



# Derbyshire County Council Adult Care Learning & Development Brochure 2016/2017



Welcome to Derbyshire County Council's Adult Care Learning & Development Brochure for 2016. The following courses are available to those employed or volunteering within an adult social care setting in Derbyshire, whether they are employed by Derbyshire County Council or within the Private, Voluntary and Independent Sectors (PVI). The majority of courses are offered free of charge.

Unfortunately there are occasions when we do have to charge a fee, currently this is when an examination or accreditation fee is payable i.e. Food Safety in Catering Level 2 (previously Basic Food Hygiene) and First Aid courses.

With the introduction of the Care Certificate in April 2015, Derbyshire County Council is running 4 week programmes of training that cover all of the knowledge requirements. The courses that form part of the Care Certificate programmes are indicated by a 

Many of our courses are suitable for professionally qualified staff including Social Workers and Occupational Therapists

Below some of the courses there are recommended refresher schedules. These are only guidance and it is recognised that there may be times when knowledge/courses will need to be refreshed more frequently.

To ensure the quality of our learning and development, availability of places on courses is limited and therefore booking is essential. The Adult Care Learning & Development Programme gives details of when and where all of our courses are running

Courses in purple are suitable for staff at all levels or are targeted at care staff

Courses in teal are suitable for senior care staff and managers

Courses in green are suitable for catering staff and supervisors

**For enquiries about booking places on any of our courses please contact:**

**Derbyshire County Council Staff Education and Training Centre,  
Long Close,  
Cemetery Lane,  
Ripley DE5 3HY.**

**Tel: 01629 531492**

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### Administering Medication In Care Homes - 1 day course

- Suitable for: Staff who have responsibility for the management and administration of medication in a residential setting

This course aims to assist Managers to take a person centred approach to the safe and appropriate handling and administration of medication in a care setting. The course will also provide the underpinning knowledge for unit 616 on the qualification credit framework for those staff who are undertaking qualification training.

**N.B It is recommended that this training is refreshed every 3 years**

**N.B. This training is not professional training for qualified nurses**

### Assisting with Medication in the Community - 1 day course

- Suitable for: Home Care Workers, Support Workers

This course aims to provide information to enable staff working in the community to take a person centred approach to supporting clients with managing their medication.

**N.B It is recommended that this training is refreshed every 3 years**

### Autism Awareness - 1 day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course aims to raise participant's basic awareness of the lives and some of the issues for people who are on the autistic spectrum. Participants will have the opportunity to think about some common features of Autistic Spectrum Disorder and to discuss some possible causes of Autistic Spectrum Disorder. They will be able to consider everyday factors that affect the lives of people with Autistic Spectrum Disorder and consider some different methods by which people with Autistic Spectrum Disorder can be supported in a positive, person centred way.

### Caring Safely - 1 day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course will provide staff with knowledge of their own responsibilities, and the responsibilities of others, relating to health and safety in the work setting, the use of risk assessments, the procedures for responding to accidents and sudden illness, how to handle hazardous substances and materials, and how to promote fire safety in the work setting

**N.B It is recommended that this training is refreshed every 3 years**



### Dementia Care - 1 day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course will give staff an awareness of the main types of dementia and their symptoms. It will also give staff an opportunity to discuss the experiences of people with a dementia from a person centred perspective.

### Effective Nutrition for people with Dementia - ½ day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course will enable staff to identify nutritional needs that are unique to individuals with a dementia and explain how to support an individual with a dementia to enjoy good nutrition

**N.B. Participants must have attended the “Effective & Safe Nutrition and Hydration” course and Dementia training prior to attending this course**

### Effective & Safe Nutrition and Hydration - 1 day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course aims to give staff information about the principles of hydration, nutrition and food safety, which will enable them to take a person centred approach to ensuring clients have access to appropriate food, nutrition and fluids in accordance with their support plan.

### End of Life and Bereavement Care - 2 day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course will provide staff with an opportunity to discuss the factors that might influence the experiences of people who are in end of life or who have been bereaved. Identify strategies to respond to some of the difficult questions that might get asked. Consider the roles of the different people involved in planning end of life care. Discuss issues around time of death and the steps to follow afterwards. Consider the impact of grief on different people. Discuss helpful ways of supporting people who are experiencing loss and sources of support for the people who are bereaved.



### Falls Prevention - ½ day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course will enable staff to explain why falls occur, how to identify and reduce hazards, and give them strategies to help reduce client's risk of falling.

### First Aid - 1 day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course covers health and safety regulations; management of an incident; treatment of unconscious casualties; CPR; recovery position; shock; and bleeding.

**N.B. This course is provided by St Johns Ambulance Service and carries an examination fee of £52. It is also recommended that this training is refreshed every 3 years.**

### Food Safety in Catering Level 2 - 1 day course

- Suitable for: Staff who are preparing food in establishments

This course is for anyone working in a catering setting where food is prepared, cooked and handled. Staff will have a firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved; understand of how to control food safety risks (personal hygiene, food storage, cooking and handling); and confidence and expertise to safely deliver quality food to customers.

**N.B. This course carries an examination fee of £50. It is also recommended that this training is refreshed every 3 years.**

### Food Safety in Catering Level 2 (refresher) - ½ day course

- Suitable for: Staff who are preparing food in establishments

This course is a refresher for the 1 day "Food Safety in Catering Level 2" course.

**N.B Staff must have completed the 1 day course before attending the ½ day refresher**



## Health and Safety for Managers - 5 day course

- Suitable for: Service Managers in Adult Care. Care Home Managers, Deputy Managers, Domiciliary Agency Managers

This course will enable managers to have the skills and knowledge to manage Health and Safety within their area of control, covering the following:-

- H&S legislation
- Developing H&S management systems for their area of control
- Consultation with Trades Union H&S reps
- Carrying out risk assessments
- Control of substance hazardous to health assessments
- Manual Handling assessments
- Personal Safety (for managers)
- Fire Management
- Investigating accidents/incidents
- Managing Stress

**N.B It is recommended that this training is refreshed every 3 years**

## Infection control - ½ day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course will enable staff to identify the signs and symptoms of infection, those at risk of infection, use of personal protective equipment (PPE) and their role and responsibilities with regards to infection control.

**N.B It is recommended that this training is refreshed every 3 years**

## Introduction to Adult Care - 2 day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course aims to support staff to be able to describe and promote person-centred values, explain the importance of equality and inclusion, explain the principles and practices relating to confidentiality, explain how to communicate effectively, explain their duty of care including working in partnership, handling comments and complaints, relationship boundaries, explain how to record and handle information, be able to identify stress triggers, where to get support and how to manage it



## Leadership & Management - 6 Modules

- Suitable for: Service Managers in Adult Care, Care Home Managers, Deputy Managers, Domiciliary Agency Managers. In addition those aspiring managers and staff with management responsibilities can attend.

These modules have been designed to support managers in meeting their professional demands and to achieve their goals in line with the refreshed Management Standards. Attending delegates can expect to cover topics including team culture, stakeholders and relationships, team leadership & talent management, organisational systems, accountability and models of practice. The modules are underpinned throughout by person centred approaches and delegates will leave with a variety of useful and highly practical tools that can be easily transferred back into their workplace. All the modules can be accessed as stand alone courses

## Level 3 Food Safety for Supervisors - 4½ day course

- Suitable for: Staff who supervise people who are preparing food in establishments

This course is for managers and supervisors working in catering settings. Staff will have an ability to implement and supervise a food safety management system, understanding of food safety procedures, understanding of the concept of food hazards and the risks associated with them, understanding of the terminology with respect to supervising food safety, understanding of the techniques involved in controlling and monitoring food safety, appreciation of the risks linked to cross contamination, understanding of the role temperature has to play in the control of food safety, appreciation of the importance of supervising high standards of cleanliness in food premises

**N.B It is recommended that this training is refreshed every 3 years**

## Level 3 Food Safety for Supervisors (refresher) - 1 day course

- Suitable for: Staff who supervise people who are preparing food in establishments

This course is a refresher for the 4½ day “Level 3 Food Safety for Supervisors” course.

**N.B Staff must have completed the 4½ day course before attending the 1 day refresher**



### Medication Awareness - ½ day course

- Suitable for: Care Assistants, Day Service Workers, Support Workers

This course will enable staff to ensure an individual's independence is maintained through enabling them to manage their own medication wherever possible. It will also provide the knowledge to ensure assistance with medication is provided in an appropriate and safe manner following a comprehensive risk assessment

**N.B It is recommended that this training is refreshed every 3 years**

### Mental Capacity and Deprivation of Liberty - 2 day course

- Suitable for: Staff who have responsibility for completing formal capacity assessments and/or completing deprivation of liberty applications

This course will enable staff to fulfil their role in relation to the Mental Capacity Act and Deprivation of Liberty Safeguards. They will be able to explain the principles of the Mental Capacity Act, demonstrate how to complete a capacity assessment, how to make 'best interests' decisions, describe the role of an IMCA (Independent Mental Capacity Advocate), and explain the ways in which people can plan ahead in relation to decision making

**N.B It is recommended that this training is refreshed every 3 years**

### Mental Health Awareness - 1 day course

- Suitable for: Staff at all levels

This course will give staff knowledge of mental health illnesses and their impact on people's lives.

### Moving and Handling Core Module - 1 day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course will give staff knowledge of safe moving and care handling procedures



### Moving and Handling Bed Work and Hoist Module - 1 day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course aims to enable staff to safely assist a client on, in and out of bed, both with and without use of equipment and to ensure that staff are able to demonstrate safe application of slings and the use of hoists.

### Moving and Handling for Managers - 4 day course

- Suitable for: Service Managers in Adult Care. Care Home Managers, Deputy Managers, Domiciliary Agency Managers

This course aims to provide managers with the knowledge and skills required to undertake moving and handling risk assessments, complete the relevant paperwork and give instructions to staff.

### Moving and Handling Updates - ½ day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course aims to update staff's knowledge and skills in the principles of safe movement and the application of these to moving and care handling activities. Updates are topic specific, and are dependent on the needs of the staff/service area.

**N.B Staff must have attended both the M&H core module and the bed work/hoist module prior to attending an update.**

### Personal Safety - ½ day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course will provide staff with knowledge of the legal issues surrounding personal safety, enabling them to identify potentially dangerous situations. It will give staff examples of practical day to day actions which can form part of a personal safety plan and equip staff with the skills to diffuse and de-escalate immediately threatening situations.

**N.B It is recommended that this training is refreshed every 3 years**



### Principles of MCA & DoLS - 1 day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course will enable staff to explain what mental capacity is and some of the ways in which it can be affected. They will also be able to explain the principles of the Mental Capacity Act and how mental capacity is assessed

**N.B It is recommended that this training is refreshed every 3 years**

### Principles of Reablement - 1 day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course will enable staff to gain an understanding and knowledge of the reasoning behind reablement including how to promote the independence of individuals.

### Providing Effective Supervision - 1 day course

- Suitable for: Service Managers in Adult Care. Care Home Managers, Deputy Managers, Domiciliary Agency Managers. In addition those staff who have supervisory responsibility for staff or students can attend. ★

This course will provide managers with knowledge of the reflective cycle, national guidance & competent work practices, use of open & probing questions, listening skills and giving feedback (in the context of supervision) and use of learning styles to maximise learning opportunities.

★ The courses in the current programme are aimed at managers from provider services. Courses for other staff will be advertised separately

**N.B. This course is a prerequisite for the “Reflective Learning in Supervision” course**

### Reflective Learning in Supervision - 1 day course

- Suitable for: Service Managers in Adult Care. Care Home Managers, Deputy Managers, Domiciliary Agency Managers. In addition those staff who have supervisory responsibility for staff or students can attend. ★

This course will enable managers to identify the influence of previous experiences of supervision, the full range of stakeholders and the broader impact for these groups. It will also allow them to identify the stages of professional development, describe the level of support at each stage and to apply KOLB's experiential learning cycle to real situations.



★ The courses in the current programme are aimed at managers from provider services. Courses for other staff will be advertised separately

**N.B Participants must have completed the “Providing Effective Supervision” course prior to attending**

### Safeguarding - Alerting others to abuse - 1 day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers, Occupational Therapists, Community Care Workers

This course will enable staff to explain the Principles of Safeguarding and identify relevant legislation and guidance. They will be able to define abuse and list the categories of abuse within Derbyshire’s Safeguarding policy. It will also enable staff to explain their responsibilities in relation to responding to and reporting of abuse, suspected abuse, concerns or bad practice and record keeping

**N.B It is recommended that this training is refreshed every 3 years**

### Safeguarding - Making it Personal - 1 day course

- Suitable for: Group Managers, Service Managers, Senior Practitioners, Social Workers, Community Care Workers and Safeguarding leads across all agencies

This course aims to inform participants of Derbyshire Safeguarding Adults at Risk Policies and Procedures, their responsibilities within the procedures, the purpose of making a section 42 enquiry, application of the thresholds procedure in safeguarding, Mental Capacity and DoLS in safeguarding, the Safeguarding Adult’s board, the Disclosure and barring scheme and other relevant legislation.

This course is supported by a number of additional workshops – full details can be found on the Safer Derbyshire website [www.saferderbyshire.gov.uk](http://www.saferderbyshire.gov.uk)

**N.B It is recommended that this training is refreshed every 3 years**

### Safeguarding - Responding to alerts - 1 day course

- Suitable for: Front line managers and senior carers who receive reports of concerns relating to an adult, and who have a responsibility to respond to these reports

This course will enable staff to explain the Principles of Safeguarding and identify relevant legislation and guidance. They will be able to recognise the types of abuse and their indicators, in line with Derbyshire’s safeguarding adult’s policy, as well as recognising when something may not be abuse and may need to be dealt with



differently. It will also enable staff to explain their responsibilities in relation to responding to abuse, suspected abuse, concerns or bad practice.

**N.B It is recommended that this training is refreshed every 3 years**

### Supporting People with a Learning Disability - 1 day course

- Suitable for: Staff at all levels who are working with/supporting individuals with a learning disability

This course will provide staff with an opportunity to discuss how national and local government policy affects current and future ways of supporting people with a learning disability, how a person centred approach to planning and service provision can inform good support planning.

### Tissue Viability - ½ day course

- Suitable for: Home Care Workers, Care Assistants, Day Service Workers, Support Workers

This course will enable staff to identify the causes of skin breakdown and those persons at risk, the signs, symptoms and prevention of pressure ulcers and their role and responsibilities in relation to the identification and prevention of pressure ulcers.

**N.B This training is not professional training for qualified nurses**

