

Knowsley Social Care Training Programme 2016/17

To book a place on any course, email

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Course Title	Course Date
Advanced Autism Training	10th October 2016 16th January 2017
Autism Awareness	30th September 2016 25th November 2016
Dementia Awareness	14th September 2016 3rd February 2017
Diabetes Training	Dates to be arranged shortly
Emergency First Aid	23rd September 2016 6th December 2016
3-Day Full Accredited Emergency First Aid for Designated First Aiders	12th - 14th July 2016 27th - 29th September 2016
End of Life Care	11th October 2016
Epilepsy and Buccal Midazolam Training	19th September 2016 14th November 2016
Equality and Diversity Training for Social Care Support Workers	22nd September 2016
Fire Extinguisher Training	14th October 2016
Fire Safety Training	Dates to be arranged shortly
Food Hygiene Training	13th October 2016
Health and Safety in the Workplace	22nd June 2016 12th October 2016
Infection Control Training	16th September 2016 19th October 2016 16th November 2016 18th January 2017 22nd February 2017 22nd March 2017
Learning Disability Awareness	7th October 2016 13th January 2017
Lone Working	11 October 2016

Makaton Training	28 th & 29 th July 2016 31 st October & 1 st November 2016
Medication Management for Domiciliary and Adult Placement Health and Social Care Worker	15th September 2016 8th November 2016 18th January 2017 15th February 2017 15th March 2017
Medication Management for Domiciliary and Adult Placement Health and Social Care Worker Refresher	21st June 2016 18th October 2016 26th January 2016 8th March 2017
Moving and Handling of Loads and People	20th & 21st June 2016 27th & 28th June 2016
Moving and Handling of Loads and People Refresher	26 th September 2016 Another date to be arranged shortly
Nutrition and Healthy Eating	9th November 2016
Safeguarding Adult and Childrens Alerter Workshop	5th October 2016 16th February 2017
Wound Care and Pressure Sore Training	4th October 2016 1st December 2016

Course Descriptions & Learning Outcomes:

Advanced Autism Training

This is an advanced course for practitioners who already have already attended the Autism Awareness course. Some of the many learning objectives this course will cover include;

- Revision and extension of autism awareness including respectful terminology, spectrum concept, definitions, key characteristics, prevalence and common co-occurring conditions.
- Changing and developing views of autism including additional characteristics, sensory differences and issues around diagnosis. (1&2 taken together fulfil SfC Autism Skills and Knowledge basic level)
- Understand (at a non-specialist level) how to recognise when clients might be on the autistic spectrum [practical application – going beyond the basic diagnostic description of autism to understand and recognise actual presentation in day to day practice]
- Understand the requirements of the current legal framework (including the Care Act, the Adult Autism Strategy and the Children and Families Act) relating to social care assessment for individuals who are or may be on the autism spectrum (e.g. Care Act 2014 Assessment regulation 5)

- Become aware of the types of adjustments which may make the social care system more accessible for an autistic individual (Care Act Guidance 6.37-38; Equality Act 2010; Autism Strategy statutory guidance chapter 6, SEND Code of Practice 2015 9.92)
- Understand how to support the involvement of autistic clients in the social care process including how the Care Act requirements around advocacy and communication specialists may apply in relation to autistic clients (Care Act s.67/68, Guidance 6.23, Regulations 5 & 9 of the Special Educational Needs and Disability Regulations 2014)

Autism Awareness

The learning objectives for this course are;

- Definition of autism (UR Consultant Theory and NAS)
- Autism Act 2009 and guidance
<http://www.legislation.gov.uk/ukpga/2009/15/contents>
- Theory in terms of the triad of impairments (social imagination, communication and interaction)
- Process for diagnosis and barriers to getting a diagnosis
- Sets out key facts and factors and myths
- Key characteristics including routines and savant syndrome
- Sensory impairments
- Behaviour and anxieties

Dementia Awareness

At the end of this activity, delegates will be able to;

- Be able to define the term Dementia
- Recognise the different types of Dementia
- Be able to list the different causes of Dementia
- Be familiar with the major signs and symptoms of Dementia
- Understand how Dementia is diagnosed
- Explore the impact of Dementia upon the individual and family members
- How to support a person with Dementia
- Discuss 'treatments' currently in use for Dementia
- Recognise some of the major behavioural challenges presented by Dementia
- Maintaining dignity of people with Dementia
- Be familiar with the major terminology used in Dementia care
- Will understand the implications of the Supreme Court decision in March 2014 in relation to Deprivation of Liberty Safeguards (DoLS)

Diabetes Training

Available once dates are arranged.

Duty of Care

The learning objectives for this course are;

- Understand how duty of care contributes to safe practice
- Understand the support available for addressing dilemmas that may arise about duty of care
- Deal with Comments and complaints
- Deal with Incidents, errors and near misses
- Deal with confrontation and difficult situations

Emergency First Aid

The learning objectives for this course are;

- Understand the role and responsibilities of a first aider.
- Be able to assess an incident.
- Be able to manage an unresponsive casualty who is breathing normally.
- Be able to manage an unresponsive casualty who is NOT breathing.
- Know how to recognise and assist a casualty who is choking.
- Be able to manage a casualty with external bleeding
- Able to manage a casualty who is in shock.
- Be able to manage and treat a casualty with a minor injury.

3-Day Full Accredited Emergency First Aid for Designated First Aiders

The course is for delegates who are already working within the organisation and have been identified within the Authority first aid risk assessments as being needed to be trained in first aid to meet compliance

Emergency First Aid;

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- Know how to recognise and assist a casualty who is choking.
- Be able to manage a casualty with external bleeding
- Able to manage a casualty who is in shock.
- Be able to manage and treat a casualty with a minor injury.

Recognition and Management of illness and injury;

- Undertake a second survey.
- Be able to administer first aid to a casualty with injuries to bones, muscles and joints.

- Administer first aid to a casualty with suspected head and spinal injuries.
- Administer first aid to a casualty with suspected chest injuries.
- Administer first aid to a casualty with an eye injury.
- Administer first aid to a casualty with sudden poisoning
- Administer first aid to a casualty with anaphylaxis.
- Provide first aid to a casualty with suspected major illness.

End of Life Care

This course aims to increase knowledge of end of life care issues and will include exploring case studies and providing an overview of national policy for end of life care. It is important that Managers of services that may be involved in end of life care ensure that staff, have the appropriate up-to-date knowledge and training.

By the end of the course attendees will be able to:

- Identify and relate end of life care to client assessment
- Know how to access end of life care tools and advance care planning
- Have greater confidence in applying knowledge during client assessment

Epilepsy and Buccal Midazolam Training

The learning objectives for this course are;

- To understand what epilepsy is and how it may be managed.
- To ensure the safety of clients within their environments
- To be able to contact emergency services if required.
- What Buccal Midazolam is and how it works
- When Buccal Midazolam is used in epilepsy
- The emergency action plan for epilepsy
- Demonstrate and describe the correct procedure for the safe and effective administration of Buccal Midazolam
- To recognise potential difficulties
- To demonstrate after care and emergency procedures

Equality and Diversity Training for Social Care Support Workers

At the end of this activity, delegates will be able to;

- Understand the importance of equality, diversity and inclusion;
- Be able to work apply the principles of equality and diversity and work in an inclusive way;
- Know how to access information, advice and support about diversity, equality and inclusion;
- Be aware of the Knowsley Equality, Diversity and Community Cohesion perspectives.

Fire Extinguisher Training

The learning objectives for this course are;

- An overview of fire classifications.
- Fire safety training and how to identify fire hazards in areas of work and general locations
- An understanding of Extinguisher types and uses
- Knowledge of how to respond safely and effectively in an emergency
- An effective understanding of the means to extinguish a fire, if safe to do so.

Fire Safety Training

At the end of this activity, delegates will be able to;

- Outline the main UK legislation and Council policies and procedures.
 - i. The legal duties of an employer and an employee with respect to fire safety.
 - ii. Describe the stages involved in a fire risk assessment
 - iii. Understand how to undertake a simple fire safety inspection of their workplace to ensure that fire risk remains at an acceptable level.
- Understanding fire risk and fire risk controls
 - i. Explain how fires are caused and provide examples of components of the fire triangle that may be found in the workplace.
 - ii. Identify the hazards during or after a fire.
 - iii. Describe the characteristics of fire and smoke spread.
 - iv. State the different methods used to identify and control fire hazards.
 - v. Define the term '*means of escape*'.
 - vi. Describe methods of fire detection and raising the alarm.
 - vii. Describe how fire is extinguished and the safe operating parameters for the use of portable fire-fighting equipment
 - viii. Identify the different types of portable fire fighting extinguishers

Food Hygiene Training

At the end of this activity, delegates will be able to;

- Understand the terminology and legal compliance used in food safety.
- Understanding how individuals can take personal responsibility for food safety.
- Understanding the importance of keeping him/herself clean and hygienic.
- Understanding the importance of keeping the work area clean and hygienic.
- Understanding the importance of keeping food standards.

Health and Safety in the Workplace

At the end of this activity, delegates will be able to;

- Understanding the principles of health & safety legislation.
- Understanding the responsibilities placed on employers and employees
- Ability to contribute to any health and safety management system.

- Understand the importance of Safe Systems of Work and Control Of Substances Hazardous to Health /risk assessments
- Understand the hazards, risks and main causes of harm to workers (i.e. manual handling, hazardous substances, stress exposure to noise and vibration)
- Understand the importance of an individual can reduce risk by following systems, procedures and rules.
- Appreciate workplace equipment and task design affects health & safety.

Infection Control Training

The learning objectives for this course are;

- Know common diseases and the chain of infection
- Understand standard infection control procedures
- Know how to apply standard infection control procedures
- Know the correct management of spills
- Know how to manage waste correctly
- Understand roles and responsibilities in preventing infection

Learning Disability Awareness

The learning objectives for this course are;

- How to understand people with Learning Disabilities.
- Develop strategies to better communicate with people with Learning Disabilities in the workplace.
- Define Learning Disabilities and learn about current issues affecting people with Learning Disabilities.
- Learn how society has treated people with Learning Disabilities historically and how opinions and work practises are evolving in modern Britain.
- Signposting council staff to community and professional services available to assist them to work well with people with Learning Disabilities.

Lone Working

At the end of this activity, delegates will be able to;

- State the employer's legal compliance for lone workers under Health and Safety Legislation.
- State the possible effects of violence or aggression at work and describe an employers' responsibilities to take measures to support staff
- Define personal safety and state why it is important
- Reviewing and reinforcing your Lone Worker Policy & Safe Systems of Work.
- Recognise the importance of reporting and recording incidents of violence or aggression.

- Assessing risks to personal safety on a daily basis especially in relation to solitary working.
- Describe early warning signs of aggression and violence
- Identifying potential areas of risk to the lone worker (lone working in a building, 1:1 meetings, home visits, out in the community, travel etc.)
- Keeping in touch with others - how to summon help in an emergency
- Explain best practice strategies for reducing and controlling personal safety risks
- Use at least three strategies for de-escalation and diffusion
- Put knowledge into action with a personal action plan for improving personal safety at work

Makaton Training

The Beginners workshop gives a thorough introduction to Makaton and how it can support communication, together with learning signs and symbols from stages 1-4 of the Core Vocabulary plus the Additional Vocabulary (approx. 250 concepts). The workshop includes practical sessions to learn signs/symbols and practise using them to support communication, together with short lectures on | : signing techniques, how to use Makaton symbols, how to teach Makaton, differences between Makaton and BSL.

Medication Management for Domiciliary and Adult Placement Health and Social Care Worker

At the end of this activity, delegates will be able to;

- Examine the legislation and guidance nationally and locally that controls prescribing, dispensing, administration, storage and disposal and legal classifications of medicines
- Examine the process by which medicines are prescribed, dispensed and obtained by the individual and the worker's role in this process
- Explore the roles and boundaries of all workers with regard to the safe handling of medicines in various care contexts and when to seek advice.
- Demonstrate how to check that the medicine received matches the medication and dosage prescribed by the prescriber and is listed on the appropriate documentation
- Know how to seek guidance and support about the medicine and dosage for any particular individual, e.g. prescriber, pharmacist, manager, nurse, or from supportive reference material
- Examine the need for confidentiality and consent, when and to whom information about a individual's medication may be disclosed or discussed, e.g. doctor, pharmacist, other care professionals, relatives/solicitor with enduring power of attorney
- List the different routes by which medicines are administered and by whom

- Demonstrate how to note and report any changes to an individual following administration of medicine. These may or may not be side effects and adverse reactions to common medicines. Looking at common side effects, interactions and contraindications
- Demonstrate how to reduce risk with medicines and ensure that the correct dose, of the correct medication, is given to the correct person at the correct time by the correct route or method
- Demonstrate how to correctly record all medication tasks
- List the requirements for careful and planned audits of medicine stock and its storage in accordance with the manufacturer's instructions and organisational policies
- List the need for the prompt and safe disposal of unwanted or out-of-date medicines.

Medication Management Refresher Training

The learning objectives for this course are;

- Refresh and consolidate delegates prior learning and experience regarding medicines management
- Have the opportunity to explore additional knowledge and skills that could assist them in their support of individuals medication management
- Gain knowledge of updates in best practice, national guidelines or local policy

Moving and Handling of Loads and People

At the end of this activity, delegates will be able to;

- Understand the reason for safe handling.
- Understand how manual handling risk assessments contribute to improving health & safety
- Understand the principles, types of equipment and testing requirements associated with manual handling safety.
- Be able to practically apply safe manual handling principles.
- Understanding the personal safety and dignity issues relating to the movement of a person by others.
- Understanding how a personal handling plan and risk assessment, reduce the risk of injury to everyone involved in moving a person.
- Understanding the principles, types of equipment and testing requirements associated with moving people safely.
- Be able to apply safe principles when moving a person.

Moving and Handling of Loads and People Refresher

The learning objectives for this course are;

- Review and refresh current legislation, approved codes of practice.
- Review and update where required the delegates training material.
- Refresh and review demonstration skills to meet current best practice

Nutrition and Healthy Eating

The learning objectives for this course are;

- Recognise the meaning of nutrition and the different nutrients that are essential for life
- Explore different feeding methods including oral and enteral feeding and how these relate to the role of the social care practitioner. Parenteral nutrition will be explained on the basis that it is a highly specialised form of feeding which is only undertaken in an acute hospital setting
- Explore the different nutrients, their food sources and their role in maintaining health using a practical exercise
- Examine the nutritional needs of older people and establish how to achieve a well-balanced diet for an older person taking into consideration, aspects of lifestyle & health
- Identify the causes, signs, symptoms and implications of malnutrition on health and wellbeing (including BMI obesity and weight loss) To include discussion of nutrition screening tools and practical use of MUST Malnutrition Universal Screening Tool http://www.bapen.org.uk/pdfs/must/must_full.pdf
- Use the NICE guidelines explore methods of nutritional support including the 'Food First approach' as steps to treat malnutrition using easy to procure and prepare basic foods <http://www.nice.org.uk/guidance/cg32>
- Discover various sources of practical guidelines for eating and drinking well for older adults such as The Caroline Walker Trust <http://www.cwt.org.uk/> and <http://www.focusonundernutrition.co.uk/home>

Safeguarding Adult and Childrens Alerter Workshop

At the end of this activity, delegates will be able to;

- Recognise any adult/child who may be vulnerable to abuse as defined by the local Multi-agency Policy, Procedures and Practice Guidelines to protect vulnerable adults from abuse
- Understand the factors which may increase the risk of abuse
- Understand the need to consider the possibility that abuse may be happening
- Recognise abuse
- Report abuse
- Demonstrate an awareness of the values and principles on which the Policy is based
- Demonstrate an awareness of the need to record incidents

- Demonstrate an awareness of the need to share confidential information
- Challenge discrimination Challenge poor practice

Wound Care and Pressure Sore Training

At the end of this activity, delegates will be able to;

- Demonstrate & understand “standards of personal care” to service users
- Basic epidemiology of the skin
- Prevent, recognise, & deal with pressure areas/sores
- To have an understanding of the service users “privacy, dignity, choice, rights” when dealing with personal care and related tasks
- Awareness of NICE guidelines “pressure ulcer risk assessment , prevention and treatment”