Coventry City Council

Adult Social Care

Learning and Development Brochure

For External Providers

October 2017 – April 2018

<u>Welcome and Introduction</u>

Welcome to the new 2017/18 edition of the Adult Service's Learning and Development Brochure.

Coventry City Council's Vision for Adult Social Care is to enable the most vulnerable people to live independent and fulfilled lives with stronger networks and personalised support. To achieve this Vision we are committed to supporting all organisations to ensure their staff are skilled, stable, motivated and committed to delivering excellent services.

All of our development programmes are mapped to the Skills for Care Induction Standards and the National Occupational Standards to ensure that staff are meeting regulatory requirements and changing needs within Adult Social Care. The offer also provides a framework for personal development enabling organisations to support their staff's career aspirations.

With increasing demand and pressure on resources in Social Care these courses provide up-to-date best practice, delivered by qualified trainers and subject matter specialists, whilst offering excellent value for money.

Courses available support the Care Certificate and include full day induction courses, half day refresher training, and a variety of Vocational Diplomas suitable for Care Assistants, Senior Support Workers and Registered Managers.

In these unprecedented times of change within the Care Sector it is essential that our programmes reflect the needs of our service users. If your requirements are not covered with this offer please get in touch.

I look forward to working with you.

Cliff Evans
Workforce Development Advisor (Adults)
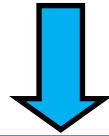**Organisational Development**
Coventry City Council

Contents

How to Book on a Course

Read the course contents and outcomes to ensure the course meets your training requirements.

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Access the booking form through the Social Care Learning Forum via the following Link:

ODASCTraining@coventry.gov.uk

Click on the appropriate booking form for the training required and select from the available dates in the drop down menu.

If you require assistance with bookings Please contact Patsy Watson: 02476785868

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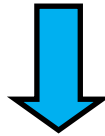
If you require further information around the courses on offer or require a course that is not included within the brochure please contact Cliff Evans:

024 7678 6719

cliff.evans@coventry.gov.uk

Adult Safeguarding Awareness

Trainers:	Times:	Venue:
Tony Roberts	09:30 – 16:00	The Opal Centre. Unit 17-18 Widdrington Road. CV1 4NA

Course Length	Target Group
One day	All staff within Adult Social Care

Skills for Care	Qualifications and Credit Framework
Meets the Care Certificate: Standard 10	Outcomes support knowledge for Health and Social Care Diploma: Level 2 & 3 Unit 5: Principles of Safeguarding and Protection in Health and Social Care

Course Aim

- To develop an awareness of abuse and how we safeguard

- Understand own role in safeguarding adults

- Understand the procedures for making a 'safeguarding concern'

Course Outcomes

- Recognise an adult / child who potentially is in need of safeguarding and know how to take action

- Identify ways in which to reduce the likelihood of abuse

- Understand dignity and respect when working with individuals

- Have knowledge of policy, procedures and legislation that supports the safeguarding of adults and children

- Understand what safeguarding is and their role in safeguarding

- Understand how to make a difference to people by making safeguarding personal

Cost: £50   Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

Adult Safeguarding Refresher

Trainers:	Times:	Venue:
Tony Roberts	09:00 – 13:00	The Opal Centre. Unit 17-18 Widdrington Road. CV1 4NA

Course Length	Target Group
1/2 day	All support staff within social care that have previously completed safeguarding awareness training (within 2 years) and need to refresh there knowledge to comply with national minimum standards

Skills for Care	Qualifications and Credit Framework
Meets the Care Certificate: Standard 10	Outcomes support knowledge for Health and Social Care Diploma: Level 2 & 3 Unit 5: Principles of Safeguarding and Protection in Health and Social Care

Course Aim

- To develop an awareness of abuse and how we safeguard

- Understand own role in safeguarding adults

- Understand the procedures for making a 'safeguarding concern'

Course Outcomes

- Recognise an adult / child who potentially is in need of safeguarding and know how to take action

- Identify ways in which to reduce the likelihood of abuse

- Understand dignity and respect when working with individuals

- Have knowledge of policy, procedures and legislation that supports the safeguarding of adults and children

- Understand what safeguarding is and their role in safeguarding

- Understand how to make a difference to people by making safeguarding personal

Cost: £25 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

Care Induction (Care Certificate)

Trainers:	Times:	Venue:
Cliff Evans, Grace Ibuka, Premier Partnership	Various	The Opal Centre. Unit 17-18 Widdrington Rd CV1 4NA

Course Length	Target Group
2 out of 3 weeks with 14 training sessions and 3 ELearning courses	This course is aimed at all new support staff.

Course Aim

- To provide support staff with the fundamental skills they need in order to provide quality care.

- To give support staff a basis from which they can further develop knowledge and skills.

The Care Induction is delivered monthly over a 3-week period. Week 2 is used for the candidate's observations by their Manager in their place of work. The training sessions provided during week 1 & 3 are:

- Personal Development & Professional Ethics - Half Day

- Learning Disability Awareness - Half Day

- Mental Health Awareness - Half Day

- Moving & Handling - 2 days

- Safeguarding - 1 day

- First Aid - 1 day

- React to Red - 1.5 hrs

- Person Centred Support 0.75 Day

- Dignity Equality Inclusion & Customer Service - Half Day

- Dementia Awareness - Half Day

- Medication - 1 Day

- Fire Safety Awareness & Risk Assessment- Half Day

- Fluid/Nutrition & Infection Awareness - Half Day

- Recording & Communication - Half Day

 The remaining 3 elements of the Care Certificate are done online:

- Health& Safety Level 2

- Food Safety Level

- Mental capacity act

- Ideally the candidate should complete all the sessions during this 3 week timescale as part of their induction

Further information

 The Care Certificate is supported with 15 individual standards. see skills for care **www.skillsforcare.org.uk**

Cost: £400

Dementia Awareness

Trainers:	Times:	Venue:
Tony Roberts	13:00 – 16:00	The Opal Centre Unit 17-18 Widdrington Rd CV1 4NA

Course Length	Target Group
½ Day	All support staff within Adult Social Care

Skills for Care	Qualifications and Credits Framework
Meets Care Certificate: Standard 9	Outcomes support knowledge for: Diploma in Health and Social Care Level 2 Adults: Unit 54 Diploma in Health and Social Care Level 3 Adults: Unit 52

Course Aim

- This course gives a basic awareness of dementia and the roles and responsibilities for support staff in supporting an individual with dementia.

Course Outcomes

- Understand the different legislation and guidance relating to dementia.

- Understand what is meant by the term dementia.

- Common signs and symptoms of dementia.

- How different people may experience dementia because of factors such as age, type of dementia and level of ability and disability.

- Your responsibility in supporting an individual with dementia.

Cost: £25 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

Dignity, Equality, Inclusion and Customer Service

Trainers:	Times:	Venue:
Premier Partnership	09:30 – 12:30	The Opal Centre Unit 17-18 Widdrington Rd CV1 4NA

Course Length	Target Group
½ Day	Any staff within the Health and Social Care Sector

Skills for Care	Qualifications and Credits Framework
Meets the Care Certificate: Standard 4 and 7	Outcomes support knowledge for: Diploma in Health & Social Care Level 2: Unit 3 Diploma in Health & Social Care level 3: Unit 3

Course Aim

- This course looks at all aspects of promoting dignity and equality within the workplace and the roles and responsibilities for support staff

Course Outcomes

- Legislation surrounding dignity, equality and inclusion.
- Understand what equality and inclusion is.
- Understand your role and responsibility in promoting inclusive practice.
- How to promote dignity, equality and inclusion in the workplace.
- Understand the different forms of discrimination.
- Customer service standards.

Cost: £25

Diploma in Health and Social Care Level 2 Adults

Venue

The Opal Centre Unit 17-18

Widdrington Rd CV1 4NA

Target Group

The level 2 Health and Social Care diploma is for support staff working with Adults and young people in social care settings including residential care, domiciliary care, housing with care, day services and or working as personal assistants.

Qualifications and Credit Framework

46 Credits to complete the award chosen from 2 different pathways (see below). To gain this qualification you will need to complete a portfolio of evidence including knowledge and evidence of practice.

Course Aim

- The Level 2 Diploma in Health and Social Care has been designed to give support staff the opportunity to develop a range of skills, attributes and techniques essential for success in the care sector. Enrolling on this diploma provides the opportunity to achieve a nationally-recognised vocationally specific qualification.

Course Outcomes

There are 9 mandatory units covered in the qualification, which are:

- Intro to communication in health and social care or Children or Young people

- Intro to personal development in health and social care or children and young people

- Intro to equality & inclusion in health and social care or children and young people

- Intro to duty of care in health and social care or children and young people

- Principles of safeguarding and protection in health and social care

- The role of the health and social care worker

- Implement person centred approaches in health and social care

- Contribute to health and safety in health and social care

- Handle information in health and social care setting

In addition to the 9 mandatory units candidates must choose additional units from one of two pathways: the two pathways offered are:

General Pathway

- This is suitable for all areas of Social Care and allows candidates to select units relating to dementia, mental health, physical disability, sensory loss/impairment, young people, and learning disability.

Adults with Learning Disability Pathway

- This is suitable for candidates wishing specialise their Diploma towards learning disability.

Cost:£750   Further Information: Grace.Ibuka@coventry.gov.uk

Diploma in Health and Social Care Level 3 Adults

Venue:

The Opal Centre Unit 17-18
Widdrington Rd CV1 4NA

Target Group

The level 3 Diploma for Health and Social Care is for senior staff working with adults of young people in social care settings including residential care, domiciliary care, housing with care, day services or working as personal assistants.

Qualifications and Credit Framework

58 Credits to complete the award chosen from 3 different pathways (see below). To gain this qualification you will need to complete a portfolio of evidence including knowledge and evidence of practice.

Course Aim

The Level 3 Diploma in Health & Social Care has been designed to give senior support staff the opportunity to develop skills, attributes and techniques essential for success in the care sector including care planning and risk assessment. Enrolling on this diploma provides the opportunity to achieve a nationally-recognised vocationally specific qualification.

Course Outcomes

 There are 9 mandatory units covered in the qualification, which are:

- Promote communication in Health, Social Care

- Engage in personal development in Health and Social care

- Promote equality and inclusion in health and social care or children's and young people's setting

- Principles for implementing duty of care in health and social care or children's and young people settings

- Principles of safeguarding and protection in health and social care

- The role of the health and social care worker

- Promote and implement health and safety in health and social care

- Promote good practice in handling information in health and social care

 In addition to the 9 mandatory units candidates must choose additional units from one of three pathways: the three

pathways offered are:

Dementia Pathway

- This is suitable for candidates wishing specialise their Diploma towards dementia care.

General Pathway

- This is suitable for all areas of Social Care and allows candidates to select units relating to dementia, mental health, physical disability, sensory loss/impairment, young people, and learning disability.

Adults with Learning Disability Pathway

- This is suitable for candidates wishing specialise their Diploma towards learning disability.

Cost: £900 Further Information: Grace.Ibuka@coventry.gov.uk

Diploma in Leadership for Health & Social Care and Children and Young People's Services Level 5

Venue:

The Opal Centre Unit 17-18
Widdrington Rd CV1 4NA

Target Group

The level 5 Health and Social Care Diploma is for Managers and Deputy Managers

working in a social care setting.

Qualifications and Credit Framework

80 Credits to complete the award chosen from one of six pathways.

To gain a qualification you will need to complete a portfolio of evidence including knowledge and evidence of practice.

Course Aim

- These qualifications aim to guide and assess development of knowledge, understanding and skills in management and advance practice within health and social care and children's and young peoples. These qualifications confirm competence in these areas and serve as the required qualifications for registration and regulatory requirements in the sector where appropriate in England.

Course Outcomes

There are 6 pathways;

Management pathway;

- The management pathways (Children and Young People's Management and Adults' Management) are suitable for assistant managers and deputy managers working in day or domiciliary services who are looking to progress their career. They are also appropriate for managers who have not yet achieved a vocational qualification at this level.

Residential pathway

- The residential services pathways (Children and Young People's Residential Management and Adults' Residential Management) are aimed at those in similar job roles as those taking the **management pathway but offer a focus on management and care in residential settings.**

Advanced Practice pathways;

- The Advanced Practice pathways (Children and Young People's Advanced Practice and Adults' Advanced Practice) are suitable for senior practitioners who would like to develop their career but wish to remain active practitioners

within the management framework.

Cost: £1000 Further Information: Grace.Ibuka@coventry.gov.uk

Emergency First Aid at Work

Trainers:	Times:	Venue:
John Hillier	09:00 – 16:00	The Opal Centre Unit 17-18 Widdrington Rd CV1 4NA

Course Length	Target Group	
1 Day	All support staff within Adult Social Care	

Skills for Care	Qualifications and Credit Framework	
Meets the Care Certificate standard 12	N/A	

Course Aim

- This course is a one day look at all aspects of first aid. It covers all basic emergency first aid. There are no refresher courses for first aid so candidates will need to complete this one day course every three years.

Course Outcomes

- Understand the principles of first aid

- Know how to deal with various health emergencies

- Know the principles of CPR and Rescue Breaths

- Understand your legal responsibilities in reporting and recording accidents at work

- Carry out the safety checks and safety automated external Defibrillation on a simulation patient on cardiac rest

Cost:£50 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

Fluid Nutrition and Risk Assessment

Trainers:	Times:	Venue:
Premier Partnership	10:45-15:30	The Opal Centre Unit 17-18 Widdrington Rd CV1 4NA

Course Length	Target Group
3 Hrs	This course is aimed at staff new to Adult Social Care but is suitable for all support staff

Skills for Care	Qualifications and Credit Framework
Meets Care Certificate Standard 8 and 13: 13.2a, 13.2b	Outcomes support knowledge for Diploma in Health and Social Care Level 2 Unit 7, 8, 44 and 87 Level 3 Unit 7, 8, 47 and 80

Course Aim

- Understand the principles of hydration and nutrition

- Support individuals to have access to fluids and nutrition

- Understand the principles and processes of a risk assessment

Course Outcomes

- What constitutes a balanced diet

- Signs and symptoms of poor nutrition and dehydration

- Person Centred Practice

- Reporting concerns

- Five steps to Risk assessment

- Defining Hazard and Risk

Cost: £25 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

Food and Safety Level 2– E-Learning

Available Dates:	Trainers:		Times:	Venue:
E-Learning	lms.highfieldelearning.com		E-Learning	E-Learning

Course Length	Target Group
E-Learning	All staff within Adult Social Care

Skills for Care	Qualifications and Credit Framework
Meets Care Certificate Standards 8.1A & 8.3B	Meets diploma level 3 Unit 132 Meets diploma level 2 unit 77

Course Outcomes

- Understand the causes of food poisoning.
- The cost to the organisation because of poor food hygiene
- Understand the need for a high standard of food hygiene wherever food is stored, prepared or served.
- Know how food-related illnesses can be prevented.
- Know how to store food safely
- Be able to clean a kitchen facility to required standards

Cost: £20 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

To book this course please email ODASCtraining@coventry.gov.uk

Food and Safety Level 2– E-Learning

Available Dates:	Trainers:		Times:	Venue:
E-Learning	lms.highfieldelearning.com		E-Learning	E-Learning

Course Length	Target Group
E-Learning	All staff within Adult Social Care

Skills for Care	Qualifications and Credit Framework
Meets Care Certificate Standards 13.1 Meets Care Certificate Standards 13.2 Meets Care Certificate Standards 13.4	Meets diploma level 3 Unit 8 Meet diploma level 2 Unit 8

Course Outcomes

- Understand your own personal responsibility in

- Maintaining health and safety in the workplace

- Be able to report and record accidents and near misses.

- Promote standards of Health and Safety in the workplace

- Relate legislation, policy and procedure to your workplace.

- Be able to identify fire hazards within the workplace and

- Know the relevant types of fire extinguisher to class of fires.

Cost: £20 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

To book this course please email ODASCtraining@coventry.gov.uk

Learning Disability and Mental Health Awareness

Trainers:	Times:	Venue:
Premier Partnership	13:00 – 16:00	The Opal Centre, Unit 17-18, Widdrington Road,

Course Length	Target Group
½ Day	All support staff within Adult Social Care

Skills for Care	Qualifications and Credit Framework
Meets the Care Certificate Standard 9	Outcomes support knowledge for: Diploma in Health & Social Care Level 2 Adults : Unit 12, 24, & 32 Diploma in Health & Social Care Level 3 Adults: Unit 12, 22 & 32

Course Aim

This course provides a basic awareness of what Learning Disabilities and Mental Health is.

It will support staff to promote positive attitudes and provide care and support for service users.

Course Outcomes

- Understand the needs and experience of people with mental health conditions or learning disabilities

- Understand the importance of promoting positive health and wellbeing

- Understand the adjustments that may be necessary in care delivery

- Understand legal frameworks, policy and guidelines relating to mental health needs and learning disabilities

- Understand the meaning of mental capacity in relation to how care is provided

Cost: £30 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

Medication in Social Care

Trainers:	Times:	Venue:
Tony Roberts	09:30 – 16:00	The Opal Centre Unit 17-18 Widdrington Rd CV1 4NA

Course Length	Target Group
1 Day	All support staff within Adult Social Care

Skills for Care	Qualifications and Credit Framework
Meets Care Certificate Standards 13.5a, 13.5b, 13.5c	Outcomes support knowledge for Diploma in Health and Social Care Level 2 Units 44 & 87 Level 3 Units 47 & 80

Course Aim

This course covers all aspects of administering medication. The aim of the course is to improve skills and awareness of safe handling of medicine. This is a theory based course and should be supported with competency assessments by a manager or supervisor in the work place.

Course Outcomes

- Understanding the process by which medication is prescribed, dispensed & obtained for the Individual

- Understanding roles, responsibilities and boundaries

- Understanding the importance of some types of medication and why they are prescribed

- Recognising different routes of medication

- The 6 Rights when administering medication

- An awareness of changes, side effects and adverse reactions

- Understanding the importance of reporting and recording changes in the individual

- Have the ability to read and complete MAR charts/record medication

- Understand the importance of safe storage of different medications

- Safe disposal of medication

- Know what to do in the event of a medication error

- Understanding of an Audit trail

Cost: £50 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

Medication in Social Care Refresher

Trainers:	Times:	Venue:
Premier Partnership	13:00 – 16:30	The Opal Centre Unit 17-18 Widdrington Rd CV1 4NA

Course Length	Target Group
½ Day	All support staff within Adult Social Care that have previously completed Medication training (within 24 months) and need to refresh their knowledge to comply with National minimum standards

Skills for Care	Qualifications and Credit Framework
N/A	Outcomes support knowledge for Diploma in Health and Social Care. Level 2 Units 44 & 87 , Level 3 Units 47 & 80

Course Aim

- Understand roles and responsibilities
- Be able to identify safe handling practice
- Have an understanding of the different legislations related to safe handling of medicine

Course Outcomes

- Legislation and Guidance that controls the safe handling of medication

- Understanding the process by which medication is prescribed, dispensed & obtained for the Individual

- Understanding roles, responsibilities and boundaries

- Understanding the importance of some types of medication why it's prescribed

- Recognising different routes of medication

- The 6 Rights when administering medication

- An awareness of changes, side effects and adverse reactions when administering

- Understanding the importance of reporting and recording changes in the individual

- Have the ability to read and complete MAR charts/record medication

- Understand the importance of safe storage and disposal of medication

- Know what to do in the event of a medication error

- Understanding of an Audit trail

Cost: £25 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

Moving and Handling

Trainers:	Times:	Venue:
Cliff Evans, Grace Ibuka, Tom Dovey	09:00 – 16:00	The Opal Centre Unit 17-18 Widdrington Rd CV1 4NA

Course Length	Target Group
2 Days	All support staff within Adult Social Care

Skills for Care	Qualifications and Credit Framework
Meets Care Certificate standards 13 13.1c, 13.3c, 13.3b, 13.3c.	Outcomes support knowledge for Diploma in Health and Social Care (Level 2&3 Unit 8)

Course Aim

- To understand the general principles of Safe Moving and Handling and be able to successfully complete a range of manual handling techniques with and without the use of equipment safely and in a way that promotes the independence, dignity, and respect of service users.

Course Outcomes

- Explain why safe manual handling is important

- Describe what you should do before moving loads

- Describe how you should handle loads

- Explain the purpose of a manual handling assessment

- Complete a range of manual handling techniques with and without the use of equipment

Study Topics include:

- Base to Face Safety Checkpoints

- Risk Assessment and assessing Service User Needs

- Manual Handling Techniques

- Using Manual Handling Equipment

- Pressure Ulcers

- Safe Load Management

- Manual Handling Legislation

- Responsibilities for Manual Handling

- Spinal Awareness

- A system of safer manual handling

- Infection control

Cost: £100 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

Moving and Handling Refresher

Trainers:	Times:	Venue:
Cliff Evans, Grace Ibuka	09:00 – 16:00	The Opal Centre Unit 17-18 Widdrington Rd CV1 4NA

Course Length	Target Group
1 Day	All support staff within Adult Social Care that have previously completed Moving and Handling training (within 12 months) and need to refresh their knowledge and skills to comply with National minimum standards

Qualifications and Credit Framework

Outcomes support knowledge for Diploma in Health and Social Care Level 2&3 Unit 8

Course Aim

To refresh the knowledge of general principles of Safe Moving and Handling and be able to successfully complete a range of manual handling techniques with and without the use of equipment safely and in a way that promotes the independence, dignity, and respect of service users.

Course Outcomes

- Explain why safe manual handling is important
- Describe what you should do before moving loads
- Describe how you should handle loads
- Explain the purpose of a manual handling assessment
- Complete a range of manual handling techniques with and without the use of equipment

Study Topics include:

- Base to Face Safety Checkpoints
- Risk Assessment
- Assessing Service User Needs
- Manual Handling Techniques
- Using Manual Handling Equipment
- Pressure Ulcers
- Safe Load Management
- Manual Handling Legislation
- Responsibilities for Manual Handling
- Spinal Awareness
- A system of safer manual handling

Cost: £50 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

Person Centred Support

Trainers:	Times:	Venue:
Tony Roberts	10:45 – 15:30	The Opal Centre Unit 17-18 Widdrington Rd CV1 4NA

Course Length	Target Group	
½ Day	All support staff within Adult Social Care	

Skills for Care	Qualifications and Credit Framework
Meets Care Certificate Standards 5 and 7	Outcomes support knowledge for Diploma in Health and Social Care Level 2&3 Unit 7

Course Aim

This course looks at all aspects of person centred support.

It explores legislation and how person centred care supports best practice.

The course also demonstrates how these principles support the provision of good personal care.

Course Outcomes

- New Legislation and Fundamental standards

- Understand the Principle Care Values

- Understand Code of Conduct

- Person Centred Approach

- Understanding the Code of Conduct for Support Workers

- Explore Legislation and Government Initiatives

- How to Promoting Independence

- How to demonstrate good Personal Care

- Looking at specialist equipment to improve Independence

- Person centred End of Life planning

- Person Centred Planning

Cost: £25 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

Personal Development and Professional Ethics

Trainers:	Times:	Venue:
Grace Ibuka	09:30 – 12:30	The Opal Centre Unit 17-18, Widdrington Rd CV1 4NA

Course Length	Target Group
½ Day	This course is aimed at staff new to Adult Social Care but is suitable for all support staff

Skills for Care	Qualifications and Credit Framework
Meets Care Certificate Standards 1 and 2	Outcomes support knowledge for Diploma in Health and Social Care Level 2&3Unit 8

Course Aim

Learners gain an understanding of their role and responsibility relating to their professional conduct and recognise the importance of being accountable for their personal development.

Course Outcomes

- Understand roles and responsibilities within professional development.
- Understand Standards and Codes of practice.
- Understand organisational policies and procedures.
- Understand partnership means.
- Reflective practice.
- Personal development
- Continual Professional Development (CPD) and Learning Journals.

Cost: £25 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

React to Red Skin

Trainers:	Times:	Venue:
Cliff Evans, Grace Ibuka, Jenny Nelson	09:00 – 10:30	The Opal Centre Unit 17-18 Widdrington Rd CV1 4NA

Course Length	Target Group
1.5 Hrs	All support staff within Adult Social Care

Skills for Care	Qualifications and Credit Framework
Meets Care Certificate standard 3, 10, 13: 13.3	Outcomes support knowledge for Diploma in Health and Social Care Level 2 Units 4, 5 & 72 Level 3 Units 4, 5 & 55

Course Aim

To be able to identify the causes of pressure ulcers and undertake pressure ulcer care with an aim to preserve healthy

skin and thus prevent breakdown and development of pressure ulcers.

Course Outcomes

With good care the worker will identify the following with the aim to maintain healthy skin and thus prevent breakdown and the development of pressure :-

- Identify risk factors

- Functions of the skin and changes in skin condition

- How pressure ulcers develop

- How changing the person's position will reduce pressure

- Management of existing pressure injury damage

Cost: £20 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

Recording and Communication

Trainers:		Times:	Venue:
Premier Partnership		09:30 – 12:30	The Opal Centre Unit 17-18 Widdrington Rd

Course Length	Target Group
½ Day	All support staff within Adult Social Care

Skills for Care	Qualifications and Credit Framework
This training is based on Coventry City Councils Re-cording Policy. Meets Care Certificate Stand-ards 1, 6 and 14	Outcomes support knowledge for Diploma in Health & Social Care. Level 2 Unit 1 and 9, Level 3 Unit 1 & 9

Course Aim

If not employed by CCC this training is based partly on legal requirements but also on best practice around recording & communication, therefore it is recommended that these standards are followed. Those learners who are from Independent Providers need to be aware of their own companies Reporting & Recording Policies.

Course Outcomes

- Definitions of what is a record.
- Why records are kept.
- Legal requirements for documentation.
- How to document accurate, adequate and relevant notes that are up to date.
- How to write factual and concise notes.
- What is meant by confidentiality
- Where information may need to be passed on.
- The Data Protection Act and how this relates to you and your work.
- Recording non-judgemental notes.
- How to establish communication needs, language needs, wishes and preferences.
- The importance of observing reactions.
- Use appropriate verbal and non - verbal communication
- Support the use of appropriate communication aids/ technologies

Cost: £25 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk

Say No to Infection

Trainers:		Times:	Venue:
Cliff Evans, Grace Ibuka, Jenny Nelson		09:00 – 10:30	The Opal Centre Unit 17-18 Widdrington Rd CV1 4NA

Course Length	Target Group
1 ½ Hrs	All support staff within Adult Social Care

Skills for Care	Qualifications and Credit Framework
Meets Care Certificate Standards 13 and 15	Outcomes support knowledge for Diploma in Health and Social Care Level 2 Unit 8, 21 and 22 Level 3 Unit 8, 19 and 20

Course Aim

- To provide staff with the knowledge to protect service users and staff from infection.

Course Outcomes

- To outline the fundamental elements of Infection Prevention and Control

- Help you minimise the transmission of infection

Cost: £20 Further Information: www.coventry.gov.uk/ODASCTraining@coventry.gov.uk