

The Academy Education Centre

Supporting your professional development courses,
training and mentoring opportunities





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Welcome



Great Western Hospitals NHS Foundation Trust recognises the importance of learning and ongoing development as a driving factor for business success, individual satisfaction and growth. We also recognise people learn all the time and you will want to ensure what we are delivering adds overall capability and capacity to your organisation.

The hospital has experts spread across the organisation who will provide you with a solution to your learning and development requirements, through our Academy.

I hope you will find us responsive to your individual needs. We look forward to working with you.

Oonagh Fitzgerald,

Director of Workforce and Education
Great Western Hospitals NHS Foundation Trust.

Our commitment to you

Academy STAR Values

SERVICE in the Academy

We will:

- Be open in our communication
- Demonstrate a “whatever it takes” attitude
- Deliver an adaptive service
- Take pride in our work and be role models
- Deliver a consistent, efficient and high quality service
- Uphold and demonstrate national standards
- Be customer led regarding all enquiries as significant
- Value all suggestions or ideas

TEAMWORK in the Academy

We will:

- Treat everyone as equal and cooperate and support across teams
- Try to understand each other's roles and collaborate effectively
- Recognise excellence within the team
- Be sensitive and understanding of each others needs, beliefs and opinions
- We will be friendly and supportive to each other and to visitors
- Appreciate individual areas of expertise and direct queries accordingly
- Aim to inspire and empower each other and all those we teach
- Meet regularly and ensure meetings include an opportunity for all staff to access and input

AMBITION in the Academy

We will:

- Provide a consistently high quality service
- Be proactive in influencing service delivery
- Encourage and facilitate effective communication between the Academy and all Trust staff
- Facilitate change in practice in response to research
- Seek and investigate new projects
- Facilitate personal and organisational ambitions of healthcare staff

RESPECT in the Academy

We will:

- Respect colleagues' knowledge and skills
- Respect individual aspirations
- Recognise individual challenges and provide an environment where people are comfortable value difference
- Respect other people's workload and support if required
- Respect the organisation and marketplace
- Say 'thank you' and say 'sorry'
- Treat others as we would treat ourselves

Academy mission statement

We aspire to deliver a dynamic **service** that meets the diverse needs of health and social care colleagues. Through partnership and **teamwork** our **ambition** is to transform individuals through practice based education, research and knowledge exchange. We **respect** the uniqueness of each learner on their journey to self development and greater potential.

Mandatory training

What is mandatory training?

Mandatory training is any statutory or compulsory training that the Trust requires its employees to undertake:

- to comply with the law (statutory) and requirements of regulatory bodies
- to carry out duties safely and efficiently
- to protect staff, patients and public from harm
- to maintain competence in line with the required professional standards.

Why is it important to an organisation?

- Capability (ability to manage change) – clinical and non clinical staff are able to respond in a timely and appropriate fashion to incidents (fire, major incidents, outbreaks) increasing patient and consumer confidence
- Currency (up to date evidenced-based knowledge) – clinical staff become more familiar with the latest evidence-based guidance leading to ensure more patients receive optimal care
- Capacity (ability) – staff are able to deal with large and complex workloads throughout the whole workforce
- Competence (safety) – all staff groups update their knowledge, reducing the risk of injury to themselves, their patients and visitors
- Confidence (within the local health economy) – all staff groups work within an organisation that promotes a safer working environment and confidence in services provided

Why it is important to an individual?

Effective statutory and mandatory training delivers:

- Increased knowledge
- Practical skills development
- Closes the practice theory gap
- Informed and competent decision making.

The most important principle is that mandatory training, when applied to practice, makes a real difference to the quality of care and patient safety

The mandatory training that you are required to undertake can be found on the Training Needs Analysis. In general those people in patient facing roles will need to add two face to face sessions, clinical mandatory training and vulnerable people day. Any training provided face to face must be completed via Training Tracker. Non-patient facing staff will need to attend face to face fire training as well as Training Tracker.

Clinical mandatory training

Who is the course for?

All Trust clinical staff.

Aim

This course is a mandatory training element to be completed annually. It aims to improve knowledge and understanding, change behaviours regarding maintenance of a safe environment and safe practices when working clinically. All training meets national guidelines and legislation for level 1 mandatory training for subjects as follows:

- adult basic life support
- fire training
- manual handling theory and practice/equipment training
- medical equipment training
- falls awareness
- infection, prevention and control and hand hygiene
- transfusion of blood and blood products
- information governance
- safer practice in medicines administration
- health and safety/major incident/Incident reporting and investigation
- child protection level 1
- conflict resolution.

What does it involve?

A study session involving lecture, practical sessions and discussion and workbook/e-learning completion.

Other information

You will be sent and asked to complete a pre-course workbook/ e-learning package to cover the theoretical subject matter.

Training Tracker

Training Tracker is the name of the software we use to produce the modules online. We then transfer data from Training Tracker to your Electronic Staff Record (ESR) where we also upload any face-to-face training you have completed. Therefore, ESR is your training record NOT Training Tracker.

How do I access the e-learning system?

Training Tracker is an external web-based system and can be accessed via any PC with an internet connection. The address is: **<http://smnhst.trainingtracker.co.uk>**

How do I get a user name and password for the e-learning system?

Please contact **academy.training@gwh.nhs.uk**

How do I know which modules to choose?

Please refer to the Academy's Easy Guide to Mandatory Training which can be found on the Intranet.

PLEASE NOTE: Just because you can see a module on Training Tracker, does NOT necessarily mean you have to complete it. They are not all mandatory.

Why can't all of my mandatory training be completed online?

Some mandatory training must be completed face to face due to the nature of the topic.

When I go onto the modules some have ticks next to them. What do these mean?



The green ticks indicate that you have completed the module and that it is in date.



The grey ticks mean that the module has expired and you need to complete it again.

However, only the ESR report that your manager has can show when the face to face modules are in or out of date.



Continuing Professional Development (CPD)

The Academy holds an annual budget to provide training to non medical staff within the Trust and this is supported by the Study Leave Policy.

To ensure the allocation of the funds supports Trust and Directorate Business Plans and that training priorities are identified, the Academy works with the directorate General Managers to identify a process which supports this aim.

A panel meets monthly and consists of two representatives from each directorate – nominated by the General Managers or a corporate lead.

The process for requesting funding is as follows:

- Please complete a Training Request Form (available from the Intranet) and send this to **phrynette.morrison@gwh.nhs.uk** in the Academy. Please remember that your mandatory training must be up to date before your application can be considered.
- Applications will then be submitted to the CPD panel and a decision is made on whether funding is available.
- Once funding is agreed (you will be notified the day after the panel meeting) you should forward the course supplier's application form to Phrynette so that a purchase order can be raised and the correct funding information entered onto the application. (In cases where funding is over £500 Phrynette will send you a Return of Service Contract for signature and return).

Please note that applications should not be submitted retrospectively or where courses have already been paid for in advance by the member of staff.

Any applications for the University of the West of England (UWE) should be completed online by using the following link <http://hsc.uwe.ac.uk/pqfapp>



Postgraduate medical education in the Academy

The Postgraduate medical education team are responsible for the delivery of training programmes for foundation trainees, core medical trainees, core surgical trainees, and higher multi-specialty trainees within the Trust.

We provide pastoral as well as educational support for all trainees and are also responsible for the training of all junior doctors' educational supervisors.

With strong links to other Trusts across the Deanery, we are the first port of call for any junior doctor queries.

- **Junior doctors' induction**
- **Foundation programme management and co-ordination**
- **GP programme management and co-ordination**
- **Pastoral support**
- **E-portfolio training**
- **Educational supervisor training**
- **Clinical scenario, simulation and clinical skills workshops**
- **National PGME course provision.**

Junior doctors' induction

Induction for junior medical staff takes place in July and August (there are some exceptions to this so please see the list below). On your first day you will be welcomed to the Trust by the Postgraduate Medical Education team. You will complete all of your induction paperwork to ensure that you are legally able to work, have access to our IT systems and will be paid on time!

During day one you will also receive Trust mandatory training and take part in practical workshops on blood transfusion and medical devices. After you have completed the induction in the Academy, you will return to your ward and on day two receive a specialty induction. You will have an induction to your specialty each time you rotate to a new post.

The Postgraduate Education department will provide you with an induction pack upon commencing your post. This will contain all of the training information and provide you with details of your training programme, induction requirements and key contacts to help you with settling in at the Trust.

Inductions taking place outside of July and August:

- Paediatric specialty trainees
- General surgery higher specialty trainees
- Radiology specialty trainees
- Obstetrics and Gynaecology specialty trainees.



FY1 weekly teaching

This weekly teaching programme takes place in the Academy every Wednesday from 12.30pm-2pm or 2pm-5pm

Who is the programme for?

- It is specifically designed for FY1 trainees and is linked into the UKFPO curriculum.

What does it involve?

- A number of peer-led workshops and didactic consultant and external speaker presentations covering multidisciplinary topics.
- Careers guidance, audit opportunities and preparation for Foundation Year Two are also incorporated.

Other information

- A minimum attendance rate of 70% of this teaching programme is a requirement in order to achieve sign-off for Foundation Year One.

FY2 weekly teaching

This weekly teaching programme takes place in the Academy every Wednesday from 12.30pm-2pm.

Who is the programme for?

- It is specifically designed for Foundation Year Two trainees and is linked into the UKFPO Curriculum.

What does it involve?

- A number of peer-led workshops and didactic consultant and external speaker presentations covering multidisciplinary topics.
- Careers guidance, audit opportunities and preparation for speciality training interviews are also incorporated.

Other information

- Each of these teaching sessions contributes one hour towards the minimum standard of 60 hours teaching time in order to achieve sign-off for Foundation Year Two.
- It is expected that all Foundation Year Two trainees will attend a minimum of 70% of these sessions.

FY2 monthly teaching afternoons

Who is the programme for?

- This monthly teaching programme is specifically designed for FY2 doctors and takes place from 2pm-5pm and can be based in departments as well as some sessions within the Academy.
- It is specifically designed for Foundation Year Two trainees and is linked into the UKFPO Curriculum.

What does it involve?

- A number of specialty specific workshops and didactic consultant-led presentations covering multidisciplinary topics.
- Careers guidance, audit opportunities and preparation for speciality training interviews are also incorporated.

Other information

Each of these teaching sessions contributes three hours towards the minimum standard of 60 hours teaching time in order to achieve sign-off for Foundation Year Two. It is expected that all Foundation Year Two trainees will attend a minimum of 70% of these sessions.

Other medical speciality teaching sessions take place within the Academy such as GP and Emergency Medicine.

Pastoral support

The Postgraduate team are aware that sometimes trainees may experience some difficulties with personal issues, career planning, health problems, stress or difficulties with colleagues and occasionally concerns about other colleagues.

Please remember that you do not have to deal with problems on your own as we and the Deanery provide a number of services to help. We are also only too happy to provide a listening ear and appropriate direction when needed, so please contact the Postgraduate Medical Education Manager on **01793 604165** or pop down to the office in the Academy for a chat.

GPST teaching

Who is the programme for?

Primary Care specific monthly teaching sessions for GPT1s and GPST2s and weekly for GPST3s take place in the Academy and are facilitated by the GP Training Programme Directors for the Swindon patch.

What does it involve?

Part of the sessions involve using the trainees' secondary care experience and relating this at a primary care level to help prepare them for General Practice. As well as a primary care focus, the GPST teaching provides specific emphasis relevant to each GP training year as follows:

GPST1 - becoming independent learners

GPST2 - Applied Knowledge Test (AKT) examination preparation and the 'nuts and bolts' of being a GP

GPST3 - Clinical Skills Assessment (CSA) examination preparation and becoming independent practitioners.

Through this teaching we help to create newly qualified GPs with the skills to make a success of their chosen speciality career, producing high quality GPs committed to patient centred care in all primary care settings with a commitment to lifelong learning.

Other information

A minimum 70% attendance rate required for each training year's teaching programme in order to achieve Annual Review of Competency Progression (ARCP) sign off at the end of each year.

Undergraduate education in the Academy

The Swindon and North Wiltshire Academy is one of seven Academies affiliated to Bristol University Medical School. Each year we teach 376 students in the second, fourth and fifth years of their undergraduate course. We also have students from Oxford and Grenada Universities and the Academy provides a formal setting for learning and teaching for a wide range of health care professionals.

The Great Western Hospital is an excellent place to train as a medical student and we are very proud of the educational programme we offer. It is a new purpose-built hospital with state of the art facilities for patients and staff.

We deliver a teaching programme based on the Bristol Medical School curriculum, which is led by unit co-ordinators and tutors appointed by the University and the Trust.



Nurse students in the Academy

Mentor/Supervisor support for pre-registration students (non medical)

- **Student Placement Support Team**
- **Placements**
- **Mentor/supervisor preparation**
- **Mentor updates**
- **Mentor support**
- **Student access to study days.**

Student Placement Support Team

The service is overseen by a Student Placement Support Team which is made up of a Student Placement Manager and a Student Placement Support Officer based in the Academy, lower ground floor at The Great Western Hospital, Swindon. Contact **01793 604168**.

Placements

The Trust provides placements to nursing, midwifery and allied health professional (AHP) pre-registration students across Wiltshire in both acute and community settings.

All students need to have occupational health clearance, CRB and an honouree contract provided if applicable before they can have a placement within the Trust. Please contact the Student Placement Support Team if you have a request for a student placement and are unsure if this has been completed.

Mentor/Supervisor preparation

Who is the course for?

The single module interprofessional course is for nurses, midwives and AHPs to facilitate workplace learning. It is a requirement to have at least nine months' experience in the workplace.

Aim

To prepare health and social care professionals for their role to support and assess the learning of others.

Nursing and midwifery mentors

All mentors of nursing and midwifery students need to complete a recognised mentor qualification to mentor and assess students (eg Facilitating Workplace Learning, Facilitating Learning and Assessing in Practice). Staff can access this module via Bournemouth University, University of the West of England (UWE) or Oxford Brookes University. For further information on this module and application pack/process please contact the Student Placement Support Team.

Allied Health Professional supervisors

There is an opportunity for AHP staff to access the Facilitating Workplace Learning, or Facilitating Learning and Assessing in Practice. Staff can access this module via Bournemouth University, University of the West of England (UWE) or Oxford Brookes University. For further information on this module and application pack/process please contact the Student Placement Support Team.



Mentor updates for nursing and midwifery mentors

Mentors of pre-registration nursing and midwifery students also need to attend an annual update as per NMC requirements. Mentor updates are held at the universities and within Trust sites. Details of these can be found in placement areas and on the intranet. Mentor updates can be arranged for your area to coincide with team meetings – please contact the Student Placement Support Team to discuss.

The Mentor Database is a live register and updated when staff have attended an update – managers are sent these reports as it is a requirement to update on an annual basis.

Who is the course for?

Registered nurses/midwives with mentor qualification who need to meet NMC requirement to update annually.

Aim

To update the knowledge and skills needed to be an effective mentor of pre-registration students.

What does it involve?

It can be done in a variety of ways:

1. Face to face
2. Via HEI workbook
3. Via HEI online update

Other Information

Updates are provided by OBU, UWE and Bournemouth (on locations within the Trust and Universities). Mentors can attend any of the updates provided – there is no requirement to attend more than one per year. Details of these can be found in placement areas and on the Intranet and University webpages.

Mentors of pre-registration nursing and midwifery students also need to attend an annual update as per NMC requirements. Mentor updates are held at the Universities and within Trust sites.

We can arrange for updates in the placement area to coincide with team meetings but a minimum number attending is required – please contact the Student Placement Support Team to discuss your requirements.

Mentor support

If mentors need support with students please contact the University or Student Placement Support Team at the earliest opportunity.

For Bournemouth placement issues – please contact Zoe Cowie on **01202 967345** or **07545420732** or email **Zcowie@Bournemouth.ac.uk**

For OBU placement issues – please contact OBU on **01793 437437**

For UWE placement issues – please contact practice support line on **0117 32 81152**

Student access to study days

Students can also access some study days – contact Student Placement Support Team in the Academy for further information.



Quality assurance

The Academy continually strives to assess and improve the quality of the training we offer – by setting high standards, we aim to perform well.

We actively engage with our students, partners and staff and encourage feedback. The Academy action plan against bi-annual audit results and evaluations to continuously develop and improve the service. We strive to use our resources effectively and imaginatively and to ultimately contribute to improving opportunities and quality of care in the communities we serve.

Here at the Academy we ensure that our services are fair and accessible to all by compiling and examining equality data annually.

The Academy is audited on a regular basis both internally and externally:

- We will work to continuous quality assurance mechanisms, service standards and be monitored by external assessment (such as Ofsted, NVQ – awarding body – Edexcel).
- We will constantly strive to provide high quality college facilities that are fit for purpose and accessible to all.
- We ask participants to evaluate all training offered. Such evaluation is continually reviewed and used to inform future provision.
- We audit all past attendees of courses every six months and use results to plan improvements to provision.
- We undertake annual peer and expert reviews of all courses and course material.



Regional study days

The Academy team is committed to holding six large regional study days throughout the year, which are aimed at all members of the multidisciplinary team and involve collaboration with private care homes and charities.

All our study days follow and reflect guidance and targets from legislative bodies, including the Department of Health and the Care Quality Commission.

This ensures that our courses are legally robust, up to date, topical and that they adhere to national standards and best practice.

This also allows for healthcare professionals to share ideas and all standards to be measurable and updated in response to variety of specialists and professionals.

We advertise our study days broadly throughout England and Wales to both acute and primary care establishments, as well promoting changes and improvements in treatment and care delivery.



Research and development

The Research and Development department exists to facilitate the strategic and cultural development of research and innovation within the Great Western Hospitals NHS Foundation Trust and any commissioning partners. Supported by robust operational governance, the department will encourage high quality research and innovation which delivers new knowledge and understanding to improve the provision and delivery of patient care, treatment and quality of life.



Research at the Trust has progressively increased over the last five years. This has allowed more of our staff to become involved in facilitating research projects and offers more of our patients the opportunity to access innovative new treatments.

All staff at the Trust have a role to play in research, from actively recruiting and treating patients as part of a research project, to advising the relevant research team that a participating patient has been admitted to their ward.

The research we are involved in ranges from clinical trials of an investigational medicinal product to quality of life questionnaires and genetic studies with minimal or no interventions.

The Research and Development (RandD) department, situated in the Academy, offer support and assistance to all members of staff whether you are looking to run your own research project as part of an academic qualification; you have a valid research question arising from your role at the Trust and wish to substantiate your theories or; you are interested in actively participating in a multi-centre research project running in a number of other trusts.

Our team are trained to assist with completing applications for the essential approvals required to run your research. We have access to experts who can assist you with research design and grant applications for larger project ideas. We can advise you regarding retaining mandatory paperwork to provide a clear and accountable audit trail for both internal and external monitors.

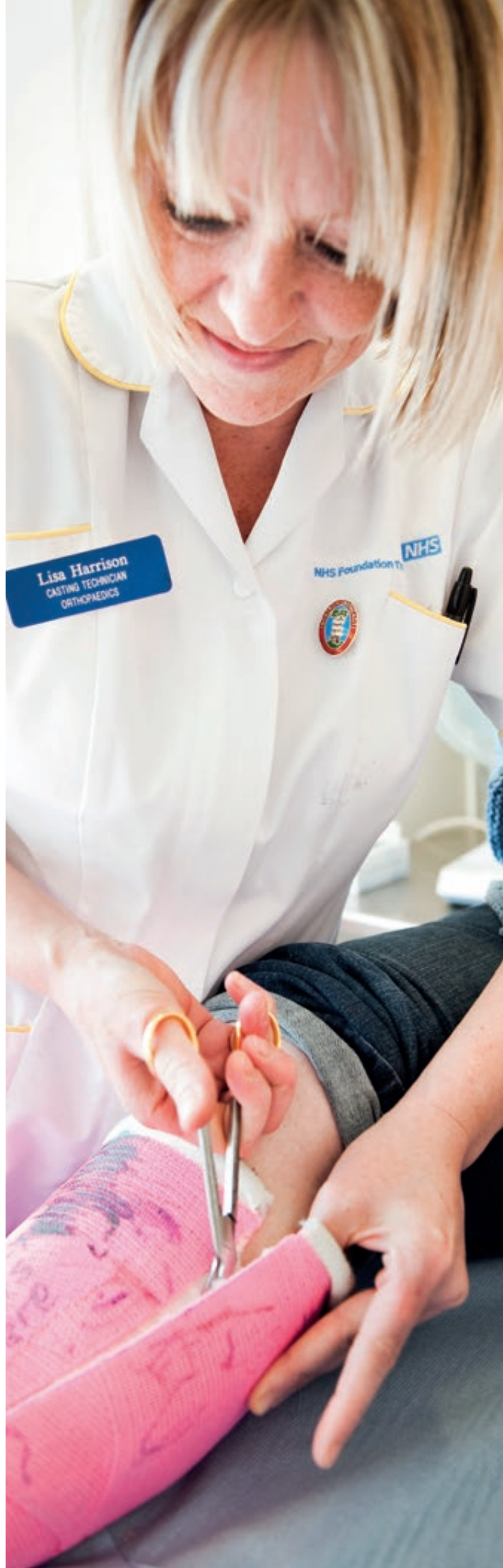
Once your project is approved, RandD collect recruitment data from you and can offer guidance on improving your recruitment rate should you need it. We have a growing research-active population within the Trust, some with many years experience of running research projects, who are happy to support and mentor new researchers.

For further general information or more details on how to get involved please contact:

RandD Coordinator – Ext 5565

RandD Manager – Ext 5566

RandD Administrator – Ext 5152



Academy Library

The library is open to all staff and students from the hospital and the surrounding healthcare community.

We provide access to information for research, study, professional development and lifelong learning.

Training is also provided with regard to accessing online databases and other resources or simply how to reference that book or article for your essay.



Online resources at www.evidence.nhs.uk
For Medline, Cinahl online journals, books and much more!

Books

Library catalogue www.swims.nhs.uk
for books and journals around the region

Study space and computers

Interlibrary loan/copying facilities

Journals - in print and online

Open 24 hours

Email us at alis@gwh.nhs.uk

For more information call extension 4593/6



Membership

All staff and students from the hospital and the surrounding healthcare community are welcome to join the library. Please complete a registration form on your first visit to the library.

If you are unsure of your eligibility to use the library, please ask at the enquiry desk.

Location

Lower ground floor, next to the Academy and Bookends Coffee Shop.

Opening times

8.30am to 5.00pm Monday to Friday

24 hour access is available via swipe card system.

Facilities and services:

- Journals – a wide collection in the library and over 1,000 online via **www.evidence.nhs.uk**
- Books, reports and DVDs
- Databases (Medline, Cinahl etc) on **www.evidence.nhs.uk**
- Internet and nhs.net access
- Study facilities – over 50 spaces available with 27 computers
- Document request service
 - Majority supplied free of charge from other healthcare libraries
 - British Library requests are provided for a charge.
 - Copies made from journals held in the library are charged at 5p per page
- Literature search and enquiry service
- Library, database or information related training for groups or individuals
- Photocopying/printing facilities at 5p per page

Please ask library staff for more information on the services provided by the Academy Library.

How to apply for internal courses

Please complete the Academy application for internal training (available at the back of this prospectus) or

E-mail: **swindon.education@gwh.nhs.uk**

For dates and more information regarding individual courses check the Academy intranet page.



Clinical skills

The Academy clinical skills training team deliver over 20 training courses where clinical skills are taught using realistic, life-like manikins in simulated clinical situations. Staff can therefore practice their skills in a supportive environment.

Initial training, refresher training or skills updating are available within the Academy and in appropriate clinical areas. In addition the team offer a wide range of other services.



The training of all healthcare professionals in basic clinical skills has changed considerably over the past few years.

The Trust has invested in a purpose-built, multidisciplinary training suite – The Academy – in which a wide range of clinical skills can be taught using realistic, life-like manikins in simulated clinical situations.

This provides an opportunity for staff to practise their skills in a supportive environment.

Initial training, refresher training or skills updating are all available within the Academy and in appropriate clinical areas. Training can be organised individually or on a group basis. We also offer flexible hours across evenings and weekends.

Informal visits and discussions are particularly encouraged. This might involve finding out more about particular training formats or just having the chance to talk things through with a skilled practitioner/trainer.

‘You must keep your knowledge and skills up to date throughout your working life.... You should regularly take part in educational activities which maintain and develop your competence and performance’

**Good Medical Practice: A Draft for Consultation.
GMC. 2005**

The Academy offers a broad array of clinical skills which are accessible to all disciplines. These courses are regularly updated and developed to move with changing research and legislative drives. We draw upon the skills of a range of experienced practitioners to deliver the highest standard of information and care related subjects.

We also work in partnership with other educational facilities to enable us to provide access to specialist training within the local area.

‘You must have the knowledge and skills for safe and effective practice when working without direct supervision.... You must recognise and work within the limits of your competence.... You must take part in appropriate learning and practice activities that maintain and develop your competence and performance’

Nursing and Midwifery Council, The Code – Standards of conduct, performance and ethics for nurses and midwives (April 2008)



Role specific mandatory training

Who is the course for?

Conflict resolution Level 2 is for all staff who work in high risk areas such as ED and community setting.

Aim

To extend knowledge and understanding gained from Level 1 training explaining what may cause conflict and how best to deal with a variety of situations.

What does it involve?

A study session involving lecture/discussion and a skills workshop.

Other information

You will be sent and asked to complete a pre-course workbook/elearning package to cover the theoretical subject matter.



Foundation skills programme

Who is the course for?

Newly qualified and registered staff.

Aim

This course provides a structured process for the preceptorship and development of newly qualified professional healthcare staff. You will also be allocated a Preceptor in the clinical setting who will:

- demonstrate best practice
- provide support, guidance and encouragement
- positively challenge aspects of your practice
- identify and discuss concerns
- facilitate reflection on your work
- feedback observed practice
- identify areas for development.

What does it involve?

The course is run over seven months. The course is a comprehensive programme including the following:

- organisational awareness
- clinical skills development – including IV drug administration, NG feeding, PICC lines, ALERT
- Personal Professional Development
- practical and theoretical assessment
- certification of successful completion.

What does it involve?

Discussion and practical sessions. There are Trust competencies available which, after a period of supervised practice, may be used to assess competency in the workplace.

Aseptic training

Who is the course for?

NAs who have achieved NVQ2 or QCF2 or have completed the GWHFT Foundation Programme (level 2).

Aim

Competency based training to provide you with the skills required to perform simple wound dressings using ANTT.

What does it involve?

A study session involving lecture/discussion/practical – with accompanying competency to be completed in the workplace.

Other information

You are required to complete a pre-course workbook before the day which should be given in for marking one week before the course. The workbook is available from the Academy.

See the Royal Marsden Manual of Clinical Nursing Procedure (8th Edition). The training is one-off.

The competency must be updated in the workplace every two years.

Assessment of a safe swallow

Who is the course for?

For all registered staff who care for patients who require assessment of a safe swallow.

Aim

This course aims to improve knowledge and understanding of and management of the patient. The topics covered will include:

- anatomy and physiology of the mouth, throat and neck
- normal swallowing mechanism
- reasons for swallowing difficulties
- trouble shooting
- assessing swallow capability
- equipment, and accessories

What does it involve?

A study session involving lecture/discussion/practical.

Cannulation

Who is the course for?

Registered nurses, midwives, ODPs, EDAs, and assistant practitioners.

Aim

To provide a combination of lectures and hands on practical skills to safely and competently perform peripheral intravenous cannulation.

What does it involve?

A study day involving lecture/practical session – with accompanying competency to be completed in the workplace.

Other information

Participants are required to complete a pre-course workbook (available from the Academy) which provides you with underpinning knowledge prior to the study day. This should be handed in one week prior to the course.

Community urinary catheterisation courses

Who is the course for?

The course is open to all trained staff. Part one consists of two e-learning modules. Part two is a practical session.

What does it involve?

The e-learning modules can be accessed via any computer with internet access. The web address is **www.corelearningunit.nhs.uk**. Once you have accessed the site you will need to register your details to create an account. Each module should take approximately 45 minutes to complete. The two modules to be completed are:

1 UC Preventing Healthcare Associated Infections Associated with Long-term Urinary Catheters

2 UC Preventing Healthcare Associated Infections Associated with Short-term Urinary Catheters.

When you have completed the modules please print out your certificates as you will need to bring them to the practical session which takes place at Salisbury Hospital and lasts about an hour. To book a practical session please contact the Academy Administrator.

Tel: **01985 220724** or Email: **community.education@gwh.nhs.uk**



Central venous catheterisation (CVC) management

Who is the course for?

Registered nurses, doctors, and midwives.

What does it involve?

Study Day involving lecture/practical session – with accompanying competency to be completed in the workplace.

Aim

To provide knowledge in the care of a patient with a CVC including:

What is CVC? Complications, Dressing Options, Sites, What can a CVC be used for? Maintaining Catheter patency; Removing a CVC; Meds and Fluid Administration; Types of CVC; Patient Management; CVP Measurement; Insertion of a CVC.

Other information

Further information can be obtained from Policy for the Scope of Professional Practice and Competency Standard – Management of a patient with a Central Venous Catheter (CVC). The competency must be updated in the workplace every two years.

Diabetes and blood glucose monitoring

Who is the course for?

For NAs who have received or are booked to receive Blood Glucose Monitoring Training, NAs who have achieved NVQ Level 2 in healthcare related topics. assistant practitioners and EDAs.

Aim

To provide competency based training with theory and practical demonstrations for the following:

- diabetes physiology
- control of blood sugar levels
- documentation.

What does it involve?

A study session involving lecture/discussion/practical – with accompanying competency to be completed in the workplace.

Other information

See the Royal Marsden Manual of Clinical Nursing Procedure (8th Edition). The training is one off.

Nursing Auxiliaries should have attained NVQ Level 2 or equivalent.

The competency must be updated in the workplace every two years.

Drug calculation tests

Who is the course for?

For those undertaking the IV Administration competency.

Aim

Prior to attending the study day staff should complete a drug calculations practice paper in the drug calculations workbook.

100% mark is required for attendance on the IV Medicine Administration Study Day. If you do not achieve 100% on the day you will be given the opportunity to retest within the near future.

Falls prevention

Who is the course for?

For all staff who work directly with clients/patients in the health and social care sector.

Aim

To include who is at risk, a team approach, importance of risk assessment, importance of taking a history, how a fall affects a patient/client.

Female catheterisation

Who is the course for?

NAs who have achieved NVQ 3 or QCF 3 and who have a signed, completed competency for aseptic non-touch technique.

Aim

Competency based training to provide you with the skills required to safely perform female catheterisation.

What does it involve?

Theory and practical session covering all aspects of catheterisation.

Other information

See the Royal Marsden Manual of Clinical Nursing Procedure (8th Edition). The training is one off.

Nursing Auxiliaries should have attained NVQ Level 3 or equivalent.

The competency must be updated in the workplace every two years.

Infection control – in-depth training for auxiliaries and ward staff

Who is the course for?

All staff who work directly with clients/ patients in the health and social care sector.

Aim

This course is to improve knowledge, practical skills, influence positive behaviour and increase understanding of how to prevent and control infection when working in the health and social care sector. Topics include:

- hand hygiene
- prevention and treatment of sharps injuries
- waste management
- universal precautions.

What does it involve?

The programme is over half a day and involves lecture, discussion and a practical 'hand washing' session.

This includes a self directed learning workbook.



Interpretation of ECGs

Who is the course for?

All staff who may be involved in recording and interpreting ECGs.

Aim

To provide a competency based training with theory and practice of the following:

- reading and interpreting an ECG and relevant documentation
- accountability and competence in interpreting the results of an ECG.

What does it involve?

A study session involving lecture discussion/practical – with accompanying competency to be completed in the workplace.

Other information

Suggested reading of the anatomy and physiology of the cardiac muscle and the cardiac conduction cycle would be beneficial prior to the course date.

IV medicine administration

Who is the course for?

Registered nurses, midwives and ODPs who are wanting to take on the role of intravenous medicine administration.

What does it involve?

Study day involving lecture/practical session with accompanying competency to be completed in the workplace.

Aim

To provide training in clinical risk, NPSA, incidents and near misses, infection control, accountability and competency.

To provide practical issues in giving IV medicines, anaphylactic shock, risks and benefits of IV therapy.

Other information

You will need to attend a drugs calculation test and obtain 100%. You will also need to complete a pre-course workbook. The competency must be updated in the workplace every two years.



Male catheterisation

Who is the course for?

Doctors, registered nurses, assistant practitioners and EDAs.

Aim

To provide a combination of lectures and practical skills including:

- reasons for catheterisation and patient assessment
- the implications
- risks and contraindications
- product selection
- infection control
- accountability and competence.

What does it involve?

A study day involving lecture/practical session – with accompanying competency to be completed in the workplace.

Other information

See the Royal Marsden Manual of Clinical Nursing Procedure (8th Edition). The training is one off.

The competency must be updated in the workplace every two years.



NA ECG

Who is the course for?

Nursing auxiliaries, assistant practitioners and EDAs.

Aim

To provide competency based training with theory and practice of the following:

- recording an ECG and relevant documentation,
- accountability and competence.

What does it involve?

A study session involving lecture/discussion/practical – with accompanying competency to be completed in the workplace.

Other information

See the Royal Marsden Manual of Clinical Nursing Procedure (8th Edition). The training is one off.

Nursing Auxiliaries should have attained NVQ Level 2 or equivalent.

The competency must be updated in the workplace every two years.

NA induction (three days)

Who is the course for?

Newly recruited nurse auxiliaries who have not worked for the Trust as an NA in the past 12 months.

Aim

Intensive training to equip nursing auxiliaries/health care support workers with the range of knowledge and skills needed to safely and competently commence work in the clinical area.

Other information

There is a workbook to accompany the session. Completion of the Workbook contributes towards the NVQ2 in Health and Social Care.

What does it involve?

Practical sessions, lecture, discussion, quizzes, workbooks over three days.

Nasogastric tube insertion and feeding

Who is the course for?

All registered staff.

Aim

To inform staff about the correct insertion techniques for NG tubes and an increased knowledge regarding feeding regimes.

Observations and pain management

Who is the course for?

Staff who have NVQ/QCF Level 2 or have completed the GWHFT Foundation Programme (Level 2).

Aim

To provide competency based training. Theory and practice for the following:

- anatomy and physiology
- blood pressure
- respiration rate
- temperature
- pulse measurement
- SOS scoring and documentation
- pain assessment.

What does it involve?

A study day involving lecture/practical session.

Other information

You must complete a pre-course workbook (available from the Academy) which provides you with underpinning knowledge prior to the study day. This should be handed in one week prior to the course.

The associated competency must be updated in the workplace every two years.

PICC maintenance workshops

This course is for maintenance of lines ONLY and does not cover insertion of lines and drug administration.

Course content

Troubleshooting and management of complications, maintaining catheter patency – flushing, patient management, dressing options.

Physical Assessment and Clinical Examination (PACE)

This short course is appropriate for those wishing to develop and enhance their skills of physical assessment in a systematic way. Other aspects of the patient assessment process are also considered, so it is advantageous to have knowledge of the broader aspects of patient assessment.

The course includes practical skills linked to physical examination, covering the various systems of the human body and exploring anatomy and physiology in depth.

The course runs over seven weeks, with an online examination within six weeks of the last day of delivery. There is an expectation that students will devote time to study in their own time.

Pressure area care

Who is the course for?

All staff who work directly with clients/patients in the health and social care sector.

Aim

To include what is a pressure sore, causes and grading of pressure sores. Prevention and technological interventions. The effect on patients and identifying who is at risk. Holistic treatment of patients with pressure sores.

Promoting bowel health

Course content

Anatomy and physiology; causes and symptoms of bowel dysfunction; bowel assessment and documentation; medication and treatments; lifestyle advice.



Return to acute care

The Return to Acute Care course provides a structured process for the induction and development of registered nurses who have not worked in the acute setting in the UK recently.

We recognise that the role of the acute nurse today requires a significant level of specific knowledge and skills which are delivered autonomously with confidence and competence.

If you wish to pursue a career in the acute hospital environment and have a current live NMC Registration, but lack confidence or recent acute experience – then this is the course for you!

The course is run over 14 weeks in total, one full day per week. This will alternate between one week of theory and one week on a practical ward placement.

You will be allocated a ward where you will be supported and supervised in the clinical setting.

This will include:

- demonstration of best and current practice
- hands on care delivery
- support, guidance and encouragement
- positively challenging the aspects of the your practice in conjunction with your peers
- identification and discussion of concerns
- reflection on your work and development
- feedback of observed practice
- establishment of your areas of competence
- identification of areas for development
- agreement and plans for future activity.

The Return to the Acute Setting (RAC) course is a comprehensive programme including the following:

- organisational awareness
- clinical skills development
- clinical assessment and management
- personal professional development
- practical and academy assessment
- certification of successful completion

We have developed a set of written standards which you will work through during your course which is a template of expectations which can be measured and reviewed. You will have tutorial time with the course leaders as well as a mentor in your clinical area to assist you with these.

Successful completion of the course will allow you to access the accelerated pathway for employment within the Trust.

For further details and an application form please contact: 01793 604438.

Rhythm of life

Who is the course for?

All staff who are involved with in-depth interpretation of ECGs and diagnosis.

Aim

To provide a combination of lectures and practical skills including:

- anatomy and physiology, performing an accurate ECG
- interpreting the ECG
- atrial rhythms
- ventricular and junctional
- myocardial infarction and ischaemia, bundle branch blocks
- AV block
- case studies and review.

What does it involve?

A study session involving lecture/ discussion/practical.

Suprapubic re-catheterisation

Who is the course for?

Registered staff, Assistant Practitioners and EDAs.

Aim

Competency based training to prepare staff to take on the role of managing Suprapubic catheters. A combination of lectures and practical hands on skills to safely and competently perform re-catheterisation of suprapubic catheters.

What does it involve?

Theory and practical session with accompanying competency to be completed within the workplace.

Other information

You must complete a pre-course workbook (available from the Academy) prior to the study day. This should be handed in one week prior to the course.

Tissue viability

Management of patients with complex wounds: diabetic wounds, malignant wounds, wet wounds and rheumatoid patients.

Wound assessment and healing: basic wound management including aseptic technique and basic bandaging.

Wound healing and tissue repair conference: management of patients with wounds from bone to epithelium.

Skills workshop - larvae therapy, NPWT, coban bandaging, pressure relief and dopplers.

Management of patients with leg ulcers.

Tracheostomy management

Who is the course for?

For all members of the multidisciplinary team, including registered nurses, nursing auxiliaries (NVQ Level 3 only), doctors and physiotherapists.

What does it involve?

Study day involving lecture/practical session practical with accompanying competency to be completed in the workplace.

Aim

To provide lectures and scenarios including knowledge and skills relating to caring for the patient with a tracheostomy including:

- what is a tracheostomy?
- types of tracheostomy
- contraindications
- patient care
- advantages and disadvantages
- methods of insertion
- complications
- oxygen therapy/humidification.

Venepuncture

Who is the course for?

Registered nurses, midwives, ODPs, EDAs assistant practitioners and nurse auxiliaries who have completed the NVQ/QCF Level 3 with the opportunity to practice this skill on a regular basis.

What does it involve?

Study day involving lecture/practical session with accompanying competency to be completed in the workplace.

Aim

To provide a combination of lectures and hands on practical skills including:

- legal issues
- professional issues
- infection control issues
- anatomy
- potential complications and risks
- patient safety
- equipment
- understanding the process of blood taking.

Other information

Participants are required to complete some self directed learning prior to the day.

Verification of death

Who is the course for?

Staff who require verification of expected death skills.

Aim

Trust policy and legal issues; categories of death; scope and responsibilities; procedures; definitions and processes; clinical examination following expected death; action to be taken as a result of death; verification of death guidelines; communication with relatives.



Medical device training

Medical device training can offer face to face training or workbook/e-learning package, on a range of equipment used across the trust.

Medical device training CNS can also offer general equipment support/advice and advice for establishing training for specialist equipment along with clinical competency assessment where required.



Flowtron Training and Support

**Assistance and Support
Arranging Specialist
Equipment Training**

**For Training
Information and
Support or General
Equipment Training
Advice Call**

**Ext 5912 or
Bleep 1182**

**IV Infusion
Device Training and
Competency
Assessment**

**Beds/Mattress
Training and Support**

**Feed Pump
Training and Competency
Assessment**

**POC Device
Training and Competency
Assessment**



The team are presently developing our own DVD learning modules and plan to ensure that in time we have this resource for all equipment where training is our responsibility as we feel the best way to understand and learn about equipment is if you can see it in practice.

The DVD will be linked to Training Tracker so you will watch this as part of update training but please be advised you must return to Training Tracker to complete any assessment or print off an assessment and complete and return as indicated on the document for your records to be updated.

Mini guides can be found on the intranet which provide a mini guide to devices for update purposes or for supporting information following training and do not replace full training via face to face or e-learning as required.

Graseby 500/505 volumetric pump

Asena GH syringe driver

Asena CC syringe driver

Omnifuse PCA pump

Bodyguard 545 epidural pump

Nutricia feed pump

Asencia blood glucose meter

Abbott blood ketone meter

Beds and mattress pressure prevention flow chart

Trinova full dynamic replacement therapy mattress

Viaclin overlay mattress

Flowtron – under development

Bladder scanner – under development

Virtuoso full dynamic replacement Therapy mattress – under development



Wider workforce (Bands 1-4)

The Academy Bands 1-4 team provide internal and external training related to role specific and life skills specifically for Bands 1-4 working in clinical and non clinical areas. We offer a dedicated area in the library known as the "Learning Zone" especially for the use of Bands 1-4.

We provide advice and guidance on an individual basis with regard to ongoing development and skills training.

GWHFT foundation award for Band 2 staff (clinical/non clinical)

Who is the course for?

The course is designed for all Band 2 staff in the Trust that have not completed a NVQ/QCF Level 2 within their role.

Aim

To prepare Band 2 staff (clinical and non clinical) with the extended knowledge and skills required to enhance their work within the team.

What does it involve?

The course will involve four study days over six months. Each study day will involve core skills essential to daily practice. The candidate will be expected to complete workbooks, assignments and reflective diaries, some of which will be in their own time. All candidates will require a mentor and be expected to work with them to complete associated competencies.

Other information (pre-course requirements)

Literacy and numeracy will be expected to be at Level 1.

NA updates

These are designed for all nursing auxiliaries and health care support workers to provide an update on current issues and practice within the health care setting. This will include accountability, privacy and dignity and record keeping.



Clinical skills courses

Observations

This session is for any NA or HCA who has been in post for at least 6 months who needs to take observations on a regular basis as part of their role. The course will cover anatomy and physiology, blood pressure, respirations, temperature, pulse, SOS scoring and documentation of observations. Pain assessment and management are also included.

You must complete a pre-course workbook (available from the Academy) which provides you with underpinning knowledge prior to the study day. This should be handed in one week prior to the course. To book please complete an application form.

Recording ECG [How to take an ECG]

This session is for any NA or HCA who has been in post for at least six months who needs to take ECGs on a regular basis as part of their role. The course includes how to record and ECG and relevant documentation. You must complete a pre-course workbook (available from the Academy) which provides you with underpinning knowledge prior to the study day. This should be handed in one week prior to the course. To book please complete an application form.

Aseptic technique

This session is for any NA or HCA who has a Level 2 NVQ/QCF in Health or the GWH Foundation Award who needs to renew simple dressings on a regular basis as part of their role. The session includes the theory behind ANTT and includes a practical demonstration. You must complete a pre-course workbook (available from the Academy) which provides you with underpinning

knowledge prior to the study day. This should be handed in one week prior to the course. To book please complete an application form.

Blood glucose monitoring

This session is for any NA or HCA who has a level 2 NVQ/QCF in Health or the GWH Foundation Award who needs to obtain a blood glucose reading on a regular basis as part of their role. The session includes theory and practical demonstration on how to use the blood sugar monitor as well as diabetes physiology. To book please complete an application form.

Female catheterisation

This session is for any NA or HCA who has a level 3 NVQ/QCF in Health and obtained the aseptic technique competency who needs to perform female catheterisation on a regular basis as part of their role. The session teaches candidates the theory behind female catheterisation and includes a practical demonstration. You must complete a pre-course workbook (available from the Academy) which provides you with underpinning knowledge prior to the study day. This should be handed in one week prior to the course. To book please complete an application form.

Venepuncture

This session is for any NA or HCA who has a level 3 NVQ/QCF in Health who needs to take venous blood on a regular basis as part of their role. The session includes lectures and hands on practical skills including, legal issues, professional issues, infection control issues, anatomy, potential complications and risks, patient safety, a selection of equipment and understanding the process of blood

taking. You must complete a pre-course workbook (available from the Academy) which provides you with underpinning knowledge prior to the study day. This should be handed in one week prior to the course. To book please complete an application form.

Cannulation

This session is for any assistant practitioner who has a foundation degree or equivalent who needs to cannulate on a regular basis as part of their role. The session includes lectures and hands on practical skills including legal issues, professional issues infection control issues, anatomy, potential complications and risks, patient safety, a selection of equipment and understanding the process of cannulation. You must complete a pre-course workbook (available from the Academy) which provides you with underpinning knowledge prior to the study day. This should be handed in one week prior to the course. To book please complete an application form.

Male catheterisation

This session is for any assistant practitioner who has a foundation degree or equivalent who needs to catheterise on a regular basis as part of their role. This session includes the theory behind male catheterisation and includes a practical demonstration. You must complete a pre-course workbook (available from the Academy) which provides you with underpinning knowledge prior to the study day. This should be handed in one week prior to the course. To book please complete an application form.

Non clinical skills courses

Medical terminology

This session is designed for anyone who would like to learn how to master medical terminology. You must complete a pre-course workbook (available from the Academy) which provides you with underpinning knowledge prior to the study day. This will need to be submitted one week prior to the course. Failure to do so will result in you being unable to do the course.

Literacy and numeracy

The Academy works with an external provider to give staff the opportunity to develop the skills in literacy, numeracy and IT training. We can provide initial assessment in literacy and numeracy and advice on the next steps. For further information please contact the Academy.

Apprenticeships

The Academy works with several different external providers to give existing staff and new recruits the opportunity to undertake non clinical apprenticeships in customer service, business and administration, medical administration, team leading and management. Apprenticeships have an eligibility criterion and may be subject to additional funding from August 2013. If you are interested in undertaking yourself or you are a manager interested in employing an apprentice please contact Academy for more information.

Minute taking

This course will take you through the process of managing meetings in a healthcare environment. The half day covers setting up meetings, managing the agenda and taking minutes. You must complete a pre-course workbook (available from the Academy) which provides you with underpinning knowledge prior to the study day.



Resuscitation service department

The Resuscitation department offers a wide spectrum of training courses enabling clinicians to be confident in the recognition and treatment of sick patients, prevention of cardiorespiratory arrest and develop quality resuscitation techniques. Resuscitation Officers offer clinical support across the Trust at adult and paediatric emergency team calls.

Contact us regarding any resuscitation advice or resuscitation equipment provision.

IMPACT

**For resuscitation
information
call extension
4535**

**Advanced
Life Support**

**For course bookings
call extension
4425**

**Adult Basic
Life Support**

ALERT

**Immediate
Life Support**

**Paediatric
Immediate
Life Support**

**European Paediatric
Life Support**

**For more information
call extension
4440**

Resuscitation training

- **providing quality resuscitation services training**
- **delivered by qualified clinical trainers who are expert in their field.**
- **tailored to the specific needs of the work place**
- **compliant with internationally recognised standards**
- **aimed at saving lives**

The resuscitation service at the Trust is more than just a training department. Our aim is to offer a service individually tailored to meet the needs of a variety of organisations and ensure a comprehensive approach to the "Chain of Survival."

Simulation training

The Trust has both a SimMan™ and a SimBaby™ which offers more exposure to simulated critical incidents in a controlled and supportive environment. These highly technical training aids provide realistic anatomy and clinical functionality so that they can be used to simulate a variety of emergency scenarios. There is also a video de-brief capability.

Our partnerships

We have been providing a service to a number of professional organisations for many years. These include commissioners, dentists, GPs, local authorities, other government organisations and private companies. We are always willing to look at forming new partnerships, assessing training requirements and delivering planned programmes.

Resuscitation officers/trainers

All our instructors hold the Resuscitation Council (UK) approved certification and all have backgrounds in acute adult and paediatric care.

They all also carry emergency pagers and regularly attend medical emergencies, including supporting staff, assisting in or leading cardiac arrest management.

Courses and programmes

With increasing pressures for organisations to meet clinical governance requirements, along with an increasing awareness of the public regarding the use of life saving procedures, we can provide comprehensive training packages to suit all levels from basic through to advanced, from neonates to adults. The aim is to ensure that your staff, equipment and processes are in place and are ready to respond to all emergency situations.

Equipment

With a thorough knowledge of the suppliers and manufacturers of both clinical resuscitation and training equipment, the Resuscitation Officers are happy to advise and train on appropriate and recommended equipment. We also ensure that all equipment in use is maintained, updated and compliant with current guidelines. We hold a large supply of manikins and equipment to provide training for emergencies of all ages from baby to adult.



ABLS and AED – Adult Basic Life Support and Automated External Defibrillator

Who is the course for?

Nursing, medical staff, nursing auxiliaries and allied health professionals.

Aim

For staff to learn the skill of Adult Basic Life Support. Also to understand the concept of the recognition of the sick patient using the Swindon Outreach Score (SOS) and know the procedure for calling the Resuscitation team.

This session covers assessment of the unconscious adult

- assessment of Airway, Breathing and Circulation
- the skills required for performing Cardiopulmonary Resuscitation including artificial ventilation and chest compressions
- the use of a pocket mask/bag valve and mask/resuscitation trolleys/ recovery position/choking procedure and SOS
- use of Automated External Defibrillator

What does it involve?

Two hour lecture and practical session.

Alternative training

Bespoke work based sessions can be arranged. Contact us for more information.

Advanced life support

Who is the course for?

This course is designed for healthcare professionals who will be expected to apply advanced life support in their clinical role. Appropriate participants include doctors and nurses working in critical care areas (eg ED, CCU, ICU, HDU, operating theatres, medical admissions units) or on the cardiac arrest/medical emergency team and paramedics. All applicants should hold a current clinical appointment and professional healthcare qualification.

Aim

To prepare senior members of a multidisciplinary team to manage peri-arrest situations and to treat the patient until transfer to a critical care area. The complexity and management of cardiac arrest situations, including decision making and effective communication with the team and the patients relatives, is included.

What does it involve?

Two day course consisting of lectures, teaching scenarios, demonstrations, skill stations, group discussions and workshops. Continuous assessments with further practical formal assessment and multiple choice questions paper on the second day.

Other information

This course is accredited by Resus Council (UK). It is expected that all candidates are competent in performing basic life support (BLS) and this MUST be achieved prior to attending.

We also offer 1 day e-ALS courses that combine e-learning with a one day face to face session.

European paediatric life support

Who is the course for?

Healthcare professionals who would be expected to undertake advanced paediatric life support as part of their clinical duties, or to teach them on a regular basis. Specifically doctors, nurses and paramedics working in direct contact with children. All applicants should hold a current clinical appointment and professional healthcare qualification. Medical students in their final year of training can be accepted as candidates provided they do not exceed 10% of the total number of candidates.

Aim

To prepare members of a multidisciplinary team in the management of a seriously ill infant or child. Includes basic life support, airway management, circulatory access, fluids and drugs used in a paediatric emergency. Cardio respiratory arrest, ALS algorithms, trauma and newborn.

What does it involve?

Two day course consisting of lectures, teaching scenarios, demonstrations, skills stations, workshops and group discussions. Continuous assessment with further formal practical assessment and MCQ paper on the day.

Other information

This course is accredited by Resus Council (UK). Pre-course preparation is required.



Immediate life support

Who is the course for?

Registered nurses, doctors, dentists and cardiac technicians.

Aim

To provide ABCDE assessment, basic life support, simple airway management and safe defibrillation (manual and/or AED) enabling the management of patients in cardiac arrest until arrival of the Medical Emergency team and to participate as a member of that team.

What does it involve?

A one day course consisting of lectures and practical sessions.

Other information

This course is accredited by Resus Council (UK). Annual update required by attending ILS re-certification course. Please call 01793 604425 for recertification session dates.

IMPACT course (Ill Medical Patient Acute Care and Treatment)

Who is the course for?

Doctors and nursing staff in all specialities.

Aim

To teach key skills in acute medicine such as chest pain management, chest drain insertion, non invasive ventilation, blood gas and ECG interpretation.

What does it involve?

Two day course consisting of lectures, interactive workshops and scenarios.

This course is supported by all medical colleges, the Royal College of Anaesthetists as well as the Resus Council (UK) and Intensive Care Society.

Newborn basic life support

Who is the course for?

Midwives, SCBU nurses, doctors, Emergency Care Practitioners, ODPs, paramedics.

Aim

To provide an assessment of the newborn at birth: assessment of airway, breathing and circulation. To provide skills required to provide effective resuscitation and the use of simple airway adjuncts used as a resuscitative.

What does it involve?

A one and a half hour lecture and practical session.

Paediatric basic life support

Who is the course for?

Doctors, nurses and allied health professionals (AHPs) that have direct paediatric patient contact.

Aim

To provide an assessment of the unconscious infant/child including assessment of airway, breathing, circulation and early warning PEWS score. Skills required for performing Cardiopulmonary Resuscitation, the use of simple bag valve mask and choking procedure.

What does it involve?

A lecture and a practical session.

Paediatric immediate life support

Who is the course for?

All nurses and AHPs who have direct paediatric patient contact.

Aim

To provide Paediatric Basic Life Support (BLS) and skills in foreign body obstruction; airway management and ventilation; BLS with adjuncts, emergency circulatory access; fluid administration and medications; paediatric ALS algorithm and management of cardio-respiratory arrest; scenario practice and optional targeted training.

What does it involve?

One day course consisting of lectures, workshops and practical scenarios.

Other information

This course is accredited by Resus Council (UK). Annual update required. Please contact 01793 604440 for re-certification session dates.

REACT

Who is the course for?

Doctors, nursing staff, paramedics and AHPs in all specialities.

Aim

To provide a look at how we can improve the recognition and treatment of the acutely ill adult patient.

What does it involve?

One day course consisting of lectures, group work and scenarios.

Other information

This is a nationally recognised certificate. There is a pre-course workbook to read before the course.

To book please complete an internal application form.



Personal development

The Core Skills Training team offers a wide range of training courses enabling clinical and non clinical staff to develop personally and professionally.

The practical and interactive courses help staff refresh their knowledge and skills sufficiently to carry out their work duties safely and efficiently protecting staff, patients and public from harm. Managerial courses assist careers and professional development at all levels.



Leadership and management training

GWH leading managers

Who is the course for?

For all new managers. Also for existing staff who are leading a team or managing a service.

Aim

To give managers a solid foundation of knowledge and skills on which to build their service and teams.

What does the course involve?

A six-month modular programme consisting of:

- One day per month classroom activity
- Workbooks
- Workplace competencies
- Workplace shadowing/observation

Emerging managers

Who is the course for?

Any staff who are considering entering into a supervisory or management position in the future.

Aim

To develop skills in the understanding of self, others, teams, GWH and the wider NHS.

What does it involve?

A three month programme consisting of:

- One day per month classroom activity
- Workbooks
- Competencies

BELBIN®

Belbin is a method for obtaining 360-degree feedback.

This process entails approaching managers, colleagues and those who are managed by the individual (where applicable) and asking them to complete a short assessment.

The Observer Assessment takes 5-10 minutes to complete and consists of two tick-lists of adjectives. The observers tick the adjectives if they feel that they strongly apply to the individual.

Who is it for?

For individuals or teams.

Contact the Academy for details.

Myers-Briggs Type Indicator®

The Myers-Briggs Type Indicator (MBTI) assessment is a psychometric questionnaire designed to measure psychological preferences in how people perceive the world and make decisions.

The indicator can be used in the areas of career counselling, team building, group dynamics, professional development, leadership training, life coaching and personal development.

For individuals or teams. NB there is a cost to the department for this resource.

Contact the Academy for further information.

Introduction to training (City & Guilds)

Who is the course for?

Any staff who deliver training formally or informally.

Aim

To provide a solid foundation of theory and practice in the delivery of training.

What does it involve?

- Attendance at two one-day workshops, one-two weeks apart.
- Delivery of a 10 minute presentation
- Multiple choice test

Presentation skills

Who is the course for?

Any staff who deliver presentations.

Aim

To provide a solid foundation of skills and practice in the delivery of presentations.

What does it involve?

- Day 1 – PowerPoint Plus: using the equipment
- Day 2 – Get constructive feedback on your presentation

Work and life skills

Planning for your retirement

Who is the course for?

All staff.

Aim

Together with Oak Tree Financial Training we have arranged a course which guides you through the financial complexities of retirement. We will cover the financial implications of retirement including:

State pensions and allowances, NHS and other company pensions, investments and savings insurance and other benefits, wealth preservation, wills and succession planning, long term care and inheritance tax.

What does the course involve?

Half day morning or afternoon session.

Professional and personal development training

Foundation Award Level 2

Who is the course for?

Bands 2 (Clinical and non clinical).

Aim

For all Band 2 staff to build on their current skills by completing a local qualification.

What does it involve?

Four study days over six months. Four mandatory.

Modules:

- communication
- challenging diversity
- customer service
- managing the patient journey

A workplace based project of your choice.

Incident investigation

Who is the course for?

Staff who are detailed with carrying out in-depth investigations of incidents.

Aim

To outline issues for those people dealing with serious untoward investigations.

Medical terminology

For all Bands 1-4 who would like to learn how to master medical terminology.

You must complete a pre-course workbook (available from the Academy) which provides you with underpinning knowledge prior to the study day. This will need to be submitted a week prior to the course. Failure to do so will result in you being unable to do the course.

Patient experience for non clinical staff – customer service.

Who is the course for?

For all non-clinical staff particularly those with day to day contact with patients as well as staff.





Preceptor training

Who is the course for?

Clinical staff at Band 5 as new entrants identified by their managers.

Aim

Preceptorship provides a structured process for the induction and development of new staff taking up roles that require a significant level of knowledge and skills with some degree of autonomy. It aims to give support in the areas of clinical practice, professionalism and wider organisational awareness.

What does the course involve?

Four days over four months.

Preparing to teach in the lifelong learning sector

Who is the course for?

All non-nursing staff who want to fulfil a teaching role.

Aim

To provide a basic toolkit to enable you to plan and deliver sessions to adults including:

The role and responsibilities of the teacher/training

- teaching and learning approaches
- session planning skills
- motivating and including all learners
- assessment and record-keeping

What does the course involve?

36 hours over 12 weeks.

Dementia champions forum

Who is the course for?

Staff with an interest in dementia and becoming a dementia champion.

Aim

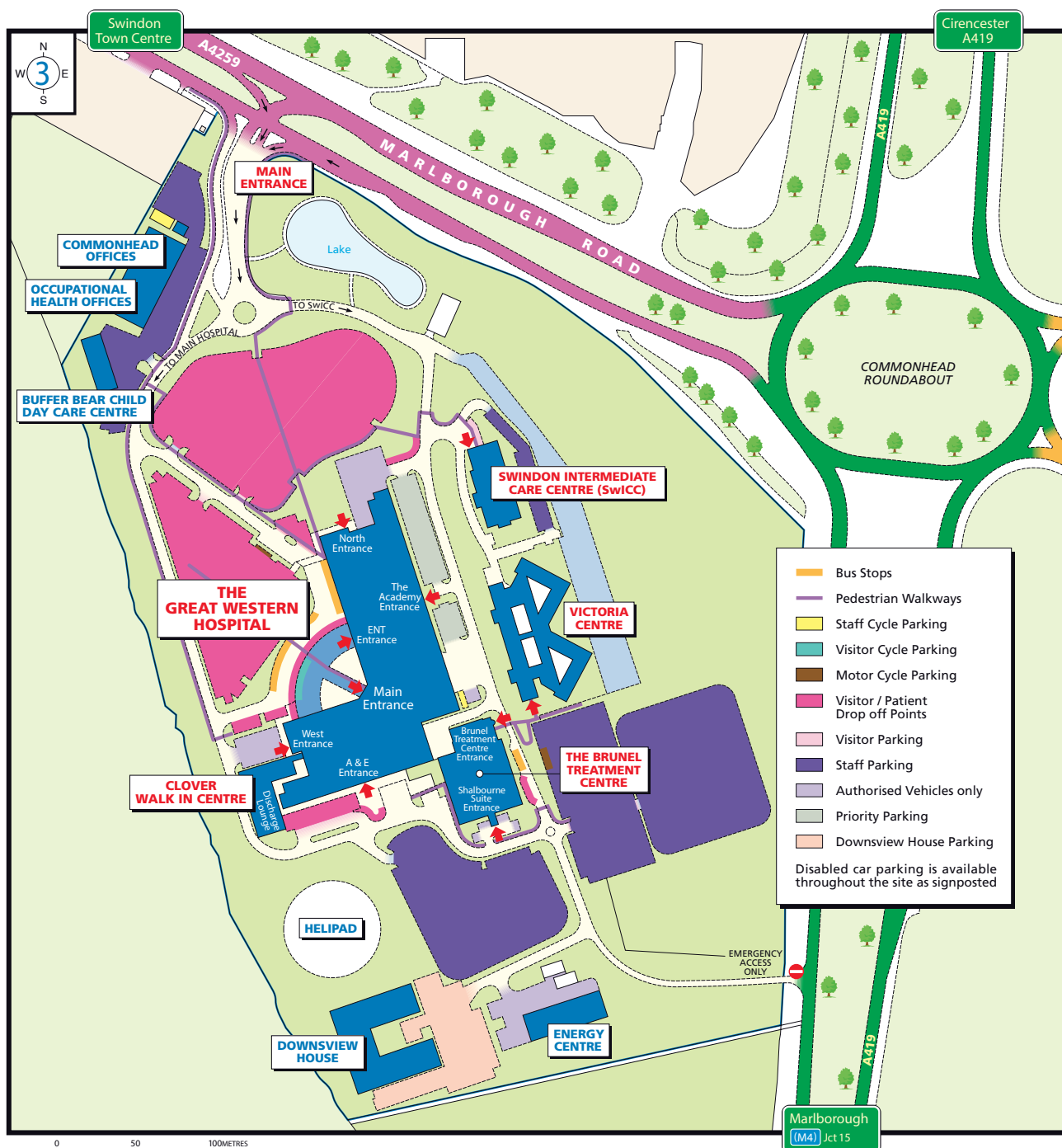
This forum will keep you up to date, help you learn new skills and enable you to share these with your peers.

What does it involve?

Lecture, discussion and sharing good practice.

How to find us

Travelling to the Great Western Hospital, Swindon



By rail

The nearest main line station is Swindon, located in the town centre. A Hospital Express Shuttle bus service (number 16) links the town centre to the hospital. For train timetables please call 08457 484950 or visit www.nationalrail.co.uk.

By bus

Services run frequently both from the town centre (Fleming Way and the Bus Station) and surrounding area. The following Thamesdown Services run to the hospital: 11, 16, 19, 20, 21, 46, 47, 47A, 48 and 48A. For more information please contact Thamesdown Transport on (01793) 428 428 or visit www.thamesdown-transport.co.uk. Alternatively call Traveline on 0870 608 2 608 or visit www.traveline.org.uk.

By cycle

The hospital is linked to the Swindon cycle path network. Cycle parking is available outside the main entrance.

By road

The Great Western Hospital is located to the southeast of Swindon Town Centre, close to Junction 15 of the M4 motorway.

From the M4

Exit at Junction 15 and head north on the A419 towards Swindon. Following signs to the Hospital, turn off the A419 onto the slip road before the Commonhead flyover and turn left into Marlborough Road, A4259. The entrance to the Hospital is 300 metres on the left.

From the North

On approaching Swindon join the A419 south following signs for the M4; this is the Stratton St Margaret by-pass. Following signs to the Hospital, turn off onto the slip road before the Commonhead flyover and take the fourth exit at the roundabout into Marlborough Road, A4259. The entrance to the Hospital is 300 metres on the left.

From the town centre

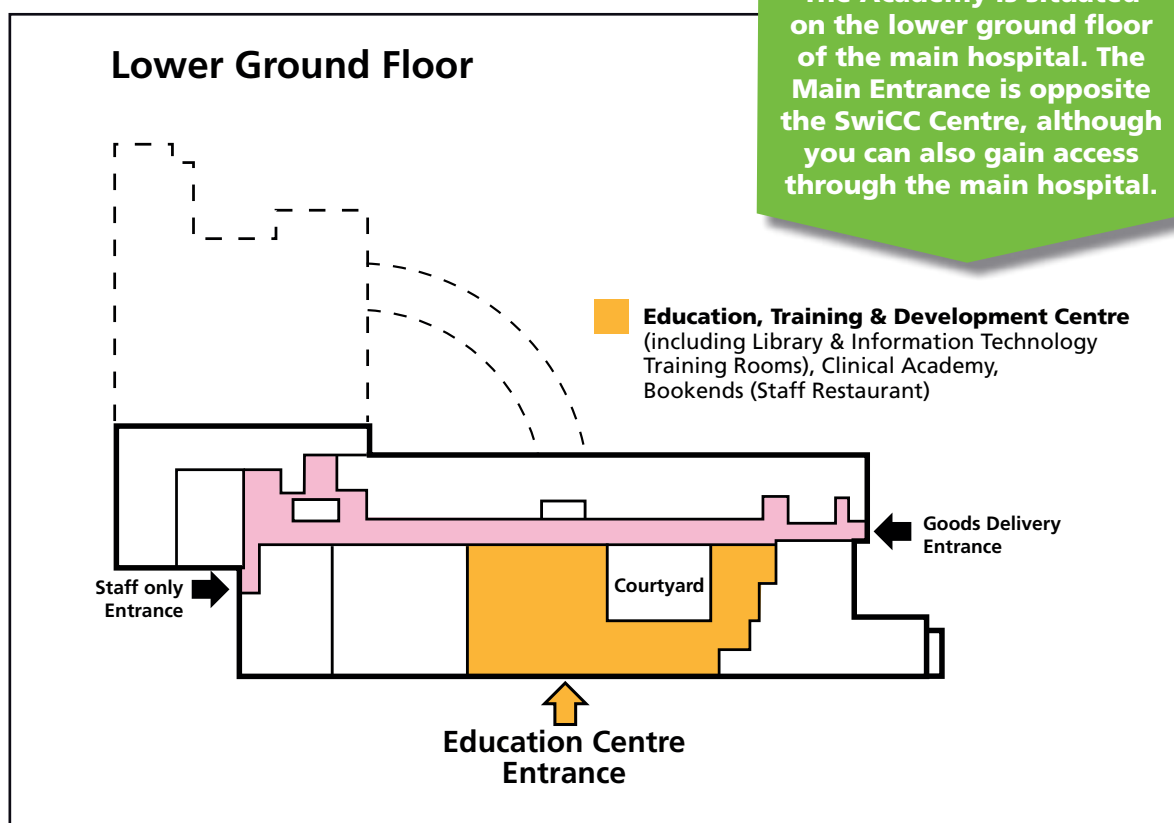
Leave the town centre via Fleming Way to the Magic Roundabout and travel straight across into Queens Drive A4259. At the next roundabout take the third exit to remain on Queens Drive. Travel straight ahead at the next roundabout into Marlborough Road. The entrance to the Hospital is 1500 metres on the right.

On arrival

Please aim for one of the PINK car parks as per the map, which is visitor parking.

Take a ticket at the barrier as this will permit your entry to the car park. However, you will be given a subsidised ticket from the Academy which means you can park all day for just £1.

You take this to a pay machine before returning to your car and then use it to exit at the barrier.



Facilities

In the hospital

The Academy is situated on the lower ground floor of the Great Western Hospital and contains two lecture halls, two large seminar rooms, a simulation suite/clinical skills lab and five smaller seminar rooms.

The room sizes and facilities are as follows:

Room	Capacity	Equipment
Lecture Hall 1	100 Conference Style	PC built into lectern Live theatre Link Overhead projector Large screen DVD/VCR
Lecture Hall 2	40 Conference Style	PC built into lectern Overhead projector DVD/VCR External laptop capabilities
Seminar 1 or 2	30 Conference Style 20 Boardroom Style	Built in video conferencing equipment Dual projection PC, DVD, VCR External laptop capabilities Microscope Visualiser
Seminar 4 or 5	15 Conference Style 10 Boardroom Style	PC Overhead projector Portable speakers
Seminar 6 or 7	20 Conference Style 18 Boardroom Style	PC Overhead projector TV with built in VCR Portable speakers
Simulation Suite/Clinical Skills Lab	30 Conference Style 20 Boardroom Style	PC Overhead projector Speakers Simulation equipment including a separate control room with one way mirror to facilitate realistic Resus scenarios.

Live links to theatres (Telemedicine) is available in Lecture Hall 1 and Seminar Rooms 1 and 2.

In the community

The Academy is also responsible for a number of training rooms in and around Wiltshire as follows:

Room	Capacity
Chippenham Training Room 1	40 Conference style
Chippenham Rowden Hill Clinical Skills Lab	12 Conference style
Savernake Clinical Skills Room	20 Conference style
Warminster Clinical Skills Room	20 Conference style

All rooms can be booked through the Academy Reception – **01793 604416**.

Restaurants

Meals and snacks are available in the hospital restaurant, off the main entrance on the ground floor and in the staff canteen, Bookends, and is situated just off the Library on the lower ground floor. Café Blue offers a selection of sandwiches and cakes as well as Costa coffee. A further Costa Coffee outlet and shop is also available on the ground floor, by the main entrance, offering a range of drinks, sandwiches and snacks.

There is a Boots store beside the Clover Unit on the ground floor and this also serves sandwiches, snacks and drinks.

Occupational Health

Great Western Hospital has an excellent Occupational Health department located at the Trust Headquarters, to the right of the hospital entrance. Their confidential service is available to help with work related problems such as stress, immunisations, counselling and workplace allergies. If you need to access the Occupational Health Department you should request a referral from your manager.

In addition, should you sustain a needle-stick injury whilst in the Trust, please inform your line manager immediately.

How to Apply

For course dates and further information please see the Academy intranet pages.

To apply for a place on a course, please send a booking form (available on the Academy Intranet page) to **The Academy, Lower Ground Floor, GWH, Marlborough Road, Swindon SN3 6BB**.

Alternatively, email the form to **academy.training@gwh.nhs.uk** (acute staff) or **community.education@gwh.nhs.uk** (community staff).



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Marlborough Road
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SN3 6BB

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E-mail: **info.academy@gwh.nhs.uk**
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