Meet the team

Welcome to our Cancer and Palliative Care Education Programme for 2017

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Welcome to our Cancer & Palliative Care Education Programme for 2017

The MVCC Cancer and Palliative Care Nurse Education Team are committed to develop ongoing opportunities for learning and development to support staff caring for patients with cancer and palliative care. You will find a varied selection of opportunities to help you develop your skills and expand your knowledge.

To help you identify the training which is available we have designed a framework to illustrate key themes and the learning opportunities which are available within these. The main theme identified is:

- **Reflection on learning**
  
  We recommend that you build in time to reflect on your learning and consider how you may use this learning to influence your practice. This will support Nursing and Midwifery revalidation requirements and will allow you time to consider how best to apply your learning to practice.
Booking terms and conditions

Confirmed Bookings
All bookings must be made through the completion of an application form and sent to either Rhoda Phunstok or Sharon Price and emailed to: mvcceducationbookings.enh-tr@nhs.net.

When your application form is received, we will check course status and acknowledge your application by sending a confirmation letter, with full course details. In the case of a course being fully booked you will be put onto a reserve list and will be notified of this.

Payment terms
For courses where a fee is applicable this must be paid in full prior to the course date and we reserve the right to re-allocate the course place to another delegate if fees are not paid on time.

Data protection
In accordance with The Data Protection Act 1998, we are required to inform you that your details will be retained and held on file for administrative purposes by Mount Vernon Cancer Centre. Please be assured that we will not pass this information to any other organisation, unless we have your prior consent.

Cancellations
All cancellations for bookings must be received in writing or by email to;

Education Department, Michael Sobell House, Mount Vernon Cancer Centre, Rickmansworth Road, Northwood, Middlesex HA6 2RN, Tel: 0203 8262542/2413
mvcceducationbookings.enh-tr@nhs.net

7 days before the planned event/workshop/course date, there will be no charge applied.
Less than 7 days before the planned event/workshop/course date, the full costs will continue to be charged.

Delegate substitution
A substitute delegate can be sent at any time, you must inform us in writing or email of the new delegate's details prior to the event.

Course changes
Mount Vernon Cancer Centre and Michael Sobell House reserves the right to improve the specification and format of its courses for the benefit of the delegates without notice to the delegate.

The location and date of the course will be as advised to the delegate at the time of booking. However, Mount Vernon Cancer Centre and Michael Sobell House reserves the right to change the location of the course in exceptional circumstances and will advise the delegate as soon as this change is known.
Booking Form (booking online is available at www.michaelsobellhospice.co.uk)

Send this form to: Education Department, Mount Vernon Cancer Centre, Rickmansworth Road, Northwood, Middlesex HA6 2RN
(T: 0203 826 2413/2542, E: mvcceducationbookings.enh-tr@nhs.net, W: www.michaelsobellhospice.co.uk)

Course Title: .......................................................... Date: ................. Fee: £.....

Personal Information (Please complete a new form for each delegate. Photocopies are acceptable)
Title: (Dr/Mr/Mrs/Miss/Ms/Other) E-mail:...............................................................
Surname:........................................................... Tele no:..............................
First name:........................................................... Mobile: ..............................
Job title:.................................................................................................

Place of work: Mount Vernon Cancer Centre Staff
Other (please state) ......................................................................................
Professional group/area of :........................................................................
Organisation:............................................................................................
Address:......................................................................................... Post Code:.........................
Management Agreement:........................................................................

Tick that you have read the terms & conditions  

Payment Details
Please select your preferred method of payment with an 'X'

By cheque Enclosed  
Please make cheques payable as detailed in programme.
Please put the course name and date on the back of the cheque.

By invoice  
Please invoice the following (if different from the above address)
Contact Name: .........................................................................................
Address:.................................................................................................
Post Code: .................................
Our address:

**Education Team**

**Michael Sobell Education Centre** *(adjacent to Michael Sobell House)*

**Mount Vernon Cancer Centre, Northwood, Middlesex HA6 2RN**

There are 3 entrances to Mount Vernon Hospital:

Gate 1 and Gate 2 are on the Rickmansworth Road (A404). Sat-Nav users: HA6 2RN

Gate 3 is at the rear of the hospital on White Hill. SatNav users: WD3 1PZ
Getting here

Travelling by Road:

N.B. There are 3 main car parks at the hospital and there is a charge, payable at the machines on arrival.

Please note that there are no cash point facilities on the Mount Vernon Hospital Site.

- Mount Vernon Hospital is well signposted on all major routes.
- From the West, M40 exit Junction 1 (A412). Follow signs for Denham, Harefield and Northwood.

Travelling by Rail (Underground & Mainline)

- Northwood Station is about 1 mile from the Hospital. Rickmansworth Station is under 3 miles from the Hospital. All these stations are on the London Underground - Metropolitan line.
- There are regular bus services from Northwood station to Mount Vernon Hospital.
- The nearest Main line stations are 'West Ruislip' (Central Line), 'Harrow-on-the hill' (Metropolitan Line) and Rickmansworth Station (Chiltern Line)
- For Underground timetables please contact Transport for London on 0207 222 1234 or www.tfl.gov.uk
- For details of train timetables and help with planning your journey, call National Rail Hotline on 0845 7484 950 or www.nationalrail.co.uk

Travelling by Bus:

- Buses run to and from the Hospital regularly. Bus Stops are close to the main entrances.
- Buses that travel to Mount Vernon Cancer Centre are: London Buses - 331, H11, 282

ARRIVA - No. 8 Buses stop at Gate 2 only

- For help and timetables please contact Traveline on 0870 608 2608 or www.traveline.org.uk or Transport for London on 0207 222 1234 or www.tfl.gov.uk/tfl.
Clinical Skills 2017

Cannulation and Phlebotomy Study Days

Who is it for?
Aimed at any HCP who needs to learn how to take blood / cannulate.
Delegates will need to be assessed back at their own place of work in terms of competency.

Dates 2017:
21st September
7th December

Time:
9.30am—1pm

Venue:
Meeting Room, Michael Sobell House Education Block

Cost:
Free of charge to MVCC / East & North Herts Staff
£40 to all other delegates

Content to include:

Part 1 for all to attend
- Basic anatomy of veins, arteries and nerves in the forearm
- Choice of site for venepuncture and cannulation
- Use of the tourniquet
- Use of blood sampling bottles
- Infection prevention and control
- Complications of venepuncture and cannulation
- Documentation & Legalities
- Competency assessment

Part 2 Cannulation only
- Choice of cannulation sites
- Choice of device
- Cannulation and the chemotherapy patient
- Cannula insertion and securement
- Documentation & Legalities
- Saline PGD
- Competency assessment
Clinical Skills 2017

Introduction to the Management of Central Venous Access Devices—Mount Vernon Hospital

Content to include:

- Basic anatomy and physiology
- Management of complications associated with Central Vascular Access Devices
- Infection prevention & control/ Aseptic non touch technique (ANTT)
- Safe removal/Use of a securacath® device
- Accessing an Implanted Port
- Management of an occluded CVAD
- PICC exit site dressings
- Accessing & flushing a PASV PICC

Dates 2017:
14st September

Time:
9.30am—2.30pm

Venue:
Meeting Room, Michael Sobell House Education Block

Cost:
Free of charge to MVCC / East & North Herts Staff
£40 to all other delegates

Who is it for?

This session is aimed at all registered healthcare professionals who care for patients with Central Venous Access Devices (CVADs).

Competency must then be assessed in clinical practice using a locally ratified assessment tool.
Clinical Skills 2017

Introduction to the Management of Central Venous Access Devices—Lister Hospital

Who is it for?

This session is aimed at all registered healthcare professionals who care for patients with Central Venous Access Devices (CVADs).

Competency must then be assessed in clinical practice using a locally ratified assessment tool.

Dates 2017:

2nd November

Time:

9.30am—2.30pm

Venue:

Old School of Nursing, Kempster Suite, Room2, Lister Hospital

Cost:

Free of charge to MVCC / East & North Herts Staff

£40 to all other delegates

Content to include:

• Basic anatomy and physiology
• Management of complications associated with Central Vascular Access Devices
• Infection prevention & control/ Aseptic non touch technique (ANTT)
• Safe removal/Use of a securacath® device
• Accessing an Implanted Port
• Management of an occluded CVAD
• PICC exit site dressings
• Accessing & flushing a PASV PICC
Clinical Skills 2017

Mandatory Chemotherapy Study Day for Trained Nurses

Content to include:

- Policies for the safe checking & administration of SACTs including the safe management of spillages
- Chemotherapy pre-medications (including antiemetic policy)
- Venous access and the chemotherapy patient
- Extravasation policy update, prevention & management
- Blood result analysis
- MVCC: PGD annual update. Questions & Answers
- Patient Information: Myth or Fact

Dates 2017:
12th October
30th November

Time:
9am to 4pm

Venue:
Postgraduate Medical Centre,
Mount Vernon Hospital

Cost:
Free of charge to MVCC / East & North Herts Staff
£75 to all other delegates

Who is it for?
All chemotherapy trained nurses involved in the care of patients receiving systemic anti cancer therapies (SACTs) must attend this mandatory study day to gain annual re-certification. If you have recently completed a chemotherapy course you must also attend before starting practice within East & North Herts NHS Trust.

Competency must then be assessed in practice, using a locally ratified competency assessment tool.
Aims of the session:

All staff using the McKinley T34 syringe pump must be competent and accountable in the use and operation of such devices. All managers should ensure that relevant training takes place (e.g. at induction) and a record of staff who are trained and competent to use such devices is maintained.

A refresher/update should be attended every two years. Please refer to syringe pump competency guidelines for further information.

Delegates will need to be assessed back at their own place of work in terms of competency.
Aims of Day 1:
This is a highly informative day which covers a general overview of cancer, including diagnosis, treatment & side effects. This day is offered to support training for Complementary Therapists but is also open to health care professionals and support workers working in non-specialist Settings.

Aims of Day 2:
* Open to Complementary Therapists only

This workshop is an opportunity to increase your confidence in working appropriately with cancer patients by adapting your therapy to meet their needs.

The day will include presentations of the patient’s journey and the therapist’s experience in cancer care, as well as time to experience case studies, working within guidelines and practical work and demonstrations.
Psychological Skills 2017

Level 2 Psychological Skills Study Days

Aims of sessions:
This course aims to increase your competence and confidence when dealing with psychological distress.

Content to include:

Session 1
The importance of recognising and assessing psychological distress
Refreshing and enhancing listening and key communication skills

Session 2
Symptom recognition (anxiety, depression and other disorders) Assessing Risk

Session 3
Psychological interventions for Level 2 practitioners

Session 4
Reflective practice (Approximately 4 weeks later)

Who is it for?
Aimed at core MDT members and practitioners in Cancer & Palliative Care working towards offering psychological support at Level 1&2.

All four workshops in the programme have to be attended.

This course is open to Band 5 and above

Dates 2017:
Day 1: 10th November
Day 2: 17th November
Day 3: 24th November
Day 4: 15th December

Time:
9.30am—12.30pm

Venue:
Meeting room, Michael Sobell House Education Block

Cost:
Free of charge to MVCC / East & North Herts Staff
£125 to all other delegates
10 places available only
Psychological Skills 2017

Essential Communication Skills

Aims of session:
We have all faced difficult questions, distressed patients and anxious relatives and wondered whether we handled the situation well.

This one day course is suitable for all levels of the multidisciplinary team working in cancer or palliative care. It will build your skills in communicating with patients, families and colleagues through exploring the barriers, benefits and key skills of effective communication.

The course is experiential & includes group work and participation.

Who is it for?
Suitable for all levels of the multidisciplinary team working in cancer and palliative care settings. It will build your skills in communicating with patients, families and colleagues through exploring the barriers, benefits and key skills of effective communication. The course is participatory and includes group work.

Dates 2017:
11th October

Time:
9am—4pm

Venue:
Lecture Hall, Michael Sobell House Education Block

Cost:
Free of charge to MVCC / East & North Herts Staff
£75 to all other delegates
Psychological Skills 2017

Clinical Support Worker
Reflective Study Days

Dates 2017:
5th September
19th October
7th November
13th December

Time:
2pm—3pm

Venue:
Meeting room, Michael Sobell
House Education Block

Cost:
Free of charge to MVCC / East &
North Herts Staff

Aims of session:
These sessions are open to Clinical
Support Workers and are provided
as a protected time for facilitated
reflective practice.

Reflective practice is provided to
enable you to learn with and from
each other by working on real
problems and engaging in group
reflection on your experiences.
Just turn up on the day.
Aim of session:
Learn techniques to help manage stress.
These 1 hour sessions are designed to help you build a toolkit for managing and alleviating stress. You will learn a variety of simple but effective techniques including: Emotional Freedom Technique (EFT), a breathing exercise, a mindfulness exercise and a visualisation technique.

Who is it for:
Trained health care professionals working within MSH and the Cancer Centre. We would encourage staff to attend these sessions as regularly as they are able.
Symptom Management and End of Life Care

Dates 2017:

6th September:
  Breathlessness and its management

4th October:
  Lymphoedema and its management

8th November:
  Managing the last 72 hours

5th December:
  Loss & Bereavement

Aims of session:

The aim of the Oncology and Specialist Palliative Care End of Life Care Education Programme is:

Everyone who comes into contact with dying people and their families, regardless of care setting and/or role, needs to have an appropriate level of knowledge, and skills to provide competent, compassionate, sensitive care during the final phase(s) of a person’s life.
Mandatory End of Life Care

5 priorities of Care for the Dying Patient

Aims of session:
It is essential for all staff who have direct patient care to be able to recognise and give appropriate care to those in the last few weeks or days of life.

This session will give an overview of the five priorities of care at end of life and offer an awareness of how to manage issues raised in this phase.

Who is it for?
This one off mandatory session is for all staff who have direct patient contact.

Those staff who have already undertaken the end of life care documentation session will not need to attend this.