

Continuing professional
development for experienced
RCN representatives and other
activists in England

Prospectus for April 2011 – March 2012

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1. Continuing professional development (CPD) for RCN representatives and other activists



This prospectus sets out the RCN's 2011/2012 programme for continuing professional development (CPD) for experienced RCN trade union representatives and other activists in England.

The purpose of this prospectus is to outline the wide variety of CPD offered to representatives and other activists¹ at a regional and national level. Each activity provides a diverse and flexible range of high quality learning opportunities. All workshops have been designed to ensure that the RCN supports you to develop the appropriate knowledge, skills and confidence to perform in your role.

This prospectus is designed in such a way as to enable you to review the purpose, aims and objectives of each workshop and each CPD opportunity to assess whether it meets your learning needs. The prospectus also clearly outlines where and when each workshop will be held. Each workshop will also be mapped to the RCN mentorship practice standards.

Further advice and guidance, as well as support on how to apply, can be obtained from your regional office.

You can access further copies of the full prospectus either by contacting your regional RCN office or downloading it from the RCN website (www.rcn.org.uk/activists).



¹ An RCN activist is described as an RCN member who takes an active part in the RCN's work. They may be accredited through an RCN branch as an RCN trade union representative (steward, safety representative, learning representative), or they may be in an RCN governance role, a member of a forum, or active in a branch as a branch committee member. They could, in fact, be any of the RCN's 400,000 members. They are passionate about nurses and nursing and they act on behalf of the RCN. RCN activists sign up to the RCN's mission and the RCN's principles, beliefs and values.



2. CPD workshops – overview

‘CPD modules’ is the umbrella term for the workshops that form part of the learning and development pathway for RCN representatives. These follow on from Modules 1 and 2². Module 1 (Foundation Module) is designed as a general introduction to the RCN and the essential role of representatives and Module 2 (Development Module) is specific to the roles of steward, safety representative and learning representative. CPD modules are available to RCN representatives and activists but you will need to check each module to see if it is available in your region. These workshops are provided by the RCN’s Representing and Influencing Learning and Development Team (part of the Learning and Development Institute).

CPD workshops are commissioned by each RCN region in England and are designed around the key issues that you are facing in your workplace. The workshops are provided in collaboration with other key teams from around the organisation.

There are limited places on CPD workshops and you will need to discuss your application with your mentor and complete a nomination form.



² Royal College of Nursing (2011) *A guide to the learning and development pathway for RCN representatives*, London: RCN. Publication code: 003 869.

3. CPD workshops



All of the workshops below are mapped to the RCN mentorship practice standards. The key to these standards is at the end of this section.

Bullying and harassment

Purpose: This workshop will be organised around helping representatives support members through the formal process of making and defending a bullying and harassment case.

Summary: At the end of this workshop it is expected that participants will be able to:

- identify good practice in policies and procedures
- realise member expectations and how to manage them
- identify their roles and responsibilities (boundaries) when representing members through this sensitive issue
- signpost members to other organisations to receive emotional support (for example, counselling).

Duration: This one-day workshop runs from 10am until 4pm.

Availability: This workshop is available to representatives from the Northern and Yorkshire & the Humber regions.

RCN mentorship practice standards: 1, 2, 3, 4, 5, 6, 8, 9, 10b, 11.

Good practice management for capability and performance

Purpose: This interactive workshop is aimed at experienced representatives who have to deal with situations and represent members in relation to capability and performance management. This workshop will enable you to understand the responsibilities of representatives and employers for dealing effectively with capability and performance issues while supporting members in this difficult situation.

Summary: At the end of this interactive workshop it is expected that participants will:

- understand issues related to capability and performance management
- have increased their awareness of good practice in capability and performance management
- understand the role of the rep in challenging and influencing employers to ensure good practice
- have developed tools and techniques to enhance and develop representation skills.

Duration: This one-day workshop runs from 10am until 4pm.

Availability: This workshop is available to representatives from the East and West Midlands, Eastern, London, South East, Northern and Yorkshire & the Humber regions.

RCN mentorship practice standards: 1, 3, 4, 5, 6, 8, 9, 10a, 10b, 11, 12, 13, 14, 15, 16.

Leadership and political influencing

Purpose: This workshop will provide activists with the opportunity to develop the skills needed for effective leadership in their RCN roles. Participants will be able to encourage innovation and creativity in others by understanding the principles of leadership and how to use appropriate styles of leadership.

Summary: This workshop will enable participants to:

- know the principles of leadership and the differences between management and leadership
- identify and be able to use leadership styles
- understand the lead representative role from an HR perspective
- understand the remit of a lead representative
- make sure their leadership styles recognise equality and diversity
- know how to delegate effectively
- know how to motivate members.

Duration: This one-day workshop runs from 10am until 4pm.

Availability: This workshop is available to representatives from the South West region.

RCN mentorship practice standards: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10a, 10b, 11, 12, 14, 15, 16.

Managing the ill-health process for RCN members

Purpose: This practical and interactive workshop will enable RCN stewards and safety representatives to work in partnership with employers to influence the NHS healthy workforce agenda. This workshop will provide representatives with the knowledge and skills to represent RCN members under the organisational sickness absence policy, as far as potential ill-health retirement.

Summary: At the end of this workshop it is expected that participants will be able to:

- understand the latest government initiatives on a healthy workforce in the NHS
- represent a member through the ill-health process
- understand how the DDA can be applied in the ill-health process
- negotiate return to work following long-term sick leave
- negotiate a member's termination of contract due to ill-health
- know the NHS benefits that are available to members during the ill-health process
- understand how the NHS pension is applied in cases of ill-health retirement.

Duration: This one-day workshop runs from 10am until 4pm.

Availability: This workshop is available to representatives from Eastern, London and South East regions.

RCN mentorship practice standards: 1, 3, 4, 5, 6, 8, 9, 10b, 11.



Mediation

Purpose: To help you to understand the mediation process in dispute resolution. This workshop, jointly provided by the RCN Institute and ACAS, serves as an opportunity for you to familiarise yourself with the principles of mediation in the workplace and where and when workplace mediation might be of benefit.

Summary: This interactive and practical workshop explores:

- workplace conflicts – these can cover a wide variety of disputes, for example, disputes between staff members, allegations of harassment, or contractual disputes relating to terms and conditions of employment
- complex relationships involving hierarchy, job-security and competitiveness that make resolution a difficult task
- the benefits of mediation – not just for patients, but also for teams, managers and employers, aiming for a cost effective local solution that avoids a tribunal.

Duration: This one-day workshop runs from 10am until 4pm.

Availability: This workshop is available to representatives from the East and West Midlands regions.

RCN mentorship practice standards: 1, 3, 4, 5, 6, 8, 9, 10b, 13, 15.

Negotiating on equality, diversity and human rights

Purpose: This interactive workshop provides an opportunity for experienced representatives who have a specific interest in equality and diversity to be updated on the new statutory framework and to explore the opportunities and challenges associated with negotiating on equality and diversity issues in the work environment.

Summary: This workshop will enable participants to:

- understand the scope of existing anti-discrimination legislation

- increase their awareness of discrimination in the workplace
- undertake a basic audit of diversity and equality issues within the workplace
- understand the role of RCN Diversity Champions (membership development)
- develop tools and techniques for raising awareness of equality and diversity issues within the workplace.

Duration: This one-day workshop runs from 10am until 4pm.

Availability: This workshop is available to representatives from the Eastern, London, South East, Northern and Yorkshire and the Humber regions.

RCN mentorship practice standards: Maps to all mentorship practice standards.

Organisational change

Purpose: This workshop enables experienced representatives to help their members where there is significant organisational change. Change can be the result of cost-savings or a larger organisational change. It enables representatives to support the role of nurses on both professional and employment issues at all levels in the organisation.

Summary: This workshop will enable participants to:

- recognise organisational change in its many guises
- understand the legislation governing the management of organisational change
- discuss the use of and meaning of the terms ‘reasonable’ and ‘suitable alternative employment’
- discuss how to locate, access and process organisational policies and practices which apply to organisational change
- identify power sources, partners, stakeholders and challenges
- consider how to influence management decisions about how financial savings are made
- list other resources which may support them in their roles

- discuss the parameters of their role as steward and how they can work in partnership with their regional officers
- discuss how to manage members' expectations
- understand TUPE and what this means for the individual RCN member.

Duration: This one-day workshop runs from 10am until 4pm.

Availability: This workshop is available to representatives from the Eastern, London, South East, East and West Midlands, North West, Northern and Yorkshire & the Humber regions.

RCN mentorship practice standards: 1, 2, 3, 4, 5, 6, 8, 9, 10b, 11, 13, 14, 15, 16.

Principles of partnership working

Purpose: This interactive workshop will include the principles of partnership working, committee constitution, how the six themes (campaigning, communicating, influencing, negotiating, organising and representing) can be used in the committee arena, and the principles of effective note taking in formal discussions.

Summary: At the end of the workshop it is expected that participants will be able to:

- understand the principles of partnership working
- understand the structure and purpose of committees
- work effectively using the six themes in the committee arena
- know different methods of note-taking
- extract relevant information from discussion.

Duration: This one-day workshop runs from 10am until 4pm.

Availability: This workshop is available to representatives from the East Midlands, West Midlands and North West regions.

RCN mentorship practice standards: 1, 2, 3, 5, 6, 8, 9, 10a, 11, 12, 13, 14, 15, 16.

Root cause analysis leading to advanced investigation skills

Purpose: This interactive and practical workshop provides a structured approach to incident investigation, from an initial understanding of the legal and factual context, through a detailed analysis of the issues – using root cause analysis tools – and evidence, to production of the formal report.

NB: This workshop will not enable experienced representatives to undertake root cause analysis in their own organisations but will allow them to understand how it is done.

Summary: The day focuses on information gathering practice, data organisation, the analysis of facts and evidence, the provision of a statement writing and final report format. Particular emphasis is placed on investigating with a no blame/fair blame outcome in mind, while supporting members through the investigation process. At the end of the workshop it is expected that participants will be able to:

- understand the implications of running an investigation, covering information gathering practice, data organisation, the analysis of facts and evidence, the provision of a statement writing format and writing the final report
- use a variety of systems which identify the root cause of an incident
- use root cause analysis when helping members with safety issues.

Duration: This one-day workshop runs from 10am until 4pm.

Availability: This workshop is available to representatives from the Eastern, London and South East regions.

RCN mentorship practice standards: 4, 8, 9, 10a.

The changing NHS

Purpose: This two-day workshop looks at the recent and on-going legislative and strategic changes within the NHS. In particular this will look at Transforming Community Services (TCS), the NHS White paper, and Quality, Innovation, Productivity and Prevention (QIPP).

Summary: By the end of the workshop it is expected that participants will be able to:

- demonstrate an understanding of the NHS reforms and the implications for nursing
- be confident in negotiating and influencing change within the developing NHS
- know how to access resources for associated changes and have an opportunity to practice their learning.

Duration: This is a two-day workshop – see insert for further information.

Availability: This workshop is available to representatives from the South West region.

Time management including negotiating time off for trade union duties

Purpose: This practical course will revisit the legislation under which representatives are entitled to have time off for trade union duties and how they can negotiate this locally. This workshop will also introduce representatives to the principles of effective time management and to various tools that will help them identify how effectively they manage their time at the moment as well as improving their use of time.

Summary: By the end of the workshop it is expected that participants will be able to:

- apply the relevant legislation in negotiations for time off
- understand the distinction between trade union duties and activities
- apply negotiating skills in this context
- objectively analyse current time management practice

- use different tools to help improve use of time
- understand how to keep control of time.

Duration: This one-day workshop runs from 10am until 4pm.

Availability: This workshop is available to representatives from the Eastern, London and South East regions.

RCN mentorship practice standards: 1, 4, 5, 8, 9, 10b, 11, 12, 13, 14, 15, 16.



4. RCN mentorship practice standards



Practice Standard No	Description
1	Provide information and advice
2	Support and promote RCN campaigns
3	Support partnership working
4	Assess and understand risk
5	Support and promote collective agreement
6	Represent members and negotiate on behalf of members equally, promoting good diversity practices
7	Contribute to the recruitment and retention of RCN representatives and members
8	Find, use and manage information
9	Maintain accurate records
10a	Represent members through conduct, capability and employment issues (steward)
10b	Apply RCN case management process (steward)
11	Represent, advise and negotiate on matters relating to organisational change including employment rights (steward)
12	Undertake safety inspections and promote a healthy and safe work environment (safety rep)
13	Negotiate on behalf of members and support representation of matters relating to health and safety (safety rep)
14	Promote and support member learning (learning rep)
15	Create a climate that promotes learning (learning rep)
16	Respond to changes in learning and development (learning rep)

5. Getting a place on a CPD workshop

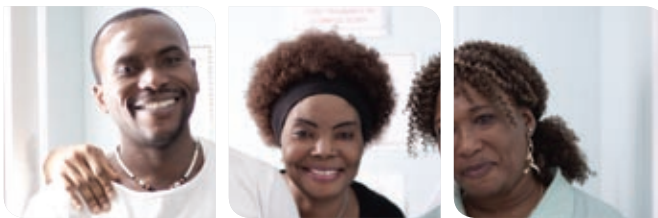


To apply for a place on any CPD workshop, follow these easy steps:

1. On the previous pages you'll find a description of each workshop together with its availability and how it is mapped to the RCN mentorship practice standards.
2. At the back of the prospectus you will find a supplementary information pack, which will list the workshops available in your region. You will also find more details of when and where they are taking place. You can only access the workshops in your region.
3. Identify which workshop you would like to attend.
4. Be clear how the learning opportunity fits with your personal development plan.
5. Have a discussion with your mentor or regional officer covering the branch you belong to, asking them to nominate you by signing the CPD nomination form (included in your supplementary information pack). You can find out the details of your regional officer by calling your RCN regional office or referring to your RCN membership handbook.
6. Complete the nomination form, sending it to the learning and development administrator – contact details are on the form.
7. When your place is confirmed you will receive a letter and further instruction on your chosen workshop. If the module is full, you will be notified of this.

Remember, only a limited number of places are available on CPD workshops so make sure you plan ahead.





6. Other CPD opportunities

There are many other CPD opportunities for experienced RCN representatives and activists. These are both formal and informal and you can find out more about them in the following section.

Branch development programme

Purpose: To develop the knowledge and skills to:

- understand the RCN branch in context
- build a team-focus that helps the group to work well together
- develop action plans that build good practice within branches, encouraging good practice to be shared between them
- identify learning and development needs as individual committee members.

Summary: This interactive and practical programme will help you to:

- understand your branch roles and responsibilities
- identify the resources and support available
- create action plans
- develop as a team.

Duration: A one-day workshop with three short follow-up sessions.

Audience: RCN branch officers and committee members.

Availability: See your supplementary information pack for more details.

Distance learning

Distance learning courses are available through the Open University-RCN strategic alliance. The two organisations have joined forces to offer a curriculum to meet the learning and development needs of health care workers. This includes supported open learning – a careful blend of high quality study materials and personal tutor support. All RCN members are entitled to a 10 per cent discount on many OU courses – particularly those in health and social care, health sciences and some business school courses. Simply provide a copy of your RCN membership when you register and pay for your course. Visit www.openuniversity.co.uk/rcn for more information.



Membership of RCN governing bodies

RCN representatives who are eligible are invited to stand for election to:

- national and regional boards
- UK Committees (stewards, safety representatives and learning representatives)
- RCN Council.

Members of these groups are given the opportunity to develop skills and knowledge around committee and project work, critical analysis and policy development. If you wish to stand for election to any of these groups visit www.rcn.org.uk for more details.

Mentorship

The RCN mentoring process has been designed to give representatives the support they need to build on the learning outcomes from Modules 1, 2 and the CPD components of the learning and development pathway, and to develop their practice skills in the workplace. Two sets of standards have been developed from the nationally recognised standards to make sure they are of the highest quality. The relationship standards ensure that the mentor and the representative build a solid and effective working relationship, while the practice standards act as a guide to every RCN representative's learning and development, making them confident and fully competent in all aspects of their role.

The framework ensures that all RCN stewards, safety representatives and learning representatives, whether newly accredited or highly experienced, will not only benefit from the training and updating provided by the learning and development pathway, but will receive one-to-one support and guidance from named mentors throughout their time as representatives. For further information please contact your regional officer.



Online learning through www.rcn.org.uk/activistlz

The RCN Learning Zone provides bite-sized chunks of learning that can be completed within 30 minutes. The learning is structured to allow you to dip in and out as and when you need it. As you work through each area you are encouraged to add material to your professional portfolio on how you are updating your knowledge and skills.

Visit www.rcn.org.uk/activistlz

RCN Congress

RCN Congress takes place annually and is where RCN members meet to learn and develop professionally, promote and share nursing practice and influence nursing and health policies through debate. Congress takes place in April or May each year and, as well as debates and presentations in the main auditorium, a large number of 'fringe events' take place. These events are organised by RCN staff and members and cover a range of issues relevant to RCN members and activists.

RCN Congress 2011 takes place from Sunday 10 April to Thursday 14 April 2011 and will be held in Liverpool. To find out more visit

www.rcn.org.uk/congress

RCN representatives can apply for funding to attend Congress through their local boards.

RCN e-library

The RCN e-library provides RCN members with a range of exciting services, available as part of your RCN membership. From the e-library you can go to a range of e-books, 700 full text online journals, and databases such as BNI (British Nursing Index) and MIDIRS (the definitive midwifery database). Visit www.rcn.org.uk/e-library

RCN events and conferences

The RCN offers more than 60 conferences and events each year on the key issues affecting you in your workplace, to support both your personal and professional development. To find out about RCN events that are happening around the UK visit www.rcn.org.uk/events

RCN representatives' conferences

RCN staff and the UK representatives' committees present their annual conferences and joint representative conference every year. Conferences include a range of guest speakers, workshops and opportunities to network. Visit www.rcn.org.uk/activistconferences

Shadowing

You can request to observe the practice of more experienced/specialist representatives or RCN officers. This is available to all RCN representatives and activists across the UK with the agreement of the shadowing partner. You can take advantage of this opportunity by contacting your mentor.





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