



Bolton Hospice
Education



Short Courses

A range of short courses to help your development, whether it be professional or personal.

Education Prospectus 2022



Short Courses

A range of short courses to help your development, whether it be professional or personal.

Contact us

☎ 01204 663 066

✉ education@boltonhospice.org

🌐 www.boltonhospice.org.uk



Welcome to the Bolton Hospice Education Prospectus for 2022

“High quality palliative and end of life care requires a proactive, compassionate approach which is driven by evidence based best practice and continually strives to ensure person centred individualised care.

It is a core element of Bolton Hospice’s mission and vision to deliver quality education programmes to our workforce and stakeholders; using our experience and expertise to develop others is fundamental to our work and the wider palliative and end of life care community.

Bolton Hospice Education aims to promote the highest quality palliative and end of life care for everyone through the development of knowledge, skills and attitude.

We are pleased to offer a range of short courses to help your development, whether it be professional or personal. You will find a selection of learning opportunities that address many aspects of clinical, communication and care issues and further to feedback and demand, we have introduced new courses in line with current end of life care issues sought-after topics.

The range of study days is available for a variety of healthcare professionals and we can always look to tailor our delivery to meet your particular requirements so please do not hesitate to contact us to discuss your needs.”



“All booking information is available at the end of this Prospectus and we look forward to welcoming you to Bolton Hospice.”

**The Education Team
– Victoria Guest, Angela Egerton
and Hannah Holmes**



2022 at a glance

Upcoming courses for you



Bolton Hospice
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February

- 23rd - Syringe Driver Training

March

- 8th - Supporting Teenagers through Loss, Grief and Bereavement
- 17th - An Introduction to Symptom Control in End of Life Care
- 22nd - Opening the Spiritual Gate
- 25th - Real Plan course

April

- 12th - Advanced Care Planning and Communication Skills

May

- 3rd - Enhanced Communication Skills
- 10th - Syringe Driver Training
- Date TBC - Complementary Therapy in Palliative and End of Life Care

June

- 23rd - Supporting Teenagers through Loss, Grief and Bereavement
- 28th - Opening the Spiritual Gate

July

- 14th - Supporting Families & Children through Loss, Grief and Bereavement
- 21st - Advanced Care Planning and Communication Skills

August

- 3rd - Real Plan course

September

- 6th - Opening the Spiritual Gate
- 29th - Supporting Families & Children through Loss, Grief and Bereavement

October

- 4th - Enhanced Communication Skills
- 12th - Syringe Driver Training
- Date TBC - Complementary Therapy in Palliative and End of Life Care

November

- 1st - Real Plan course
- 10th - Supporting Teenagers through Loss, Grief and Bereavement
- 17th - Advanced Care Planning and Communication Skills

December

- 6th - An Introduction to Symptom Control in End of Life Care
- 8th - Opening the Spiritual Gate

Prospectus Contents

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Virtual Learning

In light of social distancing and restricted footfall measures at Bolton Hospice, we are extending our offering of 'virtual' learning and livestreaming for our forthcoming programmes.

The transition will enable educational study days to be available to all healthcare professionals, regardless of location. Livestream audience participation will be enabled, with the facility to ask question and engage in discussion work. This is an exciting new change in our approach to education events, and will support our ethos that palliative and end of life care is still at the forefront of what we do for patient care.

To attend Online Training you will need:

- Access to either a computer, laptop or iPad
- You will need a microphone webcam for vision and compatible browser

Advanced Care Planning and Communication Skills

An interactive and thought provoking short course which explores the value of supporting people at end of life to fulfil their wishes.

Advance care planning (ACP) is the process of discussing and planning ahead to support people at the end of their lives. Highlighted as one of the most difficult areas for health care professionals, advance care planning can greatly help guide patients, families and professionals in decision-making for care at the end of life.

Course topics

Suitable for any health and social care frontline staff or volunteer working with individuals who may benefit from the opportunity to plan their future care.

This study day offers the opportunity to build confidence and develop your practice.

The day will focus on the principle and benefit of Advance Care Planning, the supporting documentations and associated communication skills.



Course dates

- Tuesday 12th April 2022
- 9.30am – 12.30pm
- Thursday 21st July 2022
- 1.00pm – 4.00pm
- (Remote learning platform)
- Thursday 17th November 2022
- 1.00pm – 4.00pm

Course fee

Free to all health and social care staff and volunteers across Bolton

Venue

Bolton Hospice and remote learning platform



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An Introduction to Symptom Control in End of Life Care

The symptoms patients may face towards the end of life can be varied and complex.

This short course aims to provide an introduction to the topic.

Course topics

- Gain an enhanced understanding of symptom management for patients approaching the end of life.
- Recognise the common symptoms experienced by end of life care patients.
- Discuss how these symptoms can be managed effectively in a pharmacological and non-pharmacological manner.
- Explore a holistic approach to symptom control.



Course dates

- Thursday 17th March 2022
- 1.30pm – 3.30pm
- Tuesday 6th December 2022
- 1.30pm – 3.30pm

Course fee

£30 per person

Venue

Remote learning platform



Complementary Therapy in Palliative and End of Life Care

This exciting new course, encompasses how complementary therapists can be safely integrated into practice. It will focus on the holistic management of patients and their families.

This course is delivered by specialist practitioners working within the field of palliative care.

Course topics

- Introduction to palliative care.
- Caring for the patients with a life limiting illness.
- Integrating complementary therapist into a hospice setting.
- Complementary approaches to symptom management.



Course dates

- May 2022
- (date and times to be confirmed)
- October 2022
- (date and times to be confirmed)

Course fee

£30 per person

Venue

TBC



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Enhanced Communication Skills

This one day workshop focuses on the theory and practical skills required to communicate sensitively and effectively.

Good communication is vital in the work we do and has been shown to enhance dignity and respect, preferred place of care, reduce complaints and improve not only the care you give but the environment you work in.

Course topics

- Recognise and practice key facilitative communication skills in a safe and supportive environment.
- Recognise patient cues and concerns when delivering patient-centred care.
- Identify own learning needs and apply the skills to challenging scenarios, e.g. Difficult questions, anger or distress.



Course dates

- Wednesday 9th February 2022
• 9.30am – 4.00pm
- Tuesday 3rd May 2022
• 9.30am – 4.00pm
- Tuesday 4th October 2022
• 9.30am – 4.00pm

Course fee

£50 per person

Venue

Bolton Hospice



Opening the Spiritual Gate

Addresses the need for education in the assessment of spiritual need and spiritual care for healthcare professionals of all types working in a healthcare setting.

Course topics

- Explore the meaning of spirituality and religion.
- Consider the relationship between spirituality & religion for an individual.
- Think about how we recognise spiritual distress. Discover a Simple Skills Secrets model to confidently embark upon spiritual conversations with safety.
- Learn how to respond to unexpected questions about your own beliefs.
- Be aware of the religious needs & rituals of different faith traditions.
- Become familiar with the standards & guidelines of local Spiritual Care Policies and consider how they are met.
- Create an action plan to take back to your workplace.
- Practice recording spiritual and religious needs conversations succinctly.
- Consider how to report spiritual & religious issues to other team members. Create appropriate spiritual care plans...and much more.



Course dates

- Tuesday 22nd March 2022
- 9.30am – 2.30pm
- Tuesday 28th June 2022
- 9.30am – 2.30pm
- (Remote learning platform)
- Tuesday 6th September 2022
- 9.30am – 2.30pm
- Thursday 8th December 2022
- 9.30am – 2.30pm
- (Remote learning platform)

Course fee

£35 per person

Venue

Bolton Hospice and remote learning platform



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Real Plan course

Within healthcare we know that some conversations and communication exchanges will be difficult. With the right skills and training it is possible to increase our confidence in this challenging area.

The REAL PLAN is a newly developed foundation level communication skills course which is suitable for all staff working in healthcare. It will give you the skills required to start difficult conversations, effectively maintain the conversation, and be able to bring the conversation to a close.

This course is a must for anyone new to health and social care, who is looking to develop their communication skills.



Course dates

- Tuesday 22nd February 2022
- 1.00pm – 4.00pm
- Wednesday 3rd August 2022
- 1.00pm – 4.00pm
- Tuesday 1st November 2022
- 1.00pm – 4.00pm

Course fee

£20 per person

Venue

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Supporting Families & Children through Loss, Grief and Bereavement

This course is suitable for anyone wishing to increase their knowledge and understanding of issues surrounding children experiencing loss, grief and bereavement and how to deal with these situations.

The experience of long term conditions/life limiting illnesses brings loss and change for individuals and their families. Many practitioners lack confidence in knowing how to support someone through the impact of loss and bereavement.

Course topics

- A deeper understanding of loss, grief and bereavement in children.
- Theories of loss in relation to our experiences.
- How to offer support to children suffering from bereavement.
- The importance of self-awareness when supporting others.



Course dates

- Thursday 14th July 2022
- 1.30pm – 3.30pm
- Thursday 29th September 2022
- 6.00pm – 8.00pm

Course fee

£30 per person

Venue

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Supporting Teenagers through Loss, Grief and Bereavement

The course which began in October 2019 and has trained over 150 teaching staff and pastoral support, enabling secondary school staff to learn how they can support the teenagers they work with facing or experiencing bereavement.

It also provides delegates with a meaningful toolkit to utilise when supporting young people. This course is suitable for anyone working with teenagers with experience of loss, grief and bereavement.

Course topics

- To explore the world of the teenager.
- To gain an understanding of their struggles.
- To recognise the needs of bereaved teenagers.
- To understand how our own experiences impact.
- To identify ways to encourage conversation.
- Introduce a meaningful tool kit and resources to enhance support in your school.



Course dates

- Tuesday 8th March 2022
- 1.30pm - 3.30pm
- Thursday 23rd June 2022
- 1.30pm - 3.30pm
- (Remote learning platform)
- Thursday 10th November 2022
- 6.00pm - 8.00pm

Course fee

£30 per person

Venue

Bolton Hospice and remote learning platform



Syringe Driver Training

Essential training for all Nurses and Medical practitioners who use a syringe driver as part of their role.

The aim is to teach delegates the theoretical and practical skills required to safely and effectively use syringe drivers.

The course will teach delegates the importance of ensuring the machine is set up correctly before administering any medication through them.

Course topics

- Understand what a syringe driver is.
- Know why it might be prescribed.
- Be aware of breakthrough pain, and how to alleviate it.
- Know how to use a syringe driver.
- Recognise the common alerts and alarms, and their meanings.
- Awareness of common drugs used.



Course dates

- Wednesday 23rd February 2022
• 1.30pm - 3.00pm
- Tuesday 10th May 2022
• 1.30pm – 3.00pm
- Wednesday 12th October 2022
• 1.00pm – 4.00pm

Course fee

£30 per person

Venue

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How to book

Plus course Terms & Conditions



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Further details and available venue dates for all our courses are available online

www.boltonhospice.org.uk/training-courses

We accept all course bookings via our online booking system or via email for invoice payments. If you require any further information, or would like to enquire about bespoke training, please contact a member of the Education Team at education@boltonhospice.org

Terms and conditions

Insufficient Bookings

If there are insufficient bookings for a course Bolton Hospice have the right to cancel a course. Where possible this decision will be taken no later than 1 week before the course date and all potential participants will be fully informed as soon as possible and any fees fully refunded.

Cancellations

Should you wish to cancel your booking please do so via telephone or email within 10 days prior to the course date so that cancellation fees are not incurred. A change of booking name will be accepted at any time and does not incur costs.

Refunds

Where a delegate does not attend a course without cancelling in advance, the charges are always non – refundable.

Courses with charge to delegates

Fees need to be paid in advance of the course date to ensure attendance. Cancellation fees will be charged at 50% of the course fee if the attendee cancels less than 10 days prior to the course date. A cancellation fee of 100% of the course fee will apply if the attendee cancels within 3 days prior to the course date or does not attend.

Feedback and Comments

Share your thoughts

Bolton Hospice was rated as GOOD overall in a recent CQC Inspection (January 2017) and received the following feedback:

“The education department was proactive in the way they used their skills for the benefit of their own staff and other professionals in the local area, such as social workers and teachers, via the education centre.”



“This demonstrated the service's commitment to helping educate more professionals in the community so that support for bereaved children within the local community was robust and extensive.”

“Very well presented, relevant, interesting and practical. Thank you.”

- Advance Care Planning 2020

“Very useful information on a subject that is not easy to deal with. Always very informative and helpful training delivered in a sensitive manner.”

- Symptom Control 2020

“Really relevant and useful course. A fantastic course with plenty of info and ideas to help children facing bereavement.”

- Loss, Grief and Bereavement 2020

“I really enjoyed the course and would feel much more capable when faced with a patient or family member in distress and hopefully will be more capable.”

- Opening the Spiritual Gate 2020

“Fantastic course and definitely good to reflect and learn from other health professionals. Very friendly, enthusiastic group. Fantastic facilitators.”

- Enhanced Communication Skills 2021

Meet the Education Team

Bolton Hospice Educators

Victoria Guest University Hospice Lecturer/Practitioner

- Registered Nurse
- Diploma in Adult Nursing
- Degree level modules in End of Life Care and Mentorship
- Post Graduate Certificate in Teaching and Learning in Higher and Professional Education

“I started working within palliative care 15 years ago as a staff nurse on the inpatient unit at Bolton Hospice. Throughout my career as a nurse I have had the opportunity to further my knowledge and skills in all service areas of the hospice including community working with the Hospice at Home team. With a special interest in palliative education and training, I then went on to become a hospice educator.

Being in this role for the last 7 years I have had fantastic opportunities to collaborate with others to provide excellent palliative and end of life care support and training to health care professionals, volunteers and carers working within Bolton and the wider communities.”

Angela Egerton University Hospice Lecturer/Practitioner

- Registered Nurse
- Diploma in Adult Nursing
- End of Life Care Level 6
- Mentorship
- Post Graduate Certificate in Teaching and Learning in Higher and Professional Education

“I have spent the last fifteen years working within specialist palliative care as a band 5 nurse, then a short time as a band 6 nurse across all services within Bolton Hospice. I worked predominately on the inpatient unit and have developed an in depth knowledge and mastered many skills within palliative and end of life care.

I have interest in education and was part of a small team responsible for the clinical learning environment, which provided support to student nurses on placement as well as being a resource for mentors. I've been part of the education team for the last six years, giving me the opportunity to collaborate with others who are passionate about end of life care, share knowledge, experiences and offer education to the wider community.”



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Meet the Education Team

Bolton Hospice Educators

Hannah Holmes Clinical Practice Educator

- Registered Nurse
- Diploma in Adult Nursing
- Managing End of life care module
- Mentorship in professional practice module



"I qualified as a nurse in 2009 after starting my nursing career as a cadet nurse at the age of 16. Throughout my three years as a student nurse, I discovered a passion for palliative and end of life care during a placement at Pendleside Hospice. My mentor was an amazing nurse and I strived to be able to give the compassionate care that she was able to. After qualifying, I gained acute nursing experience on an acute neurosurgical ward at Salford Royal Foundation Trust, which provided me with the skills to be able to branch out into my chosen area of nursing.

I gained my first palliative care post in 2013 as a staff nurse on the In-patient unit at Wigan and Leigh Hospice. I was lucky to have access to high quality education which led me to become part of the ward management team in 2018. Recognising what quality education could enable a nurse to achieve led me to applying for the post of Clinical Practice Educator in 2021. The post is a new role for both Bolton Hospice and Wigan and Leigh Hospice. The role itself is still evolving but the collaboration of two hospices will enable us to share ideas, resources and provide excellent education, which will promote a strong, confident workforce."



Bespoke Training

Opportunities for you



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Bolton Hospice offers a range of learning and development opportunities, from short workshops to full day and half day courses.

Our courses attract a variety of participants from volunteers, care support staff, students and qualified practitioners. If you are an organisation with staff that need to develop the knowledge and skills in caring for those living with advanced disease, dying and bereavement.

You can access our education either in the hospice or in your place of work.



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What we can offer?

- Customised clinical training solutions
- Delivery of education in small or large groups, at your convenience
- Experienced trainers that are highly qualified and currently work in a setting where end of life care is provided
- A cost effective and focused way to train your staff in areas specific to their needs.
- Clinical skills training

Who can benefit from bespoke training?

Anyone. Health and social care support staff, hospice staff and qualified practitioners.

Availability

To discuss your requirements please contact Gillian Fairclough, Education Admin on 01204 663066 or email education@boltonhospice.org

Palliative Care Network

Connect and network with our online community

The palliative education network has been created for people working in palliative and end of life care across different settings to share information and promote discussion and networking opportunities.

Join our palliative education network on Facebook and network with over 1,900 members from across the world!

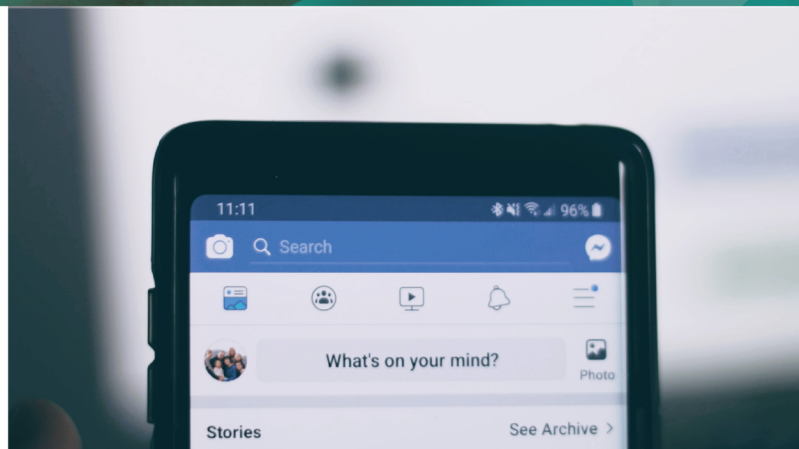
The group has been created for people working in palliative and end of life care across different settings, including hospices, care and nursing homes, hospitals, GP surgeries etc.

It has been designed to:

- Offer support and guidance to people working in the sector
- Provide news and updates about palliative and end of life care practices
- Promote discussions between healthcare professionals working in palliative and end of life care
- Educate healthcare professionals about various topics surrounding end of life and palliative care
- Encourage networking opportunities and sharing of good practice
- Sharing relevant training and CPD opportunities.

Find us on Facebook!

www.facebook.com/groups/palliativeeducationnetwork



Stay up to date

You can also follow Bolton Hospice for updates about Education on social media



or join our education mailing list by emailing the team at education@boltonhospice.org

📞 01204 663 066

🌐 www.boltonhospice.org.uk/training-courses

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