

Learning and development update

A new year brings new challenges to all staff. We want to ensure that staff have the opportunities and support needed to perform their jobs well and to develop new skills.

As part of our ongoing commitment to you, we are working together across traditional boundaries to give you support where and when you need it in a way that suits you.

To do this, we have combined all learning opportunities for staff into one bulletin. So whether you work in a clinical area, the hotel or in corporate or support services, you will see all development events here.

Investing in e-Learning

We are also planning to invest in e-Learning. Roisin Houston, who returned from maternity leave in January, will be working with Laiq Rahman to investigate how we can take this forward. If you have any comments or suggestions, please contact Laiq Rahman on extension 5158 or email laiq.rahman@gjnh.scot.nhs.uk.

Management training for all

Starting in February there will be the launch of two new management programmes for 12 team leaders and first line supervisors. It is critical that staff working on the frontline have the skills and confidence to perform management duties to a high standard.

We have planned two programmes, certificated by the Institute of Leadership Management, to help staff refresh and improve their management skills.

Anyone interested in finding out more can come along to a special meeting, including lunch, on Friday 8 February at 12pm. If you would like further information, please contact Jane McKinlay on extension 5243 or to book a place contact Jane McKinlay or Patricia Conway on extension 5416.

We are also running a Managing People course for managers who would like a brush up their skills or gain new knowledge in this area. The first day of this course will be 20 March 2008.

Healthy Working Lives

Working with Occupational Health we are pleased to promote two opportunities for staff early in the year.

Free Health for Life course

Health for Life (Exercise) is a short distance learning course which has been designed to help individuals understand how to exercise correctly, learn about the effects of exercise on the body, set achievable objectives and then make practical steps to achieve them.

The course is fully supported and funded by James Watt College, participants complete all of the course assessments in their own time, at their own pace. Upon enrolment you will receive all your course materials and will have a designated college tutor assigned to you who will provide feedback on all your assessment submissions. To find out more about this course including how to enrol, go online to: www.healthforlifeonline.net/Golden_Jubilee_Hospital/index2.html

Managing Open Learning

Roisin Houston and Laiq Rahman have organised a two-day course (spread over three days) on 'Managing and Marketing Open Learning'. This will build an agreed approach to implementing open learning successfully in the Board.

Participants will primarily be those with a responsibility for implementing open learning, but we welcome any interest from other managers who have a serious interest in this subject area and who are committed to piloting open learning resources with an identified group of staff. Participation on all sessions is required.

This is scheduled to take place on the following dates:

- 7 February 1:30pm - 4.45pm
- 22 February 10am - 4.45pm
- 6 March 9:30am - 12:45pm

For further information, contact Roisin Houston on extension 5891 or Patricia Conway on extension 5416.

Courses

To book an internal course, please complete an internal booking form which is available on the U: drive in Learning and Development folder.

25 January Dealing with Challenging Customers
25 January Meeting re ILM training 12.00

15 February Managing People - day one
27 February Fire Awareness 9.30-10.30 and
11.00-12.00

17 March Managing Customer Care
18 March Handling Difficult Conversations
(for managers/team leaders only)

15-16 April Mediation Skills (for managers only)

Institute of Leadership Courses

Certificate in Team Leading – Level 2 Award

19 March

24 April

8 May

Certificate in First Line Management – Level 3 Award

26 March

25 April

9 May

20 May

Manual Handling Trainers

Due to the increasing demand for training as the hospital expands we are looking for clinical staff in the hospital to become part of the manual handling team. There are already some volunteers but we need more.

It would involve a weeklong trainers course, based here in the hospital, followed up with evaluations from the training company. Once trained you will help out with the up-date and orientation training of your colleagues.

If you are interested please speak to your line manager in the first instance and then contact Joe Porter either by phone on extension 5412 or email joe.porter@gjnh.scot.nhs.uk. The date for the training course has still to be set so we can choose a date to suit everyone.

Manual Handling Risk Assessment

For non-clinical staff there is a new risk assessment program available that should take the monotony out of completing mandatory manual handling risk assessments in your department, again we are looking for interested people to help compile the assessments. If you are health & safety orientated then perhaps you will be interested in this system designed to help reduce the day to day hazards you might encounter while caring out your daily duties. During the recording process we hope to identify any training needs within your department and address them as we go along. We will focus on one department at a time and work our way round the organisation; the guinea pigs will be the hotel followed by Med-Physics.

If you have any manual handling related issues please don't hesitate to contact me, you don't need to wait until it's your department's turn.

Beardmore Hotel and Conference Centre Courses

February 2008

Date	Time	Course	Target Audience	Contact
2	9.30–12.30	Menu Costing	Kitchen Staff	L & D Ext 5416
2	13.00–15.00	HACCP Training	Kitchen Staff	L & D Ext 5426
4	13.30–16.30	IT Equipment for Conference Set-ups	Staff requiring to set up Conference IT equipment	L & D Ext 5416
5	10.30–12.00 & 15.00–16.30	Fire Training	All Hotel Staff	L & D Ext 5416
5–6	9.00–17.00	Weight Management Training	Health Club Staff	L & D Ext 5416
6–7	9.30–16.30	First Aid at Work Refresher	Staff with responsibility for First Aid	L & D Ext 5416
11–14	9.30–16.30	First Aid at Work	Staff with responsibility for First Aid	L & D Ext 5416
12	10.30–12.00 & 15.00–16.30	Fire Training	All Hotel Staff	L & D Ext 5416
18–19 & 25	9.00–17.00	Practical Training Certificate	Staff with responsibility for on the job training	L & D Ext 5416
29	10.30–12.00 & 15.00–16.00	Fire Training	All Hotel Staff	L & D Ext 5416
20–21	9.30–16.30	First Aid at Work – Refresher	Staff who require an update	L & D Ext 5416
25–28	9.30–16.30	First Aid at Work	Staff with responsibility for first aid	L & D Ext 5416
25	13.30–16.30	e-KSF	KSF reviewers	L & D Ext 5416
26	9.30–16.30	Beardmore Welcome Programme	Staff with customer contact	L & D Ext 5416

March 2008

Date	Time	Course	Target Audience	Contact
3–4	0930–16.30	First Aid at Work – Refresher	First Aiders	L & D Ext 5416
4	09.00-12.00	eKSF	Managers & Reviewers	L & D Ext 5416
5	13.30–16.30	eKSF	Managers & Reviewers	L & D Ext 5416
10–13	09.30–16.30	First Aid at Work	Staff requiring a first aid certificate	L & D Ext 5416
11	14.30–16.00 & 17.30–19.00	Fire Training	All Hotel Staff	L & D Ext 5416
14	14.30–16.00 & 17.30–19.00	Fire Training	All Hotel Staff	L & D Ext 5416
18–19	09.30–16.30	First Aid at work – Refresher	First Aiders	L & D Ext 5416
25	09.30–12.30	PDP Skills	Managers & Reviewers	L & D Ext 5416
25–28	09.30–16.30	First Aid at Work	Staff requiring a First Aid Certificate	L & D Ext 5416

Clinical Courses

February 2008

Date	Time	Course	Target Audience	Contact
1	9.30–13.00 13.30–17.00	Moving & Handling General	All staff involved in physical movement of patients	Elizabeth Keatley Ext 5148
4	9.30–13.00	Nutrition and the HCSW	HCSWs	Elizabeth Keatley Ext 5148
4	9.00–17.00	Immediate Life Support	Qualified Clinical Staff	Elizabeth Keatley Ext 5148
5	9.30–16.30	Thoracic	All Clinical Staff	Elizabeth Keatley Ext 5148
6	9.30–13.00	Core Skills (HCSW)	HCSW	Elizabeth Keatley Ext 5148
7	9.30–13.00 13.30–17.00	Moving & Handling Theatre	Theatre staff involved in physical movement of patients	Elizabeth Keatley Ext 5148
8	TBC	Anaesthetic Emergencies	Theatre Staff	Elizabeth Keatley Ext 5148
11	13.00–16.30	Venepuncture & Cannulation	Nominated Qualified Staff	Elizabeth Keatley Ext 5148
12	9.30–17.00	Preparation for Practice	HSCWs	Elizabeth Keatley Ext 5148
13	9.00–17.00	Immediate Life Support	Qualified Clinical Staff	Elizabeth Keatley Ext 5148
14	9.30–17.00	Core Skills	All RNs & ODPs	Elizabeth Keatley Ext 5148
15	9.30–13.00 13.30–17.00	Moving & Handling Theatre	Theatre staff involved in physical movement of patients	Elizabeth Keatley Ext 5148
18–22	9.00–17.00	Induction	All nursing staff involved in direct patient care	Elizabeth Keatley Ext 5148
20–21	9.00–17.00	Advanced Life Support	Qualified Clinical Staff	Elizabeth Keatley Ext 5148
25	9.30–13.00 13.30–17.00	Moving & Handling General	All staff involved in physical movement of patients	Elizabeth Keatley Ext 5148
26	9.00–17.00	Immediate Life Support	Qualified Clinical Staff	Elizabeth Keatley Ext 5148
26	9.30–16.30	Intravenous Therapy	Nominated RNs & ODPs	Elizabeth Keatley Ext 5148
27	9.00–13.00 13.30–17.00	Immediate Life Support Update	Qualified Clinical Staff	Elizabeth Keatley Ext 5148
28	9.30–17.00	Core Skills	All RNs & ODPs	Elizabeth Keatley Ext 5148

March 2008

Date	Time	Course	Target Audience	Contact
3	9.00–17.00	Immediate Life Support	Qualified Clinical Staff	Elizabeth Keatley Ext 5148
4	9.30–17.00	HCSW Development (Vital Signs)	Nominated HCSWs	Elizabeth Keatley Ext 5148
5–6	TBC	Cardiac Advanced Life Support	All cardiothoracic staff	Elizabeth Keatley Ext 5148
7	9.30–13.00 13.30–17.00	Moving & Handling General	All staff involved in physical movement of patients	Elizabeth Keatley Ext 5148
10	9.30–17.00	Core Skills	All RNs & ODPs	Elizabeth Keatley Ext 5148

11	9.00–17.00	Immediate Life Support	Qualified Clinical Staff	Elizabeth Keatley Ext 5148
12	9.30–13.00 13.30–17.00	Moving & Handling Theatre	All staff involved in physical movement of patients	Elizabeth Keatley Ext 5148
13	9.30–16.30	Respiratory	All clinical staff	Elizabeth Keatley Ext 5148
14	TBC	Anaesthetic Emergencies	Theatre Staff	Elizabeth Keatley Ext 5148
17	9.30–13.30	Urinary Catheter	Qualified Clinical Staff	Elizabeth Keatley Ext 5148
17–21	9.00–17.00	Induction	All nursing staff involved in direct patient care	Elizabeth Keatley Ext 5148
25	9.00–17.00	Immediate Life Support	Qualified Clinical Staff	Elizabeth Keatley Ext 5148
26	9.30–13.00	Core Skills (HCSW)	HCSW	Elizabeth Keatley Ext 5148
27	9.00–13.00 13.30–17.00	Immediate Life Support Update	Qualified Clinical Staff	Elizabeth Keatley Ext 5148
28	9.30–17.00	Core Skills	All RNs & ODPs	Elizabeth Keatley Ext 5148
31	9.30–16.30	Cardiac	All clinical staff	Elizabeth Keatley Ext 5148

April 2008

Date	Time	Course	Target Audience	Contact
1	9.30–13.00 13.30–17.00	Moving & Handling General	All staff involved in physical movement of patients	Elizabeth Keatley Ext 5148
2	9.30–17.00	IABP/Haemofiltration	Qualified Clinical Staff	Elizabeth Keatley Ext 5148
3	9.30–13.00 13.30–17.00	Moving & Handling Theatre	Theatre staff involved in physical movement of patients	Elizabeth Keatley Ext 5148
11	TBC	Anaesthetic Emergencies	Theatre Staff	Elizabeth Keatley Ext 5148
21	9.30–16.30	Intravenous Therapy	Nominated RNs & ODPs	Elizabeth Keatley Ext 5148
21	9.30–13.00 13.30–17.00	Moving & Handling General	All staff involved in physical movement of patients	Elizabeth Keatley Ext 5148
22	9.30–17.00	Core Skills	All RNs & ODPs	Elizabeth Keatley Ext 5148
23	9.30–17.00	Preparation for Practice	HSCWs	Elizabeth Keatley Ext 5148
23	9.30–13.00 13.30–17.00	Moving & Handling Theatre	Theatre staff involved in physical movement of patients	Elizabeth Keatley Ext 5148
24	9.30–13.00 13.30–17.00	Moving & Handling General	All staff involved in physical movement of patients	Elizabeth Keatley Ext 5148
25	9.00–13.00 13.30–17.00	Immediate Life Support Update	Qualified Clinical Staff	Elizabeth Keatley Ext 5148
28Apr–2May	9.00–17.00	Induction	All nursing staff involved in direct patient care	Elizabeth Keatley Ext 5148

Venue	
Manual Handling & Resuscitation	Department of clinical training
All other training unless otherwise stated	Theatre training room

Learning and Development Courses

February 2008

Date	Time	Course	Target Audience	Contact
8	12.00 followed by lunch	Questions & Answers Session – ILM Awards	All Staff	L & D Ext 5416

March 2008

Date	Time	Course	Target Audience	Contact
5	9.30–10.30 11.00–12.00	Fire Awareness	All Staff	L & D Ext 5416
17	9.00–16.30	Customer Care	All Staff	L & D Ext 5416
18	9.00–16.30	Handling Difficult Conversations	Managers	L & D Ext 5416
19	9.30–10.30	Team Leader Award	Supervisors	L & D Ext 5416
20	9.00–16.30	Managing People (Day 1)	Managers	L & D Ext 5416
27	9.00–16.30	Managing People (Day 2)	Managers	L & D Ext 5416
26	9.30–10.30	First Line Manager Award	First Line Managers	L & D Ext 5416
31	9.00–16.30	Managing Stress	All Staff	L & D Ext 5416

April 2008

Date	Time	Course	Target Audience	Contact
15–16	9.00–16.30	Mediation Skills	Managers	L & D Ext 5416
24	9.00–16.30	Team Leader Award	Team Leaders	L & D Ext 5416
25	9.00–16.30	First Line Manager Award	First Line Managers	L & D Ext 5416

Learning and Development Department
Internal Course Nomination Form

Course title:

Session date:

Venue:

Nominee name(s)

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Job title(s)

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Ward/department:

Division:

Hospital/Hotel:

Signature of Line Manager Date

Signature of applicant(s) Date

..... Date

..... Date

Please return the completed form to:

Patricia Conway
Learning and Development Administrator
Telephone: 0141 951 5416
Fax: 0141 951 5100
Email: patricia.conway@gjnh.scot.nhs.uk

Note: Session bookings are on a first come first served basis unless it is specified on the course outline.

Office use only: Confirmed by Date:

