We are *very* keen to be supportive of all local events and will never seek to put barriers in place, unless there is a very good reason- (this doesn’t happen often).

We can support you with a lot of elements such as marketing and comms and bookings if you need us to. Most of the time it is just an email with some info on the form to let us know what is happening, and you will get a reply asking if you need any support.

**But- (always a but!)**

We do have some processes to follow for good reasons. They are in place to also make things easy and straightforward for you.

1. We need to have oversight of what is going on to make sure any learning aligns with Clinical Development- sometimes people have fallen foul of this by well-meaning specialists teaching skills beyond the remit of staff groups, such as Paras/ECAs being taught things outside their scope of practice; or in contradictions to SWAST guidelines. Also, sometimes things are in process of changing, or about to be taught on a Development day and we are aligned closely with L&D, so will be able to let you know what’s going on.

Normally the mitigation for this is to seek approval from a local LDO or CDO who will have a good knowledge of any new guidelines or teaching that is headed your way, and can just give the session the once over. Have a look on the website calendar or map view to see what’s going on locally.

1. We also don’t want things being replicated when we are already arranging things. (e.g. people have tried to arrange local maternity courses when our PROMPT course is coming to their area but they didn’t know.

This works both ways, if you don’t check what’s on, there may be a big event running at the same time and you will be sat there wondering why you didn’t get any bookings.

Normally the mitigation for this is to seek approval from a local LDO or CDO who will have a good knowledge of any new guidelines or teaching that is headed your way, and can just give the session the once over. Have a look on the [website calendar](https://swastcpd.co.uk/calendar/) or [map view](https://swastcpd.co.uk/locations/)  to see what’s going on locally.

1. We need to quality assure the speakers in some way, i.e. a recognised NGO or charity is normally fine, but there are some slightly weird and wonderful people out there with their own ideas who don’t necessarily teach what we want. Normally the mitigation for this is to just have a quick chat with the speakers and have a look at their learning materials or Learning Objectives and target audience. Then pass it in front of someone like an LDO or CDO or me.
2. You need to have a risk assessment in place – even for classroom events- we have some pre-written for classrooms and exercise that can easily be altered to fit you event – normally just by changing location. I think we already have one for most training rooms. <http://intranet.swast.nhs.uk/risk-assessments.htm> this is a pain ,but normally you just need to check there is one in place. There is a generic one attached, you just need to run through it and alter if needed.
3. It is really important we capture any quality CPD so we can record it on ESR if needed, that we staff are recognised for extra skills and training they receive, we can also run reports and see where a good amount of certain CPD has occurred and target areas who need it. If it is just a practice / skills & drills session , it doesn’t necessarily need recording on ESR

To do this we ask that registers on the day are taken and sent for entry onto ESR. As the [event booking form](https://swastcpd.co.uk/faqs/" \l "1526484718857-7fea45f3-702a) has a blank register on page 2 and details of where to send it.

1. I am always on  the lookout for new contacts and networks to tap into. Most long standing CPD and recurrent events and courses have started as a one off and grown from that. If I don’t know who is doing what , I can’t build these relationships and get things happening more regularly and wider.

If people let me know what is going on, I can help support it.

1. Branding ! Feel free to ask us for the Swastcpd.co.uk logo if you want to use it, or use your own.

What you do need to be careful of is using the Trust logo without permission. You will need to ask the PR/ Comms dept. for permission to use it for adverts or poster, as there is a strict branding /comms. policy which we have fallen foul of in the past. Better to avoid the issue if you aren’t sure.

Mitigation for this, please don’t use the trust logo on anything IF you are making it to be sent electronically, (Station level displayed posters are normally fine).

You can use our logo (e.g. ‘in collaboration with’) if you like, and we can produce posters for you if you want.

If you want to discuss this, please give me a call. We are always happy to talk. We don’t want to put you off or make this harder for you at all, but hopefully you can see why we need a bit of oversight.