People Development Programmes

- Bend but try not to Break coping better with stress (online learning)
- HFMA bitesize (e-learning) courses
- MyAcademy trouble shooting
- How do I claim my certificate?
- Non-Mandatory study e-Study completion

View our people development courses here.





Corporate Learning Services wh-tr.corporatelearningservices@nhs.net lew Cross Hospital | Wolverhampton | WV10 0QP

Work-based learning and apprenticeship training

Contents

Popular Apprenticeship Standards

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External Development Programmes

Find out more here.

Essential IT skills and office 365 training courses

Modules are available for all staff via the online learning portal:

- Digital skills for the workplace (basic IT skills)
- Digital literacy for the workplace (security, web safety and more)
- Office essentials for the workplace (working with files and more)
- Word 365 word processing
- Excel 365 spreadsheets
- PowerPoint 365 creating presentations
- Outlook 365 emails, calendar, contacts and more
- Microsoft Teams basic and advanced training

All learning can be accessed using any computer with an internet connection.

Facilitated sessions will also be available soon for staff who would like to complete their learning onsite. Please get in touch for more information.

Existing registered users can also now access the new office 365 modules.

For more information, visit the IT skills intranet page.

For any queries, please email: <u>rwh-tr.IT-trainingteam@nhs.net</u>.

Training at RWT SWAN study day

A full study day aimed at anyone who provides end-of-life and bereavement care to patients and their families within both hospital and community settings, although some aspects covered are specific to the hospital setting.

The SWAN model of care is used to support patients and those important to them throughout end-of-life and bereavement care. The study day includes teaching on the recognition of the dying patient and implementation of the SWAN Individualised Plan of Care, as well as care after death. SWAN care requires sensitive and skilled communication, addressing the needs of the patient, and those important to them, respecting the integrity of the patient and their wishes. This study day aims to help equip you with the knowledge and skills to be able to provide all elements of SWAN care to ensure a holistic, person-centred approach to end-of-life and bereavement care.

Dates below:

Date	WMI Room
27/01/2025	3
18/02/2025	3
18/03/2025	5
15/04/2025	5
27/05/2025	5
17/06/2025	5
22/07/2025	5
19/08/2025	5

Please book your place by emailing <u>rwh-</u> <u>tr.specialistpalliativecareteam@nh</u> <u>s.net</u> your full name, job title and place of work and preferred date. A certificate of attendance will be available on completion of feedback.

Preceptor training session

This session is aimed at staff registered post 12 months qualification and who support newly registered staff.

Delivery is through a blended learning method of eLearning packages and a half-day face to face study session with learning supporting nursing, midwifery, and Allied Health Professional (AHP) preceptors.

The pre-requisite to the session is the completion of the eLearning package provided by NHS Learning Hub: elfh Multi-Professional Preceptor e-Compendium:

https://learninghub.nhs.uk/catalogue/preceptorecompendium?nodeId=4695. Once completed please email proof of completion direct to the Preceptorship Team: <u>rwh-</u> <u>tr.preceptorshipenquiries@nhs.net</u>

Please note: If you have previously completed SLAIP or SSSA Training you must complete the new preceptor training in order to support and sign off newly qualified staff within your area as a requirement set by NHSE.

Please see My Academy for more details and for face-to-face booking dates.

Practical Tissue Viability (TV) Training

Wound assessment/care planning/first line dressing selection

This face-to-face training is suitable for all registered staff, Student Nurses and HCAs who are involved in dressing wounds under supervision.

ASSKING/Purpose T/Surface selection guide/PU categorisation/New documentation/skin tone ruler

This face-to-face is suitable for all grades of staff including Student Nurses.

Before booking a place, please ensure you have completed the TV mandatory training on My Academy:

- 1. Essentials in skin care
- 2. Essentials of Pressure Ulcer Prevention
- 3. Essentials of wound assessment (Qualified Staff only).
- My focus Wound assessment module (Qualified staff only)

To book a place please email <u>rwh-</u>

<u>tr.TissueViabilityTeam@nhs.net</u>. Each session has a max capacity of eight. Those that have attended previous sessions do not need to re-attend.

Training at RWT Future Medical Leaders Programme

The Future Medical Leaders Programme offers a bespoke development package for new and prospective consultants.

It aims to support colleagues in the next stages of their career. The structure of this programme can be flexible around individual development needs. <u>Read more information</u>.

Clinical Directors Programme

The programme has been designed to focus specifically on the development requirements for Clinical Directors and aspiring Clinical Directors.

This offers an excellent opportunity to develop the knowledge and skills needed to successfully lead your directorate. <u>Read more information</u>.

Medical Mentoring Programme

Are you a senior medical staff member wanting to support colleagues?

If you have been in the Trust for more than two years, have not previously attended the Medical Mentor Training, and would like to take part in the programme we would like to invite you to attend one of the planned seminars.

Visit My Academy and search 'Medical Mentoring' to book.

Training at RWT Safer sleep training

The Black Country Child Death Overview Panel Strategic Partnership has funded Lullaby Trust training for all colleagues working or living in the Black Country to access safer sleep training for free.

This may be of interest to those who interact with children and families. Please follow the steps below:

- 1. <u>Register for the training</u>
- The link and password will be directly sent to you up to 10 days following the completion of the registration form
- 3. The link will take you to a platform consists of three videos (approx. one hour 10 minutes in total)
- 4. Once the training is complete, please complete the <u>evaluation form.</u>
- 5. A certificate will be issued (up to 10 days following completion of the evaluation form)

If you have any questions, please email: <u>bcicb.blackcountrycdop@nhs.net</u>.

Oliver McGowan Learning Disability and Autism training

Mandatory Oliver McGowan Learning Disability and Autism training package is a requirement for all health and social care staff to complete.

The training consists of two elements: an eLearning and a face-to-face session. Currently the eLearning session is available on both sites via <u>My Academy</u>.

All staff who have not yet completed this package should do so at the earliest opportunity.

New session on acute medicine added to eating disorders programme

A new e-Learning session has been developed to help healthcare professionals in acute medical roles identify, assess, and treat people with eating disorders.

The 60-minute resource includes information on providing medical assessment and treatment, admissions, transfer of care, appropriate treatment plans and the psychological impact of eating disorders on patients, their families, and carers.

At the end of the session there is a video demonstrating the assessment and management process in practice.

Eating Disorders in Acute Medical Settings has been developed NHS England, Beat charity and the Royal College of Psychiatrists.

Learners can access it within the <u>Eating Disorders</u> <u>Training for Health and Care Staff programme</u>.

Customer service e-learning package

This customer service package is aimed at staff who would like to develop their customer service skills.

It would benefit those working in both a clinical and nonclinical role.

Course content includes:

- Promoting the Trust's values and visons and ensuring we always exceed expectations
- Develop an understanding of the importance of good customer service
- Recognise how attitude and behaviour contributes to a positive patient experience

Book your space via My Academy.

HIV related stigma training

A new eLearning programme on HIV related stigma is now available on the NHS Learning Hub.

The session features people living with HIV talking through their experiences from diagnosis to everyday management, as well as sharing examples of great care received by health staff.

Aimed at all patient-facing health and care colleagues as well as wider colleagues working in primary care and frontline roles, the training covers:

- The current landscape of HIV transmissions and the challenges faced
- The impact of HIV stigma
- Normalising HIV as a long-term manageable condition
- Living with HIV importance of compassion, empathy and openness in healthcare and treatment

For more information and to access the resource, please visit the <u>Tackling HIV Stigma and Discrimination</u> webpage.

iSim debriefing digital learning

A new e-learning course open to all staff is now available on My Academy.

In collaboration with the Digital Learning Team and as part of the in-situ simulation programme (iSim), a learning package has been developed to support those who are new to simulation, thinking about simulation or have been delivering this exciting educational modality for some time.

Debriefing is a reflective educational tool that provides more than feedback. It empowers the learner to learn from their experiences with good judgement and appreciative enquiry. The package is both engaging and interactive. It introduces learners to debrief theory, explains how to debrief safely and effectively, and helps learners plan and apply this to their own practice.

The learning uses explainer videos from sim colleagues, interactive exercises, animations, reflective questions and interactive videos. Included in the course is a special module for 'hot debriefs' that are designed to support any critical incident debriefs whether in a clinical or non-clinical setting.

Access the package here.

Fire extinguisher training

Training starting in January 2025.

In the event of a fire, would you know when to use a fire extinguisher, which type to use, and how to safely use it?

It is a legal requirement within the Regulatory Reform (Fire Safety) Order 2005 that any equipment provided for use must be accompanied with training on how to use it.

These short, hands-on training sessions are for anyone who needs to understand the safe, correct operation of Fire Extinguishers.

Courses will run monthly between 11am and 12pm.

Dates and locations are listed on My Academy –please book your place through <u>My Academy.</u>

Training will take place at RWT, CCH, WPH and Walsall.

No prior learning or knowledge is required to attend this practical and interactive session

Evacuation chair training

Starting in January 2025.

In the event of a building evacuation, would you know how to use an evacuation chair?

It is a legal requirement within the Regulatory Reform (Fire Safety) Order 2005 that any equipment provided for use must be accompanied with training on how to use it.

This training is for anyone who wishes to learn how to operate an evacuation chair in the event of an evacuation.

Courses will run monthly between 1pm and 3pm.

Dates and locations are listed on My Academy –please book your place through <u>My Academy.</u>

No prior learning or knowledge is required to attend this practical and hands on session.

The Royal Wolverhampton

Training at RWT

Fire warden training

Would you know what to do in the event of a fire? Are you confident in handling a fire extinguisher? Are you aware of the safety checks required to keep you and your department, and patients safe?

If you are unsure of any of the above, then this course is for you!

In this three-hour course you will gain invaluable knowledge and confidence of how to prevent and respond to a fire within your workplace. During a serious incident such as a fire, every second counts!

The course will cover the basics of fire safety including identifying potential fire hazards and raising the alarm. As well as how to respond to a fire, how and when to confidently use the correct fire extinguisher and how to evacuate the building safely.

No prior training or knowledge required to attend.

As this is a hands-on training session, it is not recommended for anyone with health or mobility condition as this may that prevent you from being able to safely operate a fire extinguisher.

To book your place on the next course, visit My Academy.

Nasogastric feeding tube for adults training

Do you want to promote patient safety and become competent with the insertion, confirmation, and management of nasogastric feeding tubes?

If yes, then this session is for you!

This training for Nurses and Band 4's includes:

- Introduction to the core safety principles of nasogastric tube feeding
- Simulated confirmation and management as per Trust Policy for all attendees, inc practical session for all attendees.
- Simulated insertion as per Trust Policy for those identified by their ward manager as requiring this skill - this MUST be made clear when booking – band 5 upwards

Competency documents will be given at this point for ongoing training on the ward, you MUST still be supervised until competence is achieved.

Training is face to face in the WMI

2025 Dates	Time
Friday 24 th January	09:30-12:30
Monday 24 th February	09:30-12:30
Monday 24 th March	09:30-12:30
Wednesday 30 th April	09:30-12:30
Wednesday 21 st May	09:30-12:30
Tuesday 24 th June	09:30-12:30
July – Date TBC	Time - TBC
August– Date TBC	Time – TBC
September– Date TBC	Time – TBC
October – Date TBC	Time – TBC
November – Date TBC	Time – TBC
December– Date TBC	Time - TBC

To book your place

•Speak to you ward manager to confirm your requirements •Email <u>rwh-tr.enteralnutritionservice@nhs.net</u> with the following information: Name, Employee number, work area and job title, email, Manager and date of training (please have a first and second choice of dates)

•Ensure you have completed your e-learning

Any queries please contact Liz, Georgina, or Gareth on bleep 7426 or ext. 85336

Dementia Champions Programme

Are you ready to improve your skills in dementia care? This comprehensive four-day training programme is designed to enhance your knowledge, skills, and confidence in providing exceptional care to individuals with dementia.

This programme covers:

- The latest evidence-based practices and research in dementia
- A deeper understanding of dementia and its impact on individuals and families
- Effective communication strategies to support those living with dementia and their families
- Best practices for supporting individuals with dementia in end-of-life care
- Understanding sensory changes in dementia and the best ways to support nutrition, hydration, and mobility
- Observational pain assessment techniques for individuals with dementia

Please contact Molly Woodward for dates and to book your place molly.woodward@nhs.net

HCA training programmes

- Peer assessor training
- <u>AIM for HCAs</u>

To book, please email: <u>rwh-tr.nurseedcoursebookings@nhs.net</u>

How to increase person-centred care in the workplace

The online course is designed to equip staff with the skills to lead and implement change that will increase person-centred care in the workplace.

The training is aimed at:

- Leaders wanting to support employees to make change (through mentoring)
- Employees who want to implement a change in practice in their workplace (they will be supported by a mentor).

This is a great opportunity for employees to take some time to reflect on their experiences and understand how they can work with their colleagues to influence and make improvements that will increase the quality of care delivered.

Find out more here.

Introduction to coaching

Introduction to coaching is based on the ACL model.

As a coach you will support and develop others to achieve their goals and realise their potential.

This improves task outcomes, develops others and builds coaching cultures in your teams.

To book onto the course, visit <u>My Academy</u>. For further information, please email: <u>rwh-</u> <u>tr.nurseedcoursebookings@nhs.net</u>

Think Sepsis Study Day

Join the Sepsis Team to learn more about sepsis, its burden on healthcare today, pathophysiology and management of the patient:

- 27 January 2025
- 18 February 2025

Location: WMI, New Cross Hospital

Any questions, please email george.mocanu@nhs.net

Band 5, 6 &7's bitesize forum

Please join the monthly forum via MS Teams to meet your colleagues and be kept up to date with any changes, new initiatives and exciting innovations at RWT.

Each forum will have a minimum of 4 X 10 minutes sessions.

For link details please ask your Ward Manager to forward the details.

Alternatively, you can email: shanta.choudhury@nhs.net

Safeguarding children level 1 and level 2 training update

There is now an additional module to be completed within the safeguarding children level 1 and level 2 training packages (the additional module will need to be completed when the training is due for renewal).

This module covers children and young people in care. Staff who have completed the training prior to this date will remain compliant, however can complete the module if they choose to do so.

If only the additional module is completed, the overall course will show as incomplete until both modules are completed (compliance will not be affected until both modules are complete).

Safeguarding Children Level 3 Training

Safeguarding Children Level 3 Core training

Core training is for all **adult** clinical staff who have contact with children, young people and/or their parents/carers. This includes all **adult** nurses/HCA's/allied professionals and doctors (ST1-Consultant), who do not have a specialist paediatric role. Training consists of an e-learning package **and** Assessment (3 yearly) which can be completed via My Academy.

Safeguarding Children Level 3 Specialist training

Specialist training is for all specialist clinical staff working with children, young people and/or their parents/carers. This includes nurses/HCA's/allied professionals and medical ST1-Consultant. Training consists of completion of an e-learning package **and** Assessment (3 yearly) **and** a minimum 2-hour face to face learning via RWT training or external multi-agency training (yearly).

Restorative Practice Training

Building and maintain healthy relationships, resolve difficulties and repair harm where there has been conflict, by enabling people to communicate effectively and positively.

Waiting list places available only on Full dates:

8th-9th and half day 30th January 2025 Full

10th-11th and half day 27th February 2025 Full

12th-13th March and half day 1st April Full

30th April-1st May and half day 22nd May Full

4th-5th June and half day 26th June Places available

More dates to be added soon. Note charges will be made if the above Training is cancelled at short notice

Booking link <u>Upcoming events - Wolverhampton Safeguarding</u> <u>Together</u>

1 Day Training

31/01/24 FULL

12/02/24 Places

07/03/24 Places

For this training only email Gursharonjeet.mahal@nhs.net





Upcoming Courses

- Performing an ECG 14th January
- <u>Venepuncture Course</u> 16th January
- Intravenous Therapy 27th January
- Cannulation 29th January
- <u>Suturing</u> 5th February
- <u>Nottingham Regional Anaesthesia for Trauma Course</u> 10th February
- <u>Enhanced Clinical Skills (Adults)</u> 17th, 18th, 26th & 27th February (4-day course)
- <u>Acute Wounds in Sport Assessment and Management</u> 3rd March
- Minor Injuries 12th March
- Intermediate Care Skills Paediatrics 21st, 24th & 25th March (3-day course)
- Paediatric Minor Injuries 31st March 1st April (2-day course)
- Virtual Patient Bay eLearning course

Book via the DREEAM website!



• <u>Suturing</u> – 9th January 2025

This one-day course is designed to teach you how to effectively assess and manage acute wounds with suture closure. The day is divided into theory and practice, giving you the opportunity to safely practice.

 <u>Combined Venepuncture and Cannulation Course</u> – 13th January 2025

• Virtual Patient Bay eLearning course

This online course is mainly for newly qualified nurses but will also benefit all registered nurses who feel they need further support to improve their confidence when looking after a group of patients.

To find out more and book your place, please visit the DREEAM website at <u>www.dreeam.ac.uk/courses</u>

Unlock a Sustainable Future for the Trust!

Three essential training modules designed to equip you with the knowledge and skills to support your service, the Trust, and the NHS's journey towards a greener, more sustainable future. These courses are now live on My Academy.

Available Modules on My Academy

- 1. Building a Net Zero NHS: Learn how the NHS is transforming to become net zero and discover your role in reducing our environmental impact
- 2. QI Teaching: The NHS Sustainability Model: Understand the key sustainability principles within quality improvement and how you can apply them in your work
- 3. Environmental Sustainability in Quality Improvement: Gain practical insights into incorporating environmental sustainability into quality improvement initiatives.

By completing these modules, you will be contributing to your service, the Trust's, and the NHS's commitment to a healthier planet and a sustainable healthcare system for all. Each course is flexible, engaging, and relevant to your everyday work.

Become a Sustainability Champion!

If you're passionate about making a difference and want to take a more active role in our sustainability efforts, why not sign up to become a Sustainability Champion?

You'll be at the forefront of driving change in our organisation, helping to embed sustainable practices and inspire others to get involved.

Let's lead the change together – complete the training, become a champion, and help shape a greener NHS! Sign up now!

High Performance Leadership Workshop for the 2020s

In conjunction with the Institute of Health & Social Care Management, we are offering a live 'face to face' event open to all staff interested in high performance leadership.

4 x 1 hour workshops are delivered during this **one day event**. Completely interactive with several opportunities for group dialogue / discussions. With opportunities to immediately use the knowledge, skills and understanding you have learned - a Leadership and Management Continual Professional Development (CPD) event not to be missed.

How to check for dates and apply: **head to My Academy Choose & Book Step by Step Instructions**

Step 1. **Enrol** on the course: High Performance Leadership Workshop

Step 2. Click on 'Go to course' and **sign up** to your preferred date

Step 3. Complete an **e-study application** as per Trust policy <u>https://applications.xrwh.nhs.uk/estudyLeaveForm</u> - only following receipt of formal confirmation of a place on the course you have applied for.

Mental Health Act Awareness Training

Trust Mental Health Act Administrators are providing Mental Health Act Awareness Training for all staff. This training will be an overview on Section 5(2), Section 3, Section 3 and Section 136.

Each training session will take place each Tuesday at 2.30pm-3.30pm via Teams.

To book, please email your interest and date of attendance to:

rwh-tr.mentalhealthactadministrator@nhs.net

The Trust's Mental Health Act Administrators are providing bite-size medic training.

This training will be an overview of section 5(2) only. Sessions will take place on:

Date: Monday to Friday Time: 12.30pm-12.45pm Location: Microsoft Teams (click here to join) / (meeting ID: 312 989 010 141, passcode: uY5Jbe)

Any queries or for more information, please email <u>rwh-</u> <u>tr.mentalhealthactadministrator@nhs.net</u>

Medical Device training

Medical Physics and Clinical Engineering is encouraging all new Nurses (either new to the Trust or newly qualified) to attend '**Medical Device training sessions**' for generic devices and Infusion Pumps/Syringe Drivers etc.

Dates can be viewed on the department page.

To book a place please call ext. 85530 to book a place.

If there are any new nurses in your department and they can't access this bulletin yet, please pass this information on.

Action Centred Leadership (ACL)

ACL dates for 2025 are now available to book. It will be held at Wolverhampton Science Park with dates starting from March 2025.

There has previously been a waiting list for this course, so we are pleased to be able to offer more dates to meet the demand.

ACL is a simple but effective leadership model that can be applied to the role of any member of healthcare staff regardless of their profession and adaptable to whatever working situation.

You can book via My Academy.

Quality Improvement (QI) training

Spaces are now available for the QSIR Practitioner training, starting in February 2025.

It is a five-day course going in depth into QI, which you can apply to an improvement project in your area. You do not need to complete the QSIR Fundamentals beforehand.

If you would like to book a space, please request an application form from the QI Team at <u>rwh-</u> <u>tr.cqi@nhs.net</u>. For more information, click <u>here</u>.

Cohort 1

Day 1. Monday 10/02/25 Day 2. Monday 24/02/25 Day 3. Monday 10/03/25 Day 4. Monday 24/03/25 Day 5. Monday 07/04/25

Cohort 2

Day 1. Wednesday 19/03/25 Day 2. Wednesday 02/04/25 Day 3. Wednesday 16/04/25 Day 4. Wednesday 30/04/25 Day 5. Wednesday 14/05/25

Cohort 3

Day 1. Monday 02/06/25 Day 2. Monday 16/06/25 Day 3. Monday 30/06/25 Day 4. Monday 14/07/25 Day 5. Monday 28/07/25

Cohort 4

Day 1. Tuesday 24/06/25 Day 2. Wednesday 25/06/25 Day 3. Tuesday 08/07/25 Day 4. Wednesday 09/07/25 Day 5. Tuesday 22/07/25

Budget Manager training

The mandatory Budget Manager training is now available online. This course covers key topics such as your responsibilities, budget reports, forecasting, budget setting, and CIP.

All Budget Managers must complete the training, either online or face-to-face. If you've already attended the face-to-face session, you do not need to take the online course.

Please book your session through My Academy. For any questions, please contact the Finance Department.

Procedure workshops

The following procedure workshops are taking place throughout the year. These workshops are aimed at doctors of all grades.

7th February 2025 Workshops Lumbar-Puncture (13:00 - 14:15) Paracentesis (14:15 - 15:30) Cardioversion-io-insertion (15:30 - 16:45)

7th March 2025 Workshops

<u>Central-line-insertion (12:00 -14:15)</u> <u>Chest-drain (14:15 - 15:30)</u> <u>Dislocation-reduction (15:30 -16:45)</u>

25th April 2025 Workshops

Lumbar-puncture (13:00 - 14:15) Paracentesis (14:15 - 15:30) Cardioversion-io-insertion (15:30 - 16:45)

23rd May 2025 Workshops

<u>Central-line-insertion (12:00 -14:15)</u> <u>Chest-drain (14:15 - 15:30)</u> <u>Dislocation-reduction (15:30 -16:45)</u>

20th June 2025 Workshops

Lumbar-puncture (13:00 - 14:15) Paracentesis (14:15 - 15:30) Cardioversion-io-insertion (15:30 - 16:45)

26th September 2025

Workshops Central-line-insertion (12:00 -14:15) Chest-drain (14:15 - 15:30) Dislocation-reduction (15:30 -16:45)

17th October 2025 Workshops

Lumbar-puncture (13:00 - 14:15) Paracentesis (14:15 - 15:30) Cardioversion-io-insertion (15:30 - 16:45)

7th November 2025 Workshops

<u>Central-line-insertion (12:00 - 14:15)</u> <u>Chest-drain (14:15 - 15:30)</u> <u>Dislocation-reduction (15:30 - 16:45)</u>

Pelvic Floor Training 101

Pelvic Floor 101 is introductory training delivered by Ruth Hopper - Physio Lead for the Black Country PPHS

This training is suitable for Midwives, Nurses, GPs, Health Visitors and AHPs



Session 2

Bladder Urgency, Frequency and Leaking - What helps?

Monday 13th January 1pm – 1.30pm

Session 3

Postnatal and Post-gynae Surgery Advice

Monday 27th January – 1pm – 1.30pm

