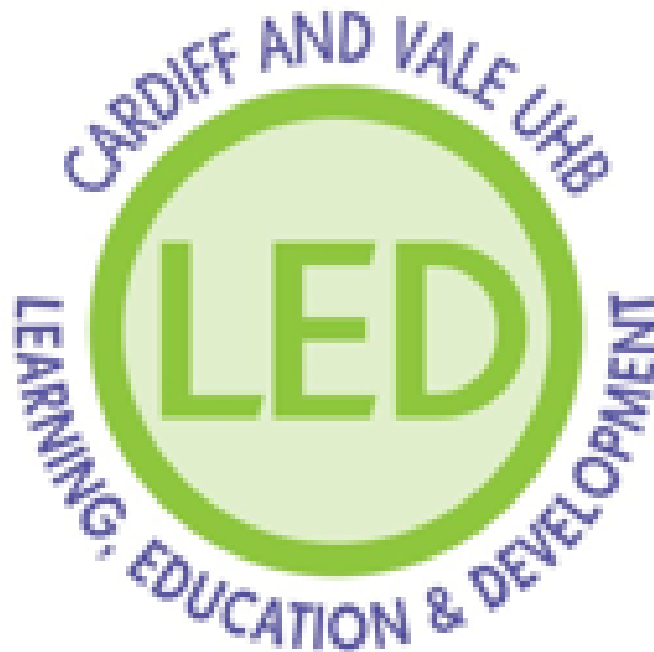


SEPTEMBER 2021

LEARNING, EDUCATION & DEVELOPMENT NEWSLETTER

YOUR MONTHLY UPDATE ON LEARNING & DEVELOPMENT



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LEADERSHIP & MANAGEMENT

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 that will allow them to better empower their teams.

Module 1: Organising yourself and others
 Module 2: Working with others
 Module 3: Developing communication
 Module 4: Policies and procedures
 Module 5: Creating a positive workplace

BEING A LEADER

Applications are sought from Clinical and Non Clinical staff i.e. Ward Sisters/ Charge Nurses, Therapists, Scientists, Assistant Service Managers who have some management experience.

Participants will develop a personal action plan which will allow them to focus on compassionate leadership skills, increased self-awareness, and an understanding of their personal impact. This will allow them to make decisions, influence, re-design and evaluate the services which they and their teams provide.

Module 1: Leadership Theory
 Module 2: Enhanced Communication
 Module 3: Political awareness, influencing, negotiating and networking
 Module 4: Coaching Skills
 Module 5: Leading a team
 Module 6: Leading through adversity
 Module 7: The Leadership Challenge

ESSENTIAL MANAGEMENT SKILLS

Applications are sought from current line managers or those that are about to step into that role from across the UHB. The programme aims to develop the essential skills that all managers need to effectively manage themselves, their teams and their resources.

Participants 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.

Module 1: Your role as a manager
 Module 2: Caring for our patients through good processes
 Module 3: Caring for our people and culture
 Module 4: Managing our resources
 Module 5: Managing our people and culture

To indicate your interest in attending one of these programmes please complete the form [here](#)

NURSE AND MIDWIFERY PRECEPTORSHIP PROGRAMME (NMPP)



This Autumn, Cardiff and Vale UHB are delighted to welcome over 200 newly qualified Nurses and Midwives as part of the Nursing and Midwifery Preceptorship Programme.

There is a timetable of study days for the Autumn's NMPP Programme including an Introduction and Essential Skills study day, Medicines Management virtual training and Intravenous Administration training with infusion pump workshop.

In addition, to support the Nursing and Midwifery Preceptors, there will be virtual Preceptor

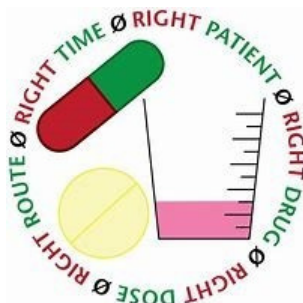
Training held through MS Teams. The training will help to develop and enhance the knowledge and skills that are needed to support newly qualified nurses and midwives during their 12-month preceptorship programme.

VIRTUAL MEDICINES MANAGEMENT

From 1st September 2021 all Medicines Management training for Nurses, Midwives and ODP's will be delivered virtually. This will increase access to training and will allow the learner to complete the classwork more flexibly. Medicines Management training will continue to be delivered in two parts. When booking, it is important to forward your e-mail address to LED for the links to the e-learning to be sent.

Part 1: Medicines Management training – this study day is now delivered virtually and not in the classroom.

Part 2: Intravenous (IV) Administration training - this course takes a blended learning approach with theory delivered virtually followed by a half-day classroom based practical workshop.



To book please contact
led@wales.nhs.uk

USING THE RESPECT & RESOLUTION POLICY

Date: Friday 17 September
Wednesday 29 September

Time: 9am-4.30pm

Course Description:

This one-day skills development session is designed to support managers to understand how to put the Respect and Resolution Policy which was launched on 01 June 2021 into practice in their workplace. The training supports managers to understand when conflict is emerging, allow them to be proactive in dealing with it and provide support for staff experiencing conflict, improving working relationships in their team.

Intended Audience: Managers

How to Book A Place: [Click here](#) and select 'Employee Self-Service' when prompted, search in ESR or scan the QR code below

Learning Outcomes:

- Understand responsibility for managing early conflicts at work
- Enhance awareness of their role and responsibilities as a manager in maintaining a respectful workplace
- Explore how to identify, challenge and avoid discriminatory behaviour and practices
- Learned a range of skills to help manage the difficult interactions which arise
- Understand and work more effectively with upset and strong emotions relating to interpersonal conflicts with their colleagues



INTRODUCING...

NEW VIRTUAL PRACTICE SUPERVISOR TRAINING

These sessions will be hosted on Google Classroom and includes self-directed learning for the morning and a condensed face to face session via Microsoft teams in the afternoon with a practice education facilitator.

Who can enrol?

Staff that have never completed any kind of 'mentorship training'. This will then enable staff to act as Practice supervisors for student nurses. This has been introduced as staff have found it difficult to be released for a full day's training. This virtual training allows staff to access content before and after the training.

What will it cover?

1. Discuss the changing landscape in relation to new Nursing and Midwifery Council Standards for education and training (NMC2018)
2. Outline various methods you will use to supervise and assess students' development of proficiency and professional behaviour and apply these to your area of practice.
3. Recognise your responsibilities in completing relevant elements of the new pre-registration nursing Practice Assessment Document
4. Explain how the roles of the Practice Supervisor, Practice Assessor and Academic Assessor will work collaboratively to confirm the student progress towards the achievement of proficiencies.
5. Discuss how you would make reasonable disability adjustments or equality and diversity considerations that may need to be met when supporting and assessing students.
6. Identify how to respond to a student who is not meeting required levels of proficiency in practice when instigating action planning.

What dates will it be running?

28 September and 30 October

Please contact Carrie Bodman to book on carrie.bodman@wales.nhs.uk

LGBTQ+ AWARENESS SESSIONS

Sexualities in Healthcare

Date: 03, 17, 24 September

Learning Outcomes:

- To improve learners knowledge and understanding on the issues faced by LGB+ members of the public and LGB+ colleagues
- To empower learners to act confidently and comfortably in an inclusive and compassionate manner

Intended Audience: All staff

How to Book A Place: [Click here](#) and select 'Employee Self-Service' when prompted, or search in ESR

Transgender / Non-Binary Issues in Healthcare

Date: 15 & 24 September

Learning Outcomes:

- To improve learners knowledge and understanding on the issues faced by Trans and non-binary members of the public and colleagues
- To empower learners to act confidently and comfortably in an inclusive and compassionate manner

Intended Audience: All staff

How to Book A Place: [Click here](#) and select 'Employee Self-Service' when prompted, or search in ESR

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 online course encourages a positive and realistic approach to help you make informed choices about your retirement plans.

Pre-retirement online course via Microsoft Teams....

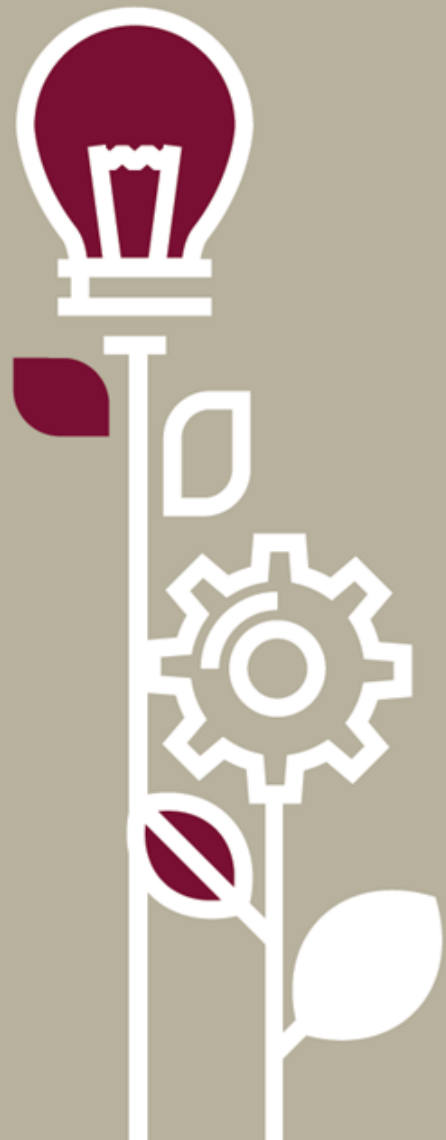
See below for upcoming dates and times...

16 September 2021	Online 9.30am—12.00pm
6 October 2021	Online 1.00pm—3.30pm
10 November 2021	Online 9.30am—12.00pm
7 December 2021	Online 1.00pm—3.30pm

Grow your knowledge with us

**To find out more information or to
reserve your place please contact
Learning, Education &
Development:**

led@wales.nhs.uk



SAFEGUARDING ADULTS & CHILDREN TRAINING DATES

To book any of the below sessions, click on the course name or search in ESR using 001% before the title of the course

[Safeguarding Adults - Level 2](#)

29/09/2021 14:00 16:30 MS Teams

20/10/2021 14:00 16:30 MS Teams

[Safeguarding Adults Level 3 - Current Themes](#) 08/12/2021 09:30 16:30 Classroom

[Safeguarding Adults Level 3 - Legal Aspects](#) 29/11/2021 09:30 16:30 MS Teams

[Safeguarding Adults Level 3 - Sexual Exploitation](#) 05/10/2021 09:30 16:30 MS Teams

[Safeguarding Children Level 2](#)

29/09/2021 09:30 13:00 MS Teams

20/10/2021 09:30 13:00 MS Teams

[Safeguarding Children Level 3 - Current Themes](#)

16/11/2021 09:30 16:30 MS Teams

[Violence Against Women \(Ask & Act\)](#)

08/09/2021 10:00 - 12:30 MS Teams

22/09/2021 10:00 12:30 MS Teams

06/10/2021 10:00 12:30 MS Teams

13/10/2021 10:00 12:30 MS Teams

03/11/2021 10:00 12:30 MS Team

09/11/2021 14:00 16:30 MS Teams

17/11/2021 14:00 16:30 MS Teams



VALUES BASED RECRUITMENT

Dates: 6 September
11 October
10 November

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.

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.

If you would like to subscribe to this newsletter direct to your inbox [sign up here](#) or scan the QR code below

Congratulations to all those who recently passed their OSCE exam!

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



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

LED KEY CONTACTS

ESR Hub	Login or Password Queries	Tel: 029 20905400
Amelia Clark	Mandatory/Statutory Training Queries ESR Competency Queries	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	Leadership & Management Queries Values Based Recruitment & Appraisal	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
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
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