IT SKILLS PATHWAY

IT Skills for…….. Doctors

NHS

Rajesh Kakwani is a Specialist Registrar at Northumbria HealthCare NHS Foundation Trust. In this interview, he describes how the NHS IT Skills Pathway has assisted him with his day to day work.

LEVEL THREE
LEVEL TWO
LEVEL ONE
ENTRY

How do your duties involve the use of Microsoft Office/Windows?
I'm an Orthopaedic Registrar so my duties involve looking after all the patients that come in through the Accident and Emergency Department, with fractures, broken bones and painful joints. I attend to them within the clinics and operate in the theatre so basically fix bones and do joint replacements as well.

There are very few direct implications of use of the Microsoft Office programmes on my job role, but effective use of the software helps me a lot in undertaking audits, with research, in presentations and with publication of my research.

What did you already know about Microsoft Office/Windows before taking the course?
Initially my use of Microsoft applications was mainly self-taught, and through using the help function. However, I saw that I was struggling as my need for more advanced skills increased (for audits and research), I needed to know how to be able to do more and more things so when the programme became available I thought it was a good option to improve my knowledge and improve my application of that knowledge.

How did you hear about the NHS IT Skills Pathway?
I first heard about the programme through the hospital email system. Once I knew it was available I expressed an interest.

"I worked through the practice tests which helped me build up a bit of confidence. I found out where I was lacking and mustered courage and passed the exam!"

Tell us how you went about learning?
I registered onto it and realised I would do the self-learning that is online. It has many advantages as you can do it at your own pace, during your own time and either at work or at home. Sometimes I would print out the learning materials and whenever I had a few minutes or whenever I had spare time between doing cases or seeing patients I would use that time to continue my learning. That was really how I undertook the learning to prepare me for taking the Microsoft Office Specialist exam. Following that, with help from the IT trainers I worked through the practice tests which helped me to build up a bit of confidence. I found out where I was lacking and then went back, read through those sections and finally mustered courage and passed the exam!

For more information about the NHS IT Skills Pathway, please visit our website at:

http://www.cfh.nhs.uk/systemsandservices/icd/itskills/pathway

Alternatively you can email us at:

it.skills@nhs.net

MOST Microsoft Office Skills Training

RAJESH KAKWANI, Specialist Registrar (Orthopaedics)
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View Rajesh's story as part of the NHS
MOST Video at www.nhsmost.co.uk

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What was the experience like?

I was a bit apprehensive as it is a different speciality of exams that I have never done before but I was pleasantly surprised as our medical exams are usually much more stressful – this wasn't that bad. It was very user friendly and smooth to work through. There were a couple of questions that were a bit tough but I still passed.

Now that you've taken the course, how does it help you?

I have found that the change since I have started my learning is dramatic as I used to work on PowerPoint and Excel but since I have done these courses I am amazed at the compliments that I have received when I have delivered presentations. I can see a huge difference in the quality of my presentations from before to after undertaking the course. I am able to deliver the information in a much more polished and practical way, make them easier to understand and use much more beautiful graphics which make it attractive as well as very, very reader friendly so the delivery of the message is excellent.

"I would definitely recommend this to everyone in the NHS as unless you have tried it you do not know how amazing it is"

Can you give some specific example of how the skills you learned help you in your duties?

As a part of my job I do research in order to improve my medical knowledge and improve patient care. This includes data collection, analysis and presentation so the use of Microsoft products helps me with this. When I do any of this work I need to be able to use these skills effectively and having the skills makes it much, much easier to be able to do my research, allows more authentic presentation of data and makes it more reliable and presentable.

What would be your message about NHS ELITE/NHS MOST to other staff across the NHS?

I would definitely recommend this to everyone in the NHS as unless you have tried it you do not know how amazing it is and once you try it, it will change your life forever.

What are the next steps for you in terms of IT learning?

I have finished the Microsoft Office Specialist course (and exam) in PowerPoint and am working through the Word and Access courses at the moment. I would then like to undertake Excel as they are the four applications that I use the most.

The NHS IT Skills Pathway covers the full range of competencies for users of IT, from basic through to advanced levels. It has been developed in partnership with the NHS to provide an officially recognised route of learning and certification for the whole workforce.

Its purpose is to encourage everyone working within the NHS to review their current IT skills and knowledge against the national standards, determine what their skill gaps are and then identify their future training requirements based on the products that are available.

For more information about the NHS IT Skills Pathway, please visit our website at:

http://www.cfh.nhs.uk/systemsandservices/icd/itskills/pathway