

EDUCATION, CULTURE & ORGANISATIONAL DEVELOPMENT NEWSLETTER

YOUR MONTHLY UPDATE ON LEARNING & DEVELOPMENT



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ANDREW TUCKER

Hello!

My names Andrew Tucker, I am the new Education, Culture and Organisational Development Manager within the ECOD team.

CONTACT DETAILS

 andrew.tucker@wales.nhs.uk

 @andrew15791996

 MS Teams - Andrew Tucker

ECOD HAS A NEW TEAM MEMBER!

➤ A LITTLE BIT ABOUT ME...

I joined the CAV family on January 9th and it was clear from the off I was part of a great team with an exciting agenda. There is a huge amount of excellent work taking place, yet so much more we can do to support our people!

Professionally, I spent 13yrs with Welsh Ambulance. I started as a 999 call handler, call handler supervisor, quality assurance manager and finally their Clinical Contact Centres Learning & Development Manager. Prior to that I was a volunteer Police Officer. Academically, I hold a master's degree in leadership.

➤ SO WHAT AM I DOING?

I am primarily responsible for our leadership and management education, specifically our First Steps to Management, Essential Management Skills and Collabor8 programs. I am evaluating what we currently do with a view to creating a new managers passport that encompasses both an accredited and non-accredited route. The idea being we will have education available to support you from novice to senior leader. Watch this space!

➤ SAY HELLO!

I am passionate about leadership, management and education. I would love to connect with anyone, any ideas or feedback, anything to do with the education we deliver (or what you feel we should deliver). Your input and feedback is crucial to ECOD delivering programs that really work for you. Please say hello!

ENHANCED COMMUNICATION SKILLS LEADERS, MANAGERS & SUPERVISORS

COURSE DESCRIPTION

This one day workshop has been designed to help people working in leadership, management and supervisory roles. They will develop enhanced communication skills, which will enable dignified and respectful communication during difficult conversations with patients, colleagues and the teams they lead and manage. The main focus of this day is managing staff but the knowledge and skills you will learn are transferable to patient care.

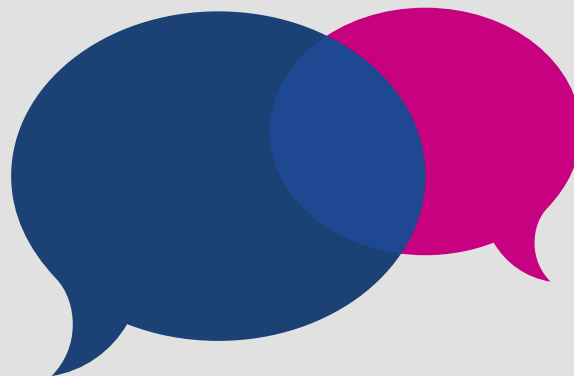
COURSE OBJECTIVES

By the end of this course the candidate will be able to:

- Critically evaluate models of communication and dignity which facilitate effective communication
- Explore the principles of assertive communication
- Evaluate and apply a tool kit of communication knowledge, models and skills
- Reflect upon the impact of own behaviour / communication style upon other people and discuss how this self awareness can positively influence others and promote dignified communication in the workplace
- Develop skills in managing own emotional state and behaviours during challenging conversations
- Build effective rapport in difficult situations
- Discuss how to manage difficult conversations related to HR policy application

AVAILABLE DATES 2023

25th April
11th May
27th June
25th July
14th August



Bookings are made via self-enrolment on ESR.

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:

20-Apr-2023	11:00 - 12:30	MS Teams
7-Jun-2023	14:00 - 15:30	MS Teams
12-Jul-2023	14:00 - 15:30	MS Teams
20-Sep-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

NMPP INTRODUCTION DAY

A one-day study day led which includes a welcome to the UHB and the preceptorship programme, building your resilience workshop and an introduction to wellbeing services.

DATE:	TIME:	LOCATION:
19th April	09.00 - 16.30	ECOD 2nd Floor Cochrane Building
11th May	09.00 - 16.30	ECOD 2nd Floor Cochrane Building
12th June	09.00 - 16.30	ECOD 2nd Floor Cochrane Building

Please book through self-enrolment via ESR.



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:

14th March 2023
10am - 12pm

14th April 2023
10am - 12pm

**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



GIG
CYMRU
NHS
WALES

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

Interprofessional Preceptorship Development Day

Open to newly registered nurses, midwives, ODP's, allied health professionals and medics during the first 12 months of their preceptorship period. This is an exciting opportunity to develop leadership, time management and problem-solving skills with the 203 (Welsh) Field Hospital Army Reserve.



Overview

During the day, you will be allocated to a team where you will undertake short practical challenges and a theoretical planning exercise. The practical challenges are designed to encourage leadership, problems solving and time management skills. The planning exercise is a problem-solving task where the team works together to come up with a solution before presenting to the group. You do not have to be physically fit to take part as the day is designed for people of all ability.

Dates available



Wednesday 9.15am to 3pm, 17th May 2023
Thursday 9.15am to 3pm, 15th June 2023



Wednesday 9.15am to 3pm, 5th July 2023
Thursday 9.15am to 3pm, 27th July 2023



Wednesday 9.15am to 3pm, 9th August 2023
Thursday 9.15am to 3pm, 24th August 2023



Location

203 (Welsh) Field Hospital
Army Reserve Centre, Llandaff
North, Cardiff, CF14 2HX



What to bring

Bring your lunch and gardening
or sports gloves for handling
some of the task equipment



What to wear

Waterproofs and outdoor clothes
with full length sleeves and
trousers. Sturdy trainers / boots

● **Book Now!**



self-enrolment via ESR



CAV.ECOD@wales.nhs.uk



029 2184 7834

HCSW INDUCTION PROGRAMME

In October 2022, our HCSW induction programme Committed to Care (C2C) underwent a makeover.

It now runs over 5 days, including 3 teaching days and 2 clinical skills simulation days.

Many of our new HCSWs have never worked in an acute setting before and some are completely new to caring. The skills days aim to bring theory to life through scenario-based learning in small groups and give the novice HCSWs a taster of what it is like to work in healthcare. Although they will still need further training and support on the ward, particularly during their supernumerary period, the new C2C programme aims to better prepare HCSWs for their role.

In 2022 we inducted 608 HCSWs to the UHB. Since the start of the new 5 day course we have put 126 HCSWs through the programme.



HCSW induction training is a mandatory All Wales course which forms the first part of the HCSW Development Framework, which was established in 2016. The C2C induction course is accredited by Agored Cymru and all new HCSWs need to attend.

For C2C bookings, please contact cav.ecod@wales.nhs.uk

PRACTICE EDUCATION FACILITATOR TEAM

We are delighted to have welcomed Kate Shinkwin and Clare Weatherall to the practice education facilitator (PEF) team recently. Kate is the lead practice facilitator for midwifery and Clare will be the PEF covering child health. Both Kate and Clare are experienced practice assessors/ practice supervisors, so along with the rest of the PEF team will be able to provide SSSA training and help with any student/ placement queries that you may have.

STANDARDS FOR STUDENT SUPERVISION AND ASSESSMENT (SSSA)

It is now 2.5 years since the 'Future Nurse' pre registration nursing curriculum launched in 2020 and in 2022 the 'Future Midwife' Curriculum was launched. The ECOD PEF team have been responsible for ensuring that the UHB is compliant with the NMC standards for student supervision and assessment. To enable this, transition training has been provided to UHB nursing and midwifery 'mentors' over the past 3 years. During the pandemic, 100% of nursing and midwifery 'mentors' were informally transitioned trained. The PEF team have, since then, provided formal transition training to 2,187 staff members who were previously nursing 'mentors' and 112 previous midwifery 'mentors'. The below table illustrates how training has progressed.

We are extremely grateful to all nursing and midwifery staff who have attended this training during these challenging times.

SSSA TRAINING (NURSING)

Nursing 'mentors' who can act as a PA and PS	Transition trained?	New Practice supervisors trained?	Attended 'top up' practice assessor training?
1520	1350	995	237

SSSA TRAINING (MIDWIFERY)

Midwifery 'mentors' who can act as a PA and PS	Transition trained?	New Practice supervisors trained?	Attended 'top up' practice assessor training?
112	100%	239	167

NB Student nurses and student midwives complete PS training in their third year of University, so when they have completed their preceptorship period and your ward manager/ team lead feels they are ready, they can act as a PS for students with the guidance of an experienced PA. There is not a set amount of time that a person should act as a PS before progressing to become a PA (like previous NMC standards dictated). Discussions will need to be held by your ward manager/ team lead and lead PA as to when you feel that person can progress and attend 'top up' PA training.

Updates are always available by the PEF team even if you have had formal training. We can provide these in a variety of flexible ways to suit the needs of you and the service- including google classrooms, bespoke face to face, attending team days and on Microsoft teams. Please get in touch to discuss any training requirements on numbers below.

CLINICAL SKILLS

In October 2023 a practice learning briefing was issued which put a temporary hold on student nurses undertaking the 4 high risk skills listed below. We have now had assurance from our partner Universities that students will undergo manikin assessments during simulation prior to practising them with our patients- so this temporary hold has been lifted. This is in line with the All-Wales practice learning framework. The four skills are:

- ✓ Catheterisation
- ✓ Venepuncture
- ✓ Cannulation
- ✓ NG tube insertion

A safety briefing was issued recently which was forwarded to all areas which included details on the lifting of the restriction on the 4 higher risk skills. **Please click here for more information.**

CONTACT DETAILS

As always, please do not hesitate to contact the Practice Education Facilitator team for any concerns or queries regarding student supervision and assessment on the below PEF HUB lines-

- 02921 842053 (UHW)
- 02921 825595 (UHL)

Pre-Retirement

Are you thinking of retirement, or have a member of staff approaching retirement age?

Book Now



Did you know Cardiff and Vale facilitate a pre-retirement course, run by Affinity Connects?

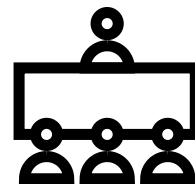
Book onto a course today.

'Helping those in the workplace to improve their financial future.'



Online (Teams)

06-Mar-2023 - 1:00pm - 3:30pm



Classroom Based (Cochrane Building)

17-Feb-2023 - 9:30am - 3:30pm

20-Apr-2023 - 9:30am - 3:30pm

03-May-2023 - 9:30am - 3:30pm

15-Jun-2023 - 9:30am - 3:30pm

21-Jul-2023 - 9:30am - 3:30pm

29-Aug-2023 - 9:30am - 3:30pm

22-Sep-2023 - 9:30am - 3:30pm

19-Oct-2023 - 9:30am - 3:30pm

03-Nov-2023 - 9:30am - 3:30pm

07-Dec-2023 - 9:30am - 3:30pm



'Financial education and regulated financial advice services, specifically designed to help the entire workforce make informed decisions about their finances.'

To book, please email chloe.thompson2@wales.nhs.uk with your preferred email, and chosen date.

EMPLOYEE WELLBEING WORKSHOPS

MARCH

Menopause Awareness Workshop

Monday 6th - 13:00 - 15:00

Book here: [Online](#)

Introduction to Assertiveness Workshop

Tuesday 7th - 13:00 - 15:00

Book here: [Online](#)

Sleep Workshop

Thursday 16th 9:30 - 10:30

Book here: [Online](#)

Long COVID Peer Support Group

Monday 20th 13:00 - 14:00

Book here: [Online](#)

Stress Risk Assessment for Managers Workshop

Friday 24th 13:00 - 15:00

Book here: [Online](#)

Menopause Café

Monday 27th - 13:00 - 14:00

Book here: [Online](#)



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



Introducing the new

Level 3 Apprenticeship

Diploma for Digital Learning Practitioners

The aim of the Digital Learning Practitioners apprenticeship is to provide the knowledge and skills to allow the learner to create effective and inclusive digital content for learning and development.

The qualification is aimed at a range of learners, not limited to:

- Teachers
- Tutors
- Lecturers
- Development managers
- Human resources officers
- Assessors
- Trainers
- Teaching assistants

Length of time to complete

We will tailor your learning programmes to suit your needs, so that each learner's experience is unique. While learner's needs will be different, **the recommended time to complete this programme is 18 months.**

[Please click here for the main qualification brochure](#)

For more information please contact Emma Bendle, Apprenticeship & Widening Access Co-ordinator on emma.bendle@wales.nhs.uk

FINANCIAL WELLBEING AND COST OF LIVING SUPPORT FOR STAFF

With the rise in the Cost of Living Cardiff and Vale UHB are keen to support staff through this difficult time and to date have held a series of 'People and Culture' roadshows across several sites with support from staff side, staff benefits, the chaplaincy service, Money and Pensions Service, Stop Loan Sharks Wales, EDI, Cardiff Credit Union, Public Health and ECOD.



The roadshows proved to be a big success with over 400 staff visiting the event to either read and/or collect resources and/or raise queries on finances and cost of living. Staff were also able to enter a draw to win one of the ten fruit and vegetable hampers donated by 'Awesome Wales' that were being given away during the week and here are photos of some of the happy winners.



If you missed the roadshow, don't worry - [click here](#) for the staff Sharepoint Financial Wellbeing and Cost of Living Support pages where you can access a wealth of information and links to key resources.

Cardiff and Vale UHB are also working closely with the '**Money Helper**' service who have launched 'bite size' and practical guidance, blogs, resources, and tools to support people. These include:

- Everything you need to know about the governments' cost of living support, food bills etc,
- Developing your own budget planner so you know exactly where your money is being spent, and how much you've got coming in
- Help for people to sort and prioritise bills
- Guidance to help squeezed incomes go further, including how to track your spending, cut back on costs and sign posting to additional support as well as guidance with any debt

Click on the links below for further information:

- [Money Helper](#)
- [Stop Loan Sharks Wales](#)
- [Citizens Advice](#)
- [Welsh Government](#): 'Get help with the cost of living' specifically looking at benefits, housing, financial help, health and wellbeing

FUNDED CARDIFF AND VALE COLLEGE ILM COURSES

We have fully funded short ILM courses available for line managers, deputy managers and Team Leaders/Supervisors across the Organisation who are keen to develop their managerial & leadership skills.

They are due to be delivered by Cardiff and Vale College during the months of March, May and June 2023.

The courses are not a full apprenticeship Diploma level, but the content of the courses should still be useful for either Team Leader or management development. The ILM L2 course is aimed at the Team Leader/Supervisor level.

COURSE

ILM Level 3 - Effective Coaching	14/3/2023
ILM level 3 - The Aspiring leader	21/3/2023
ILM Level 5 - The Effective leader	10/5/202
ILM Level 2 - Leadership and Team Skills	10/5/2023

The ILM Level 5 course would be useful for more experienced or senior Band 7 and above staff across the UHB

If you would like to consider exploring the course content, have line manager approval, and commitment to attend a few study days, please contact Suzanne Gardner, Apprenticeship & Widening Access Administrator

Email: suzanne.gardner@wales.nhs.uk

Tel: 029 21 8 47834

KEY UPDATES

NEW E-LEARNING PACKAGES

New e-Learning packages coming soon! Perfect opportunity to get your compliance up to date.

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

SAFEGUARDING E-LEARNING

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.

OSCE

Fantastic achievement! To date we have 440 international nurses who have successfully passed their OSCE and joined the UHB as registered nurse.

NMPP Update

A review of the programme will be held this year. If you would like to participate and help to shape the mentorship programme, please contact Ffion Jenkins (NMPP Lead.)

Ffion.Jenkins2@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