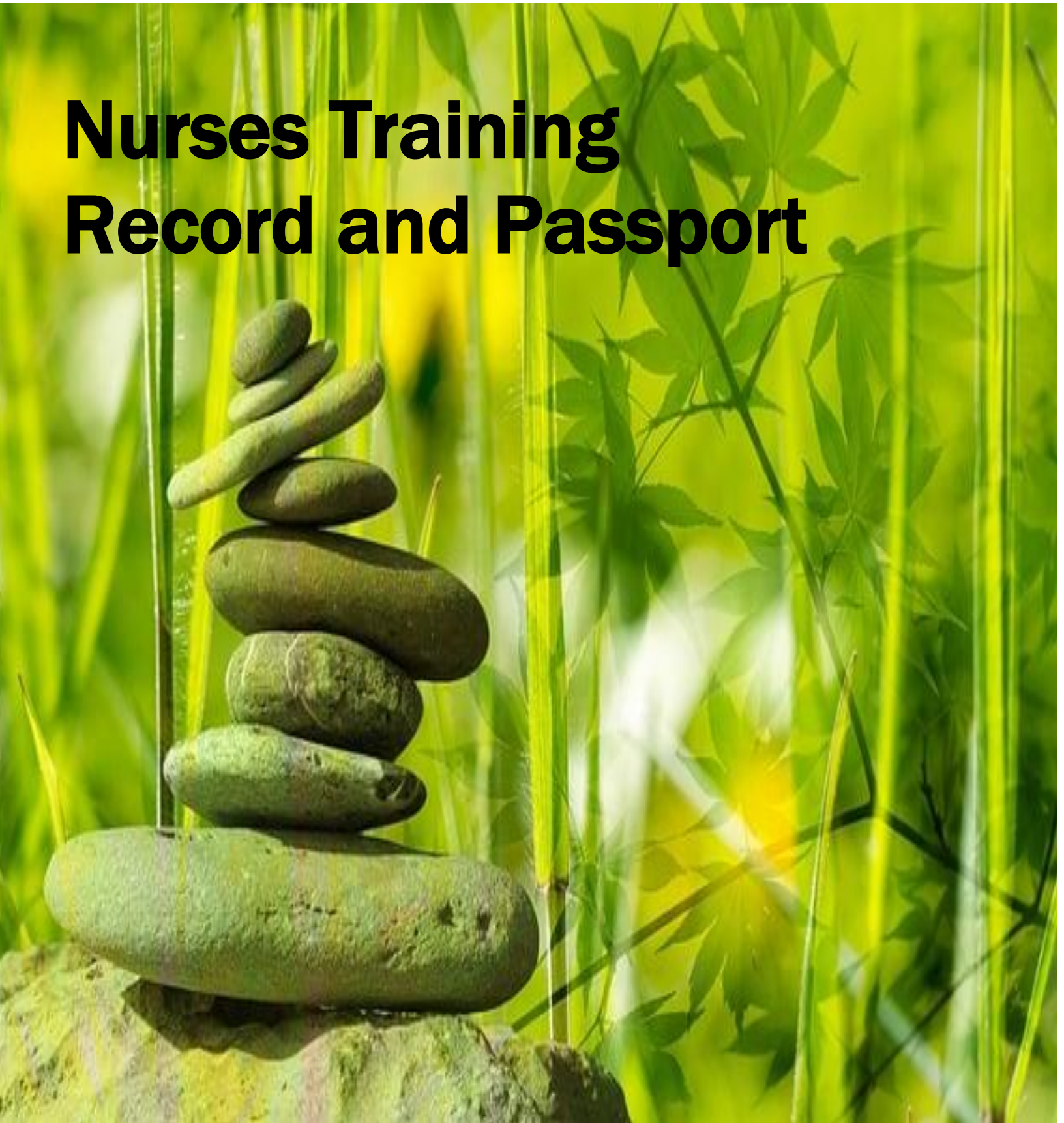


Nurses Training Record and Passport



Cardiff and Vale UHB
DATE 24th August 2023
AUTHOR PDM



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Cardiff and Vale
University Health Board

Introduction

Record of

.....
NMC revalidation Period

.....
NMC PIN

.....

How to use the record

This record has been devised to assist you
in your learning and development.
Please follow each section to assist you.

Guidelines/ Policies

All policy and procedures can be accessed
on the UHB's clinical portal and SharePoint.
Specific policy related to midwifery can be
found on Wisdom

[Cardiff & Vale Gynaecology Guidelines -
WISDOM \(nhs.wales\)](#)

SharePoint

[CAV Obstetrics & Gynaecology
Department - Home \(sharepoint.com\)](#)

The Royal Marsden Hospital manual of
clinical nursing procedures is used for
generic skills [Home - Royal Marsden
Manual \(rmmonline.co.uk\)](#).

Knowledge base also has links to other
services.

[Knowledge Base - Home \(sharepoint.com\)](#)



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[CAVUHB - Home \(sharepoint.com\)](#)

ESR Modules for All

E-Learning on ESR

To undertake your e-learning, please use the link below. This link can also be found by navigating to the CAVUHB SharePoint above, clicking A-Z Index and clicking on Electronic Staff Record (ESR) – Internet Link. There is an icon that is labelled ESR (see below)

[*Home - ESR Hub - NHS Electronic Staff Record*](#)



If you require your log in information, please call the ESR helpdesk on 02920 905400.

Please note: This is an automatic response email. If you have emailed with an enquiry or to make a booking for classroom-based learning we will endeavour to respond within 48 hours. You do not need to make bookings for classroom-based learning on the ESR system, though all training is available on ESR E-Learning should you prefer it.

ESR how to use guide



Accessing
e-learning via ESR 2

Category	Refresher Period	Approximate Timings	Date Completed
001 Dementia Awareness	Every 3 years	60 minutes ESR	
001 Fire safety and eLearning	Annual	Face to Face (Once completed ESR should update automatically – 60 minutes Sessions Level 1 - 35 minutes ESR - only to be completed in exceptional circumstances when you are unable to attend face to face training e.g. COVID	
001 Health and Safety eLearning	Every 3 years	Level 1 -35 minutes ESR	
001 Infection Prevention and Control eLearning	Every 3 years	Level 1 – 35 minutes ESR Level 2 – 45 minutes ESR	
001 Information Governance eLearning	Every 2 years	35 minutes ESR (Due to be changed in 2023)	
001 Manual Handling e-learning	Every 3 years	35 minutes ESR (needs to be completed prior to booking classroom session's)	
001 MH6 Manual Handling Patient Handling update classroom	Every 2 years	1 day classroom 7.5hrs	
001 MH4Manual Handling Foundation Initial course classroom	One off	1.5 days initially classroom (Should be from student passport or when you join the UHB please email me certificates, if trained outside Wales need to attend) 11.5 hrs	
001 Mental Capacity Act Level 1	Every 3 years	Level 1 -40 minutes ESR	
001 Mental Capacity Act Level 2	Every 3 years	Level 2 - 40 minutes ESR	
001 Resuscitation Face to face	Every year	Face to Face (Once completed ESR should update automatically – 40 minutes Sessions Level 1 - 25 mins ESR - only to be completed in exceptional circumstances when you are unable to attend face to face training e.g. COVID	
001 Safeguarding People	One off	Level 1 – 35 minutes ESR	
001 Safeguarding Adults Level 2	Every 3 years	Level 2 - 45minutes ESR	

001 Safeguarding Children Level 2	Every 3 years	Level 2 - 45 minutes ESR	
001 Safeguarding Children level 3	Every 3 years	Classroom 450 minutes (to book on via ESR account ELAN Community only)	
001 Equality	Every 3 years	35 minutes ESR	
001 Violence and Aggression Module A	Every 3 years	Level A - 35 minutes. ESR	
001 Violence and Aggression Module B	Every 3 years	Level B – 45 minutes ESR	
001 Domestic Violence against Women, Domestic Abuse and Violence	Every 3 years	45 minutes ESR	
Violence Against Women, Domestic Abuse & Sexual Violence	Every 3 years	Half a day 180 minutes book yourself on via ESR portal or email safeguarding.referral@wales.nhs.uk Will update on ESR once completed	
001 Aseptic Non Touch Technique (ANTT) Practical Assessment	One off	40 minutes ESR	
001 Medicine management	Every 3 years	Medicine Management booklet 30minutes uploaded to ESR for new starters and preceptorship midwives	
Blood transfusion eLearning and Assessment	Every 2 years	<p>Assessment and eLearning 180 minutes</p> <ul style="list-style-type: none"> • 000 Blood Transfusion01:Essential Transfusion Practice Mandatory • 000 Blood Transfusion02: Blood components • 000 Blood Transfusion03: Consent Mandatory • 000 Blood Transfusion04: Transfusion Reactions • 000 Blood Transfusion07: Use of Anti D Immunoglobulin in Pregnancy Mandatory • 000 Blood Transfusion08: Cell Salvage • 000 Blood Transfusion09: SHOT • 000 Component use in Major Haemorrhage <p>Assessment of competency</p>	

Pre transfusion sampling and administration of components assessment	One off or update	Repeat if off longer than three months or if required	
000 Flu Immunisation: Core Knowledge	Annually	180 minutes ESR Flu Champions only	

e-Learning for Healthcare

The link for ELFH eLearning is below, any problems please contact the PDM.
Your login is your NMC pin number with an N in front of it.

ELH (<https://portal.e-lfh.org.uk>)



Category	Refresher Period	Approximate Timings	Date Completed
ATAIN Avoiding Term Admissions in the Neonatal Unit	One off	eLearning and Assessment 180minutes	

Mandatory Study days

Please book yourself onto Mandatory study days with either the PDM directly through the training QR code or your operational manager otherwise pre-allocation will occur and you will be expected to attend or swap if you are unable to attend, otherwise it will be recorded as sickness and managed as part of the attendance policy.

Values based appraisal form



Simplified VBA
document FINAL.docx

POCT presentation [140107 Cardiff and Vale UHB E-Learning Program V2.5 \(brainshark.com\)](#)

Category	Refresher Period	Approximate Timings	Date Completed
SSSA training PA/PS	Initially annual update	Classroom and assessment Completed at end of preceptorship year will be booked on, or when you join UHB updates on mandatory training	
Breastfeeding Day 1	One off	Classroom and clinical assessment Newly qualified or update required	
Breastfeeding Day 2	One off	Classroom and clinical assessment Newly qualified or update required	
Glucose	Every 2 years	eLearning and assessment 30minutes POCT online and face to face done and 3 assessments send back to me active for 4 weeks initially.	
Urinalysis	One off	Face to face and assessment 30minutes Undertake POCT face to face then will be registered	
Value Based Appraisal PADR	Annually	Face to Face with operational lead	
PROMPT	Annually	7.5 hours Classroom	
Professional SD	Annually	7.5 hours Classroom	
Public SD	Annually	7.5 hours Classroom	

Mandatory Learning

Diabetes 10 Point Training



Diabetes CPD card

Category	Refresher Period	Approximate Timings	Date Completed
Diabetes 10 point training	Every 2 years	eLearning www.cdep.org.uk www.diabetesinhealthcare.co.uk	
Pump training	Once	Classroom and assessment 450minutes book via PDM	
Pump update	Every 2 years	Update, workbook 30minutes	
Anaphylaxis	Annually	eLearning on medicine management/ Resus	
Venepuncture workbook assessment update and clinical assessment	Every 3 years	Online competency and completion form	
Intravenous medication initially 2 years then as required	Every 3 years	E learning, classroom and medicine management booklet	
Venous cannulation workbook and clinical assessment	Every 3 years	Classroom, Online competency form and workbook	

Assessors

Blood transfusion	Glucose (post training)	ANTT	Urine-cascade trainer	Pumps (Post Training)	PGD aspirin	Cannulation-Assessors	NLS Cascade Trainers
Louise P Davies	Kath Stallard	Carys Andrews	Kath Stallard	Sarah McCury	Libby Cleverly	Sharon Carberry (T)	Kendall Donoghue
Chloe Hales	Kate Hampson	Judy Beard	Liddy Sheppard	Kath Stallard	Po-ling Tan	Stacey McCormack	Becky Skidmore
Kendall Donoghue	Elaine Patterson	Liddy Sheppard	Jody Clancy	Astrid Morgan	Lois John	Kath Stallard	Helen Lawrence
Jessica Case Stevens	Karen Hone	Ruth Guy	Nerys Kirtley	Nathan Rowland		Helen Roberts	Sian Jones
Kath Fisher Jenkins	Nerys Wysochi	Tracey Brewerton	Diane Taylor	Kendall Donoghue		Nerys Kirtley	Lindsey Hilldrup
Louise Ackland	Amanda Reach	Libby Cleavelly	Kendall Donoghue	Deb Hunt		Karen Hone	Helen Drewett
Elaine Patterson	Sarah Heap	Lisa Edwards	Libby Cleavelly	Amanda Reach		Fliss Roberts	Laura Merrett
Tracey Breweton	Zoe Millichap	Nerys Kirtley		Libby Cleverly		Lisa Edwards	Carys Andrews
Nerys Kirtley	Libby Cleavelly	Katie Davies	Carole Anne Regan	Janice Aspinell		Becky Skidmore	Naomi Price-Bates
Collette Sanders	Julie Pellatt	Zoe Millichap	Amanda Reach			Nathan Rowlands	Sam Fallon
Cath Reen	Diane Taylor	Mikayla Murphy				Cath Downing	Kate Shinkwin
Carole Anne Regan	Louise P Davies	Elaine Patterson	Astrid Morgan			Renata Klosowska	Catrin Jones
Sofia Odugleh	Julia Morgan	Deb Powell				Paul Eaton	Jessica Case Stevens
Libby Cleverly	Cath Downing	Louise P Davies				Louise P Davies	
Nicola Savoury	Kendall Donoghue	Amanda Reach				Julie Morgan	
	Liddy Sheppard	Lynette Rowlands				Leanne Rowlands (T)	