICROSOFT POWERPOINT - OFFICE 2010 (LEVEL 1)

Overview
This is a computer based course aimed at foundation level or beginners to PowerPoint. The course will help you to:

- 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
This is a computer based course and involves up to 15 hours learning time.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.
Section Five Open Learning

190 AA416 MICROSOFT WORD - OFFICE 2003 (LEVEL 1) - CD

Overview
This is a CD Rom Course aimed at foundation level or beginners to Word. The course will help you to:
- 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 Rom Course. It is undertaken at the Open Learning Centres (Central and Northern Campus) and involves up to 12 hours learning.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA427 MICROSOFT WORD - OFFICE 2010 (LEVEL 1)

Overview
This is a computer based course aimed at foundation level or beginners to Word. The course will help you to:
- 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 and importing objects
- Demonstrate the ability to work with others on a document

Structure
This is a computer based course and involves up to 15 hours learning time.

Further Information
Please contact: STHFT Open Learning Centre telephone 01142269930.

ONLINE TYPING COURSE

Overview
This is an online typing course which will have you touch typing faster and more accurately within two or three months by undertaking regular short practice sessions. The practice sessions are done at your own pace at work, home or anywhere that has a broadband connection.

Structure
The course can be undertaken at the Open Learning Centres (Central and Northern Campus) or at home or anywhere that has a broadband connection.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.

190 AA417 THEORY OF USING COMPUTERS OFFICE 2003 - (LEVEL 1) - CD

Overview
This is a CD Rom Course aimed at foundation level or beginners to using a computer. The course will help you to:
- 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 an awareness of some of the security and legal issues associated with computers

Structure
Self paced interactive CD Rom Course. It is undertaken at the Open Learning Centres (Central and Northern Campus) and involves up to 12 hours learning.

Further Information
Please contact: STHFT Open Learning Centre, on 0114 2269930.
Section Six Additional Information

Application Process

APPLICATION PROCESS

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

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.

Otherwise 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 course contact to make an application. It is not necessary for individuals to complete the Learning and Development application form as the course contact should inform of their application process.

- Open Learning Courses:

Please refer to the ‘How to apply’ at the beginning of Section 5 of this directory.

NEW TRUST LEARNING MANAGEMENT SYSTEM (PALMS)

The Trust is installing a new learning management system called PALMS, the Personal Achievement and Learning Management System. This takes its data from the Human Resources workforce management system ESR (Electronic Staff Record). PALMS will steadily take over from the current Trust learning management system OLM (Oracle Learning Management).

PALMS has a range of functionalities above and beyond ESR and OLM and will:

- Be the one central system for managing, recording and reporting on Mandatory Training
- Be accessible via the internet from a variety of devices
- Include an e-portfolio
- Allow Staff to have easy access to local e-learning and new on-line learning opportunities
- Enable non Mandatory Training courses to be set up in PALMS so that managers can see all training information for appraisals
- Hold training data for people who are employed by other organisations and work on our premises and do not have a record in ESR (e.g. University staff, Students)

Prior to adoption areas will need to continue to use OLM or any other local systems to record and report on Mandatory Training. Over time all areas will be trained to use PALMS and will adopt the new system. The timeframe for the adoption of PALMS across the Trust will depend on local adoption plans.

For further information please contact PALMS@sth.nhs.uk
Section Six Additional Information

Specialist Skills and Post Registration Development (SSPRD) 2014 - 2015
Previously known as Learning Beyond Registration (LBR)

Commissioning Arrangements For SSPRD For Qualified Non Medical Staff

Under the Yorkshire and Humber Health Education England (YHHEE) 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 YHHEE region also have an allocation of funding.

Changes in 2014-2015

The Local Education and Training Boards (LETBs) strategy for managing all health education will change and this will impact on future SSPRD 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 'Specialist Skills and Post Registration Development' section on the Learning and Development Department intranet site via the link below:

http://nww.sth.nhs.uk/NHS/LearningAndDevelopment/

4 Key aspects of the SSPRD process for 2014-2015

• Service area priorities will be highlighted in each care groups Training Needs Analysis document which has been submitted to the Learning and Development Department. To be supported for funding through the SSPRD fund the education must be highlighted as a priority within this document.

• 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://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/StudyLeavePolicyAndProcedure.doc

• SSPRD funding form MUST be signed by a Matron / 8a equivalent / Educator or Practice Development Lead 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 SSPRD funding form. This form can be found on the STHFT intranet (corporate policies) or by following the link below:
  http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/StudyLeaveApplicationForm.doc

For further information please contact:

Helen Hanrahan
SSPRD Lead
Telephone number: 0114 2266660
or via email: helen.hanrahan@sth.nhs.uk

Amanda Kearsley,
SSPRD / Leadership Development Facilitator
Telephone number: 0114 2266652
or via email: amanda.kearsley@sth.nhs.uk
Sheffield Hospitals Charity supports the Northern General, Royal Hallamshire, Weston Park, Jessop Wing and Charles Clifford Dental hospitals, plus services delivered in the community.

Every year, we provide nearly £2 million in funding to support various projects that make life better for patients and ensure everyone receives the highest quality of care and treatment. Here are just a few of the ways the charity’s funds have given patients an extra boost whilst they are being cared for:

Helping older patients who have injured themselves to regain their independence and self-esteem more quickly, by enabling them to get out of bed on their own.

A new device gives patients the confidence to try to stand without support from staff as they can hold on to a frame or quickly fold down a seat to sit on if they feel unsteady.

Helping to calm patients with dementia, put them at ease, and give them a sense of purpose by providing them with an ‘empathy doll’ to care for.

Giving hope to patients with kidney disease by funding important research that is being used to help improve their quality and length of life by providing a quicker diagnosis, better treatment and more successful transplants.

Providing patients at Weston Park Hospital with a positive distraction from their treatment by giving them access to a library of books, music, games and daily newspapers. The library also runs a trolley service for those too weak to get out of bed.

For more information about fundraising or making a donation
Call 0114 271 1351
Email: charity@shct.nhs.uk
Visit: www.sheffieldhospitalscharity.org.uk
Registered Charity No. 1059043
## Section Seven Course Index and Course Application Form

### Course Index and Course Application Form

#### A TO Z COURSE INDEX

#### A
- A, B, C of Viral Hepatitis ................................................................. 29
- Access to Higher education Diploma - (Health Studies) ............. 20
- Acute Coronary Syndromes ............................................................. 29
- Administration of Intravenous Medicines Central Study Day .... 20
- Advanced Life Support (ALS) .......................................................... 10
- Advanced Life Support (e-ALS) ......................................................... 10
- Anaphylaxis Training ................................................................. 10
- Appraisal - Performance and Values Based Appraisal ............ 18
- Appraisal paperwork briefing ..................................................... 18
- Assessment and Management of Adults with Dysphagia ......... 29
- Assessors Vocational Achievement - Level 3 ......................... 27

#### B
- Basic Acute Pain Management ..................................................... 29
- Blood Transfusion ................................................................. 11
- Breaking Bad News ............................................................. 30

#### C
- Cancer - Introduction to Cancer and its Treatments ............. 30
- Cancer - Pain Management in Cancer Care - Level 1 ........... 30
- Care of the Patient with a Neurological Disorder ................. 30
- CD Course - Communication Skills ........................................ 39
- CD Course - Organisational Skills ........................................... 39
- CD Course - Project Management Skills .................................. 39
- CD Course - Stress Management Skills .................................... 39
- CD Course - Successful Attitude Skills ................................... 39
- CD Course - Supervisory Skills ............................................... 39
- CD Course - Time Management Skills ..................................... 39
- Central Induction Programme ............................................... 11
- Central Venous Access Devices Study Day ......................... 21
- Certificate in Business Administration - Level 2 ................. 27
- Certificate in Front Office - Level 2 ......................................... 27
- Clinical Audit Through Four Stages ......................................... 16
- Clinical Effectiveness - Managing Change Effectively ........ 16
- Clinical Research Training Programme .................................. 16
- Clinical Support Worker Development Programme .............. 21
- Communication Disorders - An Introduction ....................... 30

#### D
- Deteriorating Patient Study Day ............................................... 30
- Diabetes - Addressing the Changes - for Qualified Staff .... 31
- Diabetes - An Overview .......................................................... 31
- Diabetes Link Nurse Introduction ........................................... 31
- Diabetes Link Nurse Update ................................................... 31
- Diet in Diabetes ............................................................... 31
- Diploma in Business Administration - Level 3 ................. 27
- Diploma in Customer Care - Level 3 ...................................... 28
- Diploma in Customer Care Service - Level 2 ..................... 28
- Display Screen Equipment Assessors Training .................... 11
- Dr. Foster Quality Investigator Tool Training ....................... 16
- Dysphagia Screening ............................................................ 31

#### E
- ECG Interpretation - Advanced .................................................. 31
- ECG Interpretation - Introduction .......................................... 32
- Effective Manager series ......................................................... 18
- Enteral and Parenteral Nutritional Study Day ....................... 32
- Essential Skills in Palliative Care ............................................ 32
- Evidence Based Practice - Five Day Course ....................... 17
- Evidence Based Practice - One Day Course ......................... 17

#### F
- Finding the Evidence to Support your Practice .................... 17

#### G - H

49
### Section Seven Course Index and Course Application Form

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety / Risk Management Training</td>
<td>11</td>
</tr>
<tr>
<td>Health Care Support Services - Level 2 Certificate</td>
<td>28</td>
</tr>
<tr>
<td>Health Diploma - Level 2</td>
<td>28</td>
</tr>
<tr>
<td>Health Diploma - Level 3</td>
<td>28</td>
</tr>
<tr>
<td>Hospital Life Support</td>
<td>11</td>
</tr>
<tr>
<td>HR Development Programme</td>
<td>18</td>
</tr>
<tr>
<td>ILM Leadership and Management Level 3</td>
<td>19</td>
</tr>
<tr>
<td>Immediate Life Support (ILS)</td>
<td>12</td>
</tr>
<tr>
<td>Immediate Life Support re-certification</td>
<td>12</td>
</tr>
<tr>
<td>Insights Team Discovery Day</td>
<td>19</td>
</tr>
<tr>
<td>Introduction to Acute Oncology</td>
<td>32</td>
</tr>
<tr>
<td>Introduction to Infection Control</td>
<td>12</td>
</tr>
<tr>
<td>Introduction to Quality Improvement</td>
<td>19</td>
</tr>
<tr>
<td>IT Essentials - NHS Elite - Entry Level</td>
<td>40</td>
</tr>
<tr>
<td>IVPCA and Epidural Theory and Equipment Training</td>
<td>32</td>
</tr>
<tr>
<td>J - L</td>
<td></td>
</tr>
<tr>
<td>Loss and Bereavement Course</td>
<td>33</td>
</tr>
<tr>
<td>Lymphoedema Awareness Study Day</td>
<td>33</td>
</tr>
<tr>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Managing Acute Respiratory Deterioration on General Wards</td>
<td>33</td>
</tr>
<tr>
<td>Managing Cardiovascular Deterioration on General Wards</td>
<td>33</td>
</tr>
<tr>
<td>Managing Communication Challenges</td>
<td>21</td>
</tr>
<tr>
<td>Managing Violence and Aggression - Conflict Resolution</td>
<td>12</td>
</tr>
<tr>
<td>Managing Violence and Aggression - Physical Intervention Skills</td>
<td>12</td>
</tr>
<tr>
<td>Managing Violence and Aggression - Refresher</td>
<td>13</td>
</tr>
<tr>
<td>Mask Fit Testing - FFP3</td>
<td>21</td>
</tr>
<tr>
<td>Medical and Radiology Terminology</td>
<td>33</td>
</tr>
<tr>
<td>Mentorship Workshop for Nurses</td>
<td>22</td>
</tr>
<tr>
<td>Microsoft Access Office 2003 - (Level 1) - CD</td>
<td>40</td>
</tr>
<tr>
<td>Microsoft Access Office 2003 - Internet/Office - (Level 1) - CD</td>
<td>12</td>
</tr>
<tr>
<td>Microsoft Essentials - Office 2010 (Level 1)</td>
<td>40</td>
</tr>
<tr>
<td>Microsoft Excel - Office 2003 - (Level 1) - CD</td>
<td>40</td>
</tr>
<tr>
<td>Microsoft Excel - Office 2010 (Level 1)</td>
<td>40</td>
</tr>
<tr>
<td>Microsoft File Management Windows XP - (Level 1)</td>
<td>41</td>
</tr>
<tr>
<td>Microsoft Office Specialist - Access (Level 2)</td>
<td>41</td>
</tr>
<tr>
<td>Microsoft Office Specialist - Excel (Level 2)</td>
<td>41</td>
</tr>
<tr>
<td>Microsoft Office Specialist - Excel (Level 3)</td>
<td>41</td>
</tr>
<tr>
<td>Microsoft Office Specialist - Outlook (Level 2)</td>
<td>41</td>
</tr>
<tr>
<td>Microsoft Office Specialist - PowerPoint (Level 2)</td>
<td>42</td>
</tr>
<tr>
<td>Microsoft Office Specialist - Word (Level 2)</td>
<td>42</td>
</tr>
<tr>
<td>Microsoft Office Specialist - Word (Level 3)</td>
<td>42</td>
</tr>
<tr>
<td>Microsoft PowerPoint - Office 2003 (Level 1)</td>
<td>42</td>
</tr>
<tr>
<td>Microsoft PowerPoint - Office 2010 (Level 1)</td>
<td>42</td>
</tr>
<tr>
<td>Microsoft Word - Office 2003 (Level 1)</td>
<td>43</td>
</tr>
<tr>
<td>Microsoft Word - Office 2010 (Level 1)</td>
<td>43</td>
</tr>
<tr>
<td>Minute Taking</td>
<td>22</td>
</tr>
<tr>
<td>Moving and Handling Keytrainer (Patient and Non-patient)</td>
<td>13</td>
</tr>
<tr>
<td>Moving and Handling Keytrainer Refresher (Non-patient)</td>
<td>14</td>
</tr>
<tr>
<td>MUST (Malnutrition Universal Screening Tool)</td>
<td>22</td>
</tr>
<tr>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Newborn Life Support (NLS)</td>
<td>14</td>
</tr>
<tr>
<td>Nutrition and The Application of Motivation and Healthy Eating to Weight Management</td>
<td>34</td>
</tr>
<tr>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Online Touch Typing Course</td>
<td>43</td>
</tr>
</tbody>
</table>

**P**
# Section Seven Course Index and Course Application Form

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paediatric Basic Life Support</td>
<td>14</td>
</tr>
<tr>
<td>Paediatric Immediate Life Support (pILS)</td>
<td>14</td>
</tr>
<tr>
<td>Palliative Care Conference</td>
<td>34</td>
</tr>
<tr>
<td>Patient Escort Programme Study Day</td>
<td>34</td>
</tr>
<tr>
<td>Peripheral Cannulation Central Study Day</td>
<td>22</td>
</tr>
<tr>
<td>Preparation for Retirement</td>
<td>23</td>
</tr>
<tr>
<td>Prepare to Care Masterclass</td>
<td>22</td>
</tr>
<tr>
<td>PREVENT - Health Wrap</td>
<td>25</td>
</tr>
<tr>
<td>Q Quality End of Life Care</td>
<td>34</td>
</tr>
<tr>
<td>R Radiotherapy Open Evenings</td>
<td>34</td>
</tr>
<tr>
<td>Recognition &amp; Treatment of Malignant Spinal Cord Compression</td>
<td>35</td>
</tr>
<tr>
<td>Recruitment and Selection</td>
<td>19</td>
</tr>
<tr>
<td>S Safeguarding Adults - Basic Awareness (STHFT staff only)</td>
<td>25</td>
</tr>
<tr>
<td>Safeguarding Adults - Deprivation of Liberty Safeguards</td>
<td>25</td>
</tr>
<tr>
<td>Safeguarding Adults - Mental Capacity Act</td>
<td>25</td>
</tr>
<tr>
<td>Safeguarding Adults - Referrer Training</td>
<td>25</td>
</tr>
<tr>
<td>Safeguarding Adults - Vulnerable Adults Risk Management Model (VARMM)</td>
<td>26</td>
</tr>
<tr>
<td>Safeguarding Children (Level 2)</td>
<td>26</td>
</tr>
<tr>
<td>Safeguarding Children (Level 3) Safeguarding and Promoting the Welfare of the Child</td>
<td>26</td>
</tr>
<tr>
<td>Safeguarding Children - Overview of Courses</td>
<td>26</td>
</tr>
<tr>
<td>Sage &amp; Thyme Communication training workshops</td>
<td>35</td>
</tr>
<tr>
<td>Senior Leaders Programme</td>
<td>19</td>
</tr>
<tr>
<td>Sexual Health</td>
<td>35</td>
</tr>
<tr>
<td>Shared Haemodialysis Care</td>
<td>37</td>
</tr>
<tr>
<td>Sheffield Safeguarding Children Board - Threshold of Needs Guidance</td>
<td>26</td>
</tr>
<tr>
<td>Simple Rules Toolkit Workshop</td>
<td>17</td>
</tr>
<tr>
<td>Staff Reflection Day</td>
<td>23</td>
</tr>
<tr>
<td>STHFT Sharing Good Practice Festival Day</td>
<td>23</td>
</tr>
<tr>
<td>Surgical First Assistant - Formerly known as The Advanced Scrub Practitioner and Dual Role Practitioner Programme</td>
<td>37</td>
</tr>
<tr>
<td>T Team Building - Dynamics of Team Building</td>
<td>20</td>
</tr>
<tr>
<td>Theory of Using Computers Office 2003 - (Level 1)</td>
<td>43</td>
</tr>
<tr>
<td>Top Tips for Training</td>
<td>23</td>
</tr>
<tr>
<td>Training for Assessors of Clinical Skills</td>
<td>23</td>
</tr>
<tr>
<td>U Understanding Personal Safety and Security - e-learning</td>
<td>14</td>
</tr>
<tr>
<td>V Venepuncture Central Study Day</td>
<td>24</td>
</tr>
<tr>
<td>Vital Signs and Patient Monitoring</td>
<td>24</td>
</tr>
<tr>
<td>W - Z Waste Management</td>
<td>15</td>
</tr>
<tr>
<td>Writing for Publication - Advanced</td>
<td>24</td>
</tr>
<tr>
<td>Writing for Publication - Introduction</td>
<td>24</td>
</tr>
</tbody>
</table>
# Section Seven Course Index and Course Application Form

## Course Application Form

**PLEASE RETURN THE COMPLETED APPLICATION FORM TO THE ADDRESS BELOW:**

Learning and Development Department  
Rivermead Training Centre, Northern General Hospital,  
Herrlies Road, Sheffield S5 7AU  
APPLICATION FORMS CAN BE FAXED TO:  
0114 271 4422 (EXT: 14422)

<table>
<thead>
<tr>
<th>FOR LEARNING AND DEVELOPMENT ADMIN USE ONLY</th>
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<tbody>
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## SECTION 1 PERSONAL/WORK DETAILS

<table>
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<th>ESR Assignment Number</th>
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<th>Mrs</th>
<th>Miss</th>
<th>Ms</th>
<th>Dr</th>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Course Code 190</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Date(s)</td>
<td></td>
</tr>
<tr>
<td>Course Fee</td>
<td>Cost Code all STHFT Departments (for recharge)</td>
</tr>
</tbody>
</table>

External Applicant - name and address for invoicing

## SECTION 3 MANAGERS DETAILS

<table>
<thead>
<tr>
<th>Manager's Name</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager's Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

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 educational 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
Section Seven Course Index and Course Application Form