

**UPDATED!**



## Open Course programme: November - December 2018


**Continuing to offer you access to both mandatory and enhanced skills training and including some brand new and newly-formatted short courses:**

Induction training supporting the Care Certificate  
Mandatory training for all staff and annual updates  
Clinical skills training and updates for Registered Nurses

**Our open course programme offers a cost-effective option for all care staff, support workers, seniors, Registered Nurses and Managers to access robust, local and up-to-date training/refreshers delivered by professional trainers with a wealth of experience across health and social care**

(Read More About Each Course By Clicking On The Course Title)

DATE	COURSE	COURSE OUTLINE	TIMES	PRICE P>P
Monday 12 <sup>th</sup> November	<a href="#">Care Skills and Professional Practice</a> Mapped to the CQC Inspection Framework and Key Lines of Enquiry. (KLOEs) PLUS supporting the Care Certificate Induction Standards 1-9 & 14	<b>A comprehensive day suitable for new staff (or those returning) to the care or support worker role PLUS staff refreshing their training in accordance with the CQC Inspection Framework and Skills for Care Core &amp; Mandatory training recommendations, including:</b> -Communication -Confidentiality -Dignity -Equality & Diversity -Fluids and Nutrition -Person-Centred Care and Care Planning -Professional boundaries -Recording & Reporting (incl. Information Governance & the GDPR) -Awareness of mental health, dementia and learning disability	9.00 am- 5.00 pm	£90
Tuesday 13 <sup>th</sup> November	<a href="#">Safeguarding Adults</a>	<b>Validated by the Norfolk Safeguarding Adults Board.</b> <b>Level 2 Safeguarding Adults; covering the requirements of the Care Certificate Standard 10</b> and the mandatory training/annual updates required by the care sector. Also mapping to <b>Standard 11 Safeguarding Children</b> (level 1 equivalent)	9.00 am- 12.30 pm	£45
	<a href="#">Health &amp; Safety Food Safety Infection Control Fire Safety</a>	-Hazards, employer/employee responsibilities & workplace regulations, reporting (RIDDOR etc) -The importance of food safety and hygiene in the preparation and handling of food, to ensure that all food handlers control food safety risk. -Causes/spread of infections; correct handwashing procedures, PPE, safe disposal of clinical waste; dealing with spillages & laundries -Basic Fire Safety Awareness and principles of safe evacuation.	1.00 pm- 5.00 pm	£45
	<a href="#">Moving &amp; Handling/ Assisting and Falls Prevention</a>	<b>Providing the mandatory training/annual updates required by CQC;</b> to include legislation, risk assessment, back care, principles of safe moving & assisting (to include 'transfers'). Considering individual falls risk factors and how we can significantly reduce the risk of falling for clients whilst still promoting choice and independence.	9.00 am -1.00 pm	£45
Wednesday 14 <sup>th</sup> November	<a href="#">First Aid &amp; Basic Life Support</a>	Contents include CPR, & rescue breaths; administering first aid for choking, bleeding, shock, burns & scalds, minor injuries. Practical elements using resuscitation models & choking vest and demonstration AED (Defibrillator). (meeting Standard 12 PLUS the mandatory training/annual updates required by CQC).	1.30 pm- 5.00 pm	£45

Thursday 15 <sup>th</sup> November	<a href="#">Medicines Management</a> <b>*NEARLY FULL*</b>	<b>Mandatory training for all care staff responsible for administering medication</b> to raise awareness of accountability and responsibility and encourage safe practice; to include the 7 'Rights'; safe administration, correct, storage & disposal; understanding side effects/contra-indications/adverse reactions.	9.00am-1.00pm	£45
Monday 19 <sup>th</sup> November 	<a href="#">Respiratory Conditions, Ventilation and the Mechanics of Respiration</a>	<b>Extremely useful for RNs/senior staff who work with and care for clients/patients with chronic lung conditions (e.g. COPD) or compromised lung function (e.g. neurological deficit, asthma, spinal injury)</b> To include medications and correct administration of Oxygen therapy, Nebuliser therapy, Inhalers; basics of Ventilation: reasons for use and the different types of ventilation; plus 'practical' element for use of nebulisers, inhalers, peak flow meters; recording/reporting/documentation	9.00am-1.00pm	£59
Monday 26 <sup>th</sup> November	<a href="#">Advanced Medication Training &amp; Audit</a> <b>*NEARLY FULL*</b>	<b>Suitable for all Managers, senior staff or Nurses, providing a well-defined programme which will support, encourage and underpin 'safe practice'</b> ; to refresh and discuss the key points in the care, control & administration of medicines and provide clear guidance re. correct documentation and safe record keeping, including care plans, risk assessments, <b>audits</b> etc.	10.00am-4.00pm	£89
Friday 30 <sup>th</sup> November 	<a href="#">Activity Co-ordinators training</a> <b>*NEARLY FULL*</b>	<b>To help Activity Co-ordinators in health and social care to be able to recognise and promote the potential benefits for engaging individuals in both daily and programmed activities;</b> to increase confidence in the planning, delivery and evaluation of individual and group activities; how to evaluate, evidence and record the benefits this essential role plays in providing person-centred care and enhancing well-being of our clients.	9.00am-1.00pm	£49
Thursday 6 <sup>th</sup> December	<a href="#">Mental Capacity Act and DoLS for all staff</a>	<b>Discussing the full implications and necessities in adhering to the current changes and legislation:</b> to increase confidence in understanding the legislation and changes, awareness of responsibilities & accountabilities: when and how to test for capacity and when to refer on for authorisations, awareness of NICE guidelines (updated Oct 2018 – Capacity & Decision Making) To understand the importance of documentation in relation to: choice, capacity, restrictions and Duty of Care, to enable discussion and reflection, as to the practicalities of applying this legislation in the workplace.	9.00am-1.00pm	£59
Friday 7 <sup>th</sup> December 	<a href="#">Epilepsy and Seizure Management</a>	The different types/classification/potential causes and common trigger factors of epilepsy and seizure; Status epilepticus – how to recognise and respond appropriately, following care plans and guidelines; First aid for convulsive and non-convulsive seizures: VNS, rectal diazepam & buccal midazolam –practical using training models.	9.30am-1.30pm	£49
Thursday 13 <sup>th</sup> December 	<a href="#">Information Governance and GDPR (General Data Protection Regulations)</a>	<b>To ensure staff are fully aware of the legal requirements as an individual and as an organisation for information governance and data protection;</b> to ensure necessary safeguards are in place and appropriate guidance is adhered to and to recognise your accountabilities and responsibilities when using and retaining personal information; <b>to provide information regarding the Data Protection and Security Toolkit 2018/19.</b>	9.00am-1.00pm	£49

Please note all prices are per person and subject to V.A.T

Training venue: The White Horse, Trowse, Norwich, NR14 8ST (unless otherwise specified) - Places must be booked in advance

**All training is delivered by experienced Registered Nurse/Professional Trainers and endorsed by Norfolk & Suffolk Care Support**

For further details or to book places on any of the above  
please call us on:  
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or see our website: [traininginhealthcare.co.uk](http://traininginhealthcare.co.uk)



**More dates to be added for 2019 – keep watching this space!**