

# Study Days Prospectus

July–December 2011



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## Introduction

This prospectus, produced biannually, has details of study days offered by the School of Health & Social Care. All study days are non-accredited. For details of accredited courses, please see the Continuing Professional Development Prospectus, which is produced annually. For a PDF copy, log on to [www.gre.ac.uk/schools/health/current\\_publications](http://www.gre.ac.uk/schools/health/current_publications).

Application forms can be obtained from local NHS trusts or by contacting the University of Greenwich Enquiry Unit on 0800 005 006. They can also be downloaded at the above web address.

Completed forms should be returned to:

### University of Greenwich

Study Day Administrator

Grey Building

Southwood Site

Avery Hill Road

Eltham

London SE9 2UG

For enquiries about availability of places and the processing of applications, contact the Study Day Administrator on 020 8331 9736. For details of study days, please contact the person named under each entry.

## School of Health & Social Care

The School of Health & Social Care was established in 1990, following the merger of the Dartford and Gravesham School of Nursing and Midwifery, and Greenwich and Bexley School of Nursing and Midwifery. In 1993, the School joined the University of Greenwich and is now one of the largest in the university.

The School has four main areas of work:

- Pre-registration midwifery, nursing, social work and speech and language therapy
- Undergraduate health and well-being, public health and psychology
- Continuing professional development activities
- Research and development.

We provide education for 1,000 pre-registration nursing and midwifery students, paramedics and speech and language therapy students and offer many opportunities for you to study once you are a registered healthcare professional. These include an extensive range of study days.



## Course A–Z

### Anaphylaxis

#### Who is this for?

This course is for all healthcare staff involved in delivering clinical care to service users.

#### What is it about?

Anaphylaxis seems to be increasingly common, almost certainly associated with an increase in the allergic disease over the last two or three decades (Resuscitation Council UK, January 2008). This course gives practitioners an opportunity to gain more understanding of anaphylaxis, local policy and the immediate management of an anaphylactic reaction.

Sessions are organised in response to a specific request via a trust or organisation representative, who should liaise with the course co-ordinator to arrange the venue, date and time.

The course co-ordinator needs:

- The anticipated number of attendees and the areas of clinical practice they represent
- A copy of local anaphylaxis policy/guidelines relevant to the attendees.

**DURATION** half day

**DETAILS** sessions organised on request

**CONTACT** Terry Ferns • 020 8331 9985

• t.ferns@gre.ac.uk

### Breastfeeding

#### Half-day update

#### Who is this for?

This workshop is for hospital and community staff who come into contact with pregnant women, women who are breastfeeding and their families.

#### What is it about?

The workshop offers up-to-date information on World Health Organization and UNICEF policies, government guidelines, and national and local breastfeeding initiatives. It also covers individual roles and responsibilities in supporting commitment to breastfeeding. You will have the opportunity to discuss good practice using recent research.

#### Single study day

#### Who is this for?

This workshop gives an introduction to breastfeeding for new hospital and community staff who come into contact with pregnant women, breastfeeding mothers and their families.

#### What is it about?

The workshop provides basic information on the lactation process, the health benefits of breastfeeding and the requirements for successful breastfeeding. It covers up-to-date information on the World Health Organization and UNICEF policies, government guidelines and national and local breastfeeding initiatives. It also covers individual roles and responsibilities in relation to commitment to breastfeeding. You will also have the opportunity to discuss multidisciplinary working and to use recent research to identify best practice.

These study days can be adapted to meet individual trusts' needs and policies on breastfeeding, or for working towards the UNICEF Certificate of Commitment or Baby Friendly Award.

**DURATION** two courses – half-day and one-day  
**DETAILS** sessions organised on request  
**CONTACT** Pat Jackson • 020 8331 9028 •  
 p.a.jackson@gre.ac.uk or Liz Gale •  
 020 8331 8020 • e.a.gale@gre.ac.uk

## Chaperoning

### Who is this for?

This course is aimed at staff who can be called upon to act as chaperones within a healthcare setting.

### What is it about?

You will:

- Learn the role and responsibilities of the chaperone
- Gain an understanding of when there is a need for a chaperone in practice
- Appreciate the perspective of the patient and the need for informed consent
- Understand the professional context within which intimate procedures and examinations are conducted and sensitivity to cultural differences and diverse needs is acquired
- Learn how to consider complaints and whistle-blowing policies.

**DURATION** half day  
**DETAILS** 19 Sept, 10am–1pm, Avery Hill  
**CONTACT** Carol Allen • 020 8331 9177  
 • c.allen@gre.ac.uk



## Clinical Supervision

The School's Clinical Supervision Working Group has worked in liaison with individual trusts to agree education for clinical supervision. Clinical supervision preparation is organised as two study days.

Practitioners who have no experience of supervision but who are considered to be ready for a supervisory role should attend both days. Practitioners who are experienced supervisors but have not attended a formal preparation course may attend Day 2 only. For guidance on which day(s) you should attend, please speak to Anne Gill and your trust representative.

### Developing Clinical Supervision Skills (Day 1)

#### Who is this for?

This one-day course is for people involved in the clinical supervision process as a supervisee, and/or preparing for a supervisor's role, and/or experienced supervisors who would like an update/refresher course.

#### What is it about?

This introduction to clinical supervision will give you the opportunity to explore the concept of clinical supervision within your practice setting.

## Skills for Supervisors (Day 2)

### Who is this for?

This course prepares practitioners who have worked under supervision to become supervisors. In exceptional cases, the course accepts applicants without experience of being supervised but who are considered by their manager to be ready for a supervisory role.

### What is it about?

This course will give you the opportunity to explore the knowledge and practise the skills required to perform the role of clinical supervisor. It builds on the knowledge gained from Developing Clinical Supervision Skills and/or experience of clinical supervision.

**DURATION** two courses, each one day

**DETAILS** 9am–4pm, Avery Hill

<b>DATES</b>	<b>Day 1</b>	<b>Day 2</b>
	14 Sept	21 Sept
	12 Oct	19 Oct
	16 Nov	23 Nov

**CONTACT** Carolyn Corby • 020 8331 9736 • c.a.corby@gre.ac.uk or Anne Gill • 020 8331 7502 • a.gill@gre.ac.uk

## Cognitive Behavioural Therapy Awareness

### Who is this for?

This course is aimed at practitioners working in primary care who come into contact with individuals experiencing psychological conditions, such as anxiety or depression.

### What is it about?

The effects of psychological conditions often result in individuals being unable to attend work and seeking help from primary care services. The issue of accessibility of appropriate treatment is a matter being addressed as part of the DoH's drive to implement its plan 'Improving Access to Psychological Therapies'. In particular, cognitive behavioural therapy (CBT) has been identified by the National Institute for Health and Clinical Excellence (NICE) from the evidence base as a psychological therapy of choice that should be accessible to people requiring it.

CBT is an evidence-based approach that has proven to be successful in treating anxiety and depression. Practitioners intending to refer people for this therapy should understand how it works. This course will provide you with an appreciation of the potential therapeutic gains and will give you the necessary background to explain the fundamental principles to the person being referred. It will provide you with a knowledge of common psychological conditions and will examine how these are manifested. It will also give you an overview of the fundamental principles of CBT and their application to a variety of clinical conditions, and it will help you to apply the basic interventions in order to support individuals following therapy.

**DURATION** equivalent to one day (online course)

**CONTACT** Julia Telfer • 020 8331 8067 • j.l.telfer@gre.ac.uk

## Conflict Resolution

### Who is this for?

This course is aimed at frontline staff who come into contact with the public, including nurses on hospital wards, midwives, health visitors, paediatric nurses, district nurses, general practitioners, practice staff, and hospital, medical and dental staff. It is also for receptionists and public health medicine and community health services medical and dental staff.

### What is it about?

The course will give you the opportunity to meet the requirements of the conflict resolution national syllabus. Training focuses on non-physical techniques and includes verbal and non-verbal communication skills, customer service, recognition of warning signs, de-escalation models and cultural awareness. The day is organised in response to a specific request from a representative of a trust or organisation, who should liaise with the contact to arrange the venue, date and time of the session.

You must ensure the course co-ordinator receives:

- Details of the anticipated number of attendees and the areas of clinical practice they represent
- A copy of local policies on management of violence and aggression.

**DURATION** one day

**DETAILS** sessions organised on request

**CONTACT** Terry Ferns • 020 8331 9985

• t.ferns@gre.ac.uk

## Ear Irrigation

### Who is this for?

This workshop is not an update but is for all clinical practitioners, in either hospital or community settings, who give ear irrigation. It is not suitable for healthcare assistants.

### What is it about?

The workshop will develop your skills in irrigation using simulation trainers. Before attending, you will be expected to revise your knowledge of anatomy and physiology.

**DURATION** half day

**DETAILS** 4 July, 28 Sept or 16 Nov, 2–4.30pm, Avery Hill

**CONTACT** Carolyn Corby • 020 8331 9736

• c.a.corby@gre.ac.uk

## Examination of the Newborn

### Who is this for?

This half-day is for practitioners who have previously undertaken the Examination of the Newborn course.

### What is it about?

The course will update you on current good practice following the UK National Screening Committee's guidelines (2007) and the underpinning research evidence. You will have the opportunity to discuss aspects of the examination and review case histories.

**DURATION** half day

**DETAILS** to be confirmed, but two occurrences a year, in October and March

**CONTACT** Pat Jackson • 020 8331 9028 •

p.a.jackson@gre.ac.uk

## Immunisation and Vaccination

### One-day update

#### Who is this for?

This course is for nurses experienced in vaccination who have previously attended a more comprehensive course. It is not suitable for healthcare assistants.

#### What is it about?

The course covers anaphylaxis, current issues in vaccination, changes to legislation relevant to vaccination, recent epidemiology of vaccine-preventable diseases, changes to the national immunisation schedule, and a review of current practice.

Nurses not involved in child or travel immunisations need attend only the morning session. Please indicate this on your application form.

#### Avery Hill

**DURATION** one day

**DETAILS** 13 Sept, 28 Oct or 15 Nov, 9.30am–4pm

#### Medway

**DURATION** one day

**DETAILS** 15 Sept or 1 Nov, 9.30am–4pm

**CONTACT** Carolyn Corby • 020 8331 9736 •  
c.a.corby@gre.ac.uk



### Two-day update

#### Who is this for?

This course is for nurses new to immunisation. It is not suitable for healthcare assistants.

#### What is it about?

The course covers the aims of immunisation, the immune system and how vaccines work, correct administering, adverse reactions, contraindications, consent, medico-legal issues, vaccine storage and handling, anaphylaxis, child and adult vaccines and schedules, and basic travel vaccines.

Nurses not involved in child or travel immunisations need attend only the first day. Please indicate this on your application form.

**DURATION** two days

**DETAILS** 8–9 Sept or 1–2 Dec, 9.30am–4pm,  
Avery Hill

**CONTACT** Carolyn Corby • 020 8331 9736 •  
c.a.corby@gre.ac.uk

## Intravenous Additives

#### Who is this for?

This course is for qualified nurses, midwives and other healthcare professionals who administer intravenous drugs to adult clients.

#### What is it about?

The course will prepare you for a period of supervised practice in the administration of peripheral intravenous drugs. It covers accountability of IV drug administration, how drugs work in the body, and safety

issues for calculating dosages. It concludes with a multiple choice theory test (pass mark 70%) and a drug calculation test (pass mark 100%). You should bring a calculator for the calculation test.

After completing this course, successful candidates are required to undertake a period of supervised practice to become competent in this skill. It is your responsibility to arrange this practice and secure a suitably qualified assessor.

**DURATION** one day

**DETAILS** 13 Sept, 17 Oct, 18 Nov or 12 Dec,  
9am–4pm, Avery Hill

**CONTACT** Carolyn Corby • 020 8331 9736 •  
c.a.corby@gre.ac.uk

## Intravenous Cannulation and Phlebotomy

### Who is this for?

This course is for nurses and other professionals involved in cannulation and phlebotomy. We offer two options: Phlebotomy and Cannulation and Phlebotomy Only; the former option is not suitable for healthcare assistants, but they can undertake the Phlebotomy Only option.

### What is it about?

On this course, you will be given training in cannulation and phlebotomy, including practice on simulation trainers and a short theoretical assessment. You should bring equipment from your clinical area, such as blood bottles, vacutainer needles and pink or blue cannulae.



After completing this course, successful candidates are required to undertake a period of supervised practice to become competent in this skill. It is your responsibility to arrange this practice and secure a suitably qualified assessor.

#### Phlebotomy and Cannulation

**DURATION** one day

**DETAILS** 12 Sept, 13 Oct, 8 Nov or 5 Dec,  
9am–4pm, Avery Hill

#### Phlebotomy Only

**DURATION** half day

**DETAILS** 14 Oct, 9 Nov, 6 Dec or 7 Dec,  
9am–12.30pm or 1–4.30pm, Avery Hill

**CONTACT** Carolyn Corby • 020 8331 9736  
• c.a.corby@gre.ac.uk

## Leg Ulcer Management

### Who is this for?

This course is for nurses and other professionals caring for patients with leg ulcers. It is not suitable for healthcare assistants.

### What is it about?

The course gives an introduction to theory, care and skills in ulcer management. You are required to attend all three days and should organise supervised practice after the course. Assessment of competence should be organised by your supporting manager.

**DURATION** three days

**DETAILS** 23–25 Nov, 9am–4pm, Avery Hill

**CONTACT** Carolyn Corby • 020 8331 9736

• c.a.corby@gre.ac.uk

## Male/Urinary Catheterisation

### Who is this for?

This study day is for qualified nurses. It is not suitable for healthcare assistants.

### What is it about?

The study day includes both supra-pubic and intermittent catheterisation and incorporates the Royal College of Nursing guidelines on male/female catheterisation. You will gain awareness of recent developments and practices in urinary catheterisation, including legal and ethical issues. Discussion will cover principles, maintenance of asepsis and risks.

You will use simulation trainers. An assessment tool is provided for continued measurement of skills for further practice. This should be arranged with your supporting manager.

**DURATION** one day

**DETAILS** 12 July, 8 Sept, 26 Oct, 17 Nov or 6 Dec, 9.30am–4.30pm, Avery Hill

**CONTACT** Carolyn Corby • 020 8331 9736

• c.a.corby@gre.ac.uk

## Mentor Update

### Who is this for?

This update study day is for qualified nurses and other healthcare professionals.

### What is it about?

Conducted in practice by link teachers, the study day will keep you informed of changes to programme, curriculum and professional issues related to mentoring.

It is provided on an individual basis for your ward, department or trust. Link teachers and departmental co-ordinators named below can give details of dates and availability. You can also check noticeboards within the trusts.

**CONTACT** Jane Attenborough 020 8331 8806 (Adult Nursing) • Sue Waterman 020 8331 8887 (Children's Nursing, Learning Disabilities, Mental Health, Midwifery)

## Midwifery

### Who are these for?

This range of study days, half days and workshops has been designed to meet the specific needs and interests of midwives, as well as the other healthcare professionals indicated below.

### What are they about?

We are happy to develop study days on a range of topics relating to midwifery practice. These can be offered either at the university or on site within maternity services.

**CONTACT** Mary Billington • 020 8331 7593  
• m.a.billington@gre.ac.uk

Study days and half days on women's health (such as family planning, women's sexual health and cytology) can also be negotiated and delivered on site. We welcome enquires from health visitors, practice nurses and midwives.

**CONTACT** Ros Delaney • 020 8331 7594  
• r.t.delaney@gre.ac.uk

We are happy to receive enquires on the Baby Friendly Hospital Initiative (UNICEF, 1991). See separate entry for Breastfeeding (page 2).

**CONTACT** Pat Jackson • 020 8331 9028  
• p.a.jackson@gre.ac.uk or Liz Gale  
• 020 8331 8020 • e.a.gale@gre.ac.uk

## Moving and Handling

### Who is this for?

This course is for care staff involved in clinical moving and handling.

### What is it about?

The course, limited to 12 participants, will update or train you in all aspects of clinical moving or handling. It will review the required skills and explore recent developments in clinical moving and handling. Please wear suitable clothing and footwear for the practical session.

**DURATION** one day  
**DETAILS** 26 Oct, 9am–4pm, Avery Hill  
**CONTACT** Carolyn Corby • 020 8331 9736  
• c.a.corby@gre.ac.uk or (for information only)  
l.hamilton@gre.ac.uk



## Moving and Handling Update for Existing Trainers/Supervisors

### Who is this for?

This one-day course, limited to 12 participants, is for those who have completed their Clinical Moving and Handling: Preparation for Trainers course and have had an update within the last two years.

### What is it about?

The course reviews the skills and role of the moving and handling trainer, gives an update on recent developments in clinical moving and handling, and discusses problems in workplace training and practice. Please wear suitable clothing and footwear for the practical session.

**DURATION** one day

**DETAILS** 15 Sept or 15 Dec, 9am–4pm, Avery Hill

**CONTACT** Carolyn Corby • 020 8331 9736

• c.a.corby@gre.ac.uk or (for information only)  
l.hamilton@gre.ac.uk



## Numeracy for Nurses/ Midwives

### Who is this for?

This course is suitable for qualified nurses (from all disciplines) and midwives who are involved in direct patient care that requires knowledge and confidence in numeracy.

### What is it about?

The numeracy skills of nurses and midwives are becoming increasingly assessed as a strategy to ensure accurate drug administration and other numerical aspects of patient care (such as checking fluid balance and body mass index). This course will equip you with the confidence and numeracy skills to undertake these aspects of patient care and/or to revise specific areas as required.

The course is facilitated by a supportive tutor and covers the main numeracy skills required for patient care. Teaching is undertaken in our clinical skills laboratories; this helps to transfer theoretical skills to clinical practice and ensures that the clinical context for the numeracy skills is apparent at all times to support learning (Wright, 2008, 2009).

The course can be accessed on the dates given below. We can also organise a course in response to a specific request from a trust or organisation representative. Please contact us to discuss dates, times and your specific requirements.

**DURATION** half day

**DETAILS** 15 July, 10am–1pm, or 9 Dec, 1–4pm.

Both held at Avery Hill

**CONTACT** Kerri Wright • 020 8331 8965

• k.wright@gre.ac.uk

## Personality Disorders

### Who is this for?

This course is for people working with personality disorders in health and social care settings.

### What is it about?

This course is flexible and responsive to the needs of participants. It covers:

- Definitions and diagnoses: what is a personality disorder?
- Management, intervention and communication skills
- Staff issues – supporting each other.

**DURATION** one day

**DETAILS** 1 Nov, 10am–4pm, Avery Hill

**CONTACT** Simon McArdle • 020 8331 7537

• s.p.mcardle@gre.ac.uk

- Discuss the different methods and records available and their role in patient/client care, e.g. information systems, e-mail, manual records, telephone and fax
- Demonstrate the skills for effective record keeping, including ensuring that the style, language and content of documentation is in line with NMC guidelines and local policy
- Develop an action plan for future developments in record keeping.

**DURATION** half day

**DETAILS** 11 Nov, 10am–1pm, Avery Hill

**CONTACT** Carolyn Corby • 020 8331 9736

• c.a.corby@gre.ac.uk

## Record Keeping

We provide two different updates on record keeping:

### Basic Record Keeping

#### Who is this for?

This workshop is for non-qualified staff such as healthcare assistants, home carers, nursery nurses and administration staff.

#### What is it about?

The workshop reviews the principles and skills required for effective record keeping. It will enable you to:

- Explain the importance of effective record keeping

### Advanced Record Keeping

#### Who is this for?

This workshop is for qualified professionals such as nurses, health visitors, physiotherapists, and speech and language therapists, and their managers.

#### What is it about?

The workshop examines the structures, skills and principles that will allow you to carry out effective record keeping in your own team or locality. It will enable you to:

- Discuss the importance of record keeping from a service and individual perspective, including quality assurance, data protection and freedom of information issues
- Critically discuss the different record keeping systems being implemented and their implications for record keeping

- Explain accountability issues in relation to record keeping and the implications of this for local practice
- Demonstrate peer assessment and discuss the importance of feedback and development plans
- Discuss barriers to effective record keeping in local areas and share best practice and ideas for addressing these barriers.

**DURATION** half day

**DETAILS** 25 Nov, 1–4pm, Avery Hill

**CONTACT** Carolyn Corby • 020 8331 9736 •  
c.a.corby@gre.ac.uk

## Safeguarding Children and Young People

A shared responsibility: safeguarding, promoting and protecting the welfare and well-being of children and young people – and in particular protecting them from significant harm – depends on effective joint working between agencies and professionals that have different roles and expertise. Furthermore, it is identified in the policy document Working Together to Safeguard Children (HM Government, 2006) that individual children and or young people, especially some of the most vulnerable and those at greatest risk of social exclusion, will need co-ordinated help from all sectors. This includes health, education, children’s social care and, quite possibly, the voluntary sector and other agencies, including youth justice services.

The School of Health & Social Care has responded to the Every Child Matters agenda by developing a range of

safeguarding workshops and study days. These are delivered flexibly and can be tailored to meet different requirements. The following entries outline different course content, aims, outcomes and target audiences.

### Half-day awareness workshop: Safeguarding Children and Young People

#### Who is this for?

This workshop is for staff who work regularly with children and their families.

#### What is it about?

The workshop raises awareness of issues in child protection practice. It will enable you to:

- Define what is meant by child abuse and recognise possible signs of child abuse
- Identify key documents relating to child abuse and know where to find support and guidance
- Discuss professional roles and responsibilities in relation to child protection and the referral process.

**DURATION** half day



## Half-day update: Safeguarding Children and Young People

### Who is this for?

This update is for those who work regularly with children, young people and adults who are parents/carers. You should have previously attended training. These sessions may be multi-professional or discipline specific, and are suitable for staff who are required to attend mandatory annual updates.

### What is it about?

The update will develop your skills in recognising vulnerable children and child abuse as relevant to your role and will facilitate discussion of professional roles and responsibilities in relation to safeguarding children, young people and their families, child protection and the referral process. It will enable you to:

- Identify children at risk of abuse and neglect and demonstrate knowledge of possible signs of child abuse and neglect
- Demonstrate knowledge of local procedures and the referral process within your own workplace
- Critically reflect on the role of documentation and communication across multi-agencies within child protection
- Identify where to find support and guidance
- Identify the benefit of child protection supervision mechanisms available within your own organisation.

**DURATION** half day

**DETAILS** sessions organised on request



## Study day: Safeguarding Children and Young People – Everybody's Responsibility

### Who is this for?

This study day is for those in contact with children, young people and adults who are parents/carers. Participants should have previously attended a half-day awareness workshop. These study days are inter-professional but can be delivered to discipline-specific groups.

### What is it about?

The day will provide you with opportunities to:

- Further develop your awareness of issues in safeguarding and protecting children and young people
- Develop skills in recognising vulnerable children and child abuse as relevant to your role
- Discuss professional roles and responsibilities in relation to safeguarding the welfare of children and young people, child protection and the referral process.

**DURATION** one day

**DETAILS** sessions organised on request

## Study day: Safeguarding and Protecting the Welfare of Children and Young People – Everybody’s Responsibility

### Who is this for?

This study day is for those with a particular responsibility for safeguarding children who have previously attended Step 1 training or equivalent.

### What is it about?

The day will provide you with opportunities to:

- Update and build on your previous knowledge and experience in order to further develop skills for practice in relation to safeguarding children and young people within a contemporary context
- Explore issues in relation to the social context of a child’s or young person’s welfare and the needs of vulnerable children, children in need and those in need of protection
- Gain an understanding of contemporary policy and issues for safeguarding and protecting children and young people within the legislative framework
- Examine the issues that may affect parenting capacity and the child’s well-being within the context of inter-professional work.

**DURATION** one day

**DETAILS** sessions organised on request

## Half-day workshop: Child Protection Supervision Awareness

### Who is this for?

This workshop is for those in contact with children, young people and adults who are parents/carers, as well as those who work regularly with children, young people and adults who are parents/carers.

### What is it about?

The workshop will provide you with an overview of supervision in the context of child protection and will review current practices, roles and responsibilities in developing and delivering child protection supervision within the workplace environment. By the end of the workshop, you will have had an opportunity to:

- Explore the concept of supervision in relation to the roles of supervisor and supervisee
- Consider current practices within your own workplace environment
- Critically analyse differing cultural values and beliefs and their potential effect on child protection supervision.

**DURATION** half day

**DETAILS** sessions organised on request



## Short course: An Introduction to Child Protection Supervision

### Who is this for?

This short course is for those with a particular responsibility for safeguarding children as well as operational managers who supervise practitioners and volunteers.

### What is it about?

The short course will enable you to explore the concept of child protection supervision in relation to national, organisational and individual contexts and will develop your critical understanding of the needs of the supervisor and supervisee within the safeguarding agenda. By the end of the course, you will have had the opportunity to:

- Review current legislation and policy that informs the safeguarding agenda
- Explore the concept of supervision and gain an overview of current practices, roles and responsibilities
- Explore issues and tools of communication in relation to safeguarding children, including the Common Assessment Framework
- Critically examine information-sharing systems and debate the concept of multi-professional working, benefits and barriers.

During each session, time is spent discussing recommendations from child protection serious case reviews and considering their application to current practice. You will be encouraged to bring real-life issues to the sessions to share with colleagues.

**DURATION** equivalent to four days (spread over five days with two half days and three full days)

**DETAILS** sessions organised on request

## Two-day workshop: Safeguarding and Protecting the Welfare of Children, Young People and their Families

### Who is this for?

This workshop is for professionals who have a remit for safeguarding children and young people.

### What is it about?

The workshop raises awareness of contemporary interprofessional issues for safeguarding and protecting the welfare of children and young people. You will develop further understanding of vulnerability and abuse in relation to indicators, risk factors and the framework for assessment. You will have the opportunity to explore assessment, referral, intervention and outcomes within both the legal framework and multi-agency working.

**DURATION** two days (not consecutive)

**DETAILS** sessions organised on request

We welcome enquiries from professionals from all public and voluntary sectors. Please contact us for information or advice about the content or delivery of these workshops and study days.

**CONTACT** Jan Webb • 020 8331 8076

• j.s.webb@gre.ac.uk or Nicky Cocklin

• 020 8331 8027 • n.cocklin@gre.ac.uk

## Sexual Health

### Who are these for?

Sexual health courses can be provided for healthcare practitioners and those wishing to increase their knowledge or update previous knowledge in sexual health. Study days are suitable for all nurses (such as school nurses, gynaecology nurses and practice nurses), midwives and those working in any area where sexual health is an issue.

### What are they about?

Our range of courses covers subjects such as HIV/AIDS, sexually transmitted infections (e.g. chlamydia), general sexual health, and cervical cytology and contraception updates. Courses can be delivered on site or at the university.

**DETAILS** sessions organised on request

**CONTACT** Ros Delaney • 020 8331 7594

• r.t.delaney@gre.ac.uk



## Sign-Off Mentor

### Who is this course for?

To attend this preparation session, you must be on the live register of mentors within your trust or organisation, having previously completed a mentor preparation course or equivalent. You must also be a qualified midwife or a qualified nurse who is mentoring pre-registration students in their final placement prior to qualification.

You must be supported by an experienced sign-off mentor and have access to a suitable student. You must also be supported by the local PDM/PDF or organisational manager, who will be responsible for ensuring that you complete the practice requirements to become a sign-off mentor within six months of the study day before entering you as a sign-off mentor on the mentor register.

### What is it about?

Following the introduction of sign-off status for mentors in line with the Standards to Support Learning and Assessment in Practice (NMC, 2006), many nurses and midwives have gained sign-off status by meeting the requirements within the standards document, either by virtue of experience or by completing a mentor preparation course that includes additional content to achieve sign-off status. There are now a number of staff in trusts and organisations who wish to become sign-off mentors and who require preparation for the role.

If you complete a mentor preparation course at the University of Greenwich, there will be no charge for the half-day sign-off session. Please ensure that you include your Banner ID number on your application form. Applicants who have undertaken mentor preparation at another higher education establishment will be required to pay the current half-day study fee.

**DURATION** half day

**DETAILS** 8 Dec, 9am–12 noon or 1–4pm,  
Avery Hill

**CONTACT** Carolyn Corby • 020 8331 9736  
• c.a.corby@gre.ac.uk

## Social Care

Contact us if you are interested in the joint development of a course for social-care workers.

**CONTACT** Dave Sims • 020 8331 9445  
• d.sims@gre.ac.uk

## Stress Management: Thriving and Surviving!

### Who is this for?

This course is for any member of staff working within the NHS and other social care organisations who would like to identify strategies for coping with stress-related issues whether or not they are currently experiencing stress. Previous participants recommend the study day as being extremely informative, practical and motivating when dealing with work-life demands and changes.

### What is it about?

The Health and Safety Executive, the Chartered Institute of Personal Development and the Boorman review into the health and well-being of NHS staff all emphasised the need to take action to reduce the problem of stress. It is integral to all professional development in health and social care. This interactive workshop focuses on understanding stress and its effects on individuals in the workplace, thereby enhancing performance and well-being at work. It will enable you to understand the theory and identify strategies for coping with stress-related issues through increased awareness and resourcing.

By the end of this workshop, you will be able to:

- Explain the theory of stress
- Distinguish between pressure and stress
- Recognise the signs of stress
- Identify solutions to address the sources of stress
- Understand the importance of individual resources
- Recognise the importance of communication
- Apply relevant coping strategies and put together a personal action plan.

**DURATION** one day

**DETAILS** 7 Oct, 11 Nov or 9 Dec, 9am–4pm,  
Avery Hill

**CONTACT** Josephine O'Gorman • 020 8331 7559  
• j.ogorman@gre.ac.uk

## Making applications

The School of Health & Social Care application form for study days is in this prospectus. We require specific information about you and your employer, and it is important that your form is completed fully and accurately. Failure to do so may mean delay in processing applications or the loss of a place.

Further forms can be obtained by telephoning 0800 005 006 or can be downloaded from the University of Greenwich website at [www.gre.ac.uk/schools/health/current\\_publications](http://www.gre.ac.uk/schools/health/current_publications).

Applications can also be made through local NHS trusts.

If you would like more information about a particular study day, see contact details for each entry.

## Fees

### Standard rates

Per person per day	£125
Per person per half-day	£75

### Exceptions

<i>One-day</i>	£135
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Intravenous Cannulation and Phlebotomy  
Male/Urinary Catheterisation  
Moving and Handling

<i>Half-day</i>	£95
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Moving and Handling  
Resuscitation

If you are self-funded, you should enclose a cheque with your application form. Cheques should be made payable to 'University of Greenwich'.

## Cancellation

If the School cancels a study day, applicants will normally be notified no later than five days before the commencement date. If a booking has been paid for, a refund will be offered. If you wish to cancel your place, you should notify the School at least ten days before the start of the course. The full fee will be charged if you cancel within ten days of the start date. No refunds will be given.

## The campuses

### Avery Hill Campus

Most School of Health & Social Care teaching is delivered at Avery Hill Campus in Eltham, south-east London. The campus has two sites, on either side of Avery Hill Park.

Mansion Site is north of the park. The address is:

Avery Hill Campus  
Mansion Site  
Bexley Road  
Eltham  
London SE9 2PQ

Classrooms and offices on Mansion Site have the following prefixes:

- T** Tower Building – classrooms on the second, third and fourth floors
- M** Mansion Main Building – classrooms
- R** Bird Sanctuary Building (between Mansion Main Building and Tower Building) – classrooms
- H** Honeycombe Building – classrooms.

Mansion Site houses media resources and the main campus library. Staff of local NHS trusts have borrowing rights at the library. Please ensure that you have your

trust ID, a passport-size photo and proof of home address.

For more information on the library, including opening times, please visit [www.gre.ac.uk/offices/ils/lis](http://www.gre.ac.uk/offices/ils/lis) or telephone the Enquiry Desk on 020 8331 9651.

Southwood Site is on the eastern edge of the park. The address is:

Avery Hill Campus  
Southwood Site  
Avery Hill Road  
Eltham  
London SE9 2UG

Classrooms and offices on Southwood have the following prefixes:

- G** Grey Building – classrooms and academic staff offices
- B** Bronte Building – classrooms and academic staff offices
- MS** Mary Seacole Building – classrooms and academic staff offices
- D** David Fussey Building – classrooms, skills laboratories and a sports hall (the four skills laboratories here are named Nancy Roper, Charlotte Kratz, Rosalind Paget and Aneurin Bevan).

### *Parking and catering*

Students must pay to park on the campus. Pay and display machines are located on both sites. At busy times, parking may be difficult, so car sharing and public transport are recommended. For more information, visit [www.gre.ac.uk/about/travel](http://www.gre.ac.uk/about/travel).

Both sites have catering outlets during term times: Greengages and the Engine Room on Mansion Site, and the Dome on Southwood Site. Outside these periods, the Dome is open on Southwood and the Pantry operates at Mansion. Both have

students' union shops for food, soft drinks, confectionery, newspapers and stationery.

### *Location of your course*

You will receive notification of the venue and a map with your letter of confirmation. Please ensure that you note the site, prefix and room number. The university telephone switchboard, on 020 8331 8000, can put you through to extensions on either Avery Hill site.

### *Medway Campus*

The Drill Hall Library is available to all students on campus. The library has a very good selection of health and social care resources. Clinical staff in Kent and Medway NHS trusts have borrowing rights and may use the library's public PCs, which have Internet access. To register, please ensure that you have your trust ID, a letter from your manager confirming your employment, a passport-size photo and proof of your home address.

For more information on the library, including opening times, please visit <http://campus.medway.ac.uk/library> or telephone the Enquiry Desk on 01634 883278.

### *Computing*

Computing suites in Nelson and Blake Buildings (with tutor supervision), and in the Drill Hall Library, offer e-mail and Internet facilities, as well as word-processing and other software. For further information, telephone 01634 883278.

### *Parking and catering*

The campus has free parking for students, though at busy times this may be difficult. There is a canteen-style restaurant in Pembroke Building and a bistro café in Pilkington Building. The student association shop is in Jellicoe Building.

## How to find us

Please find general information below. For more detailed guides to the campuses, travel tips and timetables, visit [www.gre.ac.uk/about/travel](http://www.gre.ac.uk/about/travel).

### Avery Hill Campus

**By road:** at Junction 2 of the M25 take the A2 towards London or, if coming from London, take the A2 towards Dover. Exit the A2 at the Danson Interchange for Sidcup, Welling and Bexleyheath (A221). Drive through Blackfen on the A210 to the junction with Avery Hill Road, and at the traffic lights with the petrol station opposite, take the left filter lane into Avery Hill Road (B2214).

For Southwood Site, continue forward along Avery Hill Road. For Mansion Site, turn on to Reinickendorf Avenue and continue to the end. Parking is off to the right.

Pay and display parking charges apply at the campus.

**By train:** regular trains run to Eltham, Falconwood and New Eltham from Charing Cross, Waterloo East and London Bridge.

Mansion Site's nearest station is Falconwood, a 15-minute walk along Riefield Road. New Eltham, the nearest station to Southwood Site, is 20 minutes' walk away.

**By bus:** see [www.tfl.gov.uk/buses](http://www.tfl.gov.uk/buses) for the latest information.





# Application for Study Days

This form should **ONLY** be used for **STUDY DAYS**.

Please complete using **CAPITAL** letters

## Personal details

Title (Mr, Mrs, Miss, Ms) .....

First name(s) .....

Surname (family name) .....

Address.....  
.....  
.....  
..... Postcode.....

Home telephone number .....

Mobile telephone number .....

Work telephone number .....

E-mail.....

Study day course applied for .....

Date .....

Have you attended the University of Greenwich before?

Yes/No If yes, please state ID number, if known

### Please return completed application form to:

Carolyn Corby  
Study Day Administrator  
Grey Building  
Southwood Site  
Avery Hill Road  
Eltham  
London SE9 2UG

## Information required by the Higher Education Statistics Agency

Date of birth (dd/mm/yyyy) ...../...../..... Male  Female  Nationality .....

Have you ever lived outside the European Union? Yes  No

Ethnic origin ..... Country of birth.....

Please use codes below

White	Asian or Asian British	Mixed	Black or Black British
11 British	31 Indian	41 White and Black Caribbean	21 Caribbean
12 Irish	32 Pakistani	42 White and Black African	22 African
14 Irish Traveller	33 Bangladeshi	43 White and Asian	29 Other Black
19 Other White	34 Chinese	49 Other mixed	
	39 Other Asian		

80 other ethnic background .....

If you have used **any** 'other' ethnic background, i.e. codes 19, 29, 39 or 80, please describe your ethnic background in the space above

Disability ..... Please indicate using one of the codes shown below

- 0 No disability
- 1 Dyslexia
- 2 Blind/partially sighted
- 3 Deaf/hearing impairment
- 4 Wheelchair user/mobility difficulties
- T Autistic spectrum disorder/Asperger syndrome
- 6 Mental health difficulties
- 7 Unseen disability (e.g. epilepsy)
- 8 Two or more of the above
- 9 Disability not listed above (please give details) .....

**Funding:** Please state how your attendance on this Study Day will be funded.

**Complete one section only.**

### 1. Funding via Person Training Days (PTDs)

**(Must be agreed by authorised signatory in your NHS trust – NHS London and NHS South East Coast only).**

Please write the full name of your NHS trust in BLOCK CAPITALS

**I support this application.**

Manager ..... Date .....

**I authorise funding via health contract    NHS London    NHS South East Coast (please delete as applicable)**

Authorised signatory .....

Name ..... Date .....

### 2. Invoice for employer

**I agree to pay the fees for the applicant to attend the Study Day, the details of which are shown over.**

Name of employer/trust .....

Address for invoice .....

..... Postcode .....

Contact telephone number ..... Company/trust stamp .....

E-mail .....

Signed (budget holder) .....

Please print name .....

Date .....

**3. Self-funding** If you are self-funding, you should enclose payment with this form. Cheques should be made payable to 'University of Greenwich'. **IF NO CHEQUE IS ENCLOSED, THIS FORM WILL BE RETURNED TO YOU.**

Signature .....

**I confirm that the information shown on this form is accurate and complete, and I agree to abide by the university's regulations.**

Signed (applicant) ..... Date .....

### Data Protection Act

The University of Greenwich collects, stores and processes personal data about its students for the purpose of administering and managing their educational programme and all other services provided to them by the university. The information held and processed may be disclosed to the Higher Education Statistics Agency, national and local government education departments, funding councils, sponsor organisations, other educational establishments and other relevant bodies. The university keeps a record of its past students electronically in perpetuity. The purpose for keeping the records is as an archive of graduates and students who have attended the university.

I understand that the personal data supplied will be used only for the purposes described, and I agree to my personal data being stored and processed for these purposes.

**Signature:**

**Date:**



UNIVERSITY  
of  
GREENWICH

**School of Health & Social Care  
University of Greenwich**

Avery Hill Campus  
Southwood Site  
Avery Hill Road  
Eltham  
London SE9 2UG

Medway Campus  
Nelson Building  
Central Avenue  
Chatham Maritime  
Kent ME4 4TB

**Enquiry Unit**

Telephone: 020 8331 9000

Fax: 020 8331 8145

E-mail: [courseinfo@gre.ac.uk](mailto:courseinfo@gre.ac.uk)

Website: [www.greenwich.ac.uk](http://www.greenwich.ac.uk)



**This document is available  
in other formats on request**

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