

# Free Training & Events - July - Sept



## Communication at Work - MS Teams

Tuesday 4th July: 2.30pm - 3.30pm - <https://www.eventbrite.co.uk/585378331347>

You will be supported to learn some of the basic functions of Teams: Video calls and instant messaging, Collaboration tools, managing files and folders, sharing and permissions



## Republish your DSPT to 'Standards Met' - *It's still not too late!*

Thursday 6th July 2023 at 14.30 - <https://www.eventbrite.co.uk/653776231307>

In this session, we look at the recent changes to the DSPT and help you navigate through these to achieve 'Standards Met' when you republish your DSPT for the 22/23 year.

If you previously published your DSPT at Approaching Standards (or Entry Level), you have to get to Standards Met in order to republish your DSPT. You cannot publish at Approaching Standards more than once. It is a temporary arrangement to help you to get to Standards Met.

Publishing your 2022/23 DSPT, it is still not too late - By completing your DSPT, you will provide evidence that you meet all of the minimum legislative requirements of the DPA and UK-GDPR as well as some cyber security best practice. Standards Met is the level that all care providers should be aiming for as it demonstrates that they also meet the health and social care data security standards.

This webinar and interactive workshop will guide you step by step to completion and publication of your toolkit to standards met. The deadline for publishing your DSPT for 2022/22 is 30 June 2023.

*This webinar is for care providers who have published before, and are reviewing and republishing their DSPT but don't worry if you have never published, we will help you keep up.*



## NHS MAIL - COMMON PROBLEMS - *We can help.*

Tuesday 11th July 2023 at 14.30 - <https://www.eventbrite.co.uk/653779481027>

NHSmail is a free, secure email system that is available to all CQC- registered care providers in England who have achieved Approaching Standards on the Data Security and Protection Toolkit.

This Masterclass is designed to help you with the following:

- Getting set up with a new mailbox
- How to access your account and set up the shared mailbox
- How to do password resets
- How to obtain additional accounts
- How to go about joining, moving and leaving a site
- Where do you need to go to raise requests or get the correct support?

We will answer your questions with any issues or concerns you may have.

# Free Training & Events *continued*



## **Data Protection & GDPR - ROPA and IAR**

Thursday 13th July 2023 at 14.30 - <https://www.eventbrite.co.uk/653923812727>

Access to Care Records, & the use of Data & Technology are fundamental to Health & Social Care delivery, therefore the Care Quality Commission will assess how safely they are used, & how well-led Care Providers are in terms of information governance. Question C3.3 from the Key Lines of Enquiry (KLOE) asks: "How are people assured that information about them is treated confidentially...?" And question W2.8 asks: "How does the service satisfy itself that it has robust arrangements... in line with Data Security Standards?"

How confident are you that your data protection is up to scratch?

The Information Asset Register (IAR) and Record of Processing Activities (ROPA) will be explained & discussed.

Watch this short video and decide for yourself, then join our free webinar to hear how to stay compliant.

[https://www.youtube.com/watch?v=\\_YRs28yBYul](https://www.youtube.com/watch?v=_YRs28yBYul)



## **Community Matron and Trusted Assessors Webinar**

Tuesday 12<sup>th</sup> Sept: 2.00pm - 3.00pm - <https://www.eventbrite.co.uk/657592967267r>

This session covers how the Trusted Assessors scheme works and how Community Matrons can support your Care Setting.

You will hear from two local Trusted Assessors who have extensive experience of working within Adult Social Care, they are independent and are part of the support offered by West Sussex Partners in Care. They will explain how the scheme works and how this can benefit you as an Adult Social Care Provider. We hope the scheme will extend to East Sussex, Brighton and Hove.

Trusted Assessor' schemes are a national initiative designed to reduce delays when people are ready for discharge from hospital. It is based on providers adopting assessments carried out by suitably qualified 'Trusted Assessors' working under a formal, written agreement. Research has shown that delayed discharges can have a significant negative impact on people's well-being. There are also risks associated with premature or poorly planned discharges. Assessments and care planning can be undertaken by Trusted Assessor schemes in a way that meets both people's needs and legal requirements on providers.

We will be joined by a local Community Matron who will be discussing how their role works in supporting and working alongside you to optimise treatment, Care and Support to those you care for.

Community Matrons are highly skilled Senior Nurses, who help manage episodes of deterioration in the health of those you care for and prevent unnecessary hospital admissions. Their work ensures residents receive targeted, bespoke care, based on their individual needs. Not only is hospital capacity increased, those you care for are able to stay in the surroundings they are familiar with, avoiding the distress from a hospital admission.

# Free Training & Events *continued*



## Digital Office Skills - MS Word

Tuesday 19<sup>th</sup> Sept: 2.30pm - 3.30pm - <https://www.eventbrite.co.uk/e/585385633187>

Getting started with Microsoft Word: create a new document;  
Add to and amend your document; Review your document; Save your document.



## Single Assessment Framework

Wednesday 20<sup>th</sup> Sept: 2.30pm - 3.30pm - <https://www.eventbrite.co.uk/e/625205425257>

Changes that CQC is implementing to their system of inspection and regulation.

CQC is developing a [new approach to regulation](#) called a single assessment framework.  
This applies to providers, local authorities and integrated care systems.

They will continue to use:

- five key questions (safe, effective, caring, responsive and well-led)
- four-point ratings scale (outstanding, good, requires improvement and inadequate).

Under each key question there are a set of topic areas and quality statements. The statements describe what good care looks like and will link to the regulations.

What will be different?

- Gathering evidence: CQC gather evidence to support their judgements in a variety of ways and at different times – not just through on-site inspections. This means on-site inspections will support this activity, rather than being our primary way to collect evidence.
- Frequency of assessments: They will no longer use a service's rating as the main driver when deciding when we next need to assess. Evidence we collect or information we receive at any time can trigger an assessment.
- Assessing quality: Judgements about quality will be made more regularly, instead of only after an inspection. The assessments will be more structured and transparent, using [evidence categories](#) as part of the assessment framework and giving a score for what they find. hoping to make their decisions about ratings clearer and easier to understand.

The process will continue to be changed, refined and improved and our presentation will reflect this. If you want to hear the latest information on how the single assessment framework will work and what you need to do to prepare, this webinar is a MUST.



## Digital Office Skills - MS Word - INTERMEDIATE LEVEL

Tuesday 17<sup>th</sup> Oct: 2.30pm - 3.30pm - <https://www.eventbrite.co.uk/e/585328863387>

If you are already confident using MS Word, join this session to learn about some of the advanced features, hints and tips to help you make your documents look even more professional. ***It is a must for any manager/administrator.***