



YOUR MONTHLY UPDATE ON LEARNING & DEVELOPMENT

NEWSLETTER COMPILED BY EDUCATION, CULTURE & OD TEAM

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For any queries, please email CAV.ECOD@wales.nhs.uk or use [ActionPoint UltraLite](#)

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

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



RCN NURSING CADETS

This year, 44 RCN Nursing Cadets from Fitzalan High School in Cardiff have joined our Health Board to get a taste for a potential career in nursing. Throughout their placement, they have learnt about some of the different areas of healthcare, including midwifery services, community nursing, dental nursing and mental health nursing

The cadets were accompanied by our colleagues on guided tours to some of our clinical areas. They had the opportunity to practice healthcare support worker skills in our simulation suite which included hygiene care, measuring blood pressure and basic life support.



The RCN Prince of Wales Nursing Cadet Scheme gives young people from 16 to 25 years old an introduction to potential careers in nursing and other healthcare professions. The scheme provides young people with opportunities for academic study and hands-on experience in the healthcare sector and aims to diversify and widen access to nursing and other healthcare careers.



Since the first placement last summer, several of the cadets have continued with their first steps into a healthcare career and have successfully gained places to study healthcare courses in university.



First Steps to Management & Essential Management Skills

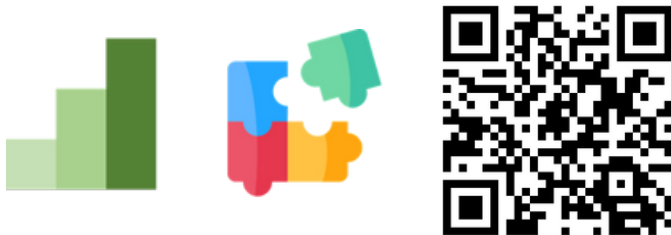
First Steps to Management

This programme is intended for aspiring people who are looking to become managers, team leaders or 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

Essential Management Skills

This programme is intended for 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.

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



Fire Safety Drop-in Sessions

Get your Fire Safety compliance up to date!

2nd Floor, Cochrane Building UHW

~~23 August 2023 14:00 - 15:00~~ Cancelled
19 September 2023 9:00 - 10:00

Education Centre UHL

02 August 2023 9:00 - 10:00
06 September 2023 9:00 - 10:00
04 October 2023 9:00 - 10:00
01 November 2023 9:00 - 10:00
06 December 2023 9:00 - 10:00



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

Making Every Contact Count (MECC)

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 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.

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

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.

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

Available Dates

07-Sep-2023 - 9.30

This training takes 2.5 hours in person and will be held in Woodland House. To book a place, please [click here](#) or scan the QR code below



Gwneud i bob cyswllt gyfrif
Making every contact count





VBA Process Feedback

We are evaluating the current Values Based Appraisal (VBA) process and would very much appreciate your views!

Please share with us your anonymous honest thoughts. This information will be invaluable and will influence our thinking moving forward.

Please [click here](#) or scan the QR code below



AHP & HCSW 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.

What level of healthcare related qualification should you have?

BAND 2 - Level 2

BAND 3 - Level 3

BAND 4 - Level 4

So, what do you need to do now?

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

How to contact the HCSW Development Team

Phone: 02921 816924 / 826924

Email: cav.hcsw@wales.nhs.uk

Office: ECOD Office, Academic Centre, Llandough Hospital

Pre-Retirement

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

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

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

Book onto a course today.

29-Aug-2023

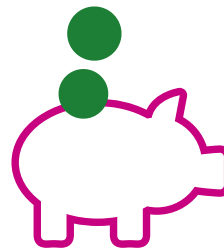
22-Sep-2023

19-Oct-2023

03-Nov-2023

07-Dec-2023

All sessions will be from 9:30am - 3:30pm and these will be held on the 2nd floor, Cochrane Building, UHW



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

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

All Wales NHS survey!

The all Wales NHS staff survey is due to launch at the end of September. This is your opportunity tell us anonymously how you feel. CAV and the other health boards will be working closely with the Health Education & Improvement Wales to act on any learning.

Further information to follow.



Enhanced Communication Skills for Leaders, Managers & Supervisors

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.

On completion of this workshop you 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

14-Aug-2023
04-Sep-2023
16-Oct-2023
27-Nov-2023
22-Jan-2024



Each session will be held in the Cochrane Building, UHW from 9:30 - 16:30

To book a place on any of these courses, please do so via self-enrolment on ESR. Click on any of the course names in the titles to be taken to the course in ESR

Coaching Skills for Managers

This full day session explores how to use a coaching style to support staff to be the best that they can be. As a manager, supervisor or leader, asking the right questions can support people to be proactive, independent and supported to make the right decisions at the right time.

In this practical and interactive session you will explore how to use the enhanced communications skills* that you have developed to ask key questions that will help people find their own solutions, develop their own skills and change their behaviours and attitudes.

Available Dates

06-Nov-2023
11-Dec-2023
19-Feb-2024

Each session will be held in the Cochrane Building, UHW from 9:00 - 17:00

*Please note you will need to have attended Enhanced Communication Skills for Leaders, Supervisors and Managers prior to attending this workshop.

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.

Available Dates

20-Sep-2023 - 11:00 - MS TEAMS

Each session will last for 1.5 hours



Have you had your Values Based Appraisal (VBA)?

It is YOUR opportunity to 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.

Available training dates for managers:

VIA TEAMS:

7th Sept 2023: 1pm - 3pm

11th Oct 2023: 10am - 12pm

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



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

Values Based Appraisal

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



Venous Thromboembolisms

NHS Wales Staff E-Learning

Information

The Welsh Risk Pool has supported the development of interactive e-learning training modules to support clinical understanding of the prevention and recognition of venous thromboembolisms. The modules have been designed and reviewed by subject matter experts within the All-Wales Hospital Acquired Thrombosis group and the training relates to all aspects of clinical care.

The package is divided into modules:

- **Venous Clots Explained**

This is a familiarisation package that is suitable for all healthcare staff who provide face-to-face care.

- **Venous Thromboembolism**

This is a more detailed training package aimed at healthcare professionals and has been established in two parts:

- Part 1 – Prevention of Hospital Acquired Thrombosis
- Part 2 – Deep Vein Thrombosis: Clinical Assessment and Diagnosis

The package has been developed to include knowledge-check questions to help clinicians to confirm their understanding.

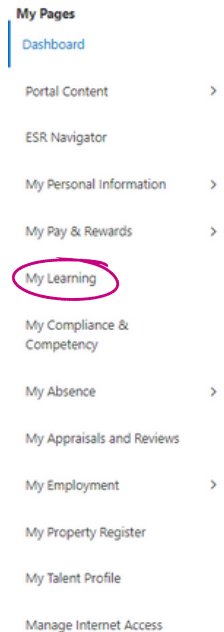
The e-learning package is recommended for all NHS Wales staff who have contact with patients and local organisations are expected to determine which elements are essential for selected the different staff groups.

The package is available via NHS Electronic Staff Record (ESR) system. A guide on accessing the system using ESR is included.

We welcome feedback on the e-learning package. Comments and feedback can be entered into the e-learning system directly. Alternatively, feedback and comments can be emailed to welsh.riskpool@wales.nhs.uk

Accessing the approved E-Learning Package via ESR

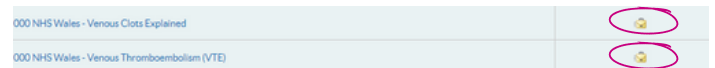
1. Users should log in to the ESR system using their standard credentials and select 'My Learning' from the menu



2. This course can be located via the search function by typing 'venous', then select 'Go'



3. The course will be listed
Users should select 'enrol and follow the instructions



These QR codes are also available which direct users to the course via ESR. To use the QR code, scan it. Then follow these simple steps:

1. Select enrol
2. Apply
3. Select the play button to begin



Venous Clots Explained



Venous Thromboembolism



KEY UPDATES

Adult Learning Week September 18th-24th!

To celebrate adult learning week the ECOD will be hosting and delivering bitesize training both virtually and in person. Bring your lunch, learn and have some fun! Keep an eye out for further information!

Fantastic achievement! To date we have over 450 international nurses who have successfully passed their OSCE and joined the UHB as registered nurse

The HCSW Induction Training has now moved to Llanishen! (Unit 4, Parc Ty Glas, Llanishen, CF14 5DU) Their main office will still be based in the Academic Centre at UHL

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 cav.ecod@wales.nhs.uk

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



Follow us on Twitter!
[@CAV_ECOD](https://twitter.com/CAV_ECOD)



ECOD KEY CONTACTS

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Ffion Jenkins	Point of contact for NMPP	Tel: (029 21 8) 47838 Email: ffion.jenkins2@wales.nhs.uk
Kate Powell	<ul style="list-style-type: none"> • Administration for Clinical Skills • Pre-Retirement queries 	Tel: (029 21 8) 47834 Email: CAV.ECOD@wales.nhs.uk
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Melanie Jones	Point of contact for Assistant Practitioner & OSCE	Tel: (029 21 8) 47834 Email: melanie.jones5@wales.nhs.uk
Suzanne Gardner	<ul style="list-style-type: none"> • Apprenticeships • Leadership & Management queries • Values Based Recruitment & Appraisal • Enhanced Communications for Leaders, Supervisors & Managers 	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

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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