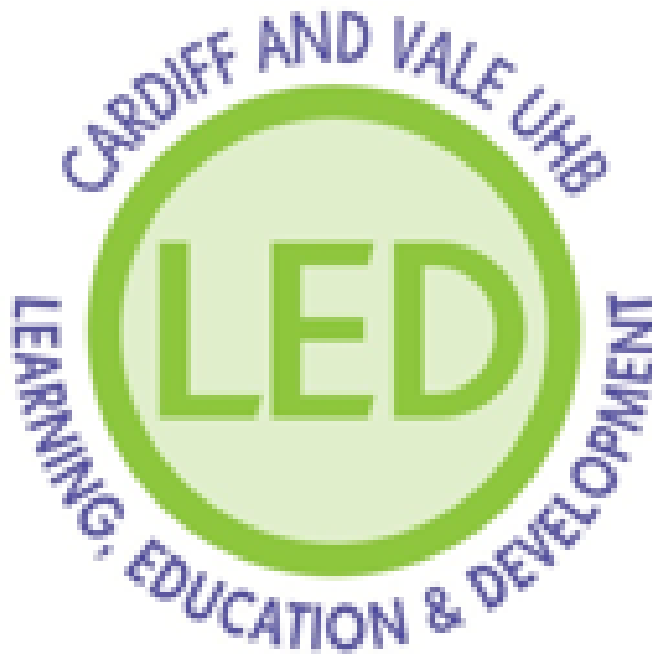


# LEARNING, EDUCATION & DEVELOPMENT NEWSLETTER

YOUR MONTHLY UPDATE ON LEARNING & DEVELOPMENT



## In this issue...

01

Venepuncture and Cannulation & POCT Cascade

02

Pre-retirement

03

National Apprenticeship Week

04

National Apprenticeship Week

05

Welsh Language Competency

06

Fire Safety

07

Key Updates

08

Key Contacts

# VENEPUNCTURE & CANNULATION

The way Venepuncture and Cannulation training are delivered is changing.

Learners will first have to complete venepuncture or cannulation e-learning before attending a practical training workshop with LED or with a cannulation and venepuncture trainer.

The practical workshop is a 1 ½ hour session in the classroom that includes the first part of the knowledge and skills assessment which must then be completed in the workplace to demonstrate competence.

Please continue to book onto venepuncture or cannulation training with either LED or your Practice Development Nurse and access to the e-learning will be provided.

For further details, please contact Nicola Giles on [nicola.giles@wales.nhs.uk](mailto:nicola.giles@wales.nhs.uk)

## POINT OF CARE TESTING CASCADE TRAINING

Starting in February, the Point of Care Testing (POCT) department will be offering regular cascade trainer sessions for the Nova StatStrip glucose meters.

The first two pilot sessions will be taking place on Wednesday February 23rd at UHW's Cochrane Building, and on Thursday March 3rd at Llandough's Skills Suite (left down the corridor at main entrance, just past West 1)

The sessions last approximately one hour with multiple sessions taking place throughout the day

These sessions are suitable for both new cascade trainers and those looking to update and refresh their existing competency, and cover all the necessary skills regarding training delivery, competency notification, and record-keeping.

**To book yourself or a member of your team onto a session, please call 02920 745414 or 02921 847983 to secure a place.**

# 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.

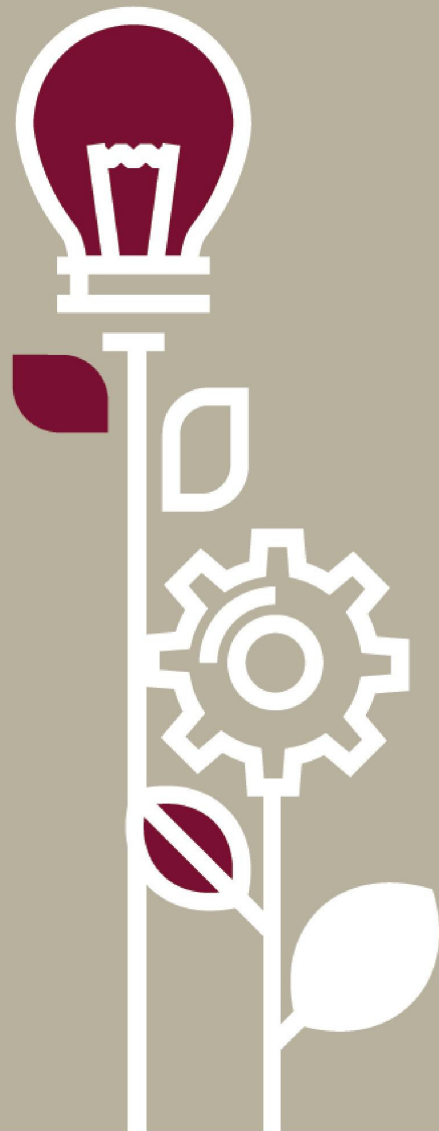
## Pre-retirement course

See below for upcoming dates...

<b>27 January 2022</b>	Online	9:30am—12:00pm
<b>3 March 2022</b>	Online	1:00pm—3:30pm
<b>21 April 2022</b>	Online	1:00pm—3:30pm
<b>23 May 2022</b>	Online	9:30am—12:00pm
<b>8 July 2022</b>	Cardiff	9:30am—3:30pm
<b>5 August 2022</b>	Cardiff	9:30am—3:30pm

*Grow your knowledge with us*

**To find out more or book on to a  
course, please contact Julie Scott:  
[Julie.Scott@wales.nhs.uk](mailto:Julie.Scott@wales.nhs.uk)**



# NATIONAL APPRENTICESHIP WEEK

National Apprenticeship Week will be taking place from the 7th – 13th February 2022, this is our chance to celebrate the achievements of our Cardiff and Vale apprentices, who play a huge role within our health and care system.

When we launched the Apprenticeship Academy in 2019 this also coincided with our signing of the pledge to the Cardiff Commitment which sees us working in partnership with schools and education providers to connect children and young adults to the vast range of opportunities available in the NHS. For many students leaving school, the traditional routes into further education are not appealing, they are looking for opportunities which will allow them to gain 'hands on' paid work experience whilst completing a qualification which compliments their role.

A number of departments from the across the UHB have successfully appointed apprentices who have gone on to gain roles at the end of the 12 months. For some of our apprentices this success has continued and they have already gained further progression since achieving their permanent position. The success of our apprentices should not be limited to the completion of the apprenticeship but in how they progress in their chosen pathway, realise their ambitions and bring value to our health system. These success stories will be shared during this awareness week.

The feedback from line managers continues to be a rewarding and extremely positive experience, and for some areas they are looking to appoint their 3rd apprentice. Our ambition is to increase these opportunities for apprenticeships across the service to fill skills gaps, bring fresh perspectives and create a pipeline of talent for the UHB.

Apprenticeships are fully funded (FREE) qualifications which can also be utilised by our existing staff to upskill and aid progression. When VBAs are taking place this is an ideal opportunity for these to be discussed. Apprenticeships come in a variety of different subjects and can be tailored to suit the needs of your areas:

- Business Administration
- Digital Administration Support
- Clinical Healthcare Support
- Health & Social Care
- Healthcare Support Services
- Healthcare Science
- Management
- Data Analytics
- CIPD
- IT Users
- Information, Advice & Guidance
- Project Management
- Digital Degree Level

# NATIONAL APPRENTICESHIP WEEK

**Save the Dates!**  
**National Apprenticeship Week**  
**7 – 13 FEBRUARY 2022**

Follow @CAVApprentice for more details  
 #AWWales

**Nodwch y Dyddiadau!**  
**Wythnos Genedlaethol Prentisiaethau**  
**7 – 13 CHWYFROR 2022**

Dilynwch @CAVApprentice i gael rhagor o fanylion  
 #AWWales



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



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

National Apprenticeship Week will include a variety of online information and virtual events for which further details will be circulated in the coming weeks. As a taster, we will be delivering awareness sessions for some of the qualifications which are on offer and this will give a chance for staff who are interested to ask questions directly to the training provider.

We will also be offering a lunchtime session called **#AskAnEmployer** **#AskAnApprentice**, which will give an opportunity to staff across the health board who have been contemplating offering an apprenticeship the chance to ask questions to those who have been through the process and can give honest opinions. All of these sessions will operate on a 'drop in' basis.

We would like to thank everyone who has been involved in this programme of work, including our fantastic apprentices, your support has been invaluable.

**If you would like further information please contact Emma Bendle, Apprenticeship & Widening Access Co-ordinator at [emma.bendle@wales.nhs.uk](mailto:emma.bendle@wales.nhs.uk) or follow @CAVApprentice on Twitter.**

# Update Your Welsh Language Competency



Staff are being asked to update their Welsh Language competencies on ESR. This step-by-step guide will help you.

**1** Log in to ESR and go to 'My Learning'

**2** Click on the button for 'Compliance and Competency'

**3** Click 'Add Competencies'

**4** Click 'Find Competencies'

**5** Type one of the following (including % sign):  
%speaking%, %reading%, %writing%

**6** Click the check box and the click 'Select'

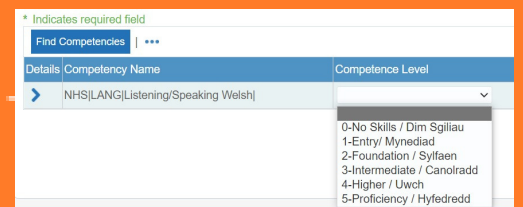
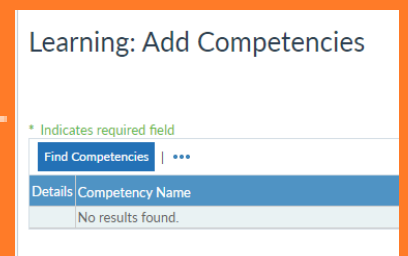
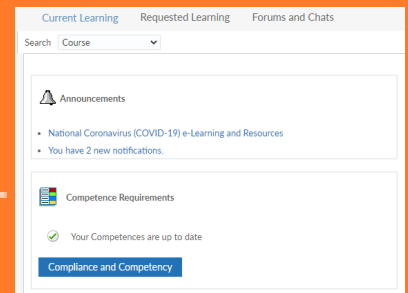
**7** Select the competence level that most applies

**8** Repeat steps 4-7 for the other two options

**9** Click 'Apply'

**10** Check the competencies are correct and click 'Review and Submit'

**11** Click on 'Submit'



This is sent to your line manager for approval. This must be completed within 7 days. Please ask them to approve this as soon as possible in order for it to show on your record.

Additional support can be provided by the Learning, Education and Development Department.  
led@wales.nhs.uk | (02921 8) 47836



GIG  
CYMRU  
NHS  
WALES

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

# FIRE SAFETY TRAINING DATES

**VENUE: UHW - Denbigh House**

## **FEBRUARY 2022**

1 Tues- 10am  
1 Tues - 11am  
7 Mon - 9am  
7 Mon - 10:30am  
11 Fri - 9am  
11 Fri - 10am  
14 Mon - 9am  
14 Mon - 10am  
25 Fri - 11am

## **MARCH 2022**

1 Tues - 9 & 10:30am  
2 Weds - 9 & 10am  
4 Fri - 9 & 10:30am  
10 Thurs - 9 & 10:30am  
11 Fri - 9 & 10:30am  
14 Mon - 9 & 10:30am  
18 Fri - 9 & 10:30am  
21 Mon - 9 & 10:30am  
22 Tues - 9 & 10:30am  
23 Weds - 9 & 10:30am

**VENUE: UHL H+S Unit (Next to ante natal clinic)**

## **FEBRUARY 2022**

2 Weds - 10am  
7 Mon - 10am  
15 Tues - 10am  
18 Fri - 9am  
18 Fri - 1:30pm  
21 Mon - 10am  
22 Tues - 9am  
22 Tues - 1:30pm  
23 Weds - 10am  
28 Mon - 9am  
28 Mon - 1:30pm

## **MARCH 2022**

7 Mon - 10am  
8 Tues - 9am  
8 Tues - 1:30pm  
9 Weds - 10am  
14 Mon - 9am  
14 Mon - 1:30pm  
15 Tues - 10am  
28 Mon - 1pm

## **APRIL 2022**

1 Fri - 9am  
1 Fri - 1pm

**To book a place on this course, please log onto ESR and follow these instructions. Further dates are available on ESR**



# KEY UPDATES

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

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

Fantastic achievement! We have recently celebrated our 200th International Nurse to successfully pass their OSCE and join the UHB as a registered nurse.



To book places on the courses please log into ESR and follow these [instructions](#)



## LED KEY CONTACTS

ESR Hub	Login or Password Queries	Tel: 029 20905400
Amelia Clark	Leadership & Management Queries Values Based Recruitment & Appraisal Coaching	Tel: 029 21 847833 / Int: 47833 Email: Amelia.Clark@wales.nhs.uk
Carrie Bodman	Nurse Education & TNA Queries Advanced Practice Funding Non-Medical Prescribing Funding	Tel: 029 21 847835 / Int: 47835 Email: Carrie.Bodman@wales.nhs.uk
Chloe Knott	Course booking queries General Enquiries Room Bookings	Tel: 029 21 847834 / Int: 47834 Email: led@wales.nhs.uk
Chris Ramshaw	Mandatory/Statutory Training Queries ESR Competency Queries	Tel: 029 21 847836 / Int: 47836 Email: Chris.Ramshaw@wales.nhs.uk
Julie Scott	Pre-Retirement Bookings Corporate Induction Queries	Tel: 029 21 847833 / Int: 47833 Email: Julie.Scott@wales.nhs.uk
Rob Ledsam	Course liaison for the Cert HE for HCSW	Tel: 029 21 826932 Email: robert.ledsam@wales.nhs.uk
Suzanne Gardner	Apprenticeships Widening Access	Tel: 029 21 847461 / Int: 47461 Email: Suzanne.Gardner@wales.nhs.uk
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 826924 / Int: 26924 Email: Nicola.Giles@wales.nhs.uk
Ffion Jenkins	Point of Contact for NMPP	Tel: 029 21 847838 / Int: 47838 Email: ffion.jenkins2@wales.nhs.uk
Violet Thomas	HCSW Development	Tel: 029 21 825982 / Int: 25982 Email: Violet.Thomas@wales.nhs.uk
Practice Facilitator Hub		Tel: UHW 029 21 842053 #42053 UHL 029 21 825595 #25595