





# Open Course Programme Spring/Summer 2019


**Our open course programme offers a cost-effective option for all care and support staff to access robust, local and up-to-date training/refreshers delivered by experienced professional trainers.**

**Please note we have a \*NEW\* training venue from April 2019 – see last page for details**

DATE	COURSE	COURSE OUTLINE	Price p.p.
<b>Monday 1<sup>st</sup></b> <b>Tuesday 2<sup>nd</sup></b> <b>Wednesday 3<sup>rd</sup> April</b> 9am – 5pm daily <div style="color: red; border: 2px solid red; border-radius: 50%; padding: 5px; display: inline-block; margin-top: 10px;">                         Last few places left!                     </div>	<a href="#"><u>Moving &amp; Handling</u></a> <a href="#"><u>Train the Trainer</u></a> 3-day course <b>Venue: n-able Norwich</b>	High quality training offering cost-effective LOCAL training and the opportunity to develop senior care staff to support your staff teams working across the health and social care sector.  Day 2 includes access to and use of a wide range of moving & handling equipment, aids and Assistive Technology ( <b>this day is also available for Train the Trainer 1-day Updates</b> )	£595 +vat for 3 days or £175 for 1-day update
<b>Thursday 25<sup>th</sup> April</b> 9.30am - 1.00pm	<a href="#"><u>Epilepsy and Seizure Management</u></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, & buccal midazolam – practical using training models (administration of rectal diazepam can also be included if required).	£49
<b>Tuesday 7<sup>th</sup> May</b> 10.00am- 4.30pm	<a href="#"><u>Advanced Medicines Management and Audit</u></a>	<b>Suitable for all Managers, senior staff or Nurses, providing a well-defined programme which will support, encourage and underpin ‘safe practice’</b> . Also 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, audits	£89
<b>3-day induction &amp; mandatory training: can be accessed as a 3-day ‘package’ or as 1/2-day sessions as required:</b>			
<b>Monday 13<sup>th</sup> May</b> 9.00am-5.00pm	<a href="#"><u>Care Skills and Professional Practice</u></a> Mapped to the CQC Inspection Framework and Key Lines of Enquiry. (KLOEs) PLUS supporting the <b>Care Certificate Induction Standards</b> 1-9 & 14	<b>A comprehensive day suitable for new staff (or those returning) to the care or support worker role or staff refreshing their training; including:</b> -Duty of Care -Communication -Confidentiality -Dignity -Equality & Diversity -Fluids and Nutrition -Person-Centred Care and Care Planning -Professional boundaries -Recording & Reporting (including GDPR) -Awareness of mental health, dementia and learning disability	£90

<p><b>Tuesday</b> <b>14<sup>th</sup> May</b> 9.00am-12.30pm</p>	<p><a href="#"><u>Safeguarding Adults</u></a></p>	<p><b>Level 2 Safeguarding Adults; mapped to Care Certificate Standard 10 and the mandatory training &amp; updates required by the care sector;</b> to help all staff and volunteers to understand and recognise abuse and to know what to do when concerns arise; to enable participants to understand that safeguarding is everyone's responsibility. The importance of creating a safe and supportive environment at work ; The referral process regarding Safeguarding Adults in Norfolk and the NSAB. Also mapping to <b>Standard 11 Safeguarding Children</b> (level 1 equivalent)</p>	<p>£45</p>
<p><b>Tuesday</b> <b>14<sup>th</sup> May</b> 1.00pm-5.00pm</p>	<p><a href="#"><u>Health &amp; Safety</u></a> <a href="#"><u>Food Safety</u></a> <a href="#"><u>Infection Control</u></a> <a href="#"><u>Fire Safety</u></a></p>	<p>Hazards, employer/employee responsibilities &amp; 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 &amp; laundries Basic Fire Safety Awareness and principles of safe evacuation.</p>	<p>£45</p>
<p><b>Wednesday</b> <b>15<sup>th</sup> May</b> 9.00am-1.00pm</p>	<p><a href="#"><u>Moving &amp; Handling/</u></a> <a href="#"><u>Assisting and</u></a> <a href="#"><u>Falls Prevention</u></a></p>	<p>To include legislation, risk assessment, back care, principles of safe moving &amp; assisting (to include 'transfers'). Considering individual risk factors and how we can significantly reduce the risk of falling for clients whilst still promoting choice and independence. Covering the requirements of Standard 13 PLUS the mandatory training/annual updates required by CQC</p>	<p>£45</p>
<p><b>Wednesday</b> <b>15<sup>th</sup> May</b> 1.30pm -5.00pm</p>	<p><a href="#"><u>First Aid &amp; Basic</u></a> <a href="#"><u>Life Support</u></a></p>	<p>Mapped to Induction Standard 12 PLUS the mandatory training/annual updates required by CQC. Contents include CPR, &amp; rescue breaths; administering first aid for choking, bleeding, shock, burns &amp; scalds, minor injuries. Practical elements using Resuscitation manikins and choking vest. Also including demonstration of AED</p>	<p>£45</p>
<p><b>Thursday</b> <b>16<sup>th</sup> May</b> 9.00am-1.00pm</p>	<p><a href="#"><u>Medicines</u></a> <a href="#"><u>Management</u></a></p>	<p><b>Offering a well-defined programme to raise awareness of accountability and responsibility regarding medicines and to encourage safe practice and promote correct procedures</b> including storage, safe ordering, receipt and disposal "The 10 Rights" Defining the terms side effects, cautions, adverse reactions and contra-indications and to understand the importance of monitoring and reporting; To discuss safe administration of ear drops, eye drops, inhalers, ointments and creams.</p>	<p>£45</p>
<p><b>Monday 20<sup>th</sup> May</b> 9.30am - 1.30pm</p>	<p><a href="#"><u>Verification of</u></a> <a href="#"><u>Expected Adult</u></a> <a href="#"><u>Death</u></a></p>	<p><b>This course is suitable for all Registered Nurses in Nursing Homes/community settings who are required to take on this extended role;</b> aiming to provide the knowledge, skills, qualities and competencies necessary to correctly verify expected adult death; to be able to list the accepted clinical signs of death and correct procedures for care after death and identify the necessary documentation to be completed before, during and after.</p>	<p>£POA</p>
<p><b>Tuesday 4<sup>th</sup> June</b> 9.30am - 4.00pm</p>	<p><a href="#"><u>Developing</u></a> <a href="#"><u>Leadership Skills</u></a></p> 	<p><b>To gain skills in the day-to-day management of a team and all related tasks:</b> Improving leadership, assertiveness and motivational and coaching skills; Team building , managing team dynamics and conflict resolution; Supervision and feedback skills; Record keeping and documentation</p>	<p>£99</p>

<b>Tuesday 18<sup>th</sup> June</b> 9.30am - 1.30pm	<b><a href="#">Record Keeping, Documentation and Care Planning</a></b> In line with GDPR	<b>To ensure staff are aware of their responsibilities and accountabilities for record keeping and documentation in line with statutory guidelines, best practice and legal requirements:</b> The importance of duty of care and confidentiality, data protection and information governance (Inc. Caldicott Principles).	£49
<b>Wednesday 26<sup>th</sup> June</b> 9.30am - 1.30pm	<b><a href="#">Living Well with Dementia</a></b> 	<b>To refresh the different types of dementia and to discuss the impact dementia has on daily life;</b> to practice Positive Activity and Communication Strategies; to develop understanding and knowledge of the positive impact nutrition has on wellbeing; To link theory to practice - Positive Communication and Cognitive Stimulation	£49
<b>Wednesday 3<sup>rd</sup> July</b> 9.30am - 1.30pm	<b><a href="#">Early Warning Signs (NEWS2)</a></b>	<b>Endorsed by NHS England and NHS Improvement, NEWS2 is now the early warning system for identifying acutely ill patients, including those with sepsis.</b> This course (for RNs & senior care staff) aims to help staff recognise early warning signs for several conditions and to be able to utilise NEWS2 documentation (evaluation, scoring, threshold and triggers, clinical response)	£59
<b>Monday 8<sup>th</sup> July</b> <b>Tuesday 9<sup>th</sup> July</b> <b>Wednesday 10<sup>th</sup> July</b> <b>Thursday 11<sup>th</sup> July</b> 9.00am-5.00pm daily	<b>3-day Induction and Mandatory programme + Medicines Management</b>	<b>Please see 13<sup>th</sup>/14<sup>th</sup>/15<sup>th</sup>/16<sup>th</sup> May programme above for course details</b>	
<b>Thursday 18<sup>th</sup> July</b> 9.30am - 1.00pm	<b><a href="#">Syringe Drivers (McKinley T34™)</a></b>  Also suitable for yearly/biennial updates	<b>Aiming to provide registered nurses with the knowledge, skills and confidence required to manage, monitor and ensure safe administration of medicines via the continuous subcutaneous infusion route.</b> Also including: professional accountability and responsibility; documentation requirements and correct record keeping; to be able to complete calculations ; to be able to select/assess sites for cannulation and complete the correct procedure; actions to take for alarms, alerts, screen messages and troubleshooting.	EPOA
<b>Monday 22<sup>nd</sup> July</b> 9.30am – 4.30pm	<b><a href="#">Advanced Medicines Management and Audit</a></b>	<b>Suitable for all Managers, senior staff or Nurses, providing a well-defined programme which will support, encourage and underpin ‘safe practice’</b> Also 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, audits	£89

**Please note our  training venue for our open courses :  
15 Hurricane Way, Norwich NR6 6EZ (unless otherwise stated)**

**All training is delivered by qualified trainers with many years of experience of working within health and social care**

**To book places please call us on:**

**Tel: 01603 611107 or Email: [training@tihcuk.com](mailto:training@tihcuk.com)**

**Website: [www.traininginhealthcare.co.uk](http://www.traininginhealthcare.co.uk)**