

EDUCATION, CULTURE & ORGANISATIONAL DEVELOPMENT NEWSLETTER

YOUR MONTHLY UPDATE ON LEARNING & DEVELOPMENT

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LED is changing: we are now Education, Culture and Organisational Development (ECOD).

The purpose of this is to align us with a broader organisational change, whereby Workforce and Organisational Development (WOD) has morphed into People and Culture.

The move towards people and culture is also being experienced in other public and private sector organisations, representing a holistic and progressive approach towards managing people: focusing on people over policy. The importance of workplace culture has also been recognised as a key factor when attracting, recruiting and retaining people.

Our new name encompasses our 3 key areas of work:

- Firstly, we retain our focus on education, through our breadth of offerings both internally and in collaboration with external partners.
- We are now focusing on our role as a department in shaping the culture of the workplace. As examples this includes our leadership and management programmes, which are shaped around the principles of Compassionate Leadership and also our desire to foster a culture of learning and development within the workplace.
- Finally, we are focusing on organisational development, which aims to facilitate change in the workplace by putting our people at the centre of what we do. This requires alignment to our broader strategic goals of the UHB and aims to meet the needs of our changing working environment.

VALUES BASED APPRAISAL

HAVE YOU HAD YOUR VALUES BASED APPRAISAL (VBA)?

It is YOUR opportunity to have an open, constructive conversation with your manager / appraiser... You can discuss together where you are now in your role, where you want to be and how to be supported to get you there.

THE VBA MEETING

Is just one part of ongoing discussions about your development... This needs to take place NOW with your manager / appraiser so get the date booked in.

PREPERATION FOR THE VBA MEETING

- Complete the assessment
- Gather some feedback
- Complete your achievements against last year's objectives

PAY PROGRESSION - Important Information

- Implementation from October 2022
- You will need to know if you are due a pay affecting increment (pay step) after this date (which will not take place every year due to compressed pay bands.)
- If it is pay affecting, you will need to have a pay progression meeting prior to your increment (pay step) date to agree your pay award with your manager.
- PLEASE NOTE - one important element is to being given your pay award is that you have had a VBA and it has been recorded on ESR.

AVAILABLE TRAINING DATES FOR MANAGERS:

VIA TEAMS:

22th September
2pm - 4pm

20th October
10:30am - 12:30pm

24th November
10:30am - 12:30pm

**BOOK VIA SELF
ENROLMENT ON
ESR [HERE](#)**

If you have already attended training and would like a refresher, please contact CAV.ECOD@wales.nhs.uk

RCN HCSW CONFERENCE

Bookings now open! Join us as we celebrate Nursing Support Worker day with an event where we aim to empathise, empower, and energise. This event is for all nursing support worker roles.

Wednesday, 23rd November 2022 10:00 - 16:00

RCN, TY Maeth, Cardiff, CF14 4XZ

Free for RCN HCSW/student members or £12 (inc.VAT) for non-members. Places are limited.

[Click here to book online](#)

CLINICAL INDUCTION

Are you a Healthcare Support Worker or Allied Health Professional Band 2 - 4?

Have you attended the Mandatory All Wales Healthcare Support Worker Induction?

NO

- Your manager will need to book you onto Induction by contacting Nicola Giles via email:
nicola.giles@wales.nhs.uk
- It is a mandatory requirement from the Welsh Government for **ALL Band 2 – 4's who have joined after 2016** to attend clinical Induction.
- This course is accredited by AgoredCymru - you must complete and return a workbook 4 weeks after Induction to the HCSW Development Team (ECOD) which will be given to you on Day 1 of Induction



YES

- Have you completed and returned your workbook? If not, you need to return this to the HCSW Development Team (ECOD) ASAP if you have exceeded the 4-week deadline
- Have you checked your email? You may have been sent workbook corrections which need completing
- Your workbook will not be passed until all corrections are completed and returned to the HCSW Development Team.

WORKBOOK QUERIES / WHERE TO RETURN

PHONE: 02921 816924 / 826924

EMAIL: charlotte.church@wales.nhs.uk

OFFICE: ECOD Office, Academic Centre, Llandough Hospital



A successful group of new Healthcare Support Worker's who completed clinical induction recently, despite it being on some of the hottest days of the year, they were fully engaged and found the induction really enjoyable.

FRAMEWORK COMPLIANCE

Are you a Healthcare Support Worker or Allied Health Professional Band 2 - 4?

DID YOU KNOW?

You must be compliant with The All Wales NHS Skills and Career Framework.

SO, WHAT DO YOU NEED TO DO?

Send a copy of your healthcare related qualifications to the HCSW Development Team by email or in bring it to us in person.

WHAT LEVEL HEALTHCARE RELATED QUALIFICATION SHOULD I HAVE?

BAND 2 - level 2
BAND 3 - level 3
BAND 4 - level 4

HOW TO CONTACT HCSW DEVELOPMENT TEAM

PHONE: 02921 816924 / 826924

EMAIL: charlotte.church@wales.nhs.uk

OFFICE: ECOD Office, Academic Centre, Llandough Hospital

HCSW DEVELOPMENT OPPORTUNITIES

Mental Health are currently running drop-in sessions on a monthly basis to give their HCSW's a chance to discuss development opportunities such as the level 2 & 3 diploma, Level 4 Certificate in Healthcare Support and sponsored nurse training.

If anyone is struggling with their diploma, the practice development team and HCSW Development Team will be there to offer guidance.

The sessions will take place during shift cross over, every 1st Thursday of each month from 12-2pm.

DATE:

LOCATION:

6th October

Training room 2, HYC

3rd November

MHSOP ARU Conference Room

1st December

Training room 2, HYC

DIABETES TRAINING DAYS 2022

Following an element of relaxation to Covid-19 rules, the DSN service are now in a position to recommence delivery of face to face diabetes training days for nursing staff.

Health Care Support Worker Diabetes Training Day

Friday 18th November 2022 - Academic Centre, UHL

Qualified Nurse Diabetes Training Days

Wednesday 12th October 2022 - Academic Centre, UHL

Tuesday 13th December 2022 - Clinical Skills, UHL

- Sessions presented by specialist diabetes staff, detailing a range of topics within diabetes
- Practical sessions included
- Applicable to all C&V UHB nursing staff no matter where your area of work

Please book all training via self enrolment on ESR

is it time to plan for your retirement?

**"Good session, very informative,
provided information I wasn't
aware of."**

Keeping your retirement plans on track can be a challenging task. The Pre-retirement course encourages a positive and realistic approach to help you make informed choices about your retirement plans.

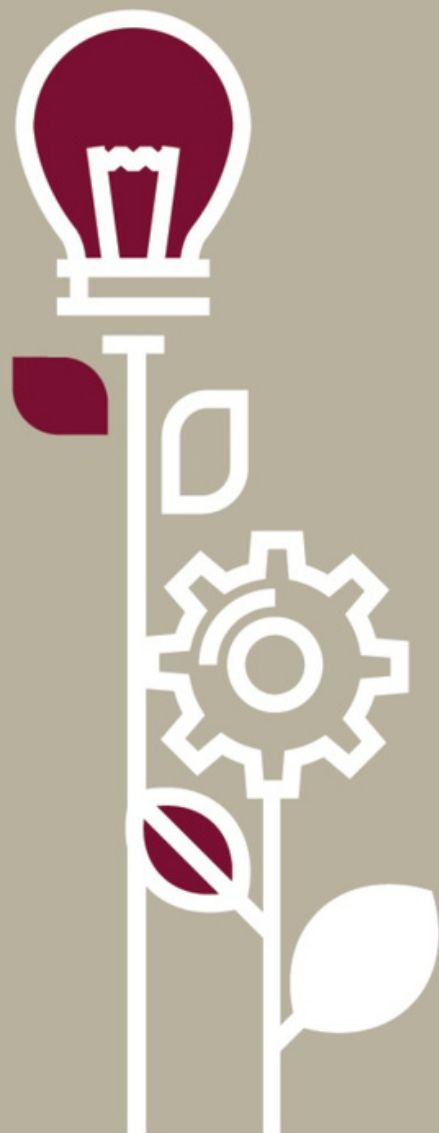
Pre-retirement course

See below for upcoming dates...

21 September 2022	Cardiff	9:30am—3:30pm
24 October 2022	Online	1:00pm—3:30pm
7 November 2022	Cardiff	9:30am—3:30pm
12 December 2022	Online	9:30am—12:00pm

Grow your knowledge with us

**To find out more or book on to a
course, please contact
Chloe Thompson:
Chloe.Thompson2@wales.nhs.uk**



MAKING EVERY CONTACT COUNT

WHAT IS MECC?

Making Every Contact Count (MECC) is about helping people to improve their health and wellbeing by giving them the tools to make healthy lifestyle choices like giving up smoking, eating more healthily and doing more exercise.

The principle of MECC is simple. It's not about adding to your workload. Rather, it recognises the fact that our organisation has hundreds of contacts with the public every day and we have the ability to use those contacts to help change people's behaviours for the better.

LEVEL ONE

- Basic overview of a healthy chat, introduction to the practical skills, and basic information about the lifestyle topics.

SUITABLE FOR

- Anyone who has regular contact with people and wants to find out more about MECC.
- Those who are already having healthy chats but want a refresher.
- Pre-learning before attending a level 2 face-to-face training.

MORE INFORMATION

E-learning for level one is available via [this link](#) and takes around 40 minutes to complete.

MECC TRAINING

Cardiff and Vale UHB provides training in MECC, which offers practical advice on how to be opportunistic in a conversation, and how and where to signpost people to help them make positive behaviour changes.

We know that the majority of staff already have these types of conversations on a regular basis. However, MECC training will ensure that there is a consistent approach across the UHB.

There are two levels of training available to UHB staff members.

LEVEL TWO

- Brief overview of the lifestyle topics.
- Focus is on developing motivational interviewing skills and techniques.
- Exploring how the techniques will be applied in practice in different scenarios.

SUITABLE FOR

- Well suited (but not exclusively) to health professionals who wish to support people to undertake a behaviour change.

MORE INFORMATION

This training takes 2.5 hours in person. We have a course at Woodland House on Friday 14th October 9.30 – 12pm. To book a place please follow [this link](#) or QR Code:



EMPLOYEE WELLBEING WORKSHOPS

SEPTEMBER

Joining details will be sent via email prior to the event and will also be made available on the Eventbrite page.

STRESS RISK ASSESSMENT FOR MANAGERS WORKSHOP

Friday 2nd - 9:30-11:30

Book here: [Online](#) / [In person](#)

MENTAL HEALTH MANAGEMENT WORKSHOP

Friday 9th - 13:00-15:00

Book here: [Online](#)

WELLBEING CHAMPION TRAINING

Tuesday 12th - 9:00-13:00

Book here: [Online](#)

MENOPAUSE AWARENESS WORKSHOP

Tuesday 13th - 13:00 - 15:00

Book here: [Online](#)

INTRODUCTION TO COMPASSION AND SELF-CARE WORKSHOP

Friday 16th - 9:30 - 11:30

Book here: [Online](#)

LONG COVID PEER SUPPORT GROUP

Monday 19th - 13:00 - 14:00

Book here: [Online](#)

QUESTION AND ANSWER SESSION FOR MANAGERS

Tuesday 20th - 13:30 - 15:00

Book here: [Online](#)

INTRODUCTION TO ASSERTIVENESS WORKSHOP

Friday 23rd - 13:00 - 15:00

Book here: [Online](#)

MENOPAUSE CAFE

Wednesday 28th - 13:00 - 14:00

Book here: [Online](#)

LOW MOOD WORKSHOP

Friday 30th - 9:30 - 10:30

Book here: [Online](#) / [In person](#)



**EMPLOYEE HEALTH &
WELLBEING SERVICE**

Occupational Health
Occupational Physiotherapy
Employee Wellbeing
Health Intervention

Have You Completed Your Equality Data?



GIG
CYMRU
NHS
WALES

Bwrdd Iechyd Prifysgol
Caerdydd a'r Fro
Cardiff and Vale
University Health Board



By updating your equality data you can help us to better understand the diversity of our workforce and make CAV UHB a great place to work and learn, for everyone.

Welsh language

In CAV UHB, we recognise that the Welsh language is an important part of our culture and identity and that many of our patients can communicate their care needs more effectively through the medium of Welsh. We encourage staff to use their Welsh language skills in their daily work with colleagues, patients and service users. The UHB also promotes a range of learning opportunities for those wishing to develop their Welsh language skills.



The Welsh Language (Wales) Measure 2011 is a legally binding framework that all public organisations in Wales must follow. It recognises that there are two official languages in Wales; Welsh and English.

Under these measures, we are required to:

- ❖ Provide Welsh language awareness training
- ❖ Help staff develop their Welsh language skills
- ❖ Keep a record of Welsh language skills of staff



Update your equality data on ESR and help us to make CAV UHB a great place to work and learn, for everyone.

[How To Update Your Equality Data](#)
[How To Update Your Welsh Language Data](#)
[Equity and Inclusion](#) (CAV site)
[Welsh Language Training Opportunities](#)
[Equality Monitoring Explained](#)

Please note: There are strict data protection laws in place to ensure that we protect your personal details and store them securely. Your line manager is not able to view your equality data.




HOW TO CHANGE THE LANGUAGE ON YOUR ELEARNING

- 1 Sign into ESR, and click your name in the top right.

 Chloe Thompson

Click 'My ESR Portal'.

 Chloe Thompson

You are logged in via : N3







Go to MyESR Portal

Logout

- 3 Go to the white 'My Learning' tab on the left hand side.

My Learning

This will bring up all your Learning. Find the course you have to edit. Click the 'unenrol' button.

Course Name 	Status 	Item in 	Enrolment Status 	Unenrol
000 NHS Wales - Violence against women, domestic abuse and violence	Not Attempted		Confirmed	

- 5 Select the dropdown reason as 'correction'. Then, click finish.

Unenrol: 000 NHS Wales - Violence against women - Welsh Language

Use this page to cancel your enrolment in this class.

Employee Name
Employee Number



Enrolment Number 160034023

Current Enrolment Status 2022-2023

* No ☐ Withdrawn ☒

Reason Correction

Re-enrol onto the course as you normally would, but make sure to select the correct language on the below screen:

Select	Class	Type	Language	Location	Class Start Date	Duration
<input checked="" type="radio"/>	000 NHS Wales - Violence against women - Welsh Language		English		25-Aug-2016	45
<input type="radio"/>	000 NHS Wales - Violence against women - English Language		English		16-Aug-2016	45

KEY UPDATES

OSCE

Fantastic achievement! To date we have 349 international nurses who have successfully passed their OSCE and joined the UHB as registered nurse.

CORPORATE INDUCTION

If you would like to be added to the distribution list to be notified when new dates are available or make a booking for Corporate Induction, please contact Chloe Thompson.

PLEASE NOTE: an email address must be included for the staff member when making the booking and they will need be set up with an account on ESR.

chloe.thompson2@wales.nhs.uk

KEY INFORMATION

We are now using ActionPoint to manage queries. You are able to submit queries to us through ActionPoint by emailing directly to CAV.ECOD@wales.nhs.uk or by using or by using [ActionPoint UltraLite](#)

For enrolling yourself onto a course in ESR, please log in and follow these [instructions](#)

If you would like to subscribe to this newsletter to your personal email address, [sign up here](#) or scan the QR code below

To book places in ESR using any of the links in this newsletter- when prompted select 'Employee Self Service' to book for yourself or 'Manager Self Service' to book for your team members. If social distancing restrictions are lifted, further places will be made available nearer the time



The ESR Hub recommends using Google Chrome internet browser to complete e-learning modules in ESR

ECOD KEY CONTACTS

Amelia Clark	Leadership & Management queries Values Based Recruitment & Appraisal Coaching	Tel: (029 21 8) 47833 Email: Amelia.Clark@wales.nhs.uk
Carrie Bodman	Nurse Education & TNA Queries Advanced Practice Funding Non-Medical Prescribing Funding	Tel: (029 21 8) 47835 Email: Carrie.Bodman@wales.nhs.uk
Chloe Thompson	Course booking queries General Enquiries Room Bookings Corporate Induction Queries	Tel: (029 21 8) 47834 Email: CAV.ECOD@wales.nhs.uk
Chris Ramshaw	Mandatory/Statutory Training Queries ESR Competency Queries	Tel: (029 21 8) 47836 Email: Chris.Ramshaw@wales.nhs.uk
Ffion Jenkins	Point of contact for NMPP	Tel: (029 21 8) 47838 Email: ffion.jenkins2@wales.nhs.uk
Meg McNaughton	Course booking queries General Enquiries Room Bookings	Tel: (029 21 8) 47460 Email: CAV.ECOD@wales.nhs.uk
Suzanne Gardner	Apprenticeships Widening Access	Tel: (029 21 8) 47460 Email: Suzanne.Gardner@wales.nhs.uk
ESR Hub	Login or password queries	Tel: 029 20905400
HCSW who are interested in undertaking nurse training; please discuss with your line manager who will refer you to your directorate's Practice Development Nurse/Practice Educator		
Nicola Giles	HCSW Education Queries HCSW Induction bookings	Tel: (029 21 8) 26924 Email: Nicola.Giles@wales.nhs.uk
Rob Ledsam	Course liaison for the CERT HE for HCSW	Tel: (029 21 8) 26932 Email: Robert.Ledsam@wales.nhs.uk
Violet Thomas	HCSW Development	Tel: (029 21 8) 25982 Email: Violet.Thomas@wales.nhs.uk
Practice Facilitator Hub		Tel: UHW (029 21 8) 42053 UHL (029 21 8) 25595