



INDUCTION TIMETABLE FOR TWO WEEK TRAINING 2020

Tuesday week one

09:00	Guesthouse welcome - Guesthouse kitchen
09:15	Welcome from the Chairman - Guesthouse kitchen
09:45	Recruitment - Runnel House open meeting area
12:00	Interviews in Runnel House
12:15	Lunch
13:00	Food Hygiene Test
13:20	Health & Safety
14:05	Housekeeping
14:35	Tea Break & Meet Head of Training, Support Team & Care Certificate Co-ordinator (Direct observations for the Care Certificate)
15:05	Infection Control Test
15:25	End of Day – Hand Books – Q & A

Wednesday – Guesthouse Training Room

08:30	Dynamic Stable positioning, inanimate object handling and mini risk assessment
10:00	Tea Break
10:15	Practical M&H & CTM
12:00	Small Handling Aids
12:30	Lunch
13:15	IT – carer portals
14:15	Practical M&H
15:30	Tea Break
15:45	Practical M&H
17:00	End of Day

Thursday – Guesthouse Training Room

08:00	Moving & Handling Test
08:20	Safeguarding
10:15	Tea Break
10:30	M.C.A
11:15	Demonstration of Hoists, followed by Practical Hoist Work
13:00	Lunch
13:45	Hoisting
15:00	Tea Break
15:15	Hoisting & room 10
17:30	End of Day

Friday– Guesthouse Training Room

08:10	Safeguarding Test
08:30	Medication Theory
10:00	Medication Practical sessions
10:15	Tea Break
10:30	Carer Benevolent Club
10:45	Carer Support & Bookings
11:15	Medication Practical session to include: MAR sheets & medication administration
12: 30	Lunch
13: 15	Medication Practical session to include: Eye drops Ear drops & nasal sprays Inhalers Medication Practical sessions to include: <u>Complete on Monday if out of time</u> Transdermal patches Oxygen
15:15	Tea Break
15:30	Quality
17:00	End of Day

Saturday – Guesthouse Training Room

9:00 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

Monday Week Two – Rose House Training Room

08:30	Diabetes
10:30	Tea Break
10:45	Continuation of practical Medication
12:30	Bed Bath
13:00	Lunch
13:45	Medication test
14:10	Contenance Management
15:15	Tea Break
15:30	Contenance Management
16:55	Tax DVD

Tuesday 08:45 Rose House Training Room – Trainer collect paperwork:

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

Wednesday Guest House Training Room

09:00 Quality Team
10:00 Tea break
10:15 MAR scenario
11:30 Your first bookings
12:30 lunch
13:15 Recruitment
13:30 Hoisting/MAR scenario/ speak with staff on any concerns/ recap CTM
15:30 Tea break
15:45 Continue with Scenario – one to one
17:00 End of day

Thursday Rose House Training Room

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

Friday Rose House Training Room

09:00 Dementia
13:30 Lunch
14:30 Dementia Studio
17:00 End of day
M.S & Parkinson's eLearning (weekend)

Monday Guesthouse Training room (a.m.) Rose House (p.m)

Hand in library copies of Handbook

08:30 First Aid
12:30 Lunch
13:15 First Aid & recap CTM
15:45 Break
16:00 Carer Support & Q&A
17:00 End of day