

# Training Course Guide.

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## Introduction

We provide a range of face to face mandatory training courses and bespoke training packages.

## Courses

### Care Planning and Record Keeping

Course Overview: -

This course will enable you to understand the principles of care planning and good record keeping as well as the impact good care plans and record keeping has on the quality of care delivery in the health and social care setting. This course will also highlight the importance of good record keeping that meeting the legal requirements of all care staff.

By the end of the session you will be able to understand: -

- The assessment processes
- Care goals
- The care planning process
- The implementation and evaluation of care plans
- Legal and professional responsibilities in relation to record keeping
- How good record keeping enhances the quality of care delivered to customers
- How good record keeping provides sound evidence of care delivery

Length of Course

1 half day course including refreshments in a central Northampton location.

## Challenging Behaviour and Dementia

### Course Overview: –

This course will enable you to deal with people who exhibit challenging behaviour by developing an understanding of dementia and challenging behaviour. The course will also help you identify potential trigger points as well as de-escalation techniques and break-away plans. This course will also help you improve communication skills and person centered practice in dealing with someone with dementia or challenging behaviour.

### By the end of the session you will be able to: –

- Understand dementia
- Understand difficult and challenging behaviour
- Identify trigger point when dealing with dementia and challenging behaviour
- Apply De-escalation/break-away plans to challenging behaviour
- Improve person-centred practice and communication

### Length of Course

1 day course including refreshments and lunch in a central Northampton location.

## Equality and Diversity

### Course Overview: -

This course will enable you to understand equality and diversity and encourage you to take a proactive approach towards this in the health and social care setting. Equality and diversity can be compromised by you at any time, often without realising it. This course will help you gain an awareness of how to promote equal opportunities in practice and promote the value of diversity whilst not compromising service delivery with your own opinions.

### By the end of the session you will be able to understand: -

- What is meant by the terms 'equality' and 'diversity'
- Individual needs in relation to equality and diversity
- Influence of values, opinions & prejudices
- Valuing the Individual with dignity & respect
- Legislation relating to equality & diversity
- Factors essential to promoting equality & diversity

### Length of Course

1 half day course including refreshments in a central Northampton location.

## Emergency First Aid at Work

Course Overview: –

This course will enable you to give emergency first aid at work and in a care environment.

By the end of the session you will be able to understand: –

- Health and safety (first aid) regulations
- How to manage a first aid incident
- The priorities of first aid
- Treating the unconscious casualty
- The process of resuscitation
- Shock
- Choking
- Seizures
- Bleeding
- Common workplace injuries.

Length of Course

1 day course including refreshments and lunch in a central Northampton location.

## Fire Safety

Course Overview: -

Fire safety refers to precautions that are taken to prevent or reduce the likelihood of a fire that may result in death, injury, or property damage. This fire safety course will enable you to gain an understanding of fire, relevant legislation, causes, precautions and the action that should be taken if a fire is discovered.

By the end of the session you will be able to understand: -

- The relevant legislation
- The causes of fire
- The Fire Triangle
- How fire spreads
- Precautions against
- How to take action in the event of a fire
- How to use various fire extinguishers
- How to use a fire blanket

Length of Course

1 day course including refreshments and lunch in a central Northampton location.

## Food Hygiene

Course Overview: -

This course will enable you to develop your knowledge in relation to the legislation relating to food hygiene as well as HACCP systems, food poisoning and its causes, bacteria and their growth, personal hygiene and safe cleaning methods.

By the end of the session you will be able to understand: -

- Relevant legislation
- The causes of food poisoning
- Controlling bacteria
- The symptoms of food poisoning
- The food chain
- The cleaning process
- Good hand hygiene
- How to prepare and cook meals in a safe way
- HACCP systems

Length of Course

1 day course including refreshments and lunch in a central Northampton location.



## Health and Safety in Healthcare

### Course Overview: -

This course will enable you to understand the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999 and the employees responsibilities as part of this. This course will help you understand and comply with legislation and raise awareness of the need to provide a healthy, safe working environment ensuring the welfare of everyone.

### By the end of the session you will be able to understand: -

- What is meant by the term 'Health and Safety' at Work
- Definitions of the terms 'Hazard', 'Risk' and 'Harm'
- Accidents and ill-health caused by poor standards of health and safety
- Legal responsibilities of employers and employees
- Workplace hazards and the importance of following instructions, safety rules and safe procedures

### Length of Course

1 half day course including refreshments in a central Northampton location.

## Infection Control

### Course Overview: -

This course will enable you to develop your knowledge in infection control, and the importance of this in a health and social care environment.

### By the end of the session you will be able to understand: -

- The transmission of infections
- The process of preventing infection
- Laundry management
- Personal Protective Equipment
- Good hand hygiene
- Exposure to body fluids
- The implication of infection when dealing with needles/sharps
- Best practice in relation to waste management
- How to apply infection control to food safety
- Immunisation
- How to breakdown barriers in infection control

### Length of Course

1 day course including refreshments and lunch in a central Northampton location.

## Maintaining Professional Boundaries

Course Overview: -

There are many grey areas in which health and social care workers can find themselves having crossed professional boundaries, often without realising this has happened. This course will enable you to develop your professional skills in establishing appropriate boundaries within your professional practice. It is designed to help you identify and understand the importance of establishing professional boundaries and how to implement clear and workable boundaries within the practice setting.

By the end of the session you will be able to understand: -

- What is meant by the term 'Professional Boundaries'
- Identify why professional boundaries are so important
- Establish how to set clear and appropriate boundaries
- Avoid the grey areas of boundary crossings and boundary violations
- Take appropriate action in the event of professional boundaries being breached
- Explain the purpose and benefits of professional boundaries to customers
- Explore the ethical issues and dilemmas linked to maintaining professional boundaries

Length of Course

1 half day course including refreshments in a central Northampton location.

## Mandatory Skills Course

Course Overview: -

This course will enable you or your employees to complete all of the mandatory skills training and comply with the Care Quality Commission's Essential Standards of Quality and Safety and the Skills for Care Common Indication Standards.

By the end of the course, you will have covered the following:

- Personal care and dignity
- Safeguarding of vulnerable adults
- People handling
- Medication awareness
- Maintaining professional boundaries
- Infection control
- Health and safety
- Food hygiene
- Fire safety
- Emergency first aid
- Deprivation of liberty safeguards (DoLS)
- Challenging behaviour and dementia
- Care planning and record keeping
- Equality and diversity

Length and location of Course

One 5 day intensive course including refreshments and lunch in a central Northampton location.

## Medication Awareness

Course Overview: -

This course will enable you to understanding of the legislation involved with drug administration, along with being able to follow procedures set for safe administration. You will also develop an understanding of the importance of confidentiality and security in all procedures of drug administration. This course complies with the Care Quality Commission Essential Standards of Quality and Safety, and allows you to apply the theory into practice in a health and social care setting.

By the end of the session you will be able to understand: -

- The relevant legislation
- Administration of medication
- Controlled drugs
- Drug errors
- Side effects
- Internal control measures
- General guidelines
- How medicines work
- Disposal of drugs

Length of Course

1 day course including refreshments and lunch in a central Northampton location.

## People Handling

Course Overview: -

This course will enable you to understand the theory behind safe people handling as well as give you the opportunity to put the theory into practice before returning to a practice in a health and social care environment.

By the end of the session you will be able to understand: -

- The relevant legislation
- Spinal anatomy and postures
- Principles of good manual handling practice
- Ergonomics and risk assessments
- Tissue viability
- Bariatric customers
- Condemned handling techniques
- Dignity and ethical issues
- Emergency situations
- Hoists and slings
- Slide sheets
- Small handling aids

Length of Course

1 day course with 50% theory and 50% practical including refreshments and lunch in a central Northampton location.

## Personal Care and Dignity in Health and Social Care

Course Overview: -

This course will enable you to understand the theory behind delivering quality personal care whilst ensuring the dignity of the customer in a health and social care setting. This course will also give you the opportunity to put the theory into practice before returning to a health and social care environment.

By the end of the session you will be able to understand: -

- How to provide personal care
- How to ensure the dignity of a customer whilst providing personal care
- Why it is important to follow policies and procedures
- Develop confidence in recording and observation skills
- How to respond to the changing needs of customers

Length of Course and Location

1 half day course split into 50% theory and 50% practical including refreshments in a central Northampton location.

## Safeguarding of Vulnerable Adults – Recognising and Reporting of Safeguarding Concerns

Objectives of the course: –

- To increase awareness and understanding about the abuse of vulnerable adults
- To ensure everyone understands what to do if they are concerned about possible abuse

By the end of the session you will be able to: –

- Apply the relevant legislation, policy and procedures
- Define who a vulnerable adult
- Understand the different types of abuse and their signs and symptoms
- Understand the basic reasons why people are in need safeguarding
- Understand the barriers to successful safeguarding vulnerable adults
- Understand what action to take when you are concerned about possible abuse
- Understand the regulations relating to safeguarding vulnerable adults, the legislative framework and local safeguarding procedures.

Length of Course

One half day course including refreshments in a central Northampton location.



## Further Information and Booking

If you would like further information about this course or like to make a booking, please contact: -

**Telephone:** 0333 772 1459

**Email:** [info@uniquesocialcare.co.uk](mailto:info@uniquesocialcare.co.uk)

