



**Bolton Hospice**  
Education



# Short Courses

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

# Education Prospectus 2023



## Contact us

☎ 01204 663 066

✉ [education@boltonhospice.org](mailto:education@boltonhospice.org)

🌐 [www.boltonhospice.org.uk](http://www.boltonhospice.org.uk)



# Welcome to the Bolton Hospice Education Prospectus for 2023



**“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  
– Jane Ashworth, Angela Egerton  
and Hannah Holmes**



# 2023 at a glance

Upcoming courses for you



**Bolton Hospice**  
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## February

- 1st - Enhanced Communication Skills
- 7th - Syringe Driver Training
- 7th - Real Plan course
- 21st - Supporting Teenagers through Loss, Grief and Bereavement

## April

- 19th - Opening the Spiritual Gate

## May

- 3rd - Advanced Care Planning
- 9th - Enhanced Communication Skills
- 18th - Syringe Driver Training

## June

- 14th - Opening the Spiritual Gate
- 15th - Supporting Teenagers through Loss, Grief and Bereavement

## July

- 5th - Advanced Care Planning
- 13th - Supporting Families and Children through Loss, Grief and Bereavement

## August

- 22nd - Advanced Care Planning

## October

- 4th - Advanced Care Planning
- 10th - Enhanced Communication Skills
- 12th - Syringe Driver Training
- 26th - Supporting Families and Children through Loss, Grief and Bereavement

## November

- 1st - Opening the Spiritual Gate
- 9th - Real Plan course
- 16th - Supporting Teenagers through Loss, Grief and Bereavement

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# 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

- Wednesday 3rd May 2023
- 9.30am - 1.00pm
  
- Wednesday 5th July 2023
- 9.30am - 1.00pm
  
- Wednesday 4th October 2023
- 9.30am - 1.00pm

## Course fees

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

## Venue

Bolton Hospice



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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 1st February 2023
- 9.00am - 4.00pm
  
- Tuesday 9th May 2023
- 9.00am - 4.00pm
  
- Tuesday 10th October 2023
- 9.00m - 4.00pm

## Course fees

£70 per person

## Venue

Bolton Hospice



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# 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

- Wednesday 19th April 2023
- 9.30am - 4.00pm
- Wednesday 14th June 2023
- 9.30am - 4.00pm
- Wednesday 1st November 2023
- 9.30am - 4.00pm

## Course fees

£45 per person

## Venue

Bolton Hospice



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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 7th February 2023  
• 1.00pm - 4.00pm
- Tuesday 22nd August 2023  
• 9.00am - 12.00pm
- Thursday 9th November 2023  
• 1.00pm - 4.00pm

## Course fees

£30 per person

## Venue

Bolton Hospice



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**Well delivered by  
competent professionals.  
Took time to explain and  
ensuring understanding.**



# 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.

Bolton Hospice  
caring from the heart

Grief and Bereavement

## Course dates

- Thursday 13th July 2023  
• 1.30pm - 3.30pm
- Thursday 26th October 2023  
• 5.30pm - 7.30pm

## Course fees

£30 per person

## Venue

Bolton Hospice



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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 21st February 2023
- 1.30pm - 3.30pm
- Thursday 15th June 2023
- 5.30pm - 7.30pm
- Thursday 16th November 2023
- 1.30pm - 3.30pm

## Course fees

£30 per person

## Venue

Bolton Hospice



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# 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

- Tuesday 7th February 2023  
• 10.00am - 11.30am
- Thursday 18th May 2023  
• 1.30pm - 3.00pm
- Thursday 12th October 2023  
• 1.30pm - 3.00pm

## Course fees

£30 per person

## Venue

Bolton Hospice



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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](http://www.boltonhospice.org.uk)

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](mailto: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

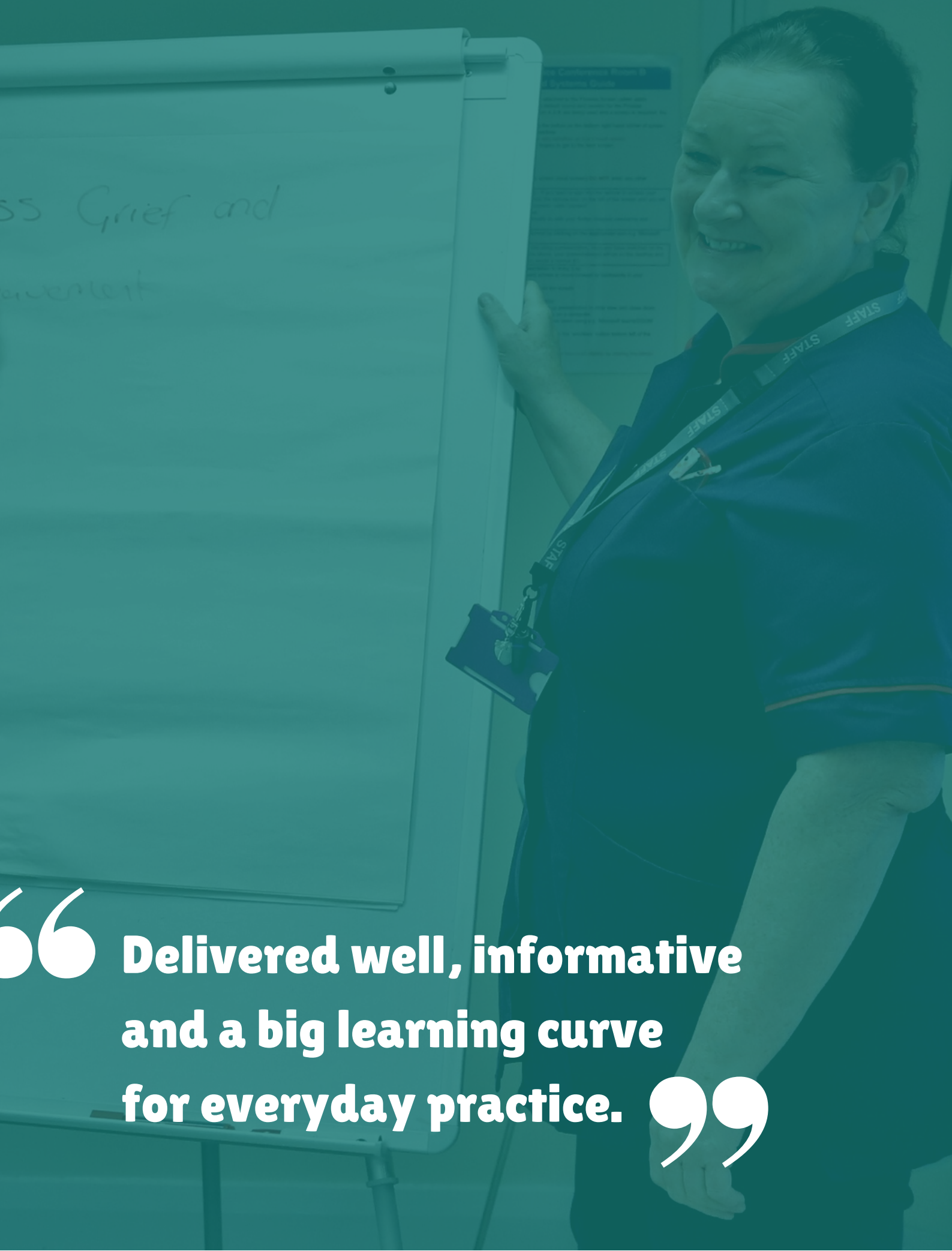
Should you wish to cancel your booking please do so via telephone or email within 10 days prior to the course date so that cancellation fees are not incurred. A change of booking name will be accepted at any time and does not incur costs.

### 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.



“

**Delivered well, informative  
and a big learning curve  
for everyday practice.**

”

# 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.”

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**“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

## Jane Ashworth University Hospice Lecturer/Practitioner

- Registered nurse
- Degree modules in Palliative care and mentorship
- Degree in Professional development
- Masters in Leadership and management

"I started my nursing career on a surgical ward and developed a deep interest in palliative care, then I was fortunate to be able to develop into the role of specialist palliative care as a Macmillan nurse and worked in Oldham for many years, later I moved into education as I could see the benefits of helping people to develop their knowledge and skills in order to be able to help those in their last years of life.

I have had such a blessed career in being able to be a part of developing palliative care provision in Greater Manchester, now I get to work with the community of Bolton and be a part of its future."

## 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 predominantly on the Inpatient Unit and mastered many skills within palliative care 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 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."

**Jane**



**Angela**







# 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](mailto: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 2,200 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.

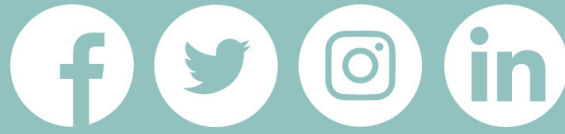
## **Find us on Facebook!**

[www.facebook.com/groups/palliativeeducationnetwork](https://www.facebook.com/groups/palliativeeducationnetwork)



# Stay in touch

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](mailto:education@boltonhospice.org)

 01204 663 066

 [www.boltonhospice.org.uk/training-courses](http://www.boltonhospice.org.uk/training-courses)

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Bolton, BL1 4QT



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