



INDUCTION TIMETABLE FOR TWO WEEK TRAINING

Tuesday

08:30	Guesthouse welcome – Guesthouse kitchen
08:45	Recruitment paperwork – Runnel House
10:15	Welcome by the Chairman
10:45	Interviews in Runnel House
11.15	Tea break
11.30	Meet your Support Team
11:45	Health & Safety
12:30	Housekeeping
13:00	Food Hygiene test
13:20	Lunch
14:05	Continence Management
15:35	Tea break & Meet Head of Training
15.50	Continence Management
16:50	End of day – handbooks – Q &A

Wednesday – Training Centre

08:00	Safeguarding
10:40	Tea Break
10:55	Practical Moving & Handling
12:30	Lunch
13:15	Practical Moving & Handling
15:15	Tea Break
15:30	Moving & Handling Practical, Bed Bath & Dressing
18:00	End of Day

Thursday – Training Centre

08.00	Moving & Handling Theory Test
08.20	Quality Team
09:50	Demonstration of hoists and practical session
11:00	Tea Break
11:15	Care Certificate Co-ordinator
11:30	IT Portals
12.30	GDPR
12:45	Lunch
13.30	Hoisting
15:00	Tea Break
15.15	Hoisting to include up from the floor & Room 10
18.00	End of Day

Friday – Training Centre

08:00	Medication Theory
10:30	Tea Break
10:45	Carer Benevolent Club
11:15	Bookings Carer Support
11:45	Medication practical session
12:30	Lunch
13:15	Medication practical session
15:15	Tea Break
15.30	Diabetes
17.30	End of Day

Saturday– Training Centre

08:30 Medication test

09:00 End of Life Care

10:30 **Tea Break**

10:45 End of Life Care

13:00 **Lunch Break**

14:00 Pressure Ulcer Care

14.30 End of Life Care

15:30 **Tea Break**

15:45 End of Life Care

17:00 End of day

**08:45 Rose House Training Room – Trainer will collect:
Quality Scenarios
Dementia Questionnaires**

Monday – Week 2 Rose House Training Room

09:00-12:30 Learning Disabilities
12:30-13:30 Lunch
13:30-17:00 Learning Disabilities
17:00 End of day

Tuesday – Week 2 Rose House Training Room

09:00-10:00 Learning Disabilities Q&A
10:00-10:15 break
10.30 – 11.30 MAR scenario
11.30 – 12.30 Your first bookings
12:30-13:30 lunch
13:30-15:30 Hoisting/MAR scenario/ speak with staff on any concerns
15:30-15.45 Tea break
15:45-17:00 Continue with Scenario – one to one
17:00 End of day

Wednesday – Week 2 Guesthouse Training room

08:30 First Aid
12:30-13:15 lunch
13:15 First Aid
16:00 Quality Team and Q&A
16.30 Carer Support
17.00 End of day

Thursday – Week 2 Rose House Training Room

09:00-13:30 Dementia
13:30-14:30 Lunch
14:30-16:45 Dementia
16:45 Recruitment - End of day

Friday – Week 2 Rose House Training Room

Hand in library copies of Handbook
09:00-13:30 Dementia
13:30-14:30 Lunch
14:30-15:30 Q&A session
15.30-16.50 Time to complete eLearning sort questions on booking/travel one to one
17: 00 End of Induction training