

health:mk

Learning and Working Together

Clinical Training Booklet 2008/9

**Please send a cheque made out to health:mk with a booking form to:
Lizzie Thomas, *health:mk*, 1 Saville Lane, Westcroft, Milton Keynes,
MK4 4EN There is the facility to pay by BACS if you wish. For BACS payment
details please email lizzie.thomas@mkpct.nhs.uk or phone Lizzie on
01908 340974 for the BACS details. If you have any queries or concerns
please contact Christina on 07742 675000. On line booking forms are
available on the web**

<http://www.learningwithhealthmk.org>



CME Exploring Clinical Training via e-learning



Part of Nurse /HCA CME Programme

**Cost: Free to CME Members
£20 places available to non members**

Tutor: Steve Machan *health:mk/* Learning Networks

Venue: MK Post Grad

Date: 10th October

Time: 09.30 ~ 13.00

Lunch: Provided

Practice Nurse IT Seminar



Tutor Insight Solutions

Aims & Objectives

Read Codes – general overview and structure, finding the codes you need

- **Data entry** – tools, free text entry
- **Data quality** – how to find poor quality data, processing for editing data, deleting data
- **Confidentiality & Security** – Passwords, Information Governance, best practice
- **Medicines Management**
- **Q&A**

Cost: £55

Venue: Parkside Medical Centre

Date: 19th October

Time: 9.30 ~ 13.00

Lunch: Half day session



Diabetes: Providing Effective Care

Developed specifically for HCAs

A 2 day workshop. Participants are expected to attend both days,

Tutor: Jill Rodgers

Aims and objectives:

- **Increased knowledge of diabetes and its treatment and care**
- **Competence in baseline foot assessments as part of the annual review**
- **Adopting a care planning approach to diabetes care**
- **Food choices and diabetes**
- **Knowing what action to take in different circumstances**
- **Providing psychological support and motivation to self-care**
- **Using blood glucose monitoring effectively**
- **Physical activity and diabetes**

Cost: £125

Venue: Central Milton Keynes Medical Centre

Date: 17th November (Day 2 is February 9th 2009)

Time: 9.30 ~ 16.00

Lunch: Please bring a lunch that a diabetic would eat

NEW

Cannot Miss Must Not Miss – A Guide to Nurse-Led Triage



For all nurses.

Tutor: Bead Training

Aims & Objectives

This course will provide confidence in differentiating the patient with a minor ailment from the patient with a life-threatening condition, and a guide to the management of each.

- **Headaches**
- **Leg swellings**
- **Skin Problems**
- **Tired all the time**
- **Low back pain**
- **Dizziness**
- **Pyrexia and Infections**
- **Geriatric problems**
- **Chest pains**
- **Shortness of breath**
- **Diabetic emergencies**
- **Abdominal pain**
- **Lumps and bumps**
- **Poisoning and Drug intoxications**

Cost: **£190**

Venue: **De Vere Suites, Severn Drive, Newport Pagnell**

Date: **21 & 22 November**

Time: **09.30 ~ 16.30**

Lunch: **Provided**

TITLE CME TBC

Part of Nurse /HCA CME Programme



Tutor:

Cost: Free to CME Members
£20 places available to non members
Venue: MK Post Grad Centre
Date: 12th December
Time: 09.30 ~ 16.30
Lunch: Provided

2009
January

TITLE CME TBC

Part of Nurse /HCA CME Programme

Cost: Free to CME Members
£20 places available to non members

Venue: MK Post Grad Centre
Date: 14th January 2009
Time: 09.30 ~ 13.00
Lunch: Provided

4 Key Management Workshops



New team leaders or refresher/update for existing managers, supervisors and clinical leads.

Tutor: Deb Gold

Aims & Objectives

These four short, sharp sessions will equip delegates with tools and a strategy for managing small teams. Each half day session can be taken as a standalone chunk of learning or stay for a day and take in two.

Developing Your Influencing, Persuasion and negotiating Skills	Wednesday	28 th January	09.00~12.30
Time management & Managing Meetings	Wednesday	28 th January	13.00~16.30
Developing your skills to get the best out of people	Wednesday	04 th March	09.00~12.30
Team Management & Development Skills	Wednesday	04 th March	09.00~12.30

Cost: £55 half day or £75 full day
Venue: NHS Direct (Pine Room)
Date: See above January & March 2009
Time: 09.00 ~ 12.30 or 13.00 ~16.30
Lunch: Provided

February

NEW

In Focus

Gynaecology, Obstetrics and Musculo Skeletal



Anyone involved with medical records who would like more clarification about specific medial terms. Useful for medical secretaries, data analysts, HCAs or new nurses.

Tutor: Sara Ladyman

Aims & Objectives

A new type of programme in medical terminology providing both clinical and non clinical staff with a greater insight, knowledge and understanding of diseases, conditions and terminology associated with patient communication and documentation

Cost: £75
Venue: Parkside MC
Date: **04th February**
Time: 09.30 ~ 16.30
Lunch: Provided



CME Programme **Understanding Blood Test Results**

Part of Nurse /HCA CME Programme

Tutor: Sally McCornack

Cost: Free to CME Members
£20 places available to non members
Venue: MK Post Grad centre
Date: **18th February 2009**
Time: 09.30 ~ 16.30
Lunch: Provided

NEW

Introduction to Ear Care (2 consecutive days)

Accredited with the Open Learning Network



Suitable for nurses new to this subject and all HCA's

Tutor: Sally McCornack

Aims & Objectives

Ear Care Two-Day Course

- Understanding of sound, how it is produced and how the Human Ear collects, channels and transfers sound to the brain.
- The structure and function of the Normal Human Ear
- Taking a comprehensive history of signs and symptoms
- Examine the Human Ear using an Otoscope and accurately identify the normal landmarks.
- Some commonly presenting ear conditions in Primary Care.
- Understand the technique of ear toilet & irrigation using an automated machine and be prepared to undertake a period of supervised practice with a mentor in your workplace.

Competency sheets are issued for supervised workplace development

The course is supported with very comprehensive student notes.

Maximum of 12 students – Please book early

Cost: £150
Venue: Parkside Medical Centre
Date: **February 26th & 27th 2009**
Time: 09.30 ~ 16.30
Lunch: Provided

March

CME Programme Cytology Update



Part of Nurse /HCA CME Programme

Tutor:

Cost: Free to CME Members
£20 places available to non members
Venue: MK Post Grad Centre
Date: **4th March**
Time: 09.30 ~ 13.00
Lunch: Provided

NEW



Clinical Assessment for Health Care Professionals

For all nurses.

Tutor: Bead Training

Aims & Objectives

As nurses' roles expand, more and more staff feel they would benefit from an opportunity to revitalise their clinical skills. This includes taking both complete histories, as you may perform in a pre-op assessment or in a new patient interview, and the brief disease related histories such as you might perform in a short consultation. The two days will teach a systematic approach to examining each system and will provide confidence in all aspects of patient assessment.

This course will provide confidence in all aspects of patient assessment, including history taking, cardiovascular, respiratory, gastrointestinal, neurological and loco motor examination.

The course includes:-

- **History taking** – the setting, the brief & detailed history, weeding out the relevant and forming the differential diagnosis.
- **General examination** – gaining the overview
- **Cardiovascular system** – the pulse, the JVP, using the stethoscope, all delegates receive a CD containing all commonly encountered heart sounds
- **Respiratory System** - A systematic approach to the examination and relating it to x-ray findings
- **Gastrointestinal System** – how to get the best results from an abdominal examination
- **Nervous system** – a presentation based approach on examining patients who present with dizziness, weakness etc
- **Loco motor system** – assessing your patients functional ability
- **Basic blood results** – an overview of the common blood test results such as FBC, U&Es LFTs ESR, CRP, Cardiac enzymes

Cost: £220
Venue: TBC
Date: 6th & 7th March
Time: 09.30 ~ 16.30
Lunch: Provided

NEW



Wound Care – The Next Stage.

Suitable for **nurses/HCA's** who have attended the introduction workshop or similar. Not suitable for experienced practice nurses/nurse practitioners

Tutor Sally McCornack

- Understand how the skin is structured – revision
- Understand how skin heals normally - revision
- Understand what can delay healing and create chronic wounds
 - Local factors
 - Regional factors
 - Systemic factors
- Be able to discuss a range of different wound types
- Understand a range of the different types of dressings available today
- Understand how each type of dressing works
- Be able to discuss the appropriate use of dressings for differing wound types

This workshop is provided over a full day session (Maximum 12 people)

Cost: £75
Venue: TBC
Date: 30th April 09
Time: 09.30 ~ 16.30
Lunch: Take own



Venepuncture/Phlebotomy

For those who have had no previous knowledge or experience of taking blood.

Tutor Gary Jones CBE

Aims & Objectives

This course has been introduced to support new post being phased in to primary care and can form the first phase of training for HCAs. It is recommended that each person wishing to undertake this training and carry out this role be supported by one of the GPs or practice nurses. This course is in 2 stages

- Self directed study – A workbook will be provided covering anatomy and physiology
- Training day followed by 10 supervised and logged sessions, final assessment by lead GP. The venepuncturist can then be added to the practice policy following a letter from the GP to the MDU
- Venepuncture within the wider context of communication, legal and professional issues in healthcare
- Circulation of the blood, its content and the position of the veins and other related anatomy within the upper limbs
- The need for venepuncture and the appropriate veins to access
- Demonstration of the procedure using a manikin arm
- Student practice on the manikin arm
- Possible complications, risks and infection/safety precautions for the procedure

The venepuncturist can then be added to the practice policy following the training day and 10 supervised and logged sessions, final assessment by lead GP. a letter from the GP to the MDU

Competency sheets are issued for supervised workplace development
Max. 12 students (Please book this workshop early as places limited)

Cost: £75
Venue: TBC
Date: 15th April 09
Time: 10.30 ~ 16.30
Lunch: Provided

May

Wound Care – An Introduction



New Nurses and HCAs

Tutor:

Aims & Objectives

- Anatomy & Physiology of the skin
- Mechanism of injury
- Wound healing and possible complications
- Management
 - Introduction/overview of available dressings
 - Aseptic skills
 - Cleaning solutions
 - Closure techniques including skills development in simple skin closure
 - Suture and staple removal

This workshop is provided over a full day session (Maximum 12 people)

Cost: £75
Venue: TBC
Date: **5th May 09**
Time: 09.30 ~16.00
Lunch: Please bring own

NEW

Ear Care One-Day Course

Aims & Objectives

This one-day course is suitable for nurses who wish to refresh previous knowledge and skills

Tutor Sally McCornack

- Revision of A & P and sound
- Taking a comprehensive history of signs and symptoms
- Assessing need for irrigation
- Practical session using an Otoscope and accurately identify the normal landmarks.
- Practical session of ear toilet & irrigation using an automated machine

Competency sheets are issued for supervised workplace development

The course is supported with very comprehensive student notes.

(max of 12 students)

Cost: £75
Venue: TBC
Date: **15th May 09**
Time: 09.30 ~ 16.30
Lunch: Please Take own

NEW

In Focus

Oncology, Haematology and Microbiology



Anyone involved with medical records who would like more clarification about specific medical terms. Useful for medical secretaries, data analysts, HCAs or new nurses.

Aims & Objectives

A new type of programme in medical terminology providing both clinical and non clinical staff with a greater insight, knowledge and understanding of diseases, conditions and terminology associated with patient communication and documentation

Cost: £75
Venue:
Date: 23rd May
Time: 09.30~16.30
Lunch: Please bring own

June

NEW

In Focus

Neurology, Ophthalmology and GI



Anyone involved with medical records who would like more clarification about specific medical terms. Useful for medical secretaries, data analysts, HCAs or new nurses.

Tutor: Sara Ladyman

Aims & Objectives

A new type of programme in medical terminology providing both clinical and non clinical staff with a greater insight, knowledge and understanding of diseases, conditions and terminology associated with patient communication and documentation

Cost: £75
Venue: NHS Direct (Pine Room)
Date: 23rd June
Time: 09.30~ 16.30
Lunch: Take own

July

NEW

Wound Closure – Registered Clinical Staff

For: registered clinical staff



Tutor: Sally McCornack

Aims & Objectives

- Anatomy & Physiology of the skin
- Mechanism of injury
- Wound healing and possible complications
- Assessment of a traumatic wound
- Records
- Treatment
 - Local anaesthetic
 - Cleaning solutions
 - Closure techniques including skills development in adhesive strip application, Suturing, Glue and Staples

This workshop is provided over a full day session

Maximum 12 people

Cost: £75

Venue: TBC

Date: 13th July

Time: 09.30 ~16.30

Lunch

October 2009

Venepuncture/Phlebotomy



For those who have had no previous knowledge or experience of taking blood.

Tutor Gary Jones CBE

Aims & Objectives

This course has been introduced to support new post being phased in to primary care and can form the first phase of training for HCAs. It is recommended that each person wishing to undertake this training and carry out this role be supported by one of the GPs or practice nurses. This course is in 2 stages

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Competency sheets are issued for supervised workplace development
Max. 12 students (Please book this workshop early as places limited)

Cost: £75
Venue: TBC
Date: 15th October 2009
Time: 10.30 ~ 16.30
Lunch: Provided

Return forms & cheques to:

Lizzie Thomas
health:mk
Westcroft Health Centre
1 Savill Lane
Westcroft
Milton Keynes
MK4 4EN
07742 675000

BOOKING FORM

Training Course Title

Date of Course

Name / Job Title / Telephone number of Delegate.....

.....

Name of Practice.....

E-Mail Address to which confirmation should be sent.....

- Cost of training(cheque in advance please to Lizzie Thomas above)

Any special dietary requirements.....

Please note: in the event of a delegate being unable to attend the course, it would be appreciated if we could have a minimum of ten working days notice to enable us to make the necessary cancellation arrangements or to “slot” another person in if there is a waiting list. Failure to comply with this notice period could result in your surgery being charged for this course.

AUTHORISING SIGNATURE.....DATE.....
(ie Practice Manager, Lead Practitioner etc)

Please send a cheque made out to health:mk with a booking form to: Lizzie Thomas, health:mk, 1 Saville Lane, Westcroft, Milton Keynes, MK4 4EN There is the facility to pay by BACS if you wish. For BACS payment details please email lizzie.thomas@mkpct.nhs.uk or phone Lizzie Thomas on 01908 340974 for the BACS details.

Don't forget to either email christina.machan@learningwithhealthmk.org or send an on line booking form to Christina to let her know names of people and course required. We can then start to action your request whilst the form is on its way.

Please assume you have a place unless told otherwise as administrative support is not yet in place. Please contact Christina in the meantime if you have any queries.