

Derbyshire 2020 Training Prospectus

Derbyshire Children's Community Nursing Training Team

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Nurse Training Co-ordinators contact details:

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An up-to-date copy of this prospectus and booking forms can be downloaded
from the internet:-

www.chesterfieldroyal.nhs.uk/our-services/dccnt



Who are we?

The Derbyshire Children's Community Nursing Training Team (DCCNTT) is a well established Health Training team currently providing training sessions across Derbyshire to enable children with complex health needs to access school and social settings.

What Subjects do we offer?

We already run a successful programme across the County of monthly theoretical and practical training packages in the following topics:

- Epilepsy awareness and emergency medication
- Enteral feeding (gastrostomy and nasogastric tube feeds)
- Respiratory care including suction, nebs/inhalers, oxygen
- Tracheostomy care including basic life support

Following the initial training course the trainee is required to complete a self directed learning workbook and the trainee is then responsible to make arrangements for the nurse trainer to assess their competency in the carer's setting.

The trainee is not deemed competent to carry out a health task until the theory training and the practical assessment have both been completed. The trainee will also receive a certificate and signature off the nurse trainer as evidence of successful completion.

We must receive a booking form for each candidate and on receipt, we will email a copy of the workbook to the email address provided on the booking form along with confirmation of the course booking. This gives the option to read the course notes prior to the session and also the trainee can bring a copy to the training session to make additional notes should they wish to.

We understand that sometimes there are logistical and timing issues for some settings and that attending our programme isn't a solution to their needs. With this in mind we can offer a more bespoke package if that works better for your setting. We can also support schools with the interpretation and implementation of the statutory guidance '**Supporting Pupils at School with Medical Conditions**' which came into force in September 2014. We have expanded the range of topics we cover to include:

The Medicines Management Awareness training session includes the following:-

- Interpreting the document in relation to their settings
- Managing medication on school premises including safe administration awareness
- Record keeping and training logs

Safe and Accurate Administration of Medicines includes the following:-

- Identifying correct documentation and record keeping requirements
- Understand different types, doses and routes of medications
- Practice of actual skills required to be able to give medications safely
- Competency based assessment
- Level 3 includes child specific visits to observe competencies in practice

The Asthma Awareness training session will include the following:-

- What is Asthma?
- How to manage Asthma in the school setting
- Caring for a child with an Asthma attack

Anaphylaxis awareness and treatment will include the following:-

- What is Anaphylaxis
- How to manage Anaphylaxis in a school setting
- Caring for a child having a reaction

Please note from 2019 we have a new Derby Venue, Fire & Rescue Service Community Room, Nottingham Road, Chaddesden which has improved accessibility for attendees

We are committed to ensuring that the information you supply is protected under the provision of all data protection legislation including General Data Protection Regulation (GDPR).

Booking criteria & Information

- ◇ This specialist health training and assessments are free to some carers of children with complex needs within Derbyshire County. However if you do not meet the criteria you will be charged from **£65.00** per head per training session. If you are unsure please contact Amanda Young on 01246 514511.
- ◇ Refreshments are available but lunch is not provided – you are welcome to bring lunch with you if you are training with us all day.
- ◇ This schedule is subject to change and places are filled quickly so you are advised to check availability with Amanda Young on 01246 514511 prior to booking.
- ◇ Your place will be confirmed in writing when we have received a completed signed booking form for each person applying.
- ◇ Places are restricted to 3 per setting per session

Please note:-

Persons who have been allocated a training place but who do not attend the training will be invoiced £50. This is to cover the cost of administration and delivery of additional training places to cover losses due to non-attendance.

An exception to this will be made only where: - 2 working days notice of non-attendance has been given (which will allow time to re-allocate the place) - Unforeseen illness, operations or personal emergency which is verified by a line manager (genuine unavoidable absence) By signing this form you are agreeing to these terms of booking.

Study Day A	Epilepsy Awareness & Emergency Medication
Study Day B/C	Enteral Feeding – Gastrostomy /Nasogastric
Study Day D	Respiratory Care – Nebulisers/Inhalers, Suction & Oxygen
Study Day E	Respiratory Care – Tracheostomy Care including Tracheostomy BLS
Study Day AU	Epilepsy Update—for anyone who attended study day A last year
Study Day BU	Enteral feeding Update— for anyone who attended study day B/C last year
Study Day DU	Respiratory Update—for anyone who attended study day D last year

January	Study Day	Time	Location
Monday 6th	AU Epilepsy Update	9.30 till 12.00	Chapel en le Frith Primary School
February			
Thursday 6th	B/C A Enteral Feeding Epilepsy	9.30 till 12.00 13.00 till 16.00	Chesterfield Royal Hospital Education Centre
Tuesday 25th	B/C A Enteral feeding Epilepsy	9.30 till 12.00 13.00 till 16.00	Community Fire Station Chaddesden Derby
March			
Monday 2nd	E Tracheostomy (BLS)	9.30 till 16.00	Chesterfield Royal Hospital Education Centre
Wednesday 11th	B/C A Enteral feeding Epilepsy	9.30 till 12.00 13.00 till 16.00	Chesterfield Royal Hospital Education Centre
Monday 16th	D BU AU Respiratory Enteral Update Epilepsy Update	9.30 till 12.30 13.00 till 14.30 14.30 till 16.30	Community Fire Station Chaddesden Derby
April			
Thursday 2nd	A Epilepsy	9.30 till 12.30	Chesterfield Royal Hospital Education Centre
Tuesday 28th	B/C A Enteral feeding Epilepsy	9.30 till 12.00 13.00 till 16.00	Community Fire Station Chaddesden Derby
May			
Tuesday 12th	B/C A Enteral Feeding Epilepsy	9.30 till 12.00 13.00 till 16.00	Chesterfield Royal Hospital Education Centre
Monday 18th	B/C A Enteral feeding Epilepsy	9.30 till 12.00 13.00 till 16.00	Community Fire Station Chaddesden Derby



Derbyshire Children's Community Nursing Training Team

2020 Training Schedule

June				
Thursday 11th	D BU AU	Respiratory Enteral Update Epilepsy Update	9.30 till 12.30 13.00 till 14.30 14.30 till 16.30	Chesterfield Royal Hospital Education Centre
Monday 15th	A	Epilepsy	9.30 till 12.30	Community Fire Station Chaddesden Derby
Monday 22nd	E	Tracheostomy (BLS)	9.30 till 16.00	Community Fire Station Chaddesden Derby
Tuesday 30th	B/C A	Enteral feeding Epilepsy	9.30 till 12.00 13.00 till 16.00	Community Fire Station Chaddesden Derby

July	Study Day	Time	Location
Tuesday 7th	B/C A	Enteral feeding Epilepsy	9.30 till 12.00 13.00 till 16.00
Monday 13th	B/C A	Enteral feeding Epilepsy	9.30 till 12.00 13.00 till 16.00

September				
Monday 7th	B/C A	Enteral feeding Epilepsy	9.30 till 12.00 13.00 till 16.00	Chesterfield Royal Hospital Education Centre
Monday 14th	A	Epilepsy	9.30 till 12.30	Chesterfield Royal Hospital Education Centre
Monday 21st	B/C A	Enteral feeding Epilepsy	9.30 till 12.00 13.00 till 16.00	Community Fire Station Chaddesden Derby

October				
Monday 5th	B/C A	Enteral feeding Epilepsy	9.30 till 12.00 13.00 till 16.00	Chesterfield Royal Hospital Education Centre
Monday 12th	D BU AU	Respiratory Enteral Feeding Update Epilepsy Update	9.30 till 12.30 13.00 till 14.30 14.30 till 16.30	Community Fire Station Chaddesden Derby

November				
Monday 2nd	A	Epilepsy	9.30 till 12.30	Community Fire Station Chaddesden Derby
Monday 9th	E	Tracheostomy (BLS)	9.30 till 16.00	Chesterfield Royal Hospital Education Centre
Monday 23rd	B/C A	Enteral feeding Epilepsy	9.30 till 12.00 13.00 till 16.00	Community Fire Station Chaddesden Derby

December				
Thursday 10th	B/C A	Enteral feeding Epilepsy	9.30 till 12.00 13.00 till 16.00	Chesterfield Royal Hospital Education Centre
Monday 14th	B/C A	Enteral feeding Epilepsy	9.30 till 12.00 13.00 till 16.00	Community Fire Station Chaddesden Derby



Medicines Management

We will continue to offer the Medicines Management Awareness course which is aimed at those who need support with the interpretation and implementation of the statutory guidance 'Supporting Pupils at School with Medical Conditions'. We have extended this course to support those who have to give medicines in school and we offer a competency based course 'Safe and accurate administration of Medicines' in line with the above policy.

As these study days are not funded, there is a charge per person for each topic attended which is detailed below. To book on any of these study days please email your request to DCCNT.inbox@nhs.net or call us on 01246 514 511 for the booking forms.

The booking process for these courses has changed. Once you have completed your booking form/questionnaire, you may be contacted by one of our nurse trainers to discuss if you need level 3 training. If you do, there will be an additional cost of £60 per additional visit to your setting as part of the competency assessment process.

Date	Study Day	Cost	Time	Location
Monday 10 February 2020	Medicines Management Awareness	£50pp	9.30 till 11.30	Community Fire Station Nottingham Road, Derby
	Safe and Accurate Administration of Medicines	L2-£95pp L3-£150pp	13.00 till 16.30	
Thursday 2 April 2020	Safe and Accurate Administration of Medicines	L2-£95pp L3-£150pp	13.00 till 16.30	Chesterfield Royal Hospital Education Centre
Monday 15 June 2020	Safe and Accurate Administration of Medicine	L2 -£95pp L3-£150pp	13.00 till 16.30	Community Fire Station Nottingham Road, Derby
Monday 14 September 2020	Safe and Accurate Administration of Medicines	L2-£95pp L3-£150pp	13.00 till 16.30	Chesterfield Royal Hospital Education Centre
Monday 2 November 2020	Safe and Accurate Administration of Medicines	L2-£95pp L3-£150pp	13.00 till 16.30	Community Fire Station Nottingham Road, Derby

L2 = Level 2
L3 = Level 3

Please note that if you attend level 2 training and then subsequently need level 3—this can be arranged without the need for further training but you will need to arrange with the Nurse Trainer additional competency visits which are at an additional cost.

2020 Bespoke Session Pricing Structure

Awareness Study Days where we come to your setting to train

These courses are theoretical awareness training sessions to help an individuals understanding of a subject so that they can make more informed decisions when faced with a medical situation. These study days are not funded therefore they incur a charge. **Please note new 2020 prices.**

Epilepsy Awareness

This training includes:

- Definition and recognising the different types of epilepsy
- Information on diagnosis and treatment
- Care of a child during and after a seizure
- Appropriate documentation and record keeping

Cost per session (2 hrs)

Up to 20 maximum — £350

Asthma Awareness

This training includes:

- Asthma triggers and prevention of asthma symptoms
- How asthma is managed and treated
- How to identify the signs and symptoms of an asthma attack
- Emergencies and calling for an ambulance.
- Correct inhaler techniques & supporting a child with administration.
- To identify roles and responsibility in caring for a child with asthma within your setting in relation to Derbyshire County Council's policies.

Cost per session (2 hrs)

Up to 15 people—£350

Anaphylaxis Awareness and Treatment

- What is Anaphylaxis
- How to manage Anaphylaxis in a school setting
- Caring for a child having a reaction
- Emergency Treatment

Cost per session (1.5 hrs)

Up to 15 people—£300

Medicine Management and Safe Administration Awareness

This training includes:

- Interpreting the relevant documents in relation to their settings
- Managing medication on School premises including safe administration awareness
- Record keeping and training logs

Cost per session (3 hrs)

Up to 15 people—£300

Clinical Study Days where we come to your setting to train

These study days are designed to support carers of children with health needs by providing specialist health training and competency assessments. The carers are also given the opportunity to practice with health equipment necessary for the task. **Please note new 2020 prices**

Safe and Accurate Administration of Medicines

This training includes:

- Identifying correct documentation and record keeping requirements
- Understand different types, doses and routes of medications
- Practice of actual skills required to be able to give medications safely
- Competency based assessment
- Level 3 includes child specific visits to observe competencies in practice

Cost per session (3.5 hrs)

Level 2 - Up to 5 people
£450

Level 3—Price depending
on need—to be discussed
when booking

Please note that if you receive level 2 training and then subsequently need level 3—this can be arranged without the need for further training but you will need to arrange with the Nurse Trainer additional competency visits which are at an additional cost.

2020 Bespoke Session Pricing Structure

Clinical Study Days (continued) where we come to your setting to train

These study days are designed to support carers of children with health needs by providing specialist health training and competency assessments. The carers are also given the opportunity to practice with health equipment necessary for the task.

Enteral Feeding - Choose between Gastrostomy or Nasogastric Training— Our price not only offers competency training in the workplace but we also arrange a follow up visit (3 visits for Nasogastric training) with a registered nurse to observe the carer with the child to ensure a high level of competency.

This training includes:

- Basic anatomy and position of gastrostomy/Nasogastric devices
- Reasons for gastrostomy/Nasogastric feeding
- Administration of gastrostomy feeds including theory and practical
- Care of gastrostomy devices and trouble shooting
- Appropriate documentation and record keeping
- Follow up visits

Cost per session (2.5 hrs)

Gastrostomy inc. 1 visit =
Up to 5 people—£600
6 to 10 Maximum—£1000
11 to 20 Maximum—£1700

Nasogastric inc. 3 visits =
Up to 5 people—£1250

Epilepsy Awareness and Emergency Medication

This training includes:

- Definition and recognising the different types of epilepsy
- Information on diagnosis and treatment
- Care of a child during and after a seizure
- Giving of emergency medication
- Appropriate documentation and record keeping

Cost per session (3.5 hrs)

Up to 10 people—£450

11 to 20 maximum— £650

Respiratory Care—Our price not only offers competency training in the workplace but we also arrange a follow up visit with a registered nurse to observe the carer with the child to ensure a high level of competency.

This training includes:

- Basic anatomy and functionality
- Definition and recognising a child with 'normal' respiratory function also how to identify the changes you might see in a child who requires support to maintain effective respiration
- Deliver, initially with supervision, the relevant intervention required by the child in your care – ie: Suction, oxygen or nebuliser/ inhaler
- Demonstrate the importance of record keeping.
- Follow up visit

Cost per session (3 hrs)

Respiratory inc. 1 visit =
Up to 5 people—£700
6 to 10 Maximum—£1100

Tracheostomy Care— Our price not only offers competency training in the workplace but we also arrange 3 follow up visits with a registered nurse to observe the carer with the child to ensure a high level of competency.

This training includes:

- What a tracheostomy is and reasons why a child may need one
- The importance of humidification and how this is achieved
- Care for the stoma area, how to change the tracheostomy tapes and recognise when the tracheostomy tube needs to be changed
- Identify when and why suction needs to be performed, the equipment required to suction and the correct procedure
- Assist with a tracheostomy change, prior to undertaking a supervised change of tube, Recognise risk factors for children with a tracheostomy tube
- Identify when to call for medical assistance e.g. ambulance
- 3 Follow up visits
- Basic (tracheostomy) Life Support

Cost per session (full day)

Tracheostomy inc. 3 visits =
Up to 5 people—£1300
6 to 10 Maximum—£2400

2020 Bespoke Session Pricing Structure

Clinical Update Study Days (continued) where we come to your setting to train.

These study days are designed to support carers of children with health needs by providing ongoing specialist health training and competency assessments. These courses can only be attended by those who have attended the full training in the last 12 months otherwise the content is meaningless. The sessions are shorter and more interactive but also based on the reflective learning from past training and experience. **Please note new 2020 prices**

Enteral Feeding Update- Choose between Gastrostomy or Nasogastric Training— Our price not only offers an update competency training in the workplace but we also arrange a follow up visit (3 visits for Nasogastric training) with a registered nurse to observe the carer with the child to ensure a high level of competency.

This training includes:

- Basic anatomy and position of gastrostomy/Nasogastric devices
- Reasons for gastrostomy/Nasogastric feeding
- Administration of gastrostomy feeds including theory and practical
- Care of gastrostomy devices and trouble shooting
- Appropriate documentation and record keeping
- Follow up visits

Cost per session (1.5 hrs)

**Gastrostomy inc. 1 visit =
Up to 5 people—£450
6 to 10 Maximum—£750**

**Nasogastric inc. 3 visits =
Contact us**

Epilepsy Awareness and Emergency Medication Update

This training includes:

- Definition and recognising the different types of epilepsy
- Information on diagnosis and treatment
- Care of a child during and after a seizure
- Giving of emergency medication
- Appropriate documentation and record keeping

Cost per session (2 hrs)

Up to 10 people—£250

Respiratory Care Update—Our price not only offers competency training in the workplace but we also arrange a follow up visit with a registered nurse to observe the carer with the child to ensure a high level of competency.

This training includes:

- Basic anatomy and functionality
- Definition and recognising a child with 'normal' respiratory function also how to identify the changes you might see in a child who requires support to maintain effective respiration
- Deliver, initially with supervision, the relevant intervention required by the child in your care – ie: Suction, oxygen or nebuliser/inhaler
- Demonstrate the importance of record keeping.
- Follow up visit

Cost per session (2 hrs)

**Respiratory inc. 1 visit =
Up to 5 people—£500
6 to 10 Maximum—£800**

Safe and Accurate Administration of Medications Update - Level 3 includes competency training in the workplace

This training includes:

- Identifying correct documentation and record keeping requirements
- Understand different types, doses and routes of medications
- Practice of actual skills required to be able to give medications safely
- Competency based assessment
- Level 3 includes child specific visits to observe competencies in practice

Cost per session

**Level 2
Up to 5 people (2 hrs) —£200
6 to 10 Max (2.5 hrs)—£400**

**Level 3
Up to 5 people (2 hrs) —£500
6 to 10 Max (2.5 hrs)—£900**

I/We would like training, what do we do next?

Once you have decided which training you or your organisation needs, just simply complete the relevant forms attached to this email and send them back to us and we will organise the rest.

The places do fill up quickly so it is advisable to check availability first.

Which form do I complete?

A copy of our forms can be downloaded from the internet:- www.chesterfieldroyal.nhs.uk/our-services/dccnt

Individual Application

- For an individual wishing to apply for a place on our training schedule, please complete our booking form
- If you do not meet the Derbyshire County Councils criteria for a funded place and will need to be invoiced £65.00 per person per session to attend, please complete the Account set up form so our Finance team can send you an invoice. If the booking form is received but incomplete, the booking will not be processed until we receive all the information.

School/setting Application

- If you would like to purchase training from us where we come to your setting to deliver any of the study days, please complete the school/setting application form. The nurse trainers diaries fill up quickly so please provide us with as much notice as possible and we will do our best to meet your needs.

Where do I send the forms to?

You can either:-

Scan and email the forms back to DCCNT.inbox@nhs.net

Post it FAO Amanda Young
Derbyshire Children's Community Nursing Training team, 1st Floor, The Den,
Chesterfield Royal Hospital, Calow,
Derbyshire S44 5BL

Please make sure that you provide ALL the information required on the forms as this may delay your application.

For individuals booking onto our courses, once your booking form has been received, you will receive a detailed letter confirming your place or you will be contacted to arrange an alternative date if the one you want is full.

If you wish to check availability please call Amanda on 01246 514511.

For settings enquiring about purchasing training from us, you will be contacted by phone/email to agree a date/time and to clarify any other details regarding your training needs. Following this agreement you will receive a letter confirming the details which you will need to sign and return a copy.