CARDIFF AND VALE UNIVERSITY HEALTH BOARD

Annual Prospectus of Training Courses

Academic Year 2019
Welcome to the Cardiff and Vale University Health Board Annual prospectus of education courses.

This book has been designed with you in mind to ease finding courses for your staff as “Manager Self Service” rolls out across the UHB on ESR.

The book aims to be an easy source of reference for finding the right course for the right people without have to search an endless database. Simply find the course that interests you or your staff and enter its title into the search field on ESR and you should be taken straight there.

The book contains almost all sources of learning offered by the UHB, although there may be profession based or e-learning courses offered by individual departments that are not included here. The courses include those booked directly through the Learning, Education and Development Department and those booked through individual departments (which are clearly indicated) and include e-learning and classroom based offerings.

Some courses contain a table of dates for the course. All known 2019 dates have been pre-included but, parts or all of the table have been left intentionally blank so that where information is not yet known you will be able to create your own diary of courses as dates are announced throughout the year.

We hope that you will be able to make good use of this book and that you find the format easy to follow.

We hope you enjoy the courses offered by the UHB and look forward to seeing you and your staff at training.
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Mandatory Training Programme
Fire Safety – Classroom Based Training

Course Description:
This tutor led annual fire safety training takes candidates through the UHBs fire procedures and fire safety advice. Candidates will learn the practical steps to fire safety and fire fighting that will also assist with fire safety in the home and other aspects of life.

Intended Audience:
All University Health Board Staff are required to undertake this programme of Mandatory training.

Course Objectives:
By the end of this course the candidate will
- Understand their personal responsibility for fire safety in the workplace
- Have a basic understanding of the nature and behaviour of fire
- Be able to recognise fire hazards in the workplace
- Recognise and know how to use the fire safety equipment in the workplace
- Know the correct procedure for raising the alarms and reporting of fire
- Know the evacuation procedures for the area they work in
- Be familiar with the various types of extinguisher and their uses

Offering:
This is a classroom based one hour course. Dates are announced by the fire safety team and attendance is on a turn up on the day basis.

Dates Available:

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>24th July 2019</td>
<td>Education Centre, UHL</td>
<td>14:00pm – 14:15pm</td>
<td>14:15pm – 15:15pm</td>
</tr>
<tr>
<td>24th September 2019</td>
<td>Education Centre, UHL</td>
<td>10:15am – 10:30am</td>
<td>10:15am – 10:30am</td>
</tr>
<tr>
<td>15th October 2019</td>
<td>Education Centre, UHL</td>
<td>14:00pm – 14:15pm</td>
<td>14:15pm – 15:15pm</td>
</tr>
<tr>
<td>14th November 2019</td>
<td>Education Centre, UHL</td>
<td>10:15am – 10:30am</td>
<td>10:30am – 11:30am</td>
</tr>
<tr>
<td>13th December 2019</td>
<td>Education Centre, UHL</td>
<td>14:00pm – 14:15pm</td>
<td>14:15pm – 15:15pm</td>
</tr>
<tr>
<td>Date</td>
<td>Venue</td>
<td>Registration</td>
<td>Times:</td>
</tr>
<tr>
<td>-----------------------</td>
<td>------------------------------</td>
<td>--------------</td>
<td>------------------</td>
</tr>
<tr>
<td>15th July 2019</td>
<td>2nd Floor, Cochrane Building</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 10:30am</td>
</tr>
<tr>
<td>14th August 2019</td>
<td>2nd Floor, Cochrane Building</td>
<td>14:00pm – 14:15pm</td>
<td>14:15pm – 15:15pm</td>
</tr>
<tr>
<td>13th September 2019</td>
<td>2nd Floor, Cochrane Building</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 10:30am</td>
</tr>
<tr>
<td>14th October 2019</td>
<td>2nd Floor, Cochrane Building</td>
<td>14:00pm – 14:15pm</td>
<td>14:15pm – 15:15pm</td>
</tr>
<tr>
<td>19th November 2019</td>
<td>2nd Floor, Cochrane Building</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 10:30am</td>
</tr>
<tr>
<td>12th December 2019</td>
<td>2nd Floor, Cochrane Building</td>
<td>14:00pm – 14:15pm</td>
<td>14:15pm – 15:15pm</td>
</tr>
</tbody>
</table>

How to Apply:
To take part in these courses there is no need to book. The courses are run on a drop in basis and staff members are encouraged to attend if available. In the unlikely event of classes being full, alternative dates are available.

Additional Information:
For further information on the content of this course please contact Mal Perrett in the fire department on 029 2074 2292 or UHW 42292 or Mal.perrett@wales.nhs.uk

For Further Information on education, please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Dates for 2019: 28th June, 19th July, 30th August, 27th September, 25th October, 29th November

ALL COURSES ARE HELD ON 2ND FLOOR, COCHRANE BUILDING, UHW. SYLLABUS TO INCLUDE:

DUTIES OF A FIRE WARDEN

PROCEDURES IN THE EVENT OF FIRE

BASIC FIRE PREVENTION

PRACTICAL FIRE FIGHTING

FIRE FIGHTING EQUIPMENT CHECKS

SMOKE EXPERIENCE MOVING IN DARKNESS

Contact your Line/Ward Manager to see if Fire Wardens are needed in your area

To book a place on the programme, email Mal Perrett. Mal.perrett@wales.nhs.uk based at Llandough Hospital on x26835 (internal) or 029 2071 6835
Manual Handling Training Workplace Assessor
MH18 Inanimate load – Link Worker

Course Description:
To prepare nominated staff to be Manual Handling Link Workers in their area and establish Link Workers throughout the UHB.

Intended Audience:
This course is aimed at any member of UHB Staff who has been nominated by their manager to act in the capacity of inanimate load link worker for their area.

Course Objectives:
By the end of this course the candidate will
- Have been provided with the background and rationale of MH Link Workers
- Understand the role and key tasks to be undertaken
- Be trained in the key tasks
- Share Information

Offering:
This is a classroom based half day training course, led by a member of the Manual Handling team

Known Dates:
The dates for this course are circulated by the H&S Unit

How to Apply:
To book a place, please telephone on 029 2074 4960 or UHW 44960

Additional Information:
For further information on the content of this course please contact Samantha Skelton or Sarah Mortimer in the Manual Handling department on 029 2074 2326 or UHW 42326/44910 or samantha.skelton@wales.nhs.uk or sarah.mortimer@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Manual Handling Training Workplace Assessor
MH19 People Handler – Link Worker

Course Description:
To prepare nominated staff to be Manual Handling Link Workers in their area and establish Link Workers throughout the UHB.

Intended Audience:
This course is aimed at a member of UHB Staff who has been nominated by their manager to act in the capacity of people handling link worker for their area.

Course Objectives:
By the end of this course the candidate will
- Have been provided with the background and rationale of people MH Link Worker
- Understand the role and key tasks to be undertaken
- Be trained in key tasks
- Share information

Offering:
This is a classroom based one day training course, led by a member of the Manual Handling team

Known Dates:
The dates for this course are circulated by the H&S Unit

How to Apply:
To book a place, please telephone on 029 2074 4960 or UHW 44960

Additional Information:
For further information on the content of this course please contact Samantha Skelton or Sarah Mortimer in the Manual Handling department on 029 2074 2326 or UHW 42326/44910 or samantha.skelton@wales.nhs.uk or sarah.mortimer@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Manual Handling Training
MH4 – 2 Day Manual Handling Patient Foundation

Course Description:
Theoretical and practical training for employees who are required to move, or assist people to move during the course of their work.

Intended Audience:
Any new staff who handle people as part of their role, Healthcare Support Worker, Nurses, Therapists, Medical Staff etc.

Course Aims:
- To provide participants with the basic knowledge and skills required to assist people to move
- To improve the quality of care practice and minimise the risk of injury to themselves and the people they assist
- To ensure staff meet the requirements of the All Wales Manual Handling Passport and Information Scheme

Course Objectives:
By the end of this course the candidate will be able to:
- Apply the principles of efficient handling and movement to a range of load handling activities and assisting patients
- Be aware of the Organisation’s policy and the basic legal and professional standards including the Human Rights Act
- Be aware of the purpose of risk assessments and handling plans
- Be familiar with the basic operation of equipment

Special Considerations:
Employees who have previously received Manual Handling training, to the All Wales Manual Handling Passport & Information Scheme standard, will not need to attend, providing they can produce a copy of their detailed individual training record or competence assessment. Area specific foundation training may be offered dependent on their area of work. After completion of the Foundation course, staff should attend an annual update, however, if staff have not received any Manual Handling training for 3 or more years, they would need to repeat the Foundation training.

Offering:
This is a classroom based two day training course, led by a member of the Manual Handling team

Known Dates:
The dates for this course are circulated by the H&S Unit

How to Apply:
To book a place, please telephone on 029 2074 4960 or UHW 44960

Additional Information:
For further information on the content of this course please contact Catherine Salter in the Manual Handling department on 029 2074 3745 or UHW 43745 or Catherine.salter@wales.nhs.uk
Manual Handling Training
MH5 – ½ Day Inanimate Handling Foundation

Course Description:
Theoretical and practical training for employees who are required to move objects and materials around the workplace during the course of their work.

Intended Audience:
Any new staff member that carries out manual handling tasks as part of their role. This course is not suitable for members of staff who are likely to be moving patients.

Course Aim:
- To provide participants with the basic knowledge and skills required to move loads safely

Course Objectives:
By the end of this course the candidate will be able to:
- Apply the principles of efficient handling to a range of load handling activities
- Be aware of the Organisations policy and legal and professional standards relevant to load handling
- Be aware of the purpose and use of manual handling risk assessments

Special Considerations:
Employees who have previously received Manual Handling training, to the All Wales Manual Handling Passport & Information Scheme standard, will not need to attend, providing they can produce a copy of their detailed individual training record or competence assessment. Area specific foundation training may be offered dependent on their area of work. After completion of the Foundation course, staff should attend an annual update, however, if staff have not received any Manual Handling training for 3 or more years, they would need to repeat the Foundation training.

Offering:
This is a classroom based half day training course, led by a member of the Manual Handling team

Known Dates:
The dates for this course are circulated by the H&S Unit

How to Apply:
To book a place, please telephone on 029 2074 4960 or UHW 44960

Additional Information:
For further information on the content of this course please contact Catherine Salter in the Manual Handling department on 029 2074 3745 or UHW 43745 or Catherine.salter@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Manual Handling Training
MH6 – 1 Day Patient Handling Update

Course Description:
Theoretical and practical reinforcement training for employees who are required to move, or assist people to move during the course of their work.

Intended Audience:
Any staff who handle people as part of their role, Healthcare Support Worker, Nurses, Therapists, Medical Staff etc.

Course Aim:
- To build on the knowledge and skills acquired on the 2 day foundation course that are required to assist people to move.

Course Objectives:
By the end of this course the candidate will:
- Revisit Health and Safety Law, Incident Reporting, UHB Policy and Risk Assessments
- Be updated on recent developments in Manual Handling
- Reflect on practice and problem solve
- Revisit and practice the safer moving and handling principles

Special Considerations:
Employees must have previously attended the two day Manual Handling foundation course, either within Cardiff and Vale UHB, within another Welsh Health Board/Trust or can provide evidence and credits of learning that meet the requirements laid out in the All Wales Manual Handling Passport and Information Scheme.

Offering:
This is a classroom based one day training course, led by a member of the Manual Handling team

Known Dates:
The dates for this course are circulated by the H&S Unit

How to Apply:
To book a place, please telephone 029 2074 4960 or UHW 44960

Additional Information:
For further information on the content of this course please contact Catherine Salter in the Manual Handling department on 029 2074 3745 or UHW 43745 or Catherine.salter@wales.nhs.uk

For further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Manual Handling Training
MH7 – Patient Handling Competency Assessment Session

Session Description:
A practical assessment session carried out to assess competence of staff when moving and handling patients.

Intended Audience:
Any staff who handle people as part of their role, Healthcare Support Worker, Nurses, Therapists, Medical Staff etc.

Session Aim:
- To assess competencies of staff when moving and handling patients

Session Objectives:
By the end of this session the candidate will be able to:
- Safely demonstrate two patient handling activities to a specified criteria

Special Considerations:
Employees must have previously attended the two day manual handling foundation course, either within Cardiff and Vale UHB, within another Welsh Health Board/Trust or can provide evidence and credits of learning that meet the requirements laid out in the All Wales Manual Handling Passport & Information Scheme. Employees then have the choice of attending a 1 day patient handling classroom update (MH6) or a 1 hour competency assessment session (MH7). The 1 hour competency assessment session can be carried out by the Manual Handling Team at one of our training venues or in the Clinical area by a trained Manual Handling Link Worker. Assessment sessions can only be undertaken for one year. The following year classroom training must be attended.

Offering:
This is a classroom based 1 hour training session led by a member of the Manual Handling team or a session carried out by a trained link worker in the clinical area.

Known Dates:
The dates for this course are circulated by the H&S Unit

How to Apply:
To book a place, please telephone on 029 2074 4960 or UHW 44960

Additional Information:
For further information on the content of this course please contact Catherine Salter in the Manual Handling department on 029 2074 3745 or UHW 43745 or Catherine.salter@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Manual Handling Training
MH8 – ½ Day Inanimate Update

Course Description:
Theoretical and practical reinforcement training for employees who are required to move objects and materials around the workplace in the course of their work.

Intended Audience:
Any staff who manual handle as part of their role. This course is not suitable for members of staff who are likely to be moving patients.

Course Aim:
- To build on the knowledge and skills acquired on the ½ day foundation course required to move loads safely and to minimise the risk of injury

Course Objectives:
By the end of this course the candidate will:
- Revisit Health and Safety Law, Incident Reporting, UHB Policy and Risk Assessments
- Reflect on practice
- Problem solve, including the justification for handling and the use of safer moving and handling principles

Special Considerations:
Employees must have previously attended the ½ day manual handling foundation course, either within Cardiff and Vale UHB, within another Welsh Health Board/Trust or can provide evidence and credits of learning that meet the requirements laid out in the All Wales Manual Handling Passport & Information Scheme.

Offering:
This is a classroom based half day training course, led by a member of the Manual Handling team

Known Dates:
The dates for this course are circulated by the H&S Unit

How to Apply:
To book a place, please telephone on 029 2074 4960 or UHW 44960

Additional Information:
For further information on the content of this course please contact Catherine Salter in the Manual Handling department on 029 2074 3745 or UHW 43745 or Catherine.salter@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Manual Handling Training
MH9 – Inanimate Handling Competency Assessment Session

Session Description:
A practical assessment session carried out to assess competence of staff when moving and handling objects.

Intended Audience:
Any staff who manual handle as part of their role. This session is not suitable for members of staff who are likely to be moving patients.

Session Aim:
- To assess competencies of staff when moving and handling objects.

Session Objectives:
By the end of this session the candidate will be able to:
- Safely demonstrate two object handling activities to a specified criteria

Special Considerations:
Employees must have previously attended the half day manual handling foundation course, either within Cardiff and Vale UHB, within another Welsh Health Board/Trust or can provide evidence and credits of learning that meet the requirements laid out in the All Wales Manual Handling Passport & Information Scheme. Employees then have the choice of attending a 1 day patient handling classroom update (MH8) or a 1 hour competency assessment session (MH9). The 1 hour competency assessment session can be carried out by the Manual Handling Team at one of our training venues or in the clinical area by a trained manual handling link worker. Assessment sessions can only be undertaken for one yea. The following year classroom training must be attended.

Offering:
This is a classroom based 1 hour training session led by a member of the Manual Handling team or a session carried out by a trained link worker in the clinical area.

Known Dates:
The dates for this course are circulated by the H&S Unit

How to Apply:
To book a place, please telephone 029 2074 4960 or UHW 44960

Additional Information:
For further information on the content of this course please contact Catherine Salter in the Manual Handling department on 029 2074 3745 or UHW 43745 or Catherine.salter@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
First Aid Training
Refresher Training (3 Hours)

Course Description:
A brief refresher course that re-visits the main principle of First Aid at work and give participant a chance to update skills with theory and practical advice

Intended Audience:
This Course is aimed at HSE approved First Aid at Work qualified staff. It is not a re-qualification of the certificate course. Further courses exist for this purpose

Course Objectives:
By the end of this course the candidate will
- Be up to date on major changes of protocol
- Refreshed in first aid skills
- Able to answer questions on first aid topics
- Be more confident in delivering first aid
- Have had the opportunity to ask questions

Offering:
This is a classroom based half day training course, led by a member of the Health and Safety team

How to Apply:
Booking for this course is co-ordinated through the H&S Unit

Additional Information:
For further information on the content of this course please contact Dianne Henderson in the Health, Safety and Environment department on 029 2074 5071 or UHW 45071 or Dianne.Henderson@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
First Aid Training
Re-qualification Training (2 Days)

Course Description:
This course will refresh skills learnt in the role of HSE accredited First Aid at Work certificate holders. The course is a condensed version of the original course designed to build upon experience.

Intended Audience:
This Course is aimed at HSE approved First Aid at Work qualified staff. It is a re-qualification of the certificate course and ensures validity of qualification for a further 3 years.

Course Objectives:
By the end of this course the candidate will
- Be up to date on major changes of protocol
- Refreshed in first aid skills
- Able to answer questions on first aid topics
- Be more confident in delivering first aid
- Have had the opportunity to ask questions
- Had the opportunity to practice scenario based skills
- Revisited rules and regulations surrounding first aid provision at work

Offering:
This is a classroom based two day training course, led by a member of the Health and Safety team. Courses are held in Denbigh House in the University Hospital of Wales.

How to Apply:

Booking for this course is co-ordinated through the H&S Unit

Additional Information:
For further information on the content of this course please contact Dianne Henderson in the Health, Safety and Environment department on 029 2074 5071 or UHW 45071 or Dianne.Henderson@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
First Aid Training
New Certification Training (3 Days)

Course Description:
This course will teach the skills required to undertake the role of HSE accredited First Aid at Work certificate holder. Whilst no experience of first aid is needed for this course prior knowledge would be an advantage.

Intended Audience:
This Course is aimed at any member of the UHB staff, as nominated by their manager who wishes to undertake the role of First Aider in the Workplace.

Course Objectives:
By the end of this course the candidate will
- Health and Safety Legislation
- Understand the key principles of first aid
- Be proficient in Cardio pulmonary resuscitation
- Be able to recognise key illness and injury and act upon them
- Be confident in delivering first aid
- Have had the opportunity to ask questions
- Had the opportunity to practice scenario based skills
- Visited rules and regulations surrounding first aid provision at work
- Hold a HSE Approved First Aid at Work Certificate (Valid for 3 Years)

Offering:
This is a classroom based three day training course, led by a member of the Health and Safety team. Courses are held in Denbigh House in the University Hospital of Wales. The course is assessed via a written and practical examination

How to Apply:
Booking for this course is co-ordinated through the H&S Unit

Additional Information:
For further information on the content of this course please contact Dianne Henderson in the Health, Safety and Environment department on 029 2074 5071 or UHW 45071 or Dianne.Henderson@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Health and Safety Development
Risk Assessment/Working Safely in the NHS

Course Description:
This course looks at ways of identifying, controlling and dealing with risks in the NHS along with ways to manage these for departments and staff.

Intended Audience:
This course is aimed at ward/departmental managers/sisters/charge nurses or their equivalent staff who have a day to day responsibility for health and safety.

Course Objectives:
By the end of this course the candidate will:
- Be introduced to Health and Safety and Risk Management
- Understand risk, risk assessments and how to carry these out
- Discover the range of hazards encountered in the NHS and be able to control the risks they pose
- Manage health and safety issues in the NHS
- Those completing this course will receive a certificate that is valid for a period of 3 years

Offering:
This is a classroom based one day training course, led by a member of the Health and Safety team. Courses are held in Denbigh House in the University Hospital of Wales.

How to Apply:
Booking for this course is co-ordinated through the H&S Unit.

Additional Information:
For further information on the content of this course please contact Dianne Henderson in the Health, Safety and Environment department on 029 2074 4960 or UHW 44960 or dianne.henderson@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Lone Worker Training
Alert System Training

Course Description:
This Course teaches high risk lone workers the ways of operating the new All Wales lone worker alarm system.

Intended Audience:
Identified High risk lone workers are required to undertake this training as part of their duties for the UHB. High risk workers must be identified by line managers. The criteria for identifying high risk lone workers are:

- Staff who work alone (And those who may visit in pairs due to levels of risk) in the community or away from their clinic base and have direct patient/client contact AND any of the following
- Visits to patients without prior knowledge of the patient or venue e.g. first visits
- Patients/families with a history of violence, drug or alcohol abuse or clinical conditions which may heighten the risk of violence
- Work alone during hours of darkness
- Visit areas of social deprivation or that are geographically isolated
- Unplanned visits Wales wide

Course Objectives:
By the end of this course the candidate will:
- Receive a lone worker Alert device
- Understand how to use the device and the users key responsibilities
- Be aware of the benefits of the device and the importance of its use

Offering:
This is 1 hour classroom based course.

Known Dates:
The dates for this course are circulated by the H&S Unit.

How to Apply:
Booking for this course is co-ordinated through the H&S Unit.

Additional Information:
For further information on the content of this course please contact Dianne Henderson in the Health, Safety and Environment department on 029 2074 5071 or UHW 45071 or Dianne.Henderson@wales.nhs.uk.

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk.
Violence and Aggression
Module C+ - Care, Control Acute/Older People

Course Description:
The aim of this course is to increase competency in using two and three person restraint techniques, develop understanding of good practice in using physical restraint, provide skills in maintaining the medical and personal welfare of the service user during restraint and to increase the ability to judge when and what physical intervention methods should be used.

Intended Audience:
This course is aimed at staff who work in acute medicine and staff dealing with older people. For example staff who provide nursing/personal care to confused/aggressive patients.

Course Objectives:
By the end of this course the candidate will
- Be able to demonstrate the use of two person techniques to safely approach a potentially aggressive service user, adjust holds on a service user, respond to an increasingly aggressive service user whilst standing, walk and sit a service user.
- Be able to demonstrate the use of three person techniques to stabilise an aggressive person when standing, work in the different roles of a team, de-escalate whilst standing, use a controlled descent to the floor to stabilise the situation, adjust holds on the floor, and work with the service user and stand the service user up.
- Be able to demonstrate an understanding and respond to signs of positional asphyxia and have an awareness of other medical implications of restraint.
- Be able to use communication with all parties (primarily the service user) to facilitate a quick resolution and early de-escalation.

Offering:
This is 2 day classroom based course. Staff should wear clothing suitable for taking part in active scenarios as a part of these courses. Trainers and tracksuits are ideal. Jeans should be avoided where possible.

Known Dates:
All dates are available on the CAV web via Health and Safety, Personal Safety link.

How to Apply:
Booking for this course is co-ordinated through the violence and aggression support unit.

Additional Information:
For further information on the content of this course please contact Elinor Thorne in the Violence and Aggression department on 029 2074 4960 or UHW 44960 or Elinor.Thorne@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Violence and Aggression
Module B&C – Theory, Breakaway and Escape

Course Description:
These modules will provide the participant with the practical knowledge to enable them to de-escalate/breakaway from a situation of violence or aggression. Emphasis will be placed upon the importance of communication skills and management of personal safety throughout the breakaway techniques.

Intended Audience:
This course is aimed at staff work with patients or relatives where there is a chance of being physically grabbed. For example staff who provide nursing/personal care patients.

Course Objectives:
- By the end of this course the candidate will
- Describe the factors which could influence and affect your personal safety and environment.
- Explain communication skills which can assist in de-escalating a violent/aggressive situation.
- Demonstrate an understanding of local reporting policies and procedures.
- State employer and employee responsibilities with regard to relevant health and safety legislation.
- Discuss legal and ethical issues associated with the management of violence & aggression.
- Demonstrate and practise the practical use of breakaway techniques, from an attack/grab, without causing harm to those involved. Situations will include: Hair Grabs; Wrist Grabs; Clothes Grabs; Strangle Holds.
- Describe situations which may require additional assistance.
- Describe circumstances when personal/alarm systems should be used.
- Explain how clinical risk assessment can help to reduce the risk of assault.

Offering:
This is a 1 day classroom based course. Staff should wear clothing suitable for taking part in active scenarios as a part of these courses. Trainers and tracksuits are ideal. Jeans should be avoided where possible.

Known Dates:
All dates are available on the CAV web via Health and Safety, Personal Safety link.

How to Apply:
Booking for this course is co-ordinated through the violence and aggression support unit.

Additional Information:
For further information on the content of this course please contact Elinor Thorne in the Violence and Aggression department on 029 2074 4960 or UHW 44960 or Elinor.Thorne@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
STRATEGIES AND INTERVENTIONS FOR MANAGING AGGRESSION (SIMA) MENTAL HEALTH (Modules B and C)

Course Description:
To provide information and physical skills relating to the management of violence and aggression within mental health services.

Key Themes:
Defining what is regarded as violence and aggression. Identifying triggers and features of violence/aggression, aspects of de-escalation, risk management and legal aspects pertaining to the use of force and restraint.

Break and Escape (breakaways) techniques: A number of skills will be practised

Intended Audience:
This programme is suitable for staff working within mental health settings, primarily inpatient areas and crisis teams. CMHT staff should attend H&S Module B&C training.

Course Objectives:
Defining what is regarded as violence and aggression. Identifying triggers and features of violence/aggression, aspects of de-escalation, risk management and legal aspects pertaining to the use of force and restraint.

To provide a number of techniques that staff may be able to utilise when faced with an aggressive incident. E.g. hand grabs, hair pulls, chokes.

Offering:
This course is 1 ½ days of classroom based learning.

Classes Available:
Please contact Mike Lewis, SIMA Co-ordinator, Mental Health on 24895 or 02921 824895 for dates of Strategies and Interventions for Managing Aggression (SIMA) Mental Health Training sessions. Alternatively email Mike on mike.lewis3@wales.nhs.uk
STRATEGIES AND INTERVENTIONS FOR MANAGING AGGRESSION (SIMA) MENTAL HEALTH (Care Control)

Course Description:
The course provides skills in the management of aggression primarily within Adult & MHSOP inpatient areas.

Key Themes:
Reiterating themes of day 1 (Modules B&C).
Defining where the use of manual handling ends and SIMA techniques begin reinforcing the ‘least restrictive principal’.
Escorting techniques, using a graded response when implementing holds.
Leadership and de-escalation techniques
Seated safe-holds.
Restrictive bed techniques for violence and for delivering essential care.

Intended Audience:
This programme is suitable for staff working within mental health settings, primarily inpatient areas and crisis teams.

Course Objectives:
To provide a number of techniques that staff may be able to utilise when managing an agitated, aggressive or violent patient.
Techniques include: De-escalation, Escorting, seated safe-holds, Standing to sitting technique and bed based skills for delivery of essential care and management of bedroom/bed area based aggression/violence.

Offering:
This course is a 2 day classroom based training session and will take place on mats or at a simulated bed area.

Classes Available:
Please contact Mike Lewis, SIMA Co-ordinator, Mental Health on 24895 or 02921 824895 for dates of Strategies and Interventions for Managing Aggression (SIMA) Mental Health Training sessions.
Alternatively email Mike on mike.lewis3@wales.nhs.uk
STRATEGIES AND INTERVENTIONS FOR MANAGING AGGRESSION (SIMA) MENTAL HEALTH (Module D)

Course Description:
To provide information and physical skills relating to the management of violence and aggression within mental health services.

Key Themes:
Revisit themes and techniques of days 1&2 (Modules B&C and Care Control).
Safe application of Restrictive Physical Interventions (RPI) in a supine position.
Danger of positional asphyxia.
Incident management.

Intended Audience:
This programme is suitable for staff working within mental health settings, primarily inpatient areas and crisis teams.

Course Objectives:
Introduce and reinforce a number of techniques that staff may be able to utilise when managing an agitated, aggressive or violent patient. Further practice of: De-escalation, Escorting, Standing to sitting and supine techniques. Safe management of rapid tranquillisation situation and practice of associated leg restraint.
Recognition that incident don’t always go well. Management of these e.g. Prone to supine technique.

Offering:
This course is a 3 day classroom based training session and will take place on mats or at a simulated bed area.

Classes Available:
Please contact Mike Lewis, SIMA Co-ordinator, Mental Health on 24895 or 02921 824895 for dates of Strategies and Interventions for Managing Aggression (SIMA) Mental Health Training sessions.
Alternatively email Mike on mike.lewis3@wales.nhs.uk
Corporate Induction

Course Description:
The aim of the Corporate Induction Programme is to provide staff with a comprehensive introduction to the Cardiff and Vale University Health Board (UHB) as required by the Standards for Health Service in Wales. The Corporate Induction adopts a blended approach to learning incorporating tutor-led, poster presentation sessions, and also e-learning.

All staff members joining the UHB are required to fulfil two parts to complete the Corporate Induction Programme outlined below.

Intended Audience:
This course is aimed at all new staff commencing employment with the Cardiff and Vale University Health Board

Course Objectives:
All newly appointed staff must be compliant with the ten Statutory/Mandatory modules as outlined by the All Wales Core Skills Training Framework (CSTF). Staff must also attend the Corporate Induction ½ day programme to enable staff to be provided with appropriate information and orientation to the UHB.

Part One: You must complete the All Wales e-learning Induction programme, prior to attending Part 2. The training must be completed within 8 weeks of commencing employment, and this includes the 10 modules, outlined below, which are available via the Internet and Intranet.

<table>
<thead>
<tr>
<th>Fire</th>
<th>Equality – Treat me Fairly</th>
<th>Health &amp; Safety</th>
<th>Infection Control</th>
<th>Information Governance</th>
<th>Mental Capacity Act</th>
<th>Violence Against Women</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manual Handling</td>
<td>Safeguarding Adults</td>
<td>Safeguarding Children</td>
<td>Resuscitation</td>
<td>Violence and Aggression</td>
<td>Dementia Awareness</td>
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</tbody>
</table>

Part Two: You will be informed of a date to attend the Corporate Induction event by email to the address you completed on your application form. If you do not receive an email, please contact the LED Department as outlined below. The event will either be a morning or afternoon session and will be held at 2nd Floor Cochrane Building, University Hospital of Wales, Heath Park, Cardiff CF14 4XW.

Additional Information:

How to Apply:
Part One: The e-learning modules can be completed from any computer. Please log into: [https://learning.wales.nhs.uk/](https://learning.wales.nhs.uk/) or internally following these links: Cardiff and Vale Intranet site>Learning hub>e-learning>New starters>NHS Corporate Induction.

Part Two: Staff will be sent a letter with a date to attend Corporate Induction Programme.

For further information on the content of this course please contact Julie Scott, Learning, Education and Development Department on 029 2184 7833 or UHW 47833 or [Julie.Scott@wales.nhs.uk](mailto:Julie.Scott@wales.nhs.uk)

For Further Information on education please contact the Learning, Education and Development Department on [LED@wales.nhs.uk](mailto:LED@wales.nhs.uk)
Corporate Induction
Interactive Classroom based training

Course Description:
An introduction to new members of staff to the NHS in Wales and to the Cardiff and Vale UHB. This day looks at the various elements that make up a safe working environment both within the UHB and the NHS

Intended Audience:
This course is aimed at new staff starting employment with NHS and the Cardiff and Vale University Health Board.

Course Objectives:
By the end of this course you will:
Know what governance is and how it is applied in the NHS, understand how the NHS aims to promote equality, diversity and human rights and value the benefits it brings, Know that bullying and harassment will not be tolerated in the NHS, be aware of your responsibilities regarding the confidentiality and security of personal information, have a basic knowledge of the Freedom of Information Act 2000 and how it may affect you, understand some of the principles of effective records management, know what the Knowledge and Skills Framework (KSF) is and how it applies to staff, understand how everyone one of you can help improve our environment through some simple yet effective methods and that fraud and corruption within the NHS will not be tolerated:

Define the term 'manual handling', describe the causes and effects of musculoskeletal disorders (MSDs), state basic methods of preventing and managing musculoskeletal disorders, outline the legislation that applies to manual handling at work, describe the importance of ergonomics and risk assessment in reducing the risk of manual handling injury, describe the principles of safer handling, identify the risks that are involved in team handling, describe the importance of good communication in relation to manual handling:

Understand how a high quality level of customer service can benefit everyone, Know how to communicate effectively with colleagues, service users & providers, Know what consent is, why it is required and how it is acquired, understand the importance of child protection and how you can contribute towards it, be aware of the principles of vulnerable adult protection, understand the principles of basic food safety, be aware of the use of the Welsh language in the NHS in Wales:

Understand the importance of risk management and incident reporting, understand that everyone is responsible for ensuring the health and safety of themselves and others so far as is reasonably practicable, be aware of the problem of violence and aggression in the workplace, know your responsibilities in ensuring the security of the workplace, understand what is meant by the term 'manual handling', know what to do when you discover or suspect a fire

Known Dates:
This course is offered to all new employees starting work with the UHB. We will write to the individual candidates with details of the date allocated. It will be up to the individual to inform their manager of the date they are allocated.

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus

Additional Information:
For further information on the content of this course please contact Julie Scott or Nicky Punter in the Learning, Education and Development department on 029 2184 7833 or UHW 47833/47832 or Julie.Scott@wales.nhs.uk or Nicky.punter@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Corporate Induction
Senior Medical Staff Induction

Course Description:
This programme enables senior medical staff to be provided with appropriate information, networks and orientation to organisational structures and ways of working within the UHB.

Intended Audience:
This course is aimed at new Senior Medical staff starting employment with Cardiff and Vale University Health Board

Course Objectives:
At the end of this session Senior Medical Staff will:
- Have been provided with an opportunity to meet, discuss and debate UHB issues with Board Members.
- Have met and had the opportunity to discuss key UHB issues with the Chief Executive.
- Have received appropriate Mandatory Training elements including Mental Capacity Act, Safeguarding Children and Equality and Diversity.
- Have had the opportunity to meet and discuss specific topics at the presentation stands.

Offering:
This is a two day classroom based course.

Known Dates:
This course is offered to all new Medical Staff starting work with the UHB. We will write to the individual candidates with details of the date allocated. It will be up to the individual to inform their manager of the date they are allocated.

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further information on the content of this course please contact Nicky Punter in the Learning, Education and Development department on 029 2184 7832 or UHW 47832 or Nicky.Punter@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Health Care Support Worker Induction
Committed to Caring

Course Description:
This five day induction programme has been designed to help to prepare HCSWs for their new role and includes a competency based workbook which will continue to develop them during their first six months in post.

All attendees must be assigned a Registered Nurse Mentor who will oversee their workbook completion and assess them in practice. Managers must also ensure attendees have a TDI name badge prior to attendance, which they will need to bring with them in order to participate in Blood Glucose training. Failure to do this may mean they are unable to complete the course. In addition they must also be assigned a Buddy, an experienced HCSW - who will provide additional support and guidance. Support may also be available from the Directorates Professional / Practice Development Nurse.

Intended Audience:
This course is aimed at All new Health Care Support Workers working for the UHB. In order to complete the programme, the HCSW will need to attend all five days and complete the competency based workbook.

Course Objectives:
- The five day clinical skills training course will help the HCSW’s to develop the fundamental knowledge and skills that they will need in their role. This course is run by the Learning, Education and Development Department with the support of the UHB’s Professional / Practice Development Nurses. The course is run on a very friendly / informal basis in a classroom setting. The five days will include a 1 day ‘Communicating with Dignity and Respect’ Programme.

- The competency based workbook consists of a series of competency based skills assessments that the HCSW will need to undertake with the Registered Mentor Nurse. The workbook will ensure that the HCSW has applied the knowledge and skills they gained during the five day programme and that they are competent in practice.

Offering:
This is a programme of progression over the period of six months and is a mixture of workbook, study days (need to attend all 5 days), practical and classroom based sessions. The whole course must be completed within 6 months of the official course end date.

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<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
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<tbody>
<tr>
<td>22(^{nd}), 23(^{rd}), 24(^{th}), 25(^{th}), 26(^{th}) July 2019</td>
<td>Clinical Skills Suite, Llandough Hospital</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
</tr>
<tr>
<td>12(^{th}), 13(^{th}), 14(^{th}), 15, 16(^{th}) August 2019</td>
<td>Clinical Skills Suite, Llandough Hospital</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
</tr>
<tr>
<td>16(^{th}), 17(^{th}), 18(^{th}), 19(^{th}), 20(^{th}) September 2019</td>
<td>Clinical Skills Suite, Llandough Hospital</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
</tr>
<tr>
<td>14(^{th}), 15(^{th}), 16(^{th}), 17(^{th}), 18(^{th}) October 2019</td>
<td>Clinical Skills Suite, Llandough Hospital</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
</tr>
<tr>
<td>18(^{th}), 19(^{th}), 20(^{th}), 21(^{st}), 22(^{nd}) November 2019</td>
<td>Clinical Skills Suite, Llandough Hospital</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
</tr>
<tr>
<td>16(^{th}), 17(^{th}), 18(^{th}), 19(^{th}), 20(^{th}) December 2019</td>
<td>Clinical Skills Suite, Llandough Hospital</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
</tr>
</tbody>
</table>
Dates given for Manual Handling and Violence and Aggression ‘Care and Control’ are subject to change due to limited spaces available.

**How to Apply:**
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus

**Additional Information:**
For further information on the content of this course please contact Robert Ledsam in the Learning, Education and Development department on 029 20 716924 or Llandough 26924 or Robert.ledsam@wales.nhs.uk
Medical Equipment
Infusion Device Assessors Training

Course Description:
A two day workshop which reviews training on all the basic infusion devices used within Cardiff and Vale University Health Board and assesses the attendees on their use of the devices. The Assessors Workshop also develops processes to enable the individual to set up assessment programmes within their work area.

Intended Audience:
This course is aimed at members of staff who have been nominated by their manager to act in the capacity of Infusion pump assessor for their ward, department or area of work.

Course Objectives:
- Generic Approach to Infusion Pumps and Technology
- Problem solving for infusion devices
- Clinical, Legal and Professional accountabilities
- Set up and use of infusion devices
- Introduction to various pump models
- Examine methods of equipment assessment
- Practice assessment techniques on other workshop attendees

Offering:
This is a two day classroom based course. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email.

Known Dates:

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<th>Registration</th>
<th>Course</th>
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We don’t have dates confirmed as yet.

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on the content of this course or administration queries please contact Anna Necrews or Violet Thomas in the Clinical Engineering department on 029 2074 5678 or UHW 45678 or Violet.Thomas@wales.nhs.uk
Medical Equipment
Infusion Device Core Training

Course Description:
A one day workshop which covers training on the two basic infusion devices (volumetric and syringe pump) used within Cardiff and Vale University Health Board.

Intended Audience:
This course is aimed at members of staff who use any of the infusion devices used throughout the Health Board either in a hospital or community based setting.

Course Objectives:
- Generic approach to Infusion Pumps and technology
- Problem solving for infusion devices
- Clinical, legal and professional accountabilities
- Set up and use of infusion devices
- Introduce various pump models

Offering:
This is a one day classroom based course with both practical and theory elements.

Known Dates:

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<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
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<td>We don’t have dates confirmed as yet.</td>
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</table>

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further information on the content of this course or administration queries please contact Anna Necrews or Violet Thomas in the Clinical Engineering department on 029 2074 5678 or UHW 45678 or Anna.necrews@wales.nhs.uk or Violet.thomas@wales.nhs.uk
Medical Equipment
CME T34 Syringe Driver Training

Course Description:
This course looks at the risk issues involved with the use of CME T34 Syringe Drivers and their use in clinical areas.

Intended Audience:
This course is intended for staff who use the CME T34 Syringe Driver for symptom control as part of their work.

Course Objectives:
- Generic approach to syringe drivers and technology
- Problem solving for Syringe Drivers
- Clinical, legal and professional accountabilities
- Set up and use of syringe drivers
- Introduce to the T34 model
- Practical use of the T34

Offering:
This is a one day classroom based course with both practical and theory elements. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email.

Known Dates:

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<tr>
<th>Date</th>
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<th>Registration</th>
<th>Course</th>
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<tbody>
<tr>
<td>24th June 2019</td>
<td>Clinical Engineering, 20 Field Way, Heath</td>
<td>1:15pm – 1:30pm</td>
<td>1:30pm – 4:30pm</td>
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<tr>
<td>8th July 2019</td>
<td>Clinical Engineering, 20 Field Way, Heath</td>
<td>1:15pm – 1:30pm</td>
<td>1:30pm – 4:30pm</td>
</tr>
<tr>
<td>7th August 2019</td>
<td>Clinical Engineering, 20 Field Way, Heath</td>
<td>1:15pm – 1:30pm</td>
<td>1:30pm – 4:30pm</td>
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<tr>
<td>9th September 2019</td>
<td>Clinical Engineering, 20 Field Way, Heath</td>
<td>1:15pm – 1:30pm</td>
<td>1:30pm – 4:30pm</td>
</tr>
<tr>
<td>14th October 2019</td>
<td>Clinical Engineering, 20 Field Way, Heath</td>
<td>1:15pm – 1:30pm</td>
<td>1:30pm – 4:30pm</td>
</tr>
<tr>
<td>13th November 2019</td>
<td>Clinical Engineering, 20 Field Way, Heath</td>
<td>1:15pm – 1:30pm</td>
<td>1:30pm – 4:30pm</td>
</tr>
<tr>
<td>16th December 2019</td>
<td>Clinical Engineering, 20 Field Way, Heath</td>
<td>1:15pm – 1:30pm</td>
<td>1:30pm – 4:30pm</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further information on the content of this course or administration queries please contact Anna Necrews or Violet Thomas in the Clinical Engineering department on 029 2074 5678 or UHW 45678 or Violet.thomas@wales.nhs.uk
Medical Equipment
P5000 PCA & Bodyguard PCEA Training

Course Description:
This course investigates the use of PCA / PCEA infusion devices and associated disposable items. Review and provide solutions to risk areas in the use of these pumps, specifically using P5000 and Bodyguard

Intended Audience:
This course is open to all staff who use P5000 PCA and Bodyguard Epidural pumps as part of their duties in the clinical and community setting.

Course Objectives:
- Generic approach to P5000 Bodyguard
- Problem solving for P5000 and Bodyguard
- Clinical, legal and professional accountabilities
- Set up and use of P5000 and Bodyguard
- Introduce P5000 and Bodyguard
- Practical use of P5000 and Bodyguard
- Overview of epidural care (Acute Pain Service)

Offering:
This is a one day classroom based course with both practical and theory elements. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email

Known Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd July 2019</td>
<td>Clinical Engineering, 20 Field Way, Heath</td>
<td>9:15am – 9:30am</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus

Additional Information:
For further information on the content of this course or administration queries please contact Anna Necrews or Violet Thomas in the Clinical Engineering department on 029 2074 5678 or UHW 45678 or Anna.necrews@wales.nhs.uk or Violet.thomas@wales.nhs.uk
Risk Management
Safeguarding Children Level 1 - e-Learning

Course Description:
Safeguarding Children is the protection of children from abuse and neglect. Children are an especially vulnerable group and ensuring that they are well cared for and are protected is central to improving and maintaining child health. This course is purely designed for awareness

Intended Audience:
This course is part of the UHBs Mandatory training programme and must be completed annually by all members of the UHB staff.

Course Objectives:
At the end of this course the candidate will be able to:
- understand the importance of safeguarding children and how you can contribute towards it
- be aware of the legislation that provides us with the principles and procedures to base work with children and families
- be aware of some of the different types of abuse
- be aware of some of the possible indicators of child abuse
- understand your responsibility with regard to the disclosure of child abuse
- know when to make a referral, and who to contact

Offering:
This is an e-learning based course comprising of theory and a self assessment questionnaire at the end of the session. It takes about an hour to complete.

Known Dates:

E-Learning Course
For those without access to a computer the learning zone is available at UHW for use. It requires pre-booking in advance by the candidate or line manager. To book a place in the learning zone to allow completion of mandatory training please call 029 2184 7833 or UHW 47833

How to Apply:
This course can be completed from any computer that is linked to the Internet. Please log onto: https://learning.wales.nhs.uk/ or internally following these links: Cardiff and Vale Intranet site>Learning hub>e-learning>Mandatory Training>Fire Safety.

You will need to enter your employee number and password. If you have forgotten your password please contact elearning@wales.nhs.uk

Additional Information:
For further information on the content of this course please contact Julie Scott or Nicky Punter in the Learning, Education & Development department on 029 2184 7833 or UHW 47833/47832 or Julie.Scott@wales.nhs.uk or Nicky.punter@wales.nhs.uk

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Course Description:
The course covers a basic introduction to Safeguarding Children and Young People.

Intended Audience:
This half-day course is targeted at all staff that have any contact with children, young people and/or parents/carers.
To ensure mandatory requirements are met, safeguarding children training should be accessed every three years.

Course Objectives:
- Participants will understand what is meant by the term safeguarding children
- Participants will be aware of the legal framework and multi-agency response to concerns about the safety of children
- Participants will be able to recognise the basic indicators and presenting features of child abuse and neglect and how to recognise it in their own practice setting
- Participants will know what to do if they have a concern for a child’s welfare or safety

Offering:
A ½ day classroom based learning

Classes Available:

<table>
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<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
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<tr>
<td>16th July 2019</td>
<td>Postgraduate Building, Llandough Hospital</td>
<td>12:45pm – 1:00pm</td>
<td>1:00pm – 4:30pm</td>
</tr>
<tr>
<td>26th September 2019</td>
<td>Postgraduate Building, Llandough Hospital</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 1:00pm</td>
</tr>
<tr>
<td>13th November 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 1:00pm</td>
</tr>
</tbody>
</table>

How to Apply:
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If you or a staff member book to attend a Safeguarding training session, and you or the member of staff subsequently fail to attend without giving any prior notice, your manager/supervisor will be informed of the non-attendance.

Course Contact / Administrator:
Please contact Julie Scott on 029 2184 7833 or UHW 47833. Alternatively you may email at Julie.scott@wales.nhs.uk

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
If you require further information about this course please contact the Safeguarding Team on (029) 21832001 or (029) 21832002

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Risk Management
Safeguarding Children Level 3 – Current Themes in Safeguarding Children

Course Description:
The morning will provide:
- A basic introduction to **Children's Rights**, highlighting the broader rights of children within our society and introducing the UNCRC.
- Awareness raising and promoting understanding of working together to identify, assess and support children and young people where **Neglect** is suspected.
- Information to enable practitioners to understand how to safeguard and promote the welfare of children believed to be the subjects of **Neglect**.

The afternoon will include:
- An overview of local messages from **Serious Case Reviews (SCR)**.
- Themes discussed on the day may include topics such as risk taking behaviour; authoritative practice, non-compliant and/or disguised compliance from families and co-sleeping.

Intended Audience:
Health professionals working in direct contact with children, young people and families. This may include GP’s, Practice Nurses, Acute Paediatric Nursing staff, Health Visitors, Midwives, School Health Nurses, CPN’s etc.

Course Objectives:
- To gain an understanding and raise awareness of the UNCRC and how this is implemented and monitored in Wales
- To ensure a consistent approach when working with cases where Neglect is an issue and to consider the importance of multi-agency working in such cases.
- To understand how lessons can be learnt from SCR’s in an attempt to avoid further tragedies.
- To identify current themes from SCRs and how we can use this information to improve our practice.

Offering:
A 1 day classroom based learning

Classes Available:

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<tr>
<td>24th September 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
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To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Course Contact / Administrator:
Please contact Julie Scott on 029 2184 7833 or UHW 47833. Alternatively you may email at Julie.scott@wales.nhs.uk

Additional Information:**If you require further information about this course please contact the Safeguarding Team on (029) 21832001 or (029) 21832002**
Risk Management
Safeguarding Children Level 3 –
Domestic Abuse and Sexual Violence - The Impact on female & male victims including older people and children

Course Description:
The focus of the day will be to raise awareness of domestic abuse and sexual violence

By the end of the day participants will be able to recognise the links.

They will have gained knowledge and a greater understanding of the multi agency response and support available to victims of abuse.

Intended Audience:
This one day course is targeted at members of staff who work with children, adults and their families. It is assumed that course participants will have already attended Level 2 training and are familiar with local and national safeguarding policies.

Course Objectives:
- Have raised awareness of the nature and prevalence of domestic abuse.
- Know the background and context of domestic abuse
- Know the role of the health professional in recognising domestic abuse
- The links between domestic violence and child/adult abuse will be explored along with the principles which should guide practice.
- Finally, the importance of multi-agency working between health and other agencies when dealing with victims of domestic abuse and sexual violence will be considered.

Offering:
A 1 day classroom based learning

Classes Available:

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<th>Date</th>
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<td>6th November 2019</td>
<td>2nd Floor, Cochrane building, UHW</td>
<td>9:15am – 9:30am</td>
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How to Apply:
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Course Contact / Administrator:
Please contact Julie Scott on 029 2184 7833 or UHW 47833. Alternatively you may email at Julie.scott@wales.nhs.uk

Additional Information:
If you require further information about this course please contact the Safeguarding Team on (029) 21832001 or (029) 21832002

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Risk Management
Safeguarding Children Level 3 – Legal Aspects

Course Description:
This course will include information on legal aspects of safeguarding children and will incorporate training on report writing, child protection conferences and court attendance.

Intended Audience:
This one day course is targeted at members of staff who work with children and their families and may be required to attend safeguarding children conferences or court in the course of their work. It is assumed that course participants will have already attended Level 2 training, and are familiar with local and national safeguarding children policies.

Course Objectives:
- Staff will have improved knowledge and understanding of legal and professional issues in Safeguarding Children
- Staff will be more confident in their daily work when writing reports and attending safeguarding children conferences and/or court

Offering:
A 1 day classroom based learning

Classes Available:

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<td>17th October 2019</td>
<td>2nd Floor, Cochrane building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
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Course Contact / Administrator:
Please contact Julie Scott on 029 2184 7833 or UHW 47833. Alternatively you may email at Julie.scott@wales.nhs.uk

Additional Information:
If you require further information about this course please contact the Safeguarding Team on (029) 21832001 or (029) 832002

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Risk Management
Safeguarding Children Level 3–Parental Mental Ill Health and the Impact on Children

Course Description:
This course will be looking at the impact of mental illness/health and the problems on parenting.

Intended Audience:
Health professionals working with children, young people and families.

Course Objectives:
- Looking at risks involved and assessing mental illness/health and the problems on parenting.
- Understanding importance of working together to safeguard children.
- Be aware of the 'Think Family Think Child'.
- How to support the family.

Offering:
A 1 day classroom based learning

Classes Available:

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<td>26th June 2019</td>
<td>2nd Floor, Cochrane building, UHW</td>
<td>9:15am – 9:30am</td>
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<tr>
<td>26th November 2019</td>
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Course Contact / Administrator:
Please contact Julie Scott on 029 2184 7833 or UHW 47833. Alternatively you may email at Julie.scott@wales.nhs.uk

Additional Information:
If you require further information about this course please contact the Safeguarding Team on (029) 21832001 or (029) 21832002

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Risk Management
Safeguarding Children Level 3 – Sexual Exploitation

Course Description:
The course aims to raise awareness amongst health professionals of the issues relating to Child Sexual Exploitation; gaining an understanding of multi-agency protocols and procedures currently in place. Areas discussed during the day will include the introduction of new policy detailing the process following disclosure of a Young Person in relation to Under Age Sexual Activity. Outside speakers will compliment the day by presenting details of work undertaken in their areas.

Intended Audience:
Health professionals working in direct contact with children, young people and their families.

Course Objectives:
- To define the meaning of sexual exploitation in all its forms.
- To identify risk indicators of sexual exploitation and its possible presentation
- To gain the ability to analyse the impact of sexual exploitation and human trafficking on a child or young person
- To consolidate referral to social services and ongoing responsibilities of the referrer
- To have an awareness of service providers involved with children and young people suffering from the experience of sexual exploitation or/and human trafficking

Offering:
A 1 day classroom based learning

Classes Available:

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<td>9th October 2019</td>
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Course Contact / Administrator:
Please contact Julie Scott on 029 2184 7833 or UHW 47833. Alternatively you may email at Julie.scott@wales.nhs.uk

Additional Information:
If you require further information about this course please contact the Safeguarding Team on (029) 21832001 or (029) 21832002

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Risk Management
Level 2 Safeguarding Adults

Course Description:
Safeguarding Adults level 2 training is designed to make staff aware of their responsibilities in identifying and reporting alleged abuse and neglect in line with the South Wales Inter-Agency Policy and Procedures for responding to alleged abuse and inappropriate care of vulnerable adults in South Wales.

Intended Audience:
Any member of staff who has direct patient contact and is in a position to take a disclosure or make a referral about a concern.

Course Objectives:
- To identify individual staff responsibilities under the Wales Interim Policy & Procedures for the Protection of Vulnerable Adults from Abuse (2nd Version 2013).
- Describe the different categories of abuse.
- Recognise the possible indicators of the different categories of abuse.
- Demonstrate an understanding of what your role and responsibility is in raising an alert in respect of disclosure or suspicion of abuse.

Offering:
A 2 ½ hour classroom based learning.

Classes Available:

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<td>11th July 2019</td>
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<td>8:45am – 9:00am</td>
<td>9:00am – 11:30am</td>
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<tr>
<td>26th September 2019</td>
<td>Postgraduate Building, Llandough Hospital</td>
<td>1:45pm – 2:00pm</td>
<td>2:00pm – 4:30pm</td>
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<tr>
<td>13th November 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>1:45pm – 2:00pm</td>
<td>2:00pm – 4:30pm</td>
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How to Apply:
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To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Course Contact / Administrator:
Please contact Julie Scott on 029 2184 7833 or UHW 47833. Alternatively you may email at Julie.scott@wales.nhs.uk

Additional Information:
If you require further information about this course please contact the Safeguarding Vulnerable Adults Team on (029) 21832001 or (029) 21832002
For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Risk Management
Safeguarding Adults Level 3 – Current Themes in Safeguarding Adults

Course Description:
The morning will provide:
- Awareness raising and promoting understanding of modern slavery/exploitation including sharing information and working in partnership to identify, assess and support adults at risk and their carers where neglect and/or abuse is suspected.
- Information to enable practitioners to understand how to safeguard and promote the welfare of adults at risk believed to be the subjects of neglect/abuse.

The afternoon will include:
- An overview of local messages from Adult Practice Reviews (APR’s) and Domestic Homicide Reviews (DHR’s)
- A range of current themes will be discussed on the day regarding adults who may be experiencing neglect/abuse in community settings.

Intended Audience:
All Health professionals working in direct contact with adults. This may include GP’s, Practice Nurses, Nursing Staff, District nurses, Mental Health Nurses.

Course Objectives:
By the end of this course the candidate will:
- To ensure a consistent approach when working with cases where neglect/abuse is an issue and to consider the importance of multi-agency working in such cases
- To understand how lessons can be learnt from APR’s and DHR’s in an attempt to avoid further tragedies
- To identify current themes from APR’s and DHR’s and how we can use this information to improve our practice

Offering:
This course is a one day classroom based course. Individuals will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email.

Known Date:

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<td>20th November 2019</td>
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<td>8:45am – 9:00am</td>
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Course Contact / Administrator:
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Additional Information:
If you require further information about this course please contact the Safeguarding Vulnerable Adults Team on (029) 21832001 or (029) 21832002

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Risk Management
Level 3 Safeguarding Adults

Course Description:
The aim of the study will be to increase practitioner knowledge beyond the level 2 mandatory Safeguarding adult training and consider the next steps once an adult at risk referral has been made. The course will also cover good practice areas in relation to investigations, communication with other agencies, learning difficulties, oral care and podiatry care in the adult and elderly population.

Intended Audience:
All staff working in areas that have contact with vulnerable adults.

Course Objectives:
By the end of this course the candidate will:
- Explain the lessons learned from Adult Practice Reviews and Domestic Homicide Reviews
- Describe the role of the Designated Lead Manager in safeguarding adults
- Discuss the importance of mouth care for adult patients in care
- Explain the process to follow if there are allegations of professional abuse
- Describe how to improve hospital care of patients with learning disabilities
- Discuss the role of the podiatry service in safeguarding adults

Offering:
This course is a one day classroom based course. Individuals will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email.

Known Date:

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<td>5th December 2019</td>
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<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
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Course Contact / Administrator:
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Additional Information:
If you require further information about this course please contact the Safeguarding Vulnerable Adults Team on (029) 21832001 or (029) 21832002

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Essential Skills Qualifications

Essential Skills Assessments & Qualifications in up to QCF Level 2 (comparable to GCSE A-C level):
- Communication Skills,
- Application of Numbers
- ICT (includes the use of spreadsheets such as EXCEL)

These programmes are open to all UHB staff who wish to improve these skills, access to a computer and printer whilst not essential, is useful.

Apprenticeships

If you are interested in Competency Based Qualifications to support your job role please choose from the list of full below. Places for these qualifications are very limited if you are over 24 years of age, for Levels 2 and 3 so are allocated on a waiting list basis.

Higher Level apprenticeships (Level 4 upwards) do not have any age restrictions currently.

All of these qualifications are delivered in the workplace on a monthly basis, but will also require the candidates to complete additional work in their own time.

There are no direct costs to the UHB for these programmes as they are Welsh Government funded, so only one programme may be pursued at a time. The places are limited and once a candidate withdraws the place and funding is lost (up to the value of £3500 each).

- QCF Levels 2 & 3 Diploma in Health & Social Care. This qualification is suitable for Health care support workers working in adult/mental health areas in both hospital and community settings. (click here for programme details and further information on Level 2 or Level 3)
• QCF Level 2 Certificate in Healthcare Support Services. This qualification is suitable for Health care support workers working in non-clinical roles across the UHB (e.g. portering, housekeeping, security, receptionists); click here for programme details and further information.

• QCF Level 3 Diploma in Healthcare Support Services. This qualification is suitable for Health care support workers working in non-clinical roles across the UHB (e.g. portering, housekeeping, security, receptionists); click here for programme details and further information.

• QCF Level 2 Team Leading. This programme is suitable for those in supervisor roles, or new to management, who do not have a first degree. (click here for programme details and further information)

• QCF Level 3 ILM Certificate in First Line Management. This programme is suitable for those in management roles (click here for programme details and further information).

• QCF Level 4 in Business Administration

• QCF Level 5 ILM Certificate in Management. This programme is suitable for those whose role has a strategic component to their management role (click here for programme details and further information).

For Staff Under the age of 25, any apprentice programmes may be accessed including:-

• QCF Levels 2 & 3 in Customer Care
• QCF Levels 2 & 3 in Business Administration

This is a small selection of the apprenticeships available, if you wish to discuss possible options please contact LED.

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus. Once we have received your name, you will be added to a waiting list, and you will be contacted as soon as a place becomes available.
**Additional Information:**
For further information on the content of these courses please contact Emma Bendle in the Learning, Education & Development Department at **Emma.Bendle@wales.nhs.uk**

For Further Information on education please contact the **Learning, Education and Development Department** on **LED@wales.nhs.uk**
Occupational Knowledge and Skills
Microsoft Word Introduction

Course Description:

**Intended Audience:** This course is designed for those who would like to gain a comprehensive understanding of the fundamental features of the MS Word programme. There are no formal entry requirements for this course as you will be guided through the skills that you will need to develop a sound working knowledge of the programme, and how to best utilise its features.

This course has been specifically designed to give users a solid foundation in using and creating documents in Word.

**Course Objectives:**
The course covers a broad range of skills to encompass the fundamental and most commonly used features of the programme to enable users to create professional looking documentation.

- The Word workspace
- Opening, closing and saving documents
- Entering and editing text
- Spelling and grammar check, search and replace
- Text formatting: fonts/sizes and applying bold, italics, colour, etc
- Paragraph formatting: tabulation and indentation
- Using bullet and numbered lists
- Multiple page documents
- Inserting and removing page breaks
- Page numbering/headers and footers
- Working with tables

**Offering:**
1 day course (6 hours). Candidates will be awarded a college certificate of attendance upon completion of the course.

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We don't have dates confirmed as yet. These will be confirmed after April 2019.

**Please note, failure to attend the IT training may result in a charge to your department. On booking a place, you will need to provide your department cost code. Without this, you will not have secured a place. This is due to an outside College delivering the training for us and people not attending on the day.**

**How to Apply**
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus

**Additional Information:**
For further information on the content of this course please contact Carrie Bodman on 029 2184 7835 or Carrie.Bodman@wales.nhs.uk
Occupational Knowledge and Skills
Microsoft Word Intermediate

Course Description:

Intended Audience: This course is designed for those who would like to gain a comprehensive understanding of the features of the MS Word programme. There are no formal entry requirements for the course, however you should already have skills equivalent to those gained from our Word Introduction course. If you are unsure please speak to a member of our team.

This course has been specifically designed to give users a solid foundation in using and creating documents in Word.

Course Objectives:

The course covers a broad range of skills to encompass the fundamental and most commonly used features of the programme. Upon completion of this course, you should be competent in creating multi-page documents with a variety of page layout features, create document templates and text shortcuts, set out sophisticated tables to enhance the presentation of your documentation and perform simple mail-merge.

Recap of Word basics
Working with multi-page documents
  o Headers and footers including page numbering
  o Section breaks
• Newspaper columns
• Tables
  o Creating and modifying table layouts
• Creating document templates
• Mail-merge

Offering:

1 day course (6 hours). Candidates will be awarded a college certificate of attendance upon completion of the course.

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Additional Information:

For further information on the content of this course please contact Carrie Bodman on 029 2184 7835 or Carrie.Bodman@wales.nhs.uk
Occupational Knowledge and Skills
Microsoft Excel Introduction

Course Description:

**Intended Audience:** This one day course is for those who are new to spreadsheets and who wish to gain a comprehensive understanding of their application and use of basic calculations. Upon completion of this course, you should be competent in setting up a spreadsheet to perform calculations using simple formulae and functions.

**Course Objectives:**
The course covers the following topics:

- Excel basics
  - an introduction to the workspace, cell references and mouse pointers
- Entering text and values
- Using fill and auto fill for speed of entry
- Manipulating data
  - Editing and using undo
  - Copying, moving and erasing
- Changing the structure of the spreadsheet
  - inserting and deleting cells, rows and columns
- Performing calculations using formula and functions
  - Functions to calculate totals, averages, highest and lowest values
  - Functions to count items
  - Relative and absolute cell referencing
- Printing Options
  - Printing multiple copies
  - Changing paper size/type and orientation
  - Print headers and footers

**Offering:**
This course is normally delivered over one day (6 hours). A Coleg Gwent attendance certificate will be issued. Candidates can progress to Microsoft Excel Intermediate or MS Excel courses via [learndirect](https://www.learndirect.gov.uk).

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We don't have dates confirmed as yet.

**Please note, failure to attend the IT training may result in a charge to your department. On booking a place, you will need to provide your department cost code. Without this, you will not have secured a place. This is due to an outside College delivering the training for us and people not attending on the day.**

**How to Apply:**
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

**Additional Information:**
For further information on the content of this course please contact [Carrie Bodman](mailto:Carrie.Bodman@wales.nhs.uk) on 029 2184 7835 or [Carrie.Bodman@wales.nhs.uk](mailto:Carrie.Bodman@wales.nhs.uk)
Occupational Knowledge and Skills
Microsoft Excel Intermediate

Course Description:

**Intended Audience:** This one day course is for those who have a good grounding in Excel basics and wish to gain a fuller understanding of more advanced features available to them. Upon completion of this course, you should be competent in setting up spreadsheets to perform calculations using more advanced functions, working with multiple worksheets and presenting data using Excel charts.

Course Objectives:
The course covers the following topics:
- Recap of the basics
  - The workspace, formula bar and mouse pointers
- Copying formula and formatting
- Relative and absolute cell addressing
- Working with multiple worksheets
  - Naming worksheets
  - Linking data between sheets
- Paste function
  - Using the IF function
  - Nested functions
- Creating charts/graphs
  - Creating column, bar and pie charts
  - Plotting random data ranges
  - Using the chart toolbar to modify your chart

Offering:
This course is normally delivered over one day (6 hours). A Coleg Gwent attendance certificate will be issued. Candidates can progress to Microsoft Excel Advanced or MS Excel courses via leardirect (online).

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<th>Date</th>
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We don’t have dates confirmed as yet. These will be confirmed after April 2019.

**Please note, failure to attend the IT training may result in a charge to your department. On booking a place, you will need to provide your department cost code. Without this, you will not have secured a place. This is due to an outside College delivering the training for us and people not attending on the day.**

How to Apply
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus

Additional Information:
For further information on the content of this course please contact Carrie Bodman on 029 2184 7835 or Carrie.Bodman@wales.nhs.uk
Occupational Knowledge and Skills
Microsoft PowerPoint

Course Description:

Intended Audience:
This course is designed for those who would like to gain a comprehensive understanding of the fundamental features of the MS PowerPoint programme.

Course Objectives:
The course covers a broad range of skills to encompass the fundamental and most commonly used features of the programme to enable users to create professional and functional presentations that incorporate:

- Simple animation/transitions, images and objects
- PowerPoint basics
- Slide Layouts/Templates
- Slide master
- Text Boxes
- Clipart Images
- Drawing Tools
- Formatting
- Objects
- Working with Slide Sorter View
- Viewing your slide show
- Printing options

Offering:
1 day course (6 hours). Candidates will be awarded a college certificate of attendance upon completion of the course.

Known Dates:
We don’t have dates confirmed as yet.
**Please note, failure to attend the IT training may result in a charge to your department. On booking a place, you will need to provide your department cost code. Without this, you will not have secured a place. This is due to an outside College delivering the training for us and people not attending on the day.

How to Apply
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further information on the content of this course please contact Carrie Bodman on 029 2184 7835 or Carrie.Bodman@wales.nhs.uk
Occupational Knowledge and Skills
Adult Arterial Blood Gas Sampling

Course Description:
The course will teach candidates about the taking of arterial blood samples for analysis, method, technique and clinical reasoning. The sessions aims to demonstrate both practical and theoretical elements to ensure a successful procedure.

Intended Audience:
All University Health Board Staff as nominated by their manager who will take or process arterial blood gas samples as a diagnostic test for patients. The course is suited towards candidates who work in an acute setting with access to the biochemistry laboratory, who need to acquire relevant blood samples as required on a regular basis.

Course Objectives:
By the end of this course the candidate will be able to
- Identify suitable patients who require an Arterial Blood Gas
- Discuss the legal and ethical issues involved with acquisition of a suitable sample
- Understand the required anatomy and physiological differences between an artery and a vein and apply this in practise
- Understand the complications of arterial puncture
- Demonstrate the required skills required to successfully acquire an arterial blood sample
- Successfully complete further assessment via a workbook in order to be deemed competent at the specialist skill

Offering:
This course takes place over a half day. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email.

Known Dates:

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We don’t have dates confirmed as yet.

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on the content of this course please contact Gareth Dyton CNS (Respiratory)/Senior Lecturer (ARC) via email gareth.dyton@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with the Gareth Dyton for information

For further information on education please contact Carrie Bodman in the Learning, Education and Development department on 029 2184 7835 or UHW 47835 or carrie.bodman@wales.nhs.uk
Occupational Knowledge and Skills
Blood Transfusion Competency Assessor Training

Course Description:
The assessor’s role is to competency assess all staff that perform pre-transfusion sampling, collection of blood and administration of blood in their clinical area. Formal assessment of the relevant competencies is required for nurses, midwives, medical staff, phlebotomists, healthcare support workers, porters, operating department practitioners and other staff involved in the blood transfusion process.

To ensure assessors are trained using the Competency Package prepared by the Education Sub-group of the Blood Implementation Group (part of the Welsh Assembly Government Blood Advisory Structure) to -

- Ensure safe transfusion
- Limit errors
- Standardise the process

These hospital-based competencies have been developed to provide the necessary tools to facilitate assessment of staff that perform pre-transfusion sampling, collection of blood and administration of blood.

Intended Audience:
This course is aimed at any member of UHB Staff who ideally has an assessor award/qualification but if not it is essential that the candidate has been trained and signed off as a C&V mentor.

Course Objectives:
By the end of this course the candidate will:
- Identify key personnel and roles within the transfusion process
- Identify potential for error
- Describe fundamental elements for safe transfusion practice
- Explain the underlying principles for assessing competence
- Ensure fair, valid assessment using the competency package

Offering:
Classroom based learning.

Known Dates:

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<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
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<tbody>
<tr>
<td>17th July 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 16:00pm</td>
</tr>
<tr>
<td>10th October 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 16:00pm</td>
</tr>
</tbody>
</table>

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus

Additional Information:
If you require further information about this course, please contact Samantha McWilliam, Transfusion Practitioner Team, on 029 2074 4594 or UHW ext: 44594 or samantha.Mcwilliam@wales.nhs.uk
Course Description:
To provide a work based programme of learning that supports and ensures staff are clinically competent to undertake the skill of peripheral venous cannulation.

Intended Audience:
This course is primarily aimed at any qualified staff working at bands 5-9 who hold a registration with a professional body (i.e. NMC) and who are required to undertake peripheral venous cannulation as part of their duties. It is a nursing led course but is suitable for all departments.

Course Objectives:
By the end of this course the candidate will:
- Be able to discuss the legal and professional issues associated with performing peripheral cannulation.
- Understand the risks and hazards associated with peripheral cannulation.
- Know how to identify and consent a patient for peripheral cannulation procedures.
- Prepare the cannulation procedure.
- Perform venous cannulation.

Offering:
This course takes place over 3 months and contains theory, practical and study elements. To complete this course a candidate must complete the requirements stated below. There is a requirement to prove competency once every 3 years with a re-assessment. Prosthetic training will be organised by line managers with the clinical skills team.

Requirements:
- Complete the workbook and associated reflections in no more than 2000 words.
- Carry out 2 supervised successful cannulations undertaken on a prosthetic preparatory arm.
- Carry out 5 successful cannulations undertaken in clinical practice with a named assessor supervising the whole procedure following the competency form.
- Complete the cannulation log book with a minimum of 5 successful cannulations.

Dates:
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<tr>
<th>Date</th>
<th>Venue</th>
<th>Course (am)</th>
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<tbody>
<tr>
<td>22nd July 2019</td>
<td>Clinical Skills Room, Llandough Hospital</td>
<td>9.00am-12.30pm</td>
<td>13:00pm – 16:30pm</td>
</tr>
<tr>
<td>9th September 2019</td>
<td>Clinical Skills Room, Llandough Hospital</td>
<td>9.00am-12.30pm</td>
<td>13:00pm – 16:30pm</td>
</tr>
<tr>
<td>14th November 2019</td>
<td>Clinical Skills Room, Llandough Hospital</td>
<td>9.00am-12.30pm</td>
<td>13:00pm – 16:30pm</td>
</tr>
<tr>
<td>13th January 2020</td>
<td>Clinical Skills Room, Llandough Hospital</td>
<td>9.00am-12.30pm</td>
<td>13:00pm – 16:30pm</td>
</tr>
<tr>
<td>18th March 2020</td>
<td>Clinical Skills Room, Llandough Hospital</td>
<td>9.00am-12.30pm</td>
<td>13:00pm – 16:30pm</td>
</tr>
</tbody>
</table>
How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. Please complete the Venepuncture booking form which can be located at the back of the training prospectus.

For administration queries with this course please contact Nicola Sexton in the Learning, Education and Development department on 029 2071 6924 or Llandough 26924 or Nicola.sexton@wales.nhs.uk
Occupational Knowledge and Skills
Chemotherapy Awareness

Course Description:
This study day provides the delegate with a clearer understanding of the physical, emotional and psycho-social impact of chemotherapy on the patient. It also ensures that staff are aware of the health and safety issues involved in caring for patients receiving cytotoxics.

Intended Audience:
The day is open to health care professionals from an adult, Teenage Cancer Trust, or paediatric background who care for patients receiving chemotherapy; so registered nurses, nursing students, HCSW’s, physiotherapists, dieticians, occupational therapists and pharmacy technicians are all welcome.

Course Objectives:
By the end of this course the candidate will:
- Demonstrate a basic understanding of how chemotherapy works
- Explain in simple terms what myelosuppression is and how to manage an episode of neutropenic sepsis
- Discuss the main physical side-effects of chemotherapy and how to manage them
- Discuss the psycho-social issues surrounding chemotherapy and how we can help to manage them
- Explain the different routes of administration.

Offering:
This course is a one day classroom based course with discussion, group work and presentations. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email

Known Dates:

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<th>Date</th>
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<tr>
<td>19th March</td>
<td>Tenovus Lecture Theatre, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on the content of this course please contact Sarah Rowland, Chemotherapy Nurse Specialist on 029 2074 2363 or UHW 42363 or sarah.rowland@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with Sarah Rowland for information.

For administration queries with this course please contact Carrie Bodman in the Learning, Education and Development department on 029 2184 7835 or UHW 47835 or carrie.bodman@wales.nhs.uk
Course Description:
This 2 day workshop will provide the delegate with the underpinning theoretical and practical knowledge needed to learn to administer chemotherapy.

Intended Audience:
All registered nurses from the adult, Teenage Cancer Trust and paediatric settings who need to learn to administer chemotherapy.

Course Objectives:
By the end of this course the candidate will:
- Explain how chemotherapy works in both the treatment of cancer management of autoimmune disease.
- Explain in greater detail what myelosuppression is and demonstrate a clear understanding of the management of a patient with neutropenic sepsis.
- Discuss the legal and professional issues surrounding the administration of chemotherapy.
- Demonstrate an understanding of clinical trials.
- Explain the management of a patient with an anaphylaxis or hypersensitivity reaction.
- Explain the signs and symptoms of tumour lysis syndrome and how to prevent or manage it.
- Discuss the issues surrounding IV access and how we identify, prevent or manage an extravasation.
- Discuss the impact of some chemotherapy drugs on fertility and how fertility might sometimes be preserved.

Offering:
This is a 2 day classroom based course with theory, group work, demonstrations and a practical workshop using mock chemotherapy. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email.

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<tr>
<td>14th &amp; 15th May 2019</td>
<td>Seminar Room B, UHW</td>
<td>8:45 - 9:00am</td>
<td>9:00am - 4:00pm</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further information on the content of this course please contact Sarah Rowland, Chemotherapy Nurse Specialist on 029 2074 2363 or UHW 42363 or sarah.rowland@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with Sarah Rowland for information.

For administration queries with this course please contact Carrie Bodman in the Learning, Education and Development department on 029 2184 7835 or UHW 47835 or carrie.bodman@wales.nhs.uk
Occupational Knowledge and Skills
An Introduction to Clinical Audit

Course Description:
A half day interactive workshop covering the principles of Clinical Audit.

Intended Audience:
Cardiff and Vale UHB employees who are involved in delivering patient care.

Course Objectives:
By the end of this course the candidate will have an understanding of the following:

- Basic principles of clinical audit
- Selecting an appropriate audit topic
- Developing an aim and objectives
- Define criteria and standards
- Designing an audit tool
- Data collation and analysis
- Presenting/reporting audit results

Offering:
This course is a half day classroom based course.

Known Dates:

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<tr>
<td>24th June 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:00 - 9:15am</td>
<td>9:15am – 12:30pm</td>
</tr>
<tr>
<td>7th November 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:00 - 9:15am</td>
<td>9:15am – 12:30pm</td>
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How to Apply:
You will need to contact the Clinical Audit Department on 029 2074 4890 or UHW 44890 or email clinical.Audit.cav@wales.nhs.uk

Please include the following when booking:

- Designation
- Department
- Site
- Contact (email)
- Employee Number
Occupational Knowledge and Skills
Consent to Treatment

Course Description:
This course is designed to equip clinical staff with knowledge and understanding of consent to treatment.

Intended Audience:
This course is aimed at all clinical staff who provide treatment and care to patients, including nurses, doctors and allied health professionals.

Course Objectives:
By the end of this course the candidate will:
- Understand why consent is important to both patient and clinician
- The criteria that must be met for consent to be valid
- The importance of the Montgomery Supreme Court case
- Who can take consent
- Who can give consent
- What to do if the patient cannot give consent

Offering:
This course is a 1 ½ hour classroom based course. Individuals will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email.

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<tr>
<td>19th September 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9.30am - 11.00am</td>
</tr>
<tr>
<td>20th November 2019</td>
<td>Postgraduate Building, UHL</td>
<td>2:15pm – 2:30pm</td>
<td>2.30pm - 4.00pm</td>
</tr>
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</table>

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on the content of this course please contact Julia Barrell on 029 2074 3652 or Julia.Barrell@wales.nhs.uk

For administration queries with this course please contact Carrie Bodman in the Learning, Education and Development department on 029 2184 7835 or UHW 47835 or Carrie.bodman@wales.nhs.uk
Occupational Knowledge and Skills
Continence Promotion and Catheter Care (HCSW)

Course Description:
This study day is a classroom based course suitable for all HCSWs in a healthcare settings. If you are working in the hospital setting in any UHB site and require an update on continence promotion, managing incontinence and catheter care then this is the course for you. You will achieve an understanding of what is involved in a continence assessment, the importance of dignity and the resources available to support patients with continence needs. Improving your confidence in supporting patients with continence care or indwelling catheters will enhance your ability to be an effective practitioner.

Intended Audience: All health care support workers

Course Objectives:
By the end of this course the candidate will:

- Be able to promote continence
- Be able to identify the different types of incontinence
- Gain knowledge and confidence with the use and application of continence products.
- Increased awareness of other resources available to patients
- Deliver best practice in relation to catheter care

Offering:
A certificate of attendance will be provided on completion of the full course. Individuals will receive written confirmation of place approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email

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<tbody>
<tr>
<td>8th October 2019</td>
<td>Lecture Theatre 3, Postgrad Building, UHL</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
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</table>

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus
To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on the content of this course please contact Karen Davis or Samantha Buckley on phone 02921 841590 or Karen.davis@wales.nhs.uk or Samantha.buckley@wales.nhs.uk

For queries on administration of this course please contact Nicola Sexton in the Learning, Education and Development department on 029 2184 6924 or UHL 26924 or Nicola.sexton@wales.nhs.uk
Occupational Knowledge and Skills  
Dementia Training - Barbara’s Story

Course Description:
This half day course will provide you the opportunity to learn about a person’s experience of Dementia in a health-care setting – crucially from the patient’s perspective. We will explore a person’s journey through dementia and challenge attitudes and practice.

Intended Audience:
This course is aimed at UHB staff that may come into contact with a person affected by dementia.

Course Objectives:
By the end of this course the candidate will:
• Explore and challenge our attitudes and understanding of our most vulnerable people
• Focus on how small changes can have a huge impact on the patient experience
• Embed the principles of care, compassion, dignity in our work
• Examine the importance of good communication
• Discuss the possible impact and challenges of dementia on a person within the health care system

Offering:
This course is a half day classroom based course.

Known Dates:

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<tr>
<td>11th July 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>13:00pm – 17:00pm</td>
</tr>
<tr>
<td>22nd October 2019</td>
<td>Postgraduate Centre, Llandough</td>
<td>9:00am – 13:00pm</td>
</tr>
<tr>
<td>11th March 2020</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:00am – 13:00pm</td>
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How to Apply:
Please complete an LED booking form to reserve a place on one of these sessions. The booking form can be found on the LED intranet page, under your development and should be emailed to Carrie.Bodman@wales.nhs.uk

If you would like more information or speak to someone regarding the course, contact Karen Edwards on 02920 434960 or by email: Karen.Edwards@alzheimers.org.uk
Occupational Knowledge and Skills
Behaviour that Challenges in Dementia

Course Description:
This course is aimed at all staff working in the UHB who work / support people with dementia in all clinical settings. It will explore a general overview of dementia, how dementia impacts on behaviour, environments and how it can be challenging for both staff and patients.
We aim to support the nominees in experimental learning, group work and reflective experience.

Intended Audience:
This course is aimed at all Staff working in the UHB who may come into contact with a person with Dementia.

Course Objectives:
By the end of this course the participant will:
- To explore what is meant by behaviour that challenges
- To think how the brain affects behaviour in dementia
- To have knowledge of the bio / psychosocial causes for behaviour that is challenging (Unmet needs model)
- To improve knowledge and skills to reduce behaviour that challenges – practical approaches
- To an underpinning knowledge of stress reactions, the assessment process and how this is used within clinical practise

Offering:
This course is a 1 day classroom based course. Individuals and nominating officers will receive email confirmation of place reservations approximately 2 weeks prior to the study day.

Known Dates:

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<th>Date</th>
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<th>Course</th>
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<tbody>
<tr>
<td>26th June 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
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<tr>
<td>17th July 2019</td>
<td>HYC, Llandough Hospital</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
</tr>
<tr>
<td>20th August 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
</tr>
<tr>
<td>18th September 2019</td>
<td>HYC, Llandough Hospital</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
</tr>
<tr>
<td>15th October 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
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<tr>
<td>20th November 2019</td>
<td>HYC, Llandough Hospital</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
</tr>
<tr>
<td>11th December 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
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</table>

How to Apply:
To book a place on the training day please contact Mhsoptraining.Meetings.cav@wales.nhs.uk

Additional Information:
For further information on the content of this course please contact course facilitator Emma Murdoch on 029 2071 5789 or UHL 25789 or Emma.murdoch@wales.nhs.uk
Occupational Knowledge and Skills
Making Positive change in Dementia Care

Course Description:
This full day course will provide you the opportunity to learn about a person’s experience of Dementia in a health-care setting – crucially from the patient’s perspective. We will explore a person’s journey through dementia and challenge attitudes and practice. This course will provide you will skills, tools, resources and support to be able to cascade these values and attitudes to your colleagues. There is an expectation that as a result of attending this course you will cascade this training to your teams. You will receive ongoing support to enable you to do this.

Intended Audience:
This course is aimed at UHB staff who are motivated to inspire their colleagues and teams to make positive changes in dementia care. Staff who would like to develop their skills and confidence to deliver training as part of their role.

Course Objectives:
By the end of this course the candidate will:
- Explore and challenge our attitudes and understanding of our most vulnerable people
- Focus on how small changes can have a huge impact on the patient experience
- Embed the principles of care, compassion, dignity in our work
- Examine the importance of good communication
- Discuss the possible impact and challenges of dementia on a person within the health care system

Summary:
- Could you improve the hospital experience of our older generation, particularly those living with dementia?
- Do you feel that you are able to work with others to inspire positive change?
- Would you like to develop your skills and confidence as a cascade trainer?

If so:
- We will provide you with the skills, tools and support to be able to cascade the values and attitudes of Barbara’s story to your colleagues in your work place.
- We will provide you with a training pack that includes guidance, digital resources and training tips to be able to confidently engage groups
- You will have on-going support

Offering:
This course is a one day classroom based course.

Known Dates:
<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>12th November 2019</td>
<td>Postgraduate Centre, Llandough</td>
<td>9:30am – 4:00pm</td>
</tr>
<tr>
<td>6th February 2020</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:30am – 4:00pm</td>
</tr>
</tbody>
</table>
How to Apply:

Please complete an LED booking form to reserve a place on one of these sessions. The booking form can be found on the LED intranet page, under your development and should be emailed to Carrie.Bodman@wales.nhs.uk

If you would like more information or speak to someone regarding the course, contact Karen Edwards on 02920 434960 or by email: Karen.Edwards@alzheimers.org.uk
Risk Management
Deprivation of Liberty Safeguards (DOLS)

Course Description:
This course is designed to equip staff with basic knowledge about the Deprivation of Liberty Safeguards.

It is essential that you have undertaken training and have a good basic knowledge of Mental Capacity Act 2005 before doing this course.

Intended Audience:
This course is aimed at all Staff working in the UHB who are providing treatment and care to patients 16 years and over

Course Objectives:
At the end of this course the candidate will know about:
- How to recognise possible deprivations of liberty
- The Deprivation of Liberty Safeguards
- The Deprivation of Liberty Safeguards code of practice
- How to access further information and support regarding all aspects of the Deprivation of Liberty Safeguards.

Offering:
This is a 1 hour long classroom based course covering the main provisions of the Deprivations of Liberty Safeguards. This course will follow on after the Mental Capacity Act training.

Known Dates:

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<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>16th July 2019</td>
<td>Postgraduate Centre, Llandough</td>
<td>2:25pm – 2:30pm</td>
<td>2:30pm – 3:30pm</td>
</tr>
<tr>
<td>14th August 2019</td>
<td>Postgraduate Centre, Llandough</td>
<td>9:25am – 9:30am</td>
<td>9:30am – 10:30am</td>
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<tr>
<td>11th September 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>2:25pm – 2:30pm</td>
<td>2:30pm – 3:30pm</td>
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<tr>
<td>15th October 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:25am – 9:30am</td>
<td>9:30am – 10:30am</td>
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<tr>
<td>14th November 2019</td>
<td>Postgraduate Centre, Llandough</td>
<td>10:55am – 11:00am</td>
<td>11:00am – 12:00pm</td>
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<tr>
<td>9th December 2019</td>
<td>Postgraduate Centre, Llandough</td>
<td>1:55pm – 2:00pm</td>
<td>2:00pm – 3:00pm</td>
</tr>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.
To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on the content of this course please contact Sue Broad, DoLS Co-ordinator on 01446 704849 or sbroad@valeofglamorgancouncil.gov.uk
For Further on the administration of this course please contact Julie Scott in the Learning, Education and Development Department on 029 2184 7833 or UHW 47833 or Julie.scott@wales.nhs.uk
Occupational Knowledge and Skills
Diabetes Workshop - Qualified Nurses

Course Description:
This diabetes study day looks at the various aspects of Diabetes care and is run by the Diabetes nurse specialists. It is an interactive study day with focus on problem solving.

Intended Audience:
This course is for all qualified nurses working across all adult specialities within the Health Board, including Mental Health.

Course Objectives:
By the end of this course the candidate will:
- Be able to explore what diabetes is and the different type of diabetes mellitus
- Examine the use of various pharmacological therapies used to manage diabetes mellitus
- Explore issues surrounding insulin safety
- Discuss acute and chronic complications and how these can be managed/prevented
- Examine local and national guidelines/protocols
- Provokes thought and discussion regarding problem solving in diabetes care management
- Examine the multiple insulin pen devices via practical workshop
- Stimulate reflective thinking and further learning

Offering:
This course is a 1 day classroom based course. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email.

Known Dates:

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<th>Date</th>
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<th>Course</th>
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<tr>
<td>12th July 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:15am – 8:30am</td>
<td>8:30am – 4:30pm</td>
</tr>
<tr>
<td>12th September 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:15am – 8:30am</td>
<td>8:30am – 4:30pm</td>
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<tr>
<td>5th November 2019</td>
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<td>8:15am – 8:30am</td>
<td>8:30am – 4:30pm</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on the content of this course please contact Sue Flanigan, Diabetes Nurse on 029 2074 8969 or UHW 48969 or Susan.flanigan@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with Sue Flanigan for information.

For administration queries with this course please contact Nicola Sexton in the Learning, Education and Development department on 029 2071 6924 or Llandough 26924 or Nicola.sexton@wales.nhs.uk
Occupational Knowledge and Skills
Diabetes Workshop for HCSW Staff

Course Description:
This course is aimed to inform Unqualified staff of the issues and matters surrounding Diabetes, and caring for patients who have the condition.

Intended Audience:
This course is aimed at ALL unqualified staff (HCSW) working in clinical environments within the Cardiff and Vale UHB.

Course Objectives:
By the end of this course the candidate will:
- Have an improved knowledge of caring for individuals with diabetes.
- Know what diabetes is.
- Understand Nutrition treatments.
- Understand acute and chronic complications.
- Understand monitoring.
- Understand the impact of diagnosis.
- Be aware of research & new developments.
- Learn from guest speakers from dietetics & podiatry.

Offering:
This course is a 1 day classroom based course. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email.

Known Dates:

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<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
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<tbody>
<tr>
<td>13th August 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:15am – 8:30am</td>
<td>8:30am – 4:30pm</td>
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<tr>
<td>22nd October 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:15am – 8:30am</td>
<td>8:30am – 4:30pm</td>
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<tr>
<td>11th December 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:15am – 8:30am</td>
<td>8:30am – 4:30pm</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further information on the content of this course please contact Sue Flanigan, Diabetes Nurse on 029 2074 8969 or UHW 48969 or Susan.flanigan@wales.nhs.uk.

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with Sue Flanigan for information.

For administration queries with this course please contact Nicola Sexton in the Learning, Education and Development department on 029 2071 6924 or Llandough 26924 or Nicola.sexton@wales.nhs.uk.
Occupational Knowledge and Skills
Digital Rectal Examination

Course Description:
This workshop will provide the opportunity for registered nurses to acquire up to date knowledge and practice in the skill of digital rectal examination.

Intended Audience:
All qualified nursing staff working within clinical areas as nominated by their line manager who will be required to undertake digital rectal examinations

Course Objectives:
By the end of this course the candidate will:
- Anatomy /Physiology of the gastrointestinal tract including large bowel, rectum and Anus.
- Matters around consent and professional accountability.
- The classification of constipation.
- Diseases of the bowel.
- Use of medication.
- Practical Examination is undertaken on an anatomical model.

Offering:
This course is a 1 day classroom based course. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email.

Known Dates:
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<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
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<tr>
<td>18th June 2019</td>
<td>MDT Seminar Room, Post Grad Centre, Llandough</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
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<tr>
<td>20th August 2019</td>
<td>MDT Seminar Room, Post Grad Centre, Llandough</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
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<tr>
<td>17th September 2019</td>
<td>MDT Seminar Room, Post Grad Centre, Llandough</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on the content of this course please contact Karen Davis, Specialist Nurse Continence Services on Lansdowne 02920 932633 or karen.davis@wales.nhs.uk

This course is applicable if you deal with the public. There may be a charge to individuals working outside the UHB. Please get in touch with Karen Davis for information.

For administration queries with this course please contact Nicola Sexton in the Learning, Education and Development department on 029 2071 6924 or UHL 26924 or Nicola.sexton@wales.nhs.uk
Occupational Knowledge and Skills
NHS Continuing Healthcare Training and Safe & Timely Discharge Planning

Course Description:
This 1 day workshop is a joint session of Continuing Healthcare training and Safe and timely discharge planning. It’s about getting discharge and assessment of need right first time. It will give an overview of the elements to consider when working with discharge planning from hospital to community setting and how to apply and work within the CHC Framework.

Intended Audience:
The workshop is aimed at healthcare professionals working in the UHB

Course Objectives:
By the end of this course the candidate will:

- Have an understanding of the NHS Continuing Healthcare process and National Framework
- Have an understanding of the importance of safe and timely discharge planning
- Differentiate between levels of care i)Residential ii)Funded Nursing Care iii)NHS Continuing Healthcare
- Identify triggers for Continuing Healthcare
- Knowledge of the Decision Support Tool and its completion
- Understanding of the 4 key indicators
- Understand the importance of detailed record keeping

Offering:
This course is a 1 day classroom based course. Individuals will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email

Known Dates:

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<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
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<tbody>
<tr>
<td>12th July 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
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<tr>
<td>20th August 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
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<tr>
<td>24th September 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
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<td>23rd October 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
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<tr>
<td>14th November 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
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<tr>
<td>9th December 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
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How to Apply:
Due to the implementation of ESR, booking forms are to be completed electronically, using the drop down lists in the form. Please note you must save this form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet on the ESR pages>ESR forms>Training Application Booking form. Guidance Notes are provided with the form

Additional Information:
For further information on the content of this course please contact Karen Phillips on 01446 725642 or Karen.Phillips8@wales.nhs.uk

For administration queries with this course please contact Carrie Bodman in the Learning, Education and Development department on UHW 47835 or Carrie.bodman@wales.nhs.uk
Occupational Knowledge and Skills
Equality & Health Impact Assessment (EHIA)

Course Description:
To look at Equality basics, terminology and legal requirements with an overview of the 8 stages of Equality Health Impact Assessment

Intended Audience:
This course is aimed at Senior Managers who develop policy, strategy, protocols or standards

Course Objectives:
- What is an Equality Impact Assessment
- Develop skills to conduct an Equality Impact Assessment
- Help identify when an equality impact assessment should be carried out
- What the process involves
- Consider actions to promote equality following an assessment
- Consider practical approaches to engaging other people
- Publishing results

Offering:
Classroom based learning

Classes Available:

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<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
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We don’t have dates confirmed as yet.

How to Apply:
To register your interest, please email Keithley Wilkinson on 029 2074 2267 or UHW 42267 or email Keithley.wilkinson@wales.nhs.uk

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Occupational Knowledge and Skills
Equality Awareness Training

Course Description:
This course aims to provide basic principles to the meaning of Equality, Diversity & Human Rights. It will discuss legislation, practice and the case of equality, diversity and human rights.

Intended Audience:
All staff who will be involved in Equality Assessment.

Course Objectives:
- Identify potential challenges and how to work with them
- Ways to deal with discrimination and harassment

Offering:
Classroom based learning

Classes Available:

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We don’t have dates confirmed as yet.

How to Apply:
To register your interest, please email Keithley Wilkinson on 029 2074 2267 or UHW 42267 or email Keithley.wilkinson@wales.nhs.uk

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Occupational Knowledge and Skills
PEG and Gastrostomy Tube Management

Course Description:
This course will provide you with an introduction to the Cardiff and Vale UHB Guidelines on PEG and Gastrostomy care for adults.

Intended Audience:
Qualified nurses and Health care support workers (HCSW) working within Cardiff and Vale UHB who nurse adult patients with a PEG or Gastrostomy tube. Dietetic staff may also benefit from this course along with hospital and community based nursing staff. This course is also available to Nursing home staff based within Cardiff and Vale area.

Course Objectives:
By the end of this course the candidate will:
- To outline the different Gastrostomy tubes available e.g. PEG
- To know the different methods used for Gastrostomy tube insertion
- To understand the nursing care required.
- To recognise complications, methods of prevention and trouble-shooting
- To understand the principles of feed and drug administration.

Offering:
This course is a half day classroom based course. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email.

Known Dates:

<table>
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<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
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<tbody>
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<td>4th September 2019</td>
<td>Clinical Skills, Llandough</td>
<td>8:45am – 9:00am</td>
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<td>26th November 2019</td>
<td>Clinical Skills, Llandough</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 12:30pm</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement. Maximum of 1 HCSW per nursing home may attend.

Additional Information:
For further information on the content of this course please contact Nicola Sexton in the Learning, Education and Development department on 029 2071 6924 or Llandough 26924 or nicola.sexton@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with the Course Administrator for information.

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Occupational Knowledge and Skills
Intravenous Drug Administration - Adult

Course Description:
To provide the candidate with the theoretical knowledge and practical application to the work environment in relation the safe administration of intravenous medication both peripherally and centrally.

Intended Audience:
All qualified staff working within clinical areas dealing with adult clients as nominated by their line manager who have a need to administer medication or fluids through a cannula. The nominated staff member must have successfully complete the Medicines Management study day.

Course Objectives:
By the end of this course the candidate will:

- Have an awareness of the professional issues linked to the safe administration of intravenous medications.
- Have enhanced their mathematical skills in relation to drug calculations.
- Have gained knowledge regarding contraindications and precautions when administering intravenous medications.
- Understand the principles of administering intravenous medications using ANTT
- Be able to apply the theoretical knowledge of best practice learnt to practical scenarios.
- Have increased knowledge of the application of evidence based policies to the care of peripheral cannula and central venous catheters in the clinical setting.
- Work through a competency based framework in the clinical setting to assess level of skill.

Offering:
This course takes place over 1 day and is classroom based. There will be an element of additional study to complete a workbook of evidence. Individuals will receive email confirmation of place reservations approximately 3 weeks prior to the study day. Nominating officers will also receive confirmation by email.

Known Dates:

<table>
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<tr>
<th>Date</th>
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<tr>
<td>16th August 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
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<td>18th October 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
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<tr>
<td>12th December 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further information on the content of this course please contact Julie Scott in the Learning, Education and Development Department on 029 2184 7833 or UHW 47833 or julie.scott@wales.nhs.uk
Occupational Knowledge and Skills
Intravenous Drug Administration - Paediatrics

Course Description:
To provide the candidate with the theoretical knowledge and practical application to the work environment in relation the safe administration of intravenous medication both peripherally and centrally in Neonates and Paediatrics.

Intended Audience:
All qualified staff working within clinical areas dealing with neonatal and paediatric clients as nominated by their line manager who have a need to administer medication or fluids through a cannula. The nominated staff member must have successfully complete the Medicines Management study day.

Course Objectives:
By the end of this course the candidate will:
- Have an awareness of the professional issues linked to the safe administration of intravenous medications.
- Have enhanced their mathematical skills in relation to drug calculations.
- Have gained knowledge regarding contraindications and precautions when administering intravenous medications.
- Understand the principles of administering intravenous medications using ANTT
- Be able to apply the theoretical knowledge of best practice learnt to practical scenarios.
- Have increased knowledge of the application of evidence based policies to the care of peripheral cannula and central venous catheters in the clinical setting.
- Work through a competency based framework in the clinical setting to assess level of skill.

Offering:
This course takes place over 1 day and is classroom based. There will be an element of additional study to complete a workbook of evidence. Individuals will receive email confirmation of place reservations approximately 3 weeks prior to the study day. Nominating officers will also receive confirmation by email.

Known Dates:

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We don't have dates confirmed as yet. These will be confirmed in the near future.

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further information on the content of this course please contact Louise Williams on 029 2074 4590 or UHW 44590 or e-mail Louise.Williams7@wales.nhs.uk

For administration queries with this course please contact Julie Scott in the Learning, Education and Development department on 029 2184 7833 or UHW 47833 or julie.scott@wales.nhs.uk
Occupational Knowledge and Skills
Introducing the Mental Health Act

Course Description:
To provide an introduction to the Mental Health Act 1983 (2007). This programme primarily deals with the compulsory care and treatment of people who suffer from mental disorders. (Not to be confused with the Mental Capacity Act).

Intended Audience:
This programme is suitable for staff who do not require an intensive working knowledge of the Mental Health Act, such as administrative staff, newly qualified clinical staff, unqualified clinical staff and Professions Allied to Medicine (qualified and unqualified), but who come into contact with patients who are subject to the Mental Health Act.

Course Objectives:
To provide an overview of the powers and safeguards provided by the Mental Health Act 1983 in the care and treatment of people with mental disorders.

Offering:
This is a classroom based learning

Known Dates:

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<tr>
<th>Date</th>
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<th>Registration</th>
<th>Course</th>
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<td>25th November 2019</td>
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<td>09:45am – 10:00am</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
If you require further information about this course please contact Sunni Webb, Acting Mental Health Act Manager on 029 2182 4745 or Llandough 24745. Alternatively you may email sunni.webb@wales.nhs.uk

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Occupational Knowledge and Skills
Link Nurse Study Day

Course Description:
These study days are run four times a year for Blood Transfusion Link Nurses where we address educational and developmental needs in qualified practitioners. Attendees are updated on new documentation; incidents etc and will often have guest speakers present so each study day has a different content which can then be shared with co-workers. Our Link Nurses are a key point of contact for communication and dissemination of information in their clinical area.

Intended Audience:
This course is aimed at any member of UHB Staff who has been nominated by their manager and involved in blood transfusion or who is interested in safe transfusion practice (this can be more than one staff member per clinical area).

Course Objectives:
The aim is to promote safer practice through the provision of advanced skills and knowledge.

Offering:
Classroom based learning.

Known Dates:

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<th>Date</th>
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<tbody>
<tr>
<td>9th September 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 16:00pm</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
If you require further information about this course, please contact Samantha McWilliam, Transfusion Practitioner Team, on 029 2074 4594 or UHW 44594 or Samantha.Mcwilliam@wales.nhs.uk
Occupational Knowledge and Skills
Making Every Contact Count (MECC)

Course Description:
Making Every Contact Count – taking opportunities to discuss lifestyle

Intended Audience:
All UHB staff

Course Objectives:
By the end of this course the candidate will:
- Understand the rationale of Making Every Contact Count (MECC)
- Revisit knowledge about lifestyle behaviours
- Identify opportunities for implementing MECC in your role
- Practice the key skills and competencies required for MECC
- Increase knowledge of sources of further help

Offering:
This course is a 2.5 hour classroom based course. Individuals will receive written confirmation of place reservations.

Known Dates:

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We don’t have dates confirmed as yet. These will be confirmed in the near future.

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further information on the content of this course please contact Elin Evans on 029 2033 6202 or elin.evans5@wales.nhs.uk
Occupational Knowledge and Skills
Medicines Management

Course Description:
This course will provide candidates with information around the legislation of medicines and Nursing and Midwifery Council standards that will allow registered nurses and midwives to update their knowledge and administration skills. The course includes a calculations assessment with a required 100% pass and is a pre-requisite for the IV Administration Course. Candidates will receive a medicines management calculations workbook prior to this course.

Intended Audience:
This course is aimed at qualified members of staff responsible for the administration and calculation of drugs and drug dosage.

Course Objectives:
By the end of this course the candidate will:
- Demonstrate and ability to perform calculations assessment
- Understand role, responsibility and accountability in relation to medicines administration
- Understand what needs to take place to ensure a safe process
- Understand legal implications of drug administration - NMC Case studies
- Be aware of available resources, including how to use the BNF
- Awareness raised in regard NMC and NPSA policies/guidelines
- Awareness of increased error potential in relation to oxygen, heparin and insulin
- Understand the drug chart and supplementary forms

Offering:
This course is a 1 day classroom based course. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email.

Known Dates:

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<th>Date</th>
<th>Venue</th>
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<th>Course</th>
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<tr>
<td>15th July 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
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<tr>
<td>17th September 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
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<tr>
<td>22nd November 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further information on the content of this course please contact Julie Scott in the Learning, Education and Development department on 029 2184 7833 or UHW 47833 or julie.scott@wales.nhs.uk

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Occupational Knowledge and Skills
Mental Capacity Act 2005

Course Description:
This course is designed to equip staff with basic knowledge about the Mental Capacity Act 2005.

Intended Audience:
This course is aimed at all Staff working in the UHB who are providing treatment and care to patients 16 years and over

Course Objectives:
At the end of this course the candidate will know about:
- Basic principles
- Assessing Mental Capacity
- Best Interests
- Independent Mental Capacity Advocacy Service
- Advance decisions
- Lasting Power of Attorney
- Court Appointed Deputy
- Mental Capacity Act Code of Practice
- How to access further information and support regarding all aspects of the Mental Capacity Act 2005.

Offering:
This is a 1 ½ hour long classroom based course covering the main provisions of the Mental Capacity Act 2005.

Known Dates:

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<tr>
<td>16th July 2019</td>
<td>Postgraduate Building, Llandough</td>
<td>12:45pm – 1:00pm</td>
<td>1:00pm – 2:30pm</td>
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<tr>
<td>11th September 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>12:45pm – 1:00pm</td>
<td>1:00pm – 2:30pm</td>
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<tr>
<td>14th November 2019</td>
<td>Postgraduate Building, Llandough</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 11.00am</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on the content of this course please contact Julia Barrell Mental Capacity Act Manager on 029 2074 3652 or UHW 43652 or julia.barrell@wales.nhs.uk

For Further on the administration of this course please contact Julie Scott the Learning, Education and Development Department on 029 2184 7833 or UHW 47833 or julie.scott@wales.nhs.uk
Occupational Knowledge and Skills
Fine-bore Naso-Gastric Feeding Tube Insertion (Adult)

Course Description:
To provide a work based programme of learning that supports and ensures staff are clinically competent to undertake the skill of fine-bore naso-gastric (NG) tube insertion in Adults.

Intended Audience:
This course is aimed at any registered nurse who is required to undertake the insertion of fine-bore NG feeding tubes as part of their duties. Nominations will only be accepted from wards where tube insertion is a core skill and the requirement to gain competence in tube insertion within 3 months is achievable. NG tube insertion must have been identified as part of the PADR process, and candidates must have approval of their manager.

Only qualified nursing staff from the following wards can book onto the nasogastric tube workshop. Please do not book any staff from outside these wards onto the workshop. If anyone from outside these wards want to book onto the workshop, please direct them to the Nutrition Nurse team on ext: 46393 or they should contact Sarah Galliford directly to discuss training needs.

UHL: East 4, East 6, SRC, West 1, CF unit

Course Objectives:
By the end of this course the candidate will be able to:
Discuss the legal and professional issues associated with inserting NG tubes
- Understand the risks and hazards associated with insertion of NG tubes
- Know how to consent a patient for NG tube insertion and understand when to undertake a Mental Capacity Assessment and Best Interest’s decision
- Perform insertion of NG tube on a manikin
- Discuss the daily care of a patient with an NG tube and troubleshoot common problems

Offering:
This programme of learning takes place over 3 months and contains theory, practical and study elements. To complete this course a candidate must complete the requirements below. There is a requirement to update and demonstrate competence once every 3 years with the ward-based assessor. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email

Requirements:
Attend a ½ day workshop and carry out 1 assessed NG tube insertion on a manikin
- Complete the accompanying workbook prior to training
- Undertake 3 successful NG tube insertions in 3 months in clinical practice to be confirmed as competent by one of the wards named NG Assessors.
- Complete the NG Tube insertion statement of competence with named assessor
Known Dates:

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<th>Date</th>
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<td>11th September 2019</td>
<td>Clinical Skills, Llandough Hospital</td>
<td>8:30am – 8:45am</td>
<td>8:45am – 12:30pm</td>
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<tr>
<td>30th October 2019</td>
<td>Clinical Skills, Llandough Hospital</td>
<td>8:30am – 8:45am</td>
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<tr>
<td>27th November 2019</td>
<td>Clinical Skills, Llandough Hospital</td>
<td>8:30am – 8:45am</td>
<td>8:45am – 12:30pm</td>
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**How to Apply:**
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

**Additional Information:**
For further information on the content of this course please contact **Nicola Sexton** in the Learning, Education and Development department on 029 2071 6924 or Llandough 26924 or [Nicola.sexton@wales.nhs.uk](mailto:Nicola.sexton@wales.nhs.uk)

For queries on Education please contact the Learning, Education and Development department on [LED@wales.nhs.uk](mailto:LED@wales.nhs.uk)
Occupational Knowledge and Skills
NHS Continuing Healthcare Training and Safe & Timely Discharge Planning

Course Description:
This 1 day workshop is a joint session of Continuing Healthcare training and Safe and timely discharge planning. It’s about getting discharge and assessment of need right first time. It will give an overview of the elements to consider when working with discharge planning from hospital to community setting and how to apply and work within the CHC Framework.

Intended Audience:
The workshop is aimed at healthcare professionals working in the UHB

Course Objectives:
By the end of this course the candidate will:
- Have an understanding of the NHS Continuing Healthcare process and National Framework
- Have an understanding of the importance of safe and timely discharge planning
- Differentiate between levels of care i)Residential ii)Funded Nursing Care iii)NHS Continuing Healthcare
- Identify triggers for Continuing Healthcare
- Knowledge of the Decision Support Tool and its completion
- Understanding of the 4 key indicators
- Understand the importance of detailed record keeping

Offering:
This course is a 1 day classroom based course. Individuals will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email

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<tr>
<td>12th July 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
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<td>20th August 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
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<td>24th September 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
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<tr>
<td>23rd October 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
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<tr>
<td>14th November 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
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<tr>
<td>9th December 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 4:30pm</td>
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How to Apply:
Due to the implementation of ESR, booking forms are to be completed electronically, using the drop down lists in the form. Please note you must save this form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet on the ESR pages>ESR forms>Training Application Booking form. Guidance Notes are provided with the form

Additional Information:
For further information on the content of this course please contact Karen Phillips on 01446 725642 or Karen.Phillips8@wales.nhs.uk
For administration queries with this course please contact Carrie Bodman in the Learning, Education and Development department on UHW 47835 or Carrie.bodman@wales.nhs.uk
Eating and drinking is an integral part of patient care. Good nutrition and hydration care supports clinical treatment, recovery, rehabilitation and patient satisfaction.

There are an increasing number of frail and elderly patients being admitted to our care, with an increased risk of these patients becoming malnourished, or experiencing deterioration in their nutritional status whilst in our care.

This poses a challenge to ward staff when delivering good quality care.

The study day is an accredited course, delivered by a dietitian, designed to enable health and social care workers to improve their own nutrition and hydration practices and care.

It considers the practical application of nutrition skills in the work setting and how food and nutrition care for individuals can be improved and enhanced.

**The course is available for all health and social care support workers working across all adult specialities within the Health Board.**

You will learn how to improve the food and nutrition care for your client group, which will include considerations for the eating environment, catering provision, assistance to eat and drink, and the proper use of specialist supplement drinks.

You will also learn how to identify factors that affect nutritional intakes and understand how a care plan is developed to improve the care delivered.

**This course is a 1 day classroom based course, and requires the implementation of a small project which focuses upon improving nutrition and hydration to patients in your work place.**

Upon completion and assessment, you will receive an Agored Cymru level 2 certificate.

**Known Dates:**

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<td>25th September 2019</td>
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<tr>
<td>26th November 2019</td>
<td>Postgraduate Building, Llandough</td>
<td>8:30am – 8:45am</td>
<td>8:45am – 5:00pm</td>
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For further course content information please contact Maggie Price (Dietitian) on 029205281 or UHL ext 25281 maggie.price@wales.nhs.uk
Course Description:
This study day will enhance and top up your current knowledge in assisting the Qualified nurse to manage patients with post operative pain.

Intended Audience:
This course is aimed at any member of the HCSW team (Medical, Surgical etc) working in a setting where there are post operative patients

Course Objectives:
By the end of this course the candidate will:
- Discover the key elements of pain assessment,
- Train in monitoring patients with PCA (Patient Controlled Analgesia)
- Understand Epidural Analgesia
- Know key updates on assisting the qualified nurse to effectively manage pain in postoperative patients.

Offering:
This course is a 1 day classroom based course. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email

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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on this course please contact Julie Scott in the Learning, Education and Development department on 029 2184 7833 or UHW 47833 or Julie.scott@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with the Course Administrator for information.

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Occupational Knowledge and Skills
Pain Management – Acute Post Operative, Qualified

Course Description:
This study day will enhance and top up your current knowledge in managing patients with post operative pain.

Intended Audience:
This course is aimed at any member of qualified nursing staff working in setting where there are post operative patients

Course Objectives:
By the end of this course the candidate will:
- Understand Pain Physiology,
- Understand Pain Assessment,
- Understand the role of pharmacology in pain,
- Dynamics of PCA (Patient Controlled Analgesia),
- Using Epidural Analgesia,
- Using Intrathecal Opioids.

Offering:
This course is a 1 day classroom based course. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email

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<td>8th October 2019</td>
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How to Apply:
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Additional Information:
For further information on this course please contact Julie Scott in the Learning, Education and Development department on 029 2184 7833 or UHW 47833 or Julie.Scott@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with the Course Administrator for information.

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Occupational Knowledge and Skills
Pain Management in Medical Patients, Qualified

Course Description:
This study day will enhance and top up your current knowledge in managing patients with acute and chronic pain.

Intended Audience:
This course is aimed at qualified nurses working in settings where there are patients who require pain relief as part of treatment.

Course Objectives:
By the end of this course the candidate will:
- Understand the key elements of Physiology
- Key elements of Pain Assessment
- Pharmacology in pain management
- Use of PCA (Patient Controlled Analgesia)
- Dynamics of Epidural Analgesia
- Dynamics of Intrathecal Opioids

Offering:
This course is a 1 day classroom based course. Individuals will receive email confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email.

Known Dates:

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<td>18th June 2019</td>
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<td>9:00am – 4:30pm</td>
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<tr>
<td>19th November 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
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How to Apply:
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Additional Information:
For further information on this course please contact Julie Scott in the Learning, Education and Development department on 029 2184 7833 or UHW 47833 or Julie.Scott@wales.nhs.uk

This course is applicable if you deal with the public. There may be a charge to individuals working outside the UHB. Please get in touch with the Course Administrator for information.

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Occupational Knowledge and Skills
Pain Management Paediatric Acute Postoperative (Qualified)

Course Description:
This study day will enhance and top up your current knowledge in safely and effectively managing the child in pain.

Intended Audience:
This course is aimed at any member of the qualified paediatric nursing staff working in settings where there are patients who require pain relief as part of treatment.

Course Objectives:
By the end of this course the candidate will:
- Understand the key elements of Physiology
- Understand pain in Children
- Key elements of Pain Assessment,
- Pharmacology in pain management,
- Dynamics of Epidural Analgesia
- Dynamics of Intrathecal Opioids

Offering:
This course is a 1 day classroom based course. Individuals will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will also receive confirmation by email.

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<td>5th November 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
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How to Apply:
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Additional Information:
For further information on this course please contact Julie Scott in the Learning, Education and Development department on 029 2184 7833 or UHW 47833 or Julie.Scott@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with the Course Administrator for information.

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Occupational Knowledge and Skills
Palliative Care - Symptom Management in Palliative Care and End of Life Care - Registered Nurse (Clinical)

Course Description:
This one day workshop is designed to help qualified nurses gain an understanding of the main symptoms palliative care patients often face and how to support them.

Intended Audience:
Registered Nurses who care for patients who require end of life / palliative care

Course Objectives:
- To discuss the main symptoms palliative care patients face. For example: pain, breathlessness, nausea and vomiting
- To explore how and why these symptoms may develop
- To explore the various means of managing these symptoms through a range of pharmaceutical and non pharmaceutical methods
- To provoke thought and promote discussion related to symptom problems in palliative care
- To enable participants to explore issues around symptom problems and the impact upon the patient, family and the other professionals caring for them
- To encourage further study

Offering:
This course is a one day classroom based workshop.

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<td>12th November 2019</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further course information please contact the Palliative Care Team on 029 2074 3377

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Occupational Knowledge and Skills
Palliative Care – Complex Communication Skills including dealing with Grief and Loss- Registered Nurse (Clinical)

Course Description:
This one day workshop is designed to help registered nurses gain an understanding of how to communicate within complex situations including dealing with grief and loss.

Intended Audience:
Registered Nurses working in the acute setting

Course Objectives:
To explore complex communication techniques
- To explore what is loss and the different types of loss
- To discuss the grieving process and its impact upon patients and their relatives
- To explore what happens after death – practical help and advice for nurses working in a multi faith culture
- To learn from other participants through the sharing of clinical experiences
- To reflect on how to care for self when dealing with complex situations

Offering:
This course is a one day classroom based workshop.

Known Dates:

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<td>24th September 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further course information please contact the Palliative Care Team on 029 2074 3377

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Occupational Knowledge and Skills
Palliative Care - End of Life/ Palliative Care Workshop for Health Care Support Workers

Course Description:
This one day workshop is designed to help Health Care Support Workers explore the palliative approach to care and end of life care within the hospital setting.

Intended Audience:
Health Care Support Workers working in the hospital setting

Course Objectives:
- To discuss the concept of the palliative approach to care
- To understand the principles of the All Wales Care Decisions Guidance
- To explore the priorities of care for patients and their families at the end of life
- To recognise the role of the HCSW within the palliative approach and in end of life care
- To explore the provision of end of life care within the hospital environment
- To explore and reflect on current practice and own experience within a safe environment

Offering:
This course is a one day classroom based workshop. Nominating officers will receive confirmation by email approximately 2 weeks prior to the study day

Known Dates:

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<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>7th October 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
</tr>
</tbody>
</table>

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further course information please contact the Palliative Care Team on 029 2074 3377

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Occupational Knowledge and Skills
Palliative Care - Complex Discharge Planning for Palliative Care Patients at End of Life

Course Description:
This one day workshop is designed to help qualified nurses and AHCP explore the complexities in discharging palliative care patients from hospital.

Intended Audience:
Qualified nurses and AHCP working in the acute setting.

Course Objectives:
- To explore the process of discharging palliative care patients from hospital including the Fast Track process
- To discuss the complexities surrounding the discharge of palliative care patients
- To recognise the challenges in caring for patients in their own home when approaching end of life
- To learn from other participants through the sharing of clinical experiences
- To explore and reflect on current practice and own experience within a safe environment.

Offering:
This course is a 1 day classroom based workshop.

Known Dates:
<table>
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<tr>
<th>Date</th>
<th>Venue</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>11th December 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:00am – 4:30pm</td>
</tr>
</tbody>
</table>

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further course information please contact the Palliative Care Team on 029 2074 3377

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Occupational Knowledge and Skills
Parenteral Nutrition

Course Description:
This course is aimed at raising an awareness of the issues surrounding Parenteral Nutrition and central venous line care

Intended Audience:
This course is aimed at any member of qualified adult or paediatric nursing staff working in settings where there are patients who require Parenteral feeding

Course Objectives:
By the end of this course the candidate will:
- Understand the indications for Parenteral nutrition
- The NST: Estimating and calculating requirements for nutrition
- Understand the long term complications of Parenteral nutrition
- Biochemical monitoring
- Understand the composition and compounding of Parenteral nutrition
- Infections risks associated with Parenteral nutrition
- Fluid balance and documentation awareness
- Parenteral nutrition procedures for paed’s and adults
- Patient Perspectives regarding Parenteral Nutrition

Offering:
This course is a 1 day classroom based course. Individuals will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email

Classes Available:
If you are interested in attending the Parenteral Nutrition study day, please email Nicola Sexton with your interest and when dates have been confirmed, Nicola will email you and let you know or alternatively ring Nicola on 029 2071 6924 or x26924

Additional Information:
To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

For further information on the content of this course please contact Amelia Jukes, Manager, Nutrition and Dietetics on 029 2074 4294 or UHW 44294 or Amelia.Jukes@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with Winnie Magambo for information.
Occupational Knowledge and Skills
Pressure Ulcer Management

Course Description:
This course will provide you with an introduction to Pressure Ulcer Management in patients who present with or are at risk of developing pressure ulcers.

Intended Audience:
This course is aimed at all qualified and HCSW nursing staff within clinical areas as nominated by their line manager.

Course Objectives:
By the end of this course the candidate will:

- Learn about basic wound healing, assessment and treatment
- To understand the aetiology, assessment, prevention, treatment and management of pressure ulcers.
- Describe the pressure ulcer grading system in use in the Trust.
- Explain the stages of pressure ulcer development.
- Identify the importance of pressure ulcer risk assessment.
- Understand the importance of accurate documentation.

Offering:
This course is a half day classroom based course. Individuals will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email.

Known Dates:

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<tr>
<th>Date</th>
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<th>Registration</th>
<th>Course</th>
</tr>
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<tbody>
<tr>
<td>27th June 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>13:15pm - 13:30pm</td>
<td>13:30pm – 16:30pm</td>
</tr>
<tr>
<td>11th July 2019</td>
<td>Council Room, Main Hospital, UHW</td>
<td>13:15pm - 13:30pm</td>
<td>13:30pm – 16:30pm</td>
</tr>
<tr>
<td>5th September 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>13:15pm - 13:30pm</td>
<td>13:30pm – 16:30pm</td>
</tr>
<tr>
<td>24th October 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>13:15pm - 13:30pm</td>
<td>13:30pm – 16:30pm</td>
</tr>
<tr>
<td>21st November 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>13:15pm - 13:30pm</td>
<td>13:30pm – 16:30pm</td>
</tr>
</tbody>
</table>

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further information on the content of this course please contact Christina Harris 029 2074 6506 or UHW 46506 christina.harris@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with Christina Harris for information.

For queries on administration of this course please contact Julie Scott in the Learning, Education and Development department on 029 2184 7833 or UHW 47833 or julie.scott@wales.nhs.uk

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Occupational Knowledge and Skills
Social Nail Care/Cutting

Course Description:
Enable inpatients to retain their ‘pride and well being’ by providing social nail cutting on the ward.

Please note as part of the course there is a requirement to cut and care for a colleagues toe nails. Please ensure that candidates are aware of this.

Intended Audience:
This course is intended for healthcare support workers working in the clinical environment within acute or long term care.

Course Objectives:
By the end of this course the candidate will:
- Understand the basic anatomy and physiology of the foot
- Understand relevant Health & Safety procedures and legislation relating to the care of a patient’s feet
- Understand medical conditions and pathology relating to foot care
- Understand the importance of communication skills.
- Understand the needs of patients
- Perform patient foot care

Offering:
This course is a 1 day classroom based course. Individuals will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email. There is a workbook requirement for this course.

Known Dates:

<table>
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<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>11th July 2019</td>
<td>Seminar Room 1, Clinical Skills Facility, Llandough</td>
<td>8:45 – 9:00am</td>
<td>9:00am – 4:30pm</td>
</tr>
<tr>
<td>10th October 2019</td>
<td>Seminar Room 1, Clinical Skills Facility, Llandough</td>
<td>8:45 – 9:00am</td>
<td>9:00am – 4:30pm</td>
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</tbody>
</table>

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on the content of this course please contact Maureen Hillier, Professional Lead for Podiatry on 07989604701 or maureen.hillier@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with Maureen Hillier for information.

For queries on administration of this course please contact Nicola Sexton in the Learning, Education and Development department on 029 2071 6924 or Llandough 26924 or Nicola.sexton@wales.nhs.uk
Occupational Knowledge and Skills
Urinary Catheterisation

Course Description:
This workshop will provide the opportunity for all qualified nurses to acquire up to date knowledge and practice in the skill of urinary catheterisation

Intended Audience:
All qualified nursing staff working within clinical areas as nominated by their line manager. Other staff undertaking catheterisation for procedures such as radiology staff undertaking urodynamics may benefit from this course.

Course Objectives:
By the end of this course the candidate will:
- Outline the anatomy of male/female urinary systems as appropriate to the skill of catheterisation.
- Discuss legal/accountability issues with regards to catheterisation.
- Discuss professional issues with regards to catheterisation.
- Demonstrate the ability to undertaken female/male/suprapubic catheterisation.
- Identify the processes for use of indwelling catheters
- Understand the choices of drainage systems
- Catheter maintenance solutions and trouble shooting.

Offering:
This course is a 1 day classroom based course. Individuals will receive written confirmation of place reservations approximately 3 weeks prior to the study day. Nominating officers will receive confirmation by email.

Known Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
</tr>
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<tbody>
<tr>
<td>2nd July 2019</td>
<td>Postgraduate Centre, Llandough Hospital</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
</tr>
<tr>
<td>6th August 2019</td>
<td>Postgraduate Centre, Llandough Hospital</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
</tr>
<tr>
<td>3rd September 2019</td>
<td>Postgraduate Centre, Llandough Hospital</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
</tr>
<tr>
<td>1st October 2019</td>
<td>Postgraduate Centre, Llandough Hospital</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
</tr>
<tr>
<td>5th November 2019</td>
<td>Postgraduate Centre, Llandough Hospital</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
</tr>
<tr>
<td>3rd December 2019</td>
<td>Postgraduate Centre, Llandough Hospital</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 5:00pm</td>
</tr>
</tbody>
</table>

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further information on the content of this course please contact Karen Davis, Specialist Nurse for Continence Service on 02920 932633 or karen.davis@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with Karen Davis for information.
For queries on administration of this course please contact Nicola Sexton in the Learning, Education and Development department on 029 2071 6924 or UHL 26924 or Nicola.sexton@wales.nhs.uk
Occupational Knowledge and Skills
Vaccination and Immunisation

Course Description:
To provide a work based programme of learning that supports and ensures staff are clinically competent to undertake the skill of vaccination and Immunisation. To prepare or update participants in professional, legal and clinical aspects related to vaccination and immunisation.

Intended Audience:
All nursing staff working within Clinical Areas as nominated by their Line Manager, who are vaccinating and immunising or dealing with individuals/families who require information on the subject

Course Objectives:
By the end of this course the candidate will:
- Be able to discuss the legal and professional issues associated with vaccination and Immunisation
- Understand the risks and hazards associated with vaccination and Immunisation
- Know how to identify and consent a patient for vaccination and Immunisation procedures
- Prepare the vaccination and Immunisation procedure
- Perform vaccination and Immunisation
- Understand different vaccinations and Immunisations methods
- Prevalence and Aetiology
- Pharmacological issues
- Legal Implications
- Anaphylactic reactions

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

Additional Information:
For further information on the content of this course please contact Nuala Mahon, Immunisations Co-ordinator, on Vale Locality Office 029 2035 0625 or nuala.mahon@wales.nhs.uk

For administration queries with this course please contact Julie Scott in the Learning, Education and Development department on 029 2184 7833 or UHW 4783 or julie.scott@wales.nhs.uk
Occupational Knowledge and Skills
Venepuncture Assessment

Course Description:
To provide a work based programme of learning that supports and ensures staff are clinically competent to undertake the skill of peripheral venepuncture

Intended Audience:
This course is aimed at any qualified/HCSW staff working at bands 3-9 who are required to undertake peripheral venepuncture as part of their duties. It is a nursing led course but is suitable for all departments required to undertake this skill. Band 2 HCSW’s may be considered with line manager approval

Course Objectives:
By the end of this course the candidate will:
• Be able to discuss the legal and professional issues associated with performing peripheral venepuncture
• Understand the risks and hazards associated with peripheral venepuncture
• Know how to identify and consent a patient for peripheral venepuncture procedures
• Prepare the venepuncture procedure
• Perform venous venepuncture

Offering:
This course takes place over 3 months and contains theory, practical and study elements. To complete this course a candidate must complete the requirements stated below. There is a requirement to prove competency once every 3 years with a Mandatory update available on the LED Intranet page. A half day session is provided once a month on prosthetic training which is optional and students can attend if they wish.

Requirements:
• Attend a ½ day study day and carry out 2 supervised successful venepunctures undertaken on a prosthetic preparatory arm
• Complete the workbook and associated reflections in no more than 2000 words
• Carry out 10 successful venepunctures undertaken in clinical practice with a named assessor supervising the whole procedure following the competency form
• Complete the venepunctures log book with a minimum of 10 successful venepunctures

We offer tutor led guidance in a classroom to help with the completion of the booklets if you feel you need it.

Dates:

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<tr>
<th>Date</th>
<th>Venue</th>
<th>Course (am)</th>
<th>Course (pm)</th>
</tr>
</thead>
<tbody>
<tr>
<td>21st June 2019</td>
<td>Clinical Skills Room, Llandough Hospital</td>
<td>9.00am-12.30pm</td>
<td>13:00pm – 16:30pm</td>
</tr>
<tr>
<td>26th July 2019</td>
<td>Clinical Skills Room, Llandough Hospital</td>
<td>9.00am-12.30pm</td>
<td>13:00pm – 16:30pm</td>
</tr>
<tr>
<td>23rd August 2019</td>
<td>Clinical Skills Room, Llandough Hospital</td>
<td>9.00am-12.30pm</td>
<td>13:00pm – 16:30pm</td>
</tr>
<tr>
<td>27th September 2019</td>
<td>Clinical Skills Room, Llandough Hospital</td>
<td>9.00am-12.30pm</td>
<td>13:00pm – 16:30pm</td>
</tr>
<tr>
<td>25th October 2019</td>
<td>Clinical Skills Room, Llandough Hospital</td>
<td>9.00am-12.30pm</td>
<td>13:00pm – 16:30pm</td>
</tr>
<tr>
<td>29th November 2019</td>
<td>Clinical Skills Room, Llandough Hospital</td>
<td>9.00am-12.30pm</td>
<td>13:00pm – 16:30pm</td>
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</tbody>
</table>

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. Please complete the Venepuncture booking form which can be
located at the back of the training prospectus.

**Additional Information:**
For further information on the content of this course please contact Robert Ledsam in the Learning, Education and Development Department on 029 2071 6932 or Llandough 26932 or Robert.Ledsam@wales.nhs.uk

For administration queries with this course please contact Nicola Sexton in the Learning, Education and Development department on 029 2071 6924 or Llandough 26924 or Nicola.sexton@wales.nhs.uk
Occupational Knowledge and Skills
Wound Healing Assessment and Treatment

Course Description:
This course will provide you with an introduction to Wound Healing, Assessment and Treatment.

Intended Audience:
All qualified nursing staff within clinical areas as nominated by their line manager. This course may be suitable for some HCSW's following conversation between managers and the course tutor.

Course Objectives:
By the end of this course the candidate will:
- To understand the normal healing process enabling the practitioner to assess and treat wounds.
- Be able to describe the structure and key features of the skin and subcutaneous tissues.
- Explain the stages of healing: Inflammation, proliferation and maturation.
- Identify intrinsic and extrinsic factors that may delay healing.
- Identify factors that need to be considered when assessing an individual.
- Understand the rationale for accurate wound assessment and use of the wound assessment chart.

Offering:
This half day course is classroom based. Individuals will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email.

Known Dates:

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<tr>
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<tr>
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Additional Information:
For further information on the content of this course please contact Christina Harris 029 2074 6506 or UHW 46506 christina.harris@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with Christina Harris for information.

For queries on administration of this course please contact Julie Scott in the Learning, Education and Development department on 029 2084 7833 or UHW 47833 or julie.scott@wales.nhs.uk
Resuscitation Service
Adult Basic Life Support Cascade Trainer

Course Description:
This course aims to equip staff in the skills to present adult basic life support training to colleagues within their departments and surrounding area’s of the UHB.

Intended Audience:
All relevant UHB staff. Staff need to be supported by their manager. An annual re-visit to this course is required to maintain efficiency.

Course Objectives:
- To provide Adult Basic Life Support Training to Cardiff and Vale uLHB staff in accordance with Resuscitation Council (UK) guidelines and the Organisation’s Resuscitation Committee advice.
- To maintain standards of Cascade Training as set by the Resuscitation Service.
- To update colleagues in Adult Basic Life Support Training annually.
- To maintain a comprehensive record of training undertaken.
- To provide the Resuscitation Service with copies of training records following your training session.
- Ensure adequate maintenance of training equipment provided.
- To assist the Resuscitation Service in promoting developments in resuscitation training.
- Attend cascade training update sessions as required.

Offering:
This is a half day classroom based programme of learning.

Known Dates:
The Dates for this course are published by the resuscitation service and are notified via the Cardiff and Vale University Health Board Intranet Service. To Access this service please go to CAVweb>service and specialities>Resuscitation services>Training>BLS cascade trainers course
Or call 029 2074 8297.

How to Apply:
Booking for this course is co-ordinated by the Resuscitation Service. Please contact them for more details or to book a place on this course.

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW on 029 2074 8297 or 48297 or resuscitationservice.cardiff@wales.nhs.uk.

For Further Information Education please contact the Learning, Education and Development Department on LED@wales.nhs.uk.
Resuscitation Service
Automated External Defibrillator (AED) Cascade Trainer

Course Description:
This course aims to equip staff in the skills to present AED (Automated External Defibrillation) training to colleagues within their departments and surrounding areas of the UHB

Intended Audience:
All relevant UHB staff. Staff need to be supported by their manager. An annual re-visit to this course is required to maintain efficiency.

Course Objectives:
- To provide AED Training to Cardiff and Vale uLHB staff in accordance with Resuscitation Council (UK) guidelines and the Organisation’s Resuscitation Committee advice
- To maintain standards of Cascade Training as set by the Resuscitation Service
- To update colleagues in AED annually
- To maintain a comprehensive record of training undertaken
- Provide the Resuscitation Service with copies of training records following your training session
- Ensure adequate maintenance of training equipment provided
- To assist the Resuscitation Service in promoting developments in resuscitation training
- Attend cascade training update sessions as required

Offering:
This is a half day classroom based programme of learning. There is also an update version of this course for existing cascade trainers.

Known Dates:
The Dates for this course are published by the resuscitation service and are notified via the Cardiff and Vale University Health Board Intranet Service. To Access this service please go to

CAVweb>service and specialties>Resuscitation services>Training>AED cascade trainers course
Or call 029 2074 8297

How to Apply:
Booking for this course is co-ordinated by the Resuscitation Service. Please contact them for more details or to book a place on this course.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW on 029 2074 8297 or 48297 or resuscitationservice.cardiff@wales.nhs.uk

For Further Information Education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Resuscitation Service
Automated External Defibrillator (AED)

Course Description:
This course aims to equip staff in the skills required to use AED (Automated External Defibrillation)

Intended Audience:
Doctors, registered nurses and clinicians who work in clinical areas that utilise Automated External Defibrillators. You will require approval from your manager to attend this course.

Course Objectives:
By the end of this course candidates will:
- Understand the role of the AED in Cardiac Arrest
- Know the contra indication to the use of AED
- Know how to assemble and AED
- Understand how to prep a patient for AED
- The arrhythmia's that AED will apply to
- The protocols for Using an AED
- How to use an AED Safely

There is a requirement to be fully aware of up to date BLS Protocols and have recently taken BLS training prior to undertaking this course

Offering:
This is a one hour classroom based programme of learning. Courses can be arranged at either Llandough or UHW.

Known Dates:
The Dates for this course are published by the resuscitation service and are notified via the Cardiff and Vale University Health Board Intranet Service. To Access this service please go to

CAVweb>service and specialities>Resuscitation services>Training>AED course
Or call 029 2074 8297

How to Apply:
Booking for this course is co-ordinated by the Resuscitation Service. Please contact them for more details or to book a place on this course.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW on 029 2074 8297 or 48297 or resuscitationservice.cardiff@wales.nhs.uk

For Further Information Education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Resuscitation Service
ALERT

Course Description:
The ALERT (Acute Life-Threatening Events - Recognition and Treatment) course has been developed by
the University of Portsmouth to improve the management of sick patients on the ward. It embraces two
important concepts - clinical governance and multi-professional education. The course uses a structured
and prioritised system of patient assessment and management and emphasises the importance of
structured communication and good teamwork. A comprehensive course manual is sent to candidates
before the course. The course comprises lectures and scenario practice sessions.

Intended Audience:
All relevant Trust staff, supported by their Manager

Course Objectives:
By the end of this course candidates will:
• Have an improved knowledge of the acute care of patients.
• Gain improved inter-professional working patterns and communication.
• Actively be able to help reduce the number of cardiac arrests, potentially avoidable deaths, and
  unanticipated ITU admissions.
• Reduce risk to patients, staff and hospital trusts.
• Promote an understanding of some ethical issues surrounding acute care.

Offering:
This is a one day classroom based programme of learning. There is a charge for attending this course as
it is provided by an external trainer. Failure to attend will still cause the charge to apply.

Known Dates:
The Dates for this course are published by the resuscitation service and are notified via the
Cardiff and Vale University Health Board Intranet Service. To Access this service please go to

CAVweb>service and specialities>Resuscitation services>Training>Alert Course
Or call 029 2074 8297

How to Apply:
Booking for this course is co-ordinated by the Resuscitation Service. Please
contact them for more details or to book a place on this course.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW
on 029 2074 8297 or 48297 or resuscitationservice.cardiff@wales.nhs.uk

For Further Information Education please contact the Learning, Education and Development
Department on LED@wales.nhs.uk
Resuscitation Service
Adult Basic Life Support

Course Description:
This course teaches candidates the basics of recognition and treatment of Adults in an unconscious state and in Cardiac Arrest

Intended Audience:
All relevant Trust staff who are unable to access training via the cascade training

Course Objectives:
By the end of this course candidates will:
- Understand DRABC
- Understand safety
- Recognise unconsciousness and levels of it
- Recognise normal breathing/Agonal breathing
- Carry out CPR using current protocols
- Know how to summon help
- Know how to help a choking victim

Offering:
This is a one hour classroom based programme of learning.

Known Dates:
The Dates for this course are published by the Resuscitation service and are notified via the Cardiff and Vale University Health Board Intranet Service. To Access this service please go to

CAVweb>service and specialities>Resuscitation services>Training>Adult and Paediatric BLS
Or call 029 2074 8297

How to Apply:
Booking for this course is co-ordinated by the Resuscitation Service. Please contact them for more details or to book a place on this course.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW on 029 2074 8297 or 48297 or resuscitationservice.cardiff@wales.nhs.uk

For Further Information Education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Resuscitation Service
Advanced Life Support

Course Description:
This is a 2 day course which aims to teach the theory and practical skills to effectively manage cardio-respiratory arrest, peri-arrest situations and special circumstances, and to prepare senior members of a multidisciplinary team to treat the patient until transfer to a critical care area is possible.

Intended Audience:
The 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 the cardiac arrest / medical emergency team and paramedics. All applicants should hold a current clinical appointment and professional healthcare qualification.

Course Objectives:
Advanced life support courses are seen as the gold standard in the UK and elsewhere in terms of training clinicians in the safe, effective and efficient management of cardiac arrest situations. This course is assessed continuously and at the end of each day there are both written and practical exams. Successful candidates will be issued with an Advanced Life Support Provider certificate, which is valid for four years.

Offering:
This is an intensive 2 day long classroom based course comprising both theory and practical elements.

Known Dates:
The Dates for this course are published by the resuscitation service and are notified via the Cardiff and Vale University Health Board Intranet Service. To Access this service please go to

CAVweb>service and specialities>Resuscitation services>Training>Advanced life support course
Or call 029 2074 8297

How to Apply:
Booking for this course is co-ordinated by the Resuscitation Service. Please contact them for more details or to book a place on this course.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW on 029 2074 8297 or 48297 or resuscitationservice.cardiff@wales.nhs.uk

For Further Information Education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Course Description:
This is a 2 day face to face course (with pre-course on-line learning modules) teaching the emergency care of children, both seriously ill and injured. The course comprises of virtual learning environment (VLE) and skill stations, workshops, scenarios and formal testing.

Intended Audience:
The 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 or paediatric areas (e.g. A&E, CCU, ICU, and HDU), operating theatres, medical admissions units or the cardiac arrest / medical emergency team and paramedics. All applicants should hold a current clinical appointment and professional healthcare qualification.

Course Objectives:
Advanced Paediatric Life Support courses are seen as the gold standard in the UK in terms of training clinicians to deliver effective emergency care for children. The emphasis is on the first hour of care in an emergency, as it is during this time that the subsequent course of the child is set. There are two components to the APLS course, firstly completion of an on-line VLE followed by an intense two-day course that is assessed at the end of the second day by both written and practical exams. Candidates cannot progress to the face to face component without having successfully completed the VLE. The successful candidates will be registered with the Advanced Life Support Group in Manchester as providers for a four-year period.

Offering:
This is an intensive 2 day long classroom based course comprising both theory and practical elements.

Known Dates:
The Dates for this course are published by the resuscitation service and are notified via the Cardiff and Vale University Health Board Intranet Service. To Access this service please go to CAVweb>service and specialities>Resuscitation services>Training>Advanced paediatric life support course
Or call 029 2074 8297

How to Apply:
Booking for this course is co-ordinated by the Resuscitation Service. Please contact them for more details or to book a place on this course.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW on 029 2074 8297 or 48297 or resuscitationservice.cardiff@wales.nhs.uk

For Further Information Education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Resuscitation Service
Advanced Trauma Life Support

Course Description:
The ATLS course is a three-day course with the aim to teach a systematic approach to the management of trauma patients through interactive tutorials, skills teaching and simulated patient management scenarios. This course was developed by the American College of Surgeons and is co-ordinated in the UK by the Royal College of Surgeons. The ATLS provider certificate is valid for 4 years.

Intended Audience:
Medically qualified personnel of all specialities involved in the care of multiply-injured patients. Candidates need to be of level FP 2 and above when attending this course.

More Information:
Doctors in specialties which are regularly involved in the management of regular trauma (Emergency Medicine, Anaesthesia and Surgery) who wish to gain skills in the management of major trauma. The RCS recommends that these doctors should be in the first or second year of specialist training. Doctors in Fixed Term Specialty Training Appointments (FTSTAs) and Staff Grade posts should also undertake ATLS training if it is appropriate for their educational needs and career pathways. Doctors in the foundation year training would not normally be encouraged to attend ATLS. The medical training in these years already involves generic teaching programmes and ALS. In exceptional circumstances foundation programme doctors may undertake ATLS if he can demonstrate it is valuable for their field of work. However, Course Directors should give preference to doctors who have completed their foundation years and are committed to a career in which they will use ATLS.

Offering:
This is an intensive 2 day long classroom based course comprising both theory and practical elements

Known Dates:
The Dates for this course are published by the resuscitation service and are notified via the Cardiff and Vale University Health Board Intranet Service. To Access this service please go to CAVweb>service and specialities>Resuscitation services>Training>Advanced Trauma life support course
Or call 029 2074 8297

How to Apply:
Booking for this course is co-ordinated by the Resuscitation Service. Please contact them for more details or to book a place on this course.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW on 029 2074 8297 or 48297 or resuscitationservice.cardiff@wales.nhs.uk

For Further Information Education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Resuscitation Service
Immediate Life Support

Course Description:
Resuscitation Council (UK) approved one day course. The course aims to train healthcare personnel in simple airway management and safe defibrillation (manual or AED), enabling them to manage patients in cardiac arrest until the arrival of the cardiac arrest team and to participate as members of that team. The course comprises lectures, skill stations and scenario teaching. ILS provider status is valid for one year.

Intended Audience:
All relevant Trust staff. Staff must be supported by their manager in their application.

Objectives of the course are:
- To train healthcare personnel in causes and prevention of cardiopulmonary arrest,
- The ABCDE approach,
- Initial resuscitation and defibrillation (manual or AED)
- Simple airway management.
- To manage patients in cardiopulmonary arrest until the arrival of the resuscitation team.
- To train healthcare personnel to participate as members of the resuscitation team.

Offering:
This is a 1 day long classroom based course comprising both theory and practical elements. Course fee applicable. Cancellation of the course or failure to attend will result in the fee still being applicable

Known Dates:
The Dates for this course are published by the resuscitation service and are notified via the Cardiff and Vale University Health Board Intranet Service. To Access this service please go to CAVweb>service and specialties>Resuscitation services>Training>Immediate life support course
Or call 029 2074 8297

How to Apply:
Booking for this course is co-ordinated by the Resuscitation Service. Please contact them for more details or to book a place on this course.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW on 029 2074 8297 or 48297 or resuscitationservice.cardiff@wales.nhs.uk

For Further Information Education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Resuscitation Service
Anaphylaxis Management

Course Description:
This course aims to raise awareness of the management of anaphylaxis in the acute patient and how to manage and report adverse incidents correctly.

Intended Audience:
All relevant Trust staff. Staff must be supported by their manager in their application. Healthcare staff who are administering vaccinations must have access to appropriate equipment and have received training in the management of anaphylaxis.

Objectives of the course are:
- To understand the classification of Adverse Events following immunisation (AEFI)
- Types of adverse event
- Systems for monitoring/reporting AEFI
- Know exactly what anaphylaxis is
- Understand potential triggers for anaphylaxis
- Know the signs/symptoms and treatments of Anaphylaxis
- Know how to manage the anaphylactic patient
- Learn About Adrenaline administration in anaphylaxis

Offering:
This is a Distance learning based course comprising both theory and written MCQ paper elements. Cancellation of the course or failure to attend will result in the fee still being applicable.

Known Dates:
This course is published by the resuscitation service and is notified via the Cardiff and Vale University Health Board Intranet Service. To Access this course please go to

CAVweb>service and specialities>Resuscitation services>Training>anaphylaxis distance learning course and questionnaire
Or call 029 2074 8297

How to Apply:
Booking for this course is co-ordinated by the Resuscitation Service. Please contact them for more details or to book a place on this course.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW on 029 2074 8297 or 48297 or resuscitationservice.cardiff@wales.nhs.uk

For Further Information Education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Resuscitation Service
Paediatric Basic Life Support Cascade Trainer

Course Description:
This course aims to equip staff in the skills to present Paediatric basic life support training to colleagues within their departments and surrounding area’s of the UHB

Intended Audience:
All relevant UHB staff. Staff need to be supported by their manager. An annual re-visit to this course is required to maintain efficiency.

Course Objectives:
- To provide Paediatric Training to Cardiff and Vale uLHB staff in accordance with Resuscitation Council (UK) guidelines and the Organisation’s Resuscitation Committee advice
- To maintain standards of Cascade Training as set by the Resuscitation Service
- To update colleagues in Paediatric basic life support training annually
- To maintain a comprehensive record of training undertaken
- Provide the Resuscitation Service with copies of training records following your training session
- Ensure adequate maintenance of training equipment provided
- To assist the Resuscitation Service in promoting developments in resuscitation training
- Attend cascade training update sessions as required

Offering:
This is a half day classroom based programme of learning.

Known Dates:
The Dates for this course are published by the resuscitation service and are notified via the Cardiff and Vale University Health Board Intranet Service. To Access this service please go to CAVweb>service and specialities>Resuscitation services>Training>PBLS cascade trainers course
Or call 029 2074 8297

How to Apply:
Booking for this course is co-ordinated by the Resuscitation Service. Please contact them for more details or to book a place on this course.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW on 029 2074 8297 or 48297 or resuscitationservice.cardiff@wales.nhs.uk

For Further Information Education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Resuscitation Service
Paediatric Basic Life Support

Course Description:
This course teaches candidates the basics of recognition and treatment of Children in an unconscious state and in Cardiac Arrest

Intended Audience:
All relevant Trust staff who are unable to access training via the cascade training

Course Objectives:
By the end of this course candidates will:
- Understand DRABC
- Understand safety
- Recognise Unconsciousness and levels of it
- Recognise normal breathing/Agonal breathing
- Carry out CPR Using current protocols
- Know how to summon help
- Know how to help a choking child

Offering:
This is a one hour classroom based programme of learning.

Known Dates:
The Dates for this course are published by the resuscitation service and are notified via the Cardiff and Vale University Health Board Intranet Service. To Access this service please go to

CAVweb>service and specialities>Resuscitation services>Training>Adult and Paediatric BLS
Or call 029 2074 8297

How to Apply:
Booking for this course is co-ordinated by the Resuscitation Service. Please contact them for more details or to book a place on this course.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW on 029 2074 8297 or 48297 or resuscitationservice.cardiff@wales.nhs.uk

For Further Information Education please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Resuscitation Service
Recognition of the Sick Patient

Course Description:
This course is aimed at guiding healthcare support workers in recognising the sick and deteriorating patient using the ABCDE of Resuscitation. It explores what observations can be taken and what those observations can tell about the patients condition.

Intended Audience:
This course is aimed at Staff working in a healthcare support worker setting. It is mainly aimed at HCSW working in nursing environments but may be suitable for other disciplines. Advice should be sought from the resuscitation services.

Course Objectives:
At the end of this course the candidate will be able to:
- Recognise the sick patient,
- Take emergency steps to stabilise the patient,
- Be able to record a baseline set of observations,
- Recognise key observations,
- Be aware of normal values and what is abnormal,
- Fully understand why key observations are taken.
- Understand basic management of Airway, Breathing, Circulation, disability and Exposure
- Cascade that information to qualified staff

Offering:
This is a 1 hour long classroom based course comprising theory and a short written assessment at the end of the session.

Known Dates:
The Dates for this course are published by the resuscitation service and are notified via the Cardiff and Vale University Health Board Intranet Service. To Access this service please go to

CAVweb>service and specialities>Resuscitation services>
Or call 029 2074 8297

How to Apply:
Booking for this course is co-ordinated by the Resuscitation Service. Please contact them for more details or to book a place on this course.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW on 029 2074 8297 or 48297 or resuscitationservice.cardiff@wales.nhs.uk

For Further Information please contact the Learning, Education and Development Department on LED@wales.nhs.uk
Resuscitation Service
NEWS

Course Description:
NEWS is being implemented for wards within the Organisation, as a component of the Welsh Government Rapid Response to Acute Illness Learning Set (RRAILS).

The UHB is required to introduce the All-Wales NEWS chart (National Early Warning Score chart) into all acute wards by the end of March 2013.

NEWS consists of an early warning score observation chart associated with a graded response. Some clinical areas will already be using early warning score systems within clinical practice. The purpose of NEWS is to provide consistency across the organisation and a standardised scoring system for all clinical areas.

Due to the large numbers of staff requiring training, The Resuscitation Service is providing familiarisation sessions

Intended Audience:
ALL FRONTLINE NURSING AND MEDICAL STAFF must attend one of these sessions.

• The session will provide information on how to complete the NEWS Chart, the response criteria associated with the scoring identified on the chart, an introduction to the SBAR reporting form to be used to assist communication about NEWS scores and an introduction to the sepsis chart.

A standardised education package will be delivered by the UHB Resuscitation Service to aid the introduction of NEWS Charts. This education will run in conjunction with the implementation of Charts which will also be led by the Resuscitation Service. This will be followed by the spread of RRAILS bundles and development of appropriate response mechanisms specific to each clinical area.

Known Dates:

The Dates for this course are published by the Resuscitation Service and are notified via the Cardiff and Vale University Health Board Intranet Service. To Access this service please go to

CAVweb>service and specialties>Resuscitation services>
Or call 029 2074 8297

How to Apply:

Booking for this course is co-ordinated by the Resuscitation Service. Please contact them for more details or to book a place on this course.

Additional Information:
For further information on the content of this course please contact the Resuscitation Service in UHW on 029 2074 8297 or resuscitationservice.cardiff@wales.nhs.uk
Leadership and Management Coaching for Performance
All staff who have Leadership and Management responsibilities

Course Description:
This workshop has been designed to assist staff with Leadership and Management responsibilities to develop a coaching style of management to supporting and developing their teams.

To attend this workshop you have to have completed the Enhanced Communication day for Leaders, Managers and Supervisors. If you haven’t completed the Enhanced communication day you will be turned away.

Intended Audience:
All staff both clinical and non clinical with leadership and management responsibilities, from team leaders to senior managers

Course Objectives:
By the end of this course the candidate will be able to:
• Understand Coaching Definitions and Philosophies.
• Use the OSCAR Coaching Model to enhance performance.
• Use Coaching to help people find their own solutions, develop their own skills, change their own behaviours and change their own attitudes.
• Use the Performance Wheel to enhance individual and organisational performance.
• Select the appropriate coaching approach to meet the needs of the individual, the team and the organisation.
• Confidently apply coaching techniques in the workplace.
• Confidently give and receive feedback.
• Use coaching to manage performance.
• Deal more confidently and pro-actively in their management of underperformance.
• Explain the benefits of a ‘coaching style of management’.
• Use coaching to help people move through change.
• Overcome the challenges a manager faces in using a coaching style.
• Identify the steps needed to establish a coaching and continuous improvement culture within their own team, department and organisation.

Offering:
This course is a one day classroom based workshop with the opportunity to practice coaching skills and gain feedback. Attendees will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email

Known Dates:

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<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
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<td>1st July 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
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<td>20th September 2019</td>
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<td>18th October 2019</td>
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<td>17th December 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on the content of this course please contact Chris Ramshaw on 029 2184 7836 or UHW 47836 or Chris.ramshaw@wales.nhs.uk
Occupational Knowledge and Skills
Communicating with Dignity & Respect Unregistered Staff

Course Description:
The overall aim of this programme is to help you to: enhance your communication skills; facilitate dignified and respectful communication and manage difficult conversations.

Intended Audience:
Healthcare Support Workers, therapy assistants and technicians, catering staff, security, porters, housekeeping assistants, volunteers, administrative Staff, medical secretaries, receptionists

Course Objectives:
By the end of this course the candidate will be able to:
- Explore the concepts of dignity and respect and how they relate to every day work
- Examine your role in ensuring dignified and respectful communication with patients, relatives and colleagues
- Present models of communication which facilitates effective and respectful communication
- Apply a tool kit of communication strategies that can be used safely to promote dignity and respect with patients, carers and colleagues
- Raise levels of self awareness about the impact of own behaviour and communication on other people and how this can positively influence and promote respect and dignity in the workplace
- Discuss the key principles of assertive communication and how to manage / respond to emotions

Offering:
This course is a one day classroom based workshop. Nominating officers will receive a confirmation by email approximately 2 weeks prior to the study day.

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<td>23rd July 2019</td>
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<td>12th November 2019</td>
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<td>8:45am – 9:00am</td>
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How to Apply:
An LED booking form needs to be completed electronically and emailed to you can complete the online booking form which can be found on the ‘Your Development’ page on the ‘Working for Us’ section of the Health Board Internet pages.

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

For booking information please contact Chris Ramshaw on 029 2184 7836 or UHW 47836
Chris.ramshaw@wales.nhs.uk

For further information on the content of this course please contact Lisa Franklin on 029 2184 5294 or UHW 45294 or Lisa.Franklin@wales.nhs.uk
Enhanced Communication Skills: Leaders, Managers and Supervisors

Course Description:
This one day workshop has been designed to help people working in leadership, management and supervisory roles develop enhanced communication skills, which will enable dignified and respectful communication during difficult conversations with patients, colleagues and the teams they lead and manage. The main focus of this day is managing staff but the knowledge and skills you will learn are transferable to patient care.

Intended Audience:
Health care professionals who lead, manage or supervise health care staff.

Course Objectives:
By the end of this course the candidate will be able to:
- Critically evaluate models of communication and dignity which facilitate effective communication
- Explore the principles of assertive communication
- Evaluate and apply a tool kit of communication knowledge, models and skills
- Reflect upon the impact of own behaviour / communication style upon other people and discuss how this self awareness can positively influence others and promote dignified communication in the workplace
- Develop skills in managing own emotional state and behaviours during challenging conversations
- Build effective rapport in difficult situations
- Discuss how to manage difficult conversations related to HR policy application

Offering:
This course is a one day classroom based workshop. Attendees will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email.

Known Dates:

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<th>Date</th>
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How to apply: An LED booking form needs to be completed electronically and emailed to LED@wales.nhs.uk or you can complete the online booking form on the LED intranet page (see ‘Information, courses and services we offer’ for booking form and link to online booking form).

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.
For booking information please contact Chris Ramshaw on 029 2184 7836 or UHW 47836 Chris.ramshaw@Wales.nhs.uk
For further information on the content of this course please contact Lisa Franklin on 029 2184 5294 or UHW 45294 or Lisa.Franklin@wales.nhs.uk

There may be a charge to individuals working outside the UHB. Please get in touch with Emma Bendle for information on course costs.
Professional/Leadership and Management
Enhanced Communication Skills: Registered Staff

Course Description:
This one day workshop has been designed to help registered practitioners develop effective communication skills which will enable dignified and respectful communication during difficult conversations with both colleagues and patients.

Intended Audience:
Registered practitioners working in nursing / allied health professions / medicine, working in the public or private sectors

Course Objectives:
By the end of this course the candidate will be able to:

- Explore the concepts of dignity and respect and to relate the discussion to clinical practice
- Critically evaluate a model of communication and the key principles of assertive communication and thus how to facilitate effective and respectful communication
- Evaluate and apply a tool kit of communication knowledge, models and skills that can be used when having difficult conversations with both patients and staff
- Reflect upon the impact of own behaviour and communication style upon other people and discuss how this self awareness can positively influence and promote respect and dignity in the workplace
- Develop skills in managing own emotional state and behaviours during difficult conversations
- Build effective rapport with patients and colleagues

Offering:
This course is a one day classroom based workshop. Attendees will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email

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How to apply: An LED booking form needs to be completed electronically and emailed to LED@wales.nhs.uk or you can complete the online booking form on the LED intranet page (see ‘Information, courses and services we offer’ for booking form and link to online booking form)

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

For booking information please contact Nicola Sexton on 029 2182 6924 or UHL 26924 Nicola.sexton@Wales.nhs.uk

For further information on the content of this course please contact Lisa Franklin on 029 2184 5294 or UHW 45294 or Lisa.Franklin@wales.nhs.uk

This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with Emma Bendle for information on course costs.
Occupational Knowledge and Skills Impact Programme for Support Workers

Course Description:
To empower health care support workers to: Have a positive IMPACT on themselves, Influence and IMPACT positively on others, Have an IMPACT on patient care by improving services

Intended Audience:
This course is aimed at all the UHBs support worker staff from any discipline within the UHB. It is suitable for bands 2-4.

Course Objectives:
By the end of this course the candidate will:
- Understand core values within the support worker role.
- Understand the role and accountability of the support worker.
- Understand how to manage and use yourself as a resource to your full potential.
- Recognise the IMPACT of personal behaviour and attitude upon others.
- Summarise the IMPACT of the support worker role on patient’s care / service improvement.
- Initiation of a change in practice.

Offering:
This is a 4 day classroom based courses. The course also contains a workbook and exercises element as well as the requirement for a poster presentation

Known Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>8th March 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
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<td>9:00am – 4:30pm</td>
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<td>8:45am – 9:00am</td>
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<td>29th April 2019</td>
<td>IT Suite, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
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<tr>
<td>29th July 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
</tr>
<tr>
<td>19th August 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
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<tr>
<td>28th August 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
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<tr>
<td>7th October 2019</td>
<td>IT Suite, Cochrane Building, UHW</td>
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<tr>
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<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
</tr>
<tr>
<td>29th October 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
</tr>
<tr>
<td>4th November 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
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<td>9:00am – 4:30pm</td>
</tr>
<tr>
<td>9th December 2019</td>
<td>IT Suite, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
</tr>
<tr>
<td>Celebration Date TBC</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
</tr>
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How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus.

To enable the UHB to get value from their investment, please make every effort to attend or send a replacement.

Additional Information:
For further information on the content of this course please contact Robert Ledsam, Practice Educator in the Learning, Education & Development Department on 029 2071 26932 or UHL 26932 or Robert.ledsam@wales.nhs.uk
This course is applicable if you deal with the public. There maybe a charge to individuals working outside the UHB. Please get in touch with Robert Ledsam for information
Mentorship/Leadership
Nurse Mentorship Preparation

Course Description:
Rolling programmes of Mentor Preparation Courses are run by the UHB's Clinical Teachers. The course currently consists of: 2 interactive workshop days and Learning in Practice guided by completion of a Mentor Resource Pack.

Intended Audience:
All qualified staff who are required to mentor students and new staff entering the clinical environment.

Course Objectives:
- Establishing effective working relationships
- Facilitation of learning
- Assessment and accountability
- Evaluation of Learning
- Create an environment for learning
- Context of practice
- Evidenced-based practice
- Leadership

Offering:
The practice learning element requires the Trainee Mentor to supervise a student with support from an experienced colleague, with a final review from a Clinical Teacher / Practice Facilitator. Nurses who can provide evidence of past experience and/or education relating to mentorship and practice learning may be able to opt out of this element.

How to Apply:
For further information on the content of this course please contact Patricia Brown in the Learning, Education & Development Department on Patricia.brown@wales.nhs.uk.

For Further Information on education please contact the Learning, Education and Development Department on LED@wales.nhs.uk.
Occupational Knowledge and Skills
Patient Stories Workshop

Course Description:
The aim of Patient Stories workshop is to establish a way of finding out about patient experiences of being cared for, to provide educational material for training purposes, to identify areas for improvement and to identify areas of excellent practice to celebrate.

Intended Audience:
All staff who intend to undertake patient stories

Course Objectives:
By the end of this course the candidate will understand the drivers for Service Improvement and patient focus and understand the process and develop skills for undertaking stories including:
Patient Identification
Gaining Consent
Interviewing Patients
Mapping and Developing Themes
Sharing Results

Offering:
This course is a 1 day classroom based course. Individuals will receive written confirmation of place reservations approximately 2 weeks prior to the study day. Nominating officers will receive confirmation by email

Classes Available:

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
</tr>
</thead>
<tbody>
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<td>2nd Floor, Cochrane Building, UHW</td>
<td>9:15am – 9:30am</td>
<td>9:30am – 3:30pm</td>
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</tbody>
</table>

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus

Additional Information:
For queries on administration of this course please contact Nicky Punter in the Learning, Education and Development department on 029 2184 7832 or UHW 47832 or Nicky.Punter@wales.nhs.uk
Personal development Preparation for Retirement

Course Description:
This programme provides staff that are approaching retirement a unique opportunity to restructure their ways of looking at the world and their plans for living in it.

Intended Audience:
The workshops are aimed at all members of staff planning to retire within the next three years. Staff who are looking to retire early or are considering retirement due to ill health, may also attend

Course Objective:
Looked at positively, retirement enables people to do things that they have always wanted to do, but for some reason, have either not had the opportunity or time during their working life. It is therefore important for staff to spare some thought, and plan retirement to the best advantage of themselves and their family.

Offering:
This course is a one day classroom based course. Individuals will receive written confirmation of place reservations.

Known Dates:

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Registration</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>25th June 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
</tr>
<tr>
<td>22nd August 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
</tr>
<tr>
<td>25th September 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
</tr>
<tr>
<td>4th November 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
</tr>
<tr>
<td>6th December 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>8:45am – 9:00am</td>
<td>9:00am – 4:30pm</td>
</tr>
</tbody>
</table>

How to Apply:
Booking forms need to be completed electronically. Please note you must save the form to your computer and return as an attachment by E-mail. The Booking form can be located on the Intranet or at the back of the training prospectus

Additional Information:
For queries on administration of this course please contact Julie Scott in the Learning, Education and Development department on 029 2184 7833 or UHW 47833 or Julie.Scott@wales.nhs.uk

For queries on Education please contact the Learning, Education and Development department on LED@wales.nhs.uk
Mentorship/Leadership
Sickness Absence Management Training

Managing Attendance at Work: Foundation Training

A full and detailed half-day session, facilitated jointly by Workforce/OD and Trade Union colleagues, covering all aspects of the policy which is designed to meet the learning needs of staff who:

- Are new to a supervisory or line management role or are a new TU Rep.
- Have limited experience of successfully managing staff absence under the previous policy arrangements.

Managing Attendance at Work: Core Update and Culture Change

A shorter, approximately two-hour session, facilitated by Workforce/OD and Trade Union colleagues, covering key aspects of the new policy and reviewing key differences between the previous policy and new Managing Attendance At Work policy.

Designed to meet the learning needs of colleagues, Managers and TU Reps who are experienced in managing attendance and who are already using the previous Sickness Absence policy and who now need an in-depth understanding of the culture change embodied in the new policy.

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
<th>Trainers</th>
<th>Course</th>
<th>Times</th>
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</thead>
<tbody>
<tr>
<td>Monday 24th June 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>Gaynor Curtis HR TBC TU</td>
<td>Core Update and Culture Change ½ Day Session</td>
<td>09.00am– 12.00pm</td>
</tr>
<tr>
<td>Monday 24th June 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>Leanne Morris HR TBC TU</td>
<td>Core Update and Culture Change ½ Day Session</td>
<td>13.00pm- 16.00pm</td>
</tr>
<tr>
<td>Thursday 11th July 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>Lucy Smith HR TBC TU</td>
<td>Foundation Training ½ Day Session</td>
<td>09.00am– 12.00pm</td>
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<td>Bryony Donegan HR TBC TU</td>
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<tr>
<td>Wednesday 24th July 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>Suzanne Gardener HR TBC TU</td>
<td>Core Update and Culture Change ½ Day Session</td>
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<tr>
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<tr>
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<td>Date</td>
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<td>Facilitator</td>
<td>Topic</td>
<td>Time</td>
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<tr>
<td>Monday 14th October 2019</td>
<td>2nd Floor, Cochrane Building, UHW</td>
<td>Lucy Smith HR TBC TU</td>
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<td>Suzanne Gardener HR TBC TU</td>
<td>Core Update and Culture Change ½ Day Session</td>
<td>13.00pm- 16.00pm</td>
</tr>
</tbody>
</table>
Occupational Knowledge and Skills
‘Work Welsh Welcome’

Course Description:
This is a 10-hour online ‘Work Welsh Welcome’ course which teaches basic Welsh suitable for use in the workplace. This course will enable you to meet and greet colleagues, customers and stakeholders using Welsh phrases. The course will help you respond to initial enquiries in Welsh and to transfer callers to other Welsh speakers who can help them further. The course will also enable you to start and end a conversation or a meeting in Welsh.

Intended Audience:
All staff who wish to use Welsh in the workplace

How to Apply:
To apply for the course go to the following link:

https://learnwelsh.cymru/work-welsh/work-welsh-welcome/

Additional Information:
For further information on the content of this course please contact Alun Williams on 02920 742265 or Alun.williams4@wales.nhs.uk

For administration queries with this course please contact Carrie Bodman on 029 2184 7835 or UHW 47835. Alternatively you may email at Carrie.Bodman@wales.nhs.uk
**APPENDIX A**

**PLEASE NOTE THIS IS NOT AN ON-LINE BOOKING FRM**

**CARDIFF AND VALE UNIVERSITY HEALTH BOARD**

**TRAINING APPLICATION/ BOOKING FORM**

When you click in a Cell shaded a Drop down list appears allowing you to pick the appropriate data item

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### Course Details

<table>
<thead>
<tr>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>Course Location/ Site</td>
<td>Identify the appropriate location from the drop down list</td>
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### Participant Details

<table>
<thead>
<tr>
<th>Course Date</th>
<th>Participant Name &amp; Employee Number</th>
<th>Job Title</th>
<th>Ward/ Department/ Directorate</th>
<th>Contact Tel No./ Email Address</th>
<th>Mobile Phone Number</th>
<th>Special Requirements/ Information</th>
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**PLEASE COMPLETE THE BOOKING FORM: SAVE THE FORM**

**AND SEND BY EMAIL AS AN ATTACHMENT TO:**

LED@wales.nhs.uk, this can be found as Learning, Education & Development (Cardiff and Vale UHB - LED) on the global address list

---

**Line Manager/Nominating Officer:**

**Job Title:**

**Ward/Department/Directorate:**

**Telephone Number:**

**Date:**
APPENDIX B

EXTERNAL TRAINING APPLICATION/ BOOKING FORM

Course Details
Course Name ____________________________________________
Course Date ____________________________________________

Participant Details
Name __________________________________________________
Job Title ________________________________________________
Organisation ____________________________________________
Address ________________________________________________
Email Address __________________________________________
Telephone No. ____________ Fax No. ____________

Line Manager Details
Name __________________________________________________
Address ________________________________________________
Email Address __________________________________________
Telephone No __________________________________________

Invoice Details (if different from above)
Name _________________________________________________
Job Title ______________________________________________
Organisation __________________________________________
Address ______________________________________________
Email Address __________________________________________
Telephone No. ____________ Fax No. ____________

PLEASE COMPLETE ALL FIELDS ABOVE AND RETURN VIA EMAIL TO
LED@wales.nhs.uk