

November 2009

Dear Colleague,

It is with great pleasure that I enclose our new prospectus for 2010, which offers you a wide range of learning opportunities, delivered at St Catherine's Education and Training Centre.

We are continuing to offer five day courses in end of life care, following participants' feedback from 2009 and in recognition that longer, more in-depth study increases knowledge and understanding to a greater extent than single study days.

Our five day courses have now been quality assured by the University of Surrey and University of Brighton (www.stch.org.uk/EducationAndTraining/TeachingHospice/ReQ.asp) and all the courses within the prospectus support the implementation of the Department of Health End of Life Care strategy launched in 2008.

We are also pleased to be hosting the three day 'Connected' course (www.stch.org.uk/EducationAndTraining/TeachingHospice/connected.asp), which is a National Communication Skills Training course for senior healthcare professionals.

In addition to the courses in our training centre, we are able to deliver education directly in your place of work, for greater flexibility. For further information visit www.stch.org.uk/EducationAndTraining/LearningOpportunities/OffSiteTraining.asp And if you have specific training needs not covered in our prospectus, we are able to offer tailor-made packages to meet your requirements.

All courses are held in our purpose built, superbly equipped, Education and Training Centre, and are presented by experienced facilitators. All refreshments and lunch, where applicable, are included in the cost.

To reserve a place on any of our courses, please complete the enclosed application form and return to Anne Truett at the address above, or apply on-line at www.stch.org.uk/EducationAndTraining/LearningOpportunities/courses2010.asp

If you have any queries, do not hesitate to contact Anne on 01293 447375, or by email at annetruett@stch.org.uk

Yours faithfully,



Mary Mahoney
Head of Education

QUICK REFERENCE– 2010/2011

2 nd April	Up Front & Personal	
16 th April	Syringe Driver Workshop	
22 nd April	The Nature Of Pain & Its Assessment	<i>(pain & symptom management – day 1)</i>
29 th April	Theories of Grief	<i>(bereavement – day 1)</i>
6 th May	The Pharmacological Management Of Pain	<i>(pain & symptom management - day 2)</i>
13 th May	Supportive Bereavement Care	<i>(bereavement – day 2)</i>
17 th May	Advance Care Planning	
20 th May	The Multi-Professional Management Of Pain	<i>(pain & symptom management – day 3)</i>
25 th May	Intravenous Therapy Workshop	
27 th May	Cultural & Spiritual Manifestations of Grief	<i>(bereavement – day 3)</i>
10 th June	Complex Symptoms at the End of Life	<i>(pain & symptom management - day 4)</i>
17 th June	Hope & Narrative at the End of Life	<i>(bereavement – day 4)</i>
24 th June	Palliative Care Emergencies	<i>(pain & symptom management - day 5)</i>
1 st July	Death Rituals & Funeral Rites	<i>(bereavement – day 5)</i>
9 th July	Holistic Assessment	
12 th July	Communication Skills Workshop	
20 th Sept	Syringe Driver Workshop	
23 rd Sept	The Philosophy Of Palliative Care	<i>(principles of end of life care – day 1)</i>
30 th Sept	Defining Psychosocial Care	<i>(psychosocial skills - day 1)</i>
8 th Oct	Up Front & Personal	

PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE COURSE

14 th Oct	End of Life Conversations	<i>(principles of end of life care – day 2)</i>
20 th Oct	Advance Care Planning	
21 st Oct	Communication in Psychosocial Care	<i>(psychosocial skills - day 2)</i>
4 th Nov	Pain & Symptom Management	<i>(principles of end of life care - day 3)</i>
10 th Nov	Intravenous Therapy Workshop	
11 th Nov	Exploring Core Conditions	<i>(psychosocial skills - day 3)</i>
18 th Nov	Loss, Grief & Bereavement	<i>(principles of end of life care - day 4)</i>
25 th Nov	Managing Difficult Situations	<i>(psychosocial skills in end of life care - day 4)</i>
1 st – 3 rd Dec	First Aid At Work	<i>3 day HSE approved</i>
2 nd Dec	Looking after yourself	<i>(principles of end of life care - day 5)</i>
9 th Dec	Professional Boundaries	<i>(psychosocial skills - day 5)</i>
<u>2011</u>		
12 th Jan	Communication Skills Workshop	
20 th Jan	The Management Of Neurological Disease	<i>(managing non-malignant disease - day 1)</i>
27 th Jan	Teamworking	<i>(developing practice – day 1)</i>
3 rd Feb	Management of Dementia	<i>(managing non-malignant disease - day 2)</i>
8 th Feb	Syringe Driver Workshop	
10 th Feb	Managing Groups	<i>(developing practice – day 2)</i>
14 th Feb	Holistic Assessment	
17 th Feb	Managing End-Stage Cardiac Failure	<i>(managing non malignant disease - day 3)</i>
3 rd Mar	Presentation Skills Workshop	<i>(developing practice – day 3)</i>
10 th Mar	Managing End-Stage Renal Failure	<i>(managing non malignant disease - day 4)</i>
14 th Mar	Up Front & Personal	
17 th Mar	Audit & Research	<i>(developing practice – day 4)</i>
24 th Mar	Managing Respiratory Disorders	<i>(managing non-malignant disease - day 5)</i>
31 st Mar	Internet Searches & Report Writing	<i>(developing practice – day 5)</i>

PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE COURSE

Pain & Symptom Management at the End of Life

NICE guidelines (2004) and the End of Life Care Strategy (2008) call for the provision of appropriate pain and symptom management for all patients at the end of life. The relief of pain and other symptoms significantly enhances quality of life.

This five day course covers:

- day 1 the nature of pain and its assessment
 - day 2 the pharmacological management of pain
 - day 3 the multi-professional management of pain
 - day 4 complex symptoms at the end of life
 - day 5 palliative care emergencies
- (Please see overleaf for specific learning outcomes)*

WHO SHOULD ATTEND: These sessions are designed for any health or social care professional, including nursing assistants, involved in managing patients who experience difficult symptoms

DATES: 22nd April, 6th & 20th May, 10th & 24th June 2010

TIME: 9.30 am - 4.30 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: £350-00 ~ includes handouts, refreshments and lunch

IT IS POSSIBLE TO BOOK INDIVIDUAL STUDY DAYS AT £75-00 PER DAY

To reserve a place, please forward the completed application form to:

Anne Truett - St Catherine's Education & Training Centre

Tel: 01293 447375 Fax: 01293 447379

Email: annetruett@stch.org.uk

PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE COURSE

The Nature of Pain & Its Assessment (day 1)

Learning outcomes:

- challenge your current views on pain
- discuss the physical causes of pain
- understand the concept of 'total pain'
- describe the importance of accurate assessment & tools to enable this

Date: 22nd April 2010

The Pharmacological Management of Pain (day 2)

Learning outcomes:

- describe the application of the analgesic ladder in managing pain
- demonstrate problem-solving skills to enable the selection of appropriate medications to effectively manage pain
- understand the principles of drug management in pain control
- have an awareness of ethical issues in pain management

Date: 6th May 2010

The Multi-Professional Management of Pain (day 3)

Learning outcomes:

- discuss the use of complementary therapies in the management of pain
- understand the role of allied health professionals in pain
- have an awareness of psychological approaches in pain management

Date: 20th May 2010

Complex Symptoms at the End of Life (day 4)

Learning outcomes:

- describe the management of difficult symptoms including
 - breathlessness
 - confusion & terminal agitation
 - nausea & vomiting
 - depression
 - cachexia
- discuss ethical considerations involved in treating these symptoms at the end of life

Date: 10th June 2010

Palliative Care Emergencies (day 5)

Learning outcomes:

- recognise causes and features of emergencies in palliative care
- explain appropriate interventions for each issue
- identify the necessity for an urgent response in each situation
- identify ethical dilemmas involved in such complex clinical decision making

Date: 24th June 2010

Bereavement in End of Life Care

The End of Life Strategy (2008) states that bereavement support is fundamentally important in end of life care and beyond. Health and social care workers have a responsibility to understand the impact of bereavement and offer appropriate support.

This
five

day course will cover:

- day 1 theories of grief
 - day 2 supportive bereavement care
 - day 3 cultural and spiritual manifestations of grief
 - day 4 hope and narrative at end of life
 - day 5 death rituals and funeral rites
- (Please see overleaf for specific learning outcomes)*

WHO SHOULD ATTEND: Nurses and allied healthcare professionals who regularly encounter individuals experiencing bereavement

DATES: 29th April, 13th & 27th May, 17th June & 1st July 2010

TIME: 9.30 am – 4.30 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: £350-00 includes handouts, refreshments and lunch

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Theories of Grief (day 1)

Learning outcomes:

- demonstrate an understanding of theories of grief
- explore the application of theories in practice
- discuss the value of these theories in supporting the bereaved
- awareness of the concept of resilience
- understand how to assess bereavement needs

Date: 29th April 2010

Supportive Bereavement Care (day 2)

Learning outcomes:

- develop your skills in supporting patients and those close to them who are experiencing loss
- have an understanding of how grief affects specific groups, for instance children and the cognitively impaired
- explore strategies to support children in the context of their family
- use a self-reflective approach to deliver effective bereavement care

Date: 13th May 2010

Cultural & Spiritual Manifestations of Grief (day 3)

Learning outcomes:

- recognise cultural differences in the grieving process
- have an awareness of key aspects arising out of, for example, age or gender
- explore the use of the arts as an expression of grief
- identify key themes in the representation of bereavement in media and the arts

Date: 27th May 2010

Hope & Narrative at the End of Life (day 4)

Learning outcomes:

- define the concept of hope
- describe how you might promote hope at the end of life
- discuss whether hope should be fostered in end of life care
- explore narrative as a therapeutic tool in end of life care and bereavement

Date: 17th June 2010

Death Rituals & Funeral Rites (day 5)

Learning outcomes:

- understand cultural & religious rituals surrounding dying
- know how to arrange a funeral
- understand the role of the funeral director
- be aware of European regulations
- discuss sources of financial assistance available

Date: 1st July 2010

Principles of End of Life Care

Generic palliative care should be provided to all patients (NCPC 2002). Consequently, nursing staff should be equipped with the necessary knowledge and skills to ensure effective end of life care is delivered wherever they are employed (End of Life Strategy 2008).

This five day course covers:

- day 1 the philosophy of palliative care
- day 2 end of life conversations
- day 3 pain and symptom management
- day 4 loss, grief & bereavement
- day 5 looking after yourself

(Please see overleaf for specific learning outcomes)

WHO SHOULD ATTEND: All health & social care professionals who would like to increase their basic knowledge & understanding of end of life issues in relation to practice

DATES: 23rd September, 14th October, 4th & 18th November & 2nd December 2010

TIME: 9.30 am - 4.30 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: £350-00 ~ includes handouts, refreshments and lunch

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The Philosophy of Palliative Care (day 1)

Learning outcomes:

- know the WHO definition of palliative care
- recognise how the 5 key principles of palliative care apply in your practice setting
- identify ethical principles that influence practice in end of life care
- describe the process of dying
- recognise a dying patient
- understand the theory behind verification of expected death

Date: 23rd September 2010

End of Life Conversations (day 2)

Learning outcomes:

- recognise that end of life conversations can be difficult & identify why they are difficult for you
- discuss difficult questions & consider how you might respond
- discuss the concept of truth telling in relation to end of life conversations
- have the opportunity to practice the skills you learn

Date: 14th October 2010

Pain & Symptom Management (day 3)

Learning outcomes:

- understand the importance of pain assessment
- explain how to use the WHO analgesic ladder effectively
- identify non-drug interventions in managing pain
- discuss the management of common symptoms in end of life care
- recognise ethical dilemmas that arise when managing pain & other symptoms

Date: 4th November 2010

Loss, Grief & Bereavement (day 4)

Learning outcomes:

- describe the characteristics of loss & grief
- be aware of current theories of bereavement & how these apply in practice
- discuss cultural differences that influence responses to loss
- explain possible interventions when dealing with bereaved people

Date: 18th November 2010

Looking After Yourself (day 5)

Learning outcomes:

- identify which issues are likely to result in stress
- know how to recognize stress in yourself & others
- demonstrate the effective use of coping strategies including
 - assertiveness
 - reflection
 - debriefing & clinical supervision

Date: 2nd December 2010

Psychosocial Skills in End of Life Care

The NICE guidelines (2004) and the End of Life Care Strategy (2008) highlight the importance of emotional, social and psychological well-being for patients with a life-limiting illness and their families. At the same time they acknowledge a lack of training opportunities and identify the need for education in psychosocial care to ensure an improved experience at the end of life.

This five day course covers:

- day 1 defining psychosocial care
 - day 2 communication in psychosocial care
 - day 3 exploring core conditions
 - day 4 managing difficult situations in a psychosocial context
 - day 5 professional boundaries in psychosocial care
- (Please see overleaf for specific learning outcomes)*

WHO SHOULD ATTEND: Nurses and allied healthcare professionals in a hospice setting who would like to provide the best possible end of life experience for patients by developing their skills in effective psychosocial care

DATES: 30th September, 21st October, 11th & 25th November & 9th December 2010

TIME: 9.30 am - 4.30 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: £350-00 ~ includes handouts, refreshments and lunch

IT IS POSSIBLE TO BOOK INDIVIDUAL STUDY DAYS AT £75-00 PER DAY

To reserve a place, please forward the completed application form to:
Anne Truett - St Catherine's Education & Training Centre

PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE COURSE

Tel: 01293 447375 Fax: 01293 447379

Email: annetruett@stch.org.uk

Defining Psychosocial Care (day 1)

Learning outcomes:

- recognise the components of psychosocial care
- discuss the importance of context when providing psychosocial care
- establish your current strengths in this area of practice

Date: 30th September 2010

Communication in Psychosocial Care (day 2)

Learning outcomes:

- discuss the importance of good communication in psychosocial care
- identify barriers to effective communication
- explore strategies to manage difficult communication in a psychosocial context

Date: 21st October 2010

Exploring Core Conditions (day 3)

Learning outcomes:

- discuss the meaning of empathy
- identify what you currently do that is empathic
- describe unconditional positive regard as a concept
- recognise the value of congruence in psychosocial care

Date: 11th November 2010

Managing Difficult Situations in a Psychosocial context (day 4)

Learning outcomes:

- be aware of the notion of family systems
- identify hidden agendas in the professional-client relationship
- explore key aspects of transactional analysis in a psychosocial context
- demonstrate strategies for dealing with difficult situations

Date: 25th November 2010

Professional Boundaries in Psychosocial Care (day 5)

Learning outcomes:

- discuss the notion of professional boundaries
- know how to establish appropriate boundaries
- explain proximity in relation to setting professional boundaries

Date: 9th December 2010

Managing Non-Malignant Disease at the End of Life

In the United Kingdom 75% of deaths are due to non-malignant disease and it has been argued that palliative care should be provided according to need, not diagnosis (NCHSPCS 2002; End of Life Strategy 2008).

This five day course covers:

- day 1 management of neurological disease – MND, MS & CJD
 - day 2 management of dementia
 - day 3 managing end-stage cardiac failure
 - day 4 managing end-stage renal failure
 - day 5 managing respiratory disorders
- (Please see overleaf for specific learning outcomes)*

WHO SHOULD ATTEND: All health & social care professionals who would like to increase their understanding of end of life care in non-malignant disease, with a focus on joint-working between palliative care specialists & those who provide care for patients

DATES: 20th January, 3rd & 17th February, 10th & 24th March 2011

TIME: 9.30 am - 4.30 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: £350-00 ~ includes handouts, refreshments and lunch

IT IS POSSIBLE TO BOOK INDIVIDUAL STUDY DAYS AT £75-00 PER DAY

To reserve a place, please forward the completed application form to:
Anne Truett - St Catherine's Education & Training Centre

PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE COURSE

The Management of Neurological Disease at the End of Life (day 1)

Learning outcomes:

- have an understanding of the pathology of MND, MS & CJD
- describe the dying process as it relates to these conditions
- be able to identify & manage common symptoms experienced by these patients at the end of life
- explore the challenges of caring for these groups of patients from a practical, psychological & ethical perspective

Date: 20th January 2011

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The Management of Dementia (day 2)

Learning outcomes:

- understand the pathology of dementia
- be aware of the impact of dementia on the person, those close to them & the professionals who care for them
- explore a variety of ways of communicating with a person who has dementia

Date: 3rd February 2011

Managing End-Stage Cardiac Failure (day 3)

Learning outcomes:

- develop an understanding of the pathology of cardiac failure & the concept of disease burden
- be aware of the lived experience of cardiac failure
- identify difficulties in recognising the dying process
- explore the challenges of caring for these patients considering practical, psychological & ethical management

Date: 17th February 2011

Managing End-Stage Renal Failure (day 4)

Learning outcomes:

- explore the pathology of renal failure & discuss when renal failure becomes 'end-stage'
- describe the dying process in renal failure & identify common symptoms that arise, along with the appropriate management
- recognise the experience of living with end-stage renal failure
- understand how the practical, emotional & ethical challenges can be met through working in partnership with others

Date: 10th March 2011

Managing Respiratory Disorders at the End of Life (day 5)

Learning outcomes:

- recognise the variety of respiratory disorders & how to identify the dying process
- discuss common symptoms in respiratory disease & the appropriate management
- review key issues surrounding long-term oxygen therapy
- understand the implications of the end of life for patients with respiratory disease as they relate to practical, psychological & ethical aspects of care

Date: 24th March 2011

Developing Practice in End of Life Care

Health and Social care workers are expected to maintain their own professional standards and support colleagues in their practice (NMC 2008. NICE (2004) calls for service evaluation and the use of research in the delivery of palliative care and this has been reinforced by the End of Life Care Strategy (2008) to ensure the highest standard of patient care at the end of life.

This five day course covers:

day 1 teamworking
day 2 managing groups
day 3 presentation skills workshop
day 4 audit & research in end of life care
day 5 internet searches & reportwriting
(Please see overleaf for specific learning outcomes)

WHO SHOULD ATTEND: All health & social care workers who continually aim to improve their practice

DATES: 27th January, 10th February, 3rd, 17th & 31st March 2011

TIME: 9.30 am - 4.30 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: £350-00 ~ includes handouts, refreshments and lunch

IT IS POSSIBLE TO BOOK INDIVIDUAL STUDY DAYS AT £75-00 PER DAY

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Email: annetruett@stch.org.uk

PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE COURSE

Teamworking (day 1)

Learning outcomes:

- describe the nature and characteristics of teams
- demonstrate an understanding of the functions of a team
- explore your role within a team
- recognise the benefits and difficulties of team working

Date: 27th January 2011

Managing Groups (day 2)

Learning outcomes:

- describe facilitation skills
- understand group dynamics
- identify techniques to stimulate discussion
- explore ways to develop your self-confidence
- practice chairing skills

Date: 10th February 2011

Presentation Skills Workshop (day 3)

Learning outcomes:

- know how to prepare a talk/study session
- understand the selection of an appropriate method of delivery
- describe the use of differing visual aids
- discuss the value of feedback (both self & others)

Date: 3rd March 2011

Audit & Research in End of Life Care (day 4)

Learning outcomes:

- understand the notion of research & audit - what, why, how
- describe methods of gathering appropriate evidence through audit
- discuss how evidence can be used to improve practice
- discuss ethics in terms of audit & research
- identify when you would use research & when you would use audit

Date: 17th March 2011

Internet Searches & Report Writing (day 5)

Learning outcomes:

- define & refine search terms & strategy
- know how to ascertain & download the most appropriate information
- demonstrate searching the NHS Evidence & other databases
- understand different report formats & when they are necessary
- explore practical tools & tips to influence your reader

Date: 31st March 2011

Connected National Advanced Communication Skills Training

Following the Department of Health Cancer Plan (2000) a three-day experiential model of communication skills training has been developed and this continues to be seen as the most effective means of improving communication skills (NICE Supportive and Palliative Care Cancer Service Guidance, 2004; the End of Life Strategy, 2008.) Attendance on this course also meets peer review criteria for the Cancer MDT.

The three-day course provides a safe space where participants can identify difficult communication situations in their clinical work and practice key skills to address these. Participants undertake a role play which is video-taped and clear, constructive feedback on skills used is given, which is integral to learning. Safety for all participants is maintained by agreeing a clear set of ground rules and a central part of the facilitator's role is to ensure a supportive environment at all times.

This three day course will:

- Highlight the need for effective communication
- Review the evidence for communication skills training
- Be based on a participant-centered agenda
- Involve experiential learning through role play
- Be supported by an evidence-based handbook detailing communication skills and strategies

WHO SHOULD ATTEND: Senior Health Care Professionals employed at band 6 or above who are involved in cancer and end of life care

DATES: 19th – 21st May, 14th – 16th July 2010 *(please see our website for additional dates)*

TIME: 9.30 am - 5.00 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: Currently free as funded by the Department of Health through the National Cancer Action Team

PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE COURSE

**To reserve a place, please contact your local
Cancer Network administrator**

PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE STUDY DAY

Up Front and Personal

Non-clinical staff experience challenging communication situations when dealing with people with life-limiting conditions and those close to them. It has been shown that interpersonal skills training can enable staff to meet these challenges effectively (Wilkinson 2008).

This day will consider:

- how to establish and work within appropriate boundaries
- how to manage difficult situations and emotions
- working with people experiencing loss

WHO SHOULD ATTEND: Non-clinical staff who are in regular contact with patients and those close to them

DATES: 2nd April, 8th October 2010, or 14th March 2011

TIME: 9.30 am - 4.30 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: £75-00 ~ includes handouts, refreshments and lunch

To reserve a place, please forward the completed application form to:

Anne Truett - St Catherine's Education & Training Centre

Tel: 01293 447375 Fax: 01293 447379

Email: annetruett@stch.org.uk

PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE STUDY DAY

Syringe Driver Workshop

Syringe drivers are commonly used in managing symptoms at the end of life. Healthcare professionals therefore need training in effective and appropriate management of syringe drivers (End of Life Care Strategy 2008)

This one day course will consider:

- the different syringe drivers in use
- the rationale behind their use
- common medications and their compatibility
- how to set up a Graseby syringe driver safely
- 'troubleshooting' if difficulties arise

WHO SHOULD ATTEND: This course will be relevant to registered nurses and medical staff who manage syringe drivers

DATES: 16th April, 20th September 2010, or 8th February 2011

TIME: 9.30 am - 4.30 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: £75-00 ~ includes handouts, refreshments and lunch

To reserve a place, please forward the completed application form to:

Anne Truett - St Catherine's Education & Training Centre

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Email: annetruett@stch.org.uk

PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE STUDY DAY

Advance Care Planning

The Mental Capacity Act (2005) and the End of Life Care Strategy (2008) promotes forward planning in decision making for end of life care. This will ensure dignity and respect leading up to and following death.

This one day course will consider:

- what is advance care planning
- when you need to consider an advance care plan
- how you introduce an advance care plan
- how an advance care plan aids decision-making
- the End of Life Care Strategy and the influence of the Mental Capacity Act

WHO SHOULD ATTEND: All healthcare & social care workers who would like to increase their understanding of advanced care plans and end of life care

DATES: 17th May or 20th October 2010

TIME: 9.30 am - 4.30 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: £70-00 ~ includes handouts, refreshments and lunch

To reserve a place, please forward the completed application form to:
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Email: annetruett@stch.org.uk

PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE STUDY DAY

Intravenous Therapy Workshop

Intravenous therapies contribute to current practice in symptom management. Professional guidelines state that practitioners must demonstrate competence in administering medication, whatever the route (NMC 2008).

This one day course will consider:

- indications for intravenous therapy
- drug calculations
- intravenous access devices including Hickman, Groshung and PICC lines
- practical aspects of administering intravenous additives

WHO SHOULD ATTEND: This course is relevant to all registered nurses who are managing patients receiving intravenous therapies

DATES: 25th May or 10th November 2010

TIME: 9.30 am - 4.30 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: £75-00 ~ includes handouts, refreshments and lunch

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Email: annetruett@stch.org.uk

PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE STUDY DAY

Holistic Assessment

Holistic assessment is essential in ensuring the needs of patients at the end of life and those close to them are accurately identified and appropriately met (End of Life Care Strategy 2008, Maher & Hemming 2005).

This one day course will consider:

- the nature of holism
- the process of holistic assessment
- the importance of therapeutic relationships to enhance assessment
- assessment tools

WHO SHOULD ATTEND: Health & social care professionals who participate in assessing people at the end of life

DATES: 9th July 2010 or 14th February 2011

TIME: 9.30 am - 4.30 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: £75-00 ~ includes handouts, refreshments and lunch

To reserve a place, please forward the completed application form to:

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Communication Skills Workshop

Approximately 90% of complaints in the NHS arise out of poor communication between healthcare professionals and patients or their families. The End of Life Strategy (2008) calls for healthcare professionals to have the knowledge and skills to communicate effectively.

This one day course will consider:

- your strengths as a communicator
- the principles of effective communication
- barriers to listening
- different techniques to enhance communication

WHO SHOULD ATTEND: All health & social care workers who communicate with patients, those close to them, or colleagues

DATES: 12th July 2010 *or* 12th January 2011

TIME: 9.30 am - 4.30 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: £75-00 ~ includes handouts, refreshments and lunch

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PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE STUDY DAY

First Aid at Work

This three day course will lead to an HSE accredited first aid certificate and will consider:

- definitions of 'first aid' and the responsibility of the first aider
- primary survey and recovery position
- basic resuscitation
- bleeding, special wounds and unconsciousness
- recognition of injuries to bones, joints and the spine
- burns, eye injuries, poisons and extremes of temperature

WHO SHOULD ATTEND: These sessions are designed for anyone who has a responsibility to provide first aid in the workplace

DATES: 1st – 3rd December 2010

TIME: 9.00 am - 5.00 pm

VENUE: ST CATHERINE'S EDUCATION CENTRE

COST: £350-00 ~ includes handouts, refreshments and lunch

To reserve a place, please forward the completed application form to:

Anne Truett - St Catherine's Education & Training Centre

Tel: 01293 447375 Fax: 01293 447379

Email: annetruett@stch.org.uk

PLEASE NOTE: CLOSING DATE WILL BE TWO WEEKS BEFORE THE STUDY DAY

APPLICATION FORM - CLINICAL COURSE / STUDY DAY
PLEASE USE BLOCK CAPITALS

Name: _____

Address: _____
(For correspondence)

Postcode: _____

Tel No: Home: _____ Work: _____ Extn: _____

Email: *(For correspondence)* _____

Place of work: Department: _____ Job Title _____

Course Title:

Where did you hear about this course?

Course Date(s)

Cost:

Form of Payment: Invoice / Cheque
Purchase Order No. _____
*Cheques should be payable to
St Catherine's Hospice*

Invoice to: *(Full name & address including postcode)*

Approved by: Manager's Name: *(print)* _____ Signature: _____

Contact Tel: _____ Email: _____

On behalf of: _____ e.g. PCT / Nursing Home / Company

Please tick to confirm that you agree to the enclosed Terms and Conditions:

Please return form to:

Anne Truett – Education & Training Centre Co-ordinator
St Catherine's Education & Training Centre, Malthouse Road, CRAWLEY,
West Sussex. RH10 6BH
Tel: 01293 447375 Fax: 01293 447379 E-mail: annetruett@stch.org.uk

If you do not wish to receive information about other courses & services please tick here

TERMS AND CONDITIONS

Booking Conditions:

Provisional places on courses will be held for 28 days.

Acknowledgement of booking will be sent on receipt of the booking form, and a confirmation letter will be sent prior to the course date, giving any additional details that may be necessary. A certificate of attendance will be issued. The closing date for courses will be 7 working days in advance.

Payment:

Full payment is required before the course date. Cheques should be made payable to **St Catherine's Hospice**. If an invoice has been requested, this will be sent direct from our accounts department and if a Purchase Order No. is required by your organisation, this must be quoted on the booking form.

Cancellations / Transfers:

Refunds can be made on cancellations for any bookings cancelled at least 28 days in advance. No refunds will be made for non-attendance or cancellation after that time. It may be possible, at the time of cancellation, for delegates to transfer to a similar course taking place at a later date, subject to availability. We reserve the right to cancel courses if there are insufficient numbers 7 days prior to the course date. Delegates will be notified in writing and refunds given where appropriate.

Catering:

External Delegates -

Full-day courses include all refreshments and lunch. We will endeavour to cater for all special dietary needs, but these require seven days advanced notice.

Half Day courses include all refreshments.

No food or beverages may be brought to the Centre for consumption

Internal Delegates - **Refer to Staff Policy**

Data Protection:

St Catherine's Education & Training Centre keeps any personal information you supply for the purpose for which you have provided it. It is not passed to any other organisation, unless this is made explicit when you supply it. However we may from time to time wish to send you details of other courses and services provided by St Catherine's Hospice.

General:

We cannot accept any responsibility for loss or damage to personal property.

All delegates are required to register their attendance on arrival.

The hospice library has many books and journals relating to palliative care and is available to course participants for reference. Full library membership is available on request, please contact joannatuck@stch.org.uk.