



## TRAINING COURSES 2008/09

**INDUCTION TRAINING** (following the Common Induction Standards and the LDAF)

### DAY 1

- Induction into the company
- Company Policies and procedures
- Workers Handbook explained
- Social workers Code of Practice
- Confidentiality
- Data Protection
- Health and Safety
- RIDDOR 1995
- COSHH
- Electrical safety information
- Accident reporting
- Fire Safety
- Food Hygiene
- Infection Control
- Bereavement awareness

### DAY 2

#### Moving and handling

- The introduction of safe client moving and handling techniques within the workplace: theory, demonstration and practice
- Legislation and regulation
- Perception
- Risk assessment
- Anatomy and physiology
- Safe moving and handling techniques in the workplace
- Unacceptable techniques

#### Abuse

- Abuse policy
- What is abuse?
- Signs of abuse
- What to do if you suspect abuse
- Protection in the workplace
- POVA/POCA

#### Child protection

- What is child protection?
- What to do if you suspect a child is being abused

### DAY 3

- Basic First Aid
- Lacerations
- Burns
- Head injury
- Epileptic fits

#### Cardiopulmonary Resuscitation (CPR)

- Equips the candidate with knowledge and confidence to be able to perform CPR in emergency situations
- Demonstration and practice of techniques
- Recovery position
- Choking procedures
- Anaphylactic shock

### DAY 4

#### Medication Awareness

Following the common Induction Standards this course guides community based workers through the difficult issues surrounding medication

#### Documentation and Care Planning

What documents are needed to care for a service user, what to look out for and how to communicate your findings.

### DAY 5

#### Managing Challenging Behaviour & Breakaway

This course will teach you how to keep yourself safe, whilst protecting your client, improving both your competence and your confidence when faced with Challenging Behaviour.

- Common causes of Challenging Behaviour
- Evaluating levels of threat
- Situational awareness
- Use of the spoken word
- Common assaults and the breakaway methods
- Looking at your own experiences

All Care Division personnel undergo a 12 week induction programme which follows the Common Induction Standards ensuring that all staff are monitored and reviewed throughout this period.

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#### Bournemouth Office

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**We offer all our staff and those from outside organisations stand-alone workshops throughout the year covering the following topics:**

Effective communication  
Care planning and documentation  
First Aid Appointed Persons (1 day)  
Person Centred Planning  
Dementia awareness  
Understanding and coping with Epilepsy  
Managing Challenging Behaviour & Breakaway  
Alzheimer's Care  
Catheter Care  
Stomas Care  
NVQ in Care 2  
NVQ in Care 3

All Care Division staff are invited and encouraged to participate in our NVQ2 and NVQ3 programmes of continuous development.

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