Sheffield Teaching Hospitals
NHS Foundation Trust

Education, Training and Development Directory
Learning and Development Department

April 2011 to March 2012
## CONTENTS

<table>
<thead>
<tr>
<th>Section One - General Information</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Equal Opportunities Statement</td>
<td>4</td>
</tr>
<tr>
<td>Oracle Learning Management System (OLM)</td>
<td>5</td>
</tr>
<tr>
<td>Training Venues</td>
<td>6</td>
</tr>
<tr>
<td>Maps</td>
<td>6</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Two - Mandatory Training</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Central Induction</td>
<td>7</td>
</tr>
<tr>
<td>Equality</td>
<td>8</td>
</tr>
<tr>
<td>First Aid at Work</td>
<td>9</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>9</td>
</tr>
<tr>
<td>Infection Control</td>
<td>10</td>
</tr>
<tr>
<td>Moving and Handling</td>
<td>10</td>
</tr>
<tr>
<td>Personal Safety</td>
<td>11</td>
</tr>
<tr>
<td>Resuscitation Training</td>
<td>12</td>
</tr>
<tr>
<td>Waste Management</td>
<td>12</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Three - General Courses Available (arranged in the following themes)</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Care</td>
<td>13</td>
</tr>
<tr>
<td>Professional and Personal Development</td>
<td>13</td>
</tr>
<tr>
<td>Evidence Based Practice</td>
<td>16</td>
</tr>
<tr>
<td>Leadership and Management Development</td>
<td>20</td>
</tr>
<tr>
<td>Support and Supervision</td>
<td>22</td>
</tr>
<tr>
<td>Specialised Patient Care</td>
<td>23</td>
</tr>
</tbody>
</table>

| Section Four - Vocational Education                                             | 33   |
| Section Five - Open Learning                                                    | 37   |
| Section Six - Additional Information                                            | 43   |
| KSF Dimensions                                                                  | 43   |
| Sheffield Hospitals Charitable Trust Information                               | 44   |
| Learning Beyond Registration                                                    | 45   |
| Application Process                                                             | 47   |
| Further Information                                                             | 47   |

| Section Seven - Course Index                                                    | 49   |
| A to Z index of courses                                                         | 49   |
| Course Application Form                                                         | 53   |
INTRODUCTION

Welcome to the 2011/2012 Education, Training and Development directory. The directory has been compiled by the Learning and Development Department which is organised into the following sections.

The Core Learning Unit covers continuing professional development as well as mandatory and statutory training and you'll find everything the Trust has to offer set out here. The Open Learning Centre is also housed within the Core Learning Unit. All staff have free access to the Open Learning Centre at a time to suit their needs. They will also receive support to undertake an e-learning programme of any kind. There are two Open Learning Centres; one is based at North House on the Northern General Campus and the other is based at 11 Broomfield Road, Central Campus.

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

The Leadership Development Team coordinates a range of management and leadership programmes internal and external to Sheffield Teaching Hospitals NHS Foundation Trust (STHFT). The team works closely with our colleagues in Human Resources on staff engagement and appraisal. 2011 will see the launch of the new Leadership Strategy which will support the Trusts Leadership Community.

The Learning Support Team based at Rivermead Training Centre provide an extensive administration support service to a variety of users including immediate colleagues, other departments within the Trust as well as external organisations. In addition, they support a number of Trust programmes including the Central Induction Programme and the Central Foundation Development Induction Programme.

The Professional and Practice Development Team supports the Central Foundation Development Induction Programme for newly qualified nurses, the Evidence Based Council and student support as well as supporting many clinical projects and guidelines.

You may be familiar with the LBR system for accessing university education but if you need more information on what our two university partners have to offer the web links can be found below.

The University of Sheffield Programme [www.shef.ac.uk/hscpd](http://www.shef.ac.uk/hscpd)
Sheffield Hallam University Programme [www.shu.ac.uk/hwb/cpd](http://www.shu.ac.uk/hwb/cpd)

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

The Trust collects data to monitor that training is being accessed equitably and may publish this data in an anonymous format as part of its statutory equality duties. When you apply for or attend training and development you will be asked to provide monitoring information, this information will only be used in strict compliance with data protection. We would encourage you to complete this information.

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

Linda Crofts
Head of Learning and Development on 0114 271 5411
Or via email: linda.crofts@sth.nhs.uk
ORACLE LEARNING MANAGEMENT SYSTEM (OLM)

What is OLM?
Oracle Learning Management (OLM) is the training administration module of the Electronic Staff Records (ESR).

What is ESR?
The Electronic Staff Record (ESR) is a national integrated workforce management system for all NHS employees. It is designed by McKesson and the NHS Central Team and is based on Oracle HRMS Software.

Sheffield Teaching Hospitals NHS Foundation Trust (STHFT), successfully achieved ‘go live’ with the core HR, Payroll & Finance functionality at the beginning of August 2007, as part of Wave 9 of the National ESR rollout. ESR is now live across the whole NHS (since April 2008).

What is OLM used for?
Comprehensive control over all the activities associated with the training and development of NHS staff. This includes the administration of training courses, and the recording of training undertaken by every employee. Courses can be linked to defined competencies, including national competence frameworks, so that current employee competencies and progress towards those competencies can be updated and monitored. A wide range of reports enables control over all aspects of staff training and development.

OLM can be used to:
• Manage all aspects of the delivery and maintenance of a training service
• Maintain information on:
  • Courses (any educational or development activity designed to enhance an employee’s competencies, qualifications or experience)
  • Classes (a single occurrence of a course on a particular date)
  • Resources (such as trainers, equipment or venues)
  • Customers (external organisations to whom training is delivered by the NHS)
  • Suppliers (external organisations who may provide training or support)
  • Training Centres (organisations within the NHS which deliver training)
• Employee competencies can be associated with training courses. Once a member of staff has completed the relevant set of courses, his or her employee record can be updated with the new competency
• National competence frameworks are built in, and an employee’s position within these is automatically maintained. They include the Knowledge and Skills Framework (KSF), National Occupational Standards (NOS), and National Workforce Competencies (NWC)
• Local competences can be created. For example, a skill in Manual Handling may require a refresher course every 12 months; ESR will report on those employees who are due for refresher training
• A wide range of reports allows training and development to be monitored at a local, regional or national level

Who will use it?
The Learning and Development Department have been fully operational with OLM since April 2009. The plan now is to implement OLM within each Directorate to manage their local training needs.

What are the benefits from using OLM?
• The key benefit is the link to the HR and Payroll modules which means that a complete staff record is centrally stored
• Links with Manager and Employee Self Service for online enrolments
• Standardisation of recording attendance and non-attendance
• Competency profiles and updates
• A wider range of reporting

ESR Course Categories and Course Codes
When accessing the OLM Training Catalogue through the Self Serve function of ESR, all courses fall under appropriately assigned categories. These categories have been added to the course details within this directory to aid searching. All courses within the OLM catalogue follow a set naming convention and have been allocated course codes as part of this process. All Learning and Development Department courses are prefixed with either ‘190 AA’ or ‘190 BB’.

ESR Assignment Numbers
All NHS staff have an ESR Assignment Number. This number is unique to you; it is an 8 digit number (for example 10704611) and appears in the top left hand corner of your payslip.

NOTE: You must now enter this number on all application forms submitted to the Learning and Development Department to ensure you are allocated a place on your chosen training event.

Further Information
Please contact:
Learning Support Team
Learning and Development on 0114 271 5334
Or via email training.admin@sth.nhs.uk
**Section One General Information**

**TRAINING VENUES**

Training is provided at both the Central and Northern campuses.

**11 BROOMFIELD ROAD** is located a short two-minute walk away from the Central hospitals, it is the road running directly behind the Rutland Hotel. The facility has several training rooms and a small open learning facility.

Staff should note that, there are no on-site catering facilities other than a drinks vending machine. There is no parking at Broomfield Road itself, although there is limited parking on the road. Visitors to the facility can park in the multi-storey car park at the Royal Hallamshire Hospital. If a visitor to the facility requires disabled parking, it is advisable to ring the facility beforehand and staff will endeavour to arrange for a parking space to be made available.

**RIVERMEAD TRAINING CENTRE** is situated on the Northern Campus, most easily accessed by the Herries Road entrance. Directions are displayed on the left hand side of the main drive, with the approach being via the side road directly opposite the Spar shop.

The Centre has a number of fully equipped training rooms and there are drinks vending machines in the main student area. There are no catering facilities in the Centre but there are various dining rooms on Campus, a short walk away.

Rivermead Training Centre has level access to the front of the building, in all learner and staff areas and has disabled access toilets. There is a loop system available at reception and a public minicom with wheelchair access into the staff area.

**NORTH HOUSE** is also situated on the Northern Campus, opposite the far end of the Clock Tower building, and next to Samuel Fox House. The first floor of North House has several training rooms and a large open learning facility. There is a drinks vending machine available and meals are available from the various dining rooms on Campus.

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

**VICKERS 17** is situated on the Northern Campus close to the Peter Moorhead Haemodialysis Unit. There are numerous disabled parking spaces close to the entrance and on the 1st floor of Vickers corridor there is lift access. The area has two fully equipped moving and handling training rooms. there are kitchen facilities available to make hot and cold drinks, and meals and snacks are available from the various dining rooms and deli bars on campus.

**SHEFFIELD COLLEGE** delivers a range of vocational training programmes in partnership with Sheffield Teaching Hospitals. For further information on sites, locations, transport links, facilities and accessibility please visit the Sheffield College website at [http://www.sheffcol.ac.uk/](http://www.sheffcol.ac.uk/)

**MAPS**

To access a map to all of these locations 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 ‘Facilities’ button on the list that appears on the left of the screen

A shuttle bus operates between the Central and Northern sites. Details of the service including a timetable are available at [http://nww.sth.nhs.uk/nhs/hotelservices/travel](http://nww.sth.nhs.uk/nhs/hotelservices/travel)
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 therefore have 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 (Mandatory Training Policy & Strategy 2010).

Assessment of Training Need
Mandatory Training topics will be identified as per the Mandatory Training Policy and will include those areas of practice covered by legislation or regulatory bodies, where a significant risk to all staff throughout the organisation has been identified, for example Moving and Handling.

The minimum requirement for the above will be provided through central and local induction programmes on joining the Trust or following a change in job role. Further training/updates relevant to these topics will depend entirely upon local assessment of risk relevant to the post holder, previous experience, area of practice, nature of service delivery and level of accountability/responsibility. The Core Learning Lead/Core Learning Co-ordinator in consultation with Topic Experts will stipulate the content, level and frequency of training to be delivered.

Job Specific Training will be identified, once again, relevant to the post holder, previous experience, area of practice, nature of service delivery and level of accountability/responsibility. This training will enable all individuals to practice safely and effectively to the required level of skills, knowledge and behaviour as identified in job descriptions and KSF post outlines.

Group/Directorate leads in consultation with the Core Learning Lead/Core Learning Co-ordinator and Topic Experts will identify and agree the content, level and frequency of training to be delivered.

Level and Frequency of Training
Following on from the assessment of risk either by the Core Learning Lead/Core Learning Co-ordinator, Topic Experts or Group/Directorate Leads, the level and frequency of training will be identified through the following:

Level 1 - Basic awareness training of the topic.
Level 2 - Basic awareness plus sufficient training input to enable supervision of others within same staff group.
Level 3 - Basic awareness plus sufficient training input to enable management of services, staff and other resources across Groups/Disciplines relevant to levels of accountability and responsibility.
Level 4 - Basic awareness plus development/accreditation to act as Topic Expert. To fulfil senior management accountability/responsibility.

The content of each level will be developed by the Trust Core Learning Lead/Core Learning Co-ordinator in conjunction with relevant Topic Experts, both internal and external to the Trust, to ensure consistency of approach across the Trust.

Where training other than basic awareness is identified at Levels 2 to 4, this can be built into other forms/methods of training when appropriate e.g. Health and Safety within management development modules.

Advanced training should only be provided where it is identified as part of an individual’s role e.g. Health and Safety Qualification (Matron), Training for Trainers. This should ensure that staff are not only receiving the appropriate level of training, but ensure it is timely and relevant (Mandatory Training Policy and Strategy 2010).

Most awareness training should be delivered locally e.g., Risk Management/Health & Safety training by the Directorate Safety Leads, Moving & Handling by Directorate Key Trainer.

To discuss training requirements (content, frequency or delivery methods) or Training for Trainers contact either Core Learning Lead/Core Learning Co-ordinator or the relevant Topic Expert.

Identified Mandatory Training Topics
All staff within the Organisation will require some form of the following mandatory training.

Bullying and Harassment
Jane Clawson, Head of Employee Relations
Contact: 2715425 or via email: jane.clawson@sth.nhs.uk

Central Foundation Development Induction Programme
Helen Beastall, Practice Development Co-ordinator
Contact: 2266665 or via email: helen.beastall@sth.nhs.uk

Central Induction Programme
Janet Wilson, Core Learning Facilitator
Contact: 2715095 or via email: janet.a.wilson@sth.nhs.uk

Doctors in Training
Eddie Hampton, Consultant
Contact: 2712786 or via email: kingsley hampton@sth.nhs.uk

Emergency Planning & Business Continuity
Carol Mistry, Emergency Planning Manager
Contact: 275444 or via email: carol.mistry@sth.nhs.uk

Equality and Human Rights
Elizabeth Johnson, Trust Executive Group
Contact: 2713238 or via email: elizabeth.johnson@sth.nhs.uk

Fire
Dave Butler, Fire Safety Advisor (NGH)
Contact: 2 713018 or via email: david.butler@sth.nhs.uk
John Ibbotson, Fire Safety Advisor (NGH)
Contact: 2714735 or via email: john.ibbotson@sth.nhs.uk
Martyn Eastman, Fire Safety Advisor (Central)
Contact: 2713018 or via email: martyn.eastman@sth.nhs.uk

Infection Prevention/Control/Hand Hygiene including Inoculation Incidents
Patty Hempshall, Lead Infection Control Nurse Specialist
Contact: 2712592/2714889 or via email: pattie.hempshall@sth.nhs.uk

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

Risk Management /Health & Safety
Andrew Scott, Patient Safety Manager
Contact: 2266320 or via email: andrew.scott@sth.nhs.uk
Alison Redfern, Occupational Safety Manager
Contact: 2269110 or via email: alison.redfern@sth.nhs.uk

Basic awareness: Delivered by Directorate Safety Leads
This training should be appropriate to the level of responsibility and risk identified in the work area and activities undertaken and must include:
- Directorate risk management arrangements
- Slips, trips and falls reduction
- Incident reporting/investigation including complaints and claims
- Sharps injuries

Section Two Mandatory Training
Section Two Mandatory Training

Other examples of Risk Management training

**Managing Violence & Aggression**
Terry Noble/Shelley Spray, Core Learning Facilitators
Contact: 2714867/2715569 or via email: personalsafetyteam@sth.nhs.uk

**Moving & Handling**
Nicky Sharpe, Moving and Handling Lead (Patient)
Contact: 2266409 or via email: nicky.sharpe@sth.nhs.uk
Sue Harrington, Moving and Handling Coordinator (Non-patient)
Contact: 2266844 or via email: sue.harrington@sth.nhs.uk

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

**Waste Management**
Robert Green, Waste Manager
Contact: 2715754 or via email: robert.green@sth.nhs.uk

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

**Safeguarding Children**
Sara Thomas/Trudy Gregory, Named Nurse for Safeguarding
Children and Young People
Contact: 2265547 or via email: sara.thomas@sth.nhs.uk or trudy.gregory@sth.nhs.uk

**Job Specific Training List**
The following training is mandatory for some staff groups to enable them to undertake their roles effectively.

**Blood Transfusion**
Penny Simms, Specialist Practitioners of Transfusion (SPOT) Team
Contact: 2713636 or via email: penny.simms@sth.nhs.uk

**Cardio Pulmonary Resuscitation (CPR)**
Julie Royston, Senior Resuscitation Officer (NGH)
Contact: 2714587 or via email: julie.royston@sth.nhs.uk
Helen Till, Senior Resuscitation Officer (Central)
Contact: 2712864 or via email: helen.till@sth.nhs.uk

**Consent, Mental Capacity Act and Deprivation of Liberty**
Pauline Watson, Governance Improvement Manager
Contact: 2269333 or via email: pauline.watson@sth.nhs.uk
Lucy Blake, Legal Service Manager
Contact: 2715081 or via email: lucy.blake@sth.nhs.uk

**Food Hygiene**
Jeff Swallow, Catering Manager (NGH)
Contact: 2714837 or via email: jeff.swallow@sth.nhs.uk
Liz Hawkshaw, Catering Manager (Central)
Contact: 2712564 or via email: liz.hawkshaw@sth.nhs.uk

**Healthcare Record Keeping**
Sam Debabbage, Professional and Practice Development Lead
Contact: 2266662 or via email: sam.deabbage@sth.nhs.uk

**HR Related Topics**
Delivered by Directorate HR Advisor/Local Lead
This training should be appropriate to the level of responsibility identified in the work area and activities undertaken and must include:
- Bullying and Harassment Management
- Sickness and Absence Management
- Disciplinary Process
- Professional Registration etc.

---

**Ionising Radiation (Medical Exposures) Regulations [Ir(Me)R]**
Giles Morrison, Trust Radiation Specialist
Contact: 2265191 or via email: giles.morrison@sth.nhs.uk

**Medical Equipment and Medical Devices**
Andy Flood, Medical Equipment User Training Coordinator
Contact: 2713151 or via email: andy.flood@sth.nhs.uk

**Medicines Management**
Nicky Thomas, Pharmacy Healthcare Governance Manager
Contact: 2713007 or via email: nicky.thomas@sth.nhs.uk

**Mental Capacity Act/DOLS (Deprivation of Liberty Safeguards)**
Directorate responsibility for delivery.
E-learning packages available on the Learning and Development Department website.

**Venous Thromboembolism**
Rhona Maclean, Haematology Consultant
Contact: 2712848 or via email: rhona.maclean@sth.nhs.uk
Rebecca Walsh, Anticoagulation Pharmacist
Contact: 2713644 or via email: rebecca.walsh@sth.nhs.uk

---

**190 AA101 CENTRAL INDUCTION PROGRAMME**

**ESR Self Serve Category**

**Induction**

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

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

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

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

**Structure**
Two day programme with further half day for clinical staff

**KSF Dimensions (delivered up to)**
CD1 Level 1; CD2 Level 1; CD3 Level 1 and CD6 Level 1

**Venue**
Rivermead Training Centre, Northern General Hospital

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

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

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

FIRST AID AT WORK

Overview

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

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

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

KSF Dimension (delivered up to)

CD3 Level 2 for all courses

Venue and Dates

All courses are delivered on a monthly basis at Aizlewood Mill, Nursery Street, Sheffield (free parking available).

Further Information

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

HEALTH AND SAFETY

190 AA110 CIEH LEVEL 2 AWARD IN HEALTH AND SAFETY

ESR Self Serve Category

Health and Safety

Overview

This one day course is aimed at staff requiring an introduction into health and safety at work. A basic level course incorporating fundamental occupational health and safety knowledge to enable participants to contribute effectively to any health and safety management system. Candidates are required to pass a multi-choice examination.

Structure

One day course

KSF Dimensions (delivered up to)

CD1 Level 1; CD3 Level 1 and CD5 Level 1

Fee

STHFT Staff £100; Other NHS £175; Non NHS £175

Venue

North House, Northern General Hospital

Dates

21 July 2011; 19 October 2011 and 23 February 2012

Further Information

Please contact Terry Noble, Core Learning Facilitator, 2714867 or via email terry.noble@sth.nhs.uk

Section Two Mandatory Training

190 AA120 CIEH LEVEL 3 AWARD IN HEALTH AND SAFETY

ESR Self Serve Category

Health and Safety

Overview

The course is designed to equip those with responsibility for health and safety in the workplace with the knowledge and understanding at an intermediate level of safety e.g. line managers.

Participants will be required to sit and achieve a pass mark in an examination on the final day.

Structure

Four days over four weeks

KSF Dimensions (delivered up to)

CD1 Level 2; CD3 Level 2 and CD5 Level 2

Fee

STHFT Staff £250; Other NHS £300; Non NHS £300

Venue

North House, Northern General Hospital

Dates

4, 11, 19 and 28 July 2011; 7, 17, 24 and 31 October 2011; 2, 10, 17 and 22 February 2012

Further Information

Please contact Terry Noble, Core Learning Facilitator, 2714867 or via email terry.noble@sth.nhs.uk

190 AA175 DISPLAY SCREEN EQUIPMENT ASSESSORS

ESR Self Serve Category

Health and Safety

Overview

This course is designed to provide individuals with the knowledge and skills necessary to enable them to undertake risk assessments of Display Screen Equipment Workstations and Users in the workplace. On completion of the course, candidates will require protected time to undertake Display Screen Equipment Risk Assessments in the workplace.

This course requires you to have previously successfully completed the Trusts Display Screen Equipment (DSE) E-learning Package, code number AB160.

Structure

Two and half hour session

KSF Dimensions (delivered up to)

CD3 Level 3

Venue and Dates

Northern General Hospital, 8 April 2011 and 7 October 2011

11 Broomfield Road, Central Campus, 12 July 2011 and 11 January 2012

Further Information

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

FIRST AID AT WORK

Overview

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

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

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

KSF Dimension (delivered up to)

CD3 Level 2 for all courses

Venue and Dates

All courses are delivered on a monthly basis at Aizlewood Mill, Nursery Street, Sheffield (free parking available).

Further Information

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

HEALTH AND SAFETY

190 AA110 CIEH LEVEL 2 AWARD IN HEALTH AND SAFETY

ESR Self Serve Category

Health and Safety

Overview

This one day course is aimed at staff requiring an introduction into health and safety at work. A basic level course incorporating fundamental occupational health and safety knowledge to enable participants to contribute effectively to any health and safety management system. Candidates are required to pass a multi-choice examination.

Structure

One day course

KSF Dimensions (delivered up to)

CD1 Level 1; CD3 Level 1 and CD5 Level 1

Fee

STHFT Staff £100; Other NHS £175; Non NHS £175

Venue

North House, Northern General Hospital

Dates

21 July 2011; 19 October 2011 and 23 February 2012

Further Information

Please contact Terry Noble, Core Learning Facilitator, 2714867 or via email terry.noble@sth.nhs.uk

Section Two Mandatory Training

190 AA120 CIEH LEVEL 3 AWARD IN HEALTH AND SAFETY

ESR Self Serve Category

Health and Safety

Overview

The course is designed to equip those with responsibility for health and safety in the workplace with the knowledge and understanding at an intermediate level of safety e.g. line managers.

Participants will be required to sit and achieve a pass mark in an examination on the final day.

Structure

Four days over four weeks

KSF Dimensions (delivered up to)

CD1 Level 2; CD3 Level 2 and CD5 Level 2

Fee

STHFT Staff £250; Other NHS £300; Non NHS £300

Venue

North House, Northern General Hospital

Dates

4, 11, 19 and 28 July 2011; 7, 17, 24 and 31 October 2011; 2, 10, 17 and 22 February 2012

Further Information

Please contact Terry Noble, Core Learning Facilitator, 2714867 or via email terry.noble@sth.nhs.uk

190 AA175 DISPLAY SCREEN EQUIPMENT ASSESSORS

ESR Self Serve Category

Health and Safety

Overview

This course is designed to provide individuals with the knowledge and skills necessary to enable them to undertake risk assessments of Display Screen Equipment Workstations and Users in the workplace. On completion of the course, candidates will require protected time to undertake Display Screen Equipment Risk Assessments in the workplace.

This course requires you to have previously successfully completed the Trusts Display Screen Equipment (DSE) E-learning Package, code number AB160.

Structure

Two and half hour session

KSF Dimensions (delivered up to)

CD3 Level 3

Venue and Dates

Northern General Hospital, 8 April 2011 and 7 October 2011

11 Broomfield Road, Central Campus, 12 July 2011 and 11 January 2012

Further Information

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

FIRST AID AT WORK

Overview

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

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

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

KSF Dimension (delivered up to)

CD3 Level 2 for all courses

Venue and Dates

All courses are delivered on a monthly basis at Aizlewood Mill, Nursery Street, Sheffield (free parking available).

Further Information

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

HEALTH AND SAFETY

190 AA110 CIEH LEVEL 2 AWARD IN HEALTH AND SAFETY

ESR Self Serve Category

Health and Safety

Overview

This one day course is aimed at staff requiring an introduction into health and safety at work. A basic level course incorporating fundamental occupational health and safety knowledge to enable participants to contribute effectively to any health and safety management system. Candidates are required to pass a multi-choice examination.

Structure

One day course

KSF Dimensions (delivered up to)

CD1 Level 1; CD3 Level 1 and CD5 Level 1

Fee

STHFT Staff £100; Other NHS £175; Non NHS £175

Venue

North House, Northern General Hospital

Dates

21 July 2011; 19 October 2011 and 23 February 2012

Further Information

Please contact Terry Noble, Core Learning Facilitator, 2714867 or via email terry.noble@sth.nhs.uk
Section Two Mandatory Training

190 AA170 LEVEL 2 AWARD IN PRINCIPLES OF RISK ASSESSMENT

ESR Self Serve Category
Health and Safety

Overview
The Programme looks at the following, within the setting of healthcare and STH in particular:
• Main causes of accidents and ill health, and their implications for people in the workplace
• Legal requirements for risk assessment
• Principles of risk assessment

Assessment is by a multiple choice question test, held at the end of the day.

Structure
One day course

KSF Dimensions (delivered up to)
CD2 Level 2; CD3 Level 2 and CD5 Level 2

Fee
STHFT Staff £100; Other NHS £175; Non NHS £175

Venue
North House, Northern General Hospital

Dates
7 July 2011; 27 October 2011 and 16 February 2012

Further Information
Please contact the Learning Support Team, 2715334 or via email training.admin@sth.nhs.uk

INFECTION CONTROL

190 AA150 INTRODUCTION TO INFECTION CONTROL

ESR Self Serve Category
Risk Management

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

Structure
Two day course

KSF Dimensions (delivered up to)
CD3 Level 3; CD5 Level 3 and HWB3 Level 2

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

Venue and Dates
Northern General Hospital, 18/19 May 2011 and 5/6 October 2011
11 Broomfield Road, Central Campus, 5/6 July 2011 and 15/16 February 2012

Further Information
Please contact Joyce Linskill, 2268633 or via email joyce.linskill@sth.nhs.uk. For information regarding availability please contact the Learning Support Team, 2715334 or via email training.admin@sth.nhs.uk

MOVING AND HANDLING

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

ESR Self Serve Category
Health and Safety

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

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

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

ASSESSMENT CRITERIA: During the course the participants will be expected to complete:
• Posture diary
• Risk assessment
• Knowledge assessment test
• Homework sheet
• Directorate action plan - to be completed in conjunction with Manager

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

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

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

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

KSF Dimensions (delivered up to)
CD3 Level 4

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

Venue
Vickers 17, Northern General Hospital

Dates
21 - 23 September 2011 and 20 - 21 October 2011
1 - 3 February 2012 and 8 - 9 March 2012

Further Information
Please contact Sue Harrington, Moving and Handling Lead, 2266409 or via email sue.harrington@sth.nhs.uk

190 AA185 MOVING AND HANDLING KEYTRAINER (PATIENT HANDLING)

ESR Self Serve Category
Health and Safety

Overview
To prepare staff to fulfil the role of Moving & Handling Keytrainer in patient handing areas.
Pre Course Requirements

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

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

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

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

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

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

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

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

KSF Dimension (delivered up to)
CD3 Level 4

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

Venue
Vickers 17, Northern General Hospital

Dates
12 - 16 September 2011 and 10 - 14 October 2011
12 - 16 March 2012 and 16 - 20 April 2012

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

PERSONAL SAFETY

190 AA195 MANAGING VIOLENCE AND AGGRESSION - AWARENESS

ESR Self Serve Category
Health and Safety

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

Training for low risk staff as per training needs analysis. Refresher training for those staff who have already attended the full day course.

KSF Dimensions (delivered up to)
CD2 Level 1 and CD3 Level 1

Venue and Dates
These courses are arranged by local areas to fulfil training needs

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

190 AA102 MANAGING VIOLENCE AND AGGRESSION - CONFLICT RESOLUTION

ESR Self Serve Category
Health and Safety

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

For all staff who have contact with patients and/or visitors.

Structure
One day course

KSF Dimensions (delivered up to)
CD2 Level 1 and CD3 Level 1

Fee
STHFT staff N/A; Other NHS £35

Venue and Dates
Sessions are available every month on both sites; please contact the training leads below for further information

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

190 AA196 MANAGING VIOLENCE & AGGRESSION - PHYSICAL INTERVENTION SKILLS

ESR Self Serve Category
Health and Safety

Overview
This course will enable staff to competently deal with physically threatening situations in an appropriate manner. The participant will learn techniques that enable the safety of all involved or people at risk from the situation or an escalation of it. Areas to be covered can include self defence techniques, breakaway techniques, restrain and holding techniques.

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

This course is tailor made to suit employees, based on training needs analysis and risk assessment.

Structure
Tailored to suit training needs

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 1; CD3 Level 2; CD6 Level 1; HWB1 Level 1; HWB2 Level 1; HWB3 Level 2 and HWB7 Level 1

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

Section Two Mandatory Training
Section Two Mandatory Training

190 AA436 UNDERSTANDING PERSONAL SAFETY AND SECURITY 2010 E-LEARNING

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

This programme gives more flexibility in the delivery of training and can be used as:
• Training for low risk staff as per training needs analysis
• Refresher training for those staff who have already attended training in Managing Violence and Aggression

Structure
Two hour e-learning package

KSF Dimensions (delivered up to)
CD2 Level 1 and CD3 Level 1

Fee
STHFT staff N/A; Other NHS £35

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

RESUSCITATION TRAINING

ADVANCED LIFE SUPPORT (ALS)

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

This course is designed for healthcare professionals who would be expected to apply the skills taught as part of their clinical duties, or to teach them on a regular basis. Appropriate participants include doctors and nurses working in critical care areas (e.g. A & E, CCU, ICU, HDU, operating theatres, medical admissions units) or on the cardiac arrest/medical emergency team and paramedics. All applicants should hold a current clinical appointment and professional healthcare qualification.

Successful completion of this course gains certification valid for 4 years.

Structure
Two day course

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 2; CD3 Level 2; CD5 Level 2; CD6 Level 1; HWB6 Level 3; HWB7 Level 3; and HWB 8 Level 1

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

WASTE MANAGEMENT

190 AA160 WASTE MANAGEMENT

Overview
To prepare staff to fulfil the role of waste management trainer. At the end of this session, there is an assessment and a Training the Trainers certificate is issued.

Structure
Half day course

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 1; CD3 Level 2; CD4 Level 1; CD5 Level 1; CD6 Level 1; EF3 Level 2 and G1 Level 1

Venue and Dates
Northern General Hospital, 5 May 2011; 1 September 2011 and 5 January 2012
11 Broomfield Road, Central Campus, 7 July 2011; 3 November 2011 and 1 March 2012

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

IMMEDIATE LIFE SUPPORT

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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 1; CD3 Level 2; CD5 Level 2; CD6 Level 1; HWB2 Level 2 and HWB5 Level 3

Further Information
Please contact Julie Royston, Senior Resuscitation Officer (NGH), 2714587 or via email julie.royston@sth.nhs.uk or Helen Till, Senior Resuscitation Officer (RHH), 27112864 or via email helen.till@sth.nhs.uk

HOSPITAL LIFE SUPPORT

Overview
These sessions are provided to support the mandatory training delivered by Directoerates. 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
• Area specific special circumstances

Structure
Ninety minute sessions arranged as required

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 1; CD3 Level 2; CD5 Level 2; CD6 Level 1; HWB2 Level 2; and HWB5 Level 3

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

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

ESR Self Serve Category
Risk Management
CUSTOMER CARE - LIST OF COURSES

- Communicating with Vulnerable People
- Disability - Imagine You Were Me
- Producing High Quality Information for Patients
- Safeguarding Adults - Basic awareness
- Safeguarding Adults - Overview of courses
- Safeguarding Children - Level 2
- Safeguarding Children - Overview of Courses

190 BB626 COMMUNICATING WITH VULNERABLE PEOPLE

ESR Self Serve Category
Customer Relations

Overview
You will receive up to date information and practice skills required to improve communications with vulnerable people and understand the importance of having good communication skills. You will also consider the views of patients and the public on the impact that poor communications can have on their care when being cared for by the National Health Service.

Structure
One day course

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 2; CD4 Level 3; CD5 Level 2;
CD6 Level 2; HWB1 Level 1; HWB2 Level 2; HWB3 Level 2;
HWB4 Level 2; HWB5 Level 2; HWB6 Level 2 and G1 Level 1

Venue
Rivermead Training Centre, Northern General Hospital

Dates
28 April 2011 and 12 September 2011

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

DISABILITY - IMAGINE YOU WERE ME

Overview
The learning outcomes are that the learner will be able to:
- Demonstrate an understanding of legislation surrounding people with a learning disability
- Explain the basic care needs of a person with a learning disability
- List the ten key standards promoted by our Trust
- Define the issues faced by people with mental illness
- Explain the needs of individuals with mental health issues in an acute hospital setting

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 1; CD4 Level 1; CD5 Level 1;
CD6 Level 2; HWB1 Level 1 and HWB3 Level 1

Venue and Dates
The course can be undertaken at the Open Learning Centres (Central and Northern Campus), or at any PC with intranet network access.

Further Information
Please visit the Learning and Development Department intranet site and choose Open Learning. Alternatively you can contact Open Learning Centre, 2269930 or 2268470

190 BB647 PRODUCING HIGH QUALITY INFORMATION FOR PATIENTS

ESR Self Serve Category
Customer Relations

Overview
This session is designed to support staff who are involved in the production of patient information leaflets or other written information for patients. It aims to provide a step by step guide to the process of developing patient information in the Trust as well as offering practical advice on how to produce high quality information that meets patients needs. By the end of the session staff will:
- Understand the importance of providing patients with good quality information
- Be familiar with the process of developing patient information materials in the Trust
- Be familiar with local and national standards relating to patient information
- Have gained practical skills to confidentially produce good quality patient information

Structure
Half day course

KSF Dimensions (delivered up to)
CD1 Level 4; CD5 Level 3; CD6 Level 2; HWB 1 Level 2;
HWB4 Level 3 and IK3 Level 4

Further Information
Please contact Jo Evans, Patient Information Manager, 2712698 or via email jo.evans@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 scenario based approach with lots of group work and 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/suspected
- Explain their individual responsibility within the Sheffield Joint Agency Safeguarding Adults Policy
- Know how to make a safeguarding referral

Structure
Half day course

Venue and Dates
TBC

KSF Dimensions (delivered up to)
CD1 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 1;
CD6 Level 2; HWB1 Level 1; HWB2 Level 2; HWB3 Level 2;
HWB4 Level 2 and HWB5 Level 2

Further Information
Please contact Christina Herbert, Lead Nurse - Older People & Vulnerable Adults via email christina.herbert@sth.nhs.uk
Section Three General Courses

SAFEGUARDING ADULTS - Overview of courses

This programme of training is offered to staff and volunteers from organisations using ‘Safeguarding Adults - Procedures for South Yorkshire’. The training offered is based on a strategy agreed by Sheffield’s Safeguarding Adults Partnership Board, and has been developed with representatives from a wide range of organisations and should complement organisations’ own training plans. Before booking, please check that you are applying for the right course for your role and responsibilities, if in doubt please check with us. Follow any procedures for applying for training that your organisation may have, before sending us your application.

For application forms, or if you have any questions or want to discuss specific training needs, please contact the Sheffield Safeguarding Adults office on 2734389 or email: adult.protection.training@sheffield.gov.uk

HALF DAY AWARENESS TRAINING

Overview
This course is aimed at staff who work with vulnerable adults, but who do not provide personal care services or do not have long term relationships with vulnerable adults. The course provides information about:
• Recognising abuse - types, indicators, patterns
• Responding to potential abuse, disclosures and allegations
• Overview of Safeguarding Adults process, roles and responsibilities
• Identifying sources of support and information

ONE DAY AWARENESS TRAINING

Overview
This course is aimed at staff who provide direct health or social care services to vulnerable adults. The course provides information about:
• Definitions and context - abuse, vulnerability, need for safeguarding, harm
• Legislation, policy, current developments and key issues
• Recognising abuse - types, indicators, patterns
• Responding to potential abuse - personal responses to disclosures/allegations
• Overview of Safeguarding Adults process, roles and responsibilities
• Action planning & evaluation - identifying outstanding questions & issues and planning how to resolve them

HALF DAY UPDATE COURSE

Overview
This course is for staff who have completed Safeguarding Adults awareness training in the previous two years, or those with experience of adult protection but no formal training. The course provides:
• Assessment of current knowledge and experience
• Reminder of definitions, forms and indicators
• Update on changes in policy, legislation, requirements within procedures
• Application to future practice

HALF DAY REFERREES TRAINING

Overview
This course is for staff who are designated as “referrers” under the Safeguarding Adults policy and procedures (usually team leaders and managers and registered professionals - please check with your manager that this is you, prior to attending). The course provides information about:
• Eligibility criteria and thresholds for referrals
• Recording and reporting requirements
• The role of the referer in supporting other staff to raise alerts and in subsequent internal information gathering

SAFEGUARDING ADULTS - BEYOND STRATEGY MEETINGS - ONE DAY COURSE

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

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

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

EIGHT DAY TRAINING THE TRAINERS COURSE

Overview
This course is aimed at staff that have a responsibility to provide or have an interest in delivering adult protection education and training. At the end of the course, the participant will be able to:
• Assess a range of strategies utilised to establish learners’ needs
• Outline the major theories of learning and assess how these impact on the design of training programmes
• Explain the broad principles of “No Secrets” and Joint Policies and Procedures and their relationship to the protection of vulnerable adults from abuse
• Demonstrate an ability to design and deliver a training session
• Assess a number of assessment and evaluation tools
• Apply the learning to the design of adult protection training courses

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 to 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
• Know who to inform
• Understand the next steps in the child protection process

Structure
One hour presentation

Further Information
Please contact Sara Thomas or Trudy Gregory, 2265446 or via sara.thomas@sth.nhs.uk or trudy.gregory@sth.nhs.uk
Section Three General Courses

SAFEGUARDING CHILDREN (LEVEL 3)
Overview
This course is for those staff who predominantly work with children in their role. Training will provide the recipient with a introduction into safeguarding children. Content includes legislative framework, how to define child abuse, impact of parental issues, working together to identify assess and implement a child's needs and what to do in the case of suspected concerns. The course objectives are 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
- Understand interagency working and the next steps in the child protection process relating to multi agency working
- Understand the principles of common assessment
- Identify parental issues that impact on safeguarding

Structure
Four hour taught session

Further Information
Please contact Sara Thomas or Trudy Gregory, 2265446 or via email safeguardingshef.fieldchildren.org.uk

SAFEGUARDING CHILDREN - Overview of courses
This section provides details of external child protection courses run by the Sheffield Safeguarding Children's Service, for STHFT staff to access. Access to these courses is dependent on your role and the level of contact you have with children as part of your job. Your line manager will help you identify your training needs.

Further information about these courses, dates and application forms can be found at; http://www.safeguardingsheffieldchildren.org.uk or please email safeguardingchildrentraining@sheffield.gov.uk

WORKING TOGETHER; PROMOTING WELLBEING AND KEEPING CHILDREN SAFE
Overview
This course provides information about the legal framework. It is an opportunity for staff to become familiar with agencies, support available for families and child protection referral systems in Sheffield. It is intended to look at issues raised from serious case reviews about the importance of working together; clarity of role, communication and information sharing and personal and agency responsibilities.

Structure
Two day course

CASE CONFERENCES AND CORE GROUPS
Overview
This is a course that supports staff in working with families where there are child protection issues; how to identify these, how to understand and talk to parents and how to develop effective plans that will ensure that children are protected.

Structure
Two day course

CROSSING BRIDGES - ADULT MENTAL HEALTH AND SAFEGUARDING CHILDREN
Overview
Following an influential piece of research in 1998, a report called Crossing Bridges was produced which recommended much closer working and joint training between adult mental health services and children’s services. This course is designed to bring together workers from these services to promote a greater understanding of each others work. Children’s workers will be given an overview of mental health conditions and how the symptoms and medication might affect parents. Mental health workers will have the opportunity to think about how the mental health of parents can impact on children’s well being, how to access support for families and to recognise when there are child protection issues. The overall aim of the course is to promote more effective working together across these services.

Structure
Two day course

SAFEGUARDING AND IMPROVING THE HEALTH AND WELL-BEING OF CHILDREN AFFECTED BY DRUG AND ALCOHOL MISUSE IN THEIR FAMILIES
Overview
Utilising current research, this course aims to enable workers from all agencies to develop skills in identification, assessment and early intervention of children living in households affected by substance misuse (drugs and alcohol). It ensures that all workers obtain an understanding of the resources available locally to support appropriate intervention and reduce the impact on children in a household with substance misuse issues.

Structure
Two day course

SAFEGUARDING CHILDREN AND YOUNG PEOPLE AFFECTED BY DOMESTIC ABUSE
Overview
This course aims to help workers understand the impact of domestic abuse on children and to promote greater understanding of the links between child protection and domestic abuse. The trainers use forum theatre techniques to explore how best to help families. Up to date information is provided about national initiatives such as the MARAC (multi agency risk assessment conference) and recently in Sheffield, the formation of the Domestic Abuse Partnership and single point of contact for advice and help.

Structure
Two day course

DOMESTIC ABUSE RISK ASSESSMENT AND MARAC
Overview
This course aims to enable workers to become confident and skilled in using the domestic abuse risk assessment tool, (DASH) and understanding the Multi-Agency Risk Assessment Conference (MARAC) process.

Structure
One day course
WORKING EFFECTIVELY WITH NEGLECT

Overview
Neglect is, according to statistics, the most prevalent form of child abuse. It is also one of the most difficult to work with. This course helps workers in all agencies recognise indicators of neglect and thresholds for intervention. It explores the difference in approach in working with neglect which is often chronic and cross generational to the immediate emergency response based approach to incidences of physical abuse or disclosure of sexual abuse. The course is designed to promote early identification and intervention and to help workers deal with their own feelings and frustrations working in this area.

Structure
Two day course

SAFEGUARDING CHILDREN AND YOUNG PEOPLE AT RISK OF SEXUAL EXPLOITATION

Overview
This course is delivered by the sexual exploitation service and includes a performance from Loudmouth Theatre. The Sexual Exploitation Service delivers a multi-agency approach that educates, identifies, and offers protection and long term support to young people up to the age of 19 who are at risk of, or involved in, sexual exploitation. This service uses a Child Protection model to identify young people at risk of sexual exploitation. There are clearly defined indicators of risk within the child protection procedures, which alert professionals to the warning signs that a young person may be at risk. This training course explains how to identify risk and what professionals can do about it.

Structure
One day course

ENGAGING MEN IN SAFEGUARDING CHILDREN

Overview
This course presents a research based case for encouraging staff in universal and targeted services to promote the welfare of children by including men who have a role in the family in any work with the family. In particular, men have often been left out of assessments when they have a crucially influential role either as a protective factor or presenting risk.

Structure
Two day course

SAFEGUARDING DISABLED CHILDREN

Overview
This course provides disability awareness training that encourages workers to think about the way society and institutions provide a context for the greater vulnerability of disabled children. A parent of two disabled children shares her perspective and a worker from SIGN comes to talk about the information they can provide to parents, carers and professionals.

Structure
Two day course

SEXUAL ABUSE AND SAFEGUARDING CHILDREN

Overview
Following a Sheffield and Lincolnshire Serious Case Review which looked into a case of intra familial abuse spanning 30 years and the presented learning for all agencies, this course has been developed by the police and a Sheffield social work consultant who specialises in this area of work. This course covers the relevant legislation, signs and indicators of sexual abuse and looking at offender behaviour to help in assessing risk.

Structure
Two day course

PARENTS WITH LEARNING DISABILITIES: SAFEGUARDING, ASSESSMENT AND SUPPORT

Overview
There is evidence that people with a learning disability are not supported well and often have their children taken into care. This course enables professionals to discuss discrimination against parents with learning disabilities and effective ways of improving communication and offering support. It is aimed at ensuring that decisions about children are the right ones and have due respect to the UN Convention for the Rights of the Child which states that all children have the right to know and, as far as possible, to be cared for by their parents as well as to laws protecting them from harm. The key to right decisions for children is good quality assessment. This course has been informed by training delivered by the Leeds based equal rights organisation CHANGE, professional and experienced trainers with learning disabilities.

Structure
Two day course

PROFESSIONAL AND PERSONAL DEVELOPMENT

- Access to Higher Education Diploma - (Health Studies)
- Central Foundation Development Induction Programme (CFDIP)
- Certificate in Education /Professional Graduate Certificate in Education/ Postgraduate Certificate in Education (Lifelong Learning) awarded by the University of Huddersfield
- City & Guilds Award in Preparing to Teach
- Clinical Support Worker Development Programme
- Early Planning for Retirement
- Improve your Study Skills
- Law, Accountability, Consent and Confidentiality (Open Learning Pack)
- Medical Terminology Course
- Minute Taking
- Preparation for Retirement
- STHFT Sharing Good Practice Festival Day
- Writing for Publication - Advanced
- Writing for Publication - Introduction

190 BB151 ACCESS TO HIGHER EDUCATION DIPLOMA - (HEALTH STUDIES)

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

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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 1; HBW1 Level 1; HBW2 Level 2; HBW3 Level 2; HWB4 Level 2 and HWB5 Level 2
Section Three General Courses

190 BB601 CENTRAL FOUNDATION DEVELOPMENT INDUCTION PROGRAMME (CFDIP)

ESR Self Serve Category
Induction

Overview
This programme is open to all newly qualified Nurses, Midwives and Operating Departmental Practitioners working at Sheffield Teaching Hospitals NHS Foundation Trust. It replaces the Foundation Development Programme. The aim of the CFDIP is to provide a dynamic development opportunity within which, participants are able to access essential information enabling them to understand the organisation and also to explore practice and professional issues. This programme complements local induction and Preceptorship.

Induction Objectives
1. To welcome new starters to the Trust
2. To introduce key information about the Trust
3. To provide a forum where Human Resources documentation can be completed
4. To make clear the behaviours expected from staff within the Trust
5. To deliver core principles of mandatory and job specific training

Preceptorship Objectives
During the Preceptorship period, the registrant will be enabled to:
• Identify personal and professional issues relevant to their own development
• Consolidate and apply knowledge gained during pre-registration education
• Identify how national and local policy and strategy initiatives impact upon care provision
• Understand the implications of professional accountability and responsibility
• Become confident in his / her practice
• Demonstrate sensitivity to the needs of patients / clients
• Become an effective team member
• Remain up to date with his / her knowledge and practice

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 2; CD3 Level 2; CD4 Level 1; CD5 Level 1; CD6 Level 2; HWB1 Level 1; HWB2 Level 2; HWB3 Level 3; HWB4 Level 2 and HWB5 Level 3

Venue
Rivermead Training Centre, Northern General Hospital

Further Information
Please contact Helen Beastall, Practice Development Coordinator, 2266665 or via email helen.beastall@sth.nhs.uk

190 BB631 CITY & GUILDS AWARD IN PREPARING TO TEACH

ESR Self Serve Category
Personal Development

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

Structure
Six days over three months

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 3; CD3 Level 2; CD4 Level 1; CD6 Level 2 and G1 Level 2

Venue
Sheffield College, Hillsborough Barracks

Dates
September 2011; consecutive courses TBC

Further Information
Please contact Adrian Cunningham, Vocational Learning Coordinator, 2602039 or via email adrian.cunningham@sth.nhs.uk
Section Three General Courses

190 BB603 CLINICAL SUPPORT WORKER
DEVELOPMENT PROGRAMME

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
The aim is to provide a development opportunity for Clinical Support Workers, which will translate into their clinical practice to contribute to safe high quality care.

Specific topics and the aims and objectives for study days will be forwarded to Matrons, Ward Managers and Clinical Educators in the near future.

This development programme is designed specifically for Clinical Support Workers. You are invited to submit applications for all or individual study days.

Structure
Six study days provided over a twelve month period

KSF Dimensions (delivered up to)
CD1 Level 1; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1
CD6 Level 1; HWB1 Level 1; HWB2 Level 1; HWB3 Level 1; HWB4 Level 1 and HWB5 Level 1

Venue and Dates
Rivermead Training Centre, Northern General Hospital, 27 June 2011 and 26 March 2012
North House, Northern General Hospital, 23 May 2011; 26 September 2011 and 27 February 2012

Further Information
Please contact Adrian Cunningham, Vocational Learning Coordinator, 2602039 or via email adrian.cunningham@sth.nhs.uk

190 AA215 EARLY PLANNING FOR RETIREMENT

Overview
STHFT makes provision for these courses for staff who are within 10-15 years of their planned retirement date.

Course Objectives:
• To provide information and guidance
• To encourage staff to start thinking about retirement at a time when there is sufficient time to start planning for it
• For staff to think about how long they plan to work and the financial consequences of the retirement options

Structure
One study day

Fee
STHFT staff £50; Other NHS £85; Non NHS £180

Venue
Rivermead Centre, Northern General Hospital

Dates
21 April 2011; 25 July 2011; 27 October 2011; 11 January 2012 and 26 January 2012

Further Information
Please contact Lorraine Howie, Director, Pre Retirement Consultant Services Ltd, 2490910 or via email prep2009@live.co.uk

IMPROVE YOUR STUDY SKILLS

Overview
The course is aimed at people who wish to embark on further study but have been out of education for some time. The course covers:
• Essay writing
• Taking notes
• Use of libraries and the internet
• Making sense of statistics
• How to plan your next educational steps

Venue and Dates
TBC

Further Information
For expressions of interest please contact Hayley Hartley, 2602446 or via email hayley.hartley@sth.nhs.uk

LAW, ACCOUNTABILITY, CONSENT AND CONFIDENTIALITY (OPEN LEARNING PACK)

Overview
This is an open learning pack designed for self study. It is useful to healthcare professionals wishing to have an overview of the English and Welsh legal system in general and of particular issues of relevance to healthcare professionals, including accountability, medical negligence, consent and confidentiality. The emphasis is on the laws that impact most directly on the actions and decisions of healthcare professionals.

The aim of this Open Learning Pack is to help you integrate current legal thinking into healthcare practice to inform the actions and decisions you make.

Structure
Open learning pack

KSF Dimensions (delivered up to)
CD2 Level 1; CD3 Level 1; CD5 Level 1 and CD6 Level 1

Further Information
The pack is available from the Learning and Development Department intranet page by clicking on ‘Professional and Practice Development’ and from the list selecting ‘Foundation Development Programme’. On the main page there will be a link to the course material ‘Law, Accountability, Consent and Confidentiality OLP’. It can also be ordered through supplies or print on demand by quoting PD number PD3807. Please contact the Learning Support Team, 2715334 if you have any other queries.

MEDICAL TERMINOLOGY COURSE

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

Structure
Half day course

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD4 Level 1; CD5 Level 1 and G1 Level 1

Fee
STHFT staff £50; Other NHS £65; Non NHS £65

Further Information
Please contact Brigitte Kaviani, Training Manager, 2266348 or via email brigitte.kaviani@sth.nhs.uk
Section Three General Courses

190 AA275 MINUTE TAKING
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This course 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. Outcome will be to produce clear minutes for circulation.

Structure
One day course

KSF Dimensions (delivered up to)
CD1 Level 2

Venue
North House, Northern General Hospital

Dates
20 April 2011; 5 July 2011; 6 October 2011 and 10 January 2012

Further Information
Please contact the Learning Support Team, 2715334 or via email training.admin@sth.nhs.uk

190 AA210 PREPARATION FOR RETIREMENT

Overview
STHFT makes provision for these courses for staff who are within 1-2 years of their planned retirement date. Sessions cover such things as:
- Thinking about retirement and planning for a change in lifestyle
- NHS Pension Scheme
- State benefits available in retirement
- Financial matters - planning, credit and equity release
- Wills, inheritance tax and long term care
- Health and retirement
- Using time positively - NHS Retirement Fellowship
- Opportunities for volunteering

Structure
One study day

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

Venue
Rivermead Centre, Northern General Hospital

Dates
27 April 2011; 26 May 2011; 4 August 2011; 23 August 2011; 30 November 2011; 27 February 2012 and 27 March 2012

Further Information
Please contact Lorraine Howie, Director, Pre Retirement Consultant Services Ltd, 2490910 or via email prep2009@live.co.uk

190 BB638 STHFT SHARING GOOD PRACTICE FESTIVAL DAY
ESR Self Serve Category
Occupational Knowledge and Skills

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

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

Structure
One day festival

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD4 Level 1; CD5 Level 1; IK3 Level 1 and G1 Level 2

Venue
Rivermead Training Centre, Northern General Hospital

Dates
12 July 2011

Further Information
Please contact Irene Mabbott, Practice Development Co-ordinator (Evidence Based Practice), 2714281 or via email irene.mabbott@sth.nhs.uk

190 BB722 WRITING FOR PUBLICATION - ADVANCED
ESR Self Serve Category
Personal Development

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

Structure
One day workshop

KSF Dimensions (delivered up to)
CD2 Level 4; CD4 Level 2; CD5 Level 2; G1 Level 2 and G8 Level 2

Fee
STHFT staff and SY CLAHRC partners N/A; Other NHS £35; Non NHS £70

Venue
NHS IT Room, Health Sciences Library, C Floor, Royal Hallamshire Hospital

Dates
6 July 2011 and 7 March 2012

Further Information
Please contact Irene Mabbott, Practice Development Co-ordinator (Evidence Based Practice), 2714281 or via email irene.mabbott@sth.nhs.uk
Section Three General Courses

190 BB723 WRITING FOR PUBLICATION - INTRODUCTION

ESR Self Serve Category
Personal Development

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

Structure
Half-day workshop

KSF Dimensions (delivered up to)
CD2 Level 2; CD4 Level 1; CD5 Level 1; G1 Level 1 and G8 Level 1

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

Venue and Dates
Rivermead Training Centre, Northern General Hospital, 6 April 2011 and 28 September 2011
11 Broomfield Road, Central Campus, 20 July 2011 and 25 January 2012

Further Information
Please contact Irene Mabbott, Practice Development Co-ordinator (Evidence Based Practice), 2714281 or via email irene.mabbott@sth.nhs.uk

190 BB718 EVIDENCE BASED PRACTICE - FIVE DAY COURSE

ESR Self Serve Category
Occupational Knowledge and Skills

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 ongoing innovations.

There are five taught days which address issues such 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 APL Accreditation if required.

Structure
Five day course over a seven month period

KSF Dimensions (delivered up to)
CD1 Level 1; CD2 Level 2; CD4 Level 2; CD5 Level 1; G1 Level 1 and G2 Level 1

Fee
STHFT staff and SY CLAHRC partners N/A; Other NHS £350; Non NHS £415

Venue and Dates
NHS IT Room, Health Sciences Library, C Floor, Royal Hallamshire Hospital, 15 November 2011
Rivermead Training Centre, Northern General Hospital, 12 December 2011; 2 February 2012; 14 March 2012; and 16 May 2012

Further Information
Please contact Rosalie Havik, Clinical Effectiveness Education Advisor, 2713477 or 2715115 or via email rosalie.havik@sth.nhs.uk

190 BB635 CLINICAL EFFECTIVENESS - MANAGING CHANGE EFFECTIVELY

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This workshop explores the practicalities around implementing change. It covers issues such as leadership, barriers to change, personality styles and how to be more creative in your thinking when planning change (using the ‘Thinking Differently’ guide from the NHS Institute for Innovation and Improvement). The attendees are expected to actively participate in the group discussions and to share their personal experiences of change, learning from one another and the facilitators. By the end of the workshop, the attendees should be equipped with the knowledge and skills required to drive change in their own work area.

The workshop is particularly suitable to anyone involved in clinical audit and service review work.

Structure
One day workshop

190 BB717 EVIDENCE BASED PRACTICE ONE DAY COURSE

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

Staff attending this course may have no or little exposure to Evidence Based Practice but support and guidance will be available to all and information will be given to take clinical issues forward.

This course is run in conjunction with the University of Sheffield Health Sciences Libraries.

Course Objectives:
• To introduce the concept of Evidence Based Practice
• To give some practical experience of searching and appraising evidence

Structure
One day course

KSF Dimensions (delivered up to)
CD2 Level 1; CD4 Level 1; G1 Level 1 and G2 Level 1

Fee
STHFT staff and SY CLAHRC partners N/A; Other NHS £35; Non NHS £70

Venue
NHS IT Room, Health Sciences Library, C Floor, Royal Hallamshire Hospital

Dates
14 April 2011; 8 September 2011 and 1 February 2012

Further Information
Please contact Irene Mabbott, Practice Development Co-ordinator (Evidence Based Practice), 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. On completion of the workshop, candidates should be able:
• To explore the range of resources available
• To ensure they have the necessary registration
• To provide guidance on focussing your clinical question
• To develop necessary skills to research resources

Structure
Half day workshop

KSF Dimensions (delivered up to)
CD4 Level 1; CD5 Level 1; IK2 Level 1 and IK3 Level 3

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

Venue
NHS IT Room, Health Sciences Library, C Floor, Royal Hallamshire Hospital

Dates
5 May 2011; 10 October 2011 and 13 March 2012

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

190 BB721 SIMPLE RULES TOOLKIT WORKSHOP
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
The Simple Rules Toolkit is an educational tool designed to help staff differentiate between clinical audit, research and service review activities. This workshop will help staff learn and explore the best ways to use the Simple Rules Toolkit in their own clinical areas to facilitate clinical effectiveness activities and therefore promote evidence based practice.

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

Structure
Half day workshop

KSF Dimensions (delivered up to)
CD2 Level 1; CD4 Level 2; CD5 Level 2; IK2 Level 4 and G1 Level 1

Fee
STHFT staff and SY CLAHRC partners N/A; Other NHS £35; Non NHS £70

Venue and Dates
Rivermead Training Centre, Northern General Hospital, 12 April 2011; 26 January 2012
11 Broomfield Road, Central Campus, 1 September 2011

Further Information
Please contact Irene Mabbott, Practice Development Co-ordinator (Evidence Based Practice), 2714281 or via email irene.mabbott@sth.nhs.uk

190 BB642 THE FIVE STAGES OF CLINICAL AUDIT
ESR Self Serve Category
Informatics

Overview
This workshop explores the theoretical and practical principles underpinning each of the five 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.

By the end of the course the candidates will learn how:
• To understand why clinical audit is important
• To understand the different stages of clinical audit
• To be able to apply the correct methodology and ethical principles to clinical audit

Who can apply?
This course is suitable to any member of staff wishing to undertake a clinical audit project.

Structure
One day workshop
Section Three General Courses

KSF Dimensions (delivered up to)
CD4 Level 3; CD5 Level 4 and G5 Level 1

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

Venue
North House, Northern General Hospital

Dates
15 June 2011; 12 October 2011 and 8 February 2012

Further Information
Please contact Rosalie Havik, Clinical Effectiveness Education Advisor, 2713477 or 2715115 or via email rosalie.havik@sth.nhs.uk

190 BB641 TRAIN THE TRAINERS IN CLINICAL AUDIT

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This course trains the attendees to plan and deliver training on the theoretical and practical principles underpinning each of the five stages of the clinical audit process. It is aimed at individuals who have clinical audit as a significant part or their entire role and have a responsibility for training staff in their area. By the end of the course the attendees should be equipped with the knowledge and skills required to deliver training in clinical audit in their own work area.

Structure
Three day course

KSF Dimensions (delivered up to)
CD4 Level 3; CD5 Level 4 and IK2 Level 4

Fee
STHFT staff N/A; Other NHS £300; Non NHS £450

Venue
North House, Northern General Hospital

Dates
4 October 2011; 3 November 2011 and 1 December 2011

Further Information
Please contact Rosalie Havik, Clinical Effectiveness Education Advisor, 2713477 or 2715115 or via email rosalie.havik@sth.nhs.uk

LEADERSHIP AND MANAGEMENT DEVELOPMENT

• Leadership and Management Development
• Recruitment and Selection (Non-Medical and Dental Staff)
• Team Building - Dynamics of Team Building

LEADERSHIP AND MANAGEMENT DEVELOPMENT

Overview
At the time of going to press, the revised Leadership Strategy was awaiting approval by the Trust Executive Group. The intention is that there are two strands to this:
• Development centres and development programmes are to be delivered in conjunction with Sheffield Hallam University targeted at senior staff
• A rolling monthly management programme will be delivered by the Learning and Development Department

This programme will be aimed at any person in a management role but will be specifically targeted to new managers between Bands 5-8a where appropriate. This will cover core management topics as they relate to STHFT, suggested core themes are summarised below:
• Exploring what it is to be a manager, different management styles and contribution to organisational performance
• Getting things done through people - Emotional Intelligence
• Understanding your own strengths and weaknesses can enhance communication and performance
• Delegation
• The art of delegation
• Dealing with difficult people
• Techniques and strategies for managing difficult conversations and situations
• HR Sickness Absence
• A practical look at how to effectively manage sickness absence
• HR Grievance and Disciplinaries
• An overview of managing grievance and disciplinary issues
• Finance
• An overview of how NHS finance works: how to read your budget statement
• Change Management
• Examining reactions to change and techniques for managing in a changing environment
• Project Management - The basics
• Principles of project management: how to better manage projects effectively and on time
• Team Development and Appraisals
• The manager’s role in developing the team and conducting effective appraisals
• Engagement, equality and diversity
• Understanding the practical relevance of equalities legislation and using it to better engage with staff and patients
• Governance
• The importance of governance arrangements, what it means for managers

Once the plans are finalised for these programmes, details will be circulated.

Further Information
Please contact Sue Burgin, Learning Development Co-ordinator, 2266667 or via email sue.burgin@sth.nhs.uk

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

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
The two day programme covers the following aspects of the Recruitment and Selection process: [Please note this programme does not cover any aspects which relate to the recruitment and selection of Medical or Dental staff]

1. An introduction to the legislative framework
2. Covers 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
• 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

The second afternoon is an interviewing skills session. Participants are required to access relevant Trust policies and procedures as pre-course reading.

Structure
Two consecutive study days

KSF Dimensions (delivered up to)
G6 Level 4

Venue
North House, Northern General Hospital

Dates
12-13 April 2011; 10-11 May 2011; 13-14 June 2011;
26-27 July 2011; 9-10 August 2011; 13-14 September 2011;
13-14 October 2011; 29-30 November 2011;
13-14 December 2011; 24-25 January 2012; 28-29 February 2012
and 13-14 March 2012

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

190 AA260 TEAM BUILDING - DYNAMICS OF TEAM BUILDING

ESR Self Serve Category
Occupational Knowledge and Skills

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

Structure
Two consecutive days

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 3; CD5 Level 1; CD6 Level 2; G1 Level 3;
G6 Level 2 and G7 Level 2

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

Venue
11 Broomfield Road, Central Campus

Dates
20-21 June 2011; 17-18 October 2011 and 13-14 February 2012

Further Information
Please contact Lorna Smith, Core Learning Facilitator, 2266748 or via email lorna.smith@sth.nhs.uk or contact Sue Burgin, Learning Development Co-ordinator, 2266667 or via email sue.burgin@sth.nhs.uk

190 BB607 MENTORSHIP WORKSHOP FOR NURSES

ESR Self Serve Category
Occupational Knowledge and Skills

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

The participants will:
• Recognise the importance of effective communication in the development of a positive learning environment
• Discuss the mentor as a role model
• Familiarise themselves with current assessment documentation
• Consider the learning needs of individual students and how these may be achieved
• Appreciate the implications of the NMC's standard for mentors and its effect upon their role
• Gain skills and knowledge about the process for supporting a non progressing student

Structure
One day course

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; IK1 Level 1; IK3 Level 1; G1 Level 2
and G6 Level 1

Venue and Dates
Rivermead Centre, Northern General Hospital, 10 May 2011;
26 July 2011; 10 October 2011; 13 December 2011 and
14 March 2012

11 Broomfield Road, Central Campus, 12 April 2011;
14 June 2011; 13 September 2011; 15 November 2011 and
14 February 2012

Further Information
Please contact Linda Jackson, Professional Development Coordinator, 2711970 or via email linda.jackson@sth.nhs.uk or contact Helen Ross, Professional Development Coordinator, 2712677 or via email helen.ross@sth.nhs.uk

190 AA255 PERFORMANCE AND DEVELOPMENT REVIEW (APPRAISAL)

ESR Self Serve Category
Personal Development

Overview
This training deals with the practice of Performance and Development Review (PDR) within STHFT. It supports the undertaking of appraisals by describing the purpose of appraisal, the structures and processes involved as well as skills required to achieve a successful outcome. The training is primarily aimed at staff with responsibility for provision of Personal Development Review.

The learner will be able to:
• Explain the nature and purpose of Performance Review
• Identify the links between Performance Review and Personal Development
• Identify the stages of the PDR process
• Identify their role and the role of others in preparing for and engaging in the PDR
• Discuss associated documentation
• Identify skills or techniques that would enable successful PDR outcomes
• Discuss the relationship of Performance Review to the Knowledge and Skills Framework

Structure
One day course

SUPPORT AND SUPERVISION
• Mentorship Workshop for Nurses
• Performance and Development Review (Appraisal)
• Preceptor Preparation
• Training for Assessors of Clinical Skills (TACS) Programme

Section Three General Courses
Section Three General Courses

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 3; CD6 Level 2; G1 Level 1 and G6 Level 2

Venue
North House, Northern General Hospital

Dates

Further Information
Please contact the Learning Support Team, 2715334 or via email training.admin@sth.nhs.uk

190 BB741 PRECEPTOR PREPARATION

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
The aim of this session is to provide the learner with the knowledge and skills needed to act as preceptor within the Trust. The session prepares the preceptor to provide a preceptee with the support and guidance needed during the preceptorship period.
The learner will have an understanding of:
• What preceptorship is
• The role of a preceptor
• Preceptorship structures within STHFT

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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 3; CD5 Level 2; CD6 Level 2; G1 Level 2 and G6 Level 1

Further Information
Please contact Brian Burke, Practice Development Facilitator, 2266663 or via email brian.burke@sth.nhs.uk

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

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
The Learning and Development Department has 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 who have been nominated by their care grouping, to train nominated trainers to cascade clinical skills training within their directorates.

The following clinical skills training can be provided for practitioners within their own directorates following approval from their line manager and Clinical Skills Coordinator:
• Venepuncture
• Intravenous Cannulation
• Management of Intravenous Medicines
• Bladder Management
• 12 Lead ECG Recording

Structure
One day course

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 4; CD3 Level 3; CD4 Level 2; CD5 Level 3; CD6 Level 2; HWB2 Level 3; HWB5 Level 4; HWB8 Level 1 and G1 Level 3

Venue
North House, Northern General Hospital

Dates
16 May 2011; 16 August 2011 and 22 November 2011

Further Information
Please contact Kathryn Cox, Practice Development Coordinator (Clinical Skills), 2266666 or via email kathryn.cox@sth.nhs.uk

SPECIALISED PATIENT CARE

• A, B, C of Viral Hepatitis
• Acute Coronary Syndromes
• Advanced Scrub Practitioner and Dual Role Practitioner Programme
• Assessment and Management of Adults with Dysphagia
• Breaking Bad News
• Cancer - Current Trends in Cancer Treatments and Care
• Cancer - Introduction to Cancer and its Treatments
• Cancer - Pain Management in Cancer Care - Level 1
• Caring for Sick Ward Patients (NGH/RHH)
• Communication Disorders - An Introduction
• Diabetes - Addressing the Changes
• Diabetes - An Overview
• Diabetes - Surgery and Investigation
• Diabetes - Understanding Diabetes and Renal Failure
• Dysphagia Screening
• Eating and Swallowing Disorders - An Introduction
• ECG Interpretation - Advanced
• ECG Interpretation - Introduction
• Enteral and Parenteral Nutritional Study Day
• Gastrointestinal Endoscopy and Related Procedures
• Gynaecological Oncology Study Day
• Loss and Bereavement Course
• Lymphoedema Awareness Study Day
• Management of Acute Pain
• Palliative Care Conference
• Parkinson’s Disease - An Introduction
• Parkinson’s Disease - Understanding Parkinson’s Disease
• Parkinson’s Link Nurse Network (NGH Only)
• Patient Escort Programme Study Day
• Radiotherapy Open Evenings
• Recognition and Treatment of Malignant Spinal Cord Compression
• South Yorkshire Programmes for Education in Cancer Care (SYPECC)
• The 2nd Annual ‘Sheffield Steel’ Micro-Vascular Course
• Understanding Vital Signs

190 BB737 A, B, C OF VIRAL HEPATITIS

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
Introduction to the management and treatment of individuals with hepatitis A, B and C.

Intended learning outcomes:
• Summarise the epidemiology of viral hepatitis
• Identify national strategy and guidance which promotes best practice
• Demonstrate an understanding of the prevention, diagnosis and treatment of viral hepatitis
• Summarise the role of the multidisciplinary team in the care of individuals with viral hepatitis
• Reflect on the ways in which people with viral hepatitis may experience discrimination in accessing healthcare and how this might be prevented and/or reduced

Structure
Half day session (3 and a half hours)
Section Three General Courses

190 BB745 ACUTE CORONARY SYNDROMES
ESR Self Serve Category
Occupation Knowledge and Skills
Overview
The acute coronary syndromes study day is recommended for qualified nurses working with patients suffering Acute Coronary Syndromes (ACS).
The content of the day includes:
• Pathophysiology of ACS
• Risk factors
• Presentation of patients with ACS
• Nursing priorities when treating ACS patients
• Biochemical markers in ACS
• Treatment for ACS
• ECG changes in ACS
• Cardiac rhythm recognition
• Secondary prevention

Structure
One day course
KSF Dimensions (delivered up to)
CD1 Level 1; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1;
CD6 Level 2; HWB1 Level 1; HWB2 Level 2; HWB3 Level 2;
HWB4 Level 2; HWB5 Level 2; HWB6 Level 2 and HWB7 Level 1

Fee
STHFT staff N/A; Other NHS N/A; Non NHS £10 (Reimbursed on attendance)

Venue
North House, Northern General Hospital

Dates
1 June 2011; 5 October 2011 and 1 February 2012

Further Information
Please contact Ray Poll, Nurse Consultant, 2711776 or via email ray.poll@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.

KSF Dimensions (delivered up to)
CD1 Level 1; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 2;
CD6 Level 1; HWB2 Level 2; HWB6 Level 2 and HWB7 Level 2

Fee
STHFT staff £2,500; Other NHS £2,500; Non NHS £2,500

Further Information
Please contact Michaela Timpany, Clinical Educator Site Lead, 2715194 or via email michaela.timpany@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 also explore the challenges faced by HCPs when they are involved in breaking bad news and consider how these can be addressed.
The facilitators include specialist nurses from the Palliative Care Team and Clinical Psychology.

Structure
One study day

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 3; CD5 Level 3; HWB1 Level 3; HWB2 Level 3;
HWB4 Level 3; HWB5 Level 3 and HWB6 Level 3

Venue
Lecture Theatre, Weston Park Hospital

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

This programme is designed following guidelines from the Perioperative Care Collaborative (2007). It explores the application of theory to practice in the role of Advanced Scrub/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 and camera holding for minimal invasive surgery (speciality specific).

Any individual wishing to attend must be working in a perioperative care setting. They will need the support of their manager, and supervision and assessment from a surgeon and a senior Theatre Practitioner within their specialist team.

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

Further Information
Please contact Michaela Timpany, Clinical Educator Site Lead, 2715194 or via email michaela.timpany@sth.nhs.uk
**Section Three General Courses**

**190 BB770 CANCER - CURRENT TRENDS IN CANCER TREATMENTS & CARE**

ESR Self Serve Category  
Occupational Knowledge and Skills  

**Overview**  
These evening training sessions will enable delegates to:  
- Receive updates in cancer and palliative care treatments  
- Provide reviews of current policies and issues that affect the care of cancer patients  
- Raise awareness of the Cancer Information and Support Centre's role in cancer care  
- Identify issues raised by cancer patients and their carers during and after treatment and in survivorship

**Structure**  
An evening session; 5.30pm until 8.30pm

**KSF Dimensions (delivered up to)**  
CD1 Level 3; CD2 Level 3; CD3 Level 2; CD4 Level 3; CD5 Level 3; CD6 Level 3; HWB1 Level 2; HWB2 Level 3; HWB3 Level 1; HWB4 Level 3; HWB5 Level 2; HWB6 Level 2; HWB7 Level 1; HWB8 Level 1 and G1 Level 2

**Venue**  
The Cancer Information and Support Centre,  
23 Northumberland Road, Sheffield, S10 2TX

**Dates**  
13 April 2011; 11 May 2011; 15 June 2011 and 13 July 2011

**Further Information**  
For an application form please contact the Learning Support Team, 2715334 or via email training.admin@sth.nhs.uk

---

**190 BB747 CANCER - INTRODUCTION TO CANCER AND ITS TREATMENTS**

ESR Self Serve Category  
Occupational Knowledge and Skills  

**Overview**  
This one day course provides an introduction to cancer and its treatments. 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

**KSF Dimensions (delivered up to)**  
CD1 Level 2; HWB1 Level 1; HWB2 Level 1; HWB5 Level 1; HWB6 Level 1

**Venue**  
Weston Park Hospital

**Dates**  
9 November 2011 and 13 March 2012

**Further Information**  
Please contact the Central Campus Palliative Care Nursing Team, 2265260 / 2265603 or contact Clare Warnock, 2265311

---

**CANCER - PAIN MANAGEMENT IN CANCER CARE - LEVEL 1**

ESR Self Serve Category  
Occupation Knowledge and Skills  

**Overview**  
This session has been developed by the STHFT Palliative Care Team and specialist nurses from 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.

**Structure**  
Two hour session

**KSF Dimensions (delivered up to)**  
CD2 Level 2; HWB1 Level 1; HWB2 Level 1; HWB5 Level 1; HWB6 Level 1 and HWB7 Level 1

**Venue**  
Weston Park Hospital

**Dates**  
15 June 2011; 22 September 2011; 30 November 2011 and 10 March 2012

**Further Information**  
Please contact the Central Campus Palliative Care Nursing Team, 2265260 / 2265603 or contact Clare Warnock, 2265311

---

**190 BB609 CARING FOR SICK WARD PATIENTS (NGH/RHH)**

ESR Self Serve Category  
Occupational Knowledge and Skills  

**Overview**  
The course aims to improve the Registered Nurse’s recognition skills of deteriorating patients, enabling the appropriate timely responses, assessment and management of the acutely ill patient on a general ward.  
Day 1: Respiratory study day  
Day 2: Cardiovascular study day  
Day 3: Fluid management study day  
Day 4: Patient assessment and management  

Due to the interactive approach of the course and the wish for staff to draw on their own experiences, the course is only open to nurses who have completed their preceptorship period. There is no limitation based on seniority.

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

**Structure**  
Four day course - one to two days per week

**KSF Dimensions (delivered up to)**  
CD1 Level 3; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 3; CD6 Level 2; HWB1 Level 2; HWB5 Level 3 and HWB6 Level 2

**Venue**  
Northern General Hospital - Please contact the Critical Care Outreach Sisters via bleep 453  
Royal Hallamshire Hospital - Please contact the Critical Care Outreach Sisters via bleep 929
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.

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 1; HWB1 Level 1; HWB2 Level 1; HWB3 Level 1; HWB4 Level 1 and HWB5 Level 1

Further Information
Please contact the Speech and Language Therapy Department, 2712676 (RHH) or 2715068 (NGH)

190 BB651 DIABETES - ADDRESSING THE CHANGES

ESR Self Serve Category
Occupational Knowledge and Skills

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

Structure
One day workshop

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2; CD6 Level 2; HWB1 Level 2; HWB2 Level 2; HWB3 Level 2; HWB4 Level 2; HWB5 Level 2; HWB6 Level 2; HWB7 Level 2 and IK3 Level 2

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

Venue
Rivermead Training Centre, Northern General Hospital

Dates
23 June 2011; 6 October 2011 and 12 January 2012

Further Information
Please contact Cathie Stocks, Clare Nelson or Kath Hudson, Diabetes Specialist Nurses, 2714445

190 BB653 DIABETES - AN OVERVIEW

ESR Self Serve Category
Occupational Knowledge and Skills

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

Structure
One day workshop

KSF Dimensions (delivered up to)
CD1 Level 1; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 1; HWB1 Level 1; HWB2 Level 1; HWB3 Level 1;

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

Venue
Rivermead Training Centre, Northern General Hospital

Dates
15 September 2011 and 7 February 2012

Further Information
Please contact Cathie Stocks, Clare Nelson or Kath Hudson, Diabetes Specialist Nurses, 2714445

190 BB657 DIABETES - SURGERY AND INVESTIGATION

ESR Self Serve Category
Occupational Knowledge and Skills

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

Structure
One day workshop

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2; CD6 Level 2; HWB1 Level 2; HWB2 Level 2; HWB3 Level 2; HWB4 Level 2; HWB5 Level 2; HWB6 Level 2; HWB7 Level 2; IK1 Level 2 and IK3 Level 2

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

Venue
Rivermead Training Centre, Northern General Hospital

Dates
5 July 2011; 10 November 2011 and 6 March 2012

Further Information
Please contact Cathie Stocks, Clare Nelson or Kath Hudson, Diabetes Specialist Nurses, 2714445

190 BB659 DIABETES - UNDERSTANDING DIABETES AND RENAL FAILURE

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
To extend knowledge and understanding as to why renal failure develops and how people live with these two chronic diseases.

Structure
One day workshop

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2; CD6 Level 2; HWB1 Level 2; HWB2 Level 2; HWB3 Level 2; HWB4 Level 2; HWB5 Level 2; HWB6 Level 2; HWB7 Level 2; IK1 Level 2 and IK3 Level 2

Fee
STHFT staff N/A; Other NHS £35; Non NHS £70
Section Three General Courses

Venue
Rivermead Training Centre, Northern General Hospital

Dates
9 February 2012

Further Information
Please contact Cathie Stocks, Clare Nelson or Kath Hudson, Diabetes Specialist Nurses, 2714445

DYSPHAGIA SCREENING

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

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

KSF Dimensions (delivered up to)
CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 1; HWB1 Level 1; HWB2 Level 1; HWB3 Level 1; HWB4 Level 1; HWB5 Level 1; HWB6 Level 1 and HWB7 Level 1

Further Information
Please contact the Speech and Language Therapy Department, 2712676 (RHH) or 2715068 (NGH)

EATING AND SWALLOWING DISORDERS - AN INTRODUCTION

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

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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 1; HWB1 Level 1; HWB2 Level 1; HWB3 Level 1; HWB4 Level 1; HWB5 Level 1 and HWB7 Level 1

Further Information
Please contact the Speech and Language Therapy Department, 2712676 (RHH) or 2715068 (NGH)

190 BB615 ECG INTERPRETATION - INTRODUCTION

ESR Self Serve Category
Occupational Knowledge and Skills

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

Structure
Two consecutive days

KSF Dimensions (delivered up to)
HWB6 Level 4 and HWB7 Level 4

Fee
STHFT staff N/A; Other NHS £100; Non NHS £170

Venue
Rivermead Training Centre, Northern General Hospital

Dates
14 and 15 November 2011

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

190 BB617 ECG INTERPRETATION - ADVANCED

ESR Self Serve Category
Occupational Knowledge and Skills

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

A prerequisite prior knowledge of the following would be expected:
• Principles of ECG recording
• Conductive system of the heart
• Interpretation of a normal ECG
• Common cardiac arrhythmias

Structure
Two consecutive days

KSF Dimensions (delivered up to)
HWB6 Level 4 and HWB7 Level 4

Fee
STHFT N/A; Other NHS £100; Non NHS £170

Venue
Rivermead Training Centre, Northern General Hospital

Dates
11-12 April 2011 and 19-20 September 2011

Further Information
Please contact Mandy Scott, Training Manager in CTCP, 2715265 or via email mandy.scott@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 use of artificial feeding techniques and to safely and effectively manage patients using artificial feeding techniques. The content of the day includes:
• Nutrition screening
• Enteral feeding - indications, routes, feed formulation,
monitoring and managing complications
• Feeding tube types, insertion and care
• Home enteral feeding
• Parenteral feeding - indications, monitoring and managing complications
• Central line placement and care (theory based)
• Role of the Nutrition Support Team
• Ethics of withdrawing/withholding feeding

Structure
One day course

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 3; CD3 Level 3; CD4 Level 2; CD5 Level 3; CD6 Level 3; HWB1 Level 2; HWB2 Level 3; HWB4 Level 3; HWB5 Level 3; HWB6 Level 2 and HWB7 Level 1

Fee
STHF staff N/A; Other NHS price on request; Non NHS price on request

Further information
Please contact Fran Allen, Specialist Dietician, 2714162 or via email frances.allen@sth.nhs.uk or Sarah Thornton, Deputy Head of Dietetics, 2714162 / 2712617 or via email sarah.thornton@sth.nhs.uk

GASTROINTESTINAL ENDOSCOPY AND RELATED PROCEDURES

Overview
The overall aim of this module is to enable practitioners to critically evaluate and analyse existing practice in order to broaden their skills and knowledge specific to endoscopy and gastroenterology. This will be achieved through a process of reflection and will focus on key areas of practice, which includes conscious sedation and informed consent. In addition, the physical, social and psychological impact on the patient with a gastrointestinal related condition will be explored from a clinical perspective.

Structure
Two courses per academic year; 10 days over 10 weeks (one day per week) commencing September 2011
10 days over two weeks commencing February 2012

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 3; CD3 Level 3; CD4 Level 3; CD5 Level 3; CD6 Level 3; HWB1 Level 2; HWB2 Level 3; HWB3 Level 2; HWB4 Level 3; HWB5 Level 3; HWB6 Level 3; HWB7 Level 2; HWB8 Level 2; HWB9 Level 1; IK1 Level 2; IK2 Level 1; IK3 Level 1; G1 Level 2; G2 Level 2; G3 Level 2; G5 Level 2; G6 Level 2; G7 Level 3 and G8 Level 1

Venue
The Source, 300 Meadowhall Way, Sheffield, S9 1EA

Section Three General Courses

Dates
13 May 2011

Further Information
Please contact Fiona Kew, Consultant Gynaecological Oncologist, 2268570 or via email fiona.kew@sth.nhs.uk

190 BB724 LOSS AND BEREAVEMENT COURSE

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This course provides:
• An introduction to loss and bereavement to help staff provide support to patients and families at the end of life
• A better understanding of what loss means to individuals and considers the various types of loss that patients and their families can experience
• Information on the role of the coroner, the funeral director and chaplaincy service
• An update about the last offices policy
• Information about the mortuary service at STHFT

Structure
Two consecutive days

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 2; CD3 Level 1; CD4 Level 2; CD5 Level 2; CD6 Level 3; HWB1 Level 1; HWB2 Level 1; HWB4 Level 1; HWB5 Level 2; HWB6 Level 2 and G1 Level 1

Venue
Rivermead Training Centre, Northern General Hospital

Dates
29-30 June 2011 and 13-14 September 2011

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

BB660 LYMPHOEDEMA AWARENESS STUDY DAY

ESR Self Serve Category
Occupational Knowledge and Skills

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

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

Structure
One day course

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 4; CD6 Level 4; HWB1 Level 4; HWB2 Level 3; HWB3 Level 1; HWB4 Level 4; HWB5 Level 3; HWB6 Level 2; HWB7 Level 3; G1 Level 3 and G2 Level 1

Further Information
Please contact Debbie Turner, Programme Secretary, 2269855 or via email d.a.turner@sheffield.ac.uk

GYNAECOLOGICAL ONCOLOGY STUDY DAY

Overview
To provide an overview of recent developments and current management of gynaecological malignancies.

Structure
One day course

Venue
The Source, 300 Meadowhall Way, Sheffield, S9 1EA
Section Three General Courses

Venue
Barnsley Hospice, Church Street, Gawber, Barnsley, S75 2RL - TBC

Dates
12 May 2011, a further date TBC

Further Information
Please contact Jane Harding and Margaret Renshaw, Macmillan Lymphoedema Specialists, 2292920

190 BB622 MANAGEMENT OF ACUTE PAIN

ESR Self Serve Category
Occupational Knowledge and Skills

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

Structure
One day course

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 1; CD3 Level 3; CD4 Level 3; CD5 Level 3; CD6 Level 1; HWB1 Level 3; HWB2 Level 3; HWB3 Level 3; HWB4 Level 3; HWB5 Level 3; HWB6 Level 3; HWB7 Level 3; HWB10 Level 2; IK3 Level 1 and G1 Level 1

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

Venues and Dates
Rivermead Training Centre, Northern General Hospital, 10 May 2011; 6 July 2011; 12 September 2011; 8 November 2011 and 11 January 2012

North House, Northern General Hospital, 8 March 2012

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

190BB 780 PALLIATIVE CARE CONFERENCE

ESR Self Serve Category
Occupational Knowledge and Skills

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

Structure
One day conference

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 1; CD3 Level 3; CD4 Level 2; CD5 Level 1; CD6 Level 1; HWB1 Level 1; HWB2 Level 2; HWB3 Level 3; HWB4 Level 3; HWB5 Level 3; HWB6 Level 2; HWB7 Level 1; HWB8 Level 1; HWB9 Level 1; IK3 Level 1; G1 Level 1; G2 Level 1 and G3 Level 1

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

PARKINSON’S DISEASE - AN INTRODUCTION

Overview
To give ward based qualified and non-qualified staff knowledge on how best to care for people with Parkinson’s disease, to include:
- An overview of Parkinson’s disease
- Specific nursing care
- Drug and surgical management
- Patient’s perspective

Structure
One day course

KSF Dimensions (delivered up to)
CD1 Level 1; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 1; HWB1 Level 1; HWB2 Level 2; HWB3 Level 1; HWB4 Level 2; HWB5 Level 1 and HWB6 Level 1

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

Further Information
Please contact Debbie Bolam, Parkinson’s Disease Nurse Specialist, 2269219 or via email debbie.bolam@sth.nhs.uk

PARKINSON’S DISEASE - UNDERSTANDING PARKINSON’S DISEASE

Overview
This five day theory based course runs once a year. It outlines the complexities of Parkinson’s disease from anatomy and physiology, epidemiology and aetiology of the disease through to diagnosis, differential diagnosis, treatment and management both in early, mid and end stage disease. It will help equip the individual to have a better understanding of how to care for patients in either the community, on a ward or in a care home environment.

Structure
One day per week for five weeks

KSF Dimensions (delivered up to)
CD1 Level 3; CD2 Level 2; CD3 Level 2; CD4 Level 1; CD5 Level 2; CD6 Level 2; HWB1 Level 2; HWB2 Level 2; HWB3 Level 2; HWB4 Level 2; HWB5 Level 3 and HWB6 Level 2

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

Further Information
Please contact Lynne Nelson, Parkinson’s Disease Movement Disorder Nurse Specialist, 2711704 or via email lynne.nelson@sth.nhs.uk

PARKINSON’S LINK NURSE NETWORK (NGH ONLY)

Overview
To develop a network of qualified link nurses who have an increased awareness of Parkinson’s patients whilst in hospital in line with Quality Requirement 11 of NSF for Long Term Conditions. Topics vary and include issues relevant to Parkinson’s disease, such as:
- NICE guidelines
- Specific nursing care
- Drug management to include timing of medication

Further Information
Please contact Jane Harding and Margaret Renshaw, Macmillan Lymphoedema Specialists, 2292920

Shirley Thompson, End of Life Care Pathway Facilitator, 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 one day study day, observed and supervised practice and final assessment of theory and practice.

Structure
One day course

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

BB760 RADIOTHERAPY OPEN EVENINGS

ESR Self Serve Category
Occupational Knowledge and Skills

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

Structure
An evening session; 6pm until 8pm

Venue
Radiotherapy Department, Lower Ground Floor, Weston Park Hospital

Dates
7 April 2011 and 13 October 2011

Further Information
Please contact Janet Johnson, Superintendent Radiographer, 2265684 or via email janet.johnson@sth.nhs.uk

SOUTH YORKSHIRE PROGRAMMES FOR EDUCATION IN CANCER CARE (SYPECC)

Overview
For the past seven years SYPECC have produced a series of programmes including conferences and study days under the umbrella of cancer care for staff working in the South Yorkshire Region. This training has been available and easily accessible for all levels of staff in whatever setting e.g. hospital, community, hospice, nursing and care homes and has been provided free of charge (unless stated otherwise).

As part of the above provision a quarterly newsletter has been circulated outlining course details and articles of interest and a design group of lead professionals have met regularly to discuss ongoing programmes and changes.

Shirley Thompson is the manager of South Yorkshire Programmes for Education in Cancer Care (SYPECC).

SYPECC will continue to organise conferences and study days that relate to cancer treatment and care, the details of these courses will be circulated in the quarterly programme.

The programmes that SYPECC currently provide are:
• Radiotherapy open evening
• Breaking Bad News
• Current Trends in cancer treatment and care
• Communicating with vulnerable people
• Palliative Care Conference
• Lymphoedema awareness study day
• Gynaecology oncology study day
• Loss & Bereavement course

Further Information
For an application form or information about SYPECC's future courses please contact the Learning Support Team, 2715334 or via email training.admin@sth.nhs.uk
THE 2nd ANNUAL ‘SHEFFIELD STEEL’ MICRO-VASCULAR COURSE

Overview
This is an interactive study day, which aims to provide knowledge and skills relating to the care of patients who require micro-vascular interventions. Specialist practitioners provide up to date information through lectures and participants have practical experience of suturing under a microscope. Due to the specialist nature of this study day, applications are limited to staff who are directly involved in the care of such patients.

Structure
One and a half day course

Fee
TBC

Further Information
Please contact Gillian Chappell, Clinical Educator, Hands, Burns & Vascular Surgery, 2715194 or via email gillian.chappell@sth.nhs.uk

BB604 UNDERSTANDING VITAL SIGNS

ESR Self Serve Category
Occupational Knowledge and Skills

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

This course is also delivered as part of the Clinical Support Workers 12 week induction programme.

Structure
One day course

KSF Dimensions (delivered up to)
CD1 Level 1; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 1; HWB1 Level 1; HWB2 Level 1; HWB3 Level 1; HWB5 Level 1 and HWB6 Level 1

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

Venue
Rivermead Training Centre, Northern General Hospital

Dates
13 April 2011; 19 May 2011; 14 June 2011; 27 July 2011; 1 September 2011; 13 October 2011; 14 November 2011; 14 December 2011; 23 February 2012 and 12 March 2012

Further Information
Please contact Adrian Cunningham, 2602039 or via email adrian.cunningham@sth.nhs.uk
VOCATIONAL EDUCATION

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

The qualifications are an integral part of the staff development framework and are available in various occupational areas. They reflect the skills and knowledge which is already being used and, show 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, dependant on their job role.

Each Diploma is made up of units which equate to a number of credits. The learner will need to achieve a certain number of credits to complete the Diploma. Units come in two types; mandatory and optional. Mandatory units cover the key areas of the 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 STHFT staff 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 12 - 15 months; a level 3 Diploma 15 - 18 months.

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

- Level 3 Certificate in Assessing Vocational Achievement - Care
- Diploma in Business Administration Levels 2 and 3
- Diploma in Customer Service Levels 2 and 3
- Employability programme
- Diploma in Front Office Level 2
- Diploma in Health - Levels 2 and 3
- Health Care Apprentice Information Session
- Information Technology (see Open Learning Section)
- Pharmacy Support Staff
- Diploma in Health Support Services - Level 2

Additionally, the Trust supports a range of Apprenticeship 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 (see Open Learning Section)
- Dyslexia and other learning support

APPRENTICESHIPS

Overview
The Trust Health and Social Care Academy offer and support a range of apprenticeships in Health, Business Admin, Childcare and Estates. If you are interested in taking on an apprentice for the first time please contact, Michelle Freeman, 260 2640 or Ray Green 260 3213.

If you feel that apprenticeships could support your area of work but do not yet have a scheme in place, the Academy can help to scope relevant frameworks, providers and track any available funding to support training. Please contact Michelle Freeman, 260 2640 or Hayley Hartley, 260 2446.

190 BB835 LEVEL 3 CERTIFICATE IN ASSESSING VOCATIONAL ACHIEVEMENT - CARE

ESR Self Serve Category
Occupational Knowledge and Skills

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

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

KSF Dimensions (delivered up to)
- CD1 Level 3; CD2 Level 3; CD3 Level 2; CD4 Level 2; CD5 Level 2; CD6 Level 2
- IK1 Level 1; IK2 Level 1 and IK3 Level 1

Venue
Rivermead Training Centre, Northern General Hospital / Sheffield College

Dates
April 2011 and October 2011

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

190 AA310 DIPLOMA IN BUSINESS ADMINISTRATION - LEVEL 2

Self Serve Category
Occupational Knowledge and Skills

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

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

KSF Dimensions (delivered up to)
- CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2; CD6 Level 2; IK1 Level 1; IK2 Level 1 and IK3 Level 1

Further Information
Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator, 2266882 or via email jackie.fairest@sth.nhs.uk
Section Four Vocational Education

190 AA320 DIPLOMA IN BUSINESS ADMINISTRATION - LEVEL 3
Self Serve Category
Occupational Knowledge and Skills
Overview
This award is nationally recognised and is obtained through collecting evidence of real work situations. It is an advanced level and the job role should reflect this. Advice will be given by the tutor. The candidate must have the support of their manager.
Structure
The programme consists of six units in total, two mandatory units and four optional units and must be achieved in one year. This award should be achieved between nine - twelve months.
KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2; CD6 Level 2; IK1 Level 1; IK2 Level 1 and IK3 Level 1
Further Information
Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator, 2266882 or via email jackie.fairest@sth.nhs.uk

190 AA330 DIPLOMA IN CUSTOMER SERVICE - LEVEL 2
Self Serve Category
Occupational Knowledge and Skills
Overview
This award is nationally recognised and is obtained through collecting evidence of real work situations. The candidate must have the support of their manager.
Structure
The programme consists of seven units in total, two mandatory units and five optional units and must be achieved in one year. This award should be achieved between nine - twelve months.
KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2 and CD6 Level 2
Further Information
Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator, 2266882 or via email jackie.fairest@sth.nhs.uk

190 AA340 DIPLOMA IN CUSTOMER SERVICE - LEVEL 3
Self Serve Category
Occupational Knowledge and Skills
Overview
This award is nationally recognised and is obtained through collecting evidence of real work situations. The candidate must have the support of their manager.
Structure
The programme consists of eight units in total, two mandatory units and six optional units and must be achieved in one year. This award should be achieved between nine - twelve months.
KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2 and CD6 Level 2
Further Information
Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator, 2266882 or via email jackie.fairest@sth.nhs.uk

190 AA350 DIPLOMA IN FRONT OFFICE - LEVEL 2
Self Serve Category
Occupational Knowledge and Skills
Overview
This award is nationally recognised and is obtained through collecting evidence of real work situations. The candidate must have the support of their manager.
Structure
The programme consists of eight units in total, four mandatory units and four optional units and must be achieved in one year. This award should be achieved between nine - twelve months.
KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2 and CD6 Level 2
Further Information
Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator, 2266882 or via email jackie.fairest@sth.nhs.uk

190 BB815 DIPLOMA IN HEALTH - LEVEL 2
Self Serve Category
Occupational Knowledge and Skills
Overview
This Diploma reflects the role of the Healthcare Assistant generically within the clinical setting. All candidates must have been nominated by their Manager and have an Assessor working with them on a regular basis.
Structure
Ten study days over a nine month period. It is expected that the candidate would complete the Diploma within a fifteen month period.
KSF Dimensions (delivered up to)
CD1 Level 1; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1; CD6 Level 2; HWB1 Level 1; HWB2 Level 2; HWB3 Level 2; HWB 4 Level 2 and G1 Level 1
Venue
Rivermead Training Centre, Northern General Hospital / Sheffield College
Dates
May 2011; September 2011; November 2011 and February 2012
Further Information
Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator, 2266882 or via email jackie.fairest@sth.nhs.uk

190 BB825 DIPLOMA IN HEALTH - LEVEL 3
ESR Self Serve Category
Occupational Knowledge and Skills
Overview
This advanced Diploma reflects the role of the Healthcare Assistant in specific job roles in clinical areas. All candidates must have been nominated by their Manager and have an active Assessor working with them on a regular basis.

Further Information
Please contact Jacqui Fairest, Vocational Learning & Assessment Coordinator, 2266882 or via email jackie.fairest@sth.nhs.uk
Section Four Vocational Education

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

KSF Dimensions (delivered up to)
- CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2;
- CD5 Level 2; HWB1 Level 2; HWB2 Level 2; HWB3 Level 2;
- HWB4 Level 2; HWB5 Level 2; HWB6 Level 2; HWB7 Level 2 and G1 Level 1

Venue
Rivermead Training Centre, Northern General Hospital / Sheffield College

Dates
June 2011 and October 2011

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

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

ESR Self Serve Category
Occupational Knowledge and Skills

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

Structure
This award should be achieved in twelve months

KSF Dimensions (delivered up to)
- CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2 and CD6 Level 2

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

EMPLOYABILITY PROGRAMME

Overview
The Trust Health and Social Care Academy runs an employability programme to help people who are currently out of work into entry level jobs.

Further Information
If you are interested in offering a placement to an employability candidate or wish to consider successful candidates for vacancies, please contact Michelle Freeman, 260 2640
Section Four Vocational Education
OPEN LEARNING

The main objective of training 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. Opportunities include:

- IT courses for beginners, foundation and advanced level learners
- Various courses that can be studied either at the centre or at your workplace, or even at home
- Skills for Life literacy and numeracy courses for Levels 1 and 2 with skills assessment and advice on appropriate courses. These qualifications can be used for entry to university for certain courses e.g. Nursing
- Personal development opportunities
- CD Based study courses
- Access to courses provided by external organisations
- We have contacts with various outside organisations that can offer bespoke training to our staff
- Consultancy around your personal or departmental development needs. This is in our areas of expertise e.g. IT, Literacy/Numeracy and personal development

e-learning

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

- Equality & Diversity
- Health & Safety - various aspects e.g. Display Screen Equipment regulations
- Blood Transfusion
- Safeguarding Adults
- Mental Capacity Act
- Infection Control
- Personal Safety and Security
- Leadership & Management
- End of Life Care
- Information Governance
- Fire awareness

Please visit the Learning and Development Department e-learning webpage where you will find an up to date list of all our e-learning packages.

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

How to apply

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

Section Five Open Learning

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 Department Intranet site.

190 AA451 ACCESS (CORE) - MICROSOFT OFFICE SPECIALIST

ESR Self Serve Category

Overview

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

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

KSF Dimensions (delivered up to)

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

Fee

STHFT staff £27 per test; Other NHS price on request

190 AA407 ADULT LITERACY - LEVEL 1 (ENGLISH)

ESR Self Serve Category

Personal Development

Overview

One to one discussion with a tutor leading to a skills check and initial/diagnostic assessment of skills. Tutor led study packs are then provided, with tutorials and study days available (as agreed with tutor). Assessment is by computer test taken at the Open Learning Centre. The course covers:

- Speaking and listening - listen and respond; speak to communicate; engage in discussion
- Reading - Read and understand, read and obtain information
- Writing - Write to communicate

KSF Dimensions (delivered up to)

CD1 Level 1 and CD2 Level 1

190 AA408 ADULT LITERACY - LEVEL 2 (ENGLISH)

ESR Self Serve Category

Personal Development

Overview

One to one discussion with a tutor leading to a skills check and initial/diagnostic assessment of skills. Tutor led study packs are then provided, with tutorials and study days available (as agreed with tutor). Assessment is by computer test taken at the Open Learning Centre.
Section Five Open Learning

The course covers:
- Speaking and listening - listen and respond; speak to communicate; engage in discussion
- Reading - Read and understand, read and obtain information
- Writing - Write to communicate

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 1; CD4 Level 1 and CD5 Level 2

190 AA463 COMMUNICATION SKILLS CD
ESR Self Serve Category
Occupational Knowledge and Skills

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

KSF Dimensions (delivered up to)
Please ask the Open Learning Advisor

190 AA405 ADULT NUMERACY - LEVEL 1 (MATHS)
ESR Self Serve Category
Personal Development

Overview
One to one discussion with a tutor leading to a skills check and initial/diagnostic assessment of skills. Tutor led study packs are provided, with tutorials and study days available (as agreed with tutor). Assessment is by computer test taken at the Open Learning Centre. The course covers:
- Whole numbers
- Fractions, decimals & percentages
- Common measures, shape & space
- Data and statistical measures
- Probability

KSF Dimensions (delivered up to)
CD1 Level 1 and CD2 Level 1

190 AA406 ADULT NUMERACY - LEVEL 2 (MATHS)
ESR Self Serve Category
Personal Development

Overview
One to one discussion with a tutor leading to a skills check and initial/diagnostic assessment of skills. Tutor led study packs are then provided, with tutorials and study days available (as agreed with tutor). Assessment is by computer test taken at the Open Learning Centre. The course covers:
- Whole numbers
- Fractions, decimals & percentages
- Common measures, shape & space
- Data and statistical measures
- Probability

KSF Dimensions (delivered up to)
CD1 Level 2 and CD2 Level 1

190 AA490 ASSERTIVENESS
ESR Self Serve Category
Personal Development

Overview
The course aims to demonstrate what it means to be assertive and how being assertive enables our needs to be met whilst respecting the rights of others. The learning outcomes for this course are that the learner will have an understanding of:
- Difficult situations
- How people behave
- What is assertiveness
- Think, say, behave right
- Giving criticism
- Receiving criticism
- Making requests
- Participating in meetings

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA425 EMAIL - TRICKS AND TIPS
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
The tricks and tips session covers organising emails, managing your inbox, sending emails, and managing your calendar.

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 1; CD3 Level 2; CD4 Level 1 and CD5 Level 1

190 AA452 EXCEL (CORE) - MICROSOFT OFFICE SPECIALIST
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
The course covers:
- Creating Data and Content
- Analysing Data
- Formatting Data and Content
- Collaborating
- Managing Workbooks

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

Fee
STHFT staff £27 per test; Other NHS price on request

190 AA453 EXCEL (EXPERT) - MICROSOFT OFFICE SPECIALIST
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
The course covers:
- Organising & Analysing Data
- Formatting Data & Content
- Collaborating
Section Five Open Learning

- Managing Data & Workbooks
- Customising Excel

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 2; CD5 Level 2 and IK1 Level 2

Fee
STHFT staff £27 per test; Other NHS price on request

190 AA411 FOUNDATION MICROSOFT ACCESS CD
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is a CDRom course (involving up to twelve hours learning) which is on an interactive CD and is aimed at foundation level or beginners to Access. The course objectives are to:
- Understand the basic concepts of databases and demonstrate the ability to use a database on a personal computer
- Design and plan a simple database using a standard database package
- Retrieve information from an existing database by using the query, select and sort tools available in the database
- Create and modify reports

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA414 FOUNDATION MICROSOFT E-MAIL AND INTERNET CD
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is a CDRom course (involving up to twelve hours learning) which is on an interactive CD and is aimed at foundation level or beginners to email and using the internet. The course objectives are that the learner will:-
- 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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA412 FOUNDATION MICROSOFT EXCEL CD
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is a CDRom course (involving up to twelve hours learning) which is on an interactive CD and is aimed at foundation level or beginners to Excel. The course objectives are that the learner will:
- Understand the basic concepts of spreadsheets and to demonstrate the ability to use a spreadsheet application on a personal computer
- Be able to accomplish basic operations associated with developing, formatting and using a spreadsheet
- Be able to accomplish standard mathematical and logical operations using basic formulas and functions
- Demonstrate competence in using some of the more advanced features of a spreadsheet application such as importing objects, and creating graphs and charts

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA413 FOUNDATION MICROSOFT - FILE MANAGEMENT CD
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is a CDRom course (involving up to twelve hours learning) which is on an interactive CD and is aimed at foundation level or beginners to file management. The course objectives are that the learner will:
- Demonstrate knowledge and competence in using the basic functions of a personal computer and its operating system
- Be able to operate effectively within the desktop environment
- Be 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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA415 FOUNDATION MICROSOFT POWERPOINT CD
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is a CDRom course (involving up to twelve hours learning) which is on an interactive CD and is aimed at foundation level or beginners to PowerPoint. The course objectives are that the learner will:
- 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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA416 FOUNDATION MICROSOFT WORD CD
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is a CDRom course (involving up to twelve hours learning) which is on an interactive CD and is aimed at foundation level
or beginners to Word. The course objectives are that the learner will:

- 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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA417 FOUNDATION THEORY OF USING COMPUTERS CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is a CDRom Course which is on an interactive CD and is aimed at foundation level or beginners to using a computer. The course objectives are that the learner will:

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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA440 INTRANET EDITING (CLASSROOM COURSE)

ESR Self Serve Category
Occupational Knowledge and Skills

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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 1; CD3 Level 2; CD4 Level 1 and CD5 Level 1

Further Information
Please contact Rob Bloor, Core Learning Facilitator, 2715548 or via email rob.bloor@sth.nhs.uk

190 AA482 INFORMATION TECHNOLOGY - LEVEL 2

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is an OCR (Oxford, Cambridge and RSA Examinations) computer based Information Technology course covering Word, Excel, Access and PowerPoint.

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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 2; CD4 Level 2; CD5 Level 2; CD6 Level 1 and IK1 Level 2

190 AA461 JOB INTERVIEW SKILLS CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is a CDRom course to help with your interview technique. It aims to give you the confidence to make a good impression at interview. There are lots of example interview questions with sample answers and tips on how to plan for the interview. The course objectives are that the learner will:

- Organise and manage job applications
- What questions to expect at your interview
- What to wear at interview and what you should and shouldn't say
- Know how to research and find out more about your potential employer
- Letter writing skills
- List achievements and job experience so you can discuss them in your interview
- Produce a concise CV

190 AA421 KEYBOARD SKILLS

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This course (which takes up to four hours learning time) provides information about the use of the computer keyboard. By undertaking the course, the learner will become familiar with the keyboard, understand function of keyboard keys, increase typing speed and accuracy and develop touch typing skills.

KSF Dimensions (delivered up to)
CD1 Level 1 and CD2 Level 1

190 AA460 NHS BCS LEVEL 1 - IT

Overview
This is an interactive "fun" way to either learn new IT skills and to obtain a BCS (British Computer Society) Level 1 IT Qualification. The course is designed to ensure that staff have basic IT skills to be able to use IT systems within the workplace. Staff gain a Level 1 IT Users Qualification from the British Computer Society (BCS) after completing NHS ELITE, NHS Health, and NHS Word. The course involves up to twenty hours study time.

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2
Section Five Open Learning

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

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

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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1 and IK1 Level 1

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

Overview
This is an interactive course and is aimed at beginners to Word Processing. It takes up to ten hours study time and covers the following topics:

- Introduction to Word processing
- Working with Templates
- Text Formatting
- Layout Formatting
- Finding and Replacing Text
- Page Layout
- Inserting Pictures and Objects
- Spell Checking and Proof Reading
- Working Safely

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 1 and IK1 Level 1

190 AA470 NHS HIS (INFORMATION GOVERNANCE)

ESR Self Serve Category
Risk Management

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

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

A British Computer Society certificate can be awarded on successful completion of a test.

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 1

190 AA462 ORGANISATIONAL SKILLS CD

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is a CDRom course (taking between two and three hours to complete) which uses video tutorials to observe the most effective organisational systems and helps to improve your productivity. The course objectives are:

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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 1; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

190 AA454 OUTLOOK (CORE) - MICROSOFT OFFICE SPECIALIST

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
The course will provide information about messaging (organising, attach files, create a personal signature, adjust delivery options, accept, decline & delegate tasks), scheduling (create appointments/meetings, customise calendar settings, assign tasks, etc) and organising (create distribution lists, create/modify notes, organise using folders, assign items to categories, etc).

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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

Fee
STHFT staff £27 per test; Other NHS price on request

190 AA455 POWERPOINT (CORE) - MICROSOFT OFFICE SPECIALIST

ESR Self Serve Category
Occupational Knowledge and Skills

Overview
The course will provide information about creating content (create presentations from templates, insert tables, diagrams, charts, pictures, shapes & graphics, etc), formatting content (including; pictures, shapes, graphics, slides, animation, apply slide transitions & customise templates), collaborating (track accept & reject changes, add/edit comments, compare & merge presentations) managing & delivering presentations (set up a slide show, rehearse timings, print handouts & speaker notes, export a presentation).

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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 1; CD5 Level 2 and IK1 Level 2

Fee
STHFT staff £27 per test; Other NHS price on request
190 AA467 PROJECT MANAGEMENT SKILLS CD
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is a CDrom course (taking two to three hours to complete) to help you complete your projects on time within budget. The course objectives are:
• Learn how to define, plan, implement and complete any project
• Learn six steps to achieve success through negotiation
• Ensure clear communication of the critical path
• Monitor your performance and take corrective action

190 AA465 STRESS MANAGEMENT SKILLS CD

Overview
This is a CDrom course (taking two to three hours to complete) to help you cope with and manage your stress levels. The course objectives are:
• Assess and evaluate your personal stress levels
• Build your will power and self-esteem using mental exercises
• Study real-life situations that test your coping skills
• Learn how to relax and enjoy your environment

190 AA466 SUCCESSFUL ATTITUDE SKILLS CD
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is a CDrom course (taking two to three hours to complete) to help you understand how your attitude can influence your success at work and guides you towards a more positive and successful attitude. The course objectives are:
• Maintain a positive outlook using proven tools and techniques
• To understand people’s reactions to your attitude
• Expert advice on how to plan for long term success

190 AA468 SUPERVISORY SKILLS CD
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is a CDrom course (taking two to three hours to complete) to help you be a more productive and effective team manager. The course objectives are:
• 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

190 AA464 TIME MANAGEMENT SKILLS CD
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This is a CDrom course (taking two to three hours to complete) 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 objectives are:
• Learn how to prioritise tasks through real life examples, exercises and assessments
• Learn how to meet your deadlines calmly and confidently
• Understand the major causes of time wasting and how to overcome them
• Learn to planning techniques to help you better manage your time, people and resources

190 AA456 WORD (CORE) - MICROSOFT OFFICE SPECIALIST
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This course will provide information about creating content (symbols, special characters, graphics, charts, etc), organising content (tables, bulleted lists, hyperlinks, etc), formatting content (paragraphs, columns, headers & footers, page layout, etc) collaborating (review, merge, insert/edit comments, track changes, etc), formatting and managing documents (templates, document properties, file formats, document views, preview documents & web pages, etc).

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

Fee
STHFT staff £27 per test; Other NHS price on request

190 AA457 WORD (EXPERT) - MICROSOFT OFFICE SPECIALIST
ESR Self Serve Category
Occupational Knowledge and Skills

Overview
This course will provide information about formatting content (custom styles, pagination, advanced layout features, insert/modify objects, diagrams & charts, etc), organising content (lists & calculations in tables, table formats, merge letters & labels, structure documents using XML, etc), formatting documents (create & modify; forms, document backgrounds, indexes, footnotes, create master documents and subdocuments, etc) collaborating (modify track changes options, publish web documents, attach digital signatures, customise document properties, etc) and customising word create/edit macros, customise toolbars, modify word default settings).

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

KSF Dimensions (delivered up to)
CD1 Level 2; CD2 Level 2; CD3 Level 1; CD4 Level 2, CD5 Level 2 and IK1 Level 2

Fee
STHFT staff £27 per test; Other NHS price on request
### KNOWLEDGE AND SKILLS FRAMEWORK (KSF) DIMENSIONS

<table>
<thead>
<tr>
<th>Core Dimension Number</th>
<th>Core Dimensions - relate to all NHS roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>CD1</td>
<td>Communication</td>
</tr>
<tr>
<td>CD2</td>
<td>Personal and People Development</td>
</tr>
<tr>
<td>CD3</td>
<td>Health, Safety and Security</td>
</tr>
<tr>
<td>CD4</td>
<td>Service Improvement</td>
</tr>
<tr>
<td>CD5</td>
<td>Quality</td>
</tr>
<tr>
<td>CD6</td>
<td>Equality and Diversity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specific Dimension Number</th>
<th>Specific Dimensions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>HEALTH AND WELLBEING</strong></td>
<td></td>
</tr>
<tr>
<td>HWB1</td>
<td>Promotion of health and wellbeing and prevention of adverse effects to health and wellbeing</td>
</tr>
<tr>
<td>HWB2</td>
<td>Assessment and care planning to meet people’s health and wellbeing needs</td>
</tr>
<tr>
<td>HWB3</td>
<td>Protection of health and wellbeing</td>
</tr>
<tr>
<td>HWB4</td>
<td>Enablement to address health and wellbeing needs</td>
</tr>
<tr>
<td>HWB5</td>
<td>Provision of care to meet health and wellbeing needs</td>
</tr>
<tr>
<td>HWB6</td>
<td>Assessment and treatment planning</td>
</tr>
<tr>
<td>HWB7</td>
<td>Interventions and treatments</td>
</tr>
<tr>
<td>HWB8</td>
<td>Biomedical investigation and intervention</td>
</tr>
<tr>
<td>HWB9</td>
<td>Equipment and devices to meet health and wellbeing needs</td>
</tr>
<tr>
<td>HWB10</td>
<td>Products to meet health and wellbeing needs</td>
</tr>
<tr>
<td><strong>ESTATES AND FACILITIES</strong></td>
<td></td>
</tr>
<tr>
<td>EF1</td>
<td>Systems, vehicles and equipment</td>
</tr>
<tr>
<td>EF2</td>
<td>Environment and buildings</td>
</tr>
<tr>
<td>EF3</td>
<td>Transport and logistics</td>
</tr>
<tr>
<td><strong>INFORMATION AND KNOWLEDGE</strong></td>
<td></td>
</tr>
<tr>
<td>IK1</td>
<td>Information processing</td>
</tr>
<tr>
<td>IK2</td>
<td>Information collection and analysis</td>
</tr>
<tr>
<td>IK3</td>
<td>Knowledge and information resources</td>
</tr>
<tr>
<td><strong>GENERAL</strong></td>
<td></td>
</tr>
<tr>
<td>G1</td>
<td>Learning and development</td>
</tr>
<tr>
<td>G2</td>
<td>Development and innovation</td>
</tr>
<tr>
<td>G3</td>
<td>Procurement and commissioning</td>
</tr>
<tr>
<td>G4</td>
<td>Financial Management</td>
</tr>
<tr>
<td>G5</td>
<td>Services and project management</td>
</tr>
<tr>
<td>G6</td>
<td>People management</td>
</tr>
<tr>
<td>G7</td>
<td>Capacity and capability</td>
</tr>
<tr>
<td>G8</td>
<td>Public relations and marketing</td>
</tr>
</tbody>
</table>
Sheffield Hospitals Charitable Trust is an umbrella charity that looks after charitable funds for all the NHS organisations in Sheffield. For the past few years, the charity has been developing its fundraising resource, and now has a team of five fundraisers, with more due to be recruited this year. To show this relatively recent change in focus, as of April 2011 the charity will also be changing its name, to become “Sheffield Hospitals Charity”.

There are two sides to this growing NHS charity - one is the fundraising side, and the other is that responsible for managing charitable funds for the NHS in Sheffield, and providing grants.

The charity has responsibility for charitable funds for the Northern General and Royal Hallamshire Hospitals, Jessop Wing, Charles Clifford Dental Hospital, Sheffield Health and Social Care Trust, and Sheffield Primary Care Trust. Although Sheffield Children’s Hospital and Weston Park Hospital have their own independent appeal charities, SHCT also holds significant charitable funds for these hospitals. In total, the charity manages over 400 designated funds for specific wards, departments and medical disciplines.

Last year, more than £2 million was spent on improving patient care, supporting independent medical research, improving the hospital environments, and staff development. Most of the charity’s income comes from donations, legacies and other fundraising activity, supplemented by income from investments.

If you would like to help:

Sheffield Hospitals Charitable Trust provides advice and support to NHS staff, patients, families or community groups that wish to raise funds for the hospitals. For news, events, and details about how to get involved, please see our website at www.shctonline.org.uk or contact us on 0114 271 1351.

Support for your training and development:

- **Nurses**

  All nursing staff working in, or contracted to, hospitals or NHS Trusts in Sheffield are eligible to apply for grants from the charity-managed J Sinclair White endowment. Support can be offered to cover the costs of course fees, hotel costs and travel costs at public service rates relating to organised courses and seminars, both overseas and in the UK. A contribution towards fees for approved degree courses can also be made.

- **All other staff**

  Sheffield Hospitals Charitable Trust has historically funded a number of schemes which provided financial support for medical staff and all other health care professionals undertaking overseas study leave.

  For the latest information about these schemes, including application forms for the J Sinclair White endowment, please visit the Sheffield Hospital Charitable Trust pages on the STH intranet.
Learning Beyond Registration (LBR) 2011-2012

COMMISSIONING ARRANGEMENTS FOR LEARNING BEYOND REGISTRATION
FOR QUALIFIED NON MEDICAL STAFF.

Introduction

Under the YHSHA scheme the University of Sheffield and Sheffield Hallam University hold an allocation of funding for all South Yorkshire health care providers in the form of credits.

- The system operates on a ‘first come, first served’ basis

3 Key Changes to the LBR process for 2011-2012

- Priorities for STHFT are set out in the study leave policy and you should refer to this document before making an application. Access policy via link below:
  http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/StudyLeavePolicyAndProcedure.doc

- LBR form MUST be signed by a Matron / 8a equivalent or Educator with delegated responsibilities

- A copy of a fully completed STHFT Study Leave form must be sent in to Helen Hanrahan, LBR Lead, at Rivermead Training Centre, NGH with the LBR form. This form can be found on the STHFT intranet (corporate policies) or by following the link below:
  http://nww.sth.nhs.uk/STHcontDocs/STH_Pol/HumanResources/StudyLeaveApplicationForm.doc

Below is the six step process that will need to be followed for staff to secure a funded place on a university course. There is further information and frequently asked questions (FAQ’s) guide on the Learning and Development Department Intranet site:
http://nww.sth.nhs.uk/NHS/LearningAndDevelopment/

STEP 1
Access the university portfolio of courses on line through the following hyperlinks:

The University of Sheffield Programmes www.shef.ac.uk/hscpd
Sheffield Hallam University Programmes www.shu.ac.uk/hwb/cpd

STEP 2
Once you have selected your chosen course you will need to proceed:-

Sheffield Hallam - Download the LBR application form available on the web site.

University of Sheffield - The University of Sheffield requires all applicants to use the web site and complete a full on-line application. Once this is done, the university will send you an email with a link to the LBR funding form. Download and print off.

Note: Post graduate courses & study days - the process has not changed. Print off and complete the one page LBR application form & send it to Helen Hanrahan, LBR Lead for signing.

STEP 3
Complete the new STHFT study leave form and discuss study leave requirements with your Line Manager. Matron / 8a equivalent or Educator with delegated responsibilities will support applications in line with the Trust Study Leave policy.
Section Six Additional Information

Exceptions

1. Single Study Day or Short Course

A study leave form is not required when sending in an application for a single study day or short course as they usually have no academic credit. Apply to the university as stated on the web sites and send the signed LBR form to Helen Hanrahan as above. Manager sign off level for this is AfC 7 or equivalent.

2. Mentoring Your Own and Other Professions course at Sheffield Hallam

This course has an extensive manager sign off section that is compulsory (Section 9), and gives evidence of prioritising, planning and line manager support. Manager sign off level is AfC 7 or equivalent.

STEP 4

If agreed, ask your Matron / Ba equivalent Manager or Educator with delegated responsibilities to sign the manager’s section of the LBR form.

ESSENTIAL: Send a copy of the study leave form in WITH the LBR form.

LBR forms that arrive without the study leave form will be returned to the sender with a note explaining the requirements. This is a 'first come, first served' system and failure to follow the new procedure will result in a delayed application which may affect chances of funding and a place on the course.

STEP 5

Send your LBR form and copy of the completed study leave form to:

Helen Hanrahan c/o Learning and Development Department, Rivermead Training Centre, Northern General Hospital.

Helen will sign the form as LBR Lead and the form will be sent directly to the university (Wherever possible, all forms will be processed within a week). You will receive an email to confirm receipt and processing of the form.

Note: Applications for non-medical prescribing courses should be made directly to Mrs K Richardson, Nurse Director for South Yorkshire Regional Services as she is our non-medical prescribing lead. Apply using the specific form sent out to you by her secretary, Karen Reeder.

STEP 6

You will not be contacted again unless there is a problem with your form. Confirmation of your course and enrolment information will be sent directly to you by the university.

Note: If forms are received by the universities without the appropriate manager’s and LBR Lead signature they will not be accepted but will be sent back to the applicant so that the proper process can be followed. This will delay your application.

Both universities operate a 5 weeks prior to start date policy for acceptance of applications. Think ahead and allow plenty of time or you may not be accepted onto your chosen course.

Continuing Professional Development (CPD) Course Finder Tool - for courses outside Sheffield

If the course you require is not available at either of the Sheffield Universities, it may be offered by another provider or one of the other Universities within the NHS Yorkshire and the Humber region. All YHSHA funded course provision can be reviewed through the newly launched CPD course finder website:-

http://www.cpd4yorksandhumber.nhs.uk

These courses are LBR funded but travel to any venues is not. It is entirely the responsibility of the applicant or their directorate.

Courses on the 'CPD course finder' are funded by NHS Yorkshire and the Humber Strategic Health Authority. If you want to study with any other providers outside the Yorkshire and Humber area, you will be responsible for identifying an alternative means of payment.

Linda Crofts
Head of Learning and Development Department
Section Six Additional Information

For further information please contact:

Helen Hanrahan LBR Lead or Amanda Kearsley, OU/ LBR Facilitator
0114 27 15594                                               0114 22 66652
helen.hanrahan@sth.nhs.uk                                      amanda.kearsley@sth.nhs.uk

Jennifer Helliwell
LBR Admin Support
Rivermead
0114 27 15162
training.admin@sth.nhs.uk

APPLICATION PROCESS

Please visit the Learning and Development Department intranet site for an electronic version of the application form. http://nww.sth.nhs.uk/NHS/LearningAndDevelopment/

You can print the application form and complete by hand, or complete it on screen before printing. You will need your line manager to sign the form and then all completed application forms should be returned to The Learning Support Team, Learning and Development Department, Rivermead Training Centre, Northern General Hospital, S5 7AU.

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
- Click on Education, Training and Development Directory 2011/12
Section Six Additional Information
<table>
<thead>
<tr>
<th>A to Z Index of Courses</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A, B, C of Viral Hepatitis</td>
<td>24</td>
</tr>
<tr>
<td>Access (Core) - Microsoft Office Specialist</td>
<td>37</td>
</tr>
<tr>
<td>Access to Higher Education Diploma - Health Studies</td>
<td>16</td>
</tr>
<tr>
<td>Acute Coronary Syndromes</td>
<td>25</td>
</tr>
<tr>
<td>Adult Literacy - Level 1 (English)</td>
<td>37</td>
</tr>
<tr>
<td>Adult Literacy - Level 2 (English)</td>
<td>37</td>
</tr>
<tr>
<td>Adult Numeracy - Level 1 (Maths)</td>
<td>38</td>
</tr>
<tr>
<td>Adult Numeracy - Level 2 (Maths)</td>
<td>38</td>
</tr>
<tr>
<td>Advanced Life Support</td>
<td>12</td>
</tr>
<tr>
<td>Advanced Scrub/Dual Role Practitioner Programme</td>
<td>25</td>
</tr>
<tr>
<td>Apprenticeships</td>
<td>33</td>
</tr>
<tr>
<td>Assertiveness</td>
<td>38</td>
</tr>
<tr>
<td>Assessment and Management of Adults with Dysphagia</td>
<td>25</td>
</tr>
<tr>
<td>Assessing Vocational Achievement - Care (Level 3)</td>
<td>33</td>
</tr>
<tr>
<td>Breaking Bad News</td>
<td>25</td>
</tr>
<tr>
<td>C, D, E of Viral Hepatitis</td>
<td>24</td>
</tr>
<tr>
<td>Cancer - Current Trends in Cancer Treatments and Care</td>
<td>26</td>
</tr>
<tr>
<td>Cancer - Introduction to Cancer and its Treatments</td>
<td>26</td>
</tr>
<tr>
<td>Cancer - Pain Management in Cancer Care - Level 1</td>
<td>26</td>
</tr>
<tr>
<td>Caring for Sick Ward Patients (NGH/RHH)</td>
<td>17</td>
</tr>
<tr>
<td>Central Foundation Development Induction Programme (CFDIP)</td>
<td>17</td>
</tr>
<tr>
<td>Central Induction Programme</td>
<td>8</td>
</tr>
<tr>
<td>Certificate in Education/Professional Graduate Certificate in Education</td>
<td>17</td>
</tr>
<tr>
<td>CIEH Level 2 Award in Health and Safety</td>
<td>9</td>
</tr>
<tr>
<td>CIEH Level 3 Award in Health and Safety</td>
<td>9</td>
</tr>
<tr>
<td>City &amp; Guilds Award in Preparing to Teach</td>
<td>17</td>
</tr>
<tr>
<td>Clinical Effectiveness - Managing Change Effectively</td>
<td>20</td>
</tr>
<tr>
<td>Clinical Support Worker Development Programme</td>
<td>18</td>
</tr>
<tr>
<td>Communicating with Vulnerable People</td>
<td>13</td>
</tr>
<tr>
<td>Communication Disorders - An Introduction</td>
<td>27</td>
</tr>
<tr>
<td>Communication Skills CD</td>
<td>38</td>
</tr>
<tr>
<td>Diabetes - Addressing the Changes</td>
<td>27</td>
</tr>
<tr>
<td>Diabetes - An Overview</td>
<td>27</td>
</tr>
<tr>
<td>Diabetes - Surgery and Investigation</td>
<td>27</td>
</tr>
<tr>
<td>Diabetes - Understanding Diabetes and Renal Failure</td>
<td>27</td>
</tr>
<tr>
<td>Diploma in Business Administration - Level 2</td>
<td>33</td>
</tr>
<tr>
<td>Diploma in Business Administration - Level 3</td>
<td>34</td>
</tr>
<tr>
<td>Diploma in Customer Service - Level 2</td>
<td>34</td>
</tr>
<tr>
<td>Diploma in Customer Service - Level 3</td>
<td>34</td>
</tr>
<tr>
<td>Diploma in Front Office - Level 2</td>
<td>34</td>
</tr>
<tr>
<td>Diploma in Health - Level 2</td>
<td>34</td>
</tr>
<tr>
<td>Diploma in Health - Level 3</td>
<td>34</td>
</tr>
<tr>
<td>Diploma in Support Services in Health Care - Level 2</td>
<td>35</td>
</tr>
<tr>
<td>Disability - Imagine You Were Me</td>
<td>13</td>
</tr>
<tr>
<td>Display Screen Equipment Assessors</td>
<td>9</td>
</tr>
<tr>
<td>Dysphagia Screening</td>
<td>28</td>
</tr>
<tr>
<td>E, F, G of Viral Hepatitis</td>
<td>24</td>
</tr>
<tr>
<td>Early Planning for Retirement</td>
<td>18</td>
</tr>
<tr>
<td>Eating and Swallowing Disorders - An Introduction</td>
<td>28</td>
</tr>
<tr>
<td>ECG Interpretation - Advanced</td>
<td>28</td>
</tr>
<tr>
<td>ECG Interpretation - Introduction</td>
<td>28</td>
</tr>
<tr>
<td>Email - Tricks and Tips</td>
<td>38</td>
</tr>
<tr>
<td>Emergency First Aid at Work</td>
<td>9</td>
</tr>
<tr>
<td>Employability Programme</td>
<td>35</td>
</tr>
<tr>
<td>Enteral Parenteral Nutritional Study Day</td>
<td>28</td>
</tr>
<tr>
<td>Evidence Based Practice Course - Five Day Course</td>
<td>20</td>
</tr>
</tbody>
</table>
### Section Seven Course Index

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence Based Practice Course - One Day Course</td>
<td>20</td>
</tr>
<tr>
<td>Excel (Core) - Microsoft Office Specialist</td>
<td>38</td>
</tr>
<tr>
<td>Excel (Expert) - Microsoft Office Specialist</td>
<td>38</td>
</tr>
<tr>
<td>F</td>
<td></td>
</tr>
<tr>
<td>Finding the Evidence to Support Your Practice</td>
<td>21</td>
</tr>
<tr>
<td>First Aid at Work Initial Course</td>
<td>9</td>
</tr>
<tr>
<td>First Aid at Work Re-Qualification</td>
<td>9</td>
</tr>
<tr>
<td>Foundation Microsoft Access CD</td>
<td>39</td>
</tr>
<tr>
<td>Foundation Microsoft Email and Internet CD</td>
<td>39</td>
</tr>
<tr>
<td>Foundation Microsoft Excel CD</td>
<td>39</td>
</tr>
<tr>
<td>Foundation Microsoft File Management CD</td>
<td>39</td>
</tr>
<tr>
<td>Foundation Microsoft Powerpoint CD</td>
<td>39</td>
</tr>
<tr>
<td>Foundation Microsoft Word CD</td>
<td>39</td>
</tr>
<tr>
<td>Foundation Theory of Using Computers</td>
<td>40</td>
</tr>
<tr>
<td>G - H</td>
<td></td>
</tr>
<tr>
<td>Gastrointestinal Endoscopy and Related Procedures</td>
<td>29</td>
</tr>
<tr>
<td>Gynaecological Oncology Study Day</td>
<td>29</td>
</tr>
<tr>
<td>Hospital Life Support</td>
<td>12</td>
</tr>
<tr>
<td>I - J</td>
<td></td>
</tr>
<tr>
<td>Immediate Life Support</td>
<td>12</td>
</tr>
<tr>
<td>Improve your Study Skills</td>
<td>18</td>
</tr>
<tr>
<td>Information Technology - Level 2</td>
<td>39</td>
</tr>
<tr>
<td>Intranet Editing (Classroom Course)</td>
<td>40</td>
</tr>
<tr>
<td>Introduction to Infection Control</td>
<td>10</td>
</tr>
<tr>
<td>Job Interview Skills CD</td>
<td>40</td>
</tr>
<tr>
<td>K - L</td>
<td></td>
</tr>
<tr>
<td>Keyboard Skills</td>
<td>40</td>
</tr>
<tr>
<td>Law, Accountability, Consent and Confidentiality (Open Learning Pack)</td>
<td>18</td>
</tr>
<tr>
<td>Leadership And Management Development</td>
<td>22</td>
</tr>
<tr>
<td>Loss And Bereavement Course (2 Day)</td>
<td>29</td>
</tr>
<tr>
<td>Lymphoedema Awareness Study Day</td>
<td>29</td>
</tr>
<tr>
<td>M</td>
<td></td>
</tr>
<tr>
<td>Management of Acute Pain</td>
<td>30</td>
</tr>
<tr>
<td>Managing Violence and Aggression - Awareness</td>
<td>11</td>
</tr>
<tr>
<td>Managing Violence and Aggression - Conflict Resolution</td>
<td>11</td>
</tr>
<tr>
<td>Managing Violence and Aggression - Physical Intervention Skills</td>
<td>11</td>
</tr>
<tr>
<td>Medical Terminology Course</td>
<td>18</td>
</tr>
<tr>
<td>Mentorship Workshop for Nurses</td>
<td>23</td>
</tr>
<tr>
<td>Minute Taking</td>
<td>19</td>
</tr>
<tr>
<td>Moving and Handling Key Trainer (Non Patient Handling)</td>
<td>10</td>
</tr>
<tr>
<td>Moving and Handling Key Trainer (Patient Handling)</td>
<td>10</td>
</tr>
<tr>
<td>N</td>
<td></td>
</tr>
<tr>
<td>NHS BCS Level 1 - IT</td>
<td>40</td>
</tr>
<tr>
<td>NHS Elite - (E-Learning for IT Essentials)</td>
<td>41</td>
</tr>
<tr>
<td>NHS Elite - (E-Learning for IT Essentials) Word Processing</td>
<td>41</td>
</tr>
<tr>
<td>NHS HIS (Information Governance)</td>
<td>41</td>
</tr>
<tr>
<td>O</td>
<td></td>
</tr>
<tr>
<td>Organisational Skills CD</td>
<td>41</td>
</tr>
<tr>
<td>Outlook (Core) - Microsoft Office Specialist</td>
<td>41</td>
</tr>
<tr>
<td>P</td>
<td></td>
</tr>
<tr>
<td>Palliative Care Conference</td>
<td>30</td>
</tr>
<tr>
<td>Parkinson’s Disease - An Introduction</td>
<td>30</td>
</tr>
<tr>
<td>Parkinson’s Disease - Understanding Parkinson’s Disease</td>
<td>30</td>
</tr>
<tr>
<td>Parkinson’s Link Nurse Network (NGH Only)</td>
<td>30</td>
</tr>
<tr>
<td>Patient Escort Programme Study Day</td>
<td>31</td>
</tr>
<tr>
<td>Performance and Development Review (Appraisal)</td>
<td>23</td>
</tr>
</tbody>
</table>
# Section Seven Course Index

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Powerpoint (Core) - Microsoft Office Specialist</td>
<td>41</td>
</tr>
<tr>
<td>Preceptor Preparation</td>
<td>24</td>
</tr>
<tr>
<td>Preparation for Retirement</td>
<td>19</td>
</tr>
<tr>
<td>Principles of Risk Assessment - Level 2</td>
<td>9</td>
</tr>
<tr>
<td>Producing High Quality Information For Patients</td>
<td>13</td>
</tr>
<tr>
<td>Project Management Skills CD</td>
<td>42</td>
</tr>
<tr>
<td>Q - R</td>
<td></td>
</tr>
<tr>
<td>Recruitment and Selection</td>
<td>22</td>
</tr>
<tr>
<td>Radiotherapy Open Evenings</td>
<td>31</td>
</tr>
<tr>
<td>Recognition and Treatment of Malignant Spinal Cord Compression</td>
<td>31</td>
</tr>
<tr>
<td>S</td>
<td></td>
</tr>
<tr>
<td>Safeguarding Adults - Basic Awareness (STHFT Staff Only)</td>
<td>13</td>
</tr>
<tr>
<td>Safeguarding Adults - Overview of Courses</td>
<td>14</td>
</tr>
<tr>
<td>Safeguarding Children - Level 2</td>
<td>14</td>
</tr>
<tr>
<td>Safeguarding Children - Level 3</td>
<td>15</td>
</tr>
<tr>
<td>Safeguarding Children - Overview of Courses</td>
<td>15</td>
</tr>
<tr>
<td>Simple Rules Toolkit Workshop</td>
<td>21</td>
</tr>
<tr>
<td>STHFT Sharing Good Practice Festival Day</td>
<td>19</td>
</tr>
<tr>
<td>Stress Management Skills CD</td>
<td>42</td>
</tr>
<tr>
<td>Successful Attitude Skills CD</td>
<td>42</td>
</tr>
<tr>
<td>Supervisory Skills CD</td>
<td>42</td>
</tr>
<tr>
<td>SYPECC (South Yorkshire Programmes for Education in Cancer Care)</td>
<td>31</td>
</tr>
<tr>
<td>T</td>
<td></td>
</tr>
<tr>
<td>Team Building - Dynamics of Team Building</td>
<td>23</td>
</tr>
<tr>
<td>The Five Stages of Clinical Audit</td>
<td>21</td>
</tr>
<tr>
<td>The 2nd Annual 'Sheffield Steel' Microvascular Course</td>
<td>32</td>
</tr>
<tr>
<td>Time Management Skills CD</td>
<td>42</td>
</tr>
<tr>
<td>Train the Trainers in Clinical Audit</td>
<td>22</td>
</tr>
<tr>
<td>Training for Assessors of Clinical Skills (TACS) Programme</td>
<td>24</td>
</tr>
<tr>
<td>U - Z</td>
<td></td>
</tr>
<tr>
<td>Understanding Personal Safety and Security 2010 E-Learning</td>
<td>12</td>
</tr>
<tr>
<td>Understanding Vital Signs</td>
<td>32</td>
</tr>
<tr>
<td>Waste Management</td>
<td>12</td>
</tr>
<tr>
<td>Word (Core) - Microsoft Office Specialist</td>
<td>42</td>
</tr>
<tr>
<td>Word (Expert) - Microsoft Office Specialist</td>
<td>42</td>
</tr>
<tr>
<td>Writing for Publication - Advanced</td>
<td>19</td>
</tr>
<tr>
<td>Writing for Publication - Introduction</td>
<td>20</td>
</tr>
</tbody>
</table>
Sheffield Teaching Hospitals
NHS Foundation Trust

COURSE APPLICATION FORM

PLEASE RETURN THE COMPLETED APPLICATION FORM TO THE ADDRESS BELOW:

Learning and Development Department
Rivermead Training Centre, Northern General Hospital,
Herries Road, Sheffield S8 7AU

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

FOR LEARNING AND DEVELOPMENT ADMIN USE ONLY

Date Received: -

Processed
Letter
Printed
Letter sent/
form filed

Initial

Date

☐ = Joining Instruction (JI)  ☐ = JI attendance fee
☐ = JI customised  ☐ = JI alternate date

SECTION 1 PERSONAL/WORK DETAILS

ESR Assignment Number .................................................. ☐ Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Dr

Surname .................................................................................. Forename(s) ..............................................................

Job Title (in full) ........................................................................

Department/Ward ..................................................................

Directorate ............................................................................

Extension Number ...................................................................

E-Mail Address ......................................................................

Hospital/Trust ☐ RHH ☐ NGH ☐ JW ☐ CCDH ☐ WPH ☐ SCH ☐ SHSC ☐ SPCT

☐ OTHER NHS - Please specify ..................................................

SECTION 2 COURSE DETAILS

Course Title .............................................................................. Course Code 190

Course Date (s) ........................................................................

Course Fee ............................................................................. Cost Code all STHFT Departments (for recharge)

External Applicant - name and address for invoicing

MANAGER’S NAME AND JOB TITLE (please print)

Manager’s Signature .............................................................. Date ..............................................................

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

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

SECTION 3 HOME ADDRESS

..............................................................................................
..............................................................................................

Postcode .............................................................................. Home Contact Number ..........................................................

SECTION 4 NOTES/ADDITIONAL INFORMATION

..............................................................................................
..............................................................................................

Applicant’s Signature: .............................................................. Date: ..............................................................

PLEASE ENSURE THAT YOU RETAIN A PHOTOCOPY OF THIS APPLICATION FORM

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.

53
Section Seven Course Index