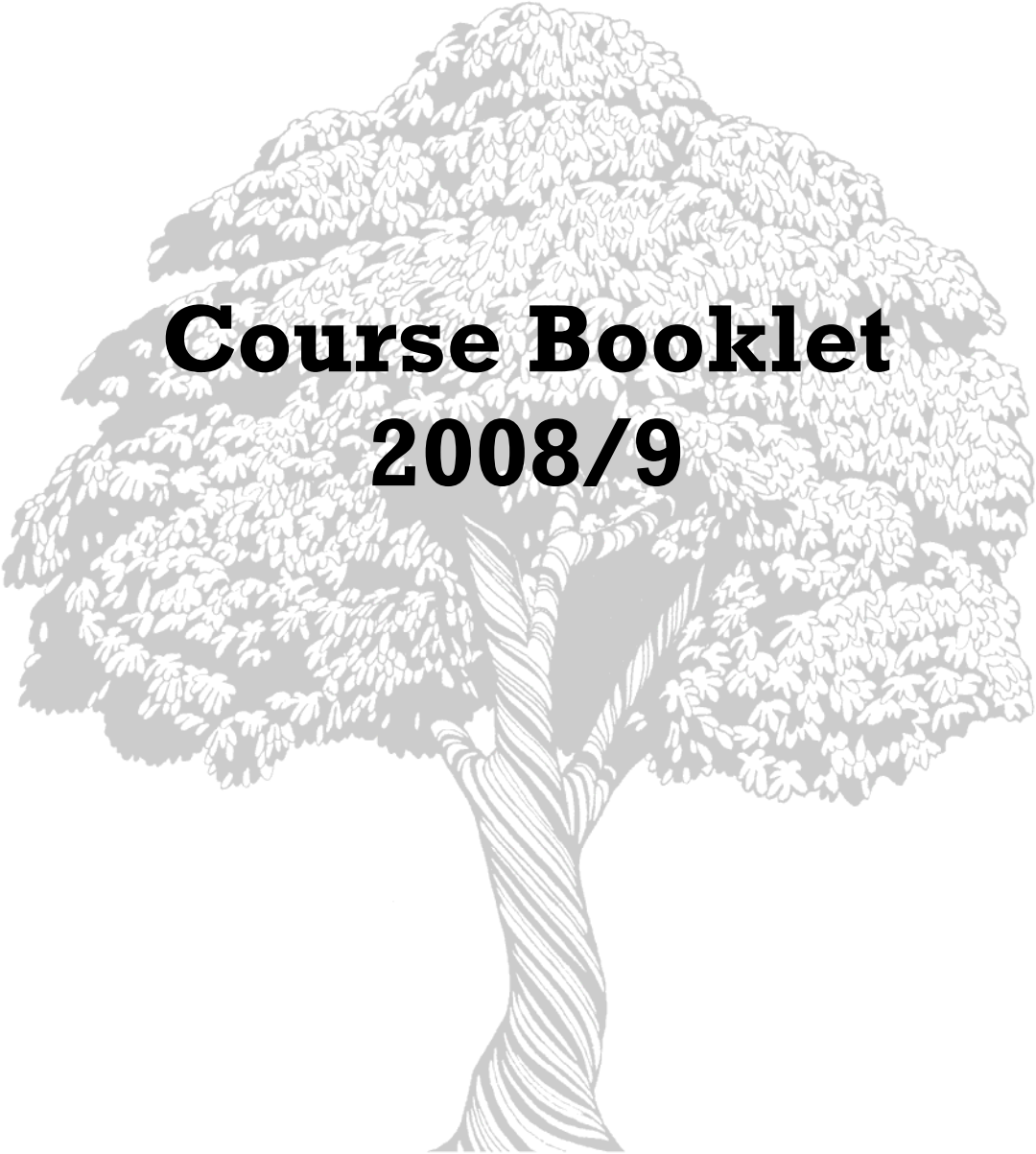


*health:mk*

Learning and Working Together



# Course Booklet 2008/9

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](mailto:lizzie.thomas@mkpct.nhs.uk) or phone Lizzie Thomas on 01908 340974 for the BACS details. Don't forget to email [Christina.machan@mkpct.nhs.uk](mailto:Christina.machan@mkpct.nhs.uk) or send an on line booking form to Christina to let her know you are coming

<http://www.learningwithhealthmk.org>

## September

### **'Flu Vaccs Programme**

**HCA's and new practice nurses**

**Tutors: Gary Jones CBE, Sally McCornack**

#### **Aims & Objectives**

This 3 day programme will support new learning and provide a comprehensive understanding of 'flu, vitamin B12 and Pneumococcal vaccinations.

- Promote an understanding of how immunity works and types of vaccines
- Understand immunisation policies as laid down by the DoH
- Describe the types of conditions for which vaccinations are used
- Communication, developing partnerships and legal issues (consent, confidentiality, negligence, vicarious liability)

**Cost: £190**

**Venue: NHS Direct**

**Date: 8<sup>th</sup>/26<sup>th</sup> September and 10<sup>th</sup> October**

**Time: 09.30 ~ 16.30**

**Lunch: Please take own**

Further programme booked for February and June 2009

### **CME Urology**



**Part of Nurse /HCA CME Programme**

**Tutor:**

**Cost: Free to CME Members**

**£20 places available to non members**

**Venue: MK Post Grad**

**Date: 12th September**

**Time: 09.30 ~13.00**

**Lunch: Provided**

### **Care Planning Training (Diabetes)**



**Practice teams**

**Tutor: Jill Rodgers**

#### **Aims & Objectives**

Care planning can be defined as a process that offers people active involvement in deciding, agreeing and owning how their diabetes will be managed. It aims to help people with diabetes achieve optimum health through a partnership approach with health professionals in order to learn about diabetes, manage it and related conditions better and to cope with it in their daily lives. Care planning is one of the key interventions required to achieve Standard 3 of the Diabetes National Service Framework: *empowering people with diabetes*.

**Cost: Funded**

**Venue: Herons Lodge**

**Date: 17<sup>th</sup> September**

**Time: 10.30 ~ 16.30**

**Lunch: Provided**



## **Introductory Workshop in Medical Terminology**

**Medical secretaries, data analysts and others who would find this useful**

**Tutor: Sara Ladyman**

### **Aims & Objectives**

This workshop will provide new and non clinical staff with the essential tools to undertake and confidently handle medical jargon in the workplace.

- Origins and structure of medical terms
- Anatomy & physiology of the human body
- Diseases and conditions associated with specialist areas
- Surgical procedures, diagnostic tests and investigations
- Medical abbreviations, symbols and acronyms

**Cost: £75**

**Venue: Ashfield Medical Centre (1 Perrydown, Beanhill, MK6 4NH)**

**Date: 24<sup>th</sup> September**

**Time: 0.930 ~ 16.30**

**Lunch: Take own**

## **Helicobacter pylori testing**



**Practice nurses, HCAs**

**Tutor:**

**Cost: Funded**

**Venue: Parkside MC**

**Date: 25th September**

**Time: From 12.30 ~ 14.00 (3 rolling lunch time sessions)**

**Lunch: Provided**

## **Flu Vaccs Update**



**(Nurses & HCAs who have completed initial training)**

**Tutors: HPA**

### **Aims & Objectives**

To ensure that everyone involved in the forthcoming flu campaign is up to date with new legislation.

**Cost: Funded**

**Venue: MK Post Grad**

**Date: 26<sup>th</sup> September**

**Time: 09.30 ~ 13.00**

**Lunch: Provided**

**6<sup>th</sup> October**



**Read Code/Data Quality Seminar (Basic/Refresher)**

**Data analysts or those responsible for taking this role forward**

**Tutor: Insight Solutions**

**Aims & Objectives**

Read Codes are pivotal to every bit of data entered into the clinical system.

They determine

- Past medical history of patients
- On going clinical care
- Clinical governance
- Income

This workshop will ensure that anyone entering data on to the system has received the appropriate training. The programme will cover

- What are Read Codes
- Why we need to code
- Alternatives to coding
- Using Read Codes – hierarchy and working structure; Read Code Chapters; Searching for the right Read Codes; Making coding easier
- Browsing the hierarchy
- Common errors
- Abbreviations within codes
- Data quality

**Cost: £60**  
**Venue: Parkside medical Centre**  
**Date: 6<sup>th</sup> October 08**  
**Time: 09.30 ~ 12.00**  
**Lunch: Half day only**



**Read Code/Data Quality Seminar (Advanced)**

**Data Analysts who have had experience in role**

**Tutor: Insight Solutions**

**Aims and Objectives**

This workshop is for those that have been coding for a while and wish to take their understanding to another level.

**Cost: £60**  
**Venue: Parkside Medical Centre**  
**Date: 6<sup>th</sup> October**  
**Time: 13.30 ~ 16.00**  
**Lunch: Half day only**

## **NEW**

### **Receptionist Front Line Skills Programme**



**For those who have joined the team within the past 9-12 months**

**Tutor: Sara Ladyman**

#### **Aims & Objectives**

- Confidentiality, data protection and FOI
- Basic principles of copyright legislation
- Risk management
- Health & Safety
- Understanding stress
- Communication
- Emotional intelligence
- Dealing with difficult patients and situations

**Cost: £175**

**Venue: Ashfield Medical Centre, (1 Perrydown, Beanhill, MK6 4NH)**

**Date: 7<sup>th</sup> October; 22<sup>nd</sup> October; half day 29<sup>th</sup>**

**Time: 10.30 ~ 16.30**

**Lunch: Provided**

### **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: 10<sup>th</sup> October**

**Time: 09.30 ~ 13.00**

**Lunch: Provided**

### **Interview Skills**



**A short sharp session for anyone likely to be on an interview panel and may be new to interviewing**

**Tutor**

**Aims & Objectives**

This session will give the core principals of what is expected at interviews. Longer sessions with time to practise interviews can be arranged.

**Cost: £55**

**Venue: TBC**

**Date: 10<sup>th</sup> October**

**Time: 9.30 ~ 13.00**

**Lunch: Half day session**



## 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, Whalley Drive, Bletchley

**Date:** 19<sup>th</sup> October

**Time:** 9.30 ~ 13.00

**Lunch:** Half day session

### 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

# Conference

For all *non* clinical staff who have a patient-related role.  
**'Smiling Through Gritted Teeth'**

**This conference will run twice in one day. A morning or afternoon session may be selected.**

## Aims & Objectives

To provide a greater understanding about team working, explore how we operate on the front line, focus on how we can deliver an enhanced service to the patient and take an in-depth look at how to deal with difficult people and situations.



**Tutor / Facilitator Phil Hawthorn**

## Smiling Through Gritted Teeth

### Session 1

- Active listening
- What is assertiveness really? Can we do it?
- Some tips and techniques for 'Saying it Right'
- Putting this into practice
- Your rights – what you should expect from your colleagues
- PAP (Personal Action Plan) considering past situations - what you would do differently when it happens again?

### All in a days Work

#### Session 2

- Prioritisation – the best way to manage your time
- Your time eaters – what are they?
- Personality & time management – Type A and Type B personalities, exploration of why we sometimes hate each other
- Zapping the Tolerations
- Magic Wand – table discussions
- Saying “no” politely – the number 1 time management technique.
- Some more ideas, techniques to overcome procrastination, tips sheet, appointments with tasks, to do lists, interruptions, the telephone
- PAP (as session 1)

**Cost**            **£15**    **(£30 to those outside MK)**  
**Venue:**        **New City Church**  
**Date:**         **6<sup>th</sup> November**  
**Time:**         **09.30 ~ 12.30 Or 13.30 ~ 16.30** *(please select one of the time slots)*  
**Lunch:**        **begins at 12 .30 and is provided for both group sessions**

## Pensions Update



For PMs who are part of the Fairway Pension Scheme  
**Tutor: Philip Weatherill**

### Aims & Objectives

Update or refresh on new rules and legislation. A small amount of time will be given to continued learning, development and questions.

**Cost:** Complimentary with service provision  
**Venue:** TBC  
**Date:** 13<sup>th</sup> November  
**Time:** 09.30 ~ 12.30  
**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:** 17<sup>th</sup> November (Day 2 is February 9<sup>th</sup> 2009)  
**Time:** 9.30 ~ 16.00  
**Lunch:** Please bring a lunch that a diabetic would eat

## **Employment Law Update**



Managers and those with HR responsibilities

**Tutor:**

### **Aims & Objectives**

- **To support existing knowledge and understanding**
- **Update on new legislation and changes within the law**
- **Opportunity to discuss issues of concern**

**Cost:** £55  
**Venue:** TBC  
**Date:**  
**Time:** 09.30 ~ 13.00  
**Lunch:** Half day session

## **December**

### **Recruitment and Retention**



Managers and those with HR responsibilities

**Tutor:**

### **Aims & Objectives**

- **Stages of recruitment and selection**
- **Designing and preparing the documentation**
- **Attracting candidates**
- **Short listing**
- **Contracts of employment**
- **Staying within the law**

**Cost:** £55  
**Venue:** TBC  
**Date:** 03 December  
**Time:** 09.30 ~ 13.00  
**Lunch:** Half Day session

**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: 14<sup>th</sup> 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 <sup>th</sup> January	09.00~12.30
Time management & Managing Meetings	Wednesday	28 <sup>th</sup> January	13.00~16.30
Developing your skills to get the best out of people	Wednesday	04 <sup>th</sup> March	09.00~12.30
Team Management & Development Skills	Wednesday	04 <sup>th</sup> 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:** 04<sup>th</sup> February  
**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 26<sup>th</sup> & 27<sup>th</sup> 2009  
**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:** 18<sup>th</sup> February 2009  
**Time:** 09.30 ~ 16.30  
**Lunch:** Provided

### **Bid Writing**



For anyone involved in putting a bid together  
**Tutors: Jeannie Ablett & John Parnell**  
**Aims & Objectives**

**Cost:** £55  
**Venue:** TBC  
**Date:** 20<sup>th</sup> February  
**Time:** 09.30 ~ 12.30  
**Lunch:** Half day

**NEW**

### **In Focus**

#### **Cardiovascular Systems, Care of the elderly**



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:** TBC  
**Date:** 25<sup>th</sup> February  
**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:** 4<sup>th</sup> 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 <sup>th</sup> March	09.00~12.30
Team Management & Development Skills	Wednesday	04 <sup>th</sup> March	09.00~12.30

**Cost:** £55 half day or £75 full day  
**Venue:** NHS Direct (Pine Room)  
**Date:** See above March 2009  
**Time:** 09.00 ~ 12.30 or 13.00 ~16.30  
**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:** 6<sup>th</sup> & 7<sup>th</sup> March  
**Time:** 09.30 ~ 16.30  
**Lunch:** Provided

### **Presentation Skills**

This session is for anyone wanting to get over the hurdle of presenting to groups of people for the first time.



**Tutor**

### **Aims & Objectives**

- Outline the basic principles of public/group presentation
- Construct a presentation
- How to hold the attention of the group
- Barriers to coming across as you would wish

**Cost:** £55  
**Venue:** TBC  
**Date:** 10<sup>th</sup> March  
**Time:** 09.30~12.30  
**Lunch:** Half day session

**NEW**

**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.

**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:**  
**Date:** 18<sup>th</sup> March  
**Time:** 09.30 ~ 16.30  
**Lunch:** Take own

**April**

**NEW**

**In Focus  
Urology, Endocrinology & Respiratory**



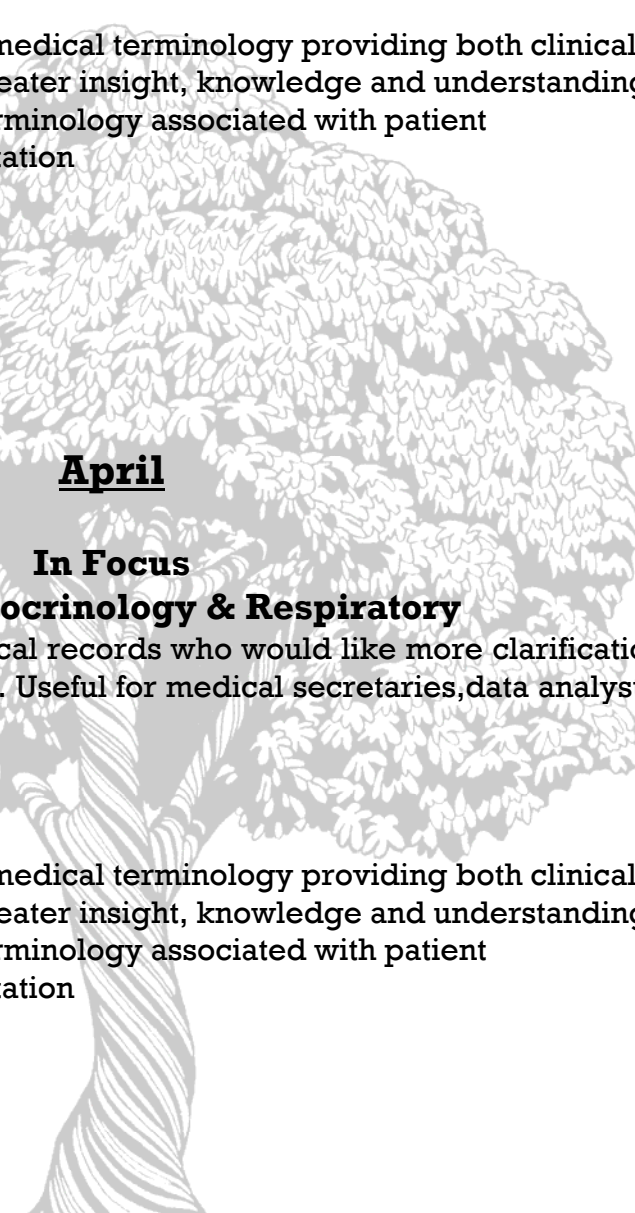
Anyone involved with medical records who would like more clarification about specific medial terms. Useful for medical secretaries, data analysts, HCAs or new nurses.

**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:**  
**Date:** 21<sup>st</sup> April  
**Time:** 09.30~16.30  
**Lunch:** Take own



## **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: 30<sup>th</sup> April 09**

**Time: 09.30 ~ 16.30**

**Lunch: Take own**

### **Wound Care – An Introduction**

New Nurses and HCAs

**Tutor: Sally McCornack**



#### **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: 5<sup>th</sup> May 09**

**Time: 09.30 ~16.00**

**Lunch: Please bring own**

## Venepuncture/Phlebotomy



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

**Tutor Gary Jones CBE**

### **Aims & Objectives**

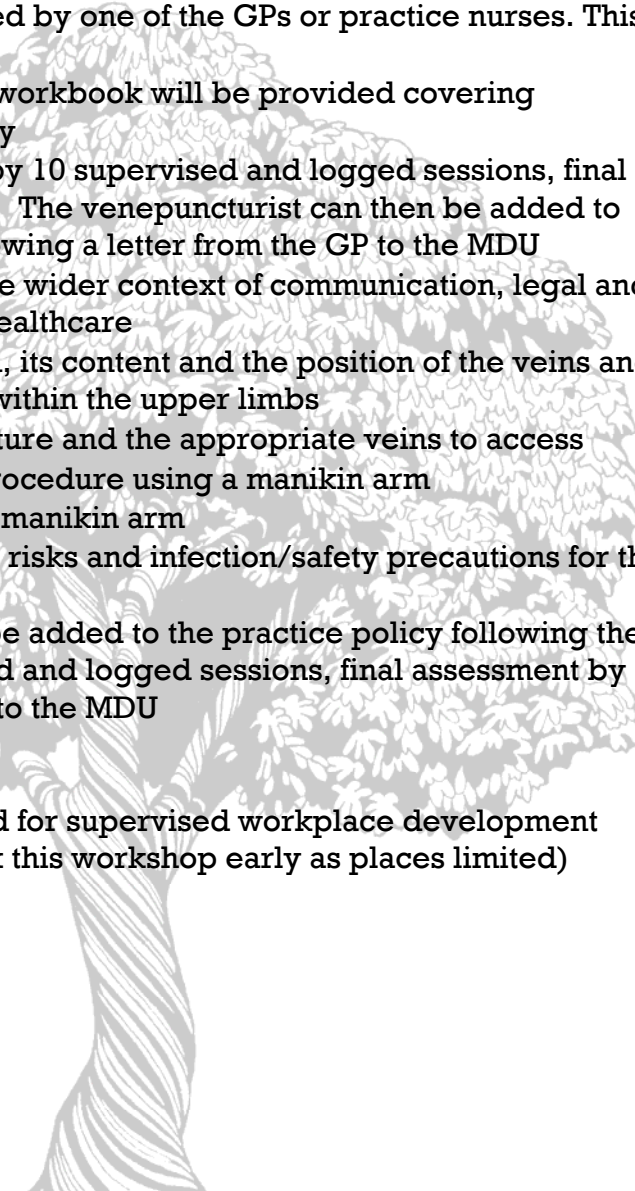
This course has been introduced to support new post being phased in to primary care and can form the first phase of training for HCAs. It is recommended that each person wishing to undertake this training and carry out this role be supported by one of the GPs or practice nurses. This course is in 2 stages

- 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:** 15<sup>th</sup> April 09  
**Time:** 10.30 ~ 16.30  
**Lunch:** Provided



## **May**

### **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:** 15<sup>th</sup> 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 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: 23<sup>rd</sup> 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: 13<sup>th</sup> 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

- Self directed study – A workbook will be provided covering anatomy and physiology
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- Venepuncture within the wider context of communication, legal and professional issues in healthcare
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- 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:** 15<sup>th</sup> October 2009  
**Time:** 10.30 ~ 16.30  
**Lunch:** Provided