

health:mk

Learning and Working Together



Training Booklet

2009

For both Clinical and Non Clinical Staff

Unless otherwise stated please send a cheque made out to health:mk with a booking form to: Lizzie Thomas, health:mk, 1 Savill 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. On line booking details are available on the web.

If your Booking is for a CME session please send your cheque and booking form to Sue Melhuish at the Post Grad Centre.

If you are booking one of the **Frankie Brown sessions at Herons Lodge then the booking form on the back of the flier together with the cheque should be sent directly to her.**

If you have any queries or concerns contact Christina 07742 675000 Christina.machan@mkpct.nhs.uk

<http://www.learningwithhealthmk.org>

Health:mk Training Calendar (Blue = Clinical focus)

ID	Date	Title	Day	Venue	Start	End	Tutor
630	14/01/2009	CME Programme (Subject TBC)	0	Postgrad	09:30	13:00	
597	28/01/2009	Management Key Skills Workshop 1	0	NHS Direct	09:00	12:30	Debra Gold
598	28/01/2009	Management Key Skills Workshop 2	0	NHS Direct	13:00	16:30	Debra Gold
556	04/02/2009	Medical Terminology in Focus (Gynae, Obs & Musculoskeletal)	0	Parkside MC	09:30	16:30	Sara Ladyman
601	09/02/2009	Diabetes Care for HCAs	2	CMK MC	09:30	16:30	Jill Rodgers
603	13/02/2009	Introduction to Contraception and Reproductive Sexual Health	1	Heron's Lodge	09:15	16:00	Frankie Brown
640	18/02/09	Understanding Blood Test Results (CME)	0	Postgrad	09:30	16:30	
	24/02/09	HMK Clinical Discussion Meeting - Prescribing		Heron's Lodge	12.30	14.00	Janet Corbett
557	25/02/2009	In Focus - Cardiovascular System, Care of Elderly)	0	TBA	09:30	16:30	Sara Ladyman
588	26/02/2009	Introduction to Ear Care (2 day course)	1	Parkside MC	09:30	16:30	Sally McCornack
589	27/02/2009	Introduction to Ear Care (2 day course)	2	Parkside MC	09:30	16:30	Sally McCornack
599	04/03/2009	Management Key Skills Workshop 3	0	NHS Direct	09:30	12:30	Debra Gold
573	04/03/2009	Cytology (CME Programme)	1	Postgrad	09:00	12:00	
600	04/03/2009	Management Key Skills Workshop 4	0	NHS Direct	13:00	16:30	Debra Gold
593	06/03/2009	Clinical Assessment for Health Care Professionals	1	TBA	09:30	16:30	Bead Training
594	07/03/2009	Clinical Assessment for HCPs	2	TBA	09:30	16:30	Bead Training
559	10/03/2009	Presentation Skills (half day)	0	TBA	09:30	13:00	
638	11/03/2009	Learning Disabilities (LES)	0	Hilltops MC	09:30	16:00	Christina Sosseh
592	18/03/2009	In Focus - ENT and Dermatology	0		09:30	16:30	Sara Ladyman
605	25/03/2009	HMK Clinical Discussion Meeting - COPD	0	Heron's Lodge	12:30	14:00	Dr Bhattacharya
606	31/03/2009	Contraceptive Update for Primary Care	0	Heron's Lodge	09:15	16:00	Frankie Brown
604	07/04/2009	HMK Clinical Discussion Meeting - Stroke	0	NHS Direct	12:30	14:00	Dr Duodu
596	15/04/2009	Venepuncture/Phlebotomy	0	TBA	10:30	16:30	Gary Jones
632	21/04/2009	In Focus Urology, Endocrinology and Respiratory Medicine	0		09:30	16:30	Sara Ladyman
607	23/04/2009	Introduction to Asthma and Rhinitis	0	Heron's Lodge	09:15	16:00	Frankie Brown
608	01/05/2009	Wound Care – Introduction (for HCAs)	0		09:30	16:00	Cath Jamieson
595	05/05/2009	Wound Care - The Next Stage	0		09:30	16:30	Sally McCornack
558	12/05/2009	Bid Writing (half day)	0	Parkside MC	09:30	12:30	Jeannie Ablett and John Parnell
610	13/05/2009	Introduction to COPD	0	Heron's Lodge	09:15	16:00	Frankie Brown
633	15/05/2009	Ear Care	0		09:30	16:30	Sally McCornack
611	15/05/2009	CME Programme (Subject TBC)	0	Postgrad	09:30	16:30	
614	19/05/2009	Update on COPD	0	Heron's Lodge	13:30	16:00	Frankie Brown
613	19/05/2009	Update on Asthma	0	Heron's Lodge	09:00	12:30	Frankie Brown
612	19/05/2009	HMK Clinical Discussion Meeting - GI	0		12:30	14:00	
634	23/05/2009	In Focus Oncology, Haematology & Microbiology	0		09:30	16:30	Sara Ladyman
639	11/06/2009	Learning Disabilities (LES)	2	Hilltops MC	13:00	16:00	Christina Sosseh
615	19/06/2009	CME Programme (Subject TBC)	0	Postgrad	09:30	13:00	
635	19/06/2009	Cannot Miss:Must Not Miss (Nurse Triage)	0	De Vere Venues	09:30	16:30	Bead Training
616	23/06/2009	In Focus Neurology, Ophthalmology, & GI	0	NHS Direct	09:30	16:30	Sara Ladyman
618	25/06/2009	HMK Clinical Discussion Meeting - AGM	0		12:30	14:00	

619	14/07/2009	Wound Closure	0		09:30	16:30	Cath Jamieson
621	18/09/2009	CME Programme (Subject TBC)	0	Postgrad	09:30	13:30	
622	24/09/2009	Spirometry Interpretation	0	Hérons Lodge	13:30	16:30	Frankie Brown
624	08/10/2009	Venepuncture/Phlebotomy	0		10:30	16:30	Gary Jones
623	13/10/2009	Sexual Health in the Primary Care Setting	0	Hérons Lodge	09:15	16:00	Frankie Brown
625	23/10/2009	CME Programme (Subject TBC)	0	Postgrad	09:30	13:00	
636	TBA	Clinical Discussion Meeting	0		12:30	14:00	
626	20/11/2009	Menopause and the Older Woman	0	Hérons Lodge	09:00	16:00	Frankie Brown
627	25/11/2009	CME Programme (Subject TBC)	0		09:30	13:00	
628	03/12/2009	Smear Takers' Update	0	Hérons Lodge	09:00	16:00	Frankie Brown
637	14/01/2010	CME Programme (Subject TBC)	0	Postgrad	09:30	16:30	
629	26/03/2010	CME Programme (Subject TBC)	0	Postgrad	09:30	13:00	

Thank you to all those who have hosted workshops for the above programmes. If you would like to host a training session in return for a free place on the course please contact Christina Machan on 07742675000.

Some programmes are in the process of being designed or finalised, these include HR sessions, Financial workshops for PMs and H pylori bactor (LES). Details of these and others will be sent to you via email. These and other developments can also be on your website.

Your thoughts and contributions towards the production of the training programme are valued.

health:mk Clinical Discussion Dates 2009 12.30pm – 14.00pm Sandwich lunch provided CPD Certificate	CME Programme Dates 2009/10 0930 – 13.00 at MKPG Fruit & Cake provided Certificate
Tuesday 24th February Prescribing Heron's Lodge Lead: Janet Corbett	Wednesday 18th February Understanding Blood Test Results
Wednesday 25th March COPD Heron's Lodge Lead: Dr Bhattacharya	Wednesday 4th March Cytology Update
Tuesday 7th April Stroke NHS Direct, Willow Rm Lead: Dr Duodu	Friday 15th May
Tuesday 19th May GI Session Heron's Lodge	Friday 19th June
Thursday 25th June health:mk AGM TBA	Friday 18th September
September TBA Topic & Venue TBA	Friday 23 October
December TBA Topic & Venue TBA	Friday 27th November 2010
	Thursday 14th January
	Friday 26th March

2009

January

Anticoagulation



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: Library Newport Pagnell Medical Centre

Date: See above January & March 2009

Time: 09.00 ~ 12.30 or 13.00 ~16.30

Lunch: Provided

February

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

Diabetes: Providing Effective Care



Developed specifically for HCAs (Day 2)

**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: **February 9th**
Time: 9.30 ~ 16.00
Lunch: Please bring a lunch that a diabetic would eat



Introduction to Contraception and Reproductive Sexual Health- Day 1

Tutor	Frankie Brown
Cost	£35
Venue	Herons Lodge MK
Date	13th February
Time	09.15-16.00
Lunch	Provided

Learning Outcomes

1. To help raise awareness of developments and provide up to date information about contraception
2. Provide knowledge of all methods of contraception with specific development in skills of delivering emergency contraception
3. Allows discussion of relevant practice problems and their solutions
4. Develop an awareness of how attitudes and values may affect practice
5. Understand the importance of ongoing professional development

To book your place please send a cheque for **£35.00 payable to F Brown** - with a copy of the **Frankie Brown booking form** on the back of the flier



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 ~ 13.00
Lunch:	Provided



In Focus

Cardiovascular Systems, Care of the elderly

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: Hilltops Medical Centre
Date: 25th February
Time: 09.30 ~16.30
Lunch: Please bring own

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

- 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: Please bring own

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

2 Key Management Workshops



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

Tutor: Deb Gold

Aims & Objectives

The remaining two short, sharp sessions that began in January 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 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: Newport Pagnell Medical Centre
Date: See above March 2009
Time: 09.00 ~ 12.30 or 13.00 ~16.30
Lunch: Provided



Learning Disabilities (LES) Workshop

This workshop has been organised to support you in achieving the Learning Disabilities LES. Suitable for nurses, HCAs and others.

Tutor: Christina Sosseh
Cost: Free to Surgeries within MK
Venue: Hilltops MC (Great Holm)
Date: 11th March 2009
Time: 09:30 – 16:00

There is a second half day on June 11th



In Focus ENT & Dermatology

Anyone involved with medical records who would like more clarification about specific medial 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

Tutor: Sara Ladyman
Cost: £75
Venue: Ashfield MC Beanhill
Date: 18th March
Time: 09.30 ~ 16.30
Lunch: Take own



health:mk Clinical Discussion Meeting

Title COPD
Venue: Heron's Lodge
Lead: Dr Bhattacharya
Date: 25th March 2009
Time: 12.30 ~ 14.00
Lunch: Provided



Contraceptive Update for Primary Care

Tutor	Frankie Brown
Cost	£40
Venue	Herons Lodge MK
Date	31st March
Time	09.15-16.00
Lunch	Provided

(for nurses that already have a FP Cert or equivalent)

- 9.00 Coffee and Registration
- 9.15 Introductions and an Exploration of current practice
- 9.45 Quiz of prior knowledge
- 10.30 Coffee
- 11.00 What's new in the last 1-2 years
- 12.00 LARCS
- 13.00 LUNCH
- 13.45 Case studies within the wider sexual health consultation
- 15.30 Where can you extend your skills and practice?
- 16.00 Evaluations and Forward to practice

Learning Outcomes

1. To help maintain awareness of developments and up to date of information about contraceptive issues.
2. Demonstrate a critical understanding of key reproductive and sexual health issues in the contraceptive consultation
3. Allows discussion of relevant practice problems and their solutions
4. Develop an awareness of how attitudes and values may affect practice
5. Raised awareness of ongoing development of practice and professional accountability within the contraceptive field

To book your place please send a cheque for **£40.00** payable to **F Brown** - with a copy of the **Frankie Brown booking form** on the back of this flier

April

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: Hilltops Medical Centre
Date: 15th April 09
Time: 10.30 ~ 16.30
Lunch: Provided



In Focus

Urology, Endocrinology & Respiratory

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: Would you like to host this for a free place?

Date: 21st April

Time: 09.30~16.30

Lunch: Take own

Introduction to Asthma and Rhinitis



Tutor Frankie Brown

Cost £35

Venue Herons Lodge MK

Date 23rd April

Time 09.15-16.00

Lunch Provided

9.00am	Coffee and registration
9.15am	Introductions to the day
9.30am	Anatomy and Physiology (A quick visit)
10.00am	What are asthma and rhinitis? - The allergic cascade
10.45am	COFFEE
11.05am	How do we diagnose? + Quick tips for recognition in other consultations
12.00md	Medications - an overview
1.00pm	LUNCH
2.00pm	Inhalers in common use - A practical session
3.15pm	The Acute attack and other practice problems
4.00pm	Training issues - what's available? Local and national
4.30pm	Evaluations and close

Learning Outcomes

- 1) To help understanding of the physiology of asthma and rhinitis
- 2) Develop a basic understanding of medications for both asthma and rhinitis
- 3) Knowledge of all inhalers with specific skills in the common types
- 4) Allow discussion of relevant practice problems and their solutions
- 5) Understand the importance of ongoing professional development

To book your place please send a cheque for £35.00 payable to F Brown - with a copy of the Frankie Brown booking form on the back of this flier

May

Wound Care – An Introduction (HCAs)



New Nurses and HCAs

Tutor: Cath Jamieson

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

Maximum 12 people

Cost: £75

Venue: TBC

Date: 1st May 09

Time: 09.30 ~16.00

Lunch: Please bring own



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

Maximum 12 people

Cost: £75

Venue: TBC

Date: 5th May 09

Time: 09.30 ~ 16.30

Lunch: Please bring own



Bid Writing for *health:mk* Practice Development Fund 2009/10

For anyone involved in putting a bid together

Tutors: Jeannie Ablett & John Parnell

Aims & Objectives

This workshop will support writing bids for the practice development fund. It will cover the following

- How to write a succinct bid
- Including your expected outcomes
- Ideas and examples of previous successful bids
- Examples of the documentation to be completed

Cost: Free to HMK Practices

Venue: Hilltops Medical Centre (Kensington Drive, Great Holm, MK8 9HM)

Date: 12th May

Time: 09.30 ~ 12.30

Lunch: Half day



Introduction to COPD

Tutor	Frankie Brown
Cost	£40
Venue	Herons Lodge MK
Date	13th May
Time	09.15-16.00
Lunch	Provided

9.00am	COFFEE and registration
9.15am	Introductions to the day
9.30am	Anatomy and Physiology (A quick visit)
10.00am	What is COPD?
10.45am	COFFEE
11.05am	How do we diagnose? + Quick tips for recognition in other consultations
12.00md	Medications - an overview
1.00pm	LUNCH
2.00pm	Inhalers & Spirometry - A practical session
3.15pm	TEA
3.30pm	The Acute exacerbation and other practice problems
4.15pm	Training issues - what's available? Local and national
4.30pm	Evaluations and close

Learning Outcomes

- 1) To help understanding of the physiology of COPD
- 2) Develop a basic understanding of medications for COPD
- 3) Knowledge of inhalers and spirometry
- 4) Allow discussion of relevant practice problems and their solutions.
- 5) Understand the importance of ongoing professional development

A second follow up day can be organised for those who wish to move their skill on.

To book your place please send a cheque for £40.00 payable to F Brown - with a copy of the Frankie Brown booking form



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

CME

Part of Nurse /HCA CME Programme

Tutor: TBC



Cost: *Please send cheque and booking form directly to Sue Melhuish at the PG Centre*

Free to CME Members

£20 places available to non members

Venue: MK Post Grad Centre

Date: Friday 15th May 2009

Time: 09.30 ~ 13.00

Lunch: Provided



health:mk Clinical Discussion Meeting

Title GI

Venue: TBA

Date: 19th May 2009

Time: 12.30 ~ 14.00

Lunch: Provided



Update on Asthma (am) and COPD (pm)

Tutor: Frankie Brown

Cost: £30 per half day session.

Venue: Heron's Lodge

Date: 19th May

Time: 09:00 to 12:30 for Asthma 1:30 to 4:00 for COPD

Lunch: Provided for all – 1:00pm

Aimed at

Practice Nurses with experience in these areas.

To book your place please send a cheque for £30.00 payable to F Brown - with a copy of the Frankie Brown booking form



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: TBC
Date: 23rd May
Time: 09.30~16.30
Lunch: Please bring own

June

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: £155
Venue: If you would like to host this for a free place please contact Christina
Date: TBC
Time: 09.30 ~ 16.30
Lunch: Provided



Learning Disabilities (LES) Workshop

This workshop has been organised to support you in achieving the Learning Disabilities LES. Suitable for nurses, HCAs and others.

Tutor: Christina Sosseh
Venue: Hilltops MC (Great Holm)
Date: 11th June 2009 (2nd half day)
Time: 13:00 – 16:00



CME

Part of Nurse /HCA CME Programme
Tutor: TBC

Cost: *Please send cheque and booking form directly to Sue Melhuish at the PG Centre*

Free to CME Members

£20 places available to non members

Venue: MK Post Grad Centre
Date: 19th June 2009
Time: 09.30 ~ 13.00
Lunch: Provided

In Focus



Neurology, Ophthalmology and GI

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

health:mk Clinical Discussion Meeting



Title AGM
Venue: TBA
Date: Thursday 25th June 2009
Time: 12.30 ~ 14.00
Lunch: Provided

July

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: Please bring

September 2009



***health:mk* Clinical Discussion Meeting**

Title: Alcohol and Domestic Violence
Venue: TBA
Date: 16th September 2009
Time: 12.30 ~ 14.00
Lunch: Provided



CME

Part of Nurse /HCA CME Programme
Tutor: TBC

£20 places available to non members
Venue: MK Post Grad Centre
Date: 18th September 2009
Time: 09.30 ~ 13.00

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

- 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: 8th October 2009
Time: 10.30 ~ 16.30
Lunch: Provided

November 2009

health:mk Clinical Discussion Meeting

Title TBA
Venue: TBA
Date: 17th November 2009
Time: 12.30 ~ 14.00
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 (Not CME nor Frankie Brown workshops)

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 Savill 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. **NB All CME Booking Forms & Cheques must go to: Sue Melhuish at the MKPG Centre. For Frankie Brown courses please use the next booking form.**

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.

Booking Form - Frankie Brown workshops.

To book your place on any workshop facilitated by Frankie Brown.

I wish you to reserve a place on the following course:

At Herons Lodge Milton Keynes on (date) _____

Send, with cheque for £_____ to:-

F. Brown, Keepers Cottage, Honeyburge, Boarstall, Aylesbury, Bucks
HP18 9UU

NAME _____

ADDRESS _____

PHONE _____

e-mail _____

Confirmation of venue and attendance will be sent by email or SAE
(please enclose with application if required)