

Professional Support Unit

Newsletter – January 2017

Headlines

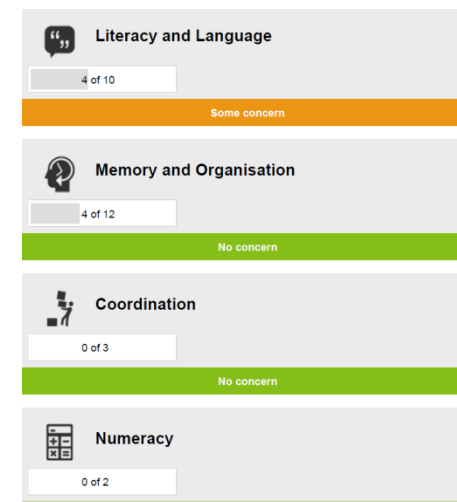
- Partnership with Dyslexia Action and HDQ Assessments
- Workshops for 2017
- Referrals and Risk
- Occupational Health
- The move to Leicester

Developing people
for health and
healthcare



Partnership with Dyslexia Action and Hidden Disability Questionnaires (HDQ)

We've partnered with Dyslexia Action and now offer HDQ screening for those trainees struggling with exams. Should the results indicate a learning difficulty, then an Education Psychology assessment is still funded by the Professional Support Unit (PSU). This is a new process and as with all new processes may take some adjustment. Please get in touch if you notice any areas for concern. For more information please email psu.em@hee.nhs.uk.



Workshops for 2017

The PSU are aiming towards a more preventative approach, meaning that we will be running more courses during 2017 that target common problem areas:

- Communication.
- Leadership.
- Dealing with Colleagues.
- Managing stress.
- Time Management.

Key Information:

- Free.
- Full and half day workshops.
- Courses running across the East Midlands.
- Courses for both Trainees and Trainers.

For more information please email thomas.hamilton@hee.nhs.uk.

Professional Support Unit

Leaders for the Future

As part of our service we're offering 2 full day workshops named:

Purpose
To develop trainees' leadership skills. They will work with colleagues from a range of different backgrounds to demonstrate an enhanced ability to get the most from their people.

Content

- Identifying the abilities of self and others
- Developing effective relationships based upon improved leadership skills
- Recognising different sources of support
- Using appropriate leadership styles to improve performance.

Thursday 24th November
Friday 9th December
Health Education England - East Midlands, Ruddington
Lunch will be provided
Places are limited so please book your place on course manager:
Contact the Team
0115 823 3325
HEEM.professionalsupport@hee.nhs.uk
<https://secure.intrepidonline.co.uk/CourseManager/EMD>

Professional Support Unit

Confident, Calm Communicating Effectively

As part of our support service we're offering a two half day workshops named:

The Trainee workshop aims to improve your communication skills:

- self-belief, confidence and assertiveness
- ability to handle stress with time management
- work-life balance skills
- professional communication with a focus on presenting confidently and handling difficult situations

Workshops will be interactive and you will gain useful tools and techniques that you can apply immediately

Thursday 22 September and Thursday 20 October
Health Education England - East Midlands, Ruddington
Lunch will be provided
Places are limited so please book your place on course manager:
Contact the Team:
0115 8233325
HEEM.trainingsupportservice@hee.nhs.uk
www.eastmidlandsdeanery.nhs.uk/page

Professional Support Unit

Courageous Conversations

As part of our support service we're offering two half day workshops named:

This workshop aimed at Educators and Consultants aims to:

- Run a practical and experiential session that will explore the challenges of leading and influencing others through the conversations we have with them and, in particular, to explore some practical skills and techniques for having more difficult and 'courageous' conversations.
- The workshop will explore the courageous conversations you might need to have with trainees.

Workshops will be interactive and you will gain useful tools and techniques that you can apply immediately

Course 1: 22nd February 2017 (09:30-12:30)
Course 2: 22nd February 2017 (13:30-16:30)
Health Education England - East Midlands, Ruddington, NG11 6JS
Places are limited so please book your place on course manager:
<https://secure.intrepidonline.co.uk/CourseManager/EMD>

Referrals and Risk

We have a new referral agreement which we now ask trainees to sign. Please see attached. Please note should the trainee receive any support from the PSU including reports, it is their responsibility to act on the support offered. Any recommendations in reports to improve working practices must be actioned by the trainee.

We would like all referrals to show some initial conversations with the trainees have taken place. Referrals forms will now ask for the trainee signature as well. Using reflection and SMART can be useful. This will speed up the support we offer.

All of our referrals are given a risk level 1-4. Those who have one issue and no serious concerns or health issues will be contacted via telephone first. Any referrals risked level 2-4 will be seen by our Case Managers. Referrals risked at level 4 will be seen by our APD Jo Jones. Referrals are continually reviewed regardless of risk level given as we appreciate that things can change. Please email laura.meaney@hee.nhs.uk.



Occupational Health

The PSU are working closely with Ian Aston and Anne De Bono to develop occupational health services across the East Midlands. A workshop will be held on the 25th April for Occupational Health practitioners to attend. Please look out for further details.

Please see attached guidance on referrals to Occupational Health; all referrals must copy in the PSU inbox psu.em@hee.nhs.uk.



The move to Leicester

You may have heard that we will be moving from our current base at Ruddington to alternative, government owned offices in July 2017. Our new office will be based at Westbridge Place in Leicester city centre.

Between now and July, we will undergo a period of considerable change, but this has given us the opportunity to look at the way we work and improve the service we offer.

One change will be that instead of expecting you to travel to our office for meetings the PSU will come to postgraduate centres to visit you. This will cut down on both costs and time incurred by you. This is one of a number of new ways of working that we will be exploring to both accommodate the move and improve the service that you can expect from us.

We will keep you up to date with any further changes and in the meantime are keen to hear from you if you have any suggestions on how we can improve the PSU. Please email psu.em@hee.nhs.uk.



The Professional Support Unit

We're here to support you, so please get in touch:

Professional Support Unit

Laura Meaney	Professional Support Unit Manager
Laura Abbott	PSU Case Manager
Nina Iacovitti	PSU Case Manager
Fiona Perfect	PSU Case Manager
Thomas Hamilton	PSU Coordinator

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