

CORE SKILLS AND ROLE ESSENTIAL TRAINING PROSPECTUS 2019

Core Skills Training

What is the Core Skills?

Core Skills is what was your mandatory training.

The purpose of core skills is to ensure that the organisation has a trained and competent workforce who have the skills, knowledge and experience to deliver effective care and treatment. There is also a regulatory requirement to deliver and monitor compliance with mandatory training. Our Trust fully adopted and aligned to this in 2018.

You will be expected to be fully compliant with your core skills training at all times.

There are 11 e-topics which we must all complete as part of the core skills training. These are available to view on the next page.

The Core Skills e-topics provides learners with two options. Completion of an e-assessment or completion of an e-learning programme and then the completion of an e-assessment.

Core Skills Training

CORE SKILLS TRAINING e-learning (accessed via ESR at any time)	FREQUENCY
382 Fire Safety Awareness - Low Risk 2 Year Certification**	2 yearly
382 Information Governance - Refresher 1 Year Certification	Annually
382 Infection Prevention and Control Level 1 2 Year Certification	2 yearly
382 Infection Prevention and Control Level 2 (clinical staff) 2 Year Certification	2 yearly
382 Equality and Diversity - General Awareness 3 Year Certification	3 yearly
382 Health and Safety Awareness 3 Year Certification	3 yearly
382 Manual Handling Awareness Theory 3 Year Certification***	3 yearly
382 Safeguarding Adults Level 1 3 Year Certification	3 yearly
382 Safeguarding Children Level 1 3 Year Certification	3 yearly
382 Conflict Resolution - Refresher 3 Year Certification****	3 yearly
382 PREVENT Level 1/2 - 3 Year Certification	3 yearly
382 Resuscitation – Level 1 1 Year Certification	Annually

Role Essential Training

What is role essential training?

IN ADDITION to the core skills topics, you will have other mandatory ROLE ESSENTIAL TRAINING to be undertaken; as identified and agreed by the subject matter expert or you and your manager; for example:

*** Specific object handlers such as medical records/portering staff will need to undertake: 382 – Manual Handling Level 2 (face-to-face) as well as completing the core skills e-learning.

**** Specific staff members who have regular face-to-face contact with patients/ relatives/ visitors and are at risk of being grabbed while carrying out their role will need to undertake 382 Breakaway Training – face-to-face (high risk) which can be booked via bfwh.esr.helpdesk@nhs.net

Please refer to your ESR compliance matrix for clarification of your role essential requirements. This will depend upon the role you carry out at Blackpool Teaching Hospitals and has been agreed by the subject matter expert as being a requirement for your role.

A list of role essential training topics are on the next page.

Role Essential Training

ROLE ESSENTIAL TRAINING e-learning (accessed via ESR at any time)	FREQUENCY
Blood Collection	2 yearly
Health Record Keeping	2 yearly
Risk Awareness	2 yearly
Mental Capacity Act	3 yearly
Medicines Management	3 yearly
Venous thromboembolism (VTE)	3 yearly
Consent	3 yearly
Recognise and Act	3 yearly
Blood Administration	Once only – no renewal
Breakaway Techniques	3 yearly
Moving and Handling of Patients	3 yearly
Resuscitation – Practical Training	Annually
Conflict Resolution – Violence and Aggression Training (Breakaway)	3 yearly

Classroom Training

What is classroom training?

We are all required to complete our core skills topics via ESR e-learning.

Classroom training is available for those topics where its is a requirement for the session to be delivered face-to-face (e.g moving and handling of patients)

The next few pages takes you through what role essential training is available in the classroom and how to access this training.

Details on how to access ESR for your e-learning or booking a class are available at the end of this prospectus.

Equality & Diversity

Facilitator: Tina Daniels

This session does not replace your core skills e-learning and is an additional session provided

Target audience: Staff that have any management/supervisory responsibilities and have completed their core skills e-learning and need further support and guidance in relation to equality and diversity.

The aim of the workshop is to:

Explore the above plus the concepts in more detail. To examine HR issues as well as patient care and Human Rights in Healthcare.

Venue: Education Centre, BVH
Ryelands House, Lancaster

Times: 9.30am-4.00pm

How do I book a place?

You can book onto a face to face course through ESR employee self-service using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.



Fire Lectures

Facilitator: Stephen Haigh and David Webster (CHS)

This session does not replace your core skills e-learning and is an additional session provided.

Target audience: Staff that are based in a high risk area.

The aim of the workshop is to:

Explore the risks associated with fire. To examine managing potential fire risks in a high risk area.

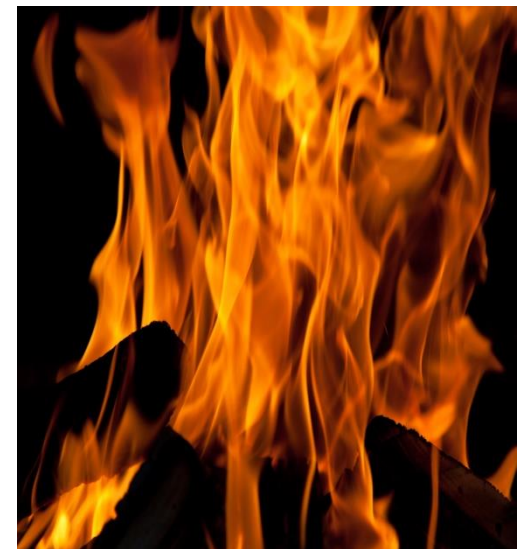
Venue: Education Centre, BVH
Ryelands House, Lancaster

Times: Various

How do I book a place?

You can book onto a face to face course through ESR employee self-service using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.



Safeguarding of Children (Level 3)

Facilitator: Various

Target audience: for clinical staff working with children, young people and/or their parents/carers as described in the Intercollegiate Document

Venue: Various

Times: Various

How do I book a place?

You can book onto a face to face course through ESR employee self-service using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.



PREVENT (level 3 WRAP)

Facilitator: Robert Ward

This session does not replace your core skills e-learning and is an additional session provided.

Target audience:

Level 3 Prevent WRAP – A&E, Maternity & Children Wards & Young People Services, Community Service Staff including Mental Health and Learning Disabilities.

The aim of the workshop is to:

To understand Prevent's Aim. Think about who may be vulnerable to terrorism.

Venue: Education Centre, BVH
Ryelands House, Lancaster

Times: Various

How do I book a place?

You can book onto a face to face course through ESR employee self-service using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.



Blood Collection

Facilitator: Peter Hudson

Target audience: Staff that have blood collection responsibility as part of their role. (please refer to your matrix to see if this is a requirement)

The aim of the session is to:

Give an understanding of the importance of the blood collection process inclusive of time limits and temperature control of the blood products. To ensure blood products are transported correctly and safely.

Venue: Pathology Department, BVH

Times: Various

How do I book a place?

You can book onto a face to face course through ESR employee self-service using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.



Health Record Keeping

Facilitator: available via e-learning only
Subject Matter Expert: Karen Hawkins

Target audience: Staff that have any responsibilities for recording in patients notes.

The aim of the e-learning is to:

The aim of this training course is to promote and support a high standard of clinical record keeping. To understand responsibilities with regards to clinical record keeping. To understand the principles in clinical record entry in order to comply with good practice and to understand the ROPE Test tool to assess community records.

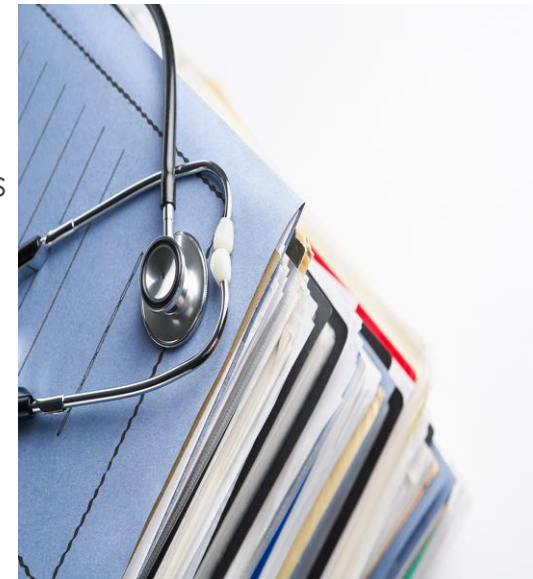
Venue: available via e-learning only

Times: available via e-learning only

How do I access this e-learning?

You can access this through ESR using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.



Risk Awareness

Facilitator: available via e-learning only

Subject Matter Expert: Helena Lee

Target audience: All staff. The Trust aims to take all reasonable steps in the management of risk with the overall objective of protecting patients, staff and assets.

The aim of the e-learning is to:

To identify hazards and risks by regularly assessing all aspects of service delivery, patients and the care environment.

To report and investigate incidents (including non-clinical and clinical incidents; accidents; health and safety incidents; security incidents and a other untoward event).

Venue: available via e-learning only

Times: available via e-learning only

How do I access this e-learning?

You can access this through ESR using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.



Mental Capacity Act

Facilitator: Robert Ward (also available via e-learning)

Target audience: Staff that have contact with patients.

The aim of the workshop is to:

Understand the purpose of the Act and implications. To understand the 5 principles. To know how to assess someone's capacity and know when a referral needs to be made.

Venue: Education Centre, BVH
Ryelands House, Lancaster
and e-learning

Times: Various

How do I book a place?

You can book onto a face to face course through ESR employee self-service using your smart card (see back page)

You can access the e-learning through ESR using your smart card (see back page)

If you are unable to do this please contact bfwh.olm@nhs.net who will be able to assist.



Medicines Management

Facilitator: Anita Majumder and Jan Bamber (CHS) (also available via e-learning)

Target audience: Staff that have any responsibilities for administering medicine or advising on medicine.

The aim of the workshop is to:

Venue: Education Centre, BVH
Simulation and Skills Centre, BVH
Ryelands House, Lancaster

Times: Various

How do I book a place?

You can book onto a face to face course through ESR employee self-service using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.



Venous Thromboembolism



**Blackpool Teaching
Hospitals**
NHS Foundation Trust

Facilitator: available via e-learning only
Subject Matter Expert: Cherith Haythornthwaite

Target audience: All Nursing Staff. All Consultants and all Pharmacists

The aim of the the e-learning is to: recognise the signs of VTE and manage these.

Venue: available via e-learning only

Times: available via e-learning only

How do I access this e-learning?

You can access this through ESR using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.

Consent

Facilitator: available via e-learning only
Subject Matter Expert: Tracy Crumbleholme

Target audience: Staff that have any responsibilities for asking for patient consent,

The aim of the workshop is to: enhance understanding and practice related to receiving consent, building on participants' understanding

Venue: available via e-learning only

Times: available via e-learning only

How do I access this e-learning?

You can access this through ESR using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.



Recognise and Act



**Blackpool Teaching
Hospitals**
NHS Foundation Trust

Facilitator: Rob Instrell

Target audience:

The aim of the workshop is to:

Venue: Education Centre, BVH

Times: Various

How do I book a place?

You can book onto a face to face course through ESR employee self-service using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.



Blood Administration

Facilitator: Peter Hudson

Target audience: Staff that have any responsibilities for administering medicine or advising on medicine.

The aim of the workshop is to: give instruction to staff with responsibility for the administration of blood products and the care of transfused patients. The course content will cover ABO & Rhesus blood group serology, the blood component administration process including patient identification and blood component checking procedures, patient monitoring, transfusion reactions and treatments.

Venue: Simulation and Skills Centre, BVH

Times: Various

How do I book a place?

You can book onto a face to face course through ESR employee self-service using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.



Moving and Handling Patients

Facilitator: Moving and Handling Key Trainers

Subject Matter Expert: Sharon Bryson-Walsh

Target audience: Staff that have any contact with patients.

The aim of the workshop is to: to learn the correct techniques in moving and handling a patient.

Venue: Simulation and Skills Centre, BVH
In-Situ
Rylelands House, Lancaster

Times: Various

How do I book a place?

You can book onto a face to face course through ESR employee self-service using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.



Conflict Resolution – Violence and Aggression Training (Breakaway)

Facilitator: Matthew Grice and Vanessa Dalenoort

Subject Matter Expert: Karen Sanderson

Target audience: Staff that have any contact with patients.

The aim of the workshop is to: to learn breakaway techniques in the event of a physical confrontation.

Venue: Education Centre, BVH

Times: Various

How do I book a place?

You can book onto a face to face course through ESR employee self-service using your smart card (see back page)

If you are unable to do this please contact bfwh.esr.helpdesk@nhs.net who will be able to assist.



Booking a course and accessing e-learning

You can access e-learning and book on to courses using your Trust smartcard. Click on the pictures below to access instructions on how to do this. If you encounter any problems, please contact the ESR helpdesk at bfwh.esr.helpdesk@nhs.net

How to book courses



How to use ESR to book onto a class with Managers approval

If the details of your superior are correct on your ESR record and your manager uses ESR, you can book onto a face to face course through ESR employee self-service following the steps below.

Log on to employee self-service (see Accessing ESR System above), and from the Portal click on 'Learner Homepage'.


If you login to ESR via the ESR manager, then you need to click on 'Learning' under 'My Learning'.

On your learner homepage you will see a list of your competence requirements. Click on the search icon of the course you would like to book onto. Then click on offering details as shown below.

When booking on a course that is not under your competence requirements. From the learner homepage, change the search box to 'Clear' as below and search for details of the course you would like to attend using '382%' at the beginning of the text, then press 'Go'.



Accessing e-learning



How to subscribe and enrol onto ESR e-Learning courses

You may have already been auto-enrolled onto your course by the system or subscribed and enrolled in the past or you may receive a warning message that 'The certification and data has passed, press the renew button to continue' (See Renew and give instructions), in these cases you may not need to manually subscribe or enrol. Please check the play button either on the ESR Portal page or under 'e-Learning/enrolment' in 'My Learning', and if this is blue then you have been auto-enrolled and can launch the course just by clicking the button. If it's not blue, please read the following sections below 'To subscribe' and 'To enrol'.

To subscribe:

From the ESR Portal click on 'Learner Homepage'.

Click on the magnifying glass next to one of the red or amber boxes to go to details.

You will be taken to the self-study page. From here click on the details button.

