

SOUTHAMPTON PRIMARY CARE LIMITED

TRAINING COLLEGE PROSPECTUS 2016-2017



Southampton Primary Care Ltd.

IN PARTNERSHIP WITH



WELCOME

During March 2016, Southampton Primary Care Limited (SPCL) proudly launched their first ever training college programme. This was a dedicated week where all staff can access group delivered sessions covering both clinical and operational courses relevant to their roles at a significantly reduced cost.

We are delighted to now be working in conjunction with our local partners "Sirius" in delivering a wider range of courses. All courses are run in a relaxed atmosphere and setting, where delegates are welcome to ask questions and discuss experiences to enhance their learning.

Our training college courses can be accessed by anyone. Our courses are session-based, there is no requirement to attend the whole day, so you can pick and choose as many courses as you wish over any of the 5 days during our dedicated week.

Please find enclosed within this prospectus details of the courses and how to book them. We look forward to seeing you soon.

SPCL Team

CERTIFICATES ARE
ISSUED FOR ALL
COURSES.



Sirius Business Services Ltd provides a range of business support services to enable you to concentrate on your core activities, whilst utilising their expertise and experience. Sirius provide a wide range of training courses such as First Aid, Health & Safety and Fire Safety. They specialise in training and consultancy for Medical and Dental Practices. Sirius Business Services Ltd employs a team of high quality trainers, technical, administrative and support staff, who work out of its headquarters based in Weymouth, Dorset, and can provide services throughout the UK, Europe and the USA. (0800) 9993998

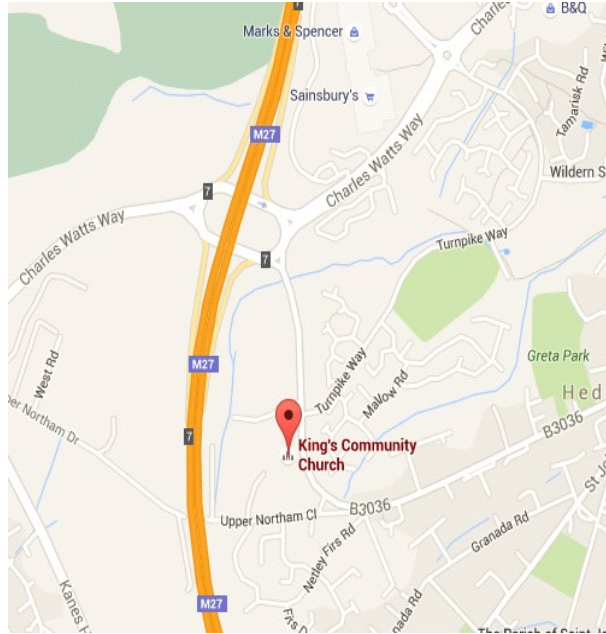
VENUE

Our training college is held at the Kings Community Church (KCC) in Hedge End. The KCC is situated 30 seconds off Junction 7 of the M27. As you exit the roundabout onto Upper Northam Road you will see the entrance to the Golf Driving range on your right. The entrance to the KCC is the next entrance on your right.



Upper Northam Rd,
Southampton
SO30 4BZ

01489 784333



The KCC has a number of training rooms on the 1st floor, and a lift is available within the building if required. Disabled parking is available with access on site. Refreshments can be purchased at the café on the ground floor. Tea, coffee and light refreshments are provided on the courses.

If you have any individual needs or requirements please call us on (01489) 775169 or email our team on spcl.admin@nhs.net

WORKING FOR SPCL

We are currently recruiting GPs and prescribing Nurse Practitioners for our hub service on a sessional basis. We have shifts available weekday evenings from 18.30pm – 20.00pm and weekends from 08.00am – 20.00pm. Our hub sites are based within the city of Southampton. For more information please contact us on spcl.admin@nhs.net

BLS, O2 AND AIRWAYS

This session will enable attendees to properly assess a patient who has collapsed in cardiac arrest and will focus on the UK Resuscitation Council 2015 guidelines for CPR together with a practical element to ensure good quality CPR is carried out. Alongside this, the correct and safe use of the Automated External Defibrillator (AED) will be demonstrated and practiced.

COURSE
DURATION
3.5 HOURS

COST
£40 PP

The Oxygen Therapy session will help attendees determine when a patient is hypoxic or hypoxemic and be able to understand when and when not to give oxygen. It will cover the use of pulse oximeters, correct operation of oxygen cylinders, masks and flow rates for different conditions.

CHAPERONE TRAINING

This session is designed for Primary Care to prepare chaperones and ensure they are confident in their role and to act in the best interest of the patient. Chaperones have a dual role – protection for patients and staff. The session will include:

- Where and when chaperones are required
- Understanding and informing the patients choice
- The role of the chaperone in a consultation
- Issues of confidentiality and consent
- The needs of children
- Understanding issues relating to religion, ethnicity or culture
- Learning disabilities and mental health
- Interpersonal skills
- Appropriate behaviour during the consultation
- Communication and record keeping

COURSE
DURATION
1.5 HOURS

COST
£15 PP

EQUALITY AND DIVERSITY

This session will ensure that all team members are appraised of the relevant aspects of equality and diversity both in terms of staff and patients. The course covers the following objectives

- Principles of Equality, Diversity and Human Right
- Relevant legislation, organisational policies and processes
- Promote a proactive inclusive approach to equality, diversity and human rights
- Benefits of an effective approach to equality, diversity and human rights
- The importance of valuing people as individuals and treating everyone with dignity, courtesy and respect
- What to do if there are concerns about equality and diversity practices

COURSE
DURATION
1.5 HOURS

COST
£15 PP

“It is always good to have refresher courses, made us aware to think first”

ANY GAPS IN YOUR DEPARTMENTS TRAINING RECORDS?

DO YOU WANT TO SEE ANY SPECIFIC TRAINING OFFERED THROUGH SPCL?

PLEASE CONTACT US ON spcl.admin@nhs.net

FIRE SAFETY

Many questions are asked by those in primary care in respect of Fire Safety: What is the risk of fire? How do fires start and spread? What do I do in the event of a fire in the surgery? What extinguishers can I use? Is there legislation that relates to fires in the work place? What will help keep me and everyone that uses the surgery safe in the event of a fire? All these questions, and more, will be answered in this informative training session specifically designed for everyone in primary care.

“I will feel more confident in the event of a fire”

COURSE
DURATION
1.5 HOURS

COST
£15 PP

IM INJECTIONS & ANAPHYLAXIS

A course designed for clinicians and allied healthcare professionals in how to give intra muscular (IM) injections. On successful completion you will be equipped with underlining theory and skills to gain full competence under clinical supervision of a practitioner in your own workplace. This course is suitable as initial training, or for refresher training/CPD for experienced practitioners. Contents includes:

COURSE
DURATION
3.5 HOURS

COST
£40 PP

- Use of the IM injection and its benefits
- Selecting the IM site
- Basics of drug administration (Correct drug/route/person/time etc)
- Preparation of an IM injection
- Site preparation
- Technique of giving an IM injection
- Practical session preparing and giving an IM injection
- Sharps handling
- Documentation and recording
- Complications

INFECTION CONTROL

This course specifically developed for staff working in primary care will identify the importance of occupational infection control measures. Delegates will also learn practical skills in line with industry standards and guidelines set out by organisations such as the World Health Organisation (WHO). Contents include:

COURSE
DURATION
1.5 HOURS

COST
£15 PP

- What is infection control
- The chain of infection and how people are infected.
- The types of germs and infection.
- Health Care Associated Infections.
- Why we need infection control and HCAI management.
- How to wash hands to WHO standard.
- Personal protective equipment.
- Preventing infection.

INFORMATION GOVERNANCE

We handle all forms of personal information on a daily basis in our role. Such information can be in paper form or electronically. Some of this information may be confidential. We all have a duty to protect this information and keep it secure. This session explores what forms of information we gather, how we process it, store it and the safest methods for transferring such information. It also demonstrates examples where security of confidential information has been breached.

*COURSE
DURATION
1.5 HOURS*

*COST
£15 PP*

MANUAL HANDLING

Lifting items properly is important especially as doing so incorrectly can mean pain, loss of mobility, loss of earnings and an increased workload for staff who have to cover your duties while you are off sick. Learn how this applies to you in your primary care environment. Learn how to lift, carry, push and pull everyday objects in the surgery to ensure staff do not injure one of the most important parts of the body, the back.

“This course has helped me be safe in the workplace”

“I have learnt the right way to lift”

*COURSE
DURATION
1.5 HOURS*

*COST
£15 PP*

SAFEGUARDING ADULTS LEVEL 3

Level 3 Safeguarding Adults (Intercollegiate Document 2016)

All staff that have regular contact with adults and/or carers.

Following the training session, delegates will:

- have knowledge and understanding of what constitutes adult abuse to identify any signs of harm or abuse including Domestic Abuse;
- have an understanding of the MCA / DoLS and apply the principles of MCA and DoLS;
- recognise where the individual should be considered for an independent advocate under the Care Act 2014;
- be able to identify and refer an adult suspected of being a victim of trafficking or sexual exploitation; or a victim of FGM, or at risk of exploitation by radicalisers;
- act as an effective advocate for the adult at risk of harm or abuse;
- recognise the potential impact of the individual's physical, mental capacity and mental health on the well-being of an individual, including possible speech, language and communication needs;
- be clear about own and colleagues' roles, responsibilities, and professional boundaries, including professional abuse and raising concerns about the conduct of colleagues;
- (as appropriate to role) be able to refer to social care if an adult safeguarding concern is identified;
- know that sharing concerns is always part of their job even though it may not be part of their job description;
- document safeguarding concerns in order to be able to inform the relevant staff and agencies as necessary, maintaining appropriate record keeping, and differentiating between fact and opinion;
- share appropriate and relevant information within their team and when appropriate, other teams;
- understand the individual's right to privacy and autonomy and to make decisions that are or seen unwise, but also understand the limited circumstances in which those rights can be overridden;
- understand the Prevent agenda as it affects their work;
- act in accordance with key statutory and non-statutory guidance and legislation including the Human Rights Act and the Care Act 2014

COURSE
DURATION
3.5 HOURS

COST
£35 PP

SAFEGUARDING CHILDREN LEVEL 2

Level 2 Safeguarding Children (Intercollegiate Document 2014)

Suitable for all non-clinical and clinical staff who have any contact with children, young people and/or parents/carers

Following the training session, delegates will be able to:

- demonstrate professional and clinical knowledge, and understanding of what constitutes child maltreatment
- identify any signs of child abuse or neglect
- identify and refer a child suspected of being a victim of trafficking or sexual exploitation; at risk of FGM or having been a victim of FGM; at risk of exploitation by radicalisers
- act as an effective advocate for the child or young person
- recognise the potential impact of a parent's/carer's physical and mental health on the well-being of a child or young person, including possible speech, language and communication needs
- be clear about own and colleagues' roles, responsibilities, and professional boundaries, including professional abuse and raising concerns about conduct of colleagues
- (as appropriate to role) refer to social care if a safeguarding/child protection concern is identified (aware of how to refer even if role does not encompass referrals)
- document safeguarding/child protection concerns in order to be able to inform the relevant staff and agencies as necessary, maintains appropriate record keeping, and differentiates between fact and opinion
- shares appropriate and relevant information with other teams
- act in accordance with key statutory and non-statutory guidance and legislation including the UN Convention on the Rights of the Child and Human Rights Act

**COURSE
DURATION**
(Level 2)
2.0 HOURS

COST
£25 PP

SAFEGUARDING CHILDREN LEVEL 3

Level 3 safeguarding Children (Intercollegiate document 2014)

Suitable for all 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 parenting capacity where there are safeguarding/child protection concerns

Following the training session, delegates will be able to:

- draw 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
- have professionally relevant core and case specific clinical competencies
- document and report concerns, history taking and physical examination in a manner that is appropriate for safeguarding/child protection and legal processes
- contribute to inter-agency assessments, the gathering and sharing of information and where appropriate analysis of risk
- undertake regular documented reviews of own (and/or team) safeguarding/child protection practice as appropriate to role (in various ways, such as through audit, case discussion, peer review, and supervision and as a component of refresher training)
- contribute to serious case reviews/case management reviews/significant case reviews (including the child practice review process in Wales), internal partnership and local forms of review, as well as child death review processes
- work with other professionals and agencies, with children, young people and their families when there are safeguarding concerns
- advise other agencies about the health management of individual children in child protection cases
- apply the lessons learnt from audit and serious case reviews/case management reviews/significant case reviews (including the child practice review process in Wales) to improve practice
- advise others on appropriate information sharing

COURSE
DURATION
(Level 3)
3.5 HOURS

COST
£40 PP

VENESECTION (Including hand washing)

Obtaining blood samples from a patient forms a large part of the nursing role in any clinical setting. This course has been designed for new and existing staff to either learn the procedure for the first time or to simply refresh their existing knowledge base. This course covers all aspects of venepuncture including anatomy and physiology of the arm, applying tourniquet, palpation of veins and insertion of needles.

SPCL have also invested in specialist equipment so delegates can practice obtaining “fake blood samples” from prosthetic arms!!! This has always proved a popular part of the course and allows each person time to practice obtaining as many samples as they wish with no pressure.

COURSE
DURATION
5.5 HOURS

COST
£150 PP

WOUND CARE & DRESSINGS

A course designed for clinicians and allied healthcare professionals on how to provide effective wound care. On successful completion you will be equipped with underlining theory and skills for use in your own workplace. This course is suitable as initial training, or for refresher training/CPD for experienced practitioners. Contents includes:

- Anatomy of the skin and types of wounds
- Immediate care of wounds.
- Recognition of arterial/venous/capillary bleeding
- Practical session on care of wounds ie dressings
- Wound healing and factors affecting wound healing
- Group sessions on assessing wounds and wound recognition
- Principles of wound management and Sepsis screening
- The clean / aseptic technique
- Dressing types – use and limitations – specific to group.

COURSE
DURATION
3.5 HOURS

COST
£40 PP

October 2016 Training Course - Booking Form

Sovereign Place, Upper Northam Road, Hedge End, Southampton, SO30 4BZ

Please clearly complete all sections below

Name	
Role	
Organisation	
Email Address	

Please complete details below to indicate which courses you would like to attend:

DAY	DATE	TIME	COURSE	FEE
TOTAL AMOUNT PAYABLE				

Please Note:

Each course has limited spaces.

Please send your booking form to spcl.events@nhs.net. Once we have secured your place we will request payment which can be made via BACS transfer or cheque to SPCL. Following payment we will send a confirmation of your booking.

