

Tameside Training Consortium – 337 0246

Training Calendar January—March 2010

Training costs include refreshments, handouts & certification

<u>Date</u>	<u>Course Name & Venue</u>	<u>NVQ Unit Links</u>	<u>Trainer</u>	<u>Cost</u>
13th, 14th & 15th Jan 2010 9.30–4.30	NEW—CITRUS (Breakaway training) - for LDS staff The Main Hall, Festival Hall, Peel Street, Denton Lunch Included (all day training)	223	Shirley Chappell PCT	£50
13th & 14th Jan 10 9.30–4.30pm	NEW—Communication and Presentation Skills Godley Suite, Hyde Town Hall Lunch Included (all day training) *Highly recommended for Care Ambassadors	Professional Development	Brian Shaw BDS Consultants	£40
26.01.10 12.45–3.45	Basic First Aid Werneth Suite, Hyde Town Hall	22 32	Mary Dunkerley RGN, Cert. Ed	£10
27.01.10 9.30–4.30	NEW—Food Safety Level 2—Accredited award Greenside Primary School and Children's Centre, Droylsden Lunch Included (all day training)	213	Alison Wasse Premier Food Safety	£20
28.01.10 12.45–3.45	Infection Prevention Greenside Primary School and Children's Centre, Droylsden	22 32	Brian Shaw BDS Consultants	£10
29.01.10 9.30– 4.30	Older Adults—Considerations in managing behaviours that challenge services Godley Suite Hyde Town Hall Lunch Included (all day training)	232	Caroline Williams.RN (Mental health) MSc; BSc(Hons); DipHE;CertMS; C.U.E.W; UKCP (accred); BABCP(accred)	£20
02.02.10 12.15–4.30pm	NEW—The Interface between Mental Capacity Act, Deprivation of Liberty and Safeguarding Adults for Managers (To start with Lunch) The Main Hall, Festival Hall, Peel Street, Denton	Professional Development	Pam Gough, Ann Fitzpatrick, Emma Sidlow, Sandra Wray, TMBC	FREE
03.02.10 12.45–3.45	Basic First Aid Greenside Primary School and Children's Centre, Droylsden	22 32	Mary Dunkerley RGN, Cert. Ed	£10
09.02.10 12.45–3.45	Epilepsy Awareness Greenside Primary School and Children's Centre, Droylsden	22	Angela Stocker Epilepsy Nurse Specialist	£10
11.02.10 1.00–4.00pm	NEW—Positive Risk Taking training for Managers Greenside Primary School and Children's Centre, Droylsden	22,24, 27,215 , 211	Kevin Siddall TMBC	£10
16.02.10 12.45–3.45	Oral Hygiene—Mouths Matter Greenside Primary School and Children's Centre, Droylsden	225 23	Sue Maddock Clinical Dental Special Care	£10
17.02.10 9.30–4.30	Emergency First Aid at Work Werneth Suite, Hyde Town Hall (Lunch Included, all day training)	22 32	Mary Dunkerley RGN, Cert. Ed	£20
18.02.10 12.45–3.45	Basic Health & Safety Greenside Primary School and Children's Centre, Droylsden	22 32	Robin Doughton - CMIOSH Chartered Safety and Health Practitioner, TMBC	£10
24.02.10 1.30–4.30pm	End of Life Care training for Managers of Care Homes Lesser Hall 2, Dukinfield Town Hall	Professional Development	Pauline Sumner (GSF Project Manager) & Lynn Pritchard, Macmillan Nurse	£10



Safe Handling of Medication (Audience— Care Home Staff (includes lunch):

What does the law say about medicines?
Medicines and the elderly,
Medication & falls in the elderly,
Medication storage.
Recording of administration,
Safe disposal of medication,
What is a medicine?
Classification of medicines,
Different formulations of medicines,
Interpreting directions,
Preparing to administer medicines,
Administration of various formulations.
Using oral syringes and gillpots,
Using various inhaler devices.
Using concordance devices,
Secondary dispensing,
Resources,
MUR's.
Your questions answered.



CITRUS Training (BILD Accredited)

(includes lunch): Creative Intervention Training in Response to Untoward Situations

This is a model of managing aggression
The joint assessment and Commissioning Learning Disability service of Tameside accepts that there are occasions when it will be necessary to use manual techniques to manage incidents of aggression, or other untoward behaviour, which places the person being supported or others at risk.

These techniques must only be used as a last resort and always be in the best interests of the supported person.

The underlying key principles of the training are to develop and promote standards of least restrictive practice in responding to aggression and violence including physical intervention for adults with learning, and/or associated, disabilities. To provide theoretical and practical training that is specific to the particular support setting and individuals needs, taking into consideration differing levels of threat and risk. To emphasise and promote the use of non-physical interventions or the least restrictive intervention where other methods can be proven to be exhausted. To promote only techniques that cause no pain to the person being supported. To promote interventions that are deemed to be in the best interests of the person supported. Staff must be refreshed on at least an annual basis or in response to changes in support needs.

CIEH Level 2 Food Safety accredited

(includes lunch):

Duration of training programme: 6 hours + assessment (Test duration:1 hour -30 multiple choice questions. Pass mark being 20.)

Benefits; Overall, it enables employees to: take personal responsibility for following food safety procedures, keep themselves clean and hygienic, receive and store food safely, prepare, cook and hold food safely.

Subjects covered: legislation, food safety hazards, temperature control, refrigeration, chilling and cold holding, cooking, hot holding and reheating, food handling, principles of safe food storage, cleaning, food premises and equipment.

Outcomes: Employees who handle food will gain a firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved.

Infection Prevention:

Introduction & Legal Overview.
Duties of the Employer and Employees.
What is Infection Prevention?
Infection Control Guidelines.
Hand washing Technique.
Diarrhoea and Vomiting.
Sharps, Safe Storage and Disposal,
Needle Stick Injuries/spillages,
Infectious Disease (Including MRSA awareness),
Maintaining Safe Working Places,
General Waste & Clinical Waste,
RIDDOR



Basic First Aid (1/2 day course):

Understand the limits of their own responsibility and ability in relation to emergency aid.
Show they understand basic first aid techniques. Know how to use primary health care services in response to illness or accident.
Candidates will be asked to participate in the recovery position.



Emergency First Aid (1 day course)

(includes lunch)
Selecting the appropriate course will depend on the circumstances of the workplace and will be informed by the findings of the employers first aid needs assessment. A 3 year certificate will be issued to those who successfully complete an EFAW course.

During any 3 year period, first aiders should undertake annual refresher training(3 hours) at the end of year 1 and 2 to update their skills and prevent skills fade. At the end of year 3 it will be necessary to requalify: 1 day requalification course which will be continually assessed by the trainer.



Oral Hygiene—Mouths Matter:

Aim: To improve the knowledge of oral health to the Health and Social Care Sector. The cause and prevention of oral disease. Identify how and where dental services are delivered. Identify the oral health care needs of specific client groups (in this case the elderly)
Will cover through discussion and practical participation: Basic oral health messages, NHS dentistry, access to services, PCT dental service admission criteria. Information regarding the public health perspective on oral health for older people, Specific problems related to oral health and older people and how to deal with them.



Managers of Care Homes—End of Life Care:

The aims of the session is:-
To gain an understanding of the Gold Standards Framework and The End of Life Care Strategy.
To gain knowledge of the philosophy of palliative care and terminal care.

Managers —The Interface between Mental Capacity Act, Deprivation of Liberty and Safeguarding Adults

This event is to review the background of this key guidance, explore the links and to learn from organisations experiences. There is a cancellation fee of £80 for non attendance.

Managers —Positive Risk Taking:

What are the national drivers for the introduction of this procedure?
What is the local context to its implementation?
How does the procedure work in practice?
What is your role in the procedure?
How will ambiguous queries about choice and risk be dealt with?
How does this fit within the personalisation agenda?
What are the wider workforce development issues merging out of this procedure?

Communication and Presentation Skills (includes lunch):

To enable staff who cascade training to communicate effectively to individuals and small groups. This two day Communication and Presentation Skills Course provides participants with the opportunity to develop their communication skills and present with confidence.

You'll look at what works in the way you communicate, what gets in the way of you being an effective communicator and techniques to help you be more adept and self-assured. This is a practical course filled with exercises, activities and discussion which will give you the skills to handle difficult and tricky situations and give you more choice in the way you communicate with others.
Candidates will be asked to present a short presentation at the conclusion of the course.



Older Adults—Considerations in managing behaviours that challenge services (for care workers):

Mental Health conditions affecting older people:

- Definition/signs/symptoms
- Consent
- Capacity
- Mental Capacity Deprivation of Liberty Safeguards
- Communication as an intervention

Behaviours that challenge care services:

- What is 'challenging behaviour'
- What causes 'challenging behaviour'
- Solving the problem

Guidance & recommendations:

- What is the evidence
- National Dementia strategy
- NICE guidance
- Questions & Answers



Epilepsy Awareness:

What is epilepsy: a basic overview of causes.
What happens when a person has a seizure and seizure types. Issues around the needs of the person with epilepsy: a perspective of what it means to live with epilepsy. Support strategies that promote independence and well-being. Seizure management: how to safely manage a seizure.

Basic Health & Safety:

This training will be presented by Robin Doughton (TMBC Health & Safety Officer) who will ensure candidates will: Learn how to identify health and safety areas before an incident to help 'manage' them. All chemicals and substances can cause harm to us. Learn about T. I. L.E. Moving manual-handling loads safely. Our own health. Completing the Accident form and how important the form is legally. Health and Safety at Work Act 1974.



TTC Training Calendar Jan–March 2010

Training costs include refreshments, handouts & certification

<u>Date</u>	<u>Course Name & Venue</u>	<u>NVQ unit links</u>	<u>Trainer</u>	<u>Cost</u>
25.02.10 2–4pm	Falls & Fracture Prevention Lesser Hall 2, Dukinfield Town Hall		Joy Kelly PCT	£5
04.03.10 1.30–4.30	End of Life Care training for Care Workers Room 6, Festival Hall, Peel Street, Denton	216 23	Pauline Sumner (GSF Project Manager) Lynn Pritchard Macmillan Nurses	£10
09.03.10 9.30–4.30	Safe handling of Medication—Care Homes staff Greenside Primary School and Children's Centre, Droylsden	221 236 375	Lisa McManamon, Medication Manage- ment Technicians, PCT	£20
09.03.10 12.45–3.45	NEW—Emergency Meds in Epilepsy <i>(candidates must have attended Epilepsy awareness)</i> Godley Suite in Hyde Town Hall	22 221 226	Angela Stocker Epilepsy Nurse Special- ist	£10
10.03.10 12.45–3.45	Basic First Aid Greenside Primary School and Children's Centre, Droylsden	22 32	Mary Dunkerley RGN, Cert. Ed	£10
10-11 March, 23-24 March, 20th April 2010 9.15–4.30pm	NEW—NLP (Neuro Linguistic Programming) Foundation Diploma (Training will be over 5 days) Newton Suite in Hyde Town Hall (Lunch Included)	Profes- sional Devel- opment	Chris Grimsley Director of the Insti2te of NLP for Public Ser- vices	£50
11.03.10 12.00–4.30 To start with lunch	Dignity at the Heart of everything we do <i>(aimed at management or team leaders to cascade to staff)</i> Godley Suite Hyde Town Hall —Starting with Lunch at 12.00	23	Janine Dyson RCN	£10
16.03.10 1.30–3.45	Fire Awareness Greenside Primary School and Children's Centre, Droylsden	22	Alan Wildgoose Fire Safety Officer TMBC	£10
17.03.10 12.45–3.45	Activities for Older People Greenside Primary School and Children's Centre, Droylsden	210	Brian Shaw BDS Consultants	£10
18.03.10 9.30–4.30	Supervision Training for Managers—Lunch Included Greenside Primary School and Children's Centre, Droylsden	Under- pins L&M	Kevin Siddall TMBC	£20
25.03.10 9.30–4.30	Emergency First Aid At Work —(1 day training) Lunch Included Greenside Primary School and Children's Centre, Droylsden	22 32	Mary Dunkerley RGN, Cert. Ed	£20
30.03.10 12.45–3.45	NEW—COSHH Training Greenside Primary School and Children's Centre, Droylsden	22	Robin Doughton ~ CMIOSH Chartered Safety and Health Practitioner, TMBC	£10
31.03.10 9.30–4.30	Safe handling of Medication— Domiciliary staff Greenside Primary School and Children's Centre, Droylsden	221 236 375	Lisa McManamon, Medication Manage- ment Technicians, PCT	£20

For course outlines for this training please see PAGE 4

Please check availability by ringing Bharti
on 337 0246

There are no refunds for Non Attendance of courses



Safe Handling of Medication Audi- ence— Domiciliary staff (including lunch):



What does the law say about medicines? Medicines and the elderly, Medication & falls in the elderly, Medication storage. Recording of administration, Safe disposal of medication, What is a medicine? Classification of medicines, Different formulations of medicines, Interpreting directions, Preparing to administer medicines, Administration of various formulations. Using oral syringes and gallipots, Using various inhaler devices. Using concordance devices, Secondary dispensing, Resources, MUR's. Your questions answered.

Managers—Supervision Skills:

The main focus of this course is supervision practice and learners will be able to provide supervision from an understanding of process and underpinning psychological factors. Learners will also be able to adapt supervision approach to meet differing needs of staff and manage a supervision meeting including: establishing a supervision contract, setting an agenda and recording supervision discussions.

End of Life Care (Care workers):

Training delivered by Lynn Pritchard & Pauline Sumner (McMillan Nurse Specialist, and Project Manager). The aims of the sessions are:- To gain an understanding of the philosophy of palliative care and terminal care. Recognise the importance of caring for the patient and their family with dignity and respect during the palliative phase and as death approaches. Gain a basic understanding of symptoms at end of life. Understand the importance of effective communication skills. To gain a basic understanding of the Gold Standards Framework and The End of Life Care Strategy. To explore issues regarding grief, loss and bereavement support.

COSHH:

Audience—anyone for whom COSHH is a new area of responsibility or those wishing to review and improve current arrangements for dealing with COSHH. Improve on how to effectively protect health and comply with the regulations.

Course Content: Application, COSHH 2002, Emergencies, Occupational asthma, Biological agents, Lead, Asbestos, Key requirements Assessment, Control measures, Exposure monitoring, Health surveillance, Education and training, Accidents, incidents & emergencies, Risk assessment.

Purpose of Reg 6 and risk assessment. Overview of the risk assessment process. Identifying potential risk, Assembling and using information, Hazard data, Data sheets and labels, Understanding them, Exposure and risk factors, Degree of exposure, Control measures, Are they adequate, What needs to be done, Recording the assessment, Change of circumstances.

Workshop - Risk Assessment – Feedback.

Assessing risk:

Making judgements, Control management, Prevention, Options for control, Substitution, Ventilation.

Good working methods:

Personal Protective Equipment, Selection and use of equipment, Do controls work and are they used, Is the level of control appropriate, Adequate control - exposure limits, Workplace exposure limits, Principles and best practice. Maintenance and testing, Health surveillance. COSHH Management, Key issues, Action plan.

Emergency Meds in Epilepsy:

This session will be of interest to care staff or families caring for a person with epilepsy where emergency medications (Rectal diazepam or buccal midazolam) are prescribed. At the end of the session participants will have gained knowledge and skills that allow them to competently administer emergency medications in epilepsy.

Course criteria

They have attended the epilepsy awareness session within the last 2 years. Participants have attended a first aid course and can provide CPR. A refresher session is required every 2 years due to it being administration of emergency medications

Course outline

Review of epilepsy awareness, Seizure management plans, Seizure emergencies, Duty of care in relation to emergency medications in epilepsy, Emergency medications, Practical demonstration and Assessment.

Assessment is gained via

- Individual Supervised simulated procedure
- Written knowledge quiz

NLP 5 day training programme:

In essence, NLP is a pragmatic self-help method that focuses on what works, and has lots of useful exercises and philosophies that help you become a more effective person, increase your influence and achieve your life goals.

Neuro refers to our nervous system, that's the hardwiring inside our body that helps control the bits and pieces.

Linguistic refers to language, verbal and non-verbal.

Programming combines the two to study how language programs us and how our behaviour influences our language.

NLP techniques provide ways to improve your ability to be able to: Communicate easily and skilfully with your peers, your staff, and with senior management;

Understand the thinking and emotional make-up of your staff and of the individual staff - and of the manner in which these individuals pull together; Understand yourself so you are not easily influenced or manipulated; Manage your moods - you are constantly in the eye of your staff and can't afford to have off-days; Know what makes people tick and how to utilise values to motivate individuals - as *individuals*.

Once you begin to learn NLP, you realise it is not about doing 'NLP' to others.

It provides a powerful bag of tools that allows you to help people to change themselves, through its patterns of influence and techniques of change.

Basic First Aid (1/2 day course):

Understand the limits of their own responsibility and ability in relation to emergency aid. Show they understand basic first aid techniques.

Know how to use primary health care services in response to illness or accident. Candidates will be asked to participate in the recovery position.

Emergency First Aid (1 day):

A 3 year certificate will be issued to those who successfully complete an EFAW course. During any 3 year period, first aiders should undertake annual refresher training(3 hours) at the end of year 1 and 2 to update their skills and prevent skills fade.

At the end of year 3 it will be necessary to re-qualify: EFAW - a 1 day requalification course which will be continually assessed by the trainer.



Managers— Dignity, At the heart of everything we do:

In response to a survey in February 2008 to investigate nurses awareness of dignity and the barriers that prevent dignified care being delivered in a wide range of health and social care environments, along with membership engagement the Royal College of Nursing commenced the dignity campaign, based around the three main factors that seemed to maintain or diminish dignity, people (the attitudes and behaviour of staff and others), place (the physical environment), and process (the nature and conduct of care activities). From these themes resources have been produced to assist the nursing family in delivering dignified care. Among these resources is a "practice support pack", this includes a DVD so staff can challenge their own values and beliefs in relation to dignity (this pack will be given to every attendee).

Also to understand the impact on the clients of a loss of dignity and what changes are needed within their own teams to ensure that dignity is at the heart of the care delivered. Information will be given to help teams influence the care settings, giving additional knowledge and skills to influence the people, place and process to ensure dignity in care. *Aimed at management to cascade to their staff.*



Activities for Older People:

Introducing a range of activities that can be adapted to the abilities and complex needs of older people who receive care. On completion of this course you will be able to: list a range of activities that can be used in the activity programme, outline the resources required to carry out a selected activity, discuss the potential benefits of a selected activity, discuss the precautions that need to be considered for a selected activity, explain how a selected activity can be adapted to suit the abilities and complex needs of older people, list the relevant legislation and regulations that need to be considered when planning and carrying out a selected activity



Course Content: Introducing a range of activities that can be adapted to the abilities and complex needs of older people who receive care, *activities covered:* Animals, arts, crafts and creative activities, cognitive stimulation, drama, exercise and physical activities, food and drink, gardening and horticulture, musical activities, social activities

Each activity is considered in terms of:

an analysis of the skills required, its potential scope, the resources needed (equipment, materials, facilities, staff and skills), its potential benefits, the precautions that need to be taken or considered, how to do it.

Fire Awareness:

The course will include: Fire hazards and risk, Fire—A case Study, The nature of fire, Fire prevention at work, Local fire procedures, How to select and use a portable fire extinguisher safely (there is no actual use of fire fighting equipment)



Falls & Fractures prevention:

This training which will cover: Osteoporosis, Fracture prevention and current treatment guidelines, Falls prevention, Current guidelines, The role of exercise in falls and fracture prevention. Candidates will be asked to participate in some activities.

