



EDUCATION & LEARNING DIRECTORY 2019

*Sometimes it's knowing the little things
that makes the difference*





Look out for our new Programmes in 2019

- Foundation course for RGN's working in residential care homes
- Return to Nursing Course
- Introduction to Assisted Decision Making (Capacity) Act 2015
- Communication in Palliative & End of Life Care, 2 Day Programme for Health Care Assistants
- Male Catheterisation and Suprapubic Re-Catheterisation, a blended learning programme

Build your own programme according to your organisation's needs!

The Education Service is offering an innovative way to meet the educational needs of staff in all healthcare environments. A broad range of individual tutorials providing short, up to date evidence based knowledge on palliative care/end of life and caring for the older person can be delivered in your workplace. These can be delivered independently or combined to half or full day in your place of work or here in Milford Care Centre.

See pages 10 and 11 for further details.

Off-site Education

Education is also provided externally on request - the majority of programmes outlined can be delivered by our education team in your organisation.

We hope that you find a course of interest and if there is anything you would like to recommend for delivery, please do not hesitate to contact us and we will try our best to meet your needs.

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JANUARY

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- 24 Safeguarding The Vulnerable Adult
- 29 Mar-19 Mar Mindfulness Based Stress Reduction
- 30 Male Catheterisation & Suprapubic Re-Catheterisation
- 31 What is Resilience?

FEBRUARY

- 5 Venepuncture & Peripheral Intravenous Cannulation
- 7 Clinical Audit (Day1)
- 20 Searching the Literature
- 26 Bereavement Information Evening
- 27 Introduction to Dementia Care and Management of Psychological and Behavioral Symptoms
- 27 Introduction to Psychological and Behavioural Symptoms of Dementia
- 28 Advanced Communication Skills for Healthcare Professionals in Cancer and Palliative Care

MARCH

- 1 Advanced Communication Skills for Healthcare Professionals in Cancer and Palliative Care
- 5 Mindfulness Based Stress Reduction
- 6 Male Catheterisation & Suprapubic Re-Catheterisation
- 12 Intravenous Medication Administration
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- 13 What Matters to Me - End of Life Care and Communication
- 15 Medication Management & Palliative Care
- 19 Mindfulness Based Stress Reduction
- 20 Basic Life Support for Healthcare Providers
- 21 Introduction to Assisted Decision Making Capacity Act
- 26 Safeguarding the Vulnerable Adult
- 28 Clinical Audit (Day 2)

APRIL

- 2-3 The Palliative Approach: A 2 Day Programme for Nurses
- 9 Medication Management and Care of the Older Adult Programme
- 10 Foundation Course in Residential Care
- 11 Venepuncture Study Day
- 15 European Certificate in Essential Palliative Care - Introduction Evening
- 17 Foundation Course in Residential Care
- 24 Foundation Course in Residential Care
- 25 Subcutaneous Fluid Administration

MAY

- 1 Reflective Portfolio Writing Skills & Opioid Conversions Workshop
- 2 Palliative Care in Intellectual Disabilities: Working Together
- 6 Bank Holiday
- 8 Management and Replacement of Gastrostomy Tubes
- 9 Caring for Patients with Pain & Syringe Driver Workshop
- 13 May-30 Jun Return to Nursing Course
- 13 General Wound Management
- 15 Bereavement Support Education Programme Introductory Evening
- 21 Intravenous Medication Administration for Nurses
- 22 Palliative Emergencies and the Last Days of Life Workshop
- 23 Introductory Workshop on End of Life Care in Residential Homes
- 28 Bereavement Information Evening
- 28 Male Catheterisation and Suprapubic Re-Catheterisation
- 29 Safeguarding the Vulnerable Adult
- 30-31 Advanced Communication Skills for Healthcare Professionals in Cancer and Palliative Care

JUNE

- 12 European Certificate in Essential Palliative Care - Exam day
- 13-14 Advanced Communication Skills for Healthcare Professionals in Cancer and Palliative Care
- 20 What is Resilience?

AUGUST

- 27 Bereavement Information Evening
- 28 Basic Life Support for Healthcare Providers

SEPTEMBER

- 2 General Wound Management
- 4 Safeguarding the Vulnerable Adult
- 5 Introduction to Clinical Audit Workshop (day 1)
- 6 Palliative Care Support - QQI/FETAC Level 5 Certificate
- 10 An Introduction to Central Venous Access Catheters
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- 12-13 Communication Skills in Palliative Care and End of Life Care for Health Care Assistants
- 13 Palliative Care Support - QQI/FETAC Level 5 Certificate
- 16 European Certificate in Essential Palliative Care - Introduction Evening
- 17 Intravenous Medication Administration for Nurses
- 18 Sept 4 Dec Bereavement Support Education Programme
- 19 Palliative Care in Intellectual Disabilities: Working Together
- 20 Palliative Care Support - QQI/FETAC Level 5 Certificate
- 24 Sept-12 Nov Mindfulness Based Stress Reduction
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- 26 Essential Palliative Care for Health and Social Care Professionals Workshop
- 27 Palliative Care Support - QQI/FETAC Level 5 Certificate
- 27 SONAS/Engaging Dementia

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- 14 Art Facilitation Workshop
- 15 Introduction to Reminiscence Workshop
- 15 Year Round Indoor Table Top Gardening
- 16 Management and Replacement of Gastrostomy Tubes
- 17 Safeguarding the Vulnerable Adult
- 17 What is Resilience?
- 18 Clinical Audit (day 2)
- 22 Palliative Emergencies and the Last Days of Life Workshop
- 23 Male Catheterisation & Suprapubic Re-Catheterisation
- 24-25 Advanced Communication Skills for Healthcare Professionals in Cancer and Palliative Care
- 29 Introduction to Psychological and Behavioural Symptoms of Dementia
- 29 Introduction to Dementia Care and Management of Psychological and Behavioral Symptoms
- 30 Tracheostomy Care for Health Care Practitioners
- 31 Introductory Workshop on End of life Care in Residential Homes

NOVEMBER

- 4 General Wound Management
- 6 Searching the Literature
- 8 SONAS/Engaging Dementia
- 8 Essential Certificate in Essential Palliative Care - Exam Day
- 14 Communication and Personal Skills in Palliative Care Workshop
- 15 Introduction to Assisted Decision Making Capacity Act
- 16 Palliative Medicine and Cancer Management for General Practitioners
- 19 Venepuncture & Peripheral Intravenous Cannulation
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- 21-22 Advanced Communication Skills for Healthcare Professionals in Cancer and Palliative Care
- 26 Intravenous Medication Administration for Nurses
- 26 Bereavement Information Evening
- 27 What Matters to Me - End of Life Care and Communication
- 29 SONAS/Engaging Dementia

DECEMBER

- 5 Safeguarding the Vulnerable Adult

Education and Learning at Milford Care Centre

Our Vision

The vision for education and learning at Milford Care Centre is to develop a sustainable and robust service to contribute to and bring the knowledge, skills and attitudes of palliative care and gerontology to healthcare professionals and the public; whilst recognising the professional development needs of our own staff. This in turn will improve the quality of life for patients and their families at the end of life.

Our Values

Education and Learning is guided by the identified values of Milford Care Centre as outlined in its mission statement:-

Justice- To be rooted in integrity, honesty and fairness in all that we do

Compassion- To seek to understand and to care for all with compassion

Respect- To treat each person as a unique and valued individual

Communication- To be open, honest and sensitive in all our communications

Accountability- To provide a professional service that uses resources economically, efficiently and effectively

In addition to the values outlined above, we seek to empower and facilitate health professionals and the community it serves. These values will remain central to the work of our service.



The Milford Factor

Giving People Back their Dignity

Compassionate caring is a matter of the heart. This was one of the guiding principles of Mother Mary Potter, when she brought together a group of people who would stand with another in their brokenness and walk with them in the events of life. Mary Potter was a woman of vision, a woman who faced challenges head-on, a woman who wanted to leave the world a better place than she found it. She was a leader that any company could be proud of. She had faith in God's plan for her and in other people's vision for a better future. She read the needs of the times and responded to them with a sense of adventure and courage, with very little human resources.

She set her goals, based on Gospel values – carried them through. She formed a team...and so began the Little Company of Mary 135 years ago. Mary Potter chose as her scene Mary, at the foot of the Cross. Her wish that those who followed in her footsteps would make life more bearable for others, especially those who were sick or dying, creating a safe environment where through their presence a moment of healing would take place. Mary, herself understood the emotional, spiritual, physical needs of the sick and their families, as she suffered painful and chronic illness all her life. Her heart's desire that everyone be accompanied on the road of life, in a practical way where possible, but always through prayer.

It takes very special people to walk the road of good-byes, holding the hand of the person who is ageing and the person who is very ill, and in the other hand that of the grieving living. Was it her Irish roots and recognition of those special people that encouraged Mary Potter to accept so readily the invitation to come to Limerick in 1888? How proud she must be 125 years on to see the challenge of her vision so courageously adapted to present day needs here in the heart of the Mid-West.

On the 9th April we celebrated the Centenary of the death of this great torch-bearer. We thank each one of you for the star role you have played in this great enterprise

“May you embrace the beauty in what you do and how you stand like a secret angel between the bleak despair of suffering and the unquenchable light of the spirit that can turn the darkest destiny towards dawn.

May you never doubt the gifts you bring; rather learn from these frontiers wisdom from your own heart.

May you come to inherit the blessings of kindness and never be without care and love when winter enters your own life”.

(John O'Donoghue)

Sr. Brigid Finucane. LCM
Mission Coordinator.

Eligible to attend:
Healthcare Professionals

Fee:
Subject to Needs Assessment

Due to increased workload in clinical setting and difficulty in releasing staff to attend educational days, Milford Care Centre Educational Department aims to meet the needs of nurses and healthcare assistants working in residential, homes, nursing homes, intellectual disabilities, acute hospitals and community by bringing educational requests to their own working locations. By browsing through our educational directory of the courses listed below and reading the course outline, you can decide whether there are courses you would like delivered in your own place of work. There is also a certain level of flexibility in adapting courses to suit the needs of staff in individual working environment through discussion with us. We can accommodate half day and full day courses/workshops.

Palliative Care of the Older Person

- Introduction to Palliative Care/Introduction to use of Syringe Driver
- Pain Management in the Older Person
- Managing Common Symptom in Palliative Care, Delirium in the Older Person
- Care in the last 24/48 Hours of Life, Introduction to Dementia and Management of Psychological and Behavioral Symptoms
- Medication Management and Palliative Care, Medication Management and the Older Person
- Communication Difficulties/Psychosocial Issues at End of Life
- Nutritional Assessment in the Older Person
- 'What Matters to Me' Person-Centered Care for the Older Person
- Introductory workshop in End of life Care in Residential Settings

Care of the Older Person

- Pain Management in the Older Person
- Delirium in the Older Person
- Introduction to Dementia and Management of Psychological and Behavioral Symptoms
- Medication Management and the Older Person
- Nutritional Assessment in the Older Person
- Person Centered Care for the Older Person

Clinical Skills

- Intravenous Medication Administration for Nurses – a Blended approach
- Venepuncture
- Venepuncture & Cannulation
- Male Catheterisation - Urethral & Suprapubic
- Subcutaneous Fluid Administration
- An Introduction to Central Venous Access Catheters

Applications

On completion of our needs assessment form, found on our website at www.milfordcarecentre.ie/education-research/off-site-education which is returned to Geraldine Aherne, Education Secretary <mailto:g.aherne@milfordcc.ie>, your request will be considered and dates will be agreed subject to availability.

Fees will be discussed during the processing of the needs assessment.

Introduction to Palliative Care

Accredited online interactive
1.5 hour programme

Eligible to attend:

All levels of
Healthcare
Professionals

Fee:

€25.00

Aim: The aim of this online programme is to enable participants to understand the principles of palliative care and their application to practice, thereby improving the standard of care delivery and quality of life for patients and their families.

This programme is designed for healthcare professionals who seek an understanding of “what palliative care is” and acts as a guide to achieving their competence requirements within a wide variety of healthcare settings.

The focus of the programme is to equip the healthcare professional with evidence based information enabling them to feel confident and knowledgeable when caring for a person with a life-limiting condition. It has been developed in line with the National Palliative Care Competence Framework and has been informed by other international competence frameworks and evidence based guidelines and literature.

Main Topics discussed include:

- Defining the Principles of Palliative Care, End of Life Care and the Palliative Care Approach
- The Application of the Principles in Practice
- Multidisciplinary team collaboration
- The integration & significance of the physical, psychological, social and spiritual issues that affect palliative patients and their families
- Recognition of the timely requirements within each of the levels of palliative care specialization – Level 1 - The Palliative approach, Level 2 – General intermediate level, Level 3 – Specialist palliative care
- The importance of “self-care awareness” and strategies to adopt in reducing the burden impact which can arise when caring for people facing life-limiting conditions.

Accreditation/CPD: 2 Continuing Education Units (CEUs) approved by An Bord Altranais agus Cnáimhseachais na hÉireann (The Nursing and Midwifery Board of Ireland).

Formal Family Meetings: A Structured Approach to Communication in Palliative Care

Eligible to attend:

Healthcare
Professionals

Fee:

€45.00

Aim: The aim of this education programme is to foster and support sound clinical practice in the participation or holding of Family Meetings with a patient who has a life limiting illness. It is designed to assist the healthcare professional to gain a deeper understanding of the significance of family, family dynamics and effective communication in difficult circumstances.

Communication is important in all health care settings, but is critical at the end of life. Effective interdisciplinary team working is key and a prerequisite for successful interactions with patients and families. Health professionals often lack the communication skills or confidence required to work with this patient group in situations that can involve dealing with challenging emotions and complex clinical situations.

This is a 4 hour online eLearning education programme which focuses on seven topics relating to family meetings.

Section 1: Introduction to the eLearning Programme

Section 2: Principles of Communication in Palliative Care

Section 3: Overview - Thinking About Palliative Care and Families

Section 4: Considering Family Meetings - Patient Care Planning

Section 5: Formal Family Meetings - Pre-Meeting Review and Discussion

Section 6: Structure of a formal Family Meeting and the Roles of MDT Members

Section 7: Post Formal Family Meeting Review and Follow Up.

Accreditation/CPD: 4 Continuing Education Units (CEUs) approved by An Bord Altranais agus Cnáimhseachais na hÉireann (The Nursing and Midwifery Board of Ireland)

European Certificate in Essential Palliative Care

8 Weeks Distance Learning Programme,
2 intakes annually in Spring and Autumn

Dates:

Spring 2018 Intake:
15th April to
12th June 2019

Autumn 2018 Intake
16th September to
13th November 2019

Times:

Introductory
Evening 6.30p.m.

Eligible to attend:

Doctors, nurses,
pharmacists, allied
health professionals
& paramedics

Fee: €550.00

Aim: The aim of this programme is improve the care of patients and enable health professionals, irrespective of the care setting, to practise the essential principles of palliative care. It endeavours to raise the profile of palliative care, engender confidence in healthcare professionals and foster communication between healthcare professionals.

This is an intensive eight-week, distance/blended learning programme based on the well-established Princess Alice Certificate in Essential Palliative Care running in the UK for many years. Milford Care Centre is the coordinating site for the Republic of Ireland with a host centre based in Our Lady's Hospice & Care Services, Dublin.

The course explores the main principles and practices in palliative care, some of which include:

- Pain and its management
- The management of physical symptoms
- The management of non-physical symptoms
- Emergencies in Palliative Care
- Caring for people in the last days and hours of life
- Loss and grief

It is estimated that the main sections will require at least 10 hours of work to complete, including viewing online content, reading the course handbook and reviewing the questions at the end of each section. Learning is assessed through completion of a portfolio and a written and oral examination. An online learning site (learningzone@pah.org.uk) has also been established to assist candidates with their studies.

Applicants must be working in a suitable practice setting e.g. in an acute hospital, nursing home, community or hospice and should have direct contact with patients requiring a palliative approach to care.

Accreditation/CPD: 35 Continuing Education Units (CEUs) approved by An Bord Altranais agus Cnáimhseachais na hÉireann (The Nursing and Midwifery Board of Ireland).
50 Continuing Professional Development credits from Royal College of Physicians of Ireland.

This course is recognised by University of Limerick as having evidence of prior learning and has been awarded 15 ECTS (European Credit Transfer System) at undergraduate level.

NI Hospice Certificate in Holistic Dementia Care

10 week Distance Learning Programme

Dates:

TBC
Autumn 2018 Intake
TBC

Eligible to attend:

Doctors, nurses, and
other healthcare
professionals

Fee: £400.00

Booking and Further Information:

Education & Research
Department
Jennymount Business Park
North Derby Street
BELFAST
BT15 3HN
E: education@nihospice.org
T: +44 (0) 28 9078 1836
www.nihospice.org

Aim: The NI Hospice Certificate in Holistic Dementia Care is a 10 week distance learning course for doctors, nurses and other healthcare professionals. It aims to promote effective person centred care for patients with a dementia and support those who matter to them from diagnosis to bereavement.

The course commences with an introductory evening session, which can be attended via broadband link. Participants will have access to the course handbook, online learning resources and an online support forum. There is a workshop on 'Writing a Portfolio Case Study'; candidates may attend a face-to-face session or join via a broadband link.

Milford Care Centre offers this 10-week distance learning programme in collaboration with Northern Ireland Hospice.

The course is divided into 13 sections, each covering the principles and practice for delivering end-of-life care to patients with dementia. The key elements of dementia care explored throughout the course are:

- The diagnosis, treatment and key characteristics of the different types of dementia.
- The provision of holistic dementia care and the role of palliative care.
- Communication with a patient with cognitive impairment.
- Effective assessment in dementia care.
- Management of behavioural and psychological symptoms in dementia.
- Management of holistic symptom needs.
- Caring for the carers.
- End of Life Care.
- The ethical and legal implications of a diagnosis of dementia.

It is estimated that each of the eight weeks of the course will require approximately 10 hours of work to complete including reading the course handbook and reviewing the additional learning on the Learning Matters website which has been established to assist candidates with their studies.

Attendance is required at the introductory evening session, which can be attended via video conference, and at the final assessment day at Milford Care Centre.

Accreditation/CPD: CPD applied for
Royal College of Physicians UK
Bord Altranais agus Cnáimhseachais na hÉireann
Royal College of Physicians, Ireland.

Intravenous Medication Administration for Registered Nurses

A Blended Learning Programme

Dates:

12th March 2019,
21st May 2019,
17th September
2019,
26th November
2019

Time:

2.00p.m – 4.30p.m.

Eligible to attend:

Registered Nurses

Fee: €60.00

Aim: This aim of this study day is to provide Registered Nurses with the necessary theoretical and practical components of intravenous drug administration.

This blended learning programme allows the Registered Nurse to complete the theoretical component of this programme online. Following registration and payment of the course candidates will be issued with a password to access the online content. On successful completion of the 2 hour online session candidates can print a certificate.

The candidate MUST bring the certificate to the practical workshop.

Participants will be able to attend Milford Care Centre on the above dates for approximately 2.5 hours to complete the practical components of intravenous drug administration.

Learning Outcomes:

On successful completion of the online programme, participants will be able to:

- Identify key issues in relation to the scope of practice in nursing
- Summarise the main principles of an intravenous administration policy.
- Describe the infection control and pharmacological principles in relation to intravenous therapy.

On successful completion of the classroom practical component of this programme participants will be able to:

- Demonstrate competence in calculations associated with intravenous drug administration
- Demonstrate the procedure involved in administering a bolus intermittent and continuous drug intravenously.

Accreditation/CPD: 4 Continuing Education Units (CEUs) approved by An Bord Altranais agus Cnáimhseachais na hÉireann (The Nursing and Midwifery Board of Ireland) for the e - learning programme.

Male Catheterisation and Suprapubic Re-Catheterisation Study Day

A Blended Learning Programme

Dates:

30th January 2019,
6th March 2019,
28th May 2019,
11th September
2019,
23rd October 2019,
20th November
2019

Time:

1.30p.m. - 4.30p.m.

Eligible to attend:

Registered Nurses

Fee: €60.00

Aim: The aim of this course is to equip nurses with the appropriate knowledge and skills for best practice in male catheterisation and suprapubic re-catheterisation thus enhancing patient care.

This blended course is aimed at nurses from a variety of settings mainly nursing homes, residential services, intellectual disability; hospice, community settings such as home care and public health. It is suitable for hospital based nurses who wish to gain a general understanding of male catheterisation and supra pubic re-catheterisation but does not focus on post-operative care or specialist urology procedures.

On successful completion of the 2 hour online session candidates must print a certificate.

The candidate MUST bring the certificate to the practical workshop.

Participants will then be able to attend Milford Care Centre for approximately 2.5 hours to complete the practical components of Male Catheterisation and Suprapubic Re-Catheterisation.

Learning Outcomes:

Following completion of the study day, participants will have:

- Examined the Scope of Practice Framework for Nurses & Midwives.
- Reviewed anatomy & physiology of the male genito-urinary system.
- Explored the guidelines for good practice in adult catheter management from best available evidence
- Reviewed infection control principles in male and suprapubic catheterisation
- Observed a procedure demonstration for male catheterisation - urethral catheterisation and suprapubic re-catheterisation
- Explored and understood the care and management of the potential complications of urethral catheterisation
- Demonstrated skills in male catheterisation on training mannequin and completion of Theoretical Component Competency record.

Please ensure that you can complete your competency requirement in a clinical setting following the clinical skill study day.

Accreditation/CPD: Continuing Education Units (CEUs) have been applied for from An Bord Altranais agus Cnáimhseachais na hÉireann (The Nursing and Midwifery Board of Ireland) for the e - learning programme.

Advanced Communication Skills for Healthcare Professionals in Cancer and Palliative Care

Dates:
28th February 2019 &
1st March 2019,
30th & 31st May 2019,
13th & 14th June 2019,
24th & 25th October
2019,
21st & 22nd
November 2019

Time:
9.00a.m – 5.00p.m.

Eligible to attend:
Doctors, nurses and
all other health care
professionals

Fee: €350.00

Aim: This 2-day course aims to increase health professionals' awareness of their communication skills and to explore strategies to enhance their ability to elicit and respond to patients' concerns and deal more effectively with difficult communication situations.

Communication is important in all health care settings, but is critical for patients with advanced life-threatening illness. Health professionals often lack the communication skills or confidence required to work with this patient group in situations that can involve dealing with challenging emotions and complex clinical situations.

Use of actors as simulated patients, structured feedback and small group discussion facilitates health professionals to develop competence and confidence in a safe, comfortable and non-threatening environment. These approaches are central to this course, based on the Wilkinson Model of Communication Skills training from the UK.

This course is designed for members of the multi-professional health care team who are working with patients with advanced progressive disease. The participant must have two years clinical experience as a qualified practitioner to undertake this course.

Accreditation/CPD: 14 Continuing Education Units (CEUs) approved by An Bord Altranais agus Cnáimhseachais na hÉireann (The Nursing and Midwifery Board of Ireland). Continuing Professional Development Points (CPD) approved by the Royal College of Physicians of Ireland.

Communication Skills in Palliative & End of Life Care

2 Day Programme for Health Care Assistants

Dates:
12th & 13th
September 2019

Time:
9.00a.m – 5.00p.m.

Eligible to attend:
Health Care
Assistants

Fee: €250.00

Aim: This 2-day course aims to increase health care assistants' awareness of their communication skills and to explore strategies to enhance their ability to elicit and respond to patients' concerns and deal more effectively with difficult communication situations.

Communication is important in all health care settings, but is critical for patients with advanced life-threatening illness. Health care assistants often lack the communication skills or confidence required to work with this patient group in situations that can involve dealing with challenging emotions and difficult questions.

Use of actors as simulated patients, structured feedback and small group discussion facilitates health care assistants to develop competence and confidence in a safe, comfortable and non-threatening environment. These approaches are central to this course, based on the Wilkinson Model of Communication Skills training from the UK.

Accreditation/CPD: A certificate of attendance will be awarded



Communication and Personal Skills in Palliative Care Workshop

Dates:

14th November
2019

Time:

10.00a.m – 1.00p.m.

Eligible to attend:

Health care professionals,
volunteers

Fee: €30.00

Aim: The aim of this workshop is to deal with the issues of boundaries in patient - health care professional and patient - volunteer interactions. The workshop supports the learner to be able to cope when patients talk about their feelings; maintain confidentiality when speaking to a relative: recognise one's limits and know from whom to ask for help.

Using a range of techniques, volunteers will have the opportunity to share ideas, experiences and knowledge while teasing out possible solutions.

Accreditation/CPD: Certificate of attendance will be provided.



What Matters to Me

One-day Workshop on End-of-Life Care and Communication for staff working in community hospital and long-term care settings.

Dates:

22nd January 2019,
13th March 2019,
27th November
2019

Time 8.30a.m
– 4.30p.m.

Eligible to attend:

Staff working in
community hospital
and long-term care
settings.

Fee: €50.00

Aim: To improve end-of-life care by enhancing communication skills so that staff at all levels are better able to engage in discussions with residents, throughout their time in the hospital /care home, about what is really important to them.

The course is similar to the one-day *Final Journeys* course, with some adaptation to reflect the longer-term nature of staff / resident relationships within community hospitals / long-term care settings. The workshop includes a mix of education, group work, reflection, video clips and role playing using 'live' situations identified by participants. This course is available to community hospitals /residential care settings.

Accreditation/CPD: 7 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nursing and Midwifery Board of Ireland) and endorsement for CPD activity by the Irish Association of Social Workers.

Palliative Medicine and Cancer Management for General Practitioners

Reflective Portfolio Writing & Opioid Conversions Workshop

Dates:
16th November 2019

Time:
9.00 – 1.00p.m.

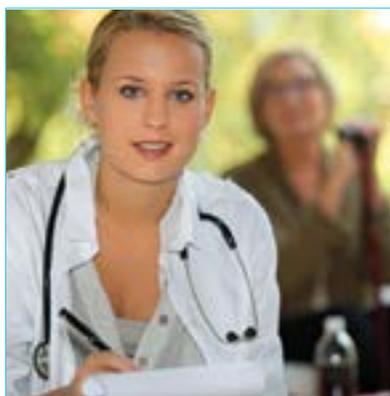
Eligible to attend:
General Practitioners working in the Mid West

Fee: Free

Aim: Milford Care Centre with the Irish College of General Practitioners have been running an annual Palliative Medicine and Cancer Management study morning (primarily aimed at G.P.'s for many years). This popular event provides participants with an overview of the latest developments in palliative care and oncology services in the Mid-West.

Sessions are delivered by specialist medical consultants working in the region and the morning is noted for its strong focus on the provision of high quality relevant information that is transferable to the primary care setting. The event also provides participants with an opportunity to network with practitioners in the region.

While the event is free of charge it is important to register in advance. The timetable for the day will be available from 1st October 2019 upon request.



Dates:
1st May 2019,
2nd October 2019

Time:
8.30a.m. – 1.30p.m.

Eligible to attend:
Registered Nurses, Doctors, Pharmacists and Paramedics

Fee: €30.00

Aim: This workshop is aimed at candidates studying on the distance learning “European Certificate in Essential Palliative Care” Course. The course can also be attended by other healthcare professionals also. It focuses on the skills required to write a reflective portfolio on a clinical case and to calculate opioid conversions. The content covered includes an overview of reflective practice, communication issues in End of Life Care, choosing the best case, identifying the key issues, searching for evidence, referencing and writing styles.

The Opioid Conversion component centres on the common calculations required when caring for an individual on opioid medications. This is also a key competency for candidates undertaking the 8 week distance learning palliative care course.

Accreditation/CPD: 4.5 Continuing Education Units (CEUs approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland)



Caring for Patients with Pain & Syringe Driver Workshop

Palliative Care in Intellectual Disabilities: Working Together

Dates:

9th May 2019,
10th October 2019

Time:

8.30a.m. – 4.30p.m.

Eligible to attend:

Registered Nurses,
Doctors, Pharmacists

Fee:

€80.00 (€30.00 for
candidates studying
the European
Certificate in
Essential Palliative
Care Course)

Aim: The aim of this workshop is to offer a variety of learning modalities combining didactic teaching, hands on, case studies, problem based learning in opioid conversions and simulation with syringe driver equipment used in the management of complex pain. This workshop presents an exciting opportunity for practitioners involved in the day to day management of pain to up skill their practice and knowledge base in deciphering complex pain challenges.

Pain is one of the most prevalent and distressing symptoms associated with cancer and life limiting disease trajectories. It is a complex symptom that poses challenges to doctors, nurses and pharmacists for effective assessment and management.

Following completion of this workshop, participants will:

- Understand the principles of caring for patients with pain
- Identify the pharmacological and non-pharmacological management of pain
- Demonstrate and practice use of the McKinley and/or the Graseby syringe driver. Please indicate on your application form which syringe driver you currently use

Accreditation/CPD: 7 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Dates:

2nd May 2019,
19th September
2019

Time:

8.30a.m. – 4.30p.m.

Eligible to attend:

Registered Nurses

Fee:

€80.00

Aim: The aim of the day is to provide Registered Nurses and Health Care Assistants with an understanding of these principles and their application to practice. It allows participants to improve their knowledge and skills in the provision of palliative care in intellectual disabilities through reflection and discussion. This is a one day collaborative programme examining the philosophy and principles of palliative care and intellectual disability care. The programme focuses not only on the physical alleviation of symptoms but also addresses the psychosocial, spiritual and emotional needs of individuals. This programme is designed to assist in practice and aid nurses in developing professionally in this area.

On completing this study day participants will:

- Gain an insight into the philosophy and principles of palliative care and care of people with intellectual disabilities and how these approaches may be integrated to provide optimal care for the person
- Identify the skills required by nurses when adopting a palliative care approach
- Gain knowledge of person centred care.
- Gain knowledge of symptom control and the last 24/48 hours of life
- Recognise and discuss good communication and breaking bad news
- Gain an overview of syringe drivers.

Accreditation/CPD: Continuing Education Units (CEUs) sought from An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Palliative Emergencies and the Last Days of Life Workshop

Essential Palliative Care for Health and Social Care Professionals Workshop

Dates:
22nd May 2019,
22nd October 2019

Time:
9.00a.m. - 4.30p.m.

Eligible to attend:
Registered Nurses,
Doctors, Pharmacists

Fee: €80.00

Aim: This one day workshop on Palliative care emergencies focuses not only situations that are imminently life threatening, but also on those that could result in impaired quality of life for the remainder of the patient's life, or for the family in their bereavement.

This workshop will enhance further learning and aims to complement the European Certificate in Essential Palliative Care. However the workshop is open to all who want to learn more about palliative medical emergencies and caring for patients in the last days of life.

On completion of this workshop, participants will:

- Recognise a palliative emergency
- Understand the appropriate care and treatment for the palliative emergency as it presents
- Recognise the signs and symptoms of death approaching
- Assess and plan to accommodate patient's needs during the terminal phase

Accreditation/CPD: 6 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).



Dates:
26th September
2019

Time:
9.00a.m. – 4.30p.m.

Eligible to attend:
Allied Health
Professionals

Fee: €80.00

Aim: The aim of this study day is to provide participants with an introductory knowledge of palliative care and is facilitated by Health and Social Care Professionals working full time in specialist palliative care with significant clinical experience and expertise in this field, using a variety of teaching methods including video presentation, group work, case scenarios and discussion. This study day is available to Physiotherapists, Occupational Therapists, Social Workers, Dieticians and Speech and Language Therapists.

Health and Social Care Professionals working throughout the healthcare setting encounter significant numbers of patients with palliative care needs on a daily basis. Allied Health Professionals often report receiving inadequate palliative care education to support these needs (Sadhu 2010).

The day commences with an introduction to the concept and ethos of palliative care followed by sessions on Health and Social Care roles, communication, caring for ourselves, end of life care and ethical issues in palliative care. The afternoon sessions utilise case studies to explore the multidisciplinary approach to palliative care. Participants will identify the palliative care core competencies required for health professionals when providing a palliative approach as set out by the Palliative Care Competence Framework HSE 2014.

Accreditation/CPD: A certificate of attendance will be provided.



The Palliative Approach: A 2-Day Programme for Nurses

Palliative Care Support QQI/Fetac Level 5 Certificate Minor

Dates:
2nd and 3rd
April 2019

Time:
8.30a.m. - 4.00p.m.

Eligible to attend:
Registered Nurses

Fee: €120.00

Aim: This two day course aims to provide registered nurses with an understanding of the principles of palliative care and how these principles can be effectively applied to practice. It allows participants to improve their knowledge and skills in palliative care through reflection, discussion, workshops and practical skills sessions including a syringe driver workshop. The programme focuses not only on the physical alleviation of symptoms but also addresses the psychosocial, spiritual and emotional needs of individuals. This programme is designed to assist in practice and assists nurses in developing professionally in the area of end of life care.

On completing this study day nurses will:

- Gain an insight into the essentials of palliative care and their role within the multidisciplinary team
- Gain knowledge of the skills required by registered nurses when adopting a palliative care approach
- Gain knowledge of symptom control; the end of life phase and death; communication; dealing with grief and loss
- Gain an insight into the concept of 'total pain'
- Discuss psychosocial issues relevant to patients and their families
- Identify the palliative care core competencies required by Nurses when providing a palliative approach as set out by the Palliative Care Competence Framework HSE 2014.

Accreditation/CPD: Continuing Education Units (CEUs) sought from An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Dates:
6th September 2019,
13th September 2019,
20th September 2019,
27th September 2019

Time:
9.00a.m – 3.30p.m.

Eligible to attend:
Individuals currently
working in or seeking
work in the healthcare
sector as Qualified
Healthcare Assistants

Fee: €235.00

Aim: This module is delivered over 4 weeks and will provide the student with the knowledge, skills and competence to fulfil the health care assistant role when providing care to persons with life limiting conditions. The course explores the Health Care Assistant role in alleviation of patients physical symptoms e.g. pain, nausea & vomiting, breathlessness and promotes communication skills/behaviours awareness in Health Care Assistant. The impact of a therapeutic relationship in practice is considered.

The certificate is being offered in collaboration with Our Lady's Hospice and Care Services who are registered as QQI providers. This is an elective module for QQI/Fetac level 5 Major Award and can be used as part fulfilment of major awards. The module has been informed by the Palliative Care Competence Framework HSE 2014. This module is offered one-day a week over four weeks to facilitate those who are working. You have the option to attend the 1st day only, at a Fee of €80.

As Hospice providers we are experts in palliative care and the learner will benefit from our experience in providing palliative care of the highest standard. The module is class room based with additional self-directed learning. The education research and quality department offers a wide range of state-of-the-art facilities and resources. You can have the support of a librarian and to access to library, computers, study area, Wi-Fi and assistance with searching for articles and books.

Programme Outline:

- Working with a Palliative Care Approach- understanding palliative care.
- Living and coping with a diagnosis of a life limiting illness
- Communications skills and challenges
- Understanding common symptoms at the end of life
- Understanding cultural and religious diversity of family structures and the end of life
- Death and Dying- the last days of life, caring for the patient and their families
- Bereavement Care- the impact of death and dying
- Caring for self.

Introductory Workshop on End-of-Life Care in Residential Homes

Medication Management and Palliative Care Medication Workshop

Dates:
23rd May 2019,
31st October 2019

Time:
9.00a.m. – 4.30p.m.

Eligible to attend:
Registered Nurses
and Care Assistants,
Household staff

Fee: €40.00

Aim: To introduce the concepts of palliative care to all staff working in a residential care setting and develop their competence in delivering the palliative care approach.

It develops participants understanding of their responsibilities in relation to Standard 16 “End of Life Care” National Quality Standards for Residential Care Settings for Older People in Ireland.

To introduce communication skills and approaches around talking about death and dying.

It is an introductory programme facilitated through lectures and workshops, targeting all staff working in Long Stay (residential) settings. This programme was developed in conjunction with the Irish Hospice Foundation to meet the needs of staff working in residential settings working with residents who are at the end of life.

Who is the workshop open to:

The programme is open to all staff working in a long stay / residential care setting – nursing, health care assistants, household etc. We advise those who have had bereavements within the past 12 months to discuss attendance with their line manager. We also require participants to complete a pre-course worksheet as part of preparation for the workshop.

Accreditation/CPD: 6.5 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Dates:
15th March 2019

Time:
9.00a.m. - 4.00p.m

Eligible to attend:
Registered Nurses,
Doctors and
Pharmacists

Fee: €80.00

Aim: The aim of this course is to provide Registered Nurses and Pharmacists with up-to-date knowledge and evidence based practice in the guiding principles of Medication Management specifically in relation to medicines used in palliative care.

After attending this course, participants will be able to:

- Understand the guiding principles of Legislation & Key Principles on Medication Management
- Outline health care professional’s responsibilities
- Apply the principles of Medication Management in an effective, safe and ethical way in a Health care Setting
- Outline Medication Management in the Residential Care Setting-HIQA Standards
- Understand guidelines from the Pharmaceutical Society of Ireland (PSI) for medication management
- Identify commonly used medications in palliative care

Accreditation/CPD: 6 Continuing Education Units (CEUs) being sought from An Bord Altranais agus Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland) Qualifies for CPD with IIOP.

Bereavement Support Education Programme

Bereavement Information Evenings

Dates:

Introductory Evening
15th May 2019
at 7pm. Course
commences 18th
September – 4th
December 2019,
running over
12 weeks and
includes a personal
development
weekend on the 4th-
6th October 2019.

Time:

7.00p.m. – 8.30p.m.

Eligible to attend:

Open to all who
have contact and
concern for the
bereaved.

Fee:

Unwaged/
students €200.00,
Bereavement
support volunteers
€300.00,
others €500.00

Aim: The Bereavement Support Education Programme (BSEP) is a twelve week course developed and designed over sixteen years by the Social Work Department in Milford Care Centre. The course aims to offer insight and awareness into the issues and dynamics of grief and loss from death. This is done by exploring different aspects and types of bereavement. It provides information and education about bereavement in various circumstances; personal, social and cultural.

The course uses a combination of teaching methods and presentations including group work, lectures and personal exercises. A self-development weekend during the programme allows people to examine their own private grief journey in a safe and confidential environment and is an essential component of the course.

This course will appeal to a wide variety of people in their private and professional lives; teachers, nurses, carers, clergy and pastoral ministers, counsellors and those who have contact and concern for the bereaved.

Applications for the course are made through the Education Service in Milford Care Centre. An invitation to an Information Evening is sent and intending participants are given an opportunity to learn more about the programme and have their questions answered and arrangements are made to meet some of the team.

Attendance at the Information Evening is ESSENTIAL to gaining a place on the course. This is a non-negotiable condition for attendance at the course.

Accreditation/CPD: A certificate of attendance will be provided. 24 Continuing Education Units (CEUs) approved by An Bord Altranais agus Cnáimhseachais na hÉireann (The Nursing and Midwifery Board of Ireland). This programme has received endorsement for CPD activity by the Irish Association of Social Workers.

Dates:

26th February 2019
28th May 2019
27th August 2019
26th November
2019

Time:

7.00p.m. – 8.30p.m.

Eligible to attend:

Bereaved people,
family and friends

Fee: Free

Aim: Grief is how we respond when we experience significant loss or change, such as bereavement. It can be powerful and feel overwhelming. Some people may feel lost amidst conflicting and intense emotions. The death of one person can send ripples throughout the community. Bereavement not only affects the family, but also friends, work colleagues, teachers, neighbours and even acquaintances at clubs, and other social organisations.

1. Who is this intended for?

These hour and a half-long evenings are designed to give general information on grief and bereavement to bereaved people, their family and friends. Members of the Bereavement Service are present in case you have specific questions.

2. What happens?

Short talk by a member of the Bereavement Service:

- Different experiences of grief reviewed
- Services available
- Question time.

3. Can I get counselling on the night?

No counselling is available before or after the Information Evening. Bereavement Service members in attendance are there to provide general information on grief and bereavement.

For further information contact Helen Ryan: 061 485800 or h.ryan@milfordcc.ie.

Accreditation/CPD: A certificate of attendance is provided.

Management and Replacement of Gastrostomy Tubes

Dates:
8th May 2019,
16th October 2019

Time:
8.30a.m. - 4.30p.m.

Eligible to attend:

Clinical Nurse Specialists, Public Health Nurses, Nurses, and Dieticians

Fee: €80.00

Aim: This course aims to educate and support Clinical Nurse Specialists, Public Health Nurses, Nurses, and Dieticians regarding key issues related to the management of gastrostomy tubes and to enable staff to replace gastrostomy tubes when safe and appropriate to do so.

By the end of this workshop, participants will be:

- Able to identify key issues in relation to scope of practice in the management and replacement of gastrostomy tubes.
- Familiar with the different types of gastrostomy tubes available
- Have knowledge on best and safe practice in management and replacement of gastrostomy tubes using evidence based practice guidelines
- Understand infection control principles in the management and replacement of gastrostomy tubes
- Able to care for the tubes and check the tubes position
- Able to administer medication via the feeding tube
- Understand the care and management of the potential complications in the management and replacement of gastrostomy tubes
- Able to demonstrate their skills in the management and replacement of gastrostomy tubes on a training mannequin

Please ensure that you can complete your competency requirement in a clinical setting following the clinical skill study day

Accreditation/CPD: 7 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland) and CPD approval from the Irish Nutrition and Dietetics Institute.



Tracheostomy Care for Health Care Practitioners

Dates:
30th October 2019

Time:
8.30a.m. – 4.30p.m.

Eligible to attend:
Registered Nurses
and Physiotherapists

Fee: €80.00

Aim: The aim of this one day programme is to provide up to date knowledge, skills and evidence based practices in tracheostomy care, thus facilitating uniform practices and procedures in caring for patients with a tracheostomy and the effective management of tracheostomy resources. Education in tracheostomy care for health professionals will facilitate competency in relation to efficient and effective holistic care for the patient.

On completion of this course, course participants will:

- Have a greater knowledge and understanding of the anatomy and physiology of airway and swallow
- Appreciate the knowledge, skills, tools and competency required in tracheostomy care
- Be empowered to apply up to date, evidence informed guidelines to the skill in tracheostomy care
- Reflect on how the knowledge and skills acquired will enhance their practice
- Demonstrate and appreciate how to effectively use resources
- Appreciate the importance of effectively using multidisciplinary links necessary for optimal recovery of patients who have a tracheostomy
- Be facilitated with the necessary knowledge and skills to competently undertake discharge planning

Accreditation/CPD: 6 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Intravenous Medication Administration for Nurses

Venepuncture Study Day

Dates:

12th March 2019,
21st May 2019,
17th September
2019,
26th November
2019

Time:

8.30a.m. – 4.30p.m.

Eligible to attend:

Registered Nurses

Fee: €80.00

Aim: The aim of this study day is to provide Registered Nurses with the necessary theoretical and practical components of intravenous drug administration.

On successful completion of this study day participants will be able to:

- Identify key issues in relation to the scope of practice in nursing
- Summarise the main principles of an intravenous administration policy
- Describe the infection control and pharmacological principles in relation to IV therapy
- Demonstrate competence in calculations associated with IV medication administration
- Identify the procedure involved in administering a bolus, intermittent and continuous administration intravenously
- Outline the procedure involved in completing the IV Competency Record Form

Accreditation/CPD: 4 Continuing Education Units (CEUs) approved by An Bord Altranais agus Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Dates:

11th April 2019

Time:

8.30a.m. – 4.30p.m.

Eligible to attend:

Registered Nurses

Fee: €80.00

Aim: The aim of this programme is to provide the nurse with up to date evidence based knowledge, skills and competencies to safely and successfully carry out venepuncture for adult patients.

Prerequisite of attendance: Nurses wishing to attend this programme should review the presentations prior to attendance. Please ensure to include your email address on your course application prior to attendance so presentations for the session can be forwarded to you in advance of the programme for review and printing.

By the end of this course participants will be able to:

- Identify key issues in relation to the scope of practice in performing Venepuncture
- Identify anatomical structures and appropriate choice of sites applicable to Venepuncture
- Describe the infection control and health and safety principles in relation to the safe clinical practice of Venepuncture
- Identify the procedure and practitioners role in Venepuncture as supported by the HSE National Framework guidelines
- Have knowledge on the management of problems and potential complications
- Demonstrate their skill using a safe and effective technique in Venepuncture on the training arms
- Outline the procedure involved in completing Venepuncture Competency Record Form.

Please ensure that you can complete your competency requirement in a clinical setting following the clinical skill study day.

Accreditation/CPD: 7 Continuing Education Units (CEUs) approved by An Bord Altranais agus Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Venepuncture & Peripheral Intravenous Cannulation

Dates:
5th February 2019,
25th September 2019,
19th November 2019

Time:
8.30a.m. – 4.30p.m.

Eligible to attend:
Registered Nurses

Fee: €80.00

Aim: The aim of this workshop is to provide the nurse with up to date evidence based knowledge, skills and competencies to safely and successfully carry out Venepuncture & Peripheral IV Cannulation for adult patients.

Prerequisite of attendance: Nurses wishing to attend this programme should review the presentations prior to attendance. Please ensure to include your email address on your course application prior to attendance so presentations for the session can be forwarded to you in advance of the programme for review and printing.

On successful completion of the day participants will be able to:

- Identify key issues in relation to the scope of practice in performing Venepuncture & Peripheral Intravenous Cannulation
- Outline indications for Venepuncture & Peripheral Intravenous Cannulation
- Identify anatomical structures and appropriate choice of sites applicable to Venepuncture & Peripheral Intravenous Cannulation
- Describe the infection control and health and safety principles in relation to the safe clinical practice of Venepuncture and Peripheral Intravenous Cannulation
- Identify the procedure and practitioners role in Venepuncture and Peripheral Intravenous Cannulation
- Have knowledge on the management of problems and potential complications
- Demonstrate their skill using a safe and effective technique in Venepuncture and Peripheral Intravenous Cannulation using training arms
- Procedure involved in completing Venepuncture and Peripheral Intravenous Cannulation Competency Record Form.

Please ensure that you can complete your competency requirement in a clinical setting following the clinical skill study day.

Accreditation/CPD: 7 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Male Catheterisation and Suprapubic Re-Catheterisation Study Day

Dates:
30th January 2019,
6th March 2019,
28th May 2019,
11th September 2019,
23rd October 2019,
20th November 2019

Time:
8.30a.m. – 4.30p.m.

Eligible to attend:
Registered Nurses

Fee: €80.00

Aim: The aim of this course is to equip nurses with the appropriate knowledge and skills for best practice in male catheterisation management and suprapubic re-catheterisation thus enhancing patient care.

This course is aimed at nurses from a variety of settings mainly nursing homes, residential services, intellectual disability; hospice, community settings such as home care and public health. It is suitable for hospital based nurses who wish to gain a general understanding of male catheterisation and supra pubic re-catheterisation but does not focus on post-operative care or specialist urology procedures.

Following completion of the study day, participants will have achieved the following learning outcomes:

- Examined the Scope of Practice Framework for Nurses & Midwives, and expanded nurses' role
- Reviewed anatomy & physiology of the male genito-urinary system and completed an individual short test
- Explored the guidelines for good practice in adult catheter management from best available evidence
- Understand infection control principles in male catheterisation
- Observed procedure demonstration for male catheterisation - urethral catheterisation and suprapubic re-catheterisation
- Understand the care and management of the potential complications of urethral catheterisation
- Demonstrated skills in male catheterisation on training mannequin and completion of Theoretical Component Competency record.

Please ensure that you can complete your competency requirement in a clinical setting following the clinical skill study day.

Accreditation/CPD: 7 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Subcutaneous Fluid Administration

General Wound Management

Dates:
25th April 2019,
9th October 2019

Time:
8.30a.m. – 1.30p.m.

Eligible to attend:
Registered Nurses

Fee: €45.00

Aim: The aim of this course is to provide nurses from a variety of settings i.e. nursing homes, hospitals, residential service, intellectual disability service, home care with an overview of the principles of subcutaneous fluid administration.

Subcutaneous fluid administration is a safe, simple technique that may be used to provide fluid to patients unable to do so by mouth (Martinez-Riquelm, Allison 2005, Walsh 2005).

As part of the day participants will identify:

- Key issues in relation to the scope of practice in administering subcutaneous fluids
- The anatomy and physiology of the Integumentary system
- Decision making and ethical consideration in artificial hydration
- Procedure outlined as per local policy
- Equipment required
- Skin site choice
- Indications, contra indications and prevention of complications in administering of subcutaneous fluids

Accreditation/CPD: 5 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Dates:
13th May 2019,
2nd September 2019,
4th November 2019

Time:
8.30a.m. – 4.30p.m.

Eligible to attend:
Registered Nurses

Fee: €85.00

Aim: This course provides an overview of the assessment, treatment and management of wounds including palliative wounds, leg ulcers and fungating wounds.

The course commences with an overview of the structure of skin and examines the physiological process of wound healing. Participants are then introduced to wound bed preparation and TIME in wound assessment. The afternoon is spent specifically focusing on dressings and case studies are used throughout the day to illustrate theory.

This day is facilitated by a Wound Care Specialist from University Hospital Limerick and has been an extremely popular course in previous years.

Accreditation/CPD: 7 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).



Basic Life Support for Healthcare Providers

Dates:
20th March 2019,
28th August 2019

Time:
8.30a.m. – 2.30p.m.

Eligible to attend:
All Healthcare
Professionals

Fee: €80.00

Aim: This basic life support provider course is accredited by the American Heart Association and Irish Heart Foundation. It is suitable for all healthcare providers including medical, para-medical, healthcare assistants and allied healthcare professionals. The skills taught include adult and paediatric CPR including two rescuer scenarios, use of bag valve mask and barrier devices, management of foreign body airway obstruction and use of AED's. Course participants are evaluated by skills testing and a written multiple choice evaluation.

Certificate by the AHA/IHF is valid for 2 years and will be issued to each successful participant.

Accreditation/CPD: 5 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).



An Introduction to Central Venous Access Catheters

Dates:
10th September 2019

Time:
2p.m. - 4.30p.m.

Eligible to attend:
Health Care
Professionals

Fee: €25.00

Aim: This session is aimed at healthcare professionals caring for individuals with a central venous catheter (CVC). The session focuses on the knowledge and skills required to care for individuals with a CVC. It is recommended attendees have completed a recent (within 6 months) Intravenous Therapy study day prior to attending this session.

The following key components will be addressed;

- Definition of Central Venous Access Catheters:
- Port-a-Cath
- Peripherally Inserted Central Catheter (PICC line)
- Skin-Tunnelled Catheter (Hickman line)
- Main principles in the Care & Management of a CVC;
 - Skin care and dressing management criteria
 - Flushing principles
 - Infection control procedures
 - Preventive measures to ensure the safe and efficient use of central venous catheters
 - Practical demonstration and equipment used

Accreditation: 2 Continuing Education Units (CEUs) approved from An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Return to Nursing Practice Programme

44

Dates:

13th May-30th June

Full Time 7 week programme.

Interviews will be held and successful candidates will be offered a place.

Eligible to attend:

Registered General Nurses

Fee: €550.00

The Return to Nursing Practice Programme provides registered nurses who wish to return to clinical practice after a period of absence (5 years or more) with an opportunity to update their professional knowledge, skills, attitudes, behaviours and be deemed competent to return to clinical nursing practice.

On successful completion of the programme, the participant returning to clinical practice as a registered nurse should be able to:

- Demonstrate their commitment to professional practice, knowledge and clinical skills in the context of changing healthcare policy and practice.
- Implement the nursing process and assist individuals, families and groups achieve optimum health, independence, recovery or a peaceful death in a caring, compassionate and professional manner.
- Demonstrate the required level of competence in clinical practice skills essential for safe practice, which are grounded in recent evidence-based nursing research.
- Explore, critically appraise and reflect on the application of nursing theory to practice.
- Participate as an effective member of a healthcare team and in the MDT approach to the care of patients/clients.
- Demonstrate an appreciation of nursing skills, such as analysis, critical thinking, problem solving and reflective practice.
- Meet the standards and requirements laid out by NMBI for RTNP participants (NMBI 2015b)

Programme Duration

- The course will be run full-time over seven weeks once a year.
 - Part 1 - will comprise of the theoretical content including clinical skills teaching. The total teaching time will take place over a two week period with a reading week from the 27th to the 31st of May.
 - Part 2 - will comprise of a four week placement in an approved Clinical Placement site. The total hours for the clinical placement will be a minimum of 145 hours.

Assessment

Learning will be assessed at 3 levels:

Written assignment -Portfolio (Case Study):

Participants are required to explore an area of nursing practice in depth using a reflective practice framework focusing on how theoretical knowledge may be applied to enhance patient care.

Oral Presentation:

Programme participants will be required to present a 10 minute presentation based on their assignment to their peers.

Competency document:

The Competence Assessment Tool is used in practice to allow for a transparent assessment process that is user friendly. The assessment consists of an initial, midway and final meeting where the preceptor and participant work together in determining competence.

Access to an online learning site (www.e-life.ie) is available to assist candidates with their studies.

Accreditation/CPD: On successful completion of the course assessments, candidates will be awarded a certificate and detailed breakdown of marks. The course is a category 2 post registration minor award from NMBI.



Introduction to Assisted Decision Making (Capacity) Act

Dates:

21st March 2019,
15th November
2019

Time:

1.00pm – 2.30pm

Venue:

1st Floor Education
Department
Seminar Room I

Eligible to attend:

Healthcare
Professionals

Fee:

None

Speaker:

Lorraine Dolan
(SAGE, Support &
Advocacy Service,
Ireland)

The ADM (Capacity) Act 2015 - passed into law in December 2015 - will strengthen the rights of all individuals but it will have particular relevance for people with intellectual disabilities, older people with diminished capacity or dementia, and people whose capacity has been affected by traumatic injury (www.sage.ie). These briefing sessions aim to provide healthcare professionals with essential information regarding the act and how it may impact on future care provision.

Briefing Session Content:

1. Human rights origins of new legislation
2. Capacity Models
3. The Present Position - wards of Court
4. Assisted Decision Making (Capacity) Act (2015)
5. The Decision Support Sequence
 - Planning ahead, Enduring Powers of Attorney and Advanced Healthcare Directives
 - Decision Making Representative, Co-Decision Making Agreement, Decision Making Assistant Agreement, Decision Making Assistant and Co-Decision Maker
6. Decision Support Service

Accreditation/CPD: A certificate of attendance will be provided.

Foundation Course for RGN's Working in Residential Care Homes

(Incorporating Key Clinical Skills including Male Catheterisation, Subcutaneous Fluid Administration and Venepuncture)

Dates:

10th, 17th and 24th
April 2019

Time:

Day 1 08.30-16.30
Day 2 08.30-16.30
Day 3 08.30-16.30

Eligible to attend:

Registered Nurses

Fee:

Day 1 €80
Day 2 €80
Day 3 €80
Days 1, 2 & 3 €160

Aim: A 3 day programme to provide RGN's with the opportunity to enhance their knowledge of core clinical skills to meet the needs of persons in residential care.

Topics Covered

Day 1:

- Male Catheterisation and Venepuncture
- Dementia
- Frailty

Day 2:

- Administration of subcutaneous fluids
- Polypharmacy
- Palliative Care

Day 3:

- Woundcare
- Long Term Conditions

At the end of the programme participants will:

- Gain an insight into palliative care principles and how they can be applied to practice.
- Provide the nurse with up to date evidence based knowledge, skills and theoretical competencies to safely and successfully carry out venepuncture, male urethral and suprapubic catheterisation and administration of sub cut fluids to adult patients.
- Understand assessment, treatment and management of wounds including palliative wounds, leg ulcers and fungating wounds.
- Gain increased knowledge of long-term conditions specifically heart failure, chronic obstructive pulmonary disease and cerebrovascular accident.
- Enhance their knowledge of holistic care and relevant issues when caring for an older person with dementia and psychological and behavioural symptoms.
- An overview of polypharmacy, its impact management in the older person.

Accreditation/CPD: Continuing Education Units (CEUs) have been applied for from An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Introduction to Dementia Care and Management of Psychological and Behavioural Symptoms

A One Day Programme

Safeguarding the Vulnerable Adult

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Dates:

27th February 2019,
29th October 2019

Time:

8.30a.m. – 4.30p.m.

Eligible to attend:

Health Care
Professionals

Fee: €80.00

Aim: This aim of this course is to provide healthcare professionals with an overview of what dementia is and the opportunity to enhance knowledge of holistic care and relevant issues when caring for an older person with psychological and behavioural symptoms.

All behaviours, no matter how bizarre or self-defeating they may appear to be, serve a function for the person. Often they communicate a message that the person cannot otherwise communicate. It is the right of the person with behaviour problems to have access to the appropriate supports.

Person-centred behaviour support begins with an understanding of the message underlying the person behaviour. Once the message of the behaviour is understood, the person may learn an alternative and more effective way of communicating that message.

Main topics which will be discussed include:

- Understanding Dementia & Delirium
- What are Psychological and Behavioural Symptoms?
- What is Dementia?
- Types of Behaviour that Challenge
- Planning for the Future
- Communication Strategies
- Pharmacological Intervention

On successful completion of the course, participants will:

- Gain an insight into caring for an older person with Psychological and Behavioural Symptoms.

Accreditation/CPD: 7.5 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

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Dates:

24th January 2019
9:30a.m. - 1p.m.,
14th February 2019
4:30p.m. – 7.30p.m.,
26th March 2019
9:30a.m. - 1p.m.,
29th May 2019
9:30a.m. - 1p.m.,
4th September 2019
9:30a.m. - 1p.m.,
17th October 2019
4.30p.m. - 7.30p.m.,
5th December 2019
4:30p.m. - 7.30p.m

Eligible to attend:

Open to all healthcare professionals

Fee: Free

Aim: The aim of this 3½ hour workshop is to increase participant's awareness and knowledge of abuse of Vulnerable Adults and ensure they are in a better position to recognise it and report concerns.

Objectives

By the end of this workshop participants will have:

- Discussed and defined 'abuse' in the context of vulnerable persons
- Examined the different types of abuse and indicators of each type
- A better understanding of how to recognise when abuse may be taking place
- Explored the HSE procedure from 'Safeguarding Vulnerable Persons at Risk of Abuse: National Policy & Procedures' and discussed their responsibilities therein
- Considered the underlying principles within which all abuse responses should be framed
- A clear understanding of how and where to report concerns of abuse

Accreditation/CPD: 3.5 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland) for the e-learning programme.

Introduction to Psychological and Behavioural Symptoms of Dementia

Half Day Workshop

Dates:

27th February 2019
29th October 2019

Time:

1.30a.m. – 4.30p.m.

Eligible to attend:

Health Care Professionals

Fee: €40.00

Aim: The aim of this workshop is to provide healthcare professionals with the opportunity to enhance their knowledge of holistic care and relevant issues when caring for a person with psychological and behavioural symptoms.

All behaviours, no matter how bizarre or self-defeating they may appear to be, serve a function for the person. Often they communicate a message that the person cannot otherwise communicate. It is the right of the person with behaviour problems to have access to the appropriate behaviour supports.

Person-centred behaviour support begins with an understanding of the message underlying the person behaviour. Once the message of the behaviour is understood, the person may learn an alternative and more effective way of communicating that message.

Main topics which will be discussed include:

- Definitions of Behaviour that Challenges
- Types of Behaviour that Challenge
- Communication Strategies
- Recording & Documentation with Regard to Behaviours that Challenge

Accreditation: 3.5 Continuing Education Units (CEUs) approved from An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Medication Management and Care of the Older Adult Programme

Dates:

9th April 2019

Time:

9.00a.m – 13.45 p.m.

Eligible to attend:

Registered Nurses and Pharmacists

Fee: €80.00

Aim: The aim of this course is to provide Registered Nurses and Pharmacists with up-to-date knowledge and evidence based practice in the guiding principles of Medication Management specifically in relation to medicines used when caring for older adults

After attending this course, participants will be able to:

- Understand the guiding principles of Legislation & Key Principles on Medication Management.
- Identify the Health care professional's responsibilities
- Apply the principles of medication management in an effective, safe and ethical way in a health care setting
- Understand guidelines from the Pharmaceutical Society of Ireland (PSI) for medication management
- Identify Commonly used medications in care of the older person

Accreditation/CPD: 6.5 Continuing Education Units (CEUs) being sought from An Bord Altranais agus Cnaimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

Qualifies for CPD with the Irish Institute for Pharmacy Practice.

Dates:
20th February 2019,
6th November 2019

Time:
9.30 – 12.30p.m.

Eligible to attend:
Participants who are interested in learning to use Cinahl and PubMed.

Fee: €30.00

Aim: The aim of this 3 hour workshop is to enable participants to use different features of Cinahl and PubMed when searching and to enhance their ability to find information more effectively. CINAHL® provides indexing for 2,928 journals from the fields of nursing and allied health. CINAHL covers nursing, biomedicine, health sciences librarianship, alternative/complementary medicine, consumer health and 17 allied health disciplines.

PubMed is the U.S. National Library of Medicine's search system for health information. It covers the fields of medicine, nursing, dentistry, pharmacy and other areas in the life sciences and includes citations dating back to the 1950's. Finding evidence which informs and supports decision-making in clinical practice is an important skill when caring for patients and their families.

This course is designed for health care practitioners, students and academics that are keen to develop their search skills to assist them with further study, research and to find evidence to inform and support clinical practice.

Main topics which will be discussed:

Key principles and practical workshop in carrying out a search

After attending these courses, participants will be able to:

- Understand the key principles in carrying out a search such as how to plan a literature search and to identify appropriate keywords
- Ability to search using keywords and thesaurus subjects and to understand the difference between them
- Understand how to limit and broaden results when necessary
- Learn how to search using authors, journal names and how to use the citation matcher
- Ability to modify your search, set up a saved search and an alert

Accreditation/CPD: 4 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland)

Dates:
7th February (Day 1)
2019 & 28th March
2019 (Day 2),

5th September
2019 (Day 1) &
18th October 2019
(Day 2)

Time:
9.30 – 1.30p.m.

Eligible to attend:
Health Care
Professionals/
Managers

Fee: Free

Aim: The aim of this workshop is to deliver a half day programme to clinicians in methods, theory, and practices of the Clinical Audit process. The workshop on the second day involves presentation of audits by the candidates that they have completed in their workplace.

Clinical audit involves comparing current practice to evidence based best practice in the form of standards. This quality improvement seeks to improve the patient care and outcomes through systematic review of care, against explicit evidence based criteria and the implementation of change.

This course will be of interest health care professionals or health care managers who plan to engage in clinical audit as part of their work. Prior knowledge of clinical audit is not required.

Main topics which will be discussed:

- Overview of Clinical Audit in Health Care
- Definition of Clinical Audit
- The steps of the Clinical Audit Cycle
- Overview and practical use of Tools and Techniques for Clinical Audit

Upon successful completion of this course, you:

- Should have an insight into managing and leading a clinical audit project from start to finish
- Will have acquired practical knowledge of the application of tools and techniques
- Will have a clear definition and understanding of clinical audit and how this fits with care
- Will be able to apply theory to practice

Accreditation/CPD: 8 Continuing Education Units (CEUs) approved by An Bord Altranais Cnáimhseachais na hÉireann (The Nurse and Midwifery Board of Ireland).

What is Resilience and Can it Help Bring Balance to a Busy Life?

Mindfulness Based Stress Reduction for Health Care Practitioners

Dates:
31st January 2019,
20th June 2019,
17th October 2019

Time:
1pm to 2pm –
Lunch and Learn

Venue:
1st Floor, Education
Department Seminar
Room I

Eligible to attend:
Healthcare Staff

Fee: Free

Speaker:
Mary Jo Meehan
Staff Support in
Milford Care Centre.
Psychotherapist in
Private Practice.
Supervisor and EAP
worker in the field
of Psychotherapy
and Health Care
Professional. Part
Time Lecturer
on the Doctoral
Programme in
Clinical Psychology.

Background: Resilience is a person's ability to bounce back from and grow and thrive during challenge, change, and adversity. Resilience is built by attitudes, behaviours and social supports that can be adopted and cultivated by anyone.

Resilience at work can be defined by our capacity to deal with the pressure and demands that arise. Resilience is a set of skills that will serve you well in the world of work and they can be learnt.

Session Content: This 1 hour session is an introduction to resilience and how do we cultivate it in our lives. Developing resilience is a personal journey involving thoughts, behaviour and actions. Anyone can do it. We will look at common practises to support people to better cultivate resilience.

- Resilience
- Anxiety says no!
- Resilience says yes!
- Black and white to all
- All the colours
- Fear, death, stress, tightness
- Breath kindness compassion
- My space to your prison

<https://positivepsychologyprogram.com/resilience-in-positive-psychology/>

Dates:
29th January - 19th
March 2019. (Full
practice day on
Saturday 16th March
10am – 5pm.)

24th September
2019 – 12th
November 2019.
(Full practice day
on Saturday 9th
November, 10am –
5pm.)

Time:
7.00 – 9.30p.m.

Eligible to attend:
Health care
Practitioners and
members of the
public

Fee: €350.00

Aim: This programme is based on the 8 week mindfulness programme modelled on the Stress Reduction Programme pioneered at UMASS Medical Centre (Jon Kabat Zinn)

This course is a means to explore and develop insight into one's own mind-body process and can have a powerful impact on how one relates to stress and difficulties.

The MBSR programme can help with many issues of psychological and physical wellbeing including:

- Stress; Job - Family - Financial • Chronic Pain • Anxiety
- Apathy • Bereavement • Burn-out • Depression • Cancer
- High Blood Pressure • Fatigue • Asthma • Headaches
- Sleep disorders • Skin disorders • Eating disorders
- Post Traumatic Stress • Feeling Overwhelmed

This course is identical to courses in Medical settings for clients but with an emphasis for Health Care Professionals. Bringing one's own intuitive awareness to the mind/body process can allow diagnosis and treatment to become more integrated. It is challenging and life affirming regardless of what challenges are faced in one's personal and professional lives.

Timothy Sweeney has spent more than 35 years practicing mindfulness. He has offered training and workshops to the staff of University Hospital Limerick, St. Johns Hospital, Milford Hospice, Galway Hospice, Tralee Hospice, GP's in private practice, GP Trainers, and Psychotherapists. He currently teaches MBSR to the public around Ireland. More information about his work can be found at www.heartofmindfulness.com

Sonas / Engaging Dementia

3 Day Programme

Introduction to Reminiscence

Workshop

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Dates:

Day 1-
27th September
Day 2-
8th November
Day 3 -
29th November

Time:

9.00a.m.- 4.00p.m.

Eligible to attend:

Registered Nurses,
Allied Health
professionals, Activity
Co-ordinators,
Care assistants, and
others caring for
with people with
dementia

Fee:

€320.00

Sonas & SIMS Kits
(for programme
implementation):
€100.00



Aim: This course will train learners in the use of the therapeutic Sonas programme. The Sonas programme is an evidence-based multi-sensory therapeutic activity for people with moderate to severe dementia, delivered through group and individual sessions. On completion of the course, a person is certified for two years as a Sonas Licensed Practitioner (SLP), and receives an individualised SLP badge.

Course Learning Outcomes

The course takes place on three days over a 10-12 week period, and includes work-based learning.

By the end of this course, the student will:

- Be familiar with the different types of dementia
- Understand the role of feelings and the senses in communication.
- Have acquired different communication strategies.
- Have acquired the skills to carry out Sonas group and individual sessions.
- Have had practical experience of delivering and evaluating the Sonas programme.
- Have had experience using the Threadgold Communication Tool (TCT).
- Know how to integrate the Sonas programme in care planning.
- Have joined a network of peers, all of whom are implementing the Sonas programme.
- Be able to use Moodle, an e-learning platform for SLPs that gives the user access to resources, tutors and an SLP forum.

Accreditation/CPD: 19 Continuing Education Units (CEUs) approved by the Nursing and Midwifery Board of Ireland (NMBI).

Please Note: To book onto this course, contact Training Administrator, Engaging Dementia (01 260 8138), email hello@engagingdementia.ie. People can also book online at www.engagingdementia.ie

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Dates:

15th of October 2019

Time:

9.30am – 1.00pm

Eligible to attend:

People working in a caring profession (mainly, but not restricted to, Care of the Older Person & Palliative Care) – Nurses, Activity Co-ordinators, Carers, Facilitators

Fee: €45.00

Aim: The aim of this workshop is to encourage and enable people working in caring professions to engage in reminiscence with their clients.

Why Reminiscence?

Reminiscence encourages sociability. It affirms personal identity and encourages feelings of self-worth through the transmission of knowledge, values and wisdom. Talking about “old times” with a supportive listener can reduce feelings of isolation.

How Music and Art Contribute to Reminiscence?

Music and art can be helpful aids in stimulating the recall of forgotten memories. Hearing a specific piece of music, seeing an image or feeling an object can help people remember meaningful times from the past. Using music/art can help make sessions a positive, enjoyable and engaging part of life review.

Main topics which will be discussed:

- What is Reminiscence?
- How to engage in Reminiscence with your clients, individually or in a group
- How to plan a Reminiscence activity session
- Ideas for materials to use
- Themed Reminiscence group topics
- One to one Reminiscing
- Life review
- Memory boxes

Learning Outcomes:

- Participants will obtain the skills to engage in one to one reminiscence with clients
- Demonstrate the ability to plan and facilitate a reminiscence themed group
- Build confidence in discussing past memories with clients
- Attain new ways of communicating / interacting with clients
- Learn how to put together a memory box

Accreditation/CPD: A certificate of attendance will be provided.

Year Round Indoor Table Top Gardening: a Practical Approach

Art Facilitation Workshop

Dates:

15th October 2019

Time:

1.30 – 4.30p.m.

Eligible to attend:

People Working in a Caring Profession

Fee:

€45.00

Main topics which will be discussed:

- How to plan a sustainable year round table top gardening programme
- Enabling Gardening Equipment and Techniques
- The training and use of Volunteers to enhance the client experience.
- Activities that promote year round participation in a table top gardening programme.
- Safe plants for dementia care settings.

Learning outcomes and skills:

- Participants will demonstrate confidence in the knowledge in basic horticultural skills that will support the successful role out of a table top gardening programme.
- Gain an understanding of how gardening and garden craft activities can be adapted to meet the needs of clients in many diverse care settings.
- Gain a greater understanding of the active and passive therapeutic effects of the garden / natural environment and how it can be used.
- Have opportunities to experience participating in practicable table top gardening activities giving you take away ideas for your own project.
- How to carry out a task analysis or break down horticultural tasks to assess which cognitive and physical skills are needed for client participation. This will enable you to tailor the horticulture activities to meet specific client needs.

Accreditation/CPD: A certificate of attendance will be provided.

Date:

14th October 2019

Time:

9.30 – 1.00p.m.

Eligible to attend:

People Working in a Caring and Healthcare Environment

Fee:

€45.00

Aim: The aim of this course is to encourage people working in the caring profession (e.g. Nurses, activity coordinators, Carers, Facilitators, Workshop Coordinators) to engage in Art, activities to improve the quality of life for residents and day-care users. Participation in the programme may promote inclusion, stimulation, enhancing motor skills, visual awareness, concentration, confidence building, team building, learning, communication and fun!

What can Creative Arts do for you!

Inclusion, stimulation, enhancing motor skills, visual awareness, concentration, confidence building, team building, learning, communication and Fun!

By the end of this course, the student will:

- Everyone is capable regardless of background to enjoy and partake in creative arts
- Materials you can use in activities
- Ideas of projects to implement in the clinical or healthcare setting.

Learning outcomes and skills:

- Participants will demonstrate confidence in the knowledge of art and other relevant materials
- Gain an understanding of projects that can be brought to a specific area of work
- Gain a greater understanding of the therapeutic effects of art as an activity
- Have opportunities to experience, share and explore ways of using different materials
- Identify the importance of communicating with clients through creativity
- Increase awareness of the endless possibilities for people with disabilities
- Ability to assess certain aspects of a client with their needs using the medium of art
- How to carry out a task analysis or break down tasks to assess which cognitive and physical skills are needed for client participation. This will enable you to tailor the activities to meet specific client needs.

Accreditation/CPD: A certificate of attendance will be provided.

Education at Milford Frequently Asked Questions

How do I get more information about a course?

This brochure intends to provide a flavour of the courses available. More information can be obtained about the courses on offer by contacting a member of the education team (see Page 64).

How do I book a place on a course?

Application forms are available from the Education Secretary on 061 485863/841. You can also book online at www.milfordcarecentre.ie or email education@milfordcc.ie or post the application form enclosed with this brochure.

How do I pay for a course?

All courses must be paid for in advance of attendance. Payment may be made by electronic fund transfer, cheque, postal order, cash (if paying in person to the Education Office) or an invoice can be arranged if an organisation is funding your place. However if a place has been reserved on a course by you or your organisation and the place was not availed of payment is still required. Receipts will be issued on the day of the course, please collect these from the education secretaries' office.

How do I know if I have been accepted for a place on the course?

On receipt of your application form and payment, a place will be allocated to you and you will be informed **via email**.

What happens to my fee if the course is cancelled?

Milford Care Centre reserves the right to cancel courses and will provide a full refund to applicants where this occurs. We endeavour to let participants know as soon as possible in advance, via email.

What happens to my fee if I cannot attend?

If the applicant is unable to attend the course following payment of the course fee and provides more than 28 days notice, a full refund will be given. If 10-28 days notice of cancellation is given, 50% of the fee will be refunded and where less than 10 days notice is provided of cancellation, course fees will not be refunded.

Is this course information available online?

This brochure is available online at www.milfordcarecentre.ie

Can you run courses offsite in my workplace?

If you would like us to facilitate a course away from Milford Care Centre this may be possible to arrange, please contact us. We also have the capacity to broadcast sessions over the internet, so if you are unable to attend physically you could listen in over the internet – please contact us if you would like to do this.

I am interested in a course but the date for it has passed, what can I do?

The Education, Research and Quality Department in Milford Care Centre is responsive to need and if there is a course that you have missed or where the dates do not suit, please contact us and tell us and we may be able to accommodate you at a later date.

Will I get handouts when I arrive?

Presentations and relevant course literature will be available in advance of the programme where possible through www.e-life.ie. A password will be forwarded to you via e-mail and you will have temporary access to the site and course materials to facilitate downloading and printing of materials.

What catering facilities are available?

A restaurant is available on-site from 8am to 4.30pm.

Education at Milford Contacts



Martina O'Reilly

Head of Education, Research and Quality
tel. 061 485 881 *email* m.oreilly@milfordcc.ie



Breda Moloney

Nurse Tutor
tel. 061 201 718 *email* b.trimble@milfordcc.ie



Helen Flanagan

Education Coordinator/Nurse Tutor
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Siobhán Meade

Nurse Tutor
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Martine Tuite

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Joanne Callinan

Librarian
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Geraldine Aherne

Education Secretary
tel. 061 485 841/863 *email* g.aherne@milfordcarecentre.ie

TO BOOK A COURSE:

Please email us at eeducation@milfordcc.ie or go online at www.milfordcarecentre.ie/education-reaserch/book-a-course

Education at Milford Library & Information Service

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The Library & Information Service is currently situated on the first floor of the new building in Milford Care Centre, as part of Milford Education Service and has a collection of material in gerontology and palliative care.

Material from journals and books may be photocopied subject to relevant copyright regulations. Photocopying and printing is charged at 10c per page.

The service is primarily available to staff in Milford Care Centre.

If you wish to visit the Library whilst here, you **MUST** make an appointment with the Librarian in advance.

Education

Courses can also be provided on request in: (1) Searching the Literature (Cinahl & PubMed), (2) the Cochrane Library, (3) Evidence-based practice and (4) Writing for Publication.

WELCOME TO E-Life



Electronic-Learning in a Friendly Environment

E-Life aims to offer high quality, affordable online courses in palliative care and gerontology, to complement the comprehensive range of classroom based programmes on offer at Milford Care Centre, Limerick.

Education at Milford

Course Application / Booking Form



Please use a new application form for each participant or for booking more than one course – photocopies of this form are acceptable or download the form from www.milfordcarecentre.ie

Please post this form with your payment to: **Education Secretary, Milford Care Centre, Castletroy, Limerick**
Tel: +353 61 485841 or +353 61 485863 Email: education@milfordcc.ie

YOUR SELECTED COURSE

Course Name	Fee (€)
Preferred Date(s) (1)	(2)

NOTE* Please ensure that you can complete your competency requirement in a clinical setting following the Clinical Skill Study Day.

YOUR PERSONAL INFORMATION – PLEASE USE BLOCK CAPITALS AND WRITE CLEARLY

Surname: _____ Full Title: _____

First name(s): _____ Known as: _____

Job Title: _____ Organisation: _____

Postal Address (for course correspondence): _____

Town: _____ County: _____

(Mobile) Telephone: _____ Fax: _____

Email _____

Have you completed a course with us previously? Yes No

What is your profession? _____

Nurse Doctor AHP Social Worker Spiritual Care Bereavement Education

Senior Manager Administrator Care Assistant Other PLEASE SPECIFY

Special needs:

We are a wheelchair accessible facility – please notify the Education Secretary if you have any special needs.

Please Turn Over



How did you hear about this course: Manager/Colleague Education and Learning Directory Internet/ Website
Direct contact with Milford Other, please specify _____

Which one of the below teaching methods do you feel is the most suitable for you to learn sufficiently? (please tick box)
Classroom attendance online e-learning course Mix of online theory component with practical in classroom

BOOKING CONDITIONS

If the applicant is unable to attend the course following payment of the course fee and provides more than 28 days notice, a full refund will be given. If 10-28 days notice of cancellation is given, 50% of the fee will be refunded and where less than 10 days notice is provided of cancellation, course fees will not be refunded.

Your place on the course will be confirmed by **email** following receipt of your booking form and fee. Receipts for monies received can be collected on the day of the course.

A restaurant is available on site from 8am to 4pm and you are welcome to use the facility at staff rates when you study with Milford Care Centre.

NB **To save the trees, we send out course materials **via email** in advance of the programmes where applicable – please check your email in advance of the course and you can decide whether to print off materials in advance. Handouts will not normally be given out on the day but will be available on email**by request after the course.

DATA PROTECTION

In accordance with the general data protection regulations, we are required to inform you that your details will be retained and held on file for administrative purposes by Milford Care Centre. Please be assured that we will not pass this information on to any other organisation unless we have your prior consent. From time to time we may send out flyers or information by email or post. **Please tick this box if you want to receive this information.** (You may unsubscribe from receiving information from us at any time in the future).

PARKING

Parking is limited in Milford and we endeavour to ensure that the families and friends of our residents get priority to visit their relatives. Please park in designated areas only.

PAYMENT DETAILS – HOW WOULD YOU LIKE TO PAY?

I WISH TO PAY BY CHEQUE POSTAL ORDER ELECTRONIC FUND TRANSFER (EFT)

All payments must be received within 10 working days of your application. If payment is not received the place will be reallocated. Please note: For applications submitted within the four weeks prior to the course start date, payment is required within 5 days of submission of an application form in order to reserve a place.

Cheque Payments: Please make cheques payable to Milford Care Centre and put your name and course on the back.

EFT Payments: To facilitate identification please include your **NAME** and **“COURSE NAME”** as a payment reference and inform us when completed.

Bank Details - Bank Address: Bank of Ireland, 125, O'Connell Street, Limerick. Account Name: Milford Hospice
Account Number: 55652276. Sort Code: 90-43-09. IBAN: IE35 BOFI 9043 1755 6522 76 BIC: BOFIE2D

PLEASE INVOICE MY ORGANISATION – Please specify the name, address and job title of the person to be invoiced and ask them to sign in this section. **Please note a purchase order number, or written authorisation from the person to be invoiced, must be provided in order to issue an invoice and reserve a place.**

Name: _____ Phone Number: _____

Address: _____

Job Title: _____ Purchase Order No: _____

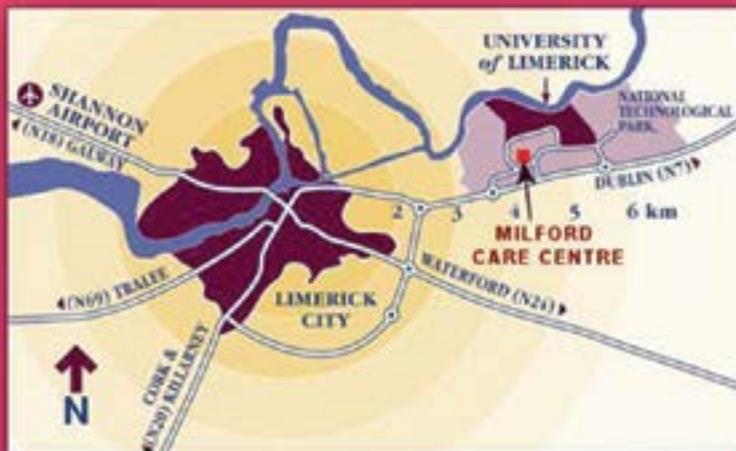
Signature of person to be invoiced: _____ Date: _____

Signature of applicant: _____

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