

extra

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23 January 2009

Learning and development update

Welcome to our first bulletin of 2009. We are starting the new year with several new learning opportunities, including;

- Back Care Awareness.**
 This one hour awareness session is intended for all non clinical staff (hospital and hotel) and aims to promote a greater understanding of back care and the prevention of injury.
- Risk Assessment Training.**
 If you carry out risk assessments this one hour course will give you an understanding of the key elements of risk assessments, enabling you to carry out risk assessments in line with Board policy.
- Research in the NWTCB.**
 This one day course has been designed for all staff who are interested in Research Ethics or Intellectual Property. The course is designed to give attendees an understanding of the processes required to set up and carry out research projects.
- Managing Capability Training.**
 This half day course will provide managers with an understanding of the management of conduct and performance at work in accordance with Board policy and procedures.

To find out more about these and other training opportunities, contact Learning and Development on extension 5416.

KSF update

Every NHS Board - including the National Waiting Times Centre - must ensure that all staff have a KSF Post Outline-based Personal Development Plan (PDP) in place by March 2009 in line with the national target.

It is designed to ensure that staff are supported so that they can be effective in their jobs and also gives opportunities to progress and develop through their time working in the NHS.

We recently ran a number of training sessions for managers, supervisors and staff to enable them to fully understand the KSF PDP process.

If you were unable to attend or have any questions about KSF or PDP activity, please contact Craig Spinks on extension 5002 or email Craig.Spinks@gjnh.scot.nhs.uk.

IT Training

The new IT training timetable for 2009 will soon be available to staff.

Details will be placed on the Intranet and available from the eLearning Centre as soon as they are finalised. For more information contact Laiq Rahman on extension 5158 or email laiq.rahman@gjnh.scot.nhs.uk

'Ditloids'
 Exercise Your Mind.

How many of these ditloids can you answer?

(ditloid example:
 12 M I T Y = 12 months in the year)

101 D

T 10 C

6 W O H T E

A B A T 40 T

50 W T L Y L

N 10 D S

10 G B H O T W

A T W I 80 D

Courses

February 2009

Date	Times	Course name	Target Group	This course will provide support for
03/02/2009	10.00 - 11.00	Fire Training - Hospital	Hospital staff excluding clinical	Core dimension 3 – Health, safety and security
03/02/2009	11.00 - 12.00	Back Care Awareness	Non Clinical staff	Core dimension 3 – Health, safety and security
03/02/2009	14.30 - 15.30	Fire Training - Hospital	Hospital staff excluding clinical	Core dimension 3 – Health, safety and security
03/02/2009	15.30 - 16.30	Back Care Awareness	Non Clinical staff	Core dimension 3 – Health, safety and security
12/02/2009	10.00 - 11.00	Fire Training - Hospital	Hospital staff excluding clinical	Core dimension 3 – Health, safety and security
12/02/2009	11.00 - 12.00	Back Care Awareness	Non Clinical staff	Core dimension 3 – Health, safety and security
12/02/2009	14.30 - 15.30	Fire Training - Hospital	Hospital staff excluding clinical	Core dimension 3 – Health, safety and security
12/02/2009	15.30 - 16.30	Back Care Awareness	Non Clinical staff	Core dimension 3 – Health, safety and security
13/02/2009	10.00 - 11.00	Risk Assessment training	Safety Representatives, Department Managers and Department Supervisors	Core dimension 3 – Health, safety and security. HWB1 – promotion of health and well-being and prevention of adverse effects on health and well-being.
16/02/2009	09.00 - 16.30	Corporate Induction	All staff	Core dimension 2 – Personal and People Development; Core dimension 3 – Health, safety and security
20/02/2009	10.00 - 11.00	Risk Assessment training	Safety Representatives, Department Managers and Department Supervisors	Core dimension 3 – Health, safety and security HWB1 – promotion of health and well-being and prevention of adverse effects on health and well-being.
25/02/2009	10.00 - 11.00	Fire Training - Hospital	Hospital staff excluding clinical	Core dimension 3 – Health, safety and security
25/02/2009	11.00 - 12.00	Back Care Awareness	Non Clinical staff	Core dimension 3 – Health, safety and security
25/02/2009	14.30 - 15.30	Fire Training - Hospital	Hospital staff excluding clinical	Core dimension 3 – Health, safety and security
25/02/2009	15.30 - 16.30	Back Care Awareness	Non Clinical staff	Core dimension 3 – Health, safety and security
26/02/2009	09.00 - 13.00	Diversity Awareness	All staff	Core dimension 1 – Communication; Core dimension 2 – Personal and People Development; Core dimension 6 – Equality and Diversity

Courses

March 2009

Date	Times	Course name	Target Group	This course will provide support for
02/03/2009	09.00 - 13.00	Hotel Staff Induction	Hotel staff	Core dimension 2 – Personal and People Development; Core dimension 3 – Health, safety and security
03/03/2009	09.30 - 16.30	Beardmore Welcome Programme	Hotel staff	Core dimension 1 – Communication; Core dimension 2 – Personal and People Development; Core dimension 5 – Quality.
04/03/2009	10.00 - 11.00	Fire Training - Hospital	Hospital staff excluding clinical	Core dimension 3 – Health, safety and security
04/03/2009	11.00 - 12.00	Back Care Awareness	Non Clinical staff	Core dimension 3 –Health, safety and security
04/03/2009	14.30 - 15.30	Fire Training - Hospital	Hospital staff excluding clinical	Core dimension 3 – Health, safety and security
04/03/2009	15.30 - 16.30	Back Care Awareness	Non Clinical staff	Core dimension 3 – Health, safety and security
06/03/2009 13/03/2009 20/03/2009 25/03/2009	09.30 - 16.00	IOSH - Managing Safely (four days)	Safety Representatives, Department Managers and Department Supervisors	Core dimension 3 – Health, safety and security. HBW1 – promotion of health and well-being and prevention of adverse effects on health and well-being.
10/03/2009	10.00 - 16.00	Research Skills	Staff carrying out research	Core dimension 2 – Personal and People Development; Core dimension 4 –Service Improvement; Core dimension 5 – Quality.
11/03/2009	09.30-12.30	Handling Discipline and Grievance	Line managers	Core dimension1 – Communication; Core dimension 2 – Personal and People Development; G6 – People Management
12/03/2009	09.00 - 13.00	Diversity Awareness	All staff	Core dimension1 – ommunication; Core dimension 2 –Personal and People Development; Core dimension 6 – Equality and Diversity
16/03/2009	09.00 - 16.30	Corporate Induction	All staff	Core dimension 2 – Personal and People Development; Core dimension 3 – Health, safety and security
26/03/2009	10.00 - 11.00	Fire Training - Hospital	Hospital staff excluding clinical	Core dimension 3 – Health, safety and security
26/03/2009	11.00 - 12.00	Back Care Awareness	Non Clinical staff	Core dimension 3 –Health, safety and security
26/03/2009	14.30 - 15.30	Fire Training - Hospital	Hospital staff excluding clinical	Core dimension 3 – Health, safety and security
26/03/2009	15.30 - 16.30	Back Care Awareness	Non Clinical staff	Core dimension 3 – Health, safety and security
31/03/2009	13.30 - 16.30	Managing Capability	Line managers	Core dimension 1 – Communication; Core dimension 2 – Personal and People Development; G6 – People Management

Contact Learning and Development on extension 5416 for further details on any of the above courses.

Mandatory training

Learning and Development Department
Internal Course Nomination Form

Course title: Session date:

Venue:

Nominee name(s)

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Job title(s)

Ward/department:

Division:

Hospital/Hotel:

Signature of Line Manager Date

Signature of applicant(s) 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:
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Tell us what you think...



We want to hear your views. If you would like to comment on any of the issues featured in this extra bulletin, please complete the form below and return it to: Communications Department, NHS National Waiting Times Centre, Golden Jubilee National Hospital, Clydebank.

You can also e-mail us at: comms@gjnh.scot.nhs.uk

Name and department (optional):

Comments/Questions:
