



Week one

## Tuesday Training Sessions

### Meet the Housekeeper

Guesthouse Accommodation and Procedures

### Recruitment Information

Values of the Company

Guarantee of earnings

Recommending Christies Care

Legal documentation

### Health & Safety

What is a hazard?

Environmental, Equipment and People hazards

Reporting & Recording accidents/incidents

Fire Safety and Personal Safety

### Housekeeping including:

Cooking

Pets

Shopping

Using the client's property – washing, checking the household risk assessment, ironing, general cleaning

Wednesday changeover day

Introduction and explanation of The Care Certificate

### Meet your Support Team

An introduction to a member of your Support Team

This part of the form is required to be completed at the end of the day.

**I confirm that I have completely understood the content of Tuesday's training sessions as above.**

Name.....

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Name:..... Date:.....

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**Wednesday Training Sessions**

Practical demonstrations and carer practical assessments including:

The dynamic stable position

Inanimate handling

Mini risk assessment for establishment of client's abilities

Ways to assist a client forward in a chair

Handling belts

Assisted sits and stands including care to move

Ways to assist a client into the back of the chair

Assisting a person up from the floor using two chairs

Small handling aids including sliding sheets

Larger handling aids including the Re Turn

Assisting a person up/down the stairs

Correct use of a zimmer/walking frame

Bed manoeuvres including the Log Roll, moving up the bed, bringing the feet off the bed to the floor, standing from a seated position on the bed, assisting the client back on the bed

**Carer Portals**

Username and Passwords

How to access the information held on the portal

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## **Thursday Training Sessions**

### **Safeguarding**

The Care Act

The DBS

Who the abuser could be

Who is an Adult at Risk

Factors that place people at risk of abuse

Types of abuse

Body maps

Disclosure of abuse and Reporting

Whistle blowing

The Mental Capacity Act

Making decisions and assessing capacity

Deprivation of Liberty Safeguards

### **The use of hoists and slings**

Demonstration of hoists and slings

Practical assessments of using hoists including the stand aid hoist and mobile hoists

Wheelchairs

Demonstrations of how to get a person up from the floor using a hoist

Facilities for a disabled person

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**Friday Training Sessions**

Medication

Why medication training is necessary

What you can and cannot do

The use of dosset boxes and compliance aids

Aims to promote Independence, Privacy, Dignity & Respect, Confidentiality, Consent & accurate documentation

Legislation

Classifications of medication

Levels of medication – prompt, assist, administer and administering by special techniques

Medication routes

The Six Rights of Medication

Different medications

Reactions and contraindications

Reporting and seeking advice

Basic hygiene procedures and PPE

Preparation of medications

MAR sheets

Practical session administering medication (tablets and liquids)

Theory and practical session of instilling eye drops and ear drops

Theory and practical session of nasal sprays

Theory and practical session of inhalers including spacers

Theory and practical session of medication patches

Theory and guidance with oxygen

Quality & Safeguarding

What the Quality and Safeguarding department do

Official Complaints

Safeguarding Complaints

Being replaced at your clients

Alcohol

Quality monitoring

The importance of reporting and recording

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**Saturday Training Sessions**

End of Life Care

- Palliative and End of life care
- Advance care planning
- Advanced decision to refuse treatment
- Do not resuscitate
- Power of attorney
- Pressure ulcer Care
- Communication/active listening
- Importance of documentation
- Multidisciplinary team
- Signs and symptoms
- Spirituality/religion
- Expected/unexpected Death
- What to do
- Grief and bereavement

**I confirm that I have completely understood the content of Saturday's training sessions as above.**

Name.....

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## **Week two Monday Training Sessions**

### Medication continued

Diabetes awareness theory session  
Theory and practical of blood sugar monitoring  
Theory and practical of insulin pens

### Bookings and Carer Support

#### Carer Support

Availability  
Preferences  
Changeover  
Chains  
Travelling on changeover days  
Contract for services and pager

#### Bookings

Matching carer and client preferences  
How we contact them to offer them work  
The importance of checking Support Plans and informing the office of any changes  
Reporting and recording Accidents/ Incidents  
Replacing carers at short notice  
Night calls and night call charges

### Bed bathing

Including oral care, dressing/undressing & adaptive clothing, shaving and shaving of intimate areas.  
Assisting a client from the bed to wheelchair when mobility has decreased.

### Continence Management including:

Toilet aids  
Catheters and catheter care  
Conveen sheaths  
Colostomy, urostomy and ileostomy care  
Autonomic dysreflexia

Tax DVD

**I confirm that I have completely understood the content of Monday's training sessions as above.**

Name.....

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**Tuesday Training Sessions**

**Learning Disabilities Day One**

- What is Learning Disability?
- Causes of LD
- History of LD support
- Institutionalisation
- Person centred values in LD support
- Person Centred Planning and Thinking
- Communication in LD support

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**Wednesday Training Sessions**

**Quality & Safeguarding**

- Group discussion on case studies
- Account Record Book practical task
- Care Record Book record keeping practical task
- MAR scenario including change of medication
- First booking
- Hoisting scenario
- Continue with scenarios

**I confirm that I have completely understood the content of Wednesday's training sessions as above.**

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**Thursday Training Sessions**

- Types of dementia
- Main problems of dementia
- Walking
- Other difficulties
- Communication
- Social model of disability
- Delirium

**I confirm that I have completely understood the content of Thursday's training sessions as above.**

Name.....  
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**Friday Training Sessions**

- Dementia Day two
- How we learn
- Communication
- Importance of keeping life simple
- Validation
- Lack of sleep
- Pain
- Nutrition
- Assessing an incident & Risk assess
- Drugs
- Dementia Studio

**I confirm that I have completely understood the content of Friday's training sessions as above.**

Name.....  
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**Saturday/Sunday**

Complete M.S eLearning  
Complete Parkinson's eLearning

Name.....  
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**Monday Training Sessions**

**Emergency First Aid**

- The 3 P's
- Primary survey
- Secondary survey
- The recovery position
- Who to call in an emergency
- Adult basic life support
- Choking
- Causes of unconsciousness: FISH SHAPED
- Bleeding
- Burns
- Fractures & dislocations
- Basic requirements of first aid box
- Reporting and recording
- Carer support and Q & A

**I confirm that I have completely understood the content of the Emergency First Aid training sessions as above.**

Name.....  
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