

Dear Colleagues,

Please find below links to the following flyers for training available. Please cascade this information to relevant staff within your area.

NHS BORDERS	Course date(s) / Links
<p style="text-align: center;"><b><u>General Information</u></b></p> <p style="text-align: center;"><b>Prior to attending any of these courses you must have 100% completion on your mandatory elearning.</b></p>	
<p><b><u>Clinical Skills Training</u></b></p> <ul style="list-style-type: none"><li>• Catheterisation &amp; Troubleshooting Training</li><li>• Central Line/Hickman/PICC Line Training</li><li>• IV Therapy &amp; Infusion Devices</li><li>• Peripheral Vascular Cannulation</li><li>• Venepuncture &amp; Blood Cultures</li><li>• Bodyguard T &amp; Subcut Insertion</li><li>• Port-a-cath Training</li><li>• Enteral Feeding</li><li>• ECG monitoring</li></ul> <p><b>For further information please contact:</b> <a href="mailto:BOR.ClinicalEducationTeam@borders.scot.nhs.uk">BOR.ClinicalEducationTeam@borders.scot.nhs.uk</a></p> <p><b>To Book:</b> Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).</p>	<p>See LearnPro for all available dates &amp; times.</p>
<p><b><u>Affinity Connect Ltd</u></b></p> <p><b>Our Financial wellbeing/retirement specialist partners</b></p> <p>NHS Borders works with Affinity Connect to offer retirement/financial wellbeing courses for free to staff. We have worked with them for many years delivering</p>	<p><b>Planning for a Positive Retirement</b></p> <p><a href="#">Click here to view the flyer for more info</a> <a href="#">Click here to watch the Promotional video</a> <a href="#">Click here to book onto the course (online)</a></p>

the Retirement course, but they now offer other courses bespoke to NHS Scotland, listed below:

### **Planning for a Positive Retirement**

For anyone up to 10 years away from retirement.

### **Financial Wellbeing**

For those in their early/mid careers. These could be people looking to save money, reduce spending or understand the value of their pension if they are contemplating opting out.

### **Your Pension and the Public Service Remedy**

For those employees who are affected by the age discrimination ruling are employees who: Joined the NHS Pension Scheme on or before 31 March 2012; and Were a member of the Scheme on or after 1 April 2015; or Who left service after 31 March 2012 but returned within 5 years. This also explores retirement flexibilities.

### **Pension Tax Allowances**

For higher earners (eg consultants) who are want to learn more about their annual allowance limits, tax relief opportunities and understanding the consequences of exceeding their limits.

#### **To Book:**

Affinity have their own booking system. Please find the links to the right hand-side where you can view the dates and book onto them. You will also find more information each course through the links to the right hand side.

If you have any queries about your booking you can call 0800 019 6076 or email [bookings@affinityconnect.org](mailto:bookings@affinityconnect.org)

[Click here to book onto the course \(face to face\)](#)

### **Financial Wellbeing course**

[Click here to view the flyer for more info](#)

[Click here to watch the Promotional video](#)

[Click here to book onto the course](#)

### **Pension changes course**

[Click here to view the flyer for more info](#)

[Click here to watch the Promotional video](#)

[Click here to book onto the course](#)

### **Pension Tax allowances course**

[Click here to view the flyer for more info](#)

[Click here to watch the Promotional video](#)

[Click here to book onto the course](#)

## **Working Health Matters Group for NHS Borders Staff**

Please contact Occupational Health & Safety for

Working Health Matters is a course organised by the staff counsellors for all NHSB staff run over two 45min online sessions. In between the two sessions, there is an expectation that participants will complete self-directed learning utilising modules on LearnPro.

The course is run approximately every 3-4 months.

Over the course of the sessions & the individual learning, participants will develop their own personal toolkit aimed to help them stay well both at work and at home.

- **Module 1: Working on Wellness** We begin by looking at relaxation, sleep & time management.
- **Module 2: Stress & Self-Care** Understanding stress – why do we get stressed? How do we manage it? How can we look after ourselves?
- **Module 3: Thinking Matters** Become aware of how thoughts and feelings impact upon behaviour. Consider ways to manage this differently.
- **Module 4: Assertiveness Matters** Consider how we respond to the behaviour of others and what we need to stay assertive.

We ask that people make the time to attend both online sessions. In addition, protecting time to work through the LearnPro modules will help consolidate your learning and follow the course material more effectively.

more information.

## **Clinical Supervision**

### **Developing your skills to Practitioner level**

Restorative Clinical Supervision uses a coaching approach to support your practice, fostering resilience and provides a supportive relationship that supports your wellbeing and practice at all times.

Practicing Clinical Supervision can help you and your supervisee/s to:  
Improve your capacity to identify challenges and action plan resolutions effectively.

See [LearnPro](#) for all available dates & times.

<p>Enhance your capacity to manage everyday stressful situations.          Improve standards of care and staff wellbeing.          Enhance your understanding of your own practice through guided reflection.          Support your wellbeing.</p> <p><b>Is this training for me?</b>          YES - if you work clinically or would like to participate in professional peer support.          YES - If you want to be part of a culture that reflects on clinical practice and improves care.          YES – If you want to increase opportunities to share knowledge and experiences.          YES - If promoting wellbeing is important to you.</p> <p><b>Sessions:</b>          1 hour introduction and 4 x 2 hour workshops.          You must be available to attend a minimum of 3 of the 4 workshops.</p>	
<p><b><u>Ear Care and Ear Irrigation</u></b></p> <p>Ear Care and Ear Irrigation training course is appropriate for Registered Nurses who will carry out the procedure of ear irrigation.</p> <p><b>To Book:</b>          Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).</p>	<p>See <a href="#">LearnPro</a> for all available dates &amp; times.</p>
<p><b><u>Future Nurse and Midwife: Supervisor and Assessor Preparation</u></b></p> <p>These sessions are for ALL Nursing and Midwifery staff at band 5 and above regardless of any previous mentorship experience. From September 2020 we changed the way in which we train and assess our student nurses and midwives and all staff are required to attend these sessions. Topics will include:</p>	<p>On MS Teams and in person workshops.</p> <p>See <a href="#">LearnPro</a> for all available dates &amp; times.</p>

- Role and requirements of a practice supervisor
- Role and requirements of a practice assessor
- Discussion and signposting to NES resources

**For further information please contact:**

[PEFCHEF.Enquiries@borders.scot.nhs.uk](mailto:PEFCHEF.Enquiries@borders.scot.nhs.uk)

**To Book:**

Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).

**Support, Supervision and Assessment of Nursing and Midwifery Students**

This face to face program will provide professional development and update for Practice Assessors and Supervisors who have already completed the Practice Supervisor/Assessor preparation for the roles.

Participants must have already completed practice supervisor/assessor on CARS.

**To Book:**

Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).

See [LearnPro](#) for all available dates & times.

### **Acute Care Study Day - Cardiac**

This course is for all staff.

**Content:**

Recognition and assessment of the acutely ill patient.

**To Book:**

Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).

See [LearnPro](#) for all available dates & times.

### **Acute Care Study Day - Neuro & Endocrine**

This course is for all staff.

**Content:**

Recognition and assessment of the acutely ill patient.

**To Book:**

Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).

See [LearnPro](#) for all available dates & times.

### **Acute Care Study Day - Liver & GI**

This course is for all staff.

**Content:**

Recognition and assessment of the acutely ill patient.

**To Book:**

Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).

See [LearnPro](#) for all available dates & times.

### **Acute Care Study Day - Respiratory**

This course is for all staff.

See [LearnPro](#) for all available dates & times.

<p><b>Content:</b> Recognition and assessment of the acutely ill patient.</p> <p><b>To Book:</b> Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).</p>	
<p><b><u>Learnpro for Line Managers</u></b></p> <p>LearnPro for Line Managers is workplace or classroom-based training delivered 1:1 or to a small group.</p> <p>Learning Outcomes: At the end of the course you will -</p> <ol style="list-style-type: none"> <li>1. Have an accurate staff list and know how to maintain it</li> <li>2. Have an up to date Team ScoreCard and Learning Plans (referring to the statutory and mandatory training matrix) and know how to maintain them</li> <li>3. Be able to approve course booking requests from your staff and know how to book staff directly on to courses</li> <li>4. Know how to monitor compliance with statutory and mandatory training</li> </ol> <p>This course is aimed at all Line Managers and should take up to 90 minutes.</p> <p><b>For further information or to book a bespoke session please contact:</b>  <a href="mailto:evan.imray@borders.scot.nhs.uk">evan.imray@borders.scot.nhs.uk</a>  <a href="mailto:Katrina.tinkler@borders.scot.nhs.uk">Katrina.tinkler@borders.scot.nhs.uk</a></p> <p><b>To Book:</b> Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).</p>	<p>See <a href="#">LearnPro</a> for all available dates &amp; times.</p>
<p><b><u>PMAV/Moving &amp; Handling Training</u></b></p> <p>There are dates available for staff to book onto for Prevention &amp; Management</p>	<p>See <a href="#">LearnPro</a> for all available dates &amp; times.</p>

of Aggression & Violence (PMAV) and Moving & Handling Patient Handler and also Object Handler training.

[PMAV Training Matrix](#)

**To Book:**

Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).

**Adult Basic Life Support Level 2**

The course covers the following:

- Cardiac arrest
- Ways of calling for help
- Use of an AED
- Recognition and treatment of choking patient
- Deteriorating patient
- In addition NEWS 2
- Appropriate escalation protocol

There are also sessions dedicated towards Paediatric based training.

**Before attending this course you must have completed the elearning "Basic Life Support (Adult)"**

**Non clinical/patient staff only require to complete the above elearning.**

**For further information please contact:**

[Bor.resuscitationteam@borders.scot.nhs.uk](mailto:Bor.resuscitationteam@borders.scot.nhs.uk)

**To Book:**

Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).

See [LearnPro](#) for all available dates & times.

**Paediatric Basic Life Support**

For paediatric ward staff, health visitors and community nursing staff. Covering

See [LearnPro](#) for all available dates & times.



<p>recognition of cardiac arrest, ways of calling for help, CPR, use of an AED and recognition and treatment of choking patient in children and infants.</p> <p><b>To Book:</b> Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).</p>	
<p><b><u>Newly Qualified Programme</u></b></p> <p>For all new registered practitioners, a four day fully funded programme aligned to the pillars of practice.</p> <p><b>For further information please contact:</b> <a href="mailto:BOR.ClinicalEducationTeam@borders.scot.nhs.uk">BOR.ClinicalEducationTeam@borders.scot.nhs.uk</a></p> <p><b>To Book:</b> Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).</p>	<p>See <a href="#">LearnPro</a> for all available dates &amp; times.</p>
<p><b><u>It's Ok to Ask - how to enable Shared Decision Making using the BRAN approach (Benefit, Risk, Alternative, Do Nothing)</u></b></p> <p>Practical communication workshop aligned to the principles of EC4H, centred on Values Based Health and Care.</p> <p><b>For further information please contact:</b> <a href="mailto:BOR.SimulationTeam@borders.scot.nhs.uk">BOR.SimulationTeam@borders.scot.nhs.uk</a></p> <p><b>To Book:</b> Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).</p>	<p>See <a href="#">LearnPro</a> for all available dates &amp; times.</p>

## **Staff Developmental Day**

This is a full day of interactive, innovative education to support all clinical staff in Nursing, Midwifery & AHP - both registered and non- registered.

All sessions are based in the Lecture Theatre, Education Centre.

**For further information please contact:**

[BOR.ClinicalEducationTeam@borders.scot.nhs.uk](mailto:BOR.ClinicalEducationTeam@borders.scot.nhs.uk)

**To Book:**

Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).

See LearnPro for all available dates & times.

## **Staff Developmental Day - Paediatric**

Developing skills within paediatrics. A full day of interactive, innovative education to support clinical staff in Nursing, Midwifery and AHP both registered and non - registered.

All sessions are based in the Lecture Theatre, Education Centre.

**For further information please contact:**

[BOR.ClinicalEducationTeam@borders.scot.nhs.uk](mailto:BOR.ClinicalEducationTeam@borders.scot.nhs.uk)

**To Book:**

Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).

See LearnPro for all available dates & times.

## **District Nursing Team Study Day**

### **To Book:**

Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).

See [LearnPro](#) for all available dates & times.

## **Treatment Room Study Day**

This course is for Treatment Room Staff.

The course will cover:

- Catheter Update
- Leg Management Pathway
- Vaccinations/Using PGDS
- BLS Update/Health and Safety
- Nephrostomy and Drains
- EMIS Web and Record Keeping
- Heparin Pathway/Vaccinations/PGD/Antipsychotics

### **To Book:**

Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).

See [LearnPro](#) for all available dates & times.

## **ANP Study Day - Primary Care**

Development and training for all Advanced Practitioners who work within the community and Primary Care.

### **To Book:**

Please book your place via LearnPro Course Booking System (CBS) (requires manager approval).

See [LearnPro](#) for all available dates & times.

Statutory training is a response to legal requirements and specifically defined as such because it is contained in one of the following:

- **Act(s) of Parliament** – are laws either reserved to Westminster or devolved to the Scottish Parliament;
- **Statutory Instrument\*** – that is a Government or Executive order of subordinate legislation;
- **Approved Codes of Practice** – are codes that have been approved with the consent of a Secretary of State and have special status in law, or;
- **Explanatory Memoranda** - set out a brief statement of the purpose of an instrument and provide information about its policy objective and policy implications.

### **Mandatory Training**

Mandatory training is that which has been designed as compulsory by an external body or by NHS Borders as the employer.

Kind regards,  
C&PD Admin