

Learning and Development

STATUTORY AND MANDATORY TRAINING

Basic Fire Awareness

Date	Time	Venue
Thursday 23 rd April 2009	14:00 – 15:00	Seminar Room, Bicester Hospital, Kings End, Bicester, OX26 6DU
Wednesday 13 th May 2009	09:30 – 10:30	Ben Bosley Room, Didcot Hospital, Wantage Road, Didcot, OX11 0AG
Friday 22 nd May 2009	14:00 – 15:00	Meeting Room, Wallingford Hospital, Reading Road, Wallingford, OX10 9DU
Monday 8 th June 2009	09:30 – 10:30	Seminar Room, Chipping Norton Hospital, Horsefair, Chipping Norton, OX7 5AJ
Tuesday 16 th June 2009	14:00 – 15:00	Common Room, Orchard Health Centre, Cope Road, Banbury, OX16 2EZ
Thursday 25 th June 2009	14:00 – 15:00	Cassington Village Hall, The Green, Cassington, OX29 4DN

Fire Marshal Training

Date	Time	Venue
Thursday 14 th May 2009	09:00 – 13.00	Witney Fire Station, Welch Way, Witney, OX28 6JH

Moving & Handling (Patients – 6 Hours)

Date	Time	Venue
Wednesday 15 th April 2009	09:30 – 16:30	Seminar Room, Chipping Norton Hospital, Horsefair, Chipping Norton, OX7 5AJ
Friday 8 th May 2009	09:30 – 16:30	Seminar Room, Wantage Hospital, Garston Lane, Wantage, OX12 7AS
Wednesday 27 th May 2009	09:30 – 16:30	Maurice Tate Room, Townlands Hospital, York Road, Henley on Thames, RG9 2EB

Wednesday 3 rd June 2009	09:30 – 16:30	Ben Bosley Room, Didcot Hospital, Wantage Road, Didcot, OX11 0AG
Friday 5 th June 2009	09:30 – 16:30	Seminar Room, Abingdon Hospital, Marcham Road, Abingdon, OX14 1AG
Friday 12 th June 2009	09:30 – 16:30	Room 1, Manual Handling Suite, Oxfordshire Ambulance Service HQ, Churchill Drive, OX3 7LH
Monday 22 nd June 2009	09:30 – 16:30	Seminar Room, Chipping Norton Hospital, Horsefair, Chipping Norton, OX7 5AJ
Friday 26 th June 2009	09:30 – 16:30	Committee Room, Witney Hospital, Welch Way, Witney, OX28 6JJ

Moving & Handling – District Nurses

Date	Time	Venue
Tuesday 5 th May 2009	09:30– 12:30	Seminar Room, Chipping Norton Hospital, Horsefair, Chipping Norton, OX7 5AJ
Tuesday 5 th May 2009	13:30 – 16:30	Seminar Room, Chipping Norton Hospital, Horsefair, Chipping Norton, OX7 5AJ
Tuesday 26 th May 2009	09:30 – 12:30	Committee Room, Witney Hospital, Welch Way, Witney, OX28 6JJ
Tuesday 26 th May 2009	13:30 – 16:30	Committee Room, Witney Hospital, Welch Way, Witney, OX28 6JJ
Thursday 25 th June 2009	09:30 – 12:30	Seminar Room, Bicester Hospital, Kings End, Bicester, OX26 6DU
Thursday 25 th June 2009	13:30 – 16:30	Seminar Room, Bicester Hospital, Kings End, Bicester, OX26 6DU

Moving & Handling (Loads)

Date	Time	Venue
Thursday 14 th May 2009	10:00 – 12:00	Room 1, Manual Handling Suite, Churchill Drive, Headington, OX3 7LH
Thursday 14 th May 2009	13:00 – 15:00	Room 1, Manual Handling Suite, Churchill Drive, Headington, OX3 7LH
Wednesday 10 th June 2009	09:30 – 11:30	Ben Bosley Room, Didcot Hospital, Wantage Road, Didcot, OX11 0AG
Wednesday 10 th June 2009	13:30 – 15:30	Meeting Room, Wallingford Hospital, Reading Road, Wallingford, OX10 9DU

Moving & Handling (Therapists)

Date	Time	Venue
Friday 17 th April 2009	09.30 – 16.30	Blenheim Room, Littlemore Mental Health Centre (aka Littlemore Hospital), Sandford Rd, Littlemore, Oxford, OX4 4XN
Friday 15 th May 2009	09.30 – 16.30	Ascott Room, Littlemore Mental Health Centre (aka Littlemore Hospital), Sandford Rd, Littlemore, Oxford, OX4 4XN
Wednesday 17 th June 2009	09.30 – 16.30	Ascott Room, Littlemore Mental Health Centre (aka Littlemore Hospital), Sandford Rd, Littlemore, Oxford, OX4 4XN

Infection Control

Date	Time	Venue
Thursday 23 rd April 2009	13.00 – 15.00	Committee Room, Witney Hospital, Welch Way, Witney, OX28 6JJ
Thursday 7 th May 2009	14.00 – 16.00	Health Education Room, Wantage Health Centre, Mably Way, Wantage, OX12 9BN
Monday 18 th May 2009	13.00 – 15.00	Maurice Tate Room, Townlands Hospital, York Rd, Henley, RG9 2EB
Wednesday 3 rd June 2009	13.00 – 15.00	Meeting Room, Wallingford Hospital, Reading Rd, Wallingford, OX10 9DU
Wednesday 17 th June 2009	13.30 – 15.30	Seminar Room, Chipping Norton Hospital, Over Norton Rd, Chipping Norton, OX7 5AJ

Infection Prevention & Control – (Non Clinical)

Date	Time	Venue
Thursday 14 th May 2009	13.30 – 14.30	Maurice Tate Room, Townlands Hospital, York Rd, Henley, RG9 2EB
Tuesday 9 th June 2009	13.00 – 14.00	Health Education Room, Wantage Health Centre, Mably Way, Wantage, OX12 9BN

Conflict Resolution

Date	Time	Venue
Thursday 9 th April 2009	13:30 – 16:30	Abbey Room, Abingdon Guildhall, Abbey Close, Abingdon, OX14 3JE

Equality & Diversity – KSF 1 & 2

Date	Time	Venue
Tuesday 16 th June 2009	13:00 – 16:30	Segsbury Suite, Wantage Civic Hall, Portway, Wantage, OX12 9BX

Safeguarding Adults – Level 2

Date	Time	Venue
Thursday 23 rd April 2009	09.30 – 16.30	Blenheim Room, Littlemore Mental Health Centre, Sandford Rd, Littlemore, Oxford, OX4 4XN
Thursday 14 th May 2009	09.30 – 16.30	Hughenden Room, Littlemore Mental Health Centre, Sandford Rd, Littlemore, Oxford, OX4 4XN
Thursday 11 th June 2009	09.30 – 16.30	Hughenden Room, Littlemore Mental Health Centre, Sandford Rd, Littlemore, Oxford, OX4 4XN

Root Cause Analysis

Date	Time	Venue
Wednesday 10 th June 2009	08.30 – 16.30	Waddesdon Room, Littlemore Mental Health Centre, Sandford Rd, Littlemore, Oxford, OX4 4XN

Falls Awareness (Part 1)

Date	Time	Venue
Tuesday 2 nd June 2009	13:00 – 16:00	Meeting Room, Wallingford Hospital, Reading Road, Wallingford, OX10 9DU

Falls Awareness (Part 2)

Date	Time	Venue
Friday 12 th June 2009	09:15 – 16:00	Meeting Room, Wallingford Hospital, Reading Road, Wallingford, OX10 9DU

CLINICAL SKILLS

Basic Nail Care

Date	Time	Venue
Friday 19 th June 2009	10.00-12.00	Abingdon Podiatry Clinic (next to Ward 1), Abingdon Hospital, Marcham Road, Abingdon, OX14 1AG

Introduction to Cytology

Date	Time	Venue
Tuesday 2 nd June 2009	*09:30 – 16:30	Ascot Room, Bicester Golf & Country Club, Chesterton, Bicester, OX26 1TE

**Lunch will be provided*

Cytology Update

Date	Time	Venue
Thursday 2 nd July 2009	*12:30 – 16:30	Waddesdon Room, Littlemore Health Centre, Sandford Road, Littlemore, OX4 4XN

**Lunch will be provided*

Phlebotomy Training

Who should attend: Suitable for anyone who wishes to develop phlebotomy skills (Nurses or Health Care Assistants) and would be able to identify a mentor in practice.

Date	Time	Venue
Thursday 30 th April 2009	09:00 – 13:00	Waddesdon Room, Littlemore Health Centre, Sandford Road, Littlemore, OX4 4XN
Wednesday 1 st July 2009	09.00 – 13.00	Small Hall, Didcot Civic Centre, Britwell Rd, Didcot, OX11 7JN

Update in Contraception & Sexual Health

A half day session aimed at all Nurses, Midwives and Health Visitors who have a Family Planning / Contraception and Sexual Health Certificate.

Date	Time	Venue
Thursday 16 th April 2009	09:00 – 13:00	Hughenden Room, Littlemore Health Centre, Sandford Road, Littlemore, OX4 4XN

CLINICAL DEVELOPMENT

Urgent Care Minor Injury & Minor Illness Course

The Oxfordshire Community Urgent Care Service Training Programme would be suitable for those nurses working in schools, prisons, and general practice, and for those who work in minor injury units and walk in centres. One of the main aims of the course is to provide the practitioner with the skills to assess patients within their clinical area. The course would also meet the needs of staff requiring a basic knowledge framework and practical assessment skills prior to undertaking an autonomous practitioner's course. Topics covered will include mechanism of injury, assessment and management of minor injuries and common minor illnesses. Conditions included in the course are -

- respiratory, cardiac and abdominal assessment and management of common conditions
- common ENT and ophthalmic presentations
- childhood illness, emergency delivery
- assessment of the acute psychiatric presentation
- management of upper and lower limb injuries
- acute wound management (including burns)
- head injuries



Dates	Time	Venue
17 th April, 24 th April, 1 st May, 8 th May, 15 th May, 22 nd May & 5 th June 2009	09:00 – 17:00	Littlemore Health Centre, Sandford Road, Littlemore, Oxford, OX4 4XN

Please note tea & coffee will be available, however lunch **IS NOT** provided.

For non PCT employees there will be a charge of £600.00 for this 7 day course

Oxfordshire Community Tissue Viability Service

Bandaging Workshop

Date	Time	Venue
Wednesday 24 th June 2009	13:00 – 16:00	Didcot Civic Centre (Small Hall), Britwell Rd, Didcot, OX11 7JN

Doppler Theory and Practice (replaces Doppler Basic)

Date	Time	Venue
Wednesday 10 th June 2009	13:00 – 16:00	Didcot Civic Centre (Small Hall), Britwell Rd, Didcot, OX11 7JN

Doppler Master Class

Date	Time	Venue
Wednesday 6 th May 2009	13:30 – 16:00	Didcot Civic Centre (Medium Hall), Britwell Road, Didcot, OX11 7JN

Pressure Damage Prevention Study Day/ Mattress and Bed Training

Date	Time	Venue
Tuesday 12 th May 2009	09:30-15:00	Carterton Community Centre (Large Hall), Trefoil Way, Shilton Park, Carterton, OX18 2AX

Immunisation Assessor Workshop

Date	Time	Venue
Wednesday 10 th June 2009	13.30 – 16.30	Meeting Room, Townlands Hospital, York Rd, Henley on Thames, RG9 2EB

Oxfordshire Continence Advisory Service

Bowel Dysfunction Course

Date	Time	Venue
Wednesday, 24 June 2009	09:15 – 15:00	Stratfield Brake Sports & Recreation Ground, Kidlington

Catheterisation

Date	Time	Venue
Tuesday 19 May 2009	9.15am-3.00pm	Stratfield Brake Sports & Recreation Ground Kidlington

Continence Course for Carers

Date	Time	Venue
Tuesday, 28 April 2009	9.15pm-3.00pm	Committee Room, Witney Community Hospital, Welch Way, Witney

Urinary Continence Awareness

Date	Time	Venue
Tuesday 16 June 2009	9.15am-3.00pm	Stratfield Brake Sports & Recreation Ground Kidlington

Children's Service Band 4 & 5 Development Programme

Who should attend: This programme is open to all Band 4 & 5 staff working in Universal Services.

Epidemiology Public Health in the Community:

Date	Time	Venue
Friday 22 nd May 2009	12:30 – 16:15	Blenheim Room, Littlemore Health Centre, Sandford Road, Littlemore, OX4 4XN

Working Safely

Who should attend: Nominated staff (except those in managerial positions) who will be assisting with health and safety.

Aim: To train staff in the basics of health & safety, ensuring that their individual responsibilities are clearly understood and their actions contribute in a positive way to health & safety in the workplace.

Date	Time	Venue
Thursday 14 May 2009	09:00 – 13:00	Conference Room Cambridge House Bell Business Park Smeation Close, Aylesbury Buckinghamshire HP19 8JR (Delegates must use entrance 10)
Monday 18 May 2009	09:00 – 13:00	May Davies Room Warneford Hospital, Headington, Oxford, OX3 7JX

Healthcare Risk & Safety Management Course – 2 Days

This is a two-day course from 09:00 to 17:00. Participants must attend both days. Tea and coffee will be provided but candidates must make their own arrangements for lunch.

Who should attend: All managers who have staff reporting to them.

Aims: To give managers an insight into their responsibilities and key activities with regard to health and safety.

Date	Time	Venue
15 th & 16 th June 2009	09:00 – 17:00	McInnes Room Warneford Hospital, Headington, Oxford, OX3 7JX

Syringe Driver Training

Date	Time	Venue
Tuesday 14 th April 2009	13.00 – 15.00	Committee Room, Witney Hospital, Welch Way, Witney, OX28 6JJ
Tuesday 23 rd June 2009	13.00 – 15.00	Committee Room, Witney Hospital, Welch Way, Witney, OX28 6JJ

Introduction to Maternal Mental Health

Who should attend: All bands 4, 5 & 6 clinical staff in Health Visiting teams are required to attend one session.

Aims: To ensure staff working in Community Health Visiting teams are skilled to deliver their requirement, described in the Integrated Maternal Mental Health Pathway, and CHPP

Date	Time	Venue
Friday 8 th May 2009	14.00 – 16.30	Maurice Tate Room, Townlands Hospital, York Road, Henley on Thames, RG9 2EB
Wednesday 17 th June 2009	14.00 – 16.30	Boundary Brook House, Old Park Hospital, Old Road, Headington, OX3 7LE

PROFESSIONAL DEVELOPMENT

Customer Relations

Aims: The aim of this course is to enable delegates to approach situations with flexibility of behavior and thinking. This course coaches delegates to become self aware, avoiding conflict where possible and raising the standards of customer relations in the work place.

Date	Time	Venue
11 th June 2009	09:00 – 16:00	Waddesdon Room, Littlemore Mental Health Centre, Sandford Road, Littlemore, OX4 4XN

HCA Development Course

Who should attend: This course is aimed at new and experienced members of staff working within a health environment. It is specifically designed for those members of staff who do not hold a nursing or medical qualification.

Dates	Time	Venue
30 th June & 1 st July 2009	09:00 – 17:00	Waddesdon Room, Littlemore Mental Health Centre, Sandford Road, Littlemore, OX4 4XN

Medical Terminology

Who should attend: Administration staff, HCAs, IT staff, non executive directors, all non clinical staff working with medical terminology.

Date	Time	Venue
22 nd April 2009	09:00 – 16:00	Abbey Room, Abingdon Guildhall, Abbey Close, Abingdon, OX14 3JE

Equality and Diversity Seminar Series

Who should attend: All PCT Staff

Aim: To promote awareness of the six strands of Equality and Diversity to meet the health needs of the community we serve.

Course Content:

Cultural and Language Support Presentation:

- How to deliver a culturally sensitive service to people from different ethnic, cultural and religious backgrounds
- How to effectively use the interpretation service
- How to effectively meet the health needs of Gay, Lesbian, Bisexual and Transgender (GLBT) service users.

Date	Time	Venue
Monday 22 nd June 2009	*12:00 – 13:00	Ridgeway Suite, Wantage Civic Hall, Portway, Wantage, OX12 9BX

** Lunch will be provided*

E-KSF Training

Electronic "hands on" KSF training

These training sessions are designed for reviewers and on completion of the session you should be able to cascade this information down to your staff. You must have attended either a KSF Reviewee or Reviewer session first.

Date	Time	Venue
Thursday 23 rd April 2009	10:00 – 12:30	Open Learning Centre, Littlemore Health Centre, Sandford Road, Littlemore, OX4 4XN
Thursday 23 rd April 2009	13:30 – 16:00	Open Learning Centre, Littlemore Health Centre, Sandford Road, Littlemore, OX4 4XN

*Please note the Knowledge Centre is situated opposite the Churchill Hospital Site. Please note there is no parking available.

To book a place on these courses please complete & return the attached form...

**Oxfordshire PCT Learning &
Development Team
BOOKING FORM**



TRAINING DETAILS (Please use block capitals)

Training Title:	Training Date(s):
Time:	Venue:
Surname:	Forename(s)
Assignment No: (Number on the top left hand side of your pay slip)	
Workplace Address:	
Occupation:	
Band:	
Tel:	*Email:
Address for Correspondence if different from above:	
Disability Discrimination Act 1995 – If you have any special needs which require to be taken into consideration please state below:	
To ensure your personal safety it is important that you advise us of any medical history, injury or disability which may affect your participation in this training:	
Medical details:	
If medical details are recorded above please attach a Doctors' or Occupational Health Certificate stating your fitness to undertake training.	

This section should be completed and signed by the applicant. Incomplete forms will be returned.

Manager's Name: (please print)	Date:
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Designation:	Tel. No
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I confirm that I have discussed attending this training with my manager who authorises my attendance and that all the information I have provided is correct to the best of my knowledge and belief.

Signed Date:

Please return to: Learning & Development Team,
Jubilee House, 5510 John Smith Drive
Oxford Business Park South, Cowley, Oxford OX4 2LH
Email: kaye.hewer@oxfordshirepct.nhs.uk
Tel: 01865 336815 / Fax: 01865 336822

***A confirmation letter will be sent to you via e-mail where this information has been provided.**