

# *Learning and Development*

## *Opportunities and Options*

### *Annual Calendar*

*June 2010—March 2011*

*(Further Training Activities will be added throughout the year)*

# Learning and Development



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## How to Apply



### **IMPORTANT INFORMATION**

#### **Process for applying to all training courses**

If you would like to apply for a course you must complete the appropriate application form and send it to the Learning and Development department to be processed.

Once we have processed your application you will be sent a letter confirming your place on the course. There is no guarantee that a space will be available on the course you request, but we will endeavour to allocate you a place, on the next available session.

Please ensure that you complete all parts of the application form and it is signed by your line manager. If all the parts of the application form are not completed then it will be returned to you.

Please Note- If you would like to apply for a course which is delivered by RD&E you must complete our internal application form and send directly to us for authorisation and not to RD&E as they will not book NHS Devon staff onto their courses without prior authorisation from the Learning and Development department.

If you require any further information or would like to request an application form, please contact the Learning and Development Team.

#### **Course Cancellations**

If you cancel from a course and do not book right away then you will need to re-apply for the by completing another application form.

**Please note that while refreshments will be provided throughout the day you will need to provide your own lunch for all courses, unless stated otherwise.**



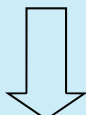
## How to Apply



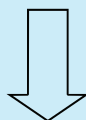
### IMPORTANT INFORMATION

Process for Applying to all Training Courses:

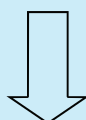
**Complete all sections of the Application Form**



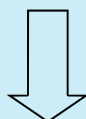
**Obtain your Line Managers Signature**



**Send into Learning and Development (if emailing the application then please copy in your line manager into the email)**



**Application form Processed by the Admin Team**



**Confirmation Letter sent via Internal Post**

### Type of Application Form

- **Internal Application Form** – This form should be completed by all internal staff when applying for any courses which do not require funding.
- **Venepuncture/Cannulation/Venepuncture for HCAs Application Form** – This should be completed when applying for this course. All parts of the form needs to be completed or your application cannot be processed.
- **Study Leave/Funding Application Form** – This form should be completed when applying for funding towards External training or if you require study leave which takes you over your allocated 6 days. Please send the application 8 weeks in advance of the course date.



## How to Apply Study Leave Policy



Process for Applying for Study Leave/Funding:

### **External courses/activities**

Direct requests for additional funding from the learning and development budget for external activities will be considered by the Learning and Development Panel which meets monthly, so applicants will need to plan ahead with this time frame in mind.

The applicant and/or line manager should complete an application form and a course approval business case form. This should outline how the activity relates to the objectives of NHS Devon and improved service provision.

Any request for funded learning activity should reflect an identified need within the Trust's Organisational Objectives and the individual's Personal Development Plan (PDP), which is linked to the Knowledge and Skills Framework (KSF). The table below indicates the level of funding which may be available.

CATEGORY	DESCRIPTION	FEES
1 and 2	Courses essential to the PCT and/or the individual and PCT as identified in organisational objectives and PDP to fulfil the Knowledge and Skills Framework outline of the post.	100% supported
3	Learning that will enhance individual CV and career prospects and might also benefit the Trust	A maximum of 50%
4	No direct relevance to the duties of the post holder and no corporate benefit to the Trust	0% funding



# Course Programme

## Induction Training



### Corporate Induction

Corporate Induction is a separate full day programme and new starters are now booked directly onto these sessions by HR as part of the Recruitment and Selection process. If you are a new starter and you haven't attended an induction please contact Learning and Development so we can book you onto a session.

### Induction Modules 1 & 2

#### Module 1: Getting it Right for Me

##### **Who will benefit?**

All staff

**Learning outcomes:** participants will be able to:

- Explain the principles of customer care
- Demonstrate the importance of effective verbal and non-verbal communication
- Demonstrate the use of effective verbal and non-verbal communication in order to prevent difficult situations arising
- Employ strategies for putting things right if they do go wrong
- Complete a reflective journal entry that demonstrates your learning after an incident
- Recognise the importance of incident reporting and explain the process
- List the resources available to you and the customer/patient
- Differentiate between the roles of PALS and the Complaints Team

**Course pre-requisites:** None

**How often?** Once as part of Induction (must attend within 6 months of starting post)

#### Module 2: Equality and Diversity

##### **Who will benefit?**

All staff

**Learning outcomes:** participants will be able to:

- Explain clearly the terms diversity, equality, prejudice, discrimination
- Describe your own responsibilities and the Trust's expectations in this area
- Evaluate your own behaviour and practices in the workplace
- Explain when, where and how to challenge behaviours showing prejudice or discrimination

**Course pre-requisites:** None

**How often?** E-Learning Refresher every 3 years

##### **Course dates**

Please see monthly timetable details



# Course Programme

## Induction Training



### Induction Module 3 - Moving & Handling Practical Session for Patient Handlers

#### Module 3: Moving & Handling Practical Session

##### **Who will benefit?**

All staff who are expected to move people/patients/clients as part of their work role

**Learning outcomes:** participants will be able to:

- Describe the EC regulations for moving & handling
- Explain the principles of safe moving & handling
- Explain the rules for safe handling of light loads
- Explain the rules for safe handling of heavier loads
- Describe the risk assessment (T.I.L.E) process
- Use the Trust moving & handling documentation
- Move people safely with 1 or more persons
- Transfer people safely with 1 or more persons
- Use hoists and other moving & handling equipment safely

##### **Course pre-requisites**

Will have attended the Corporate Induction day

**How often?** Once as part of Induction (must attend within 6 months of starting post)

##### **Course dates**

Please see monthly timetable details



# Course Programme

## Induction Training



### **Induction Module 4—Conflict Resolution Initial training**

#### **Who will benefit?**

This is a compulsory course for all NHS Frontline Staff.

**Learning outcomes:** participants will be able to:

- Describe the common causes of conflict
- Describe verbal and non-verbal communication
- Give examples of breakdown in communication
- Explain 3 communication models
- Describe different patterns of behaviour
- Give examples of warning & danger signs
- Describe impact factors
- Explain the use of distance when dealing with conflict
- Explain the use of 'reasonable force'
- Describe different methods that can be used in possible conflict situations.

#### **Course pre-requisites**

All delegates are expected to participate in group work and activities.

**How often?** Staff are required to attend a Conflict update every 3 years

#### **Course dates**

Please see monthly timetable details



# Course Programme

## Mandatory Training



### Mandatory Update

Statutory training is determined by legislation including the Health and Safety at Work Act 1974, the Employment Relations Act 1999 and the Race Relations Amendment Act 2000. Mandatory training includes skills and knowledge training for all staff (some specific to certain staff groups and disciplines) and this is determined by NHS Devon policies, Government guidelines and NHS specifications.

#### **Who will benefit?**

All Staff

#### **Mandatory Update for Clinicians — In a Hospital setting**

This update is intended for staff who work face to face with patients within a hospital environment. For example; a staff nurse or clinical support worker.

#### **Mandatory Update for Clinicians — In a Community setting**

This update is intended for staff who work face to face with patients throughout the community. For example; a health visitor or a district nurse.

#### **NEW – Mandatory update for Clinicians– in Community-based Children’s Services**

This update is intended for those staff that deal mainly with children. For example; a School Nurse.

#### **Mandatory Update for Admin & Clerical**

This update is aimed at staff who are within the administration and clerical/managerial job groups, with no patient contact. For example; a ward clerk or business locality manager.

#### **Mandatory Update for Hotel Services**

This update is aimed at staff who are within the hotel services job group, with no patient contact. For example; a domestic assistant or catering personnel.

**How Often?** All employees within the trust **must** attend a mandatory update annually.

#### **Course dates**

Please see monthly timetable details



# Course Programme

## Mentor Training



Registered Nursing & Midwifery Staff

Nursing & Midwifery Council: Standards to support learning and assessment in practice (NMC 2008)

### A mentor is a mandatory requirement for:

- Pre-registration nursing & midwifery students
- Nurse registrants who are studying for a specialist qualification (SPQ) that is recordable on the register\*
- Nurse registrants studying for an advanced nursing practice (ANP) qualification\*

All mentors are required to have an **APPROVED** mentorship qualification

All mentors, once entered on the mentor register, will be subject to **triennial** review

NMC (2008) **Supporting Learning and Assessment in Practice. Standards for Mentors, Practice Teachers and Teachers.** NMC. London

[www.NMC-org.uk](http://www.NMC-org.uk)

**Need to know more?** Attend a Mentor Update – or contact L&D to find **alternative ways** to update, and be placed on the register::

Sharon Jones: 07815528015  
Sue Barbour: 07973892539

All mentors **MUST** be listed on the Trust register

Sept 07 introduced 'sign-off' mentors: do you know the criteria?

(\*Until September 2008 when the practice teacher standard will apply to this)

### Sign-Off Mentor Preparation Sessions

are for mentors of nursing students of the University of Plymouth.

*All nursing staff are welcome to attend these sessions.*

**Content includes:** Sign-off Mentor's role as assessor of practice  
Fit for Practice: Fit for Purpose  
Review of the assessment of practice process  
Student management issues  
Update on nursing programmes

**Course dates:** Mentor updates and sign off sessions are on the monthly timetable



# Course Programme

## Clinical Training



### Intravenous (IV) Therapies and Venepuncture Update

#### **Who will benefit?**

Practitioners who currently undertake IV therapies and venepuncture

**Learning outcomes:** participants will be able to:

- Explain the reasons for IV intervention and venepuncture
- Describe the anatomy of the commonly used veins
- Describe the risk factors and sources of infection
- Undertake VIP scores
- Demonstrate the practical aspects of IV therapies & Venepuncture
- Successfully complete a maths update and calculate drug dosages and drip rates
- Explain any contraindications

#### **Course pre-requisites**

Participants will already be competent in IV therapies and venepuncture

**How Often?** Recommendation of every 3 years

#### **Course dates**

Please see monthly timetable details

### ECG Training.

#### **Who will benefit?**

All healthcare staff who perform an ECG.

**Learning outcomes:** participants will be able to:

- Describe the basic anatomy and physiology of the heart
- Demonstrate knowledge of the heart's electrical conductivity
- Correctly apply the ECG leads
- Describe the procedure

Interpret sinus rhythm and common arrhythmias

#### **Course pre-requisites**

None

**How Often?** Recommendation of every 3 years

#### **Course dates**

Please see monthly timetable details



# Course Programme

## Clinical Training



### **Right Patient Right Blood**

#### **Who will benefit?**

All staff who are involved in any way in the blood transfusion process i.e. venepuncture, transporting the blood sample, signing blood in and out of the blood fridge, delivering the blood transfusion.

**Learning outcomes:** participants will be able to:

- Explain the principles of the U.K Blood and safety quality regulations (2005)
- Explain the National Patients Safety Agency (NPSA) Safer Practice Notice “Right patient, Right Blood”
- Successfully complete the relevant NPSA competences

**Course pre-requisites** Involvement in the blood transfusion process as described above

**How often?** Every 3 years

**Course dates** Please see monthly timetable details

**Please Note:** If you are based in the Southern Community Hospitals with the exception of South Hams and Tavistock Hospital, your training will be delivered by Jules Pinder from Torbay Hospital.

### **Confirmation of an Expected death by a Registered Nurse**

#### **Who will benefit?**

Registered Nurses who have a responsibility to confirm an expected death in either the hospital or community setting

**Learning outcomes:** participants will be able to:

- Explain the ‘Confirmation of Expected Death by a Registered Nurse’ Policy
- Describe the legal requirements when confirming death
- Perform the procedure for confirming an expected death

Successfully complete the competences for confirming an expected death

#### **Course pre-requisites:**

Participants will be Registered Nurses who are required to confirm expected deaths either in the community hospital or in the patients’ own home.

**Participants are expected to bring a stethoscope and pen torch to the day.**

**How often?** Once only - update yourself with policy and practice

**Course dates** Please see monthly timetable details



# Course Programme

## Clinical Training



### **Tissue Viability**

#### **Full Leg Assessment, Doppler Techniques and Compression Bandaging**

This is mandatory for trained community staff, either starting in the community or returning after a break. Please contact Marcia Rowles on 01392 208462 or email [marciarowles@nhs.net](mailto:marciarowles@nhs.net) for all bookings and enquiries.

### **Consent Policy Training**

Consent is a major component within S4BH. The new Devon wide Consent Policy has recently been ratified. It is intended that once you have attended the briefing session that you will then cascade to all your staff.

#### **Who will benefit?**

All Team Leaders and Managers above Band 6 who work with clinical teams.

**Course dates:** To be added shortly

### **Syringe Driver Training**

#### **Who will benefit?**

Registered Nurses who are expected to deliver subcutaneous medication via a syringe driver

**Learning outcomes:** participants will be able to:

- Describe the syringe driver policy
- Use the current documentation as per the syringe driver policy
- Describe their own role and accountability in relation to the use of syringe drivers
- Describe the indications for using a syringe driver
- Explain which drugs to use and when
- Use the current equipment (practical demonstration)

Successfully complete a summative assessment paper within 2 weeks of attending the course

#### **Course pre-requisites**

Participants will be Registered Nurses who are new to Subcutaneous syringe drivers

#### **Course dates**

Please see monthly timetable details



# Course Programme

## Clinical Training



### Syringe Driver Train the Trainer Training

#### **Who will benefit?**

Registered Nurses who already deliver subcutaneous medication via a syringe driver and have been nominated to train others in their Department/Team/Cluster

**Learning outcomes:** participants will be able to:

- Deliver training on syringe drivers to small groups of staff
- Explain the syringe driver policy to others

Train others:

- to use the current documentation as per the syringe driver policy
- to understand their role and accountability in relation to the use of syringe drivers
- about the indications for using a syringe driver
- so they are able to explain which drugs to use and when
- to use the current equipment (practical demonstrations)

#### **Course pre-requisites**

Participants will be Registered Nurses who are competent in the use of subcutaneous syringe drivers

**Course dates**—Please see monthly timetable details

### Syringe Driver Trainer Update

#### **Who will benefit?**

Registered Nurses who have previously been trained to deliver syringe driver training to others in their Department/Team/Cluster

**Learning outcomes:** participants will be updated on:

- The delivery of syringe driver training to small groups of staff
- The syringe driver policy

Training others:

- to use the current documentation as per the syringe driver policy
- to understand their role and accountability in relation to the use of syringe drivers
- about the indications for using a syringe driver
- so they are able to explain which drugs to use and when
- to use the current equipment (practical demonstrations)

#### **Course pre-requisites**

Participants will be Registered Nurses who are competent in the use of subcutaneous syringe drivers and who have previously been trained as syringe driver trainers

#### **Course dates**

Please see monthly timetable details



# Course Programme

## Clinical Training



### Bladder and Bowel Training

#### Adult Bowel Training

**Who will benefit?** Qualified and unqualified staff

**Learning outcomes:** participants will be able to:

- Have an understanding of bowel dysfunction
- Understand anatomy and physiology
- Know how to undertake an assessment
- To provide treatment and management of patients with all types of bowel problems including constipation

**Course dates**—Please see monthly timetable details

#### Adult Bladder Training

**Who will benefit?** Qualified and unqualified staff

**Learning outcomes:** participants will be able to:

- Have an understanding of bladder dysfunction
- Understand anatomy and physiology
- Know how to undertake an assessment
- To provide treatment and management of patients with bladder problems

**Course dates**—Please see monthly timetable details

#### Catheterisation Training

**Who will benefit?** Qualified staff

**Learning outcomes:** participants will be able to:

- Understand urinary catheterisation and aftercare
- Understand male, female, urethral and supra pubic catheterisation.
- To provide treatment and management of patients with catheterisation

**Course dates**—Please see monthly timetable details

#### Introduction to the New Bladder and Bowel Integrated Care Pathways

**Who will benefit?** All qualified staff

**Learning outcomes:** This course is to help understand the new Care Pathways for use during continence assessments, prior to the pathways "going live" on 1st June.

**Course dates**— Please see monthly timetable details



# Course Programme

## Clinical Training



### Child Protection Training Level 2

#### **Who will benefit?**

Level 2 child protection training is aimed at those staff who occasionally have contact with children, young people and parents. The course is ideal for receptionists and non-clinical staff working in areas where children access services, nurses, and therapists, who may be working with parents or grandparents, and those staff and their line managers who occasionally have contact with children and young people.

#### **Course outline:**

The course explores what constitutes abuse, looks at how abused children may present with signs and symptoms and importantly what staff should do if they are concerned about the welfare of a child.

**How Often?** 3 yearly completion of awareness session or similar

**Course dates**—Please see monthly timetable details

#### **Further Information**

The Child protection training matrix can be found on infopoint by following the link below:

[http://www.infopoint.devonpct.nhs.uk/Library/Public\\_Health\\_Commissioning?Child%20Protection%20Policy%20v.3.pdf](http://www.infopoint.devonpct.nhs.uk/Library/Public_Health_Commissioning?Child%20Protection%20Policy%20v.3.pdf)

The training matrix is appendix 3 of the child protection policy.

Level 3 and level 4 child protection training is delivered by Devon County Council, please go to:

[www.devon.gov.uk/onlinebookings](http://www.devon.gov.uk/onlinebookings) for further details.

### Continuing Healthcare

**Course dates**—Please see monthly timetable details



# Course Programme

## Resuscitation Training



### Resuscitation Training programme

The following training is available from the Resuscitation Department:-

- Adult Basic Life Support & treatment of choking
- Safe use of AED (automatic external defibrillator) and / or Airway management
- Adult Immediate Life Support (ILS) - Resuscitation Council (UK)
- Paediatric Basic Life Support & treatment of choking
- Recognising the ill child
- Resuscitation in special circumstance
- Recognition and treatment of anaphylaxis
- 'Train the trainers' training for those who teach parents in postnatal classes
- Trainers training for Community Children's nurses

#### **Adult Basic Life Support (BLS) and treatment of choking (1.5hrs)**

This course is suitable for all Devon PCT staff, both clinical and non-clinical. It includes basic lifesaving skills which are required if someone collapses from cardiac arrest or has an obstructed airway from choking on a foreign body. It is available as part of the Mandatory study day organised by Learning & Development and is provided by Learning & Development facilitators.

(Bespoke training can be organised directly with Resuscitation Department)

#### **Safe use of AED and / or Airway management (2-3 hrs)**

This course is suitable for all health personnel who work in areas where an AED is available and there is an expectation that a member of staff will be able to use it in the event of an emergency. The session is provided for groups of no more than 6 staff, working through a variety of resuscitation scenarios. Emphasis is placed on using the ABCDE assessment tool to recognise problems, give appropriate treatment and then evaluate care given. **NB.** This course should be attended prior to booking on the ILS course.

#### **Adult Immediate Life Support (ILS) (1 day PLUS pre-course reading)**

The ILS course has been developed to train healthcare personnel in cardiopulmonary resuscitation, simple airway management and safe defibrillation (manual and/or AED), enabling them to manage patients in cardiac arrest until arrival of a cardiac arrest team or emergency services.

This course is suitable for Doctors, registered nurses and unregistered nurses in MIU, Theatres / Day Surgery and wards, who would be expected to manage a resuscitation incident.

**N.B.** It is essential that staff attend a Defib and Airway session prior to booking on this course.

The course is run over one day and consists of lectures and practical stations. The manual is forwarded at least two weeks before the start of the course and the candidate is advised to study this thoroughly, as there is a multiple-choice questionnaire at the beginning of the day.

Assessment on the course is continuous in nature and copies of the assessment forms will be forwarded to the candidate with their manual.



# Course Programme

## Resuscitation Training



### **Adult Immediate Life Support (ILS) (1 day PLUS pre-course reading) Continued...**

Lectures cover the following training:

- Causes and prevention of cardiorespiratory arrest
- The ALS algorithm

Practical Stations

- The ABCDE approach
- Initial resuscitation and defibrillation
- Airway (with optional LMA)
- CASTeach

Demonstration

There is one CASTeach demonstration. Emphasis is placed on managing patients until the arrival of the cardiac arrest team and on participating as members of that team.

### **Paediatric Basic Life Support and treatment of choking (1 hr)**

This course is suitable for healthcare personnel who have a responsibility to look after children and babies eg MIU staff and Public Health teams. It includes basic life saving skills which are required if a child or babies collapses from cardiac or respiratory arrest, or has an obstructed airway from choking on a foreign body.

### **Recognising the ill child (1 hr)**

This course is suitable for healthcare personnel who have a responsibility to look after children and babies. It details how to recognise the symptoms of the child who is becoming seriously ill and requiring urgent treatment in order to prevent respiratory or cardiac arrest.

### **Resuscitation in special circumstances (1hr)**

This course is suitable for MIU staff who may be required to deal with a variety of resuscitation situations, including poisoning, hypo/hyperthermia, drowning, trauma, pregnancy, or electrocution. This course identifies how resuscitation techniques need to be modified in these special circumstances.

### **Recognition and treatment of anaphylaxis (1hr)**

This course is suitable for all healthcare personnel. It aims to raise awareness of the causes of anaphylaxis, recognise the signs and symptoms of an anaphylactic response, then administer appropriate treatment to the patient suffering from anaphylaxis.

NB. All staff who need to sign up for the Adrenaline PGD need to annually update in the recognition and treatment of anaphylaxis. Follow the link for the [anaphylaxis study pack](#) as an alternative to the classroom.

### **Trainers training for those who teach parents in postnatal classes (3 hrs)**

This course is mandatory for any Public Health Team member who delivers infant resuscitation training to parents during postnatal classes. The use of the CPRO DVD is essential when delivering training to parents.



# Course Programme

## Management Training



### Introductory Programme For New Managers

#### **About the programme**

This course is designed for staff who have recently been promoted to take on management responsibilities, and managers recruited from other trusts. It covers the basics you need to know to manage safely in NHS Devon. In practice some experienced managers have benefited from attending the course to fill gaps in their knowledge.

The course is a modular one. To participate you must attend modules one and seven – apart from this select those modules that are relevant to your role.

The course is supported by a participant workbook. You will be expected to carry out short 'assignments' between sessions, and these can be used as evidence against KSF outlines.

#### **Programme and Objectives**

**Module 1-** Mark Robertson  
Introduction

**Module 2-** Simon Mills  
Managing your Budget  
Objective- Monitor expenditure against budget to support effective financial management

**Module 3-** Karen Hill  
Managing Recruitment and Selection  
Objective: To fully understand the process and paperwork involved when recruiting

**Module 4-** Christine Chapman  
Selection and Interview Skills  
Objective- To enable you to prepare and carry out well-structured Interviews

**Module 5-** Ian Leather  
Managing People- Performance and Absence Management  
Objective- Agree with team members appropriate courses of action to address performance and absence issues in their work

**Module 6-** Henry Tobin  
Managing Risk  
Objective- Promote the importance of quality approaches (e.g. emergencies, data security, health safety and security, risk management and hazardous substances) to the team

**Module 7-** Mark Robertson  
Identifying your Strengths and Development Needs  
Objective- Identify own management development needs and how to meet them

**Course dates:** Please complete an internal application form and return to Learning and Development for your name to be added to the waiting list.



# Course Programme

## Management Training



### Recruitment and Selection Training

Please note this course has 2 parts:

#### Part 1: Recruitment and Selection Process

##### **Who will benefit?**

This section details the **process** for Devon PCT. **All managers with recruitment responsibilities should attend this session.** This is also part of the Introductory Programme for New Managers and suitable for any staff who are required to sit on an interview panel.

**Learning Outcomes:** By the end of this session you will be able to:

- Give an overview of the entire process
- Explain the key elements
- Highlight good practices
- Identify the responsibilities of the Recruiting Manager
- Identify the responsibilities of the HR Resourcing Team

##### **Links to KSF Dimensions:**

- G6 People Management
- C1 Communication
- C6 Equality and Diversity

#### Part 2: Selection and Interview Skills

##### **Who will benefit?**

This is essential for all new recruiting managers and anyone new to assisting in interviews. This section is a **skills** workshop covering how to prepare and carry out well-structured interviews, how to formulate useful questions and get the best information out of each candidate. It covers basic employment legislation to avoid discrimination.

**Learning Outcomes:** By the end of the session you will be able to:

- Describe your own role and behaviour in the interview process
- Plan and carry out well-structured interviews
- Formulate questions to gain useful information from a candidate
- Use active listening skills which help you understand the intended meaning behind the words
- Reflect on and evaluate your own interviewing skills

##### **Links to KSF Dimensions:**

- G6 People Management
- C1 Communication
- C6 Equality and Diversity

**Course dates**– This course is part of the Introductory Programme for New Managers but is open to staff who are not on the programme. Dates will be available shortly.



# Course Programme

## Management Training



### ILM Level 3 Award in Management

#### Who will benefit?

Practising or aspiring first line managers.

#### Learning outcomes:

The Level 3 Award in Management aims to give practising or potential first line managers the foundation for their formal development in this role. The programme has **three primary learning objectives**: -

- to assist participants in gaining the foundation knowledge required by a first line manager
- to enable first line managers to develop a range of management skills
- to encourage participants to transfer their learning into real-life work situations.

#### Course pre-requisites:

- As a participant on this programme you will normally be either practising or aspiring first line managers.
- Participants will be expected to complete written assignments so should be able to research and synthesise information.
- There is a minimum expectation of level 2 Literacy skills
- All registered candidates automatically become studying members of the ILM for one year.

### ILM Level 5 Award in Management

#### Who will benefit?

Practising or potential first line managers.

#### Learning outcomes:

The Level 5 Award in Management aims to give practising or potential first line managers the foundation for their formal development in this role. The programme has **three primary learning objectives**: -

- to assist participants in gaining the foundation knowledge required by a first line manager
- to enable first line managers to develop a range of management skills
- to encourage participants to transfer their learning into real-life work situations.

#### Course pre-requisites:

- As a participant on this programme you will normally be either a practising or aspiring middle manager.
- Participants will be expected to complete written assignments so should be able to research and synthesise information.
- There is a minimum expectation of level 2 Literacy skills
- All registered candidates automatically become studying members of the ILM for one year.

**Course Dates**– Please send an application to Learning and Development to be added to the waiting list



# Course Programme

## Management Training



### Coaching Skills for Managers

#### **Who will benefit?**

Anyone who manages people and teams and wants to develop more effective relationships within their role.

#### **Learning Outcomes**

By the end of the session you will be able to:

- Explain what coaching is
- Describe the benefits of a coaching approach and when it is appropriate
- Use 3 main core coaching skills
- Use a coaching model in the workplace
- Work with staff to identify areas for action
- Have an opportunity to use your skills in a coaching conversation.

**Course Date: 18th May at Newton Abbot Hospital**

**It is important to recognise that this course delivers an introduction to and basic knowledge of coaching and does not qualify you as a coach.**

## KSF Training

### KSF Staff Workshop

#### **Who will benefit?**

This is a half day workshop. It is for all members of staff at any level to help them get the most from their KSF Development Review. It is particularly recommended for new staff, those who have no experience of KSF reviews and those in paybands 1-4.

#### **Learning Outcomes**

By the end of the session you will be able to:

- Describe the KSF development review process, its benefits and how to prepare
- Collect evidence of your knowledge and skills for your KSF outline
- explain your preferred learning styles and reflect on learning
- write a personal development plan

#### **Course prerequisites**

Please bring your KSF outline to the workshop if you can.

#### **Links to KSF dimensions:**

C1 Communication, C2 Personal and People Development, C5 Quality

#### **Course dates**

Please see monthly timetable details



# Course Programme

## KSF Training



### **KSF Development Review (for Reviewers)**

Please note this one day training is in two parts. Check to see whether or not you will need to do both:

#### **Module 1: KSF Development Review Process**

##### **Who will benefit?**

All managers required to carry out KSF development reviews. This module provides reviewers with a clear understanding of the KSF development review **process** and documentation.

##### **Learning Outcomes**

By the end of this session you will be able to:

- Describe the KSF process
- Use the documentation when carrying out a review
- Explain the forms of evidence that can be used
- Discuss the relevance of adult literacy and numeracy for staff development

Write a personal development plan based on an individual's KSF review

##### **Course pre-requisites**

Participants should read the KSF policy and guidelines before the session and find out where the KSF outlines can be downloaded from Infopoint

#### **Module 2: KSF Reviewer Skills**

##### **Who will benefit?**

This focuses on the **skills** needed to conduct an appraisal. It is particularly relevant to managers with little or no prior experience. More experienced managers who would like a refresher are also welcome.

##### **Learning Outcomes**

By the end of this session you will be able to:

- Describe your own role and behaviour in the Development Review Cycle
- Compare 'development review' and 'performance management'
- Plan and carry out well-structured development reviews
- Use good communication skills
- Assess evidence of an individual's achievement

Help staff to develop and apply their knowledge and skills in practice

##### **Links to KSF dimensions (for each module):**

C1 Communication

C2 Personal and People Development

C5 Quality

G6 People Management

**Course dates:** Please see monthly timetable details



# Course Programme

## Health Promotion Training



### Health Promotion Devon—Public Health Training

#### RSPH Level II Award: Understanding Health Improvement

##### **Who will benefit?**

The qualification is aimed at public and private sector organisations with an interest in the health and wellbeing of their staff, customer and client groups. This short, level II award has been developed to support the Wider Health Trainer role identified in the government white paper, entitled Choosing Health: Making Healthier Choices (2004).

##### **Learning Outcomes:** Participants will:

- Understand the broader meaning of health and health inequalities
- Have knowledge of key health messages
- Be given practical tools to support behaviour change
- Understand basic communication skills
- Understand the need for confidentiality
- How to evaluate support

**Course Pre-requisites:** Participants may take a multiple choice exam at the end of day 2 and a fee of £11.50 is payable by all except PCT staff and volunteers working within the PCT.

##### **Course Dates (2 day course):**

21st and 28th July at Ilfracombe Centre, High Street, Ilfracombe

21st and 28th September at RD&E Heavitree, Exeter

22nd and 30th September at Newton Abbot Hospital

### Cultural Diversity & Health including Culture Shock

##### **Who will benefit?**

- Practitioners who come into contact with patients and are interested in improving their practice.
- Anyone who is working with black and minority ethnic communities.

##### **Learning Outcomes:** Participants will be able to:

- Have a clearer understanding of the concept of 'culture'
- Understand and appreciate how cultural assumptions can influence the values and behaviour of practitioners and other people
- Improve their practice and cultural capability when working with the public from black and minority background.

**Course Pre-requisites:** This course is suitable for individuals or groups supporting BME communities or anyone interested in intercultural issues.

**Course Dates:** 10th May, 10-4pm at Tiverton Hospital



# Course Programme

## Health Promotion Training



### Introduction to Weight Management

#### **Who will Benefit?**

This course is suitable for people who offer or would like to offer weight management as part of their role.

#### **Learning Outcomes:**

- To help clients to make healthier food choices as part of their daily routine
- To help clients to make changes towards a more active lifestyle
- To utilise simple monitoring tools to support the weight management process
- To use a brief motivational interviewing tool
- To be discerning about sources of information used to support client consultations
- To be confident to address weight management issues with clients

**Course Dates:** This course is currently being reviewed so no dates are available

### Cook 4 Life

#### **Who will benefit?**

Anyone involved in or wanting to teach cooking and budgeting skills to others.

#### **Learning Outcomes:**

- healthy eating in relation to planning meals, shopping and cooking on a budget
- creative ways to engage learners in healthy eating
- understanding food labelling to make healthy food choices
- the issues that help or hinder our ability to eat healthily
- how to plan your own cooking sessions and recruit people onto a course
- the practicalities of safety principles, equipment needs and working with groups
- developing teaching skills during a food tasting and practical cooking session
- budgeting and seasonality of foods

**Pre-requisites:** To be in a position to deliver cooking courses within community groups. We will be doing some practical cooking activities on the day, so you must bring the following:

- An apron or overall
- Chopping board and sharp knife
- A mixing bowl
- Medium saucepan and wooden spoon
- A baking tray

**Course Dates (2 day course):** 8th and 15th June at Providence Court, Exeter  
4th and 13th October in North Devon  
30th Nov and 7th Dec in West Devon



# Course Programme

## Health Promotion Training



### Using Step-o-meters for Health Gain

#### **Who will benefit?**

Anyone who needs to use step-o-meters to motivate clients towards physical activity goals.

#### **Learning Outcomes:**

- To become knowledgeable about national physical activity evidence and recommendations
- To be aware of the benefits of increased physical activity in sedentary, hard to reach or at risk groups
- To be able to assess personal activity goals with clients
- To be able to demonstrate the use of step-o-meters
- To be able to support clients to use step-o-meters as part of a personal health plan
- To be able to monitor progress

**Course Pre-requisites:** None

**Course Dates:** To be added shortly

### Gypsy/Traveller Awareness Training

#### **Who will benefit?**

Health visitors, midwives, GP receptionists and practice managers, and any other health service provider likely to work with patients from Traveller communities.

#### **Course Outline:**

The course will include:

- A cultural awareness exercise in groups.
- A presentation giving information about Gypsy/Traveller communities and looking at the main issues affecting them.
- A DVD (The pride, the prejudice) made by Romany Gypsies in Devon about their community.
- A question/answer session.

#### **Trainers:**

Trainers will be from Devon Racial Equality Council's Gypsy/Traveller training team, which includes trainers from Traveller communities.

**Course Dates:** To be added shortly

## Course Programme

### Health Promotion Training



#### **Stop Smoking Training; Brief Advice**

NICE recommends that all front line healthcare staff should be trained to offer brief advice to smokers. The training day covers basic knowledge on the dangers of smoking as well as the benefits of giving up. Information on how to broach the subject of stopping smoking is also covered so that attendees are confident to talk to others about the issues. Finally, knowledge on the availability of local support is given and how to refer to this support.

#### **Who will benefit?**

Anyone who comes into contact with individuals that smoke. Community based staff, Youth Workers, School Nurses, Health Visitors, volunteers, hospital staff etc.

#### **Learning Outcomes:**

- Able to raise the issue of smoking and help individuals identify whether they are ready to quit (cycle of change)
- Able to help individuals choose the support they need and how to access it
- Able to raise awareness of the range of stop smoking aids (NRT etc)
- Able to signpost and refer to local services

**Course Pre-requisites:** None

**Course Dates:** 29th June at South Molton

#### **Stop Smoking Training; Intermediate**

**(You need to have attended the Brief Intervention in Smoking as a pre-requisite to this course)**

NHS National Stop Smoking Services use evidence based methods to support individuals. This training covers all aspects of the support offered including pharmacotherapies (NRT, Champix, Zyban), carbon monoxide monitor use and relapse prevention. Once completed, you will be able to effectively support an individual through a quit attempt in line with DH and NICE guidance.

#### **Who will benefit?**

Anyone that comes into contact with smokers and feels that they would have the time and resources to support someone through a quit attempt.

#### **Learning Outcomes:**

- Able to help individuals assess their readiness to quit and then offer appropriate support
- Fully understand stop smoking aids (NRT etc)
- Able to assess nicotine dependence using fagerstorm questionnaire and recommend products
- Able to monitor an individual's progress
- Able to use carbon monoxide monitor

**Course Pre-requisites:** Must have completed the Brief Advice course

**Course Dates:** 6th July at South Molton



# Course Programme

## Health Promotion Training



### **Every Patient Matters: Welcoming Patients from Black and Minority Ethnic (BME) backgrounds into your GP Surgery**

#### **Who will benefit?**

Front-line staff in GP Surgeries (receptionists, secretaries and admin workers).

#### **Course Outline:**

This 3 hour course explores the role of front-line staff in helping patients to access health-care and aims to increase knowledge of cultural awareness through interactive exercises such as games and quizzes. The course introduces the concept of culture, explores barriers that may be faced by BME communities in accessing health-care and also covers best practice around registering patients from BME backgrounds, ethnic monitoring procedures and eligibility to health-care.

#### **Learning Outcomes**

- To improve your practice and cultural awareness when working with the public from Black and Minority Ethnic backgrounds.
- To improve your understanding of cultural diversity in Devon and inclusive practice.
- To promote better access to primary care services for Black and Minority Ethnic communities.

#### **Course Pre-requisites:** None

**Course Dates:** This training can be delivered in-house within surgeries upon request please email [melanie.stiles@nhs.net](mailto:melanie.stiles@nhs.net) or ring Mel on 01392 284282 or 07966 914578 to arrange a session.

### **Mental Health First Aid**

#### **Who will benefit?**

Initially all managers but if you are not a manager and would like to attend this course please contact Learning and Development to discuss.

#### **Course Outline:**

One in four adults will experience at least one diagnosable mental health problem in one year. The intention of this programme is to promote awareness of mental health issues.

#### **Learning Outcomes**

- What is meant by mental health/mental ill health
- The signs and symptoms of common mental health problems including depression, anxiety disorders and psychosis
- The range of effective interventions and treatments
- How to access professional help and support

#### **Course Pre-requisites:** None

**Course Dates:** To be added shortly



# Course Programme

## Moving & Handling Training



### Moving & Handling Risk Assessor Course (3 Day)

#### **Who will benefit?**

Health and Social service personnel involved in problem solving and manual handling risk assessments of patients and inanimate objects

#### **Learning outcomes:** participants will be able to:

- Communicate with a range of staff using a problem solving approach on the principles and practise of risk assessment in manual handling in the workplace.
- Develop own practise to promote, monitor and maintain best practise in manual handling in the workplace
- Document various types of risk assessments in manual handling activities to support and maintain quality of service and health and wellbeing of staff and clients/patients
- Develop knowledge in the use and supply of manual handling equipment in the workplace
- Provide information and one to one coaching in the use of specific equipment and handling activities for clients and inanimate objects in the workplace

#### **Course pre-requisites:**

The course consists of lectures, practical sessions and 3 assessments consisting of a questionnaire, a written risk assessment and a practical demonstration.

### Introductory Course for Trainers in the Moving and Handling of Loads—NURB 291/386

This is a partnership course with Plymouth University at Level 2/3 giving the participants from NHS Devon, Devon County Council and the private sector the skills to be competent moving and handling trainers and risk assessors.

The successful participants will be required to oversee all aspects of moving and handling assessment and practice in their areas, hospitals or departments.

#### **Learning outcomes:** participants will be able to:

- Demonstrate effective teaching and assessment skills related to the manual handling of loads.
- Be able to analyse the potential role of the key trainers in their own organisation.
- Manage challenging behaviour encountered in colleagues and/or clients in relation to manual handling of loads.
- Apply critical problem solving skills to work related issues involving manual handling of loads.
- Be aware of the need for the continuing competence and updating in the Trainer role.
- Work within the provision of current health and safety guidelines, publications and legislation relevant to the work place.
- Be aware of the need for collaborative working with external organisations.

**How often?** Risk assessors and trainers should attend an update annually.

**Course dates:** Please see monthly timetable details



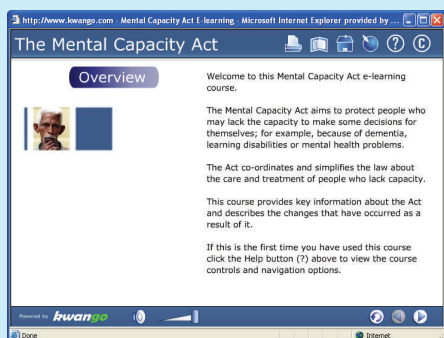
# Course Programme

## E-Learning Training



### Safeguarding Adults E-learning Launch

New e-learning programmes for the **Mental Capacity Act**, **Deprivation of Liberty Safeguards** and **Safeguarding Adults** are now available.

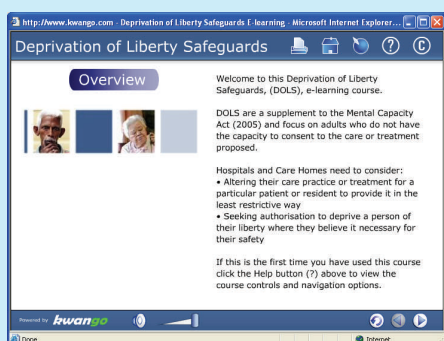


The programmes are user friendly and designed to provide an introduction to the Mental Capacity Act, Deprivation of Liberty Safeguards and Safeguarding Adults. Together, these three courses form the induction level for a new training programme in Safeguarding Vulnerable Adults.

### How to access courses

You will need to complete an E-learning Application form and return to: Learning and Development, Newcourt House, Old Rydon Lane, Exeter EX2 7JU  
Once we receive your application you will be given the web-link and allocated a username and password.

For further booking information ring or email the Learning and Development Team- Tel: 01392 352100 Email: [learning.devonpct@nhs.net](mailto:learning.devonpct@nhs.net)



When you have successfully completed the e-learning course you will be able to print out a certificate for your learning portfolio. If you have difficulty accessing the internet there are a limited number of CD ROMs that can be provided.

### Further information

Further information on Safeguarding Adults and Safeguarding Adults training can be found on the Devon County Safeguarding Adults website: [www.devon.gov.uk/adult-protection](http://www.devon.gov.uk/adult-protection).

Information on the Mental Capacity Act and Deprivation of Liberty Safeguards can be found on the Devon MCA website: [www.devon.gov.uk/index/socialcare/mentalcapacityact](http://www.devon.gov.uk/index/socialcare/mentalcapacityact).

If you wish to discuss other Safeguarding Adults or MCA training needs please contact [vernon.whitlock@devon.gov.uk](mailto:vernon.whitlock@devon.gov.uk)





# Course Programme

## E-Learning Training



### Foundation Food Safety

#### **Who will benefit?**

All staff who handle food in the workplace

#### **Learning outcomes:**

The Foundation Food Safety course provides the training required by law for anyone who is working in a role where food is handled, prepared or cooked. The e-learning course follows the Level 2 syllabus set by the Food Standards Agency, and is currently the most widely used training for Food Safety in the United Kingdom.

The course is broken down into 15 modules.

- Introduction
- Food hygiene
- Bacteria
- Food poisoning
- The prevention of food poisoning
- Contamination hazards
- Purchase to service
- Food spoilage
- Personal hygiene
- Construction and design of premises
- Equipment for handling food
- Pest recognition and control
- Cleaning and disinfection
- HACCP

**Course Pre-requisites:** None

#### **Getting Started:**

To access this course, please complete and return our [e-learning application form](#). We will then send you the web-link with your username and password.



# Course Programme

## E-Learning Training



### Foundation Health and Safety

#### **Who will benefit?**

All staff– this is a top to the Mandatory face-to-face course

#### **Learning outcomes:**

The Foundation Health and Safety course provides the training required by law for all staff working within the health sector. These essential skills ensure hospitals operate to legal standards providing a safe and healthy environment to service users.

The course is broken down into 15 modules.

- Introduction
- Risk assessment
- Accidents and ill health
- Hazardous substances
- Workplace health, safety and welfare
- Fire prevention
- First aid
- Equipment safety
- Electricity
- Occupational health
- Ergonomics
- Manual handling
- Health and safety law
- Infection control

Health and Safety within healthcare

**Course Pre-requisites:** None

#### **Getting Started:**

To access this course, please complete and return our [e-learning application form](#). We will then send you the web-link with your username and password.



# Course Programme

## E-Learning Training



### **E-Learning– Further Courses**

Many of us browse websites or watch television programmes, all of these combine text, sound, images and video to present information to us. The combination of these components is known as multimedia.

Through multimedia and technology advancements e-learning has introduced fundamental changes to the way people are educated and learn. Modern e-learning courses now allow the user to choose their route through the learning and study at a time and place that suits them. Some even choose to learn from the comfort of their own homes. Media rich courses have helped many learners to remember and understand their subject more effectively.

### **Courses**

We offer a range of courses some are even recognised by national awarding bodies.

[Child Protection Awareness in Health](#)

[COSHH Awareness](#)

[Deprivation of Liberty Safeguards](#)

[Disability Awareness](#)

[Equality and Diversity](#)

[Food, Nutrition and Hydration](#)

[Infection Control](#)

[Medical Gas Safety Training](#)

[Mental Capacity Act](#)

[Understanding Personal Safety and Security Awareness](#)

Please go to our page on Infpoint [http://www.infopoint.devonpct.nhs.uk/your-sites/Directorates/Human Resources/ELRN Homepage.asp](http://www.infopoint.devonpct.nhs.uk/your-sites/Directorates/Human_Resources/ELRN_Homepage.asp) for further Information.



# Course Programme

## NVQ Training



### NVQs

Learning opportunities include **National Vocational Qualifications at Level 2, 3 and 4 (NVQs)**. These are based on standards that define the skills and knowledge required for a particular area of work. NVQ qualifications are highly regarded and demonstrate competence in the workplace. They will provide useful evidence for KSF requirements and are offered throughout the year.

### **We can access the following Health NVQs:**

- Health and Social Care Level 2
- Health and Social Care (Adult) Level 3
- Health and Social Care (Child & Young People) Level 3
- Allied Health Profession Support (Physiotherapy & Occupational Therapy) Level 3
- Allied Health Profession Support (Speech & Language Therapy) Level 3
- Allied Health Profession Support (Speech & Language Therapy) Level 3
- Clinical Support Level 2
- Perioperative Support Level 2
- General Healthcare Support Level 3
- Clinical Health Care Skills Level 3
- Allied Health Profession Support (General) Level 3
- Allied Health Profession Support (Dietetics) Level 3

### **Other NVQs:**

- Business and Administration Level 2 and 3
- Customer Services Level 2 and 3
- Waste Management Level 2 and 4
- Cleaning and Support Level 2
- House Keeping Level 2
- Food Processing and Cooking Level 2
- A1 Assessor Award

To study an NVQ you must work in an environment that can provide you with the necessary evidence to demonstrate your competence in a particular vocational area. Assessment will occur in the workplace and you will put together a portfolio of evidence to show your competence against a range of criteria (very similar to the Knowledge and Skills Framework). We will offer tutor support and there will be a number of study days that you can attend in order to extend your knowledge of key subjects.

### **Getting Started**

Please complete an Internal Application and a Train 2 Gain form which can both be found on the Learning and Development page on Infopoint and return to Learning and Development. Please discuss all training needs with your Manager.



# Course Programme

## Other Training



### Meetings and Minute Taking (Exeter Business School)

#### **Course Summary**

This workshop style training programme is designed to enable candidates to increase individual confidence through understanding the skills and duties of an effective Minute Taker to ensure the meeting process is an effective one.

#### **Topics Include**

What is a meeting and why do organisations have them?  
The importance of an agenda and how it is used to perfect meetings  
The Minute Takers role and duties when arranging and following up a meeting  
Taking notes for effective minutes  
Styles of Minutes

#### **Who should attend?**

Those people who currently undertake the role of a Minute Taker or those aspiring to the role.

**Course Dates:** Please send in an application so we can add you to the waiting list, once we have minimum numbers we will commission this course

### Report Writing (Exeter Business School)

(For information, this is not a clinical report writing course.)

#### **Course Summary**

This half day workshop aims to enhance the report writing skills and confidence of those who attend. Such skills will have a knock on effect to improved communication and decision making within the organisation.

#### **Topics Include**

The importance of report writing  
Tailoring the report to meet the needs of the reader  
Sources, types and organisation of research material  
Structuring a report and the importance of being accurate, brief and clear  
Report Presentation

#### **Who should attend?**

Candidates who are required to put together a well structured report to aid communication and decision making within an organisation.

### IT Training

For all IT Training please contact Robin Mellor on 07779792039, email: [robin.mellor@nhs.net](mailto:robin.mellor@nhs.net) or go to the IT Training page on Infopoint.



# Course Programme

## Other Training



### **RD&E Courses**

We have a Service Level Agreement with the RD&E so that NHS Devon staff can access the courses provided by them.

#### **Courses include:**

Assertive communication  
Cannulation  
Central line workshop  
Infection Control—Linking the chain (for link nurses)  
Infection control— It's a bugs life  
Intravenous therapy administration  
Introduction to normal movement  
Introduction to trainer skills— 7300  
Nutrition in Acute and Community hospital settings  
Parkinson's awareness  
Pre-retirement  
Venepuncture for trained staff  
Venepuncture for HCAs

### **Getting Started**

Please complete an Internal Application form which can both be found on the Learning and Development page on Infopoint and return to Learning and Development.

### **In-house Trainer Starter Course**

#### **Who will benefit?**

This one day taster course would be useful for those who:

- Occasionally deliver presentations or short training sessions
- Would like some basic tips

This day can be flexible to suit learners' needs. Please note attendance at this training day does not qualify someone formally as a trainer. Anyone already delivering training on a formal basis can contact Learning and Development for information about trainer qualifications.

**Aim:** To provide new and inexperienced trainers with key information and develop their confidence when starting to deliver training within the workplace.

**Learning Outcomes:** By the end of the session you will be able to:

- Describe the learning environment and what affects the learning experience
- Explain what is meant by “experiential learning” and “learning styles”
- Address practical considerations when preparing and delivering training
- Use questioning to assess understanding
- Build on your current skills in good delivery and plan for future development

**Course pre-requisite:** No previous experience is required.

**Course dates:** Please see monthly timetable details



# Course Programme

## Other Training



### Supervision Workshop (one day)

#### Who will benefit?

This is particularly aimed at staff who would like to know more about how to undertake supervision (both as a supervisor and supervisee) and would be **prepared to cascade the training** to their team, department or wider local area. The full training materials for cascade will be provided at the end of the course.

#### Learning Outcomes

By the end of the workshop participants will know:

- the expectations NHS Devon has of supervisors and supervisees
- the purpose and value of supervision and the different ways in which it can be delivered
- how to structure a supervision session using a recognised model
  
- and be able to:
- agree a supervision contract
- reflect, challenge and give and receive feedback in supervision

As a trainer you will:

Know how to deliver the workshop using the materials provided

#### Course Prerequisites

Before the course you will have read through the current NHS Devon Supervision Policy which can be found on Infopoint. Please come with an example of a supervision issue which you could use in a practice session.

#### Links to KSF dimensions:

C1 Communication  
C2 Personal and People Development  
C4 Service Improvement  
C5 Quality  
G6 People Management

#### Course dates

Please see monthly timetable details



# Course Programme

## Other Training



### **Equipment for Independence**

The Independent Living Centre is responsible for providing training in assessing for and fitting of CES equipment for independence for all NHS Devon, Devon Adult and Social Care staff and staff from related services in the NHS Devon and Devon ACS area.

The courses are planned according to staff training needs identified by Managers and competency to practise will be assessed and monitored by managers or practise supervisors in the workplace.

### **Assessment for & fitting of Equipment for Independence (CES equipment prescribers)**

#### **Who will benefit?**

Any staff from Devon ACS, NHS or related services who are involved in assessment and provision of equipment from the Community Equipment store.

#### **Learning outcomes**

Staff attending this course will have the opportunity to gain knowledge and skills in the following areas:

- The current range of Equipment for Independence from the Community Equipment Service(CES) that could meet client need.
- Safe use of equipment.
- Assessing the equipment needs of clients.
- Choosing relevant equipment to meet an individual's identified need.
- Fitting and adjusting CES equipment safely (within the ILC environment).
- Environmental factors/limitations or risks related to CES equipment
- The availability of specialist assessment and how to access these.
- Confidence to seek a second opinion where necessary.

#### **Course Prerequisites**

Training or knowledge of 'Fair Access To Care' eligibility criteria and CES prescriber training/awareness would be helpful before attending this course.

#### **Course dates**

13th and 15th July 2010

28th and 30th September 2010

2nd and 4th November 2010

All will be 9:00-15:30 at the Independent Living Centre, Isca House, Haven Road, Exeter EX2 8DS



# Course Programme

## Other Training



### CES equipment prescribers Updates

#### **Who will benefit?**

Staff from ACS, NHS or related services who are actively involved in assessment and provision of equipment for independence.

#### **Learning outcomes**

Staff attending this course will have the opportunity to gain knowledge and skills in the following areas:

- Overview of the current range of Equipment for Independence from the Community Equipment Service (CES) that could meet client need.
- Safe use of any new equipment.
- New equipment in CES store to meet an individual's identified need.
- Fitting and adjusting new equipment in CES store (within the ILC environment).
- Environmental factors/limitations or risks related to any new CES equipment

#### **Course Prerequisites**

Previous Attendance at ILC Assessment and Fitting of equipment course preferable.

#### **Course dates**

CES equipment prescribers update– TBC

Shower, bath and toilet equipment update-

Wednesday 1st December 2010, 9.00am-1.00pm the venue is to be confirmed but will be in South Devon.

### Adult Literacy and Numeracy Skills

**Who will benefit?** Anyone wishing to get a qualification, anyone wanting to access further training programmes and those who want to refresh/update their current skills

#### **Would you like to improve on your reading and writing so that you can**

- write better letters or reports
- improve your spelling or punctuation
- be more confident about filling in forms
- progress with your communication skills

#### **Maybe you'd like to refresh your numeracy skills so that you feel more able to**

- understand percentages and fractions
- handle metric weights and measures better
- work out your tax, national insurance or your pension
- help the kids with their homework

**Getting Started-** Programmes can be arranged for small groups at your place of work – contact Lynda Reynolds-Smith on 01392 356079 or email [lrs@nhs.net](mailto:lrs@nhs.net)



# Training Events

## Calendar



The training events are listed monthly and will provide you with the following information:

Date

Time

Course title

Venue

Some courses may be updated or changed therefore the following codes will indicate this:

NEW = New course or date

CNX = Course is cancelled

CHT = Time of the course has changed

CHV = Venue of the course has changed

MVD = Date of the course has moved

FULL= Course is full

LTD = course has limited spaces

For all courses please ensure you complete an internal application form and return to Learning and Development so your booking can be processed.

## Learning and Development

# June Training Events



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Tue 1st	09:00—12:45	Mandatory Update—Admin & Clerical	Seaton Hospital, Meeting Room
Tue 1st FULL	13:15—16:30	Conflict Update	Seaton Hospital, Meeting Room
Tue 1st LTD	09:15—16:00	Getting It Right For Me/Equality & Diversity	Newton Abbot Hospital, Room 1
Wed 2nd LTD	09:15—16:00	Getting It Right For Me/Equality & Diversity	Okehampton Hospital, Dartm. Wd.
Wed 2nd	09:00—13:00	Recognition of the Sick Patient	Honiton Hospital, Jerrard Wing
Wed 2nd	13:30—16:45	Intro. to New Bladder & Bowel Pathways	Newton Abbot Hospital
Thu 3rd LTD	09:00—15:45	Mandatory Update—Clinical Hospital	Okehampton Hospital, Dartm. Wd.
Thu 3rd	09:30—16:00	Moving & Handling Practical Session	Dartmouth Hospital, Training Rm
Thu 3rd	13:00—15:30	Defib & Airway Management inc. ABLs	Honiton Hospital, Jerrard Wing
Thu 3rd	15:30—16:30	Recognition & Treatment of Anaphylaxis	Honiton Hospital, Jerrard Wing
Fri 4th	09:00—12:45	Mandatory Update—Admin & Clerical	Exmouth Hospital, Dewdney Unit
Fri 4th LTD	13:15—16:45	Right Blood Right Patient	Exmouth Hospital, Dewdney Unit
Fri 4th	09:00—11:30	IV & Venepuncture Update	Ottery St Mary Hospital, Sandhill
Fri 4th	11:45—13:00	ECG Training	Ottery St Mary Hospital, Sandhill
Fri 4th FULL	13:30—17:00	Right Blood Right Patient	Ottery St Mary Hospital, Sandhill
Fri 4th	13:30—16:45	Intro. to New Bladder & Bowel Pathways	Newton Abbot Hospital
Mon 7th FULL	09:00—16:40	Mandatory Update—Clinical Community	Tiverton Hospital, Room C
Tue 8th LTD	09:00—12:45	Mandatory Update—Admin & Clerical	County Hall, Coaver Club
Tue 8th	13:15—16:30	Conflict Update	County Hall, Coaver Club
Tue 8th	13:30—16:30	Mentor Update	Exmouth Hospital, Dewdney Unit
Wed 9th LTD	09:00—12:45	Mandatory Update—Admin & Clerical	Newton Abbot Hospital, Rm 1
Wed 9th	13:15—16:30	Conflict Update	Newton Abbot Hospital, Rm 1
Wed 9th FULL	09:30—16:00	Conflict Resolution	Exmouth Hospital, Dewdney Unit
Wed 9th CHV	09:30—12:30	Child Protection Level 2	Tiverton Hospital, Room C
Wed 9th NEW	14:00—16:30	Defib & Airway Management inc. ABLs	Franklyn House, Exeter
Thu 10th	09:00—13:00	Shower, Bath and Toilet Equipment Update	Independent Living Centre, Exeter
Mon 14th	09:00—12:45	Mandatory Update—Admin & Clerical	Dawlish Hospital, Clinic Rm
Mon 14th	13:15—15:45	IV & Venepuncture Update	Dawlish Hospital, Clinic Rm
Mon 14th	09:30—13:15	Mandatory Update—Admin & Clerical	Abbey Rise, Tavistock
Mon 14th	13:45—16:15	IV & Venepuncture Update	Abbey Rise, Tavistock
Mon 14th LTD	09:30—12:30	Child Protection Level 2	Honiton Hospital, Jerrard Wing
Mon 14th FULL	08:45—17:00	Immediate Life Support	Tiverton Hospital, Room B
Mon 14th	09:00—12:30	Continuing Healthcare	Totnes Hospital, Training Room
Mon 14th	13:00—17:00	Continuing Healthcare	Honiton Hospital, Jerrard Wing
Tue 15th FULL	09:00—15:45	Mandatory Update—Clinical Hospital	Honiton Hospital, Jerrard Wing
Tue 15th CNX	09:30—12:00	Paed. Continence & NICE updates	Franklyn House, Exeter
Tue 15th CNX	13:00—15:30	Paed. Continence & NICE updates	Franklyn House, Exeter
Wed 16th LTD	09:00—16:00	Confirmation of Expected Death	Crediton Hospital, Markby Room

# Learning and Development

## June Continued...



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Wed 16th	09:30—12:15	KSF Development Review Process	Honiton Hospital, Jerrard Wing
Wed 16th	13:00—16:30	KSF Reviewer Skills	Honiton Hospital, Jerrard Wing
Wed 16th	13:00—17:00	Recognition of the Sick Patient	Newton Abbot Hospital, Room 1
Wed 16th LTD	09:00—13:00	Continuing Healthcare	Franklyn House, Exeter
Thu 17th FULL	09:00—16:40	Mandatory Update—Clinical Community	Royal Devon & Exeter, Heavitree
Thu 17th LTD	09:15—16:00	Getting It Right For Me/Equality & Diversity	South Hams Hospital, Kingsbridge
Thu 17th	09:30—16:00	Conflict Resolution	Abbey Rise, Tavistock
Thu 17th LTD	13:00—15:30	Defib & Airway Management inc. ABLS	Crediton Hospital, Day Room
Thu 17th	15:30—16:30	Recognition & Treatment of Anaphylaxis	Crediton Hospital, Day Room
Thu 17th	13:30—15:30	Mentor Update	Royal Devon & Exeter, Heavitree
Thu 17th	15:30—16:30	Sign-Off Mentor Session	Royal Devon & Exeter, Heavitree
Fri 18th	09:00—12:45	Mandatory Update—Admin & Clerical	Budleigh Salterton Hospital
Fri 18th FULL	13:15—16:30	Conflict Update	Budleigh Salterton Hospital
Fri 18th	09:30—12:00	Defib & Airway Management inc. ABLS	Sidmouth Hospital, Library Room
Fri 18th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Sidmouth Hospital, Library Room
Mon 21st	09:00—13:00	Recognition of the Sick Patient	Whipton Hospital, Budlake Day Rm
Mon 21st LTD	14:00—16:30	Defib & Airway Management inc. ABLS	Whipton Hospital, Budlake Day Rm
Mon 21st FULL	13:30—16:00	Defib & Airway Management inc. ABLS	Tiverton Hospital, Room C
Mon 21st	16:00—17:00	Recognition & Treatment of Anaphylaxis	Tiverton Hospital, Room C
Mon 21st	09:00—13:00	Recognition of the Sick Patient	Tiverton Hospital, Room C
Mon 21st	09:00—13:00	Continuing Healthcare	Franklyn House, Exeter
Mon 21st NEW	12:30—13:30	Adult Basic Life Support	Ivybridge Health Centre
Mon 21st NEW	13:30—14:30	Recognition & Treatment of Anaphylaxis	Ivybridge Health Centre
Tue 22nd FULL	09:00—16:40	Mandatory Update—Clinical Community	Crown Yealm House, South Molton
Tue 22nd LTD	08:45—17:00	Immediate Life Support	Newton Abbot Hospital, Room 1
Wed 23rd CNX	09:00—12:30	Right Blood Right Patient	Newton Abbot Hospital, Room 1
Wed 23rd	13:00—15:30	IV & Venepuncture Update	Newton Abbot Hospital, Room 1
Wed 23rd	15:45—17:00	ECG Training	Newton Abbot Hospital, Room 1
Wed 23rd	09:30—16:30	Catheterisation	Crown Yealm House, South Molton
Wed 23rd NEW	09:30—11:00	Paediatric Basic Life Support (Any Community Clinical Staff Only)	Ivybridge Health Centre, HV Room
Thu 24th CHT	09:00—13:40	Mandatory Update—Hotel Services	Dartmouth Hospital, Training Rm
Thu 24th LTD	09:30—16:00	Moving & Handling Practical Session	Royal Devon & Exeter, Heavitree
Thu 24th FULL	09:30—16:00	Conflict Resolution	Royal Devon & Exeter, Heavitree
Thu 24th LTD	09:30—16:00	Conflict Resolution	South Hams Hospital, Kingsbridge
Thu 24th	09:30—16:30	Adult Bowel Training	Crown Yealm House, South Molton
Fri 25th	09:00—12:45	Mandatory Update—Admin & Clerical	Crediton Hospital, Markby Room
Fri 25th	13:15—16:30	Conflict Update	Crediton Hospital, Markby Room

## Learning and Development



# June Continued...



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Fri 25th	09:00—12:30	Continuing Healthcare	Totnes Hospital, Training Room
Fri 25th	13:00—16:30	Continuing Healthcare	Totnes Hospital, Training Room
Mon 28th FULL	09:00—16:40	Mandatory Update—Clinical Community	South Hams Hospital, Kingsbridge
Mon 28th FULL	09:00—17:00	Mandatory Update—Children's Clinicians	Crown Yealm House, South Molton
Mon 28th	09:30—12:00	Defib & Airway Management inc. ABLIS	Exmouth Hospital, Dewdney Unit
Mon 28th	13:00—14:00	Recognition & Treatment of Anaphylaxis	Exmouth Hospital, Dewdney Unit
Mon 28th	14:00—15:30	Adult Basic Life Support	Exmouth Hospital, Dewdney Unit
Mon 28th	15:30—16:30	Recognition & Treatment of Anaphylaxis	Exmouth Hospital Dewdney Unit
Mon 28th	09:30—12:00	Defib & Airway Management inc. ABLIS	Axminster Hospital, Training Room
Mon 28th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Axminster Hospital, Training Room
Mon 28th	09:00—13:00	Continuing Healthcare	Honiton Hospital, Jerrard Wing
Tue 29th LTD	09:00—16:40	Mandatory Update—Clinical Community	Totnes Hospital, Training Room
Tue 29th	09:30—12:30	KSF Staff Training	Seaton Hospital, Meeting Room
Tue 29th	09:30—16:30	Adult Bowel Training	Honiton Hospital, Jerrard Wing
Wed 30th	09:00—12:30	Clinical Audit Training	Honiton Hospital, Jerrard Wing
Wed 30th	13:00—16:30	Clinical Audit Training	Honiton Hospital, Jerrard Wing
Wed 30th FULL	09:00—12:30	Right Blood Right Patient	Tiverton Hospital, Room C
Wed 30th LTD	13:00—15:30	IV & Venepuncture Update	Tiverton Hospital, Room C
Wed 30th	15:45—17:00	ECG Training	Tiverton Hospital, Room C
Wed 30th	09:00—13:00	Continuing Healthcare	Exmouth Hospital, Dewdney Unit

## Learning and Development



# July Training Events



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Thu 1st	09:00—11:30	IV & Venepuncture Update	Royal Devon & Exeter, Heavitree
Thu 1st	11:45—13:00	ECG Training	Royal Devon & Exeter, Heavitree
Thu 1st LTD	13:30—17:00	Right Blood Right Patient	Royal Devon & Exeter, Heavitree
Thu 1st	09:00—11:30	IV & Venepuncture Update	Dartmouth Hospital, Training Room
Thu 1st	11:45—13:00	ECG Training	Dartmouth Hospital, Training Room
Thu 1st	13:30—17:00	Right Blood Right Patient	Dartmouth Hospital, Training Room
Thu 1st	09:00—13:00	Recognition of the Sick Patient	Honiton Hospital, Jerrard Wing
Fri 2nd FULL	09:00—15:45	Mandatory Update—Clinical Hospital	Royal Devon & Exeter, Heavitree
Fri 2nd LTD	09:00—13:00	Continuing Healthcare	Franklyn House, Exeter
Mon 5th CHT	09:00—16:40	Mandatory Update—Clinical Community	Ottery St Mary Hospital
Mon 5th	09:00—11:30	Defib & Airway Management inc. ABLIS	Honiton Hospital, Jerrard Wing
Mon 5th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Honiton Hospital, Jerrard Wing
Mon 5th	09:30—16:30	Adult Bladder Training	Newton Abbot Hospital, Room 1
Mon 5th	09:00—13:00	Continuing Healthcare	Tiverton Hospital, Room C
Mon 5th NEW	10:30—13:30	Recognition of the Sick Patient inc. EWS	Tavistock Hospital, Ward Day Room
Mon 5th NEW	14:00—17:00	Recognition of the Sick Patient inc. EWS	Tavistock Hospital, Ward Day Room
Tue 6th FULL	09:30—16:00	Conflict Resolution	Newton Abbot Hospital, Room 1
Tue 6th	09:30—16:00	Conflict Resolution	Crown Yealm House, South Molton
Tue 6th FULL	09:00—12:30	Right Blood Right Patient	Honiton Hospital, Jerrard Wing
Tue 6th LTD	13:00—15:30	IV & Venepuncture Update	Honiton Hospital, Jerrard Wing
Tue 6th	15:45—17:00	ECG Training	Honiton Hospital, Jerrard Wing
Wed 7th CHT	09:00—13:40	Mandatory Update—Hotel Services	Newton Abbot Hospital, Rm 1
Wed 7th	09:00—13:00	Recognition of the Sick Patient	Exmouth Hospital, Dewdney Unit
Thu 8th FULL	09:30—12:30	Child Protection Level 2	Newton Abbot Hospital, Rm 1
Thu 8th	09:30—16:30	Supervision Training	Tiverton Hospital, Room C
Thu 8th	13:30—15:30	Mentor Update	Totnes Hospital, Training Room
Thu 8th	15:30—16:30	Sign-Off Mentor Session	Totnes Hospital, Training Room
Fri 9th	09:30—16:00	Moving & Handling Practical Session	Honiton Hospital, Jerrard Wing
Mon 12th FULL	09:00—16:40	Mandatory Update—Clinical Community	Okehampton Hospital, Dartm. Wd.
Mon 12th	09:00—17:00	Mandatory Update—Children's Clinicians	Seaton Hospital, Meeting Room
Mon 12th LTD	09:30—16:30	Catheterisation	Newton Abbot Hospital, Room 1
Tue 13th LTD	09:00—16:40	Mandatory Update—Clinical Community	Exmouth Hospital, Dewdney Unit
Tue 13th	09:00—16:00	Confirmation of Expected Death	Abbey Rise, Tavistock
Tue 13th LTD	09:30—16:00	Moving & Handling Practical Session	Tiverton Hospital, Room B
Tue 13th	09:30—16:30	In-House Trainer Starter Course	Newton Abbot Hospital, Room 1
Tue 13th NEW	09:00—15:00	CES Equipment Prescribers (& 15th)	Independent Living Centre, Exeter
Wed 14th FULL	09:15—16:00	Getting It Right For Me/Equality & Diversity	Royal Devon & Exeter, Heavitree
Wed 14th	09:30—12:30	Postnatal Groups Train the Trainers	Honiton Hospital, Jerrard Wing

# Learning and Development



## July Continued...



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Wed 14th	09:30—12:00	Defib & Airway Management inc. ABLS	Budleigh Salterton Hospital
Wed 14th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Budleigh Salterton Hospital
Wed 14th	09:00—13:00	Continuing Healthcare	Exmouth Hospital, Dewdney Unit
Thu 15th FULL	09:00—15:45	Mandatory Update—Clinical Hospital	Totnes Hospital, Training Room
Thu 15th LTD	09:15—16:00	Getting It Right For Me/Equality & Diversity	Seaton Hospital, Meeting Room
Thu 15th	09:00—13:00	Recognition of the Sick Patient	Tiverton Hospital, Room C
Thu 15th NEW	09:15—16:30	Moving & Handling Update for Key Trainer	Royal Devon & Exeter, Heavitree
Mon 19th CHT	09:00—13:40	Mandatory Update—Hotel Services	Ottery St Mary Hospital
Mon 19th LTD	09:30—10:30	Adult Basic Life Support (Public Health Teams)	Tiverton Hospital, Room B
Mon 19th	10:30—12:00	Paediatric Basic Life Support inc. Choking (Public Health Teams)	Tiverton Hospital, Room B
Mon 19th	12:00—13:00	Recognition & Treatment of Anaphylaxis (Public Health Teams)	Tiverton Hospital, Room B
Mon 19th	13:30—16:30	Postnatal Groups Train the Trainers	Tiverton Hospital, Room B
Tue 20th CHT	09:00—13:40	Mandatory Update—Hotel Services	Budleigh Salterton Hospital
Tue 20th	09:30—12:15	KSF Development Review Process	Okehampton Hospital, Dartmoor Wd.
Tue 20th	13:00—16:30	KSF Reviewer Skills	Okehampton Hospital, Dartmoor Wd.
Tue 20th	09:00—12:30	Clinical Audit Training	Totnes Hospital, Training Room
Tue 20th	13:00—16:30	Clinical Audit Training	Totnes Hospital, Training Room
Wed 21st CHT	09:30—17:10	Mandatory Update—Patient Community	Abbey Rise, Tavistock
Wed 21st	10:00—13:00	Postnatal Groups Train the Trainers	Okehampton Hospital, Dartmoor Wd.
Wed 21st NEW	09:30—12:30	Recognising the Ill Child (MIU Staff Only)	Tiverton Hospital, Room C
Wed 21st NEW	09:30—15:30	Health Trainer RSPH II (& 28th)	Ilfracombe Centre, Ilfracombe
Wed 21st— Fri 23rd	09:15—17:00	3 Day Risk Assessors Course in Moving & Handling	Royal Devon & Exeter, Heavitree, Practical Room
Thu 22nd CHT	09:00—16:40	Mandatory Update—Clinical Community	Seaton Hospital, Meeting Room
Thu 22nd	13:00—16:00	KSF Staff Training	Dawlish Hospital, Clinical Room
Thu 22nd	09:00—13:00	Recognition of the Sick Patient	Newton Abbot Hospital, Room 1
Thu 22nd	13:30—16:00	Defib & Airway Management inc. ABLS	Newton Abbot Hospital, Room 1
Fri 23rd LTD	09:00—15:45	Mandatory Update—Clinical Hospital	Crediton Hospital, Markby Room
Fri 23rd FULL	09:00—11:30	Defib & Airway Management inc. ABLS	Tiverton Hospital, Room B
Fri 23rd	12:00—13:00	Recognition & Treatment of Anaphylaxis	Tiverton Hospital, Room B
Fri 23rd	09:00—12:30	Continuing Healthcare	Newton Abbot Hospital, Room 1
Fri 23rd	13:00—16:30	Continuing Healthcare	Newton Abbot Hospital, Room 1
Mon 26th FULL	09:00—16:40	Mandatory Update—Clinical Community	Royal Devon & Exeter, Heavitree
Mon 26th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Dawlish Hospital, Clinic Rm
Mon 26th	09:30—12:00	Defib & Airway Management inc. ABLS	Totnes Hospital, Training Room
Mon 26th	13:00—14:00	Recognition & Treatment of Anaphylaxis (Community/District Nurses)	Totnes Hospital, Training Room

## Learning and Development



# July Continued...



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Mon 26th	14:00—15:30	Adult Basic Life Support (Community/District Nurses)	Totnes Hospital, Training Room
Mon 26th	09:30—11:30	Defib & Airway Management inc. ABLS	Tavistock Hospital, Physiotherapy
Mon 26th	11:45—12:45	Recognition & Treatment of Anaphylaxis	Tavistock Hospital, Physiotherapy
Mon 26th	12:45—14:45	Defib & Airway Management inc. ABLS	Tavistock Hospital, Physiotherapy
Tue 27th FULL	09:00—15:45	Mandatory Update—Clinical Hospital	Newton Abbot Hospital, Rm 1
Tue 27th	09:30—16:00	Conflict Resolution	Ottery St Mary Hospital
Wed 28th CHT	09:00—16:40	Mandatory Update—Clinical Community	Dartmouth Hospital, Training Rm
Wed 28th	09:00—12:45	Mandatory Update—Admin & Clerical	Crown Yealm House, South Molton
Wed 28th	13:15—15:45	IV & Venepuncture Update	Crown Yealm House, South Molton
Wed 28th	09:30—12:00	Defib & Airway Management inc. ABLS	Exmouth Hospital, Dewdney Unit
Wed 28th	13:00—14:00	Recognition & Treatment of Anaphylaxis	Exmouth Hospital, Dewdney Unit
Thu 29th CHT	09:00—16:40	Mandatory Update—Clinical Community	Honiton Hospital, Jerrard Wing
Thu 29th	13:30—16:30	Mentor Update	Dawlish Hospital, Clinic Room
Thu 29th NEW	09:00—12:00	Recognising the Ill Child (MIU/WIC Staff Only)	Honiton Hospital, Jerrard Wing
Fri 30th	09:00—12:45	Mandatory Update—Admin & Clerical	Ottery St Mary Hospital
Fri 30th FULL	13:15—16:30	Conflict Update	Ottery St Mary Hospital
Fri 30th	09:15—16:00	Getting It Right For Me/Equality & Diversity	Dartmouth Hospital, Day Case Rm
Fri 30th FULL	08:45—17:00	Immediate Life Support	Honiton Hospital, Jerrard Wing
Fri 30th	09:00—12:30	Continuing Healthcare	Newton Abbot Hospital, Room 1
Fri 30th	13:00—16:30	Continuing Healthcare	Newton Abbot Hospital, Room 1

## Learning and Development



# August Training Events



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Mon 2nd	09:00—13:00	Recognition of the Sick Patient	Newton Abbot Hospital, Room 1
Tue 3rd	09:15—16:00	Getting It Right For Me/Equality & Diversity	Totnes Hospital, Training Room
Tue 3rd	09:00—13:00	Recognition of the Sick Patient	Okehampton Hospital, Dartmr Wd
Tue 3rd	09:00—13:00	Recognition of the Sick Patient	Honiton Hospital, Jerrard Wing
Wed 4th FULL	08:45—17:00	Immediate Life Support (WIC Staff Only)	Honiton Hospital, Jerrard Wing
Thu 5th CNX	09:30—12:00	Defib & Airway Management inc. ABLs	Ottery St Mary Hospital, Sandhill
Thu 5th CNX	12:00—13:00	Recognition & Treatment of Anaphylaxis	Ottery St Mary Hospital, Sandhill
Thu 5th	13:00—16:00	KSF Staff Training	Dartmouth Hospital
Thu 5th	09:00—13:00	Recognition of the Sick Patient	Sidmouth Hospital, Library Room
Fri 6th CHT	09:00—13:40	Mandatory Update—Hotel Services	Royal Devon & Exeter, Heavitree
Mon 9th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Dawlish Hospital, Clinic Rm
Mon 9th	09:30—12:00	Defib & Airway Management inc. ABLs	Whipton Hospital, Budlake Day Rm
Mon 9th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Whipton Hospital, Budlake Day Rm
Mon 9th	09:00—13:00	Recognition of the Sick Patient	Tiverton Hospital, Room B
Tue 10th	09:00—12:45	Mandatory Update—Admin & Clerical	Royal Devon & Exeter, Heavitree
Tue 10th LTD	13:15—16:45	Right Blood Right Patient	Royal Devon & Exeter, Heavitree
Tue 10th FULL	09:15—16:00	Getting It Right For Me/Equality & Diversity	Tiverton Hospital, Room B
Tue 10th CHT	09:30—12:00	Defib & Airway Management inc. ABLs	Newton Abbot Hospital, Room 1
Tue 10th	13:30—16:00	Defib & Airway Management inc. ABLs	Whipton Hospital, Arlington Centre
Wed 11th LTD	09:30—16:00	Moving & Handling Practical Session	Dartmouth Hospital, Training Rm
Wed 11th	09:00—13:00	Recognition of the Sick Patient	Seaton Hospital, Meeting Room
Thu 12th CNX	09:00—13:00	Recognition of the Sick Patient	Axminster Hospital, Training Room
Thu 12th NEW	14:00—17:00	Recognising the Sick Child (MIU/WIC Staff Only)	Honiton Hospital, Jerrard Wing
Fri 13th FULL	09:00—15:45	Mandatory Update—Clinical Hospital	Budleigh Salterton Hospital
Mon 16th LTD	09:00—12:45	Mandatory Update—Admin & Clerical	County Hall, Coaver Club
Mon 16th	13:15—16:30	Conflict Update	County Hall, Coaver Club
Mon 16th	09:00—17:00	Mandatory Update—Children's Clinicians	Newton Abbot Hospital, Room 1
Mon 16th	09:30—12:00	Defib & Airway Management inc. ABLs	Seaton Hospital, Meeting Room
Mon 16th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Seaton Hospital, Meeting Room
Mon 16th	09:00—11:30	Defib & Airway Management inc. ABLs	Whipton Hospital, Arlington Centre
Mon 16th	11:50—12:50	Recognition & Treatment of Anaphylaxis	Whipton Hospital, Arlington Centre
Mon 16th	09:00—12:30	Continuing Healthcare	Totnes Hospital, Training Room
Mon 16th	13:00—16:30	Continuing Healthcare	Totnes Hospital, Training Room
Tue 17th FULL	09:30—16:00	Conflict Resolution	Royal Devon & Exeter, Heavitree
Tue 17th	09:30—16:00	Conflict Resolution	Abbey Rise, Tavistock
Tue 17th	09:00—11:30	IV & Venepuncture Update	Tiverton Hospital, Room B

## Learning and Development



# August Continued...



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Tue 17th	11:45—13:00	ECG Training	Tiverton Hospital, Room B
Tue 17th FULL	13:30—17:00	Right Blood Right Patient	Tiverton Hospital, Room B
Wed 18th FULL	09:00—16:00	Confirmation of Expected Death	Dawlish Hospital, Seminar Room
Wed 18th	09:00—12:30	Clinical Audit Training	Royal Devon & Exeter, Heavitree
Wed 18th	13:00—16:30	Clinical Audit Training	Royal Devon & Exeter, Heavitree
Thu 19th LTD	09:00—15:45	Mandatory Update—Clinical Hospital	Tiverton Hospital, Room C
Thu 19th	09:30—16:00	Conflict Resolution	Honiton Hospital, Jerrard Wing
Thu 19th	09:30—12:00	Defib & Airway Management inc. ABLIS	Sidmouth Hospital, Library Room
Thu 19th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Sidmouth Hospital, Library Room
Mon 23rd CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Honiton Hospital, Jerrard Wing
Mon 23rd	09:30—12:00	Defib & Airway Management inc. ABLIS	Totnes Hospital, Training Room
Mon 23rd	13:00—14:00	Recognition & Treatment of Anaphylaxis	Totnes Hospital, Training Room
Mon 23rd	09:00—11:30	Defib & Airway Management inc. ABLIS	Tiverton Hospital, Room B
Mon 23rd	12:00—13:00	Recognition & Treatment of Anaphylaxis	Tiverton Hospital, Room B
Mon 23rd	13:30—15:00	Adult Basic Life Support	Tiverton Hospital, Room B
Mon 23rd	15:00—16:00	Recognition & Treatment of Anaphylaxis	Tiverton Hospital, Room B
Tue 24th	09:30—12:15	KSF Development Review Process	Dartmouth Hospital, Training Room
Tue 24th	13:00—16:30	KSF Reviewer Skills	Dartmouth Hospital, Training Room
Tue 24th LTD	09:00—12:30	Right Blood Right Patient	Budleigh Salterton Hospital
Tue 24th	13:00—15:30	IV & Venepuncture Update	Budleigh Salterton Hospital
Tue 24th	15:45—17:00	ECG Training	Budleigh Salterton Hospital
Wed 25th	09:00—11:30	Defib & Airway Management inc. ABLIS	Honiton Hospital, Jerrard Wing
Wed 25th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Honiton Hospital, Jerrard Wing
Wed 25th	13:30—15:00	Adult Basic Life Support	Honiton Hospital, Jerrard Wing
Wed 25th	15:00—16:00	Recognition & Treatment of Anaphylaxis	Honiton Hospital, Jerrard Wing
Thu 26th FULL	09:15—16:00	Getting It Right For Me/Equality & Diversity	Honiton Hospital, Jerrard Wing
Thu 26th CNX	09:00—12:30	Right Blood Right Patient	South Hams Hospital, Kingsbridge
Thu 26th	13:00—15:30	IV & Venepuncture Update	South Hams Hospital, Kingsbridge
Thu 26th	15:45—17:00	ECG Training	South Hams Hospital, Kingsbridge
Fri 27th	09:30—16:00	Moving & Handling Practical Session	Royal Devon & Exeter, Heavitree
Fri 27th	09:30—16:00	Conflict Resolution	Dartmouth Hospital, Day Care Rm
Fri 27th	09:00—12:30	Continuing Healthcare	Newton Abbot Hospital, Room 1
Fri 27th	13:00—16:30	Continuing Healthcare	Newton Abbot Hospital, Room 1

## Learning and Development



# September Training Events



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Wed 1st CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Royal Devon & Exeter, Heavitree
Wed 1st LTD	09:15—16:00	Getting It Right For Me/Equality & Diversity	Newton Abbot Hospital, Room 1
Wed 1st	09:30—12:00	Defib & Airway Management inc. ABLs	Okehampton Hospital, Dartmoor
Wed 1st	13:00—14:00	Adult Basic Life Support (Community/District Nurses)	Okehampton Hospital, Dartmoor
Wed 1st	14:00—15:00	Recognition & Treatment of Anaphylaxis (Community/District Nurses)	Okehampton Hospital, Dartmoor
Wed 1st LTD	08:45—16:45	Immediate Life Support	Tiverton Hospital, Room B & C
Thu 2nd	09:00—12:30	Clinical Audit Training	Dawlish Hospital, Clinic Room
Thu 2nd	13:00—16:30	Clinical Audit Training	Dawlish Hospital, Clinic Room
Thu 2nd	09:00—11:30	IV & Venepuncture Update	Honiton Hospital, Jerrard Wing
Thu 2nd	11:45—13:00	ECG Training	Honiton Hospital, Jerrard Wing
Thu 2nd LTD	13:30—17:00	Right Blood Right Patient	Honiton Hospital, Jerrard Wing
Thu 2nd	13:30—16:30	Mentor Update	Tiverton Hospital, Room B
Fri 3rd	09:00—11:30	IV & Venepuncture Update	Crediton Hospital, Markby Room
Fri 3rd	11:45—13:00	ECG Training	Crediton Hospital, Markby Room
Fri 3rd LTD	13:30—17:00	Right Blood Right Patient	Crediton Hospital, Markby Room
Mon 6th CHT	09:00—13:40	Mandatory Update—Hotel Services	Exmouth Hospital, Dewdney Unit
Mon 6th FULL	09:30—16:00	Conflict Resolution	Tiverton Hospital, Room B
Mon 6th FULL	08:45—17:00	Immediate Life Support	Newton Abbot Hospital, Room 1
Mon 6th	09:30—16:30	Catheterisation	Honiton Hospital, Jerrard Wing
Tue 7th CHT	09:00—13:40	Mandatory Update—Hotel Services	Seaton Hospital, Meeting Room
Tue 7th CHT	09:00—16:40	Mandatory Update—Clinical Community	Crown Yealm House, South Molton
Tue 7th	09:00—12:30	Right Blood Right Patient	Totnes Hospital, Training Room
Tue 7th	13:00—15:30	IV & Venepuncture Update	Totnes Hospital, Training Room
Tue 7th	15:45—17:00	ECG Training	Totnes Hospital, Training Room
Tue 7th	09:00—13:00	Recognition of the Sick Patient	Honiton Hospital, Jerrard Wing
Wed 8th CHT	09:00—16:40	Mandatory Update—Clinical Community	Newton Abbot Hospital, Rm 1
Wed 8th	09:30—12:15	KSF Development Review Process	Exmouth Hospital, Dewdney Unit
Wed 8th	13:00—16:30	KSF Reviewer Skills	Exmouth Hospital, Dewdney Unit
Thu 9th CHT	13:30—15:30	Defib & Airway Management inc. ABLs	Dawlish Hospital, Clinic Room
Thu 9th CHT	15:30—16:30	Recognition & Treatment of Anaphylaxis	Dawlish Hospital, Clinic Room
Mon 13th	09:00—17:00	Mandatory Update—Children's Clinicians	Okehampton Hospital, Dartmr Wrđ.
Mon 13th	09:30—12:00	Defib & Airway Management inc. ABLs	Exmouth Hospital, Dewdney Unit
Mon 13th	13:00—14:00	Recognition & Treatment of Anaphylaxis	Exmouth Hospital, Dewdney Unit
Mon 13th	14:00—15:30	Adult Basic Life Support (Community/District Nurses Only)	Exmouth Hospital, Dewdney Unit
Mon 13th	15:30—16:30	Recognition & Treatment of Anaphylaxis (Community/District Nurses Only)	Exmouth Hospital, Dewdney Unit

## Learning and Development



# September Continued...



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Mon 13th	09:00—13:00	Recognition of the Sick Patient	Tiverton Hospital, Room B
Mon 13th	09:30—16:30	Adult Bowel Training	Newton Abbot Hospital, Room 1
Tue 14th CHT	09:00—13:40	Mandatory Update—Hotel Services	Tiverton Hospital, Room B
Tue 14th	09:15—16:00	Getting It Right For Me/Equality & Diversity	Abbey Rise, Tavistock
Tue 14th	13:00—17:00	Recognition of the Sick Patient	Newton Abbot Hospital, Room 1
Tue 14th	09:30—11:30	Defib & Airway Management inc. ABL5	Newton Abbot Hospital, Room 1
Tue 14th	11:30—12:30	Recognition & Treatment of Anaphylaxis	Newton Abbot Hospital, Room 1
Tue 14th	09:30—12:30	Child Protection Level 2	Royal Devon & Exeter, Heavitree
Wed 15th LTD	09:15—16:00	Getting It Right For Me/Equality & Diversity	Budleigh Salterton Hospital
Thu 16th	09:00—12:45	Mandatory Update—Admin & Clerical	Totnes Hospital, Training Room
Thu 16th	13:15—16:30	Conflict Update	Totnes Hospital, Training Room
Thu 16th LTD	09:30—16:00	Conflict Resolution	Seaton Hospital, Meeting Room
Fri 17th CHT	09:00—15:45	Mandatory Update—Patient Hospital	Ottery St Mary Hospital
Fri 17th	09:30—16:00	Conflict Resolution	Totnes Hospital, Training Room
Mon 20th CHT	09:00—16:40	Mandatory Update—Clinical Community	Exmouth Hospital, Dewdney Unit
Mon 20th FULL	09:00—16:40	Mandatory Update—Clinical Community	Tiverton Hospital, Room B
Mon 20th LTD	08:45—17:00	Immediate Life Support	Dawlish Hospital, Seminar Room
Tue 21st FULL	09:00—16:00	Confirmation of Expected Death	Seaton Hospital, Meeting Room
Tue 21st	09:00—13:00	Recognition of the Sick Patient	Whipton Hospital, Budlake Day Rm
Tue 21st	09:30—16:30	Adult Bladder Training	Honiton Hospital, Jerrard Wing
Tue 21st NEW	09:30—15:30	Health Trainer RSPH II (& 28th)	Royal Devon & Exeter, Heavitree
Wed 22nd CHT	09:00—16:40	Mandatory Update—Clinical Community	Budleigh Salterton Hospital
Wed 22nd	09:00—11:30	Defib & Airway Management inc. ABL5	Honiton Hospital, Jerrard Wing
Wed 22nd	12:00—13:00	Recognition & Treatment of Anaphylaxis	Honiton Hospital, Jerrard Wing
Wed 22nd	13:00—16:00	KSF Staff Training	Exmouth Hospital, Dewdney Unit
Wed 22nd NEW	09:30—15:30	Health Trainer RSPH II (&30th)	Newton Abbot Hospital, Room 1
Thu 23rd CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Dawlish Hospital, Clinic Rm
Fri 24th LTD	09:15—16:00	Getting It Right For Me/Equality & Diversity	Crediton Hospital, Markby Room
Fri 24th	09:00—11:30	Defib & Airway Management inc. ABL5	Tiverton Hospital, Room B
Fri 24th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Tiverton Hospital, Room B
Mon 27th CHT	09:00—16:40	Mandatory Update—Patient Community	Royal Devon & Exeter, Heavitree
Mon 27th	09:30—12:30	Defib & Airway Management inc. ABL5	Totnes Hospital, Training Room
Mon 27th	13:00—14:00	Recognition & Treatment of Anaphylaxis	Totnes Hospital, Training Room
Mon 27th	14:00—15:30	Adult Basic Life Support	Totnes Hospital, Training Room
Mon 27th	15:30—16:30	Recognition & Treatment of Anaphylaxis (Community/District Nurses Only)	Totnes Hospital, Training Room
Mon 27th CNX	09:00—13:00	Recognition of the Sick Patient	Ottery St Mary Hospital, Sandhill
Mon 27th NEW	09:30—12:30	Recognising the Ill Child (MIU Staff Only)	Honiton Hospital, Jerrard Wing

## Learning and Development



# September Continued...



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Tue 28th CHT	09:00—16:40	Mandatory Update—Clinical Community	Honiton Hospital, Jerrard Wing
Tue 28th	13:30—16:30	Mentor Update	South Hams Hospital, Kingsbridge
Tue 28th	09:30—12:00	Defib & Airway Management inc. ABLIS	Newton Abbot Hospital, Room 1
Tue 28th	12:30—13:30	Recognition & Treatment of Anaphylaxis	Newton Abbot Hospital, Room 1
Tue 28th	09:30—16:30	Catheterisation	Crown Yealm House, South Molton
Tue 28th NEW	09:00—15:30	CES Equipment Prescribers (& 30th)	Independent Living Centre, Exeter
Wed 29th LTD	09:00—12:45	Mandatory Update—Admin & Clerical	Newton Abbot Hospital, Rm 1
Wed 29th	13:15—15:45	IV & Venepuncture Update	Newton Abbot Hospital, Rm 1
Wed 29th	09:30—16:00	Moving & Handling Practical Session	Honiton Hospital, Jerrard Wing
Wed 29th	09:30—12:00	Defib & Airway Management inc. ABLIS	Axminster Hospital, Training Room
Wed 29th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Axminster Hospital, Training Room
Thu 30th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Seaton Hospital, Meeting Room
Thu 30th LTD	09:30—16:00	Moving & Handling Practical Session	Tiverton Hospital, Room B
Thu 30th	13:30—15:30	Adult Basic Life Support (Community/District Nurses Only)	Whipton Hospital, Budlake Day Rm
Thu 30th	15:30—16:30	Recognition & Treatment of Anaphylaxis (Community/District Nurses Only)	Whipton Hospital, Budlake Day Rm

## Learning and Development



# October Training Events



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Fri 1st	09:00—12:45	Mandatory Update—Admin & Clerical	Honiton Hospital, Jerrard Wing
Fri 1st LTD	13:15—16:30	Conflict Update	Honiton Hospital, Jerrard Wing
Fri 1st CHT	09:00—16:40	Mandatory Update—Clinical Community	Crediton Hospital, Markby Room
Mon 4th LTD	09:00—17:00	Mandatory Update—Children's Clinicians	Royal Devon & Exeter, Heavitree
Mon 4th	09:00—10:00	Adult Basic Life Support (Public Health Teams Only)	Honiton Hospital, Jerrard Wing
Mon 4th	10:00—11:30	Paediatric Basic Life Support inc. Choking (Public Health Teams Only)	Honiton Hospital, Jerrard Wing
Mon 4th	11:30—12:30	Recognition & Treatment of Anaphylaxis (Public Health Teams Only)	Honiton Hospital, Jerrard Wing
Mon 4th	13:00—15:30	Defib & Airway Management inc. ABLS	Honiton Hospital, Jerrard Wing
Mon 4th	15:30—16:30	Recognition & Treatment of Anaphylaxis	Honiton Hospital, Jerrard Wing
Tue 5th CHT	09:00—13:40	Mandatory Update—Hotel Services	Okehampton Hospital, Dartm. Wd.
Tue 5th	09:15—16:00	Getting It Right For Me/Equality & Diversity	Exmouth Hospital, Dewdney Unit
Tue 5th	09:00—12:30	Clinical Audit Training	Dartmouth Hospital, Training Room
Tue 5th	13:00—16:30	Clinical Audit Training	Dartmouth Hospital, Training Room
Wed 6th CHT	09:00—13:40	Mandatory Update—Hotel Services	Totnes Hospital, Training Room
Wed 6th	09:00—11:30	IV & Venepuncture Update	Newton Abbot Hospital, Room 1
Wed 6th	11:45—13:00	ECG Training	Newton Abbot Hospital, Room 1
Wed 6th	13:30—17:00	Right Blood Right Patient	Newton Abbot Hospital, Room 1
Wed 6th	08:45—17:00	Immediate Life Support	Okehampton Hospital, Dartmr Wd
Thu 7th	09:00—12:45	Mandatory Update—Admin & Clerical	Tiverton Hospital, Room B
Thu 7th	13:15—15:45	IV & Venepuncture Update	Tiverton Hospital, Room B
Thu 7th	09:00—12:45	Mandatory Update—Admin & Clerical	South Hams Hospital, Kingsbridge
Thu 7th	13:15—16:30	Conflict Update	South Hams Hospital, Kingsbridge
Thu 7th	09:30—16:00	Moving & Handling Practical Session	Royal Devon & Exeter, Heavitree
Thu 7th	09:30—10:30	Adult Basic Life Support (Public Health Teams Only)	Okehampton Hospital, Dartmoor Wd
Thu 7th	10:30—12:00	Paediatric Basic Life Support inc. Choking (Public Health Teams Only)	Okehampton Hospital, Dartmoor Wd
Thu 7th	12:00—13:00	Recognition & Treatment of Anaphylaxis (Public Health Teams Only)	Okehampton Hospital, Dartmoor Wd
Thu 7th	09:30—16:30	Adult Bowel Training	Crown Yealm House, South Molton
Fri 8th	09:00—12:45	Mandatory Update—Admin & Clerical	County Hall, Coaver Club
Fri 8th	13:15—16:30	Conflict Update	County Hall, Coaver Club
Fri 8th CHT	09:00—16:40	Mandatory Update—Clinical Community	Dartmouth Hospital, Day Case Rm
Fri 8th	09:00—13:00	Recognition of the Sick Patient	Newton Abbot Hospital, Room 1
Fri 8th	13:30—16:00	Defib & Airway Management inc. ABLS	Newton Abbot Hospital, Room 1
Mon 11th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Royal Devon & Exeter, Heavitree
Mon 11th	09:15—16:00	Getting It Right For Me/Equality & Diversity	Dawlish Hospital, Clinic Room

## Learning and Development



# October Continued...



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Mon 11th LTD	08:45—17:00	Immediate Life Support	Newton Abbot Hospital, Room 1
Mon 11th	09:30—16:30	Adult Bladder Training	Crown Yealm House, South Molton
Mon 11th NEW	09:30—12:30	Recognising the Ill Child (MIU Staff Only)	Exmouth Hospital, Dewdney Unit
Tue 12th CHT	09:00—13:40	Mandatory Update—Hotel Services	Budleigh Salterton Hospital
Tue 12th	13:00—17:00	Recognition of the Sick Patient	Honiton Hospital, Jerrard Wing
Wed 13th FULL	09:15—16:00	Getting It Right For Me/Equality & Diversity	Royal Devon & Exeter, Heavitree
Wed 13th	13:30—16:30	Mentor Update	Okehampton Hospital, Dartmoor
Thu 14th	09:30—12:00	Defib & Airway Management inc. ABLS	Exmouth Hospital, Dewdney Unit
Thu 14th	13:00—14:00	Recognition & Treatment of Anaphylaxis	Exmouth Hospital, Dewdney Unit
Thu 14th	09:30—12:00	Defib & Airway Management inc. ABLS	Budleigh Salterton Hospital
Thu 14th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Budleigh Salterton Hospital
Fri 15th CHT	09:00—16:40	Mandatory Update—Clinical Community	Ottery St Mary Hospital
Fri 15th FULL	09:00—16:00	Confirmation of Expected Death	Royal Devon & Exeter, Heavitree
Fri 15th FULL	08:45—17:00	Immediate Life Support	Honiton Hospital, Jerrard Wing
Mon 18th CHT	09:00—13:40	Mandatory Update—Hotel Services	Newton Abbot Hospital, Rm 1
Mon 18th	09:30—12:00	Defib & Airway Management inc. ABLS	Totnes Hospital, Training Room
Mon 18th	13:00—14:00	Recognition & Treatment of Anaphylaxis	Totnes Hospital, Training Room
Mon 18th	09:00—13:00	Recognition of the Sick Patient	Exmouth Hospital, Dewdney Unit
Tue 19th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Totnes Hospital, Training Room
Tue 19th CHT	09:30—16:15	Mandatory Update—Clinical Hospital	Abbey Rise, Tavistock
Tue 19th	09:00—13:00	Syringe Driver—Train the Trainer	Honiton Hospital, Jerrard Wing
Tue 19th	14:00—16:00	Syringe Driver Update—Current Trainers	Honiton Hospital, Jerrard Wing
Wed 20th	09:00—12:45	Mandatory Update—Admin & Clerical	Exmouth Hospital, Dewdney Unit
Wed 20th	13:15—15:45	IV & Venepuncture Update	Exmouth Hospital, Dewdney Unit
Wed 20th CNX	09:30—12:00	Paed. Continence & NICE updates	Jerrard Wing, Honiton Hospital
Wed 20thCNX	13:00—15:30	Paed. Continence & NICE updates	Jerrard Wing, Honiton Hospital
Wed 20th	09:30—16:00	Moving & Handling Practical Session	Dartmouth Hospital, Training Rm
Wed 20th	09:00—13:00	Recognition of the Sick Patient	Teignmouth Hospital, Staff Room
Thu 21st CHT	09:00—16:40	Mandatory Update—Clinical Community	Royal Devon & Exeter, Heavitree
Thu 21st	09:30—12:15	KSF Development Review Process	Abbey Rise, Tavistock
Thu 21st	13:00—16:30	KSF Reviewer Skills	Abbey Rise, Tavistock
Fri 22nd	09:00—12:45	Mandatory Update—Admin & Clerical	Crown Yealm House, South Molton
Fri 22d	13:15—16:30	Conflict Update	Crown Yealm House, South Molton
Fri 22nd LTD	09:30—16:00	Conflict Resolution	Crediton Hospital, Markby Room
Mon 25th LTD	09:00—15:45	Mandatory Update—Clinical Hospital	Tiverton Hospital, Room B
Mon 25th	09:00—11:30	Defib & Airway Management inc. ABLS	Honiton Hospital, Jerrard Wing
Mon 25th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Honiton Hospital, Jerrard Wing

## Learning and Development



# October Continued...



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Mon 25th	13:30—15:00	Adult Basic Life Support (Community/District Nurses Only)	Honiton Hospital, Jerrard Wing
Mon 25th	15:00—16:00	Recognition & Treatment of Anaphylaxis (Community/District Nurses Only)	Honiton Hospital, Jerrard Wing
Mon 25th	09:30—16:30	Catheterisation	Newton Abbot Hospital, Room 1
Tue 26th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Honiton Hospital, Jerrard Wing
Tue 26th LTD	09:30—16:00	Conflict Resolution	Newton Abbot Hospital, Room 1
Tue 26th	09:00—11:30	IV & Venepuncture Update	South Hams Hospital, Kingsbridge
Tue 26th	11:45—13:00	ECG Training	South Hams Hospital, Kingsbridge
Tue 26th	13:30—17:00	Right Blood Right Patient	South Hams Hospital, Kingsbridge
Tue 26th	09:30—12:30	KSF Staff Training	Tiverton Hospital, Room B
Wed 27th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Okehampton Hospital, Dartm. Wd.
Wed 27th	09:00—12:30	Right Blood Right Patient	Seaton Hospital, Meeting Room
Wed 27th	13:00—15:30	IV & Venepuncture Update	Seaton Hospital, Meeting Room
Wed 27th	15:45—17:00	ECG Training	Seaton Hospital, Meeting Room
Wed 27th	09:30—12:00	Defib & Airway Management inc. ABLS	Sidmouth Hospital, Library Room
Wed 27th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Sidmouth Hospital, Library Room
Thu 28th CHT	09:00—16:40	Mandatory Update—Clinical Community	Dawlish Hospital, Clinic Rm
Thu 28th	09:30—16:00	Conflict Resolution	Budleigh Salterton Hospital
Thu 28th	13:30—16:30	Mentor Update	Honiton Hospital, Jerrard Wing
Thu 28th	09:00—11:30	Defib & Airway Management inc. ABLS	Tiverton Hospital, Room B
Thu 28th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Tiverton Hospital, Room B
Thu 28th	13:30—15:00	Adult Basic Life Support (Community/District Nurses Only)	Tiverton Hospital, Room B
Thu 28th	15:00—16:00	Recognition & Treatment of Anaphylaxis (Community/District Nurses Only)	Tiverton Hospital, Room B
Fri 29th LTD	09:00—12:45	Mandatory Update—Admin & Clerical	Seaton Hospital, Meeting Room
Fri 29th LTD	13:15—16:30	Conflict Update	Seaton Hospital, Meeting Room

## Learning and Development



# November Training Events



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Mon 1st	09:30—16:00	Moving & Handling Practical Session	Tiverton Hospital, Room B
Mon 1st	09:30—16:00	Conflict Resolution	Royal Devon & Exeter, Heavitree
Mon 1st	09:00—13:00	Recognition of the Sick Patient	Honiton Hospital, Jerrard Wing
Mon 1st	09:00—11:30	Defib & Airway Management inc. ABL5	Whipton Hospital, Budlake Day Rm
Mon 1st	11:30—12:30	Recognition & Treatment of Anaphylaxis	Whipton Hospital, Budlake Day Rm
Mon 1st	13:00—14:00	Adult Basic Life Support (Public Health Teams Only)	Whipton Hospital, Budlake Day Rm
Mon 1st	14:00—15:30	Paediatric Basic Life Support inc. Choking (Public Health Teams Only)	Whipton Hospital, Budlake Day Rm
Mon 1st	15:30—16:30	Recognition & Treatment of Anaphylaxis (Public Health Teams Only)	Whipton Hospital, Budlake Day Rm
Tue 2nd CHT	09:00—15:45	Mandatory Update—Patient Hospital	South Hams Hospital, Kingsbridge
Tue 2nd	09:00—12:45	Mandatory Update—Admin & Clerical	Okehampton Hospital, Dartm. Wd.
Tue 2nd	13:15—16:30	Conflict Update	Okehampton Hospital, Dartm. Wd.
Tue 2nd FULL	08:45—17:00	Immediate Life Support	Honiton Hospital, Jerrard Wing
Tue 2nd NEW	09:00—15:30	CES Equipment Prescribers (& 4th)	Independent Living Centre, Exeter
Wed 3rd CHT	09:00—16:40	Mandatory Update—Patient Community	Exmouth Hospital, Dewdney Unit
Wed 3rd CHT	09:00—13:40	Mandatory Update—Hotel Services	Honiton Hospital, Jerrard Wing
Wed 3rd	09:00—11:30	IV & Venepuncture Update	Abbey Rise, Tavistock
Wed 3rd	11:45—13:00	ECG Training	Abbey Rise, Tavistock
Wed 3rd	13:30—17:00	Right Blood Right Patient	Abbey Rise, Tavistock
Thu 4th	09:00—12:45	Mandatory Update—Admin & Clerical	Royal Devon & Exeter, Heavitree
Thu 4th	13:15—16:30	Conflict Update	Royal Devon & Exeter, Heavitree
Thu 4th CHT	09:00—13:40	Mandatory Update—Hotel Services	Tiverton Hospital, Room B
Thu 4th	09:00—12:30	Clinical Audit Training	Okehampton Hospital, Dartmoor Wd.
Thu 4th	13:00—16:30	Clinical Audit Training	Okehampton Hospital, Dartmoor Wd.
Fri 5th	09:15—16:00	Getting It Right For Me/Equality & Diversity	Ottery St Mary Hospital
Mon 8th	09:15—16:00	Getting It Right For Me/Equality & Diversity	Totnes Hospital, Training Room
Mon 8th	09:00—13:00	Recognition of the Sick Patient	Newton Abbot Hospital, Room 1
Mon 8th	10:00—12:30	Defib & Airway Management inc. ABL5	Okehampton Hospital, Dartmoor Wd
Mon 8th	13:00—14:00	Adult Basic Life Support (Community/District Nurses Only)	Okehampton Hospital, Dartmoor Wd
Mon 8th	14:30—15:30	Recognition & Treatment of Anaphylaxis (Community/District Nurses Only)	Okehampton Hospital, Dartmoor Wd
Tue 9th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Newton Abbot Hospital, Room 1
Tue 9th	09:30—16:30	Adult Bowel Training	Honiton Hospital, Jerrard Wing
Wed 10th CHT	09:00—16:40	Mandatory Update—Clinical Community	Totnes Hospital, Training Room
Wed 10th	08:45—17:00	Immediate Life Support	Newton Abbot Hospital, Room 1
Thu 11th	09:30—16:30	Adult Bladder Training	Newton Abbot Hospital, Room 1
Fri 12th	09:30—16:00	Conflict Resolution	Ottery St Mary Hospital

## Learning and Development



# November Continued...



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Fri 12th	09:30—12:00	Defib & Airway Management inc. ABL5	Seaton Hospital, Meeting Room
Fri 12th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Seaton Hospital, Meeting Room
Mon 15th	09:00—12:45	Mandatory Update—Admin & Clerical	Dawlish Hospital, Clinic Rm
Mon 15th	13:15—16:30	Conflict Update	Dawlish Hospital, Clinic Rm
Mon 15th	09:30—12:00	Defib & Airway Management inc. ABL5	Exmouth Hospital, Dewdney Unit
Mon 15th	13:00—14:00	Recognition & Treatment of Anaphylaxis	Exmouth Hospital, Dewdney Unit
Mon 15th	14:00—15:30	Adult Basic Life Support	Exmouth Hospital, Dewdney Unit
Mon 15th	15:30—16:30	Recognition & Treatment of Anaphylaxis	Exmouth Hospital, Dewdney Unit
Mon 15th NEW	09:30—12:30	Recognising the Ill Child (MIU Staff Only)	Newton Abbot Hospital, Room 1
Fri 15th MVD	09:15—16:30	Introduction to weight management	Crown Yealm House, South Molton
Tue 16th	09:00—12:45	Mandatory Update—Admin & Clerical	Budleigh Salterton Hospital
Tue 16th	13:15—16:45	Right Blood Right Patient	Budleigh Salterton Hospital
Tue 16th	09:15—16:00	Getting It Right For Me/Equality & Diversity	Crown Yealm House, South Molton
Tue 16th	09:30—12:30	KSF Staff Training	Newton Abbot Hospital, Room 1
Tue 16th	09:00—13:00	Recognition of the Sick Patient	Okehampton Hospital, Dartmoor Wd.
Tue 16th FULL	08:30—10:30	Defib & Airway Management inc. ABL5	Dawlish Hospital, Clinic Room
Tue 16th	10:30—11:30	Recognition & Treatment of Anaphylaxis	Dawlish Hospital, Clinic Room
Wed 17th LTD	09:00—12:45	Mandatory Update—Admin & Clerical	Dartmouth Hospital, Training Rm
Wed 17th	13:15—16:30	Conflict Update	Dartmouth Hospital, Training Rm
Wed 17th	09:30—16:00	Moving & Handling Practical Session	Honiton Hospital, Jerrard Wing
Thu 18th LTD	09:00—16:00	Confirmation of Expected Death	Tiverton Hospital, Room B
Thu 18th	09:30—12:15	KSF Development Review Process	Royal Devon & Exeter, Heavitree
Thu 18th	13:00—16:30	KSF Reviewer Skills	Royal Devon & Exeter, Heavitree
Thu 18th	13:30—16:30	Mentor Update	Exmouth Hospital, Dewdney Unit
Fri 19th	09:00—12:45	Mandatory Update—Admin & Clerical	Ottery St Mary Hospital
Fri 19th	13:15—16:30	Conflict Update	Ottery St Mary Hospital
Fri 19th	09:00—11:30	Defib & Airway Management inc. ABL5	Honiton Hospital, Jerrard Wing
Fri 19th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Honiton Hospital, Jerrard Wing
Mon 22nd	09:00—17:00	Mandatory Update—Children's Clinicians	Tiverton Hospital, Room B
Mon 22nd	09:30—12:00	Defib & Airway Management inc. ABL5	Totnes Hospital, Training Room
Mon 22nd	13:00—14:00	Recognition & Treatment of Anaphylaxis	Totnes Hospital, Training Room
Mon 22nd	14:00—15:30	Adult Basic Life Support (Community/District Nurses Only)	Totnes Hospital, Training Room
Mon 22nd	15:30—16:30	Recognition & Treatment of Anaphylaxis (Community/District Nurses Only)	Totnes Hospital, Training Room
Mon 22nd	09:00—13:00	Recognition of the Sick Patient	Whipton Hospital, Budlake Day Rm
Tue 23rd CHT	09:30—13:40	Mandatory Update—Hotel Services	Abbey Rise, Tavistock
Tue 23rd	09:30—16:00	Conflict Resolution	South Hams Hospital, Kingsbridge
Tue 23rd	09:00—11:30	Defib & Airway Management inc. ABL5	Newton Abbot Hospital, Room 1

## Learning and Development



# November Continued...



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Tue 23rd	11:30—12:30	Recognition & Treatment of Anaphylaxis	Newton Abbot Hospital, Room 1
Wed 24th CHT	09:00—16:40	Mandatory Update—Clinical Community	Royal Devon & Exeter, Heavitree
Wed 24th	09:00—12:30	Clinical Audit Training	Newton Abbot Hospital, Room 1
Wed 24th	13:00—16:30	Clinical Audit Training	Newton Abbot Hospital, Room 1
Wed 24th	09:00—12:30	Right Blood Right Patient	Dartmouth Hospital, Training Room
Wed 24th	13:00—15:30	IV & Venepuncture Update	Dartmouth Hospital, Training Room
Wed 24th	15:45—17:00	ECG Training	Dartmouth Hospital, Training Room
Thu 25th	09:30—16:00	Conflict Resolution	Dawlish Hospital, Clinic Room
Thu 25th	13:30—16:30	Mentor Update	Royal Devon & Exeter, Heavitree
Fri 26th CHT	09:00—16:40	Mandatory Update—Clinical Community	Honiton Hospital, Jerrard Wing
Fri 26th CHV	09:30—12:30	Child Protection Level 2	Crediton Hospital, Markby Room
Fri 26th	09:00—11:30	Defib & Airway Management inc. ABLIS	Tiverton Hospital, Room B
Fri 26th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Tiverton Hospital, Room B
Mon 29th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Seaton Hospital, Meeting Room
Mon 29th	09:30—16:00	Moving & Handling Practical Session	Royal Devon & Exeter, Heavitree
Mon 29th	09:30—12:30	Postnatal Groups Train the Trainers	Honiton Hospital, Jerrard Wing
Tue 30th CHT	09:00—16:40	Mandatory Update—Clinical Community	Tiverton Hospital, Room B
Tue 30th	09:00—12:30	Right Blood Right Patient	Royal Devon & Exeter, Heavitree
Tue 30th	13:00—15:30	IV & Venepuncture Update	Royal Devon & Exeter, Heavitree
Tue 30th	15:45—17:00	ECG Training	Royal Devon & Exeter, Heavitree

## Learning and Development



# December Training Events



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Wed 1st CHT	09:00—16:40	Mandatory Update—Clinical Community	Crown Yealm House, South Molton
Wed 1st	09:15—16:00	Getting It Right For Me/Equality & Diversity	Newton Abbot Hospital, Room 1
Wed 1st NEW	09:00—13:00	CES Equipment Prescribers Update	South Devon To Be Confirmed
Thu 2nd CHT	09:00—13:40	Mandatory Update—Hotel Services	Royal Devon & Exeter, Heavitree
Thu 2nd	09:30—16:00	Moving & Handling Practical Session	Dartmouth Hospital, Training Rm
Thu 2nd	09:00—13:00	Recognition of the Sick Patient	Honiton Hospital, Jerrard Wing
Thu 2nd	09:00—11:30	Defib & Airway Management inc. ABLs	Ottery St Mary Hospital, Sandhill Rm
Thu 2nd	11:30—12:30	Recognition & Treatment of Anaphylaxis	Ottery St Mary Hospital, Sandhill Rm
Thu 2nd	09:30—12:30	KSF Staff Training	Okehampton Hospital, Dartmoor Wd.
Fri 3rd CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Budleigh Salterton Hospital
Fri 3rd CHT	09:00—13:40	Mandatory Update—Hotel Services	Newton Abbot Hospital, Rm 1
Fri 3rd	09:30—12:00	Defib & Airway Management inc. ABLs	Axminster Hospital, Training Room
Fri 3rd	12:00—13:00	Recognition & Treatment of Anaphylaxis	Axminster Hospital, Training Room
Mon 6th	09:00—17:00	Mandatory Update—Children's Clinicians	Exmouth Hospital, Dewdney Unit
Mon 6th	09:30—12:30	Postnatal Groups Train the Trainer	Tiverton Hospital, Room B
Mon 6th	13:00—14:00	Adult Basic Life Support (Public Health Teams Only)	Tiverton Hospital, Room B
Mon 6th	14:00—15:30	Paediatric Basic Life Support inc. Choking (Public Health Teams Only)	Tiverton Hospital, Room B
Mon 6th	15:30—16:30	Recognition & Treatment of Anaphylaxis (Public Health Teams Only)	Tiverton Hospital, Room B
Tue 7th CHT	09:00—16:40	Mandatory Update—Clinical Community	Seaton Hospital, Meeting Room
Tue 7th LTD	09:30—16:00	Conflict Resolution	Okehampton Hospital, Dartmoor Wd.
Tue 7th	09:30—12:15	KSF Development Review Process	Totnes Hospital, Training Room
Tue 7th	13:00—16:30	KSF Reviewer Skills	Totnes Hospital, Training Room
Tue 7th	08:45—17:00	Immediate Life Support	Newton Abbot Hospital, Room 1
Tue 7th	09:30—16:30	Catheterisation	Honiton Hospital, Jerrard Wing
Wed 8th	09:00—12:45	Mandatory Update—Admin & Clerical	Exmouth Hospital, Dewdney Unit
Wed 8th	13:15—16:30	Conflict Update	Exmouth Hospital, Dewdney Unit
Wed 8th	09:30—13:15	Mandatory Update—Admin & Clerical	Abbey Rise, Tavistock
Wed 8th	13:45—17:00	Conflict Update	Abbey Rise, Tavistock
Wed 8th	09:15—16:00	Getting It Right For Me/Equality & Diversity	Honiton Hospital, Jerrard Wing
Wed 8th	09:30—16:00	Conflict Resolution	Royal Devon & Exeter, Heavitree
Thu 9th	09:00—11:30	Defib & Airway Management inc. ABLs	Whipton Hospital, Budlake Day Rm
Thu 9th	11:30—12:30	Recognition & Treatment of Anaphylaxis	Whipton Hospital, Budlake Day Rm
Thu 9th	09:00—13:00	Recognition of the Sick Patient	Tiverton Hospital, Room B
Fri 10th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Dartmouth Hospital, Day Case Rm
Fri 10th FULL	09:00—16:00	Confirmation of Expected Death	Ottery St Mary Hospital, Sandhill
Fri 10th	08:45—17:00	Immediate Life Support	Honiton Hospital, Jerrard Wing

## Learning and Development



# December Training Events



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Mon 13th	09:00—12:45	Mandatory Update—Admin & Clerical	County Hall, Coaver Club
Mon 13th	13:15—16:30	Conflict Update	County Hall, Coaver Club
Mon 13th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Tiverton Hospital, Room B
Mon 13th	09:00—13:00	Recognition of the Sick Patient	Newton Abbot Hospital, Room 1
Mon 13th	13:30—16:00	Defib & Airway Management inc. ABLS	Newton Abbot Hospital, Room 1
Tue 14th CHT	09:00—13:40	Mandatory Update—Hotel Services	South Hams Hospital, Kingsbridge
Tue 14th	09:00—12:30	Right Blood Right Patient	Okehampton Hospital, Dartmoor Wd.
Tue 14th	13:00—15:30	IV & Venepuncture Update	Okehampton Hospital, Dartmoor Wd.
Tue 14th	15:45—17:00	ECG Training	Okehampton Hospital, Dartmoor Wd.
Wed 15th CHT	09:00—16:40	Mandatory Update—Clinical Community	Okehampton Hospital, Dartm. Wd.
Wed 15th	09:30—12:00	Defib & Airway Management inc. ABLS	Exmouth Hospital, Dewdney Unit
Wed 15th	13:00—14:00	Recognition & Treatment of Anaphylaxis	Exmouth Hospital, Dewdney Unit
Wed 15th	09:30—12:00	Defib & Airway Management inc. ABLS	Sidmouth Hospital, Library Room
Wed 15th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Sidmouth Hospital, Library Room
Thu 16th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Totnes Hospital, Training Room
Thu 16th LTD	09:15—16:00	Getting It Right For Me/Equality & Diversity	Tiverton Hospital, Room B
Thu 16th	09:30—12:30	Postnatal Groups Train the Trainers	Okehampton Hospital, Dartmoor Wd
Fri 17th	12:00—13:00	Recognition & Treatment of Anaphylaxis	Honiton Hospital, Jerrard Wing
Fri 17th	13:30—15:00	Adult Basic Life Support (Community/District Nurses Only)	Honiton Hospital, Jerrard Wing
Fri 17th	15:00—16:00	Recognition & Treatment of Anaphylaxis (Community/District Nurses Only)	Honiton Hospital, Jerrard Wing
Mon 20th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Honiton Hospital, Jerrard Wing

## Learning and Development



# January 2011 Training Events



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Tue 4th	09:30—16:30	In-House Trainer Starter Course	Royal Devon & Exeter, Heavitree
Wed 5th	09:00—12:45	Mandatory Update— Admin & Clerical	Tiverton Hospital, Room B
Wed 5th	13:15—16:30	Conflict Update	Tiverton Hospital, Room B
Wed 5th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Seaton Hospital, Meeting Room
Wed 5th	08:45—17:00	Immediate Life Support	Newton Abbot Hospital, Room 1
Wed 5th	13:00—16:00	KSF Staff Training	Royal Devon & Exeter, Heavitree
Thu 6th CHT	09:00—13:40	Mandatory Update—Hotel Services	Exmouth Hospital, Dewdney Unit
Thu 6th	09:15—16:00	Getting It Right For Me/Equality & Diversity	Royal Devon & Exeter, Heavitree
Fri 7th	09:00—12:30	Right Blood Right Patient	Crediton Hospital, Markby Room
Fri 7th	13:00—15:30	IV & Venepuncture Update	Crediton Hospital, Markby Room
Fri 7th	15:45—17:00	ECG Training	Crediton Hospital, Markby Room
Mon 10th	09:00—17:00	Mandatory Update—Children's Clinicians	Abbey Rise, Tavistock
Tue 11th CHT	09:00—16:40	Mandatory Update—Clinical Community	Newton Abbot Hospital, Rm 1
Tue 11th	09:15—16:00	Getting It Right For Me/Equality & Diversity	Seaton Hospital, Meeting Room
Tue 11th	09:15—16:00	Getting It Right For Me/Equality & Diversity	Okehampton Hospital, Dartm. Wd.
Wed 12th	09:00—12:45	Mandatory Update—Admin & Clerical	Crown Yealm House, South Molton
Wed 12th	13:15—16:30	Conflict Update	Crown Yealm House, South Molton
Wed 12th	09:30—16:00	Conflict Resolution	Exmouth Hospital, Dewdney Unit
Wed 12th	09:00—11:30	IV & Venepuncture Update	Totnes Hospital, Training Room
Wed 12th	11:45—13:00	ECG Training	Totnes Hospital, Training Room
Wed 12th	13:30—17:00	Right Blood Right Patient	Totnes Hospital, Training Room
Thu 13th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Royal Devon & Exeter, Heavitree
Thu 13th	09:30—16:00	Moving & Handling Practical Session	Tiverton Hospital, Room B
Fri 14th	08:45—17:00	Immediate Life Support	Honiton Hospital, Jerrard Wing
Mon 17th CHT	09:30—17:10	Mandatory Update—Clinical Community	Abbey Rise, Tavistock
Mon 17th	13:30—16:30	Mentor Update	Tiverton Hospital, Room B
Mon 17th	09:30—16:30	Adult Bowel Training	Newton Abbot Hospital, Room 1
Tue 18th CHT	09:00—16:40	Mandatory Update—Clinical Community	Tiverton Hospital, Room B
Tue 18th	09:30—16:00	Moving & Handling Practical Session	Honiton Hospital, Jerrard Wing
Wed 19th LTD	09:30—16:00	Conflict Resolution	Tiverton Hospital, Room B
Thu 20th FULL	09:00—16:00	Confirmation of Expected Death	South Hams Hospital, Kingsbridge
Thu 20th	13:30—16:30	Mentor Update	Totnes Hospital, Training Room
Fri 21st CHT	09:00—13:40	Mandatory Update—Hotel Services	Ottery St Mary Hospital
Fri 21st	09:30—16:00	Conflict Resolution	Dartmouth Hospital, Day Case Rm.
Mon 24th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Exmouth Hospital, Dewdney Unit
Mon 24th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Dawlish Hospital, Clinic Rm
Tue 25th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Tiverton Hospital, Room B
Wed 26th	09:00—12:45	Mandatory Update—Admin & Clerical	Honiton Hospital, Jerrard Wing

## Learning and Development



# January 2011 Continued...



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Wed 26th	13:15—16:30	Conflict Update	Honiton Hospital, Jerrard Wing
Wed 26th	09:00—12:30	Clinical Audit Training	Crown Yealm House, South Molton
Wed 26th	13:00—16:30	Clinical Audit Training	Crown Yealm House, South Molton
Thu 27th CHT	09:00—16:40	Mandatory Update—Clinical Community	Royal Devon & Exeter, Heavitree
Thu 27th	09:30—12:15	KSF Development Review Process	Seaton Hospital, Meeting Room
Thu 27th	13:00—16:30	KSF Reviewer Skills	Seaton Hospital, Meeting Room
Thu 27th	13:30—16:30	Mentor Update	South Hams Hospital, Kingsbridge
Thu 27th	09:30—16:30	Adult Bladder Training	Honiton Hospital, Jerrard Wing
Fri 28th CHT	09:00—16:40	Mandatory Update—Clinical Community	Dartmouth Hospital, Day Care Rm
Mon 31st CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Newton Abbot Hospital, Rm 1
Mon 31st	09:00—11:30	IV & Venepuncture Update	Honiton Hospital, Jerrard Wing
Mon 31st	11:45—13:00	ECG Training	Honiton Hospital, Jerrard Wing
Mon 31st	13:30—17:00	Right Blood Right Patient	Honiton Hospital, Jerrard Wing
Mon 31st	09:30—16:30	Catheterisation	Newton Abbot Hospital, Room 1

## Learning and Development



# February 2011 Training Events



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Tue 1st	09:00—12:45	Mandatory Update—Admin & Clerical	Royal Devon & Exeter, Heavitree
Tue 1st	13:15—16:30	Conflict Update	Royal Devon & Exeter, Heavitree
Tue 1st	09:15—16:00	Getting It Right For Me/Equality & Diversity	Totnes Hospital, Training Room
Wed 2nd CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Seaton Hospital, Meeting Room
Wed 2nd	09:00—12:30	Clinical Audit Training	Abbey Rise, Tavistock
Wed 2nd	13:00—16:30	Clinical Audit Training	Abbey Rise, Tavistock
Thu 3rd CHT	09:00—13:40	Mandatory Update—Hotel Services	Tiverton Hospital, Room B
Fri 4th CHT	09:00—13:40	Mandatory Update—Hotel Services	Okehampton Hospital, Dartm. Wd.
Fri 4th	09:30—16:00	Conflict Resolution	Crediton Hospital, Markby Room
Mon 7th CHT	09:00—13:40	Mandatory Update—Hotel Services	Totnes Hospital, Training Room
Mon 7th	08:45—17:00	Immediate Life Support	Newton Abbot Hospital, Room 1
Tue 8th CHT	09:00—16:40	Mandatory update—Clinical Community	Budleigh Salterton Hospital
Tue 8th CHT	09:00—13:40	Mandatory Update—Hotel Services	Honiton Hospital, Jerrard Wing
Tue 8th	09:00—11:30	IV & Venepuncture Update	Tiverton Hospital, Room B
Tue 8th	11:45—13:00	ECG Training	Tiverton Hospital, Room B
Tue 8th LTD	13:30—17:00	Right Blood Right Patient	Tiverton Hospital, Room B
Wed 9th	09:00—12:45	Mandatory Update—Admin & Clerical	Newton Abbot Hospital, Rm 1
Wed 9th	13:15—16:30	Conflict Update	Newton Abbot Hospital, Rm 1
Wed 9th	09:00—11:30	IV & Venepuncture Update	Exmouth Hospital, Dewdney Unit
Wed 9th	11:45—13:00	ECG Training	Exmouth Hospital, Dewdney Unit
Wed 9th	13:30—17:00	Right Blood Right Patient	Exmouth Hospital, Dewdney Unit
Wed 9th	13:30—16:30	Mentor Update	Okehampton Hospital, Dartmoor Wd
Wed 9th	13:00—16:00	KSF Staff Training	Totnes Hospital, Training Room
Thu 10th	09:15—16:00	Getting It Right For Me/Equality & Diversity	South Hams Hospital, Kingsbridge
Thu 10th	09:30—16:00	Moving & Handling Practical Session	Royal Devon & Exeter, Heavitree
Fri 11th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Royal Devon & Exeter, Heavitree
Fri 11th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Ottery St Mary Hospital
Mon 14th CHT	09:00—16:40	Mandatory Update—Clinical Community	Dawlish Hospital, Clinic Rm
Tue 15th CHT	09:00—16:40	Mandatory Update—Clinical Community	Tiverton Hospital, Room B
Tue 15th	09:30—16:00	Conflict Resolution	Royal Devon & Exeter, Heavitree
Tue 15th	09:30—16:00	Conflict Resolution	Newton Abbot Hospital, Room 1
Wed 16th	09:30—12:15	KSF Development Review Process	Newton Abbot Hospital, Room 1
Wed 16th	13:00—16:30	KSF Reviewer Skills	Newton Abbot Hospital, Room 1
Wed 16th	13:30—16:30	Mentor Update	Honiton Hospital, Jerrard Wing
Thu 17th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Totnes Hospital, Training Room
Thu 17th	09:15—16:00	Getting It Right For Me/Equality & Diversity	Tiverton Hospital, Room B
Thu 17th	09:30—16:30	Adult Bladder Training	Crown Yealm House, South Molton

## Learning and Development



# February 2011 Training Events



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Fri 18th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Crediton Hospital, Markby Room
Mon 21st CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Okehampton Hospital, Dartm. Wd.
Mon 21st	09:00—17:00	Mandatory Update—Children's Clinicians	Dawlish Hospital, Clinic Room
Tue 22nd CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Honiton Hospital, Jerrard Wing
Tue 22nd	09:30—16:00	Moving & Handling Practical Session	Dartmouth Hospital, Training Rm
Wed 23rd CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Tiverton Hospital, Room B
Wed 23rd	09:30—16:00	Conflict Resolution	Seaton Hospital, Meeting Room
Thu 24th CHT	09:00—16:40	Mandatory Update—Clinical Community	Exmouth Hospital, Dewdney Unit
Thu 24th CHT	09:00—16:40	Mandatory Update—Clinical Community	South Hams Hospital, Kingsbridge
Thu 24th	09:00—12:30	Right Blood Right Patient	Newton Abbot Hospital, Room 1
Thu 24th	13:00—15:30	IV & Venepuncture Update	Newton Abbot Hospital, Room 1
Thu 24th	15:45—17:00	ECG Training	Newton Abbot Hospital, Room 1
Fri 25th LTD	09:00—16:00	Confirmation of Expected Death	Newton Abbot Hospital, Room 1
Mon 28th	09:00—12:45	Mandatory Update—Admin & Clerical	County Hall, Coaver Club
Mon 28th	13:15—16:30	Conflict Update	County Hall, Coaver Club

## Learning and Development



# March 2011 Training Events



<u>Date</u>	<u>Time</u>	<u>Event</u>	<u>Venue</u>
Tue 1st	09:15—16:00	Getting It Right For Me/Equality & Diversity	Honiton Hospital, Jerrard Wing
Thu 3rd CHT	09:00—13:40	Mandatory Update—Hotel Services	Seaton Hospital, Meeting Room
Thu 3rd	09:30—12:15	KSF Development Review Process	Crown Yealm House, South Molton
Thu 3rd	13:00—16:30	KSF Reviewer Skills	Crown Yealm House, South Molton
Thu 3rd	09:00—11:30	IV & Venepuncture Update	Dawlish Hospital, Clinic Room
Thu 3rd	11:45—13:00	ECG Training	Dawlish Hospital, Clinic Room
Thu 3rd	13:30—17:00	Right Blood Right Patient	Dawlish Hospital, Clinic Room
Mon 7th CHT	09:00—13:40	Mandatory Update—Hotel Services	Royal Devon & Exeter, Heavitree
Mon 7th	09:00—17:00	Mandatory Update—Children's Clinicians	Dartmouth Hospital, Day Case Rm
Mon 7th	08:45—17:00	Immediate Life Support	Honiton Hospital, Jerrard Wing
Mon 7th	09:30—16:30	Adult Bladder Training	Newton Abbot Hospital, Room 1
Tue 8th CHT	09:00—16:40	Mandatory Update—Clinical Community	Totnes Hospital, Training Room
Wed 9th	09:00—12:30	Clinical Audit Training	Seaton Hospital, Meeting Room
Wed 9th	13:00—16:30	Clinical Audit Training	Seaton Hospital, Meeting Room
Fri 11th	13:30—16:30	Mentor Update	Exmouth Hospital, Dewdney Unit
Mon 14th CHT	09:00—13:40	Mandatory Update—Hotel Services	Dawlish Hospital, Clinic Rm
Mon 14th	09:30—12:30	KSF Staff Training	Honiton Hospital, Jerrard Wing
Tue 15th	09:30—16:00	Conflict Resolution	Totnes Hospital, Training Room
Tue 15th	09:30—16:00	Conflict Resolution	Crown Yealm House, South Molton
Wed 16th CHT	09:00—16:40	Mandatory Update—Clinical Community	Royal Devon & Exeter, Heavitree
Thu 17th	09:00—16:00	Confirmation of Expected Death	Honiton Hospital, Jerrard Wing
Mon 21st CHT	09:00—16:40	Mandatory Update—Clinical Community	Crown Yealm House, South Molton
Tue 22nd CHT	09:00—16:40	Mandatory Update—Clinical Community	Honiton Hospital, Jerrard Wing
Tue 22nd	09:00—11:30	IV & Venepuncture Update	Royal Devon & Exeter, Heavitree
Tue 22nd	11:45—13:00	ECG Training	Royal Devon & Exeter, Heavitree
Tue 22nd	13:30—17:00	Right Blood Right Patient	Royal Devon & Exeter, Heavitree
Tue 22nd	08:45—17:00	Immediate Life Support	Newton Abbot Hospital, Room 1
Wed 23rd	09:30—16:00	Moving & Handling Practical Session	Honiton Hospital, Jerrard Wing
Thu 24th CHT	09:00—15:45	Mandatory Update—Clinical Hospital	Newton Abbot Hospital, Rm 1
Thu 24th	09:30—16:30	Catheterisation	Honiton Hospital, Jerrard Wing
Mon 28th CHT	09:00—16:40	Mandatory Update—Clinical Community	Tiverton Hospital, Room B
Tue 29th	09:30—16:00	Moving & Handling Practical Session	Tiverton Hospital, Room B
Tue 29th	09:30—16:00	Conflict Resolution	Honiton Hospital, Jerrard Wing
Wed 30th	09:15—16:00	Getting It Right For Me/Equality & Diversity	Newton Abbot Hospital, Room 1
Wed 30th	09:00—12:30	Right Blood Right Patient	Honiton Hospital, Jerrard Wing
Wed 30th	13:00—15:30	IV & Venepuncture Update	Honiton Hospital, Jerrard Wing
Wed 30th	15:45—17:00	ECG Training	Honiton Hospital, Jerrard Wing
Thu 31st	09:15—16:00	Getting It Right For Me/Equality & Diversity	Royal Devon & Exeter, Heavitree
Thu 31st	13:30—16:30	Mentor Update	Royal Devon & Exeter, Heavitree