

EDUCATION, CULTURE & ORGANISATIONAL DEVELOPMENT NEWSLETTER

YOUR MONTHLY UPDATE ON LEARNING & DEVELOPMENT



For any queries, please contact cav.ecod@wales.nhs.uk

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ONAP UPDATE

ECOD have welcomed Richard Hinge to the team. Richard is an experienced nurse who will be working as a clinical skills facilitator, supporting the delivery of the OSCE programme for international nurses.

The International Nurse Education team have moved from Lakeside Wing to a temporary base on Gwenwyn Ward and the old Cystic Fibrosis Unit. We are very grateful to Medicine Clinical Board for supporting us with this temporary move, enabling us to continue providing simulation based clinical education.

445 nurses have now completed the OSCE programme and achieved NMC registration.



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 are 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:

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

FIRST STEPS TO MANAGEMENT & ESSENTIAL MANAGEMENT SKILLS

To find the best match for you, please see a breakdown of the programmes and modules below.

Essential Management Skills

This programme aims to develop the essential skills that all managers need to effectively manage themselves, their teams and their resources. Throughout your time on this programme, you will gain an insight into the skills required to manage others and have a direct impact on the delivery of safe and compassionate care through improved individual and team performance.

The programme runs over 5 modules and covers a range of different topics suitable for managing teams within the Cardiff and Vale University Health Board. You will also have access to an online repository, which will provide videos, articles, documents, and additional materials to help you develop and improve your management skills.

Intended Audience: Those who are new to people management in Cardiff and Vale UHB e.g. having recently moved into a role with direct reports or are new to the organisation in a role with line management responsibilities.

Module 1 - Your Role as a Manager

Module 2 - Caring for our People & Culture

Module 3 - Managing Our People & Culture

Module 4 - Managing Our Resources

Module 5 - Caring for our Patients Through Good Processes



Cardiff and Vale
University Health Board

First Steps to Management

Within any organisation, not just the NHS, the first level management role is probably one of the most important. The ability to understand and communicate effectively with a broad range of people is essential. Regardless of role or organisational position, staff can carry influence beyond their immediate team and impact on the delivery of services. This programme is designed to equip both new and experienced supervisors, team leaders and aspiring managers in Cardiff & Vale UHB with an increased self-awareness and understanding of their personal impact.

The programme runs over 5 modules and covers a range of different topics suitable for managing teams within the Cardiff and Vale University Health Board. You will also have access to an online repository, which will provide videos, articles, documents, and additional materials to help you develop and improve your management skills.

Intended Audience: Aspiring people managers, team leaders and supervisors, who are not yet in formal line management roles but see it as their next career step. This programme will help them to gain a greater awareness of their personal impact and to begin to develop their management skills

Module 1 - Organising Yourself and Others

Module 2 - Working With Others

Module 3 - Developing Communication

Module 4 - Policies & Procedures

Module 5 - Creating a Positive Work Environment



If you would like to register your interest in attending one of the programmes, please [click here](#) or scan the QR code:



DIGITAL APPLICATION SUPPORT

For Administrators who want to improve their IT skills

This programme is for candidates who are working in digital offices. They may be supporting a team working digitally, using cloud-based systems such as Microsoft Office 365 or Google for Business.

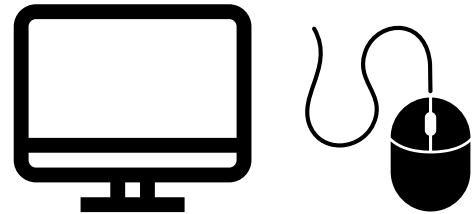
The candidate may be using current systems but would like to increase their technology awareness supporting others and their business to move forward in a digital working world.

The learner should have responsibilities such as project support, documentation preparation and data processing using spreadsheet software.

If you are interested in this programme, please contact Suzanne Gardner, Apprenticeship & Widening Access Administrator

Email: suzanne.gardner@wales.nhs.uk

Tel: 029 21 8 47834



ONE WELSH PUBLIC SERVICE LEADERSHIP SUMMER SCHOOL 2023

Applications are now open for Summer School 2023

CLOSING DATE: 9 May

DATES: 26 to 30 June 2023

THEME: 'Supporting leaders today to create a brighter tomorrow for Welsh Public Services - a celebration of 10 years'

Celebrating its 18th year, we are delighted to announce that this year we will be hosting a live Summer School event. Summer School is an intensive, 5 day residential learning experience bringing together leaders and senior managers to address key issues on a specific leadership topic

The One Welsh Public Service Leadership Summer School is designed to give you the opportunity to review and refresh your skills, build new knowledge and gain insights into your leadership practice. It provides the opportunity to explore innovative ways to 'deliver the business', drawing on a wealth of global knowledge and experience.

[Click here for more information](#)

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 13th June 2023 9.30 – 12pm. To book a place please follow [this link](#) or scan the QR Code:



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.

[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

AVAILABLE TRAINING DATES FOR MANAGERS:

VIA TEAMS:

15th May 2023: 10am - 12pm

19th Jun 2023: 10am - 12pm

7th Sept 2023: 1pm - 3pm

11th Oct 2023: 10am - 12pm

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

Pre-Retirement

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

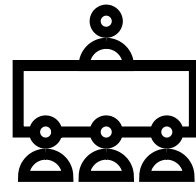
Book Now



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.'



Classroom Based (Cochrane Building)

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.

2023 Diabetes Training Days for Qualified Nursing Staff Cardiff & Vale UHB *Recommended training*

4th April 2023 08:15-16:30 UHL Academic Centre - 1st floor, lecture room 3
4th May 2023 08:15-16:30 UHW Cochrane Building -2nd floor, room 5 26th
May 2023 08:15-16:30 UHL Academic Building - room TBC
16th June 2023 08:15-16:30 UHW Cochrane Building -2nd floor, room 5
4th July 2023 08:15-16:30 UHL Academic Centre -1st floor, lecture room 1
19th July 2023 08:15-16:30 UHL Academic Centre - 1st floor, lecture room 1
14th August 2023 08:15-16:30 UHL Academic Centre - 1st floor, lecture room 1
8th September 2023 08:15-16:30 UHW Cochrane Building -2nd floor, room 5
20th September 2023 08:15-16:30 UHW Cochrane Building -2nd floor, room 3
13th October 2023 08:15-16:30 UHW Cochrane Building - 2nd floor, room 5
6th November 2023 08:15-16:30 UHL Academic Centre -1st floor, lecture room 1
21st November 2023 08:15-16:30 UHL Academic Centre -1st floor, lecture room 3
20th December 2023 08:15-16:30 UHL Academic Centre -1st floor, lecture room 1

*Please book all training via ESR

(The DSN is unable to do this for you; ECOD may be able to help)
Max. 20/25 spaces on each day
Once spaces are full, the dates will be removed from ESR



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

2023 Diabetes Training Sessions (3 & ½ hours) for Cardiff & Vale UHB HCSW

21st April 2023 08:30-12:00 UHL Academic Centre - 1st floor, lecture room 2
21st April 2023 13:00-16:30 UHL Academic Centre -1st floor, lecture room 2
29th June 2023 08:30-12:00 UHW Cochrane Building -2nd floor, room 3
29th June 2023 12:00-16:30 UHW Cochrane Building -2nd floor, room 3
29th August 2023 08:30-12:00 UHL Academic Centre -1st floor, lecture room 1
29th August 2023 13:00-16:30 UHL Academic Centre -1st floor, lecture room 1
26th October 2023 08:30-12:00 UHW Cochrane Building -2nd floor, room 3
26th October 2023 12:00-16:30 UHW Cochrane Building -2nd floor, room 3
4th December 2023 08:30-12:00 UHL Room TBC
4th December 2023 12:00-16:30 UHL Room TBC

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

Please book all training via ESR (The DSN is unable to do this for you; ECOD may be able to help)
Max. 20/25 spaces on each session -Once spaces are full, the dates will be removed from ESR



Talking Health Leadership

**Leadership conference for NHS
leaders in mid-level management
roles**



Dr Rachel Morris

Host of the 'You Are Not A
Frog' podcast, Former GP &
Specialist in Resilience at work



Richard Burnell

Award winning Conflict
Management Specialist
& NHS TEDx Speaker

**15th June 2023
9am - 12pm
Virtual event - delivered on Zoom**


info@talkingleadership.uk



HOW TO WITHDRAW FROM A SESSION ON ESR

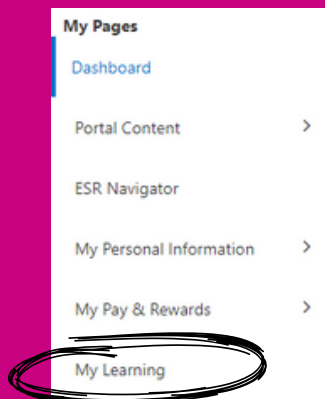
01

LOG INTO ESR, AND CLICK YOUR NAME IN THE TOP RIGHT.



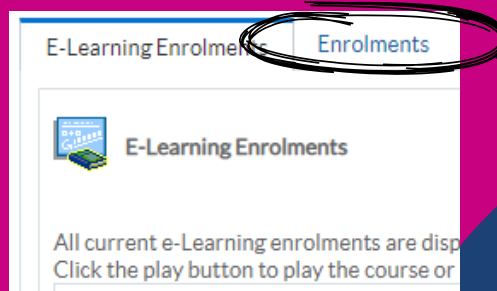
02

THIS WILL TAKE YOU TO YOUR ESR PORTAL. GO TO YOUR LEARNER HOMEPAGE ON THE LEFT BY CLICKING 'MY LEARNING'.



03

CHOOSE THE 'ENROLMENTS' TAB, NEXT TO YOUR E-LEARNING ENROLMENTS.



04

THIS WILL SHOW YOU EVERYTHING YOU ARE BOOKED ONTO, ALONGSIDE THE INFORMATION FOR THE COURSE. YOU CAN CLICK THE ENVELOPE UNDER THE 'UNENROL' SECTION, WHICH WILL REMOVE YOU FROM THE CLASS.

Enrolments

Enrolments include all current enrolments, including those in classes that are part of a learning certification or learning path.

Course Name	Start Date	Start Time	End Date	End Time	Status	Item in	Completion Date	Venue	Location	Unenrol
001 Violence Against Women, Domestic Abuse & Sexual Violence - Ask & Act Group 2	17-May-2023	10:00	17-May-2023	12:30	Confirmed					

05

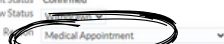
WHEN THE BELOW SCREEN SHOWS UP, SELECT AN APPROPRIATE RESPONSE FROM THE DROPDOWN BAR, AND THEN 'FINISH'.



Unenrol: 001 Violence Against Women (Ask & Act) - 17-May-2023 - AM - MS Teams

Use this page to cancel your enrolment in this class.

Employee Name: Watts, Ms Nicola Jane
Employee Number: 28357532

Enrolment Number: 168794278
Current Enrolment Status: Confirmed

New Status: 

NEW MANDATORY TRAINING MODULES FOR ALL STAFF

These will shortly be visible and accessible via your ESR compliance matrix

WELSH LANGUAGE AWARENESS TRAINING

As stipulated by the organisations' Welsh Language Standards and its involvement with the Welsh Government 'More than Just Words Strategy, the organisation is required to offer its staff a chance to learn and understand about the language and its importance when offering quality healthcare.

The training will help staff members to understand the importance of the Welsh Language in healthcare and what steps they can take to help (even if they don't understand Welsh). The last census shows that there has been a substantial rise in the use of the language in the Cardiff and Vale area, making it one of the largest Welsh speaking population in the whole of Wales.

Its important for the organisation to ensure that Welsh speaking members out in the community are able to use their preferred language of Welsh, especially when they are anxious, in pain and discomfort.

The Welsh Language Awareness training module will help staff gain an excellent standing of the use of the language, the laws and policies that support its development and how the NHS can ensure that patients and service users can receive care in their preferred language in Welsh.

Access this new mandatory training module via ESR – **000 NHS Wales - Welsh Language Awareness (More than just words)**

If staff members are interested in learning further, including learning Welsh then they can visit the [Welsh Language Sharepoint page](#).

PAUL RIDD LEARNING DISABILITIES

The foundation level training of the Learning Disability National Education framework. This training will assist all healthcare staff to have the right values, skills, knowledge and competence required to ensure individuals with a learning disability receive safe, timely, efficient, effective, equitable and person-centred care appropriate to their needs. Anticipating and accommodating the need for reasonable adjustments is a crucial element of meeting the health needs of people with a learning disability and preventing avoidable deaths. Providing awareness training for healthcare staff is a commitment to improving the confidence of the healthcare workforce to meet the needs of people with learning disability in Wales.

Access this new mandatory training module via ESR – **000 NHS Wales – Paul Ridd Learning Disability**

KEY UPDATES

OSCE

Fantastic achievement! To date we have 445 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
Ffion Jenkins	Point of contact for NMPP	Tel: (029 21 8) 47838 Email: ffion.jenkins2@wales.nhs.uk
Kate Powell	Administration for Clinical Skills	Tel: (029 21 8) 47834 Email: kate.powell8@wales.nhs.uk
Meg McNaughton	Course booking queries General Enquiries Room Bookings	Tel: (029 21 8) 47834 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



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