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# **Clinical Professional Development For Occupational Health Nurses**

**A series of six practical training modules**

***Next Training Programmes Commences***

***November 2008***

***Leicester Forest East Premier Inn***

The NPAG provides the opportunity for Occupational Health Managers to help their nurses develop their practical skills.

First introduced in 2005, the NPAG has now organised five Clinical Professional Development Programmes for Occupational Health Nurses. A further two training programmes are now planned to commence in April 2008.

The contents of the six training modules which form the training programmes have been compiled after discussion with managers and senior nurses in the profession and focus on those skills, which are considered vital in providing an excellent service.

## Clinical Professional Development for Occupational Health Nurses

### Introduction

The NPAG now provides the opportunity for Occupational Health Managers to help their nurses develop their practical skills.

These training modules provide a standardised National teaching programme for nurses who are new to Occupational Health. The aim is to provide nurses with the daily clinical and professional skills and competencies that they require to undertake their duties. The practitioner will gain clinical skills, which will support further academic qualifications and training. It is anticipated that a nurse who is new to Occupational Health should complete these training modules within the first 1 – 2 years.

The contents of the six modules have been compiled after discussion with managers and senior nurses in the profession and focus on those skills, which are considered vital in providing an excellent service.

### CPD Certification

The 'Clinical Professional Development for Occupational Health Nurses' courses have been CPD approved. Attendance at modules will count towards an individuals continued professional/personal development, as part of the *lifelong learning* process. Certificates will be e-mailed to delegates after each module.

### Course Programme

Module 1	Contents
<b>Spirometry</b> Two day course £380  <b>Thursday 13<sup>th</sup> &amp; Friday 14<sup>th</sup> November 2008</b>	Legislation Anatomy and Physiology Calculation and Interpretation of Results Practical Participation and Case Studies Problem Based Learning Assessment
Module 2	Contents
<b>Sickness Absence Management Referrals</b> One day course £190  <b>Wednesday 12<sup>th</sup> November 2008</b>	Legislation The Role of Occupational Health History Taking Clinical Assessment Practical Participation Barriers to Returning to Work Advice including Rehabilitation Effective Communication Records and Record Keeping
Module 3	Contents
<b>Health &amp; Safety</b> One day course £190  <b>Thursday 20<sup>th</sup> November 2008</b>	Legislation Risk Assessment Pregnant Worker COSHH Latex Young People VDU Assessments Needlestick Management Practical Participation Effective Communication Records and Record Keeping

Module 4	Contents
<b>Management of Physical Hazards</b> One day course £190  <b>Thursday 27<sup>th</sup> November 2008</b>	Legislation Physical hazards Ergonomics Upper Limb Disorders White Finger Vibration Drivers Fitness to Work Vision Screening Practical Participation Effective Communication Records and Record Keeping

Module 5	Contents
<b>Pre Employment Clearance</b> One day course £190  <b>Tuesday 25<sup>th</sup> November 2008</b>	Legislation Standards of Fitness to Work Immunisations and Vaccinations PGD's Paper Screening Clinical Assessment Requesting Medical Reports Practical Participation Effective Communication Records and Record Keeping

Module 6	Contents
<b>Audiometry</b> One day course £190  <b>Wednesday 26<sup>th</sup> November 2008</b>	Legislation Anatomy and Physiology Ear Examination Pre Testing Categorisation of Results Practical Participation Effective Communication Records and Record Keeping

**NPAG reserve the right to alter the programme**

**Delegate Fees**

For a series of all 6 modules fees are	<b>£855</b>	per delegate
For a single, one-day module, fees are	<b>£190</b>	per delegate
For Spirometry module (two days), the fee is	<b>£380</b>	per delegate

Delegate fees include full event material, buffet lunch and refreshments

Registration Forms must be returned by Friday 31<sup>st</sup> October 2008

N.B. Spaces are limited and early booking is recommended to guarantee your reservation

**BOOKING CONDITIONS:**

A VAT invoice will be issued. VAT Registration No .654 9195 01. VAT applies to any NHS organisation outside England and to any non-NHS organisation.

**Payment is due on receipt of invoice. DO NOT** send payment in advance of receipt of invoice.

**On receipt of invoice:** Payment should be made to: **“East of England Ambulance Service NHS Trust”**

**ALL cancellations must be in writing.** Cancellations received up to 3 weeks before the module date will receive a full refund less an administration charge of £100. After this date refunds cannot be made. A substitute is acceptable.

**Registration Form Overleaf**

**REGISTRATION FORM – Must be returned by Friday 31<sup>st</sup> October 2008**  
**“Clinical Professional Development for Occupational Health Nurses”**

NAME	
POSITION	
ORGANISATION	
ADDRESS	
POST CODE	
PHONE NUMBER	
EMAIL ADDRESS	
FAX NUMBER	
SPECIAL REQUIREMENTS (Dietary, access, etc.)	

**Reservations**

Please send completed booking form  
(Photocopies acceptable)  
**National Performance Advisory Group**  
**87 Coval Lane**  
**Chelmsford**  
**Essex, CM1 1TQ**  
 Tel: 01245 544600  
 Fax: 01245 544610  
 Email: [gemma@npag.org.uk](mailto:gemma@npag.org.uk)

**Invoicing**

If the invoice address is different from that above  
 please enter address below

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Please confirm the modules for which you wish to register by ticking the relevant boxes: -

Module	Spirometry (2-day course)	£380	
Module	Sickness absence management referrals (1-day course)	£190	
Module	Health & Safety	£190	
Module	Audiometry	£190	
Module	Management of physical hazards	£190	
Module	Pre employment clearance	£190	
Full Course	For the series of all 6 modules	£855	

I confirm that I have read and agree to the **BOOKING CONDITIONS** and would like to register as a **delegate for the above stated module(s)**. **Please invoice me for payment.**

Authorisation Signature .....Order Number

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**On receipt of invoice:** Payment should be made to: **“East of England Ambulance Service NHS Trust”**

