

# School of Nursing and Midwifery Practice

@UHLSchoolIN\_M

University Hospitals of Leicester  
School of Nursing and Midwifery Practice

## Nursing and Midwifery Education and Practice Development Prospectus

2024/2025



# Welcome and Introduction

Welcome to our UHL Nursing and Midwifery Education and Practice Development Prospectus that details the internal learning opportunities available to our Nurses, Midwives, Nursing Associates, Health Care Support Workers, Assistant Practitioners and our student nurses and midwives.

Continuous Professional Development (or CPD) is vitally important for all staff in creating a positive practice environment and a healthier and happy workplace. Everyone should have the opportunity to access CPD throughout their career either to develop their career or be the best that they can be in their current role.

We deliver level six accredited modules that can count towards a degree at De Montfort University (DMU) and specialist clinical education and leadership programmes endorsed by the Royal College of Nursing. For our Healthcare Support Workers and students, there are opportunities to undertake essential skills updates, access apprenticeships and participate in clinical simulation all delivered at the UHL School of Nursing and Midwifery Practice based at the Glenfield Hospital.

Please contact us on [Centreforclinicalpractice@uhl-tr.nhs.uk](mailto:Centreforclinicalpractice@uhl-tr.nhs.uk) if you need any advice or support in accessing the opportunities listed and we look forward to supporting you in being the best you can be!

**Eleanor Meldrum**  
**Deputy Chief Nurse and Honorary Professor**  
**UHL School of Nursing and Midwifery Practice**

**Key: RN** – Registered Nurse, **RM** – Registered Midwife, **RNA** – Registered Nursing Associate, **HCSW** – Health Care Support Worker

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Employee Online Tutorial Video – Substantive and Bank Staff				✓	24
Excellence in Communication Masterclasses				✓	25
Food Safety – Level 2 Award in Food Safety Training (Food Hygiene)				✓	26
HCA Online 1:1 Career Surgeries				✓	27
Health Care Assistant Induction Programme including completion of the National Care Certificate				✓	28
Health Care Support Worker Buddy Training				✓	29
Health Literacy Awareness				✓	30
IT Training A Patient Centre – Introduction				✓	31

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IT Training A1 – Patient Centre an Introduction Online via Microsoft Teams				✓	32
IT Training B Patient Centre – Full ward procedures				✓	33
IT Training B1 Patient Centre – Full ward procedures Online via Microsoft Teams				✓	34
IT Training D. Patient Centre – Tailored course				✓	35
IT Training E – HISS Tailored Course				✓	36
Nutrition Study Session A – ‘Nutritional Screening and first Line Nutritional Care Planning’				✓	37
Nutrition Study Session B – ‘Delivering Nutritional Interventions and Nutritional Monitoring’				✓	38
Senior Healthcare Support Worker (Level 3)				✓	39
Tissue Viability Foundation Day: Assistant Role				✓	40
Trainee Assistant Practitioner (Level 5)				✓	41
UHL Fundamentals of Cancer (Healthcare Support Workers)				✓	42
3 Day Safe Holding / Disengagement				✓	43
<b>Programmes Delivered Trust wide – <i>Registered Professionals</i></b>					
Clinical Nurse Coach	✓				45
Developing Coaching Skills to Support Student Nurses	✓	✓	✓		46
Developing the Specialist Skills to Care for the Needs of the Frail Older Person	✓		✓		47
FDS Nursing Associates (Apprenticeship Pathway)				✓	48
Leadership Development - Deputy Practitioner/ Sister/ Charge Nurse/ Midwife/ ODP	✓	✓			49
Leading an Empowered Organisation Course (LEO)	✓				50
NMC OSCE Preparation Programme for Overseas Registered Nurses	✓				51

**Key: RN – Registered Nurse, RM – Registered Midwife, RNA – Registered Nursing Associate, NRP – Non-Registered Practitioner**

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Nurse In Charge	✓				52
Practice Assessor Programme	✓	✓	✓		53
Practice Supervisor Programme	✓	✓	✓		54
Preceptorship Programme for Newly Registered Midwives		✓			55
Preceptorship Programme for Newly Registered Nurses, Nursing Associates, & ODPs	✓		✓		56
Preceptor Preparation training	✓	✓	✓	✓	57
Registered Nurse Degree Development (Apprenticeship Route)			✓		58
Registered Nurse and Registered Nursing Associate Induction Programme	✓		✓		59
Registrant Opportunities to Return to Practice	✓	✓			60
Royal College of Nursing (RCN) Clinical Leadership Programme	✓	✓			61
Senior Staff Nurse Programme	✓	✓			62
Specialist Nurse/Midwife Leadership Development Programme	✓	✓			63
StrengthsMatch Career Conversation					64
Student Link Action Planning (SLAP) Day	✓	✓	✓	✓	65
The Acutely Ill Adult					66
The Deteriorating Patient – Adult					67
UHL Fundamentals Of Cancer	✓		✓		68
UHL Fundamentals of Surgical Care	✓		✓		69

# CMG specific training

**Key: RN** – Registered Nurse, **RM** – Registered Midwife, **RNA** – Registered Nursing Associate, **NRP** – Non-Registered Practitioner

CONTENT	RN	RM	RNA	NRP	PAGE
<b>CHUGGS / MSS CMGs</b>					
Central Venous Device Training for NON-TPN use	✓				71
Fundamentals of Gastroenterology	✓				72
Fundamentals of Orthopaedic Trauma and Elective Care	✓				73
Oncology & Haematology Emergencies	✓		✓		74
Systemic Anti Cancer Therapies (SACT) Module PCPH 3553	✓				75
<b>ESM CMG</b>					
Emergency Care Acute Bay Study Day	✓				77
Emergency Department Clinical Skills Study Day	✓				78
ED Staff Orientation (EDSO) - Emergency Room Skills	✓				79
ED Staff Orientation (EDSO) - Minor Injuries	✓		✓	✓	80
ED Staff Orientation (EDSO) - Paediatric Study Day	✓		✓	✓	81
ED Staff Orientation (EDSO) - Trauma Day	✓				82
Emergency Department Initial Assessment Training	✓				83
Emergency Department Mental Health Study Day	✓		✓	✓	84
Emergency Department Non Invasive Ventilation Study Day					85
Emergency Department Plastering	✓				86
Emergency Department Raising Awareness of Vulnerable People Study Day	✓		✓	✓	87
Emergency Department Suturing - Basic	✓		✓	✓	88

**Key: RN – Registered Nurse, RM – Registered Midwife, RNA – Registered Nursing Associate, NRP – Non-Registered Practitioner**

CONTENT	RN	RM	RNA	NRP	PAGE
<b>ITAPS CMG</b>					
Critical Care Induction Day	✓		✓		90
Critical Care Foundation Programme Day One	✓		✓		91
Critical Care Foundation Programme Day Two	✓		✓		92
Critical Care Foundation Programme Day Three	✓		✓		93
Critical Care Post Registration Study Preparation	✓				94
Critical Care Step One Study Day A	✓				95
Critical Care Step One Study Day B	✓				96
Critical Care Step One Study Day C	✓				97
Theatre Induction Day	✓		✓	✓	98
Theatre Skills Foundation Day	✓		✓		99
Theatre Support Assistant Induction Programme				✓	100
Cell Salvage Study Day	✓				101
Difficult Airway Training	✓				102
Theatre Assistant Programme	✓				103
Specific Theatre and Recovery Training (START Days)	✓				104
Practitioners in Charge (PiC) Training Programme	✓				105
<b>RRCV CMG</b>					
Housekeeper Forum (ESM and RRCV)				✓	107
Renal & Transplant Fundamentals in Theory & Practice Programme	✓		✓	✓	108

**Key: RN** – Registered Nurse, **RM** – Registered Midwife, **RNA** – Registered Nursing Associate, **NRP** – Non-Registered Practitioner

CONTENT	RN	RM	RNA	NRP	PAGE
<b>W&amp;C CMG</b>					
Bleep Holder Study Day	✓				110
Breast Feeding Study Day	✓	✓	✓	✓	111
Children’s Blood Sampling and Cannulation Study Day	✓		✓	✓	112
Children's Diabetes Monthly Updates	✓		✓	✓	113
Children’s Essential to Job Role Training Day One	✓		✓	✓	114
Children’s Essential to Job Role Training Day Two	✓		✓	✓	115
Children’s Hospital Bank HCA Support Day				✓	116
Children’s Hospital HCA Support Day				✓	117
Children’s Hospital Housekeeper Study Session				✓	118
Children’s Hospital Pain Study Day – Medical	✓		✓		119
Children’s Hospital Pain Study Day – Surgical	✓		✓		120
Children’s Hospital Preceptorship Programme for OSCE Nurses	✓				121
HCA Induction – Children’s Induction programme				✓	122
Clinical Support for Post Reg Students on the Newborn Initial Physical Examination Module	✓				123
ECMO Specialist Training Course	✓				124
Essential to Job Role Training (TD1) for Gynaecology and ACU Staff	✓		✓	✓	125
Essential to Job Role Training (TD1) Maternity	✓	✓	✓	✓	126
Fetal Monitoring Training Day for Midwives and Obstetricians		✓			127
Growth Assessment Protocol (GAP)		✓			128
Housekeeper Training Update (Maternity & Gynaecology)				✓	129
Maternity Care Assistant Induction – Women’s Specific Day				✓	130

**Key: RN – Registered Nurse, RM – Registered Midwife, RNA – Registered Nursing Associate, NRP – Non-Registered Practitioner**

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Maternity Support Staff Development Day				✓	131
Neonatal Complex Intravenous Workshop	✓	✓			132
Newborn Life Support	✓	✓	✓		133
Neonatal Point of Care Simulation Session	✓	✓	✓	✓	134
Neonatal Respiratory Study Day	✓		✓		135
Neonatal Summer School	✓	✓	✓	✓	136
Neonatal Surgical Study Day	✓	✓	✓		137
New Staff to Neonatal Care Study Days 1-3	✓	✓	✓		138
Obstetric Anal Sphincter Injury Awareness Training (OASI)		✓			139
Paediatric Nutrition Study Day	✓				140
Paediatric Intensive Care Orientation Programme (POP)	✓		✓		141
Paediatric Intensive Care Simulation Session	✓		✓	✓	142
IV/CVL Study day	✓				143
Paediatric Life Support (PLS)	✓				144
Saving Babies Lives Training Day	✓	✓	✓	✓	145
<b>ACP &amp; WDF</b>					
Advanced Clinical Practice	✓	✓			148
Workforce Development (formerly LBR) Options	✓	✓	✓	✓	149
<b>Pre-Registration Nursing and Midwifery</b>					
Preparing for Transition	✓				151
Pre-registration Students Simulation Session					152
<b>UHL Library Services</b>					153
<b>Equality &amp; Diversity</b>					154

# Glossary of terms used in this Prospectus

Abbreviation	Meaning
CMG	Clinical Management Group
CPAP	Continuous Positive Airway Pressure
CPD	Continuing Professional Development
CTG	Cardiotachograph
DMU	DeMontfort University
ETT	Endotracheal Tube
FDSc	Foundation Degree in Science
HCA	Healthcare Assistant
HCSW	Health Care Support Worker
HEE	Health Education England
LCAT	Leicestershire Clinical Assessment Tool
MARAC	Multi Agency Risk Assessment Conference
MCA	Midwifery Care Assistant
MCQ	Multiple Choice Questionnaire
MDT	Multi Disciplinary Team
NIV	Non-invasive Ventilation
OSCE	Objective Structured Clinical Examination
PAD	Pain, Anxiety, and Delirium
PICU	Paediatric Intensive Care Unit
POP	Paediatric Intensive Care Orientation Programme
RN / RNA	Registered Nurse/ Registered Nursing Associate
RM	Registered Midwife
RTP	Return to Practice
TSA	Theatre Support Assistant

**UHL School Of Nursing Midwifery Practices**  
**Education and Faculty Structure**

@UHL.SchoolN\_M



Coming soon.....



Eleanor Meldrum - Deputy Chief Nurse Education and Workforce

All Faculties support staff with: continuous professional development, career conversations and individual development plans



**Practice Learning Faculty**

**Lead:**  
Claire Agnew van Asch  
**Role of Faculty:**  
Supporting and developing Student Nurses  
[claire.agnewvana@uhl-tr.nhs.uk](mailto:claire.agnewvana@uhl-tr.nhs.uk)

**School of Nursing Associates**

**Lead:**  
Annabel Coulson  
**Role of Faculty:**  
Supporting and developing Nursing Associates  
[annabel.coulson@uhl-tr.nhs.uk](mailto:annabel.coulson@uhl-tr.nhs.uk)

**Transition/Preceptorship Faculty**

**Lead:**  
Claire Agnew van Asch  
**Role of Faculty:**  
Supporting and developing newly qualified  
[claire.agnewvana@uhl-tr.nhs.uk](mailto:claire.agnewvana@uhl-tr.nhs.uk)

**International Nursing Faculty**

**Lead:**  
Hayley Prime  
**Role of Faculty:**  
Supporting and developing International Workforce  
[hayley.prime@uhl-tr.nhs.uk](mailto:hayley.prime@uhl-tr.nhs.uk)

**Clinical Management Groups (CMG)**

**Leads:**  
Stacey Westwood (CHUGGS/ MSS/ CSI/ ITAPS)  
[stacey.westwood@uhl-tr.nhs.uk](mailto:stacey.westwood@uhl-tr.nhs.uk)  
Emma Johns (RRCV/ Medicine/ ED/)  
[emma.johns@uhl-tr.nhs.uk](mailto:emma.johns@uhl-tr.nhs.uk)  
Lead TBC (Womens and Maternity)

**Advanced Clinical Practice Faculty**

**Lead:**  
Matt Wensley  
**Role of Faculty:**  
Supporting and developing ACP's  
[matt.wensley@uhl-tr.nhs.uk](mailto:matt.wensley@uhl-tr.nhs.uk)

**Clinical Leadership Faculty**

**Lead:**  
Emma Johns  
**Role of Faculty:**  
Supporting and developing leadership workforce including Strength Based Training  
[emma.johns@uhl-tr.nhs.uk](mailto:emma.johns@uhl-tr.nhs.uk)

**HCA/ Support Worker Faculty**

**Lead:**  
Anna Kendrick  
**Role of Faculty:**  
Supporting and developing HCA and support worker workforce  
[anna.kendrick@uhl-tr.nhs.uk](mailto:anna.kendrick@uhl-tr.nhs.uk)

# Non Registered Roles Development Pathway

**Care Apprentice:** 1 year programme for those new to care, structured study days, limitations to practice, includes a probation period and level 2 functional skills in numeracy and literacy, clinical skills introduced after 4 months.

**New HCA/ MCA/ TSA:** Induction completed in first 3 weeks of starting in Trust, Care Certificate and further clinical competencies by week 12 and Development Framework completed for up to 12 months

**HCA/ MCA/ TSA:** Post Care Certificate, clinical competencies and one year experience, undertake buddy training, continue Development Framework, consider further development such as CPD for HCSW, HCSW Standard Level 2 or 3, additional clinical competencies

Existing Staff can access development here with potential to APEL if have NVQ/QCF that is still current and maintained L2 functional skills

**Senior Support Worker:** all Band 3 roles to have the HCSW standard at Level 3, either as working towards or as standard on application. Competency Development Framework as 'on the job' training. 18-24 month course with dedicated study days. Role specific clinical competency additional to course requirements. CPD for HCSW, new roles to be supported by policy

Existing Staff can access development here with potential to APEL if have NVQ/QCF that is still current and maintained L2 functional skills

**Assistant Practitioner:** Level 5 Foundation Degree and Apprenticeship Framework, applicants are existing staff only. Two year course with clinical competencies regular classroom based teaching and protected learning time. New roles to be supported by policy

# RN, NAR and RM Development Pathway

NAR: Level 5 Foundation Degree and Apprenticeship Framework. 2 year course with work based learning in base and alternative placements, clinical competencies , regular classroom based teaching and protected learning time leading to registration with the NMC. New roles to be supported by policy

Newly Registered Nurse, Nursing Associate or Midwife: Induction and Preceptorship portfolio undertaken in first year, development frameworks, clinical competencies, speciality specific study days, clinical skills and Resilience Based Clinical Supervision, strengths match career conversations

Senior RN or RM: access to internal accredited modules, ongoing clinical and leadership development, Senior Staff Nurse/Midwife programme after 2 years. Rotation opportunities, strengths match career conversations  
NAR: ongoing role development within scope of practice, ongoing clinical competency development, CPD modules, career progression to BSc Nursing Programme, strengths match career conversations

Access to CPD/WDF Funding for Formal Study

Deputy Sister / Specialist Role: role specific development frameworks within specialist areas, access to internal accredited modules, ongoing clinical and leadership development. Rotation opportunities, strengths match career conversations

Access to CPD/WDF Funding for Formal Study

Ward Sister / Advanced Nurse Practitioner: RCN Leadership Course, role specific development frameworks within specialist areas, access to internal accredited modules, MSc ACP Training, strengths match career conversations

Access to CPD/WDF Funding for Formal Study

## Continuous Professional Development

Before commencing CPD; employee MUST be a 100% compliant with Mandatory Training.

Registered Nurses to have completed a minimum of 1 year within clinical areas

Employee to have completed relevant induction programmes:

Preceptorship Programme/ HCA Induction programme (including completion of Care Certificate)

During appraisal or line management review, a discussion must be held to discuss professional development within the allocated role.

This must be with the Ward/Department Manager and highlighted on the local Training Needs Analysis (TNA) for review

To commence a course or CPD activity (internal or external) the following questions must be considered.

Through completing this course/ CPD Activity; will it positively contribute to:

- a) Patient Care
- b) The ward's knowledge, skills and application to patient care
- c) The CMG/ Department Educational strategy and skill accomplishment meeting service needs and workforce plans

Allocated time to complete CPD Activity must be agreed with Ward/ Department Manager

Dedicated commitment from the employee must be discussed to ensure ability in completion of course

Failure to complete/ attend course may result in a financial recoup of occurred costs OR time reimbursed

Cost must be considered during discussion; options may include:

- a) CPD Funding (For Registered Nursing/ Midwifery and AHP Staff only)
- b) WDF Funding (Focused on the improvement and transformation of care delivery)
- c) If CPD is unavailable or not sanctioned: Ward Sponsorship/ Sponsorship/ Self-Funding

*Please note if CPD funding has been requested this is NOT guaranteed and will go through review via the Corporate Education Team – ensure funding is secured before you apply for courses.*

If the trust has agreed to funding:

- a) Only one module or course can be completed at a time
- b) If applying for a continuous course over consecutive time (Degree/MSc/ PhD) funding will only be sanctioned by each module
- c) If CPD money is retracted by government staff member will occur the additional costs to continue programme

# Checklist for discussing your CPD with your line manager

<b>Name:</b>		<b>Job Role:</b>	
<b>Things to consider</b>	<b>Your thoughts and discussion points</b>		
List the opportunities you are interested in from the Prospectus			
Identify how these will help you provide caring at its best with your clinical area			
Consider how these opportunities will help support your long term development plans			
Summary of discussion with Line Manager as part of appraisal or role review meeting			
List agreed actions and training plans to take forward			
<b>Date:</b>	<b>Line manager Name and Signature:</b>		



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**Programmes Delivered  
Trust Wide for Health  
Care Support Workers**

# Apprenticeships – Academic Writing

<b>Aims and Learning Outcomes</b>	This course will benefit you by providing you with an understanding of how to write academically to support your assignments, essay's or dissertation. You are requested to bring in a piece of work you are currently completing as part of this course.
<b>Content</b>	There are different topics that will be covered, including: <ul style="list-style-type: none"> <li>• Text types</li> <li>• Language features</li> <li>• Plagiarism</li> <li>• Referencing</li> </ul>
<b>Target audience</b>	Targeted at those doing an apprenticeship, regardless of course or level.
<b>Prerequisite for attendance</b>	For those undertaking an Apprenticeship programme.
<b>Method of Delivery</b>	Microsoft Teams
<b>Assessment</b>	Attendance
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust.
<b>Contact</b>	aaliyah.yusuf@uhl-tr.nhs.uk
<b>Cost</b>	Free to all UHL Staff. There may be a cost incurred to the CMG/ Corporate Directorate if the learner fails to notify the Training and Development Centre of non-attendance totaling £25 (half day) £50 (full day) which will be automatically charged to their CMG cost code.
<b>Frequency</b>	As per dates listed on HELM.
<b>Duration of Programme</b>	2 hours
<b>Method of booking</b>	HELM

# Apprenticeships: Employability Skills – Being Interviewed

<b>Aims and Learning Outcomes</b>	This bite size session provides hints and tips to attend interviews.
<b>Content</b>	As above.
<b>Target audience</b>	Staff from UHL.
<b>Prerequisite for attendance</b>	As a pre-requisite it is essential that participants complete the “Test your Understanding on Attending Interviews” questionnaire by reading the accompanied workbook “Attending Interview Workbook” before attending the session. Please ensure you have Microsoft Teams installed on your laptop, PC or device before attending Please note the cut off point for this course is two weeks, to allow pre-course information to be sent and completed in a timely manner, prior to attending the session.
<b>Method of Delivery</b>	Microsoft Teams. PLEASE NOTE: You will receive an invite to the MS Teams session prior to the session.
<b>Assessment</b>	Attendance
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust.
<b>Contact</b>	ramila.mistry@uhl-tr.nhs.uk
<b>Cost</b>	Free to UHL staff.
<b>Frequency</b>	As per dates on HELM.
<b>Duration of Programme</b>	1.5 hrs
<b>Method of booking</b>	HELM

## Apprenticeships: Employability Skills – The Job Hunt: Core Application Information & CV

<b>Aims and Learning Outcomes</b>	The bite size session provides hints and tips to write an effective CV.
<b>Content</b>	As above.
<b>Target audience</b>	Targeted at those doing an apprenticeship, regardless of course or level
<b>Prerequisite for attendance</b>	As a pre-requisite it is essential that participants complete the “Test your Understanding on Writing a CV” questionnaire by reading the accompanied workbook “Writing a Curriculum Vitae (CV) Job application” before attending the session. Please ensure you have Microsoft Teams installed on your laptop, PC or device before attending Please note the cut off point for this course is two weeks, to allow pre-course information to be sent and completed in a timely manner, prior to attending the session.
<b>Method of Delivery</b>	Virtual Meeting (Microsoft Teams, Zoom etc.)
<b>Assessment</b>	None
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust.
<b>Contact</b>	aaliyah.yusuf@uhl-tr.nhs.uk
<b>Cost</b>	Free to UHL staff - cost implications apply for DNA's
<b>Frequency</b>	As per dates on HELM.
<b>Duration of Programme</b>	30 minutes
<b>Method of booking</b>	HELM

# Apprenticeship Signposting

Follow the below signposting for further information about Apprenticeship here at UHL.

- [UHL Apprenticeships](#)

If you would like further information please contact the Apprenticeship Team on the email below:

[apprenticeships@uhl-tr.nhs.uk](mailto:apprenticeships@uhl-tr.nhs.uk)



# HCSW CPD Opportunity

Book via HELM



# Employee Online Tutorial Video – Substantive and Bank Staff

<b>Aims and Learning Outcomes</b>	The Electronic Rostering (HealthRoster) system within UHL is vital to ensuring staff are in the right place with the right skills at the right time to meet safe staffing levels within each department to deliver quality patient care.
<b>Content</b>	The Employee Online Tutorial Video is a newly developed video to help increase understanding of the system and enables you to watch demonstrations on how to complete all the functions in Employee Online for both Bank Staff and Substantive staff that are live on HealthRoster/Electronic Rostering. By increasing user knowledge and abilities, you will easily learn how to View your Roster, Request Annual Leave, Request Study Leave, View your Electronic Timesheets, View and Book Available Bank Shifts.
<b>Target audience</b>	Substantive and Bank Staff live on Electronic Roster
<b>Prerequisite for attendance</b>	None
<b>Method of Delivery</b>	Online Learning Package
<b>Assessment</b>	Completion of the UHL e-learning package
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust
<b>Contact</b>	Electronic Rostering Helpdesk: <a href="mailto:electronic.rostering@uhl-tr.nhs.uk">electronic.rostering@uhl-tr.nhs.uk</a>
<b>Cost</b>	Free to all UHL Staff.
<b>Frequency</b>	Available anytime via HELM
<b>Duration of Programme</b>	Approximately 30 minutes
<b>Method of booking</b>	HELM

# Excellence in Communication

## Masterclasses

Introduction to Communication and your style

Have you ever stopped to wonder why you think as you do, and others see the world so differently? Would you like to know more about how we communicate internally with ourselves and how and why that differs for us all?

Insights into models of Communication, and a deep dive into our Values and Behaviours, and the impact they have on our communication. Relationships are the foundation of all we do and understanding that our values are our hot buttons can give us another way to strengthen our communication with others

Personality type and its impact on our communication

Learn and understand the different ways that people communicate, through our personality style and preferences, and how to recognise others' preferences.

Application of this information can be used to understand others, flex our own style to give choices and strengthen interactions with others.

Crucial Conversations and Feedback:

Have you ever wished you had the tools to give feedback to someone?

This session will consider why difficult conversations can create conflict and provide a toolbox of resources to assist you to have vital conversations more easily and more effectively, with better outcomes

Stress, Well-being, and Resilience

How do we look after ourselves as well as others, in a world of work where the pressures and demands are always high?

This module will ensure you are able to recognise and show self-care, allowing you to look after yourself and keep well. It will include elements such as resilience, time management and understanding what you can and cannot control.

Culture, Civility, Compassion and Effective Teams

High performing teams with compassion present have positive effects in many areas – mortality, wellbeing and more

This module will demonstrate the link between effective teamworking, compassion in the workplace, and the power of civility on culture. Understanding these factors will enable you to ensure both you, the team and your patients get safe compassionate care.

Book via HELM

## Food Safety – Level 2 Award in Food Safety Training (Food Hygiene)

Aims and Learning Outcomes	On completion of this course, staff will be able to take personal responsibility for the food safety in catering. Food safety is essential to make sure patients are not harmed in any way from the food and drink they consume. Having competent staff is a legal requirement.
Content	Importance of food safety, types of contamination, bacteriology (including food poisoning and food borne diseases), the Law and Food Safety, legal responsibilities of food handlers, personal hygiene in food safety, pest control, safe food handling practices and temperature controls, stock control procedures
Target audience	Housekeepers, Healthcare Assistants with housekeeper responsibilities, Occupational Therapy staff responsible for kitchen assessments
Prerequisite for attendance	Must complete the booking form which is signed by your Line Manager.
Method of delivery	Face to face classroom based training.
Assessment	45 minute multiple choice question paper/theory assessment exam; marked by an external organisation. Certificate takes about 2 to 3 months to arrive.
Accreditation	QA Level 2 Award in Food Safety in Catering
Contact	Carole Heubeck, PA. <a href="mailto:Carole.heubeck@uhl-tr.nhs.uk">Carole.heubeck@uhl-tr.nhs.uk</a>  <a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	£75 depending on number on course (maximum 16 per session) funded by the local ward/department
Frequency	Approximately 6 per year
Duration of programme	1 day
Method of booking	Via HELM. Application form available from Carole Heubeck must be signed by Line Manager

# HCA Online 1:1 Career Surgeries

<b>Aims and Learning Outcomes</b>	The aim of this session is to provide support and guidance to staff in a Health Care Support Worker role regarding career opportunities in UHL.
<b>Content</b>	1:1 personalised discussion
<b>Target audience</b>	Housekeepers / Health Care Support Workers Bands 2 - 4
<b>Prerequisite for attendance</b>	In date appraisal
<b>Method of Delivery</b>	1:1 via Microsoft Teams / Zoom / Face to Face
<b>Assessment</b>	None
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust.
<b>Contact</b>	<a href="mailto:HCSWFaculty@uhl-tr.nhs.uk">HCSWFaculty@uhl-tr.nhs.uk</a>
<b>Cost</b>	Free to UHL staff.
<b>Frequency</b>	By individual arrangement.
<b>Duration of Programme</b>	1 hour
<b>Method of booking</b>	Book via <a href="mailto:HCSWFaculty@uhl-tr.nhs.uk">HCSWFaculty@uhl-tr.nhs.uk</a>

# Health Care Assistant Induction Programme

Aims and Learning Outcomes	To prepare new Health Care Assistants with the skills and knowledge required to work within an acute hospital environment. The candidates will also complete the National Care Certificate during their induction.
Content	Introduction to the role of the Health Care Assistant including the Health Care Support Worker Code of Conduct, roles and responsibilities, privacy and dignity while informing new staff of their professional, local and legal standards. Vital signs monitoring and escalation with practical and scenario based learning of clinical observations including capillary blood glucose. Introduction to sepsis, the deteriorating patient and emergency equipment that they may come in to contact with. Simulated demonstration and theory of patient hygiene. Documentation. Communication / Use of Social Media. Tissue viability and continence care. A selection of classroom based teaching, simulation, scenarios and self directed learning will be used throughout and competency will be demonstrated by completion of the National Care Certificate and a clinical based assessment booklet.
Target audience	New Health Care Assistants & Maternity Care Assistants to UHL
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching
Assessment	Completion of the National Care Certificate
Accreditation	None
Contact	<a href="mailto:HCSWFacultymailbox@uhl-tr.nhs.uk">HCSWFacultymailbox@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Multiple dates throughout the year planned according to workforce need
Duration of programme	3 consecutive weeks, Monday to Friday everyday (0830 – 1630)
Method of booking	Nominations via HR Recruitment to Anna Kendrick

# Health Care Support Worker Buddy Training

<b>Aims and Learning Outcomes</b>	To develop effective mentoring and role model skills in the induction of new staff members.
<b>Content</b>	Introduction to your role in mentoring others, core documents that a new member of staff has to achieve, giving feedback, qualities of a Buddy, benefits to your own development of being a Buddy.
<b>Target audience</b>	Experienced Health Care Assistants
<b>Prerequisite for attendance</b>	This study day is for experienced Health Care Support Worker (HCAs, MCAs, RCAs, Clinical Aides) who wish to support newly appointed HCSWs. N.B. attendees must have 12 – 18 months healthcare experience, with a minimum of 1 year in the current area and already have been awarded the care certificate. Nomination for attendance by Line Manager.
<b>Method of Delivery</b>	Face to Face
<b>Assessment</b>	Within Session
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust
<b>Contact</b>	<a href="mailto:keeley.golding@uhl-tr.nhs.uk">keeley.golding@uhl-tr.nhs.uk</a> , <a href="mailto:anna.kendrick@uhl-tr.nhs.uk">anna.kendrick@uhl-tr.nhs.uk</a> , <a href="mailto:daksha.mistry@uhl-tr.nhs.uk">daksha.mistry@uhl-tr.nhs.uk</a>
<b>Cost</b>	Free to all UHL staff
<b>Frequency</b>	6 times per year
<b>Duration of Programme</b>	1 Day
<b>Method of booking</b>	Nominations to <a href="mailto:hcswfacultymailbox@uhl-tr.nhs.uk">hcswfacultymailbox@uhl-tr.nhs.uk</a>

# Health Literacy Awareness

<b>Aims and Learning Outcomes</b>	<ul style="list-style-type: none"> <li>- Define health literacy as a concept and describe its importance</li> <li>- Describe the impact that low health literacy can have on people using the NHS</li> <li>- Identify the barriers to a higher level of health literacy</li> <li>- List resources that can help us support patients &amp; improve their health literacy</li> </ul>
<b>Content</b>	What is Health Literacy and how can we help patients to improve their knowledge of their own health choices.
<b>Target audience</b>	All UHL staff. Both clinical and non-clinical but especially those who communicate with patients either verbally or in writing.
<b>Prerequisite for attendance</b>	UHL staff
<b>Method of Delivery</b>	Microsoft Teams
<b>Assessment</b>	Attendance
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust
<b>Contact</b>	InformationForPatients@uhl-tr.nhs.uk
<b>Cost</b>	Free to UHL staff
<b>Frequency</b>	Monthly
<b>Duration of Programme</b>	1 hour session.
<b>Method of booking</b>	HELM

# IT Training A Patient Centre - Introduction

<b>Aims and Learning Outcomes</b>	PATIENT CENTRE INTRODUCTION will show you how to view patients details, names, addresses, GP's, etc. and carry out general enquiries regarding inpatient and outpatient episodes.
<b>Content</b>	<p>Topics covered in this course include:</p> <ul style="list-style-type: none"> <li>• Searching for patients already on the system.</li> <li>• Creating a new registration if no records are found.</li> <li>• Entering/amending patient details such as change of address, GP etc.</li> <li>• Viewing Ward and Consultant Lists, Episode Enquiry, Viewing Outpatient Appointments Viewing Clinic lists Printing labels and ID sheets</li> <li>• Viewing a Recent List of patients View Inpatient Waiting List Details.</li> <li>• Viewing the Special Register.</li> </ul>
<b>Target audience</b>	Members of staff wishing to view a patients demographic details and their episodes. WARD STAFF PLEASE NOTE ... PATIENT CENTRE INTRODUCTION DOES NOT COVER ADMISSIONS, TRANSFERS AND DISCHARGES.
<b>Prerequisite for attendance</b>	Staff should be able to login/out of a computer and confidently use a keyboard and mouse. Other general PC skills are also an advantage.
<b>Method of Delivery</b>	Face to Face.
<b>Assessment</b>	Within session.
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust.
<b>Contact</b>	Tel (258) 5662 or Email: <a href="mailto:it.training@uhl-tr.nhs.uk">it.training@uhl-tr.nhs.uk</a>
<b>Cost</b>	There will be a cost incurred to your Service/CMG if you fail to cancel your booking and you will be recorded as Did Not Attend.
<b>Frequency</b>	As per dates on HELM.
<b>Duration of Programme</b>	2.5 hours
<b>Method of booking</b>	HELM.

## IT Training A1 – Patient Centre an Introduction Online via Microsoft Teams

<b>Aims and Learning Outcomes</b>	PATIENT CENTRE INTRODUCTION will show you how to view patients details, names, addresses, GP's, etc. and carry out general enquiries regarding inpatient and outpatient episodes.
<b>Content</b>	<p>Topics covered in this course include:</p> <ul style="list-style-type: none"> <li>• Searching for patients already on the system.</li> <li>• Creating a new registration if no records are found.</li> <li>• Entering/amending patient details such as change of address, GP etc.</li> <li>• Viewing Ward and Consultant Lists, Episode Enquiry, Viewing Outpatient Appointments Viewing Clinic lists Printing labels and ID sheets</li> <li>• Viewing a Recent List of patients View Inpatient Waiting List Details.</li> <li>• Viewing the Special Register.</li> </ul>
<b>Target audience</b>	Members of staff wishing to view a patients demographic details and their episodes. WARD STAFF PLEASE NOTE ... PATIENT CENTRE INTRODUCTION DOES NOT COVER ADMISSIONS, TRANSFERS AND DISCHARGES.
<b>Prerequisite for attendance</b>	Staff should be able to login/out of a computer and confidently use a keyboard and mouse. Other general PC skills are also an advantage.
<b>Method of Delivery</b>	PRIOR TO THE SESSION YOU WILL BE SENT A MS TEAMS MEETING REQUEST. PLEASE ENSURE THAT YOU HAVE MICROSOFT TEAMS INSTALLED ON YOUR COMPUTER BEFORE THE COURSE. IDEALLY YOUR COMPUTER SHOULD HAVE A MICROPHONE AND WEB CAM INSTALLED.
<b>Assessment</b>	Within session.
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust.
<b>Contact</b>	Tel (258) 5662 or Email: <a href="mailto:it.training@uhl-tr.nhs.uk">it.training@uhl-tr.nhs.uk</a>
<b>Cost</b>	There will be a cost incurred to your Service/CMG if you fail to cancel your booking and you will be recorded as Did Not Attend.
<b>Frequency</b>	As per dates on HELM.
<b>Duration of Programme</b>	2.5 hours
<b>Method of booking</b>	HELM.

# IT Training B Patient Centre – Full ward procedures

<b>Aims and Learning Outcomes</b>	This course covers Inpatient Admissions, Transfers and Discharges.
<b>Content</b>	Searching for patients already on the system. Creating a new registration if no records are found. Entering/amending patient details. Emergency admissions (unplanned) Elective admissions from waiting list (if required). Transfers of patients to another ward and/or consultant Suspend and reinstate a patient (home leave) Discharging patients. Recording an Expected Discharge Date Use of the Whiteboard to view bed status and Expected Discharges Viewing Ward and Consultant Lists Episode Enquiry Recording Ward Attenders (if required). and Viewing the Special Register
<b>Target audience</b>	You must have attended Patient Centre Part A (Introduction) prior to booking on this course. Anyone involved directly in admitting, transferring or discharging patients both Emergency and Elective cases, i.e. Ward Clerks, Nurses, HCAs, Inpatient Admin Staff should be able to login/out of a computer and confidently use a keyboard and mouse. Other general PC skills are also an advantage.
<b>Prerequisite for attendance</b>	You must have attended Patient Centre Part A (Introduction) prior to booking on this course.
<b>Method of Delivery</b>	Prior to the session you will be sent a MS teams meeting request. Please ensure that you have Microsoft teams installed on your computer before the course. ideally your computer should have a microphone and web cam installed.
<b>Assessment</b>	Within session.
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust.
<b>Contact</b>	Tel (258) 5662 or Email: <a href="mailto:it.training@uhl-tr.nhs.uk">it.training@uhl-tr.nhs.uk</a>
<b>Cost</b>	There will be a cost incurred to your Service/CMG if you fail to cancel your booking and you will be recorded as Did Not Attend.
<b>Frequency</b>	As per dates on HELM.
<b>Duration of Programme</b>	3 hours
<b>Method of booking</b>	HELM.

## IT Training B1 Patient Centre – Full ward procedures Online via Microsoft Teams

<b>Aims and Learning Outcomes</b>	This course covers Inpatient Admissions, Transfers and Discharges.
<b>Content</b>	Topics covered in this course include: Searching for patients already on the system. Creating a new registration if no records are found. Entering/amending patient details. Emergency admissions (unplanned) Elective admissions from waiting list (if required). Transfers of patients to another ward and/or consultant Suspend and reinstate a patient (home leave) Discharging patients. Recording an Expected Discharge Date Use of the Whiteboard to view bed status and Expected Discharges Viewing Ward and Consultant Lists Episode Enquiry Recording Ward Attenders (if required). and Viewing the Special Register
<b>Target audience</b>	You must have attended Patient Centre Part A (Introduction) prior to booking on this course. Anyone involved directly in admitting, transferring or discharging patients both Emergency and Elective cases, i.e. Ward Clerks, Nurses, HCAs, Inpatient Admin Staff should be able to login/out of a computer and confidently use a keyboard and mouse. Other general PC skills are also an advantage.
<b>Prerequisite for attendance</b>	You must have attended Patient Centre Part A (Introduction) prior to booking on this course.
<b>Method of Delivery</b>	Face to Face.
<b>Assessment</b>	Within session.
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust.
<b>Contact</b>	Tel (258) 5662 or Email: <a href="mailto:it.training@uhl-tr.nhs.uk">it.training@uhl-tr.nhs.uk</a>
<b>Cost</b>	There will be a cost incurred to your Service/CMG if you fail to cancel your booking and you will be recorded as Did Not Attend.
<b>Frequency</b>	As per dates on HELM.
<b>Duration of Programme</b>	3 hours
<b>Method of booking</b>	HELM.

## IT Training D. Patient Centre – Tailored course

<b>Aims and Learning Outcomes</b>	This course is tailored around the required needs and access levels of an individual to enable them to fulfil their job role.
<b>Content</b>	To meet the needs of the individual in their job role.
<b>Target audience</b>	Any member of staff who feels that a standard course does not meet their requirements. This course is booked as and when required.
<b>Prerequisite for attendance</b>	A tutor will discuss your working practices with you and decide what course or function levels you need to have access to.
<b>Method of Delivery</b>	Face to Face
<b>Assessment</b>	Within session
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust
<b>Contact</b>	Tel: (258) 5662 or E-mail: <a href="mailto:it.training@uhl-tr.nhs.uk">it.training@uhl-tr.nhs.uk</a>
<b>Cost</b>	There will be a cost incurred to your Service/CMG if you fail to cancel your booking and are recorded as Did Not Attend
<b>Frequency</b>	As required
<b>Duration of Programme</b>	As required
<b>Method of booking</b>	Tel: (258) 5662 or E-mail: <a href="mailto:it.training@uhl-tr.nhs.uk">it.training@uhl-tr.nhs.uk</a>

# IT Training E – HISS Tailored Course

<b>Aims and Learning Outcomes</b>	This course is tailored around the required needs and access levels of an individual to enable them to fulfil their job role.
<b>Content</b>	To meet the needs of the individual in their job role.
<b>Target audience</b>	Any member of staff who feels that a standard course does not meet their requirements. This course is booked as and when required.
<b>Prerequisite for attendance</b>	A tutor will discuss your working practices with you and decide what course or function levels you need to have access to.
<b>Method of Delivery</b>	Face to Face
<b>Assessment</b>	Within session
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust
<b>Contact</b>	Tel: (258) 5662 or E-mail: <a href="mailto:it.training@uhl-tr.nhs.uk">it.training@uhl-tr.nhs.uk</a>
<b>Cost</b>	There will be a cost incurred to your Service/CMG if you fail to cancel your booking and are recorded as Did Not Attend
<b>Frequency</b>	As required
<b>Duration of Programme</b>	As required
<b>Method of booking</b>	Tel: (258) 5662 or E-mail: <a href="mailto:it.training@uhl-tr.nhs.uk">it.training@uhl-tr.nhs.uk</a>

## Nutrition Study Session A – ‘Nutritional Screening and First Line Nutritional Care Planning’

<b>Aims and Learning Outcomes</b>	To enhance knowledge on providing oral nutritional support to adult in-patients across the trust.
<b>Content</b>	<p>This session will focus on:</p> <ul style="list-style-type: none"> <li>• nutritional screening and accurate 'MUST' calculation, enabling appropriate action planning for each MUST score.</li> <li>• the measures that can be taken at ward level to support a patient's nutritional intake as part of the first line nutritional care plan</li> <li>• the range of food and menu options that can be used within your nutrition care plan.</li> </ul> <p>It is designed to be followed up with Nutrition Study session B.</p>
<b>Target audience</b>	Ward nursing staff - Registered and Unregistered, Specialist Nurses, Allied Health Professionals with an interest in nutrition
<b>Prerequisite for attendance</b>	None
<b>Method of Delivery</b>	Face to Face
<b>Assessment</b>	Attendance Only
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust
<b>Contact</b>	Helen Ord, Senior Specialist Dietitian. E-mail: <a href="mailto:Helen.ord@uhl-tr.nhs.uk">Helen.ord@uhl-tr.nhs.uk</a>
<b>Cost</b>	Free to UHL staff
<b>Frequency</b>	Monthly where available
<b>Duration of Programme</b>	3.5hrs
<b>Method of booking</b>	Booking can be made via HELM

## Nutrition Study Session B – ‘Delivering Nutritional Interventions and Nutritional Monitoring’

<b>Aims and Learning Outcomes</b>	To provide a comprehensive update on providing oral nutritional support to adult in-patients across the trust.
<b>Content</b>	<p>This session will focus on:</p> <ul style="list-style-type: none"> <li>• information about the nutritional interventions that can be used at ward level.</li> <li>• ensuring nutritional measures are delivered to the patient, and the processes involved.</li> <li>• how nutritional supplements fit into a patients nutritional care plan and ways to optimise their benefit.</li> <li>• monitoring your patients nutritional progress including the completion of food record charts.</li> </ul> <p>It is designed to follow on from Nutrition Study session A.</p>
<b>Target audience</b>	Ward nursing staff - Registered and Unregistered, Specialist Nurses, Allied Health Professionals with an interest in nutrition
<b>Prerequisite for attendance</b>	None
<b>Method of Delivery</b>	Face to Face
<b>Assessment</b>	Attendance Only
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust
<b>Contact</b>	Helen Ord, Senior Specialist Dietitian. E-mail: Helen.ord@uhl-tr.nhs.uk
<b>Cost</b>	Free to UHL staff
<b>Frequency</b>	Monthly where available
<b>Duration of Programme</b>	3.5hrs
<b>Method of booking</b>	Booking can be made via HELM

# Senior Healthcare Support Worker Standards (Level 3)

Aims and Learning Outcomes	The programme is designed to further develop core clinical knowledge, skills and behaviours in context of those required within the learners own health and social care workplace. Options available: Adult Nursing Support, Maternity Support, Theatre Support, Mental Health Support, Children and Young People Support, Allied Health Professional – Therapy Support
Content	The programme covers a range of topics including systems that promote communication and conduct. It looks at supporting others in the assessment of an individual’s health and wellbeing, lifespan developments and healthcare needs, as well as the structure, organisation and function of the human body, in order to develop a work team in a healthcare environment.
Target audience	Health Care Assistants, Maternity Support Workers, Senior Health Care Support Workers Theatre Support Assistants, Allied Health Professional - Therapy and Mental Health Support Workers
Prerequisite for attendance	Works within a patient contact role, GCSE English and Math’s or equivalent at Level 2, Care Certificate (or working towards)
Method of delivery	Face to face classroom based teaching and work based learning
Assessment	Completion of required units, workplace observations, professional discussions, online assessments, written explanations, and reflections, plus a portfolio of evidence gathered from the learners’ workplace, a CPD log, and the completion of a small workplace project. The Programme includes an End Point Assessment
Accreditation	City and Guilds Senior Health Care Support Worker Level 3
Contact	UHL Learning and Development Team <a href="mailto:apprenticeships@uhl-tr.nhs.uk">apprenticeships@uhl-tr.nhs.uk</a>
Cost	£5,000 funded from the Apprenticeship Levy. All Apprenticeships now have the requirement that 20% of the time spent at work during the study period must be logged and evidenced as off the job training. Examples of this (but not the whole list) can include team meetings, time spent studying, mandatory training, role related training, and shadowing
Frequency	4 programmes per year
Duration of programme	9 study days over 18 – 24 months
Method of booking	Email expression of interest to above contact

# Tissue Viability Foundation Day: Assistant Role

<b>Aims and Learning Outcomes</b>	To expand knowledge on skin care, pressure ulcer prevention and your support role. To gain a knowledge of the anatomy and physiology of the skin and how pressure ulcers occur and their prevention. Pressure ulcer grading.
<b>Content</b>	Anatomy and Physiology of the skin. Your role in Pressure Ulcer Prevention. Pressure Ulcer Grading
<b>Target audience</b>	Health Care Assistants, Physiotherapy Assistants, Occupational Therapy Assistants
<b>Prerequisite for attendance</b>	None
<b>Method of Delivery</b>	Face to Face
<b>Assessment</b>	Within Session
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust
<b>Contact</b>	For further information please contact the Tissue Viability Service on ext. 6848/4669, via <a href="mailto:tissue.viability@uhl-tr.nhs.uk">tissue.viability@uhl-tr.nhs.uk</a>
<b>Cost</b>	Free to UHL staff
<b>Frequency</b>	Every 2 months
<b>Duration of Programme</b>	1 Day
<b>Method of booking</b>	Sessions available for booking on HELM

# Trainee Assistant Practitioner (Level 5)

Aims and Learning Outcomes	Designed to develop specialist clinical knowledge, skills and behaviours in context of those required within the learners own health and social care workplace for employees who already have experience in a support worker role and are progressing into an Assistant Practitioner role. On successful completion the learner will gain an apprenticeship standard and Level 5 Diploma for Assistant Practitioners in Healthcare qualification.
Content	The programme covers a range of topics including systems that promote communication and conduct. It looks at supporting others in the assessment of an individual's health and wellbeing, lifespan developments and healthcare needs, as well as the structure, organisation and function of the human body, in order to develop a work team in a healthcare environment.
Target audience	Non-registered Workforce
Prerequisite for attendance	Assistant Practitioner role must be agreed by CMG head of Nursing as part of Workforce Development Plans prior to application for course, Support from line manager. Works within a patient contact role, GCSE English and Math's or Equivalent at Level 2, Care Certificate and a Level 3 Vocational Health Qualification or comparable health care experience in an Acute Trust for a minimum of 2 years including 1 years' experience in a specialist field.
Method of delivery	Face to face classroom based teaching and work-based learning.
Assessment	Assessment is through completion of required units / assignments, workplace observations, professional discussions, online assessments, research project, written explanations, reflections plus a portfolio of evidence gathered from the learners' workplace and a CPD log. The programme includes an End Point Assessment.
Accreditation	City and Guilds Assistant Practitioner Level 5
Contact	UHL Learning and Development Team
Cost	funded from the Apprenticeship Levy
Frequency	Once per year
Duration of programme	25 study days over 24 Months
Method of booking	Via UHL Learning and Development Team

# UHL Fundamentals Of Cancer (Healthcare Support Workers)

Aims and Learning Outcomes	<ul style="list-style-type: none"> <li>• Identify and utilise underpinning best practice relating to caring holistically for the adult patient with cancer.</li> <li>• Work alongside a multi-disciplinary team approach to offer and contribute to good quality care</li> <li>• Analyse attitudes, values and behaviours that influence cancer care, including ethical dilemmas</li> <li>• To explore and utilise communication skills which could aid and assist patient care, such as active listening skills.</li> </ul>
Content	<ul style="list-style-type: none"> <li>• Learners will have the opportunity to explore the local and national strategies for cancer care.</li> <li>• Learners will gain knowledge surrounding pathophysiology in relation to cancer disease and process.</li> <li>• Learners will explore possible diagnosis strategies alongside possible treatments and nursing with a view of a multi-disciplinary holistic care approach</li> <li>• Learners will gain an understanding of the patient experience with clear signposting to local services</li> <li>• A discussion surrounding career aspirations within cancer care</li> </ul>
Target audience	Healthcare Support Workers
Prerequisite for attendance	Nomination from ward leader
Method of delivery	Face to face classroom based teaching
Assessment	No Assessment
Accreditation	This programme is not accredited
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	3 x a year
Duration of programme	3 full days

## 3 Day Safe Holding / Disengagement

<b>Aims and Learning Outcomes</b>	3 Day Safe Holding/Disengagement Skills training Course For Clinical Staff
<b>Content</b>	Physical skills training for safe holding of patients and Disengagement Skills.
<b>Target audience</b>	Front line nursing staff working in high risk areas, Staff must be nominated by their manager.
<b>Prerequisite for attendance</b>	Comfortable clothing/trainer-type shoes should be worn - no skirts. Please note before booking onto this course staff must have completed Personal Safety Awareness training
<b>Method of Delivery</b>	Face to Face – small groups.
<b>Assessment</b>	Within session
<b>Accreditation</b>	The University Hospitals of Leicester NHS Trust
<b>Contact</b>	To book a place managers should e-mail staff names and preferred date to Bally Virdee at <a href="mailto:baldeep.virdee@uhl-tr.nhs.uk">baldeep.virdee@uhl-tr.nhs.uk</a>
<b>Cost</b>	Free to UHL staff
<b>Frequency</b>	See dates on HELM or contact details below.
<b>Duration of Programme</b>	3 days
<b>Method of booking</b>	To book a place managers should e-mail staff names and preferred date to Bally Virdee at <a href="mailto:baldeep.virdee@uhl-tr.nhs.uk">baldeep.virdee@uhl-tr.nhs.uk</a>

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# Clinical Nurse Coach

Aims and Outcomes	This is an innovative role designed to support new starters and other learners in the clinical environment. It is closely linked to the UHL recruitment and retention strategy.
Content	Individualised support will be given to prepare you for the role. This will include familiarisation shifts and study sessions to prepare you for clinical coaching and practical skills assessment. Regular support will be given once in the role.
Target audience	The Clinical Nurse Coach role will involve working alongside non registered, newly Registered Nursing Associates and Nurses and International Nurses in the clinical environment with the aim of increasing knowledge, skills and confidence.
Prerequisite for attendance	Those considering the role need to be up to date with clinical practice and have evidence of being up to date with UHL Essential to Role training. They need to have a recognised teaching/ assessing qualification and have experience of and a passion for working with learners in the clinical environment
Method of delivery	This is a clinical focused role with potential opportunity for providing face to face teaching and clinical supervision based on service need and the experience of the coach.
Assessment	Interested individuals need to complete a proforma and attend an informal interview. The role is managed through the UHL staff Bank and those in the role need to meet the employment requirements of the Bank.
Accreditation	None
Contact	Emma Johns, Education Practice Development Lead <a href="mailto:emma.johns@uhl-tr.nhs.uk">emma.johns@uhl-tr.nhs.uk</a> <a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	N/A
Frequency	As agreed at initial interview - flexible to meet the needs of the organisation and the availability of the individual in the role.
Duration of programme	N/A
Method of booking	Contact Emma Johns for further information

# Developing Coaching Skills to Support Student Nurses

Aims and Learning Outcomes	To explore the concept of Facilitating Learning in Practice (FLiP) To develop coaching as a method of supporting learners in practice
Content	Comparing traditional mentoring techniques with coaching Effective questioning techniques The value of feedback The challenges a coaching model can pose
Target audience	Registered Nurses
Prerequisite for attendance	Registered Nurses who are experienced in their clinical area and have an interest in supporting learners
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	Alice Parsons, Practice Learning Lead (Adult's) <a href="mailto:Alice.parsons@uhl-tr.nhs.uk">Alice.parsons@uhl-tr.nhs.uk</a> Dominique Shearer, Practice Learning Lead (Children's) <a href="mailto:Dominique.shearer@uhl-tr.nhs.uk">Dominique.shearer@uhl-tr.nhs.uk</a> Paula Oram, Practice Learning Lead (Midwifery) <a href="mailto:paula.oram@uhl-tr.nhs.uk">paula.oram@uhl-tr.nhs.uk</a> Rebecca Constant, Practice Learning Lead (Midwifery) <a href="mailto:rebecca.constant@uhl-tr.nhs.uk">rebecca.constant@uhl-tr.nhs.uk</a>  <a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Variable – based on service demand
Duration of programme	3 hours
Method of booking	Sessions provided on request via contacts above

# Developing the Specialist Skills to Care for the Needs of the Frail Older Person

Learning Outcomes	<ul style="list-style-type: none"> <li>• Demonstrate a thorough understanding of a complex body of knowledge and research in frailty in the older person to enhance clinical practice.</li> <li>• Evaluate the effectiveness of current practice in the provision of health care to older people with frailty and identify changes required.</li> <li>• Explore and contextualise the values and beliefs which influence the provision of health care to older people with frailty.</li> <li>• Identify how psycho-social and economic factors can impact on the frail older persons care delivery.</li> <li>• Critically examine how leadership can support service improvement for the frail older person.</li> </ul>
Content	<p>Using a 'Frailty Cycle' model students will identify the stressor events that contribute to the multifactorial origins of frailty and their interplay. The student will apply this model as a tool in accurately assessing and supporting the needs and care of their patients using appropriate therapeutic interventions. Students will examine the physical, psychological, sexual and social –economic issues in getting old, and how these can effect frailty. Students will also examine how society's values and attitudes to ageing can impact on the journey of the frail older person and examine their leadership role in bringing about change.</p>
Target audience	Registered Nurses or Nursing Associates principally caring for older patients
Prerequisite for attendance	Categories A and B (Tiers 1 and 2) Dementia Awareness and managers approval
Method of delivery	Face to face classroom based teaching
Assessment	Poster and written assignment
Accreditation	RCN Accreditation
Contact	<a href="mailto:Centerforclinicalpractice@uhl-tr.nhs.uk">Centerforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded
Frequency	As advertised
Duration of programme	8 days taught programme and 1 assessment session
Method of booking	Applications made via the advertised email or centerforclinicalpractice@uhl-tr.nhs.uk

# FDS Sc Nursing Associates (Apprenticeship Route)

Aims and Learning Outcomes	To develop the knowledge and skills to meet the NMC Standards of Proficiency for Nursing Associates
Content	A range of modules studied at academic Level 4 during year one and Level 5 in year two to equal 240 academic credits overall.
Target audience	Existing HCA/ HCSW
Prerequisite for attendance	Level 2, or equivalent, functional skills in Maths and English Completion of the Care Certificate
Method of delivery	Taught theory and practice based learning
Assessment	Essays, Exams, case studies, presentations and reflection plus practice portfolio
Accreditation	Foundation Degree Science Nursing Associate (Apprenticeship Route) awarded by De Montfort University
Contact	Annabel Coulson, Programme Lead <a href="mailto:Annabel.coulson@uhl.tr.nhs.uk">Annabel.coulson@uhl.tr.nhs.uk</a> Or <a href="mailto:traineenurseassociat@uhl-tr.nhs.uk">traineenurseassociat@uhl-tr.nhs.uk</a>
Cost	Funded places for staff across Leicester, Leicestershire and Rutland available under the apprenticeship levy, some additional course resources may also be provided (e.g. core text)
Frequency	Programme will run 2-3 times a year
Duration of programme	2 years
Method of booking	For application process please contact Annabel Coulson, Programme Lead <a href="mailto:Annabel.coulson@uhl.tr.nhs.uk">Annabel.coulson@uhl.tr.nhs.uk</a>

# Leadership Development

## Deputy Practitioner/ Sister/ Charge Nurse/ Midwife/ ODP

Aims and Learning Outcomes	This programme explores the concept of leadership and developing the individual to engage in local and national initiative, seeking to promote a confident and knowledgeable practitioner within the team.
Content	<ul style="list-style-type: none"> <li>• Introduction to leadership theories</li> <li>• Leadership styles and behaviours</li> <li>• Current Local and National initiatives</li> <li>• Confidence leading and managing a team</li> <li>• Communication and its application to team working</li> <li>• Leadership journeys from guest speakers</li> </ul>
Target audience	Registered Nurses / Midwives/ ODP's and Deputy Team leaders
Prerequisite for attendance	Learners must be in a Band 6 position or a deputy role within the trust who have been in position of a minimum of 6 months
Method of delivery	Face to face sessions
Assessment	Participants will complete a Quality Improvement project based upon something identified within their working area. This will then be presented to the group on the last day of the programme
Accreditation	This course is not accredited
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	2-4 times year dependant on demand
Duration of programme	4 days
Method of booking	Please contact the email above

# Leading an Empowered Organisation Course (LEO)

Aims and Learning Outcomes	Attendees will work through the LEO manual and focus on the nine elements of the empowerment triangle, some of which are listed below
Content	<ul style="list-style-type: none"> <li>• Differentiating centralised and decentralised approaches</li> <li>• The Leader's Role</li> <li>• Articulated Expectations</li> <li>• Responsibility, authority and accountability</li> <li>• Building relationships</li> <li>• Developing capacity</li> <li>• Leading change</li> </ul> <p>Participants need to be able to share experiences in their clinical areas and reflect on the practice throughout the three days.</p>
Target audience	B4 registrants and above and B5 and above for staff in a non-registered role
Prerequisite for attendance	Nomination by Ward Sister/Team Leader
Method of delivery	Face to face classroom based teaching
Assessment	Quality Improvement Project
Accreditation	Internationally recognised qualification which is awarded on the fourth 'follow up' day where participants are expected to feedback on a Quality Improvement project
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	10 Programmes a year
Duration of programme	4 days (09.00 – 16.30) (3+1 follow up)
Method of booking	Via contact above

# NMC OSCE Preparation Programme for Overseas Registered Nurses

Aims and Learning Outcomes	In-house programme designed to equip overseas trained nurses to take the Objective Structured Clinical Examination (OSCE) required by the NMC prior to UK NMC registration. The OSCE assessment criteria are based on the NMC standards for registration and above all require demonstration of safe and compassionate nursing care.
Content	A structured programme that aims to build up the knowledge, skills, competence, and confidence required to pass the OSCE exam. Each of the required APIE skill stations (assessment, planning, implementation, evaluation, and the suite of clinical skills) are covered in detail with opportunity for repeated practice and individual feedback.
Target audience	Overseas Nurse who have met the NMC prerequisites (including English Language assessment) and are in possession of a valid NMC decision letter. Details of NMC requirements can be found on the NMC website.
Prerequisite for attendance	<ul style="list-style-type: none"> <li>• Nurses joining the Trust from overseas need a certificate of sponsorship and an appropriate visa. Recruitment is through a recognised agency</li> <li>• UK based Nurses need to have been successful at interview and have a UHL post. They need to have CMG support which includes agreed study time and financial support for the OSCE exam</li> <li>• UHL Nurses need to have the support of their line manager and CMG support for study time and the cost of the OSCE exam</li> </ul>
Method of delivery	Face to face, theory, and practical sessions. Group work and individual timed assessments. Attendees will also benefit from undertaking some further preparation in their own time.
Assessment	At an NMC Competence Test Centre- 4 hour practical exam covering individual timed assessment of four APIE skill stations, four clinical skills stations and two other written stations. Candidates have up to three attempts to pass the exam.
Accreditation	NMC
Contact	OSCENMC@uhl-tr.nhs.uk
Cost	UHL funded places / alternative funding available
Frequency	5 to 6 times per year
Duration of programme	Overseas Nurses programme: 6 weeks full time, Monday to Friday (0830-1630) UHL staff In house OSCE prep programme: 3 weeks full time as above
Method of booking	Via <a href="mailto:OSCENMC@uhl-tr.nhs.uk">OSCENMC@uhl-tr.nhs.uk</a> . You will be sent a Microsoft form to complete and the team will contact you

# Nurse In Charge

Aims and Learning Outcomes	<ul style="list-style-type: none"> <li>• Discuss the roles and responsibilities of the Nurse in Charge</li> <li>• Reflect on your experiences of the Nurse in Charge role</li> <li>• Develop strategies and coping skills when acting as the Nurse in Charge</li> <li>• Discuss difficult situations that may arise when you are the Nurse in Charge</li> <li>• Identify strengths and weaknesses to plan your future development needs</li> </ul>
Content	Roles and responsibility, reflecting on your experiences so far and thinking about your future development, introduction to leadership, what makes a good Nurse in Charge and scenarios.
Target audience	Registered Nurses who are expected to or currently act as Nurse in Charge in their clinical area
Prerequisite for attendance	Minimum of 6 months post qualification
Method of delivery	Face to face classroom based teaching
Assessment	No Assessment
Accreditation	This programme is not accredited
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	10 -12 times a year
Duration of programme	1 Day (7 hours)
Method of booking	During preceptorship you will be contacted by the local education team, further nominations are considered on ward leader discretion.

# Practice Assessor Programme (PA)

<b>Aims and Learning Outcomes</b>	The programme is designed to develop your knowledge, skills, and competence in supporting the learning and assessment of healthcare students in practice based settings.
<b>Content</b>	<ul style="list-style-type: none"> <li>• Overview of the new NMC standards and the changes within pre registration &amp; post registration education.</li> <li>• Roles and responsibilities of practice assessor</li> <li>• Supporting learners</li> <li>• Assessment of learners</li> <li>• Communication strategies</li> </ul>
<b>Target audience</b>	Registered Nurses, Registered Midwives, Registered Nursing Associates
<b>Prerequisite for attendance</b>	Working in the capacity of a practice supervisor. Identified on appraisal and agreement from Line Manager/ Student Link, and Practice Learning Team to attend.
<b>Method of delivery</b>	Nursing: New PA e-learning Workbook. Mentor –PA Transition workbook Face to face classroom based Workshop post workbook. Booked Via HELM Midwifery: Contact Paula Oram
<b>Assessment</b>	Reflection post programme to link with revalidation requirements
<b>Accreditation</b>	None
<b>Contact</b>	Alice Parsons Practice Learning Lead (Nursing) <a href="mailto:Alice.parsons@uhl-tr.nhs.uk">Alice.parsons@uhl-tr.nhs.uk</a> Paula Oram Practice Learning Lead (Midwifery) <a href="mailto:Paula.oram@uhl-tr.nhs.uk">Paula.oram@uhl-tr.nhs.uk</a> Or <a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
<b>Cost</b>	UHL funded places / alternative funding available
<b>Frequency</b>	Variable throughout the year
<b>Duration of programme</b>	1 day (excluding the prerequisite reading time)
<b>Method of booking</b>	Workbooks accessed through Insight but can go Via HELM <a href="http://insite.xuhl-tr.nhs.uk/homepage/working-life/education--training/practice--learning/staff-resources/rol">http://insite.xuhl-tr.nhs.uk/homepage/working-life/education--training/practice--learning/staff-resources/rol</a>

# Practice Supervisor Programme

<b>Aims and Learning Outcomes</b>	The programme is designed to develop your knowledge, skills and competence in supporting the learning and assessment of healthcare students in practice based settings.
<b>Content</b>	<ul style="list-style-type: none"> <li>• Overview of the new NMC standards and the changes within pre registration &amp; post registration education.</li> <li>• Building Relationships = Effective Supervision</li> <li>• Facilitate learning as a supervisor</li> <li>• Reviewing progress and appraising achievement. Looking at what evidence is required to support student/learner progress</li> </ul>
<b>Target audience</b>	Registered Health Care Professionals.
<b>Prerequisite for attendance</b>	Registered Healthcare Professional Agreement of attendance from Line Manager
<b>Method of delivery</b>	Nursing: New Ps Workbook. Face to face classroom based Workshop post workbook. Booked Via HELM Midwifery: Contact Paula Oram
<b>Assessment</b>	Reflection post programme to link with revalidation requirements
<b>Accreditation</b>	None
<b>Contact</b>	Alice Parsons Practice Learning Lead (Nursing) <a href="mailto:Alice.parsons@uhl-tr.nhs.uk">Alice.parsons@uhl-tr.nhs.uk</a> Paula Oram Practice Learning Lead (Midwifery) <a href="mailto:Paula.oram@uhl-tr.nhs.uk">Paula.oram@uhl-tr.nhs.uk</a> OR <a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
<b>Cost</b>	UHL funded places / alternative funding available
<b>Frequency</b>	Variable throughout the year
<b>Duration of programme</b>	1 day (excluding the prerequisite reading time)
<b>Method of booking</b>	Workbooks accessed through Insight but can go Via HELM <a href="http://insite.xuhl-tr.nhs.uk/homepage/working-life/education--training/practice--learning/staff-resources/rol">http://insite.xuhl-tr.nhs.uk/homepage/working-life/education--training/practice--learning/staff-resources/rol</a>

# Preceptorship Programme for Newly Registered Midwives

Aims and Learning Outcomes	Staff will develop knowledge and skills to enable them to work within all areas of maternity. Develop in confidence and gain the necessary competencies required to progress into the role of Band 6 Midwife
Content	All staff will be required to attend a number of training sessions covering all mandatory training aspects which includes Infection Prevention, Safeguarding Level 3, Mental Health Awareness, alongside recovery teaching, skills workshops for suturing, obstetric anal sphincter Injury (OASI), emotional wellbeing and resilience. All areas of documentation and clinical systems. Staff will be expected to complete competency workbooks in medicine s management, suturing, epidural top ups and Adult IV Administration. There are also pastoral supportive sessions with Professional Midwifery Advocates.
Target audience	Newly Registered Midwives
Prerequisite for attendance	Newly registered
Method of delivery	Face to face classroom based teaching
Assessment	Competency assessments
Accreditation	None
Contact	Hannah Freeland, Midwife for Recruitment, Retention and Pastoral Care <a href="mailto:maternityretention@uhl-tr.nhs.uk">maternityretention@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Variable throughout the year
Duration of programme	Minimum of 6 days over 12-18 months
Method of booking	Via allocations once successful at interview

# Preceptorship Programme for Newly Registered Nurses, Nursing Associates, & ODPs

Aims and Learning Outcomes	A period of structured transition for the newly registered practitioner during which he or she will be supported by a preceptor, to develop their confidence as an autonomous professional, refine skills, values and behaviours and to continue on their journey of life-long learning.
Content	Based on HEE 'Preceptorship Standards' and the National Preceptorship Framework published October 2022 and includes themes such as prioritisation and time management, delegation, emotional resilience, team working, and communication.
Target audience	Newly Registered Nurse, Nursing Associates and AHPs
Prerequisite for attendance	New to the NMC register
Method of delivery	Blended learning – a mix of online via Teams and face to face classroom based teaching
Assessment	Preceptorship portfolio used to support development and development frameworks to guide learning opportunities and expectations.
Accreditation	None
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	A rolling programme of study days
Duration of programme	Minimum of 7 days over 12 months
Method of booking	Via allocations once successful at interview

# Preceptor Preparation training

Aims and Learning Outcomes	The aim of this training is to support preceptors develop and enhance their skills in supporting our newly registered professionals. After attending this session the preceptor will have an understanding of their role and responsibilities, the importance of supporting their preceptee in practice and what tools and support are available to help them be an effective preceptor.
Content	Based on HEE 'Preceptorship Standards' and the National Preceptorship Framework published October 2022 and includes roles and responsibilities, preceptorship policy standards, introduction to the preceptorship portfolio, programme and development frameworks, refreshers on giving feedback and supporting objective setting.
Target audience	Registered Nurse, Nursing Associates, Midwives and AHPs
Prerequisite for attendance	Registered with the NMC/HCPC for 12 months
Method of delivery	Blended learning – either online via Teams or face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a> or <a href="mailto:Preceptorship@uhl-tr.nhs.uk">Preceptorship@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Monthly
Duration of programme	3 hours
Method of booking	Via HELM

# Registered Nurse Degree 'Top Up' (Apprenticeship Route)

Aims and Learning Outcomes	To develop the knowledge and skills to meet the NMC Standards of Proficiency for Registered Nurses
Content	A range of modules studied at academic Level 5 and 6 delivered over two years and related placement experience
Target audience	Nursing Associates Registered
Prerequisite for attendance	Completion of FDS Nursing Associate
Method of delivery	Taught theory and practice based learning
Assessment	Essays, Exams, case studies, presentations and reflection plus practice portfolio
Accreditation	Foundation Degree Science (Apprenticeship Route) delivered by De Montfort University
Contact	<a href="mailto:traineenurseassociate@uhl-tr.nhs.uk">traineenurseassociate@uhl-tr.nhs.uk</a>
Cost	Funded places for staff within UHL
Frequency	Programme will run once a year starting in October
Duration of programme	2 years
Method of booking	For application process please contact Annabel Coulson, Nursing Associate Programme Lead <a href="mailto:Annabel.coulson@uhl.tr.nhs.uk">Annabel.coulson@uhl.tr.nhs.uk</a>

# Registered Nurse and Registered Nursing Associate Induction Programme

Aims and Learning Outcomes	To provide new RN's to UHL with key clinical information to help them in their role, support local induction by covering some of the education and information needed as part of core training, provide information on RN development opportunities within UHL and plenty of opportunities to ask questions.
Content	Topics are driven by nursing priorities and may change. The current programme includes who's who within Nursing, hospital geography, escalating care, patient flow and discharge, Nursing documentation, e-Hospital systems used by RNs/RNAs, diabetes, medicines management, BESTSHOT, anticoagulation, cultural competence, professional development opportunities.
Target audience	New Registered Nurses and Nursing Associates to the Trust who have never worked for UHL or not worked at the Trust in the last five years.
Prerequisite for attendance	New member of staff to the Trust
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	6 to 8 times per year
Duration of programme	2 days (0845 – 1630)
Method of booking	Via HELM

# Registrant Opportunities to Return to Practice

Aims and Learning Outcomes	To provide information and direction to enable the appropriate staff to successfully apply for Return to Practice (RTP)
Content	<p>2 routes available:</p> <p>1: Via a university: Please contact the appropriate University for details. (Northampton/Derby/Lincoln within East Midlands)</p> <p>2: <b>Currently Nurses only:</b> Via Objective Structured Clinical Examination (OSCE) required by the NMC prior for UK NMC registration. The OSCE assessment criteria are based on the NMC standards for registration. This will also include a 5 day bespoke preparation programme prior to the OSCE</p> <p><b>Please check with NMC /HCPC for eligibility for either option</b></p>
Target audience	Registered Nurses /Midwives /AHPs who have lapsed their professional registration
Prerequisite for attendance	<p>1: Contact The RTP Placement Lead in UHL to secure clinical placements to meet your course requirements. See contacts below for details</p> <p>2: NMC test of Competence (CBT 1) completed</p>
Method of delivery	<p>1: Via University of choice as well as practice assessment or</p> <p>2: In house OSCE preparation programme and OSCE test</p>
Assessment	<p>1: Completion of clinical hours and competencies and theory hours and assessment</p> <p>2: Completion of OSCE exam</p>
Accreditation	None
Contact	<p>Dominique Shearer, Practice Learning Lead – Adult, Children and AHPs  <a href="mailto:Dominique.shearer@uhl-tr.nhs.uk">Dominique.shearer@uhl-tr.nhs.uk</a></p> <p>Paula Oram, Practice Learning Lead - Midwifery  <a href="mailto:paula.oram@uhl-tr.nhs.uk">paula.oram@uhl-tr.nhs.uk</a>  <a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a></p>
Cost	Fees are currently paid for by HEE ( Discussed individually and subject to change)
Frequency	<p>1: Varies dependent on the University of choice. See University website</p> <p>2: Varies depending on capacity. See page 30 for contact re initial discussion</p>
Duration of programme	<p>1: Varies dependent on the University of choice. See University website but usually 4-6 months</p> <p>2: OSCE usually takes 2-3 months</p>
Method of booking	<p>1: Via University of choice website</p> <p>2: Via Hayley Prime Education and Development Lead  <a href="mailto:Hayley.prime@uhl-tr.nhs.uk">Hayley.prime@uhl-tr.nhs.uk</a></p>

# Royal College of Nursing (RCN) Clinical Leadership Programme

Aims and Learning Outcomes	To lead and develop a high performing team. To be a role model in exhibiting the Trust values and beliefs. To acquire and utilise project management capabilities across all level of the organisation
Content	The programme focuses on developing a leadership style based on the five pillars of transformational leadership (Kouzes & Posner) The course is made up of 6 modules and also includes 6 action learning sets.
Target audience	We offer a Matron's Programme, Ward Sisters/Charge Nurse /Team Leader Programme and a Specialist Nurse Programme.
Prerequisite for attendance	Nomination from Head of Nursing/Midwifery and completion of application form, Pre-enrolment discussion with contacts listed below to discuss individual development needs
Method of delivery	Face to face classroom based teaching and action learning sets
Assessment	Two patient stories; three reflections and two Observations of Care, which act as evidence for the creation and delivery of a Service Improvement Project. Submission of a Portfolio of evidence which will include completion of a workbook. 360 appraisal to be completed and facilitated feedback.
Accreditation	The Royal College of Nursing
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	£1000 - UHL funded places / alternative funding available
Frequency	2 – 3 Programmes a year
Duration of programme	12 months, one taught study day per month (0830-1630) with alternate sessions of module delivery and action learning participation. Second study day per month to complete reflective pieces of work, quality improvement project, 360 appraisal and shadowing opportunities. Must attend minimum of 80% study days and modules to ensure RCN accreditation.
Method of booking	Via contact above

# Senior Staff Nurse Programme

Aims and Learning Outcomes	This programme incorporates opportunity to explore career development, exploring strengths and challenges within a nursing role. This programme will also show individuals how to promote self learning and growth within their current role to prepare for future aspirations.
Content	<ul style="list-style-type: none"> <li>• An exploration of what leadership is and how this can be implemented</li> <li>• UHL local and National initiatives inclusive to challenges and opportunities within the trust</li> <li>• Complaints</li> <li>• Safe Staffing</li> <li>• Patient Experience</li> <li>• Communication within a senior role position</li> <li>• Discharge processes</li> </ul>
Target audience	Registered Nurses and midwives
Prerequisite for attendance	Minimum of 2 years clinical experience and must be supported by line manager
Method of delivery	Face to face method of delivery including: Study days involving taught sessions and group work, focused experiential learning, reflection, completion of a work book, career coaching opportunity .
Assessment	Workbooks documenting evidence of development opportunities that are to be completed by the final day of the programme
Accreditation	This programme is not accredited
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	2 to 3 times per year
Duration of programme	3 days over a 12 week period
Method of booking	Following nominations from line managers staff will be invited to the next available programme

# Specialist Nurse / Midwife Leadership Development Programme

Aims and Learning Outcomes	<p>In this programme:</p> <ul style="list-style-type: none"> <li>• How good communication will support the Band 6 practitioners role.</li> <li>• You will review your leadership skills and how to use the various leadership tools to support colleagues.</li> <li>• Will review how quality is measured and improved within the clinical area.</li> </ul>
Content	<p>.The workshops focus on 'transitional leadership' and particularly the challenges Specialist Nurses often experience as they do not necessarily have the managerial authority and need influencing and leadership skills to ensure best practice and care of patients. The programme provides peer support and candidates will have the opportunity to plan a Quality Improvement project, participate in clinical observations in other clinical areas and submit a portfolio of evidence</p>
Target audience	Band 6 Registered Nurses and Allied Health Professionals
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching
Assessment	Quality Improvement Project proposal and portfolio of evidence
Accreditation	None
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Once per year
Duration of programme	Six workshops over a 12 month period and six Action Learning Sets which allow individuals to explore challenges using group coaching and facilitation. Must commit to 12 month programme ensuring a minimum of 80% attendance
Method of booking	Via contact above

# StrengthsMatch™ Career Conversation- Know Your Strengths, Find Fulfilment in Your Career

Aims and Learning Outcomes	<p>Knowledge of how and why strengths will help fulfil your goals</p> <p>A deeper understanding of your own strengths and what's important to you</p> <p>A framework to think about your development/ career goals</p> <p>Ideas about how you can use your strengths at work to be even more successful and fulfilled</p> <p>Practical development ideas to help you achieve your goals or what's important to you</p> <p>Confidence in your abilities, your strengths and career at UHL</p>
Content	<p>Experiencing strengths and the difference in energy levels</p> <p>The Strengths approach using coaching</p> <p>Thinking about development goals using a framework</p> <p>Being our best selves- strengths development model and maximising our strengths</p> <p>Managing around performance risks</p> <p>Development planning</p>
Target audience	Registered Nurses
Prerequisite for attendance	<p>Complete the StrengthsMatch™ Tool and participate in a 1:1 discussion with a facilitator before attending the 1 day workshop</p> <p>Complete the pre workshop activities (Sent via email 1 week prior to the workshop)</p>
Method of delivery	1:1 discussion and a 1 day face to face classroom based workshop
Assessment	None
Accreditation	None
Contact	<a href="mailto:centreforclinicalpractice@uhl-tr.nhs.uk">centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places
Frequency	2 sessions per month
Duration of programme	1 Day
Method of booking	Express interest to <a href="mailto:centreforclinicalpractice@uhl-tr.nhs.uk">centreforclinicalpractice@uhl-tr.nhs.uk</a>

# Student Link Action Planning (SLAP) Day

Aims and Learning Outcomes	To prepare Student Link Nurses to support practice supervisor/assessors and learners within their practice areas.
Content	<ul style="list-style-type: none"> <li>• Recent experiences in practice</li> <li>• NMC Standards update</li> <li>• Content changes yearly based on feedback and national and local priorities</li> </ul>
Target audience	Registered Nurses, ODPs and student champions from UHL. Staff undertaking the Student Link role in other placement areas.
Prerequisite for attendance	Complete pre-reading
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	<p>Natalie Lord, Clinical Placement Facilitator (Adult)  <a href="mailto:Natalie.lord@uhl-tr.nhs.uk">Natalie.lord@uhl-tr.nhs.uk</a></p> <p>Dominique Shearer, Practice Learning Lead (Child)  <a href="mailto:Dominique.shearer@uhl-tr.nhs.uk">Dominique.shearer@uhl-tr.nhs.uk</a></p> <p>Paula Oram/Rebecca Constant Practice Learning Lead (Midwifery)  <a href="mailto:Paula.oram@uhl-tr.nhs.uk">Paula.oram@uhl-tr.nhs.uk</a> <a href="mailto:rebecca.constant@uhl-tr.nhs.uk">rebecca.constant@uhl-tr.nhs.uk</a></p> <p>OR</p> <p><a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a></p>
Cost	UHL funded places / alternative funding available
Frequency	Variable throughout the year
Duration of programme	1 day (0900 – 1600)
Method of booking	Via HELM

# The Acutely ill Adult

Aims and Learning Outcomes	The module aims to explore the characteristics of the acutely ill adult. To review and revise the care required for the acutely ill adult. To equip Registered Nurses working in UHL with the knowledge, competence and confidence to recognise the deteriorating patient. Using a portfolio of evidence the nurse will develop the skill base to treat and deliver current evidence based care to both the acutely ill adult and a patient who is actively deteriorating. Including transfer to a setting designed for higher dependency patients.
Content	<ul style="list-style-type: none"> <li>• A-E Assessment using scenarios</li> <li>• Medical causes of deterioration and acute illness, Surgical causes of deterioration and acute illness, Blood gas Interpretation</li> <li>• Respiratory workshop - following the patient journey. Covering types of failure, Oxygen delivery up to NIV and moving the dependent patient</li> <li>• A day for specialists – Non Invasive Ventilation, Tracheostomy, Nutrition, Physiotherapy and Chest drains.</li> <li>• Human factors and Simulation scenarios</li> </ul>
Target audience	This module is designed for registered nurses within ward areas that frequently care for higher dependency patients . Staff should be 18months post qualification and have the ward managers support.
Prerequisite for attendance	Nomination from ward leader
Method of delivery	Face to face classroom based teaching
Assessment	Portfolio of Evidence
Accreditation	RCN accredited
Contact	<a href="mailto:Deterioratingpatient@uhl-tr.nhs.uk">Deterioratingpatient@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Monthly
Duration of programme	7 days of 7.5 hrs

# The Deteriorating Patient - Adult

Aims and Learning Outcomes	<ul style="list-style-type: none"> <li>• To be able to recognise the deteriorating patient</li> <li>• A-E assessments with Scenarios</li> <li>• To gain confidence in the nurses role in Cardiac Arrest situations</li> <li>• Gain Communication and Documentation Skill Required when Dealing with the deteriorating patient</li> </ul>
Content	<ul style="list-style-type: none"> <li>• Recognising the Deteriorating Patient and the Glasgow Coma Scale</li> <li>• Ward Nurses role in Cardiac Arrest</li> <li>• Documentation in the Deteriorating Patient or Cardiac Arrest</li> <li>• Advanced Communication Scenarios</li> <li>• Deteriorating Patient scenarios</li> </ul>
Target audience	RN once completed preceptorship
Prerequisite for attendance	Nomination from ward leader
Method of delivery	Face to face classroom based teaching
Assessment	Quiz at end of day
Accreditation	This programme is not accredited
Contact	<a href="mailto:Deterioratingpatient@uhl-tr.nhs.uk">Deterioratingpatient@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Monthly
Duration of programme	1 day 7.5 hrs

# UHL Fundamentals Of Cancer

Aims and Learning Outcomes	<ul style="list-style-type: none"> <li>• Identify, review and utilise underpinning evidence relating to caring holistically for the adult patient with cancer.</li> <li>• Draw on and evaluate recent developments from cancer related arenas both locally and nationally to develop safe and responsive practice.</li> <li>• Analyse attitudes, values and behaviours that influence cancer care, including ethical dilemmas</li> </ul>
Content	<p>Learners will have opportunity to examine current drivers in cancer practice including professional, political and ethical. An evidence based approach to the patient's cancer pathway from screening to diagnosis, current research, treatments, living well with and beyond a cancer diagnosis will be promoted and challenged throughout. The programme facilitates learners to analyse and adapt their current practice thus allowing adult cancer care within UHL and the wider healthcare communities to remain caring, compassionate, competent, safe and responsive to on-going dynamic change</p>
Target audience	Registered nursing staff and AHP's working within adult patient services within UHL.
Prerequisite for attendance	Must have completed preceptorship period.
Method of delivery	Face to face classroom based teaching
Assessment	Staff will be asked to prepare, contribute and attend an ethical debate and complete an action plan to implement a small change in practice, around cancer care within their own clinical environment
Accreditation	This programme is RCN accredited (60 CPD credits)
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	As per clinical need
Duration of programme	8 days over 5/6 months

# UHL Fundamentals of Surgical Care

Aims and Learning Outcomes	This programme will explore the patient journey peri-operatively, encompassing staff interaction throughout. During this programme learners are encouraged to consider nursing care both pre and post operatively linking to local and national policies. Learners will be able to link surgical care within the holistic framework of patient experience within an acute trust setting.
Content	<ul style="list-style-type: none"> <li>• The patient journey</li> <li>• Trust considerations for surgery</li> <li>• Pre –operative Care</li> <li>• Intra-operative Care</li> <li>• Post – Operative Care and considerations</li> <li>• Discharge to ward environments</li> </ul>
Target Audience	Registered Nurses and Registered Nursing Associates
Prerequisite for attendance	Learners must be working within a surgical area within the trust, post completion of preceptorship programme and have gained line manager support.
Method of delivery	Face to face sessions
Assessment	There is no assessment to this programme
Accreditation	This programme is not accredited
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	2-3 times a year
Duration of programme	4 days over six months
Method of booking	Please contact

# School of Nursing and Midwifery Practice



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## **CHUGGS CMG**

**Cancer, Haematology, Urology, Gastroenterology  
and General Surgery**

## **MSS CMG**

**Musculoskeletal and Specialist Surgery**

# Central Venous Device Training for NON-TPN Use

Aims and Learning Outcomes	<p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>• Relate the theory of line care to practice</li> <li>• Discuss relevant national and local policies and guidance associated with line care</li> <li>• Recognise when a problem has occurred and discuss the management of these</li> <li>• Be able to demonstrate competence in practice</li> </ul>
Content	Theory of line care, recognising and managing problems associated with line insertion, practical demonstration, and infection prevention
Target audience	Registered Nurses who are caring for central access devices for non-TPN use
Prerequisite for attendance	Competent in the administration intravenous medication and fluid. Ideally also competent in venepuncture.
Method of delivery	Face to face classroom based teaching
Assessment	Period of supervised practice, LCAT assessments in practice
Accreditation	This programme is not accredited
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	6 times per year
Duration of programme	4.5 hours
Method of booking	Via HELM or email above for further information

# Fundamentals of Gastroenterology

Aims and Learning Outcomes	<p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>• Identify, review and utilise underpinning evidence relating to caring holistically for the adult patient with gastroenterology disease.</li> <li>• Draw on and evaluate recent developments from inflammatory bowel disease related arenas both locally and nationally to develop safe and responsive practice.</li> <li>• Analyse attitudes, values and behaviours that influence gastroenterology care, including ethical dilemmas</li> <li>• Discuss relevant complications and guidance associated with gastroenterology patient care</li> <li>• Recognise when clinical problems/emergencies have occurred and discuss the management of these</li> </ul>
Content	<p>Learners will have opportunity to examine current drivers in gastroenterology practice including; professional, political and ethical aspects of care. This includes an evidence based approach to the patient's gastroenterology pathway from screening to diagnosis/ current research/ treatments/ living well with and beyond an inflammatory bowel disease diagnosis . The programme facilitates learners to analyse and adapt their current practice thus allowing adult gastroenterology care within UHL and the wider healthcare communities to remain caring, compassionate, competent, safe and responsive to on-going dynamic change. There will be opportunities of discussion in recognising and managing problems associated with gastroenterology patients .</p>
Target audience	Registered Nurses who are caring for gastroenterology patients
Prerequisite for attendance	Must have completed preceptorship period.
Method of delivery	Face to face classroom based teaching
Assessment	<p>Staff will be asked to prepare, contribute and deliver a presentation on a particular allocated topic and complete and action plan to implement a small change in practice, around patient care within their own clinical environment. They will also participate in a period of supervised practice in a clinical setting different to their normal area followed by a reflective account.</p>
Accreditation	This programme is not currently accredited but will be allocated 60 face to face CPD credits
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	As per clinical need
Duration of programme	8 days over 5 months
Method of booking	Via HELM or email above for further information

# UHL Fundamentals of Orthopaedic Trauma and Elective Care

Aims and Learning Outcomes	<p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>• Identify, review and utilise underpinning evidence relating to caring holistically for the adult patient with an orthopaedic condition or injury.</li> <li>• Understand an evidence based approach to the orthopaedic patient's journey which will be promoted and challenged throughout.</li> <li>• Learners will have the opportunity to examine current drivers in orthopaedic practice.</li> <li>• The programme facilitates learners to analyse and adapt their current practice thus allowing adult orthopaedic care within UHL to remain caring, compassionate, competent, safe and responsive to ongoing dynamic change</li> </ul>
Content	<p>Anatomy and physiology will complement the sessions delivered in the programme, which includes patient experience, surgical interventions, bone healing, rehabilitation and an introduction to the varied support services available to aide recovery. Content covering the complications associated with Orthopaedic injuries will help to contribute to a safe and responsive workforce for this group of patients.</p>
Target audience	<p>Registered nursing staff and AHP's working within adult orthopaedic patient services (MSS).</p>
Prerequisite for attendance	<p>Must have completed preceptorship period.</p>
Method of delivery	<p>Face to face classroom based teaching</p>
Assessment	<p>Small group presentation and QI project.</p>
Accreditation	<p>This programme is RCN accredited (48 CPD credits)</p>
Contact	<p>jo.clarson@uhl-tr.nhs.uk</p>
Cost	<p>UHL funded places</p>
Frequency	<p>Twice yearly</p>
Duration of programme	<p>8 days over 4/5 months</p>
Method of booking	<p>Email above for further information</p>

# Oncology & Haematology Emergencies

Aims and Learning Outcomes	<p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>• Discuss the role of the Nurse caring for this group of patients</li> <li>• Outline the immediate actions of the Nurse in an emergency</li> <li>• Discuss the role of the MDT</li> <li>• Reflect on the importance of good documentation and communication</li> </ul>
Content	Sickle cell crisis, malignant spinal cord compression, Systemic Anti Cancer Therapies (SACT) induced diarrhoea, neutropenic sepsis and disseminated intravascular coagulation
Target audience	For Registered Nurses, Registered Nursing Associates, and Allied Health Care professionals caring for patients who are at risk of developing these conditions. Essential for those Registered Nurses working in cancer and haematology to meet the SACT standards
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching or Online learning
Assessment	No Assessment
Accreditation	This programme is not accredited
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	3 – 4 times per year
Duration of programme	1 day (7 hours)
Method of booking	Via HELM

# Systemic Anti Cancer Therapies (SACT)

Aims and Learning Outcomes	<p>The learner will be able to:</p> <ul style="list-style-type: none"> <li>• Discuss the significant long term impacts SACT can have on the patient and their carers</li> <li>• Identify how you would assess, plan, implement and evaluate care prior to during and following administration of SACT</li> <li>• Demonstrate knowledge of the theory which underpins the delivery of SACT Care.</li> <li>• Discuss the information and education that patient receive in SACT require prior to and during SACT delivery.</li> <li>• Examine the role of the wider MDT and services in the community and the role they play in supporting the patients and carers.</li> </ul>
Content	Includes; pharmacology, health and safety, toxicities and their management, fertility, clinical trials, communication, pre-treatment consultations.
Target audience	Registered Nurse or AHP caring for patients receiving SACT
Prerequisite for attendance	Registered Nurse or AHP caring for patients receiving SACT Competent with IV administration, CVAD care and cannulation
Method of delivery	Face to face classroom based teaching, directed and self directed study
Assessment	UKONS passport theory and competency assessment
Accreditation	This programme is not accredited
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	As required by practice , 3-4 times a year
Duration of programme	4 days taught sessions and the learner will need the equivalent of 2 weeks in a clinical area where SACT is regularly administered to ensure completion of practical competencies.
Method of booking	Via contact above

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## ESM CMG

Emergency and Specialist Medicine

# Emergency Care – Acute Care Bay Study Day

Aims and Learning Outcomes	<p>To prepare Registered Nurses working in the Acute Admissions Unit (AMU) for caring for Level 2 patients in the Acute Care Bay (ACB).</p> <p>By the end of the study day the participants will be able to demonstrate how to set up high flow oxygen, CPAP, NIV, and discuss the types of patients that may be seen in the Acute Care Bay.</p>
Content	<ul style="list-style-type: none"> <li>• Preparation for the Role of ACB Lead Nurse</li> <li>• Diabetes care in Acute Care Bay – DKA and HHS</li> <li>• Acute Kidney Injury</li> <li>• GI Bleeding and the Massive Haemorrhage Protocol</li> <li>• Respiratory Care in Acute Care Bay including ABG interpretation, high flow oxygen, CPAP, and NIV.</li> </ul>
Target audience	Registered Nurses working on AMU or in the Out of Hours Service
Prerequisite for attendance	Participants should have a minimum of 1 years experience post registration
Method of delivery	Interactive taught sessions and practical workshops
Assessment	Practical assessment on the day and completion of a workbook post study day
Accreditation	None
Contact	Kimberley Smith, Education and Practice Development <a href="mailto:kimberley.smith@uhl-tr.nhs.uk">kimberley.smith@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Once a month
Duration of programme	1 day (0900-1700)
Method of booking	via HELM if working on AMU or the Out of Hours Service

# Emergency Care Clinical Skills Study Day

Aims and Learning Outcomes	Emergency Department Venepuncture and Cannulation
Content	Theoretical underpinning knowledge of the clinical skills of venepuncture, cannulation, and ECG recording with the opportunity to practice the skill.
Target audience	Registered Nurses, Nursing Associates and Health Care Assistants working in ED, EDU, AMU, AFU, EFU, GPAU and SSU.
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching including practical workshops
Assessment	Assessment in the classroom followed by completion of a practice development booklet.
Accreditation	None
Contact	Zoe Bedford, Sister <a href="mailto:Zoe.Bedford@uhl-tr.nhs.uk">Zoe.Bedford@uhl-tr.nhs.uk</a> Jodi Evans <a href="mailto:jodi.evans@uhl-tr.nhs.uk">jodi.evans@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Six times per year
Duration of programme	1 day (4.5 hours)
Method of booking	Via HELM

# ED Staff Orientation (EDSO) - Emergency Room Skills

Aims and Learning Outcomes	Introduction to the skills and equipment used in the emergency room (resuscitation) in the Emergency Department
Content	<ul style="list-style-type: none"> <li>• Care of the seriously ill patient (adult and child) in the emergency room</li> <li>• Use of the equipment available</li> <li>• Major haemorrhage protocol</li> <li>• End of life care and breaking bad news</li> <li>• Airway skills station</li> <li>• Caring for Jehovah's witness patients</li> <li>• Presentation re organ donation</li> </ul>
Target audience	Registered Nurses new to the Emergency Department and Children's Emergency Department
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	Zoe Bedford, Sister <a href="mailto:Zoe.Bedford@uhl-tr.nhs.uk">Zoe.Bedford@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	8 times a year
Duration of programme	1 day (0900-1700)
Method of booking	Via HELM

# ED Staff Orientation (EDSO) - Minor Injuries

Aims and Learning Outcomes	Treatment of common minor injuries seen in the minor injuries area and their treatments
Content	<ul style="list-style-type: none"> <li>• Assessment of patients attending Emergency Department (ED) with minor injuries</li> <li>• The management of wounds, including the use of steristrips and glue and a practical session on bandaging and strapping</li> <li>• Assessment of eye injuries</li> <li>• Use of the trephining unit and crutches assessment</li> </ul>
Target audience	Registered Nurses, Nursing Associates and Health Care Assistants new to the Emergency Department, EDU and Children's Emergency Department
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	Zoe Bedford, Sister <a href="mailto:Zoe.Bedford@uhl-tr.nhs.uk">Zoe.Bedford@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	6 times per year
Duration of programme	1 day (0900-1700)
Method of booking	Via HELM

# ED Staff Orientation (EDSO) - Paediatric Study Day

Aims and Learning Outcomes	An introduction to working in the Paediatric Emergency Department
Content	Recognition of the sick child, recording of observations and use of POPS and medical emergencies. Role of play specialist and nurse protocols. Safeguarding and Health Visitor referral forms.
Target audience	Registered Nurses, Nursing Associates, and Health Care Assistants new to the Emergency Department and Children's Emergency Department
Prerequisite for attendance	None
Method of delivery	Interactive taught sessions
Assessment	None
Accreditation	None
Contact	Sarah Francis, Deputy Sister <a href="mailto:sarah.e.francis@uhl-tr.nhs.uk">sarah.e.francis@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	6 times per year
Duration of programme	1 day (0900-1600 )
Method of booking	Via HELM

# ED Staff Orientation (EDSO) - Trauma Day

Aims and Learning Outcomes	Emergency Department TILS (Level 1 Trauma Course)
Content	<ul style="list-style-type: none"> <li>• Preparing for trauma patient and information on trauma network</li> <li>• A to E assessment</li> <li>• Skills station for splinting, airway management, chest drains, EZ-IO, Logroll and scoop,</li> <li>• Simulation of everything learnt through the day</li> </ul>
Target audience	Registered Nurses and Nursing Associates new to and working predominantly in the Adult Emergency Department
Prerequisite for attendance	Within the first year of employment in the Emergency Department
Method of delivery	Face to face classroom based teaching and simulation
Assessment	None
Accreditation	None
Contact	Zoe Bedford, Sister <a href="mailto:Zoe.Bedford@uhl-tr.nhs.uk">Zoe.Bedford@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	8 times per year
Duration of programme	1 day (0900-1700)
Method of booking	Via HELM

# Emergency Department Initial Assessment Training

Aims and Learning Outcomes	<ul style="list-style-type: none"> <li>• To enhance the assessment and prioritisation skills of Nurses for patients arriving in the Emergency Department.</li> <li>• Assessment of patients with illnesses and trauma arriving via ambulance</li> <li>• Assessment of patients with illnesses and injuries walking into the Emergency Department</li> <li>• Use of the Dynamic priority scoring tool</li> </ul>
Content	The assessment, management, and prioritisation of patients attending the Emergency Department with illness, major trauma, minor injuries and illnesses, Simulation Scenario
Target audience	Registered Nurses working in the Emergency Department and Children's ED.
Prerequisite for attendance	Registered Nurses with at least 12 months experience of working in the Emergency Department.
Method of delivery	Face to face classroom based teaching
Assessment	Supervised practice in a variety of settings in the Emergency Department and completion of a practice development book
Accreditation	None
Contact	Zoe Bedford, Sister <a href="mailto:Zoe.Bedford@uhl-tr.nhs.uk">Zoe.Bedford@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	6 times per year
Duration of programme	1 day (8.5 hours per day)
Method of booking	Via HELM

# Emergency Department Mental Health Study Day

Aims and Learning Outcomes	Increase the knowledge of Nurses working in Emergency Care regarding the care of patients who have mental health illnesses.
Content	Assessment and care of patients attending with mental health illness either voluntarily or under a section of the Mental Health Act. Assessing mental capacity. Risk assessments and managing violence and aggression along with services available for patients with mental health problems.
Target audience	Registered Nurses, Nursing Associates and Health Care Assistants working in the Emergency Department, Children's ED, AMU, EDU, GPAU and SSU.
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	Lily Stanley, Deputy Sister <a href="mailto:Lily.Stanley@uhl-tr.nhs.uk">Lily.Stanley@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	8 times per year
Duration of programme	1 day (7.5 hours)
Method of booking	Via HELM

# Non Invasive Ventilation Study Day

Aims and Learning Outcomes	Theory and Nursing Care of the Patient requiring Non-invasive ventilation or CPAP in the Emergency Department
Content	<ul style="list-style-type: none"><li>• Basic ABG theory</li><li>• Non-invasive ventilation theory and practice</li></ul>
Target audience	Senior Nurses working in the Emergency Department
Prerequisite for attendance	None
Method of delivery	E-Learning package must be completed prior to a face to face day
Assessment	Practical assessment on the day
Accreditation	None
Contact	Madeline Hartley Madeline.e.hartley@uhl-tr.nhs.uk
Cost	UHL funded places / alternative funding available
Frequency	6 a year
Duration of programme	1 day (7.5 hours face to face ) 3.5 hours e-learning needs to be completed prior to attendance.
Method of booking	Via HELM

# Emergency Department Plastering - Basic

Aims and Learning Outcomes	To give the staff the theoretical underpinning knowledge and experience the practical skill of applying the basic plasters to patients attending Emergency Department with fracture.
Content	E-learning session for the theoretical knowledge of fractures and bone healing and a practical session to learn the basic plasters applied in ED and also to practice the skill.
Target audience	Registered Nurses, Nursing Associates, and Health Care Assistants new to the Emergency Department and Children's Emergency Department
Prerequisite for attendance	Nursing staff who have worked in the Emergency Department for a minimum of 6 months.
Method of delivery	E-learning for the theoretical knowledge and interactive taught workshop for the practical skill
Assessment	Classroom based assessment and then completion of a practice development booklet including LCAT assessments
Accreditation	None
Contact	Zoe Bedford, Sister <a href="mailto:Zoe.Bedford@uhl-tr.nhs.uk">Zoe.Bedford@uhl-tr.nhs.uk</a> Jodie Evans <a href="mailto:Jodie.evans@uhl-tr.nhs.uk">Jodie.evans@uhl-tr.nhs.uk</a> Sofia Gildoni <a href="mailto:Sofis.gildoni@uhl-tr.nhs.uk">Sofis.gildoni@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	6 times per year
Duration of programme	1 day (6.5 hours)
Method of booking	Via HELM

# Emergency Department Raising Awareness of Vulnerable People Study Day

Aims and Learning Outcomes	To enhance the knowledge of the safeguarding and caring for the vulnerable patient attending the Emergency Department, Children's Emergency Department and Emergency Decisions Unit.
Content	Domestic violence and MARAC presentation
Target audience	Registered Nurses , Nursing Associates and Health Care Assistants working in the Emergency Department, Children's ED and EDU.
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	Su McKinley, Foundation Advanced Nurse Practitioner <a href="mailto:Susanne.mckinley@uhl-tr.nhs.uk">Susanne.mckinley@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Monthly
Duration of programme	1 day (7.5 hours)
Method of booking	Via HELM

# Emergency Department Suturing - Basic

Aims and Learning Outcomes	To provide a theoretical background to the practical skill of suturing, with an opportunity to undertake the skill
Content	Assessment and management of traumatic wounds including wound closure by suturing. Tetanus immunisation requirements and post wound closure care.
Target audience	Registered Nurses and Nursing Associates working in the Emergency Department and Children's Emergency Department (ED)
Prerequisite for attendance	Nursing staff working in the ED for 6 months (12 months for Nurses working in Children's ED)
Method of delivery	Face to face classroom based teaching and practical workshop
Assessment	Observation of the practical skill on a model in the taught session followed by completion of a practice development booklet including LCAT assessments.
Accreditation	none
Contact	Zoe Bedford, Sister <a href="mailto:Zoe.Bedford@uhl-tr.nhs.uk">Zoe.Bedford@uhl-tr.nhs.uk</a> Russell Davidson
Cost	UHL funded places / alternative funding available
Frequency	6 times per year
Duration of programme	1 day (3.5 hours)
Method of booking	Via HELM

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# **ITAPS CMG**

**Critical Care, Theatres, Anaesthesia, Pain, and  
Sleep**

# Critical Care Induction Day

Aims and Learning Outcomes	An introduction to the critical care working environment, exploring the functionalities of how a critical care department incorporates patient care on a day to day basis
Content	<ul style="list-style-type: none"> <li>• Introduction to ITAPS</li> <li>• Safety checking and consumables</li> <li>• The routine – handover/ planning and discharge</li> <li>• Medicines management in critical care including assessment</li> <li>• Line Care</li> <li>• Caring for a prone patient</li> <li>• Enrolment onto Digital Step One Competencies</li> </ul>
Target audience	Registered nurses new to critical care environments
Prerequisite for attendance	Nomination by Critical Care Education Team
Method of delivery	Face to face classroom based teaching, however at times due to room capacity this may be completed virtually via the TEAMS platform.
Assessment	Attendance of study day and completion of pre course workbooks, LCATs. Certificate will be given on completion.
Accreditation	This programme is not accredited
Contact	Critical Care education team
Cost	UHL funded places / alternative funding available
Frequency	Variable dependant on establishment need
Duration of programme	One Day
Method of booking	Please contact via the above email

# Critical Care Foundation Programme Day One

Aims and Learning Outcomes	To provide education to support nurses to complete CC3N step one competencies.
Content	<ul style="list-style-type: none"> <li>• Care of the Ventilated Patient</li> <li>• Introduction to Arterial Blood Gas (ABG) analysis</li> <li>• Introduction of Respiration</li> <li>• Blood results in critical care</li> <li>• Renal Management</li> <li>• Wellbeing</li> <li>• Numeracy in Critical Care</li> </ul>
Target audience	Registered nurses who are new to critical care environments
Prerequisite for attendance	Nomination by Critical Care Education Team and attendance of critical care Induction Day
Method of delivery	Face to face classroom based teaching. However at times due to lack of room availability this study day may sometimes run virtually on MS Teams.
Assessment	Attendance of study day and completion of pre course workbooks, LCATs. Certificate on completion.
Accreditation	This programme is not accredited
Contact	Critical Care education team
Cost	UHL funded places / alternative funding available
Frequency	Variable based on need
Duration of programme	1 day (0830-1630)
Method of booking	Nominated by Critical Care Education Team. Learners will be informed of study day date via email

# Critical Care Foundation Programme Day Two

Aims and Learning Outcomes	To provide education to support nurses to complete CC3N step one competencies.
Content	<ul style="list-style-type: none"> <li>• Cardiac monitoring</li> <li>• Blood pressure and inotropes</li> <li>• Surgical procedures</li> <li>• Introduction of ventilation modes</li> <li>• The role of physiotherapy in critical care</li> <li>• Non-invasive ventilation</li> <li>• Pancreatitis and IAP monitoring</li> <li>• Post operative drain care and chest drains</li> </ul>
Target audience	Registered Nurses who are new to critical care
Prerequisite for attendance	Nomination by Critical Care Education Team and attendance of critical care Foundation Day One
Method of delivery	Face to face classroom based teaching. On occasion due to lack of room availability this study day may sometimes run virtually on MS Teams.
Assessment	Attendance of study day and completion of pre course workbooks, LCATs. Certificate on completion.
Accreditation	This programme is not accredited
Contact	Critical Care Education Team
Cost	UHL funded places / alternative funding available
Frequency	Variable based on need
Duration of programme	1 day (0830-1630)
Method of booking	Nominated by Critical Care Education Team. Learners will be informed of study day date via email

# Critical Care Foundation Programme Day Three

Aims and Learning Outcomes	To provide education to support nurses to complete CC3N step one competencies.
Content	<ul style="list-style-type: none"> <li>• Numeracy Assessment</li> <li>• Rehabilitation in Critical Care</li> <li>• Patient Diaries</li> <li>• PAD</li> <li>• ABG Scenarios</li> <li>• ARDS</li> <li>• Shock</li> <li>• Nutrition in Critical Care and NG tube Management</li> <li>• Organ Donation</li> </ul>
Target audience	Registered Nurses who are new to critical care
Prerequisite for attendance	Nomination by Critical Care Education Team and attendance of Critical Care Foundation Day Two
Method of delivery	Face to face classroom based teaching. On occasion due to lack of room availability this study day may sometimes run virtually on MS Teams.
Assessment	Attendance of study day and completion of pre course workbooks, LCATs. Critical Care Numeracy Assessment. Certificate on completion.
Accreditation	This programme is not accredited
Contact	Critical Care Education Team
Cost	UHL funded places / alternative funding available
Frequency	Variable based on need
Duration of programme	1 day (0830-1630)
Method of booking	Nominated by Critical Care Education Team. Learners will be informed of study day date via email

# Critical Care Post Registration Study Preparation Day

Aims and Learning Outcomes	To provide preparation for staff who will be embarking on Post registration critical care modules
Content	<ul style="list-style-type: none"> <li>• Introduction to the module from the DMU lecturer</li> <li>• Study skills session</li> <li>• UHL policy and learning contracts</li> </ul>
Target audience	Critical Care Nurses who have secured places on the Critical Care Modules at DMU
Prerequisite for attendance	Critical Care Nurses who have secured places on the Critical Care Modules at DMU
Method of delivery	Face to face classroom based teaching. On occasion due to lack of room availability this study day may sometimes run virtually on MS Teams.
Assessment	No assessment
Accreditation	This programme is not accredited
Contact	Critical Care Education Team
Cost	UHL funded places / alternative funding available
Frequency	Once a year
Duration of programme	Half Day
Method of booking	Nurses who have secured a place on the critical care modules at DMU will be informed of the date of this study day

# Critical Care Step One Study Day A

Aims and Learning Outcomes	To provide education to support nurses to complete CC3N step one competencies.
Content	<ul style="list-style-type: none"> <li>• ECG Interpretation</li> <li>• Pacing</li> <li>• CVS Assessment</li> <li>• Blood Pressure, Cardiac Output and Inotrope use</li> </ul>
Target audience	Critical Care nurses who have been in post 6-9 months
Prerequisite for attendance	Completion of Critical Care Foundation Programme
Method of delivery	Online via MS Teams
Assessment	No Assessment
Accreditation	This programme is not accredited
Contact	Critical Care Education Team
Cost	N/A
Frequency	Variable based on need
Duration of programme	1 day
Method of booking	HELM

# Critical Care Step One Study Day B

Aims and Learning Outcomes	To provide education to support nurses to complete CC3N step one competencies.
Content	<ul style="list-style-type: none"> <li>• Arterial Blood Gases</li> <li>• Chest Auscultation and Chest X-ray interpretation</li> <li>• RSI</li> <li>• Ventilation</li> <li>• SALT</li> </ul>
Target audience	Critical Care nurses who have been in post 6-9 months
Prerequisite for attendance	Completion of Critical Care Foundation Programme
Method of delivery	Online via MS Teams
Assessment	No Assessment
Accreditation	This programme is not accredited
Contact	Critical Care Education Team
Cost	N/A
Frequency	Variable based on need
Duration of programme	1 day
Method of booking	HELM

# Critical Care Step One Study Day C

Aims and Learning Outcomes	To provide education to support nurses to complete CC3N step one competencies.
Content	<ul style="list-style-type: none"> <li>• Allocation Game</li> <li>• Difficult Conversations</li> <li>• PNA Session</li> <li>• Quality Improvement</li> </ul>
Target audience	Critical Care nurses who have been in post 6-9 months
Prerequisite for attendance	Completion of Critical Care Foundation Programme
Method of delivery	Online via MS Teams
Assessment	No Assessment
Accreditation	This programme is not accredited
Contact	Critical Care Education Team
Cost	N/A
Frequency	Variable based on need
Duration of programme	1 day
Method of booking	HELM

# Theatre Induction Day

Aims and Learning Outcomes	An induction and introduction into the patient pathway throughout ITAPS with consideration of working within the Operating Theatre Departments whilst caring for a peri-operative patient.
Content	<ul style="list-style-type: none"> <li>• Introduction to ITAPS</li> <li>• Theatre Code of Conduct</li> <li>• Pathway to Excellence in the Peri-operative setting</li> <li>• Safer Surgery considerations linking to national policy</li> <li>• Health and wellbeing at UHL</li> </ul>
Target audience	All registered staff who are new to theatres and external to UHL
Prerequisite for attendance	Essential for all new starters to theatre departments
Method of delivery	Face to face classroom based teaching
Assessment	No Assessment
Accreditation	This programme is not accredited
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Dates throughout the year as needed
Duration of programme	1 day (0830-1630)
Method of booking	Contact the above email

# Theatre Skills Foundation Day

Aims and Learning Outcomes	This interactive study day will enable staff to gain a knowledge and understanding of the foundations of theatre practice incorporating local and national policies that govern theatre practices.
Content	<ul style="list-style-type: none"> <li>• Instrumentation preparation and checking procedure, within the sterile field.</li> <li>• Diathermy safety</li> <li>• Patient positioning &amp; pressure care</li> <li>• Wound closure and management</li> <li>• Venous thromboembolism devices within the peri-operative environment</li> <li>• Safer sharps management</li> </ul>
Target audience	Newly Registered Nurses, and Registered Nurses who are new to the theatre environment
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching
Assessment	No Assessment
Accreditation	This programme is not accredited
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Various dates throughout the year
Duration of programme	1 day (0830-1630)
Method of booking	Contact email above

# Theatre Support Assistant Induction Programme

Aims and Learning Outcomes	This programme will prepare staff to work within the healthcare setting of a theatre department. Exploring introductions to professional attitudes, behaviours which are required to work within this specialised environment, thus providing an introduction to the fundamentals of care to a peri-operative patient . Their understanding and knowledge of this will be assessed by completion of the national care certificate.
Content	<ul style="list-style-type: none"> <li>• Introduction to theatres; inclusive of the role of a TSA/ Patient journey via ITAPS/Introduction to the theatre team</li> <li>• Communication within the theatre department</li> <li>• Quality and Safety</li> <li>• Theatre skills</li> <li>• Patient care</li> </ul>
Target audience	Theatre Support Assistant
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching
Assessment	Completion of Care Certificate
Accreditation	This programme is not accredited
Contact	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Various dates throughout the year
Duration of programme	3 weeks (0830-1630)
Method of booking	Contact email above

# Cell Salvage Study Day

Aims and Learning Outcomes	<p>This interactive study day provides staff the opportunity to gain knowledge of the principles and use of cell salvage within the perioperative environment. Contraindications to its use and accountability will be discussed. A demonstration of how to prepare and use the equipment will be provided and staff will complete the day by completing a simulated assessment before completing a competency assessed process to become a registered user within the trust.</p> <p>TSA's are welcome to attend this day to gain the knowledge and skill in being to set up the equipment within the perioperative environment. This skill will add to your team working skills within theatre and help to improve patient safety.</p>
Content	<ul style="list-style-type: none"> <li>• Physiology of blood</li> <li>• Principles of cell salvage</li> <li>• Incident reporting</li> <li>• Practical demonstration &amp; baseline assessment</li> <li>• Contraindications to use</li> <li>• UHL policy</li> <li>• Assessment Process</li> </ul>
Target audience	Nurses, Operating Department Practitioners, Theatre Support Assistant, Nurse Associate, Assistant Practitioner
Prerequisite for attendance	Manager approval
Method of delivery	Face to face classroom based teaching
Assessment	LCAT assessment
Accreditation	This programme is not accredited
Contact	ITAPS Education and Practice Development Team
Cost	UHL funded places / alternative funding available
Frequency	Twice a year (Please note this has been on hold during the pandemic with a possible re-launch Autumn 2022)
Duration of programme	1 day (0830-1630)
Method of booking	Please contact ITAPS Education and Practice Development Team

# Difficult Airway Training

Aims and Learning Outcomes	Staff will develop knowledge and skills to enable them to provide assistance to the anaesthetist during a difficult airway and emergency situations.
Content	Sessions consist of theory based teaching on the anatomy and physiology of the airway, knowledge & understanding of the equipment used and knowledge of national and local policies.
Target audience	Operating department practitioners, anaesthetic & recovery Nurses & 2 <sup>nd</sup> & 3 <sup>rd</sup> year students
Prerequisite for attendance	Manager Approval
Method of delivery	Face to face classroom based teaching and practical Workshops
Assessment	No Assessment
Accreditation	This programme is not accredited
Contact	Jane Aires, Theatre Practice Development Co-ordinator <a href="mailto:jane.aires@uhl-tr.nhs.uk">jane.aires@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Once per year
Duration of programme	1 day (0830-1630)
Method of booking	Via HELM

# Theatre Assistant Practitioner Programme

Aims and Learning Outcomes	This Programme will provide Theatre Support Assistants (Band 2 TSAs) with a minimum of 12 months Theatre experience an opportunity to undertake a 2 year apprenticeship course to attain level 5 Foundation degree. On successful completion of the course and Foundation degree there is then the further opportunity to apply through interview process to progress onto the 3 year UHL supported Theatres apprenticeship Programme to undertake the Operating Department Practitioner (ODP) degree course at Leicester University.
Content	This course is ran in collaboration with the Apprenticeship & Development Centre and the ITAPs Development Team. Outcomes provide Band 2 TSAs with a career pathway in all aspects of the Theatre environment to include, Scrub, Circulating, Anaesthetic and Recovery skills. Additional bolt on competencies are developed with appropriate LCAT assessment to provide specialist support.
Target audience	Theatre Support Assistant with minimum 12 months Theatre experience.
Prerequisite for attendance	Foundation level 2 English and Math's (and above)
Method of delivery	Face to face classroom based teaching and vocational training cross the 3 sites Theatre Departments.
Assessment	Completion of work booklets; competency assessments, assignments, witness testimonies and written exams.
Accreditation	Foundation Degree
Contact	Maureen Ball: Team Leader ITAPs Development Team <a href="mailto:Maureen.ball@uhl-tr.nhs.uk">Maureen.ball@uhl-tr.nhs.uk</a>
Cost	UHL funded places
Frequency	Annual
Duration of programme	2 Years
Method of booking	Declaration of interest via Line Manager and ITAPs Development Team. UHL application process and selective interview.

# Specific Theatre and Recovery Training (START Days)

Aims and Learning Outcomes	These training days will provide all Bands of Theatre and Recovery/PACU staff with specific (essential to role) training. The focus is to provide updates and education that focuses on the pre, peri and post operative care of patients. Broaden thinking and put theory into practice.
Content	The training days cover specific information and development for the Theatre/Recovery environment and include infection prevention, tissue viability, safer surgery/'Stop the Line' Theatre etiquette, TRIM principles, Consent & safeguarding, student updates, manual handling, DAS, emergencies and Crisis cards.
Target audience	All substantive Theatre/Recovery staff from Bands 2 – 8a
Prerequisite for attendance	As above
Method of delivery	Face to face classroom based teaching in the morning, mix of presentations, quiz's and interactive exercises/games. Afternoon sessions are practical and hands on.
Assessment	No formal assessment: completion of day, evaluation and reflection of learning at annual appraisal and appropriate allocation of SMART learning outcomes.
Accreditation	Certification to support evidence of CPD hours.
Contact	Team Leaders ITAPs Development Team: Maureen Ball <a href="mailto:Maureen.ball@uhl-tr.nhs.uk">Maureen.ball@uhl-tr.nhs.uk</a> Jane Aires <a href="mailto:Jane.aires@uhl-tr.nhs.uk">Jane.aires@uhl-tr.nhs.uk</a> Jo Hollidge <a href="mailto:Joanne.m.hollidge@uhl-tr.nhs.uk">Joanne.m.hollidge@uhl-tr.nhs.uk</a>
Cost	Release from Clinical practise for day.
Frequency	3 days per month
Duration of programme	Rolling
Method of booking	Discuss with Team Leader & allocation of staff via TL onto central booking form.

# Practitioners in Charge (PiC) Training Programme

Aims and Learning Outcomes	This Programme aims to develop the leadership and management skills to enable Theatre staff to be confident and competent to be the Practitioner in Charge of their Theatre and have the skills to manage a variety of scenarios specific to the Theatre environment.
Content	The course delivers sessions that sit to support the learning required within the bespoke competency books. The Leadership and management skills include communication/conflict resolution, resilience, problem solving and negotiation.
Target audience	Qualified Theatre Practitioners.
Prerequisite for attendance	Minimum of 12 months as a Band 5 (Competencies must be signed off)
Method of delivery	Face to face classroom based teaching: mix of presentations, interactive exercises, scenarios/simulation and action learning sets.
Assessment	Completion of the study days and competency booklet; with sign off of all aspects and completion of 4 scenario based reflective pieces.
Accreditation	Certification to support evidence of CPD hours.
Contact	Team Leader ITAPs Development Team:  Jo Hollidge <a href="mailto:Joanne.m.hollidge@uhl-tr.nhs.uk">Joanne.m.hollidge@uhl-tr.nhs.uk</a>
Cost	Release from Clinical practise for study days.
Frequency	5 study sessions (3.5hrs each)
Duration of programme	Each half day study session to run once a month for 5 consecutive months at a time. (all need completing) Rolling programme.
Method of booking	Discuss with Team Leader (Identify as part of PDP at appraisal) & allocation of staff via TL onto central booking form.

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# **RRCV CMG**

**Renal, Respiratory, and Cardiovascular**

# Housekeeper Forum (ESM and RRCV)

<b>Aims and Learning Outcomes</b>	To update housekeepers of current local initiatives and extend knowledge and skills in specific fields to promote patient safety and well-being
<b>Content</b>	<ul style="list-style-type: none"> <li>• Nutrition and special diets</li> <li>• Catering and Domestic Services updates</li> <li>• Infection Prevention and Cleaning duties</li> </ul>
<b>Target audience</b>	Housekeepers within ESM and RRCV
<b>Prerequisite for attendance</b>	For existing Housekeepers
<b>Method of delivery</b>	Face to face
<b>Assessment</b>	None
<b>Accreditation</b>	None
<b>Contact</b>	<a href="mailto:Centreforclinicalpractice@uhl-tr.nhs.uk">Centreforclinicalpractice@uhl-tr.nhs.uk</a>
<b>Cost</b>	None
<b>Frequency</b>	5 sessions per year (available across LRI, GH and LGH)
<b>Duration of programme</b>	1 day (0900-1630)
<b>Method of booking</b>	Via Carole Heubeck <a href="mailto:carole.heubeck@uhl-tr.nhs">carole.heubeck@uhl-tr.nhs</a>

# Renal & Transplant Fundamentals in Theory & Practice Programme

Aims and Learning Outcomes	<ul style="list-style-type: none"> <li>• To recognise individual professional input</li> <li>• To develop knowledge and skills, regardless of banding or Professional Group</li> <li>• To improve staff retention</li> </ul>
Content	<p>Anatomy and Physiology (A+P), chronic &amp; acute kidney disease, common causes / pathologies in renal, pharmacology, Dialysis equipment, pre dialysis information, formation of dialysis access, life threatening bleeds, cannulation and monitoring of dialysis access, home therapies, PD introduction and principles, PD complications and prescription management, principles and complications in haemodialysis (HD) and haemodiafiltration (HDF), patient feedback, Infection Prevention, diet, fluid and pharmacology, learning from incidents, structure of Leicester Kidney network, mobile dialysis service, nursing a patient during Dialysis, nursing management of an acute renal patient,, transplant work up, life kidney donation, complications post-transplant patient, nursing management of a transplant patient, conservative management, end of life care.</p>
Target audience	All renal staff (Registered Nurses, Nursing Associates and Healthcare Assistants)
Prerequisite for attendance	Availability to attend all five days of a given Cohort
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	RCN
Contact	<p>Suzi Glover, Deputy Head of Nursing  <a href="mailto:suzanne.glover@uhl-tr.nhs.uk">suzanne.glover@uhl-tr.nhs.uk</a></p>
Cost	UHL funded places
Frequency	2 cohorts per year
Duration of programme	5 days
Method of booking	Via Suzi Glover <a href="mailto:suzanne.glover@uhl-tr.nhs.uk">suzanne.glover@uhl-tr.nhs.uk</a>

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## **W&C CMG**

**Womens and Childrens**

# Bleep Holder for Childrens Study Day

Aims and Learning Outcomes	<ul style="list-style-type: none"> <li>• To understand the roles and responsibilities of the bleep holder for the Children's Hospital.</li> <li>• To identify the roles of the senior staff within Childrens Hospital and Management Team</li> <li>• To raise awareness of operations waiting list management and the rules around RTT (Referral to Treatment)</li> <li>• Raise awareness of operational process and challenges</li> <li>• To review the bed coordinators role and the discharge process</li> <li>• To further understand acuity tools used in Children's Hospital</li> <li>• Opportunity to discuss with other Band 6 nurses from Children's Hospital how to manage different situations</li> </ul>
Content	<ul style="list-style-type: none"> <li>• Workshops to identify roles of different members of senior staff within children's hospital</li> <li>• Review of operational challenges including RTT, surgical process, discharge and bed coordination</li> <li>• Learning sets to review typical situations which may occur</li> </ul>
Target audience	Registered nurses that hold the Children's Hospital bleep
Prerequisite for attendance	Band 6 & nomination by ward manager
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	Childrens Education Team ext 17767 or 15228
Cost	UHL funded places / alternative funding available
Frequency	2 times per year
Duration of programme	1 day (0830 – 1630)
Method of booking	Via contact above

# Breast Feeding Study Day

Aims and Learning Outcomes	<ul style="list-style-type: none"> <li>• To discuss the importance of breastfeeding and the consequences of not breastfeeding in terms of health outcomes.</li> <li>• Teach effective positioning and attachment to mothers, so enabling them to develop these skills.</li> <li>• Demonstrate to mothers a technique of hand expressing breast milk to promote competence and confidence in this skill.</li> <li>• Discuss the importance of exclusive breastfeeding for the first six months of life and continuing to breastfeed during weaning and into the second year of life.</li> <li>• Outline the anatomy and physiology of lactation and apply this to clinical practice.</li> <li>• Integrate into practice evidence from the Baby Friendly Initiative best practice standards to support breastfeeding.</li> </ul>
Content	Taught session given by Infant Feeding Specialist Midwife and Team
Target audience	Midwives, Community Midwives, Maternity Care Assistants/Support Workers and Nursery Nurses
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching
Assessment	No assessment but workbook to be completed
Accreditation	None
Contact	Ann Raja, Lead Infant Feeding Midwife <a href="mailto:ann.raja@uhl-tr.nhs.uk">ann.raja@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Various times throughout the year
Duration of programme	1 day (0830-1630)
Method of booking	Via HELM

# Children's Blood Sampling and Cannulation Study Day

Aims and Learning Outcomes	<p>To enable practitioners to develop and demonstrate competence in the Blood Sampling and Cannulation of Children and Young People. Learning outcomes include:</p> <ul style="list-style-type: none"> <li>• Discuss the legal and professional issues, and describe the process for obtaining informed consent</li> <li>• Assess the physical, developmental, and psychological needs before, during and after the procedure, and demonstrate good practice when preparing self/child and family</li> <li>• Give an account of the anatomy and physiology of capillaries and veins in babies, children and young people.</li> <li>• Perform checking procedures that maximise patient safety and demonstrate good practice when holding the child or young person still during the procedure</li> <li>• Identify the various devices and equipment used and competently perform Blood Sampling and Cannulation on Children and Young People within different age bands.</li> <li>• Discuss and follow infection control and health and safety policies and procedures.</li> <li>• Describes the risks and complications associated with Blood Sampling and Cannulation, their prevention, treatment and acts to minimize the effects.</li> </ul>
Content	As above
Target audience	Phlebotomists, HCA's, Nursing Associates, Registered Nurses
Prerequisite for attendance	Continuing Professional Development Service need requiring Line Manager support
Method of delivery	Face to face classroom based teaching with information book and work book, Practical demonstration and practice with medical devices
Assessment	Assessment booklet requiring supervised practices and LCATs
Accreditation	None
Contact	Childrens Education Team ext. 17767 or 15228
Cost	UHL funded places / alternative funding available
Frequency	4 times per year
Duration of programme	1 day (0830 – 1630)
Method of booking	Via HELM or following discussion with W&C Education Team

# Children's Diabetes Monthly Updates

Aims and Learning Outcomes	To increase your knowledge, skills and confidence caring for a Child or Young Person with Diabetes.
Content	<ul style="list-style-type: none"> <li>• What is Diabetes</li> <li>• Insulin Therapy</li> <li>• Treatment and Management</li> <li>• Blood Glucose Monitoring</li> <li>• How to give an Injection</li> <li>• DKA (Diabetes Ketoacidosis)</li> <li>• Complications</li> <li>• Carb Counting</li> <li>• Steroid Induced Diabetes</li> <li>• Diabetes and Surgery</li> </ul>
Target audience	Staff who have contact with children
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	Aan Mayes, Children's Diabetes Specialist Nurse <a href="mailto:aan.mayes@uhl-tr.nhs.uk">aan.mayes@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Monthly
Duration of programme	2 hours (1330-1530)
Method of booking	Via HELM

# Children's Essential to Job Role Training Day One

Aims and Learning Outcomes	To provide staff with Essential to Job role training that is required as an annual update.
Content	Content is subject to change on a yearly basis due to training requirements of the Children's Hospital. Content may include updates of the following (list not exhaustive): Basic Life Support Recognition of the deteriorating patient Mentorship Safeguarding Blood Transfusion Newborn Screening
Target audience	Staff working in the Children's Hospital including: Housekeepers, Health Care Assistants, Nursery Nurses, Play Assistants, Play Specialists, Registered Nursing Associates, Registered Nurses, Advanced Nurses Practitioners, Medical Team.
Prerequisite for attendance	Essential to job role
Method of delivery	Face to face classroom based teaching/virtual training via MS Teams
Assessment	Practical assessment for BLS now completed by Clinical Skills
Accreditation	None
Contact	Childrens Education Team ext. 17767 or 15228
Cost	UHL funded places / alternative funding available
Frequency	25 times per year
Duration of programme	1 day (0830 – 1630)
Method of booking	Via HELM

# Children's Essential to Job Role Training Day Two

Aims and Learning Outcomes	To provide staff with Essential to Job role training that is specific to their ward area/speciality as an annual update.
Content	Depending on ward area/specialism however Children's Education & Practice Development Nurses will teach Moving/Handling & Medicines Management on alternate years
Target audience	Staff working in the Children's Hospital including: Housekeepers, Health Care Assistants, Nursery Nurses, Play Assistants, Play Specialists, Registered Nursing Associates, Registered Nurses, Advanced Nurses Practitioners
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	Childrens Education Team ext. 17767 or 15228
Cost	UHL funded places / alternative funding available
Frequency	Usually runs twice per ward area so all staff get update, annually
Duration of programme	1 day (0830 – 1630)
Method of booking	Via ward manager

# Children's Hospital Bank HCA Support Day

Aims and Learning Outcomes	To deliver training to Health Care Assistants working in the Children's Hospital on a bank contract who do not have a substantive post. Aim of training is to provide Bank HCA's with the theory to develop skills and knowledge and complete competency packages in a range of skills.
Content	<ul style="list-style-type: none"> <li>• Paediatric Basic Life Support</li> <li>• Paediatric Vital Signs</li> </ul>
Target audience	HCA's working in the Children's Hospital
Prerequisite for attendance	Nominated by a Line Manager in the Children's Hospital to attend. Must regularly work in the Children's Hospital using a bank contract.
Method of delivery	Face to face classroom based training
Assessment	None
Accreditation	None
Contact	Childrens Education Team ext. 17767 or 15228
Cost	Funded Places for UHL bank staff
Frequency	As required
Duration of programme	1 day (0830 – 1630)
Method of booking	Via HELM

# Children's Hospital HCA Support Day

Aims and Learning Outcomes	To deliver peer training to Health Care Assistants working in the Children's Hospital.
Content	<ul style="list-style-type: none"> <li>• Timetable is catered to needs of the Children's Hospital on an annual basis. Content may include the following:</li> <li>• Wound care</li> <li>• Customer care</li> <li>• Stoma care</li> <li>• Career Opportunities</li> <li>• Respiratory Care</li> </ul>
Target audience	HCA's working in the Children's Hospital
Prerequisite for attendance	Nominated by Line Manager to attend
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	Childrens Education Team ext. 17767 or 15228
Cost	Funded Places for UHL Childrens Hospital staff
Frequency	6 times per year over summer months
Duration of programme	1 day (0830 – 1630)
Method of booking	Via HELM

# Children's Hospital Housekeeper Study Session

Aims and Learning Outcomes	To deliver peer training to Housekeepers working in the Children's Hospital.
Content	<ul style="list-style-type: none"> <li>• Timetable is catered to needs of the Children's Hospital on an annual basis. Content may include the following:</li> <li>• Basic life support</li> <li>• Resuscitation Trolley</li> <li>• Communication</li> <li>• Safeguarding</li> <li>• Update regarding any Trust issues, policies, projects.</li> </ul>
Target audience	Housekeepers working in the Childrens Hospital
Prerequisite for attendance	Employed Housekeeper in Childrens Hospital. Managers agreement to be released to attend
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	Childrens Education Team ext. 17767 or 15228
Cost	Funded places for UHL Children's Hospital Staff only
Frequency	Monthly
Duration of programme	2 hours
Method of booking	Not required- Children's Education Team will book onto the programme

# Children's Hospital Pain Study Day - Medical

<p>Aims and Learning Outcomes</p>	<ul style="list-style-type: none"> <li>• Gaining knowledge and understanding of pain physiology</li> <li>• Gaining knowledge and understanding of analgesic drugs</li> <li>• Understand the common causes of chronic pain in children and the impact this has on the child and family</li> <li>• Gain awareness of the role of the physiotherapist in pain management</li> <li>• Understand the process and procedure for the safe administration of IV morphine and Entonox</li> <li>• Become aware of the role of acupuncture and TENS in chronic pain management</li> <li>• Understand the process and procedure involved in specialist oncology pain management protocols</li> </ul>
<p>Content</p>	<ul style="list-style-type: none"> <li>• Taught sessions from Pain Specialist nurses, physiotherapist and pharmacist</li> <li>• Practical session with IV morphine pumps and Entonox cylinders</li> </ul>
<p>Target audience</p>	<p>Registered nurses working in a Paediatric setting</p>
<p>Prerequisite for attendance</p>	<p>Competent in the administration of Intravenous (IV) medication</p>
<p>Method of delivery</p>	<p>Face to face classroom based teaching</p>
<p>Assessment</p>	<p>Competency assessment booklet provided</p>
<p>Accreditation</p>	<p>None</p>
<p>Contact</p>	<p>Zoe Syrett, Children's Pain Specialist Nurse  <a href="mailto:Zoe.syrett@uhl-tr.nhs.uk">Zoe.syrett@uhl-tr.nhs.uk</a></p>
<p>Cost</p>	<p>UHL funded places / alternative funding available</p>
<p>Frequency</p>	<p>3-4 times per year</p>
<p>Duration of programme</p>	<p>1 day (0900 – 1700)</p>
<p>Method of booking</p>	<p>Via HELM</p>

# Children's Hospital Pain Study Day - Surgical

Aims and Learning Outcomes	<ul style="list-style-type: none"> <li>• Gaining knowledge and understanding of pain physiology</li> <li>• Gaining knowledge and understanding of analgesic drugs</li> <li>• Understanding the principles of post operative pain management and how to deal with complications</li> <li>• Understand the process and procedure for the safe administration of IV morphine, Entonox, local anaesthetic infusions and epidurals, including troubleshooting</li> </ul>
Content	<ul style="list-style-type: none"> <li>• Taught sessions from Pain Specialist Nurses and Pharmacist</li> <li>• Practical session with IV morphine pumps, Entonox cylinders, epidural pumps and elastomeric devices</li> </ul>
Target audience	Registered nurses working in a Paediatric setting
Prerequisite for attendance	Competent in the administration of Intravenous (IV) medication
Method of delivery	Face to face classroom based teaching
Assessment	Competency assessment booklet provided
Accreditation	None
Contact	Zoe Syrett, Children's Pain Specialist Nurse <a href="mailto:Zoe.syrett@uhl-tr.nhs.uk">Zoe.syrett@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	2-3 times per year as required
Duration of programme	1 day (0900 – 1700)
Method of booking	Via HELM

# Children's Hospital Preceptorship Programme for OSCE Nurses

Aims and Learning Outcomes	To enhance the competence and confidence of newly registered practitioners as autonomous professionals through a series of study days planned using the Preceptorship Standards set by Health Education England (HEE), clinical support and ward based support. Individuals will be assigned a Preceptor to work with on the wards who will support newly qualified nurses with regular meetings and feedback using the Preceptorship Framework.
Content	<ul style="list-style-type: none"> <li>• Study days</li> <li>• Clinical support</li> <li>• Numeracy support</li> </ul>
Target audience	Newly Registered Nurses working in a paediatric setting
Prerequisite for attendance	Newly Registered Nurses who have successfully passed the OSCE exam and have gained registration with the NMC.
Method of delivery	Face to face classroom based teaching
Assessment	Preceptorship Framework Competency Booklets
Accreditation	None
Contact	Childrens Education Team ext. 17767 or 15228
Cost	UHL funded places / alternative funding available
Frequency	Variable
Duration of programme	12 – 18 months
Method of booking	Not required- Children's Education Team will book onto the programme automatically when starting at UHL

# HCA Induction – Children’s Induction programme

Aims and Learning Outcomes	Staff will develop knowledge and skills to enable them to work as support staff in the Children’s Hospital or Children’s Emergency Department. They will receive the relevant theory to enable them to gain the clinical competencies for their role.
Content	Over the three days staff will gain an insight into the child’s journey through the children’s hospital . How to support the care of sick children and families . Learn theory and practical skills for vital signs, measuring heights & weights, fluid balance, nutrition , infant feeding, nasogastric tube feeding, paediatric basic life support,. Gain knowledge of children’s pain management, the role in supporting children and families during procedures and understanding sepsis.
Target audience	New Health Care Assistants working in Children’s Hospital and Childrens Emergency Department
Prerequisite for attendance	None
Method of delivery	Face to Face classroom based teaching
Assessment	Completion of competency assessment documents for specific childrens competencies
Accreditation	None
Contact	Childrens Education Team ext. 17767 or 15228
Cost	Funded places for UHL Staff available
Frequency	Every other month
Duration of programme	3 days that are incorporated into the Trust wide HCA induction programme
Method of booking	Via contacts above

# Clinical Support for Post Registration Students on the Newborn Initial Physical Examination Module

Aims and Learning Outcomes	To support students within their clinical areas undergoing Newborn Initial Physical Examination (NIPE) module at De Montfort University with observational, formative and summative assessments in Newborn Initial Physical Examination. Students will gain confidence in conducting the practical element of the course and the required 40 practices prior to module assessment
Content	<ul style="list-style-type: none"> <li>• Support with all observational, formative and summative assessments</li> <li>• Introduction to the UHL guideline:</li> <li>• Demonstration of practical screening skills and communication to parents throughout procedure</li> <li>• Support to understand and use NIPE SMART system</li> <li>• Raising awareness of referral methods and systems</li> </ul>
Target audience	Post registration midwives undertaking NIPE module
Prerequisite for attendance	Registered Midwife
Method of delivery	Ward based
Assessment	N/A
Accreditation	N/A
Contact	Hilary Field, Education & Practice Development Midwife <a href="mailto:hilary.field@uhl-tr.nhs.uk">hilary.field@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	As required
Duration of programme	Hours defined at time of assessment
Method of booking	Via contact above

# ECMO Specialist Training Course

Aims and Learning Outcomes	To provide learner with base knowledge relative to the critically ill neonate, child and adult who requires prolonged extracorporeal life support and in the observational & practical skills inherent in the continued operation & surveillance of the ECMO system.
Content	Consists of two modules. Home study programme , ECMO specific lecture series, ECMO articles review / presentation. Provides an in-depth review of ECMO related physiology- The physiological and pathophysiological theory as it relates to the critically ill infant, child or adult who requires prolonged extracorporeal life support.
Target audience	Multidisciplinary team members of staff working in AICU / PICU / NNU / ECMO centres. Internal & external candidates to the UK, Europe & internationally.
Prerequisite for attendance	RN, RSCN, PMT, ODA, Physiotherapist, Perfusionist, Anaesthetist or Cardiothoracic Surgeon: Minimum of one years experience working with intensive care patients, including children, within the last three years: Have approval to apply from their Department Manager / Team Leader: Have completed a CVVH competency package
Method of delivery	Face to face classroom based teaching and practical clinical training
Assessment	Pre-course assignments, 100% attendance of lectures / water labs / simulation, Clinical preceptorship (40 hours) & water lab assessment, ECMO exam (2 hours), Submission of ECMO reflective diary (3,000 words)
Accreditation	Certificate of attendance & on completion of all elements, a certificate of completion. Annual assessment / updates to be undertaken at a designated ECMO centre. 18 CPD points by the Royal College of Anaesthetists on successful completion of the four day didactic ECMO programme.
Contact	Gail Faulkner, ECMO Co-ordinator <a href="mailto:gail.faulkner@uhl-tr.nhs.uk">gail.faulkner@uhl-tr.nhs.uk</a>
Cost	£900.00
Frequency	Twice per year at Glenfield Hospital, UHL
Duration of programme	4 days (0845 – 1700)
Method of booking	Gail Faulkner (ECMO Co-ordinator) Carolyn Shutt (PA to ECMO Co-ordinator) – <a href="mailto:carolyn.shutt@uhl-tr.nhs.uk">carolyn.shutt@uhl-tr.nhs.uk</a>

# Essential to Job Role Training (TD1) for Gynaecology and ACU Staff

Aims and Learning Outcomes	Staff will learn and enhance their knowledge and skills to help them care for women within Gynaecological and ACU services
Content	<p>This day covers a range of topics including</p> <ul style="list-style-type: none"> <li>• The deteriorating patient</li> <li>• Moving/Handling</li> <li>• Blood Transfusion</li> <li>• Mentorship</li> <li>• Sensitive Disposal</li> <li>• Anti-coagulation</li> </ul>
Target audience	Registered Nurses, Registered Nurse Associates, Health Care Assistants
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching/virtual training via MS Teams
Assessment	Nil
Accreditation	None
Contact	<p>Debbie Wilson, Education &amp; Practice Development Lead  <a href="mailto:Wilson.debbie@uhl-tr.nhs.uk">Wilson.debbie@uhl-tr.nhs.uk</a>            Amy Matthews, Education and Practice Development Sister  <a href="mailto:Amy.Matthews@uhl-tr.nhs.uk">Amy.Matthews@uhl-tr.nhs.uk</a></p>
Cost	UHL funded places / alternative funding available
Frequency	Various days throughout the year
Duration of programme	1 day (0830-1630)
Method of booking	Via HELM

# Essential to Job Role Training (TD1) Maternity

Aims and Learning Outcomes	Staff will learn and enhance their knowledge and skills to help them care for a woman and her family
Content	<p>This day covers a range of topics including</p> <ul style="list-style-type: none"> <li>• The deteriorating patient</li> <li>• Moving/Handling</li> <li>• Blood Transfusion</li> <li>• Mentorship</li> <li>• Medicine Management</li> <li>• Civility saves Lives</li> <li>• Antenatal and Newborn Screening</li> <li>• Infant Feeding</li> <li>• Perinatal Mental Health</li> </ul>
Target audience	Registered Midwives, Registered Nurse Associates, Maternity Care Assistants, Maternity Support Workers, Nursery Nurses, Cord Blood Collectors (Anthony Nolan), Registered Nurses working in maternity
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching/virtual training via MS Teams
Assessment	nil
Accreditation	None
Contact	Midwives Education & Practice Development ext. 15228
Cost	UHL funded places / alternative funding available
Frequency	30 times per year
Duration of programme	1 day (0830-1630)
Method of booking	Via HELM

# Fetal Monitoring Training day for Midwives & Obstetricians

Aims and Learning Outcomes	To teach and assess learners in all aspects of Ante Natal and Intrapartum Fetal Monitoring
Content	Physiology of the fetal circulation and response during the AN and Intrapartum period, GAP/GROW update, Smoking Cessation, Reduced Fetal Movements, Intro to Human Factors, A Learning Conversation, AN CTG & Escalation, Case Studies, Intelligent Intermittent Auscultation, Assessment of Fetal Wellbeing.
Target audience	All Midwives and Obstetricians
Prerequisite for attendance	None
Method of delivery	Face to Face classroom based teaching
Assessment	IIA and fetal monitoring assessments
Accreditation	None
Contact	Midwifery Education & Practice Development Team ext. 15228
Cost	UHL funded places / alternative funding available
Frequency	20 times per year
Duration of programme	1 day (0830-1630)
Method of booking	Via HELM

# Growth Assessment Protocol (GAP)

Aims and Learning Outcomes	To understand the Growth Assessment Protocol (GAP) pathway including risk assessment and practice of using customised growth charts. After completing the training staff should be aware of how to assess growth and when referral is appropriate.
Content	Theory module includes definitions, understanding fetal growth restriction and pregnancy outcome, risk assessment, screening and surveillance, detection rates and effect of training, training protocols and their impact on stillbirth rates. Practice Module includes generation and use of customised growth charts, surveillance in low risk pregnancies, indications for referral, fetal growth surveillance in increased risk pregnancies and audit.
Target audience	Midwives, Maternity Support Staff, Sonographers and Obstetric Medical Staff
Prerequisite for attendance	None
Method of delivery	E-Learning
Assessment	Assessment to be completed after each module
Accreditation	None
Contact	Midwifery Education & Practice Development Team ext. 15228
Cost	UHL funded places / alternative funding available
Frequency	Once per year
Duration of programme	Variable
Method of booking	Via contacts above

# Housekeeper Training Update (Maternity & Gynaecology)

Aims and Learning Outcomes	To update housekeepers in necessary skills to help achieve a cohesive team structure within the ward environment. Housekeepers will have a raised awareness in the importance of the ever changing maternity ward environment and how to utilise their skills effectively.
Content	<ul style="list-style-type: none"><li>• Basic Life Support</li><li>• Infection Prevention</li><li>• Safeguarding</li><li>• Communication with conflict resolution</li><li>• Raising concerns</li></ul>
Target audience	Housekeepers within maternity and gynaecology
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	Gynae & Midwifery Education & Practice Development Team ext. 15228
Cost	UHL funded places / alternative funding available
Frequency	Quarterly as need directs
Duration of programme	3 hours (0930 – 1230)
Method of booking	Via HELM

# Maternity Care Assistant Induction – Women’s Specific Days

Aims and Learning Outcomes	Staff will develop knowledge and skills to enable them to work as support staff in Maternity Services at University Hospitals of Leicester NHS Trust. They will receive the relevant theory to enable them to gain the clinical competencies for their role.
Content	Over the three days staff will gain an insight into the woman’s journey through maternity services, when pregnancy becomes complicated, learn theory and practical skills for vital signs, fluid balance, nutrition in pregnancy, infant feeding, bereavement services, antenatal and newborn screening, care of the newborn, newborn basic resuscitation, when babies need special care, jaundice in the neonate.
Target audience	Maternity Care Assistants, Maternity Support Workers, Nursery Nurses
Prerequisite for attendance	None
Method of delivery	Face to Face classroom based teaching
Assessment	Completion of Competency Assessment Document
Accreditation	None
Contact	Midwifery Education & Practice Development Team ext. 15228
Cost	UHL funded places / alternative funding available
Frequency	6 times per year
Duration of programme	Three Days over 4 weeks
Method of booking	Via contacts above

# Maternity Support Staff Development Day

Aims and Learning Outcomes	Maternity Support Staff will learn and enhance their knowledge and skills to help them care for a woman and her family
Content	<p>Timetable includes:</p> <ul style="list-style-type: none"> <li>• Neonatal Jaundice</li> <li>• Antenatal &amp; Newborn Screening</li> <li>• Smoking Cessation 'Step Right Out'</li> <li>• Infant Feeding</li> <li>• Patient Experience</li> </ul>
Target audience	Maternity Support Staff
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	Midwifery Education & Practice Development Team ext. 15228
Cost	UHL funded places / alternative funding available
Frequency	4 times per year
Duration of programme	1 day (0830-1630)
Method of booking	Via HELM

# Neonatal Complex Intravenous Workshop

Aims and Learning Outcomes	To competently calculate, prepare and administer complex medicines to Neonates via the central route.
Content	<p>How to prepare infusions for infants requiring intensive care. This is taught face to face using interactive teaching methods and set up in sessions which include the following subjects</p> <p>This includes correctly calculating, checking and preparing the following medication;</p> <ul style="list-style-type: none"> <li>• Additives</li> <li>• Inotropes</li> <li>• Morphine</li> <li>• Insulin</li> <li>• Parental Nutrition</li> </ul>
Target audience	Registered Nurses/Midwives working in neonates who have completed UHL 'Administering Medicines via the peripheral route' workbook and are assessed as competent.
Prerequisite for attendance	Completion of Intravenous Medicines workbook or evidence from previous workplace
Method of delivery	Face to face 1:1 in a clinical setting
Assessment	Maths/ medicines assessment at the end of the taught part of the day.
Accreditation	None
Contact	Anjali Sood, or Katie Seaton Education and Practice Development Sisters <a href="mailto:anjali.sood@uhl-tr.nhs.uk">anjali.sood@uhl-tr.nhs.uk</a> <a href="mailto:katie.seaton@uhl-tr.nhs.uk">katie.seaton@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	As required
Duration of programme	1 day (0830-1630)
Method of booking	Via HELM

# Newborn Life Support

Aims and Learning Outcomes	The Newborn Life Support (NLS) course is a standardized national course to provide practical instruction in newborn airway support and theoretical background in resuscitation of the newborn. Candidates will develop knowledge and skills to manage a newborn infant during the first 10-20 minutes following birth, understand the processes underlying apnoea, bradycardia and poor condition at birth and deliver practical airway management and ventilatory support.
Content	<ul style="list-style-type: none"> <li>• History and physiology</li> <li>• Resuscitation at birth</li> <li>• Pre-term babies</li> <li>• Skill stations to include: airway; resuscitation; chest compressions, pulse oximetry and vascular access.</li> <li>• Demonstrations and simulations throughout the day</li> </ul>
Target audience	Registered healthcare professionals involved in the care of the newborn infant.
Prerequisite for attendance	Pre-course MCQ and read course manual
Method of delivery	Face to face classroom based teaching
Assessment	<ul style="list-style-type: none"> <li>• Airway test – candidates will need to demonstrate the core skills of airway management of a newborn infant and show what steps to take in a variety of scenarios.</li> <li>• Post course MCQ</li> </ul>
Accreditation	Course certificate
Contact	<p>Anjali Sood – Neonatal Clinical facilitator  <a href="mailto:Anjali.Sood@uhl-tr.nhs.uk">Anjali.Sood@uhl-tr.nhs.uk</a></p> <p>Dr Jonathan Cusack- Consultant Neonatologist  <a href="mailto:jonathan.Cusack@uhl-tr.nhs.uk">jonathan.Cusack@uhl-tr.nhs.uk</a></p>
Cost	UHL funded places / alternative funding available (£195.00)
Frequency	6 times per year
Duration of programme	1 day (0830 – 1700) (approximately)
Method of booking	Request through line manager and approval needed from Debbie Wilson Education lead for Women’s & Children’s <a href="mailto:wilson.debbie@uhl-tr.nhs.uk">wilson.debbie@uhl-tr.nhs.uk</a>

# Neonatal Point of Care Simulation Session

Aims and Learning Outcomes	<p>Aims of session include;</p> <ul style="list-style-type: none"> <li>• Global assessment of patient</li> <li>• Avoid fixation</li> <li>• Role clarity</li> <li>• Communication and team work</li> <li>• Effective use of resources</li> </ul>
Content	<p>Introduction to</p> <ul style="list-style-type: none"> <li>• Simulation Training using a high fidelity mannequin</li> <li>• Point of care event</li> <li>• Some warm up exercises</li> <li>• Introduce the mannequin</li> <li>• Real time simulation of a neonatal critical event</li> <li>• Debrief</li> </ul>
Target audience	<p>Medical and Nursing/Midwifery staff working in the Neonatal Service (2 medical staff and 2 Nurses on most sessions)</p>
Prerequisite for attendance	<p>None</p>
Method of delivery	<p>Real time simulation of neonatal critical event and debrief will provide an educational opportunity in a confidential environment. Reflect on how the team performs in a safe supportive learning environment</p>
Assessment	<p>None</p>
Accreditation	<p>None</p>
Contact	<p>Anjali Sood – Neonatal Clinical facilitator <a href="mailto:Anjali.Sood@uhl-tr.nhs.uk">Anjali.Sood@uhl-tr.nhs.uk</a> Dr Jonathan Cusack- Consultant Neonatologist <a href="mailto:jonathan.Cusack@uhl-tr.nhs.uk">jonathan.Cusack@uhl-tr.nhs.uk</a></p>
Cost	<p>UHL funded places / alternative funding available</p>
Frequency	<p>Every 2 weeks- Tue/Fri</p>
Duration of programme	<p>2 hours</p>
Method of booking	<p>Via Notice board in Neonatal Staff room Education board</p>

# Neonatal Respiratory Study Day

Aims and Learning Outcomes	To support the learning and development of neonatal staff who are new to caring for infants requiring respiratory support and care on the neonatal unit
Content	<p>Subjects include</p> <ul style="list-style-type: none"> <li>• Nursing management of a baby requiring CPAP</li> <li>• Nursing care of a baby requiring supplemental oxygen</li> <li>• Ventilators –what are they?</li> <li>• Understanding the basics of blood gases analysis</li> <li>• Tissue viability</li> <li>• Lung development</li> </ul>
Target audience	Registered Nurses, Registered Nurse Associates new to working on the Neonatal unit
Prerequisite for attendance	Working in the Neonatal service at UHL
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	Anjali Sood- Neonatal Clinical Skills Facilitator <a href="mailto:anjali.sood@uhl-tr.nhs.uk">anjali.sood@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	As required
Duration of programme	1 day (0830-1630)
Method of booking	Via HELM

# Neonatal Summer School

Aims and Learning Outcomes	<p>Refresher and update for staff for;</p> <ul style="list-style-type: none"> <li>• Revalidation</li> <li>• Further development</li> <li>• Preparation for undertaking modules at local university to complete specialist qualification</li> <li>• Interactive sessions to develop and update staff who care for infants requiring specialist care on the Neonatal Unit</li> </ul>
Content	<p>20-30 minute bite sized sessions for staff who are working clinically and may not be able to attend a full day.</p> <p>Subjects include</p> <ul style="list-style-type: none"> <li>• Understanding neonatal jaundice</li> <li>• Ventilators –what are they?</li> <li>• Understanding the basics of blood gas analysis</li> <li>• Tissue viability</li> <li>• Exploring common neonatal infections</li> <li>• Understanding common neonatal surgical condition and the nursing care</li> <li>• Understanding Hypoxic Ischaemic Encephalopathy in neonates</li> <li>• Exploring congenital heart disease</li> <li>• Exploring theories of loss and bereavement</li> <li>• Neonatal pharmacology</li> </ul>
Target audience	All staff working in the Neonatal service at UHL
Prerequisite for attendance	Working in the Neonatal service at UHL
Method of delivery	Face to face classroom based teaching
Assessment	None
Accreditation	None
Contact	<p>Anjali Sood- Neonatal Clinical Skills Facilitator  <a href="mailto:anjali.sood@uhl-tr.nhs.uk">anjali.sood@uhl-tr.nhs.uk</a></p>
Cost	UHL funded places / alternative funding available
Frequency	Once a year, July- August
Duration of programme	0900-1400 (20-30 min drop in sessions )
Method of booking	As advertised within Neonatal Unit

# Neonatal Surgical Study Day

Aims and Learning Outcomes	To develop and update staff who care for infants requiring Surgical interventions and the ongoing care required on the neonatal unit
Content	<p>Interactive day and sessions include</p> <ul style="list-style-type: none"> <li>• Tissue viability</li> <li>• The network and introduction to surgery</li> <li>• Preparation of a baby going to theatre</li> <li>• Nursing care of infants requiring bowel washouts and stoma care</li> <li>• Nursing care of gastrostomies, surgically inserted lines and replacements fluids</li> <li>• ROP - what is it?</li> </ul>
Target audience	Registered Nurses, Registered Nurse Associates working on the Neonatal unit
Prerequisite for attendance	None
Method of delivery	Face to face or MS Teams
Assessment	None
Accreditation	None
Contact	<p>Anjali Sood- Education and Practice Development Sister  <a href="mailto:anjali.sood@uhl-tr.nhs.uk">anjali.sood@uhl-tr.nhs.uk</a>            Katie Seaton - Education and Practice Development Sister  <a href="mailto:Katie.seaton@uhl-tr.nhs.uk">Katie.seaton@uhl-tr.nhs.uk</a></p>
Cost	UHL funded places / alternative funding available
Frequency	As required
Duration of programme	1 day (0830-1630)
Method of booking	Via HELM following discussion with Anjali Sood

# New Staff to Neonatal Care Study Days 1-3

Aims and Learning Outcomes	New to Neonates - Orientation and Induction programme which includes study days to enable new starters to develop basic understanding and knowledge of Neonatal care. All staff new to Neonates will be expected to attend
Content	<p>These study days are interactive and cover a range of topics such as:-</p> <ul style="list-style-type: none"> <li>• Introduction to competency based skills work books</li> <li>• Practical sessions on providing basic nursing care including hygiene</li> <li>• Family integrated care</li> <li>• Medical devices training</li> <li>• Development care and supportive positioning</li> <li>• Supporting parental choice to meet the nutritional needs of neonates</li> <li>• Caring for infants requiring Surgical care</li> <li>• Caring for infants requiring Respiratory support</li> <li>• Documentation</li> <li>• Newborn Life support</li> <li>• Recognising a deteriorating infant</li> </ul>
Target audience	All staff new to Neonates
Prerequisite for attendance	None
Method of delivery	Face to face classroom based teaching or MS Teams
Assessment	None
Accreditation	None
Contact	Anjali Sood/ Katie Seaton – Education and Practice Development Sisters <a href="mailto:anjali.sood@uhl-tr.nhs.uk">anjali.sood@uhl-tr.nhs.uk</a> <a href="mailto:katie.seaton@uhl-tr.nhs.uk">katie.seaton@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	As required
Duration of programme	1 day (0830-1630)
Method of booking	Via HELM following discussion with NNU Team

# Obstetric Anal Sphincter Injury Awareness Training (OASI)

Aims and Learning Outcomes	The aim of the session is to standardise the training and skills in the prevention and recognition of third and fourth degree tears and OASI within the multidisciplinary Obstetric team in UHL. Candidates will have more confidence to recognise how awareness of risk factors, robust antenatal education, use of protective measures and episiotomy can reduce the incidence of OASI.
Content	<ul style="list-style-type: none"> <li>•Recognition of risk factors for OASI</li> <li>•Anatomy of the pelvic floor</li> <li>•Effective antenatal communication with service users regarding perineal protection during delivery</li> <li>•Demonstration and practice of the Finnish grip and associated preventative measures</li> <li>•Correct way to perform episiotomy with practical element</li> <li>•Recognition of classification of degree of Perineal trauma</li> <li>•Long term impact of OASI with case histories</li> </ul>
Target audience	Midwives and Obstetricians
Prerequisite for attendance	None
Method of delivery	Face to Face classroom based teaching
Assessment	None
Accreditation	None
Contact	Midwifery Education & Practice Development Team ext. 15228
Cost	UHL funded places / alternative funding available
Frequency	On-going when dates posted
Duration of programme	Approximately 4 hours duration
Method of booking	Via Midwifery Matrons above or Women's and Children's Education Team

# Parental Nutrition Study Day

Aims and Learning Outcomes	<ul style="list-style-type: none"> <li>• Identify who can administer Parental Nutrition via Central Venous Access Device (CVAD)</li> <li>• Understands the requirements for commencing Parental Nutrition via CVAD.</li> <li>• Understand the requirements for on-going care of a child with a CVAD receiving Parental Nutrition.</li> <li>• Consider actions to deal with potential complications.</li> <li>• Understand the process and procedure for obtaining blood from a CVAD.</li> <li>• Gain knowledge and understanding of parenteral nutrition (PN) including; types of PN, how to order, prescribing PN, monitoring requirements and weaning.</li> </ul>
Content	<ul style="list-style-type: none"> <li>• Introduction to Parental Nutrition</li> <li>• Discharge planning and family support</li> <li>• Pharmacology of Parental Nutrition</li> <li>• Nursing administration of Parental Nutrition (including practical)</li> </ul>
Target audience	Registered nurses working in a Paediatric setting
Prerequisite for attendance	Competent in the administration of Intravenous (IV) medication via central line
Method of delivery	Face to face classroom based teaching
Assessment	Competency assessment booklet provided
Accreditation	None
Contact	Childrens Education Team ext. 17767 or 15228
Cost	UHL funded places / alternative funding available
Frequency	3 times per year
Duration of programme	1 day (0830 – 1630)
Method of booking	Via HELM or Women’s & Children’s Education team

# Paediatric Intensive Care Orientation Programme (POP)

Aims and Learning Outcomes	<p>To ensure that nurses new to the speciality are supported to develop the complex and broad skill set that nursing critically ill and injured children and infants requires in both general PICU and cardiac PICU.</p> <p>Learning outcomes: be able to safely care for a stable ventilated patient, seeking appropriate support when required. Deliver safe, evidence-based care to the child and their family in critical care. Communicate effectively with the patient, family and wider health care team. Understand the organisational and political context of paediatric critical care.</p>
Content	<p>Anatomy and physiology of the respiratory, cardiovascular, neurological and renal systems, pathophysiology of common illnesses and conditions, nursing assessment of the critically ill child, ventilation and understanding of the associated nursing care, maintaining the safety of the intubated child, intubation and extubation, care of the child post operatively, blood gas analysis, nutrition and pharmacology, sepsis, DKA, managing emergency situations and family centred care. Two further study days delivered in the second year focus on more advanced topics such as high frequency oscillating ventilation and inotropes.</p>
Target audience	For Nurses new to PICU or HDU care
Prerequisite for attendance	To be working within an area delivering paediatric critical care at level 2 or 3.
Method of delivery	Face to face, Skills competency package. Tiered learning-basic up to complex. Learning supported by clinical skills training and simulation sessions. Receive one to one mentorship, guided reflections, skills stations and supervised practice.
Assessment	Completion of competency books and submission of reflective account
Accreditation	None
Contact	<p>Ruth Joyce, Clinical Skills facilitator PICU  <a href="mailto:Ruth.joyce@uhl-tr.nhs.uk">Ruth.joyce@uhl-tr.nhs.uk</a></p>
Cost	Funded places for UHL Staff available
Frequency	Runs annually commencing in November but additional courses run for new starters joining at other times of the year.
Duration of programme	18 Months
Method of booking	Via Ruth Joyce- Clinical Skills facilitator- PICU, LRI

# Paediatric Intensive Care Simulation Session

Aims and Learning Outcomes	To enhance the knowledge and skills of the multidisciplinary team in the Paediatric Intensive care for ECMO and Cardiac Care
Content	Cardiac or ECMO specific care episodes - examples may be <ul style="list-style-type: none"> <li>• Care required for blocked ETT</li> <li>• Circuit problems for ECMO patient</li> <li>• Actions for a duct dependent lesion</li> <li>• Haemodynamic ally unstable patient</li> <li>• Immediate post surgical complications</li> </ul>
Target audience	Multidisciplinary Team working in PICU and ECMO services
Prerequisite for attendance	Must work within PICU or ECMO services
Method of delivery	Face to Face using real time simulation
Assessment	None
Accreditation	None
Contact	Pompa KuKreja, Consultant <a href="mailto:pompa.kukreja@uhl-tr.nhs.uk">pompa.kukreja@uhl-tr.nhs.uk</a> Jenny Burgess, Senior Sister <a href="mailto:jennifer.burgess@uhl-tr.nhs.uk">jennifer.burgess@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Monthly
Duration of programme	Dependent upon content of simulation
Method of booking	Discuss with team leaders on PICU or ECMO Co-ordinator

# IV/CVL Study Day

<p>Aims and Learning Outcomes</p>	<ul style="list-style-type: none"> <li>• Understand the rationale for selection of medical devices for preparing intravenous (IV) medication and fluids.</li> <li>• Understand principles for the safe use of IV infusion devices.</li> <li>• Introduce basic pharmacology relating to IV medication administration.</li> <li>• Discuss legal implications of IV drug administration.</li> <li>• Gain knowledge of UHL policies, procedures, guidelines associated with IV medication administration.</li> <li>• Understand principles of safe IV medication preparation and administration.</li> <li>• Develop a plan of care for a patient receiving medicine and fluid intravenously.</li> <li>• Understand principles of caring for a Central Venous Access Device (CVAD).</li> <li>• Practice preparing and administering an IV medication in simulation.</li> <li>• Understand the process of assessment and competency in clinical practice.</li> </ul>
<p>Content</p>	<ul style="list-style-type: none"> <li>• Introduction to medical devices</li> <li>• Pharmacology of IV medication</li> <li>• Administration of IV medication</li> <li>• Care and administration of Central Venous Access Devices (CVAD)</li> <li>• Blood sampling from a Central Venous Access Devices (CVAD)</li> <li>• Demonstration and practical</li> </ul>
<p>Target audience</p>	<p>Registered Nurses working in a paediatric setting</p>
<p>Prerequisite for attendance</p>	<p>Competent in administration of oral medication</p>
<p>Method of delivery</p>	<p>Face to face classroom based teaching</p>
<p>Assessment</p>	<p>Competency assessment booklet provided</p>
<p>Accreditation</p>	<p>None</p>
<p>Contact</p>	<p>Childrens Education Team ext. 17767 or 15228</p>
<p>Cost</p>	<p>UHL funded places / alternative funding available</p>
<p>Frequency</p>	<p>6 times per year</p>
<p>Duration of programme</p>	<p>1 day (0830-1630)</p>
<p>Method of booking</p>	<p>Via HELM or via Women's &amp; Children's Education Team</p>

## Paediatric Life Support (PLS)

Aims and Learning Outcomes	This is a multidisciplinary one day course which aims to support the candidates to understand how to recognise and treat a sick or deteriorating baby/child and how to use appropriate skills, drugs and technology to care for the patient. The main aim of the course is to support staff in the prevention & management of cardio-respiratory arrest
Content	Subjects to be discussed in detail will be: Recognition & initial management of the sick child Basic Life Support practical skills How to use a defibrillator Airway management Cardiac arrest drugs Paediatric cardiac arrest treatments Algorithms Recognition of cardiac arrest rhythms
Target audience	Registered Nursing staff working in paediatrics – limited places available so places are managed for ward areas by Women's & Children's Education lead
Prerequisite for attendance	Pre-course reading and assessment prior to start of course
Method of delivery	Face to face classroom based teaching
Assessment	Continual assessment and end of course practical assessment
Accreditation	Accreditation with the Advanced Life Support group
Contact	Kim Hammond, Senior Clinical Skills facilitator <a href="mailto:kim.hammond@uhl-tr.nhs.uk">kim.hammond@uhl-tr.nhs.uk</a>
Cost	£100 per candidate- Funded places for Childrens Hospital Nursing Staff - but must be nominated by manager and supported by the Women's & Childrens Education Lead
Frequency	8-10 times per year
Duration of programme	1 day (0800-1800)
Method of booking	Application following agreed funding support from W&C Education Lead

## Saving Babies Lives Training day

<p>Aims and Learning Outcomes</p>	<p>The aim of this day is to prepare maternity based healthcare professionals to effectively interpret and respond to obstetric emergencies using evidence-based strategies. Completion of the training leads to improved clinical outcomes and reduces patient safety incidents. Candidates will develop confidence in delivery of emergency interventions, practice effective team working, improve communication skills and raise awareness into the recognition and effect of human factors within a simulated environment to prepare for the obstetric emergency environment.</p>
<p>Content – this alternates over a 3 yearly cycle in accordance with NHS Resolutions. Examples of training are:</p>	<ul style="list-style-type: none"> <li>• Enhanced maternity Care</li> <li>• Safe-guarding Level 3</li> <li>• Hands-on simulation training to include Newborn life support</li> <li>• Post-partum haemorrhage and maternal collapse</li> <li>• Cord prolapse</li> <li>• Emergency breech delivery</li> <li>• Shoulder dystocia</li> <li>• Pre-eclampsia and Eclampsia</li> </ul>
<p>Target audience</p>	<p>Midwives, Registered Nurses working in Maternity, Registered Nurse Associates, Obstetricians, Anaesthetists, Maternity Care Support staff and theatre staff (multidisciplinary)</p>
<p>Prerequisite for attendance</p>	<p>None</p>
<p>Method of delivery</p>	<p>Face to face classroom based teaching</p>
<p>Assessment</p>	<p>Scenario based assessment of obstetric skills drills.</p>
<p>Accreditation</p>	<p>None</p>
<p>Contact</p>	<p>Midwifery Education &amp; Practice Development Team ext. 15228</p>
<p>Cost</p>	<p>UHL funded places / alternative funding available. £200 for each external candidate</p>
<p>Frequency</p>	<p>21 times per year</p>
<p>Duration of programme</p>	<p>1 day (0830 - 1630)</p>
<p>Method of booking</p>	<p>Via HELM</p>



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**Advanced Clinical  
Practice  
and  
Workforce Development  
CPD Funding**

# Advanced Clinical Practice

Aims and Learning Outcomes	To gain the skills and experience to work autonomously in the clinical environment: assessing, clerking, investigating, treating and discharging patients.
Content	<ul style="list-style-type: none"> <li>• 3 year Masters programme in conjunction with Higher Education Institution.</li> <li>• Skills in comprehensive examination, diagnostic reasoning, prescribing.</li> <li>• Follows “4 pillars of Advanced Practice”; clinical, research, education and management</li> <li>• Portfolio of evidence built in clinical practice</li> <li>• Regular supervision and education sessions</li> </ul>
Target audience	Registered health professionals keen to expand role and service
Programme requirements	Registered health professional, evidence of ability to study at masters level, funded trainee position with confirmed job on successful completion of training, support from CMG including identified supervisor, or access via Corporate training role
Assessment	Completion of competency framework and Masters Programme (Level 7)
Accreditation	University
Number of attendees	Dependant on roles funded by trust
Contact	Matt Wensley, Advanced Practice Strategic Lead <a href="mailto:matt.wensley@uhl-tr.nhs.uk">matt.wensley@uhl-tr.nhs.uk</a>
Cost	Funded via apprenticeship levy
Frequency	Intake September or January annually, 3 years part time
Duration of programme	Study days variable according to University and module
Method of access	Discuss with Matt Wensley, regarding corporate training role, or within CMG opportunities

# NHS England Workforce Development CPD Funding

<p><b>Aims and Learning Outcomes</b></p>	<ul style="list-style-type: none"> <li>▪ To equip staff with new skills to enhance the care they provide to patients and development of their careers</li> <li>▪ To support staff in moving between sectors (hospital staff to move to new roles in primary care &amp; community care) supporting improved primary care access &amp; out of hospital care</li> <li>▪ Support the maintenance of staff CPD by helping them to meet the requirements from their professional regulators</li> <li>▪ To support the needs of the service in delivering high quality patient care</li> </ul>
<p><b>Target audience</b></p>	<p>Nursing Associates, Registered Nurses, Midwives and Allied Health Professionals <b>ONLY</b></p>
<p><b>Securing CPD funding</b></p>	<ul style="list-style-type: none"> <li>• You will need to identify the most appropriate training to meet your needs and discuss this with your line manager as part of your Appraisal/PDP process .</li> <li>• If supported, your line manager will ensure that the training need is put forward for inclusion in the CMG Training Needs Analysis (TNA).</li> <li>• Once agreed you need to complete the UHL Study Leave application form, and once signed-off locally, you can then apply for CPD funding using the Request for CPD Funding Form (Obtained through your Education Lead/CMG TNA lead)</li> <li>• Also, apply to the provider for the course</li> </ul>
<p><b>What CPD can be used for</b></p>	<p>CPD monies can be used to support a range of training opportunities:</p> <ul style="list-style-type: none"> <li>▪ in-house training (including training listed in UHL Prospectus)</li> <li>▪ conferences/seminars</li> <li>▪ one off courses/workshops</li> <li>▪ stand-alone modules / training</li> <li>▪ University stand alone modules/ programmes</li> <li>▪ Leadership programmes</li> </ul> <p>CPD monies may be available to support travel and accommodation, associated with any training, only with prior approval from the CMG Heads of Nursing &amp; Midwifery</p>
<p><b>Contact</b></p>	<p><a href="mailto:wdfcpdnonmedicaladmin@uhl-tr.nhs.uk">wdfcpdnonmedicaladmin@uhl-tr.nhs.uk</a></p>
<p><b>Forms of CPD funding available</b></p>	<ul style="list-style-type: none"> <li>▪ Individual to pay and claim back via petty cash (under £50) You will need to scan the receipt and attach the receipt</li> <li>▪ Individual to pay and claim back via Payment Request Voucher (over £50) You will need to scan and attach the receipt and provide bank details (sort code and account number)</li> <li>▪ Corporate Nursing Team Admin to raise Purchase Order, training provider to invoice the Trust.</li> <li>▪ Other ie budget transfer between services/CMGs</li> </ul>

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# **Pre-Registration Nursing and Midwifery**

# Preparing for Transition

<p>Aims and Learning Outcomes</p>	<p>To provide adult student nurses an opportunity to enhance their clinical practice by developing those transferrable skills required at point of registration.</p> <ul style="list-style-type: none"> <li>• Increase insight into own individual developmental needs to reduce the anxiety out of transition.</li> <li>• Gain insight into the transition to NRN role through the eyes of other professionals.</li> <li>• Build on negotiation, prioritization, teamwork and effective communication skills</li> </ul>
<p>Content</p>	<p>The programme is split over 3 days throughout their final year:            Day 1 – Professional development, Human Factors and the impact on clinical practice – never events - deteriorating patient through scenario group work.            Day 2 – Management day with outside speakers providing insight into the role of the NRN; the expectations of ward managers UHL duty manager and patient flow through UHL, and group work            Day 3 – interactive group work looking at bed management and ward flow, developing prioritisation, communication, handovers.</p>
<p>Target audience</p>	<p>Adult student nurses in final year of programme</p>
<p>Prerequisite for attendance</p>	<p>Adult student nurses who are currently on a clinical placement in either University Hospitals of Leicester or Leicestershire Partnership Trust</p>
<p>Method of delivery</p>	<p>outside speakers, facilitation and group work</p>
<p>Assessment</p>	<p>None</p>
<p>Accreditation</p>	<p>None</p>
<p>Contact</p>	<p>Practice Learning Team            Karen Lowe &amp; Alison Bradburn Clinical Placement Facilitators  <a href="mailto:karen.lowe@uhl-tr.nhs.uk">karen.lowe@uhl-tr.nhs.uk</a> <a href="mailto:alison.m.bradburn@uhl-tr.nhs.uk">alison.m.bradburn@uhl-tr.nhs.uk</a></p>
<p>Cost</p>	<p>UHL funded places / alternative funding available</p>
<p>Frequency</p>	<p>3 days per cohort during final year</p>
<p>Duration of programme</p>	<p>3 days throughout their final year of training</p>
<p>Method of booking</p>	<p>Via the Clinical Placement Facilitators – in person or via email</p>

# Pre-registration Students Simulation Session

Aims and Learning Outcomes	<p>Pre Registration Student Nurses and Trainee Nursing Associates:</p> <ul style="list-style-type: none"> <li>• Improve confidence in undertaking direct patient care and patient assessment.</li> <li>• Improve confidence in recognising abnormal vital signs and acting to resolve causative factors.</li> <li>• Improve confidence in using effective communication methods to escalate interventions.</li> </ul> <p>Pre Registration Inter-professional sessions:</p> <ul style="list-style-type: none"> <li>• Improve confidence in undertaking direct patient care and patient assessment.</li> <li>• Improve confidence in your understanding of each other's roles.</li> <li>• Improve confidence in recognising a deteriorating patient and communicating essential information to other health care professionals.</li> </ul>
Content	Scenarios
Target audience	Pre registration Student Nurses, Occupational Therapists, Physiotherapists and Trainee Nursing Associates.
Prerequisite for attendance	Complete pre-reading
Method of delivery	Facilitated simulation with debrief. Initial PowerPoint presentation.
Assessment	None
Accreditation	None
Contact	Caroline Wordsworth, Practice Learning Lead <a href="mailto:caroline.wordsworth@uhl-tr.nhs.uk">caroline.wordsworth@uhl-tr.nhs.uk</a>
Cost	UHL funded places / alternative funding available
Frequency	Variable – 2 to 3 times a month on average
Duration of programme	1 day
Method of booking	Via the Clinical Placement Facilitators – in person, via email

# UHL Library Services

The UHL Libraries & Information Services (the library service of University Hospitals of Leicester NHS Trust) support the work, research and educational activities of the health service in Leicester and Leicestershire, including University Hospitals of Leicester NHS Trust (UHL), Leicestershire Partnership NHS Trust (LPT) and Leicester City Council public health staff.

UHL Libraries & Information Services include libraries at Glenfield Hospital, Leicester General Hospital (LGH) and the Leicester Royal Infirmary (LRI). At Glenfield and LGH the libraries are located in the Education Centre, while at LRI, the library is located in Odames, Victoria Building. We offer 24 hour access at all 3 sites to the resources and computers, and provide equitable services across the trust to meet your research, education and clinical practice information needs.

Please visit our website for more information <http://www.uhl-library.nhs.uk/>



# Equality and Diversity

We advise the verbal disclosure of disabilities when booking onto a study session, to ensure that the best possible support is in place to enable you to complete your studies.

Please advise us of any the following disabilities that you think may affect your ability to study:

- Physical disability – to ensure you are able to safely access learning areas
- Sensory disability (e.g. hearing)
- Medical condition – e.g. one that might require additional breaks during sessions
- Mental health condition
- Specific learning disability (e.g. dyslexia)

Please be assured that this information will be treated as confidential and will only be used to meet your support requirements for participation in learning and development.