



Galway University Hospitals

Ospidéal na h-Ollscoile Gaillimh

UNIVERSITY HOSPITAL GALWAY

MERLIN PARK UNIVERSITY HOSPITAL

Learning & Development Programme 2017



INTRODUCTION

This Operational Plan is the usual culmination of a Training Needs Analysis.

The intention is that the programme will address the most relevant skill, attitudinal and knowledge deficits among staff in Galway University Hospitals (GUH) and that ad hoc training can take place during the year to address newly-identified needs.

It is hoped that internal departmental and organisational responses can produce gains in overcoming some of the skills and knowledge deficits that staff and line managers identify, and that training and development can be brought to bear on any remaining issues that cannot be appropriately addressed through, for example, the use of new technology, the utilisation of internal expertise, flexibility or minor changes to existing work practices.

Real solutions to shortcomings in our practice can be achieved through collaboration with our colleagues across and within the many disciplines in GUH. We must seek internal solutions to skills/knowledge deficits whenever possible so that we can create a true learning organisation.

In light of the availability of experience and knowledge among staff in certain subject areas, a number of requested programmes are delivered by HSE staff, others by external providers.

Some mandatory training is provided on an internal and ongoing basis (e.g. Manual Handling and Safe Transfer of Patients) and some is available through contacting the relevant specialist in the field (e.g. Clinical Nurses Specialists), the Centre of Nurse and Midwifery Education or the Nurse Practice Development office.

It is stressed that **training and learning opportunities** are available to **all grades of staff**. **Where special assistance is required to access events, please advise this section in advance.**

The development of front-line staff, whether professional or support staff, is the goal of GUH and all staff are encouraged to seek opportunities both within and outside of the organisation to advance their knowledge and skills base, and to enhance their prospects for career development.

ACKNOWLEDGEMENTS

The contributions of the following sections and departments have significantly enhanced the 2017 programme and the Human Resources Department wishes to express its gratitude for their cooperation and assistance in delivering such a comprehensive menu:

Quality and Safety Department, UHG

Community Nutrition and Dietetics Services, Galway

Health Promotion & Improvement, Health and Wellbeing Division GUH

Infection Prevention & Control Services, GUH

Resuscitation Training Section, GUH

Consumer Affairs Department, Merlin Park

Corporate Leadership Education and Development Department, Merlin Park

Manual Handling Department, GUH

Nursing Practice Development Unit, Merlin Park Unit

Human Resource Department, GUH

Transfusion Department, GUH

Services Department, GUH

Freedom of Information Office, GUH

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PROCESS OF APPLICATION FOR ATTENDANCE AT EXTERNAL COURSES/SEMINARS/ CONFERENCES

The process of application to attend training events outside of Galway University Hospitals (seminars, conferences etc) requires that staff complete an '**Application for Support for Training GUH**' form, generally available in each line manager's office (or the Human Resources Dept. and can be e-mailed on request or accessed on Q Pulse), a copy of which is in Appendix 6.

All applications must include the applicant's Personnel/Staff Number to enable the optimal use of the training database. While the Human Resources department is anxious that staff receive every opportunity possible to develop professionally, **applications which do not contain the relevant Personnel/Staff number will be returned unprocessed to the staff member.** This form is to be completed for **all external training**, whether sourced by the staff member themselves, or advertised by Galway University Hospitals. It is not to be confused with the **Learning Event Application Form** that is used when staff wish to access learning events provided by the Area's **Corporate Leadership Education and Development** department in Merlin Park headquarters. The latter application form does not apply to any of the events in this programme or to application for support under the free-fees initiative for Nurses. **The application to attend a Corporate Leadership Education and Development event must be processed initially through the HR Department in UHG and a copy must be sent directly to them to hold a place on your chosen course. It is the responsibility of the applicant to do this.**

An application, ***supported by a copy of the course programme***, must receive a recommendation from the line manager, indicating exactly the level of support recommended:

- Number of days leave (with/without pay)
- Level of fees recommended
- Whether a contribution towards food/accommodation is recommended and
- Whether a contribution for travel expenditure is recommended.

A recommendation is then to be signed by the senior manager to whom the Line Manager reports before being submitted to the HR Department for consideration. This form must be submitted to the Human Resources Department a **minimum of three weeks before the event is to take place.**

It must be noted that the travel and expense claim arising from attendance at courses etc. cannot include expenditure over and above the level approved by the Human Resources Department. To this end, staff should not include accommodation costs or taxi fares, for example, that exceed the agreed support on the approval letter from the Human Resources Department. Should this arise, payment will only be made to the level agreed and appearing on the letter of approval.

For many courses and events, the agreed reimbursement will only be made following successful completion of the course and the production of official results.

It is also a reasonable expectation that staff who benefit from support to access learning events and courses will share their learning with colleagues, and support given to staff is granted on the basis of this understanding.

Finally, the Learning and Development function will require feedback on all of the programmes provided throughout the year so that ongoing quality improvements may be effected for the coming year.

HEALTH SERVICE EXECUTIVE POLICIES AND PROCEDURES FOR STAFF

These procedures are based on the principles of natural justice and have strong legislative support. They are designed to ensure that there is fair play for all staff and that the organisation can provide the services for which it has been established without undue distraction. All the Procedures are structured to facilitate the earliest possible resolution of difficult issues and to safeguard the interests of all involved.

The **Disciplinary Procedure** outlines the process which arises if an employee is found to be in breach of the express and implied terms of their employment. A four-stage procedure can be invoked when the employer believes an employee has failed to achieve the standards reasonable for the effective completion of their work or their proper conduct in the workplace. The consequences of employee under-performance or inappropriate conduct are outlined and the rights, duties and responsibilities of both supervisor/line manager and the employee are clearly set out.

The **Grievance Procedure** is, in some respects, the opposite side of the Disciplinary Procedure 'coin'. This enables an employee to bring forward any work-related problem that they feel should be addressed by the employer. Again, the emphasis is on an early resolution to a problem and there is a staged-process to address the spectrum of difficulties that might arise.

The **Dignity in the Workplace** policy and procedure is designed to promote respect for all in the workplace.

The **Trust in Care** policy refers to Upholding the Dignity and Welfare of Patients/ Clients and the Procedure for Managing Allegations of Abuse against Staff Members. Issues like prevention, the procedures to follow for managing allegations of abuse and follow-on action are addressed in this essential policy.

The **"Your Service Your Say"** HSE Comments and Complaints policy (Nationwide since 1st January 2007) invites all health service users to have their say about their experience of the health services, and about how services have been delivered. Any comment or complaint will be viewed as an opportunity to inform service provision to continually improve and develop its services and to learn lessons so as to prevent similar occurrences in the future.

Your Service Your Say comments, compliments and complaints are welcomed and valued and are available throughout the hospital. They allow us to continually improve our services. Comments, compliments and complaints can be made by commentscomplaints.guh@hse.ie details which are also available on the www. HSE.ie making a Comment, Compliment or Complaint.

Health Information Quality Authority (HIQA) have issued General Guidelines on the National Standards for **Safer Better Healthcare**.

Standards promote responsibility and accountability for the quality and safety of services provided. By incorporating national and international best available evidence, standards also promote healthcare that is up to date, effective and consistent. Importantly, standards for healthcare provide a basis for planning and managing services and measuring improvements as well as identifying and addressing gaps and deterioration in the quality and safety of the services provided.

The standards are recognised as important in driving the quality and safety of healthcare services. There are 45 standards grouped under eight themes:

- Theme 1: Person-Centred Care and Support
- Theme 2: Effective Care and Support
- Theme 3: Safe Care and Support
- Theme 4: Better Health and Wellbeing
- Theme 5: Leadership, Governance and Management

Theme 6: Workforce
Theme 7: Use of Resources
Theme 8: Use of Information

HSE have developed a Quality & Performance Improvement tool which will assist organisations with self-assessment. A Lead has been assigned for each of the 8 standards.

The self assessment against the standards is currently a work in progress process for the SAOLTA University Health Care Group.

MANUAL HANDLING AND SAFE TRANSFER OF PATIENTS TRAINING

The health, safety and welfare of both the patients and staff of Galway University Hospitals are of paramount importance.

All employees of Galway University Hospitals must be trained initially in Manual Handling and Safe Patient Handling in order to comply with Legislation (Safety, Health and Welfare at Work Act, 2005 and subsequently the Manual Handling Regulations, 2007). The HSE Manual Handling and People Handling Policy (2012) also applies. Employees will receive refresher training at two yearly intervals approximately.

There are currently two different Manual Handling Training courses available. One course, 'Manual Handling and Safe Patient Handling Techniques' training, is structured to encompass patient handling techniques, and comprises a full day of instruction, incorporating both theoretical and practical tuition.

The other course, 'Manual Handling techniques' is designed for members of staff who have no contact with patients, comprises a half-day (three hours approximately) and incorporates both theoretical and practical tuition.

The training venue is Unit 15, Fionntarlann House, Westside Enterprise Park, Westside and is located near the rear of Dunnes Stores, Westside Shopping Centre (see map on next page). Staff should take the right turn, coming from the direction of Dunne's Stores, at Ballard House, which faces onto the playing fields (see attached map). The relevant building has brown brickwork with a green roof and cream paintwork. There is adequate parking all round the unit and the entrance is on the gable end of the building.

It is requested that all attendees arrive **promptly**. Attendees are advised to wear loose comfortable clothing and flat secured footwear (i.e. track suit and trainers) in order to take part in the practical element of the training. All attendees should have their Staff (Personnel) Number with them on the day of training.

Going forward it is anticipated that training may be provided in Display Screen Equipment and the Ergonomic Workstation. This is on foot of a substantial piece of work by the Manual Handling Co-ordinator who is trained to carry out Display Screen Equipment Assessments.

The Manual Handling dates in this programme are subject to change please call 2623 to see if the event is full.

For any further information please contact:

Maureen Nolan 091 54(2623)

Manual Handling Training

Co-ordinator

GUH

GALWAY UNIVERSITY HOSPITALS INDUCTION PROGRAMME

All incoming staff will be invited to attend this programme and their new line manager will subsequently induct them to their work location. A comprehensive one day programme has been created to address the key areas of concern to a newly- or recently-appointed members of staff.

The following is a brief outline of the programme:

- The conditions of employment – main duties and responsibilities, time keeping, attendance, reporting relationships, no smoking policy etc.
- An outline of the history, profile, mission and management structure of GUH
- Information on Leave entitlements, application procedures and opportunities
- An outline of the standards of performance and conduct expected of staff
- Dignity at Work, Trust in Care Policy and anti-sexual harassment policies
- An overview of the services provided and their location
- Meet various key staff during the course of the day
- Freedom of Information and Administrative Access
- Incident reporting and Risk management
- Disciplinary and Grievance Procedures
- Medical Record Management
- Managing Attendance Policy
- Data Protection Training
- Employee Assistance
- Occupational Health
- Waste management
- Complaints process
- Infection Control
- Healthy Ireland
- Confidentiality
- Hand Hygiene
- PALS

The programme, it is hoped, will assist staff in settling in to the organisation, minimise misunderstandings and give a positive image of Galway University Hospitals to incoming members of staff.

The Human Resources Department would welcome suggestions from existing staff regarding matters that would have eased their transition into the Hospitals and these suggestions can be channelled through the Learning and Development function at 2224

INFORMATION TECHNOLOGY TRAINING

The Information Services Department for Galway University Hospitals is located on the first floor of the Nurses Home in University Hospital Galway, Galway.

Patient Administration System (PAS)

Information Technology training is available on the **Patient Administration System (PAS)** to staff who are required to use that system in the course of their work.

As training all Nursing Staff in the use of the Patient Administration system is a strong priority. At present training is scheduled by the Information Services Department. It is our intention that each area will have a lead Facilitator in time to facilitate local training.

For further information on the availability of PAS training.

Please contact:

INFORMATION SERVICES SECTION

Help Desk 091 54(4676) This will give you instructions on how to log a call for any problems you may be having with your computer.

There is a short cut is on your desktop, GUH Resource Folder. If this folder is missing you can type the address below into your internet browser. If you cannot do this you can leave a voicemail.

<http://uchg-helpdesk:8080/HomePage.do?SkipNV2Filter=true>

COLLABORATIVE TRAINING

Training and development is an essential element of any progressive organisation which endeavours to improve the quality of the services it provides to its customers. The remit of each of the training functions within Saolta can lead to confusion among staff. To this end, it is important to note that this programme of events has been organised with the collaboration of the other Galway-based training and development functions. The underlying hope is that such collaboration will eliminate the duplication of course provision.

It is also hoped that the best utilisation of Saolta training resources will arise from a co-ordinated approach to the commissioning of training. Consequently, every effort has been made to create value through a competitive process of selection of training organisations.

Certain courses are also best delivered under the corporate umbrella, like Budget Management and Project Management for example, where staff from a wide variety of locations and service areas can create synergies that might not be easily achieved through GUH in-house training.

The **Corporate Leadership Education and Development, Human Resources Department, Merlin Park** section deliver certain programmes not being offered by the GUH Leadership Education and Development section in 2017 (**Diary of Events**) (see **Appendix 1**).

The **Centre of Nurse and Midwifery Education (CNME)** has delivered much of the clinical training for Nurses and Health Care Assistants over the last number of years as well non-clinical training. Their Galway-based events are included in **their own programme which has been distributed throughout the hospitals and application for places on the CNME courses should be made directly to that office.**

The **Nurse and Midwifery Practice Development Unit, Merlin Park** also has a training and development brief under its Continuing Nurse and Midwife Education remit. This Unit is best qualified to ascertain and address the specific training needs of Nurses and Midwives, particularly from a clinical and a nurse management development perspective (Appendix 7).

Our learning philosophy is to provide a range of relevant learning opportunities that support and develop staff at different stages of their career. In Learning & Development we collaborate with a range of colleagues across the Hospital to identify learning and development needs and to design and facilitate solutions to these. We work to accommodate the different needs of staff and to provide a pathway to access various learning options in a cost effective way.

When applying for courses to other Training Departments it is the responsibility of the applicant to forward an application form to that Department to book a place on the course.

It is anticipated that this collaboration in the provision of training will continue to develop and result in an even more informed and skilled workforce over time.

NATIONAL UNIVERSITY OF IRELAND GALWAY (NUIG) & THIRD LEVEL COLLEGES

Free fees initiative for Nursing Staff Quick-Reference Guide

For clarity to Nursing Administration and applicants for fees, this 'guide' may prove helpful.

- A Written Undertaking to remain working in the Irish Public Health sector must be completed **before** commencement of course - one year course (12 months after completion); for a course longer than one year (24 months after completion).
- Signing of Undertaking must be witnessed by **HR Dept** or **Nursing Management staff**
- Applicants must be registered with Nursing and Midwifery Board of Ireland (previously An Bord Altranais) and must **produce their number or registration card**
- The initiative applies to Nurses and Midwives **who do not already hold a primary degree**
- **Applicants must be employed in the public health service for a majority of the working week for the duration of the course.**
- Fees cover the course and examination fees only
- Fees will be **paid to the third level institution at the commencement of the course provided the form of undertaking and the Course Application form with the recommendation of the relevant Assistant Director of Nursing, are completed and returned to the Human Resources Department**
- There is **no funding for repeats**
- The work-commitment requirements apply to **part-time employees on a pro-rata basis**
- Refunds to the Hospital for failure to complete the course or failure to complete it within the specified (as designated by the relevant third-level institution) time-frame are as follows:
 - for a one-year course - full fee for that year;
 - for a course longer than one year where the first year has been successfully completed - 50% of the total fee for the course.
- Applicants must request a letter from the Human Resources Department (2224), after completing the above, to produce at Registration in the relevant College, indicating that Galway University Hospitals undertake to pay their fees.
- **It is the responsibility of each applicant to ensure that all the necessary paperwork is completed in good time.**

LEARNING AND DEVELOPMENT OPPORTUNITIES FOR 2017

The Hospital Management Team identified the following priorities for training in 2017 (not in order of priority but all health and safety-related training and Induction are considered of the highest priority):

Statutory/Mandatory Training for All Staff

Induction
Fire Safety
Trust in Care
Children First
Manual Handling E-Learning
Health and Safety E-Learning
Data Protection
Managing Attendance
Quality/Risk Management
Infection Control/Hand Hygiene
Patient Complaints' Procedure
Your Service Your Say
Dignity at Work
Grievance and Disciplinary Procedures
Display Screen Equipment E-Learning

Designated Staff

Decontamination
Management of Medical Records
Conflict Management (CPI and Studio 3)
Sepsis E-Learning

There is an absolute prohibition on the employment of locum staff to cover attendance of staff at training events, unless such attendance is essential to service provision and cannot be facilitated without cover

and

Approval for locum cover is received from senior management in advance of application.

There is no provision made for tea/coffee and lunch for Staff attending training courses.

All training applications (via Application form, 'phone call or e-mail) **must be accompanied** by the **Applicant's Personnel Staff Number**. Applications without the Personnel Staff number cannot be considered or approved.

Individual Staff can contact the course facilitator to seek training in the following:

Events for which Dates and Times can be arranged by Line Managers with Learning and Development during the year (subject to Facilitator availability):

Smoking Cessation - Staff Program

Target Audience: All Staff who smoke
Contact: Colette Walsh 2103

Introduction to Visual Fields Training Day for Nurses

Full day event
Requests for training in areas of visual field testing and interpretation or implementing school vision screening guidelines can be made to Geraldine McBride, Senior Orthoptist, Eye Clinic (4105)

Orthoptic Room, Eye Clinic, OPD, UHG
Facilitator: Geraldine McBride, Senior Orthoptist, Eye Clinic, UHG (4105)
Content:
Introduction to Visual Pathway
Introduction to the interpretation of Visual Fields How to
produce an accurate result
Practical demonstrations

Risk Management and Incident/Near-Miss Reporting Training

An extensive Risk Management education and awareness campaign has been in progress since January 2006 targeting all multidisciplinary staff across both sites. This education is essential for all staff since the new Risk Management Strategy for Galway University Hospitals was launched on April 10th 2006.

The Executive Management Team of Galway University Hospitals (GUH) is committed to ensuring that systems and processes are in place and subject to continuous review, in order to minimize risk to patients, staff and visitors and protect the assets of the organisation. Galway University Hospitals bases its Risk Management system on the Australian/New Zealand Standard (AS/NZ Standard 4360: 2004). It is recognized that an effectively planned, organized and controlled approach to risk reduction is the cornerstone of sound management practice, which aims to anticipate and eliminate or manage risks to patients, visitors, staff and the organization.

In acknowledgement of the fact that areas are very busy and at times have resource issues which may have affected their ability to facilitate Staff Education, the next phase of the education Campaign will be Ward/Dept. based sessions, at times and dates that will suit the needs of Wards/Departments.

To arrange an education session *contact*:

Helen Cahill: extension 2783

'Performance Management Systems (PMS)

The HSE is introducing a formal Performance Management System in fulfilment of the terms of the Public Service Agreement. The system will cover all grades and professional disciplines and will be introduced on a phased basis commencing with National Directors to grade VIII and equivalent including comparable clinical grades.

It is the policy of the HSE 'to implement, maintain and monitor a Performance Management System that develops the capacity and capability of its employees, improves the performance of the organization and addresses underperformance in a timely and constructive manner.

'Integrated Discharge Planning' (IDP)

15 minutes

The Patient Flow Team– Helene Horsnell, Michele Feeney and Sharon Griffin

'Team Based Performance Management'

Training Events where dates to be announced (TBA) during the year:

Acute Pain Management lectures

Times and Dates to be announced

Venues: Clinical Areas/ward-based in University College Hospital and Merlin Park Hospital in co-ordination with CNM2.

Aim: to provide nursing staff with the necessary skills and knowledge in pain assessment and management.

Programme Leaders: Michelle Healy, Clinical Nurse Specialist in Pain Management Bleep 685 and Caroline Mitchell, Clinical Nurse Specialist in Pain Management Bleep 685.

Content:

Assessment and management of patients with PCAs and Epidural Infusions
Assessment and management of patients with Para vertebral Blocks, rectus sheet blocks, nerve blocks and multi-modal analgesia.

ASIST (Applied Suicide Intervention Skills Training) Programme

09.00 – 17.00

Venue: To be announced – Galway City & County, Mayo and Roscommon

Course Coordinator: Mary O'Sullivan, Resource Officer for Suicide Prevention (HSE West, 64 Dominick Street, Galway) Tel: 091 560182

This is a two day programme designed to help caregivers (any person in a position of trust) become more ready, willing and able to help persons at risk of suicide. It is suitable for nurses, teachers, counsellors, youth workers, Gardai, school support staff, clergy, community volunteers, etc. The programme was developed in Canada by Living Works Incorporated and has been widely introduced in many countries worldwide.

Content:

The ASIST workshop is an intensive, interactive workshop where participants develop their skills through simulations and role playing.

SafeTALK (suicide alertness) Programme

3.5 hours workshop

Venue: To be announced – Galway City & County, Mayo and Roscommon

Course Coordinator: Mary O'Sullivan, Resource Officer for Suicide Prevention (HSE West, 64 Dominick Street, Galway) Tel: 091 560182

SafeTALK is a training that prepares anyone over the age of 18 to identify persons with thoughts of suicide and connect them to suicide first aid resources. These specific sets of skills are called suicide alertness and are taught with the expectation that the person learning them will use them to help save lives.

Content:

As a SafeTALK-trained suicide alert helper, you will be better able to:

Move beyond common tendencies to miss, dismiss or avoid suicide;

Identify people who have thoughts of suicide;

Apply the TALK steps (Talk, Ask, Listen and Keep safe) to connect a person with suicide

Thoughts to suicide first-aid intervention caregivers.

Understanding Self Injury Programme (2 day event)

Note: This course is only for those who have already completed the 2 day Skills Training on Risk Management (STORM) workshop

09.30 – 16.30

Venue: To be announced – Galway City & County, Mayo and Roscommon

Course Coordinator: Mary O'Sullivan, Resource Officer for Suicide Prevention (HSE West, 64 Dominick Street, Galway) Tel: 091 560182

A two-day skills-building workshop which aims to:

- Develop and enhance skills and confidence in assessment and management of self-injury;

- Provide a forum for discussion on related practice issues;

- Provide a common language on the assessment and management of self-injury;

- Provide networking opportunities with other professionals and agencies.

Especially suitable for front-line mental health staff, primary health care workers, clinicians, etc.

Content:

The course comprises 2 modules.

Module 1: Assessment

It is concerned with the skills needed to assess risk of self-injury, including addressing attitudes towards self-injury, interviews skills and understanding the self-injury behaviour.

Module 2: Crisis Management

Concentrates on the skills needed to ensure safety, build a network of support and identify coping mechanisms/strategies.

Major Emergency Plan briefing for all staff

09.30 – 10.30

Venue: To be announced

Target Audience: All staff who have not attended training

To inform and advise staff on the processes and staff responsibilities in the event of a Major Emergency

Facilitators: General Manager and Staff

Content:

To inform staff of the role of University Hospital Galway as a designated hospital for HSE West during a major emergency

To provide a set of procedures to be followed, without delay, in the event of a major emergency

To make staff aware of their responsibilities

Perineal Suturing Workshop

08.00 – 12.00, 6 places

Maternity Lecture Theatre, Obstetrics and Gynaecology Department, UHG

To facilitate midwifery practitioners to acquire the knowledge and skills to assess and manage perineal trauma, thereby providing continuity of care in a timely, woman-centred manner.

Programme Leaders: Margaret Coohill, Midwifery Placement Co-ordinator, UHG.

Other Facilitator: Heather Helen, Clinical Placement Co-ordinator, UHG

Content:

The anatomy of the perineum

Guidelines on best practice on perineal suturing

Scope of midwifery practice

Demonstration of suturing on perineal trainer model by competent practitioners

Practice on a perineal trainer model under clinical supervision Supervised perineal suturing in the clinical area.

STORM (Skills Training on Risk Management) (2 day event)

09.30 – 16.30

Course Coordinator: Mary O'Sullivan, Resource Officer for Suicide Prevention (HSE West, 64 Dominick Street, Galway) Tel: 091 560182

A two-day skills-building workshop on the assessment and management of suicide risk. Evidence-based, practical course designed to improve the confidence, skills and knowledge in both the assessment and management of clients at risk of self-harm and suicide. It is a standardised training programme, developed by Professor Louis Appleby, in Manchester University. Especially suitable for front-line mental health staff, primary health care workers, clinicians, etc.

Content:

Improve your interview skills in eliciting suicide risk Improve skills in managing people in crisis situations Increase confidence in dealing with people who are suicidal Improve attitudes in dealing with people who are suicidal.

Quality Assurance and Radiation Protection Course

The implementation of comprehensive QA programmes in Radiology Departments and attention to associated radiation protection issues. This course presents a comprehensive overview of QA and radiation protection in Radiology from both a theoretical and practical viewpoint. It also serves as a good refresher in the current 'state of the art' in Imaging Technology.

Target Audience: Radiographers, Physicists and Radiation Protection Officers.

(Delegates can attend the course in full or for selected days)

Course Organisers: Arline Broder (NUIG) and Brendan Tuohy (2532)
Facilitators: Brendan Tuohy, Principal Physicist; David Lavin, Physicist; Prof. Wil van der Putten, Chief Physicist and Prof. Peter McCarthy, Consultant Radiologist.
Content:

- Review of EU Directives and Irish framework for radiation protection and QA
- Imaging technology
- Radiation Biology
- Digital Radiography optimisation
- Technical aspects of QA with imaging technology
- CT - State of the Art
- Mammography - A clinical perspective/Technical perspective
- Role of RPA/RPO
- Implementation of clinical audit
- Radiation protection in Interventional procedures
- Issues surrounding the pregnancy question in Radiology
- PACS Technology overview/QA
- Radiation Dosimetry (staff and patients)
- Dedicated practical QA sessions for all imaging modalities

Clinical Directorate Leadership Programme

Dates: One day per month in April, May, June, September, October, November & December.

Facilitators: Health Management Institute - Fergus Barry, Professor Patrick Flood, Maura McGrath, Moira Creedon, Caroline O'Regan, Dr. Jill Stamp, Wally Young

Course Objective: Develop the participants individually and also as a team as they relate specific content areas to their clinical directorate using short lectures, case studies, group work and e-learning, emphasising interaction and sharing of knowledge amongst participants.

Content:

- Focus on three essential elements of effective management:
- Engaging staff
- Executing performance
- Envisaging success

Of particular relevance is the fact that they will use the employee survey to inform the work. There will be action learning elements which are work related and designed to provide consistent management processes for the development of clinical directorates.

Successful completion will lead to the award the HMI Certificate in Clinical Directorate Leadership and the programme is being submitted to regulatory bodies for Continuing Professional Development status.

Patient Advice and Liaison Service (PALS)

Help answer our questions about your care in the hospital

Support and advise you, your carer or family. We understand that being in hospital can be an anxious time and you might need someone to talk to.

Listen to your suggestions to improve services for patients and visitors.

Respond to your concerns if you are unhappy with any aspect of your care. All concerns are dealt with informally and responded to verbally.

Ensure confidentiality, all enquiries are confidential and impartial; if you are raising a concern for a close friend or family member we will have to get their consent to discuss their care with staff involved.

Comment boxes and comment cards are situated throughout the hospital. There are used for raising a concern or offer feedback on HSE Services.

Resuscitation Training

Courses: Certified by the Irish Heart Foundation

Venue: Old Fever Block, UHG

Facilitators: Lorraine Courtney (2963) lorraine.courtney@hse.ie
Siobhan Keane (2962) siobhan.keane@hse.ie

Guide for booking CPR classes

(Personnel number essential when booking)

Healthcare Provider Course (HCP): 5 hours - Adult, Child, Infant CPR and AED. For Nurses, all NCHDs (Necessary pre-ADVANCED CARDIAC LIFE SUPPORT (ACLS)) and Allied Health Professionals working with Adults, Children or Infant patients

HCP renewal - Refresher of HCP; 4 hours, if course done within previous 2 years

HS AED - Heartsaver AED: 3.5 hours, Adult, Child & Infant CPR and use of AED for non-medical staff in contact with patients

Allied Health Professionals book through Lorraine Courtney, bleep 260

Revalidation of AED skills Nurses using an AED, Nurses skills on CPR and use of AED **must** be refreshed every 3 to 6 months (**5-10 minutes**). Contact Lorraine or Siobhan

Staff with direct patient contact should attend a certified CPR class every 2 years.

CPR classes and Ward Workshops (running life-like scenarios at ward/department level)
CPR classes and Ward Workshops

Merlin Park

Nurses book through Martina Brady, Nursing Admin, 5617

HCA's/Porters book through Mary Maloney, Nursing Admin,

Administration Staff book through Margaret O'Toole, Administration, 5685

Ongoing CPR training dates for the year are available on the CPR folder on the UHG common drive. This can be accessed as follows:

- 1 Double left click on My Computer on your desktop (computer screen)
- 2 Double left click on 'UHGCommon on UHGmed' (T)
- 3 Double left click on CPR Training folder
- 4 Double left click on CPR PC Folder
- 5 Double left click on CPR Folder Content
- 6 Ctrl and single left click on '1 CPR dates'.

This page will be regularly updated and Staff can contact the Resuscitation Training section to reserve a place on the course of their choice. Line Manager approval must be in place for all training applications.

Dates may be accessed through the CPR folder (see above) or the Resuscitation Training Department.

JANUARY

Summary of Training Events for January

Date	Course Name
3	Manual Handling - Inanimate
3	Hand Hygiene
5	Hand Hygiene
10	Hand Hygiene
10	Health Care Provider
11	Health Care Provider
11	Paediatric Early Warning System (PEWS)
12	Hand Hygiene
12	Heart saver AED
12	Q Pulse – Line Manager Training
12	Grievance and Disciplinary
16	Health Care Provider
17	Stress Management (Interpersonal and Resilience)
17	Hand Hygiene
17	Heart saver AED
18	Manual Handling - Inanimate
18	Fire Lectures
18	Health Care Provider
18	Manual Handling - Inanimate
19	Paediatric Early Warning System (PEWS)
19	Hand Hygiene
23	Heart saver AED
24	Hand Hygiene
24	Q Pulse – General Training
24	Health Care Provider
24	Haemovigilance Study Day
24	Paediatric Early Warning System (PEWS)
25	Health Care Provider
25	Sick Leave Scheme
25	Brief Intervention & Smoking Cessation
26	Hand Hygiene
26	Infection Control
27	Management of Actual or Potential Aggression (MAPA)

31	Heart saver AED
31	Disability Awareness Training
31	Hand Hygiene
31	Fire Drills – Emergency Department
31	Paediatric Early Warning System (PEWS)

January Training Events in Detail

- 3 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 3 People Moving and Handling - Inanimate**
09.30 - 12.20
Classroom Room 4, Ground Floor, Nurses Home, UHG
- 5 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 10 Healthcare Provider (HCP)**
09.00 – 14. 00
Fever Block (upstairs over Dermatology OPD)
Facilitator: Lorraine Courtney (2963)
Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.
Necessary pre-advanced cardiac life support
Content:
 Adult CPR and AED
 Child CPR and AED
 Infant CPR and AED
- 10 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)3
Conference Room 4, First Floor, Nurses Home, UHG
- 11 Healthcare Provider (HCP)**
09.00 – 14. 00
Fever Block (upstairs over Dermatology OPD)
Facilitator: Lorraine Courtney (2963)
Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.
Necessary pre-advanced cardiac life support
Content:
 Adult CPR and AED
 Child CPR and AED
 Infant CPR and AED
- 11 Paediatric Early Warning System (PEWS)**
14.30-16.30
CPR Training Room, UHG
Content:
 Learning outcomes for each session
 Discuss importance of clinical judgement and individualised assessment
 Discuss the use of PEWS in clinical practice
 Identify PEWS documentation
 Demonstrate effective use of PEWS charts
 Discuss appropriate use of variances within PEWS
- 12 Grievance & Disciplinary Procedures**
10.00-12.00
Diabetes Department
Facilitator: Paul McGowan, Employee Relations Manager
Objectives:

To ensure all staff maintain the required standards of performance, conduct and attendance.
 To help staff identify such shortcomings and how improvements can be achieved
 To facilitate informal and formal responses to issues
 To promote and maintain good employee relations
 To foster the commitment and morale of staff
 To enable employees to raise any complaints concerning work-related matters so that the issue can be addressed promptly and as close to the point of origin as possible

12 Hand Hygiene

11.30 – 12.00 (30 minute sessions)
 Conference Room 4, First Floor, Nurses Home, UHG

12 Heart saver AED for AHP's

09.00 - 12.30
 Fever Block (upstairs over Dermatology OPD)
 Facilitator: Lorraine Courtney (2963)
 Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.
 Necessary pre-advanced cardiac life support
 Content:
 Adult CPR and AED
 Child CPR and AED
 Infant CPR and AED

12 Q- Pulse Training (1 hour for Line Manager Training)

09.30-16.30
 IT Training Room, 1st Floor, Nurse's Home, UHG
 Contact Quality and Safety Department: 091 544846

16 Healthcare Provider (HCP)

09.00 – 14. 00
 Fever Block (upstairs over Dermatology OPD)
 Facilitator: Lorraine Courtney (2963)
 Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.
 Necessary pre-advanced cardiac life support
 Content:
 Adult CPR and AED
 Child CPR and AED
 Infant CPR and AED

17 Stress Management (Interpersonal and Resilience)

10.00-13.00
 Classroom 4 Ground Floor, Nurses Home, UHG
 Facilitator: Lucy Dowling (091) 893358
 Target Group: suitable for all staff.
 Content:

Managing and Controlling Stress:

What stress is and how it affects you.
 What causes us to experience stress (some more than others).
 Coping methods – good and bad ways.
 Controlling stress – practical tips.
 Relaxation methods: Mindfulness, Meditation and Progressive Relaxation.
 Building supports.

Interpersonal effectiveness:

Outlining a model of human behaviour common in interactions
 Aims to aid awareness and facilitate more productive interactions.
 Interpersonal needs – how we differ and becoming aware of our dominant need to

facilitate getting this met.
Difficult interactions – simple but counterintuitive strategies to deal with them.
Getting what you want in a respectful way - Assertive communication.

Resilience:

See problems more clearly and solve problems more effectively.
Manage anxiety, anger and build realistic optimism.
Build the tangible skills of resilience to have more fulfilling relationships, a more productive career, and to feeling excited and energized in life.

17 Heart saver AED

09.00 - 12.30

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED

Child CPR and AED

Infant CPR and AED

17 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

18 Healthcare Provider (HCP)

09.00 – 14.00

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED

Child CPR and AED

Infant CPR and AED

18 People Moving and Handling - Inanimate

09.30 - 12.20

Classroom Room 4, Ground Floor, Nurses Home, UHG

18 Fire Prevention Lecture– General Talks, Evacuations, Drills

Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.

18 Manual Handling – Inanimate Session

09.30 - 12.20

Classroom Room 4, Ground Floor, Nurses Home, UHG

19 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

19 Paediatric Early Warning System (PEWS)

14.30-16.30

CPR Training Room, UHG

Content:

Learning outcomes for each session

Discuss importance of clinical judgement and individualised assessment

Discuss the use of PEWS in clinical practice

Identify PEWS documentation
 Demonstrate effective use of PEWS charts
 Discuss appropriate use of variances within PEWS

23 Heart saver AED

09.00 - 12.30

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED

Child CPR and AED

Infant CPR and AED

24 Healthcare Provider (HCP)

09.00 – 14. 00

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED

Child CPR and AED

Infant CPR and AED

24 Paediatric Early Warning System (PEWS)

14.30-16.30

CPR Training Room, UHG

Content:

Learning outcomes for each session

Discuss importance of clinical judgement and individualised assessment

Discuss the use of PEWS in clinical practice

Identify PEWS documentation

Demonstrate effective use of PEWS charts

Discuss appropriate use of variances within PEWS

24 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

IT Training Room, First Floor, Nurses Home, UHG

24 Q-Pulse Training- General Users

09.30-16.30

30 min sessions

IT Training Room, 1st Floor, Nurses Home, UHG

Contact Quality and Safety Department: 091 544846

24 Haemovigilance Briefing

Times: 11.00-13.00

Venue(s): Classroom 4, Ground Floor, Nurses Home, UHG

Target Audience: Staff Nurses

Facilitator: Niamh Isdell

Content:

EU Directive

Available blood products

Blood Bank samples including request and labelling

Administration of blood/blood products – documentation

Anti D

Management of transfusion reactions
Emergency transfusion / unidentified patients
Non conformances
Prevention of errors
Serious adverse reactions and events

25 Healthcare Provider (HCP)

09.00 – 14. 00

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED

Child CPR and AED

Infant CPR and AED

25 Sick Leave Scheme

Times: 11.00-13.00

Venue: Classroom 4, Ground Floor Nurses Home, UHG

Facilitators: Mary Hynes

Content:

Introduction

Overview

Temporary Rehabilitation Remuneration

Critical Illness Protocol

Injury Grant Scheme

Serious Physical Assault

Pregnancy Related Illness

Transitional Arrangements

Return to work Medical Certs and Protocol

Self Certified Sick Leave

25 Brief Intervention & Smoking Cessation

Times: 09.30-16.00

Venue: Old Board Room, Main Administration Building, Merlin Park

Facilitators: contact caroline.folan@hse.ie to book a place

Content:

HSE Tobacco Free Campus Policy

Understanding tobacco use

The health effects of smoking and the benefits of quitting

Raising the issue of smoking with patients

Information on supports to quitting e.g. NRT

Enhancing individual practice – improving one to one communication

26 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

26 Infection Control Study Day

10.00 – 12.30

IT Training Room, First Floor, Nurses Home, UHG

Facilitators: Consultant Microbiologist, Infection control nurse specialists, Antimicrobial pharmacist, waste management coordinator

Content:

Registration

Introduction to microbiology

Surveillance of infection

Improving Antimicrobial Use in GUH
 Hand hygiene
 Standard and Transmission based precautions including Clostridium difficile, MRSA, VRE, Influenza
 Decontamination - cleaning, disinfection and sterilization
 Intravascular lines – including auditing and prevention of infection
 Protocol for screening for resistant organisms
 Waste Management

27 Management of Actual or Potential Aggression (MAPA)

9.30 – 16.30

Classroom 11, Second Floor, Nurses Home, UHG

Facilitator: Anne Coyne, Staff Nurse

Content:

The emphasis is on early-intervention and non-physical methods for preventing or managing disruptive and aggressive behaviour.

Personal Safety Techniques

How to identify behaviours that could lead to a crisis

How to respond to each behaviour to prevent a situation from escalating

How to use verbal and non-verbal techniques in order to defuse hostile behaviour and resolve a crisis before it becomes violent

How to cope with your own fear and anxiety

How to use the principles of personal safety techniques to avoid injury to yourself and others if behaviour becomes physical

How to remove yourself from a potentially dangerous situation

31 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

31 Paediatric Early Warning System (PEWS)

14.30-16.30

CPR Training Room, UHG

Content:

Learning outcomes for each session

Discuss importance of clinical judgement and individualised assessment

Discuss the use of PEWS in clinical practice

Identify PEWS documentation

Demonstrate effective use of PEWS charts

Discuss appropriate use of variances within PEWS

31 Disability Awareness Training

09.45-13.00

Classroom 4, Ground Floor, Nurses Home, UHG

Aim: This training is designed to increase staffs' understanding of the impact disability can have on patients' access and experience of health care and to improve participants' knowledge in relation to the health/social/economic status of people with disability.

Target Group: All staff.

Content:

Deaf awareness – self awareness for the deaf person, terminology and labelling, communication tips, best practice, resources, practical hospital-use issues, practical 'colleague issues', health and safety and sign language.

Visual Impairment and Blindness – conditions, simulated blindness, services offered, access issues, sighted guide skills, cane use, aids and appliances

Epilepsy - Epilepsy, Seizure types & First Aid.

31 Heart saver AED

09.00 - 12.30

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED

Child CPR and AED

Infant CPR and AED

31 Fire Prevention –Emergency Department

Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.

FEBRUARY

Summary of Training Events for February

Date	Course Name
1	Healthcare Provider
1	Paediatric Early Warning System (PEWS)
2	Hand Hygiene
2	Healthcare Provider
2	Paediatric Early Warning System (PEWS)
2	Manual Handling and Patient Care
6	Healthcare Provider
6	Manual Handling and Patient Care
6	Paediatric Early Warning System (PEWS)
7	Hand Hygiene
7	Manual Handling and Patient Care
7	Q Pulse – General User Training
8 & 9	Advanced Cardiac Life Support
9	Basic Excel
9	Hand Hygiene
13	Manual Handling and Patient Care
13	Paediatric Early Warning System (PEWS)
14	Hand Hygiene
14	Manual Handling - Inanimate
14	Heartsaver
15	Brief Intervention & Smoking Cessation
15	Manual Handling - Inanimate
15	Fire Safety Lectures
15	Healthcare Provider
15	Manual Handling - Inanimate
16	Hand Hygiene
16	Trust in Care
16	Healthcare Provider
16	Computer Training
17	Management of Actual or Potential Aggression (MAPA)
20	Paediatric Early Warning System (PEWS)
21	Hand Hygiene
21	Paediatric Early Warning System (PEWS)
21	Manual Handling and Patient Care

21	Induction
21	Q Pulse – Line Manager Training
22	Paediatric Early Warning System (PEWS)
23	Hand Hygiene
23	Dignity at Work
23	Infection Control
21	Healthcare Provider
22	Heart saver AED
23	Heart saver AED
28	Your Service Your Say
28	Healthcare Provider
28	Hand Hygiene
28	Manual Handling and Patient Care
28	Fire Drills – Emergency Department
28	Waste Management – Safe Disposal of Sharps/Waste Segregation

February Training Events in Detail

1 Paediatric Early Warning System (PEWS)

14.30-16.30

CPR Training Room, UHG

Content:

- Learning outcomes for each session
- Discuss importance of clinical judgement and individualised assessment
- Discuss the use of PEWS in clinical practice
- Identify PEWS documentation
- Demonstrate effective use of PEWS charts
- Discuss appropriate use of variances within PEWS

1 Healthcare Provider (HCP)

09.00 – 14. 00

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

- Adult CPR and AED
- Child CPR and AED
- Infant CPR and AED

2 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

2 Paediatric Early Warning System (PEWS)

14.30-16.30

CPR Training Room, UHG

Content:

- Learning outcomes for each session
- Discuss importance of clinical judgement and individualised assessment
- Discuss the use of PEWS in clinical practice
- Identify PEWS documentation
- Demonstrate effective use of PEWS charts
- Discuss appropriate use of variances within PEWS

2 People Moving and Handling

09.00 – 16.30

See page 9

2 Healthcare Provider (HCP)

09.00 – 14. 00

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

- Adult CPR and AED
- Child CPR and AED
- Infant CPR and AED

6 People Moving and Handling

09.00 – 16.30

See page 9

- 6 Paediatric Early Warning System (PEWS)**
 14.30-16.30
 CPR Training Room, UHG
 Content:
 Learning outcomes for each session
 Discuss importance of clinical judgement and individualised assessment
 Discuss the use of PEWS in clinical practice
 Identify PEWS documentation
 Demonstrate effective use of PEWS charts
 Discuss appropriate use of variances within PEWS
- 6 Healthcare Provider (HCP)**
 09.00 – 14. 00
 Fever Block (upstairs over Dermatology OPD)
 Facilitator: Lorraine Courtney (2963)
 Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.
 Necessary pre-advanced cardiac life support
 Content:
 Adult CPR and AED
 Child CPR and AED
 Infant CPR and AED
- 7 Hand Hygiene**
 11.30 – 12.00 (30 minute sessions)
 Conference Room 4, First Floor, Nurses Home, UHG
- 7 People Moving and Handling**
 09.00 – 16.30
See page 9
- 8 ACLS**
 08.00 – 18.00
 24 places
 For all details regarding time, venues and content please contact
 Siobhán Keane and Lorraine Courtney, Resuscitation Department
 Direct: 4734: Bleep: 260: Fax: 091 544910
- 9 ACLS**
 08.00 – 18.00
 24 places
 For all details regarding time, venues and content please contact
 Siobhán Keane and Lorraine Courtney, Resuscitation Department
 Direct: 4734: Bleep: 260: Fax: 091 544910
- 9 Hand Hygiene**
 11.30 – 12.00 (30 minute sessions)
 Conference Room 4, First Floor, Nurses Home, UHG
- 9 Basic Excel**
 IT Training Room
- 13 People Moving and Handling**
 09.00 – 16.30
See page 9
- 13 Paediatric Early Warning System (PEWS)**
 14.30-16.30
 CPR Training Room, UHG

Content:

- Learning outcomes for each session
- Discuss importance of clinical judgement and individualised assessment
- Discuss the use of PEWS in clinical practice
- Identify PEWS documentation
- Demonstrate effective use of PEWS charts
- Discuss appropriate use of variances within PEWS

14 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

IT Training Room, First Floor, Nurses Home, UHG

14 Heart saver AED

09.00 - 12.30

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

- Adult CPR and AED

- Child CPR and AED

- Infant CPR and AED

14 People Moving and handling – Inanimate

9.30-12.20

Classroom 4

14 Heart saver AED

09.00 - 12.30

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

- Adult CPR and AED

- Child CPR and AED

- Infant CPR and AED

15 Manual Handling – Inanimate Session

09.30 - 12.20

Classroom Room 4, Ground Floor, Nurses Home, UHG

15 Healthcare Provider (HCP)

09.00 – 14.00

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

- Adult CPR and AED

- Child CPR and AED

- Infant CPR and AED

15 Fire Prevention Lecture– General Talks, Evacuations, Drills

Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.

15 Brief Intervention & Smoking Cessation

Times: 09.30-16.00

Venue: Classroom 11, Second Floor, Nurses Home, UHG

Facilitators: contact caroline.folan@hse.ie to book a place

Content:

- HSE Tobacco Free Campus Policy

- Understanding tobacco use

- The health effects of smoking and the benefits of quitting

- Raising the issue of smoking with patients

- Information on supports to quitting e.g. NRT

- Enhancing individual practice – improving one to one communication

16 Computer Training – One on One Department Projects

IT Training Room

16 Healthcare Provider (HCP)

09.00 – 14.00

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

- Adult CPR and AED

- Child CPR and AED

- Infant CPR and AED

16 Trust in Care

Times: 10.00-11.30

Venue(s): Classroom 4, Ground Floor, Nurses Home,

UHG

Target Audience: All Staff throughout all disciplines

Facilitator: Paul McGowan, Employee Relations Manager

Content:

- This policy is about Upholding the Dignity and Welfare of Patient/Clients and the Procedure for Managing Allegations of Abuse against Staff Members

16 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

17 Management of Actual or Potential Aggression (MAPA)

9.30 – 16.30

Classroom 11, Second Floor, Nurses Home, UHG

Facilitator: Anne Coyne, Staff Nurse

Content:

- The emphasis is on early-intervention and non-physical methods for preventing or managing disruptive and aggressive behaviour.

- Personal Safety Techniques

- How to identify behaviours that could lead to a crisis

- How to respond to each behaviour to prevent a situation from escalating

- How to use verbal and non-verbal techniques in order to defuse hostile behaviour and resolve a crisis before it becomes violent

- How to cope with your own fear and anxiety

- How to use the principles of personal safety techniques to avoid injury to yourself and others if behaviour becomes physical

- How to remove yourself from a potentially dangerous situation

- 20 Paediatric Early Warning System (PEWS)**
14.30-16.30
CPR Training Room, UHG
- 21 Induction**
09.30-16.30
Classroom 4, Ground Floor, Nurses Home, UHG
Content:
Welcome & Introduction
Overview of local Management Structures,
Local Services, Challenges, Local demographics
Infection Control/Hand Hygiene
Terms & Conditions of Employment, Incremental Credit, Managing Attendance,
Children's First
Access to Information
Risk Management /Complaints (Your Service Your Say)
PALS
Health and Wellbeing
Butterfly Scheme
Employee Support
Health Promotion & Smoking Cessation
Waste Management
Occupational Health
Practice Development/Inservice Training
- 21 Paediatric Early Warning System (PEWS)**
14.30-16.30
CPR Training Room, UHG
Content:
Learning outcomes for each session
Discuss importance of clinical judgement and individualised assessment
Discuss the use of PEWS in clinical practice
Identify PEWS documentation
Demonstrate effective use of PEWS charts
Discuss appropriate use of variances within PEWS
- 21 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
IT Training Room, First Floor, Nurses Home, UHG
- 21 People Moving and Handling**
09.00 – 16.30
See page 9
- 21 Healthcare Provider (HCP)**
09.00 – 14. 00
Fever Block (upstairs over Dermatology OPD)
Facilitator: Lorraine Courtney (2963)
Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.
Necessary pre-advanced cardiac life support
Content:
Adult CPR and AED
Child CPR and AED
Infant CPR and AED
- 21 Q- Pulse Training (1 hour for Line Manager Training)**
09.30-16.30
IT Training Room, 1st Floor, Nurse's Home, UHG

Contact Quality and Safety Department: 091 544846

21 Q-Pulse Training- General Users

09.30-16.30

30 min sessions

IT Training Room, 1st Floor, Nurses Home, UHG

Contact Quality and Safety Department: 091 544846

22 Heart saver AED

09.00 - 12.30

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED

Child CPR and AED

Infant CPR and AED

22 Paediatric Early Warning System (PEWS)

14.30-16.30

CPR Training Room, UHG

23 Heart saver AED

09.00 - 12.30

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED

Child CPR and AED

Infant CPR and AED

23 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

IT Training Room, First Floor, Nurses Home, UHG

23 Dignity at Work

14.30-16.00

Classroom 4, Ground Floor, Nurses Home, UHG

Facilitator: Paul McGowan, Employee Relations Manager

Content:

Learning Objectives

Better understanding of workplace conflict

Knowledge of the Dignity at Work Policy & Procedures

Increased skills in responding to Dignity at Work issues in work place

Clarity on roles and responsibilities

23 Infection Control Study Day

10.00 – 12.30

IT Training Room, First Floor, Nurses Home, UHG

Facilitators: Consultant Microbiologist, Infection control nurse specialists, Antimicrobial pharmacist, waste management coordinator

Content:

Registration

Introduction to microbiology

Surveillance of infection

Improving Antimicrobial Use in GUH
 Hand hygiene
 Standard and Transmission based precautions including Clostridium difficile,
 MRSA, VRE, Influenza
 Decontamination - cleaning, disinfection and sterilization
 Intravascular lines – including auditing and prevention of infection
 Protocol for screening for resistant organisms
 Waste Management

28 Your Service Your Say

11.30-13.00

Classroom 4, Ground Floor, Nurses Home, UHG

It is the right of the Service Users to make a complaint where standards of care, treatment and practice are perceived to fall short of what is acceptable. In these circumstances, the complainant should have ease of access to an effective and fair system to deal with their complaint. The Saolta Health Care Group, in accordance with the Health Act 2004 is committed to providing a system for the management of effective feedback from and communication to all service users.

Content:

This session explains the following:
 The feedback policy "Your Service Your Say"
 How a comment, compliment or complaint may be made
 The timescales
 Who may make a complaint?
 Explains the process
 Role of the Ombudsman

28 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

IT Training Room, First Floor, Nurses Home, UHG

28 Healthcare Provider (HCP)

09.00 – 14. 00

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED
 Child CPR and AED
 Infant CPR and AED

28 Fire Prevention –Emergency Department

Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.

28 People Moving and Handling

09.00 – 16.30

See page 9

28 Waste Management

11.00 – 12.15

Classroom 4, Ground Floor, Nurses Home, UHG

Facilitator: Marion Grady

Target Group:

Content:

Safe Disposal of Sharps – 15 mins

Waste Segregation	- 40 mins (HCA's and Nursing)
Waste Segregation	- 15 mins (Non Clinical Staff)

MARCH

Summary of Training Events for March

Date	Course Name
1	Healthcare Provider
2	Healthcare Provider
2	Hand Hygiene
2	Paediatric Early Warning System (PEWS)
6	Healthcare Provider
6	Paediatric Early Warning System (PEWS)
7	Hand Hygiene
7	Line Manager Talk Q&A
8 & 9	Advanced Cardiac Life Support
9	Hand Hygiene
9	Stress Management (Interpersonal and Resilience)
10	Management of Actual or Potential Aggression (MAPA)
13	Transgender Awareness
14	Hand Hygiene
14	Healthcare Provider
14	Computer Training
14	Disability Awareness Training
14	Paediatric Early Warning System (PEWS)
15	Fire Safety Lectures
15	Heartsaver AED
15	Manual Handling - Inanimate
15	Waste Management
16	Hand Hygiene
16	Heartsaver AED
21	Healthcare Provider
21	Q Pulse – General User Training
21	Hand Hygiene
21	Sick Scheme Talk
21	Haemovigilance Study Day
22	Heartsaver AED
23	Grievance and Disciplinary Procedures
23	Hand Hygiene
23	Healthcare Provider
23	Paediatric Early Warning System (PEWS)

27	Healthcare Provider
24	Paediatric Early Warning System (PEWS)
28	Q Pulse – Line Manager Training
28	Healthcare Provider
28	Manual Handling - Inanimate
28	Fire Drill – Emergency Department
28	Hand Hygiene
28	Paediatric Early Warning System (PEWS)
30	Hand Hygiene
30	Infection Control

March Training Events in Detail

1 Healthcare Provider (HCP)

09.00 – 14. 00

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED

Child CPR and AED

Infant CPR and AED

2 Paediatric Early Warning System (PEWS)

14.30-16.30

CPR Training Room, UHG

Content:

Learning outcomes for each session

Discuss importance of clinical judgement and individualised assessment

Discuss the use of PEWS in clinical practice

Identify PEWS documentation

Demonstrate effective use of PEWS charts

Discuss appropriate use of variances within PEWS

2 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

2 Healthcare Provider (HCP)

09.00 – 14. 00

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED

Child CPR and AED

Infant CPR and AED

6 Healthcare Provider (HCP)

09.00 – 14. 00

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED

Child CPR and AED

Infant CPR and AED

6 Paediatric Early Warning System (PEWS)

14.30-16.30

CPR Training Room, UHG

Content:

Learning outcomes for each session

Discuss importance of clinical judgement and individualised assessment

Discuss the use of PEWS in clinical practice

Identify PEWS documentation

Demonstrate effective use of PEWS charts
Discuss appropriate use of variances within PEWS

7 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

7 Line Manager Talk (Q&A)

09.30 – 12.30

Classroom Room 4, First Floor, Nurses Home, UHG

Content:

Employee Relations

Learning and Development

Recruitment

8 ACLS

08.00 – 18.00

24 places

For all details regarding time, venues and content please contact

Siobhán Keane and Lorraine Courtney, Resuscitation Department

Direct: 4734: Bleep: 260: Fax: 091 544910

9 ACLS

08.00 – 18.00

24 places

For all details regarding time, venues and content please contact Siobhán Keane and

Lorraine Courtney, Resuscitation Department Direct: 4734: Bleep: 260: Fax: 091

544910

9 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

9 Stress Management (Interpersonal and Resilience)

10.00-13.00

IT Training Room, First Floor, Nurses Home, UHG

Facilitator: Lucy Dowling (091) 893358

Target Group: suitable for all staff.

Content:

Managing and Controlling Stress:

What stress is and how it affects you.

What causes us to experience stress (some more than others).

Coping methods – good and bad ways.

Controlling stress – practical tips.

Relaxation methods: Mindfulness, Meditation and Progressive Relaxation.

Building supports.

Interpersonal effectiveness:

Outlining a model of human behaviour common in interactions

Aims to aid awareness and facilitate more productive interactions.

Interpersonal needs – how we differ and becoming aware of our dominant need to facilitate getting this met.

Difficult interactions – simple but counterintuitive strategies to deal with them.

Getting what you want in a respectful way - Assertive communication.

Resilience:

See problems more clearly and solve problems more effectively.

Manage anxiety, anger and build realistic optimism.

Build the tangible skills of resilience to have more fulfilling relationships, a more productive career, and to feeling excited and energized in life.

10 Management of Actual or Potential Aggression (MAPA)

9.30 – 16.30

Classroom 11, Second Floor, Nurses Home, UHG

Facilitator: Anne Coyne, Staff Nurse

Content:

The emphasis is on early-intervention and non-physical methods for preventing or managing disruptive and aggressive behaviour.

Personal Safety Techniques

How to identify behaviours that could lead to a crisis

How to respond to each behaviour to prevent a situation from escalating

How to use verbal and non-verbal techniques in order to defuse hostile behaviour and resolve a crisis before it becomes violent

How to cope with your own fear and anxiety

How to use the principles of personal safety techniques to avoid injury to yourself and others if behaviour becomes physical

How to remove yourself from a potentially dangerous situation

13 Transgender Awareness

09.30-16.30

Classroom 11, Second Floor, UHG

Transgender people often face challenges in coming out and living openly, particularly in the workplace. A supportive and respectful work environment is critical for transgender people.

The aim of this training is to:

provide staff with basic information on transgender issues

increase understanding of gender diversity

develop an understanding when a colleague is transitioning to a different gender

14 Disability Awareness Training

09.45-13.00

Classroom 4, Ground Floor, Nurses Home, UHG

Aim: This training is designed to increase staffs' understanding of the impact disability can have on patients' access and experience of health care and to improve participants' knowledge in relation to the health/social/economic status of people with disability.

Target Group: All staff.

Content:

Deaf awareness – self awareness for the deaf person, terminology and labelling, communication tips, best practice, resources, practical hospital-use issues, practical 'colleague issues', health and safety and sign language.

Visual Impairment and Blindness – conditions, simulated blindness, services offered, access issues, sighted guide skills, cane use, aids and appliances

Epilepsy – Epilepsy, Seizure types & First Aid.

14 Paediatric Early Warning System (PEWS)

14.30-16.30

CPR Training Room, UHG

Content:

Learning outcomes for each session

Discuss importance of clinical judgement and individualised assessment

Discuss the use of PEWS in clinical practice

Identify PEWS documentation

Demonstrate effective use of PEWS charts

Discuss appropriate use of variances within PEWS

14 Healthcare Provider (HCP)

09.00 – 14. 00

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)
 Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.
 Necessary pre-advanced cardiac life support
 Content:
 Adult CPR and AED
 Child CPR and AED
 Infant CPR and AED

14 Computer Training

IT Training Room
 TBC – Specific Project Work, Microsoft Word, Excel or Powerpoint

14 Hand Hygiene

11.30 – 12.00 (30 minute sessions)
 Conference Room 4, First Floor, Nurses Home, UHG

15 Manual Handling – Inanimate Session

09.30 - 12.20
 Classroom Room 4, Ground Floor, Nurses Home, UHG

15 Fire Prevention Lecture– General Talks, Evacuations, Drills

Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.

15 Heart saver AED

09.00 - 12.30
 Fever Block (upstairs over Dermatology OPD)
 Facilitator: Lorraine Courtney (2963)
 Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.
 Necessary pre-advanced cardiac life support
 Content:
 Adult CPR and AED
 Child CPR and AED
 Infant CPR and AED

15 Waste Management

11.00 – 12.15
 IT Training Room, First Floor, Nurses Home, UHG
 Facilitator: Marion Grady
 Target Group:
 Content:
 Safe Disposal of Sharps – 15 mins
 Waste Segregation – 40 mins (HCA's and Nursing)
 Waste Segregation – 15 mins (Non Clinical Staff)

16 Heart saver AED

09.00 - 12.30
 Fever Block (upstairs over Dermatology OPD)
 Facilitator: Lorraine Courtney (2963)
 Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.
 Necessary pre-advanced cardiac life support
 Content:
 Adult CPR and AED
 Child CPR and AED
 Infant CPR and AED

16 Hand Hygiene

11.30 – 12.00 (30 minute sessions)
 Conference Room 4, First Floor, Nurses Home, UHG

- 21 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 21 Sick Leave Scheme**
Times: 11.00-13.00
Venue: Classroom 4, Ground Floor Nurses Home, UHG
Facilitators: Mary Hynes
Content:
 Introduction
 Overview
 Temporary Rehabilitation Remuneration
 Critical Illness Protocol
 Injury Grant Scheme
 Serious Physical Assault
 Pregnancy Related Illness
 Transitional Arrangements
 Return to work Medical Certs and Protocol
 Self Certified Sick Leave
- 21 Healthcare Provider (HCP)**
09.00 – 14. 00
Fever Block (upstairs over Dermatology OPD)
Facilitator: Lorraine Courtney (2963)
Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.
Necessary pre-advanced cardiac life support
Content:
 Adult CPR and AED
 Child CPR and AED
 Infant CPR and AED
- 21 Healthcare Provider (HCP)**
09.00 – 14. 00
Fever Block (upstairs over Dermatology OPD)
Facilitator: Lorraine Courtney (2963)
Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.
Necessary pre-advanced cardiac life support
Content:
 Adult CPR and AED
 Child CPR and AED
 Infant CPR and AED
- 21 Q-Pulse Training- General Users**
09.30-16.30
30 min sessions
IT Training Room, 1st Floor, Nurses Home, UHG
Contact Quality and Safety Department: 091 544846
- 21 Haemovigilance Briefing**
Times: 11.00-13.00
Venue(s): IT Training Room, First Floor, UHG
Target Audience: Staff Nurses
Facilitator: Niamh Isdell
Content:
 EU Directive
 Available blood products
 Blood Bank samples including request and labelling
 Administration of blood/blood products – documentation

Anti D
Management of transfusion reactions
Emergency transfusion / unidentified patients
Non conformances
Prevention of errors
Serious adverse reactions and events

22 Heart saver AED

09.00 - 12.30

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED

Child CPR and AED

Infant CPR and AED

23 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

23 Grievance & Disciplinary Procedures

14.30-16.00

Classroom 4, Ground Floor, Nurses Home, UHG

Facilitator: Paul McGowan, Employee Relations Manager

Objectives:

To ensure all staff maintain the required standards of performance, conduct and attendance.

To help staff identify such shortcomings and how improvements can be achieved

To facilitate informal and formal responses to issues

To promote and maintain good employee relations

To foster the commitment and morale of staff

To enable employees to raise any complaints concerning work-related matters so that the issue can be addressed promptly and as close to the point of origin as possible

23 Paediatric Early Warning System (PEWS)

14.30-16.30

CPR Training Room, UHG

Content:

Learning outcomes for each session

Discuss importance of clinical judgement and individualised assessment

Discuss the use of PEWS in clinical practice

Identify PEWS documentation

Demonstrate effective use of PEWS charts

Discuss appropriate use of variances within PEWS

23 Healthcare Provider (HCP)

09.00 – 14. 00

Fever Block (upstairs over Dermatology OPD)

Facilitator: Lorraine Courtney (2963)

Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.

Necessary pre-advanced cardiac life support

Content:

Adult CPR and AED

Child CPR and AED

Infant CPR and AED

- 24 Paediatric Early Warning System (PEWS)**
 14.30-16.30
 CPR Training Room, UHG
 Content:
 Learning outcomes for each session
 Discuss importance of clinical judgement and individualised assessment
 Discuss the use of PEWS in clinical practice
 Identify PEWS documentation
 Demonstrate effective use of PEWS charts
 Discuss appropriate use of variances within PEWS
- 27 Healthcare Provider (HCP)**
 09.00 – 14. 00
 Fever Block (upstairs over Dermatology OPD)
 Facilitator: Lorraine Courtney (2963)
 Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.
 Necessary pre-advanced cardiac life support
 Content:
 Adult CPR and AED
 Child CPR and AED
 Infant CPR and AED
- 28 Healthcare Provider (HCP)**
 09.00 – 14. 00
 Fever Block (upstairs over Dermatology OPD)
 Facilitator: Lorraine Courtney (2963)
 Target Group: suitable for Non-Consultant Hospital Doctors and Nursing staff.
 Necessary pre-advanced cardiac life support
 Content:
 Adult CPR and AED
 Child CPR and AED
 Infant CPR and AED
- 28 Q- Pulse Training (1 hour for Line Manager Training)**
 09.30-16.30
 IT Training Room, 1st Floor, Nurse's Home, UHG
 Contact Quality and Safety Department: 091 544846
- 28 Fire Prevention –Emergency Department**
Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.
- 28 People Moving and Handling - Inanimate**
 09.30 - 12.20
 Classroom Room 4, Ground Floor, Nurses Home, UHG
- 28 Paediatric Early Warning System (PEWS)**
 14.30-16.30
 CPR Training Room, UHG
 Content:
 Learning outcomes for each session
 Discuss importance of clinical judgement and individualised assessment
 Discuss the use of PEWS in clinical practice
 Identify PEWS documentation
 Demonstrate effective use of PEWS charts
 Discuss appropriate use of variances within PEWS

28 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

30 Infection Control Study Day

10.00 – 12.30

IT Training Room, First Floor, Nurses Home, UHG

Facilitators: Consultant Microbiologist, Infection control nurse specialists, Antimicrobial pharmacist, waste management coordinator

Content:

- Registration

- Introduction to microbiology

- Surveillance of infection

- Improving Antimicrobial Use in GUH

- Hand hygiene

- Standard and Transmission based precautions including Clostridium difficile,

- MRSA, VRE, Influenza

- Decontamination - cleaning, disinfection and sterilization

- Intravascular lines – including auditing and prevention of infection

- Protocol for screening for resistant organisms

- Waste Management

30 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

APRIL*Summary of Training Events for April*

Date	Course Name
4	Hand Hygiene
4	Manual Handling - Inanimate
6	Hand Hygiene
11	Induction
11	Hand Hygiene
11	Computer Training
12	Manual Handling - Inanimate
12	Waste Management
13	Hand Hygiene
18	Hand Hygiene
18	Q Pulse – General User Training
18	Dignity at Work
19	Fire Safety Lectures
20	Hand Hygiene
21	Trust in Care
25	Hand Hygiene
25	Q Pulse – Line Manager Training
25	Haemovigilance Study Day
26	Manual Handling - Inanimate
27	Hand Hygiene
27	Infection Control

April Training Events in Detail

4 People Moving and Handling – Inanimate

09.30 - 12.20

Classroom Room 4, Ground Floor, Nurses Home, UHG

4 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

6 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

6 Paediatric Emergencies Assessment Recognition Stabilisation (PEARS)

Times: 07.45-17.00

Venue: TBC

Instructors: Our Instructors come from an Irish healthcare setting and all remain in day-to-day clinical practice. They are regarded as experts in their field and have a proven ability to teach. CODE BLUE is a registered and approved American Heart Association training site. Course certificates are only be issued to approved and registered training sites where the currently certified Instructors carry full public and professional liability insurance.

Target Audience: It is intended for healthcare providers who look after sick children in a wide variety of in- and out-of-hospital settings. These providers include (but are not limited to) ward-level nurses and doctors, physiotherapists, Gps, EMT and Paramedics.

Criteria for Successful completion: Completion of the pre-course MCQ

Actively participate in, practice, and complete all skills and learning stations

Pass PEARS Assessment Scenario Test as Team Leader. Demonstrate competence in the performance of Basic Life Support (BLS) incorporating the use of an Automated External Defibrillator (AED).

Score a minimum grade (84% or higher) on the final Multiple Choice Question (MCQ) paper.

Time Frame

This 1-day programme involves multiple learning activities. Instructor & DVD led skills demonstration and practice sessions that includes:

- BLS with an AED

- Basic Airway Adjuncts

- Recognition and initial management of respiratory distress and failure

- Upper and Lower Airway obstruction

- Lung tissue disease

- Disordered control of breathing

- IV Fluid therapy

- Recognition and initial management of shock

- Hypovolemic Shock

- Obstructive shock

- Distributive/septic shock

- Cardiogenic shock

- Putting it All Together Practice Sessions

- Team management during resuscitation

Pre course Study Packs and Manuals

The following materials are delivered to the candidate's work address by registered courier.

PEARS Provider Manual with Student CD

2008 Handbook of Emergency Cardiovascular Care

Certification: Participants, who successfully complete the course, including the written examination and skills evaluation, will receive an American Heart Association PEARS

provider course completion card (credential). This accreditation is recognised in over 50 countries throughout the world.

7&8 Paediatric Advanced Life Support (PALS)

Instructors: Our Instructors come from an Irish and American healthcare setting and all remain in day-to-day clinical practice. They are regarded as experts in their field and have a proven ability to teach. CODE BLUE is a registered and approved Irish Heart Foundation / American Heart Association training site. Course certificates will only be issued to approved and registered training sites where the currently certified Instructors carry full public and professional liability insurance.

Target Audience: It is intended for participants who could be called upon to deal with life-threatening paediatric emergencies in a wide variety of settings, including in-hospital and pre-hospital locations.

These healthcare providers may include (but are not limited to) Consultants, Registrars, Senior House Officers, Interns, Medical Students, General Practitioners, Dentists, Clinical Nurse Managers, Cardiac Technicians, Cardiac Rehabilitation Staff, Respiratory Therapists, Physiotherapists and other Allied Healthcare Personnel.

Criteria for Successful Completion

Completion of the pre-course MCQ and preparation checklist included on the student CD enclosed in the PALS provider manual.

Actively participate in, practice, and complete all skills and learning stations

Pass 2 PALS core case tests as Team Leader.

Demonstrate competence in the performance of Basic Life Support (BLS) skills such as one and two rescuer CPR, incorporating the use of an Automated External Defibrillator (AED).

Score a minimum grade (84% or higher) on the final Multiple Choice Question (MCQ) paper.

Time Frame & Course Content

This 2-day programme involves multiple learning activities, combining instructor & DVD led skills demonstration and practice sessions that include:

- Paediatric Assessment
- Paediatric Basic /Life Support
- Basic and Advanced Airway Management
- Electrical Therapy and Defibrillation
- Recognition of Respiratory Distress & Failure
- Management of Respiratory Distress & Failure
- Vascular Access Techniques
- Recognition and Management of Shock
- Fluid Therapy and Medications
- Management of Brady- and Tachy-Arrhythmias
- Recognition and Management of Cardiac Arrest
- Post-Resuscitation Management
- "Putting it all together" practice sessions

Online pre-course Tutorials

Code Blue provides the only Irish online tutorial module specifically designed to help candidates prepare for their PALS course. Our codeblue.ie online tutorials are NOT a substitute for reading the IHF/AHA pre-course materials. These tutorials offer additional support to help our candidates focus their reading to the parts of the book we consider essential learning prior to taking the course. The tutorials contain a comprehensive section on rhythm recognition including sample MCQ's and rhythm strip analysis tests. A section on the front line cardiac arrest drugs is also available on this tutorial. These tutorials are restricted to students enrolled on one of our ACLS courses. Students have unrestricted access to the tutorials during their pre-course study.

Certification

Participants, who successfully complete the course, including the written examination and skills evaluation, will receive an American Heart Association / Irish Heart Foundation

PALS provider course completion card (credential). This accreditation is recognised in over 50 countries throughout the world.

11 Induction

09.30-16.30

Classroom 4, Ground Floor, Nurses Home, UHG

Content:

- Welcome & Introduction
- Overview of local Management Structures,
- Local Services, Challenges, Local demographics
- Infection Control/Hand Hygiene
- Terms & Conditions of Employment, Incremental Credit, Managing Attendance,
- Children's First
- Access to Information
- Risk Management /Complaints (Your Service Your Say)
- PALS
- Health and Wellbeing
- Butterfly Scheme
- Employee Support
- Health Promotion & Smoking Cessation
- Waste Management
- Occupational Health
- Practice Development/Inservice Training

11 Computer Training

IT Training Room

TBC – Specific Project Work, Microsoft Word, Excel or Powerpoint

11 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

12 Manual Handling – Inanimate Session

09.30 - 12.20

Classroom Room 4, Ground Floor, Nurses Home, UHG

12 Waste Management

11.00 – 12.15

IT Training Room, First Floor, Nurses Home, UHG

Facilitator: Marion Grady

Target Group:

Content:

Safe Disposal of Sharps	- 15 mins
Waste Segregation	- 40 mins (HCA's and Nursing)
Waste Segregation	- 15 mins (Non Clinical Staff)

13 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

18 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

18 Q-Pulse Training- General Users

09.30-16.30

30 min sessions

IT Training Room, 1st Floor, Nurses Home, UHG

Contact Quality and Safety Department: 091 544846

19 Fire Prevention Lecture– General Talks, Evacuations, Drills

Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.

20 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

21 Trust in Care

Times: 14.00-15.30

Venue(s): Classroom 4, Ground Floor, Nurses Home, UHG

Target Audience: All Staff throughout all disciplines

Facilitator: Paul McGowan, Employee Relations Manager

Content:

This policy is about Upholding the Dignity and Welfare of Patient/Clients and the Procedure for Managing Allegations of Abuse against Staff Members

25 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

IT Training Room, First Floor, Nurses Home, UHG

25 Haemovigilance Briefing

Times: 11.00-13.00

Venue(s): Classroom 4, Ground Floor, UHG

Target Audience: Staff Nurses

Facilitator: Niamh Isdell

Content:

EU Directive

Available blood products

Blood Bank samples including request and labelling

Administration of blood/blood products – documentation

Anti D

Management of transfusion reactions

Emergency transfusion / unidentified patients

Non conformances

Prevention of errors

Serious adverse reactions and events

25 Q- Pulse Training (1 hour for Line Manager Training)

09.30-16.30

IT Training Room, 1st Floor, Nurse's Home, UHG

Contact Quality and Safety Department: 091 544846

26 Manual Handling – Inanimate Session

09.30 - 12.20

Classroom Room 4, Ground Floor, Nurses Home, UHG

27 Infection Control Study Day

10.00 – 12.30

IT Training Room, First Floor, Nurses Home, UHG

Facilitators: Consultant Microbiologist, Infection control nurse specialists, Antimicrobial pharmacist, waste management coordinator

Content:

Registration

Introduction to microbiology

Surveillance of infection

Improving Antimicrobial Use in GUH
Hand hygiene
Standard and Transmission based precautions including Clostridium difficile,
MRSA, VRE, Influenza
Decontamination - cleaning, disinfection and sterilization
Intravascular lines – including auditing and prevention of infection
Protocol for screening for resistant organisms
Waste Management

27 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

MAY*Summary of Training Events for May*

Date	Course Name
2	Hand Hygiene
2	Manual Handling - Inanimate
4	Hand Hygiene
5	Stress Management (Interpersonal Skills and Resilience)
9	Hand Hygiene
10	Brief Intervention & Smoking Cessation
10 & 11	Advanced Cardiac Life Support
11	Hand Hygiene
16	Hand Hygiene
17	Grievance and Disciplinary Procedures
17	Fire Safety Lectures
17	Waste Management
18	Computer Training
18	Hand Hygiene
23	Hand Hygiene
23	Q Pulse – General User Training
23	Haemovigilance Study Day
25	Hand Hygiene
25	Infection Control
30	Hand Hygiene
30	Q Pulse – Line Manager Training

May Training Events in Detail

2 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

2 People Moving and Handling - Inanimate

09.30 – 12.20

Classroom 4, Ground Floor, Nurses Home, UHG

4 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

5 Stress Management

10.00-13.00

Conference Room 4, 1st Floor, Nurses Home, UHG

Facilitator: Lucy Dowling (091) 893358

Target Group: suitable for all staff.

Content:

Managing and Controlling Stress:

What stress is and how it affects you.

What causes us to experience stress (some more than others).

Coping methods – good and bad ways.

Controlling stress – practical tips.

Relaxation methods: Mindfulness, Meditation and Progressive Relaxation.

Building supports.

Interpersonal effectiveness:

Outlining a model of human behaviour common in interactions

Aims to aid awareness and facilitate more productive interactions.

Interpersonal needs – how we differ and becoming aware of our dominant need to facilitate getting this met.

Difficult interactions – simple but counterintuitive strategies to deal with them.

Getting what you want in a respectful way - Assertive communication.

Resilience:

See problems more clearly and solve problems more effectively.

Manage anxiety, anger and build realistic optimism.

Build the tangible skills of resilience to have more fulfilling relationships, a more productive career, and to feeling excited and energized in life.

9 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

10 ACLS

08.00 – 18.00

24 places

For all details regarding time, venues and content please contact

Siobhán Keane and Lorraine Courtney, Resuscitation Department

Direct: 4734: Bleep: 260: Fax: 091 544910

10 Brief Intervention & Smoking Cessation

Times: 09.30-16.00

Venue: Old Board Room, Main Administration Building, Merlin Park

Facilitators: contact caroline.folan@hse.ie to book a place

Content:

HSE Tobacco Free Campus Policy

Understanding tobacco use

The health effects of smoking and the benefits of quitting
Raising the issue of smoking with patients
Information on supports to quitting e.g. NRT
Enhancing individual practice – improving one to one communication

10 People Moving and Handling - Inanimate

09.30 – 12.20

Classroom 4, Ground Floor, Nurses Home, UHG

11 ACLS

08.00 – 18.00

24 places

For all details regarding time, venues and content please contact
Siobhán Keane and Lorraine Courtney, Resuscitation Department
Direct: 4734: Bleep: 260: Fax: 091 544910

11 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

16 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

17 Grievance & Disciplinary Procedures

10.00-11.30

Classroom 4, Ground Floor, Nurses Home, UHG

Facilitator: Paul McGowan, Employee Relations Manager

Content:

To ensure all staff maintain the required standards of performance, conduct and attendance.

To help staff identify such shortcomings and how improvements can be achieved

To facilitate informal and formal responses to issues

To promote and maintain good employee relations

To foster the commitment and morale of staff

To enable employees to raise any complaints concerning work-related matters so that the issue can be addressed promptly and as close to the point of origin as possible

17 Fire Prevention Lecture– General Talks, Evacuations, Drills

Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.

17 Waste Management

11.00 – 12.15

Meeting Room 2, Main Hospital, UHG

Facilitator: Marion Grady

Target Group:

Content:

Safe Disposal of Sharps – 15 mins

Waste Segregation – 40 mins (HCA's and Nursing)

Waste Segregation – 15 mins (Non Clinical Staff)

18 Computer Training

IT Training Room

TBC – Specific Project Work, Microsoft Word, Excel or Powerpoint

- 18 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 23 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
IT Training Room, First Floor, Nurses Home, UHG
- 23 Q-Pulse Training- General Users**
09.30-16.30
30 min sessions (5 sessions)
IT Training Room, 1st Floor, Nurses Home, UHG
Contact Quality and Safety Department: 091 544846
- 23 Haemovigilance Briefing**
Times: 11.00-13.00
Venue(s): Classroom 4, Ground Floor, UHG
Target Audience: Staff Nurses
Facilitator: Niamh Isdell
Content:
 - EU Directive
 - Available blood products
 - Blood Bank samples including request and labelling
 - Administration of blood/blood products – documentation
 - Anti D
 - Management of transfusion reactions
 - Emergency transfusion / unidentified patients
 - Non conformances
 - Prevention of errors
 - Serious adverse reactions and events
- 25 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 25 Brief Intervention & Smoking Cessation**
Times: 09.30-16.00
Venue: Old Board Room, Main Administration Building, Merlin Park
Facilitators: contact caroline.folan@hse.ie to book a place
Content:
 - HSE Tobacco Free Campus Policy
 - Understanding tobacco use
 - The health effects of smoking and the benefits of quitting
 - Raising the issue of smoking with patients
 - Information on supports to quitting e.g. NRT
 - Enhancing individual practice – improving one to one communication
- 25 Infection Control Study Day**
10.00 – 12.30
IT Training Room, First Floor, Nurses Home, UHG
Facilitators: Consultant Microbiologist, Infection control nurse specialists, Antimicrobial pharmacist, waste management coordinator
Content:
 - Registration
 - Introduction to microbiology
 - Surveillance of infection

Improving Antimicrobial Use in GUH
Hand hygiene
Standard and Transmission based precautions including Clostridium difficile,
MRSA, VRE, Influenza
Decontamination - cleaning, disinfection and sterilization
Intravascular lines – including auditing and prevention of infection
Protocol for screening for resistant organisms
Waste Management

30 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

30 Q- Pulse Training (1 hour for Line Manager Training)

09.30-16.30

IT Training Room, 1st Floor, Nurse's Home, UHG

Contact Quality and Safety Department: 091 544846

JUNE

Summary of Training Events for June

Date	Course Name
1	Hand Hygiene
6	Hand Hygiene
6	Q Pulse – General User Training
7	Disability Awareness Training
8	Hand Hygiene
8	Computer Training
13	Hand Hygiene
14	Waste Management
15	Hand Hygiene
16	Trust in Care
20	Hand Hygiene
20	Q Pulse – Line Manager Training
20	Haemovigilance Study Day
21	Fire Safety Lectures
23	Hand Hygiene
27	Hand Hygiene
27	Induction
29	Infection Control
29	Hand Hygiene

June Training Events in Detail

1 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

6 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

6 Q-Pulse Training- General Users

09.30-16.30

30 min sessions (5 sessions)

IT Training Room, 1st Floor, Nurses Home, UHG

Contact Quality and Safety Department: 091 544846

7 Disability Awareness Training

09.45-13.00

Classroom 4, Ground Floor, Nurses Home, UHG

Aim: This training is designed to increase staffs' understanding of the impact disability can have on patients' access and experience of health care and to improve participants' knowledge in relation to the health/social/economic status of people with disability.

Target Group: All staff.

Content:

Deaf awareness – self awareness for the deaf person, terminology and labelling, communication tips, best practice, resources, practical hospital-use issues, practical 'colleague issues', health and safety and sign language.

Visual Impairment and Blindness – conditions, simulated blindness, services offered, access issues, sighted guide skills, cane use, aids and appliances

Epilepsy – Epilepsy, Seizure types & First Aid.

8 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

8 Computer Training

IT Training Room

TBC – Specific Project Work, Microsoft Word, Excel or Powerpoint

13 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

14 Waste Management

11.00 – 12.15

IT Training Room, First Floor, Nurses Home, UHG

Facilitator: Marion Grady

Target Group:

Content:

Safe Disposal of Sharps – 15 mins

Waste Segregation – 40 mins (HCA's and Nursing)

Waste Segregation – 15 mins (Non Clinical Staff)

15 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

- 16 Trust in Care**
 Times: 14.00-15.30
 Venue(s): IT Training Room, Nurses Home, UHG
 Target Audience: All Staff throughout all disciplines
 Facilitator: Paul McGowan, Employee Relations Manager
 Content:
 This policy is about Upholding the Dignity and Welfare of Patient/Clients and the Procedure for Managing Allegations of Abuse against Staff
- 20 Haemovigilance Briefing**
 Times: 11.00-13.00
 Venue(s): IT Training Room, First Floor, UHG
 Target Audience: Staff Nurses
 Facilitator: Niamh Isdell
 Content:
 EU Directive
 Available blood products
 Blood Bank samples including request and labelling
 Administration of blood/blood products – documentation
 Anti D
 Management of transfusion reactions
 Emergency transfusion / unidentified patients
 Non conformances
 Prevention of errors
 Serious adverse reactions and events
- 20 Hand Hygiene**
 11.30 – 12.00 (30 minute sessions)
 Conference Room 4, First Floor, Nurses Home, UHG
- 20 Q- Pulse Training (1 hour for Line Manager Training)**
 09.30-16.30
 IT Training Room, 1st Floor, Nurse's Home, UHG
 Contact Quality and Safety Department: 091 544846
- 21 Fire Prevention Lecture– General Talks, Evacuations, Drills**
Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.
- 23 Hand Hygiene**
 11.30 – 12.00 (30 minute sessions)
 Conference Room 4, First Floor, Nurses Home, UHG
- 27 Induction**
 09.30-16.30
 Classroom 4, Ground Floor, Nurses Home, UHG
 Content:
 Welcome & Introduction
 Overview of local Management Structures,
 Local Services, Challenges, Local demographics
 Infection Control/Hand Hygiene
 Terms & Conditions of Employment, Incremental Credit, Managing Attendance,
 Children's First
 Access to Information
 Risk Management /Complaints (Your Service Your Say)
 PALS
 Health and Wellbeing

Butterfly Scheme
Employee Support
Health Promotion & Smoking Cessation
Waste Management
Occupational Health
Practice Development/Inservice Training

27 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

29 Hand Hygiene

11.30 – 12.00(30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

29 Infection Control Study Day

10.00 – 12.30

IT Training Room, First Floor, Nurses Home, UHG

Facilitators: Consultant Microbiologist, Infection control nurse specialists, Antimicrobial pharmacist, waste management coordinator

Content:

Registration

Introduction to microbiology

Surveillance of infection

Improving Antimicrobial Use in GUH

Hand hygiene

Standard and Transmission based precautions including Clostridium difficile,

MRSA, VRE, Influenza

Decontamination - cleaning, disinfection and sterilization

Intravascular lines – including auditing and prevention of infection

Protocol for screening for resistant organisms

Waste Management

JULY

Summary of Training Events for July

Date	Course Name
4	Hand Hygiene
5	Brief Intervention & Smoking Cessation
6	Hand Hygiene
11	Hand Hygiene
13	Hand Hygiene
18	Hand Hygiene
19	Fire Safety Lectures
20	Hand Hygiene
20	Grievance and Disciplinary Procedures
20	Waste Management
25	Hand Hygiene

July Training Events in Detail

- 4 Hand Hygiene**
11.30 – 12.00
Conference Room 4, First Floor, Nurses Home, UHG
- 5 Brief Intervention & Smoking Cessation**
Times: 09.30-16.00
Venue: Classroom 11, Second Floor, Nurses Home, UHG
Facilitators: contact caroline.folan@hse.ie to book a place
Content:
HSE Tobacco Free Campus Policy
Understanding tobacco use
The health effects of smoking and the benefits of quitting
Raising the issue of smoking with patients
Information on supports to quitting e.g. NRT
Enhancing individual practice – improving one to one communication
- 6 Hand Hygiene**
11.30 – 12.00
Conference Room 4, First Floor, Nurses Home, UHG
- 11 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 13 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 18 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 19 Fire Prevention Lecture– General Talks, Evacuations, Drills**
Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.
- 20 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 20 Grievance & Disciplinary Procedures**
14.30-16.00
Classroom 4, Ground Floor, Nurses Home, UHG
Facilitator: Paul McGowan, Employee Relations Manager
To ensure all staff maintain the required standards of performance, conduct and attendance.
To help staff identify such shortcomings and how improvements can be achieved
To facilitate informal and formal responses to issues
To promote and maintain good employee relations
To foster the commitment and morale of staff
To enable employees to raise any complaints concerning work-related matters so that the issue can be addressed promptly and as close to the point of origin as possible

20 Waste Management

11.00 – 12.15

Classroom 4, Ground Floor, Nurses Home, UHG

Facilitator: Marion Grady

Target Group:

Content:

- Safe Disposal of Sharps – 15 mins
- Waste Segregation – 40 mins (HCA's and Nursing)
- Waste Segregation – 15 mins (Non Clinical Staff)

25 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

AUGUST

Summary of Training Events for August

Date	Course Name
1	Hand Hygiene
1	Dignity at Work
3	Hand Hygiene
8	Hand Hygiene
8	Sick Scheme Talk
10	Hand Hygiene
15	Hand Hygiene
16	Fire Safety Lectures
16	Waste Management
17	Hand Hygiene
22	Hand Hygiene
24	Hand Hygiene
29	Hand Hygiene
31	Hand Hygiene

August Training Events in Detail

1 Dignity at Work

10.00-11.30

Classroom 4, Ground Floor, Nurses Home, UHG

Facilitator: Paul McGowan, Employee Relations Manager

Content:

Learning Objectives

Better understanding of workplace conflict

Knowledge of the Dignity at Work Policy & Procedures

Increased skills in responding to Dignity at Work issues in work place

Clarity on roles and responsibilities

1 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

3 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

8 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

8 New Sick Leave Scheme

Times: 11.00-13.00

Venue: Classroom 4, Ground Floor Nurses Home, UHG

Facilitators: Mary Hynes, Ailish Mohan and Eileen Brady

Content:

Introduction

Overview

Temporary Rehabilitation Remuneration

Critical Illness Protocol

Injury Grant Scheme

Serious Physical Assault

Pregnancy Related Illness

Transitional Arrangements

Return to work Medical Certs and Protocol

Self Certified Sick Leave

10 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

15 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

16 Fire Prevention Lecture– General Talks, Evacuations, Drills

Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.

16 Waste Management

11.00 – 12.15

IT Training Room, First Floor, Nurses Home, UHG

Facilitator: Marion Grady

Target Group:

Content:

Safe Disposal of Sharps	- 15 mins
Waste Segregation	- 40 mins (HCA's and Nursing)
Waste Segregation	- 15 mins (Non Clinical Staff)

17 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

17 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

22 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

24 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

29 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

31 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

SEPTEMBER

Summary of Training Events for September

Date	Course Name
5	Hand Hygiene
7	Hand Hygiene
12	Hand Hygiene
12	Line Manager Talk (Q&A)
12	Computer Training
13 & 14	Advanced Cardiac Life Support
13	Waste Management
14	Hand Hygiene
14	Grievance and Disciplinary Procedures
14	Stress Management (Interpersonal Skills and Resilience)
19	Hand Hygiene
19	Induction
20	Fire Safety Lectures
21	Hand Hygiene
26	Haemovigilance Study Day
26	Hand Hygiene
28	Infection Control
28	Hand Hygiene

September Training Events in Detail

- 5 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 7 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 12 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 12 Computer Training**
IT Training Room
TBC – Specific Project Work, Microsoft Word, Excel or Powerpoint
- 12 Line Manager Talk (Q&A)**
09.30 – 12.30
Classroom Room 4, First Floor, Nurses Home, UHG
Content:
Employee Relations
Learning and Development
Recruitment
- 13 ACLS**
08.00 – 18.00
24 places
For all details regarding time, venues and content please contact
Siobhán Keane and Lorraine Courtney, Resuscitation Department
Direct: 4734: Bleep: 260: Fax: 091 544910
- 13 Waste Management**
11.00 – 12.15
Classroom 4, Ground Floor, Nurses Home, UHG
Facilitator: Marion Grady
Target Group:
Content:
Safe Disposal of Sharps – 15 mins
Waste Segregation – 40 mins (HCA's and Nursing)
Waste Segregation – 15 mins (Non Clinical Staff)
- 14 ACLS**
08.00 – 18.00
24 places
For all details regarding time, venues and content please contact
Siobhán Keane and Lorraine Courtney, Resuscitation Department
Direct: 4734: Bleep: 260: Fax: 091 544910
- 14 Stress Management (Interpersonal Skills and Resilience)**
10.00 – 13.00
IT Training Room, First Floor, Nurses Home, UHG
Facilitator: Lucy Dowling, Health Promotion
Target Group: suitable for all staff.
Content:
Managing and Controlling Stress:
What stress is and how it affects you.
What causes us to experience stress (some more than others).

Coping methods – good and bad ways.
Controlling stress – practical tips.
Relaxation methods: Mindfulness, Meditation and Progressive Relaxation.
Building supports.

Interpersonal effectiveness:

Outlining a model of human behaviour common in interactions
Aims to aid awareness and facilitate more productive interactions.
Interpersonal needs – how we differ and becoming aware of our dominant need to facilitate getting this met.
Difficult interactions – simple but counterintuitive strategies to deal with them.
Getting what you want in a respectful way - Assertive communication.

Resilience:

See problems more clearly and solve problems more effectively.
Manage anxiety, anger and build realistic optimism.
Build the tangible skills of resilience to have more fulfilling relationships, a more productive career, and to feeling excited and energized in life.

14 Hand Hygiene

11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG

14 Grievance & Disciplinary Procedures

14.00-15.30
Classroom 4, Ground Floor, Nurses Home, UHG
Facilitator: Paul McGowan, Employee Relations Manager
To ensure all staff maintain the required standards of performance, conduct and attendance.
To help staff identify such shortcomings and how improvements can be achieved
To facilitate informal and formal responses to issues
To promote and maintain good employee relations
To foster the commitment and morale of staff
To enable employees to raise any complaints concerning work-related matters so that the issue can be addressed promptly and as close to the point of origin as possible

19 Induction

09.30-16.30
Classroom 4, Ground Floor, Nurses Home, UHG
Content:
Welcome & Introduction
Overview of local Management Structures,
Local Services, Challenges, Local demographics
Infection Control/Hand Hygiene
Terms & Conditions of Employment, Incremental Credit, Managing Attendance, Children's First
Access to Information
Risk Management /Complaints (Your Service Your Say)
PALS
Health and Wellbeing
Butterfly Scheme
Employee Support
Health Promotion & Smoking Cessation
Waste Management
Occupational Health
Practice Development/Inservice Training

- 20 Fire Prevention Lecture– General Talks, Evacuations, Drills**
Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.
- 21 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 26 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 26 Haemovigilance Briefing**
Times: 11.00-13.00
Venue(s): IT Training Room, First Floor, UHG
Target Audience: Staff Nurses
Facilitator: Niamh Isdell
Content:
 EU Directive
 Available blood products
 Blood Bank samples including request and labelling
 Administration of blood/blood products – documentation
 Anti D
 Management of transfusion reactions
 Emergency transfusion / unidentified patients
 Non conformances
 Prevention of errors
 Serious adverse reactions and events
- 28 Infection Control Study Day**
10.00 – 12.30
IT Training Room, First Floor, Nurses Home, UHG
Facilitators: Consultant Microbiologist, Infection control nurse specialists, Antimicrobial pharmacist, waste management coordinator
Content:
 Registration
 Introduction to microbiology
 Surveillance of infection
 Improving Antimicrobial Use in GUH
 Hand hygiene
 Standard and Transmission based precautions including Clostridium difficile,
 MRSA, VRE, Influenza
 Decontamination - cleaning, disinfection and sterilization
 Intravascular lines – including auditing and prevention of infection
 Protocol for screening for resistant organisms
 Waste Management
- 28 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG

OCTOBER

Summary of Training Events for October

Date	Course Name
3	Hand Hygiene
5	Hand Hygiene
10	Hand Hygiene
11	Waste Management
12	Hand Hygiene
17	Hand Hygiene
17	Grievance and Disciplinary Procedures
17	Disability Awareness Training
18	Trust in Care
18	Fire Safety Lectures
19	Hand Hygiene
24	Hand Hygiene
24	Haemovigilance Study Day
26	Hand Hygiene
26	Infection Control
31	Hand Hygiene

October Training Events in Detail

3 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

5 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

10 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

11 Waste Management

11.00 – 12.15

Classroom 4, Ground Floor, Nurses Home, UHG

Facilitator: Marion Grady

Target Group:

Content:

- | | |
|-------------------------|--------------------------------|
| Safe Disposal of Sharps | – 15 mins |
| Waste Segregation | – 40 mins (HCA's and Nursing) |
| Waste Segregation | – 15 mins (Non Clinical Staff) |

12 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

12 Paediatric Emergencies Assessment Recognition Stabilisation (PEARS)

Times: 07.45-17.00

Venue: TBC

Instructors: Our Instructors come from an Irish healthcare setting and all remain in day-to-day clinical practice. They are regarded as experts in their field and have a proven ability to teach. CODE BLUE is a registered and approved American Heart Association training site. Course certificates are only be issued to approved and registered training sites where the currently certified Instructors carry full public and professional liability insurance.

Target Audience: It is intended for healthcare providers who look after sick children in a wide variety of in- and out-of-hospital settings. These providers include (but are not limited to) ward-level nurses and doctors, physiotherapists, Gps, EMT and Paramedics.

Criteria for Successful completion: Completion of the pre-course MCQ

Actively participate in, practice, and complete all skills and learning stations

Pass (PEARS) Assessment Scenario Test as Team Leader. Demonstrate competence in the performance of Basic Life Support (BLS) incorporating the use of an Automated External Defibrillator (AED).

Score a minimum grade (84% or higher) on the final Multiple Choice Question (MCQ) paper.

TIME FRAME

This 1-day programme involves multiple learning activities. Instructor & DVD led skills demonstration and practice sessions that includes:

- BLS with an AED
- Basic Airway Adjuncts
- Recognition and initial management of respiratory distress and failure
- Upper and Lower Airway obstruction
- Lung tissue disease
- Disordered control of breathing
- IV Fluid therapy
- Recognition and initial management of shock

Hypovolemic Shock
Obstructive shock
Distributive/septic shock
Cardiogenic shock
Putting it All Together Practice Sessions
Team management during resuscitation

Pre course Study Packs and Manuals

The following materials are delivered to the candidate's work address by registered courier.

(PEARS) Provider Manual with Student CD

2008 Handbook of Emergency Cardiovascular Care

Certification: Participants, who successfully complete the course, including the written examination and skills evaluation, will receive an American Heart Association (PEARS) provider course completion card (credential). This accreditation is recognised in over 50 countries throughout the world.

13&14 Paediatric Advanced Life Support (PALS)

Instructors: Our Instructors come from an Irish and American healthcare setting and all remain in day-to-day clinical practice. They are regarded as experts in their field and have a proven ability to teach. CODE BLUE is a registered and approved Irish Heart Foundation / American Heart Association training site. Course certificates will only be issued to approved and registered training sites where the currently certified Instructors carry full public and professional liability insurance.

Target Audience: It is intended for participants who could be called upon to deal with life-threatening paediatric emergencies in a wide variety of settings, including in-hospital and pre-hospital locations.

These healthcare providers may include (but are not limited to) Consultants, Registrars, Senior House Officers, Interns, Medical Students, General Practitioners, Dentists, Clinical Nurse Managers, Cardiac Technicians, Cardiac Rehabilitation Staff, Respiratory Therapists, Physiotherapists and other Allied Healthcare Personnel.

Criteria for Successful Completion

Completion of the pre-course MCQ and preparation checklist included on the student CD enclosed in the PALS provider manual.

Actively participate in, practice, and complete all skills and learning stations

Pass 2 PALS core case tests as Team Leader.

Demonstrate competence in the performance of Basic Life Support (BLS) skills such as one and two rescuer CPR, incorporating the use of an Automated External Defibrillator (AED).

Score a minimum grade (84% or higher) on the final Multiple Choice Question (MCQ) paper.

Time Frame & Course Content

This 2-day programme involves multiple learning activities, combining instructor & DVD led skills demonstration and practice sessions that include:

- Paediatric Assessment
- Paediatric Basic /Life Support
- Basic and Advanced Airway Management
- Electrical Therapy and Defibrillation
- Recognition of Respiratory Distress & Failure
- Management of Respiratory Distress & Failure
- Vascular Access Techniques
- Recognition and Management of Shock
- Fluid Therapy and Medications
- Management of Brady- and Tachy-Arrhythmias
- Recognition and Management of Cardiac Arrest
- Post-Resuscitation Management
- "Putting it all together" practice sessions

Online pre-course Tutorials

Code Blue provides the only Irish online tutorial module specifically designed to help

candidates prepare for their PALS course. Our codeblue.ie online tutorials are NOT a substitute for reading the IHF/AHA pre-course materials. These tutorials offer additional support to help our candidates focus their reading to the parts of the book we consider essential learning prior to taking the course. The tutorials contain a comprehensive section on rhythm recognition including sample MCQ's and rhythm strip analysis tests. A section on the front line cardiac arrest drugs is also available on this tutorial. These tutorials are restricted to students enrolled on one of our ACLS courses. Students have unrestricted access to the tutorials during their pre-course study.

Certification

Participants, who successfully complete the course, including the written examination and skills evaluation, will receive an American Heart Association / Irish Heart Foundation PALS provider course completion card (credential). This accreditation is recognised in over 50 countries throughout the world.

17 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

17 Dignity at Work

14.00-15.30

Venue(s): Classroom 4, Ground Floor, Nurse's Home, UHG

Facilitator: Paul McGowan, Employee Relations Manager

Content:

Learning Objectives

Better understanding of workplace conflict

Knowledge of the Dignity at Work Policy & Procedures

Increased skills in responding to Dignity at Work issues in work place

Clarity on roles and responsibilities

17 Disability Awareness Training

09.45-13.00

Classroom 4, Ground Floor, Nurses Home, UHG

Aim: This training is designed to increase staffs' understanding of the impact disability can have on patients' access and experience of health care and to improve participants' knowledge in relation to the health/social/economic status of people with disability.

Target Group: All staff.

Content:

Deaf awareness – self awareness for the deaf person, terminology and labelling, communication tips, best practice, resources, practical hospital-use issues, practical 'colleague issues', health and safety and sign language.

Visual Impairment and Blindness – conditions, simulated blindness, services offered, access issues, sighted guide skills, cane use, aids and appliances

Epilepsy – Epilepsy, Seizure types & First Aid.

18 Trust in Care

Times: 10.00-11.30

Venue(s): IT Training Room, First Floor, Nurses Home, UHG

Target Audience: All Staff throughout all disciplines

Facilitator: Paul McGowan, Employee Relations Manager

Content:

This policy is about Upholding the Dignity and Welfare of Patient/Clients and the Procedure for Managing Allegations of Abuse against Staff Members

18 Fire Prevention Lecture– General Talks, Evacuations, Drills

Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.

- 19 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 24 Haemovigilance Briefing**
Times: 11.00-13.00
Venue(s): Classroom 4, Ground Floor, UHG
Target Audience: Staff Nurses
Facilitator: Niamh Isdell
Content:
 EU Directive
 Available blood products
 Blood Bank samples including request and labelling
 Administration of blood/blood products – documentation
 Anti D
 Management of transfusion reactions
 Emergency transfusion / unidentified patients
 Non conformances
 Prevention of errors
 Serious adverse reactions and events
- 24 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 26 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 26 Infection Control Study Day**
10.00 – 12.30
Venue TBC, UHG
Facilitators: Consultant Microbiologist, Infection control nurse specialists, Antimicrobial pharmacist, waste management coordinator
Content:
 Registration
 Introduction to microbiology
 Surveillance of infection
 Improving Antimicrobial Use in GUH
 Hand hygiene
 Standard and Transmission based precautions including Clostridium difficile, MRSA, VRE, Influenza
 Decontamination - cleaning, disinfection and sterilization
 Intravascular lines – including auditing and prevention of infection
 Protocol for screening for resistant organisms
- 31 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG

NOVEMBER

Summary of Training Events for November

Date	Course Name
2	Hand Hygiene
7	Hand Hygiene
8	Stress Management (Interpersonal Skills and Resilience)
8	Waste Management
8 & 9	Advanced Cardiac Life Support
9	Hand Hygiene
14	Hand Hygiene
15	Computer Training
15	Fire Safety Lectures
16	Hand Hygiene
21	Hand Hygiene
22	Induction
23	Hand Hygiene
23	Haemovigilance Study Day
28	Hand Hygiene
30	Infection Control
30	Hand Hygiene

November Training Events in Detail

2 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

7 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

9 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

8 ACLS

08.00 – 18.00

24 places

For all details regarding time, venues and content please contact

Siobhán Keane and Lorraine Courtney, Resuscitation Department

Direct: 4734: Bleep: 260: Fax: 091 544910

8 Stress Management

10.00 - 13.00

Classroom 4, Ground Floor, Nurses Home, UHG

Facilitator: Lucy Dowling (091) 893358

Target Group: suitable for all staff.

Content:

Managing and Controlling Stress:

What stress is and how it affects you.

What causes us to experience stress (some more than others).

Coping methods – good and bad ways.

Controlling stress – practical tips.

Relaxation methods: Mindfulness, Meditation and Progressive Relaxation.

Building supports.

Interpersonal effectiveness:

Outlining a model of human behaviour common in interactions

Aims to aid awareness and facilitate more productive interactions.

Interpersonal needs – how we differ and becoming aware of our dominant need to facilitate getting this met.

Difficult interactions – simple but counterintuitive strategies to deal with them.

Getting what you want in a respectful way - Assertive communication.

Resilience:

See problems more clearly and solve problems more effectively.

Manage anxiety, anger and build realistic optimism.

Build the tangible skills of resilience to have more fulfilling relationships, a more productive career, and to feeling excited and energized in life.

8 Waste Management

11.00 – 12.15

IT Training Room, First Floor, Nurses Home, UHG

Facilitator: Marion Grady

Target Group:

Content:

Safe Disposal of Sharps – 15 mins

Waste Segregation – 40 mins (HCA's and Nursing)

Waste Segregation – 15 mins (Non Clinical Staff)

- 9 ACLS**
08.00 – 18.00
24 places
For all details regarding time, venues and content please contact
Siobhán Keane and Lorraine Courtney, Resuscitation Department
Direct: 4734: Bleep: 260: Fax: 091 544910
- 14 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
IT Training Room, First Floor, Nurses Home, UHG
- 15 Fire Prevention Lecture– General Talks, Evacuations, Drills**
Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.
- 15 Computer Training**
IT Training Room
TBC – Specific Project Work, Microsoft Word, Excel or Powerpoint
- 16 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 21 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 22 Induction**
09.30-16.30
Classroom 4, Ground Floor, Nurses Home, UHG
Content:
Welcome & Introduction
Overview of local Management Structures,
Local Services, Challenges, Local demographics
Infection Control/Hand Hygiene
Terms & Conditions of Employment, Incremental Credit, Managing Attendance,
Children's First
Access to Information
Risk Management /Complaints (Your Service Your Say)
PALS
Health and Wellbeing
Butterfly Scheme
Employee Support
Health Promotion & Smoking Cessation
Waste Management
Occupational Health
Practice Development/Inservice Training
- 23 Hand Hygiene**
11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG
- 23 Haemovigilance Briefing**
Times: 11.00-13.00
Venue(s): IT Training Room, First Floor, UHG
Target Audience: Staff Nurses
Facilitator: Niamh Isdell
Content:

EU Directive
Available blood products
Blood Bank samples including request and labelling
Administration of blood/blood products – documentation
Anti D
Management of transfusion reactions
Emergency transfusion / unidentified patients
Non conformances
Prevention of errors
Serious adverse reactions and events

28 Hand Hygiene

11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG

30 Infection Control Study Day

10.00 – 12.30
IT Training Room, First Floor, Nurses Home, UHG
Facilitators: Consultant Microbiologist, Infection control nurse specialists, Antimicrobial pharmacist, waste management coordinator
Content:
Registration
Introduction to microbiology
Surveillance of infection
Improving Antimicrobial Use in GUH
Hand hygiene
Standard and Transmission based precautions including Clostridium difficile, MRSA, VRE, Influenza
Decontamination - cleaning, disinfection and sterilization
Intravascular lines – including auditing and prevention of infection
Protocol for screening for resistant organisms
Waste Management

30 Hand Hygiene

11.30 – 12.00 (30 minute sessions)
Conference Room 4, First Floor, Nurses Home, UHG

DECEMBER

Summary of Training Events for December

Date	Course Name
5	Hand Hygiene
6	Brief Intervention & Smoking Cessation
7	Hand Hygiene
7 & 8	Advanced Cardiac Life Support
12	Hand Hygiene
13	Waste Management
13	Dignity at Work
14	Hand Hygiene
19	Hand Hygiene
20	Fire Safety Lectures
21	Hand Hygiene
26	Hand Hygiene
28	Hand Hygiene

December Training Events in Detail

5 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

6 Brief Intervention & Smoking Cessation

Times: 09.30-16.00

Venue: Old Board Room, Main Administration Building, Merlin Park

Facilitators: contact caroline.folan@hse.ie to book a place

Content:

HSE Tobacco Free Campus Policy

Understanding tobacco use

The health effects of smoking and the benefits of quitting

Raising the issue of smoking with patients

Information on supports to quitting e.g. NRT

Enhancing individual practice – improving one to one communication

7 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

7 ACLS

08.00 – 18.00

24 places

For all details regarding time, venues and content please contact

Siobhán Keane and Lorraine Courtney, Resuscitation Department

Direct: 4734: Bleep: 260: Fax: 091 544910

8 ACLS

08.00 – 18.00

24 places

For all details regarding time, venues and content please contact

Siobhán Keane and Lorraine Courtney, Resuscitation Department

Direct: 4734: Bleep: 260: Fax: 091 544910

12 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

13 Dignity at Work

10.00-13.00

Venue(s): Classroom 4, Ground Floor, Nurse's Home, UHG

Facilitator: Paul McGowan, Employee Relations Manager

Content:

Learning Objectives

Better understanding of workplace conflict

Knowledge of the Dignity at Work Policy & Procedures

Increased skills in responding to Dignity at Work issues in work place

Clarity on roles and responsibilities

13 Waste Management

11.00 – 12.15

IT Training Room, First Floor, Nurses Home, UHG

Facilitator: Marion Grady

Target Group:

Content:

Safe Disposal of Sharps – 15 mins

Waste Segregation	- 40 mins (HCA's and Nursing)
Waste Segregation	- 15 mins (Non Clinical Staff)

14 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

19 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

21 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

20 Fire Prevention Lecture– General Talks, Evacuations, Drills

Please call Mary T on 3226 or email Mary.Delaney3@hse.ie to organise a session for your area.

26 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 4, First Floor, Nurses Home, UHG

28 Hand Hygiene

11.30 – 12.00 (30 minute sessions)

Conference Room 8, First Floor, Nurses Home, UHG

MANDATORY TRAINING LIST

Type of Training	Relevant legislation /Regulation/National Policy	Who is this training for?	Frequency of Training
<u>Induction includes:</u>			On commencement of employment (within 6 months)
Data Protection/FOI	Data Protection Act and FOI Act 2003	All staff	Every 3 years
Infection Control/Hand Hygiene	National Infection Control Guidelines	All staff	Every 2 years
Health & Safety	Safety, Health & Welfare at Work Act 2005	All staff	Every 3 years
Risk Management	Safety, Health & Welfare at Work Act 2005	All staff	
Complaints Procedures		All staff	
Your Service Your Say	Your Service Your Say/ HSE Code of Conduct & Behaviour	All staff	
Grievance & Disciplinary Procedure		All staff	
Dignity at work	HSE Dignity at Work policy/ HSA Code of practice	All staff	
Trust in Care	HSE Trust in Care policy	All staff	
Customer Care	Your Service your Say/HSE Code of Conduct & Behaviour	All staff	
Fire Lecture	Safety, Health & Welfare at Work Act 2005	All staff	Annually
Fire Drill	Safety, Health & Welfare at Work Act 2005	All staff	Every 6 months
Managing Attendance		All staff	Once
Q Pulse		All staff	Local Level

Online Children First	Children First National Guidance 2011	All staff	Every 3 years
Manual Handling	Safety, Health & Welfare at Work Act 2005 (General Application) Regulations 2007, Part 2, Chapter 4	All staff based on role and risk factors: - Animate - Inanimate - Office Ergonomics	Every 2 years (1 day or ½, discipline specific)
Elder Abuse	HSE Guidelines (Recognising & Responding to Elder Abuse in Care Settings)	All Staff dealing directly with patients	
CPR		All Staff dealing directly with patients	Every 2 years (1 day)
Blood Transfusion Practice	EU Directive: 2002/98/EC. AMLBB & ISO15189:2012	All Clinical Staff	Every 2 years
IV Drug Administration		Staff Nurses/Midwives	Once (reflect on Scope of Practice)
Preceptorship Course		Staff Nurses/Midwives	1 day (refresher 2 hour workshop if required)
Display Screen Equipment	The Safety, Health and Welfare at Work, (General Application) Regulations 2007, Chapter 5 of Part 2 outline the requirements that must be adhered to in relation to Display Screen Equipment.	All Staff that work on VDU's	
Sepsis	National Infection Control Guidelines	Medical, Nursing, HSCP, General Support, Other Patient Client Care – those dealing with patients	Every 2 years

APPENDIX 1 - CORPORATE LEADERSHIP EDUCATION & DEVELOPMENT

Examples of Workshops/Supports available are:

- People Management The Legal Framework
- Managing Attendance
- First Time Managers Programme
- Leadership Development
- Conflict Resolution and Personal Safety Training
- One-to-one Coaching/Conflict Coaching
- Mediation Services

Coaching:

A coaching service is available throughout the area.

Coaching can be effective where people are:

- taking forward service improvements or development initiatives,
- developing new working practices, roles and responsibilities as a result of organisational change,
- newly appointed to their role,
- seeking to develop their skills as part of personal/professional development,
- Being developed for future succession.

The aim is to increase the individual's capability to use his/her resources to solve the problems and challenges blocking progress and development and to create desired outcomes. For more information, contact Karen Crawford on 074 91 09131 or at karen.crawford@hse.ie

Contact Details:

+	Karen Crawford	074 91 09131	Karen.crawford@hse.ie
	Paula Duggan	091 775489	Paulam.duggan@hse.ie
	Anne Marie Frizzell	071 9174721	Annemarie.Frizzell@hse.ie
	Ann Gardner	091 775186	Ann.gardner@hse.ie
	Grainne Kerrigan	071 98 22100	Grainne.kerrigan@hse.ie
	Michele McGirl	071 98 22100	Michele.mcgirl@hse.ie
	Mary McHugh	091 775581	Maryacton.mchugh@hse.ie
	Elaine O'Doherty	074 91 09132	Elaine.odoherty@hse.ie
	Marie O'Haire	091 775865	Marie.ohaire@hse.ie
	Winifred Ryan	087 1784391	Winifred.ryan@hse.ie

For more information on any of the events, please see our website www.hseland.ie and go to the HSE West Leadership Education & Development Section

LEADERSHIP EDUCATION & DEVELOPMENT



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Diary of Events

January – December 2017
Galway, Mayo, Roscommon
&
Sligo, Leitrim, Donegal



Corporate Leadership Education & Development

A range of programmes will be offered through the Corporate Leadership Education & Development unit. Details will be available on the new Leadership Education and Development intranet site for HSE West. The intranet site will also have a calendar of events with up-to date dates etc.

HSELAND contains online learning programmes, resources, assessment & planning tools, to support you in your current job role and with your personal and professional development. Your skill and dedication is what really makes the difference.

For more information see <https://www.hseland.ie/>

Contact Details:

Mary McHugh 091 775581 or maryacton.mchugh@hse.ie

Paula Duggan 091 775489 or paulam.duggan@hse.ie

Mona Eames 091 775866 or mona.eames@hse.ie

If you wish to book a place on any of these programmes please complete the Learning Event Application Form below and return to the appropriate office outlined on the Learning Event Application Form.

It is important to ensure that Leadership Education & Development have confirmed with you that you have a place before you attend the Programme.

APPENDIX 1 - CORPORATE LEADERSHIP EDUCATION & DEVELOPMENT DIARY OF EVENTS

January 2017			
Date	Course	Location	Facilitator(s)
25 th - 26 th	First Time Managers Programme - Day 1 & 2	Galway	Marie O'Haire & Anne Marie Frizzell
February 2017			
Date	Course	Location	Facilitator
8 th	Corporate Induction SAOLTA Galway	Galway	Ann Gardner
16 th	People Management - The Legal Framework	Galway	Marie O'Haire & Winifred Ryan
March 2017			
Date	Course	Location	Facilitator
1 st - 2 nd	First Time Managers Programme - Day 3 & 4	Galway	Marie O'Haire & Winifred Ryan
September 2017			
Date	Course	Location	Facilitator
19 th	Coaching Skills for Managers - Day 1	Galway	Anne Marie Frizzell & Elaine O'Doherty
October 2017			
Date	Course	Location	Facilitator
12 th	Clerical Officer Development Programme Information Session	Galway CHO2 & SAOLTA	Ann Gardner
25 th	Coaching Skills for Managers - Day 2	Galway	Elaine O'Doherty & Anne Marie Frizzell
November 2017			
Date	Course	Location	Facilitator
15 th - 16 th	Clerical Officer Development Programme Day 1 & 2	Galway	Ann Gardner/Jo Irwin
December 2017			
Date	Course	Location	Facilitator
14 th	Clerical Officer Development Programme Day 3	Galway	Ann Gardner



Féidhmeannacht na Seirbhíse Sláinte
Health Service Executive

Galway/Mayo/Roscommon Applications to:
HR Leadership, Education & Development
HSE Clinical & Admin Block A
1st Floor Merlin Park Hospital
Galway
Tel: 091 775581/775489
Email: leadershipeducation.development2@hse.ie

Donegal/Sligo/Leitrim Applications to:
HR Leadership, Education & Development
An Clochar, Health Campus
Ballyshannon
Co Donegal
Tel: 071 98 22100
Email: pdu@hse.ie

**Leadership Education & Development
Learning Event Application Form**
To be completed by applicant – Please print

Name: _____	Job Title: _____
Work Location: _____	
Tel. No: _____	Mobile No: _____
Email: _____	Personnel No: _____
Line Manager: _____	
Event Title: _____	
Date(s) of Event: _____	Venue: _____
Have you attended this Course in the last 3 years: _____	
Please indicate why you wish to apply for this event: _____ _____	
How do you intend to apply the learning within your work context? _____ _____	
Where did you hear about this course?	
Intranet/ Events Calendar <input type="checkbox"/>	P&D Brochure <input type="checkbox"/> Advertisement/ Notice board <input type="checkbox"/>
Weekly Information Bulletin <input type="checkbox"/>	Manager/ Supervisor <input type="checkbox"/> Colleague <input type="checkbox"/>
Do you have any special requirements? Please identify: _____	
Signature of Applicant: _____ Date: _____	

To be completed by Line Manager / Supervisor

State reasons for supporting this application:

Does this programme form part of an agreed personal development plan? Yes ☐ No ☐

Signature of Line Manager: _____ Date: _____

E-mail address: _____

Note: Please ensure that all sections of this form are completed, that it is signed by your Line Manager or equivalent and forwarded to Leadership Education & Development.

If your application is for Galway, Mayo or Roscommon please send to the Galway Office address above or contact us on 091 775581/775489.
If your application is for Donegal, Sligo or Leitrim please send to the Ballyshannon Office address above or contact us on 071 98 22100.



APPENDIX 2 - CONTINUING PROFESSIONAL DEVELOPMENT RECORD

Name:

Grade:

Staff No:

Department:

Sub-cost Centre:

Training Record for year:

Date: Details of Course/Conference/Seminar/Exam etc. Received (€ / time)

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Other Relevant Information:

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APPENDIX 3 - FORM OF UNDERTAKING IN RESPECT OF THE PAYMENT OF COURSE FEES



Sponsorship and Learning Contract

Saolta University Health Care Group - Sponsorship and Learning Contract

Agreement made this ____ day of _____ between the Saolta University Healthcare Group hereinafter referred to as 'HSE', of the One Part and _____ of _____ (insert address), hereinafter referred to as the "the employee" of the Other Part. Whereas (A) The employee, being an employee of the HSE and currently employed in the capacity of a _____ at University Hospital, _____ has made application for sponsorship to pursue _____ leading to the award of _____.

(B) Evidence of having procured a place on the Course has been presented by the employee to the HSE's satisfaction.

(C) The said Course is of _____ duration and the employee proposes to commence his/her studies in _____.

Now therefore this document witnesseth as follows:

1.1 The HSE agrees to provide sponsorship to the employee in the form of Special Leave with pay/without pay (delete as appropriate)

Course Fee _____

Other support _____

1.2 The Course fee contribution on successful completion of academic year - (satisfactory evidence to be submitted from the college)

In consideration of the said sponsorship the employee agrees and undertakes with the HSE as follows:

2.1 To work if required in the HSE for a period of not less than ____ year(s) after the successful completion of the course and the attainment of the necessary professional qualifications.

2.2. The employee acknowledges that any commitment on the HSE's part of future employment in this capacity is dependent on the employee fulfilling the normal selection criteria applicable to the post and the ongoing service requirement.

2.3. The employee shall be liable to repay to the HSE, on demand, the full amount paid in sponsorship in the event of the course been discontinued or otherwise not completed within the timeframe designated by the relevant Third Level Institute or Authority or should the employee cease working in the HSE within a period of twelve months or before the end of the employee's contract of employment following completion of the course, which ever is the longer.

2.4. In the event of the employee continuing to work in the service of HSE for the specified contract period or for twelve months which ever is the longer and subsequently ceasing to work at any stage prior to the fulfilment of the ____months employment commitment obligated by the terms of this agreement, the employee shall be liable to repay a proportionate amount of the sponsorship grant to be determined by the HSE on a pro-rata basis at its discretion.

2.5. In the event of it becoming necessary for any reason for the employee to repeat any part of the course, the repeat year costs, including University fees will be borne by the employee solely and the HSE shall have no liability. All undertakings and obligations under this Agreement shall remain in full force and effect during such repeat year.

2.6. Should the employee fail to abide by the terms of this Agreement or fail, refuse or neglect to repay to the HSE on demand any part of the sponsorship grant remaining due and repayable by virtue of such failure or breach, the HSE reserves the right to recoup such amount out of any sums payable to the employee from superannuation benefits or otherwise and the employee consents to such recoupment at source without further agreement or notice.

2.7. In any event, any sums due to the HSE in respect of repayment of sponsorship grant shall be recoverable from the employee as a simple contract debt in any court of competent jurisdiction.

2.8 The employee will agree with his/her Line Manager and the HR Department, _____ University Hospital , any projects/thesis associated with the course programme which is considered relevant for implementation in the HSE.

2.9 On completion of the course the employee undertakes to engage with the HSE on the implementation of projects associated with the Course. He/she also undertakes to commit to learning and development sessions for staff in this regard and in relation to any learning or development acquired on the course.

Signed by _____ (The employee)

In the presence of _____

Signed by _____ (HR Manager) on behalf of
the Saolta Health Care Group

Date _____



APPENDIX 4 - KEY TRAINING AND DEVELOPMENT TELEPHONE NUMBERS

Corporate Leadership Education and Development – Merlin Park – 5678

Paula Duggan	5489
Mary McHugh	5581

Galway University Hospitals Learning and Development

Maureen Nolan (Manual Handling)	2263
Denise Fahy	2224
Mary McHugh	2748

Nursing and Midwifery Planning and Development Unit

Mary Frances O'Reilly	5840
Anita Donoghue	5839
Anne McCarthy	5843

Fax: 775817

In-Service Training (UHG)

Delores Loftus	4199
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Centre of Nurse and Midwifery Education, UHG

Marissa Butler, Director	
Angie Barry, Nurse Tutor	4969
Mary Connor, Nurse Tutor	4308
Marie Delaney, Nurse Tutor	4521
Pat O'Connor, Nurse Tutor	4353
Carmel Brannigan	4362/2399

Resuscitation Dept, UHG

Siobhan Keane	2962
Lorraine Courtney	4944

Child and Family Dept, Merlin Park

Karen Kennedy	(77)5305
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APPENDIX 5 - CLINICAL NURSE SPECIALISTS FOR GALWAY UNIVERSITY HOSPITALS

Name	Title	Phone	Bleep
Mary Grealish	Breast Care	2760	613
Paula Leonard	Breast Care	3436	114
Helena Kett	Breast Care	3466	493
Catherine Masterson	Breast Care	3436	114
Mary Molloy	Cardiology	1519	676
Anne H Staunton	Cardio Rehab	1522	779
Carmelita Gibbons	Chemotherapy	3794	214
Rachel Comer	Colposcopy	4536	
Helena Griffin	Diabetes	4698	
Ruth O'Malley	Diabetes	4698	591
Elaine Ryan	Epilepsy	3527	607
Ann H Carey	Fetal Assessment	4526	
Maura Sweeney	Haemophilia	2348	673
Claire Davey	Lung	4610	
Niamh Isdell (Merlin)	Haemovigilance	4994	640/641
Mary O'Sullivan	Heart Failure	2680	804
Emer Burke	Heart Failure	2680	780
Mary Bohan-Keane	Hepatitis C	4370	599
Nicola Boyle	HIV Nurse Specialist	2689	469
Deirdre Killeen	Infection Control	2392	773
Aleksandra Maczynska	Infection Control	4091	488
Sheila Talbot	Oncology		980/760
Eimear Butler	Oncology	3775	
Edel McNamara	Oncology	4725	
Karen Maloney	Haematology		730
Claire Naughton	Haematology	2115	736

Joanne Higgins	Gynae	3278	125
Karen Mulhall	Haematology Aphaeresis	3794	736
Catherine Armstrong	Orthopaedics	2310	423
Caroline Mitchell	Pain Control	2141	684
Patricia O'Brien	Palliative Care	2437	675
Mary Burke	Palliative Care	2437	674
Niamh Gantly	Palliative Care	2437	
Carol Brennan	Radiotherapy	2441	983
Anna Maguire (Merlin)	Renal Nurse	5029	537
Sinead Carr	Radiotherapy		
Teresa Frawley	Respiratory	5913	718
Ann Marie Curran	Rheumatology	5026	836
Niamh Bonner	Sexual Assault	087-6805862	
Mary Quigley	Stoma Care	4509	198
Annette Silke Burke	Ultra Sound	4526	
	Diploma Facilitators		
Eoin McGinn	Emergency, UHG	2365	
Mary McLoughlin	Oncology	4841	160
Ann Sheehan	Intensive Care Unit	2817	649
Ailbhe Browne	Orthopaedics	2310	614
Breege McKiernan	Theatre	4790	
Trish Gohery	Undergraduates	3732	
Deirdre Naughton	Maternity	4895	
Laura Burke	CCU		



APPENDIX 6 - GALWAY UNIVERSITY HOSPITALS APPLICATION FOR EXTERNAL SEMINARS/CONFERENCES/COURSES

Note: You must have written approval from the HR Dept. before commencing any training program and will not receive reimbursement for expenses incurred without such written approval.

Name: _____ Staff Number: _____ WTE status? _____ %
 Grade: _____ Location: _____ Perm or Temp? _____

Are you up to date in training in the following **mandatory training: All Staff**

Nurses Only

Induction	Yes	No	CPR	Yes	No
Trust in Care	Yes	No	PACS	Yes	No
Children First	Yes	No	IV Study Day	Yes	No
Dignity at Work	Yes	No	Preceptorship course	Yes	No
Infection Control	Yes	No	Clinical Nursing Policies	Yes	No
Hand Hygiene	Yes	No	M'gment of Med Records	Yes	No
Manual Handling	Yes	No	ACLS	Yes	No
Health and Safety	Yes	No	(Critical Care areas only)		
Diversity Training	Yes	No	Neo-Natal Resuscitation	Yes	No
Risk Management	Yes	No	(where appropriate)		
Complaints Procedure	Yes	No	Designated Staff		
Fire Precautions Lecture	Yes	No	Decontamination	Yes	No
Grievance & Disciplinary	Yes	No	Conflict Management	Yes	No
			(CPI/Studio 3)		

Each Clinical Area to include mandatory training for their specific needs

If 'No' to any of above, discuss with your Line Manager before pursuing this request.

Title of Seminar/Conference/Course (**attach Seminar/Conference programme**): _____

No. of study days received last year Date(s): _____
 No. of study days this year

Please indicate level of support sought:

1. Special Leave with Pay (number of working days)
2. Special Leave without pay (number of working days)
3. Registration fee/Course fee €
4. Subsistence/Support €
5. Car travel expenses/Return rail fare or equivalent €

I hereby undertake to disseminate/share the knowledge and experience gained with relevant staff on completion of this learning event/course.

Signed by Applicant: _____ Date: _____

Recommendation of Line Manager: _____

Locum Cover **Essential?**

Yes/No

Specify reason and number of hours: _____

Signed by Line Manager: _____ Date: _____

(Locum Cover must be approved by the Senior Manager **prior to submission of form to Human resources**).

Signed (Senior Manager): _____ Date: _____

Approval from Human Resources Department:

Special Leave with Pay (number of working days) _____
 Special Leave without pay (number of working days) _____
 Registration fee/Course fee € _____
 Subsistence/Support € _____
 Car travel expenses/Return rail fare or equivalent € _____

Approved: _____ **Date:** _____

Human Resources Manager



Section A overleaf to be completed with this application. Line Manager should retain a copy and complete Section B with the Applicant on return from the training.

Galway University Hospitals

Learning and Development Pre- and Post-Course Evaluation

It is vital that courses are **evaluated by both** the **individual** and their **manager** to determine their *effectiveness in meeting individual and Galway University Hospitals needs*.

Course Title: _____ Facilitator: _____ Total Cost: _____

Staff Name: _____ Job Title: _____ Date: _____ Manager: _____

Section A: Pre-Course/Event

Overall aim of Course

Record **what** the **benefits** of this course should be **to** the **GUH** and to the **individual staff member**.

GUH:

Staff member:

Precise objectives of the Course

List **precise objectives** that should be achieved by the individual attending the course. Where possible, these should refer to additional skills/knowledge that the individual will have as a result of attending the course.

- 1
- 2
- 3
- 4

Effectiveness of Course

Record **what outcome is required** to make this course a sound investment.

- 1
- 2
- 3
- 4

Section B Post-Course/Event

Action Points arising from the Course

During the course the individual should list action points to be undertaken on return to work.

- 1
- 2
- 3
- 4

Review of the Course

Record the extent to which the course aims/objectives were achieved. Note any unexpected outcomes also.

Action Plan

Record how and by when the Action Points will be implemented. Note any help and support required and any organisational issues that will need to be taken into account.

How?

By when?

Support?

Organisational issues?

Overall Evaluation of the Course from an organisational and individual perspective

Organisational

Individual

Staff Signature: _____ Manager's Signature: _____ Date: _____



APPENDIX 7 - THE CENTRE OF NURSE AND MIDWIFERY EDUCATION

The Application Process

1. Opportunities are available to all grades of registered nurses and midwives in the public and private health care systems and voluntary sector.
2. Each applicant must submit a completed Learning Event Application form to Centre of Nurse and Midwifery Education, University Hospital Galway or Centre of Nurse and Midwifery Education, Portiuncula Hospital, Ballinasloe.
3. Application forms are available in electronic, facsimile or paper form via e-mail, fax or post. Application forms may be collected/delivered in person to relevant Centre of Nurse and Midwifery Education.
4. The application form for in-house Centre of Nurse and Midwifery Education led programmes is entitled 'Learning Event Form'.
5. The completed application form must be signed as verification of approval by relevant line manager or nominated deputy.
6. Any application form that is incomplete or illegible will be returned.
7. A waiting list is not maintained. Where courses are over- or under-subscribed, this will be noted and the programme will be appropriately amended for following edition. Where stated, a minimum and/or maximum number of participants will apply.
8. Once a place is confirmed each applicant will be notified in writing to the stated address on application form.
9. Study leave from each area of work must be negotiated between relevant line manager and applicant in advance of application submission. Study leave is contingent on local personnel resources.

When to apply?

It is advisable to submit a completed learning event application form as soon as possible. Where possible, application forms should be received at least ten working days before the commencement date of programme.

What happens if a course is deferred?

A course will be postponed if the minimum number of attendees has not been reached. This will take effect one week before commencement date of programme. Every effort will be made to ensure a programme continues but if unforeseen circumstances occur and a course has to be deferred then each attendee will be contacted by Centre of Nurse and Midwifery Education at telephone number listed on application form.

If minimum number of attendees is reached at time of application but on day of programme are not present the course may be postponed.

If you are unable to attend the course please notify the Centre of Nurse and Midwifery Education and the place may be made available to another applicant.

The relevant line manager will be informed if an applicant fails to attend a programme and also fails to notify the relevant Centre of Nurse and Midwifery Education.

How to access information on programmes?

Details of programmes are available via:

- Q-Pulse
- Email

Centre of Nurse & Midwifery Education

Carmel.Brannigan@hse.ie

You are invited to submit your name and contact details to a mailing list held at relevant Centre of Nurse and Midwifery Education and each edition of programmes will be sent directly to you.

Feedback for future planning

Evaluation forms are provided at end of each programme. These are not confidential and the information received is shared with stakeholders to improve the delivery and administration of future programmes.

Additional Programmes

Any additional Programmes and Study Days will be circulated to the service-side upon clarification of dates.

Academic Course Applications

A very detailed application process must be undertaken to gain support for formal academic studies. A Learning Contract forms part of this process and all details are available from the CNE office.

APPENDIX 8 - ALLOCATION LIAISON OFFICER AND CLINICAL PLACEMENT CO-ORDINATORS

Galway University Hospitals cpc.cpc@hse.ie Telephone 091/524222 – UHG Switch	
Helen Moran	091/544635 HelenN.Moran@hse.ie
Clinical Placement Co-ordinator (CPC)	Telephone No. & Bleep
Anne Smyth	CPC 091/542017 Bleep 564 Ext 2017 annesmyth@hse.ie
Aoife Ni Mhaicín Nuala Cahalan (Job sharing)	CPC 091/544712 Bleep 561 Ext 4712 cpc.cpc@hse.ie
Geraldine Cogavin	CPC 091/544712 Bleep 563 Ext 4712 cpc.cpc@hse.ie
Brid Hughes Marie Cunningham (Job Sharing)	CPC 091/542017 Bleep 560 Ext 2017 cpc.cpc@hse.ie marie.cunningham@hse.ie
Nora O'Donnell	CPC 091/544334 Bleep 857 Ext 4334 nora.odonnell1@hse.ie
Sheila Gardiner	CPC 091/544334 Bleep 984 Ext 4334 sheila.gardiner@hse.ie
Merlin Park Hospital 091/757631	
Majella Small	CPC 091/775249 Bleep 337 majella.small@hse.ie

APPENDIX 9 - SUICIDE PREVENTION TRAINING PROGRAMMES

Suicide Awareness Education Programme:

Aims to enhance an individual's awareness of the issues around suicide and suicide prevention. The topics covered include:

- Providing information on the nature of the problem of suicide and deliberate self-harm in Ireland and the response to date to that problem
- Examining the participants' attitudes towards, and myths around, suicide
- Enhancing knowledge of the risk factors and warning signs of suicide
- Discussing the issues around responding to someone experiencing a crisis, or to supporting someone bereaved by suicide

ASIST (Applied Suicide Intervention Skills Training) Programme:

This is a two day programme designed to help caregivers (any person in a position of trust) become more ready, willing and able to help persons at risk of suicide. It is suitable for nurses, teachers, counsellors, youth workers, Gardai, school support staff, clergy, community volunteers, etc. The programme was developed in Canada by Living Works Incorporated and has been widely introduced in many countries worldwide. The ASIST workshop is an intensive, interactive workshop where participants develop their skills through simulations and role playing. Time keeping is vital, as the training programme consists of two very full days, beginning sharp at 9.00a.m and finishing at 5.00p.m on both days.

STORM (Skills Training on Risk Management)

This STORM is an evidence-based, practical course designed to improve the confidence, skills and knowledge in both the assessment and management of clients at risk of self-harm and suicide. It is a standardised training programme, developed by Professor Louis Appleby, in Manchester University. The training programme aims to:

- Improve interview skills in eliciting suicide risk
- Improve skills in managing people in crisis situations
- Increase confidence in dealing with people who are suicidal
- Improve attitudes in dealing with people who are suicidal.

Two days are necessary to cover all the modules in full. The target audience is front line mental health staff and General Practitioners. Accreditation has been sought from relevant professional organisations for attendance at this training programme.

For further details on these programmes please contact: Mary O'Sullivan, (Resource Officer for Suicide Prevention), Tel: 091 548360 mary.osullivan@hse.ie 087 6858023

APPENDIX 10 – LIST OF SOME ACADEMIC NURSING COURSES

Higher Diploma

Midwifery

Post Graduate Certificate

Nursing (Specialist Practice)

Post-Graduate Diploma in Nursing:

Applied Science (Occupational Health and Safety and Hygiene)

Emergency Care Nursing

Advanced Practice

Advanced Practice with Prescribing

Child & Adolescent Mental Health

Gerontology

Health Sciences

Intensive Care Nursing

Management of Chronic Diseases

Mental Health Nursing and In-Patient Care

Nursing

Oncology Nursing Studies

Orthopaedic Nursing Studies

Palliative Care Nursing Studies

Peri-operative Nursing

Practice Nursing/Community Nursing

Master of Health Sciences:

Chronic Illness Management

Nursing

Occupational Health and Safety and Ergonomics

Health Science - Specialist Nursing

Nursing/Midwifery Education

Specialist Nursing

<http://www.nursingboard.ie/en/careers.aspx>



Feidhmeannacht na Seirbhíse Sláinte
Health Service Executive

APPLICATION FORM FOR FORMAL ACADEMIC STUDIES

For office use only

Returned to applicant on:

Reason for return:



Lifelong Learning

SUPPORT FOR FORMAL ACADEMIC STUDY – THE LEARNING CONTRACT

This form has been developed to facilitate a discussion between an individual applying for support in pursuit of Formal Academic Study and their line manager. It is envisaged that both the applicant and the line manager complete the form together and consider honestly, openly and realistically their joint responses to the questions. Please refer to Appendix One for guidelines on the completion of the form.

This information will be recorded on a database

1. Section One – Applicant background Information (Please print in BLOCK CAPITALS)		
1.1 Surname:	1.2 First Name(s):	
1.3 Work Address: <i>(include Department Name)</i>	1.4 Home Address:	
1.5 NMBI PIN Number:	1.6 Division of NMBI Register eg RN, RM, PHN, etc.: • _____	
1.7 HSE Personnel Number:	1.8 Date of Birth: __/__/__ <i>Unique identifier between relevant HEI and HSE</i>	
1.9 Work Tel No:	1.10 Home Tel No:	1.11 Mobile No: <i>This number will be used to make contact with you in relation to this application</i>
1.12 Email Address:		
1.13 Line Managers Name:	1.14 Line Managers Job Title:	1.15 Line Managers Tel. No.:
1.16 Line Managers Email Address:		

2. Section Two – Applicants Current Role Information

2.1 Current Job Title:

2.2. Length of Time in Current Role: _____ Years _____ Months

2.3 Identify the Key Objectives of the Current Role

☐
☐
☐
☐
☐

3. Section Three – Previous Academic Qualifications

3.1 Please List Previous Academic Qualifications Obtained

Programme Title	Qualification	Conferring Body	Date Obtained	Were you sponsored by HSE to undertake this study?

3.2 Have you received funding for post registration education in the past 36 months?

Yes ☐

No ☐

4. Section Four – Details of Proposed Programme of Study		
4.1 Programme Title: <i>(as per HEI)</i>		4.2 Qualification Obtainable:
4.3 Conferring Institution:		
4.4 Programme Duration: _____ academic year (s)		4.5 No. Weeks/Months Per Year:
4.6 Programme Start Date:		
4.7 List Programme Modules:		
<ul style="list-style-type: none"> • _____ • _____ • _____ 		
4.8 Programme Tuition Fees:	€ _____ total	in _____ € _____ per year
<p><u>Please attach Programme Outline from Educational Institution and evidence of cost of programme</u></p>		

5. Section Five – Learning Contract
<p>5.1 How do you envisage this programme of education contributing specifically to your area of work and your career development?</p>
<p>5.2 Do you have a Personal Development Plan (PDP)? If yes, how does this education programme contribute to your PDP?</p>

Formal Academic Application Form – February 2017

5. Section Five – Learning Contract cont'd
--

5.3 Please demonstrate how learning from this programme will be applied in your area of clinical practice.

5.4 What project work will be undertaken as part of this programme (including Dissertations). How will this project work be linked with the organisation/service area? Where possible, state proposed project titles and plans.

6. Section Six – Agreement on Recommended Support and Learning Contract

We (the line manager and applicant) propose and agree the following. We understand that the details below are ***proposed*** only and must be signed off by the Director of Nursing & Midwifery (or delegated person).

6.1 Study Leave discussed and agreed Yes ☐ No ☐

Please comment:

6.2 Exam Leave discussed and agreed Yes ☐ No ☐

Please comment:

I agree with the above. I understand that proposed leave entitlements (as outlined above) will be subject to staffing demands at the time.

(Please note that Study Leave and Exam Leave is a local issue, and is not processed through the CNME)

6. Section Six – Agreement on Recommended Support and Learning Contract cont'd

6.3 Agreed Learning Contract – Please tick and give details

Is proposed Dissertation/Project related to Service Area/Organisation

Yes ☐ No ☐

I agree that completed dissertations/projects/research etc are made available to the HSE

Yes ☐ No ☐

6.4 Where a candidate is applying for a Masters Degree related to Advanced Nurse/Midwifery Practitioner (AN/MP) role development, has the applicant been selected/identified as a Candidate AN/MP?

Yes ☐ No ☐

If yes, please outline the specialist area of advanced practice:

6.5 Line Manager Declaration (or delegated authority authorised by DON/M)

I have held a discussion with _____ regarding this application.

I am satisfied that the applicant fulfils the service requirement for this sponsorship as per HSE HR Circular 020/2014 and/or funding approved by the ONMSD/CNME Board of Management.

Name(*in block capitals*): _____ Grade: _____

6. Section Six – Agreement on Recommended Support and Learning Contract cont'd

6.6 Applicants Declaration of Understanding

I understand that any financial support made available to me for my programme of study will be subject to the following conditions:

- ☐ ☐ A fully completed application for Formal Academic Study and official programme outline must be submitted and approved by the Centre of Nursing/Midwifery Education (CNME) **prior** to commencing any formal academic studies.
- ☐ ☐ If I have already commenced my programme of study without prior approval for funding, the CNME will not process my late application.
- ☐ ☐ If my programme of study extends beyond one academic/calendar year, it will be necessary for me to apply in writing to the CNME for funding for the second and any subsequent year.
- ☐ ☐ On immediate completion of one academic/calendar year part time programme, I will be required to provide the CNME with a copy of my year 1/ final examination results.
- ☐ ☐ As per HSE HR Circular 020/2014 page 2 point 3, '*successful applicants for sponsorship will be required to give a written undertaking to their employing public health service agency that they will following successful completion of the programme, work for their employing agency for a minimum period of twelve months or for the length of the academic course undertaken, whichever is longer.*' Therefore, on immediate completion of one academic/calendar year part time programme, I will be required to continue working in my employing public health service agency for one year (12 months); or on immediate completion of a two year academic/calendar year part time programme, I will continue to work for my employing public health service agency for two years (24 months); and so on.
- ☐ ☐ I shall be liable to repay the programme fees to the HSE if:
 - a) I do not complete my programme within 5 years of commencement or
 - b) After the completion of my programme I cease working in my employing public health service agency and have not worked for a minimum period of 12 months or for the length of the academic course undertaken, whichever is longer or
 - c) I defer my place on this programme, and do not complete the programme within 5 years and programme fees have been paid.
- ☐ ☐ Should I not accept my place on the programme, I will notify the CNME & DON/M in writing
- ☐ ☐ Should I defer my place on the programme, I will notify the CNME & DON/M in writing

**6. Section Six – Agreement on Recommended Support and Learning Contract
cont'd**

6.7 Director of Nursing/Midwifery Declaration(or delegated authority authorised by DON/M)

I confirm that _____ is eligible to apply for funding under HSE HR Circular 020/2014 and that

- ☐ he/she has a satisfactory service record
- ☐ he/she is currently registered with the NMBI
- ☐ the proposed course of study is relevant to his/her area of practice and/or ☐ the proposed course of study is aligned to patient and / service needs
- ☐ the terms of his/her contract of employment allows him/her to fulfil the service commitment associated with sponsorship

(Please tick each of the above to confirm eligibility under Circular 020/2014)

I undertake to ensure compliance with the applicant's Sponsorship Agreement as outlined in Section 6.1-6.6 i.e. as per terms and conditions of HSE HR Circular 020/2014.

Name(*in block capitals*): _____ Date: _____

Signed: _____
Director of Nursing/Midwifery

For Office Use Only

For Completion by the Director, Centre of Nursing & Midwifery Education or delegated

Funding Arrangements:

Comments (optional):

Signed: _____ Date: _____
CNME Director

Please return completed application forms to:

**Centre of Nursing & Midwifery Education,
Galway University Hospital,
Newcastle Road, Galway.**

APPENDIX 11 – CPR

Adult and/or child and infant CPR training is provided for all nursing and ancillary staff in the Galway University Hospitals. Skills practice workshops on mannequins are held daily at ward and department level. Nursing staff are expected to update their skills annually. There is a 2 to 6 week waiting list following receipt of application.

For a place on the next available teaching session, please contact:

Lorraine Courtney, BLS/AED Instructor, at UHG: EXT 4944 or Bleep 206

or

the In-service Coordinator at MPH: EXT 5612.

CPR CLASSES – SPRING 2017

Location:

THE MUNSTER SUITE, Merlin Park Hospital or

THE FEVER BLOCK, UHG, upstairs over Dermatology OPD

Healthcare Provider: 8 hour study day including Adult, child, infant CPR and AED

Heartsaver AED: 4 hours, Adult CPR and use of AED

Heartsaver CPR: 3 hours Adult-only CPR

Family & Friends = 2 hours CPR for non nursing/medical staff in contact with patients

THESE COURSES ARE CERTIFIED BY THE IRISH HEART FOUNDATION

APPENDIX 12 - STAFF INFORMATION ON GENERAL HUMAN RESOURCE ISSUES

The new edition of the **staff handbook** is available in hardback format from the Human Resources Department.

Copies can be requested by ringing the following numbers:

EMPLOYEE RELATIONS	Mary Hynes	2120
	Paul McGowan	3311
	Eileen Brady	2371
	Louise Melia	2355
	Deirbhle Monaghan	4649
	Rian Hughes	4858
	Avril DeBurca	3276
LEARNING & DEVELOPMENT	Denise Fahy	2224
	Mary McHugh	2748
	Maureen Nolan	2623
RECRUITMENT	Nicole Ellis	2864
	Mary Teresa Delaney	3226
General	Phil Whyte	4065

It is also available on our intranet site at the following address.

http://www.hse.ie/eng/staff/Resources/Employee_Resource_Pack/Employee_Handook.pdf

Additionally, all Staff who have not received one at the time of their appointment should seek one at GUH Induction when called.

The Terms and Conditions of Employment (HSE) are available on request from the HR department or may be accessed on the HSE website at:

http://www.hse.ie/eng/staff/Resources/Terms_Conditions_of_Employment/Terms_and_Conditions_of_Employment_May_2009_.pdf

Updates will be posted on this site as they occur.

APPENDIX 13 - CHILD & FAMILY CARE TRAINING PROGRAMMES

The directory outlines booking details and an contains the appropriate application form - please note Line Manager's approval is required for attendance at all courses. A summary of the courses available and details of the essential 'Children First' programme follows:

LEVEL I – FOUNDATION COURSES

Drugs & Alcohol Awareness Training
Preparation for Supervision for Supervisees
Therapeutic Crisis Intervention (TCI) Part's I & II
TCI Refreshers
Therapeutic Crisis Intervention (TCI) Part I only
Cultural Diversity and Child Protection
Assessing Families in Need
The Developing Child (0 – 18 years)
Parental Alcohol Misuse & its Impact on Children; What can be done?
Multi-Disciplinary working, incorporating the Primary Health Care Teams
The Law in relation to Child Welfare & Protection

LEVEL II – INTERMEDIATE COURSES

Courtroom Skills & Report Writing
Staff Supervision for Supervisors'
What lies hidden; the reality of children's lives

LEVEL III – ADVANCED COURSES

Investigative Interviewing for Child Sexual Abuse
Solution Focused Brief Therapy
Adult Attachment Based Therapeutic Interviewing

SPECIAL INTEREST COURSE

Conference – Parental Mental Health – Impact on Children

FORTHCOMING EVENTS

Conference - Medical Evaluation of Child Abuse
Conference – Domestic Violence
Conference – Issues emerging from working with Immigrant Populations

BOOKING CONDITIONS

Applying for in-service training courses
Application Form
Vision Statement

For further information please contact:

**Regional Training Manager, Regional
Office, Child & Family Care Merlin
Park
Galway
091 775314/ Fax; 091 755632 Mail: childcaredept@hse.ie**

APPENDIX 14 - CHILDREN FIRST E-LEARNING

MANDATORY CHILDREN FIRST TRAINING

Children First training is mandatory for **ALL HSE staff** (permanent, temporary, agency, locum or visiting), students and volunteers, irrespective of role or grade. **Funded Agencies** and **Contracted Services** also need to complete the Children First E-Learning module.

Information on “An Introduction to Children First”: The HSE E-Learning Module

‘An Introduction to Children First’

This is an online E-learning programme about the responsibilities of all HSE staff, students and volunteers under Children First.

Children First: National Guidance for the Protection and Welfare of Children (2011) is the National Guidance which promotes the safety and well-being of all children. Children First states that “protecting children from harm is everyone’s responsibility”. The HSE has a responsibility under Children First to ensure that all staff members or volunteers are aware of how to recognise signs of child abuse or neglect and how to make a report to the Child and Family Agency (Tusla).

Who should undertake the Children First E-Learning programme?

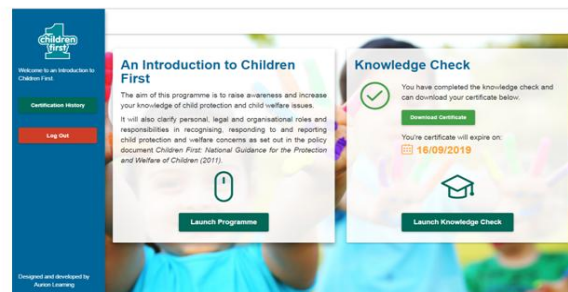
It is HSE policy that all HSE staff, staff of HSE Funded Services and of HSE Contracted Services should have a basic awareness of Children First by completing this E-Learning module. The training is free of charge and a HSE email address is **not** required to register with HSeLand.

All **HSE Staff** and **HSE Funded Services** staff register for the module through www.hseland.ie



HSE Staff and HSE Funded Agencies

Staff of **HSE Contracted Services** register for the module through <http://childrenfirst.hseland.ie>



HSE Contracted Services

After registering on HSeLand, click on “My Learning” and type “Children First” in the search box to locate the programme.

How long is the programme?

The E-Learning programme lasts approximately one and a half hours. The module was designed with varying ability levels in mind and launched through www.hseland.ie. HSeLand can be accessed on any smart phone, tablet or PC, making the module accessible at work or in a public space such as a library/education centre or on a home computer. The programme is narrated and includes video scenes. It is interactive and prompts the viewer to move on to the next steps, making it is easy to navigate.

Do I get a certificate on completion of the e-learning module?

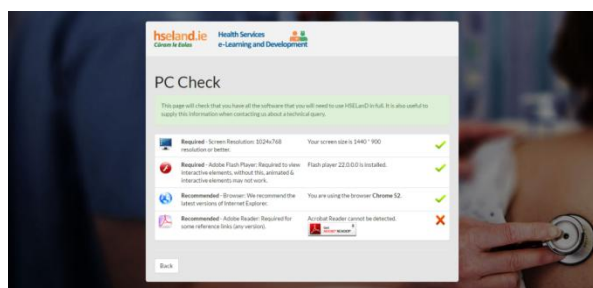
When you have successfully completed the module and passed the assessment you will receive a certificate of completion which you **must submit to your line manager quoting your Personnel Number.**

It is recommended that this certificate should be retained on the individual personnel file to meet regulatory requirements of the HSE, CFA, HIQA, the NMBI or other relevant bodies. Your certificate will be valid for three years. The module can be taken again after three years as refresher training and you will be issued with a new certificate on successful completion of the module.

What happens if I fail the assessment?

You can re-take the assessment several times until you achieve the pass rate. If you have difficulty understanding the information in the module, please ask your line manager for support and help. You can also contact the HSE Children First National Office by telephone or by e-mail: childrenfirst@hse.ie

Please note: Some Internet Explorer users are experiencing issues launching the e-learning module. HSeLand provides a method to check your PC and it can be found here; <http://www.hseland.ie/dash/Help/PCCheck>



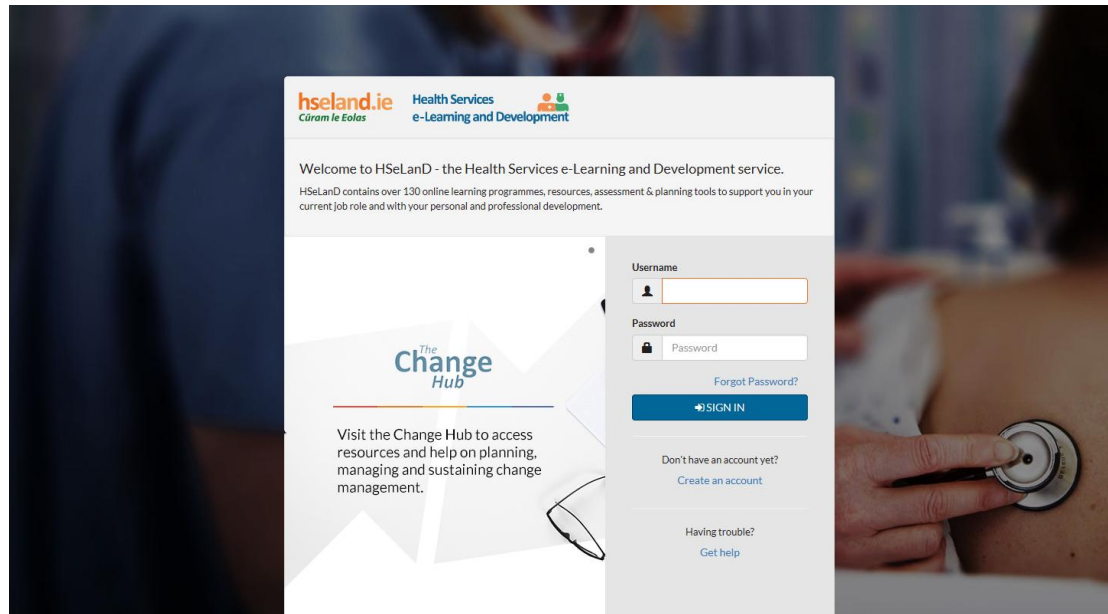
Your local ICT support can assist with any issues identified during the PC Check. If PC Check does not identify the issue then you can send an email to HSeLand for assistance on <http://www.hseland.ie/dash/Home/Contact>.

Should you feel you require additional training or information having completed 'An Introduction to Children First', please do not hesitate to contact the HSE Children First National Office who can provide further guidance.

Getting started with e-learning programme

Step 1

Log on to www.hseland.ie

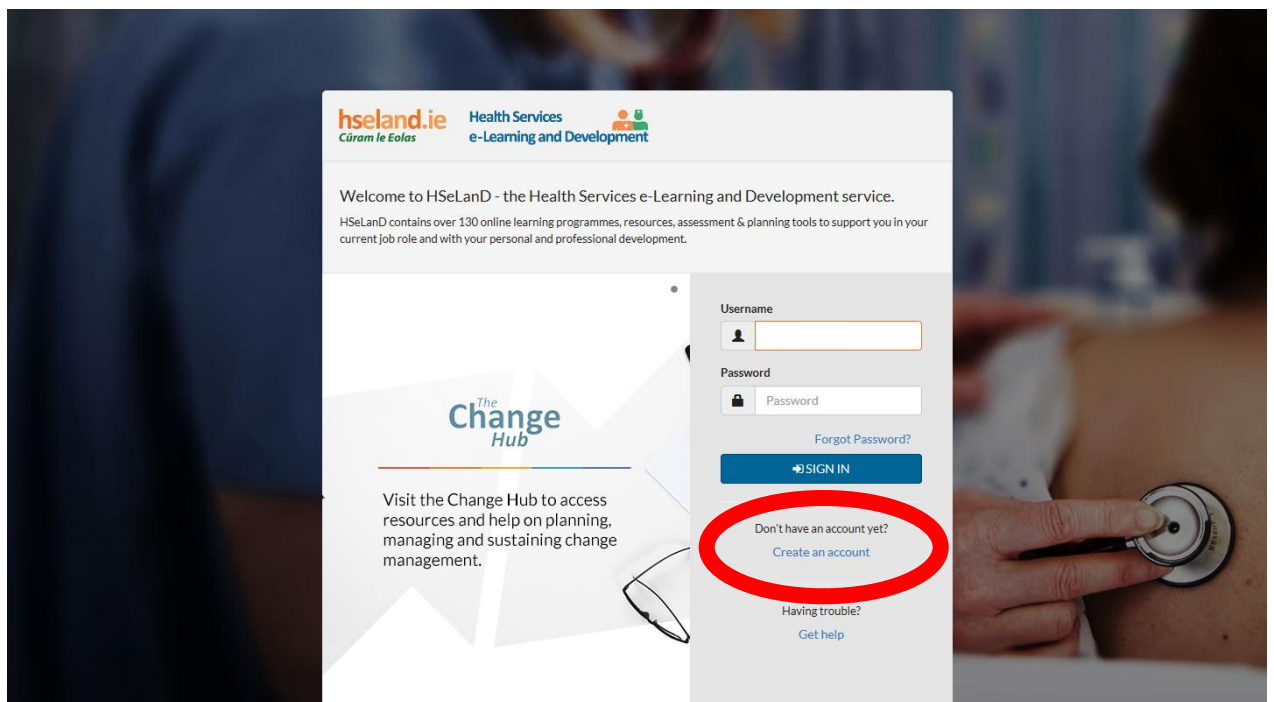


Step 2

If you have an account, log in with your account details

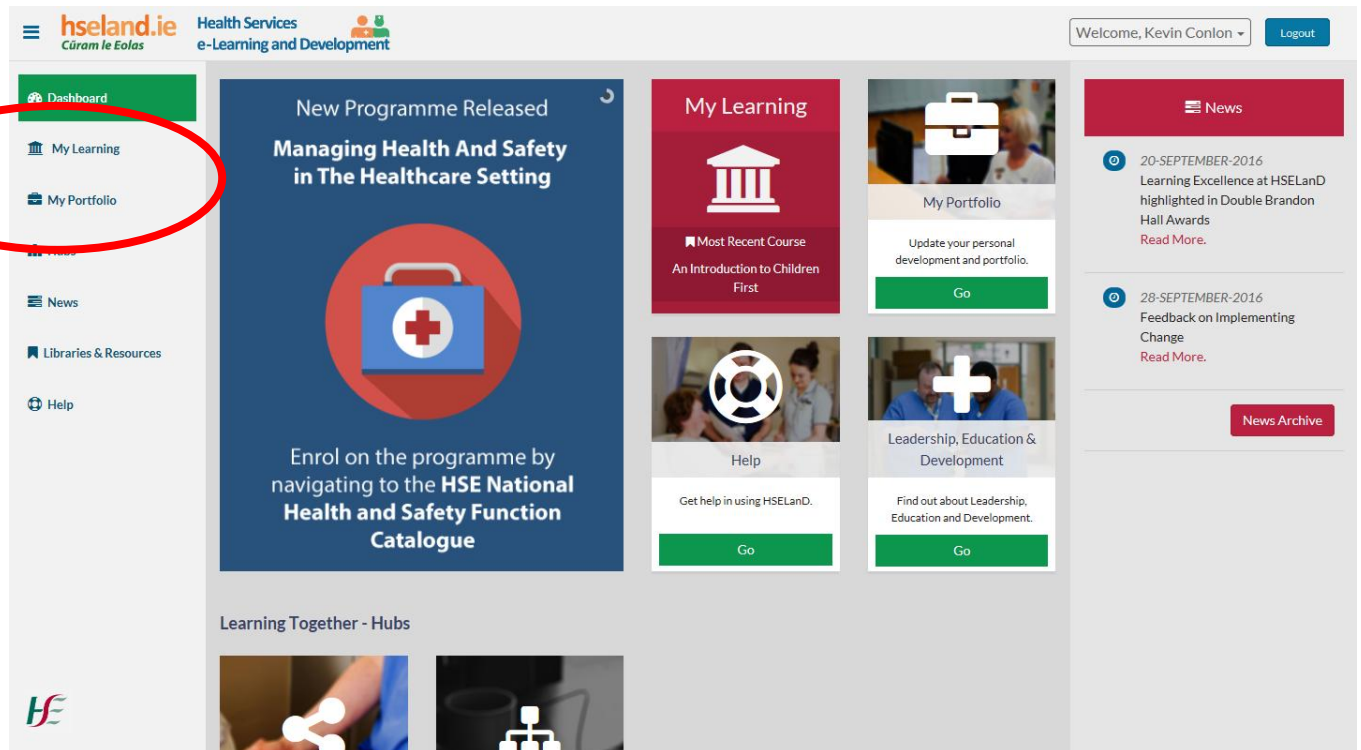
If you don't have an account, click 'Create an account' to set up an account on HSELand

You can use any email address to set up your account, an HSE email address is not required



Step 3

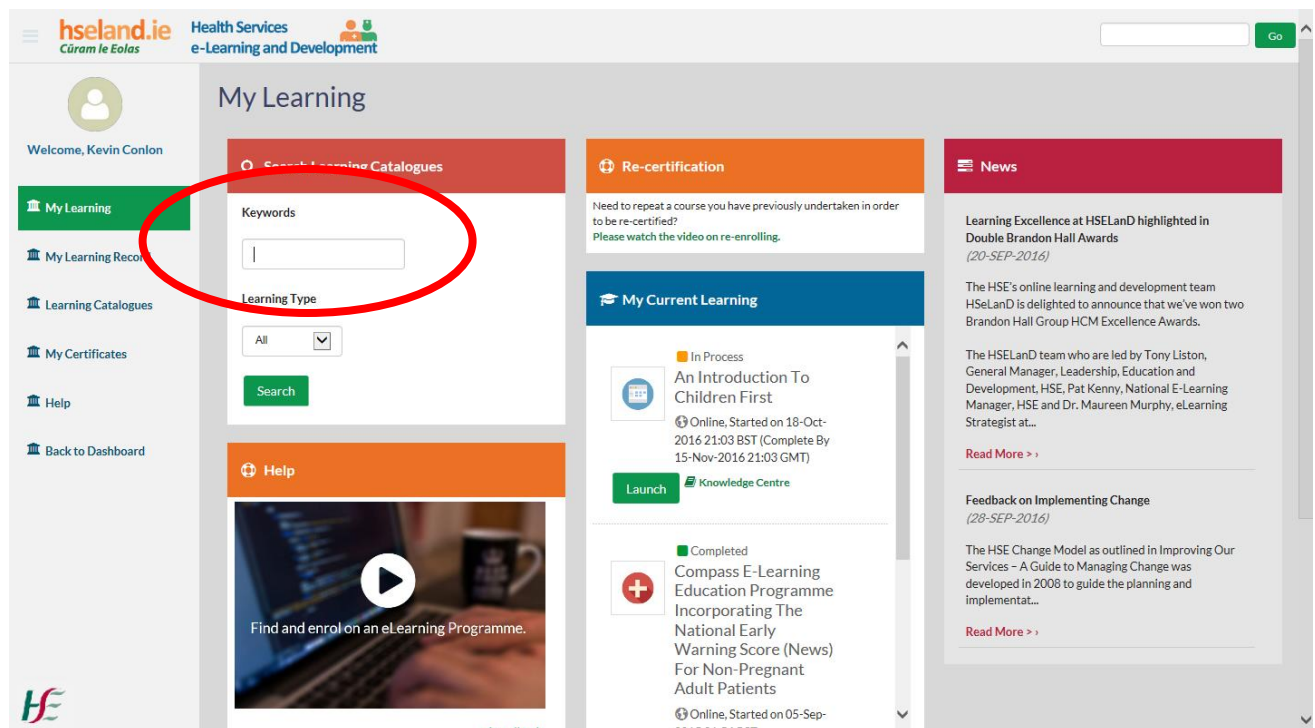
Once you have logged in, you should see a page that looks like this



Click on the 'My Learning' section on the left of the screen

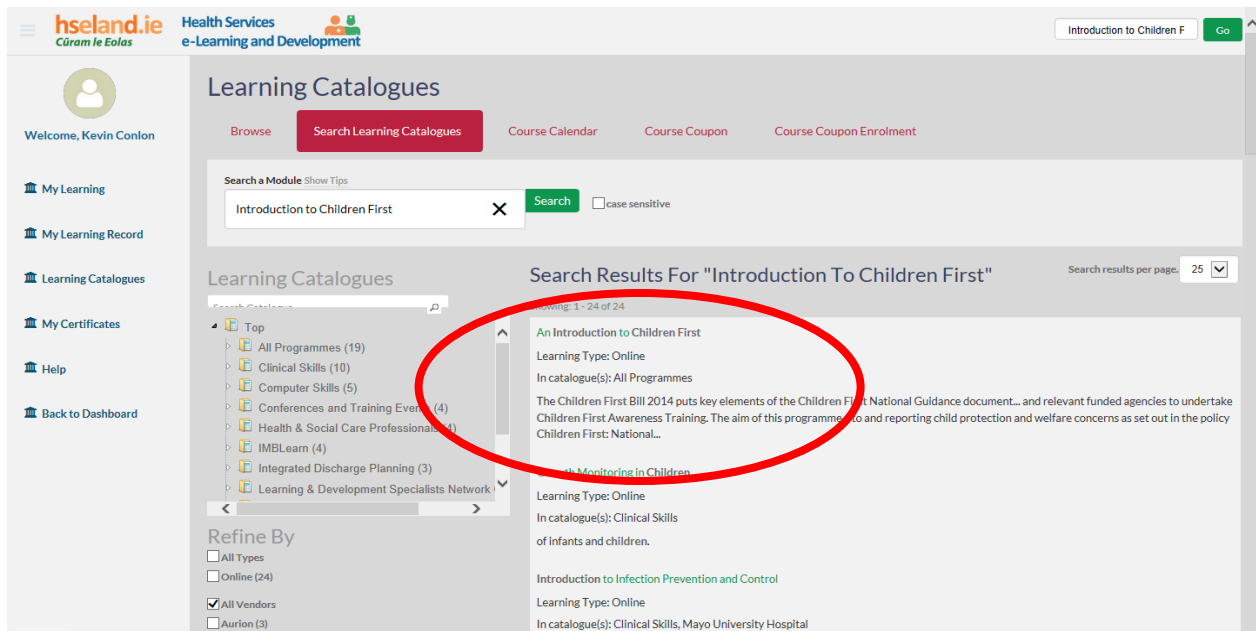
Step 4

On the 'My Learning' page, type **Introduction to Children First or Managing Health and Safety in the Healthcare Setting** into the search bar under 'Search Learning Catalogues'



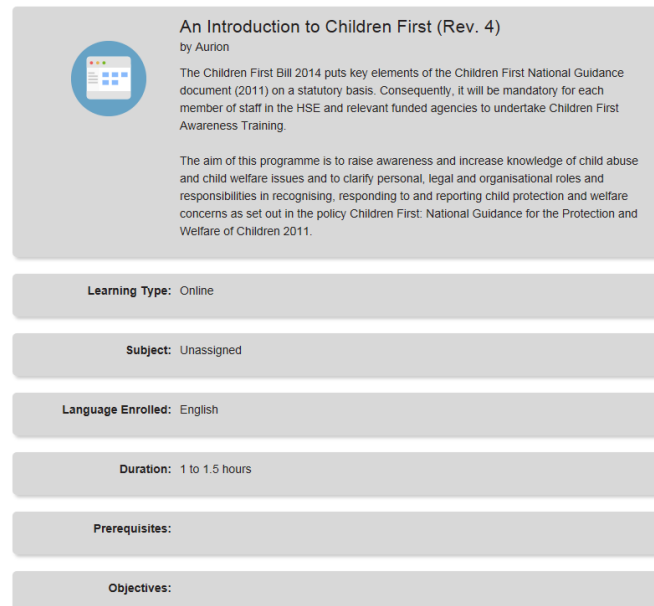
Step 5

On the next page, the first search result should read 'An Introduction to Children First'. Click this, and a new window should open to bring you in to the training module



Step 6

The new window should look like the window below. Scroll to the bottom and click on the green button to begin your training



Step 7

When you have completed the training, you will receive a Certificate of completion which you must forward to your Line Manager (**ensure you state your Personnel Number on certificate**) to ensure that you are recorded as having completed the training.

APPENDIX 15 - HEALTH AND SAFETY E-LEARNING

"Managing Health and Safety in the Healthcare" for Line Managers and "Health Safety and Security" For staff.

Health and Safety training is mandatory for ALL HSE staff (permanent, temporary, agency, locum or visiting), students and volunteers, irrespective of role or grade. Funded Agencies and Contracted Services also need to complete the Children First E-Learning module

The Health and Safety Management agenda for the HSE is based on the Health and Safety Authority's guidance document "Workplace Safety and Health Management" and is described in the Corporate Safety Statement 2016.

The HSE's Corporate Safety Statement describes the arrangements in place for safeguarding and maintaining a safe and health environment for employees, service users, visitors and all who come in contact with services. The delivery of quality healthcare to our service users is intrinsically linked to the ability to provide a safe work environment for employees and those affected by our activities. Our safety, health and welfare are considered to be of fundamental importance in continually improving the quality of healthcare services provided and the standard of safety in the workplace.

The HSE has developed an e-learning programme 'Managing Health and Safety in the Healthcare Setting' for Line Managers or 'Health, Safety and Security' for staff.

The topics introduced are:

- Managing health and safety in the healthcare setting
- The legal context for health and safety and your role in managing health and safety
- The Safety Management Programme and the benefits of implementing this programme in your workplace.

***This is a mandatory course to be completed by all staff** and is available on www.hseland.ie, the HSE Learning and Development Website. It is an interactive programme/assessment which is 1 hour in duration and issues a certificate of completion at the end of the programme. You must attain 80% successful knowledge to be issued with your certificate of completion. Please submit a copy of your certificate of completion quoting your Personnel Number directly to Learning and Development Office, Human Resources Department, UHG.

A HSE email address is **not** required to register with HSELand.

- Simply click on www.hseland.ie sign in
- Select My Learning and type in keyword Managing Health and Safety in the Healthcare Setting and search
- Click on Managing Health and Safety in the Healthcare Setting and enrol

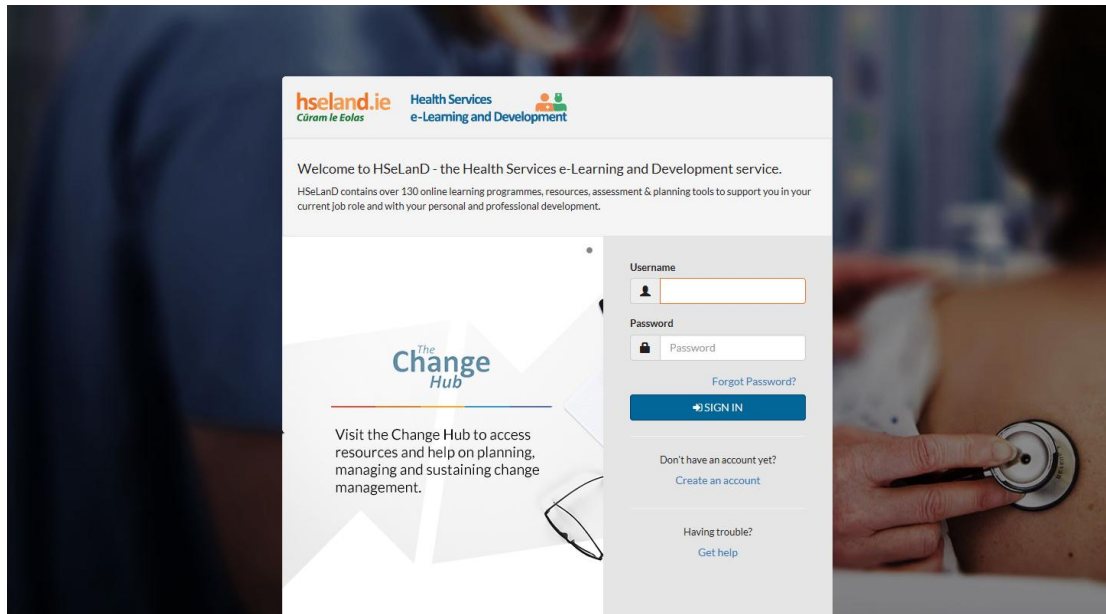
Workplace Safety and Health Management training is mandatory for ALL staff (permanent, temporary, agency, locum or visiting), students and volunteers, irrespective of role or grade. Staff of Funded Agencies and Contracted Services also need to complete the Workplace Safety and Health Management E-Learning module.

Please ensure that this notice is brought to the attention of all relevant staff in your area of responsibility and those who may not have access to email.

Getting started with Health and Safety e-learning programme

Step 1

Log on to www.hseland.ie

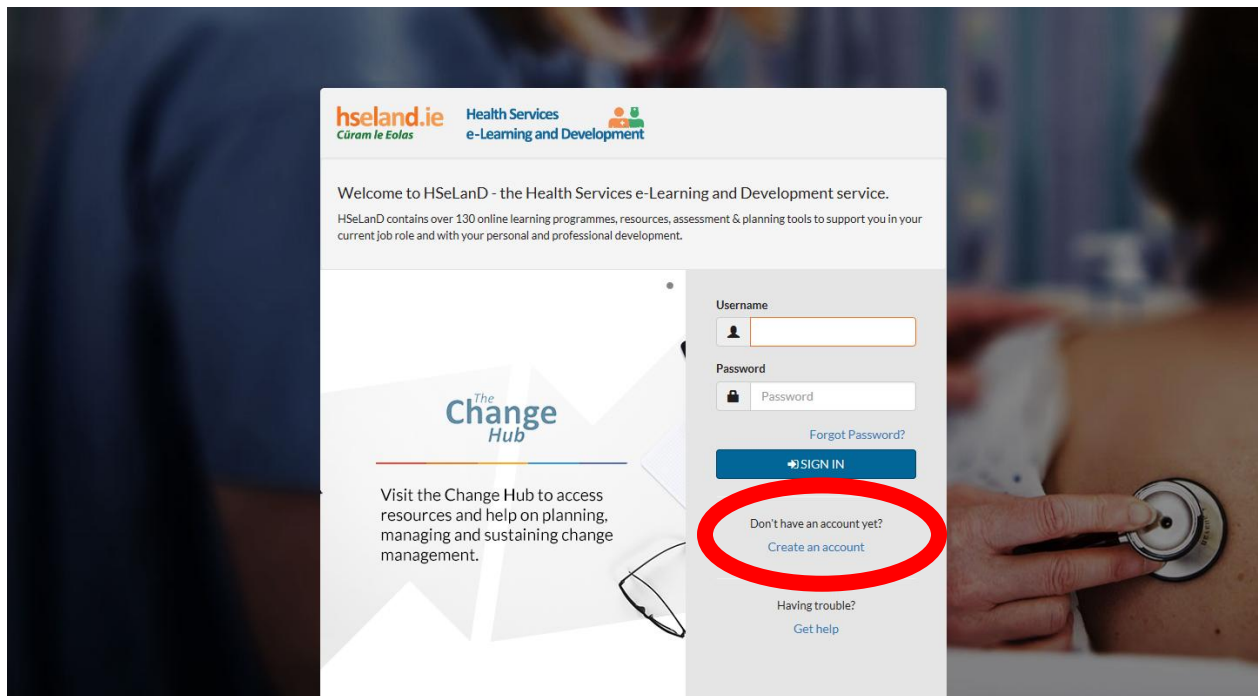


Step 2

If you have an account, log in with your account details

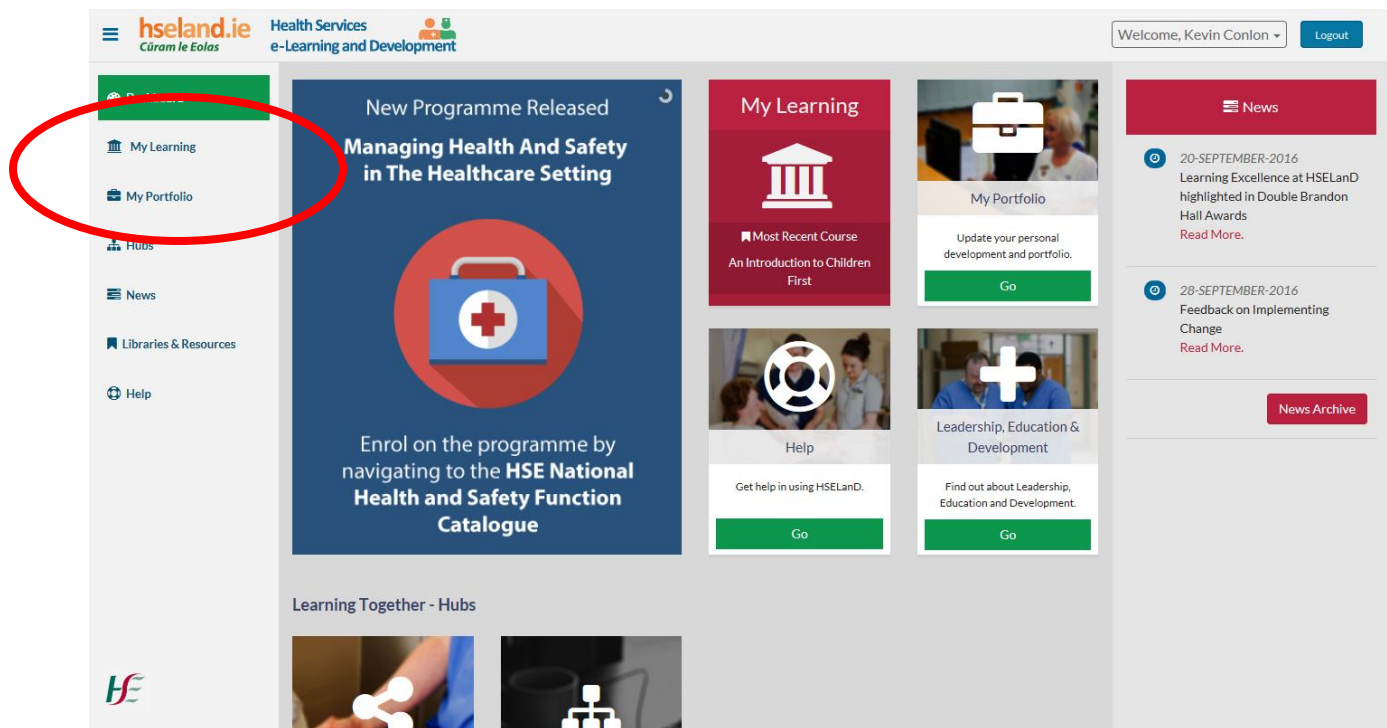
If you don't have an account, click 'Create an account' to set up an account on HSELand

You can use any email address to set up your account, an HSE email address is not required



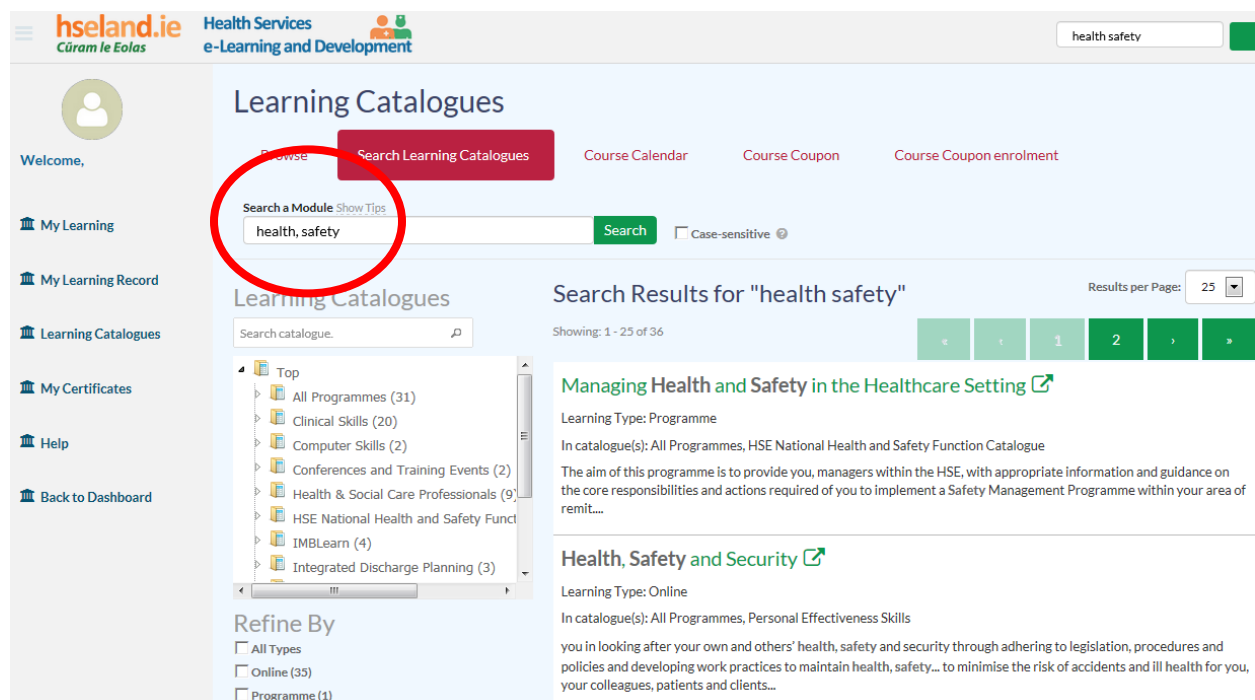
Step 3

Once you have logged in, you should see a page that looks like this



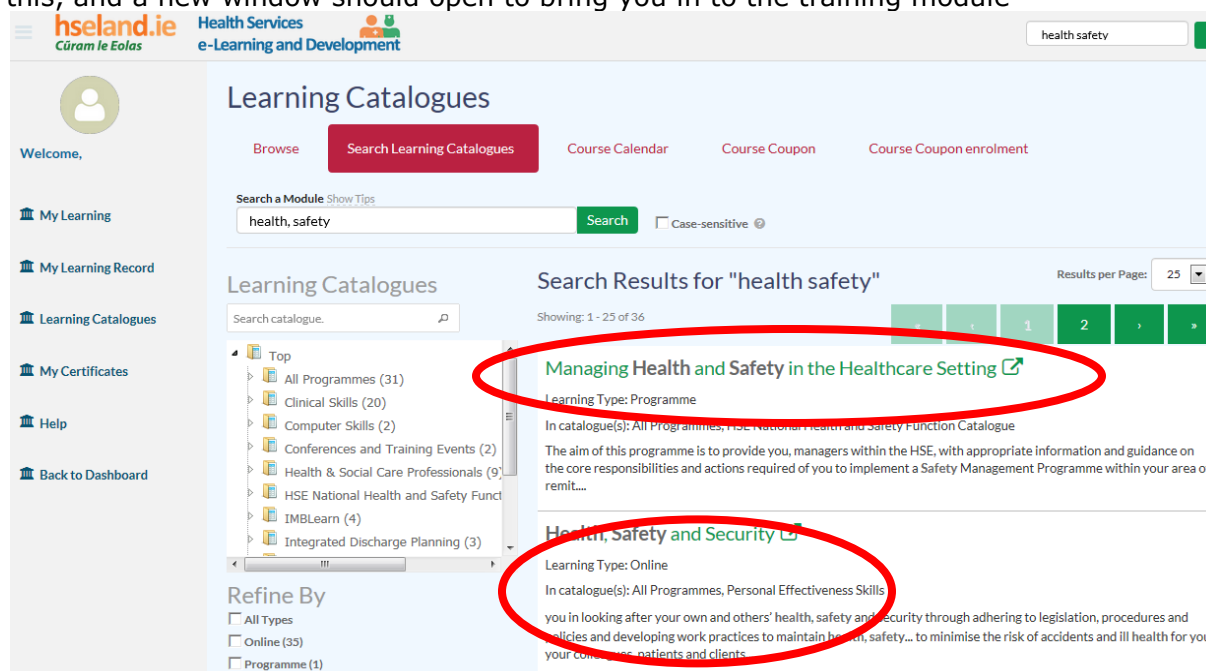
Click on the 'My Learning' section on the left of the screen

Step 4 On the 'My Learning' page, type **"Health, Safety and Security"** for Staff or **"Managing Health and Safety in the Healthcare"** for Line Managers the search bar under 'Search Learning Catalogues'



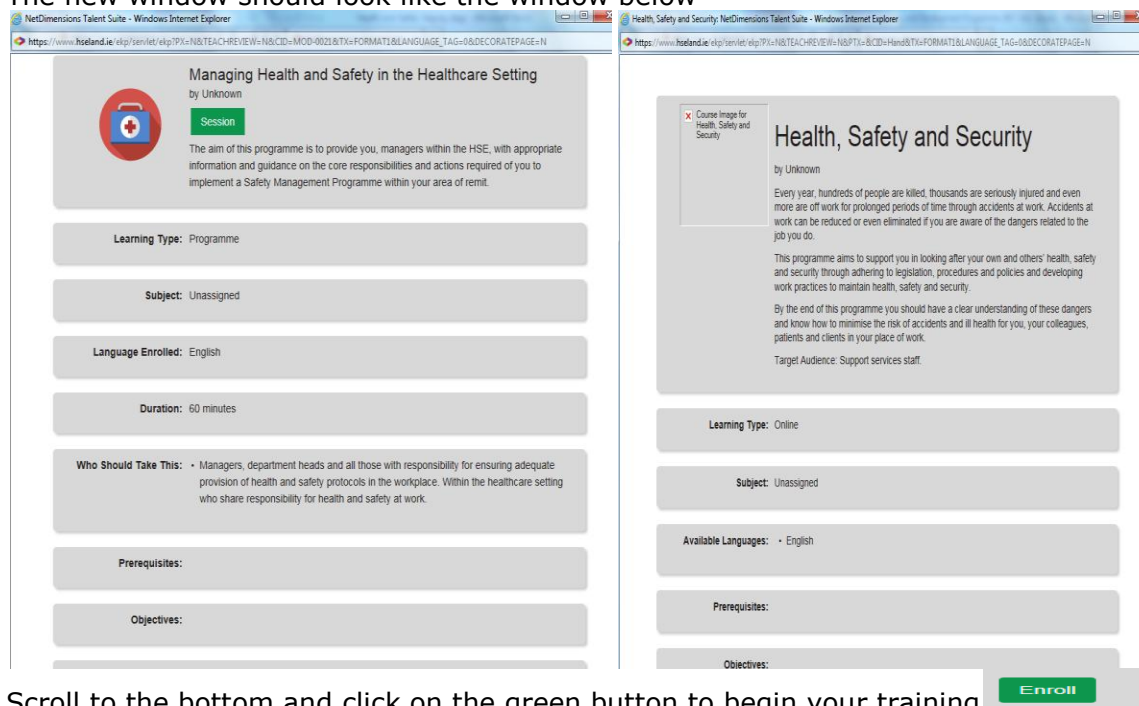
Step 5

On the next page, the first search result should read 'Managing Health and Safety in the Healthcare Setting' (for Line Managers) and 'Health, Safety and Security' (for Staff). Click this, and a new window should open to bring you in to the training module



Step 6

The new window should look like the window below



Scroll to the bottom and click on the green button to begin your training

Step 7

When you have completed the training, you will receive a Certificate of completion which you must forward to your Line Manager (**ensure you state your Personnel Number on certificate**) to ensure that you are recorded as having completed the training.

APPENDIX 16 – WASTE MANAGEMENT INFORMATION

Title	Applicable staff	Content
Safe Disposal of Sharps	Doctors, NCHDs, SHO's, Consultants, Registrars only	<ul style="list-style-type: none"> • Brief overview of the segregation of Healthcare Waste in GUH • Safe disposal of sharps waste • Clinical waste packaging & Bio systems reusable sharps bins • Segregation of Non risk waste including confidential waste disposal • Waste Disposal Costs
Waste Segregation Training for HCA's & Nursing Staff	CNMs, Nursing staff and Healthcare Assistants	<ul style="list-style-type: none"> • Segregation of healthcare risk waste and non risk waste • Clinical waste packaging, including assembly and closure of sharps bins and clinical waste rigid bins. • Waste Bag & Container Labelling Policy to Ensure Traceability of Waste • Segregation of non risk waste including general waste, recycling waste and appropriate confidential waste disposal. • Handling of clinical waste packaging & segregation into appropriate receptacles. • Waste Disposal Costs
Waste Segregation Training for non clinical staff	All non clinical staff	<ul style="list-style-type: none"> • Segregation of healthcare waste including general waste, recycling and confidential waste disposal. • Handling of healthcare waste & segregation into appropriate receptacles. • Waste Disposal Costs

The contents of the above training will change and alter throughout the year, core points above will stay the same, but I may add information regarding recent incidents, waste segregation trends or new waste prevention or minimisation initiatives.

The "Safe disposal of Sharps" training may well develop into a "Prevention of sharps Injuries training", that may arise from the Sharps Injury Prevention Group, but this needs work and development and we are not at this stage yet.

The contents of this potential training programme would need to cover the following:

- Potential risks to health in relation to sharps and blood and body fluid exposures
- Precautions to prevent exposure including, safer devices in use in GUH, standard precautions, safe systems of work, the correct use of sharps and sharps protection mechanisms, disposal procedures, the importance of immunisation, etc
- Reporting of near misses and incidents pertaining to the use or disposal of sharps including immediate first aid measures to be taken and where to seek any further assistance Guidance on legislation relating to the protection of employees at work from the risks to health and safety from sharps
- Any other information, education and/or training shown through risk assessment to be necessary.

APPENDIX 17 - COMMUNITY NUTRITION & DIETETIC SERVICES

The Community Nutrition & Dietetic Services of the Health Service Executive Western Area aims to improve the nutritional health of the population within the area.

The approaches are multi-channelled and involve education, training, acting as a resource service, enabling by developing personal skills, and developing partnerships.

The Service provides learning opportunities for staff to assist them in their working with their client groups.

It also provides a service to the staff as a population group themselves.

It can provide expert advice and resources to HSE West Staff and is contactable at:

West Side City Centre, Galway, 091-548335 or

community.nutrition@HSEWesternArea.ie

APPENDIX 18 - WESTERN AREA REGIONAL DRUGS TRAINING OFFICE

Motivational Interviewing Training Course

Motivational Interviewing is recognised as one of the most effective methods in helping people to change lifestyle behaviours that are adversely affecting their health. It helps clients to recognise and change problem behaviours by resolving their ambivalence around the behaviour. Motivational Interviewing can be used to help clients change smoking, drinking, drug use, exercise, diet and many other health behaviours. This model is especially useful when working clients who may be regarded as "stuck" or "difficult to work with".

The purpose of the workshop is to up skill staff who are doing behaviour change work with clients. This is accomplished by training them to use the skills of Motivational Interviewing with clients in a manner that builds on their existing clinical experience. The emphasis of the course is to equip the staff with the knowledge and skills to transfer their learning into useful clinical interventions with clients. The presentation of the course will be a mixture of group discussion, video demonstration and skills practice. This course runs over 2 two-day sessions (9.30 – 17.00) with a month-long break between each session. The break allows the participants to practice the skills they have learned in the first workshop and refine and develop them in the second.

Solution Focused Brief Therapy Training Course

Solution Focussed Brief Therapy (SFBT) is an effective, respectful and powerful tool for workers in the caring and therapeutic fields. SFBT focuses on clients' resources and skills rather than on their deficits and weaknesses and helps them to find solutions and create preferred futures rather than dwelling on past failures.

The purpose of the workshop is to up skill staff who use counselling skills with clients in their current role. This is accomplished by training them to use the skills of SFBT with clients in a manner that builds on their existing clinical experience. The emphasis is on equipping staff with the knowledge and skills to transfer their learning into useful clinical interventions with clients.

There will be a mixture of group discussion, video demonstration and skills practice and the course runs over 2 two-day sessions (9.30 – 17.00) with a month-long break between each session to allow the participants to practice the skills they have learned in the first workshop and refine and develop them in the second.

For further details please contact...

Regional Drugs Training Officer
Health Service Executive Western Area Drugs Service
The Arcade
Main Street
Castlebar
Tel: (094) 9020649 Fax: (094) 9020429

E-mail: fiona.walsh@hse.ie

APPENDIX 19 - TRANSFER OF LEARNING FROM A TRAINING COURSE TO THE ACTUAL WORKPLACE

(Adapted from 'Learning Transfer – Optimising the benefits of training in the Workplace' by Cyril Kirwan, MCIPD.)

'Transfer' = 'The movement of new learning from the classroom to it's actual application to the job, and it's maintenance in the workplace in the long term'.

Why?

Cost of Training – estimated that \$400 **billion annually** is spent on Management training and development alone in the USA

Estimates of between only 10% (Georgenson, 1982) to 20% (Broad and Newstrom, 1994) of return from training, so transfer of learning must receive more attention.

There are a number of **factors impacting on** the effectiveness of **transfer of learning**:

Trainee Characteristics:

- Motivation – trainee's strengths and weaknesses must be accurately assessed before training to establish their likely ability to transfer learning to the workplace

Trainee's self-esteem is an important factor – if they believe they can master the training with a reasonable amount of effort, then they can transfer the learning to the workplace

If there is an incentive to train, then transfer will be facilitated (e.g. promotion)

Transfer is related to the degree to which they identify with their job/career.

- Ability – more important in the context of training design than in transfer of learning
- Demographic – No consistency in research on age, income level, rank/job level I learning transfer.

Training Design:

- Identical Elements – where similar elements exist in the training and the workplace, transfer of learning is facilitated
- General Principles – the use of general rules underlying a particular skill, rather than just the skill itself, facilitates learning transfer.
- Stimulus Variability – variety in the use of media in the learning process promotes the transfer of new learning to the workplace
- Conditions of Practice – if we practice beyond the point where the training task can be performed successfully (over-learning), we can facilitate easier transfer of new behaviour.
- It is also proven that conducting the training in shorter sessions, as opposed to in single large blocks of time, is more effective for the transfer of behaviour and skills.
- Development of Adaptive Expertise – *why* we learn as well as *how* we learn is vital to assisting in the transfer of knowledge and behaviours

Post-Training Strategies

- Goal-setting – relating to the implementation of the new skills will result in better

application on the job

- Relapse Prevention – anticipate past and present failures and monitor them post-training (self-monitoring is possible). Can be facilitated by Line Manager and 'Trainee' discussing factors that are likely to inhibit the application of the learned skills on the job.
- Self-management – promotes self-directed behaviour on the part of the individual.
- Coaching – supervisory support, with the other post-training strategies.

Work Environment:

General Factors – hundreds of variable factors

Supervisory Support – proactive supervisors get the best from staff

'Transfer' climate – the extent to which the use of new ideas and skills are promoted in the workplace, including the reactions of supervisors and peers to the application of new learning.

All three contribute to learning and development.

Key Points for the Line Manager relating to the transfer of learning from the classroom to the workplace:

- Assess the training need clearly and discuss expectancies to establish that the applicant is motivated to attend, learn and transfer the learning
- Ask these questions –
 - 'What are the objectives of the course?'
 - 'Are general principles taught as well as skills?'
 - 'How alike are the training and application (work) settings?'
 - 'Is there a variety of training methods/media used?'
 - 'Is over-learning required?'
 - 'Is learning spread out in time or 'massed' in time?'
 - 'Are follow-up sessions an option?'
- Supervisors need to be involved at as early a stage as possible. This should involve pre-course discussion as well as during- and post-course. The supervisor needs to provide the opportunities to practice new skills and needs to reinforce the use of new behaviours.
- Setting 'SMART' (Specific, Measurable, Achievable, Realistic, Time-limited) goals, putting a relapse-prevention plan in place and encouraging self-management strategies will support the transfer of learning.
- Measure and monitor the climate for transfer – will existing conditions make it harder to implement new learning and if they do, what are they? Focus on reducing the inhibitors and increasing the factors that will assist the transfer of learning.

APPENDIX 20 - AN INTRODUCTION TO BASIC STUDY TECHNIQUES

Motivation

Study is the bane of many peoples' lives and, whether we are young or old, it is difficult to motivate ourselves to sit down and concentrate on absorbing and processing new information.

As with most things in life, if you want to achieve a qualification, you must **really want** to achieve. Unless you are serious, you will not be prepared to make the necessary sacrifices. So, you need to **want it**, but you also need to create a **keenness** around the subject/course. This helps motivate you and will generate a **constructive** outlook towards the work that has to be done.

There are a few basic aids to motivating yourself to study and one is to be positive. Think of success and when failure enters your mind, think of what you have learned from it.

Be persistent – nothing comes easy in life so you have to continue even when things are not going your way. Make your success happen – don't wait for it because it will never happen then.

Setting key goals/targets is the only way to 'make it happen'. The goals must be clear – specific, measurable, achievable, relevant and time-bound. Keep them simple at first, and always accessible to you so that you can refer to them when you need to raise your spirits. When you feel low and de-motivated, think of the words of Alistair McLean

"Even to the longest night, there comes at last the dawn".

Goals

These must be both strategic and operational – i.e. general and specific. You must have an overall goal – 'I will successfully complete my degree course'. This must then be translated into a working plan based on specifics – a target chart with actual marks of progress at different stages.

Long-term: the starting point for this chart is the eventual outcome ('completing my_degree') and you map your goals from that point backwards.

Subject	Christmas First Year	Summer First Year	Christmas Second Year	Summer Second Year	Christmas Final Year	Summer Final Year
	Target/Actual	Target/Actual	Target/Actual	Target/Actual	Target/Actual	Target/Actual
A	50% / 48%	60% / 62%	65%	68%	70%	70%
B	50% / 53%	60%/ 62%	65%	68%	70%	70%

This system helps you to stay focused and to monitor progress (or slippage!!). If you are not achieving your goals, you know it is time to take remedial action by working harder, changing your study and non-study scheduling or by seeking assistance elsewhere.

Weekly: this is how you make a large task manageable – you break it down into smaller parts and monitor progress as you go on.

Drafting a weekly study schedule that is achievable and will be adequate to meet the demands of your course work can be done by breaking down the content of the course into

essential areas and prioritising the key areas for study.

You could draft a table, as above, to assist and it may look like the following

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Subject A Read Chapter 3	Subject A Write up summary on Index card (Ch 3)	Subject A Begin assignment	Subject A Read Chapter 4	Subject A Continue assignment	Subject A Write up summary on Index card (Ch 4)	Subject A Complete assignment
Subject B Research project	Subject B Research project	Subject B Write first outline	Subject B Research project arising from outline	Subject B Write second outline	Subject B Commence writing Research project	Subject B
Subject C Start essay plan		Subject C Fine tune essay plan	Subject C	Subject C Commence writing essay	Subject C	Subject C Review first draft of essay
Subject D Check previous exam papers	Subject D	Subject D	Subject D	Subject D Identify repeating patterns in exam papers	Subject D	Subject D Draft schedule of questions for revision
Subject E Learn last week's topic	Subject E Learn last week's topic	Subject E	Subject E Summarise key issues from last week's topic	Subject E	Subject E Write up index cards	Subject E

Further information on the subject of improving your study techniques will be posted on the electronic notice board (access your e-mail account, click on 'Public Folders' at the bottom of the Folder List, click on 'All Public Folders' and then on 'UHG Notice Board') throughout the year and will be available to callers at 2224 or (preferably) through e-mail.

