



Tallaght
University
Hospital

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An Academic Partner of Trinity College Dublin



Learning & Development Prospectus

September 2018



'People caring for People'

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Introduction

Centre for Learning & Development

I am pleased to present the 2019/2020 Prospectus which details the Learning and Development opportunities available within the hospital. I would like to acknowledge the work of my predecessor Sandra McCarthy in its development.

Modern health care provision must be responsive to a constantly changing context driven by population needs and expectations, political, economic, sociological, technological changes and workforce demands.

Workforce education and training methodology's, are required to complement and adapt to change. Ensuring that all staff continue to develop the skills and knowledge they require in providing services that are safe, evidence based and responsive to public need; is the cornerstone of Learning & Development at Tallaght University Hospital.

No building can be supported up by only one pillar, it requires a foundation and a number of supports to make the building structurally sound. Similarly, Learning & Development in Tallaght University Hospital requires a number of pillars to ensure that its foundation is responsive to the developmental & clinical needs of both patients & staff.

As the CLD (Centre for Learning & Development) continues on its developmental path, building on the existing foundation of education and training provided in the CLD, four pillars of Learning & Development in

Tallaght University Hospital have been developed. The 2017/2018 prospectus continues on this theme, with learning

& development opportunities categorised under the most relevant pillar, providing a scaffold of longitudinal learning.

1. Patients / Clinical

This pillar comprises of programmes which are clinical based. The outcomes of these programmes will enhance patient care alongside improved clinical competency of the healthcare professional. Some are mandatory or essential – but many are here to enrich and support your working life.

2. People:

This pillar comprises of programmes which are developed to enhance and support the individual staff member and people they interact with. Tallaght University Hospital strives to be the employer of choice, to develop and support a culturally diverse, highly competent, motivated and productive workforce. The Learning & Development Department plays a central role in maintaining and growing leadership potential, facilitating leadership career pathways and enabling individuals to develop to their fullest potential, actively contributing to our organisation.

3. Process :

This pillar comprises of programmes which assist employees to provide quality health care that can be defined, measured and published. Programmes here provide the fundamental principles and tools in problem solving, analytical skills and systems thinking in order that staff can improve their own processes leading to a culture of safety and continuous improvement.

4. **Professional :**

This pillar comprises of programmes which assist the employee to continue on their professional career journey in health care. Some are mandatory or essential – but many are here to enrich and support your working life.

Please do ensure that this Prospectus is cascaded around your department and your teams. Because dates can change – we haven't included all of them in this Prospectus, but confirmation of the next course is only a phone call away. I hope you will all benefit from and enjoy this renewed focus on Tallaght University Hospital's commitment to developing and supporting you in your job.

Feel free to contact me regarding any Learning & Development enquiry which you may have and also with your comments and feedback regarding the prospectus.

Kind regards
Shauna



Shauna Ennis
Head of Learning & Development
Human Resources Directorate
Tallaght University Hospital





September 2018

Learning & Development Prospectus

Patients

People

Process

Professional

TUH Learning Station



What is 'TUH Learning Station' and How to use it.

TUH Learning Station is Tallaght University Hospital's dedicated online Learning & Development Platform. It is the 'One stop online platform' for all TUH Employee's Learning & Development requirements.

The system is hosted on www.hseland.ie and allows TUH employees to:

- Self-enrol on classroom programmes in the Centre for Learning & Development & TUH
- Continue to undertake HSELand eLearning along with TUH's own eLearning programmes
- Search for education & learning opportunities in TUH and HSELand
- Keep informed of Learning & Development updates/opportunities relating to both TUH & nationally through the "News" section
- Access and undertake eLearning & apply for classroom programmes online 24/7 from any internet point

The vast majority of programmes included in this prospectus are hosted on TUH Learning Station, from which TUH employees can enrol on classroom and online programmes.

How to register for TUH Learning Station

You will fall into one of the two following categories.

1. Have used HSELand before.
2. Have never registered on HSELand before.

Please follow the steps for the category you fall under.

1. Have used HSELand before:

Log on to www.hseland.ie

When you log onto HSELand, you will need to re- register, this will require a verification (Fig 1).

Figure 1

To verify that you are a TUH employee you will need to provide your employee personnel number, as well as your date of birth. After this step you are registered and ready to access the Learning Station.

2. Have never registered on HSELand before

If it is your first time registering as a new employee of TUH, and do not yet have a personnel number to provide, you will be provided with 6 weeks access to the system. You must update your details with your personnel number when issued by HR.

If you have a personnel number, please follow the 'create an account' instructions and the system will recognise you as a TUH employee.

Using the Learning Station

Once you are successfully logged into the Learning Station, you can begin searching for and enrolling for all classroom and e-learning courses.

On the welcome screen (Fig 2) you will see the green search box (Fig 3) where you can search for any course you wish to enrol in.

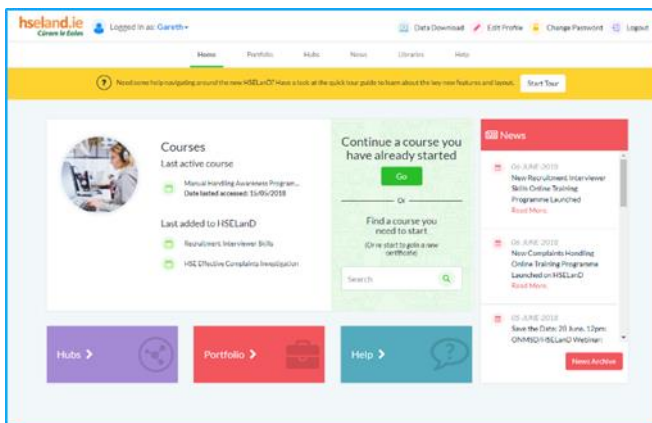


Figure 2

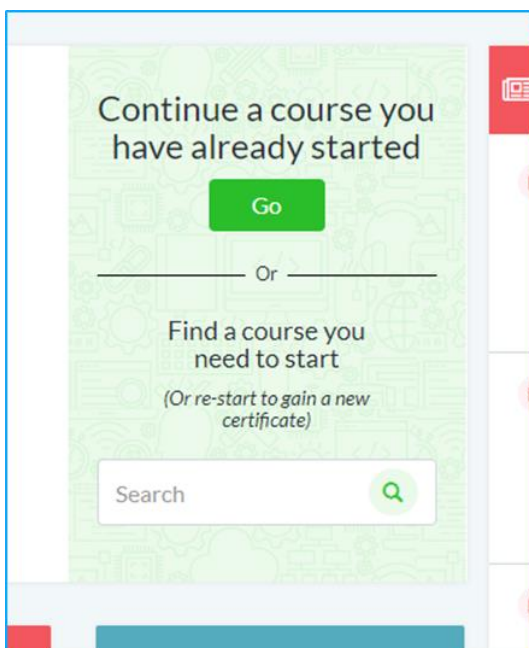


Figure 3

If you search here and find a course you are looking for you can select it from the list provided (Fig 4)

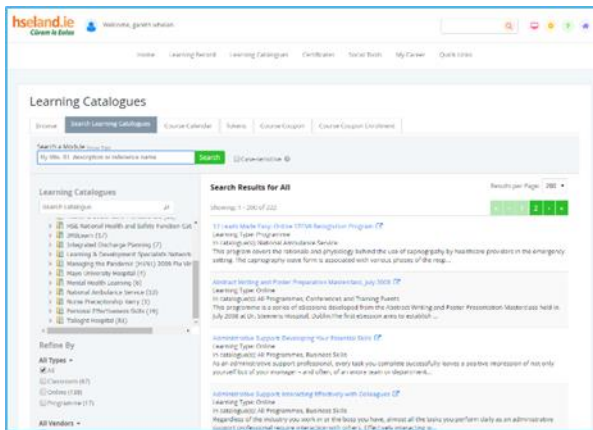


Figure 4

Once you have clicked on a course, a pop up box will appear (Fig 5), you can then choose to enrol on dates that are available by clicking the relevant enrol button under such date for the course.

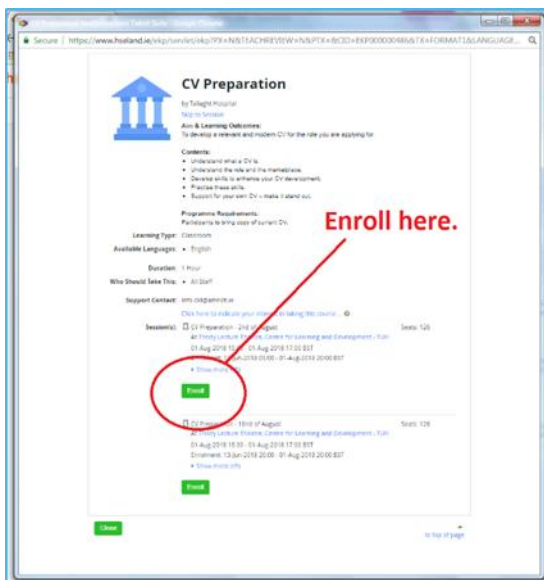


Figure 5

You will then receive email confirmation at you are enrolled.

Please note:

Manager approval is required to ensure release is possible for all courses you enrol on.

Assistance email:

learningstation@tuh.ie

Centre for Learning & Development (CLD) Communications Strategy



The CLD recognises the importance of having a clear Communications Strategy. The purpose of CLD communications is to create a clear path for all our programme information, updates and news for Hospital Staff. The CLD currently communicates our programme information as follows:



Annual Prospectus

- Published every September – contains information regarding 140 programmes for the staff of Tallaght University Hospital to avail of



Visual Display unit

- Located in the CLD Reception Area Leaflets, fliers and copies of the annual prospectus
- CLD Monthly Newsletter – Print copies



CLD Monthly Newsletter

- Programme information and news - printed and circulated to all Hospital Departments, Ward areas etc.
- Posted on Notice Boards and Outlook Noticeboard



“Touchpoint”

- Hospital Communications Newsletter produced fortnightly
- CLD Programmes included in events section and various news pieces e.g. CLD Prospectus launch



Email

- Programme information is regularly emailed to Managers and Staff regarding relevant programmes
- Central email address for easy processing of enquiries – info.cld@tuh.ie



Social Media

- [Twitter account – @CLDTallaghtHosp](#)
- [Tallaght University Hospital Facebook Page](#)
- [Tallaght University Hospital LinkedIn Page](#)



Tallaght University Hospital - Learning Station

- Email alerts sent to staff regarding mandatory training and newsfeed with upcoming programme information



Websites

- CLD Intranet page – includes programme information, contact details and link to SharePoint Leave and funding application form
- External Hospital Internet Page

:

Study Leave/Funding Approval and Reimbursement

Introduction

The following are instructions on the application for Learning & Development leave and/or funding, and for the processing of applications by managers and portfolio directors.

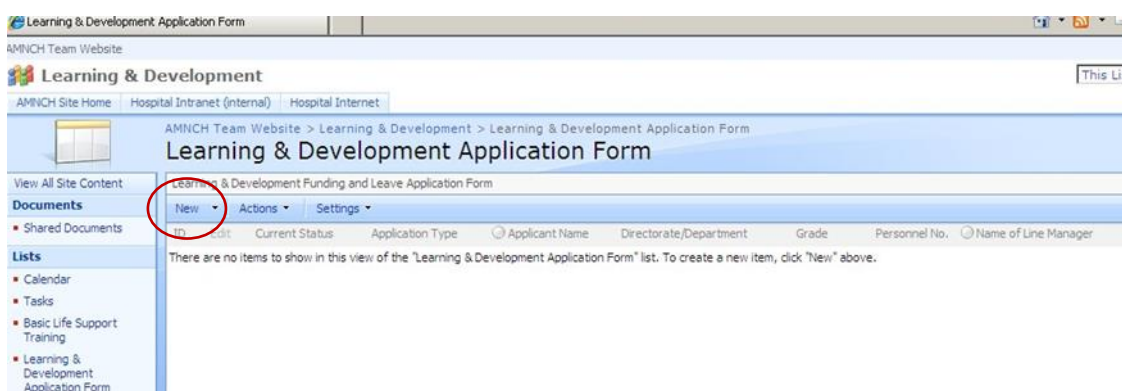
1. Applying for Training Funding/Leave

On the Hospital Intranet page, go to 'Business Tools' → 'SharePoint Team Sites' → 'Learning & Development' → 'Leave & Funding Application Form'.

Or

Type the following URL into the address bar in Internet Explorer and press enter on the keyboard, or press & hold the Ctrl key and click on the link below:

<http://vmwss/learningdevelopment/Lists/Learning%20%20Development%20Application%20Form/MyApplications.aspx>



Click on the 'New' button (circled above) and select 'Item' from the list presented. This will open a new application form, allowing you to apply for funding/leave.

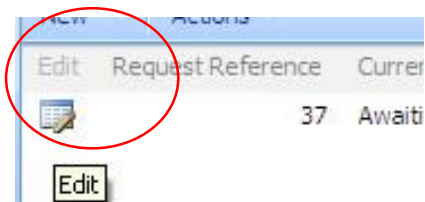
Please enter all the required information and click on the 'OK' button to submit your application. Your application will be forwarded to your manager for approval. Your manager is the individual you specified on the form.

Once you have clicked on the OK button you will not be able to edit your application.

2. Processing Developmental Leave and/or Funding Requests as a Manager:

When an application for developmental leave and/or funding requests has been submitted for your approval you will be notified via email. Please click on the link in the email. This will open a list of all unprocessed applications for your review.

To review an application, click on the edit button beside each request, review the details entered by the applicant, and either approve or reject the application. If an application is approved, an automated email will be sent to notify the next individual in the process. If an application is rejected, an email will be sent to the applicant informing them that their application has not been successful.



Click on the 'Edit' button to the left of each request to open that request. The details entered by the applicant can be reviewed. Scroll to the bottom of the form and enter your decision for this application (i.e. Approve or Reject), any comments you might wish to add. If prompted, select your portfolio director from the list by clicking on the address book icon to the right of the field.

3. Core

If the applicant is successful in their request for funding and/or leave, Managers must assign study leave hours for the applicant through Core. The process for this is outlined at <http://intranet.tuh.ie/departments/CLD/DocumentsLibrary4/Forms/AllItems.aspx>

4. Issues and Support

For all issues and queries, please contact Karen Robinson/ Tom Martin, Centre for Learning & Development.

Applying for Reimbursement of Study/Conference Fees

1. Applicant must complete the 'Developmental Leave Expense Claim Form' which is available on Hospital Intranet – 'Departments' – Centre for Learning & Development' – 'Study/Funding Leave' – Developmental Leave Expense Claim Form' or via link: <http://intranet.tuh.ie/departments/CLD/DocumentsLibrary4/Forms/AllItems.aspx>

****Please ensure your Manager completes Section 1 of Development Leave Expense Claim Form.***

2. Applicant must scan the following to Clodagh.McLoughlin@tuh.ie
 - a) Completed 'Developmental Leave Expense Claim Form'.
 - b) All associated receipts of payment relevant to the expense form.
 - c) Certificate of attendance/completion
3. Learning & Development will review the claim form, process and update the electronic application on SharePoint.
4. Claim forms are forwarded to Finance on a monthly basis by Learning & Development.
5. Finance will review and process to Payroll.
6. Applicant is reimbursed via Payroll.

Equality & Diversity

Equal Opportunities in Learning & Development for People with Disabilities

Tallaght University Hospital is an Equal Opportunities employer. We pride ourselves on ensuring that our learning and development process is fair and equitable to all employees.

To ensure that we accommodate everyone fairly we ask employees who have a disability to inform us in advance so that support requirements are in place to facilitate participation in learning and development programmes.

Please let us know if you have any of the following disabilities:

- Physical disability
- Sensory disability (e.g. hearing difficulty)
- Medical condition
- Mental health condition
- Specific learning disabilities (e.g. dyslexia)

Please identify the specific support requirements that you may have on the form opposite.

Please be assured that this information will be treated as highly confidential and will only be used for the purpose of meeting your support requirements for participating in learning and development.

You are requested to provide information on the nature of your disability and the specific requirements that you may have to enable you to participate fully in learning and development programmes at Tallaght University Hospital.

Name

Work

Address

Contact number

Email

Please describe the nature of your disability.

Please identify your specific support requirements, if known.

Signature:

Date:

Please forward to: **The Centre for Learning and Development, Tallaght University Hospital**

Centre for Learning & Development Team

Name	Post	Contact Number	Email Address
Shauna Ennis	Head of Learning & Development	414-2857	shauna.ennis@tuh.ie
Clodagh McLoughlin	Education Facilitator	414-2851	clodagh.mcloughlin@tuh.ie
Geraldine Kyle	Nurse Tutor	414-2852	geraldine.kyle@tuh.ie
Maria Carr	Education Co-Ordinator	414-2852	maria.carr@tuh.ie
Nuala Clarke	Resuscitation Officer	414-2370	nuala.clarke@tuh.ie
Cathy Mullen	Resuscitation Officer	414-2370	cathy.mullen@tuh.ie
Deirdre Fullam	Nurse Educator Facilitator/TY Work Experience	414-2198	deirdre.fullam@tuh.ie
Tom Martin	Educational Technologist	414-2867	tom.martin@tuh.ie
Marie Costello	Corporate Induction Co-ordinator & ICT Trainer	414-2347	marie.costello@tuh.ie
Karen Robinson	IT Trainer	414-2431	karen.robinson2@tuh.ie
Stephen Robinson	Facilities Officer	414-2820	stephen.robinson@tuh.ie
Sandra Daly	Intern Tutor/ Postgraduate Administration	414-2883	sandra.daly@tuh.ie
Sinead Fagan	Administration	414-3170	sinead.fagan@tuh.ie
Gareth Whelan	Administration	414-2431	gareth.whelan@tuh.ie

Library & Information Service

Tallaght University Hospital Library

The Mission of the Library is to provide its diverse user communities with timely access to world-class information resources and a professional advisory service to support direct patient care; evidence-based practice; research, learning and teaching; and management-decision making.

The Library is a multidisciplinary health sciences library open to all Tallaght University Hospital and Psychiatric Unit staff, and Trinity College staff and some groups of TCD undergraduates / postgraduates based in the Hospital.

For information on the service please visit the Library Intranet site:

<http://intranet.tuh.ie/departments/library/Pages/home.aspx>

Or the Library pages on the Hospital website:

<http://www.tuh.ie/Departments/Tallaght-University-Hospital-Library/>

Disclaimer

Disclaimer for the Provision of Education/Training by the Centre for Learning & Development at Tallaght University Hospital

Attendance and/ or participation in the above programme which is provided by, or on behalf of, Centre for Learning & Development (**CLD**) at Tallaght University Hospital (**TUH**) is subject to the following terms and conditions:

1. This programme is developed solely for the purposes of TUH requirements in the interests of protecting and improving the health of the public in respect of the knowledge and training of nurses, midwives and other employees of a healthcare provider who are engaged in a healthcare environment (whether public and/or private).
2. In light of these purposes, this programme is intended to provide educational information to aid and augment an understanding of the theoretical subject matter presented and/ or the practical application of certain skills and competencies.
3. It is the individual responsibility of each practitioner to assess and maintain his/ her own competence in respect of any situation and to assess the limitations of his/ her competence. This programme is not intended to affect, interfere with or limit a person's individual responsibility to practice safely and effectively within his/ her scope of practice and in accordance with any local policies, guidelines and/ or protocols which may exist.
4. The TUH shall have no liability, whether in (a) contract, (b) tort, (c) statute or (d) otherwise, for any injury, loss, damage or claim arising out of, or in connection with, any person's attendance and/ or participation in this programme including but not limited to the subject matter thereof and/ or arising out of the use of any handbooks, guidance notes, other documentation, oral presentations/ demonstrations, web-based learning tools or any other instruction or materials provided as part of this course (the "**Materials**"), howsoever arising.
5. Any Materials provided by TUH as part of this programme are provided for information and guidance purposes only. TUH makes no representation assurance, warranty or guarantee of any kind whatsoever in relation to the Materials. The provision of the Materials is without prejudice to the obligation of persons attending and/ or participating in this programme to continually develop themselves as professionals, where applicable.
6. If and to the extent that any provision in this Disclaimer is held to be unenforceable, illegal or void in whole or in part, it will to that extent be deemed not to form part of this Disclaimer and the enforceability, legality and validity of the remainder of this Disclaimer will not be affected.
7. Nothing in this Disclaimer shall limit or exclude the liability of the TUH in a manner which is prohibited by law.
8. This Disclaimer shall be governed by and interpreted in accordance with Irish Law. These terms and conditions are without prejudice to the operation of the Clinical Indemnity Scheme and the professional responsibilities of any persons attending and/ or participating in this programme.

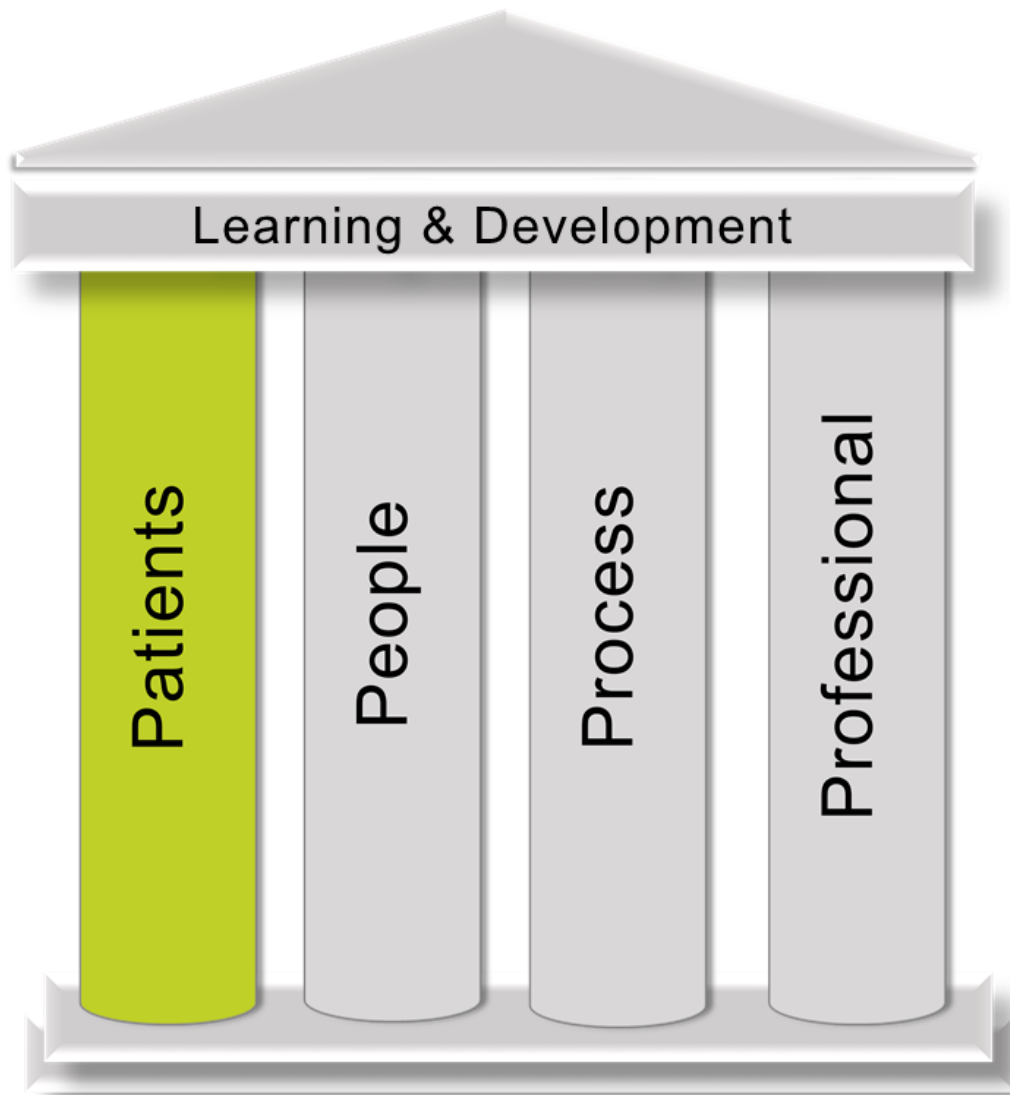


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Centre for Learning & Development



Advanced Cardiac Life Support (ACLS) – 2 Day Course

Aim & Learning Outcomes:	To enhance participants skills in the diagnosis and treatment of patients with cardiac arrest and peri-arrest rhythms.
Content:	<ul style="list-style-type: none"> • ACLS surveys, ACLS algorithms ,management of Stroke and ACS, resuscitation team dynamics, ACLS pharmacology, rhythm recognition
Target Audience:	<ul style="list-style-type: none"> • Medical and Nursing Staff
Programme Requirements:	<ul style="list-style-type: none"> • Current BLS certificate, pre course on line preparation, ECG rhythm recognition
Assessment:	<ul style="list-style-type: none"> • MCQ & practical skills testing
Level of Learning:	<ul style="list-style-type: none"> • ACLS provider 2 year certification – AHA approved/accredited
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • 24
Facilitator:	<ul style="list-style-type: none"> • Nuala Clarke, Resuscitation Officer, Phone 01 4142370
Cost:	<ul style="list-style-type: none"> • Available on Application

Date:	Time:	Duration:	Venue:	Method of Booking:
Every 3 months March, June, Sept, Dec	07.45 – 17.30	2 days	CLD	TUH Learning Station via: www.hseland.ie

Advanced Paediatric Life Support

Aim & Learning Outcomes:	<ul style="list-style-type: none"> • Structured approach to Paediatric emergencies • Identification ,stabilization and management of the seriously unwell child • APLS Algorithms • Resuscitation team dynamics
Content:	<ul style="list-style-type: none"> • Management of Paediatric cardiac arrest, peri arrest, serious illness, serious injury, pharmacology,
Target Audience:	<ul style="list-style-type: none"> • Medical and nursing staff
Programme Requirements:	<ul style="list-style-type: none"> • Current BLS course, experience in paediatric field, • Pre course on line component completed.
Assessment:	<ul style="list-style-type: none"> • Continuous assessment, practical skills assessment, and MCQ
Level of Learning:	<ul style="list-style-type: none"> • ALSG course – validated by Resus Council UK
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • 32
Facilitator:	<ul style="list-style-type: none"> • Nuala Clarke, Resuscitation Officer
Cost:	<ul style="list-style-type: none"> • Available on Application

Date:	Time:	Duration:	Venue:	Method of Booking:
Yearly in May	08.00 – 19.00 08.00 – 16.00	2 days	CLD	TUH Learning Station via: www.hseland.ie

Anaphylaxis for Healthcare Professionals – Classroom

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To provide the necessary knowledge required by a registered nurse/midwife/public health nurse/health care professional when dealing with a patient who develops anaphylactic shock. The candidate will be; Familiar with the ABCDE approach to assessing the patient for anaphylaxis Familiar with the algorithm outlining the procedures and medications required when managing a patient with anaphylaxis More confident in assessing patients for anaphylaxis and differential diagnoses
Content:	<ul style="list-style-type: none"> Overview of anaphylaxis Skills station 1 – algorithm and medication discussion Skills station 2 – assessing the adult patient Skills station 3 – assessing the child and infant patient
Target Audience:	<ul style="list-style-type: none"> Any registered nurse/midwife/public health nurse who is nominated by their director of public health nursing and who will be involved in the schools' immunisation programme. This programme may be available for other cohorts if a service requirement is identified
Programme Requirements:	<ul style="list-style-type: none"> Participants should be registered nurse/midwife/public health nurses, registered medical practitioners or registered dentists
Assessment:	<ul style="list-style-type: none"> Informal MCQ Test
Level Of Learning:	<ul style="list-style-type: none"> Category 1 approval from Nursing And Midwifery Board Of Ireland (NMBI)
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Maximum 6
Facilitator:	<ul style="list-style-type: none"> Geraldine Kyle Email Geraldine.Kyle@tuh.ie
Cost:	<ul style="list-style-type: none"> No Fee for Tallaght University Hospital and HSE Staff €50 for Non Tallaght University Hospital & Non-HSE Staff

Date:	Time:	Duration:	Venue:	Method of Booking:
Every two months	08.30-12.30	4 hours	Centre for Learning and Development	TUH Learning Station via: www.hseland.ie

Anaphylaxis – Refresher E-Learning Programme



Aim & Learning Outcomes:	This education programme is designed for Healthcare professionals involved in the management of anaphylaxis. The aim of the programme is to provide the knowledge and skills for the recognition and competent management of anaphylaxis when it occurs.
Content:	Registered Nurses who administer Epinephrine (Adrenaline,) under medicine protocol should complete the four hour national anaphylaxis workshop initially. This eLearning programme is completed as a refresher programme to maintain competency. This eLearning programme is also suitable for Tallaght University Hospital Nursing staff in compliance with the Policy on the Administration of Intravenous Medication to Adult patients in TUH
Target Audience:	All Healthcare Professionals
Programme Requirements:	Anaphylaxis for Healthcare Professionals – Face to Face programme for nurses working with medicine protocols. Otherwise no programme requirements.
Assessment:	Certification of completion from www.hseland.ie
Level Of Learning:	N/A
Is The Programme Mandatory For Tallaght University Hospital Staff:	Yes Mandatory for Registered Nursing Staff. Must be updated every two years.
Number Of Participants:	N/A
Host:	HSELand.ie
Cost:	No Fee

Date:	Time:	Duration:	Venue:	Method of Booking:
N/A	N/A	eLearning will take approximately 1 Hour	N/A	Via www.hseland.ie

Basic Life Support



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To provide CPR on an Adult, Child & Infant and manage choking
Content:	<ul style="list-style-type: none"> Adult BLS and AED use, Child & Infant BLS Choking
Target Audience:	<ul style="list-style-type: none"> All Nursing, Medical , HCA's , Allied Health Professionals
Programme Requirements:	<ul style="list-style-type: none"> eLearning component 1.5 Hours with successful MCQ completion
Assessment:	<ul style="list-style-type: none"> Skills Assessment
Level Of Learning:	<ul style="list-style-type: none"> AHA/IHF Accredited
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> YES
Number Of Participants:	<ul style="list-style-type: none"> 6 Per Class
Facilitator:	<ul style="list-style-type: none"> Nuala Clarke, Resuscitation Officer, Phone: 01 4142370
Cost:	<ul style="list-style-type: none"> NA

Date:	Time:	Duration:	Venue:	Method Of Booking:
Minimum 3 Times Weekly	10 – 11.30 14 – 15.30	1.5 Hours	Montpelier Training Suite	TUH Learning Station via: www.hseland.ie



BLS – Heartsaver Course



Aim & Learning Outcomes:	To provide CPR on an adult victim who has suffered a cardiac arrest Will be able to relieve a foreign body airway obstruction on a victim of any age Understand the concept of the automated external defibrillator and its important link in the chain of survival
Content:	Video led BLS/AED/Choking
Target Audience:	HCA's, Allied health Professionals, clerical staff
Programme Requirements:	None
Assessment:	Skills Assessment
Level of Learning:	ABA – IHF approved
Is the Programme Mandatory for Tallaght University Hospital Staff:	Yes
Number of Participants:	6
Facilitator:	Nuala Clarke
Cost:	N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
Fortnightly	13.30 – 15.30	2 Hours	Montpelier Training Suite	TUH Learning Station via: www.hseland.ie

Cancer Care Education Programme for Registered Nurses Working in an Inpatient Setting

<p>Aim & Learning Outcomes:</p>	<ul style="list-style-type: none"> • The aim is to enhance the cancer knowledge, skills and competence of the Registered Nurse in Inpatient Settings, Care Of the Elderly Units, Nursing Homes, Community Based Hospitals. This will enable Nurses to carry put their role in caring for Patients throughout their cancer journey by promoting cancer prevention, providing support throughout the diagnostic process and treatment trajectory, promoting survivorship, providing palliative and end of life care. • Learning outcomes: critically analyse professional, legal & ethical issues pertaining to the nursing management of patients with cancer <ul style="list-style-type: none"> - Understand cancer tumour biology & staging - Critically discuss the role of cancer investigations and their findings - Recognise the importance of effective communication - Demonstrate an understanding of chemotherapy agents, routes of administration and modes of action - Understand the types of radiotherapy for the different cancers - Recognise and understand oncological emergencies - Have an enhanced awareness and understanding of survivorship - Understand how to alleviate pain - Show improved knowledge of palliative care and the referral process - Demonstrate enhanced skills for the provision of end of life care
<p>Content:</p>	<p>The programme will consist of three days of classroom learning. This approach is designed to enable the Registered Nurse to move from one cancer topic to another over a short time period. This will give the programme participants a good focus on the needs of their patient population and enable them to deliver Holistic Nursing Care.</p> <p>The content of the educational sessions will constitute the theoretical instruction as outlined in the indicative content as guided by An Bord Altranais requirements and standards for Nurse Post Registration Education Programmes (2007) and requirements and standards for Post-Registration Nursing & Midwifery Education Programmes– incorporating the national framework of qualifications (an Bord Altranais, 2007, 2010).</p> <p>The programme requires Inter-Professional Educational Input. This may include input from professionals such as members of the CNME, Advanced Nurse Practitioner (ANP) and Clinical Nurse Specialist (CNS) in Oncology and Haematology, Oncologists, Palliative Care CNS or ANP, health promotion and NCCP personnel. Other suitably qualified and experienced personnel will form the remainder of the education team.</p>
<p>Target Audience:</p>	<p>All Registered Nurses who do not work in Oncology Specialist Roles but may care for inpatients with a diagnosis of cancer</p>
<p>Programme Requirements:</p>	<p>Be caring for Cancer Patients in Acute Hospitals, Care of the Elderly Units, Nursing Homes and Community Based Hospitals / Hospices. Have worked for a minimum period of six months post registration. Agree to study the recommended reading and undertake the work based learning. Complete the application form in advance of the</p>

	programme, signed by the relevant manager with commitment to full attendance.
Assessment:	<ul style="list-style-type: none"> There will be a group presentation during the third day of the programme discussing various topics.
Level Of Learning:	<ul style="list-style-type: none"> NMBI Category 1 Approval
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> 25 - 30
Facilitator:	<ul style="list-style-type: none"> Sylvia Macken, CF Oncology / Haematology, Oncology Dayward, Tallaght University Hospital, Dublin 24. (01)4144202, (01) 4142000 Bleep 7210.
Cost:	<ul style="list-style-type: none"> Free To Tallaght University Hospital Staff, & HSE Staff €200 for all other attendees

Date:	Time:	Duration:	Venue:	Method Of Booking:
23 rd , 30 th October & 6 th November 2018	8.30am	7.5 Hrs X 3 Days	Dodder Room - Centre for Learning and Development	TUH Learning Station via: www.hseland.ie

Catering Education Programme

Aim & Learning Outcomes:	<ul style="list-style-type: none"> The aim of this module is to provide an understanding of importance of hospital food as an integral part of treatment for hospital patients and to provide an insight into the nutritional aims of the hospital menus
Content:	<ul style="list-style-type: none"> Malnutrition - causes and consequences Hospital food as treatment Nutritional indications for modified consistency, gluten free and renal diets and the provision of good nutritional care to patients
Target Audience:	<ul style="list-style-type: none"> All catering staff including managers, supervisors, chefs and assistants
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> None
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> None
Is the Programme open to Non-Tallaght University Hospital Employees	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 20
Facilitator:	<ul style="list-style-type: none"> Department of Nutrition and Dietetics
Cost:	<ul style="list-style-type: none"> No Fee – Tallaght University Hospital Employee Not available to External Applicants

Date:	Time:	Duration:	Venue:	Method of Booking:
As Requested		1 hour	TBC	TUH Learning Station via: www.hseland.ie

Central Venous Access Device (CVADs) Training on Accessing and Long Term Use

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To ensure best practice as per Hospital policy in the accessing and use of all central venous access devices Ability to follow Hospital policy and sops safely for accessing and de-accessing all CVADs
Content:	<ul style="list-style-type: none"> Two hour lecture with practical sessions included accordingly
Target Audience:	<ul style="list-style-type: none"> Any Registered Nurse Or NCHD
Programme Requirements:	<ul style="list-style-type: none"> Registered Nurse Or NCHD
Assessment:	<ul style="list-style-type: none"> Clinical Competency Assessed.
Level Of Learning:	<ul style="list-style-type: none"> NMBI Level 1 approved
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> 2 – 4 Practical Session Only, 5 – 20 Lecture Session; Any Registered Nurse Or NCHD
Facilitator:	<ul style="list-style-type: none"> Sylvia Macken, CF Oncology / Haematology, Ext 4202&Bleep 7210 - Sylvia.Macken@tuh.ie Cicily Augustine, CF NPDD, Bleep 2422
Cost:	<ul style="list-style-type: none"> No Fee for Tallaght University Hospital Staff €50 Fee for Non-Tallaght University Hospital Staff

Date:	Time:	Duration:	Venue:	Method Of Booking:
Monthly induction sessions and additional ones supplied on demand	Induction 11.15 – 13.15	2 – 2 ½ Hours Lecture, 40 Minutes Practical For A Single Device	Ruttle Tutorial room or Centre For Learning And Development	TUH Learning Station via: www.hseland.ie

Clinical Audit – Interns

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To provide interns with the skills to conduct a clinical audit utilising a disciplined audit methodology Have a clear understanding of the clinical audit cycle Be able to apply clinical audit methodology as part of an audit team. Be aware of data protection and confidentiality issues related to clinical audit
Content:	<ul style="list-style-type: none"> Definition clinical audit Clinical audit cycle History of clinical audit Why we need clinical audit Clinical audit methodology National & local approach to clinical audit Challenges e.g. ethics, data protection, confidentiality Key points Further information
Target Audience:	<ul style="list-style-type: none"> Interns
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> None
Level Of Learning:	<ul style="list-style-type: none"> Internal CPD points apply
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> 20-30
Facilitator:	<ul style="list-style-type: none"> Siobhan Lingwood
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Once a year during the intern year.	1300-1400	1 Hour	Robert Graves Postgraduate Centre, CLD	No Booking Required. Must Register with Sandra Daly if internal CPD points are required Sandra.daly@tuh.ie

Clinical Handover eLearning Programme - Tallaght University Hospital

Aim & Learning Outcomes:	<ul style="list-style-type: none"> • Understand the background to the Tallaght Hospital Clinical Handover – National Guideline 2015. • Identify the key factors that affect the clinical handover process. • Understand the principles and practice of the recommended best practice clinical handover process using ISBAR3 in Tallaght University Hospital. • Understand the principles and practice of the Safety Pause. • Understand the principles and practice of Interdepartmental Handover • Understand the principles and practice of the new Tallaght University Hospital Clinical Handover using a standardised, clear, comprehensive, person centred approach in a timely manner. • Understand the principles and practice of confidentiality in relation to clinical handover.
Content:	<ul style="list-style-type: none"> • Gain an understanding of the principles and practice of the clinical handover process using ISBAR3.
Target Audience:	<ul style="list-style-type: none"> • All Healthcare Professionals
Programme Requirements:	<ul style="list-style-type: none"> • N/A
Assessment:	<ul style="list-style-type: none"> • 10 MCQs
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • N/A
Host:	<ul style="list-style-type: none"> • TUH Learning Station via hseland.ie
Cost:	<ul style="list-style-type: none"> • No Fee – Tallaght University Hospital Employee

Date:	Time:	Duration:	Venue:	Method Of Booking:
Available on hseland.ie from October 2018	-	30 mins	TBC	TUH Learning Station via: www.hseland.ie

Clinical Skills Workshop

Aim & Learning Outcomes:	To provide opportunity to practice and avail of refresher education and demonstrations on clinical skills, in a safe and controlled environment, facilitated by qualified healthcare experts.
Content:	<p>Clinical Skills Fair includes more than 20 stations on clinical skills used in Adult and Children Services. Some of the stations are on</p> <ul style="list-style-type: none"> • Tracheostomy Care • Airvo • Non-invasive Ventilation • Venepuncture and Cannulation • Central Venous Access Devices • Urethral Catheterisation, • Haemovigilance, • Pain Control Devices • Nasogastric tube insertion • Bridle threading, Care of PEG in children • Care of Endotracheal tube in children and much more...
Target Audience:	<ul style="list-style-type: none"> • All nurses working in the Dublin Midland Hospital Groups
Programme Requirements:	<ul style="list-style-type: none"> • Registered Nurses
Assessment:	<ul style="list-style-type: none"> • None
Level of Learning:	<ul style="list-style-type: none"> • NMBI Category 1 Approved
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • 100
Facilitator:	<ul style="list-style-type: none"> • Biny Anoop, Clinical Facilitator, NPDD (Adult Services)
Cost:	<ul style="list-style-type: none"> • Booking is free

Date:	Time:	Duration:	Venue:	Method of Booking:
11 th December 2018	13.00-16.00	3Hours	River Rooms, CLD	TUH Learning Station via: www.hseland.ie

COMPASS/National Early Warning Score for use on Non-Pregnant Adult Patients – eLearning

Aim & Learning Outcomes:	To enhance our health care professionals understanding of patients who are clinically deteriorating, and the significance of altered clinical observations. It also seeks to improve communication between health care professions, and adopt a patient-centred, quality-driven approach, enhancing the timely management of patients.
Content:	National Early Warning Score Oxygen Delivery Airway & Breathing Circulation Central Nervous System & Urine Output Sepsis Communication Teamwork & Management Plans
Target Audience:	All Health Care Professionals
Programme Requirements:	N/A
Assessment:	Certification of completion from www.hseland.ie
Level of Learning:	Approved by the Royal College of Physicians of Ireland (RCPI) for 8 External CPDs (Continuing Professional Development Credits). This CPD Recognition is accepted by all Irish Medical Postgraduate training bodies. Category 1 approved by the Nursing and Midwifery Board of Ireland (NMBI) with 8 CEUs (Continuing Education Units) awarded
Is the Programme Mandatory for Tallaght University Hospital Staff:	No
Host:	HSELand - www.hseland.ie
Cost:	N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
N/A	N/A	eLearning will take approximately 4 hours	N/A	TUH Learning Station via: www.hseland.ie

Competency and Preceptorship

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To prepare nursing staff in Health Service Provider (HSP) associated with Trinity College Dublin (TCD) for their role as preceptor for student nurse while they are on clinical placement
Content:	<p>Education on:</p> <ul style="list-style-type: none"> Competency Tool incorporating new 2018 Competency Assessment Documents Reviewing all Competency Assessment Documents to include Supporting Evidence / Progress Notes, importance of verbalising feedback and discussing the impact of Failing to Fail a nursing student DVD and reflection on the Competency Assessment Document Discussion regarding different scenarios and how to write effective Supporting Evidence / Progress Notes Examples of Action Plans / Learning Development Plans and how to implement them if required
Target Audience:	<ul style="list-style-type: none"> All registered nurses working in Health Service Providers associated with TCD
Programme Requirements:	<ul style="list-style-type: none"> Registered with NMBI Have completed the e-learning component http://ucdpreceptors.hseland.ie on preceptorship prior to attending the Competency and Preceptorship course Have observed the podcast regarding the new 2018 competency assessment document changes NEW National Competency Document 2018 Instructional Video
Assessment:	<ul style="list-style-type: none"> No formal assessment
Level of Learning:	<ul style="list-style-type: none"> NMBI Category 1 Approved
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 40 – 50 approximately
Facilitator:	<ul style="list-style-type: none"> Clinical Placement Coordinators of Nurse Practice Development Department, Tallaght University Hospital Clinical Skills Tutor, TCD
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
11 th Sept 13 th Nov 8 th Jan 5 th March 7 th May	09.00- 13.00 each day	4 Hours	Dodder Room Liffey Room Liffey Room DodderRoom Dodder Room	TUH Learning Station via: www.hseland.ie

Compression Bandaging Workshop

Aim & Learning Outcomes:	To understand the theory and application of compression bandaging
Content:	The workshop consists of theory and practical application of compression bandaging
Target Audience:	Nursing and Medical Staff
Programme Requirements:	None
Assessment:	None
Level of Learning:	
Is the Programme Mandatory for Tallaght University Hospital Staff:	No
Is the Programme open to Non-Tallaght University Hospital Employees	No
Number of Participants:	Unlimited
Facilitator:	Helen Strapp, Tissue Viability ANP
Cost:	None

Date:	Time:	Duration:	Venue:	Method of Booking:
Monthly	15.00-16.00	One hour	Ruttle Tutorial	TUH Learning Station via: www.hseland.ie

Dementia Care – Enhancing & Enabling Well-Being for the Person with Dementia

Aim & Learning Outcomes:	<ul style="list-style-type: none"> On completion of the programme the participant will: Describe dementia and its impact on the person and their family Discuss the impact the environment, social and built, has on the person with a dementia Enhance quality of life for the person with dementia by adopting a person centred approach to supporting the person, including approaches that support the person presenting with responsive behaviour. Explore and support partnerships between the person with dementia, family and care givers Discuss the need for palliative care for people with dementia 	
Content:	<p>DAY 1</p> <ul style="list-style-type: none"> Ageing & Memory Overview of Dementia Dementia & Human Rights Enabling the Person with Dementia Communicating with the Person with Dementia Partnerships in Care Creating a Dementia Friendly Environment 	<p>DAY 2</p> <ul style="list-style-type: none"> Delirium and Issues arising in care Responsive Behaviours: No quick <input type="checkbox"/>x Responsive Behaviours: Assessment and workshop Responsive Behaviours: Interventions/Solutions Palliative Care and the Person with Dementia
Target Audience:	<ul style="list-style-type: none"> Care staff working directly with persons with dementia All Staff 	
Programme Requirements:	<ul style="list-style-type: none"> None 	
Assessment:	<ul style="list-style-type: none"> The workplace activity applies the skills and knowledge learnt during the programme. Participants will be asked to identify an area for practice improvement in their area of work in collaboration with managers and colleagues 	
Level Of Learning:	<ul style="list-style-type: none"> NMBI Category 1 Approved 	
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No 	
Number Of Participants:	<ul style="list-style-type: none"> 30 	
Facilitator:	<ul style="list-style-type: none"> Clodagh McLoughlin 	
Cost:	<ul style="list-style-type: none"> Free To Tallaght University Hospital Staff, & HSE Staff €200 for all other attendees 	

Date:	Time:	Venue:	Method Of Booking:
06 th & 20 th September, 2017 Dates for 2018 TBC	8.30 – 16.30	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Documentation & Healthcare Record

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To ensure interns are aware of the importance of documentation in relation to patient safety and that they comply with their ethical and legal duty of confidentiality. Understand what constitutes the healthcare record both paper and electronic Understand how poor documentation can contribute to healthcare error. Know where to find national and local guidelines relevant to the subject. Understand good practice principles in relation to documentation e.g. date/ times entries Be aware of the professional, ethical and legal responsibilities in relation to confidentiality and the healthcare record Know basic security measures to maintain and ensure confidentiality
Content:	<ul style="list-style-type: none"> What is the healthcare record Case Study Available Guidelines Good Practice Healthcare record & confidentiality Legal Aspects Security Further Information
Target Audience:	<ul style="list-style-type: none"> Interns
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> None
Level Of Learning:	<ul style="list-style-type: none"> Internal CPD points apply
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> 20-30
Facilitator:	<ul style="list-style-type: none"> Siobhan Lingwood
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Once Annually during Intern year	1300-1400	1 Hour	Robert Graves Postgraduate Centre, CLD	TUH Learning Station via: www.hseland.ie

Dysphagia Course - Basic Course in Paediatric & Adult Dysphagia

Aim & Learning Outcomes:	<ul style="list-style-type: none"> This course is designed to provide Speech and Language Therapists with basic skills in the area of eating, drinking and swallowing disorders in both adult & paediatric populations in order to practise as a qualified clinician in the area. Contact SLT department for further details of learning outcomes.
Content:	<ul style="list-style-type: none">
Target Audience:	<ul style="list-style-type: none"> Speech and language therapists
Programme Requirements:	<ul style="list-style-type: none"> Contact SLT Department for further details
Assessment:	<ul style="list-style-type: none"> Online module, course assignments and competency evaluation
Level Of Learning:	<ul style="list-style-type: none"> Accredited By Irish Association Of Speech And Language Therapists
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> TBC
Facilitator:	<ul style="list-style-type: none"> Speech And Language Therapy Department
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Annually subject to demand.		1 Week Lectures, 6 Month Experiential Learning, 1 Follow Up Day	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Dysphagia – A Basic Course Videofluoroscopy Analysis in Adult

Aim & Learning Outcomes:	To Equip Dysphagia-Trained Speech and Language Therapists with the skills and knowledge base to carry out, analyse and report on Videofluoroscopic studies when working with adult populations Contact SLT Department for further details on learning outcomes.
Content:	
Target Audience:	Dysphagia Qualified Speech & Language Therapists
Programme Requirements:	Contact Department Of Speech & Language Therapy for further details
Assessment:	Course assignments and competency evaluation
Level Of Learning:	Accredited by Irish Association of Speech and Language Therapists
Is The Programme Mandatory For Tallaght University Hospital Staff:	No
Number Of Participants:	TBC
Facilitator:	Speech & Language Therapy Department
Cost:	N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Annually subject to demand.		Online Lectures, 2 Days On Site Lectures/Workshops, 6 month experiential learning, 1 on site follow up day	Centre For Learning & Development,	TUH Learning Station via: www.hseland.ie

Enhancing Communication Skills in Delivering Bad News

Aim & Learning Outcomes:	<ul style="list-style-type: none"> • Support staff in developing their communication skills confidence and competence when dealing with patients and families at times of difficult news • Identify the role of communication skills in the context of bad news situations • Comprehend the elements of good communication in times of bad news • Apply the five approaches to delivering bad news • Relate the learning about communication skills to their own practice • Develop a personal plan for dealing with the challenges of bad news • Summarise the key elements of delivering bad news and helping patients to hear and understand it
Content:	<ul style="list-style-type: none"> • Discuss what is bad news and what it means for the patient, explore the impact of our communication on other people, learn the 5 – step process for delivering bad news, discuss some challenges in delivering bad news and providing support, have an opportunity to practice the skills
Target Audience:	<ul style="list-style-type: none"> • All healthcare professionals who are involved in delivering bad news and supporting patients in receiving bad news
Programme Requirements:	<ul style="list-style-type: none"> • Full participation
Assessment:	<ul style="list-style-type: none"> • Participants have a personal workbook
Level of Learning:	<ul style="list-style-type: none"> • NMBI Category 1 Approved
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • Min 8 – max 12 participants
Facilitator:	<ul style="list-style-type: none"> • Liz O Connell, Sylvia Macken, Nicki Dezeeuw, Heather Sloane, Emer Duignan, Una Murtagh, and Ann Hickey
Cost:	<ul style="list-style-type: none"> • No cost

Date:	Time:	Duration:	Venue:	Method of Booking:
25 th September 22 nd October 26 th November	08.30am- 12.30pm	4 hours	Seefin Room	TUH Learning Station via: www.hseland.ie

Falls Education Programme

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To facilitate the education of nurses and health professionals on the topics of falls risk factors and falls prevention strategies, taking into account the holistic needs of the patient. Understand clearly the consequences and costs of falls to health care institutions, the community services and to the patient their families/carers. Describe risk factors for falls taking into account intrinsic, extrinsic and environmental falls risk factors Discuss how their scope of practice informs decision making in the clinical setting. Identify the background work informing the rationale for a falls strategy as well as the need for designated staff to educate and devise policies and guidelines for fall prevention Discuss the impact of our diet on falls risk Discuss the role of the occupational therapist in reducing falls within the hospital environment and in the home. Identify how educating patients in appropriate forms of exercise can minimise their risk of falls and improve well being Discuss the impact of osteoporosis on bone health and falls risk Consider ways in which he/she can implement this new information to improve outcomes for their patients
Content:	<ul style="list-style-type: none"> The Scope of Nursing Practice Background to falls Falls and Diet Occupational Therapy & falls prevention Physiotherapy & falls Falls & osteoporosis
Target Audience:	<ul style="list-style-type: none"> Multidisciplinary
Programme Requirements:	<ul style="list-style-type: none"> N/A
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> NMBI Category 1 Approved
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> Minimum 10
Facilitator:	<ul style="list-style-type: none"> Jodie Keating – CNS in Falls
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
Bi Annually	TBC	4 Hours	CLD	TUH Learning Station via: www.hseland.ie

Final Journeys – End of Life Care

Aim & Learning Outcomes:	<ul style="list-style-type: none"> For all staff to be competent and confident in communication with patients and family members at end of life care
Content:	<ul style="list-style-type: none"> Power Point presentation developed by HSE and The Irish Hospice Foundation, DVD's, role play, group exercises plus opening and closing exercises.
Target Audience:	<ul style="list-style-type: none"> All employees of Tallaght University Hospital
Programme Requirements:	<ul style="list-style-type: none"> Be a health care employee
Assessment:	<ul style="list-style-type: none"> None
Level Of Learning:	<ul style="list-style-type: none"> NMBI Category 1 Approved and CME Medical Credits Approved
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Max 16
Facilitator:	<ul style="list-style-type: none"> Ann Hickey
Cost:	<ul style="list-style-type: none"> Free

Date:	Time:	Duration:	Venue:	Method Of Booking:
19 th September 2018 28 th November 2018 2019 TBC	08.00am – 16.00 pm	1 Day	Kippure Room	TUH Learning Station via: www.hseland.ie



Haemovigilance & Blood Transfusion Education Programmes

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To ensure best transfusion practice in all aspects of transfusion. Therefore ensuring patient safety and the continued safety of the transfusion chain.
Content:	<ul style="list-style-type: none"> EU Directive Legislation, Haemovigilance Reporting System, Sampling, Prescription, Adverse Reactions & Events, Massive Transfusion, Blood and Blood Products/Components and Electronic Blood Tracking System.
Target Audience:	<ul style="list-style-type: none"> Nursing Documentation Education Programme Return to Nursing Practice Course MSc in Nursing – Specialist Strands Nursing Interns (4th year) Students Pre-Registration Nursing Students Department specific education on request to the Haemovigilance Nurse. Intern Induction NCHD Orientation
Programme Requirements:	<ul style="list-style-type: none"> Depending on Audience
Assessment:	<ul style="list-style-type: none"> Multiple Choice Questions E-Learning via http://nhs.learnprouk.com
Level of Learning:	<ul style="list-style-type: none"> Certificate of attendance if requested
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> N/A
Number of Participants:	<ul style="list-style-type: none"> Minimum 6 Maximum 15
Facilitator:	<ul style="list-style-type: none"> Haemovigilance Officers CNMII Helen Byrne & Sandra Healy Ext: 2437/2372 Bleep 2110/2111 Email: haemovigilance.dept@tuh.ie
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
On demand	TBC	1-4 hrs	TBC	Haemovigilance Department or Induction via TUH Learning Station via: www.hseland.ie

Haemovigilance Electronic Blood Tracking System (EBTS)

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To ensure that all nursing/NCHD's/Interns and Phlebotomists are trained to use the EBTS for blood transfusion samples and the administration of Red Cells and Platelets.
Content:	<ul style="list-style-type: none"> Provide a single electronic blood tracking system Essential to ensuring patient safety Sampling for Group and Save and Group and Crossmatch (Nurses/NCHD's and Phlebotomy) Administration of Red Cells and Platelets using a PDA and Printer Ending a Transfusion Recording of any adverse reactions relating to Red Cells and Platelets administration.
Target Audience:	<ul style="list-style-type: none"> Nursing, NCHD's, Interns and Phlebotomy
Programme Requirements:	<ul style="list-style-type: none"> n/a
Assessment:	<ul style="list-style-type: none"> Correct use of EBTS
Level of Learning:	<ul style="list-style-type: none"> Classroom Workshop and education
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> Yes to use the Electronic Blood Tracking System
Number of Participants:	<ul style="list-style-type: none"> Up to 10
Facilitator:	<ul style="list-style-type: none"> Haemovigilance Officers CNMII Helen Byrne & Sandra Healy Ext: 2437/2372 Bleep 2110/2111 Email: haemovigilance.dept@tuh.ie
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
On demand and also part of orientation	TBC	1hr min	TBC	Haemovigilance Department or Induction via TUH Learning Station via: www.hseland.ie

Haemovigilance – Nurse Induction

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To ensure best transfusion practice in all aspects of transfusion. Therefore ensuring patient safety and the continued safety of the transfusion chain.
Content:	<ul style="list-style-type: none"> EU Directive Legislation, Haemovigilance Reporting System, Sampling, Prescription, Adverse Reactions & Events, Massive Transfusion, Blood and Blood Products/Components and Electronic Blood Tracking System.
Target Audience:	<ul style="list-style-type: none"> Newly appointed staff nurses on orientation.
Programme Requirements:	<ul style="list-style-type: none"> Currently on the active register with nursing and midwifery board of Ireland.
Assessment:	<ul style="list-style-type: none"> Multiple Choice Questions E-Learning via http://nhs.learnprouk.com
Level of Learning:	<ul style="list-style-type: none"> NMBI Category 1 for e-learning programme
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> Yes
Number of Participants:	<ul style="list-style-type: none"> Unlimited
Facilitator:	<ul style="list-style-type: none"> Haemovigilance Officers CNMII Helen Byrne & Sandra Healy
Cost:	<ul style="list-style-type: none"> n/a

Date:	Time:	Duration:	Venue:	Method of Booking:
Monthly as part of induction	Variable	2 hrs session	CLD	TUH Learning Station via: www.hseland.ie

Hand Hygiene & the Principles of Infection Prevention & Control (Face to Face Education)



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To improve hand hygiene compliance among all healthcare workers (HCW) and thus reduce the incidence of healthcare associated infections To refresh knowledge to ensure compliance with hand hygiene and the principles of infection prevention and Control
Content:	<ul style="list-style-type: none"> Hand Hygiene and the principles of infection prevention and control
Target Audience:	<ul style="list-style-type: none"> Hospital wide. Separate education sessions for clinical and non-clinical staff.
Programme Requirements:	<ul style="list-style-type: none"> None
How is the Programme Evaluated:	<ul style="list-style-type: none"> An assessment must be completed on ELearning prior to being certified if completing online via hseland Evaluation questionnaires are provided at the face to face sessions and the effectiveness of the education is reflected in the monthly hand hygiene audit results and the bi annual National Hand Hygiene Audits.
Assessment:	<ul style="list-style-type: none"> If time permits in the face to face session hand hygiene technique assessment
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> Yes, annually.
Number of Participants:	<ul style="list-style-type: none"> Unlimited
Facilitator:	<ul style="list-style-type: none"> hseland.ie or Infection Prevention & Control Department infectioncontrolnurse@tuh.ie or telephone 01,4143938
Date/Frequency of Programme:	<ul style="list-style-type: none"> ELearning on hseland was rolled out in Tallaght University Hospital in January 2014. A monthly face to face session is also available to staff on the first Tuesday of the month. The face to face session includes PPE. If departments request education for their specific department they are facilitated outside of the ELearning & the scheduled sessions
Cost:	<ul style="list-style-type: none"> None

Date:	Time:	Duration:	Venue:	Method of Booking:
First Tuesday of Every Month		1 Hour	Robert Graves Postgraduate Centre Centre for Learning & Development.	TUH Learning Station via: www.hseland.ie

Hand Hygiene & the Principles of Infection Prevention & Control (eLearning)



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To improve hand hygiene compliance among all healthcare workers (HCW) and thus reduce the incidence of healthcare associated infections To refresh knowledge to ensure compliance with hand hygiene and the principles of infection prevention and Control
Content:	<ul style="list-style-type: none"> Hand Hygiene and the principles of infection prevention and control
Target Audience:	<ul style="list-style-type: none"> Hospital wide. Separate education sessions for clinical and non-clinical staff.
Programme Requirements:	<ul style="list-style-type: none"> None
How is the Programme Evaluated:	<ul style="list-style-type: none"> An assessment must be completed on ELearning prior to being certified if completing online via hseland
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> Yes, annually.
Number of Participants:	<ul style="list-style-type: none"> Unlimited
Host:	<ul style="list-style-type: none"> www.hseland.ie
Cost:	<ul style="list-style-type: none"> None

Date:	Time:	Duration:	Venue:	Method of Booking:
N/A	N/A	eLearning will take approximately 1 Hour	N/A	www.hseland.ie

Hand Hygiene Auditor Training

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To ensure that hand hygiene auditors in Tallaght University Hospital receive standardised auditing training Achieve competency in hand hygiene auditing
Content:	<ul style="list-style-type: none"> Five moments of hand hygiene, Responsibility of auditors & data collection
Target Audience:	<ul style="list-style-type: none"> Hand Hygiene Auditors / IPC Link Staff
Programme Requirements:	<ul style="list-style-type: none"> Must have attended mandatory hand hygiene training
Assessment:	<ul style="list-style-type: none"> Written & practical assessment
Level Of Learning:	<ul style="list-style-type: none"> N/A
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Max 6 To10
Facilitator:	<ul style="list-style-type: none"> Infection Prevention & Control Nurse.infectioncontrolnurse@tuh.ie Or telephone no 01 4143938
Cost:	<ul style="list-style-type: none"> None

Date:	Time:	Duration:	Venue:	Method Of Booking:
Quarterly		2.5 Hours	Centre for Learning & Development	IPC Nurses Contact Relevant Staff & Allocate Places As Requested

Health Literacy Awareness Workshop

Aim & Learning Outcomes:	<ul style="list-style-type: none"> • Outline health literacy and health numeracy. • Identify basic skills that patients need to function in healthcare today along with problems that often occur. • Discuss practical strategies to communicate your health message more clearly. • Encourage discussion, participation, and brainstorming of other effective ways to communicate.
Content:	<ul style="list-style-type: none"> • Health Literacy and health numeracy strategies to communicate a clear message.
Target Audience:	<ul style="list-style-type: none"> • All Healthcare Professionals
Programme Requirements:	<ul style="list-style-type: none"> • N/A
Assessment:	<ul style="list-style-type: none"> • N/A
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • Max 20
Co-ordinator:	<ul style="list-style-type: none"> • Centre for Learning & Development
Cost:	<ul style="list-style-type: none"> • No Fee – Tallaght University Hospital Employees

Date:	Time:	Duration:	Venue:	Method of Booking:
Twice Yearly		4hrs	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Hospital Major Incident Medical Management & Support - HMIMMS

Aim & Learning Outcomes:	<p>HMIMMS (The Hospital Response) is a well-established course available for anyone who may have a role in the management of a major emergency/incident from a hospital perspective.</p> <ul style="list-style-type: none"> • Understand the definitions and classifications of Major Incidents • Learn to deliver the medical support needed for major incidents in the hospital setting 	
Content:	<p>Key Lectures</p> <ul style="list-style-type: none"> • Structured Approach • Planning for Major Incidents • MIMMS: Pre-Hospital • Reception Phase in the ED • • Definitive Care Phase • Recovery Phase <p>Workshops</p> <ul style="list-style-type: none"> • Communication 	<ul style="list-style-type: none"> • Triage • Public Health incidents • CBRN • Regional Response • Protracted incidents • Table top Exercises • The incident • Reception Phase • Definitive care Phase • Recovery Phase
Target Audience:	<ul style="list-style-type: none"> • Staff who may have a role in the management of a major emergency/incident 	
Programme Requirements:	<ul style="list-style-type: none"> • N/A 	
Assessment:	<ul style="list-style-type: none"> • Pre-course material and MCQ. • Post-course MCQ 	
Level of Learning:	<ul style="list-style-type: none"> • Successful completion is awarded with 4 years certification from the ALSG (Advanced Life Support Group) 	
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • No 	
Number of Participants:	<ul style="list-style-type: none"> • 28 	
Co-ordinator:	<ul style="list-style-type: none"> • Cathy Mullen, Resuscitation Officer 	
Cost:	<ul style="list-style-type: none"> • Funded – Tallaght Hospital Employee • €480 – for Non Tallaght Hospital Employee 	

Date:	Time:	Duration:	Venue:	Method of Booking:
8 th & 9 th November 2018	08.00-18.00	2 Days	CLD	TUH Learning Station via: www.hseland.ie

Infection Prevention & Control Principles

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To improve compliance with infection prevention & control precautions amongst healthcare workers to reduce incidents of healthcare associated infections. Update knowledge in infection prevention & control
Content:	<ul style="list-style-type: none"> Standard and Transmission Based Precautions. Specific Infection control principles for specialist areas.
Target Audience:	<ul style="list-style-type: none"> Specific groups as requested e.g., Interns, Post grads.
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> None
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> Varies
Facilitator:	<ul style="list-style-type: none"> Infection Prevention & Control Nurse
Cost:	<ul style="list-style-type: none"> None

Date:	Time:	Duration:	Venue:	Method Of Booking:
Annually and on request		1.5 Hours (Can Vary According To Audience).	Centre For Learning & Development	TUH Learning Station via: www.hseland.ie

Infection Prevention & Control in Theatre

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To improve compliance with infection prevention & control practices amongst theatre staff To update knowledge in Infection prevention & Control
Content:	<ul style="list-style-type: none"> Microbiology, theatre design, ventilation, waste.
Target Audience:	<ul style="list-style-type: none"> Theatre staff
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> None
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> Varies
Facilitator:	<ul style="list-style-type: none"> Infection Prevention & Control Nurses
Cost:	<ul style="list-style-type: none"> None

Date:	Time:	Duration:	Venue:	Method Of Booking:
Annually		1.5 Hours	Lecture theatre in theatre	Infectioncontrolnurse@tuh.ie or tel. 01 4143938

Infusion Device User Training

Aim & Learning Outcomes:	<ul style="list-style-type: none"> Maintenance and set up of Volumetric and Syringe Infusion Devices
Content:	<ul style="list-style-type: none"> B Braun: Infusomat Volumetric Pump and Perfusor Syringe Driver
Target Audience:	<ul style="list-style-type: none"> Nursing Staff
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> None
Level of Learning:	<ul style="list-style-type: none"> None
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> Min 3, Max 10
Facilitator:	<ul style="list-style-type: none"> Jason Connolly, Ext: 3499 Bleep: 1141
Cost:	<ul style="list-style-type: none"> No Fee – Tallaght University Hospital Employees Not available to External Applicants

Date:	Time:	Duration:	Venue:	Method Of Booking:
Monthly	Am	1 Hour	MPCE Department	TUH Learning Station via: www.hseland.ie

Integral Valve Oxygen Cylinder guide

Aim & Learning Outcomes:	<ul style="list-style-type: none"> This guide will explain the features of BOC Healthcare's oxygen cylinders, fitted with integral valves, together with a step by step demonstration of how to safely operate a cylinder.
Content:	<ul style="list-style-type: none"> Identifies the features of integral valve cylinders Explains how to safely operate the cylinder with both visual and audio descriptions Shows how to connect equipment to the cylinder for oxygen administration Describes the safety considerations for handling and storage of cylinders
Target Audience:	<ul style="list-style-type: none"> This programme is designed for anyone involved in the use or handling of integral valve oxygen cylinders
Programme Requirements:	<ul style="list-style-type: none"> Internet access www.hseland.ie HSELand login
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> Certificate of completion
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> N/A
Host:	<ul style="list-style-type: none"> www.hseland.ie
Cost:	<ul style="list-style-type: none"> N/A

Method of Booking:

www.hseland.ie

In- Situ Simulation Training - SIM training

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To improve patient outcomes through training staff in realistic simulations in a team environment.
Content:	<ul style="list-style-type: none"> Use structured approach to seriously ill patient Practice and revise algorithms Practice BLS and arrest algorithms Update skills i.e. I.O Identify areas that need correction Practice team leadership roles Practice effective communication
Target Audience:	<ul style="list-style-type: none"> All clinical staff with direct patient contact
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> Scenario documentation
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> Variable
Facilitator:	<ul style="list-style-type: none"> Nuala Clarke / Cathy Mullen
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
	Weekly	45 mins	Variable	TUH Learning Station via: www.hseland.ie

Literacy Awareness & Plain English Workshop

Aim & Learning Outcomes:	<ul style="list-style-type: none"> • Apply the plain English techniques to develop a more friendly style and keep the message clear in Patient Information Leaflets and Patient Advice Sheets. • Describe the main benefits of plain English for patients. • Outline the level and nature of literacy difficulties. • Identify what makes material difficult to read and understand.
Content:	<ul style="list-style-type: none"> • Plain English techniques to present a clear message when developing Patient Information Leaflets and Patient Advice Sheets.
Target Audience:	<ul style="list-style-type: none"> • All staff communicating with patients.
Programme Requirements:	<ul style="list-style-type: none"> • N/A
Assessment:	<ul style="list-style-type: none"> • N/A
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • N/A
Number of Participants:	<ul style="list-style-type: none"> • 20
Co-ordinator:	<ul style="list-style-type: none"> • Centre for Learning & Development
Cost:	<ul style="list-style-type: none"> • No Fee – Tallaght University Hospital Employee

Date:	Time:	Duration:	Venue:	Method of Booking:
TBC	09.00-13.00	4 hours	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Mandatory Education Training Day



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To provide a number of Mandatory Training Programmes on one specific day to enhance compliance and to facilitate the release of staff to attend
Content:	<ul style="list-style-type: none"> ELearning – BLS, Hand Hygiene, Anaphylaxis & Manual Handling Emergency Response System Fire Training Basic Life Support Patient Specific Manual Handling
Target Audience:	<ul style="list-style-type: none"> All Nurses
Programme Requirements:	<ul style="list-style-type: none"> Participants are required to bring a copy of eLearning Certificates ELearning must be completed prior to attending Participants will need to physically perform in practical elements of the training day. Participants are required to wear appropriate clothing and foot wear
Assessment:	Incorporated in eLearning Programmes
Level Of Learning:	<ul style="list-style-type: none"> N/A
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> Yes
Number Of Participants:	<ul style="list-style-type: none"> Max 12
Co-ordinator:	<ul style="list-style-type: none"> Stephen Robinson Ext: 2820 Stephen.Robinson@tuh.ie
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Monthly	08:00-17:00	09:00 Hrs.	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Medication Administration: Review of Implementing Best Practice

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To refresh knowledge and update Nursing staff on developments on medication management both locally and nationally To continue to promote a strong culture of Medication Safety within Tallaght University Hospital
Content:	<ul style="list-style-type: none"> Content includes overview of Tallaght University Hospital policies and procedures of medication administration via subcutaneous, intramuscular, central and peripheral devices. Content also includes medication safety, diabetes and coagulation including other relevant areas pertaining to medication administration
Target Audience:	<ul style="list-style-type: none"> All Nursing staff who have not attended a medication preparation & Administration Programme in the last five years
Programme Requirements:	<ul style="list-style-type: none"> To have completed the anaphylaxis, high risk medication E-learning programmes as well as the Hseland medication programmes prior to attending.
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> NMBI category 1
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 25
Facilitator:	<ul style="list-style-type: none"> Deirdre Fullam
Cost:	<ul style="list-style-type: none"> No Fee – Tallaght University Hospital Employee Not available to External Applicants

Date:	Time:	Duration:	Venue:	Method of Booking:
Three times a year	08.30-13.00	4.5 hours	CLD	TUH Learning Station via: www.hseland.ie

Medication Preparation & Administration Programme

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To provide evidence based theoretical and practical components of medication management ensuring participants develop the required competence to administer medication safety.
Content:	<ul style="list-style-type: none"> Programme content includes education on central venous access devices, device training, and Sub cutaneous and intramuscular education. Medication Policy's Medication Safety McKinley and Braun device training
Target Audience:	<ul style="list-style-type: none"> All registered Nurses at Tallaght University Hospital. Primarily facilitated to new Staff Nurses commencing employment at Tallaght University Hospital.
Programme Requirements:	<ul style="list-style-type: none"> To be a Registered Nurse working at Tallaght University Hospital
Assessment:	<ul style="list-style-type: none"> Education programme plus supervised practice for competency book completion
Level of Learning:	<ul style="list-style-type: none"> Category 1 NMBI
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> Yes
Number of Participants:	<ul style="list-style-type: none"> Maximum 40
Facilitator:	<ul style="list-style-type: none"> Deirdre Fullam
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
Monthly	08.45-16.00 Hrs.	8 hours	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Medication Protocols for the School Immunisation Programme

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To further develop the knowledge of a registered nurse/midwife/public health nurse to underpin a change in practice within the school immunisation programme. The registered nurse/midwife/public health nurse will be able to discuss The seven medication protocols covered in the education programme The legal and professional issues relating to the schools immunisation programme Safety issues relating to the schools immunisation programme
Content:	<ul style="list-style-type: none"> Education sessions Seven medication protocols from the schools vaccination programme Legal and professional issues Safety issues relating to vaccination administration
Target Audience:	<ul style="list-style-type: none"> Any Registered Nurse/Midwife/Public Health Nurse who is nominated by their director of public health nursing and who will be involved in the schools immunisation programme
Programme Requirements:	<ul style="list-style-type: none"> Must be a registered nurse/midwife/public health nurse with nursing and midwifery board of Ireland (NMBI). Must be involved in the schools immunisation programme. Must be nominated by relevant director of public health nursing
Assessment:	<ul style="list-style-type: none"> None
Level Of Learning:	<ul style="list-style-type: none"> Category 1 Approval From NMBI
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Maximum 50
Facilitator:	<ul style="list-style-type: none"> Geraldine Kyle, Email Geraldine.Kyle@Tuh.ie
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Twice Yearly	08.30-12.30	Four Hours	Centre for Learning & Development	Contact Sinead.Fagan@tuh.ie

Nursing Documentation Education Programme



Aim & Learning Outcomes:	<ul style="list-style-type: none"> Educate nurses on the appropriate process for recording clinical practice in Tallaght University Hospital. Clear understanding of the rationale for recording clinical practice. Enhancement of knowledge and understanding on the legislative and professional requirements, issues and responsibilities in recording clinical practice. Practical knowledge and skill on the appropriate use of the nursing records in Tallaght University Hospital. Critical understanding of one's responsibilities and direct accountability for recording clinical practice effectively and safely. Knowledge on the guiding organisational policies to support recording of clinical practice.
Content:	<ul style="list-style-type: none"> Best practice guidelines on recording clinical practice Workshop session on the application of best practice guidelines in the use of Tallaght University Hospital nursing records to record clinical practice.
Target Audience:	<ul style="list-style-type: none"> Assistant Directors of Nursing, Clinical Nurse Managers, Registered Nurses, Internship Nursing Students, Undergraduate Nursing Students.
Programme Requirements:	<ul style="list-style-type: none"> N/A
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> NMBI Category 1 Approved.
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> Yes, Mandatory for Registered Nursing Staff. Must be updated every 2 years.
Number of Participants:	<ul style="list-style-type: none"> Number of participants variable/unlimited
Facilitator:	<ul style="list-style-type: none"> Nurse Practice Development Department
Cost:	<ul style="list-style-type: none"> No Fee – Tallaght University Hospital Employee

Date:	Time:	Duration:	Venue:	Method of Booking:
Monthly as part of Induction	Variable	2 Hour Session	Centre for Learning and Development	Booking is not required.

Nursing the Heart Failure Patient

Aim & Learning Outcomes:	<ul style="list-style-type: none"> Describe the pathophysiology of Heart Failure. Identify causes of Heart Failure. Discuss medications used in Heart Failure. Nursing management of the patient with Heart Failure.
Content	<p>This 2- hour session aims to equip nurses with the necessary knowledge to successfully care for a patient with a diagnosis of heart failure. Specific areas covered include:</p> <ul style="list-style-type: none"> Pathophysiology of heart failure Types of heart failure & their cause Diagnosis Pharmacological management Device therapy Psychological care The role of the MDT in care planning Potential complications that may occur in patients who have heart failure
Target Audience:	<ul style="list-style-type: none"> All Staff Nurses/ Student Nurses within TUH.
Programme Requirements:	<ul style="list-style-type: none"> N/A
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> NMBI Category 1 approved
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 12 per session
Facilitator:	<ul style="list-style-type: none"> Linda Devaney, Heart Efficiency CNM 2
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
TBC	TBC	2 Hours	TBC	Contact linda.devaney@tuh.ie to book a place on the next session

Nutrition Education for Nurses & HCA's - Malnutrition

Aim & Learning Outcomes:	<ul style="list-style-type: none"> The aim of this module is to provide an understanding of the causes and consequences of malnutrition in the hospital patient and of the steps that can be undertaken to prevent and manage malnutrition in patients, which includes the process of screening patients for the risk of malnutrition.
Content:	<ul style="list-style-type: none"> The causes of malnutrition The consequences of malnutrition – clinical, patient outcomes and financial How to screen patients for the risk of malnutrition Interventions that can be undertaken to prevent and to manage malnutrition in the hospitalised patient
Target Audience:	<ul style="list-style-type: none"> New Nursing staff and Health Care Attendants (HCA's) at induction and clinical facilitators only
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> None
Level of Learning:	<ul style="list-style-type: none"> NMBI approved for 1 CEU
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> no
Number of Participants:	<ul style="list-style-type: none"> no
Facilitator:	<ul style="list-style-type: none"> 20
Cost:	<ul style="list-style-type: none"> Department of Nutrition & Dietetics
	<ul style="list-style-type: none"> No Fee Tallaght Hospital Employee Not available to External Applicants

Date:	Time:	Duration:	Venue:	Method of Booking:
Monthly as part of Induction	Variable	2 Hour session	Centre for Learning & Development	Organised directly with Clinical Facilitators

Orientation for Qualified Nurses to the QQI Level 5 Health Service Skills Award for Health Care Assistants

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To Educate Registered Nurses Working With HCA's on the content of the QQI Level 5 course, helping them to identify their responsibilities in relation to supervising and assessing these learners By the end of the session participants will be able to: Describe the background to the level 5 certificate course for health care assistants. Understand the role of the health care assistant (HCA). Outline the assessment techniques. Understand skills demonstration assessment in relation to care skills, activities of living patient care, care of the older person, work experience and infection prevention and control modules. Understand the workplace competence schedule for fee paying candidates
Content:	<ul style="list-style-type: none"> An over view of the modules, paying particular attention to the modules that have clinical assessments. an over view of the workplace competence schedule for fee paying candidates
Target Audience:	<ul style="list-style-type: none"> All Registered Nurses
Programme Requirements:	<ul style="list-style-type: none"> Participants should be registered nurses or supervisors of health care assistants
Assessment:	<ul style="list-style-type: none"> None
Level Of Learning:	<ul style="list-style-type: none"> Category 1 Approval From Nursing And Midwifery Board Of Ireland (NMBI)
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No but it is necessary for mentors of HCAs undertaking the course
Number Of Participants:	<ul style="list-style-type: none"> Maximum Of 20
Facilitator:	<ul style="list-style-type: none"> Geraldine Kyle Email Geraldine.Kyle@tuh.ie
Cost:	<ul style="list-style-type: none"> NA

Date:	Time:	Duration:	Venue:	Method Of Booking:
Dates to coincide with the beginning of the health service skills award programme	TBC	1 Hour	Centre for Learning and Development or Ruttle Tutorial Room.	Contact Geraldine Kyle or Sinead Fagan At Geraldine.Kyle@Tuh.ie Or Sinead.Fagan@Tuh.ie

Paediatric Compass Programme



Aim & Learning Outcomes:	<ul style="list-style-type: none"> • Recognition of clinical deterioration in the paediatric patient using a validated EWS
Content:	<ul style="list-style-type: none"> • Recognise the deteriorating child and initiate timely interventions using the following • ISBAR • PEW observation charts • Escalation protocol
Target Audience:	<ul style="list-style-type: none"> • All nursing, medical and allied health professionals dealing with children
Programme Requirements:	<ul style="list-style-type: none"> • Pre course reading of compass manual
Assessment:	<ul style="list-style-type: none"> • Work based scenarios
Level of Learning:	<ul style="list-style-type: none"> • HSE approved course – NMBI approval
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • Yes
Number of Participants:	<ul style="list-style-type: none"> • 15
Facilitator:	<ul style="list-style-type: none"> • Nuala Clarke
Cost:	<ul style="list-style-type: none"> • N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
Nov – Dec fortnightly	08.30 – 12.00		Centre of Learning & Development	TBC

Radiation Protection



Aim & Learning Outcomes:	<ul style="list-style-type: none"> • Provide basic training in radiation protection for healthcare professionals who prescribe or direct radiological procedures. • To provide basic understanding of the principals, techniques and legislation of radiation protection.
Content:	<ul style="list-style-type: none"> • Introduction to radiation • Biological effects of radiation • Imaging equipment • Practical radiation protection techniques • Legislation • Justification, optimisation and dose limits • Radiation protection in Nuclear Medicine • Radiation protection in pregnancy
Target Audience:	<ul style="list-style-type: none"> • NCHD, Allied Health Professionals
Programme Requirements:	<ul style="list-style-type: none"> • None
Assessment:	<ul style="list-style-type: none"> • None
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • Mandatory for those non-radiology staff who either prescribe or direct radiological procedures involving ionising radiation.
Is the Programme open to Non-Tallaght University Hospital Employees	<ul style="list-style-type: none"> • Yes.
Number of Participants:	<ul style="list-style-type: none"> • Max 50
Facilitator:	<ul style="list-style-type: none"> • Claire McCabe/Anna May Woods
Cost:	<ul style="list-style-type: none"> • €80 for non-Tallaght University Hospital employees, €40 for Tallaght University Hospital doctors and no cost for Trinity undergraduate medical students.

Date:	Time:	Duration:	Venue:	Method of Booking:
Bi-annually	08.00-12.40	5 hrs approx.	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Recognition & Nursing Management of the Acutely Ill Adult

Aim & Learning Outcomes:	To enable registered general nurses to enhance their requisite knowledge, skills and competence in recognising and responding appropriately to acute patient deterioration in the clinical ward setting utilising evidence based practice.
Content:	<ul style="list-style-type: none"> • Tallaght University Hospital Emergency Response System. • Head to Toe patient assessment • Positive Communication • Management of Hyperglycaemic Crisis • Non Invasive Ventilation • 12 lead ECG theory and practical session • Breaking Bad News • Tracheostomy theory and practical session • Neuro logical assessment including Acute Stroke Recognition and Differentiating between Delirium/Dementia and Depression • Transfer of the Critically ill patient • Recognition of Sepsis • Scenarios
Target Audience:	<ul style="list-style-type: none"> • Registered Nurses in Adult inpatient areas
Programme Requirements:	<ul style="list-style-type: none"> • Pre Course e learning
Assessment:	<ul style="list-style-type: none"> • Certificate of completion
Level of Learning:	Category 1 approved by the Nursing and Midwifery Board of Ireland (NMBI) with 13 CEUs (Continuing Education Units) awarded
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • 26
Facilitator:	<ul style="list-style-type: none"> • Anne-Marie Barnes
Cost:	<ul style="list-style-type: none"> • N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
Feb 20th & 21st April 3rd & 4th June 19th & 20th Sept 25th & 26th November 6th & 7th Dec 4th & 5th	08.00-16.00	2 days	CLD	TUH Learning Station via: www.hseland.ie

Respiratory Masterclass

Aim & Learning Outcomes:	<ul style="list-style-type: none"> The aim of this masterclass is to develop the knowledge and skills of non-specialist nurses working in the general ward environment, in delivering care to adults with respiratory compromise in the clinical settings
Content:	<ul style="list-style-type: none"> Anatomy and physiology of the respiratory system Nursing Assessment of the patient with respiratory compromise Pathophysiology of common respiratory conditions Administration of inhalers and nebulizers Principles of oxygen therapy Nursing management of the breathless patient Smoking cessation
Target Audience:	<ul style="list-style-type: none"> Nurses, CNM's, CPC's
Programme Requirements:	<ul style="list-style-type: none"> N/A
Assessment:	<ul style="list-style-type: none"> N/A
Level Of Learning:	<ul style="list-style-type: none"> NMBI Category 1 Approval Pending
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> NO
Number Of Participants:	<ul style="list-style-type: none"> 20 Participants
Facilitator:	<ul style="list-style-type: none"> Emma Mulligan, Respiratory Nurse Specialist
Cost:	<ul style="list-style-type: none"> N/A - Tallaght University Hospital Employees €50 – Non Hospital Employees

Date:	Time:	Duration:	Venue:	Method Of Booking:
Bi-monthly	10:00-12:30	2.5 Hours	Centre For Learning and Development	TUH Learning Station via: www.hseland.ie

Return to Nursing Practice Course

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To provide the necessary theoretical and clinical knowledge required by a Registered Nurse who is returning to practice after an absence of five years or more. The Nurse will understand : Relevant changes in nursing over the past five to ten years Key safety issues in the clinical area Recent innovations in documentation and communication within the Health Care Environment The application and utilisation of a systematic approach to nursing care including assessment/identification of needs, planning, prioritising, facilitating, delivering and negotiating the delivery of care and evaluating nursing care for all client groups.
Content:	<ul style="list-style-type: none"> The development of the role of the nurse in nursing practice. The application and utilisation of a systematic approach to nursing care including assessment/identification of needs, planning, prioritising, facilitating, delivering and negotiating the delivery of care and evaluating nursing care for all client groups. Development of verbal and written skills in relation to information giving, maintaining clinical nursing records, teaching and presentation of health information. Clinical skills content including; <ul style="list-style-type: none"> Manual handling and safe moving. Cardio-pulmonary resuscitation. Infection control and prevention. Administration of intravenous fluids and blood products. Blood glucose management. Use of equipment and technical aids to facilitate care (as appropriate). De-escalation techniques.
Target Audience:	<ul style="list-style-type: none"> Registered General Nurses who have been out of clinical practice for five years or more.
Programme Requirements:	<ul style="list-style-type: none"> Registered as a registered general nurse with An Bord Altranais. Have been out of nursing practice for five years or more
Assessment:	<ul style="list-style-type: none"> To successfully complete the course, the nurse <u>must pass</u> all clinical competencies and <u>must pass</u> written and oral assessments.
Level Of Learning:	<ul style="list-style-type: none"> NMBI Category Approved

Central Applications Process	Contact
Information on the National Programme available at: http://www.hse.ie/eng/about/Who/ONMSD/res/Return-to-Nursing-and-MidwiferyPractice.html	Lorna Byrne lorna.byrne1@hse.ie 01 8131810

Rhythm Recognition

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To recognise common ECG rhythms and their treatment
Content:	<ul style="list-style-type: none"> 24 ECG rhythms Recognition of stable/unstable status Treatment of same
Target Audience:	<ul style="list-style-type: none"> Pre ACLS candidates, post graduate and adaptation programmes
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> None
Level of Learning:	<ul style="list-style-type: none"> None
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 10 - 12
Facilitator:	<ul style="list-style-type: none"> Nuala Clarke
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
6 – 8 times a year		1.5 hours	Montpelier Training Suite	Directly through Nuala Clarke Nuala.clarke@tuh.ie

Sharps Education for All Staff



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To provide education to all staff on the prevention of sharps injuries and other occupational exposure.
Content:	<ul style="list-style-type: none"> The prevention of Sharps injuries.
Target Audience:	<ul style="list-style-type: none"> All healthcare staff
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> None
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> Yes
Number of Participants:	<ul style="list-style-type: none"> N/A
Host:	<ul style="list-style-type: none"> TUH Intranet
Cost:	<ul style="list-style-type: none"> N/A

Method of Booking

The presentation on Sharps education is available to view on the share-point intranet of both the Occupational Health Department & the Infection Prevention & Control Department

Tracheostomy In-Service

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To ensure all nurses have knowledge/skills to care for patient with tracheostomy.
Content:	<ul style="list-style-type: none"> Definition of tracheostomy/differentiation between surgical and percutaneous tracheostomy/understanding of various types and sizes of tubes/nursing management/troubleshooting and dealing with emergencies/downsizing/capping/decannulation.
Target Audience:	<ul style="list-style-type: none"> All nursing staff/allied health professionals /junior doctors
Programme Requirements:	<ul style="list-style-type: none"> Nil
Assessment:	<ul style="list-style-type: none"> Questions at end of group session
Level Of Learning:	<ul style="list-style-type: none"> N/A
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> Requirement for safe care of patients with tracheostomy.
Number Of Participants:	<ul style="list-style-type: none"> Max 20
Facilitator:	<ul style="list-style-type: none"> Siobhan Connors ICU/Critical Care Outreach
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Monthly	15.00-16.00	1 hr.	McCullum Room (Beside Theatre)	Phone 2734 Or Bleep 2735

Venepuncture & Peripheral Venous Access device Insertion (PVAD) education

Aim & Learning Outcomes:	<ul style="list-style-type: none"> The overall aim of this programme is to facilitate registered nurses and midwives to develop the knowledge, skills and competence that will enable them to safely and successfully perform venepuncture and PVAD insertion for service users in their care.
Content:	<ul style="list-style-type: none"> Clinical skills workshop provides the opportunity to practice the skill of venepuncture and PVAD insertion in a supervised and structured educational environment.
Target Audience:	<ul style="list-style-type: none"> Currently Registered with Nursing & Midwifery Board of Ireland. Be employed in an area where venepuncture and peripheral intravenous cannulation is required to enhance service provision
Programme Requirements:	<ul style="list-style-type: none"> Must have undertaken and passed the eLearning module in both venepuncture and peripheral intravenous cannulation from HSELand. Certificates of completion from Hseland MUST be presented at the clinical skills workshop. Read and have an understanding of the hospital policy on venepuncture and PVAD insertion. For external participants, they are advised to have read and know their local policies and the national HSE Policies on venepuncture and peripheral intravenous cannulation.
Assessment:	<ul style="list-style-type: none"> Following the clinical skills workshop, complete a minimum of 5 competencies for venepuncture and 5 in PVAD insertion under supervision with a named assessor in the clinical area. Return COMPLETED PAPERWORK TO THE CLD within the 12 week timeframe.
Level Of Learning:	<ul style="list-style-type: none"> NMBI Category 1 Approved
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Limited To 12 per clinical skills demonstration programme
Facilitator:	<ul style="list-style-type: none"> Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital, (01) 414 2851; Clodagh.Mcloughlin@tuh.ie
Cost:	<ul style="list-style-type: none"> N/A For Tallaght University Hospital Staff €50 For Non-Tallaght University Hospital Staff

Date:	Time:	Duration:	Venue:	Method Of Booking:
Run in Conjunction with Corporate Induction Programme	TBC	2hours	Two Rock Clinical Skills Room, CLD	TUH Learning Station via: www.hseland.ie

Wound Management Education Programme

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To obtain knowledge to manage and promote healing of wounds
Content:	<ul style="list-style-type: none"> Assess, plan and implement the management of wounds The assessment, management, treatment and prevention of pressure ulcers The assessment, management, and treatment of leg ulcers and diabetic foot ulcers Management and treatment of moisture lesion Pain management Nutrition and wound Management Understand dressing selection Workshops the application of compression bandaging, the application of topical negative dressing, dressing selection
Target Audience:	<ul style="list-style-type: none"> Clinical Nurse Managers and Staff Nurses
Programme Requirements:	<ul style="list-style-type: none"> Attend 5 days programme
Assessment:	<ul style="list-style-type: none"> Questionnaire with 15 questions
Level of Learning:	<ul style="list-style-type: none"> NMBI Cat 1 Approval
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> Up to 50 participants
Facilitator:	<ul style="list-style-type: none"> Helen Strapp, Tissue Viability ANP
Cost:	<ul style="list-style-type: none"> No Fee for Tallaght University Hospital Staff €250 for Non-Tallaght University Hospital Staff

Date:	Time:	Duration:	Venue:	Method of Booking:
Day 1 - 10 th January Day 2 – 14 th February Day 3 – 14 th March Day 4 – 11 th April Day 5 – 9 th May	8.00-16.00	5 days	Centre for Learning and Development	TUH Learning Station via: www.hseland.ie

Wound Management - Topical Negative Pressure Wound Therapy

Aim & Learning Outcomes:	<p>To understand the theory behind Topical Negative Therapy and its application. Negative-pressure wound therapy (NPWT) is a therapeutic technique using a vacuum dressing to promote healing in acute or chronic wound. The therapy involves the controlled application of sub-atmospheric pressure to the local wound environment, using a sealed wound dressing connected to a vacuum pump. This negative pressure helps draw wound edges together, remove wound fluids and infectious materials and promote granulation tissue formation</p> <p>Promote wound healing</p> <ul style="list-style-type: none"> • Provide a moist wound healing environment • Draw wound edges together • Remove fluid and infectious materials <ul style="list-style-type: none"> • Reduce wound odour • Reduce the need for daily dressing changes <p>It is indicated for any wounds healing by second intention</p>
Content:	<ul style="list-style-type: none"> • The workshop consists of the theory and practical application of the dressing
Target Audience:	<ul style="list-style-type: none"> • Nursing and Medical Staff
Programme Requirements:	<ul style="list-style-type: none"> • None
Assessment:	<ul style="list-style-type: none"> • None
Level of Learning:	<ul style="list-style-type: none"> • No
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • Unlimited
Facilitator:	<ul style="list-style-type: none"> • Helen Strapp, Tissue Viability ANP
Cost:	<ul style="list-style-type: none"> • None

Date:	Time:	Duration:	Venue:	Method of Booking:
Monthly		One hour	Ward Based	Helen.strapp@tuh.ie

Fundamentals of Acute Medical and Acute Surgical Nursing



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To prepare nursing staff to function as an integral part of the specialist nursing team To utilise clinical observation and specialist knowledge to recognise change in Patient condition and to respond appropriately and deliver holistic nursing care. To encourage the nurse to become a life-long learner developing professionally. To increase cognisance of current evidence based nursing care.
Content:	<ul style="list-style-type: none"> 30 theoretical hours delivered over 5 days
Target Audience:	<ul style="list-style-type: none"> Registered general nurses wishing to update their education & keep up to date changing evidence based knowledge and practice within the area of Acute Medical and Acute Surgical Nursing
Programme Requirements:	<ul style="list-style-type: none"> Currently on the active Register with NMBI Must have passed their six month probation into the organisation
Assessment:	<ul style="list-style-type: none"> Complete requisite pre-course workbooks and eLearning 2500 word academic care study related to acute medical nursing
Level Of Learning:	<ul style="list-style-type: none"> Accredited by the Centre for Practice & Healthcare Innovation at the School of Nursing & Midwifery, Trinity College Dublin Category 1 NMBI Approved
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Minimum 4 – Maximum 15 External nurses welcome
Facilitator:	<ul style="list-style-type: none"> Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 4142851; Clodagh.Mcloughlin@tuh.ie
Cost:	<ul style="list-style-type: none"> No Charge for Tallaght University Hospital Staff €350 Fee for Non-Tallaght University Hospital Staff

Date:	Time:	Duration:	Venue:	Method Of Booking:
Bi-annually <ul style="list-style-type: none"> August February 	5 Study Days 0800-1600	24 weeks	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Fundamentals of Emergency Nursing



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To prepare nursing staff to function as an integral part of the specialist nursing team. To utilise clinical observation and specialist knowledge to recognise change in patient condition and to respond appropriately and deliver holistic nursing care. To encourage the nurse to become a life-long learner developing professionally. To increase cognisance of current evidence based nursing care.
Content:	<ul style="list-style-type: none"> 30 theoretical hours delivered over 5 days
Target Audience:	<ul style="list-style-type: none"> Registered general nurses who have recently taken a post in ED Registered general nurses wishing to update their education & keep up to date changing evidence based knowledge and practice in the emergency dept.
Programme Requirements:	<ul style="list-style-type: none"> Currently on the active Register with NMBI Must have passed their six month probation into the organisation
Assessment:	<ul style="list-style-type: none"> Complete requisite pre-course workbooks & eLearning 2500 Word Academic Care Study related to emergency nursing Successfully complete a clinical assessment document.
Level Of Learning:	<ul style="list-style-type: none"> Accredited by the Centre for Practice & Healthcare Innovation at the School of Nursing & Midwifery, Trinity College Dublin Category 1 NMBI Approved
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> The programme is mandatory for nursing staff who work in adult ED.
Number Of Participants:	<ul style="list-style-type: none"> Minimum of 4 nurses from the Emergency Department.
Facilitator:	<ul style="list-style-type: none"> Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 4142851; Clodagh.Mcloughlin@tuh.ie
Cost:	<ul style="list-style-type: none"> No Charge for Tallaght University Hospital Staff Not currently available to External Staff

Date:	Time:	Duration:	Venue:	Method Of Booking:
Bi-annually: <ul style="list-style-type: none"> August February 	5 Study Days 0800-1600	24 weeks	Centre for Learning & Development.	TUH Learning Station via: www.hseland.ie

Fundamentals of Gerontological Nursing



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To prepare nursing staff to function as an integral part of the specialist nursing team. To utilise clinical observation and specialist knowledge to recognise change in patient condition and to respond appropriately and deliver holistic nursing care. To encourage the nurse to become a life-long learner developing professionally. To increase cognisance of current evidence based nursing care.
Content:	<ul style="list-style-type: none"> 30 theoretical hours delivered over 5 days
Target Audience:	<ul style="list-style-type: none"> Registered General Nurses who have recently taken a post in General Medical or Gerontological setting & who have passed Hospital Probation. Registered General Nurses wishing to update their education & keep up to date with changing evidence based knowledge and practice in gerontological nursing.
Programme Requirements:	<ul style="list-style-type: none"> Currently on the active Register with NMBI Must have passed their six month probation into the organisation
Assessment:	<ul style="list-style-type: none"> Complete Requisite Pre-Course Workbooks & eLearning 2500 Word Academic Care Study related to Gerontology Nursing Successfully complete a clinical assessment document.
Level Of Learning:	<ul style="list-style-type: none"> Accredited by the Centre for Practice & Healthcare Innovation at the School of Nursing & Midwifery, Trinity College Dublin Category 1 NMBI Approved
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Minimum of 4 Nurses from general medical & gerontology areas.
Facilitator:	<ul style="list-style-type: none"> Clodagh Mc Loughlin, Education Facilitator, Tallaght University Hospital Clodagh.Mcloughlin@tuh.ie
Cost:	<ul style="list-style-type: none"> No Charge for Tallaght University Hospital Staff. €350 Fee for Non-Tallaght University Hospital Staff

Date:	Time:	Duration:	Venue:	Method Of Booking:
Bi-annually	5 Study Days 0800-1600	24 weeks	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Fundamentals of Intensive Care Nursing



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To prepare nursing staff to function as an integral part of the specialist nursing team. To utilise clinical observation and specialist knowledge to recognise change in patient condition and to respond appropriately and deliver holistic nursing care. To encourage the nurse to become a life-long learner developing professionally. To increase cognisance of current evidence based nursing care.
Content:	<ul style="list-style-type: none"> 30 theoretical hours delivered over 5 days
Target Audience:	<ul style="list-style-type: none"> Registered General Nurses who have recently taken a post in Intensive Care unit (ICU)/Post Anaesthetic Care Unit (PACU) & who have passed Hospital Probation. Registered General Nurses wishing to update their education & keep up to date changing evidence based knowledge and practice In ICU/ PACU setting.
Programme Requirements:	<ul style="list-style-type: none"> Currently on the active Register with NMBI Must have passed their six month probation into the organisation
Assessment:	<ul style="list-style-type: none"> Complete requisite pre-course workbooks And eLearning 2500 word academic care study related To ICU/PACU Nursing Successfully complete a clinical assessment document.
Level Of Learning:	<ul style="list-style-type: none"> Accredited by the Centre for Practice & Healthcare Innovation at the School of Nursing & Midwifery, Trinity College Dublin Category 1 NMBI approved
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Minimum of 4 nurses from intensive care/post anaesthetic care unit.
Facilitator:	<ul style="list-style-type: none"> Michelle Monaghan, Clinical Facilitator ICU. Michelle.Monaghan@tuh.ie Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 4142851; Clodagh.Mcloughlin@tuh.ie
Cost:	<ul style="list-style-type: none"> No charge for Tallaght University Hospital staff.

Date:	Time:	Duration:	Venue:	Method Of Booking:
Bi-annually <ul style="list-style-type: none"> August February 	5 Study Days 0800-1600	24 weeks	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Fundamentals of Perioperative Nursing



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To provide the highest quality evidence based theoretical advanced learning in the fundamental principles of Perioperative Nursing, in a high quality learning environment To provide the highest quality evidence based clinical workshops to advance the practice of the fundamental principles of Perioperative Nursing <p>At the end of the course, participants should be able to:</p> <ul style="list-style-type: none"> Comprehend the Fundamental Principles of Perioperative Nursing Practice Employ learning from clinical workshops to improve their decision making and patient outcomes e.g.: ECG/ABG analysis, preoperative assessment & preparation, post anaesthetic/airway management. Successfully Undertake Academic Writing Projects Improve their interaction within the wider perioperative team Critically analyse areas of their practice and identify quality improvement opportunities
Content:	<ul style="list-style-type: none"> 30 Theoretical Hours delivered over 4 days
Target Audience:	<ul style="list-style-type: none"> RGN's who have recently taken a post in Peri-op, ICU ED, AMU or Gerontology Nursing & who have completed their 6 month period of employment Perioperative Nursing staff who seek to enhance their theoretical knowledge base to support their Clinical Practice.
Programme Requirements:	<ul style="list-style-type: none"> Currently on the active Register with NMBI Must have passed their six month probation into the organisation
Assessment:	<ul style="list-style-type: none"> Complete requisite pre-course workbooks and eLearning. Marked Written assignment Workbook Submission
Level of Learning:	<ul style="list-style-type: none"> Accredited by the Centre for Practice & Healthcare Innovation at the School of Nursing & Midwifery, Trinity College Dublin Category 1 NMBI approved
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> Minimum of 4
Facilitator:	<ul style="list-style-type: none"> Geraldine McMahon Clinical Facilitator Operating Theatre Dept geraldine.mcmahon3@tuh.ie
Cost:	<ul style="list-style-type: none"> No Fee for Tallaght University Hospital employees €350 Fee for Non-Tallaght University Hospital Employee

Date:	Time:	Duration:	Venue:	Method of Booking:
Bi-annually: <ul style="list-style-type: none"> August February 	4 Study Days 08.00-17.00	24 weeks	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Fundamentals of Stroke Care Nursing



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To prepare nursing staff to function as an integral part of the specialist nursing team. To utilise clinical observation and specialist knowledge to recognise change in patient condition and to respond appropriately and deliver holistic nursing care. To encourage the nurse to become a life-long learner developing professionally. To increase cognisance of current evidence based nursing care.
Content:	<ul style="list-style-type: none"> 30 theoretical hours delivered over 5 days
Target Audience:	<ul style="list-style-type: none"> Registered general nurses working directly in the provision of care to stroke patients.
Programme Requirements:	<ul style="list-style-type: none"> Currently on the active Register with NMBI Must have passed their six month probation into the organisation
Assessment:	<ul style="list-style-type: none"> Complete requisite pre-course workbooks and eLearning 2000 word academic care study related to stroke care nursing Successfully complete a clinical assessment document.
Level Of Learning:	<ul style="list-style-type: none"> Accredited by the Centre for Practice & Healthcare Innovation at the School of Nursing & Midwifery, Trinity College Dublin Category 1 NMBI approved
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> 4 Nurses from stroke care unit (Tallaght & Naas). External participants welcome
Facilitator:	<ul style="list-style-type: none"> Nicola Cogan, Stroke Care CNS, Tallaght University Hospital. Nicola.Cogan@tuh.ie Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 4142851; Clodagh.Mcloughlin@tuh.ie
Cost:	<ul style="list-style-type: none"> No Fee for Tallaght University Hospital Staff €350 Fee for Non-Tallaght University Hospital Staff

Date:	Time:	Duration:	Venue:	Method Of Booking:
Bi-annually: <ul style="list-style-type: none"> August February 	5 Study Days 0800-1600	24 weeks	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

MSc Cancer Care/Haematology Nursing



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To promote student learning within the specialist area under the domains of competence (An Bord Altranais, 2009): the learning outcomes are: <ul style="list-style-type: none"> Students will become <ul style="list-style-type: none"> Articulate, inquisitive practitioners Capable of critical thinking, problem solving & analysis Reflective practitioners and will promote self-development & direction.
Content	<ul style="list-style-type: none"> In year one there are 5 theoretical modules and 1 clinical supervised practice module of 250 supervised and 250 unsupervised hours In year two students attend academic workshops throughout the academic year.
Target Audience:	<ul style="list-style-type: none"> The Programme Is aimed at all nurses working in all areas of cancer & haematological nursing
Programme Requirements:	<ul style="list-style-type: none"> Full TCD requirements can be viewed on their web site : http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Assessment:	<ul style="list-style-type: none"> Please refer To TCD guidelines: http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Level Of Learning:	<ul style="list-style-type: none"> NFQ Level 9 programme awarded By TCD; NMBI Category 2 Accreditation
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Minimum number of participants – 4 Participants are welcomed from external hospitals.
Facilitator:	<ul style="list-style-type: none"> Sylvia Macken, Clinical Facilitator Cancer Care/Haematology, Tallaght University Hospital. Bleep #7210; Sylvia.Macken@tuh.ie Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 414 2851; Clodagh.Mcloughlin@tuh.ie
Cost:	<ul style="list-style-type: none"> See Trinity College Dublin Website For Information On Fees: www.tcd.ie

**Please see Page 92 for Dates, Venues and Booking Method of MSc Programme*



<p>Aim & Learning Outcomes:</p>	<ul style="list-style-type: none"> To promote student learning within the specialist area under the domains of competence (An Bord Altranais, 2009): <p>The Learning Outcomes Are:</p> <ul style="list-style-type: none"> Students Will Become <ul style="list-style-type: none"> Articulate, inquisitive practitioners Capable of critical thinking, problem solving & analysis Reflective practitioners and promote self-development & direction.
<p>Content:</p>	<ul style="list-style-type: none"> In year one there are 5 theoretical modules and 1 clinical supervised practice module of 250 supervised and 250 unsupervised hours In year two students attend academic workshops throughout the academic year.
<p>Target Audience:</p>	<ul style="list-style-type: none"> The programme is aimed at all registered nurses working in the cardiovascular services.
<p>Programme Requirements:</p>	<ul style="list-style-type: none"> Full TCD requirements can be viewed on their web site: : Http://Nursing-Midwifery.Tcd.ie/Postgraduate/
<p>Assessment:</p>	<ul style="list-style-type: none"> Please refer to tcd guidelines: Http://Nursing-Midwifery.Tcd.ie/Postgraduate/
<p>Level Of Learning:</p>	<ul style="list-style-type: none"> NFQ Level 9 Programme Awarded By TCD; NMBI Category 2 Accreditation
<p>Is The Programme Mandatory For Tallaght University Hospital Staff:</p>	<ul style="list-style-type: none"> No
<p>Number Of Participants:</p>	<ul style="list-style-type: none"> Minimum number of participants – 4 Participants are welcomed from external hospitals.
<p>Facilitator:</p>	<ul style="list-style-type: none"> Beverly Clancy, Beverley.Clancy@tuh.ie Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 414 2851; Clodagh.Mcloughlin@tuh.ie
<p>Cost:</p>	<ul style="list-style-type: none"> See Trinity College Dublin website for information on fees: www.tcd.ie

**Please see Page 92 for Dates, Venues and Booking Method of MSc Programme*

MSc Emergency Department Nursing



Aim & Learning Outcomes:	<p>The Aim Of This Programme Is:</p> <ul style="list-style-type: none"> Promote Student Learning Within The Specialist Area Under The Domains Of Competence (An Bord Altranais, 2009): <p>The Learning Outcomes Are:</p> <ul style="list-style-type: none"> Students Will Become <ul style="list-style-type: none"> Articulate, Inquisitive Practitioners Capable Of Critical Thinking, Problem Solving & Analysis Reflective Practitioners and Promote Self-Development & Direction.
Content:	<ul style="list-style-type: none"> In Year One There Are 5 Theoretical Modules And 1 Clinical Supervised Practice Module Of 250 Supervised And 250 Unsupervised Hours In Year Two Students Attend Academic Workshops Throughout The Academic Year.
Target Audience:	<ul style="list-style-type: none"> The Programme Is Aimed At All Registered Nurses Working In The Emergency Department.
Programme Requirements:	<ul style="list-style-type: none"> Full TCD Requirements Can Be Viewed On Their Web Site: : Http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Assessment:	<ul style="list-style-type: none"> Please Refer To TCD Guidelines: Http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Level Of Learning:	<ul style="list-style-type: none"> NFQ Level 9 Programme Awarded By TCD; NMBI Category 2 Accreditation
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Minimum Number Of Participants – 4 Participants Are Welcomed From External Hospitals.
Facilitator:	<ul style="list-style-type: none"> Sandra Hartigan, Clinical Facilitator Emergency Department, Tallaght University Hospital. (01) 414-4134; Sandra.Hartigan@tuh.ie Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 414 2851; Clodagh.Mcloughlin@Tuh.ie
Cost:	<ul style="list-style-type: none"> See Trinity College Dublin Website For Information On Fees: www.tcd.ie

**Please see Page 92 for Dates, Venues and Booking Method of MSc Programme*



Aim & Learning Outcomes:	<p>The Aim Of This Programme Is:</p> <ul style="list-style-type: none"> Promote Student Learning Within The Specialist Area Under The Domains Of Competence (An Bord Altranais, 2009): <p>The Learning Outcomes Are:</p> <ul style="list-style-type: none"> Students Will Become <ul style="list-style-type: none"> Articulate, Inquisitive Practitioners Capable Of Critical Thinking, Problem Solving & Analysis Reflective Practitioners and Promote Self-Development & Direction.
Content	<ul style="list-style-type: none"> In Year One There Are 5 Theoretical Modules And 1 Clinical Supervised Practice Module Of 250 Supervised And 250 Unsupervised Hours In Year Two Students Attend Academic Workshops Throughout The Academic Year.
Target Audience:	<ul style="list-style-type: none"> The Programme Is Aimed At All Nurses Working In All Areas Of Gerontological Nursing
Programme Requirements:	<ul style="list-style-type: none"> Full TCD Requirements Can Be Viewed On Their Web Site: : Http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Assessment:	<ul style="list-style-type: none"> Please Refer To TCD Guidelines: Http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Level Of Learning:	<ul style="list-style-type: none"> NFQ Level 9 Programme Awarded By TCD; NMBI Category 2 Accreditation
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Minimum Number Of Participants – 4 Participants Are Welcomed From External Hospitals.
Facilitator:	<ul style="list-style-type: none"> Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 414 2851; Clodagh.Mcloughlin@tuh.ie
Cost:	<ul style="list-style-type: none"> See Trinity College Dublin Website For Information On Fees: www.tcd.ie

**Please see Page 92 for Dates, Venues and Booking Method of MSc Programme*



Aim & Learning Outcomes:	<p>The Aim Of This Programme Is:</p> <ul style="list-style-type: none"> Promote Student Learning Within The Specialist Area Under The Domains Of Competence (An Bord Altranais, 2009): <p>The Learning Outcomes Are:</p> <ul style="list-style-type: none"> Students Will Become <ul style="list-style-type: none"> Articulate, Inquisitive Practitioners Capable Of Critical Thinking, Problem Solving & Analysis Reflective Practitioners and Promote Self-Development & Direction.
Content	<ul style="list-style-type: none"> In Year One There Are 5 Theoretical Modules And 1 Clinical Supervised Practice Module Of 250 Supervised And 250 Unsupervised Hours In Year Two Students Attend Academic Workshops Throughout The Academic Year.
Target Audience:	<ul style="list-style-type: none"> The Programme Is Aimed At All Nurses Working In All Areas Of Intensive Care Nursing
Programme Requirements:	<ul style="list-style-type: none"> Full TCD Requirements Can Be Viewed On Their Web Site: http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Assessment:	<ul style="list-style-type: none"> Please Refer To TCD Guidelines: http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Level Of Learning:	<ul style="list-style-type: none"> NFQ Level 9 Programme Awarded By TCD; NMBI Category 2 Accreditation
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Minimum Number Of Participants – 4 Participants Are Welcomed From External Hospitals.
Facilitator:	<ul style="list-style-type: none"> Binila Kurian, Clinical Facilitator ICU, Tallaght University Hospital. (01)4142730; Binila.Kurian@Tuh.ie Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 414 2851; Clodagh.Mcloughlin@Tuh.ie
Cost:	<ul style="list-style-type: none"> See Trinity College Dublin Website For Information On Fees: www.tcd.ie

**Please see Page 92 for Dates, Venues and Booking Method of MSc Programme*



Aim & Learning Outcomes:	<p>The Aim Of This Programme Is:</p> <ul style="list-style-type: none"> Promote Student Learning Within The Specialist Area Under The Domains Of Competence (An Bord Altranais, 2009): <p>The Learning Outcomes Are:</p> <ul style="list-style-type: none"> Students Will Become <ul style="list-style-type: none"> Articulate, Inquisitive Practitioners Capable Of Critical Thinking, Problem Solving & Analysis Reflective Practitioners and Promote Self-Development & Direction.
Content	<ul style="list-style-type: none"> In Year One There Are 5 Theoretical Modules And 1 Clinical Supervised Practice Module Of 250 Supervised And 250 Unsupervised Hours In Year Two Students Attend Academic Workshops Throughout The Academic Year.
Target Audience:	<ul style="list-style-type: none"> The Programme Is Aimed At All Nurses Working In All Areas Of Orthopaedic Nursing
Programme Requirements:	<ul style="list-style-type: none"> Full TCD Requirements Can Be Viewed On Their Web Site : : Http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Assessment:	<ul style="list-style-type: none"> Please Refer To TCD Guidelines: Http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Level Of Learning:	<ul style="list-style-type: none"> NFQ Level 9 Programme Awarded By TCD; NMBI Category 2 Accreditation
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Minimum Number Of Participants – 4 Participants Are Welcomed From External Hospitals.
Facilitator:	<ul style="list-style-type: none"> Vivienne Dick, Clinical Facilitator Ormsby Ward, Tallaght University Hospital (01) 414 4078, Bleep:2348; Vivienne.Dick@tuh.ie Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 414 2851; Clodagh.Mcloughlin@Tuh.ie
Cost:	<ul style="list-style-type: none"> See Trinity College Dublin Website For Information On Fees: www.tcd.ie

**Please see Page 92 for Dates, Venues and Booking Method of MSc Programme*



Aim & Learning Outcomes:	<p>The Aim Of This Programme Is:</p> <ul style="list-style-type: none"> Promote Student Learning Within The Specialist Area Under The Domains Of Competence (An Bord Altranais, 2009): <p>The Learning Outcomes Are:</p> <ul style="list-style-type: none"> Students Will Become <ul style="list-style-type: none"> Articulate, Inquisitive Practitioners Capable Of Critical Thinking, Problem Solving & Analysis Reflective Practitioners and Promote Self-Development & Direction.
Content:	<ul style="list-style-type: none"> In Year One There Are 5 Theoretical Modules And 1 Clinical Supervised Practice Module Of 250 Supervised And 250 Unsupervised Hours In Year Two Students Attend Academic Workshops Throughout The Academic Year.
Target Audience:	<ul style="list-style-type: none"> The Programme Is Aimed At All Registered Nurses Working In The Theatre Department.
Programme Requirements:	<ul style="list-style-type: none"> Full TCD Requirements Can Be Viewed On Their Web Site: : http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Assessment:	<ul style="list-style-type: none"> Please Refer To TCD Guidelines: http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Level Of Learning:	<ul style="list-style-type: none"> NFQ Level 9 Programme Awarded By TCD; NMBI Category 2 Accreditation
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Minimum Number Of Participants – 4 Participants Are Welcomed From External Hospitals.
Facilitator:	<ul style="list-style-type: none"> Claire McGuire, Clinical Facilitator Theatre, Tallaght University Hospital. (01)4143813; claire.mcguire@tuh.ie Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 414 2851; Clodagh.Mcloughlin@Tuh.ie
Cost:	<ul style="list-style-type: none"> See Trinity College Dublin Website For Information On Fees: www.tcd.ie

**Please see Page 92 for Dates, Venues and Booking Method of MSc Programme*



Aim & Learning Outcomes:	<p>The Aim Of This Programme Is:</p> <ul style="list-style-type: none"> Promote Student Learning Within The Specialist Area Under The Domains Of Competence (An Bord Altranais, 2009): <p>The Learning Outcomes Are:</p> <ul style="list-style-type: none"> Students Will Become <ul style="list-style-type: none"> Articulate, Inquisitive Practitioners Capable Of Critical Thinking, Problem Solving & Analysis Reflective Practitioners and Promote Self-Development & Direction.
Content	<ul style="list-style-type: none"> In Year One There Are 5 Theoretical Modules And 1 Clinical Supervised Practice Module Of 250 Supervised And 250 Unsupervised Hours In Year Two Students Attend Academic Workshops Throughout The Academic Year.
Target Audience:	<ul style="list-style-type: none"> The Programme Is Aimed At All Nurses Working In All Areas Of Renal Nursing
Programme Requirements:	<ul style="list-style-type: none"> Full TCD Requirements Can Be Viewed On Their Web Site: : Http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Assessment:	<ul style="list-style-type: none"> Please Refer To TCD Guidelines: Http://Nursing-Midwifery.Tcd.ie/Postgraduate/
Level Of Learning:	<ul style="list-style-type: none"> NFQ Level 9 Programme Awarded By TCD; NMBI Category 2 Accreditation
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Minimum Number Of Participants – 3 Participants Are Welcomed From External Hospitals.
Facilitator:	<ul style="list-style-type: none"> Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 414 2851; Clodagh.Mcloughlin@Tuh.ie
Cost:	<ul style="list-style-type: none"> See Trinity College Dublin Website For Information On Fees: www.tcd.ie

**Please see Page 92 for Dates, Venues and Booking Method of MSc Programme*

Haemodialysis & Allied Therapies Nursing Module



Aim & Learning Outcomes:	<ul style="list-style-type: none"> • Critically evaluate the nursing assessment, planning, implementation and management of the patient requiring haemodialysis and haemodiafiltration using current evidence of best practice, patient safety and quality within the multidisciplinary team. • Critically explore the detrimental impact of end stage kidney disease and haemodialysis / haemodiafiltration and its effects on the physical, psychological, and social well-being of the individual patient and his/her partner and family members. • Critically explore the role of the renal nurse in holistic long-term monitoring and support of the patient requiring haemodialysis / haemodiafiltration along with the importance of patient safety and the understanding and managing of clinical risk. • Critically demonstrate knowledge using current literature of the principles of allied therapies and the nursing management of patients receiving these therapies.
Content:	Please refer to www.tcd.ie for module content.
Target Audience:	Registered general nurses working in a renal specialist department. Please refer to www.tcd.ie for module entry requirements.
Programme Requirements:	Please refer to www.tcd.ie for further information.
Assessment:	Formal modular assessment via examination. please refer to www.tcd.ie
Level of Learning:	FETAC Level 9 (10 ECT credits)
Is The Programme Mandatory For Tallaght University Hospital Staff:	No archie.gonzales@tuh.ie
Number Of Participants:	Minimum 4
Co-ordinator:	Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 414 2851; Clodagh.Mcloughlin@Tuh.ie
Cost:	Please refer to www.tcd.ie for module cost

**Please see Page 92 for Dates, Venues and Booking Method of MSc Programme*

Renal Nursing – Postgraduate Certificate



<p>Aim & Learning Outcomes:</p>	<p>The Aim Of This Programme Is:</p> <ul style="list-style-type: none"> • Promote Student Learning Within The Specialist Area Under The Domains Of Competence (An Bord Altranais, 2009): <p>The Learning Outcomes Are:</p> <ul style="list-style-type: none"> • Students Will Become <ul style="list-style-type: none"> ○ Articulate, Inquisitive Practitioners ○ Capable Of Critical Thinking, Problem Solving & Analysis ○ Reflective Practitioners and Promote Self-Development & Direction.
<p>Content:</p>	<p>Nephrology Nursing Module Peritoneal Dialysis and Transplant Nursing Module Haemodialysis and Allied Therapies Module Please refer to www.tcd.ie for each module content.</p>
<p>Target Audience:</p>	<p>Registered General Nurses working within the Renal Department. Must meet TCD entry requirements www.tcd.ie.</p>
<p>Programme Requirements:</p>	<p>Please refer to www.tcd.ie for programme requirements.</p>
<p>Assessment:</p>	<p>3000 Word Assignment. Presentation Examination</p>
<p>Level Of Learning:</p>	<p>Level 9 30 ECT Credits</p>
<p>Is The Programme Mandatory For Tallaght University Hospital Staff:</p>	<p>No</p>
<p>Number Of Participants:</p>	<p>Minimum 3, Maximum 20</p>
<p>Facilitator:</p>	<p>Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 414 2851; Clodagh.Mcloughlin@Tuh.ie</p>
<p>Cost:</p>	<p>Please refer to www.tcd.ie for module cost</p>

**Please see Page 92 for Dates, Venues and Booking Method of MSc Programme*

Dates – Venues – Booking Method for all MSc Programmes

Date	Annually In September.
Time	<p>Year One:</p> <ul style="list-style-type: none"> • 1 full week at the start of the academic year, then one day per week for the remainder of the academic year. <p>Year Two:</p> <ul style="list-style-type: none"> • Workshops
Duration	<p>2 Years.</p> <p>May Exit after year 1 with postgraduate diploma or progress and complete year two to attain MSc In Specialist Nursing.</p> <p>*The MSc Renal Programme is the only programme that facilitates modular learning (please refer to page 86)</p>
Venue	<ul style="list-style-type: none"> • TCD School of Nursing & Midwifery. • CLD Tallaght University Hospital, Dublin 24. • CLD.St. James's Hospital, Dublin 8.
Method of Booking	<p>Two Application Procedures :</p> <ol style="list-style-type: none"> 1. Tallaght University Hospital <ol style="list-style-type: none"> a. For study leave and funding via :- Http://Tinyurl.Com/Httpleavefunding-Com b. Interview 2. Applications To TCD Via :- Http://Tinyurl.Com/Tcdapplication <p>*(Do Not Apply To TCD Until Your Application Is Approved By The Hospital)</p>

QQI Level 5 Health Service Skills Awards

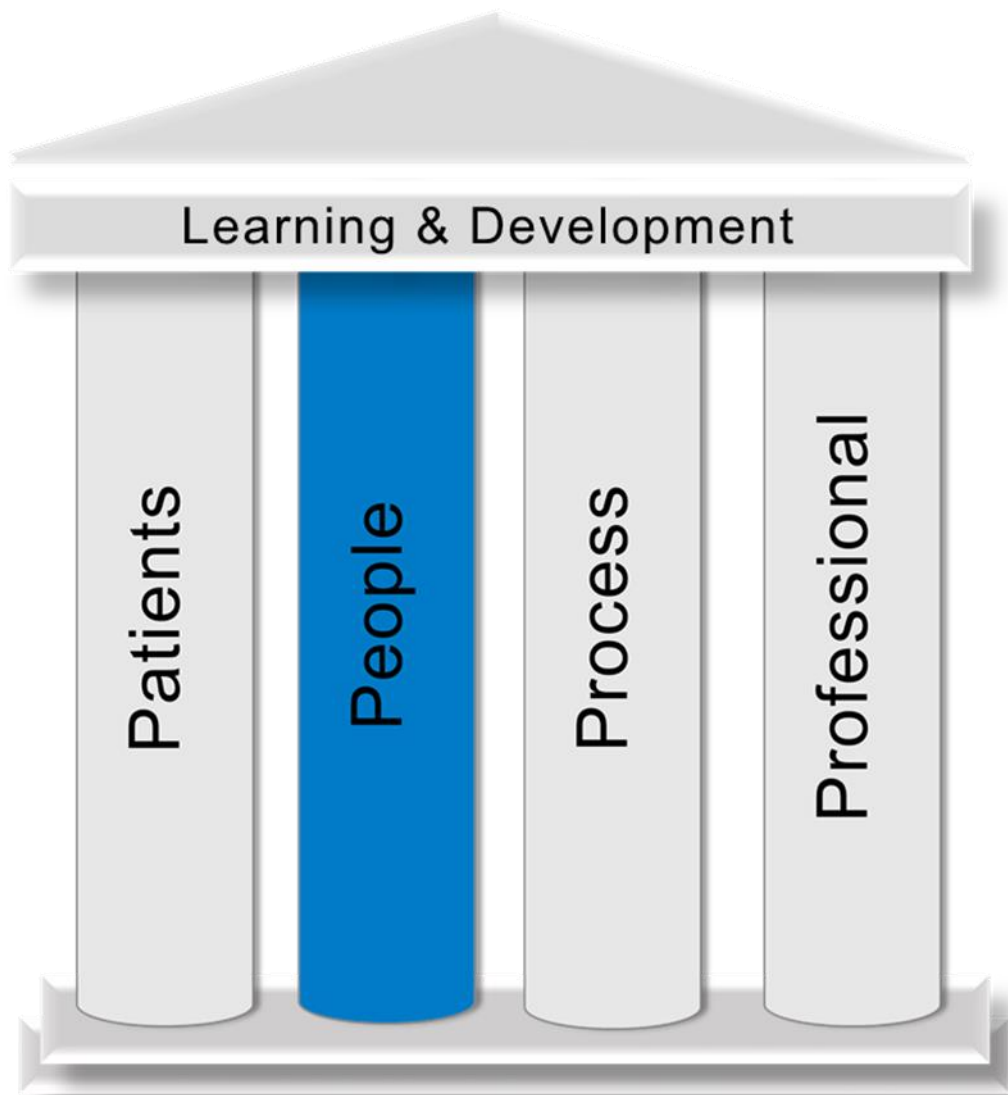


Aim & Learning Outcomes:	<ul style="list-style-type: none"> • To provide The Healthcare Assistant (HCA) with an opportunity to develop the necessary knowledge, attitudes and practical skills, which can be used with clients and their families/carers in a variety of settings. • Develop cognitive, affective and psychomotor skills and so help enable the development of a flexible, adaptable and a skilled health care employee. • Successfully complete the assessments for all eight modules
Content:	<ul style="list-style-type: none"> • The Programme Consists Of Eight Modules Selected From A Choice Of Nine; • Work experience • Care support • Care skills • Infection prevention and control • Care of the older person • Communications • Safety and health at work • Activities of living patient care • Palliative care support • Some modules are mandatory and some are optional. These may alter depending upon service need and requirements.
Target Audience:	<ul style="list-style-type: none"> • HCA's from general services, intellectual disability services, mental health services, care of the older person facilities and community areas in the HSE Dublin West Region. • Learners who do not currently work in any of these settings may apply for a place on the course on a fee paying basis.
Programme Requirements:	<ul style="list-style-type: none"> • Prior to commencing the course it is a requirement that each learner undertake a pre learning advice (PLA) Session. • PLA's are once off informal and confidential sessions between the candidate and a tutor. They last for 40 minutes to 1 hour. It is an opportunity for the candidate to be assessed as suitable for level 5 study but is not a test. • In the event that the learner is not considered suitable for level 5, the tutor might advise doing some courses at level 3 or 4 in order to help them progress to level 5. • Learners that apply on a fee paying basis will be interviewed by the course co-ordinator and a nursing manager in Tallaght University Hospital.
Assessment:	<ul style="list-style-type: none"> • Assessed in all the modules. • Assessments consist of assignments, projects, skill demonstration, learner record, collection of work and examination.
Level Of Learning:	<ul style="list-style-type: none"> • FETAC (QQI) Award At Level 5
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • It is expected that all HCAs going forward will have successfully completed this award or an equivalent award
Number Of Participants:	<ul style="list-style-type: none"> • Maximum 30 Participants.
Facilitator:	<ul style="list-style-type: none"> • Geraldine Kyle - Geraldine.Kyle@tuh.ie

Cost:	<ul style="list-style-type: none"> • None for staff working in Tallaght and the HSE, funded via the NMPDU. • Fee paying participants will pay €950 for the eight modules.
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Date:	Time:	Duration:	Venue:	Method Of Booking:
Annually. The programme commences in October each year. The programme is delivered in a combination of week blocks and weekly/fortnightly release.	Based on a seven and a half hour day (08.30 hours - 16.30 hours) of classroom learning x 27 days.	9 Months	Centre for Learning and Development. Some specialist modules may be delivered off site.	If Tallaght University Hospital staff, bank staff booked through Helen O'Reilly (nurse support manager). Other staff booked via the HCA's ADON. If from an outside agency booked through the HCA's line manager. Contact person for booking a place on the course is Geraldine Kyle. email address Geraldine.Kyle@tuh.ie





Attendance Management



Aim & Learning Outcomes:	<ul style="list-style-type: none"> This course aims to empower managers to effectively manage attendance. This practically-orientated training is designed to provide managers with an understanding of absenteeism, its causes and costs; knowledge of the key legal and procedural issues; actions a manager can take to deal with late attendance and different patterns of absences; and the means to create an attendance culture
Content:	<ul style="list-style-type: none"> Role of the manager in managing absenteeism Costs of absenteeism Legislation as it applies to absenteeism Dealing with persistent short-term absences Managing sick absences effectively Dealing with late attendance, different patterns of absence & long-term absence Informal counselling/advisory meetings Handling return to work discussions Linking absenteeism with disciplinary procedures The role of Occupational Health Promoting a culture of attendance
Target Audience:	<ul style="list-style-type: none"> Line Management
Programme Requirements:	<ul style="list-style-type: none"> N/A
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 20
Facilitator:	<ul style="list-style-type: none"> Ita Goggin HR Operations Manager
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
TBC	TBC	1 Hour	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Conflict Management and Resolution Workshop

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To have a greater understanding of how conflict arises, your response to conflict and how to manage conflict effectively. Understand the dynamics of conflict and how the five handling styles manifest in a conflict situation. Understand that conflict is normal and that a person's values, needs and identity play a key role in responding to conflict. Identify key constructive behaviours in managing conflict, particularly in deescalating emotions and engaging with resistant or defensiveness from another person. Understand your own preferences for responding to conflict. To have a greater understanding of what you can do to negotiate influentially to enhance your management of conflict.
Content:	<ul style="list-style-type: none"> Gain an understanding of conflict. Gain an understanding of key constructive behaviours to manage conflict, particularly in deescalating emotions and engaging with resistant or defensiveness from another person. Gain an understanding of conflict resolution.
Target Audience:	<ul style="list-style-type: none"> All hospital staff
Programme Requirements:	<ul style="list-style-type: none"> Pre course work
Assessment:	<ul style="list-style-type: none"> None
Level of Learning:	<ul style="list-style-type: none"> None
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> Max 20
Co-ordinator:	<ul style="list-style-type: none"> Centre for Learning & Development
Cost:	<ul style="list-style-type: none"> No Fee – Tallaght University Hospital Employee

Date:	Time:	Duration:	Venue:	Method of Booking:
10 th October 2018	09.00-13.00	4 hours	Kippure Room	TUH Learning Station via: www.hseland.ie



<p>Aim & Learning Outcomes:</p>	<p>Aims:</p> <ul style="list-style-type: none"> • To ensure that each employee receives a structured welcome and introduction to the wider organisation followed by a Departmental Induction within a specific timeframe. • To outline the organisation's responsibilities and values • To assist in the promotion of the culture and philosophy of the organisation • To clarify expectations of both employee and employer in relation to codes of conduct, policies and procedures, employee services etc. • To clarify the employee's role and performance expectations • To commence a process of structured feedback on performance • To promote an emphasis on customer / client focus • To promote an environment of effective health, safety and welfare <p>Learning Outcomes:</p> <ul style="list-style-type: none"> • All new employees gain the necessary information to perform their duties to the highest possible standard within the hospital
<p>Content:</p>	<p><u>Day 1 (For all New Employees)</u></p> <ul style="list-style-type: none"> • Welcome & Introduction to the Hospital • Facilities • Mission & Values • Learning & Development • HR Policies & Procedures • Infection Control & Prevention • ICT Information • Data Protection • Pastoral Care • Health & Safety • Information on Hospital Philosophy Regarding End of Life Care • Occupational Health • Incident & Risk Management • Clinical Audit • Major Emergency Plan • Quality Improvement • Policies, Procedures, Protocols & Guidelines • Fire Training <p><u>Day 2 (Half Day)</u></p> <ul style="list-style-type: none"> • Non-Patient Manual Handling <p><u>Day 2,3 and 4 (Nursing Only)</u></p> <ul style="list-style-type: none"> • BLS • Tissue Viability • Infection Prevention & Control • Early Warning Score • Nursing Probation Assessment Haemovigilance • Medication Safety Education

	<ul style="list-style-type: none"> • Central Venous Education • Guidelines on Subcutaneous Injections and Intra Muscular Injections • Competency Assessment • Device Training • Care of Patient with Peripheral Intravenous Line • Nursing Informatics • Nursing Documentation • MUST Education • Preceptorship & Competency • Venepuncture & Peripheral Intravenous Cannulation • Accu Check Glucometer Training <p><u>Day 5</u></p> <ul style="list-style-type: none"> • Patent Manual Handling
Corporate Induction Programme Target Audience:	<ul style="list-style-type: none"> • All new employees
Programme Requirements:	<ul style="list-style-type: none"> • New employee to the Hospital
Assessment:	<ul style="list-style-type: none"> • N/A
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • Yes, for all new employees
Number of Participants:	<ul style="list-style-type: none"> • No restrictions
Facilitator:	<ul style="list-style-type: none"> • Marie Costello 2347 (All Others) And Deirdre Fullam - 2198 (Nursing only)
Cost:	<ul style="list-style-type: none"> • N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
Monthly		1.5-5 days	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Customer Care

Aim & Learning Outcomes:	<p>Aims and Learning Outcomes:</p> <ul style="list-style-type: none"> • To embed a positive customer care relationship within Tallaght University Hospital. • Understand your role and impact on patient/client service. • Understand effective communication skills face to face and telephone communication skills. • Understand assertive communication skills. • Recognise when difficulties are arising and the best way to deal with them. • Develop the skills to deal with customer complaints
Content:	<ul style="list-style-type: none"> • Gain an understanding of patient/client needs and expectations of the service. • Gain an understanding of effective communication skills. • Gain an insight into techniques for managing difficult interactions. • Gain assertive communication skills
Target Audience:	<ul style="list-style-type: none"> • All staff
Programme Requirements:	<ul style="list-style-type: none"> • None
Assessment:	<ul style="list-style-type: none"> • Informal
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • Max 15
Co-ordinator:	<ul style="list-style-type: none"> • Centre for Learning & Development
Cost:	<ul style="list-style-type: none"> • None

Date:	Time:	Duration:	Venue:	Method of Booking:
Monthly. Dates to be confirmed	Half Day	Half Day	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Dangerous Goods Training

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To comply with the requirement for training in the areas of Dangerous Goods Safety
Content:	Courses available: <ul style="list-style-type: none"> Transportation of Patient Specimens Waste Segregation Training Liquid Nitrogen Safety
Target Audience:	<ul style="list-style-type: none"> Staff members that participate in any of the above activities
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> No
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> Varies depending on course
Facilitator:	<ul style="list-style-type: none"> Co-ordinated by Health & Safety
Cost:	<ul style="list-style-type: none"> No Fee

Date:	Time:	Duration:	Venue:	Method of Booking:
Various dates throughout the year	N/A	1hr	Health and Safety Training Room	TUH Learning Station via: www.hseland.ie

Dignity at Work

Aim & Learning Outcomes:	<p>E-learning Module 5 people Management – The Legal Framework</p> <ul style="list-style-type: none"> • Define bullying, harassment and sexual harassment • Describe the managers role in the Dignity at Work Policy • Guidance on how to communicate the Dignity at Work policy • Explain how to respond promptly and sensitively to complaints • Describe how to resolve issues locally if possible
Content:	<ul style="list-style-type: none"> • Explains bullying, harassment and sexual harassment • Managers role in communicating the Dignity at Work policy • Explains the managers role in the Dignity at Work policy • Explains how to deal with complaints and how to resolve issues
Target Audience:	<ul style="list-style-type: none"> • All Staff
Programme Requirements:	<p>e-learning: Module 5 People Management – The Legal Framework</p> <ul style="list-style-type: none"> • https://www.hseland.ie
Assessment:	<ul style="list-style-type: none"> • None
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • N/A
Host:	<ul style="list-style-type: none"> • Hseland.ie
Cost:	<ul style="list-style-type: none"> • N/A

Method of Booking:

TUH Learning Station via: www.hseland.ie

Employee Wellbeing

Aim & Learning Outcomes:	Staff are the Hospital's most important asset and, as professionals working in a demanding and challenging environment, coupled with the additional challenges of a tough economic climate, it is beneficial for us to take time out for our self-development.
Content:	<ul style="list-style-type: none"> Lunch Time presentations on a variety of topics and life skills for all staff.
Target Audience:	<ul style="list-style-type: none"> All Tallaght Hospital Staff
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Is the Programme open to Non Hospital Staff	<ul style="list-style-type: none"> No
Number of Participants	<ul style="list-style-type: none"> Varies
Co-ordinator:	<ul style="list-style-type: none"> Centre for Learning & Development
Cost	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
Monthly	Lunchtime	45 mins to 1 hr	Centre for Learning & Development	No booking required For information contact: Karen.robinson2@tuh.ie

Meath Foundation Fellowships

MSc in Quality, Safety & Risk
MSc in Healthcare Management
MSc in Leadership



Aim & Learning Outcomes:	<ul style="list-style-type: none"> This programme is designed for professionals seeking to significantly develop their leadership capability, increase their self-insight and maximise their impact on others and on their organisations
Content:	<ul style="list-style-type: none"> Year 1: As per Programme Outline Year 2: Action learning sets & change management project.
Target Audience:	<ul style="list-style-type: none"> Candidates for this programme will fulfil the following criteria: The candidate is required to hold a primary degree or equivalent in any subject or Have experience at a senior level with a proven track record in the delivery of high-level projects and/or service delivery Have an awareness of the wider environment for healthcare delivery and be open to working collaboratively to take on an entrenched problem within the system and implement a change management project leading to its successful resolution Have the capacity for handling complexity and uncertainty
Programme Requirements:	<ul style="list-style-type: none"> The programme is subject to a shared funding model being partially sponsored by the Meath Foundation and the Hospital together with a contribution being made by the participants of €2,100 each. There are a total of four fellowships available. Please click on the link to access further information/application form F:\Shared\UserGroups\HR Pulses\MSc in Leadership\2014-2016
Assessment:	<ul style="list-style-type: none"> Case studies, individual and group assignments, presentations, reports, posters, reflections and change management project.
Level of Learning:	<ul style="list-style-type: none"> Level 9
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 4 fellowships available
Facilitator:	<ul style="list-style-type: none"> Please refer to RCSI
Cost:	<ul style="list-style-type: none"> As outlined above

Date:	Time:	Duration:	Venue:	Method of Booking:
Please refer to www.rcsi.ie for further information		2 years part time	Royal College of Surgeons Ireland	Further information available via: Shauna.Ennis@tuh.ie



The Meath Foundation

Funding Healthcare Research, Education, Quality Improvement & Arts and Health
at Tallaght Hospital

Occupational First Aid

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To qualify as an Occupational First Aider To provide the learner with the knowledge, practical skills and confidence to give effective life support, treat injuries or illness, and maintain care and comfort an injured colleague until further medical assistance is sought.
Content:	<ul style="list-style-type: none"> First Aid in the workplace Patient Assessment Respiratory Emergencies Cardiac Arrest (including AED) Wounds and bleeding Altered levels of consciousness Injuries to bones, joints and soft tissues Burns, scalds, chemicals and electric shock
Target Audience:	<ul style="list-style-type: none"> Staff members in each department
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> Yes written exam and practical on last day of the course
Level of Learning:	<ul style="list-style-type: none"> PHECC First Aid Response (FAR) Education and Training Standard
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 10
Facilitator:	<ul style="list-style-type: none"> External through the Voluntary Hospital Group
Cost:	<ul style="list-style-type: none"> No Fee

Date:	Time:	Duration:	Venue:	Method of Booking:
On request to Environment, Health and Safety Department		3 full days for initial training 2 full days for refresher training	Health and Safety Training Room	TUH Learning Station via: www.hseland.ie

Patient Advocacy – Dealing with Complaints

Aim & Learning Outcomes:	<ul style="list-style-type: none"> • Components of Patient Advocacy Department • Role of the Complaints Manager • Complaints Process and what the complainant can expect • Facts and figures in relation to complaints • Advice for staff whilst dealing with complaints • Patient Advocacy • Service User Engagement • Office of the Ombudsman • Questions
Content:	<ul style="list-style-type: none"> • Components of Patient Advocacy Department • Role of the Complaints Manager • Complaints Process and what the complainant can expect • Facts and figures in relation to complaints • Advice for staff whilst dealing with complaints • Patient Advocacy • Service User Engagement • Office of the Ombudsman • Questions
Target Audience:	<ul style="list-style-type: none"> • All Staff
Programme Requirements:	<ul style="list-style-type: none"> • None
Assessment:	<ul style="list-style-type: none"> • None
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • Approximately 20
Facilitator:	<ul style="list-style-type: none"> • Carol Mullins
Cost:	<ul style="list-style-type: none"> • N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
6 th November 2018 2019 TBC	14.00- 15.00	1 Hr	Dodder Room Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Quality Conversation – Staff Engagement – Promoting Dignity & Respect in the Workplace

Aim & Learning Outcomes:	<ul style="list-style-type: none"> Promote positive working relationships between hospital staff, their colleagues and their managers.
Content:	<ul style="list-style-type: none"> Introductions and Objectives Dignity & Respect: Avoiding Incidents of Bullying/Harassment The need for Quality Conversations; Links to Patient Care & Hospital Values The Impact of Communication Styles Increasing Self-Awareness and Working with Different Behaviours Core Skills: Reflective Listening, Quality Questions and Non-Verbal Behaviour Giving & Receiving Feedback It's not what you say, it's the way that you say it! Handling Under-Performance via Open/Honest Conversations
Target Audience:	<ul style="list-style-type: none"> All Staff
Programme Requirements:	<ul style="list-style-type: none"> N/A
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 20 per session
Co-ordinator:	<ul style="list-style-type: none"> Centre for Learning & Development
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
TBC 2019		3.5 Hrs	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Recruitment & Interviewing Education Programme

Aim & Learning Outcomes:	<ul style="list-style-type: none"> Managers to have increase confidence in the recruitment process. To gain knowledge, comprehension and analyse key interviewer skills tips and techniques. The ability to identify key pertinent elements of employment law. “Refresh” core interview skills to build confidence around being involved in effective interview panels. Review & practice probing competency based interviewing methods. Understand relevant elements of employment law, specifically the right & “wrong” questions to use in interviews. Clarify the importance of line manager’s involvement in recruitment processes. 	
Content	<ul style="list-style-type: none"> Preparation Job descriptions, person specification, TUH process questioning Types of question, funnelling technique/ STARS, lookouts, & Poor questions 	<ul style="list-style-type: none"> Types of listening, body language, taking notes Evaluation Marking, comparing candidates
Target Audience:	<ul style="list-style-type: none"> All managers involved in recruitment 	
Programme Requirements:	<ul style="list-style-type: none"> N/A 	
Assessment:	<ul style="list-style-type: none"> N/A 	
Level of Learning:	<ul style="list-style-type: none"> N/A 	
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> Yes – for all managers involved in recruitment 	
Number of Participants:	<ul style="list-style-type: none"> Maximum 15 	
Co-ordinator:	<ul style="list-style-type: none"> Centre for Learning & Development 	
Cost:	<ul style="list-style-type: none"> N/A 	

Date:	Time:	Duration:	Venue:	Method of Booking:
17 th October 2018 2019 TBC	8.30-12.00	3.5 Hours	Tolka Room Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Retirement Planning Course

Aim & Learning Outcomes:	<ul style="list-style-type: none"> • Deal with the aspects of change for the individual in retirement. • Help dispel myths around retirement. • Increase peoples levels of self-awareness as they approach retirement. • Build self-esteem and confidence in managing retirement transition. • Address financial issues and concerns that arise in retirement. • Increase awareness of health issues as we grow older. • Support people in developing their own personal plan for retirement
Content:	<ul style="list-style-type: none"> • Compiled by Retirement Planning Council of Ireland
Target Audience:	<ul style="list-style-type: none"> • All staff approaching retirement
Programme Requirements:	<ul style="list-style-type: none"> • N/A
Assessment:	<ul style="list-style-type: none"> • N/A
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • Maximum 30 per course
Co-ordinator:	<ul style="list-style-type: none"> • Sinead Fagan
Cost	<ul style="list-style-type: none"> • N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
Spring 2019	0900-16:00	2 full days	Centre for Learning & Development	Contact: Sinead Fagan sinead.fagan@tuh.ie

Roles & Responsibilities of People Managers – An Introduction to



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To assist and support individuals, across all grade categories and disciplines, that are taking up managerial roles within Tallaght Hospital for the first time. Increased knowledge of and confidence in using a range of management skills Increased self-knowledge in terms of strengths and weaknesses Developed interpersonal skills
Content:	<ul style="list-style-type: none"> Key management skill. Role clarification, self-assessment, delegation Leadership; setting limits, getting organised, saying no Supervision : purpose, benefits and difficulties, structures and contract, supervision policy, developing skills: practice & feedback, blocks to supervision, Review of current supervision experience and practice. Dealing with difficulties; poor performance, dealing with poor performance. Coaching – Bridging Interviews – Personal development planning
Target Audience:	<ul style="list-style-type: none"> Managers appointed to their first management role and/or any manager wishing to refresh his/her foundation skills.
Programme Requirements:	<p>Participants to complete eLearning programmes on www.hseland.ie</p> <ol style="list-style-type: none"> People Management – The legal Framework prior to attending education programme. Foundation programme for Support Services Staff: Equality and Diversity prior to attending education programme.
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 20
Co-ordinator:	<ul style="list-style-type: none"> Tom Martin – tom.martin@tuh.ie
Cost:	<ul style="list-style-type: none"> N/A

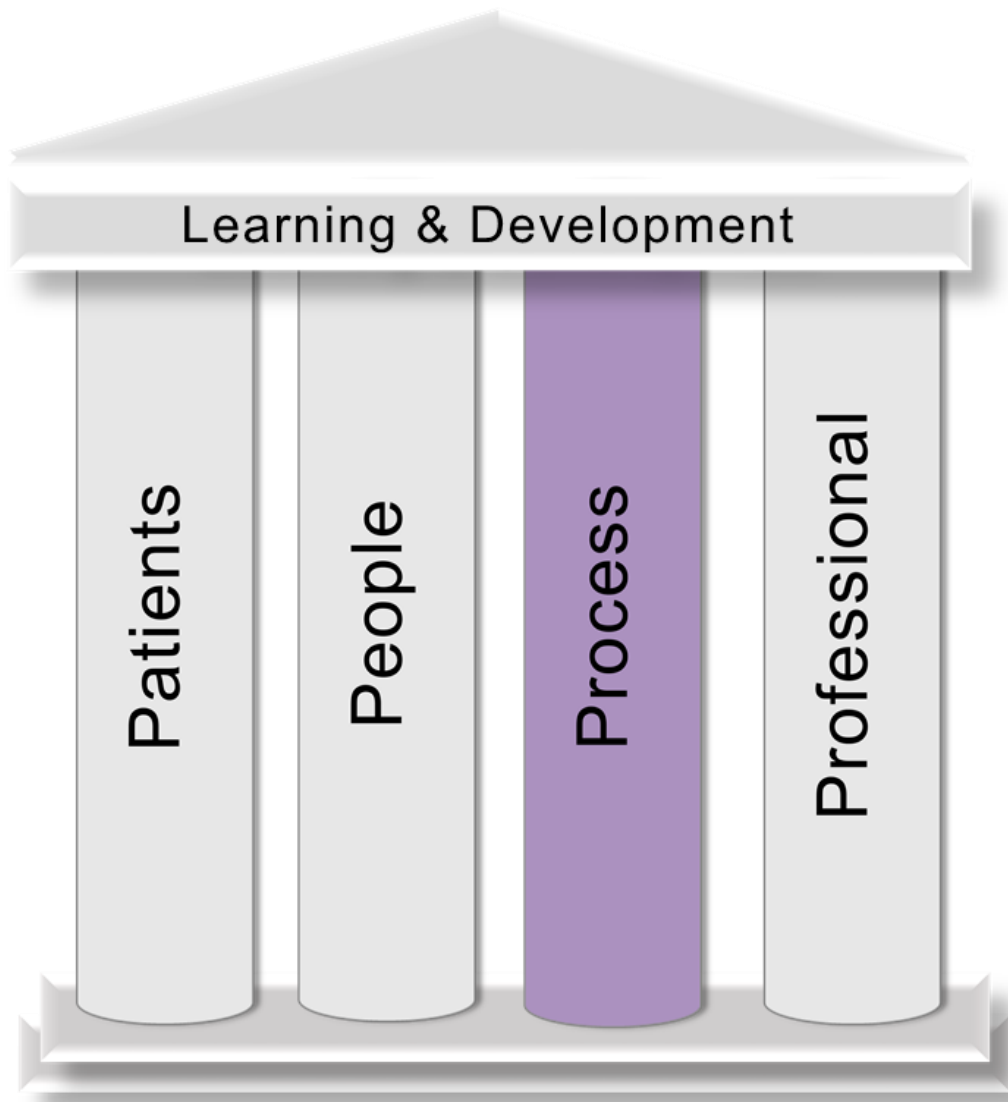
Date:	Time:	Duration:	Venue:	Method of Booking:
3 rd , 4 th & 5 th October 2018 TBC 2019	9.30-16.30	3 Full Days	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Trust in Care

Aim & Learning Outcomes:	E-learning Module 6 people Management – The Legal Framework <ul style="list-style-type: none"> • Describe the legal framework around Trust in Care • Explain what is meant by ‘abuse’ • Identify Human Resource tools to utilise to prevent abuse • Guidance on how to communicate the Trust in Care policy • Explain how to manage an allegation of abuse
Content:	<ul style="list-style-type: none"> • Defines abuse • Managers role in communicating the Trust in Care policy • Preventing abuse using Human Resource tools • Management of an allegation of abuse
Target Audience:	<ul style="list-style-type: none"> • All Staff
Programme Requirements:	e-learning: Module 6 People Management – The Legal Framework https://www.hseland.ie
Assessment:	<ul style="list-style-type: none"> • None
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • N/A
Host:	<ul style="list-style-type: none"> • Hseland.ie
Cost:	<ul style="list-style-type: none"> • No Fee – Tallaght University Hospital Employee

Method of Booking:

<https://www.hseland.ie>



Business Case Preparation

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To develop skills in order to create a uniform approach to business case creation throughout the hospital To clarify the requirements of a business case To provide assistance and insight into preparing and writing an effective business case
Content:	<ul style="list-style-type: none"> Business case writing
Target Audience:	<ul style="list-style-type: none"> Any Manager or Supervisor who is required to write a business case
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> None
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> Variable
Facilitator:	<ul style="list-style-type: none"> Fianait Doyle - Finance Dept. fianait.doyle@TUH.ie
Cost:	<ul style="list-style-type: none"> No Fee – Tallaght Hospital Employee

Date:	Time:	Duration:	Venue:	Method of Booking:
Every 2-3 months	TBC	2 hrs	TBC	Email: fianait.doyle@TUH.ie

CORE - ESS

Aim & Learning Outcomes:	<p>Aims:</p> <ul style="list-style-type: none"> To enable participants to record time & attendance and to enable staff to create and maintain rosters <p>Outcomes:</p> <ul style="list-style-type: none"> Participants will be able to utilise the register in/out functionality, view leave balances, book time off , create and maintain rosters
Content:	<ul style="list-style-type: none"> Clock in/out and view work week Book time off and view all leave balances Co-workers leave/absence 12 month roster Roster preferences
Target Audience:	<ul style="list-style-type: none"> N/A
Programme Requirements:	<ul style="list-style-type: none"> N/A
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> Maximum 20
Facilitator:	<ul style="list-style-type: none"> Marie Costello – contact marie.costello@TUH.ie
Cost:	<ul style="list-style-type: none"> No Fee

Date:	Time:	Duration:	Venue:	Method of Booking:
Monthly based on demand		1 hour	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Dashboard Reporting with EXCEL

Aim & Learning Outcomes:	Learn how to build Excel-based Dashboards that extract information from other databases and to present this data as actionable information in a dashboard setting.
Content:	<ul style="list-style-type: none"> • The advantages of Dashboard Reporting with Excel • How to create Mini-Charts for Dashboard Reporting • Charting Techniques for Dashboard Reporting • How to Funnel Data into Dashboard Reports • How to build Dashboard Reports in Excel • Using Charts with Worksheets
Target Audience:	<ul style="list-style-type: none"> • All Staff that require Dashboard Reporting as part of their role
Programme Requirements:	<ul style="list-style-type: none"> • Participants should have at least attended Intermediate Excel or have comparable skills.
Assessment:	<ul style="list-style-type: none"> • N/A
Level Of Learning:	<ul style="list-style-type: none"> • N/A
Is The Programme Mandatory For Tallaght Hospital Staff:	<ul style="list-style-type: none"> • No
Number Of Participants:	<ul style="list-style-type: none"> • Maximum 6
Facilitator:	<ul style="list-style-type: none"> • Marie Costello – Centre For Learning & Development Ext. 2347
Cost:	<ul style="list-style-type: none"> • N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Monthly – based on demand		1 Hour	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

Intranet Site Development – Maintaining Internal (TUH) Websites

Aim & Learning Outcomes:	<ul style="list-style-type: none"> Ability to confidently edit and maintain an intranet website (E.G. Department/Project/etc.)
Content:	<ul style="list-style-type: none"> Software requirements Introduction to editing tool Explanation of file structures for site Addition & removal of content
Target Audience:	<ul style="list-style-type: none"> All responsible for the addition, update and removal of content from an internal website (i.e. intranet site)
Programme Requirements:	<ul style="list-style-type: none"> Access to a dedicated PC where intranet work to take place
Assessment:	<ul style="list-style-type: none"> None
Level Of Learning:	<ul style="list-style-type: none"> N/A
Is The Programme Mandatory For Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> 1-5 (Delivered in trainee's office, as scheduled)
Facilitator:	<ul style="list-style-type: none"> ICT Department
Cost:	<ul style="list-style-type: none"> Free

Date:	Time:	Duration:	Venue:	Method Of Booking:
As Required				ICT Department

Key OCS Training

Aim & Learning Outcomes:	Key OCS - Accessing Results, placing requests, collecting samples, processing consult/referral requests To provide training on the correct use of the hospitals order communications system (Key)
Content:	Any or all of the following: <ul style="list-style-type: none"> • Accessing patient results • Placing a test/service request • Collecting samples • Processing Consult requests
Target Audience:	<ul style="list-style-type: none"> • Clerical/Nursing/Allied Health Professionals/NCHD's
Programme Requirements:	<ul style="list-style-type: none"> • TUH employee with computer account
Assessment:	<ul style="list-style-type: none"> • A/A
Level of Learning:	<ul style="list-style-type: none"> • Informal evaluation
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • Yes for clinical (medical, nursing, HSCP) and some clerical support staff
Number of Participants:	<ul style="list-style-type: none"> • As required
Facilitator:	<ul style="list-style-type: none"> • ICT Department
Cost:	N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
As required				ICT Department

Microsoft Excel Introduction/Intermediate

Aim & Learning Outcomes:	<p>Aims:</p> <ul style="list-style-type: none"> To enable participants to become confident in spreadsheet design, spreadsheet formatting, creating formulae, charting and printing <p>Objectives:</p> <ul style="list-style-type: none"> Participants will feel confident in spreadsheet design, cell addressing, spreadsheet formatting, creating formulae, charting and printing
Content:	<ul style="list-style-type: none"> Define MS Excel, Worksheets And Workbooks Define cell addressing , rows and columns Entering formulae – sum, average, max, min, count etc. Formatting cells Relative and absolute cell addressing Creating charts
Target Audience:	<ul style="list-style-type: none"> All staff within Tallaght Hospital who require the use of spreadsheets in their area of work
Programme Requirements:	<ul style="list-style-type: none"> Staff require a good working knowledge of computers i.e. opening/closing/saving files, mouse operation and file management
Assessment:	<ul style="list-style-type: none"> Continuous assessment throughout session
Level Of Learning:	<ul style="list-style-type: none"> N/A
Is The Programme Mandatory For Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Maximum 8
Facilitator:	<ul style="list-style-type: none"> Marie Costello – Centre for Learning and Development Ext. 2347
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Monthly – Based On Demand		½ Day	Tibradden – CLD	TUH Learning Station via: www.hseland.ie

Microsoft Excel Intermediate/Advanced

Aim & Learning Outcomes:	<p>Aims:</p> <ul style="list-style-type: none"> To enable participants to make use of the advanced power and functionality that excel has to offer and to expand on the basic skills to increase speed and productivity <p>Outcomes:</p> <ul style="list-style-type: none"> Participants will feel confident in utilising the advanced functionality of MS Excel
Content:	<ul style="list-style-type: none"> Creating formulae Creating, sorting and filtering lists File protection and data validation Create and work with pivot tables Autoformat and conditional formatting Consolidating and linking HLOOKUP And VLOOKUP
Target Audience:	<ul style="list-style-type: none"> For all staff within Tallaght Hospital who have a good working knowledge of excel and require the use of the advanced functionality of spreadsheets in their area of work
Programme Requirements:	<ul style="list-style-type: none"> Participants should have completed the introduction/intermediate course or have an equivalent level of knowledge and skill
Assessment:	<ul style="list-style-type: none"> Continuous assessment throughout session
Level Of Learning:	<ul style="list-style-type: none"> N/A
Is The Programme Mandatory For Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Maximum 8
Facilitator:	<ul style="list-style-type: none"> Marie Costello – Centre for Learning and Development Ext. 2347
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Monthly		½ Day	Tibradden – Centre for Learning and Development	TUH Learning Station via: www.hseland.ie

Microsoft Outlook

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To enable participants to become confident in the use Of MS Outlook Participants will feel confident in creating and managing mail accounts
Content:	<ul style="list-style-type: none"> Create, send, reply, forward, print and delete mail Add attachments to mail Create automatic replies (out of office) Create and manage contacts, distribution lists, appointments and meeting requests Create and manage rules and alerts
Target Audience:	<ul style="list-style-type: none"> All staff within Tallaght Hospital who require the use of electronic mail functionality within their area of work
Programme Requirements:	<ul style="list-style-type: none"> Participants should be able to logon the PC and should have basic mouse operation skills
Assessment:	<ul style="list-style-type: none"> Continuous assessment throughout session
Level Of Learning:	<ul style="list-style-type: none"> N/A
Is The Programme Mandatory For Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Max 8
Facilitator:	<ul style="list-style-type: none"> Marie Costello – Centre for Learning and Development Ext. 2347
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Every 2-3 Months Based On Demand		3 Hours	Tibradden – Centre for Learning and Development	TUH Learning Station via: www.hseland.ie

Microsoft PowerPoint

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To enable participants to become confident in a creating a professional slide presentation Participants will be able to create and edit presentations for slide shows
Content:	<ul style="list-style-type: none"> Slide layouts and working with levels Apply formatting to a slide(s) Apply transition and animation effects Apply presentation designs
Target Audience:	<ul style="list-style-type: none"> All staff within Tallaght Hospital who require the use of PowerPoint in their area of work
Programme Requirements:	<ul style="list-style-type: none"> Participants should have a good working knowledge of computers i.e. opening, closing, saving files, mouse operation and basic typing skills
Assessment:	<ul style="list-style-type: none"> Continuous assessment throughout session
Level Of Learning:	<ul style="list-style-type: none"> N/A
Is The Programme Mandatory For Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Max 8
Facilitator:	<ul style="list-style-type: none"> Marie Costello – Centre for Learning and Development Ext. 2347
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Monthly Depending On Demand		2 Hours	Tibradden – Centre for Learning and Development	TUH Learning Station via: www.hseland.ie

Microsoft Word Elementary/Intermediate

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To introduce participants to the major commands and features of MS Word to enable participants to produce professionally finished documentation Participants will feel confident in producing professionally finished documentation
Content:	<ul style="list-style-type: none"> Menus And Toolbars – Moving Around The Screen Formatting Text Moving And Copying Text Text Alignment Page Layout Borders And Shading Headers And Footers Bullets And Numbering Insert Pictures, Shapes, Charts And SmartArt Inserting Hyperlinks Printing
Target Audience:	<ul style="list-style-type: none"> All Staff Within Tallaght Hospital Who Require The Use Of MS Word As Part Of Their Work
Programme Requirements:	<ul style="list-style-type: none"> Participants should have basic mouse operating skills and basic typing skills
Assessment:	<ul style="list-style-type: none"> Continuous assessment throughout session
Level Of Learning:	<ul style="list-style-type: none"> N/A
Is The Programme Mandatory For Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Max 8
Facilitator:	<ul style="list-style-type: none"> Marie Costello – Centre For Learning And Development Ext. 2347
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Every 2 Months Based On Demand	09.00-13.00	3.5 – 4 Hours	Tibradden – Centre For Learning And Development	TUH Learning Station via: www.hseland.ie

Microsoft Word Intermediate/Advanced

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To enable participants to make use of the advanced power and functionality that MS Word has to offer and to expand on the basic skill to increase speed and productivity Participants will feel confident in producing and managing tables, mailings and references
Content:	<ul style="list-style-type: none"> Creating and managing tables Creating and managing mailings Styles and references
Target Audience:	<ul style="list-style-type: none"> All staff within Tallaght Hospital who require the use of the advanced features of MS Word as part of their work
Programme Requirements:	<ul style="list-style-type: none"> Participants should have completed the Elementary/Intermediate course or have an equivalent level of knowledge and skill
Assessment:	<ul style="list-style-type: none"> Continuous Assessment Throughout Session
Level Of Learning:	<ul style="list-style-type: none"> N/A
Is The Programme Mandatory For Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Max 8
Facilitator:	<ul style="list-style-type: none"> Marie Costello – Centre For Learning And Development Ext. 2347
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Every 2 Months Based On Demand		Half Day Am	Tibradden – CLD	TUH Learning Station via: www.hseland.ie

Minute Taking Education Programme

Aim & Learning Outcomes:	The aim of this workshop is to improve the skills of staff who are involved in taking minutes so that they will write clearly, concisely and effectively at both formal and informal meetings
Content:	<ul style="list-style-type: none"> • Meetings as a communication tool • Role of Minute Taker • Basic Elements of Minutes • Note Taking and Writing • Listening Skills
Target Audience:	<ul style="list-style-type: none"> • Anyone who is required to take minutes at a meeting
Programme Requirements:	<ul style="list-style-type: none"> • None
Assessment:	<ul style="list-style-type: none"> • None
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • 10
Co-ordinator:	<ul style="list-style-type: none"> • Centre for Learning & Development
Cost:	<ul style="list-style-type: none"> • None

Date:	Time:	Duration:	Venue:	Method of Booking:
TBC	TBC	3.5 hours	TBC	TUH Learning Station via: www.hseland.ie

PIMS - i Patient Manager

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To Provide training on the correct use of the Hospitals Patient Management System (iPMS or PIMS)
Content:	<p>Any or All of the following:</p> <ul style="list-style-type: none"> Search & Registration of patient details Clinic Management/Appointments Waiting List Management Admissions, Discharges & Transfers etc Referrals Patient Document Tracking (Chart Tracking) Ward Attender for NIMIS Theatre Attendance
Target Audience:	<ul style="list-style-type: none"> Clerical/Nursing/Allied Health Professionals/NCHD's
Programme Requirements:	<ul style="list-style-type: none"> Must have NT username/password and access to iPatient Manager Training Database
Assessment:	<ul style="list-style-type: none"> Continuous assessment during course
Level of Learning:	<ul style="list-style-type: none"> Informal evaluation
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> Yes, if using iPM
Number of Participants:	<ul style="list-style-type: none"> Minimum 2, Maximum 11
Facilitator:	Karen Robinson
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
Variable	Variable	Variable	Centre for Learning & Development	TUH Learning Station via: www.hseland.ie

PIMS Nursing – I Patient Manager

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To enable participants to electronically manage bed activity for their patients on the wards Participants will be able to search for patient details and manage bed activity for their patients i.e. transfers, discharges and swap beds. Participants will be able to print document labels and wrist band labels Participants working in the theatre area will be able to track patients through the theatre management process
Content:	<ul style="list-style-type: none"> Transfers, discharges and swap beds Generating labels including wrist band labels View and print clinic/appointment lists Theatre management process
Target Audience:	<ul style="list-style-type: none"> All Nursing
Programme Requirements:	<ul style="list-style-type: none"> All participants must have NT username/password and access to the IPims training group
Assessment:	<ul style="list-style-type: none">
Level Of Learning:	<ul style="list-style-type: none"> N/A
Is The Programme Mandatory For Tallaght Hospital Staff:	<ul style="list-style-type: none"> Yes, for nursing staff
Number Of Participants:	<ul style="list-style-type: none"> Max 10
Facilitator:	<ul style="list-style-type: none"> Karen Robinson
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
Week of Corporate Induction programme	TBC	1.5 Hours	Tibradden – Centre for Learning and Development	TUH Learning Station via: www.hseland.ie

PLMS Training

Aim & Learning Outcomes:	PLMS – Patient letters management system. To provide training on the correct use of the hospitals letters system
Content:	Any or all of the following: <ul style="list-style-type: none"> • Letters searching • Letter creation • Letter review • Letter printing
Target Audience:	Clerical/Nursing/Allied Health Professionals/NCHD's
Programme Requirements:	TUH employee with computer account
Assessment:	None
Level of Learning:	Informal evaluation
Is the Programme Mandatory for Tallaght Hospital Staff:	Yes for clinical (medical, nursing, HSCP) and some clerical support staff
Is the Programme open to Non-Tallaght Hospital Employees	No
Number of Participants:	As required
Facilitator:	ICT Department
Cost:	n/a

Date:	Time:	Duration:	Venue:	Method of Booking:
As required				ICT Department

PPPG Document Development

Aim & Learning Outcomes:	<ul style="list-style-type: none"> Describe the difference between a Policy, Procedure, Protocol and Guideline (PPPGs) Demonstrate the techniques for writing a PPPG using the hospital templates and process flow maps Be familiar with the Policy on Development, Maintenance, Review and Approval of Hospital Policies, Procedures, Protocols and Guidelines Understand the approval Process for PPPG's and the use of Q-Pulse Understand the tools used to achieving 100% compliance with PPPG's
Content:	<ul style="list-style-type: none"> Writing a PPPG PPPG Improvement Cycle PPPGs' Process Maps PPPG Compliance Q-Pulse searches Quality Improvement Intranet Site
Target Audience:	<ul style="list-style-type: none"> All owners/authors at Tallaght Hospital who require to write a PPPG as part of their role
Programme Requirements:	<ul style="list-style-type: none"> N/A
Assessment:	<ul style="list-style-type: none"> N/A
Level Of Learning:	<ul style="list-style-type: none"> N/A
Is The Programme Mandatory For Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Max 4
Facilitator:	<ul style="list-style-type: none"> Averil Larke
Cost:	<ul style="list-style-type: none"> No Fee – Tallaght Hospital Employee Not available to External Applicants

Date:	Time:	Duration:	Venue:	Method Of Booking:
Fortnightly On-Demand		2 Hours	Averil Larke's Office	For General Staff Contact: Averil Larke at qpulseadmin@TUH.ie

Process Mapping Workshop

Aim & Learning Outcomes:	<p>The aim of this workshop is to give staff across the organisation the skills to see what they do every day and to map these processes</p> <ul style="list-style-type: none"> • By the end of this workshop participants will be able to: • Define a process • Describe the benefits of mapping a process • Identify basic mapping symbols • Demonstrate the different types of process maps • Lead a team through a simple process mapping exercise
Content:	<ul style="list-style-type: none"> • Definition of a process • Basic Process mapping symbols • What is value from a customer's perspective • 4 common types of maps including Simple Process Maps, Value Stream Maps and Spaghetti Diagrams • Practical exercise/activities and feedback sessions
Target Audience:	<ul style="list-style-type: none"> • HSCP's Department Leads, First Time Managers, Administrative Staff, ANP's, CNM's
Programme Requirements:	<ul style="list-style-type: none"> • None
Assessment:	<ul style="list-style-type: none"> • None
Level of Learning:	<ul style="list-style-type: none"> • Certificate of attendance provided
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • Minimum 6, Maximum 20
Facilitator:	<ul style="list-style-type: none"> • Mary Hickey - QSRM
Cost:	<ul style="list-style-type: none"> • None

Date:	Time:	Duration:	Venue:	Method of Booking:
Bi-Monthly except for July & August	Morning or Afternoon TBC	1.5 hours	TBA	Contact Mary Hickey either by email mary.hickey@tuh.ie or ext 2854

Quality Improvement – Project Management Training

Aim & Learning Outcomes:	<p>By the end of this workshop you will;</p> <ul style="list-style-type: none"> • Be able to describe the concepts, philosophy & benefits of Continuous Improvement • Have had a practical overview of Continuous Improvement and Lean tools & techniques • Have an understanding of a patients journey, processes and systems within our organisation • Measurement and analysis of data • Have experienced the use of some Continuous improvement tools through a “hands-on” case study • Be able to complete an A3 and PDSA templates
Content:	<ul style="list-style-type: none"> • The Dimensions of Quality • Quality Improvement Leaders and their philosophies • Implementing PDSA • Project templates including Business Case & Project Initiation documents, Gantt Chart, Pareto Analysis, 5 Whys • Role of Sponsor, process owner, and team members • Stakeholder Analysis • Measurement and Data, operational definitions • Process mapping • Data Display • Generating Potential Solutions • A3 project completion template • Documentation Control and sharing the learnings • Change management and cultural aspects of change • Lean philosophy and tools
Target Audience:	<ul style="list-style-type: none"> • Health & Social Care Staff, Department leads, Advanced Nurse Practitioners, Administration staff, CNM 1 / CNM 2 and Medical Staff
Programme Requirements:	<ul style="list-style-type: none"> • Completion Meeting Facilitation Skills workshop and Joining Workshop. 6 x1 hour coaching sessions will be provided during the project phase
Assessment:	<ul style="list-style-type: none"> • Post workshop evaluation. Project completion / Implementation graduation presentation and storyboard
Level of Learning:	<ul style="list-style-type: none"> • Certificate of Attendance provided once project has been successfully completed
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • 6 min – 10max
Facilitator:	<ul style="list-style-type: none"> • Mary Hickey
Cost:	<ul style="list-style-type: none"> • None

Date:	Time:	Duration:	Venue:	Method of Booking:
Held three times annually	8.30am – 4.00pm	3 days	Centre for Learning and Development –	Contact Mary Hickey ex 2854 mary.hickey@TUH.ie

Quality Improvement and Lean Methodologies - Overview

Aim & Learning Outcomes:	<p>By the end of this workshop you will;</p> <ul style="list-style-type: none"> • Be able to describe the concepts, philosophy & benefits of Continuous Improvement • Have had a practical overview of Continuous Improvement and Lean tools & techniques • Have an understanding of a patients journey, processes and systems within our organisation
Content:	<ul style="list-style-type: none"> • The Dimensions of Quality • Quality Improvement Leaders and their philosophies • Implementing PDSA • HIQA Safer Better Care Standards • Stakeholder Analysis • Measurement and Data, operational definitions • Process mapping • Data Display • Generating Potential Solutions • Documentation Control and sharing the learnings • Change management and cultural aspects of change • Lean philosophy and tools
Target Audience:	<ul style="list-style-type: none"> • For Specific Departments as required
Programme Requirements:	<ul style="list-style-type: none"> • Completion of Introduction to Quality Improvement and Meeting Facilitation Skills workshop
Assessment:	<ul style="list-style-type: none"> • Post workshop evaluation. Implement a small test of change and complete A3 template for change
Level of Learning:	<ul style="list-style-type: none"> • Certificate of Achievement provided once A3 has been completed
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • 6 min
Facilitator:	<ul style="list-style-type: none"> • Mary Hickey
Cost:	<ul style="list-style-type: none"> • None

Date:	Time:	Duration:	Venue:	Method of Booking:
Bi monthly starting January 2019	AM/PM	1 HR	Centre for Learning & Development	Contact Mary Hickey ex 2854 mary.hickey@TUH.ie

Waste management Training – eLearning with HSELAND – Reference Resource

Aim & Learning Outcomes:	Best practice for waste management in the Healthcare sector
Content:	<ul style="list-style-type: none"> • Waste Management Training for HSE Managers • Practical Healthcare Waste Management • Waste Management for Primary Healthcare
Target Audience:	<ul style="list-style-type: none"> • All Tallaght Hospital Staff
Programme Requirements:	<ul style="list-style-type: none"> • Internet access https://pnd.hseland.ie/corp/myoccupationgro/wastemanagement.html
Assessment:	<ul style="list-style-type: none"> • Two test papers
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • N/A – online course
Host:	<ul style="list-style-type: none"> • HSELand.ie
Cost:	<ul style="list-style-type: none"> • None

Method of Booking:

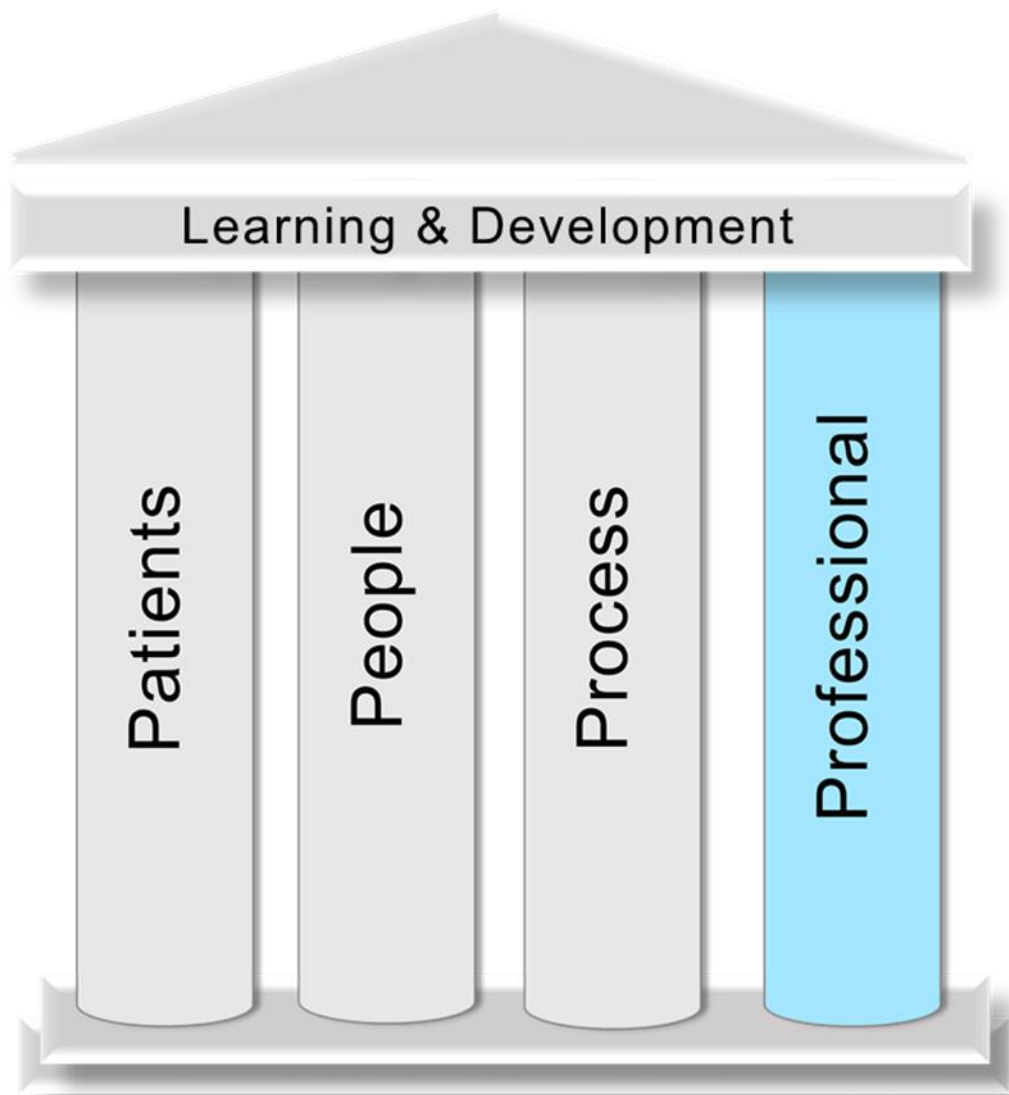
None required. Enter link as below into browser – course consists of a series of PowerPoint Presentations

<https://pnd.hseland.ie/corp/myoccupationgro/wastemanagement.html>

Waste Segregation

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To provide the necessary knowledge required to maintain safe practice regarding waste To understand the difference between clinical and non-clinical waste To understand the importance of waste segregation To understand the difference between different clinical waste receptacles
Content:	<ul style="list-style-type: none"> Overview of legislation Segregation of clinical and non-clinical waste Further segregation of clinical waste
Target Audience:	<ul style="list-style-type: none"> All staff involved with healthcare waste
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> No
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 20-30
Co-ordinator:	<ul style="list-style-type: none"> Health & Safety Officer
Cost:	<ul style="list-style-type: none"> No Fee

Date:	Time:	Duration:	Venue:	Method of Booking:
Various throughout the year		1hr	Health and Safety Training Room	TUH Learning Station via: www.hseland.ie



Academic Writing

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To provide all staff with the requisite knowledge and skills to develop confidence with presenting and writing academically.
Content:	<ul style="list-style-type: none"> Effective study and examination skills Creating a Power point presentation and presentation skills writing an academic assignment Referencing and plagiarism
Target Audience:	<ul style="list-style-type: none"> Any staff member undertaking further or third level education
Programme Requirements:	<ul style="list-style-type: none"> No requirements
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> NMBI Category 1 Approval, 4 CEU's
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> No Limit
Facilitator:	<ul style="list-style-type: none"> Clodagh McLoughlin, Education Facilitator, Tallaght University Hospital. (01)4142851; clodagh.mcloughlin@tuh.ie
Cost:	<ul style="list-style-type: none"> N/A for Hospital Staff

Date:	Time:	Duration:	Venue:	Method of Booking:
TBA	08.30-12.30	½ day	Centre for Learning and Development	TUH Learning Station via www.hseland.ie

Basic Computer Skills Programme

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To familiarise the participant with the basic hardware and keyboard functions of a computer Basic Introduction to the Hospital Intranet and Internet Participants will learn how to access their online payslips. Basic introduction to the Hospital's Microsoft Outlook e-mail system. Participants will be able to send and reply to hospital e-mails.
Content:	<ul style="list-style-type: none"> Module 1 – Introduction to the Computer – mouse and keyboard exercises Module 2 – Introduction to the Internet and Intranet Module 3 - Accessing on-line Payslip Module 4 – Using hospital email – Microsoft Outlook
Target Audience:	<ul style="list-style-type: none"> Staff who do not use a computer on a regular basis in work & who have little or no experience of using a PC.
Programme Requirements:	<ul style="list-style-type: none"> Must have Hospital Network Username and Password
Assessment:	<ul style="list-style-type: none"> Continuous assessment during the course
Level of Learning:	<ul style="list-style-type: none"> Informal Evaluation
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Is the Programme open to Non-Tallaght University Hospital Employees	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 6 max
Facilitators:	<ul style="list-style-type: none"> Tom Martin & Karen Robinson
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
Twice annually – based on demand	Variable	2 hrs x 4	Tibradden Room, Centre for Learning & Development	Email: Tom.martin@tuh.ie / Karen.robinson2@tuh.ie

Basic Computer Skills Programme – Level 2

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To introduce Hospital staff who have completed the Basic Computer Skills Programme – Level 1 with Windows explorer and Microsoft Office applications
Content:	<p>Filing System/Windows Explorer:</p> <ul style="list-style-type: none"> Create folders and subfolders Renaming files and folders <p>Microsoft Word</p> <ul style="list-style-type: none"> Introduction to Creating & saving Word documents <p>Microsoft Excel</p> <ul style="list-style-type: none"> Introduction to creating & saving Excel spreadsheet <p>Microsoft Outlook</p> <ul style="list-style-type: none"> Create email and send with attachments Print a document, spreadsheet or email
Target Audience:	<ul style="list-style-type: none"> Staff who have completed the Basic Computer Skills Programme – Level 1 and who wish to further their computer skills
Programme Requirements:	<ul style="list-style-type: none"> Must have Hospital Network Username and Password
Assessment:	<ul style="list-style-type: none"> Continuous assessment during the course
Level of Learning:	<ul style="list-style-type: none"> Informal Evaluation
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Is the Programme open to Non-Tallaght University Hospital Employees	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 6 max
Facilitator:	<ul style="list-style-type: none"> Tom Martin & Karen Robinson
Cost:	<ul style="list-style-type: none"> Not applicable

Date:	Time:	Duration:	Venue:	Method of Booking:
Annually – based on demand	variable	2 hrs x 4	Tibradden Room, Centre for Learning & Development	Contact Tom Martin ext: 2867 or Karen Robinson ext 2431

Chemical Agent Risk Assessment (CARA) Training

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To understand the risk assessment process for chemicals and how it differs to other risk assessments To understand how the Safedoc software works within the organisation To enable staff to independently complete the CARAs for their department
Content:	<ul style="list-style-type: none"> Demonstration of the Safedoc website Explanation of Safety Data Sheets Demonstration of Chemical Agent Risk Assessments for chemicals specifically used by attendees
Target Audience:	<ul style="list-style-type: none"> Staff that have been assigned the responsibility to complete CARA's in their departments. (departments to include all areas that use chemicals in the hospital)
Programme Requirements:	<ul style="list-style-type: none"> Chemical Safety Awareness Training
Assessment:	<ul style="list-style-type: none"> No
Level of Learning:	<ul style="list-style-type: none"> Basic Understanding
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> Minimum 4 and Maximum 12
Facilitator:	<ul style="list-style-type: none"> Environment, Health and Safety Manager
Cost:	<ul style="list-style-type: none"> No Fee

Date:	Time:	Duration:	Venue:	Method of Booking:
Various dates throughout the year	N/A	3hrs	Health and Safety Training Room	TUH Learning Station via www.hseland.ie

Chemical Safety Awareness



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To educate staff regarding chemicals hazards, chemical labelling, the interpretation of Safety Data Sheets (SDS's) and safety when working with chemicals.
Content:	<ul style="list-style-type: none"> Legislation, routes of exposure, hazard classification, CPL/GHS labelling requirements, SDS's, transportation, storage and segregation, Personal Protective Equipment (PPE), waste disposal, and Chemical Agent Risk Assessments (CARA's).
Target Audience:	<ul style="list-style-type: none"> All staff in identified high risk areas – Day Ward, Dialysis, Endoscopy, Gen OPD, GU OPD, HSSD, Hygiene Services, Laboratory, Materials Management, Mortuary, Pharmacy, Technical Services, Theatre, Trinity Building For Health Sciences Laboratory. All staff that interact with and use chemicals in the course of their work.
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> Basic understanding
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> Yes for departments outlined above and all staff that use hazardous chemicals in the hospital.
Number of Participants:	<ul style="list-style-type: none"> 20-30
Facilitator:	<ul style="list-style-type: none"> In house trainer from Environment, Health and Safety
Cost:	<ul style="list-style-type: none"> No Fee

Date:	Time:	Duration:	Venue:	Method of Booking:
Twice monthly	10am or 2pm	1hr	Health and Safety Training Room	TUH Learning Station via www.hseland.ie

Child Protection Awareness Training (CPAT) for Frontline Staff

Aim & Learning Outcomes:	Increase awareness with regard to Child Protection Roles and Responsibilities within the National Children's Hospital.
Content:	<ul style="list-style-type: none"> To clarify the roles and responsibilities of frontline hospital staff in relation to the protection and welfare of children and young people. To support staff in recognising the types of abuse children and young people are vulnerable to. To assist staff in responding to a concern or disclosure of abuse from a child or young person To clarify the hospital policies and procedures staff must follow if they have a concern about a child or young person
Target Audience:	<ul style="list-style-type: none"> All frontline staff in Tallaght University Hospital
Programme Requirements:	<ul style="list-style-type: none"> Suggested reading list emailed to all participants prior to course
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> Certificate of completion provided
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> Mandatory for all frontline staff working directly with children / young people in NCH
Number of Participants:	<ul style="list-style-type: none"> Minimum 12 – Maximum 20
Facilitator:	<ul style="list-style-type: none"> Joint training facilitated by Medical Social Work / Paediatric Nursing
Cost:	<ul style="list-style-type: none"> None

Date:	Time:	Duration:	Venue:	Enquiries:
2/3 Times a year		1 Full Day	Centre for Learning & Development	Caitriona Whelan – Senior Social work Practitioner – 01-414-2462

Children First - Introduction to

Aim & Learning Outcomes:	<ul style="list-style-type: none"> The aim of this programme is to raise awareness and increase knowledge of child abuse and child welfare issues and to clarify personal, legal and organisational roles and responsibilities in recognising, responding to and reporting child protection and welfare concerns as set out in the policy Children First: National Guidance for the Protection and Welfare of Children 2011.
Content:	<p>By the end of this programme, you will have a good understanding of Children First National Guidance and will be able to:</p> <ul style="list-style-type: none"> Describe your personal, legal and organisational responsibilities in relation to protecting children and reporting a concern about child welfare or abuse. Recognise a child protection or welfare concern. Respond appropriately to a child protection or welfare concern. Report a child protection or welfare concern.
Target Audience:	<ul style="list-style-type: none"> All staff
Programme Requirements:	<ul style="list-style-type: none"> Internet access HSELand login
Assessment:	<ul style="list-style-type: none"> Assessment must be completed on HSELand prior to receiving certificate
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> N/A
Host:	<ul style="list-style-type: none"> eLearning programme – see link below
Cost:	<ul style="list-style-type: none"> None

Date:	Time:	Duration:	Method of Booking:
N/A	N/A	1.5 hours	Click on the following link: http://www.hse.ie/eng/services/list/2/PrimaryCare/childrenfirst/

CV Preparation & Interview Skills Training

Aim & Learning Outcomes:	To develop a relevant and modern CV for the role you are applying for & to instil confidence when in an interview situation. An appreciation that confidence, and therefore success will only come with practice and preparation, and that in terms of the application process their performance in an interview is one of the areas within the application process that is “within their control”.
Content:	<ul style="list-style-type: none"> • Understand what a CV is • Understand the role and the marketplace • Develop skills to enhance your CV development • Practise these skills • Support for your own CV – make it stand out • Raise awareness about how people “come across” in interview situations and the importance of first impressions. • Cover key interview skills tips and techniques. E.g. how they present themselves, body language, how to have personal impact. • Competency Based interviews • Help staff prepare to “sell themselves” – to be able to highlight 3 – 4 key strengths that make them stand out to the panel • Role play interviews within small groups using a provided “bank” of likely questions or questions relevant to delegates CVs if appropriate.
Target Audience:	All staff
Programme Requirements:	None – Participants to bring a copy of current CV
Assessment:	<p>Participants will be required to practice their CV writing during the workshop</p> <p>Role play interviews within small groups</p>
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for TUH Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • 20 max
Facilitator:	<ul style="list-style-type: none"> • Susan Corrigan
Cost:	<ul style="list-style-type: none"> • N/A

Date:	Time:	Duration:	Venue:	Method of Booking:
TBC	TBC	1.5 hours	CLD	TUH Learning Station via: www.hseland.ie

HSELand:

- Abstract Writing & Poster Preparation Masterclass
- Administrative Professionals: Common Administrative Support Tasks
- Administrative Professionals: Interacting with Others
- Administrative Professionals: Maximising Your Relationship with Your Boss
- Administrative Professionals: Putting Your Best Foot Forward
- Administrative Professionals: Representing Your Boss
- Advocacy for Older People in Residential Care
- An Introduction to Children First
- Assessment in the Care of Older Persons
- Assisted Admissions in Relation to the Mental Health Act, 2001
- Authorised Officer eLearning Programme
- Being an Effective Team Member
- Breaking the Chain of Infection
- Business Planning Essentials: Performing Key Analyses
- Business Planning Essentials: Preparing a Business Plan
- Business Planning Essentials: Preparing for Implementation
- Carbohydrate Counting
- Category Analysis in Procurement Practice
- Clinical Audit
- Communicating with People who have an Intellectual Disability
- Communication with Consideration
- Community Nursing Record
- Compass E-Learning Education Programme incorporating the National Early Warning Score (NEWS) for non- pregnant adult patients
- Critical Thinking Essentials: Applying Critical Thinking Skills
- Critical Thinking Essentials: What is Critical Thinking?
- Customer Service Confrontation and Conflict
- Decision Making: Making Tough Decisions
- Decision Making: The Fundamentals
- Decision Making: Tools and Techniques
- Developing Learning Practices
- Developing the Capacity to Think Strategically
- Developing the Strategic Thinking Skill of Seeing the Big Picture
- Display Screen Equipment (DSE)
- Effective Team Communication
- Elements of a Cohesive Team
- EMMA Capnography
- Encountering, Assessing and Managing Pain
- Equality and Diversity
- Establishing Team Goals and Responsibilities
- Establishing the Conditions for a Learning Culture
- Ethical Decision-making in the Workplace
- Evaluating and Sustaining Organisational Learning
- Excel 2007 Formulas and Functions
- Facilitating Collaborative Processes
- Final Exam: Budgeting Essentials
- Finance Management
- First Steps in Ethnic Equality Monitoring for Health Services
- Getting Started with Excel 2007
- Getting Started with Outlook 2007
- Getting Started with PowerPoint 2007
- Getting Started with Word 2007
- Growth Monitoring in Children
- Hand Hygiene for Clinical Staff (Online)
- Health, Safety and Security
- Healthcare Records Management
- Human Rights for Mental Health Professionals
- Improving Emotional Intelligence Skills: Self-awareness/Self-management
- Induction-WelcomeToTheHSE
- Informing and Supporting Families of Children with Disabilities
- Integral Valve Oxygen cylinder Guide
- Integrated Discharge Planning
- Introducing HSE Procurement Cards
- Introduction to Writing for Publication
- Irish Consistency Descriptors for Modified Fluids and Food
- King Laryngeal Tube Airway
- Leading Teams: Dealing with Conflict
- Leading Teams: Fostering Effective Communication and Collaboration
- Leading Teams: Managing Virtual Teams

- Managing Feeding, Eating, Drinking & Swallowing (FEDS)
- Managing Technical Professionals
- Managing the Pandemic (H1N1) 2009 Flu Virus
- Manipulating and Formatting Data and Worksheets in Excel 2007
- Manual Handling Awareness Programme - HSE
- Medication Management
- Medicines Management
- Mental Health Act, 2001 – Mental Health Commission
- Metabolic Laboratory Investigations
- Microsoft Office Excel, PowerPoint and Outlook 2007
- National Ambulance Service Acute Coronary Syndrome Protocols
- National Asthma Management Education Programme
- National Decontamination
- National Incident Management System (NIMS) Training for Incident Entry
- National New-born Screening Programme
- NDA – Disability Equality Training – Revision 2
- New Features for End Users in Microsoft Office 2007
- Non-Clinical Hand Hygiene (Online)
- Nutritional Screening a must for Healthcare
- Organisational Budgeting Activities and the Master Budget
- Overview of the Involuntary Admissions Process ‘MHA 2001’ eLearning Programme
- Palliative Care Needs Assessment Module Lesson 1 of 2
- Palliative Care Needs Assessment Module Lesson 2 of 2
- People Management – the Legal Framework
- Peripheral Intravenous Cannulation
- Personal and People Development
- Personal Development Planning
- Planning and Preparing an Operating Budget
- Preparing Operating Budgets and the Cash Budget
- Prevention and Physiotherapy Management of Falls in Older People
- Principles of Musculoskeletal Assessment for Rheumatology Health Professionals
- Problem Solving: Determining and Building Your Strengths
- Problem Solving: Digging Deeper
- Problem Solving: The Fundamentals
- Problem Solving and Process Management Tools
- Professional Supervision
- Promoting Physical Activity
- Quality Service Improvement

- Service Planning
- Setting and Managing Priorities within the Organisation: Missions and Goals
- Strategies for Transitioning to Technical Management
- Stroke Care Programme
- Structuring, Editing, Saving, and Opening Documents in Word 2007
- Systems Analysis Training Workshop
- The Early Identification of Memory Problems in Older Persons
- The Voice of Leadership: Self-Assessment and Motivation
- Time Management: Planning and Prioritising Your Time
- Transitioning from Technical Professional to Management
- Understanding the Mental Health Act Administrator Role
- Using Budgets for Management and Control
- Using Emotional Intelligence on the Job
- Using Feedback to Improve Team Performance
- Using Strategic Thinking Skills
- Venepuncture
- Working with Text and Paragraphs in Word 2007



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Alison Free Online:

Alison is a global social enterprise dedicated to providing free certified education and workplace training skills to any individual, anywhere, anytime, on any subject over the web. Example Include: Health Literacy, Health & Safety (Irish Legislation), Personal Development and Soft Skills, Diploma in Project Management. Diploma in Human Resources, Financial & Economic Literacy, Languages, Managing successful Team Meetings.

Access via: <https://alison.com/#>

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FutureLearn offers a diverse selection of free online courses from leading universities and cultural institutions from around the world. Example Include: Business & Management, Health & Psychology, Science, Maths & Technology, Law.

Access Via: <https://www.futurelearn.com/>

Data Protection eLearning Programme – Tallaght University Hospital

Aim & Learning Outcomes:	To raise awareness and to inform Tallaght University Hospital Staff of their obligations under Data Protection Legislation.
Content:	<ul style="list-style-type: none"> • Data Protection Acts • Data Protection Principles • Examples of Personal Data • Data Retention & Records Management in Tallaght University Hospital • The role of the Data Protection Commissioner & the role of the Data Protection Officer • Data Protection breaches & Tallaght University Hospital Staff's role in the prevention of breaches • Data subject access requests
Target Audience:	<ul style="list-style-type: none"> • All Tallaght University Hospital Staff
Programme Requirements:	<ul style="list-style-type: none"> • Internet access • Participants must register for programme using their Tallaght University Hospital email address for verification purposes
Assessment:	<ul style="list-style-type: none"> • Interactive exercises for duration of programme • Post Completion Assessment - Online • Download of Certificate of Completion
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • Yes
Number of Participants:	<ul style="list-style-type: none"> • N/A
Host:	<ul style="list-style-type: none"> • TUH Learning Station
Cost:	<ul style="list-style-type: none"> • None

Duration	Method of Booking
25 Mins	TUH Learning Station via: www.hseland.ie

Decontamination ELearning Platform

Aim & Learning Outcomes:	<p>The aim of this eLearning platform is</p> <ul style="list-style-type: none"> To promote an innovative approach to decontamination education hospital wide for all staff working in the decontaminating of RIMD To promote compliance with national and world decontamination standards, To introduce a paperless system for decontamination education and auditing all of the stages of the learning process upon orientation and upskilling. <p>Learning outcomes include Staff will maintain and improve their knowledge of all decontamination standard operating procedures and the relevant HSE documentation that they require to safely carry out their daily duties thus preventing healthcare associated infections to patients and staff.</p>
Content:	Decontamination Platform comprising of 10 modules.
Target Audience:	<ul style="list-style-type: none"> All staff working in the decontamination of reusable invasive medical devices (RIMD) including endoscopes
Programme Requirements:	<ul style="list-style-type: none"> To be working in the decontamination of RIMD
Assessment:	<ul style="list-style-type: none"> Practical assessments post completion of each decontamination module.
Level of Learning:	<ul style="list-style-type: none"> This online course is used for orientation and yearly upskilling of staff
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> This programme is mandatory for all staff decontaminating RIMD
Number of Participants:	<ul style="list-style-type: none"> There is no limit as to the number of staff which can use the platform.
Facilitator:	<ul style="list-style-type: none"> Jessie Burke (Decontamination Lead, Tallaght University Hospital)
Cost:	

Date:	Time:	Duration:	Venue:	Enquiries:
N/A	N/A		N/A – online platform	Jessie Burke (Decontamination lead) Jacinta.NolanBurke@tuh.ie

Fire Safety



Aim & Learning Outcomes:	Understanding of the theory of fire and knowing what to do in the event of a fire. How to be both proactive and reactive with regards to fire in a Health Care Setting
Content:	Theory of fire, fire triangle, spread of fire, classes of fire, use of fire extinguishers, fire prevention and what to do in the event of a fire.
Target Audience:	All staff, contractors, agency and volunteer staff
Programme Requirements:	None
Assessment:	No
Level of Learning:	Basic Understanding
Is the Programme Mandatory for Tallaght Hospital Staff:	Yes
Number of Participants:	20-30
Facilitator:	Fire Safety Officer
Cost:	No Fee

Note: Also available as eLearning through the Tallaght University Hospital Intranet page.

Date:	Time:	Duration:	Venue:	Method of Booking:
Every Monday	9.15 11.15 14.15	1 Hour	Health and Safety Training Room	TUH Learning Station via www.hseland.ie

Hand Hygiene, standard & transmission based precautions, ppe education for new staff at corporate induction

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To refresh knowledge and improve hand hygiene compliance among all healthcare workers (HCW) thus reduce the incidence of healthcare associated infections. To provide education to new staff on the principles of Standard & Transmission Based Precautions. To provide PPE education to all healthcare workers.
Content:	<ul style="list-style-type: none"> Hand Hygiene, the principles of Standard and Transmission Precautions and PPE education.
Target Audience:	<ul style="list-style-type: none"> Hospital wide. Separate hand hygiene education sessions provided for clinical and non-clinical staff monthly.
Programme Requirements:	<ul style="list-style-type: none"> An assessment must be completed via eLearning prior to being certified for Hand Hygiene – www.hseland.ie Evaluation questionnaires are provided at the face to face sessions and the effectiveness of the education is reflected in the monthly hand hygiene audit results and the bi annual National Hand Hygiene Audits.
Assessment:	N/A
Level of Learning:	N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	Yes, Hand Hygiene annually
Is the Programme open to Non-Hospital Employees	No
Number of Participants:	N/A
Facilitator:	www.HSELand.ie or Infection Prevention & Control Department Infectioncontrolnurse@tuh.ie or Telephone 01-4143938
Cost:	None
Frequency of Programme	<ul style="list-style-type: none"> ELearning on HSELand was rolled out in Tallaght University Hospital in January 2014. A monthly face to face session is also available to staff on the first Tuesday of the month. The face to face session includes PPE. If departments request education for their specific department they are facilitated outside of the eLearning & the scheduled sessions.

Date	Time	Duration	Venue:	Method of Booking
First Tuesday of every Month (see above)	N/A	1 hour 15 mins	N/A	Contact: Marie Costello Email: marie.costello@tuh.ie

Management of Actual or Potential Aggression - MAPA



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To enable participants to recognise the verbal and non-verbal signs which precede an aggressive episode At the end of the course participants will be able to recognise the verbal and non-verbal signs which precede an aggressive episode. Participants will be able to identify and implement an appropriate staff response to minimise escalation of the situation and aim to avert a crisis 	
Content:	<ul style="list-style-type: none"> Crisis Development Model Non-Verbal Behaviour Para-Verbal Communication Verbal Intervention Precipitating Factors Rational Detachment 	<ul style="list-style-type: none"> Integrated Experience Staff Fear and Anxiety Decision Making Post-Crisis Physical Interventions - Disengagements
Target Audience:	<ul style="list-style-type: none"> All staff working in front-line patient areas 	
Programme Requirements:	<ul style="list-style-type: none"> N/A 	
Assessment:	<ul style="list-style-type: none"> Continuous assessment throughout the session Written open book test at end of session. Responses are evaluated by instructors; follow up carried out with participants if required. 	
Level Of Learning:	<ul style="list-style-type: none"> CPI Certificate 	
Is The Programme Mandatory For Tallaght University Hospital Staff:	<p>Mandatory for front line staff working in the following areas:</p> <ul style="list-style-type: none"> Adult ED, Paeds ED, Osborne, Ruttle, Social Work, Telephony, William Stokes, Franks, CCU, Gogarty, AMU And NCH 	
Number Of Participants:	<ul style="list-style-type: none"> Minimum 6, Maximum 20 	
Facilitator:	<ul style="list-style-type: none"> Marie Costello – Centre For Learning and Development marie.costello@tuh.ie Ext. 2347 	
Cost:	<ul style="list-style-type: none"> N/A 	

Date:	Time:	Duration:	Venue:	Method Of Booking:
7 - 8 times per year		1 Day	Centre for Learning and Development	TUH Learning Station via www.hseland.ie

Managing Your Time Effectively

Aim & Learning Outcomes:	<p>Aim: To acquire a good understanding of specific techniques to improve personal effectiveness and time management.</p> <p>Learning Outcomes:</p> <ul style="list-style-type: none"> • Be better placed to balance personal and professional priorities to ensure personal health and professional sustainability. • Spend time reflecting on how you use your time using Stephen Covey's Time Management Matrix. • Understand the importance of having clear goals and objectives in order to have focus on purpose and sense of control • Consider how to motivate & develop colleagues (delegation skills) Practice effective communication skills including holding productive meetings and being able to say 'no'.
Content:	<ul style="list-style-type: none"> • Participants will review classic time management tools and coping strategies before prioritising individually those applicable to themselves.
Target Audience:	<ul style="list-style-type: none"> • All Hospital Staff who wish to manage their working time effectively.
Programme Requirements:	<ul style="list-style-type: none"> • A 'Time Stealers' Questionnaire will be sent to Trainees prior to the session.
Assessment:	<ul style="list-style-type: none"> • N/A
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • 20 max
Co-ordinator:	<ul style="list-style-type: none"> • Centre for Learning & Development
Cost:	<ul style="list-style-type: none"> • No Fee – Tallaght University Hospital Employee • Not available to External Applicants

Date:	Time:	Duration:	Venue:	Method of Booking:
TBC	TBC	3 hrs	CLD	TUH Learning Station via www.hseland.ie

Management of Actual or Potential Aggression –MAPA Refresher Course



Aim & Learning Outcomes:	<ul style="list-style-type: none"> To review the key components of the course to further develop an understanding of the concepts of MAPA Participants will review the key components of the course to further develop an understanding of the concepts of MAPA Participants will consider how these principles can be applied in practice and will have the opportunity to analyse how they can address their departments individual challenges
Content:	<ul style="list-style-type: none"> Participants will review the key components of the course to further develop an understanding of the concepts of MAPA
Target Audience:	<ul style="list-style-type: none"> All staff working in front line patient areas and who have attended the full day MAPA or NVCi Training Course
Programme Requirements:	<ul style="list-style-type: none"> Must have attended the full day MAPA or NVCi Training Course. This refresher course should be completed every 2 years
Assessment:	<ul style="list-style-type: none"> Continuous assessment throughout session Written open book test at the end of session. Responses are evaluated by instructors; follow up carried out with participants if required.
Level Of Learning:	<ul style="list-style-type: none"> CPI Certificate
Is The Programme Mandatory For Tallaght University Hospital Staff:	<p>Yes, for front line staff working in the following areas:</p> <ul style="list-style-type: none"> Adult ED, Paeds ED, Osborne, Ruttle, Social Work, Telephony, William Stokes, Franks, CCU, Gogarty, AMU And NCH who have completed the full day course
Number Of Participants:	<ul style="list-style-type: none"> Minimum 6, Maximum 20
Facilitator:	<ul style="list-style-type: none"> Marie Costello – Centre for Learning and Development Ext. 2347
Cost:	<ul style="list-style-type: none"> N/A

Date:	Time:	Duration:	Venue:	Method Of Booking:
3-4 Times A Year		½ Day	Centre for Learning & Development	TUH Learning Station via www.hseland.ie

Manual Handling – Inanimate – Practical



Aim & Learning Outcomes:	<ul style="list-style-type: none"> Teach participants the practical elements of how to lift items safely by themselves or as part of a team and to protect themselves while doing so.
Content:	<ul style="list-style-type: none"> Practical handling techniques for inanimate lifting (Theory completed in advance on HSELand)
Target Audience:	<ul style="list-style-type: none"> All non-clinical staff in Tallaght hospital
Programme Requirements:	<ul style="list-style-type: none"> Wear flat shoes and trousers. Bring personnel number. Bring eLearning certificate - (this is obtained through completing the "Manual Handling Awareness" programme on www.hseland.ie). <p><u>This can only be completed in the 4 weeks prior to the practical class.</u></p>
Assessment:	<ul style="list-style-type: none"> Yes – In class assessment on the day of practical
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> Yes for all non-clinical staff
Number of Participants:	<ul style="list-style-type: none"> 10
Co-ordinator:	<ul style="list-style-type: none"> Health & Safety Officer
Cost:	<ul style="list-style-type: none"> No Fee

Date:	Time:	Duration:	Venue:	Method of Booking:
Various dates. Please refer to the Manual Handling section on the Environment, Health & Safety intranet website	Various times	2 Hours	Health and Safety Training Room	TUH Learning Station via www.hseland.ie

Manual Handling – Patient Handling Refresher - Practical



Aim & Learning Outcomes:	<ul style="list-style-type: none"> Teach participants the practical elements of how to lift patients correctly in line with legislative requirements and how to protect themselves while doing so.
Content:	<ul style="list-style-type: none"> Practical handling techniques for patient handling (Theory completed in advance on HSELand)
Target Audience:	<ul style="list-style-type: none"> All staff who handle patients or work with patients
Programme Requirements:	<ul style="list-style-type: none"> Wear flat shoes and trousers. Bring personnel number. Bring eLearning certificate - (this is obtained through completing the "Manual Handling Awareness" programme on www.hseland.ie). <p><u>This can only be completed in the 4 weeks prior to the practical class.</u></p>
Assessment:	<ul style="list-style-type: none"> Yes – In class assessment on the day of practical
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght Hospital Staff:	<ul style="list-style-type: none"> Yes for all clinical staff
Number of Participants:	<ul style="list-style-type: none"> 9
Co-ordinator:	<ul style="list-style-type: none"> Health & Safety Officer
Cost:	<ul style="list-style-type: none"> No Fee

Date:	Time:	Duration:	Venue:	Method of Booking:
Various dates. Please refer to the Manual Handling section on the Environment, Health & Safety intranet website	Various times	4 Hours	Health and Safety Training Room	TUH Learning Station via www.hseland.ie

Open Disclosure Education: - One Hour Briefing

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To brief staff about the open disclosure programme and its significance nationally. To have an understanding of Open Disclosure and its implications for patients, their families, staff and the wider organisation. To build understanding as to how OD links into the existing HSE Quality, Safety, Risk and Quality Improvement framework.
Content:	<ul style="list-style-type: none"> Overview of Adverse events and Open Disclosure Overview of current status in the Republic of Ireland.
Target Audience:	<ul style="list-style-type: none"> All Clinicians & Healthcare personnel All Staff of Tallaght University Hospital
Programme Requirements:	<ul style="list-style-type: none"> No requirements.
Assessment:	<ul style="list-style-type: none"> Understanding will be assessed throughout the programme and evaluation completed at the end of the session
Level Of Learning:	<ul style="list-style-type: none"> NMBI Category 1 Approval RCPI Approval
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> No set attendance
Facilitator:	<ul style="list-style-type: none"> Clodagh Mcloughlin, Education Facilitator, Tallaght University Hospital. (01) 4142851; Clodagh.Mcloughlin@tuh.ie
Cost:	<ul style="list-style-type: none"> No Charge for Tallaght University Hospital Staff

Date:	Time:	Duration:	Venue:	Method Of Booking:
TBC	TBC	1 hour	CLD, Tallaght University Hospital. Adult Emergency Dept.	TUH Learning Station via www.hseland.ie

Open Disclosure Workshop

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To train healthcare personnel on delivering on the principles of open disclosure within their respective services. To brief staff about the open disclosure programme and its significance nationally. To have an understanding of Open Disclosure and its implications for patients, their families, staff and the wider organisation. To build understanding as to how OD links into the existing HSE Quality, Safety, Risk and Quality Improvement framework. To provide guidance on how to implement the Principles of open disclosure. To provide information and training via case scenarios and role play on delivering on the principles of open disclosure. To practice key skills needed to implement the guidance effectively.
Content:	<ul style="list-style-type: none"> Overview of Adverse events and Open Disclosure Overview of current status in the Republic of Ireland. Adverse Events – What patients expect from us Adverse Events - The Clinician's perspective and considerations The Open Disclosure Process
Target Audience:	<ul style="list-style-type: none"> All Clinicians & Healthcare personnel in a management role All Staff of Tallaght University Hospital
Programme Requirements:	<ul style="list-style-type: none"> It is recommended that all attending the OD Practical Course will have attended the OD Awareness Course/e-learning programme in advance.
Assessment:	<ul style="list-style-type: none"> Understanding will be assessed throughout the programme via interaction and workshop facilitation.
Level of Learning:	<ul style="list-style-type: none"> NMBI Category 1 Approval – 4 CEU's RCPI Approval – 4 CPD's
Is the Programme Mandatory:	No
Is the Programme open to Non-Hospital Employees	No
Number of Participants:	Minimum of 8 participants for the class to be delivered.
Facilitator:	Clodagh Mcloughlin, (01) 4142851; Clodagh.Mcloughlin@tuh.ie
Cost:	No Charge for Tallaght University Hospital Staff

Date	Time	Duration	Venue:	Method of Booking
Every 2 months	08:30 to 12:30	4 hours	CLD Tallaght University Hospital - ED	TUH Learning Station via www.hseland.ie

Presentation Skills Training

Aim & Learning Outcomes:	Being able to effectively present material is now a core element of many professional's roles. Doing this concisely and in an engaging way whilst appearing confident is the challenge. The aim of the presentation skills session is to build on and fine tune existing skills. Delegates will experience increased confidence levels around presenting to groups and leave with top tips to become more effective.
Content:	By the end of the training session, delegates will have: <ul style="list-style-type: none"> • Understood the importance of preparation and effective design of a presentation. • Learnt how to engage their audience using effective body language and eye contact. • Have discussed use of visual aids in order to help and not hinder the presentation! • Been up on their feet several times, getting feedback from the group to enhance learning. • Practised being able to handle the Q & A s, and then wrap up with a high impact closing statement
Target Audience:	<ul style="list-style-type: none"> • Anyone who would like to be more effective & confident doing presentations
Programme Requirements:	<ul style="list-style-type: none"> • None
Assessment:	<ul style="list-style-type: none"> • Participants will be required to practice presenting during the session
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • 20 max
Co-ordinator:	<ul style="list-style-type: none"> • Centre for Learning & Development
Cost:	<ul style="list-style-type: none"> • No Fee – Tallaght University Hospital Employee • Not available to External Applicants

Date:	Time:	Duration:	Venue:	Method of Booking:
TBC	TBC	3 hrs	CLD	TUH Learning Station via www.hseland.ie

Report Writing – An Introduction to

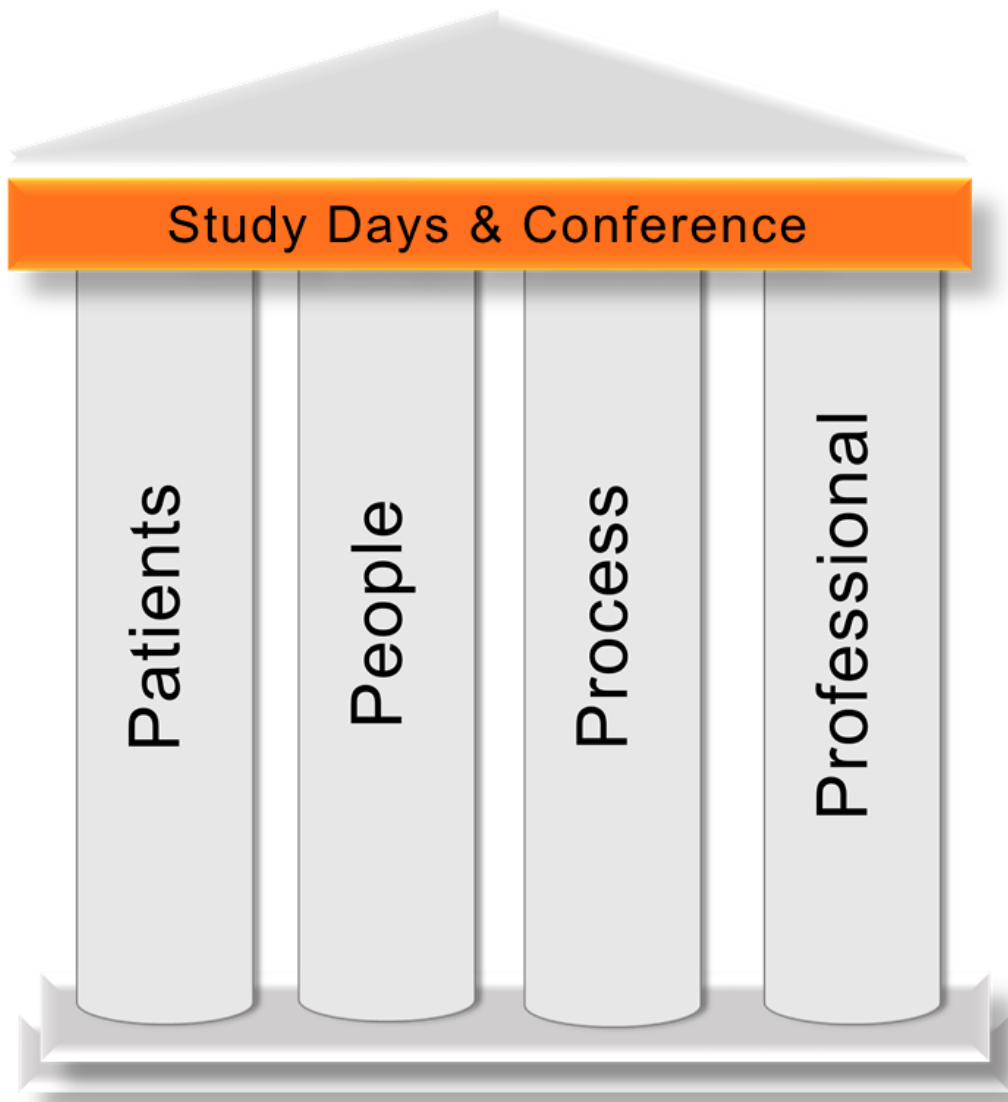
Aim & Learning Outcomes:	To provide a broad overview on getting started with writing departmental reports within the organisation
Content:	<ul style="list-style-type: none"> • Overview of do's and don'ts in relation to written communication • Overview of templates used in Tallaght University Hospital • Overview of Freedom of Information and Data protection implications relating to report writing • Workshop reviewing different reports
Target Audience:	Staff members requiring an introduction to writing departmental reports
Programme Requirements:	None
Assessment:	None
Level of Learning:	NA
Is the Programme Mandatory for Tallaght University Hospital Staff:	No
Number of Participants:	10-12
Facilitator:	Geraldine Kyle, CLD
Cost:	No Fee – Tallaght University Hospital Employee Not available to External Applicants

Dates:	Time:	Duration:	Venue:	Method of Booking:
Feb, June, Oct	10.00-12.30	2.5 hours	Centre for Learning & Development	TUH Learning Station via www.hseland.ie

Writing for Publication

Aim & Learning Outcomes:	<p>The aim of this eLearning programme is to support you to publish an article in a peer-reviewed journal on, for example, an evaluation, a systematic review or an audit.</p> <p>By the end of the programme participants will be able to :</p> <ul style="list-style-type: none"> • Choose a topic based on the type of paper you want to write • Select a journal that is appropriate/relevant for the work you wish to publish • Prepare a paper for publication based on a piece of work undertaken and in line with the editorial policies of the selected journal • Interpret and respond to a reviewer's feedback • Prepare a final copy of a paper for publication
Content:	<ul style="list-style-type: none"> • Benefits of publishing • Why publish? • Planning to publish • Writing and submitting • Dealing with feedback and resubmitting • Summary and next steps
Target Audience:	<ul style="list-style-type: none"> • Nurses, Midwives and Health and Social Care Professionals
Programme Requirements:	<ul style="list-style-type: none"> • Internet access • <i>HSELand</i> login, www.hseland.ie
Assessment:	<ul style="list-style-type: none"> • N/A
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • N/A
Host:	<ul style="list-style-type: none"> • HSELand.ie
Cost:	<ul style="list-style-type: none"> • None

Date:	Time:	Duration:	Venue:	Method of Booking:
N/A	N/A	1.5 hours	N/A	TUH Learning Station via www.hseland.ie



Study Days & Conference

Patients

People

Process

Professional

Arts for Staff – Workshop

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To provide brief lunchtime or evening art-making/music workshops for staff at TUH To provide an enjoyable work break To provide a relaxing activity for mind and body To provide a moment in the busy-ness of hospital work life for fun, colour and creativity To support staff to think creatively, explore new ideas and experiences and cope with stress
Content:	<ul style="list-style-type: none"> Creative workshops including crafts/singing
Target Audience:	<ul style="list-style-type: none"> All staff working at Tallaght University Hospital
Programme Requirements:	<ul style="list-style-type: none"> No previous art/music experience required
Assessment:	<ul style="list-style-type: none"> None
Level of Learning:	<ul style="list-style-type: none"> Experiential art making workshop Singing for fun workshop
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 12 (minimum of 4 to run sessions)
Facilitator:	<ul style="list-style-type: none"> Professional artists from National Centre for Arts and Health
Cost:	<ul style="list-style-type: none"> Free Materials supplied

Date:	Time:	Duration:	Venue:	Method of Booking:
1 st /3 rd Wednesdays of each month	1 st Wednesday: 1 – 1.45pm 3 rd Wednesday 5.30 – 6.15pm	45 Minutes	To be announced in Touchpoint	Alison Baker Kerrigan Email: Alison.Baker@tuh.ie

Clinical Audit & Quality Improvement Symposium

Aim & Learning Outcomes:	A symposium to showcase the excellent clinical audits and quality improvement projects conducted in Tallaght University Hospital. Shared learning across multi-disciplinary professionals in an academic environment. Promotion of clinical audit and quality improvement methodology.
Content:	1-2 Key Note speakers relevant to the subject area. 4 clinical audits 4 quality improvement projects Poster display
Target Audience:	Open to all hospital staff
Programme Requirements:	Submissions accepted for consideration for oral presentation and Poster presentation.
Assessment:	Prizes awarded. Hospital medal and certificate awarded for the best oral presentation. Also Prize for best poster presentation
Level of Learning:	CPD approved NMBI approved category 1, 5 CEUs 4 CPD external or internal points for Medical staff
Is the Programme Mandatory for Tallaght University Hospital Staff:	No
Number of Participants:	100 plus
Facilitator:	Siobhan Lingwood, Senior Clinical Audit Manager
Cost:	N/A Event is free to attend

Date:	Time:	Duration:	Venue:	Method of Booking:
Held once a year in April	0830 to 1300	4 ½ hours	Trinity lecture Theatre, CLD	External invitees book through Siobhan Lingwood Hospital staff do not need to book but must register on arrival if require CPD points.

GP Study Day

Aim & Learning Outcomes:	<ul style="list-style-type: none"> Meet the learning outcomes required within external professional competence activities as set out in the Medical Council's eight domains of good professional practice
Content:	<ul style="list-style-type: none"> 3 plenary lectures and a choice of 8 workshops to cover areas of relevance to general practitioners across all medical specialties
Target Audience:	<ul style="list-style-type: none"> General practitioners.
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> Self-assessment and feedback to facilitator on quality of content
Level Of Learning:	<ul style="list-style-type: none"> Meet the learning outcomes required within external professional competence activities as set out in the medical council's eight domains of good professional practice
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Approximately 70-100
Facilitator:	<ul style="list-style-type: none"> Professor Greg Swanwick
Cost:	<ul style="list-style-type: none"> Catering which is currently covered by the Postgraduate Centre.

Date:	Time:	Duration:	Venue:	Method Of Booking:
20 th October 2018	8.15-13.45	5 hours	Centre for Learning & Development Tallaght University Hospital	Attendees can register with Ms Sandra Daly sandra.daly@tuh.ie or 01-4142883

Grand Rounds

Aim & Learning Outcomes:	<ul style="list-style-type: none"> Meet the learning outcomes required within internal professional competence activities as set out in the medical council's eight domains of good professional practice
Content:	<ul style="list-style-type: none"> Surgical and Medical Cases.
Target Audience:	<ul style="list-style-type: none"> All members of staff
Programme Requirements:	<ul style="list-style-type: none"> Meet the learning outcomes required within internal professional competence activities as set out in the Medical Council's eight domains of good professional practice
Assessment:	<ul style="list-style-type: none"> Self-assessment and feedback to facilitator on quality of content
Level Of Learning:	<ul style="list-style-type: none"> Meet the learning outcomes required within internal professional competence activities as set out in the Medical Council's eight domains of good professional practice
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Approximately 50 - 70
Facilitator:	<ul style="list-style-type: none"> Professor Greg Swanwick
Cost:	<ul style="list-style-type: none"> None

Date:	Time:	Duration:	Venue:	Method Of Booking:
Every Friday from the 1st week in September until the last Friday in May.	08.00 am - 09.00 am	1 hour	Trinity Lecture Theatre, Centre for Learning & Development Tallaght University Hospital	None required.

Infection Prevention & Control Awareness Day

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To share information regarding infection prevention & control with staff , patients & visitors To update knowledge on infection prevention & control with the expectation of reducing healthcare associated infections.
Content:	<ul style="list-style-type: none"> Infection prevention & control related topic
Target Audience:	<ul style="list-style-type: none"> Staff, Patients & Visitors
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> N/A
Level Of Learning:	<ul style="list-style-type: none"> N/A
Is The Programme Mandatory For Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number Of Participants:	<ul style="list-style-type: none"> Hospital Wide
Facilitator:	<ul style="list-style-type: none"> Infection Prevention & Control Department. Infectioncontrolnurse@tuh.ie Or telephone number 01-4143938
Cost:	<ul style="list-style-type: none"> None

Date:	Time:	Duration:	Venue:	Method Of Booking:
Annually	TBA	1 Day	Main atrium & Hospital Corridor	N/A

Introduction to Renal Nursing Study Day

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To introduce the registered nurse to the requisite knowledge and skills to competently care for a patient with renal disease. To prepare the nurse to respond effectively and creatively to the needs of patients utilising a range of complex specialist skills. To enable the nurse to become a life-long learner, developing personally and professionally so that they possess an ongoing critical awareness of contemporary issues in renal nursing.
Content:	<ul style="list-style-type: none"> Introduction to Renal Policies and Guidelines. Anatomy and Physiology of the Renal System. Nursing Management of a Patient with Chronic Kidney Disease. Nursing Management of a Patient with Acute Kidney Injury. Nursing Management of a Patient with Renal Anaemia. Introduction to Peritoneal Dialysis. Introduction to Haemodialysis. Nutrition in Patients with Chronic Kidney Disease. Introduction to Renal Transplantation. Medication Management in Patients with Chronic Kidney Disease.
Target Audience:	All Registered Nurses in Tallaght University Hospital
Programme Requirements:	Registered Nurse working in Tallaght University Hospital
Assessment:	Not Applicable
Level Of Learning:	Category 1 NMBI approved
Is The Programme Mandatory For Tallaght University Hospital Staff:	No
Number Of Participants:	Minimum 5 Maximum 30
Facilitator:	TBC
Cost:	No Charge

Date:	Time:	Duration:	Venue:	Method Of Booking:
Annual	08.00-16.00	8 Hours	Centre for Learning and Development, Tallaght University Hospital	TBC

Oncology Day Ward – Journal Club

Aim & Learning Outcomes:	<ul style="list-style-type: none"> • Education for nurses in oncology – journal review by nurses plus outside speakers • Keep up to date with new developments in treatments in cancer.
Content:	<ul style="list-style-type: none"> • Journal article review or presentations from pharmaceutical representatives or nursing / medical staff re updates and new drugs for cancer patients.
Target Audience:	<ul style="list-style-type: none"> • Any staff caring for oncology patients – Nurses ODW, Cancer Nurse Co-Ordinators, Pharmacists.
Programme Requirements:	<ul style="list-style-type: none"> • Have an interest in the topic presented
Assessment:	<ul style="list-style-type: none"> • N/A
Level of Learning:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • No
Number of Participants:	<ul style="list-style-type: none"> • 6 – 15 approx. depending on topic.
Facilitator:	<ul style="list-style-type: none"> • Sylvia Macken, Oncology / Haematology, Oncology Dayward, Tallaght University Hospital, Dublin 24. (01) 4144202 - Direct Line or (01) 4142000 - Bleep 7210
Cost:	<ul style="list-style-type: none"> • None

Date:	Time:	Duration:	Venue:	Method of Booking:
As requested	7.30 am	20 minutes	Oncology Day ward	Nursing staff in Oncology Day ward or contact Sylvia Macken directly.

Pharmacy Education Meeting

Aim & Learning Outcomes:	<ul style="list-style-type: none"> • Provide a forum for shared learning for the Pharmacy Department • Keep abreast of new developments • Enhance critical appraisal skills • Develop presentation skills
Content:	<ul style="list-style-type: none"> • Varied programme delivered primarily by Pharmacy Staff with some invited speakers. Presentation slots include e.g.: • Journal Club • Patient and Rotation Presentations for MSc and MPharm Programmes • Audit and Research Presentations • CPPE learning at lunch programmes • Focus sessions
Target Audience:	<ul style="list-style-type: none"> • Pharmacy staff
Programme Requirements:	<ul style="list-style-type: none"> • Flagged in advance for particular sessions e.g. CPPE pre-reading
Assessment:	<ul style="list-style-type: none"> • N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> • No. encouraged for all Pharmacy staff
Number of Participants:	<ul style="list-style-type: none"> • Open to all Pharmacy Staff
Facilitator:	<ul style="list-style-type: none"> • Evelyn Deasy, Pharmacy Education and Research Manager, Tallaght University Hospital. (01)4142000 Bleep 7204
Cost:	<ul style="list-style-type: none"> • None

Date:	Time:	Duration:	Venue:	Method of Booking:
Every Thursday	13.15-14.15	1 hour	Robert Graves Lecture Theatre	Contact Evelyn Deasy (Details above)

Robert Mayne Lecture

Aim & Learning Outcomes:	Meet learning outcomes required within internal professional competence activities as set out in the Medical Council's eight domains of good professional practice
Content:	Dr. Edith DeLargry (Practitioners Health Matters Programme
Target Audience:	All staff from Tallaght University Hospital, St. James Hospital, Naas Hospital and local general practitioners.
Programme Requirements:	Meet learning outcomes required within internal professional competence activities as set out in the Medical Council's eight domains of good professional practice
Assessment:	Self-assessment and feedback to facilitator on quality of content.
Level Of Learning:	Meet the learning outcomes required within internal professional competence activities as set out in the Medical Council's eight domains of good professional practice.
Is The Programme Mandatory For Tallaght University Hospital Staff:	No
Number Of Participants:	60-70
Facilitator:	Professor Greg Swanwick
Cost:	None (Catering and other expenses currently funded by the Postgraduate Centre)

Date:	Time:	Duration:	Venue:	Method Of Booking:
Thursday the 17 th January 2019	7.30-8.30	1 hour	Trinity Lecture Theatre, Tallaght University Hospital.	Attendees can register with Ms Sandra Daly sandra.daly@tuh.ie 01-4142883



Tallaght University Hospital Nursing Conference

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To provide the nursing service with an annual update on key clinical and professional nursing issues and developments affecting their practice to inform their individual and collective professional development. It is also used as an opportunity to celebrate and share individual and departmental achievement of excellence in practice within the nursing services.
Content:	<ul style="list-style-type: none"> The content includes Case Studies of Pressure Ulcers National clinical programme for older persons Delirium & Frailty Incontinence associated dermatitis and moisture damage prevention
Target Audience:	<ul style="list-style-type: none"> Target audience is Nurses both internal and external to Tallaght University Hospital.
Programme Requirements:	<ul style="list-style-type: none"> None – only required to confirm attendance
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> NMBI Category 1 Approval
Is the Programme Mandatory	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 100-150
Facilitator:	<ul style="list-style-type: none"> Shauna Ennis
Cost:	<ul style="list-style-type: none"> €27 – External attendees No Fee – Tallaght University Hospital employees only

Date	Time/Duration:	Venue:	Method of Booking:
TBC	08.00 – 15.30	Centre for Learning & Development	TBC

Transition Year Information 2 Day Programme

Aim & Learning Outcomes:	<ul style="list-style-type: none"> This provides Students with an opportunity to become familiar with the skills and attitudes required by the various career opportunities within a Hospital environment.
Content:	<ul style="list-style-type: none"> Lectures provided by the Nursing Department as well as the Health & social Care Professionals at Tallaght University Hospital Clinical Skills Demo will be provided on Day 1 of the programme.
Target Audience:	<ul style="list-style-type: none"> Transition year students – Dublin South West/Kildare & West Wicklow
Programme Requirements:	<ul style="list-style-type: none"> To be a transition year student at secondary school. To complete required application form, insurance certificate
Assessment:	<ul style="list-style-type: none"> N/A
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> 50 per day
Facilitator:	<ul style="list-style-type: none"> Deirdre Fullam, CLD
Cost:	<ul style="list-style-type: none"> N/A

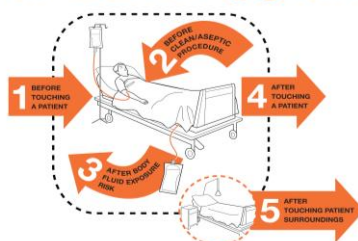
Date:	Time:	Duration:	Venue:	Method of Booking:
12th & 13 th November 2018 11th & 12th March 2019 11th & 12th November 2019	09.00-16.00	8 hours	Centre for Learning & Development	http://www.tuh.ie/Departments/Centre-for-Learning-Development/ Transition Year & Work Experience

World Hand Hygiene Day

Aim & Learning Outcomes:	<ul style="list-style-type: none"> To share information regarding hand hygiene. To improve compliance among all healthcare workers and patients and thus reduce the incidence of healthcare associated infections To update knowledge and highlight the importance of hand hygiene
Content:	<ul style="list-style-type: none"> Hand hygiene & standard precautions
Target Audience:	<ul style="list-style-type: none"> Staff ,patients & visitors
Programme Requirements:	<ul style="list-style-type: none"> None
Assessment:	<ul style="list-style-type: none"> Hand hygiene technique & assessment of knowledge in quizzes
Level of Learning:	<ul style="list-style-type: none"> N/A
Is the Programme Mandatory for Tallaght University Hospital Staff:	<ul style="list-style-type: none"> No
Number of Participants:	<ul style="list-style-type: none"> Hospital wide
Facilitator:	<ul style="list-style-type: none"> N/A
Cost:	<ul style="list-style-type: none"> None

Date:	Time:	Duration:	Venue:	Method of Booking:
Annually		1 Day	Main Atrium & Hospital Corridor	Infection Control Department. Infectioncontrolnurse@tuh.ie or telephone 01,4143938

Your 5 Moments for Hand Hygiene





Tallaght University Hospital
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An Academic Partner of Trinity College Dublin

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