5 standards you can expect from Learning and Development

The Learning and Development Department is a corporate team within Nottinghamshire Healthcare NHS Foundation Trust. The Department exists to support the learning and organisational development of the whole Trust, its 8800+ clinical and non-clinical colleagues and its stakeholders.

If you work within the Forensic Services Division, Local Services Division, the Health Partnerships Division or for Corporate Services, Learning and Development colleagues are available to support you and your team.

The Learning and Development Department has six key delivery areas:

- Essential Training
- IT Training
- Leadership, Management and Team Development
- Recovery
- Skills for Work and Life
- Therapeutic and Clinical Skills

The Learning and Development Department ensures the principles of the 6Cs – Care; Compassion; Competence; Communication; Courage and Commitment are embedded and implicit into the learning and development delivery.

1. A department that remains divisionally aligned and organisationally integrated
   - Learning and Development teams supporting each clinical division directly but sharing expertise and skills Trustwide
   - 95% of courses available to all clinical staff from all three clinical divisions
   - Supporting each clinical division to obtain and maintain an Essential Training target of 85% or above

2. Training and education that is supported, delivered and co-produced directly or indirectly with service users
   - Individuals with lived experience employed within Learning and Development
   - Recovery packages delivered as a specialism of the Department
   - Working in partnership with Nottingham and Nottinghamshire Recovery Education Colleges

3. A consistently evaluated, reviewed and refreshed suite of learning and development opportunities
   - A suite of updated e-Learning packages
   - Routine standardised evaluation and innovative approaches to capture customer response to training
   - Annually refreshed Prospectus of courses available electronically and via hard copy

4. A responsive, customer facing team
   - Responding to email, telephone and face to face enquiries quickly and efficiently
   - Timely presentation of reports, data entry and record keeping
   - Event and conference co-ordination

5. Support to explore your and your team’s maximum personal and professional development
   - Educational development and academic attainment
   - Leadership and team development potential
   - Technical knowledge: acquired, maintained, developed and refreshed
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Essential Training Performance by Division August 2014 to July 2015

The Trust Board has overall responsibility for determining essential training in order to reduce organisational risks and comply with policy and government guidelines. In order to govern this the Trust Board has set a performance target that “85% of staff within the 4 divisions (Forensic Services, Local Services, Health Partnerships and Corporate Services) must be in date with their essential training requirements”.

The graph on the left shows the performance and compliance of each of the Trust’s divisions against the Trust Board target for the period August 2014 to July 2015.
Essential Training

Highlighted within this Essential Training Prospectus are the events and opportunities available to staff within the Trust to meet their essential training requirements.

The Trust has defined statutory and essential training as follows:

- **Statutory Training** – training which the Trust is legally required to provide as defined by law or where a statutory body has instructed organisations to provide training on the basis of legislation, for example Fire Safety Training.
- **Essential Training** – this training is determined essential by the Trust for the safe and efficient running in order to reduce organisational risks and comply with policies and government guidelines, for example Managing Violence and Aggression Training.

All directorates and services have undertaken an essential training needs analysis in association with the Learning and Development Department. As a result all directorates and services have produced their own specific essential training grids making the training more appropriate and relevant to their area of work. Staff should refer to the locally devised grids to determine the essential training which is attached to their individual roles. The Workforce, Equality and Diversity Committee oversee the proposed addition of any training deemed to be essential which has a Trust wide impact.

In response to Trust and more localised requirements, the Learning and Development Department has developed a number of routes for undertaking essential training including face to face delivery, e-Learning modules and Block Training.

The Trust target for the completion of essential training was raised in 2014 from 70% to 75%. All divisions achieved 85% or above at the end of March 2015.

E-Learning continues to be a popular choice for completing essential training and there is continued work on reviewing and re-writing existing packages and devising new packages as required.

We have developed sophisticated information systems which provide timely and accurate reports for the Board and other meetings as required. Individuals can now view their own training records via the Trust Intranet site.

Please note that any member of staff can access essential training for personal use – training which the Trust is legally required to provide as defined by law or where a statutory body has instructed organisations to provide training on the basis of legislation, for example Fire Safety Training. Essential Training – this training is determined essential by the Trust for the safe and efficient running in order to reduce organisational risks and comply with policies and government guidelines, for example Managing Violence and Aggression Training.

An automatic booking onto the Essential Training Block will be triggered by the annual team skills refresher booking. This will take place approximately four to six weeks prior to the training. Staff and their line manager will receive an email with details of the essential training booking at this time.

The training subjects that are included within the Essential Training Blocks are:

- Fire Safety
- Suicide Awareness * three yearly
- Treatment Risk * three yearly
- Hospital Life Support Refresher
- Safeguarding Children * three yearly
- Safeguarding Adults * three yearly
- Manual Handling * three yearly
- Equality and Diversity
- Food Hygiene
- Hand Hygiene and Infection Control * three yearly

Please note the three yearly courses are rostered onto the blocks to reflect this.

The timetables for each Essential Training Block are finalised approximately four to six weeks in advance. Therefore staff who do not need to access the whole block can access individual sessions on an ad hoc basis to meet their individual essential training requirements. To do this they should contact Edna Blades (Ext: 7550), email: Edna.Blades@nottshc.nhs.uk for any further information relating to Essential Training at Rampton please contact:

- Martin Jones
  - Training Manager
  - Ext: 7684
  - Email: Martin.Jones@nottshc.nhs.uk

The Essential Training Blocks at Rampton Hospital have been designed to incorporate the majority of essential training subjects that are required by direct care staff i.e. nursing staff, into a block that is attached to the team skills refresher.

The sessions include:

- Mental Health Act
- Mental Capacity Act
- Care Programme Approach
- Medicines Management
- Rapid Tranquillisation

Note: some sessions will be delivered by e-Learning and some will be delivered face to face.

Non Direct Days

For other professional groups there are a number of ‘non direct’ training days which incorporate Fire Safety, Basic Life Support, Manual Handling and Hand Hygiene training. These can be accessed as individual sessions or as a whole day.

To book onto any of these sessions please contact Edna Blades (Ext: 7550), email: Edna.Blades@nottshc.nhs.uk
Health Partnerships.

Indicative Content

- Basic Food Hygiene
- Care Programme Approach (CPA)
- Clinical Risk Assessment and Management
- Dementia
- Dual Diagnosis
- Equality, Diversity and Human Rights
- Fire Safety – Refresher (clinical staff MUST attend face to face training each year)
- Hand Hygiene
- Infection Prevention and Control
- Life Support (Introduction but does not satisfy the essential training requirement, attendance of a face to face session is required)
- Medicines Management
- Mental Capacity Act
- Mental Health Act
- Rapid Tranquilisation
- Safeguarding Vulnerable Adults Alarmer & Referrer
- Smoking Cessation
- Suicide Awareness and Prevention
- Autism Awareness
- Office Ergonomics (This course is suitable for non-clinical staff who are office based. It is NOT a substitute for face to face training for clinical staff who still need to complete a face to face Moving and Handling training course to meet their mandatory training requirements)
- Physical Healthcare Modules
- Insomnia Management
- Pressure Ulcers and the use of the Braden Risk Assessment
- Safe and Secure Handling of Vulnerable Adults
- A portfolio of e-Learning training opportunities have been developed that provide an alternative to face to face training.
- Other packages available include:
  - Bedrails
  - Oxygen Cylinder Safety
  - Physical Healthcare Modules
  - Glocapine
  - Covert Medication
  - Safe and Secure Handling of Controlled Drugs
  - Insomnia Management
  - Pressure Ulcers and the use of the Braden Risk Assessment

Teaching and Learning Strategy

- Various teaching strategies are used dependant upon role and directorate.
- Block Training days are set up in order to cover as many relevant essential training requirements as possible and training will be delivered at a number of different venues. Unless otherwise notified, due to the job role, staff from the Local Services and Health Partnerships Divisions are able to attend any of the courses advertised at any of the venues.

Further Information

For further information please contact:

Kevin Warren
Training Manager (Local Services and Health Partnerships)
Learning and Development
Email: Kevin.Warren@nottshc.nhs.uk

All areas within the Local Services and Health Partnerships Divisions have undertaken a training needs analysis identifying which staff require what essential training for their role.

All staff must take responsibility to complete and refresh their essential training as required. Essential Training is monitored through directorate business meetings. Overall, the divisions, in line with Trust requirements, must achieve a minimum target of 85% training.

Block Training days are set up in order to cover as many relevant essential training requirements as possible and training will be delivered at a number of different venues. Unless otherwise notified, due to the job role, staff from the Local Services and Health Partnerships Divisions are able to attend any of the courses advertised at any of the venues.

As well as face to face sessions much of the essential training is available on e-Learning and/or workbooks via the Learning and Development Intranet site.

Kevin Warren
Training Manager (Local Services and Health Partnerships)
Learning and Development
Email: Kevin.Warren@nottshc.nhs.uk

Teaching and Learning Strategy

Various teaching strategies are used dependant upon role and directorate.

Target Audience

All new employees to Nottinghamshire Healthcare NHS Foundation Trust.

Duration

Dependant upon role and directorate.

Workshops Available

Induction always commences on the first Monday of each new calendar month unless falling on a bank holiday for which the following Monday will be used.

Further Information

For further information please contact:

Core Induction Day, Local Services and Health Partnerships
Email: Learning.Development@nottshc.nhs.uk

Forensic Services

Sharon Allen (Rampton Hospital)
Tel: 01777 247826
Email: Sharon.Allen@nottshc.nhs.uk

Priti Parmar (Arnold Lodge)
Tel: 0116 2077792
Email: Priti.Parmar@nottshc.nhs.uk

Nicola Musgrave (Wathwood Hospital)
Tel: 01709 870853
Email: Nicola.Musgrave@nottshc.nhs.uk

Refresher Requirements

Induction is initially a one off programme of events but will, in some areas, cover certain essential training. This essential training will need to be continually updated as determined by your Directorate’s Essential Training Grid.

Learning Outcomes

Meets essential training requirements.

Indicative Content

Introduction to Mental Health and Older People
Conflict Resolution (Health Partnerships staff only)
Counter Fraud, Bribery and Corruption in the NHS
Non Clinical Risk Assessment and Management
RIDDOR Reporting - RCA Level 1 Investigation
Safeguarding Children and Vulnerable Adults - Level 1

Other packages available include:

- Bedrails
- Oxygen Cylinder Safety
- Physical Healthcare Modules
- Glocapine
- Covert Medication
- Safe and Secure Handling of Controlled Drugs
- Insomnia Management
- Pressure Ulcers and the use of the Braden Risk Assessment

Teaching and Learning Strategy

Contains courses covering essential and mandatory training topics along with many other training resources suitable for personal and career development.

The e-Learning system is accessible from any computer with an internet connection and is always online, which enables learners to access training at a time and place that suits their needs.

The e-Learning courses include interactive animations, case studies and self assessment questions to enhance the learning experience.

The e-Learning system is always being updated with new and revised courses.

Once the e-Learning has been completed and passed the individual’s training record will be automatically updated within 24 hours.

Target Audience

All employees of Nottinghamshire Healthcare NHS Foundation Trust.

Further Information

e-Learning Support

If you require an e-Learning account or need further assistance with using the e-Learning system please contact the Learning and Development Department at: elearningenquiries@nottshc.nhs.uk

e-Learning at Home

You can also complete e-Learning at home using the following link: http://www.skillspace.com/nottshc

Additional courses are also available for training or advice purposes on the e-Learning system.
Adult Vaccination and Immunisation Training

Session Description
This session will train registered clinical staff caring for adult patients in the safe supply and administration of vaccinations and immunisations for adults. It will also update those previously trained staff.

Learning Outcomes
- The aims of immunisation in relation to how the immune system and vaccines work against vaccine preventable diseases.
- The different types of vaccines used, their composition, storage, handling and correct administration of vaccines.
- Documentation, record keeping, reporting and the legal aspects of vaccination, current issues and controversies regarding immunisation.
- Anaphylaxis and other adverse events.

Indicative Content
- Understand the aims of vaccinations.
- Understand the immune system's response to vaccines.
- Understand the features of specific vaccines and any complications.
- Be aware of current issues or controversies involving vaccinations.

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information please email: Nigel.Buck@nottshc.nhs.uk

Refresher Requirements
The course is a three yearly update course.

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk
Care Programme Approach (CPA)
(Forensic Services and Local Services)

Session Description
CPA is the clinical process by which care is provided for all patients. It is the responsibility of all managers and their staff to ensure that individuals are practicing within both national and local CPA policy and procedures.

These training sessions aim to provide staff with a practical working knowledge and the necessary skills to be able to practice the Care Programme Approach.

Learning Outcomes
By the end of the session for Local Services participants will be able to understand:
- Background to CPA (full day)
- Personalisation, values and the CPA
- Refocusing the CPA
- Role, authority and responsibility of the Care Co-ordinator
- Transition points in care
- Service user and carer involvement
- Comprehensive assessment
- Managing risk effectively
- Care planning
- CPA and whole systems working
- Outcomes, evaluation and review
- How to practice in a recovery orientated way when applying the CPA process

For Forensic Services (with the exception of Low Secure and Forensic Community Services) CPA training is at awareness level and by the end of the session participants will be able to:
- Describe the four clinical parts that are the CPA process
- Understand how CPA is applied in a Forensic setting
- Appreciate how to practice in a recovery orientated way when applying the CPA process
- Feel confident to be able to undertake their role within the CPA process

Indicative Content

Local Services
- Background to CPA
- What is CPA?
- Roles within the CPA process
- The importance of CPA meetings
- Good report writing
- Involving patients and carers in the process
- Debate how to balance between clinical risk awareness within CPA
- The importance of information sharing
- Section 117 requirement
- MAPPA
- HoNOS (Health of the Nation Outcome Scale) – Full day or as required
- CPA documentation – Full day
- The Ten Essential Shared Capabilities
- Best Practice in Risk Assessment and Seven Day Follow-Up
- Safeguarding Children
- CPA documentation/Intranet – Full Day

Forensic Services
- Background to CPA
- What is CPA?
- Roles within the CPA process
- How CPA is applied within the Forensic Division
- MHA including Section 117 and aftercare planning
- MAPPA
- Information sharing
- What is the Recovery Process
- Report writing
- Positive risk taking

Target Audience
Please refer to your directorate or service Essential Training Needs Grid which has been developed locally. This training can also be completed via e-Learning for Forensic Services staff only as the Local Services package is currently being developed and this will be advertised when complete in due course.

Duration
Various.

Workshops Available
Various workshops are available throughout the year. This training can be completed via e-Learning for Forensic Services staff only.

Further Information
For further information please contact:
Jaswinder Basl (Local Services)
Tel: 0115 9334580
Email: Jaswinder.Basl@nottshc.nhs.uk
Tracy Rowe (Rampton Hospital)
Tel: 01777 247244
Email: Tracy.Rowe@nottshc.nhs.uk
Tony Earp (Arnold Lodge)
Tel: 0116 2077729
Email: Tony.Earp@nottshc.nhs.uk

Refresher Requirements
Please refer to your directorate or service Essential Training Needs Grid which has been developed locally. This can be achieved by attending a face to face session or completing the e-Learning package available through the Trust website.

Booking Details
To book onto the training please email:
Local Services
Learning.Development@nottshc.nhs.uk
Forensic
Edna Blades (Rampton Hospital)
Tel: 01777 247550
Email: Edna.Blades@nottshc.nhs.uk
Priti Parmar (Arnold Lodge)
Tel: 0116 2077792
Email: Priti.Parmar@nottshc.nhs.uk
Nicola Musgrave (Wathwood Hospital)
Tel: 07098 870853
Email: Nicola.Musgrave@nottshc.nhs.uk

Clinical Risk Assessment Training

Session Description
The aim of the Clinical Risk Assessment session is to give staff a short overview of risk management and the opportunity to consider their role in:
- Risk Assessment
- Incident Reporting
- Serious Untoward Incident Reporting
- and ultimately for staff to recognise and minimise risks at work.

Learning Outcomes
By the end of the session participants will be able to:
- Give identified hazards a risk rating
- Consider the ways the Trust minimises hazards and risks
- The relevant law
- Incident reporting procedure
- Community Serious Untoward Incidents
- Practical support

Teaching and Learning Strategy
A variety of teaching methods are used to encourage discussion, reflection, good team working and understanding.

Target Audience
Clinical staff within Health Partnerships.

Duration
One half hour
Conflict Resolution

Session Description
This course is mandatory training for NHS staff in Health Partnerships and requires updating every three years. This course is also open to none Health Partnerships staff. Employers have a responsibility to ensure that their staff are trained to assess rapidly changing situations, evaluate risks to themselves and others and act in the appropriate manner.

The training has evolved from the National Syllabus of Conflict Resolution Training and has been developed to assist staff in dealing effectively with incidents of potential violence and aggression.

The course will consist of non-physical intervention techniques in managing and de-escalating potentially violent incidents within the work environment. You will be able to recognise the different aspects of conflict that you may encounter and be aware of different methods of resolving such conflicts.

Learning Outcomes
The course and content may be subject to change and development:
• Describe common causes of conflict
• Give examples of different warning/danger signs and impact factors of pre-conflict situations
• Be able to adopt appropriate physical stance and positioning to maintain personal safety
• Using scenarios and communication models describe different methods for dealing with conflict situations

Indicative Content
• What is conflict?
• What can cause conflict?
• Definition of assault, non-physical assault and harassment
• Appreciation of the relevant law in relation to conflict
• Forms of communication
• How communication can break down
• Relevant assertive posture and body language
• Three models of communication and de-escalation techniques
• What to say in a conflict situation
• Consideration of case scenarios

Target Audience
This training must be attended by all staff and refreshed every three years.

Duration
Two and a half hours

Workshops Available
Initial conflict resolution training is face to face induction but as a refresher it is now available as an e-Learning module.

Further Information
For further information please email: Learning.Development@nottsbc.nhs.uk

Refresher Requirements
The course is a three yearly update course. Conflict Resolution refresher training is now available as an e-Learning module.

Booking Details
To book onto the training please email: Learning.Development@nottsbc.nhs.uk

Core Security Induction (Rampton Hospital)

Session Description
This component of the Induction is mandatory training for all employees who expect to have security pass keys.

It is an introduction to security services in preparation for working in a high security hospital.

Subject material will pivot around the Security Triad of Physical, Procedural and Therapeutic Security in order to meet the needs of patients, staff and the public while paying due regard to legislation.

Learning Outcomes
• Awareness of the concept of Therapeutic Security, an integration of physical, procedural and relational aspects of security
• Understanding of what the Trust and individuals can do to keep themselves free from victimisation and/or harm
• Awareness of the need and process for reporting security related problems
• Ability to safely use and manage security keys and locks
• Identify items and substances that may be missed or which could adversely impact on safety and security
• Direct care staff will be able to demonstrate a systematic, thorough rub-down search and room search

Indicative Content
• The Safety and Security in Ashworth, Broadmoor and Rampton Hospitals Directions (2013)
• National Clinical Security Framework (2009)
• Reference to MHA (2007) where appropriate
• Role of the Security Department
• Physical, Procedural and Relational Security
• Personal safety, hostage, escape, managing tools, mail, telephone, escorting patients, illicit substances, ground privilege, management of keys and locks and search policies
• Incident Management (command model)
• Staff/patient relationship
• Intelligence (Security Information Reports)
• Alarm systems

Teaching and Learning Strategy
A mix of learning and teaching methods will be used to cater for what is invariably an eclectic and diverse collection of participants and styles. Lecture, PowerPoint and didactic presentation will be made. Differentiation will be employed for some of the participants and subject matter as need implies. To bolster and encourage understanding, facility will be afforded throughout for question and answer, discussion and empirical examples from the facilitator. Group work, reading of policies and demonstration will be used appropriately to explore understanding and highlight good practice. A welcoming, enthusiastic, flexible, experienced and knowledgeable facilitator will be present at all core security sessions. Elementary formative and summative assessment will be afforded for the learners and service needs.

Target Audience
Authorised employees of the Trust, students and others with substantive or honorary contracts prior to being issued with keys.

Duration
8.30am – 4.30pm unless otherwise directed and covered in three days.

Workshops Available
Monthly at Rampton Hospital.

Further Information
For further information please contact: Jackie Ewington
Tel: 01777 880110
Email: Jacqueline.Ewington@nottsbc.nhs.uk

Refresher Requirements
To support/reinforce learning and to fulfil mandatory requirements a yearly update is a requirement.

Booking Details
This is covered in the Rampton Induction Programme for new employees so staff will automatically be booked a place.

For enquiries regarding Rampton Induction please contact: Sharon Allen
Tel: 01777 247806
Email: Sharon.Allen@nottsbc.nhs.uk
Deprivation of Liberty and the Deprivation of Liberty Safeguards – Mental Capacity Act 2005
(Local Services and Health Partnerships)

Session Description
The boundaries of what amounts to Deprivation of Liberty have been redrawn by the UK Supreme Court. The Mental Capacity Act Deprivation of Liberty Safeguards (DOLS) provide a process to protect vulnerable people over the age of 18 who lack capacity and who may be cared for in circumstances that amount to deprivation of liberty. The workshop supplements the MCA basic awareness workshop and aims to provide staff from relevant areas (especially, but not limited to, older person’s services and learning disability services) with knowledge of a complex process.

Learning Outcomes
By the end of this workshop, participants will be able to:
• Identify where deprivation of liberty is occurring
• Describe the concept of Deprivation of Liberty (DOL)
• Review packages of care to prevent DOL where possible
• Understand the processes required to render DOL lawful
• Understand the circumstances where the Mental Health Act has primacy over the Mental Capacity Act

Teaching and Learning Strategy
This workshop will aim to help participants consider how the DOLS impact on their practice. There will be both teaching and group activities. Discussion/debate will enable participants to explore, develop and demonstrate their understanding.

Target Audience
The workshop is for appropriately qualified clinicians who are most likely to be doctors, service managers, ward managers, registered nurses and allied health professionals. These are the people who must recognise whether or not a person in their care is or is likely to be deprived of their liberty, and act accordingly. It is also important for community based practitioners who visit service users on their caseload who are in hospitals or care homes to be aware of DOLS. The DOL Safeguards do not apply to areas where people are exclusively detained under the Mental Health Act (such as Rampton, Arnold Lodge, Wells Road and Withamwood) or deal exclusively with those under the age of 18, or to prisons.

This workshop will not enable doctors who wish to be DOLS Assessors to take on that role. Those doctors must firstly complete the Royal College of Psychiatrists course.

Duration
This is a half day workshop from 9.30am - 1.30pm.

Workshops Available
Workshops are available throughout the year. For dates please email Learning.Development@nottshc.nhs.uk

Further Information
For further information relating to the workshop content please contact Michael Sergeant, Local Services MHA/MCA/DOLS Lead. Additionally, he is happy to discuss and arrange bespoke sessions for specific services/teams on request.

Refresher Requirements
As this is a developing area of law it is recommended that all relevant staff refresh their working knowledge of the DOL Safeguards every two years and keep up to date by checking the Trust Intranet for developments. Please refer to your directorate or service Essential Training Needs Grid which has been developed locally.

Booking Details
To book onto the training please email Learning.Development@nottshc.nhs.uk

Disengagement/Breakaway Skills
(Module 2)
(Forensic Services and Local Services)

Session Description
This training aims to provide staff approached by an aggressor (one-to-one), with a range of skills to avoid or disengage from common assaults.

Learning Outcomes
By the end of this session, participants will be able to:
• Identify and legally define reasonable force
• Disengage from a range of common attacks using physical disengagement skills
• Identify the importance of reporting and recording of all incidents

Teaching and Learning Strategy
Learning will be facilitated by discussion, group observation and participation of physical disengagement/breakaway skills.

Target Audience
Please refer to your directorate or service Essential Training Needs Grid which has been developed locally.

Duration
Determined by Trust Policy.

Further Information
For further information on the content and duration please contact your local Learning and Development Department.

Refresher Requirements
Annually as per Trust Policy and NICE Clinical Guideline 10.

Booking Details
To book onto the training please email:
Local Services
Learning.Development@nottshc.nhs.uk
Forensic Services
Sharon Wheiton (Rampton Hospital) Tel: 01777 247658 Ext: 7858 Email: Sharon.Whetton@nottshc.nhs.uk
Priti Parmar (Arnold Lodge) Tel: 0116 207792 Email: Priti.Parmar@nottshc.nhs.uk
Nicola Musgrave (Wathwood Hospital) Tel: 01709 870853 Email: Nicola.Musgrave@nottshc.nhs.uk
Display Screen Equipment (DSE) Assessor Training

Session Description
The session is designed to give delegates the information, and skills to enable them to carry out a DSE workstation assessment. It covers legislation; the Trust DSE Policy; the workstation and component parts; the value of appropriate postures; office ergonomic information; adjustment of chairs, and a practical session.

Learning Outcomes
• Knowledge of DSE Regulations
• Awareness of musculoskeletal problems from DSE use
• Knowledge of workstation
• Ability to set up a workstation to suit the user

Indicative Content
• Aims and objectives
• Outline of DSE Regulations
• The Workstation
• Potential musculoskeletal problems
• Office ergonomic information
• Appropriate postures
• Practical session

Teaching and Learning Strategy
In line with legal and Trust requirements for all DSE users to have a workstation assessment. Delivered by interactive PowerPoint and discussion.

Target Audience
All staff who use display screen equipment, particularly those who wish to be DSE Assessors.

Duration
One full day (9.30am - 4.30pm)

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information please contact:
Bill Varnam
Tel: 0115 9529417 Ext: 11289
Email: Bill.Varnam@nottshc.nhs.uk

Colin Meredith
Tel: 0115 9934511 Ext: 12011
Email: Colin.Meredith@nottshc.nhs.uk

Joanne Clark
Tel: 01777 247285
Email: Joanne.Clark@nottshc.nhs.uk

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk

Dual Diagnosis e-Learning

Session Description
Dual Diagnosis training is provided via Dual Diagnosis e-Learning or training on substance misuse which is available through our partners the Recovery Partnership Training Team (Tel: 01623 666855). The training is an opportunity to learn more about how to assess and advise service users who experience mental health and substance misuse problems.

Learning Outcomes
• Definition of ‘Dual Diagnosis’
• Identification of illicit substances and effects
• Identification of strategies to improve engagement of dual diagnosis service users
• Identification of mental health symptoms

Indicative Content
The content of dual diagnosis courses varies but may include:
• Mental health and substance misuse
• Psychological impact of substance misuse
• Awareness of effective treatment options

• Treatment options in dual diagnosis
• Prescribing in dual diagnosis
• Complimentary Therapies
• Understanding of how attitudes and fears affect working with a client group who have multiple needs

Booking Details
This e-Learning can be accessed through the Trust’s e-Learning platform: www.skillspace.com/nottshc
Equality, Diversity and Inclusion

Session Description
Equality, Diversity and Inclusion is an essential part of everything we do at Nottinghamshire Healthcare NHS Foundation Trust. We are committed to ensuring that no job applicant, employee, service user, carer or member of the public is discriminated against either directly or indirectly, on grounds of gender, gender reassignment, disability, race/ethnicity, religion or belief, pregnancy/maternity status or age. We therefore aim to ensure that all of our staff and volunteers are trained in Equality, Diversity and Inclusion in order to meet our legal and moral obligations as well as our active commitment to tackling discrimination and disadvantage.

This session aims to provide staff with a working knowledge of Equality, Diversity and Inclusion. It is anticipated that this will encourage and lead staff/volunteers to participate in other courses that relate to the many individual strands of Equality, Diversity and Inclusion. Furthermore the session aims to help individuals participate in, and contribute to making the principles of Equality, Diversity and Inclusion an everyday reality for all those who work for the Trust and/or use its services.

Learning Outcomes
By the end of the training session participants will be able to:
- Describe what is meant by the terms, Equality, Diversity, Inclusion, Prejudice, Discrimination, Multiple Discrimination, Institutionalism, Social Inclusion and Community Cohesion and understand the current legislation that governs Equality, Diversity and Human Rights
- Identify why Equality, Diversity and Inclusion is important to the Trust from a legal, moral and business perspective and understand personal and organisational responsibilities within this agenda
- Recognise the impact of discrimination, including multiple discrimination, e.g. racism, homophobia, biphobia, disability, ageism on individuals and groups and adopt some of the strategies learned as to how they can make Equality, Diversity and Inclusion a reality within the workplace for staff, service users and carers
- Raise awareness amongst their colleagues as to what the Trust is doing to champion Equality, Diversity and Inclusion and enable individuals to actively challenge discrimination and disadvantage in a way which is safe to do so

Indicative Content
- Legislation that governs Equality, Diversity and Inclusion, in particular the Equality Act 2010
- Discussion about forthcoming legislation, Department of Health guidance and good practice
- Moral issues and challenges which may have an impact on Equality, Diversity and Inclusion
- The business case for Equality, Diversity and Inclusion, including the NHS Constitution
- Clinical and non-clinical applications of the principles of Equality, Diversity and Inclusion in the workplace
- Inequalities and the social inclusion agenda

Further Information
Participation in any of the individual Equality Strand training e.g. LGB Awareness, Disability Awareness, Trans Awareness will count as mandatory training providing the individual has previously attended a face to face Equality, Diversity and Inclusion session provided by the Trust after January 2009. This excludes Induction, e-Learning and any bespoke sessions organised independently by services involving external trainers.

Refresher Requirements
Refresher training must be completed every three years. This can be achieved by attending a face to face session or completing the e-Learning package available through the Trust website.

Bookings Details
Sandra Crawford (Local Services) Tel: 0115 9691300 Ext. 16272 Email: Sandra.Crawford@nottshc.nhs.uk
Gayle Harris/Nigel Buck (Health Partnerships and Local Services) Tel: 0115 9831811/9831805 Email: Learning.Development@nottshc.nhs.uk
Dave Henry (Forensic Services - Rampton Hospital, Offender Health, Wells Road Centre) Tel: 01777 247641 Email: David.Henry@nottshc.nhs.uk
Priti Parmar (Forensic Services - Arnold Lodge) Tel: 0116 2077792 Email: Priti.Parmar@nottshc.nhs.uk
Gina Hill (Forensic Services - Wathwood Hospital) Tel: 01709 870800 Email: Gina.Hill@nottshc.nhs.uk

Essential Training Block for Health Partnerships

Session Description
Essential Training Block – Health Partnerships, presents a mandatory training programme for staff which incorporates a number of different sessions facilitated by a variety of speakers.

The aim of the day is to deliver the key messages and encourage staff to reflect on their role and responsibilities as accountable healthcare practitioners in providing services that meet the dignity and respect of all.

See indicative content for which mandatory training elements are covered.

Learning Outcomes
Variable depending on course element.

Indicative Content
- Equality and Diversity
- Conflict Resolution
- Clinical Risk Assessment
- Clinical Record Keeping and Documentation Audit
- Anaphylaxis
- Infection Prevention and Control
- Medicines Management
- Brief Interventions
- Safeguarding Children
- Safeguarding Adults
- Pressure Ulcer Prevention/Tissue Viability
- Falls and Osteoporosis
- Vaccination and Immunisation Update/PGD
- End of Life Advance Care Planning

Teaching and Learning Strategy
Different teaching and learning strategies are facilitated during the day by a variety of speakers. This includes presentation of information, question and answer, small group discussions and feedback focused on case studies.

Target Audience
All employees in Health Partnerships. Not all subjects will be required by all staff. Attendees should establish which subjects their role requires them to attend prior to attending the training.

Duration
One full day or group of days

Further Information
For further information please contact:
Lisa Stewart Learning and Development Facilitator Email: Lisa.Stewart@nottshc.nhs.uk Tel: 0115 9691300 Ext: 12473
Gayle Harris Learning and Development Facilitator Email: Gayle.Harris@nottshc.nhs.uk Tel: 0115 9691300 Ext: 12477
Nigel Buck Learning and Development Facilitator Email: Nigel.Buck@nottshc.nhs.uk Tel: 0115 9691300 Ext: 12476

Refresher Requirements
Three yearly

Booking Details
To book onto the training please email Learning.Development@nottshc.nhs.uk
Falls: Think Falls, Take Action!

Session Description
Falls have a devastating impact and can result in loss of independence, reduced mobility, fear, anxiety and loss of life. Falls are caused by a complex interaction of diverse and multiple factors – many of which are reversible. Yet frequently people are not aware of the diverse factors which increase a person’s risk of falling and opportunities to intervene to prevent falls are overlooked, with risk factors only becoming evident after an injury has occurred.

Falls are everybody’s business and this workshop will provide staff working with adults across the organisation with an opportunity to understand the causes of falls and what can be done to reduce the risk of a person falling. The workshop will also look at the importance of bone health, increasing participant’s awareness and understanding of Osteoporosis and its importance in reducing injuries from falls.

Learning Outcomes
• To increase understanding of the multiple factors which can cause a person to fall
• To understand the importance of Osteoporosis in falls assessment and management
• To be aware of interventions which can reduce the risk of falling and subsequent injuries

Indicative Content
• To increase understanding of the multiple factors which can cause a person to fall
• To understand the importance of Osteoporosis in falls assessment and management
• To be aware of interventions which can reduce the risk of falling and subsequent injuries

Teaching and Learning Strategy
A workshop format is used which incorporates more formal presentation with opportunities to discuss issues pertinent to different clinical areas. Case studies will be used to facilitate discussion around the clinical and ethical issues that falls can generate within clinical practice.

Target Audience
Staff working in Mental Health Services for Older People

Duration
Three hours

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information please email: Kate.Robertson@nottshc.nhs.uk

Refresher Requirements
Three yearly

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk

Fire Safety Awareness

Session Description
General Fire Safety Awareness training to include:
• Action in the event of fire
• Raising an alarm in the event of fire
• Emergency evacuation
• Basic fire prevention
• Recognition and use of portable fire extinguishers (theory only)
• Importance of fire doors and compartmentalisation
• Good housekeeping
• Awareness of PEEPs and GEEPs

Learning Outcomes
• To increase understanding of the multiple factors which can cause a person to fall
• To understand the importance of Osteoporosis in falls assessment and management
• To be aware of interventions which can reduce the risk of falling and subsequent injuries

Indicative Content
• To increase understanding of the multiple factors which can cause a person to fall
• To understand the importance of Osteoporosis in falls assessment and management
• To be aware of interventions which can reduce the risk of falling and subsequent injuries

Teaching and Learning Strategy
The sessions will consist of varied approaches aimed at engaging participants to consider how the material covered may impact on their area of work.

Target Audience
All Trust staff

Duration
Approximately one hour

Workshops Available
Various workshops are available throughout the year and can be completed via e-Learning for certain staff members, please refer to your directorate or service Essential Training Needs Grid which has been developed locally.

Further Information
For further information please contact your Local Fire Safety Advisor:

Local Services
Karen Pretty
Tel: 0115 9691300 Ext: 11816
Email: Karen.Pretty@nottshc.nhs.uk

Simon Thomas
Tel: 0115 9691300 Ext: 16325
Email: Simon.Thomas@nottshc.nhs.uk

Forensic Services
Kevin Porter
Tel: 01777 248321 Ext: 17520
Email: Kevin.Porter@nottshc.nhs.uk

Refresher Requirements
All Trust staff will undertake an annual fire update.

Where staff are responsible for the direct care of groups of patients/service users and their safe evacuation; this must be on an annual ‘face to face’ training session. Where staff do not have a responsibility for the evacuation and safety of groups of patients/service users, they may undertake their Fire Safety training by e-Learning. However, no member of staff should go more than three years without receiving ‘face to face’ Fire Safety training, except in exceptional circumstances.

Booking Details
To book onto the training please email:

Local Services and Health Partnerships
Learning.Development@nottshc.nhs.uk

Forensic Services
Edna Blades (Rampton Hospital)
Tel: 01777 247550
Email: Edna.Blades@nottshc.nhs.uk

Priti Parmar (Arnold Lodge)
Tel: 0116 2077792
Email: Priti.Parmar@nottshc.nhs.uk

Nicola Musgrave (Wathwood Hospital)
Tel: 01709 870853
Email: Nicola.Musgrave@nottshc.nhs.uk

Bassetlaw Health Partnerships
Lucy Bania
Tel: 01777 274422 Ext: 8096
Email: Lucy.Bania@nottshc.nhs.uk
Fire Warden Training

Session Description
Fire Warden Training is designed to provide the required knowledge, skills and confidence to ensure each participant carries out their assigned duties in a safe and proactive manner. The training covers: basic legal overview of the responsibilities and role of the Fire Warden; an understanding of the dangers of fire; insight into how fires start and spread; preventative measures we can take to prevent fires and fire spread.

Building Protection
Emergency Lighting, Alarms, Fire Detection, Lifts, Fire Doors and more.

Human Behaviour in Fire
A review of human behaviour in an emergency, delivered through a variety of visual techniques, including DVD footage and discussion.

Role of Fire Warden - Basic
Staff action on discovering a fire, raising the alarm etc.

The Fire Extinguisher
Theory on the use of fire extinguishers.

Session Description

Indicative Content
- Fire safety legislation
- The role of the Fire Warden
- Liaison with the fire service on arrival
- Action on discovering a fire
- Combustion and common causes of fire
- Hazards spotting and reporting
- How to use fire extinguishers
- Active and Passive Fire Safety Precautions
- Fire drills and evacuation
- Human behaviour in fire

Learning Outcomes
- To learn what the Fire Warden’s role is during fire evacuations
- To list items on a Fire Warden’s Weekly Checklist and understand how to conduct their checks
- To understand how human behaviour can impact on a fire evacuation

Teaching and Learning Strategy
Presentation (visual and oral), question and answer, DVD clips.

Target Audience
Current legislation requires all working areas to have a proportion of their staff trained as Fire Wardens to aid evacuation of their area in the event of a fire occurring. Inpatient wards would not usually need Fire Wardens. Fire Wardens can be from any staff group. For advice regarding how many Fire Wardens are needed for an area, please contact the Trust Fire Safety Team.

Duration
Three hours

Workshops Available
Workshops are available throughout the year. For dates please email Learning.Development@nottshc.nhs.uk

Further Information
For further information please contact your Local Fire Safety Advisor:

Local Services
Karen Pretty
Tel: 0115 9691300 Ext: 11817
Email: Karen.Pretty@nottshc.nhs.uk
Simon Thomas
Tel: 0115 9691300 Ext: 16325
Email: Simon.Thomas@nottshc.nhs.uk

Forensic Services
Kevin Porter
Rampton Hospital
Tel: 01777 248321 Ext: 17520
Email: Kevin.Porter@nottshc.nhs.uk

Forensic Services
Edna Blades (Rampton Hospital)
Tel: 0116 2277902
Email: Edna.Blades@nottshc.nhs.uk
Priti Parmar (Arnold Lodge)
Tel: 0115 9691300 Ext: 11817
Email: Priti.Parmar@nottshc.nhs.uk
Nicola Musgrave (Wathwood Hospital)
Tel: 01777 870853
Email: Nicola.Musgrave@nottshc.nhs.uk

First Aid – HABC Level 2 Award in Emergency First Aid at Work (QCF)

Session Description
Learning and Development are now an HABC (Highfield Awarding Body for Compliance) approved centre for the delivery of First Aid courses and as such all our courses will be registered through HABC.

Due to the process for registering our First Aid courses there is now a nominal fee. This will be recharged to all course delegates’ sponsoring departments. These costs have been kept to a minimum and reflect Learning and Development’s aims of offering the Trust both high quality training products and outstanding value for money.

Learning Outcomes
Learning Outcomes include:
- Understanding the roles and responsibilities of the Emergency First Aider
- Assessing an incident
- Recognising signs and symptoms of injury and illness
- Assisting a casualty who is suffering from injury and illness

Teaching and Learning Strategy
The qualification is assessed via ongoing oral and/or written questioning and practical demonstration.

Target Audience
This course is open to all Trust staff.

Duration
The contact hours for this qualification, excluding breaks, should be for a minimum period of six hours over one day.

Workshops Available
Dates are available on request and courses will be held at both Duncan Macmillan House, Nottingham and The Mike Harris Learning and Development Centre, Rampton Hospital.

Courses can be delivered elsewhere within the Trust upon request.

Further Information
For further information please contact:
Martin Jones (Training Manager)
Email: Martin.Jones@nottshc.nhs.uk

Refresher Requirements
Three yearly

Booking Details
To reserve a place on any of our First Aid courses please complete the following steps:
Select a course date convenient to you and email your request to firstaid@nottshc.nhs.uk

Your place will be provisionally reserved and you will be requested to complete a booking form which will include your line manager’s authorisation and cost code for recharge for the training.
First Aid – HABC Level 3 Award in First Aid at Work (QCF)

Session Description
Learning and Development are now an HABC (Highfield Awarding Body for Compliance) approved centre for the delivery of First Aid courses and as such all our courses will be registered through HABC.

Due to the process for registering our First Aid courses there is now a nominal fee. This will be recharged to all course delegates’ sponsoring departments. These costs have been kept to a minimum and reflect Learning and Development’s aims of offering the Trust both high quality training products and outstanding value for money.

Learning Outcomes
Learning Outcomes include:
- Understanding the roles and responsibilities of the First Aider
- Assessing an incident
- Recognising signs and symptoms of injury and illness
- Assisting a casualty who is suffering from major injury and illness, chest injuries, spinal injuries and anaphylaxis

Teaching and Learning Strategy
The qualification is assessed via ongoing oral and/or written questioning and practical demonstration.

Target Audience
This course is open to all Trust staff.

Duration
The contact hours for this qualification, excluding breaks, should be for a minimum period of 18 hours over three days.

Workshops Available
Dates are available on request and courses will be held at both Duncan Macmillan House, Nottingham and at The Mike Harris Learning and Development Centre, Rampton Hospital.
Courses can be delivered elsewhere within the Trust upon request.

Further Information
For further information please contact:
Martin Jones (Training Manager)
Email: Martin.Jones@nottshc.nhs.uk

Refresher Requirements
Three yearly

Booking Details
To reserve a place on any of our First Aid courses please complete the following steps:
Select a course date convenient to you and email your request to firstaid@nottshc.nhs.uk
Your place will be provisionally reserved and you will be requested to complete a booking form which will include your line manager’s authorisation and cost code for recharge for the training.

Food Hygiene Update
(Forensic Services and Local Services)

Session Description
The aim of the training session is to impart knowledge allowing staff to handle food and drink safely under "The Food Hygiene (England) Regulations 2005".

Learning Outcomes
- Good hygiene practices
- Food temperatures
- Updates on legislation
- The cost to the individual for non compliance
- The cost to the individual for non compliance
- Preparation – processing – transportation – distribution – handling – storage – serving
- Effective and proportionate controls throughout the food chain
- Sources – vehicles and routes of contamination
- Prevention
- Current trends

Indicative Content
The Food Hygiene (England) Regulations 2005 establishes a defence at law termed “Due Diligence”.
Essentials of Food Hygiene.

Teaching and Learning Strategy
PowerPoint presentation to encourage participants to consider how the material impacts on them and patients’ lives.
The session encourages debate and questions from the outset using serious and light hearted approaches to assess the knowledge of the participants.
This has been successful in the past by the responses received in the session questionnaire and by comments given verbally.

Further Information
Training sessions can be tailored to suit users and their units on request, on dates and at times to suit.

Refresher Requirements
Please refer to your directorate or service Essential Training Needs Grid which has been developed locally.

Booking Details
Jane Hawksley
Tel: 0115 9691300 Ext: 14109
Email: Jane.Hawksley@nottshc.nhs.uk

Priti Parmar (Arnold Lodge)
Tel: 0116 2077792
Email: Priti.Parmar@nottshc.nhs.uk

Nicola Musgrave (Wathwood Hospital)
Tel: 0115 9708853
Email: Nicola.Musgrave@nottshc.nhs.uk

Further Text
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Hand Hygiene (Forensic Services and Local Services)

**Session Description**
To raise awareness of the risk of transferring Healthcare Associated Infections (HCAs) and legislation regarding the cleanliness of hospitals and healthcare environments.

**Learning Outcomes**
- To become aware of the current bacterial and viral infections and associated risks
- To describe and suggest best practice around prevention of infections
- To understand Trust Policy in relation to Government Legislation

**Indicative Content**
- Adherence to Trust Policy and Procedures
- Mandatory annual training for all NHS staff
- Relevant information on high risk bacterial and viral infections

**Target Audience**
All staff, particularly those with an input in the health and safety risk assessment process.

**Duration**
Three hours (9.30am - 12.30pm)

**Workshops Available**
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

**Further Information**
For further information please contact:
- Colin Meredith
  Tel: 0115 9934511 Ext: 12011
  Email: Colin.Meredith@nottshc.nhs.uk
- James Kitchen
  Tel: 01777 247522 Ext: 17522
  Email: James.Kitchen@nottshc.nhs.uk

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Health and Safety Risk Assessment Training

**Session Description**
This session is designed for anyone involved in the risk assessment process. It includes the background to risk assessment, definitions and explanations of hazard and risk, the risk assessment process and an opportunity for delegates to carry out risk assessments in group tasks.

**Learning Outcomes**
Delegates will have:
- An understanding of the Trust’s Risk Assessment Policy
- An understanding of the risk assessment process
- The ability to carry out a Health and Safety Risk Assessment

**Indicative Content**
- What is risk assessment?
- Trust Policies
- Hazard and Risk
- Five Steps to Risk Assessment
- Principles of Prevention
- Risk assessment documentation
- Practical application – group task
  - Benefits of Good Health & Safety Management System
  - Safe Systems of Work

**Teaching and Learning Strategy**
The Trust Risk Assessment Policy requires a “competent person” to carry out risk assessments. This PowerPoint presentation, interactive discussion, and practical session will satisfy this requirement.

**Target Audience**
All staff, particularly those with an input in the health and safety risk assessment process.

**Duration**
Three hours (9.30am - 12.30pm)

**Workshops Available**
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

**Further Information**
For further information please contact:
- Colin Meredith
  Tel: 0115 9934511 Ext: 12011
  Email: Colin.Meredith@nottshc.nhs.uk
- James Kitchen
  Tel: 01777 247522 Ext: 17522
  Email: James.Kitchen@nottshc.nhs.uk

**Booking Details**
To book onto the training please email: Learning.Development@nottshc.nhs.uk
Healthcare Records Training

Session Description
Nottinghamshire Healthcare NHS Foundation Trust recognises, as part of its duty of care, the responsibility to ensure that all relevant staff (accessing documentation) receive an appropriate level of training in relation to the documentation process (paper or electronic based) Department of Health code of practice: Records Management Part 1.

This is a three hour training session. The aim is to develop an awareness of the national governing guidelines, ensuring appropriate record keeping is in line with national legislation, professional guidelines and local policies/procedures.

Learning Outcomes
By the end of the training session, participants will:

- Develop an awareness of fundamental record keeping standards and the necessary governance procedures
- Have an understanding of the importance of correct healthcare record keeping
- Have an understanding of the legal importance of correct healthcare record keeping
- Develop an awareness of fundamental relevant staff (accessing documentation) receive an appropriate level of training in relation to the documentation process
- Nottinghamshire Healthcare NHS Foundation Trust recognises, as part of its duty of care, the responsibility to ensure that all appropriate staff (accessing documentation) receive an appropriate level of training in relation to the documentation process

Learning outcome: Have an understanding of the necessary governance procedures

Teaching and Learning Strategy
The training consists of diverse approaches, aimed at engaging participants to consider how the documentation material may impact on patient care and their professional practice. These approaches will include presentations, interaction, group activities and discussions. It is expected that training attendees are able to use reflective practice throughout.

Target Audience
All staff (clinical and non-clinical) whose professional role involves contact with multi-disciplinary documentation (paper or electronic).

Indicative Content
- UK Legislation (DH/NICE) perspectives
- CQC concordance measures
- Nottinghamshire Healthcare NHS Trust operational policies and procedures
- Governing body guidelines

Duration
Three hours (9.30am - 12.30pm) or (1.30pm - 4.30pm)

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information please contact:
Andy Peet
Tel: 0115 9691300 Ext: 10160
Email: Andy.Peet@nottshc.nhs.uk

or

Lisa Stewart
Learning and Development Facilitator
Tel: 0115 9691300 Ext: 12473
Email: Lisa.Stewart@nottshc.nhs.uk

Refresher Requirements
Three yearly.

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk

Infection Prevention and Control (IPC) Update
(Health Partnerships)

Session Description
This session provides the opportunity for qualified and unqualified clinical staff to update their knowledge of the Basic Principles of Infection Prevention and Control.

Learning Outcomes
- Update of clinical knowledge in relation to IPC
- Reminder of the basic principles of IPC and how to apply them to their role
- Understand the WHO 5 moments of hand hygiene and know when and how to decontaminate hands
- Be aware of the common themes arising from IPC serious incidents and the subsequent actions/service improvements
- What is Aspergillus? When and how should it be used in clinical practice?
- Be aware of the common themes arising from IPC serious incidents and the subsequent actions/service improvements

Teaching and Learning Strategy
PowerPoint and group discussion

Target Audience
All clinical staff, qualified and unqualified in the Health Partnerships Division

Duration
One hour

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information please contact:
Sheila Smith (Health Partnerships) Infection Prevention and Control Team
Tel: 01623 673834
Email: Sheila.Smith@nottshc.nhs.uk
Karen Simpson (BHP) Tuxford Health Centre
Tel: 01777 871664
Email: Karen.Simpson@nottshc.nhs.uk

Refresher Requirements
The minimum mandatory update requirement for clinical staff is three yearly.
There is no mandatory update requirement at the moment for non-clinical staff.

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk
**Information Governance**

**Session Description**

The IG e-Learning tool is a useful introduction along with a refresher for those who already have some knowledge in relation to Information Governance.

**Teaching and Learning Strategy**

The module is only available for completion via the IG Training Tool below:

https://www.igtt.hscic.gov.uk/igte/index.cfm?communityid=2

**Target Audience**

There are three modules to choose from:

- Beginners Guide to IG – this module is aimed at individuals who do not come into contact with confidential/personal information.
- Introduction to IG – this module is aimed at individuals who do come into contact with confidential/personal information.
- Refresher – this module is aimed at staff who have previously completed the IG training via the HSCIC website.

**Duration**

30 – 60 minutes

**Workshops Available**

None – completed via e-Learning.

If staff require help and support undertaking this training, please email: igsupport@nottshc.nhs.uk

Workbooks are available for staff who don’t use a PC as part of their role, or access to computers can be arranged for staff currently without access.

**Further Information**

If you have any queries regarding Information Governance or IG Training please email:

igsupport@nottshc.nhs.uk

**Refresher Requirements**

Information Governance is part of the mandatory training requirement for all staff and those working within the Trust. This training should be completed between April and December each year.

**Booking Details**

As an e-Learning package bookings will not be taken.

All staff that are not already registered for the IG Training Tool will need to do so via the link below:

https://www.igtt.hscic.gov.uk/igte/index.cfm?communityid=2

- **Learning Outcomes**
  - Awareness of safe and appropriate positioning of staff during escorting of patients.
  - Qualified nurses will be able to complete a Leave of Absence Planning Authority
  - Ability to list areas, times and places of risk/vulnerability during a Leave of Absence
  - All learners will be aware of their responsibilities before, during and after the Leave of Absence
  - Learners will have visited the patient’s despatch area for familiarisation
  - Knowledge of the types of handcuffs we offer and how to apply them
  - Become familiar with the transport vehicles used

- **Indicative Content**
  - Leave of Absence Policy coverage plus the Planning Authority (statutory paperwork e.g. Mental Health Act)
  - Types of escort and their associated risks with appropriate management strategies
  - Integration of theory and practices of escorting patients
  - Highlighting good expected practices with examples of problematic instances
  - Elements of assertiveness, procedural and relational security to bolster confidence and competence
  - Transportation vehicles
  - Handcuff awareness and practical application

**Teaching and Learning Strategy**

A variety of approaches will be used to engage and encourage learners to appreciate good safe escorting practices. This will include:

- Lecture and PowerPoint for theoretical material
- Group work/peer encouragement along with a limited amount of discussion and debate will be afforded with question and answer allowance
- Demonstration will be provided by experienced and well qualified facilitators
- Empirical examples from the experienced facilitators
- Formative and summative assessment will be utilised in the form of observation of practice/demonstration, quiz and questionnaire

**Target Audience**

All staff who will or may be required to escort patients within and outside the hospital.

**Duration**

One full day (9.00am - 4.00pm)

**Workshops Available**

Organised by the Security and Violence Reduction Department at Rampton Hospital.

**Further Information**

For further information please contact: Jackie Ewington

Tel: 01777 880110

Email: Jacqueline.ewington@nottshc.nhs.uk

**Refresher Requirements**

This is a one off session so has no refresher requirements.

**Booking Details**

To book onto the training please contact:

The Security and Violence Reduction Department

Administration Team

Tel: 01777 247858

Email: Sharon.Whetton@nottshc.nhs.uk

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**Leave of Absence/Escort Training (Rampton Hospital)**

**Session Description**

All nursing staff at Rampton Hospital who will have a responsibility to escort patients within and outside the hospital will be required to attend.

This training provides skills and knowledge to enable the safe escorting of patients detained under the Mental Health Act and follows a strict risk assessment process.

Emphasis will be on the Leave of Absence Planning Authority to identify risks and the formulation of appropriate management plans to address those needs.

Learning will consider vulnerable times, places, conditions and commonalities based on previous experience of Leave of Absence.

Areas of significant risk when the use of handcuffs should be considered will be taught and their application practiced.
Life Support – Basic Life Support

Session Description
This session acknowledges the duty of care that health professionals have to all service users. The session is designed to create awareness and confidence in recognising and treating critically unwell patients, assessing unconscious patients, calling for expert help and safely performing basic life support skills as required. Demonstration of safe Automated External Defibrillation (AED) will also be included for staff awareness.

Learning Outcomes
At the end of the session participants will:
- Correctly perform cardiac compressions and mouth to mask ventilation on the manikin
- Discuss recognition and treatment of acutely sick people using the ABC DE Approach
- Identify specific symptoms and treatment of anaphylaxis and choking
- Observe a demonstration and discuss use of AED

Teaching and Learning Strategy
This session will consist of theoretical content, presentation, demonstration and practical activities. The learning activities are valid, reliable and coherent and take into account equality and diversity. Feedback is provided to establish that learning outcomes have been achieved.

Target Audience
All health professional staff identified in the Trust Resuscitation Policy (CL/CP/1.20).

Duration
Two hours or half day dependent upon directorate. Exact times to be confirmed when booking.

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information please contact:
Gayle Harris
Trust Resuscitation Lead
Health Partnerships
Tel: 0115 9691300 Ext: 12477
Email: Gayle.Harris@nottshc.nhs.uk

Life Support – Compression Only Life Support with AED Practice

Session Description
This session is designed to create awareness and confidence in recognising life threatening problems and dealing with an unconscious casualty, calling for expert help and safely performing chest compressions. Demonstration and practice of safe Automated External Defibrillation (AED) will also be included.

Learning Outcomes
At the end of the session participants will:
- Be able to recognise a person with life threatening problems
- Correctly perform cardiac compressions
- Will be familiarised with AED and practice safe usage

Indicative Content
- Trust Resuscitation Policy CL/CP/1.20
- Resuscitation Council (UK) Guidelines 2010. The Resuscitation Council will release a review of guidelines in October 2015. Training may necessarily alter to comply with updates. Staff will not need to attend another training session any sooner than the expected twelve months. Staff may be informed of alterations to the guidelines from colleagues but should continue to use the skills they have been trained in until they attend their next annual training.

Teaching and Learning Strategy
This session will consist of theoretical content, presentation, demonstration and practical activities. The learning activities are valid, reliable and coherent and take into account equality and diversity. Feedback is provided to establish that learning outcomes have been achieved.

Target Audience
All health professional staff identified in the Trust Resuscitation Policy (CP/CL/1.20).

Duration
One and a half hours. Exact times to be confirmed when booking.

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information please contact:
Gayle Harris
Trust Resuscitation Lead
Health Partnerships
Tel: 0115 9691300 Ext: 12477
Email: Gayle.Harris@nottshc.nhs.uk

Refresher Requirements
Annually

Booking Details
To book onto the training please email:
Local Services and Health Partnerships
Learning.Development@nottshc.nhs.uk

Forensic Services
Edna Blades (Rampton Hospital)
Tel: 01777 247550
Email: Edna.Blades@nottshc.nhs.uk

Priti Parmar (Arnold Lodge)
Tel: 0116 2077792
Email: Priti.Parmar@nottshc.nhs.uk

Nicola Musgrave (Wathwood Hospital)
Tel: 01709 870853
Email: Nicola.Musgrave@nottshc.nhs.uk
Life Support – Hospital Life Support with Automated External Defibrillation (AED) Practice
(Hospital Life Support/Refresher/Community)

Session Description
This session acknowledges the duty of care that health professionals have to all service users. The session is designed to create awareness and confidence in early recognition of physical health deterioration and provide advice on interventions to prevent further decline. It discusses and demonstrates the use of Early Warning Systems including ‘track and trigger’ processes to escalate care where required. Where cardio-respiratory arrest has occurred, staff are taught to manage this as a team with the appropriate equipment eg. Airway Adjuncts and Automated External Defibrillator (AED).

Learning Outcomes
At the end of the session participants will:
• Understand the need for early recognition of the critically sick person using the National Early Warning Score (NEWS) including ‘track and trigger’ processes to escalate care provision
• Understand the causes of cardio-respiratory arrest in adults
• Use the ABCDE approach to identify and treat patients at risk of cardio-respiratory arrest
• Start resuscitation in a health environment and continue uninterrupted until expert help arrives
• Use simple devices to ventilate the lungs
• Deliver a shock safely using an Automated External Defibrillator (AED) where indicated
• Hand over patient using a structured format

Indicative Content
• Trust Resuscitation Policy (CL/Cp/1.20)
• Resuscitation Council (UK) Guidelines 2010. The Resuscitation Council will release a review of guidelines in October 2015. Training may necessarily alter to comply with updates. Staff will not need to attend another training session any sooner than the expected twelve months. Staff may be informed of alterations to the guidelines from colleagues but should continue to use the skills they have been trained in until they attend their next annual training.

Teaching and Learning Strategy
This session will consist of theoretical content, presentation, demonstration and practical activities. The learning activities are valid, reliable and coherent and take into account equality and diversity.
Feedback is provided to establish that the learning outcomes have been achieved.

Target Audience
All health professional staff identified in the Trust Resuscitation Policy (CL/Cp/1.20).

Life Support – Paediatric Basic Life Support

Session Description
This session acknowledges the duty of care that health professionals have to all service users. The session is designed to create awareness and confidence in recognising and treating critically unwell infants and children. Assessing unconscious paediatrics, calling for expert help and safely performing basic life support skills as required.

Duration
Two hours - exact times to be confirmed when booking.

Workshops Available
Workshops are available throughout the year. For dates please email Learning.Development@nottshc.nhs.uk

Further Information
For further information please contact:
Gayle Harris
Trust Resuscitation Lead
Health Partnerships
Tel: 0115 9691300 Ext: 12477
Email: Gayle.Harris@nottshc.nhs.uk

Andy Smith
Forensic Services/Offender Healthcare
Tel: 01777 248323 Ext: 7391
Email: Andy.Smith@nottshc.nhs.uk

Graham Harrod
Local Services
Tel: 0115 9691300 Ext: 10604
Email: Graham.Harrod@nottshc.nhs.uk

Tony Earp
Arnold Lodge
Tel: 0116 2077229
Email: Tony.Earp@nottshc.nhs.uk

Refresher Requirements
Annually

Booking Details
To book onto the training please email:
Local Services and Health Partnerships
Learning.Development@nottshc.nhs.uk

Forensic Services
Edna Blades (Rampont Hospital)
Tel: 01777 247550
Email: Edna.Blades@nottshc.nhs.uk

Priti Parmar (Arnold Lodge)
Tel: 0116 2077792
Email: Priti.Parmar@nottshc.nhs.uk

Nicola Musgrave (Wathwood Hospital)
Tel: 01770 870853
Email: Nicola.Musgrave@nottshc.nhs.uk

Learning Outcomes
At the end of the session participants will:
• Correctly perform cardiac compressions and mouth to mask ventilation on both the infant and child manikins
• Discuss recognition of critically sick children
• Identify specific symptoms and treatment of anaphylaxis and choking

Indicative Content
• Trust Resusciation Policy (CL/Cp/1.20)
• Resuscitation Council (UK) Guidelines 2010. The Resuscitation Council will release a review of guidelines in October 2015. Training may necessarily alter to comply with updates. Staff will not need to attend another training session any sooner than the expected twelve months. Staff may be informed of alterations to the guidelines from colleagues but should continue to use the skills they have been trained in until they attend their next annual training.

Teaching and Learning Strategy
This session will consist of theoretical content, presentation, demonstration and practical activities. The learning activities are valid, reliable and coherent and take into account equality and diversity.
Feedback is provided to establish that learning outcomes have been achieved.

Target Audience
All clinical staff with a duty of care to children.
MAPPA Training for Health Partnerships

Session Description
This training aims to provide an overview of the relevant information within the Ministry of Justice National Offenders Management Service Guidance.

The Nottinghamshire Multi-Agency Public Protection Arrangements (or MAPPA) are the means by which local agencies work together to best protect our community from the serious harm that some offenders may still present after being convicted for offences of a sexual or violent nature.

The training will enable those that attend to have a basic understanding of patients within mental health services who are MAPPA-eligible.

Learning Outcomes
• Stages of identification
• Information sharing
• Risk assessment
• Risk management planning

Indicative Content
• MAPPA Categories
• Levels of Management
• Potentially Dangerous Persons Unit
• Third Party Disclosure
• Trust expectations
• Trust process - Identification/Notification/Referral
• Defensible Decisions
• Risk Management Planning

Teaching and Learning Strategy
• Group discussion
• Case studies
• PowerPoint presentation

Target Audience
Any Health Partnerships staff likely to have potential contact with MAPPA-eligible patients.

Duration
One and a half hours

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk

MAPPA Training for Local Services

Session Description
This training aims to provide an overview of the relevant information within the Ministry of Justice National Offenders Management Service Guidance.

The Nottinghamshire Multi-Agency Public Protection Arrangements (or MAPPA) are the means by which local agencies work together to best protect our community from the serious harm that some offenders may still present after being convicted for offences of a sexual or violent nature.

The training will enable those that attend to have a comprehensive understanding of patients within mental health services who are MAPPA-eligible.

Learning Outcomes
• Stages of identification
• Information sharing
• Risk assessment
• Risk management planning

Indicative Content
• MAPPA Categories
• Levels of Management
• Potentially Dangerous Persons Unit
• Third Party Disclosure
• What do Trust clinicians bring to the table
• Types of risk assessment
• Trust expectations
• Risk factors
• Trust process - Identification/Notification/Referral
• Defensible Decisions

Teaching and Learning Strategy
• Group discussion
• Case studies
• PowerPoint presentation

Target Audience
All qualified clinicians within Local Services, particularly relevant for consultants.

Duration
Three hours

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk
Mental Capacity Act 2005 Introduction

Session Description
The Mental Capacity Act 2005 (MCA) provides a statutory framework to empower and protect vulnerable people over the age of 16 who may not be able to make their own decisions. It makes it clear who can take decisions, in which situations, and how they should go about this. It enables people to plan ahead for a time when they may lose capacity. The Act is relevant to all services including forensic and high secure environments. The workshop aims to provide staff from all areas with a good basic knowledge of the Act.

Learning Outcomes
By the end of this workshop, participants will be able to:
- Identify the five key principles of the MCA
- Explain how these principles apply to practical situations
- Describe how a decision maker should act in a person’s best interests
- Demonstrate a working knowledge of the principles relating to advance decisions to refuse treatment and statements of wishes and feelings and the difference between them
- Understand how the MCA and Mental Health Act impact on treatment decisions

Indicative Content
- MCA legislation overview
- The five key principles which underpin the Act
- ‘Unwise’ decisions and capacity
- Best Interests
- Advance planning including Lasting Power of Attorney, advance decisions to refuse treatment, statements of wishes and feelings
- Independent Mental Capacity Advocates
- MCA/MHA treatment decisions
- An introduction to deprivation of liberty and its implications (not included in Forensics)

Teaching and Learning Strategy
This workshop will consist of varied approaches aimed at helping participants to consider how the MCA impacts on their practice. Discussion/debate and group activities will enable participants to explore, develop and demonstrate their understanding.

Target Audience
All staff in Local Services, Health Partnerships and Forensics Services who have or will have involvement with service users who are over the age of 16 years.

Duration
The introduction is a one day course from 9.30am - 4.00pm. The refresher is a half day course for those who completed MCA training more than three years previously.

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information relating to the workshop please contact Michael Sergeant, Local Services MHA/MCA Lead, email: Michael.Sergeant@nottshc.nhs.uk. Additionally, he is happy to discuss and arrange bespoke sessions for specific services/teams in Local Services on request. For Forensic Services please contact Tich Munyaradzi, email: Tichaona.Munyaradzi@nottshc.nhs.uk

Refresher Requirements
It is recommended that all relevant staff refresh their working knowledge of the Mental Capacity Act every three years. This can be done by attending a refresher workshop (details from Learning and Development) or by using the e-Learning package available through the Trust website. Please refer to your directorate or service Essential Training Needs Grid which has been developed locally.

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk

Medicines Optimisation Training
(Health Partnerships)

Session Description
Nottinghamshire Healthcare NHS Foundation Trust recognises, as part of its duty of care, the responsibility to ensure all relevant staff (in contact with medication and related products) have necessary access training to increase their competency knowledge base, with the outcome of improving safe patient and service user care.

Learning Outcomes
- Medication management governance
- Patient/clinical shared decision making
- Safe transfer of care and medication
- Medication compliance and waste concerns

Indicative Content
- Safety and security of medicines and medicinal products
- Professional duty of care with medicines
- Side effect considerations
- Clinical vignettes (Divisional)
- Concordance and ‘global’ medicines cost
- Medicine management competencies
- Nottinghamshire Healthcare NHS Foundation Trust policies and procedures
- Choice and medication and MaPPs
- NICE Guideline 5 - Medicines Optimisation
- RPS - A Best Practice Resource & Toolkit

Teaching and Learning Strategy
The training consists of the diverse approaches as to the understanding of medicines, their impact and optimisation by staff. These approaches include presentations, group activities and discussions.

Target Audience
All Health Partnerships staff who have any contact with medication in their professional role/duty of care.

Duration
Three hours

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information about the course or to receive a flyer for your clinical area please email: John.Lawton@nottshc.nhs.uk or Andy.Ferri@nottshc.nhs.uk

Refresher Requirements
Three yearly

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk

Mental Capacity Act 2005 Introduction

Session Description
The Mental Capacity Act 2005 (MCA) provides a statutory framework to empower and protect vulnerable people over the age of 16 who may not be able to make their own decisions. It makes it clear who can take decisions, in which situations, and how they should go about this. It enables people to plan ahead for a time when they may lose capacity. The Act is relevant to all services including forensic and high secure environments. The workshop aims to provide staff from all areas with a good basic knowledge of the Act.

Learning Outcomes
By the end of this workshop, participants will be able to:
- Identify the five key principles of the MCA
- Explain how these principles apply to practical situations
- Describe how a decision maker should act in a person’s best interests
- Demonstrate a working knowledge of the principles relating to advance decisions to refuse treatment and statements of wishes and feelings and the difference between them
- Understand how the MCA and Mental Health Act impact on treatment decisions

Indicative Content
- MCA legislation overview
- The five key principles which underpin the Act
- ‘Unwise’ decisions and capacity
- Best Interests
- Advance planning including Lasting Power of Attorney, advance decisions to refuse treatment, statements of wishes and feelings
- Independent Mental Capacity Advocates
- MCA/MHA treatment decisions
- An introduction to deprivation of liberty and its implications (not included in Forensics)

Teaching and Learning Strategy
This workshop will consist of varied approaches aimed at helping participants to consider how the MCA impacts on their practice. Discussion/debate and group activities will enable participants to explore, develop and demonstrate their understanding.

Target Audience
All staff in Local Services, Health Partnerships and Forensics Services who have or will have involvement with service users who are over the age of 16 years.

Duration
The introduction is a one day course from 9.30am - 4.00pm. The refresher is a half day course for those who completed MCA training more than three years previously.

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information relating to the workshop please contact Michael Sergeant, Local Services MHA/MCA Lead, email: Michael.Sergeant@nottshc.nhs.uk. Additionally, he is happy to discuss and arrange bespoke sessions for specific services/teams in Local Services on request. For Forensic Services please contact Tich Munyaradzi, email: Tichaona.Munyaradzi@nottshc.nhs.uk

Refresher Requirements
It is recommended that all relevant staff refresh their working knowledge of the Mental Capacity Act every three years. This can be done by attending a refresher workshop (details from Learning and Development) or by using the e-Learning package available through the Trust website. Please refer to your directorate or service Essential Training Needs Grid which has been developed locally.

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk

Medicines Optimisation Training
(Health Partnerships)

Session Description
Nottinghamshire Healthcare NHS Foundation Trust recognises, as part of its duty of care, the responsibility to ensure all relevant staff (in contact with medication and related products) have necessary access training to increase their competency knowledge base, with the outcome of improving safe patient and service user care.

Learning Outcomes
- Medication management governance
- Patient/clinical shared decision making
- Safe transfer of care and medication
- Medication compliance and waste concerns

Indicative Content
- Safety and security of medicines and medicinal products
- Professional duty of care with medicines
- Side effect considerations
- Clinical vignettes (Divisional)
- Concordance and ‘global’ medicines cost
- Medicine management competencies
- Nottinghamshire Healthcare NHS Foundation Trust policies and procedures
- Choice and medication and MaPPs
- NICE Guideline 5 - Medicines Optimisation
- RPS - A Best Practice Resource & Toolkit

Teaching and Learning Strategy
The training consists of the diverse approaches as to the understanding of medicines, their impact and optimisation by staff. These approaches include presentations, group activities and discussions.

Target Audience
All Health Partnerships staff who have any contact with medication in their professional role/duty of care.

Duration
Three hours

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information about the course or to receive a flyer for your clinical area please email: John.Lawton@nottshc.nhs.uk or Andy.Ferri@nottshc.nhs.uk

Refresher Requirements
Three yearly

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk
Learning Outcomes
By the end of this workshop, participants will be able to:
• Describe the guiding principles of the MHA 1983
• Identify the processes and personnel involved in assessment, detention, review and discharge
• Identify the rights of a patient who is subject to the Act
• Discuss the framework relating to consent to treatment under the Act

Indicative Content
• MHA 1983 legislation overview
• MHA 1983 Code of Practice: Guiding Principles
• The assessment and admission process
• Patient Rights
• Independent Mental Health Advocacy
• Challenging detention: Tribunals and Independent Patient Rights
• The assessment and admission process
• Principles of the Mental Health Act 1983

Teaching and Learning Strategy
This workshop will consist of varied approaches aimed at engaging participants to consider how the material covered may impact on their future practice. The facilitators will commence this process by providing an element of lecturing around the core areas, before promoting group activities, case studies and discussion/debate which will enable participants to begin to explore, develop and demonstrate their emerging understanding.

In the Local Services Division, the course will not explore the forensic provisions of the Act (Court disposals).

Target Audience
All nursing, allied health professionals in the Local Services Division who have or will potentially have involvement with service users who may be subject to the Mental Health Act 1983.

Duration
This is a one day workshop from 9.30am - 4.00pm

Workshops Available
Details of dates and venues will be available from the Learning and Development Department. Courses taking place in high secure settings are only suitable for Forensic staff. If you work in either Forensic Services, Health Partnerships or Local Services please contact your Learning and Development Department on the details below.

Further Information
For further information relating to the Local Services workshop content please contact Michael Sergeant, Local Services MHA/MCA/ODLS Lead. Additionally, he is happy to discuss and arrange bespoke sessions for specific services/teams on request. Contact your local leads in Forensic Services for details of training there.

Session Description
It is the responsibility of individual staff members to ensure that practice occurs effectively within the legislative framework of the Mental Health Act 1983 (as amended in 2007) and that the individual rights of service users who are detained under the Act are positively maintained and promoted. This workshop aims to provide staff with a practical working knowledge of the civil provisions of the Mental Health Act as it applies in the Local Services Division. It will also be useful as a refresher for more experienced staff members.

Motivating Healthy Behaviour
Training Smoking Cessation

Learning Outcomes
By the end of this training participants will:
• Demonstrate basic MI skills necessary for an effective conversation around quitting smoking
• Identify further training courses for Smoking Cessation Level 2

Teaching and Learning Strategy
The training is aimed at all frontline workers that are in a position to have a conversation with clients/patients/ service users/members of the public about quitting smoking.

The training is part of Health Partnerships essential training and therefore must be completed by all frontline clinical staff in Health Partnerships.

Duration
Two and a half hours

Workshops Available
Workshops are available throughout the year. For dates please email Learning.Development@nottshc.nhs.uk

Further Information
This training can be delivered within the workplace. Min 6 max 18 people within Nottinghamshire (except the City).
Bespoke sessions will be considered on request.
For further information please contact:
Rachel Prosser
Brief Intervention Trainer
Email: Rachel.Prosser@nottshc.nhs.uk

Alison Shiel
Brief Intervention Trainer
Email: Alison.Shiel@nottshc.nhs.uk

Refresher Requirements
Preferably two yearly

Booking Details
To book onto the training please email Learning.Development@nottshc.nhs.uk

Learning Outcomes
By the end of this training participants will:
• Be more confident in raising the issue of smoking cessation with clients/patients/family/friends
• Understand how Motivational Interviewing skills can help in a behaviour change conversation
• Demonstrate some basic communication skills necessary for an effective conversation around smoking cessation
• Be able to signpost clients/patients to New Leaf Stop Smoking Service and associated websites

Indicative Content
• Build upon existing knowledge around tobacco use and smoking cessation
• Signposting tobacco users to local stop smoking services
• Understand the term Very Brief Advice and Brief Interventions for smoking cessation
• Become familiar with the theory and essence of Motivational Interviewing (MI)

Teaching and Learning Strategy
The training focuses on using basic Motivational Interviewing skills to enable the frontline worker to feel more confident in engaging with people by using effective communication techniques.

The training is part of Health Partnerships essential training and therefore must be completed by all frontline clinical staff in Health Partnerships.

Duration
Two and a half hours

Workshops Available
Workshops are available throughout the year. For dates please email Learning.Development@nottshc.nhs.uk

Further Information
This training can be delivered within the workplace. Min 6 max 18 people within Nottinghamshire (except the City).
Bespoke sessions will be considered on request.
For further information please contact:
Rachel Prosser
Brief Intervention Trainer
Email: Rachel.Prosser@nottshc.nhs.uk

Alison Shiel
Brief Intervention Trainer
Email: Alison.Shiel@nottshc.nhs.uk

Refresher Requirements
Preferably two yearly

Booking Details
To book onto the training please email Learning.Development@nottshc.nhs.uk
Moving and Handling Training – Guide to Training

Introduction

Nottinghamshire Healthcare NHS Foundation Trust is committed to ensuring that all staff receive the most appropriate and relevant moving and handling training to give them the knowledge and skills to work safely in their roles.

Moving and handling education and training is necessary for ALL staff and is a statutory requirement under Health and Safety Law. All staff need to know how to recognise and reduce the risks associated with poor postures and manual handling activities. Even in apparently simple handling there is a risk of staff developing long term cumulative strain injuries due to repetitive handling and static postures.

The purpose of this guide is to set out information about Moving and Handling training courses, who they are aimed at and how to access them. It is designed to provide an easy to read guide, in plain language, for all of our staff and managers.

This guide has been produced from Trust policy, legislation, national guidelines and standards. The guide should help you to identify which Moving and Handling training is suitable for you, and in addition to this also recommends where to find further information. Details of this can be found on page 45.

What is Manual Handling?

The Manual Handling Regulations 1992 (as amended) define manual handling as ‘any transporting or supporting of a load including the lifting, putting down, pushing, pulling, carrying or moving thereof by hand or by bodily force’. A load can be defined as a discrete movable object which includes inanimate loads, a person and animals.

Moving and handling activities are a key part of any working day for most employees.

Anyone involved in the moving and handling of loads, either people or inanimate objects could be at risk of injury. Handling even the lightest load can result in injury and suffering if handled incorrectly.

As an employer the Trust has obligations to comply with Health and Safety Law by removing or reducing the risk of manual handling related musculoskeletal injuries. The promotion of an ergonomic approach to all moving and handling activities is the model that underpins all Moving and Handling Training as a holistic approach that may keep people free from injury in the workplace.

Moving and Handling training programmes will include the promotion of musculoskeletal health and will be designed to help staff to assess the risks whether their work is sedentary, done mostly standing or involves movement, by encouraging both a problem solving approach and the use of safer manual handling and movement practices.

Training in basic handling methods will provide staff with a practical ‘hands on’ approach essential for the workplace to increase understanding of good posture including the causes and prevention of injury.

Key Contacts

Bill Vamam
Backcare Manager
Tel: 0115 9691300 Ext: 11289
Email: Bill.Vamam@nottshc.nhs.uk

Jane Hawksley
Manual Handling Trainer
Tel: 0115 954 0834 Ext: 14109
Email: Jane.Hawksley@nottshc.nhs.uk

Joanne Clark
Manual Handling Trainer
Tel: 01777 248321 Ext: 7285
Email: Joanne.Clark@nottshc.nhs.uk

Lisa Stewart
Learning and Development Facilitator
Tel: 0115 9691300 Ext: 12473
Email: Lisa.Stewart@nottshc.nhs.uk

Training Teams

Legal Services

Health Partnerships

Corporate Services

Learning and Development

Edna Blades
Tel: 01777 247550 Ext: 7550
Email: Edna.Blades@nottshc.nhs.uk

What Moving and Handling Training is Available and How Do I Access It?

There are a range of Moving and Handling training courses available to all staff throughout the Trust.

This section provides information on the Moving and Handling training courses currently provided.

Full details of available courses can be obtained from the Learning and Development Department.

Further information and general queries can be made by emailing the Learning and Development Department at: Learning.Development@nottshc.nhs.uk

What Moving and Handling Training Do I Need?

The Manual Handling Training Provision Standards; for Nottinghamshire Healthcare NHS Foundation Trust identify and clarify the minimum requirements for Moving and Handling training provision for all occupational groups employed by Nottinghamshire Healthcare NHS Foundation Trust.

It is expected that all new employees will attend the Trust Back Care Induction Programme. The programme is designed to introduce newly recruited employees to moving and handling, musculoskeletal healthcare and the various provisions for manual handling and back care on offer throughout the Trust. For some participants it may be a first time exposure to how work activities can impact on musculoskeletal health and is an important starting point for safer working. The core content includes the following:

- Occupational and lifestyle risk factors
- The health benefits of keeping active
- Legislation, guidance, local policies and procedures
- The form and function of the spine
- Risk assessment
- Back care, musculoskeletal health, movement and postures
- Essential Training Grid to determine the nature and frequency of Moving and Handling training required.

In addition to this managers and staff are advised to refer to their directorate or service Essential Training Grid to determine the nature and frequency of Moving and Handling training required.

Further information

Nottinghamshire Healthcare NHS Foundation Trust Manual Handling and Back Care Policy is available on the Trust Intranet in the section containing the Trust wide policies and procedures. It can also be found in the Health and Safety Management System on the Trust Intranet.


Moving and Handling Training Level 1: Inanimate Load Handling

Level 1 Moving and Handling Inanimate Load Handling Training is designed for clinical and non-clinical staff who may be required to move and handle inanimate loads. The training encourages a problem solving approach and is aimed at workers who are at low or medium risk of musculoskeletal harm or manual handling injury.

Moving and Handling Training Level 2: Patient Handling

Level 2 Moving and Handling Training is required for staff whose role involves patient handling activities. An overarching principle for patient handling training will be the safe and dignified care of patients. All patient handling training will include the risk assessment process, the principles of safer movement, assisting patients with their movement and the safe use of patient handling equipment.

Moving and Handling Training Level 1: Office Ergonomics

Level 1 Office Ergonomics training is designed for administrative staff and others with sedentary occupations whose risks to musculoskeletal health are from fixed postures, prolonged sitting and repetitive actions.

Moving and Handling Training Level 2: Office Ergonomics

Level 2 Office Ergonomics training builds on the knowledge gained in Level 1 and is designed for staff who have a need for more specialist knowledge in order to work as effectively as possible.

Guide to Training

Corporate Services

Health Partnerships

Email: Lisa.Stewart@nottshc.nhs.uk

Tel: 0115 9691300 Ext: 12473

Manual Handling Trainer

Email: Jane.Hawksley@nottshc.nhs.uk

Tel: 0115 956 0834 Ext: 14109

Email: Bill.Varnam@nottshc.nhs.uk

Tel: 0115 956 0834 Ext: 14109

Email: Joanne.Clark@nottshc.nhs.uk

Tel: 01777 248321 Ext: 7285

Email: Edna.Blades@nottshc.nhs.uk

Tel: 01777 247550 Ext: 7550

Email: Lisa.Stewart@nottshc.nhs.uk

Tel: 0115 9691300 Ext: 12473
Moving and Handling Training Level 1: Inanimate Load Handling

Session Description
This e-Learning programme is designed exclusively for administrative staff and others with predominantly sedentary occupations whose risks to musculoskeletal health arise principally from having to work in fixed postures, with repetitive actions and with periods of prolonged sitting.

This e-Learning programme is designed exclusively for administrative staff and others with predominantly sedentary occupations whose risks to musculoskeletal health arise principally from having to work in fixed postures, with repetitive actions and with periods of prolonged sitting.

It describes how to self-assess working postures and office based activities in order to preserve musculoskeletal health in the workplace.

Although manual handling is more obviously connected with the lifting, moving and supporting of loads, office based activities also involve posture, movement and varying degrees of effort. Whereas overloading the body might be the more obvious risk for handling a load, lack of movement and relatively light but repetitive activities can also lead to injury. Office workers therefore are likely to be exposed to risks associated with light but repetitive activities. This can mean from repeated use of display screen equipment or those seemingly innocuous office tasks that involve moving files and dealing with boxes of copy paper.

Loading the spine efficiently is beneficial and indeed necessary for musculoskeletal health but we need the right blend between loading and recovery. The more aware we can be of how our body responds to all kinds of work activity, the better protected we will be from injury; ready to work, move and handle safely.

Learning Outcomes
• Have some knowledge as to how human structures can get injured during movement and handling activities
• Understand why remaining active, within reason when injured, can be beneficial
• Be able to apply a ‘Healthy Postures Approach’ when engaging in movement and handling activities in order to reduce the risk of injury
• Be able to apply a ‘Risk Assessment Approach’ to designing safer systems of work that might otherwise involve injury risk

Target Audience
This programme has been specifically designed for clinical operatives who do not engage in patient handling activities. It will however be appropriate for occupational groups involved with inanimate load handling or low risk activities and for those who do not have access to a job specific programme of training.

Duration
This programme requires up to two guided learning hours.

Further Information
For further information please contact:
Bill Varnam
Tel: 0115 9691300 Ext: 11289
Email: Bill.Varnam@nottshc.nhs.uk

Jane Hawksley
Tel: 0115 9691300 Ext: 14109
Mob: 07824599414
Email: Jane.Hawksley@nottshc.nhs.uk

Joanne Clark (Rampton Hospital)
Tel: 01777 247285
Email: Joanne.Clark@nottshc.nhs.uk

Lucy Bania (Bassetlaw Health Partnerships)
Tel: 01777 274422 Ext: 8096
Email: Lucy.Bania@nottshc.nhs.uk

Other contact details:
Edna Blades (Rampton Hospital)
Tel: 01777 247550
Email: Edna.Bladess@nottshc.nhs.uk

Priti Parmar (Arnold Lodge)
Tel: 0116 207792
Email: Priti.Parmar@nottshc.nhs.uk

Nicola Musgrave (Wathwood Hospital)
Tel: 01709 207776
Email: Nicola.Musgrave@nottshc.nhs.uk

Bassetlaw Health Partnerships
Lucy Bania
Tel: 01777 274422 Ext: 8096
Email: Lucy.Bania@nottshc.nhs.uk

Local Services and Health Partnerships
Lucy Bania
Tel: 0116 207792
Email: Lucy.Bania@nottshc.nhs.uk
Moving and Handling Training Level 2: Patient Handling

Session Description
This practical face to face programme is for all Trust employees who work directly with patients and who offer them assistance with their personal care needs and movement.

Learning Outcomes
By the end of the session, delegates will:
- Be able to select the appropriate risk assessment documentation for the level of patient care activity they engage in.
- Have some knowledge of the evidence base behind sound movement principles that need to be applied when assisting patients in order to protect their musculoskeletal health.
- Be able to apply sound movement principles when giving physical assistance to a patient and when using patient handling equipment.
- Be familiar with a range of patient handling principles when giving physical assistance to a patient and when using patient handling equipment.
- Be familiar with a range of patient handling transfer and lifting devices.

Teaching and Learning Strategy
Although delegates on this training programme will essentially be patient handlers, it is likely that experience in patient handling activities and individual training needs will vary between delegates.

For this reason this training programme will follow the line of a problem solving workshop. The first part will be concerned with the risk assessment process. It will also cover how to move and load the human body safely. The second part will be tailored to the learning needs of the delegates to reflect the type of care and the care environment that they work in.

Injury pathways (an ergonomic model of manual handling injury)
- Learned movement habits and adaptations that can either impede or enhance the way we move.
- Evidence based principles that guide the way we load our bodies in the various moving and handling activities and movements that we undertake.
- The safe use of a wide range of patient handling transfer and lifting devices.

Target Audience
Employees working in community settings and inpatient areas will obviously qualify for this training programme. For example, nurses, healthcare assistants, community nurses, occupational therapists, physiotherapists typically qualify.

Teaching and Learning Strategy
Although delegates on this training programme will essentially be patient handlers, it is likely that experience in patient handling activities and individual training needs will vary between delegates.

For this reason this training programme will follow the line of a problem solving workshop. The first part will be concerned with the risk assessment process. It will also cover how to move and load the human body safely. The second part will be tailored to the learning needs of the delegates to reflect the type of care and the care environment that they work in.

Nursing Mentor Update

Session Description
This is a mandatory update for all registered nurses who support students undertaking a Nursing and Midwifery Council (NMC) approved pre-registration training course. The training is a professional requirement of the NMC and will enable the participant to remain on the database of mentors held by the Trust. All participants must have undertaken an Initial Mentor training course before attending an annual update.

Learning Outcomes
Full awareness of the NMC requirements of the Standards to Support Learning and Assessment in Practice.
- Knowledge of the current curriculum.
- Knowledge of outcomes and competency requirements.
- Discussion of quality within practice learning environments.
- Importance of completion of Triennial Review documentation.
- Role of the Mentor.
- Understanding of Due Regard.
- Expectations of the student.

Teaching and Learning Strategy
There are a wide variety of ways to access mentor updates:
- Attending an update provided by the Practice Learning Tutors or the University.
- Within your Practice Learning Team.
- Via the online facility provided by the University.

Target Audience
Registered nurses who have undertaken an Initial Mentor training course, and support students within their clinical placement.

Duration
Variable, depending on method of learning, but no more than two hours if face to face.

Workshops Available
As advertised by local universities:
- University of Nottingham
- DeMontfort University
- The Open University
- Sheffield Hallam University

You can book on via either the link below: mentordatabaseadmin@nottshc.nhs.uk or the university on:
- Tel: 0115 8231212
- Email: NT-NottinghamMentor@ad.nottingham.ac.uk

To ensure your mentor details are updated, you must complete the register to confirm attendance.

Further Information
More information about Mentorship, Sign-off Mentorship and Triennial Review is available via the Practice Learning Tutor: Deb.Boyce@nottshc.nhs.uk or mentordatabaseadmin@nottshc.nhs.uk.

Mikela Conboy (Rampton Hospital)
Tel: 01777 247806
Email: mentordatabaseadmin@nottshc.nhs.uk
Priti Parmar (Arnold Lodge)
Tel: 0116 2077792
Email: Priti.Parmar@nottshc.nhs.uk
Nicola Musgrave (Wathwood Hospital)
Tel: 01709 870853
Email: Nicola.Musgrave@nottshc.nhs.uk

Refresher Requirements
This is an annual update required by the Nursing and Midwifery Council. Face to face updates must occur, as a minimum, every two out of three years. The updates allow the opportunity for discussion and validation around decisions made in clinical settings by the nurse mentors supporting students within the practice setting.

Booking Details
Staff should book themselves onto a session via the University
- Tel: 0115 8231212
- Email: NT-NottinghamMentor@ad.nottingham.ac.uk

For further information or bookings, please contact Priti Parmar (Arnold Lodge) or Nicola Musgrave (Wathwood Hospital) via email or telephone.
Pressure Ulcer Management

Session Description
To identify how pressure ulcers develop, who is more at risk and how to prevent pressure ulcers from developing or preventing them from getting worse. The session also looks at what other factors contribute to pressure ulcers and the importance of documentation.

Duration
One full day

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information please email: Ruth.Langrick@nottshc.nhs.uk

Refresher Requirements
Three yearly

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk

Learning Outcomes
- How pressure ulcers develop
- Classification of pressure ulcers
- Risk assessment
- Pressure ulcer prevention

Indicative Content
- Skin structure
- Aetiology of pressure ulcers
- Classification of pressure ulcers
- Risk assessment
- Pressure ulcer equipment
- Nutrition
- Continence
- Seating
- Documentation and RCAs
- Legal implications

Teaching and Learning Strategy
Content of the day will be predominantly PowerPoint presentations but with audience participation.

Target Audience
New starters/staff who have not received any training in pressure ulcer prevention during the last three years.
For adult clinicians or children and young people's staff who work with severely disabled children.
All staff can attend from north and south of the county.

Pressure Ulcer Management Update

Session Description
To identify how pressure ulcers develop, who is more at risk and how to prevent pressure ulcers from developing or preventing them from getting worse. The session also looks at what other factors contribute to pressure ulcers and the importance of documentation.

Duration
One full day

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information please email: Ruth.Langrick@nottshc.nhs.uk

Refresher Requirements
Three yearly

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk

Learning Outcomes
- How pressure ulcers develop
- Classification of pressure ulcers
- Risk assessment
- Pressure ulcer prevention

Indicative Content
- Aetiology of pressure ulcers
- Classification of pressure ulcers
- Risk assessment
- SSkin bundle
- Incident reporting
- Pressure relieving equipment

Teaching and Learning Strategy
Content of the day will be predominantly PowerPoint presentations but with audience participation.

Target Audience
All trained staff.
For adult clinicians or children and young people's staff who work with severely disabled children.
All staff can attend from north and south of the county.

Duration
Two hour update

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information please email: Ruth.Langrick@nottshc.nhs.uk

Refresher Requirements
Three yearly

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk
Promoting Safer and Therapeutic Services (PSTS) (Module 1)

Session Description
This training programme was introduced nationally in 2004 and all Mental Health and Learning Disabilities Trusts are required under a Secretary of State Direction, to provide training to all frontline staff which covers the Ten specified learning outcomes of this programme.

Learning Outcomes
The Ten learning outcomes referred to above are:

• Describe the role of NHS Protect
• Describe the theoretical, pathological and environmental explanation for aggression in Mental Health or Learning Disability settings
• Identify the causes of violence in mental health
• Identify de-escalation/conflict resolution methods
• Identify coping strategies
• Describe individual and organisational responsibilities for the use of reasonable force
• Demonstrate an understanding of risk management and prevention strategies
• Demonstrate an understanding of the positive contribution service users can make to prevention strategies
• Demonstrate an understanding of the need for de-briefing, support, reporting/recording
• Identify spheres of influence required to bring about change

Some of these outcomes may be omitted dependent upon job role and relevance subject to approval by the Trust Violence Reduction Lead Trainers Support Network.

Indicative Content

Teaching and Learning Strategy
This theoretical course meets the requirements of the National Syllabus for Promoting Safer and Therapeutic Services and Conflict Resolution Training. The objectives will be met by the use of a range of teaching methods that include group work, case studies, examples and discussions.

Target Audience
All Trust staff

Duration
Determined by job role/workplace need

Further Information
For further information on the content and duration please contact your local Learning and Development Department.

PSTS (Module 1)
Promoting Safer and Therapeutic Services

Risk Treatment and Suicide Awareness

Session Description
Nottinghamshire Healthcare NHS Trust recognises as part of its duty of care, the responsibility to ensure that all relevant staff receive an appropriate level of training.

This is specifically in relation to clinical risk management, including agreed Nottinghamshire Healthcare risk assessment, suicide factors and their prevention. This is a mandatory training session for all relevant staff - these are individual staff who have clinical contact with individuals receiving care from Trust services.

Learning Outcomes
By the end of the training session, participants will:

• Have an awareness of risk and related issues
• Explore the legislation pathway and how this underpins training
• Understand the importance of risk in clinical practice
• Have an awareness of the principles of risk assessment and management
• Have an awareness of approaches to positive risk taking
• Have an awareness of the incidence of suicide nationally
• Recognise groups most at risk
• Identify suicide risk factors
• Understand basic principles behind suicide prevention

Indicative Content
Coroner, Mills & Reeve, PALS and CIRCLE updates
Preventing suicide in England - HM Government
Self-harm: longer term management - NICE EU39
Multicentre Study of Self-harm in England

Teaching and Learning Strategy
The training consists of diverse approaches, aimed at engaging participants to consider how self-harm risk and suicide factors impact on care of the individual and how their professional practice reflects the most appropriate intervention. The educational approach will include: presentations, interaction, group activities and discussions.

Target Audience
Please refer to your directorate or service Essential Training Needs Grid which has been developed locally. This can be achieved by attending a face to face session or completing the e-Learning package available through the Trust website.

Booking Details
To book onto the training please email:
Local Services
Learning.Development@nottshc.nhs.uk
Forensic Services
Edna Blades (Rampton Hospital) Tel: 01777 247550 Email: Edna.Blades@nottshc.nhs.uk
Priti Parmar (Arnold Lodge) Tel: 0116 2077792 Email: Priti.Parmar@nottshc.nhs.uk
Nicola Musgrave (Wathwood Hospital) Tel: 01709 870853 Email: Nicola.Musgrave@nottshc.nhs.uk

Further Information
For further information please contact:
Andy Peet (Local Services) Tel: 0115 9691300 Ext: 10160 Email: Andy.Peat@nottshc.nhs.uk
Martin Jones (Rampton Hospital) Tel: 01777 247684 Email: Martin.Jones@nottshc.nhs.uk

Refresher Requirements
Please refer to your directorate or service Essential Training Needs Grid which has been developed locally. This can be achieved by attending a face to face session or completing the e-Learning package available through the Trust website.

Booking Details
To book onto the training please email:
Local Services
Learning.Development@nottshc.nhs.uk
Forensic Services
Edna Blades (Rampton Hospital) Tel: 01777 247550 Email: Edna.Blades@nottshc.nhs.uk
Priti Parmar (Arnold Lodge) Tel: 0116 2077792 Email: Priti.Parmar@nottshc.nhs.uk
Nicola Musgrave (Wathwood Hospital) Tel: 01709 870853 Email: Nicola.Musgrave@nottshc.nhs.uk
Root Cause Analysis Training

Session Description
An interactive course which gives participants an understanding of the systematic investigative process, and its practical application to investigate a wide range of incidents. Participants learn how systematic investigation can be used to discover why an incident occurred and identify solutions to prevent similar incidents happening again. Participants will work in groups and carry out an investigation into a case study using root cause analysis tools and techniques.

Learning Outcomes
Participants will understand:
• The theory behind human error
• How to carry out a systematic investigation into a serious incident
• Investigative tools and models

Indicative Content
Presentations and group work.

Teaching and Learning Strategy
To encourage people to work in groups so they can share their knowledge, skills and discuss any problems.

Participants will ‘do’ rather than just listen which will help them to remember what they have learnt.

Target Audience
For staff who may be involved in carrying out a root cause analysis investigation.

Duration
One full day

Workshops Available
Workshops are available throughout the year. For dates please email Learning.Development@notts.nhs.uk

Further Information
The session will be delivered by Chris Brougham, Head of Training/Investigator, Veita.

Booking Details
To book onto the training please email Learning.Development@notts.nhs.uk

Safeguarding Training – Guide to Training

What is Safeguarding?
Safeguarding is everyone’s responsibility. As part of the NHS, Nottinghamshire Healthcare must ensure that it safeguards and promotes the welfare of children, young people and adults. This means that we work to protect all those who are vulnerable.

The Trust promotes a ‘Think Family’ safeguarding model, recognising that family structures are varied and may be constantly changing. Families can go far beyond those defined by blood relationships and partners. It is important that we are able to understand these complex relationships and how they can impact upon individuals.

Safeguarding Training delivered by the Trust is validated by Nottinghamshire County and Nottingham City Safeguarding Boards.

This ‘model’ underpins all the safeguarding training and interventions currently provided by Nottinghamshire Healthcare. Our safeguarding training programmes will evolve to help staff to more easily make the link between the likelihood of more than one type of abuse existing in family settings. For example, the links between adult safeguarding and domestic abuse, or between domestic abuse and child abuse.

What Safeguarding Training is available and how do I access it?
There is a significant range of safeguarding courses available to all staff throughout the Trust. This document provides information on the general provision which is suitable for those who work in all divisions.

This document identifies each element of training separately; many of the courses will cover several of the elements.

Full details of available courses can be obtained from the Learning and Development Department at Learning.Development@notts.nhs.uk

Key Contacts in the Team

Safeguarding Team
Corporate Safeguarding
Tel: 0115 955 5363
Email: not-tr.safeguarding@nhs.net

Local Services Division
Tel: 0115 969 1300 Ext:13949
Email: safeguarding@notts.nhs.uk

Forensic Services Division
Tel: 01777 247550
Email: Edna.Blades@notts.nhs.uk

Health Partnerships
Tel: 0115 8831202
Email: Corinne.Atkinson@notts.nhs.uk

Training Teams
Local Services and Health Partnerships
Tel: 0115 9691300 Ext: 10250
Email: Learning.Development@notts.nhs.uk

Forensic Services
Tel: 01777 247550
Email: Edna.Blades@notts.nhs.uk

What Safeguarding Training Do I Need?
The following information details the minimum safeguarding training requirement for all Nottinghamshire Healthcare staff. The content of all courses is guided by national standards.

For clarity, the training requirements for safeguarding children and for safeguarding adults are detailed separately.

Important Note: Any individual who feels they would benefit from more in depth training should always be able to do so.
Safeguarding, Children Training

Safeguarding, Adults Training

Staff in a non clinical role
Level 1 Safeguarding Children training is required. This training is part of the Trust’s Corporate Induction programme and thereafter should be completed as e-Learning every three years.

Level 2 Safeguarding Children training is required. This training should be attended as part of the Trust’s Induction ‘Think Family’ day and thereafter should be completed every three years (e-Learning can be used every alternate time).

Clinical staff who have some degree of contact with children and young people
Level 2 Safeguarding Children training is required. This training should be attended as part of the Trust’s Induction ‘Think Family’ day and thereafter should be completed every three years (e-Learning can be used every alternate time).

Clinical staff working predominantly with children and young people
Level 2 Safeguarding Children training should be completed as part of the Trust’s Induction ‘Think Family’ day. The Level 2 Safeguarding Children Advanced training initial course is then required and should be completed once only. After this, a Level 3 Update is required annually.

Level 3 Safeguarding Children Advanced Training
All staff who need to complete Level 3 Safeguarding Children Advanced training every year have a range of options available once they have completed the initial course.

• There are several other in-house safeguarding courses and conferences that are detailed within the Therapeutic and Clinical Skills Prospectus. Most of these will meet the requirements of the Level 3 Update and this is detailed within the information for each course.
• The Local Safeguarding Children Board provides a limited number of places on a range of safeguarding children courses. These can be booked directly through the following websites:
  • www.nottinghamshire.gov.uk/training/protection-and-safeguardingnscb
  • www.nottinghamcity.gov.uk/ncaspb
  • www.nottinghamcity.gov.uk/hcscb

Note: For Health Partnerships staff there is an expectation that Level 2 Safeguarding Adults training will be undertaken annually.

Important Note: If you attend an alternative in-house course your training record should be updated automatically. If you wish to attend an alternative course please inform the Learning and Development Department for your records to be amended appropriately.

Other Safeguarding Training

PREVENT
What is ‘Prevent’?
‘Prevent’ focuses on individuals and communities who may be vulnerable to being exploited and drawn into violent extremism and terrorism. The overall principle of ‘Prevent’ is to safeguard vulnerable individuals.

A key challenge is to ensure that, where there are signs that someone has been or is being drawn into terrorism, the healthcare worker can interpret those signs correctly and take the appropriate action. Preventing someone from becoming a terrorist or supporting terrorism is comparable to safeguarding in other areas, including child abuse or domestic violence.

While the likelihood of an incident is low, the consequences could be high. This approach is about supporting and redirecting individuals and not about criminalising them.

What training do I need?
All new staff (clinical and non-clinical) will be made aware of the Prevent Strategy at Trust Induction.

Clinicians will receive integrated training on Prevent within the Trust’s Induction ‘Think Family’ day. Further training will then be via e-Learning.

Staff receiving Level 3 Safeguarding Children Advanced training will be required to attend a 30 minute Workshop to Raise Awareness of Prevent (WRAP). This face to face training is a once only requirement and future training will be through e-Learning.

DOMESTIC VIOLENCE
What is Domestic Violence?
Domestic violence and abuse is any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence or abuse between individuals aged 16 or over who are, or who have been, intimate partners or family members, regardless of gender or sexuality. This can encompass, but is not limited to, the following types of abuse:

Psychological, Physical, Sexual, Financial, Emotional
Domestic violence also includes so called ‘honour’ based violence, female genital mutilation and forced marriage and is not confined to one gender or ethnic group.

The Trust seeks to reduce domestic violence in all its forms and providing appropriate training to our staff is a key part of our overall safeguarding training provision.

What training do I need?
Domestic Violence training is not an essential training requirement for any staff roles. However, it is recognised that these courses will positively complement the suite of safeguarding training offered.

Clinicians will receive integrated training on domestic violence within the Trust’s Induction ‘Think Family’ day. There are also two further courses which provide more in depth training.

Domestic Violence for Non Clinicians is a half-day course specifically aimed at staff who have a non clinical role.

Domestic Violence for Clinicians is a multi-agency course which is open to all clinical staff. Those staff who are required to complete Level 3 Safeguarding Children Advanced training every year are able to attend this course instead. This does not replace any other Safeguarding training programme.
Anyone who cares for or makes decisions on behalf of someone who lacks capacity needs to follow the law to ensure the safety and protection of the individual. The Mental Capacity Act (2005) sets out who can make decisions, in which situations and how they should go about this. The Code of Practice that supports the Act sets out best practice for professionals, family and other carers. It is an essential guide to help staff make decisions that are in the best interests of some of the most vulnerable people in society. Professionals are expected to have regard to the Code when working with someone who lacks capacity.

What training do I need?
All clinical staff who primarily work with adults are required to complete this training every three years. Both classroom training and e-Learning training is available. For those who do not provide mental health services, e-Learning training is sufficient.

Staff who have a non clinical role are not required to complete Mental Capacity Act training.

RECOGNISING AND RESPONDING TO THE HEALTH NEEDS OF CHILDREN AND YOUNG PEOPLE IN CARE
Children and young people who enter the care of the local authority are more likely than their peers to experience a range of health problems including developmental delay, growth problems, sexual health problems, speech and language delay, bedwetting, lack of childhood immunisations, attachment disorders and vision or hearing difficulties.

In addition, children and young people in care experience significantly worse mental health than other children. An estimated 45% of children/youth people in care aged 5 to 17 years have mental health problems, over four times higher than for all children (10%). Department for Children, Schools and Families and Department of Health, (2009).

This training aims to develop the participants' knowledge and understanding of the health needs of children who are in care. They will learn about how best to identify and address those needs, in order for each child and young person to have the best possible health outcomes and to reach their full potential.

What training do I need?
There is a wide range of safeguarding training opportunities and seminars both internally and externally. Should you identify a need to attend these, please discuss this with your line manager and inform the Learning and Development Department of any attendance.

Further Information
Nottinghamshire Healthcare’s ‘Safeguarding’ section, along with a wide range of other safeguarding tools and documents including all of our current training prospectuses.

This guide can be used in conjunction with Nottinghamshire Healthcare’s ‘Think Family’ Safeguarding Competency Pathway, which can be accessed via the ‘Safeguarding’ section of the Intranet. This can also be used as evidence for professional development.

THE MENTAL CAPACITY ACT (MCA)
What is the Mental Capacity Act?

This training aims to develop the participant's knowledge and understanding of the health needs of children who are in care. They will learn about how best to identify and address those needs, in order for each child and young person to have the best possible health outcomes and to reach their full potential.

What training do I need?
All clinical staff who primarily work with adults are required to complete this training every three years. Both classroom training and e-Learning training is available. For those who do not provide mental health services, e-Learning training is sufficient.

Staff who have a non clinical role are not required to complete Mental Capacity Act training.

Think Family Safeguarding Level 1

Session Description
This session will provide an update for non clinical staff who have minimal contact with adults and children.

Learning Outcomes
• Basic awareness of adult and child abuse and Prevent
• What to do if a member of staff identifies abuse or are concerned

Indicative Content
• Definitions
• Responsibilities
• What to do if concerned

Teaching and Learning Strategy
• Brief presentations
• Case examples

Target Audience
Staff in non clinical areas

Duration
One and a half hour sessions (9.30am - 11.00am)

Workshops Available
Workshops are available throughout the year. For dates please email: Learning.Development@nottshc.nhs.uk

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk
Think Family Safeguarding Level 2

For:
Clinical staff that have completed their Induction at Level 2 for both Adults and Children, and do not require Level 3, must complete this full day refresher three yearly
Staff working predominantly with adults need the Children’s Safeguarding Level 2 Refresher 3 yearly and need only attend the morning session
Staff working predominantly with children need the Adult Safeguarding Level 2 Refresher 3 yearly and need only attend the afternoon session

Session Description
By the end of the course, using the ‘Think Family Strategy’ delegates will have the knowledge, understanding and skills to identify and respond to safeguarding concerns within your role.
This will enable the provision of a high quality response to safeguarding children, young people and adults, assisting staff in understanding their individual and collective responsibilities to ‘Think Family’ when safeguarding.
It aims to assist practitioners in the identification, prevention and response to neglect, harm and abuse and examines the legislative framework, policies and procedures that underpin and support the professional in this role.
The session will build upon basic awareness of the nature and consequences of vulnerability and consider how the issues of race, religion, age, gender and disability may impact on this.
Practitioners will have the opportunity to use case scenarios and assessment tools to aid discussion and support analysis.
The session will utilise core competencies in relation to record keeping and information sharing to develop the participants understanding of effective multi-agency working.

Learning Outcomes
•The conduct of individual roles and responsibilities in line with Local Safeguarding Board procedures
•Recognise types, indicators and impact of abuse
•Raise an alert, make a referral and escalate concerns as appropriate
•Recognise the importance of information sharing in line with local and national guidance

Indicative Content
•Statutory Guidance on Safeguarding Children and Adults
•Multi-Agency Threshold Guidance
•Laws and Procedures that affect staff responsibilities to children and adults
•Working Together to Safeguard Children (2015)
•Nottinghamshire policies and procedures for children and adults
•MAPPA/MAMAC
•Care Act 2014
•Human Rights Act (2000)
•Mental Capacity Act (2005) DoLS
•Defining Child Abuse

Safeguarding Children Level 3

Session Description
This course will help to develop skills and competencies to safeguard children and to recall the underpinning legislative and policy framework relating to safeguarding children. It will help attendees to determine their role in the multi-agency framework to safeguard children, identify and assess risk and harm to children, apply the principles of working with children and families where there are safeguarding concerns, be able to contribute to investigations and provide written reports when appropriate and to act appropriately when there is insufficient response from other organisations or agencies in response to concerns for children.

Learning Outcomes
•Raise awareness of the tools available which allow staff to assess, analyse and formulate effective plans when working with families
•Improve capability to contribute to enquiries and share relevant information when appropriate
•Develop awareness and the ability to put in place the Escalation Process
•Learn lessons from Local and National serious case reviews

Indicative Content
•Legislative and policy framework relating to safeguarding children
•Working within the multi-agency framework to safeguard children
•Identification and assessment of risk and harm to children
•Contributing to investigations and written reports
•Analysis of risk
•The Escalation Process
•Lessons learned from Local and National serious case reviews
•Respectful challenge
•Contributing to investigations and providing written reports
•Policy and Procedure for Dealing with Allegations and Concerns of Abuse made against an Employee, Agency Worker, Volunteer or Student (2009)

Teaching and Learning Strategy
Level 3: Clinical staff working with children, young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and evaluating the needs of a child or young person and parent.
As outlined in Level 1 and 2 plus:
•Draws on child and family-focused clinical and professional knowledge and expertise of what constitutes child maltreatment, to identify signs of sexual, physical or emotional abuse or neglect.
•Will have relevant professionally related core and case specific clinical competencies.
•Contributes to inter-agency assessments, the gathering and sharing of information and where appropriate analysis of risk.
•Documents concerns in a manner that is appropriate for safeguarding/child protection and legal processes.
•Undertakes regular documented reviews of own (and/or team) safeguarding/child protection practice as appropriate to role.
•Contributes to serious case reviews/case management reviews/significant case reviews and child death review processes.
•Works with other professionals and agencies, with children, young people and their families when there are safeguarding concerns.

Further Information
For further information please contact: Carol Williams
Tel: 0115 8831202

Refresher Requirements
This course should be updated every three years. For dates please email: Learning.Development@nottshc.nhs.uk

Further Information
For further information please contact: Carol Williams
Tel: 01636 652500

Refresher Requirements
This course can be equivalent Level 3 course needs to be updated on a yearly basis.

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk
Safeguarding Children Advanced Refresher
Level 3

Session Description
To update skills and competencies of staff to safeguard children, update on legislation and local procedures/practice guidance. Remind staff of roles and responsibilities to safeguard children. Promote partnership working and present lessons learned from local and national serious case reviews. To emphasise the importance of accessing supervision to safeguard children.

Learning Outcomes
• Staff will be made aware of recent safeguarding children developments including legislation and local procedures.
• Recent developments of legislation and local procedures/practice guidance.
• Revision of role and responsibilities.
• Partnership working.
• Safeguarding Supervision.
• Training requirements.

Teaching and Learning Strategy
Clinical staff working with children, young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and evaluating the needs of a child or young person and parent.

Teaching and Learning Strategy
• Draws on child and family - focused clinical and professional knowledge and expertise of what constitutes child maltreatment, to identify signs of sexual, physical or emotional abuse or neglect.
• Will have relevant professionally related core and case specific clinical competencies.
• Contributes to inter-agency assessments, the gathering and sharing of information and where appropriate analysis of risk.

Indicative Content
- Documenting concerns in a manner that is appropriate for safeguarding children protection and legal processes.
- Undertakes regular documented reviews of own (and/or team) safeguarding/child protection practice as appropriate to role.
- Contributes to serious case reviews/ case management reviews/significant case reviews and child death review processes.
- Works with other professionals and agencies, with children, young people and their families when there are safeguarding concerns.
- Advises other agencies about the health management of individual children in child protection cases.
- Applies the lessons learnt from audit and serious case/case management reviews/significant case reviews to improve practice.
- Advises others on appropriate information sharing.

Target Audience
All staff who have contact with children.

Duration
One half day (9.30am - 12.30pm)

Workshops Available
Workshops are available throughout the year.
7 October 2015
Bassetlaw Lecture Room
11 November 2015
The Orange & Yellow Room, Duncan Macmillan House
8 December 2015
Ashfield Health Village
14 January 2016
The Orange & Yellow Room, Duncan Macmillan House
16 March 2016
The Blue Room, Duncan Macmillan House

For further dates please email: Learning.Development@nottshc.nhs.uk

Further Information
Delegates need to have completed Safeguarding Children Level 2 and the full day Level 3.

Refresher Requirements
People working predominantly with children require an annual update. (This may be in the form of further training accessed through Nottinghamshire Safeguarding Children Board).

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk

Safeguarding Seminar – Key Emerging Themes

Session Description
A half day hosted by the Safeguarding Teams, this session will provide awareness and learning related to current emerging themes. Learning outcomes:

- Child Sexual Exploitation
- Female Genital Mutilation
- Modern Slavery
- Care Act
- Learning from Local Review Themes

Learning Outcomes
This session will achieve Level 3 annual update in Safeguarding Children Competency.

Indicative Content
Indicators of:
- Child Sexual Exploitation
- Female Genital Mutilation
- Modern Slavery
- The implications for safeguarding from the new Care Act
- Drawing upon learning from recent serious case reviews

Teaching and Learning Strategy
This will be a seminar based session with talks from relevant experts around safeguarding issues.

Target Audience
The Seminar is open to all staff working with children and their families. This session will achieve Level 3 annual update in Safeguarding Children Competency.

Duration
One half day

Workshops Available
Future seminars will be advertised.

Further Information
For further information please email: Learning.Development@nottshc.nhs.uk

Booking Details
To book onto the training please email: Learning.Development@nottshc.nhs.uk
Search Training (Rub Down)

Session Description
This course is mandatory training for NHS staff who may be required to conduct personal searches on patients in inpatient areas. Personal searches must only be undertaken by staff that have been trained to do this. It is the responsibility of Clinical Directors and General Managers to ensure that staff who may be required to conduct searches have been appropriately and adequately trained for the task and that training is updated annually.

Learning Outcomes
- Identify items or substances that may be misused or which could adversely impact on safety and security
- Demonstrate a systematic thorough rub down search

Indicative Content
- What gives us the power
- When to search
- Gaining authorisation
- Who is permitted to search
- What to look out for
- Role of the witness
- The systematic search

Teaching and Learning Strategy
A mixture of learning and teaching methods will be used: discussion/examples from the facilitators/group work/demonstration and practice will be used to explore understand and highlight good practice.

Target Audience
Please refer to your directorate or service Essential Training Needs Grid which has been developed locally.

Duration
Three hours or determined by Trust policy.

Further Information
For further information on the content and duration contact your local Learning and Development Department.

Refresher Requirements
Three hours annually or determined by Trust policy.

Booking Details
To book onto the training please email:
Local Services
Learning.Development@nottshc.nhs.uk

Forensic Services
Sharon Whetton (Rampton Hospital)
Tel: 01777 247858 Ext: 7858
Email: Sharon.Whetton@nottshc.nhs.uk

Priti Parmar (Arnold Lodge)
Tel: 0116 207792
Email: Priti.Parmar@nottshc.nhs.uk

Nicola Musgrave (Wathwood Hospital)
Tel: 01709 870853
Email: Nicola.Musgrave@nottshc.nhs.uk

Security Update
(Rampton Hospital)

Session Description
The Safety and Security in Ashworth, Broadmoor and Rampton Hospitals Directions (2013) state it is a requirement that all security pass key holders for Rampton Hospital complete a yearly security update. This is combined with the mandatory violence reduction training update. This is aimed at refreshing and bolstering learners’ awareness of good security practices and enlightens learners with regard to potential and actual problem areas. It will also update on new issues and policy appertaining to the security perspective.

Learning Outcomes
- Be aware of issues that external/internal auditors have highlighted
- Understand what the Trust and they as individuals can reasonably do to keep themselves as free from victimisation and/or harm as possible
- Safely manage keys and locks
- Be aware of the need and process for reporting security related intelligence
- Be able to demonstrate a systematic thorough rub down search (direct care staff)
- Identify items and substances that may be misused or could adversely impact on safety and security

Teaching and Learning Strategy
Formative and summative assessment will be used before, during and at the conclusion of each session. Lecture, group work, demonstration, scenarios and quiz/questionnaire will all be utilised. A flexible proactive/interactive style is fostered via discussion/debate, question and answer as appropriate.

Target Audience
All authorised employees of the Trust and others who have been issued with security pass keys.

Duration
Sessions are for am or pm dependent on whether participants are direct or non direct staff and form part of the violence reduction essential training update.

Workshops Available
to book onto the training please email:
The Security and Violence Reduction Department
Tel: 01777 247858
Email: Sharon.Whetton@nottshc.nhs.uk

Further Information
For further information please contact:
Jackie Ewington
Tel: 01777 880110
Email: Jacqueline.Ewington@nottshc.nhs.uk

Refresher Requirements
Annually

Booking Details
To book onto the training please email:
The Security and Violence Reduction Department
Administration Team
Tel: 01777 247858
Email: Jacqueline.Ewington@nottshc.nhs.uk

Security and Violence Reduction Team.
Learning Outcomes
By the end of this session, participants will be able to:

- Identify reasons for restraint
- Assess the level of aggression and select an appropriate level of restraint
- Work as a team to safely immobilise an aggressive client and cope with upsurges in violence
- Learn how to communicate with each other so as to maximize safety and how to introduce extra team members where required
- Give consideration to issues such as the dignity, privacy, and safety of a client who is being restrained
- Identify and define the legal term ‘reasonable force’
- Identify the risks and signs of restraint related to physical health issues i.e. ‘positional asphyxia’
- Identify the importance of reporting and recording of all incidents

Indicative Content
This is the third module of a system of training.

It would be expected that each student will have previously completed Modules 1 and 2.

This module covers the necessary skills to regain control of incidents where physical violence is a potential feature.

Teaching and Learning Strategy
Learning will be facilitated by group discussion, group observation, practice and participation in physical intervention skills and role plays.

Target Audience
Please refer to your directorate or service Essential Training Needs Grid which has been developed locally.

Duration
Determined by Trust Policy.

Further Information
For further information on the content and duration please contact your local Learning and Development Department.

Refresher Requirements
Annually as per Trust Policy and NICE Clinical Guideline 10.

Booking Details
To book onto the training please email:
Local Services
Learning.Development@nottshc.nhs.uk

Forensic Services
Sharon Whetton (Rampton Hospital)
Tel: 01777 247858 Ext: 7858
Email: Sharon.Whetton@nottshc.nhs.uk

Priti Parmar (Arnold Lodge)
Tel: 0116 2077792
Email: Priti.Parmar@nottshc.nhs.uk

Nicola Musgrave (Wathwood Hospital)
Tel: 01775 870853
Email: Nicola.Musgrave@nottshc.nhs.uk

This training aims to provide staff with a range of skills to address issues regarding the recognition prevention and reduction of aggressive and violent behaviour. This involves a hierarchy of strategies ranging from risk recognition and de-escalation skills through to the use of physical restraint which may lead to seclusion.
This document is also available in other languages and formats upon request.
Su richiesta, questo documento è disponibile in altre lingue e in altri formati.
Sur demande, ce document peut être fourni en d’autres langues et formats.
Na życzeniu, dokument ten można uzyskać w innych językach i formatach.
यह, दरअस्सार अनुसार फिरे करने पर अन्य भाषाओं और प्रकारों में प्रपाद किया जा सकता है।
Förderschwerbehinderte Freunde Sachsen e.V. (если) также доступны на других языках и форматах.

Nottinghamshire Healthcare NHS Foundation Trust
Duncan Macmillan House
Porchester Road
Nottingham
NG3 6AA
Tel: 0115 9691300

For additional copies of this document, please contact the Learning and Development Department on 0115 9934550.

If you wish to receive this document in another language or format, please contact the Communications Team on 0115 9934530.