

MS6

file HSE
improvement**Fiona Cameron - Director of Nursing Clinical Governance**

From: Sue Crane - Education Adviser
Sent: 06 January 2005 17:42
To: Neil Stubbs - Operational Director; Fiona Cameron - Director of Nursing & Clinical Governance
Cc: Pam Phipps - Moving and Handling Nurse Specialist; Rosie Lake - Moving and Handling Nurse Specialist; Claire Brookes - Health & Safety / Emergency Planning Officer
Subject: Next Steps

noting
Manual
Handling

Rosie, Pam and myself met this morning and we have planned the next steps as follows:

Training for Trainers for Corporate Induction

Thurs 10th Feb Finchdean House

We can do either morning or afternoon as a 3 hour session

I have a list of names from Amanda Hughes for F&G and will link with Claire Brookes for PCPCT. I am not sure who will need to be invited from EHants.

Briefing Session for Managers: date in late March?

We think this should be at least an hour long and we will produce a pack for line managers that will include a flow chart, a copy of the passport, an example of the induction case studies and a short 'what you need to do' aide memoir.

We are making progress with the induction case studies, and as we move into the more detailed planning of the roll out of the new programme we are unearthing new questions eg

Passports

who issues the passports? (hopefully line manager)

do they go out to only new staff initially? do existing staff get them prior to update?

Booking Places on Foundation Courses (ie post corporate induction)

this needs to continue as first come first served to allow access to all 3 PCTs

this needs to be accurately recorded so that we can review to see if working equitably

We envisage that this function will continue with TDSS but we need to set up new system with Bob when we confirm start in April

Planning NO of Sessions

is it possible to get a break down of staff numbers per PCT by service group to estimate volume needed for

a) risk sessions for existing staff

b) no of foundation sessions needed to link to numbers of new staff

approximations useful - last time I tried this I ended up doing a manual count from staff lists from finance - there might be a better way!

Pam and Rosie would normally give dates for April onwards to TDSS in early Feb -so if we are ok for passport and for corporate trainers and managers by end march we can go for it...

sue