

# EDUCATION, CULTURE & ORGANISATIONAL DEVELOPMENT NEWSLETTER

YOUR MONTHLY UPDATE ON LEARNING & DEVELOPMENT



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# 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:

6th December 2022  
2pm - 4pm

11th January 2023  
2pm - 4pm

24th January 2023  
2pm - 4pm

**BOOK VIA SELF  
ENROLMENT ON  
ESR HERE**

[Click here](#) or scan the QR code for key resources



If you have already attended training and would like a refresher, please contact [CAV.ECOD@wales.nhs.uk](mailto:CAV.ECOD@wales.nhs.uk)

## VALUES BASED RECRUITMENT

Values Based Recruitment (VBR) is an approach which attracts and recruits students, trainees and employees on the basis that their values and behaviours align with those of the Organisation. The aim of this session is to provide all recruiting managers with the skills and tools to conduct values based recruitment.

### INTENDED AUDIENCE:

All recruiting managers within Cardiff & Vale UHB

### YOU WILL BE ABLE TO:

- Understand how values it used across each aspect of the recruitment process
- How and what to prepare for VBR, utilising success profiles
- Basic interview techniques
- How to conduct a values based interview process and documentation

### AVAILABLE SESSIONS:

24-Nov-2022	14:30 - 16:00	MS Teams
02-Feb-2023	11:00 - 12:30	MS Teams

### BOOK A PLACE:

To book a place on one of these sessions, please do so via self-enrolment on ESR - [click here](#) to be taken to the course

## VALUES BASED APPRAISAL: HOW TO UPLOAD TO ESR

We are running some short MS Teams sessions to show you how to record your / your staff's Values Based Appraisals on ESR. The sessions are only half an hour long and can be booked on ESR. Make sure you get your place booked now!

### INTENDED AUDIENCE:

Line managers and staff within Cardiff and Vale UHB

### OBJECTIVES:

By the end of this training, staff will be able to input a Values Based Appraisal onto ESR

### AVAILABLE SESSIONS:

06-Dec-2022	10:00 - 10:30
19-Dec-2022	14:00 - 14:30
11-Jan-2023	9:00 - 9:30
25-Jan-2023	10:00 - 10:30
08-Feb-2023	10:00 - 10:30
20-Feb-2023	12:00 - 12:30
07-Mar-2023	9:00 - 9:30
27-Mar-2023	12:00 - 12:30



### BOOK A PLACE:

To book a place on one of these sessions, please do so via self-enrolment on ESR - [click here](#) to be taken to the course or scan the QR code

# is it time to plan for your retirement?

**“Good session, very informative, provided information I wasn’t aware of.”**

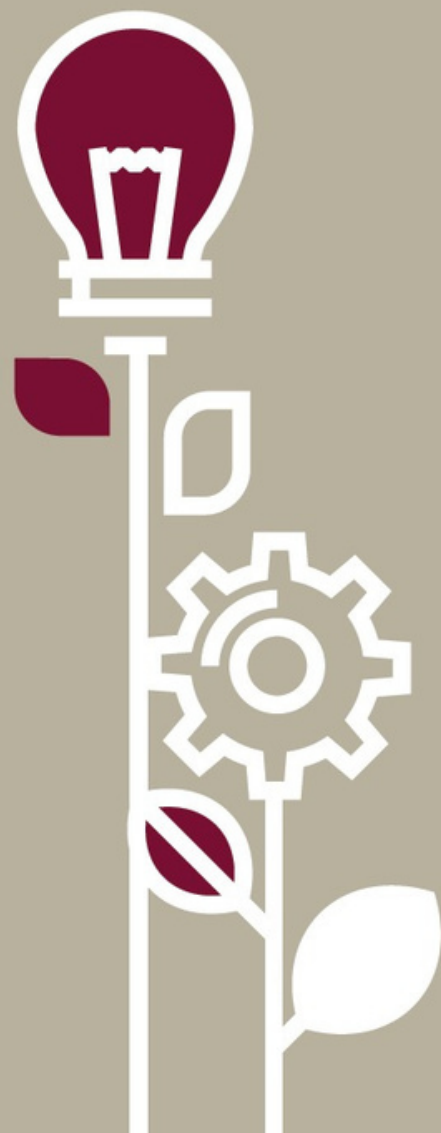
Keeping your retirement plans on track can be a challenging task. The Pre-retirement course encourages a positive and realistic approach to help you make informed choices about your retirement plans.

**Pre-retirement course**  
See below for upcoming dates...

<b>24 October 2022</b>	<b>Online</b>	<b>1:00pm–3:30pm</b>
<b>7 November 2022</b>	<b>Online</b>	<b>1:00pm–3:30pm</b>
<b>12 December 2022</b>	<b>Online</b>	<b>9:30am–12:00pm</b>

*Grow your knowledge with us*

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



# EMPLOYEE WELLBEING WORKSHOPS

## DECEMBER

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

### STAYING WELL OVER THE FESTIVE PERIOD

Friday 2nd - 9:30-10:30

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

### MENOPAUSE AWARENESS WORKSHOP

Tuesday 6th - 9:30am-11:30am

Book here: [Online](#)

### INTRODUCTION TO COMPASSION AND SELF-CARE

Friday 9th - 1pm-3pm

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

### LONG COVID PEER SUPPORT GROUP

Monday 12th - 1pm-2pm

Book here: [Online](#)

### INTRODUCTION TO ASSERTIVENESS

Tuesday 13th - 9:30am-11:30am

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

### INTRODUCTION TO MINDFULNESS WORKSHOP

Friday 16th - 9:30am-10:30am

Book here: [Online](#)

### MENOPAUSE CAFÉ

Monday 19th - 1pm-2pm

Book here: [Online](#)

### QUESTION AND ANSWER SESSION FOR MANAGERS

Tuesday 20th - 1:30pm-3pm

Book here: [Online](#)

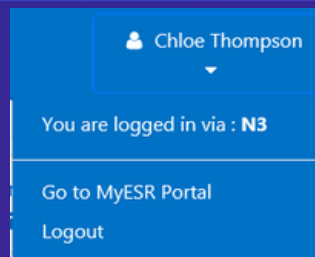


# HOW TO CHANGE THE LANGUAGE ON YOUR ELEARNING

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

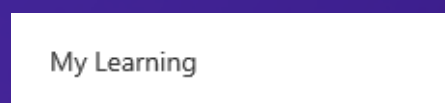


Click 'My ESR Portal'.



**2**

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



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	

**4**

**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 160034522  
Current Enrolment Status 000 NHS Wales

\* Reason Withdrawn

Reason Correction

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

**6**

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

# 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 Tuesday 24th January 2023 9.30 – 12pm. To book a place please follow [this link](#) or QR Code:



Gwneud i bob cyswllt gyfrif  
Making every contact count

## DIABETES TRAINING DAYS 2023

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

Tuesday 21st February 2023 – Cochrane, UHW

### Qualified Nurse Diabetes Training Days

Tuesday 17th January 2023 – Cochrane, UHW

Wednesday 15th March 2023 – Cochrane, UHW

- 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\***

Max. 20 spaces on each day - Once spaces are full, the dates will be removed from ESR

## Fire Safety Drop-in Sessions

**Get your Fire Safety compliance up to date!**

Fire Safety are running some drop-in sessions on the following dates.

No need to book, just turn up on the day!

### Cochrane Building UHW

25 November 2022	-	9:00 - 10:00
20 December 2022	-	9:00 - 10:00
20 January 2023	-	14:00 - 15:00
20 February 2023	-	9:00 - 10:00
20 March 2023	-	9:00 - 10:00
17 April 2023	-	9:00 - 10:00
22 May 2023	-	14:00 - 15:00
19 June 2023	-	9:00 - 10:00
24 July 2023	-	9:00 - 10:00
23 August 2023	-	14:00 - 15:00
19 September 2023	-	9:00 - 10:00

### Boardroom UHL

5 December 2022	-	9:00 - 10:00
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**Thursday, 17th November**

Education Centre UHL

# MANDATORY NOVEMBER 2022

**NEW DATES AVAILABLE**

Fire Safety 09:00 - 10:00

Mental Capacity Act 10:15 - 11:15

Violence Against Women 11:30 - 12:30

Equality 13:30 - 14:30

Dementia 14:45 - 16:45



**Wednesday, 23rd November**

Pathology Seminar Room Right Hand Side, UHW

Dementia 09:30 - 11:30

Mental Capacity Act 12:00 - 13:30

Infection Control 14:00 - 15:00

Equality 15:15 - 16:15



**Friday 25th November**

Pathology Seminar Room Left Hand Side, UHW

Fire Safety 09:00 - 10:00

Health & Safety 11:00 - 12:00

Infection Control 12:15 - 13:15

Equality 13:30 - 14:30



**Monday, 28th November**

Cochrane UHW

Health and Safety 09:00 - 10:00

Violence Against Women 10:15 - 11:15

Equality 11:30 - 12:30

Mental Capacity Act 13:30 - 14:30

Dementia 14:45 - 16:45



**Tuesday, 29th November**

Cochrane UHW

Fire Safety 09:00 - 10:00

Mental Capacity Act 10:15 - 11:15

Violence Against Women 11:30 - 12:30

Equality 13:30 - 14:30

Health and Safety 14:45 - 15:45



**Wednesday, 30th November**

Pathology Seminar Room Left Hand Side, UHW

Fire Safety 09:00 - 10:00

Infection Control 10:15 - 11:15

Dementia 12:00 - 14:00

Equality 14:15 - 15:15

Health and Safety 15:30 - 16:30



Face to face sessions are available to book on the dates and times as shown. Please be sure to book a place by clicking on the relevant session name or by searching in ESR for 'Mandatory November'

# KEY UPDATES

## SAFEGUARDING ELEARNING

If the Safeguarding level 1 eLearning isn't working, please enrol onto 'Safeguarding People'. This will suffice for both Safeguarding Adults and Children level 1.

## 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 to be set up with an account on ESR.

**[chloe.thompson2@wales.nhs.uk](mailto: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](mailto: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