

# Ashfield Services

## **Face2Face Course Brochure**

A guide to In House clinical training courses offered by Ashfield Services

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## **We help Healthcare Professionals remain compliant, learn new skills and progress their careers**

Founded in 2014, Ashfield Services is an award-winning Mandatory, Clinical and Specialist training provider, focused on the mission of improving the quality of health and social care provided throughout the UK.

Offering Mandatory, Clinical and Specialist care training to both nurses and health care practitioners and organisations, Ashfield's expert Tutors host more than 130 courses nationwide, covering every area of health and social care.

Our expert training is underpinned by the efforts of a driven team of commercial partnership and customer service professionals, committed to connecting our customers with the training courses and programmes best matching their needs.

## Select from over 120 courses to help meet your training requirements

We give our customers the option to book any of our more-than 120 courses to be delivered as In House training, at a location of their choice. Each Ashfield Services course is delivered by a tutor who is an expert in the subject, often with decades of experience in the health sector.

Our In House courses can be booked as either standalone training sessions or as part of a wider curriculum, developed to meet the specific learning outcome requirements of your organisation.

Our courses each follow a proven structure, however we are able to work with you to develop bespoke alterations to better serve your training needs.

On the next page, you'll learn more about how to book In House training from Ashfield Services.



# Booking In House training with Ashfield Services in 3 simple steps

On this page you will find details about how to make an In House training booking with Ashfield Services. Should you have any questions about our process or any of the courses we offer, please phone 0800 012 6085.

## Step 1

### Get In Touch

To get things started, give our dedicated In House training team a call on 0800 012 6085.

At this stage, there is no need to confirm training dates. During your call with our sales team, we will secure you a fixed price based on the requirements we discuss.

## Step 2

### Select Dates

Once we have discussed your needs, our admin department will work to find you the best dates possible, based on our discussions.

We will present to you a number of date options. Once you've made a decision, we will confirm your booking on the selected dates.

## Step 3

### Course and Payment

We will issue an invoice at the beginning of the month upon which your training takes place.

Our expert tutor will deliver your chosen training course at a location of your choice, on the date and time which was agreed.



# 12 Lead ECG Recording and Basic Interpretation

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Every 3 years
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This course is suitable for staff who are involved in taking and possibly requiring basic interpretation skills of a 12 lead ECG. When delivered face2face, our trainers will need to have access to your ECG machine for the practical work, to ensure staff are familiar and competent in its use. Virtual delivery will focus on the theoretical aspects of this procedure and will be covered across half a day. Delegates will work through a workbook which they will keep as a reference at the end of the course.

## Assessment

When delivered face2face, there is a formal practical assessment involved in this course, and learners will undertake a competency assessment as well as completing a workbook as they progress through the course and learning materials.

## Learning Outcomes

- Discuss when an ECG would be needed and why
- Demonstrate accurate recording of a 12 lead ECG including correct electrode placement
- Use the principles of rhythm recognition
- Identify a normal ECG and rhythm strip
- Identify basic abnormal ECGs and rhythm strip
- Review the anatomy and physiology relating to ECG recording



# Accountability and Delegation - Health Care Assistants

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This course is suitable for health care assistants who are working within extended roles in health care practice. The session will give them an overview of accountability and delegation principles. It will enable delegates to work confidently within the parameters of legislation. Explore new ways of working to enhance quality of care received by service users. Delegates will be given a booklet which they will keep as a reference at the end of the course.

## Assessment

Delegates will be reviewed on a continual basis of their understanding of the subject matter, their engagement with the learning materials, and activities in order to be issued with a Certificate of Attendance.

## Learning Outcomes

- Discuss accountability within the role of a health care assistant
- Understand the legal aspects of extended roles
- Relate safe delegation to the HCA role
- Apply principles of record keeping
- Discuss accountability within the role of a health care assistant
- Understand the legal aspects of extended roles
- Relate safe delegation to the HCA role
- Through group work, explore holistic care
- Identify expansion of the health care assistant role and how this can work in partnership with registered professionals.
- Understand how extended roles can enhance the quality of care received by service users

# Accountability and Delegation - Registered Professionals

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	3 Hour
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This course is suitable for registered professionals who are delegating duties to health care assistants. The session will give them an overview of NMC and RCN principles of accountability and delegation. It will enable delegates to work confidently within the parameters of legislation. Explore new ways of working to enhance quality of care received by service users. Delegates will be given a booklet which they will keep as a reference at the end of the course

## Assessment

Delegates will be reviewed on a continual basis of their understanding of the subject matter, their engagement with the learning materials, and activities in order to be issued with a Certificate of Attendance.

## Learning Outcomes

- Discuss accountability within the role of a registered professionals
- Understand the legal aspects of accountability
- Be familiar with NMC & RCN principles of delegation
- Discuss appropriate delegation
- Apply record keeping principles to practice

# Acquired Brain Injury

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Yearly

CPD Hours

3 Hours

Participatory  
Hours

2 Hours

## What's covered on the day?

This course covers the Health Care Professional's role in contributing to the care of someone with an Acquired Brain Injury. This ABI course will explore how the brain works and the part it plays in everyday functioning of the body, including movement, thought, language, memory and controlling of the senses helping learners to understand the impact that brain injury can have on an individual.

## Assessment

Learners will be reviewed on a continual basis of their understanding of the subject matter as they progress through the course and on their engagement with the learning materials and activities. There will be a knowledge assessment held at the end of the course.

## Learning Outcomes

- Name the six main areas of the brain and their functions of each area of the brain
- Define acquired brain injury and identify possible causes
- Explain the possible effects of injuries to different parts of the brain
- List the five categories into which the effects of acquired brain injuries (ABIs) fall
- Describe the kinds of problems that can arise in relation to cognitive and communication skills
- Understand how a person's behaviour and emotional state may change
- Identify the physical impact an acquired brain injury can have
- Identify the areas of a person's life that might change as a result of an ABI
- Understand the importance of effective planning when supporting someone
- Explain what is meant by rehabilitation and what it involves
- List some of the possible barriers to rehabilitation

# Administration of Zoladex

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This session will give learners the opportunity to refresh their knowledge around the correct techniques for administering Zoladex, including the correct use, indication for, contraindications compatibility and the routes of administration by Intramuscular and Subcutaneous Injections, consideration will also be given to the safety precautions needed whilst administering injections to service users. There will be time to allow the learners to practice within a simulated learning setting, for both types of injection if required.

## Assessment

The assessment for this course will be through a summative Knowledge assessment. Practical practice observation will be given if required by the candidates. Learners should have already been assessed as competent during clinical practice.

## Learning Outcomes

- Discuss the indication for the uses of Zoladex, the contraindication, compatibility and routes of administration of Zoladex
- List the five reasons why medication may be given by injection (parenteral route)
- Differentiate between the structures involved and uses of the intramuscular (IM) and subcutaneous (SC)
- Outline factors influencing choice of syringes and needles
- Outline sites, basic preparation and administration techniques for the IM and SC routes
- Recognise the importance of universal precautions when giving injections

# Advanced Acquired Brain Injury

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Yearly

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

This course covers the Health Care Professional's role in contributing to the care of someone with an Acquired Brain Injury. This ABI course will explore how the brain works and the part it plays in everyday functioning of the body, including movement, thought, language, memory and controlling of the senses, helping learners to understand the impact that brain injury can have on an individual. This course will include various scenarios and simulated practice around assessments that are normally completed for an individual with an ABI.

## Assessment

Learners will be reviewed on a continual basis of their understanding of the subject matter as they progress through the course and on their engagement with the learning materials and activities. There will be a knowledge assessment held at the end of the course.

## Learning Outcomes

- Name the six main areas of the brain and their functions of each area of the brain.
- Explore the possible effects of injuries to the main areas of the brain.
- Define acquired brain injury and identify possible causes.
- List the five categories into which the effects of acquired brain injuries (ABIs) fall.
- Describe the kinds of problems that can arise in relation to cognitive and communication skills.
- Understand how a person's behaviour and emotional state may change.
- Identify the physical impact an acquired brain injury can have.
- Identify the areas of a person's life that might change as a result of an ABI
- Explain what is meant by rehabilitation and what it involves including goal setting.
- Understand the importance of effective planning and goal setting.
- Explore and understand the roles of the Multidisciplinary team
- List some of the possible barriers to rehabilitation

# Advanced Medication Management

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

2 Days

Recommended  
Renewal

Every 3  
years

CPD Hours

14 Hours

Participatory  
Hours

10 Hours

## What's covered on the day?

This course has been designed to enable delegates to develop the essential knowledge and skills for managing medications within a health and social care setting. It is suitable for nurses and carers who are responsible and accountable for dispensing, administering and managing medicines within practice. It will cover key information on laws, legislations, classifications of medicines. It will give staff the opportunity to refresh and expand knowledge on the routes of administration as well as discussing what actions to take when things go wrong. Understand and identify the legislation relating to and impacting on Care Planning & Record Keeping in relation to medication management. Make sure Record Keeping confirms and complies with requirements from legislation and would be measurable when audited. There will be a practical element to the course where delegates will have simulated competency on the administration of medication.

## Assessment

The tutor will be actively monitoring and reviewing the learner's contributions and understanding throughout the session with a series of group work exercises and discussions. Learners will complete a knowledge assessment at the end of the course, allowing them to demonstrate their understanding of the subject material, it will also equip learners to undertake a competency assessment whilst in their practice setting. There will be simulated practice which will allow delegates to administer medication.

## Learning Outcomes

- List the key legislation and regulations relating to medications management
- Define the classification and categories of medications
- Describe the routes of administration
- Discuss the safe practices around the supply, storage, ordering and administration and destroying of medications
- State the correct procedures for safe administration of medicines
- Recap what we learnt on day 1
- How drugs are metabolised including risks to consider
- Identify how to monitor for side effects and reactions
- When to highlight that medications need a review (Patient Changes)
- State the correct procedures for safe administration of medicines (recap)
- Administration technics
- Demonstrate correct practices of medications administration

# Anaphylaxis

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Yearly

CPD Hours

3 Hours

Participatory  
Hours

2 Hours

## What's covered on the day?

This course will be delivered by one of our leading tutors who has many years of experience within the field. Presented in a fun and informative way designed to meet the needs of staff working in a range of settings to ensure participants have the essential knowledge and skills that support health and safety practices as part of their roles along with understanding the process of an allergic reaction happening. This session contains the essential information for all staff attending to be alert to anaphylactic shock occurring, how to manage it and potentially save lives.

## Assessment

Learners will be reviewed on a continual basis of their understanding of the subject matter as they progress through the course and on their engagement with the learning materials and activities. There will be a formal assessment of the Basic Life Support technique when the learners are participating in this section of the course.

## Learning Outcomes

- Identify why we teach about Anaphylaxis
- Define what Anaphylaxis is
- Describe who is likely to develop Anaphylaxis
- List what can cause Anaphylaxis
- Recognise what Anaphylaxis looks like using the ABCDE approach to assessment
- Differentiate between other possible diagnosis
- Discuss how to treat Anaphylaxis using UK Resus Council Guidelines to Emergency Treatment
- State what follow up a patient with Anaphylaxis requires
- Demonstrate correct Basic Life Support techniques if the need should arise from an anaphylactic reaction



# An Introduction to Medical Terminology

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Yearly

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

This session is for those who would benefit from understanding the component parts of medical terminology.

An understanding of medical terminology is essential for anyone working in the medical industry. Delegates will reap the benefits of the course immediately and will be able to apply the learning to everyday situations in their place of work.

## Assessment

There is no formal assessment required for this course, learners will complete a knowledge assessment at the end of the training to allow them to evidence their understanding and a certificate of attendance will be issued to support this assessment, and both can be used within a portfolio of CPD.

## Learning Outcomes

- Explain the concept that medical terminology can be broken down into component parts of prefixes, root words and suffixes
- State the meanings of commonly used prefixes, suffixes and root words in medical terms
- Decipher terminology associated with various diseases
- Recognise commonly used abbreviations and medical symbols
- Obtain a fundamental understanding of the body structure and systems
- Explain the six categories in which the body is studied

# Anti-coagulation Therapy

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Every 3  
years

CPD Hours

3 Hours

Participatory  
Hours

2 Hours

## What's covered on the day?

The aim of this course is to equip staff with the knowledge to deliver safe and supportive care to service users who receive anticoagulation therapy. The information given within this half day training session, will equip learners with the essential knowledge of the anticoagulant therapies that are available at present, as well as looking at the importance of appropriate management and monitoring of service users who receive this therapy.

## Assessment

There are no summative assessments as part of this course, although knowledge will be checked throughout the course delivery and at the end in the form of a knowledge assessment

## Learning Outcomes

- State the indication for anticoagulation therapy
- Describe the mode of action of oral and parental anticoagulants that are currently available
- Advise on the importance of regular INR monitoring
- Identify and resolve common medicines management issues in anticoagulant patients
- Follow best practice guidance to improve safe use of anticoagulants
- Promote safe use of anticoagulants
- Provide appropriate information to patients and their carers to help them to manage their therapy

# Apomorphine Infusion Pump Awareness (APO-Go)

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This half day course is aimed at health professional that deliver Apomorphine medication via a pump to Parkinson's Disease Patients. It examines the setting up of an APO-go pump to a Mark 3 state. It also examines the drug apomorphine hydrochloride.

An essential introduction to anyone using the APO-go pump.

## Assessment

As this is a theoretical course a knowledge assessment will also be carried out at the end of the day. The tutor will be actively monitoring and reviewing the learner's contributions and understanding throughout the session with a series of group work exercises and discussions

## Learning Outcomes

- Work safely with the Apo-go syringe driver
- List the indications of using a syringe driver
- Discuss the legal and professional considerations around syringe driver use
- Review the procedure for setting up an Apo-go syringe driver
- Identify the potential sites to use when setting up a syringe driver and where to avoid
- Have an increased knowledge of the drug to be able to work effectively, and efficiently

# Autism Awareness and Autistic Spectrum Disorders

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Every 3  
years

CPD Hours

3 Hours

Participatory  
Hours

2 Hours

## What's covered on the day?

This awareness session on autism awareness and the autistic spectrum disorders will equip staff members with the essential knowledge of the definitions, history and demographics of the disorder. It will also explore with the staff the associated characteristics, abilities, symptoms and some of the challenges that are potentially faced when caring and supporting for individuals. It will also highlight some examples of good healthcare practices and some of the negative experiences and stereotypes that are applied to individuals who autism.

## Assessment

There is no formal assessment of this awareness session, although the trainer will utilise a range of teaching and assessment strategies to ensure the development and understanding of the learning outcomes.

## Learning Outcomes

- Define autism and autistic spectrum disorders
- Identify the historical aspects of the disorder and how it was initially recognised
- Discuss the demographics around autism and autistic spectrum disorders
- Describe the associated characteristics of autism and ASD
- List the symptoms of autism and ASD
- Analyse the abilities and challenges that are faced by individuals with autism and ASD
- Highlight good practices for caring and supporting individuals
- Explore the negative experiences and stereotypes of autism and ASD

# Basic Life Support & AED

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This comprehensive half day course covers everything the student needs to know if confronted with an unresponsive non-breathing casualty that requires Basic Life Support and Automated External Defibrillation. It follows the procedures laid down in the current Resuscitation Council UK Guidelines 2015 and builds on the algorithm for CPR. The course format provides ample opportunities for students to practice so that after the course they are more confident they could respond appropriately should the need arise

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor in order to be issued with a Certificate of Attendance which is valid for up to 3 years although we highly recommend an Annual refresher

## Learning Outcomes

- Demonstrate a primary survey and assessing a collapsed victim
- Undertake and exhibit correct techniques for CardioPulmonary Resuscitation (CPR)
- Perform a self-check of an Automated External Defibrillator (AED) and operate it in a simulated scenario alongside CPR
- Practice the recovery position for an unconscious and breathing casualty either from initial assessment or from recovery after defibrillation
- Lead a full scenario from assessment to defibrillation to exhibit knowledge and understanding

# Basic Life Support & AED & Ambu Bag

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Yearly

CPD Hours

3 Hours

Participatory  
Hours

2 Hours



## What's covered on the day?

This comprehensive half day course covers everything the student needs to know if confronted with an unresponsive non-breathing casualty that requires Basic Life Support and Automated External Defibrillation and the use of an Ambu-Bag. It follows the procedures laid down in the current Resuscitation Council UK Guidelines 2015 and builds on the algorithm for CPR. The course format provides ample opportunities for students to practice so that after the course they are more confident they could respond appropriately should the need arise.



## Assessment

Delegates will be assessed continuously throughout the session by the Tutor in order to be issued with a Certificate of Attendance which is valid for up to 3 years although we highly recommend an Annual refresher.



## Learning Outcomes

- Demonstrate a primary survey and assessing a collapsed victim
- Undertake and exhibit correct techniques for Cardio-Pulmonary Resuscitation (CPR)
- Perform a self-check of an Automated External Defibrillator (AED) and operate it in a simulated scenario alongside CPR
- Understand the use of an Ambu-Bag
- Practice the recovery position for an unconscious and breathing casualty – either from initial assessment or from recovery after defibrillation
- Lead a full scenario from assessment to defibrillation to exhibit knowledge and understanding

# Basic Life Support & AED - Paediatrics

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Yearly

CPD Hours

3 Hours

Participatory  
Hours

2 Hours



## What's covered on the day?

This session will cover the requirements for learners to be able to successfully deliver Basic Life Support to a child. They will develop key assessment skills and practical abilities to offer emergency aid to anyone that they might find who is not breathing and requiring CPR or is breathing but unconscious and requires to be placed in the recovery position to maintain their airway. They will also understand what steps to take whilst calling the emergency services.



## Assessment

A competency assessment will take place at the end of the session, supervised by our Tutor allowing delegates to return to the workplace confident in their skills to assess and treat an emergency situation with what they are being faced with.



## Learning Outcomes

- State the Chain of Survival
- List the elements of a primary assessment
- Describe the levels of response using AVPU
- Explain how to undertake a telephone call to the emergency services
- Demonstrate how to perform Cardio-Pulmonary Resuscitation (CPR)
- Demonstrate how to place an unconscious breathing victim in the recovery position
- Recognise the differences between the adult and paediatric algorithms for basic life support
- Discuss the management of a child who is appearing to choke



# Basic Life Support Train the Trainer

Open to Everybody. Maximum number of Delegates: 12

Course Duration	2 Days	Recommended Renewal	Every 3 years	CPD Hours	14 Hours	Participatory Hours	10 Hours
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## What's covered on the day?

This comprehensive two-day course covers everything the student needs to know to be able to train staff if they are confronted with an unresponsive non-breathing casualty that requires Basic Life Support and Automated External Defibrillation. It follows the procedures laid down in the current Resuscitation Council UK Guidelines 2015 and builds on the algorithm for CPR. The course format provides ample opportunities for students to practice both their teaching skills and the skills required for Basic Life Support and AED, so that after the course they are more confident they could teach this subject.

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor and will conduct a supervised training session. This will lead to competence in BSL and AED and a Competency certificate in Training Delivery Skills. A certificate of attendance will be awarded and the certificates will be valid for three years, but it is advised that a refresher is undertaken annually.

## Learning Outcomes

- Demonstrate a primary survey and assessing a collapsed victim
- Undertake and exhibit correct techniques for Cardiopulmonary Resuscitation (CPR)
- Perform a self-check of an Automated External Defibrillator (AED) and operate it in a simulated scenario alongside CPR
- Practice the recovery position for an unconscious and breathing casualty either from initial assessment or from recovery after defibrillation
- Lead a full scenario from assessment to defibrillation to exhibit knowledge and understanding
- Recognise good and bad training habits of the tutor
- Arrange the training room to the best format to accommodate the training
- Adjust presentation methods to meet the needs of the participants.
- Communicate on all levels with participants.
- Understand the importance of feedback and the usefulness of evaluation forms.

# Bed Rails

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

The aim of this course is to provide the learner with an overview of using bed rails and the knowledge and understanding to be able to work to best practice. Bed rails can be very effective when used correctly. However, data shows that accidents still happen and that they don't prevent falls and can introduce other risks. Following some serious case reviews, and the publicity received around the use of bed rails, this course equips staff teams with the essential knowledge of the potential risks and how to use bed rails safely.

## Assessment

There is no formal summative assessment, as part of this course. Learners knowledge and understanding will be checked throughout the course delivery and a knowledge assessment will be undertaken at the end to evidence the understanding of the individual.

## Learning Outcomes

- Understand knowledge and best practice in the safe use of bed rails
- Explain why bed rails should always be a last resort
- Understand the potential risks associated with bed rails
- Ascertain how to reduce risks and appropriate bed rail set up
- Follow safety guidelines as published by the Health and Safety Executive and in line with company policies and procedures

# Behaviour that Challenges

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Yearly	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

People may sometimes behave in a way that is considered challenging and can be very distressing for the person, their families and carers. This session will explore the reasons theoretically as to why a person might be behaving in this way, enabling you as the primary care giver to feel more confident with enhanced skills to deal with these situations, explore why they may be occurring and how to minimise these, with the possibility of preventing them occurring.

## Assessment

A knowledge assessment will be completed by the learners to allow them to demonstrate an effective understanding of the learning outcomes. There is no practical application of any breakaway techniques included in this course. A Certificate of Attendance will also be issued, valid for 3 years.

## Learning Outcomes

- Define what is meant by the term 'behaviour that challenges'
- Identify potential triggers and for behaviour that we find difficult
- Explain how communication and the person centred approach has an effect on behaviours
- Outline the continuum of aggression, identifying different behaviours and what de-escalation interventions can be used
- Understand the importance of an effective de-brief and explain the consequences of behaviours
- Describe what is meant by the term 'reasonable force'
- Apply the principles of the Mental Capacity Act 2005 and Deprivation of Liberties Safeguards to practical situations

# Blood Borne Viruses Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This awareness course will allow learners to define what a blood borne virus is, understand about the possible transmission methods and how they can be reduced. It will highlight to learners about the importance of using correct personal protective equipment and why immunisation is required. It will also refresh staff with how to deal with sharps injuries if one should be sustained.

## Assessment

The learners in attendance will complete a knowledge assessment at the end of the course, to demonstrate that the information delivered has been retained and allow them to demonstrate their knowledge on the subject of BBVs.

## Learning Outcomes

- Define the acronym BBV
- List the main BBVs of concern
- Identify the main methods of viral transmission
- Recall the PPE required to help prevent the transmission of BBVs
- Explain the importance of immunisation and how it is effective
- List the steps necessary to manage a sharps injury

# Cannulation

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This session will cover all theoretical aspects relating to Cannulation and knowing when use is required within practice. Using models, this session will cover all practical elements for cannulation. By the end of the session, all delegates will be able to work in line with Practice Guidance for Cannulation, demonstrate the principles of aseptic non touch technique related to Catheterisation and take in a proactive approach to cannula management.

## Assessment

A simulated competency assessment will take place at the end of the session, supervised by our Tutor allowing delegates to return to the workplace and put to practice what they have learnt, until deemed competent within their organisations guidelines and protocols. A Certificate of Attendance will also be issued, valid for 3 years.

## Learning Outcomes

- To identify what cannulation is
- Develop and apply the knowledge needed in relation to legislations, policies and best practice of cannulation including gaining consent
- Review and correctly identify the anatomy and physiology involved in cannulation
- Identify the equipment needed for cannulation to take place, and the procedure for cannulation
- Identify the importance of good infection control procedures to minimise the risk of hospital acquired infections
- Identify potential complications from cannulation and measures to prevent or minimise these
- Discuss and ensure understanding of cannula care and removal

# Cardiac Disease Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This half day awareness session will allow learners to develop key knowledge and understanding around the subject of Cardiac Disease, and how as a health and social care professional they can care and support the individual who is experiencing these conditions. It will allow learners to also discuss the effectiveness of Cardiac Rehabilitation and pharmaceutical approaches to managing cardiac disease.

## Assessment

Learners will complete a knowledge assessment at the end of the session, enabling them to demonstrate their understanding of the learning materials and evidence their ability to recall the information, allowing it to transfer to practice and their care delivery.

## Learning Outcomes

- Review the anatomy and physiology of the normal heart
- Describe the coronary circulation system
- Describe the conduction system of the normal heart
- List the common diagnostic tests for investigation of cardiac disease
- Identify risk factors to developing cardiac disease
- Recall the associated details with key cardiac diseases, including Stable Coronary Artery Disease, Acute Coronary Syndromes, Heart Failure, Atrial Fibrillation
- Discuss the benefits of Cardiac Rehabilitation and the process of this
- Discuss some of the pharmaceutical approaches available for managing Cardiac Disease

# Care Certificate

Open to Everybody. Maximum number of Delegates: 12

Course Duration	5 Days	Recommended Renewal	Every 3 years	CPD Hours	35 Hours	Participatory Hours	25 Hours
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## What's covered on the day?

This 5-day course will equip staff with the essential knowledge and skills required for achieving the Care Certificate. It will cover the 15 standards of the Care Certificate as listed. It will allow learners to explore their current understanding and expand on this with understanding how the certificate can affect their practice and enable to become better carers by following national standards consistently.

## Assessment

As this is a theoretical course with practical components added there is a practical assessment of learning. A knowledge assessment will also be carried out at the end of each day. The tutor will be actively monitoring and reviewing the learner's contributions and understanding throughout the day with a series of group work exercises and discussions.

## Learning Outcomes

1. Understand your role
2. Your personal development
3. Duty of care
4. Equality and diversity
5. Work in a person centred way
6. Communication
7. Privacy and dignity
8. Fluids and nutrition
9. Awareness of mental health, dementia and learning disabilities
10. Safeguarding adults
11. Safeguarding children
12. Basic life support
13. Health and safety
14. Handling information
15. Infection prevention and control



# Care Planning, Record Keeping and Documentation

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Yearly	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

The session aims to provide participants with the skills required to plan, deliver and evaluate good levels of personalised care within their own working environments and to understand and maintain the need for good documentation and record keeping. The growing demands of the Care Sector and the amount of cases of negligence is growing. People need to be skilled in the basic aspects of nursing care and record keeping so that lines of effective and production communication are maintained, empowering the care provider to be confident in the environment they work and the care they deliver. Nursing records are written evidence of the delivery and standard of care offered and needs to adequately reflect this should it ever be under scrutiny.

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor in order to be issued with a Certificate of Attendance.

## Learning Outcomes

- For the learner to understand the purpose and the principles of Care Planning and value the importance of it as a working tool
- Be familiar with the principles of Care Planning which they could then apply in practice
- Identify their own role in this process
- Be able to utilise a working document in a Care Setting and appreciate the need for clear documentation and record keeping
- Understand and identify the legislation relating to and impacting on Care Planning & Record Keeping
- Make sure Record Keeping confirms and complies with requirements from legislation and would be measurable when audited

# Catheter Care

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course is designed for Delegates who have little or no knowledge on how to care for a patient that has an indwelling catheter. It will give them the basic and core knowledge required to help and support an individual who requires assistance with their urinary catheter, as well as looking at some of the key points around infection control, troubleshooting and effective record keeping and documentation.

## Assessment

This half day course will contain group activities, tutor led discussions and completion of knowledge tests and will be summative assessed by on-going assessment methods.

## Learning Outcomes

- To identify what a Urinary Catheter is, and the different types available
- List the reasons why a Urinary Catheter may be required
- Describe the Anatomy and Physiology associated with the Urinary Tract
- Discuss the advantages and disadvantages of Urinary Catheterisation
- List the various applications that are available for Urinary Catheters
- State the appropriate infection control measures required when delivering good catheter care
- Analyse problems that may be faced by a person who has a urinary catheter and how they may be rectified by yourself or a member of the Health and Social Care Team
- Appropriate documentation and record keeping for catheter care

# Catheterisation (Female Only)

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course will equip learners with the key information and understanding of the skills involved in performing urinary catheterisation on female patients. It will give an insight into the laws, legislations and relevant best practice guidance relating to this subject. Learners will review their knowledge of anatomy and physiology and have the opportunity to practice the skill with a simulated model. Competency assessments will be required back in the workplace by an experienced and competent practitioner.

## Assessment

There is no formal assessment on this course, as learners will have to undertake competency assessments when back in the workplace. A certificate of attendance will be issued.

## Learning Outcomes

- To identify what Urinary Catheterisation is and the criteria for catheterisation
- Develop and apply the knowledge needed in relation to legislations, policies and best practice of Urinary Catheterisation including gaining consent
- Review and correctly identify the Anatomy and Physiology involved in catheterisation of a Female Patient
- Discuss and Understand the different methods of catheterisation and the selection of appropriate catheter for the clinical need
- Identify the equipment needed for urinary catheterisation to take place, and the procedure for female catheterisation
- Identify the importance of good infection control procedures to minimise the risk of urinary tract infections and other complications
- Identify potential complications from catheterisation and measures to prevent or minimise these
- Discuss and ensure understanding of routine catheter care for both service users and staff

# Catheterisation (Male, Female & Supra Pubic) - incl. Simulated Competency Assessment

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Every 3 years
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This session will cover all theoretical aspects relating to Catheterisation and knowing when use is required for Male, Female and Supra Pubic Catheterisation within practice. Using models, this session will cover all practical elements for Catheterisation and an update regarding products. By the end of the session, all delegates will be able to work in line with Practice Guidance for Catheterisation, demonstrate the principles of aseptic non touch technique related to Catheterisation and take in a proactive approach to catheter management. For the virtual training sessions, delegates will be unable to practice on models due to the nature of how the training is facilitated. However the tutor will demonstrate each catheterisation by use of video or live demonstration. The delegate will the need to complete their competency document in their workplace.

## Assessment

A simulated competency assessment will take place at the end of the session, supervised by our Tutor allowing delegates to return to the workplace and put to practice what they have learnt, until deemed competent within their organisations guidelines and protocols. A Certificate of Attendance will also be issued, valid for 3 years. For virtual training sessions, there will be no simulated competency assessment. The tutor will however demonstrate each of these catheterisations by using videos or live demonstration. The delegate will then need to complete their

## Learning Outcomes

- To identify what Urinary Catheterisation is and the criteria for catheterisation
- Develop and apply the knowledge needed in relation to legislations, policies and best practice of Urinary Catheterisation including gaining consent
- Review and correctly identify the Anatomy and Physiology involved in catheterisation of a Male, Female and Supra-pubic
- Discuss and Understand the different methods of catheterisation and the selection of appropriate catheter for the clinical need.
- Identify the equipment needed for urinary catheterisation to take place, and the general procedure for all catheterisations
- Look at and identify differences in practice for the three types of catheterisation
- Identify the importance of good infection control procedures to minimise the risk of urinary tract infections and other complications
- Identify potential complications from catheterisation and measures to prevent or minimise these and discuss and ensure understanding of routine catheter care for both service users and staff
- Discuss and ensure understanding of routing catheter care for both service users and staff

# Catheterisation (Male, Female & Supra Pubic) - incl. Simulated Competency Assessment

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Every 3 years
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This session will cover all theoretical aspects relating to Catheterisation and knowing when use is required for Male, Female and Supra Pubic Catheterisation within practice. Using models, this session will cover all practical elements for Catheterisation and an update regarding products. By the end of the session, all delegates will be able to work in line with Practice Guidance for Catheterisation, demonstrate the principles of aseptic non touch technique related to Catheterisation and take in a proactive approach to catheter management.

## Assessment

A simulated competency assessment will take place at the end of the session, supervised by our Tutor allowing delegates to return to the workplace and put to practice what they have learnt, until deemed competent within their organisations guidelines and protocols. A Certificate of Attendance will also be issued, valid for 3 years.

## Learning Outcomes

- To identify what Urinary Catheterisation is and the criteria for catheterisation
- Develop and apply the knowledge needed in relation to legislations, policies and best practice of Urinary Catheterisation including gaining consent
- Review and correctly identify the Anatomy and Physiology involved in catheterisation of a Male, Female and Supra-pubic
- Discuss and Understand the different methods of catheterisation and the selection of appropriate catheter for the clinical need.
- Identify the equipment needed for urinary catheterisation to take place, and the general procedure for all catheterisations
- Look at and identify differences in practice for the three types of catheterisation
- Identify the importance of good infection control procedures to minimise the risk of urinary tract infections and other complications
- Identify potential complications from catheterisation and measures to prevent or minimise these and discuss and ensure understanding of routine catheter care for both service users and staff
- Discuss and ensure understanding of routing catheter care for both service users and staff

# Catheterisation (Male Only)

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course will equip learners with the key information and understanding of the skills involved in performing urinary catheterisation on male patients. It will give an insight into the laws, legislations and relevant best practice guidance relating to this subject. Learners will review their knowledge of anatomy and physiology and have the opportunity to practice the skill with a simulated model. Competency assessments will be required back in the workplace by an experienced and competent practitioner.

## Assessment

There is no formal assessment on this course, as learners will have to undertake competency assessments when back in the workplace. A certificate of attendance will be issued.

## Learning Outcomes

- To identify what Urinary Catheterisation is and the criteria for catheterisation
- Develop and apply the knowledge needed in relation to legislations, policies and best practice of Urinary Catheterisation including gaining consent
- Review and correctly identify the Anatomy and Physiology involved in catheterisation of a Male Patient
- Discuss and Understand the different methods of catheterisation and the selection of appropriate catheter for the clinical need
- Identify the equipment needed for urinary catheterisation to take place, and the procedure for male catheterisation
- Identify the importance of good infection control procedures to minimise the risk of urinary tract infections and other complications
- Identify potential complications from catheterisation and measures to prevent or minimise these
- Discuss and ensure understanding of routine catheter care for both service users and staff

# Catheterisation Refresher

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This half-day refresher is aimed at experienced practitioners who have been catheterising patients for a while, and require a core subject update on the latest procedure and practice. The session will cover all theoretical aspects relating to Catheterisation and knowing when use is required for Male, Female and Supra Pubic Catheterisation within practice. They will have a good understanding of the procedure to follow and how to undertake catheterisation safely in line with best practice and evidence base. Competencies will be referred to throughout the course and a copy will be issued for the delegate to take back to their own clinical setting for completion, until deemed competent within their organisations guidelines and protocols.

## Assessment

A Certificate of Attendance will be issued, valid for 3 years. There is no formal summative assessment for this course, although formative assessments of knowledge and understanding will be carried out by the tutor throughout the course.

## Learning Outcomes

- To identify what Urinary Catheterisation is and the criteria for catheterisation
- Develop and apply the knowledge needed in relation to legislations, policies and best practice of Urinary Catheterisation including gaining consent
- Review and correctly identify the Anatomy and Physiology involved in catheterisation of a Male, Female and Supra-pubic
- Discuss and Understand the different methods of catheterisation and the selection of appropriate catheter for the clinical need. You will also identify the equipment needed for urinary catheterisation to take place, and the general procedure for all catheterisations
- Identify the equipment needed for urinary catheterisation to take place, and the general procedure for all catheterisations
- Look at and identify differences in practice for the three types of catheterisation
- Identify the importance of good infection control procedures to minimise the risk of urinary tract infections and other complications
- Identify potential complications from catheterisation and measures to prevent or minimise these
- Discuss and ensure understanding of routine catheter care for both service users and staff

# Catheterisation (Supra Pubic Only)

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course will equip learners with the key information and understanding of the skills involved in performing urinary catheterisation on patients with a suprapubic catheter. It will give an insight into the laws, legislations and relevant best practice guidance relating to this subject. Learners will review their knowledge of anatomy and physiology and have the opportunity to practice the skill with a simulated model. Competency assessments will be required back in the workplace by an experienced and competent practitioner.

## Assessment

There is no formal assessment on this course, as learners will have to undertake competency assessments when back in the workplace. A certificate of attendance will be issued.

## Learning Outcomes

- To identify what Urinary Catheterisation is and the criteria for catheterisation
- Develop and apply the knowledge needed in relation to legislations, policies and best practice of Urinary Catheterisation including gaining consent
- Review and correctly identify the Anatomy and Physiology involved in catheterisation of a patient with a Suprapubic Catheter
- Discuss and Understand the different methods of catheterisation and the selection of appropriate catheter for the clinical need
- Identify the equipment needed for urinary catheterisation to take place, and the general procedure for suprapubic catheterisation
- Identify the importance of good infection control procedures to minimise the risk of urinary tract infections and other complications
- Identify potential complications from catheterisation and measures to prevent or minimise these
- Discuss and ensure understanding of routing catheter care for both service users and staff both service users and staff



# CBT (NMC Competence) Preparation Course

Open to Everybody. Maximum number of Delegates: 10

Course Duration	Full Day
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Recommended Renewal	Yearly
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This one day course is aimed to help international Nurses to prepare for part 1 of the NMC competence test. Part 1 consists of the CBT (Computer Based Test) which comprises of a maths component and the multiple choice theory test. This course is taught by one of our expert tutors whom has many years experience in teaching and assessing competence of Nurses. During the course we will explore the format of each part of the NMC competence test and delegates will be guided through key topics and types of questions required to pass the test.

## Assessment

There is no formal examination during this session. However, delegates will have the opportunity to practise using mock questions.

## Learning Outcomes

- Understand the requirements of the delegate when they undertake Part 1 exam of competence
- Demonstrate the ability to perform medication calculations
- Demonstrate Medication unit conversions i.e. Grams, Milligrams etc
- Understand the typical format of the multiple choice theory component
- Explore example topics of multiple choice theory test
- Practise some example questions based on the test

# Challenges of Vaccination Hesitancy

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Every 3  
years

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

This course is suitable for staff who are involved in immunisations and vaccines. By the end of the course the candidates will have a greater understanding of the importance of vaccinations and vaccinations programs. The sources and concerns leading to vaccine hesitancy including social media and how it impacts upon the uptake of vaccines. How to manage behaviour change in relation to health promotion and vaccine hesitancy, How to apply models of behaviour change and motivational interviewing during short term interventions or conversations with an individual around vaccinations.

## Assessment

There is a formal assessment involved in this course, and learners will undertake this towards the end of the virtual course. Along with following the course content in the workbook included.

## Learning Outcomes

- Discuss the importance of vaccines and the features of vaccination programs
- Review the sources of vaccine hesitancy and the relevance of social media upon the uptake of the all immunisations including the Flu, Covid-19, and other vaccinations particularly amongst the younger population
- Discuss relevant behaviour change models, motivational interviewing and how these may assist staff in their professional practice.
- Review case studies taken from practice and how to apply the theory of behaviour change, and motivational interviewing to explore individuals views and sources of concern in relation to vaccines.
- Develop understanding and skills within the arena of managing health behaviour change models.

# Chaperone Training

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course is aimed at non-clinical staff who will have the role of chaperone when healthcare staff are undertaking intimate examinations on patients. It will allow the learner the opportunity to fully explore the role and remit of the chaperone, and how this should be available within a practice setting as required by the patients. It has been written taking into account the guidance and recommendations of the relevant regulatory and professional bodies.

## Assessment

Learners will engage in a number of teaching and learning activities throughout the session. There is no formal assessment as part of this course, although there will be a short knowledge assessment for them to complete before they undertake the role of chaperone within their practice area.

## Learning Outcomes

- Define the term Chaperone
- Describe the role of a Chaperone and how you will fit into this when asked
- Recognise the need for a chaperone in a practice setting
- Discuss what is meant by an intimate examination
- Explain the rights of the patient
- State how you will communicate this service to patients if required
- Recognise the safeguarding issues around being a Chaperone
- Recognise the dignity, respect and privacy of the patient

# Clinical Observations

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This session will cover all theoretical aspects of Clinical Observations and then practical demonstrations of relevant practical skills. It will allow health care workers understand the importance of assessing residents who are experiencing changes in their physical health, and how to escalate their concerns following their assessment. Learners will be able to practice the clinical skills in a safe learning environment before undertaking them in clinical practice.

## Assessment

Learners will complete a knowledge assessment at the end of the day, they will also take part in practical demonstrations of the clinical observations and then complete a competency self-assessment and formal assessment back in the workplace.

## Learning Outcomes

- Name various physical changes that the resident may present
- Describe various senses that assist in identifying key changes to a resident's health
- List what routine procedures need to be carried out with regards to a resident
- Explain the Health Care Worker's responsibilities in observing and recoding these changes
- Recall the normal ranges of results

# Clinical Supervision

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course will allow learners to become effective clinical supervisors, as well as developing the key skills and knowledge to introduce a Clinical Supervision process within a workplace. Therefore enabling themselves and other colleagues to actively engage in the reflective processes and functions, allowing practice changes and improvements based on the supervisory discussions and reflections. It is ideally placed for people who are new to clinical supervision and reflective practice.

## Assessment

There is no formal assessment as part of this course, although learners will be expected to participate in all of the group activities, discussions and action planning sessions throughout the course.

## Learning Outcomes

- State what Clinical Supervision is
- Define the process of Clinical Supervision
- Identify elements of Reflective Practice
- List the ways that Clinical Supervision can be delivered
- Identify why we need Clinical Supervision
- Name the functions of Clinical Supervision
- Recognise the benefits of Clinical Supervision
- State the roles and responsibilities of a Clinical Supervisor
- Discuss the principles of contracting
- Demonstrate correct record keeping in relation to Clinical Supervision
- List the Potential barriers to engaging in Clinical Supervision

# Clinical Supervision Full Day

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course will allow learners to become effective clinical supervisors, as well as developing the key skills and knowledge to introduce a Clinical Supervision process within a workplace. Therefore enabling themselves and other colleagues to actively engage in the reflective processes and functions, allowing practice changes and improvements based on the supervisory discussions and reflections. It is ideally placed for people who are new to clinical supervision and reflective practice.

## Assessment

There is a written knowledge assessment as part of this course, and learners will be expected to participate in all of the group activities, discussions and action planning sessions throughout the course.

## Learning Outcomes

- State what Clinical Supervision is
- Define the process of Clinical Supervision
- Identify elements of Reflective Practice
- List the ways that Clinical Supervision can be delivered
- Identify why we need Clinical Supervision
- Name the functions of Clinical Supervision
- Recognise the benefits of Clinical Supervision
- State the roles and responsibilities of a Clinical Supervisor
- Discuss the principles of contracting
- Demonstrate correct record keeping in relation to Clinical Supervision
- List the Potential barriers to engaging in Clinical Supervision

# Common Conditions in Older People

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Yearly
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This session will cover key knowledge on a range of common conditions that older people are likely to experience. It will discuss the signs and symptoms of diseases and how they can be recognised, it will also allow the learners to discuss how to care and support for individuals who have these conditions.

## Assessment

Learners will complete a knowledge assessment at the end of the course, allowing them to evidence their understanding of the learning materials and the subject matter. Learners can include this in their portfolio of Continuing Professional Development along with their certificate of attendance.

## Learning Outcomes

- Understand the physiological and psychological changes in older people
- Gain an awareness of chronic diseases in older people, including; Depression, Coronary Heart Disease, Osteoarthritis, Stroke, Osteoporosis, Diabetes, Hearing Loss, Vision Problems, COPD, Dementia
- Understand the importance of health promotion activities in older people
- Understand the increased falls risk in older people
- Gain an awareness of the Comprehensive Geriatric Assessment
- Complete a knowledge assessment to demonstrate understanding

# Communication

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This session provides information and opportunities to practice principles of effective communication in a health or social care setting. It can form part of the Care Certificate if needed or as a stand alone module where it has been identified as a learning need or staff members need some additional support in communicating with service users and colleagues

## Assessment

There is no formal assessment included in this course, however, learners will be expected to participate in interactive activities, including group discussions, role play activities, and tutor led dialogues. Learners will obtain a certificate of attendance after completion of their course.

## Learning Outcomes

- Identify the main reasons why you communicate in your job, and how the way you do it affects individuals and colleagues
- Explain the use of appropriate verbal and non-verbal communication in a health or social care setting
- Identify when an individual requires assistance with communication aids/technologies and when to take action
- Give examples of adjusting to an individual's communication needs and preferences
- Identify barriers to effective communication in health and social care settings and how to overcome them
- Practice communication methods that reduce barriers and meet the communication needs and preferences of individuals
- Describe what confidentiality means in relation to your role in a health or social care setting



# Conflict Resolution (De-escalation)

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Yearly	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This session will explore the law regarding physical intervention, the concept of reasonable force and duty of care. The course teaches staff how to recognise when anger is rising and what happens in the angry person's body. It will then examine intervention techniques, recognising triggers and how staff can best deal with the situation in hand. Finally, it will look at post event support. The course follows guidance from The Institute of Conflict Management and The SIA (Security Industry Authority.)

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor and will also complete a Knowledge Assessment. Participants will receive a Certificate of Attendance following the course, valid for 1 year.

## Learning Outcomes

- Discuss acceptable and unacceptable behaviour
- Discuss why Behaviour that is unacceptable happens
- Recognise why staff approaches to unacceptable behaviour happen, and why they are important
- Describe Communication approaches to managing behaviour
- Discuss the law pertaining to unacceptable behaviour
- Reflect on an incident of unacceptable behaviour
- Understand what should happen post-event and the organisations responsibilities

# Continence Management & Care

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This session will cover all theoretical aspects relating to Continence care. It will help participants understand the causes, prevention and management of continence issues. The course will also describe how incontinence may affect an individual's well being. It will also identify strategies to assist and be able to explain/reassure service users regarding continence matters.

## Assessment

A knowledge assessment will take place at the end of the session, supervised by our Tutor allowing delegates to return to the workplace and put to practice what they have learnt. A Certificate of Attendance will also be issued, valid for 3 years.

## Learning Outcomes

- Explain the importance of skin integrity in terms of how skin breaks down, looking for pressure marks etc.
- Demonstrate the correct selection and usage of incontinence pads.
- Discuss their role in enablement.
- Examine and describe the practicalities of continence management.
- Explain the importance and the appropriateness of cleaning/personal care and if not done properly, the consequences this will have for the service user.
- Describe what trigger points are and when to make contact with District Nurses

# Contraception for Practice Nurses

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	2 Days	Recommended Renewal	Every 3 years	CPD Hours	14 Hours	Participatory Hours	10 Hours
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## What's covered on the day?

This 2 day evidence-based course using information from the Family Planning Association, the Faculty of Reproductive and Sexual Health, Public Health England and NICE guidelines, will be structured to help Practice Nurses safely perform pill checks, administer contraceptive injections as prescribed and discuss alternative methods of contraception where this is appropriate.

## Assessment

Learners will be reviewed on a continual basis of their understanding of the subject matter as they progress through the course and on their engagement with the learning materials and activities. There will be a knowledge assessment held at the end of the course.

## Learning Outcomes

- Provide information regarding the benefits and risks of available methods of contraception, their efficacy and suitability, including emergency contraception
- Discuss ways to ensure and improve equality of access to contraceptive services
- Provide an awareness of associated legal issues
- Identification and prevention of common STIs
- Practical advice regarding contraindications and how/when to change or stop the method used
- Where to find evidence and how to keep up-to-date
- Ability to take a sexual history
- Understanding UK law relating to sexual consent, safeguarding, and data protection
- Confidence in discussing contraceptive options
- Ability to carry out a safe and effective annual pill check and administer contraceptive injections
- Knowledge of how to refer patients appropriately for other related services or when identifying needs outside the remit of the practice nurse

# COPD Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Yearly	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This session will give the learners an overview of the diseases that are included within the diagnosis of COPD, including Emphysema and Chronic Bronchitis. It will equip the delegates with the causes and effects that are seen with people who have COPD as well as discussing the possible treatments that are available to reduce the impact on a person's life.

## Assessment

There is no formal assessment required for this course, learners will complete a knowledge assessment at the end of the training to allow them to evidence their understanding and a certificate of attendance will be issued to support this assessment and both can be used within a portfolio of CPD.

## Learning Outcomes

- List the lung diseases that fall under the heading Chronic Obstructive Pulmonary Disease (COPD)
- Recall the anatomy and physiology of the lungs and respiratory system
- Describe who COPD affects
- State the potential causes of COPD, including smoking, fumes and air pollution
- Explain the lifestyle changes that individuals can make to prevent COPD
- Name the symptoms and diagnosis of COPD
- Describe what it is like for people who are living with COPD
- Summarise the treatment methods that can be used to reduce the impact of COPD

# COSHH Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This Control of Substances Hazardous to Health Awareness course is aimed at those learners who work in an environment where coming into contact with hazardous substances is likely. It gives learners the knowledge and skills to recognise the risks associated with hazardous substances and how to control them and protect themselves and others. The course will include the use of chemicals and body fluids in the workplace and how to deal with spillages. The course includes an element on First Aid.

## Assessment

There is no formal assessment required for this course, although the tutor will assess the learners informally through continual assessment and interactions with the learners. A certificate of attendance will be issued after completion of the course.

## Learning Outcomes

- Name the key legislations associated with this subject
- Define what is meant by the term hazardous substances
- List the different types of hazardous substances
- Describe the potential health effects of poorly controlled hazardous substances
- Discuss the risk assessment process and safety procedure
- Identify the updated images/logos for the hazardous substances with the updated European CLP Regulations

# Customer Service

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This session will allow learners to provide excellent customer service to patients, other service users and partner organisations. In this sector, high quality customer service is crucially important to improve the experience of patients and their relatives, many of whom are likely to be in stressful situations.

## Assessment

There is no formal assessment on this course, but it will include a range of group activity, discussions and self-assessment, enabling learners to develop an insight into the importance of customer service as well as showing them how to improve their own performance.

## Learning Outcomes

- Identify the needs and expectations of patients, residents, their relatives, friends and carers, visitors and your colleagues
- Develop the skills needed to provide excellent customer service on a consistent basis
- Encourage effective internal communication and teamwork
- Deal with difficult situations more effectively
- Enhance your own person image and reputation and that of the organisation

# Dementia Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

People living with dementia are often also living without any real understanding of their condition from those who support and care for them. This half day course has been designed to help Delegates understand what Dementia is, how it impacts somebody's ability to function and the difficulties a client may face. It explores how legislation impacts on how we deliver care and how we can be involved in helping a client live their life to the fullest, despite a diagnosis of Dementia.

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor in order to be issued with a Certificate of Attendance. Delegates are expected to participate fully in their learning experience.

## Learning Outcomes

- To gain an understanding of the function of the brain
- To be able to recognise the common signs and symptoms of Dementia
- To be able to identify common types of Dementia
- To be aware of the legislation surrounding caring for someone with Dementia
- To explore how we can support someone with Dementia

# Dementia - Cognitive Impairment, Communication & Consent

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Every 3 years
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This session will look at the process and experience and possible treatments of dementia. It will explore conditions which mimic dementia. It will look how staff may communicate more effectively with people living with dementia including behaviours that challenge and sexual expression. It will also give an overview of the issues around capacity consent.

## Assessment

Delegates will be assessed continuously throughout the day using a range of methods including group discussions, case studies and questions and answers. A certificate of attendance will be given which is valid for 3 years.

## Learning Outcomes

- Explain what dementia is.
- Describe some of the common signs and symptoms of different dementias.
- Describe what the experience of dementia might be like for a person living with dementia.
- Identify factors that may cause additional difficulties for people with dementia.
- To explore what a person with dementia may be communicating through their behaviour.
- Understand reasons why a person with dementia may exhibit signs of distress and how behaviours seen in people with dementia may be a means for communicating unmet needs-including sexual expression
- Identify the signs of dementia, depression and delirium and appropriate responses and treatment options.
- Discuss the protocols regarding consent to treatment or care for people who may lack capacity



# Developing Assertiveness in the Right Way

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This session will give delegates the appropriate tools to assert themselves in a wide range of situations at work. They will learn how the proper use of assertive behaviour enables people to deal with work colleagues, clients, suppliers and personal contacts in a way that is productive yet maintains and improves relationships

## Assessment

There is no formal assessment on this course, learners will be expected to take part in group discussions, role play and other learning activities. They will have the opportunity to identify their own styles of communicating, leading and demonstrating assertiveness in certain situations. Delegates will gain a certificate of attendance for this course.

## Learning Outcomes

- Understand aggressive, passive, passive aggressive and assertive behaviour and the effects they have
- Recognise aggressive, passive and passive aggressive behaviour and know how to deal with them
- Self-Reflection identify what triggers your reactions and recognise the benefits of assertive behaviour
- Identify what good communication skills are, what are the benefits and barriers to communication and getting your point across
- The inner dialogue, recognising how our own thinking can positively or negatively affect the way we react to situations
- Understand the importance of how body language can impact on behaviours
- Learn a simple three step process on which you can base all your assertive communication
- Be able to use a number of proven techniques such as reflecting, fogging and the broken record can be used in assertive communication
- Learn how to make and refuse requests assertively without impacting poorly on working or personal relationships
- Action Planning

# Diabetes Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This half-day course will equip staff with the essential knowledge and skills required for caring and supporting individuals who have diabetes. It will allow learners to explore their current understanding and expand on this with understanding how it can affect different people and how to manage and treat some potential diabetic emergencies.

## Assessment

There are no formal assessments involved with this course, however, the tutor will use a range of learning activities and formative assessments to ensure understanding throughout the session.

## Learning Outcomes

- List the types of Diabetes
- Identify the treatment of Diabetes
- Preventative measures for Diabetes (Health Education)
- Discuss the potential associated complications from Diabetes
- Explore how people with diabetes can live full and active lives
- Recognise the Warning Signs and Symptoms of Hypoglycaemia and Hyperglycaemia
- Describe the preventative measures available to minimise Hypo & Hyperglycaemic episodes

# Diabetes - Blood Glucose Monitoring

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Every 3  
years

CPD Hours

3 Hours

Participatory  
Hours

2 Hours



## What's covered on the day?

This course will be delivered by one of our leading tutors who has many years of experience within the field. This is what every delegate who is looking after a person with Diabetes needs in order to be able to monitor blood sugar levels, help regulate their disease and administer medication in support of their health and wellbeing.



## Assessment

The day will run with both Formative and Summative assessments taking place and a practical element that covers the use of equipment provided by the Care Environment. This will be for training purposes and to ensure that training is applicable to the equipment that is actually used and to ensure competency of Delegates attending. Certificates of Competency will be issued.



## Learning Outcomes

- To understand what Diabetes is
- To know the role of Blood Glucose Monitoring
- To understand the difference between normal and excessive blood glucose levels
- How to test blood glucose levels
- To be aware of equipment available for this purpose
- To be able to manage the irregularities that may be seen with Blood Glucose Monitoring

# Diabetes & Insulin Administration

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This session will cover all theoretical and practical aspects relating to the administration of Insulin within practice. Using models, this session will cover all practical elements for Insulin administration and an update regarding products. By the end of the session, all delegates will be able to work in line with Practice Guidance for Insulin administration, demonstrate their knowledge gained during the course and demonstrate an understanding of Diabetes Mellitus

## Assessment

A simulated competency assessment will take place at the end of the session, supervised by our Tutor allowing delegates to return to the workplace and put to practice what they have learnt, until deemed competent within their organisations guidelines and protocols. A Certificate of Attendance will also be issued, valid for 3 years.

## Learning Outcomes

- Describe Diabetes Mellitus
- Recognise the different types of Treatments that are available for Diabetes Mellitus
- Understand the importance of Blood Glucose Monitoring
- Identify the different types of Insulin that are available
- Recognize the equipment required for the administration of Insulin
- Understand procedure for administration of Insulin
- Recognize the Side Effects and contra-indications of Insulin
- Understand the competencies required to administer Insulin
- Undertake a knowledge assessment on Diabetes and Insulin Administration

# Diabetes Management

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course will be delivered by one of our leading tutors who has many years of experience within the field and is designed for delegates who are involved in delivering care to people suffering with Diabetes. It will develop their knowledge and understanding of this illness which will help in their role as a Care Provider, knowing about the illness, how it presents, the complications arising and how they may support a person with Diabetes.

## Assessment

The day will run with both Formative and Summative assessments taking place and a practical element that covers the use of equipment provided by the Care Environment. This will be for training purposes and to ensure that training is applicable to the equipment that is actually used and to ensure competency of Delegates attending. Certificates of Attendance will be issued. Learning will be fun and interactive and delegates will be expected to participate in their learning experience.

## Learning Outcomes

- The different types of diabetes and how they are treated / managed
- How to monitor Blood Glucose Levels, including HB1aC
- How to manage hypo and hyperglycaemic attacks
- Monitoring Diabetes Quality and Outcomes Framework (QoF) Annual Reviews
- Retinal Screening Monofilament testing
- Dietary Health Advise and Obesity Management
- Understanding the associated long term complications linked to diabetes
- Explore the short term complications associated with Diabetes
- Recognise the requirements for Insulin Administration

# Digital Rectal Examination & Manual Removal of Faeces

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This full day session will give the Registered Practitioners attending the opportunity to explore Bowel Assessment and Function, including Digital Rectal Examination (DRE) & Manual Removal of Faeces (MRF). It will equip the learners with a theoretical understanding of the importance of considering both of these as part of the wider bowel continence process & not as stand alone aspects. The learners will explore the key factors when looking at DRE & MRF as potential management of the patient's condition, including the cautions & contraindications of these procedures. Learners will have the opportunity to practice aspects of the skill in simulation, although will not be assessed formally, a declaration of self-competency will be issued to attendees for completion after a period of consolidation and supervision in the workplace, or in line with organisational policies. The learners will undertake a knowledge assessment during the day to ensure that the theoretical aspect of the course has been fully met.

## Assessment

There will be a knowledge assessment at the end of this course, where learners will be required to meet an 80% mark to obtain a certificate of completion. Learners will not be formally assessed on the practical aspect of this course, but will be given a self-competency declaration form to use within their workplace and in line with their organisation policies on clinical skills

## Learning Outcomes

- Review the anatomy and physiology of the lower gastro-intestinal tract in both the male and female patient
- Define bowel dysfunction and list its potential causes
- Explain the process of performing a full bowel function assessment and explain some of the investigations
- List the contraindications of performing DRE and MRF
- Recall the cautions that are required when considering performing DRE and MRF as part of a bowel assessment
- Apply the principles of the Mental Capacity Act 2005 when considering undertaking a bowel function assessment including DRE and MRF
- Name the equipment required to perform DRE and MRF
- Identify the correct procedure for performing DRE and MRF and simulate this where possible

# Dignity, Respect and Compassion

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Yearly

CPD Hours

7 Hours

Participatory  
Hours

5 Hours



## What's covered on the day?

This course is designed for Delegates who are involved in delivering care to people in all areas of the Health & Social Care industry. Delegates attending will focus on the values of every person as an individual, respecting each other's views, choices and decisions and not making assumptions on how they feel people want to be treated and instead working with care and compassion. Delegates will leave with an "eye opening" view on how they can achieve high quality, person-centred care and support within their role as a basic human right, not an optional extra. UK legislation relevant to this field will also be discussed throughout the day including how to overcome any environmental and social issues that challenge dignity.



## Assessment

The trainer will utilise a range of teaching and assessment strategies to ensure the development and understanding of the learning outcomes. Learners will be expected to participate in all of the group activities. There will be a knowledge assessment held at the end of the course.



## Learning Outcomes

- Understand the principles that underpin privacy and dignity in care
- Maintain the privacy and dignity of the individual(s) in their care
- Support an individual's right to make choices
- Support individuals in making choices about their care
- Understand how to support active participation
- Support the individual in active participation in their own care
- Understand dignity in care and nutrition
- Support individuals with their personal hygiene in a dignified way
- Support individuals with their pain management to maintain their dignity
- Understand how to offer practical assistance
- Effectively communicate with dignity, as well as understanding the different types of communication
- To be able to support individuals in a compassionate way
- To enable individuals to die in a dignified way

# Disability Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This awareness course will equip staff members with the essential knowledge and understanding to care for and support individuals who have or identify to have a disability. It will give delegates the opportunity to explore what is meant by a disability, how it can present itself and how it can have similarities to those who do not, list ways that we can promote best practice when caring for and supporting individuals who have a disability. This session will also give the opportunity for people to experience what it feels like to have certain disabilities.

## Assessment

There are no formal assessment criteria for this awareness session, however the trainer will utilise a full range of teaching and assessment strategies throughout the session to ensure the learners are able to demonstrate an understanding of the course materials and application.

## Learning Outcomes

- Understand and define what is meant by disability
- List the varying types of disability
- Identify the similarities we all have as able bodied and disabled people
- Demonstrate an understanding of valuing diversity
- Define the best practice examples of assisting people with disabilities
- Explore some of the features of disabilities through simulation



# Disengagement/Breakaway Skills

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Every 3  
years

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

This session will explore the law regarding physical intervention, the concept of reasonable force and duty of care, but will not cover MAPA specifically. The course teaches staff practical disengagement and defence techniques for varying risk levels. The physical intervention techniques taught on the course have been independently medically risk assessed by the Institute of Conflict Management and incorporates techniques that are taught within the guide lines of; NHS Protects, BILD (British Institute of Learning Disabilities) & Department of Health.

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor and will receive a Certificate of Attendance following the course, valid for 1 year.

## Learning Outcomes

- Reasonable force
- Benefits of non-physical techniques
- Legislation
- Dynamic risk assessment
- Identify the importance of recording and debriefing
- Disengagement techniques (including- wrist, hair, throat and clothing grabs )
- Effective defence techniques (including punches and kicks)
- Third party interventions

# Do Not Attempt CPR & ReSPECT

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This session will cover all theoretical aspects relating to DNACPR and the new ReSPECT documentation. It will examine the latest guidance on Do Not Attempt Cardio-Pulmonary Resuscitation and the new system of Recommended Summary Plan for Emergency Care and Treatment, which is currently being piloted in several areas throughout the UK and which is expected to be fully operational throughout the UK soon. The course will be suitable for all healthcare practitioners including GPs.

## Assessment

A short knowledge assessment will take place at the end of the course. A Certificate of Attendance will also be issued, valid for 3 years.

## Learning Outcomes

- Discuss decisions not to attempt CPR because it will not be successful
- Relate that decisions are based on a balance of benefits and burdens
- List circumstances when a CPR decisions may not be followed
- Understand the initial presumption in favour of CPR
- Comprehend refusal of adults with capacity and what happens when a person lacks capacity
- Identify what happens in the case of young people and children
- Identify who has responsibility for decisions making
- Be Able to communicate decisions to other healthcare providers
- Be able to discuss the ReSPECT documentations and its implications for future DNACPR decisions

# Drugs Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

On completion of the course, learners will have a greater understanding of the impact drug misuse has on society and the implications of drug misuse within their own organisation. They will also be able to recognise and have an understanding of; Key Legislation, Packaging and associated paraphernalia, Physical signs and symptoms of drug misuse, User/Dealer patterns, Understand best practice when drugs/drug paraphernalia is found, Key elements of the law relating to Possession/Supply and allowing premises to be used.

## Assessment

There is no formal summative assessment for this course, however learners will be expected to engage in a range of dynamic learning activities to demonstrate their learning and understanding. There will be a knowledge assessment that will be completed and used for the portfolios of evidence for each learner.

## Learning Outcomes

- Recognise controlled drugs
- Recognition of associated drug paraphernalia
- Safe handling of drugs and paraphernalia
- User/Dealer habits
- The law with regards to the Misuse of Drugs Act 1971
- Best practice when drugs/drug paraphernalia are found
- Long/Short Term effects of drugs misuse
- Impact within your organisation of Substance Misuse
- Current trends and new drugs

# Dysphagia Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

Ideal for staff working in care settings, this training teaches delegates about the causes of choking, the signs and symptoms, and active steps which they can take in order to prevent its occurrence. Delegates will also gain an understanding of the IDDSI levels, the foods which could pose a risk to individuals, and the practical skills required to assist someone with their eating. The role of the SALT team and when to make referrals

## Assessment

The session will run with both Formative and Summative assessments taking place. Learning will be fun and interactive and delegates will be expected to participate in their learning experience. Certificate of Attendance will be issued on completion.

## Learning Outcomes

- To identify what Dysphagia is and the causes of Dysphagia
- Review and correctly identify the Anatomy and Physiology of swallowing
- Discuss different diets that are suitable for someone with Dysphagia
- To understand how to help someone with their eating
- The Role of the Speech & Language team
- When to Refer to the Speech & Language Team
- Importance of documentation and record keeping
- To understand the signs and symptoms of aspiration
- To Understand the signs and symptoms of choking
- How to manage an emergency

# Ear Irrigation

Open to Everybody. Maximum number of Delegates: 12

Course Duration	2 Days	Recommended Renewal	Every 3 years	CPD Hours	14 Hours	Participatory Hours	10 Hours
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## What's covered on the day?

This course is aimed at experienced Health Care Assistants and RGN's who will be working in a clinical capacity and will be delegated ear irrigation after assessment of the patient by a Registered Practitioner. The course is designed to ensure those who are expected to irrigate, are able to do so confidently and safely. It provides knowledge and practical guidance which, together with mentorship, should enable Health Care Assistants and registered nurses to fulfil this extended role.

## Assessment

The attendees of this course will undertake a variety of assessment methods both whilst on the course and when in practice. There is a formal written exam on the day of the course. There is continued assessment through the day utilising a number of assessment processes. There is an expectation that at least 20 patients will be assessed and treated within a 3 month period for the supervised competency to be completed.

## Learning Outcomes

- Review the anatomy and physiology of the ear
- Describe the decontamination process of equipment
- State the considerations required around consent and informed consent
- Apply the principles of record keeping to documentation required for Ear Irrigation
- Recognise perforations of the ear drum and what action to take in this situation
- Identify correct cerumen management, and what course of action to take
- Define Cholesteatoma and its significance to clinical practice
- Explain the importance of recognising tinnitus and how it can affect irrigation practice
- Discuss how hearing aids can affect irrigation practices and specific guidance for wearers
- Demonstrate the correct procedure for ear irrigation and any complication that could potentially occur
- Recognise the correct equipment for ear irrigation
- Visualise what is required in Otoscopy through video and practice

# Ear Irrigation Refresher

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Yearly	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course is aimed at experienced Nurses and Health Care Assistants who will be working in a clinical capacity and will be delegated ear irrigation after assessment of the patient. The course is designed to ensure those Nurses and Health Care Assistants who are expected to irrigate, are able to do so confidently and safely. It provides knowledge and practical guidance which, together with mentorship, should enable Nurses and Health Care Assistants to fulfill this role.

## Assessment

As this is a theoretical course a knowledge assessment will be carried out. The tutor will be actively monitoring and reviewing the learner's contributions and understanding and the learners will demonstrate this through the completed knowledge assessment during the day. A practical session will be undertaken so that competencies can be maintained in the work situation

## Learning Outcomes

- Recall what an Otoscopy is
- Recognise the anatomy and physiology of the ear
- Understand the importance of consent
- Identify the contraindications to Ear Syringing
- State the decontamination procedure
- Recognise some ear conditions
- Discuss competences of practice
- Practice ear irrigation on a manikin

# Emergency First Aid at Work

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This one-day Emergency First Aid at Work course qualifies the delegate to act as an emergency first aider within their workplace. It will give them the knowledge and skills to provide life saving first line treatments within the workplace, allowing them to be the first contact for any workplace emergency.

## Assessment

The assessment for this course is on a continual basis for the practical aspect and demonstration of the required skills. There is also a formal written assessment covering the required knowledge outcomes for the day.

## Learning Outcomes

- Explain the purpose of first aid and the role of the Emergency First Aider in an emergency
- List the appropriate contents of a First Aid kit
- State what actions are required after any first aid incident
- Demonstrate Primary Assessment
- Demonstrate the correct procedure for CPR
- Demonstrate the correct use of an AED (pad placement and follow instructions)
- Explain and simulate the procedure for helping someone who is choking
- Recognise and explain the treatment for a casualty having a seizure
- Demonstrate secondary survey and how you would place a casualty in the recovery position
- Recognise the signs and symptoms of and demonstrate the treatment for shock
- Demonstrate the treatment for external bleeding
- Be able to explain the appropriate first aid for minor injuries

# End of Life Care

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course is aimed at anybody involved in delivering End of Life Care to service users within a care setting. The course will enhance existing skills and to discover new approaches that will further enrich this field of caring, making it a more positive experience. This will explore how end of life care is affected by a range of potential complications and barriers. Delegates will be encouraged to explore their own fears and anxieties, recognise the importance their input will bring and feel confident with their delivery of care.

## Assessment

The day is interactive throughout, allowing the Delegate to get as much as they can for themselves from the day. A Certificate of Attendance will be issued on completion.

## Learning Outcomes

- Summarise the Ambitions for Palliative and End of Life Care: A national framework for local action 2021-2026 and its main principles
- Interpret the statistics around End of Life Care and death and dying
- Describe the importance of talking about dying
- Identify the reasons behind the Liverpool Care Pathway and recent changes
- Contrast the difference between Palliative Care and End of Life Care
- List some of the care principles and practices around End of Life Care
- Explain the symptom management processes and how to meet the care needs of an individual
- Differentiate between the religious and cultural needs and beliefs for people at the end of life
- List the potential barriers to communication to patients and families at the end of life
- Define what care is required after someone has died
- Describe the models of bereavement and how people can react to death and dying



# End of Life Care for People with Dementia

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course is aimed at anybody involved in the End of Life care setting with people diagnosed with dementia to enhance existing skills and to discover new approaches that will further enrich this field of caring, making it a more positive experience. This will explore how dementia can affect end of life care, some facts about dementia and disease progression. The day covers legislation that may be used and implemented for caring for people at the end of life.

## Assessment

The day is interactive throughout, allowing the delegates to get as much as they can for themselves from the day. There will be an opportunity to discuss everything at length, with peers and tutor ensuring learning. A certificate of attendance will be issued on completion.

## Learning Outcomes

- Summarise their knowledge on dementia
- Define relationship-centred care
- Identify what is meant by quality of life in relation to this subject
- Discuss living and dying and the perceptions around this
- Explain the principles of the Mental Capacity Act 2005 and its application to practice during the end of life
- Analyse the differences between advance decisions, advance statements and advance care plans
- State the potential ways to assess a person's pain when they are approaching their end of life and have dementia
- Summarise the issues that could be faced by an individual, relative and staff during the care of a person with dementia at the end of their life
- Interpret the challenges and difference when looking at cultures and communication

# Enteral Feeding

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course is designed for delegates who are directly involved in the care and support of individuals who receive enteral feeding through one of the available enteral tubes. This course covers the core principles of enteral feeding and tube care, as well as the procedures to use when delivering either a bolus feed or a continuous tube feeding. It includes the Flocare infinity ,Infinity 111 and the Abbott Freego pumps. When delivered face2face, delegates will have a hands on practical element to this course of setting up a pump and conducting gravity feed.

## Assessment

This full day course will contain group activities, tutor led discussions and completion of knowledge tests and will be summative assessed by on-going assessment methods.

## Learning Outcomes

- Demonstrate an understanding of enteral feeding
- Understand the purpose of enteral feeding
- Recognise different types of enteral tubes
- Understand the indications and contra-indications of enteral feeding
- Understand the procedures for feeding and administering medications via enteral tubes
- Recognise complications with enteral tubes and report them
- Know how to care for maintain enteral feeding tubes
- Complete a simulated competency to enable 'live' supervised practices to be undertaken in the work place

# Epilepsy and Rescue Medications

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Every 3 years
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

The aim of this course is to provide the learner with the required knowledge and understanding of epilepsy along with the key information about administration of emergency medicines such as Buccal Midazolam and Rectal Diazepam. Allowing them to provide the essential care and support for individuals with epilepsy.

## Assessment

Learners will complete a knowledge assessment at the end of the course, allowing them to demonstrate their understanding of the theoretical aspect of this course. A competency document will be issued to all learners, which will be completed back in the workplace. The simulated practice is only available on the face2face course

## Learning Outcomes

- Define epilepsy and the classifications of seizures
- Recall key facts about epilepsy including the ethical and legal responsibilities
- List the potential triggers and precipitants of seizures
- Describe the impact of emergency or rescue medications and anti-epileptic drug therapy
- State what Buccal Midazolam and Rectal Diazepam are and how they are effective in managing seizures
- Apply the principles of first aid to scenarios and identify when to initiate an emergency care plan
- Define what is required within risk assessments to maintain the safeguarding and dignity of the individuals
- Simulated practice for administration of medication

# Epilepsy Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

Epilepsy awareness training is essential for anyone working in the care sector, but is especially suited to staff who are new to working with those suffering from epilepsy. The course teaches delegates about the causes and effects of epilepsy, as well as ensuring that they know correct ways to care safely for someone who is having an epileptic seizure; this will cover the various types of seizure and how their effects may differ. It will explore emergency help and risk assessing and managing of a person within their care. This course will be delivered by one of our leading tutors who has many years of experience within the field.

## Assessment

The day will run with both Formative and Summative assessments taking place throughout the day. Certificates of Attendance will be issued. Learning will be fun and interactive and delegates will be expected to participate in their learning experience.

## Learning Outcomes

- An Introduction to epilepsy, what it is and how it presents
- Causes of epilepsy
- Signs and symptoms of seizures
- The various types of seizures
- Safely caring for someone having a seizure, looking at Emergency intervention if required
- Risk assessing and Risk Managing the care of an Epileptic sufferer
- Promoting Dignity and Care throughout
- Further resources for support and advice

# Epilepsy including Buccal Midazolam

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

The aim of this course is to provide the learner with the required knowledge and understanding of epilepsy along with the key information about administration of emergency medicines such as Buccal Midazolam. Allowing them to provide the essential care and support for individuals with epilepsy.

## Assessment

Learners will complete a knowledge assessment at the end of the course, allowing them to demonstrate their understanding of the theoretical aspect of this course. A competency document will be issued to all learners, which will be completed back in the workplace.

## Learning Outcomes

- Define epilepsy and the classifications of seizures
- Recall key facts about epilepsy including the ethical and legal responsibilities
- List the potential triggers and precipitants of seizures
- Describe the impact of emergency or rescue medications and anti-epileptic drug therapy
- State what Buccal Midazolam is and how it is effective in managing seizures
- Apply the principles of first aid to scenarios and identify when to initiate an emergency care plan
- Define what is required within risk assessments to maintain the safeguarding and dignity of the individuals
- Simulated practice for administration of Midazolam

# Equality and Diversity

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This course is ideally placed for staff from any sector, although it will pay special attention to those working in the health and social care settings. It will provide learners with an understanding of how the values, opinions and prejudices of an individual can influence those around them, and how this can lead to discrimination. Delegates will gain an awareness of the value of equality and diversity, and will be encouraged to promote this within their work and lives.

## Assessment

There is no formal assessment for this course, however there will be an expectation that the learners will take part in group activities, individual activities and participate fully in their learning. A certificate of attendance will be issued.

## Learning Outcomes

- Define what is meant by the term equality
- Define what is meant by the term diversity
- List why equality and diversity is important
- Recall the possible needs of individuals and how this can affect values and opinions
- Analyse own thoughts on equality and diversity - individual activity
- State how respect and equal opportunities are vital for practice within health and social care
- Discuss the laws and legislations that are associated with equality and diversity
- List the possible factors that can affect equality and diversity

# Fair Care for Trans and Non-Binary People

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This course is designed to give delegates an awareness of how to respond the needs of service users who identify as Trans or Non-Binary. It will explore existing legislation. It will discuss how as health care professionals we can work to reduce discrimination. Nurses play a crucial role in health care by providing compassionate and inclusive care to all. As health care professionals, there is a duty to be constantly aware of those who may be vulnerable, regardless of their demographic and the symptoms that they initially present with. It will give delegates an insight into the transitioning journey and the obstacles faced

## Assessment

Learners will be reviewed on a continual basis of their understanding of the subject matter as they progress through the course and on their engagement with the learning materials and activities. There will be a knowledge assessment held at the end of the course

## Learning Outcomes

- Discuss how health care professionals can reduce discrimination and the correct use of pronouns
- Explore existing legislation and its impact on health care settings
- Understand medical and surgical treatment a trans or non-binary person may choose on their journey
- Discuss how to encourage the importance of health promotion and healthy choices
- Identify pathways for trans and non-binary people to access mental health support
- Explore the use of motivational interviewing to reduce suicide risk
- To develop strategies to support colleagues who are trans or nob binary in the workplace

# Falls Awareness & Prevention

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This session will cover all theoretical aspects relating to falls awareness and prevention. It will equip staff with the essential knowledge and understanding of what contributes to a fall and what risk factors there are associated with older people and the injuries they could possibly sustain from having a fall.

## Assessment

There is a knowledge assessment as part of this course, delegates will be expected to participate in the learning activities and contribute to the group discussions as the course progresses. A certificate of attendance will be issued for this course.

## Learning Outcomes

- An awareness into the causes of falls
- An awareness of how to help prevent falls
- Why are falls a problem?
- Definition of a Fall When are falls recurrent?
- What risk factors are there?
- Bone Health in Older People
- Potential Injuries from falls
- Risk Assessments



# Fire Safety Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This course will be delivered by one of our leading tutors who has many years of experience within the field. This informative and interactive course offers all attending the essential information and practical knowledge to deal, cope and manage the risk of fire. This course introduces participants to the essential information that can help prevent fires in the first place as well as actions to take on discovering a fire.

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor in order to be issued with a Certificate of Attendance.

## Learning Outcomes

- Provides an overview of current fire safety legislation
- Recognise safety signage
- Evacuation procedures and what to do when a fire is discovered
- Classifications of fire and fire extinguishers
- Participate in the risk assessment process including:
  - Hazard spotting
  - Safety checks
  - Getting help

# Fire Warden – Competent Person

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Yearly
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This course equips learners with the essential knowledge and overview, around the dangers of fire, fire safety equipment and key laws and legislations. It will also equip the delegates with the understanding of their role as a fire warden and what actions should be undertaken through risk assessment and fire safety precautions.

## Assessment

Learners will complete a knowledge assessment at the end of the session, allowing them to demonstrate their understanding of the training materials as well as their role as a fire warden. This will form part of the learner's portfolio of evidence to allow them to fulfil this role.

## Learning Outcomes

- State your obligations with regards to fire safety
- State the actions to be taken in the event of a fire occurring in the working environment
- Identify the correct fire extinguisher for use on a range of different types of fire
- State how fires occur and spread, and how you can reduce the risk of fire occurring
- Understand your role as a fire warden
- How to carry out a fire risk assessment

# First Aid at Work

Open to Everybody. Maximum number of Delegates: 12

Course Duration	3 Days	Recommended Renewal	Every 3 years	CPD Hours	21 Hours	Participatory Hours	15 Hours
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## What's covered on the day?

The First Aid at Work course is delivered over 3 days, and is for companies that may have a higher chance of dealing with more serious injuries. The course will be delivered by one of our expert tutors who will make it a fun and interactive session allowing all learners to develop the right level of skills and competency to act in the role of First Aider within their workplace.

## Assessment

The learners will be assessed at various points throughout the course on the practical aspect of the course. There are also formal multiple choice assessment papers that are completed throughout the three days to ensure the theoretical knowledge has been understood.

## Learning Outcomes

- Understand the role and responsibility of a first aider
- Be able to assess an incident
- Be able to manage an unresponsive casualty who is breathing normally
- Be able to manage an unresponsive casualty who is not breathing normally
- Recognise and assist a casualty who is choking
- Manage a casualty who is wounded and bleeding
- Manage a casualty who is in shock
- Understand how to manage a casualty with a minor injury
- Be able to conduct a secondary survey
- Be able to administer first aid to a casualty with the following; injuries to bones, muscles and joints, suspected head and spinal injuries, suspected chest injury, burns and scalds

# Food Hygiene Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course will be delivered by one of our leading tutors who has many years of experience within the field. This informative and interactive course offers all attending the essential information and practical knowledge to ensure participants have the essential to keep food and drink safe and prevent illness from food poisoning and food borne illness. Essential and mandatory to all who handle food in the care setting even if they don't deliver face to face care.

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor in order to be issued with a Certificate of Attendance.

## Learning Outcomes

- Explain what we mean by food safety and why this is important
- Discuss the main hazards associated with food safety
- Overview of food safety law and enforcement powers
- The importance of cleaning and personal hygiene
- Overview of HACCP Different types of contamination
- Food intolerances
- Look at pest control

# Foot and Nail Care

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This course covers the Health Care Professional's role in contributing to the care and maintenance of the feet of individuals assessed by a podiatrist as unable to maintain their own foot care. It includes undertaking those foot care activities which individuals would normally be able to do for themselves such as nail cutting and the application of dressings and medicaments. The course will enable you to follow a prescribed care plan and will ensure that a record of the care given is made. You will also be able to recognise when to refer the individual back to the podiatrist.

## Assessment

Learners will be reviewed on a continual basis of their understanding of the subject matter as they progress through the course and on their engagement with the learning materials and activities. There will be a knowledge assessment held at the end of the course.

## Learning Outcomes

- Understand the principles of the Mental Capacity Act 2005
- Outline the structure of the feet and common disorders
- List the factors that cause problems in the feet
- Describe methods for treating and preventing the development of foot problems
- Identify a 'high risk' foot and initiate appropriate interim management
- Demonstrate skill in low risk foot care
- Be prepared to cut toenails as approved by podiatrists

# FREDA - Fairness Respect Equality Dignity and Autonomy

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course is suitable for staff that is responsible for legal duties under the Equalities Act, Human Rights Act and the Care Act. It explains how staff with legal duties must legally fulfil their obligations within these areas. The course will cover all FREDA principles and focus on bringing together an understanding and application of; the Human Rights Act, the Equality Act and Respect, Privacy and Dignity in Care guidance.

## Assessment

Learners will be reviewed on a continual basis of their understanding of the subject matter as they progress through the course and on their engagement with the learning materials and activities. There will be a Knowledge Assessment held at the end of the course. Learners can include this in their portfolio of Continuing Professional Development along with their certificate of attendance.

## Learning Outcomes

- Understand the importance of equality, diversity and human rights in a health and social care setting
- Discuss and learn more about an employer's legal duties within The Equality Act (2010) and The Human Rights Act (1998)
- Explore the FREDA principles
- Identify where prejudice takes place and the impact this has on behaviour
- Apply practical applications to key learnings through group work, discussions and activities
- Distinguish outcomes from test cases that apply to social care

# Gastrointestinal Disorders Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This half day awareness session will allow learners to develop key knowledge and understanding around the subject of Gastrointestinal Disorders, and how as a health and social care professional they can care and support the individual who is experiencing these conditions. It will allow learners to also discuss the effectiveness of self-care techniques that are available as well as other care options.

## Assessment

Learners will complete a knowledge assessment at the end of the course, allowing them to evidence their learning and understanding of the subject matter. This will allow them to demonstrate the ability to recognise certain presentations of conditions, signs and symptoms and treatment options available.

## Learning Outcomes

- Review the anatomy and physiology of the gastrointestinal tract
- Describe normal functions of the gastrointestinal tract
- List some key gastrointestinal disorders and their presentations, including; Irritable Bowel Syndrome, Ulcerative Colitis, Chron's Disease and Diverticular Disease
- Recall the common diagnostic tests for gastrointestinal disorders
- Discuss potential risk factors for developing any of the common gastrointestinal disorders
- Summarise self-care approaches that can be undertaken by individuals who suffer from these conditions
- Explain the potential treatment options for each of these gastrointestinal disorders

# Gynaecological Assessment

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	2 Days	Recommended Renewal	Every 3 years	CPD Hours	14 Hours	Participatory Hours	10 Hours
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## What's covered on the day?

This evidence-based two-day comprehensive workshop aims to develop clinical knowledge and examination skills of Nurses and Allied Health Professionals working in primary and secondary care. The course covers all the commonly presenting gynaecological conditions

## Assessment

As this is a theoretical course there is no practical assessment of learning, however, a knowledge assessment will be carried out. The tutor will be actively monitoring and reviewing the learner's contributions and understanding and the learners will demonstrate this through the completed knowledge assessment. A practical session is included but participants will be expected to gain their competences in the workplace.

## Learning Outcomes

- Identify relevant anatomy and physiology of the female genital tract.
- Recognise current knowledge around common presenting conditions and current contraceptive methods
- Recognise current knowledge around sexual exploitation, i.e. grooming
- Understand how to counsel women on current available methods of contraception
- Provide education/guidance to patients on contraceptive methods that is a proper fit for the patient
- Review the importance of emergency contraception.
- Understand and complete a gynaecological/obstetric history
- Demonstrate how to prepare examination room
- Demonstrate how to obtain vaginal swabs
- Demonstrate how to correctly use a speculum



# Health and Safety Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This session meets mandatory training requirements and contains the essential information for all staff attending. Presented in a fun and informative way designed to meet the needs of staff working in a range of settings to ensure participants have the essential knowledge to support health and safety practices as part of their roles. This not only ensures that people receiving care, but those delivering it, can be in a safe working environment.

## Assessment

There will be a knowledge assessment at the end of this awareness course, allowing the learner to demonstrate their understanding of the subject. The learners will also be expected to participate in a number of group activities as well as discussions within the wider group.

## Learning Outcomes

- To gain an understanding of the basic aspects of health and safety
- Understand who is responsible for health and safety in the workplace
- Be able to differentiate between Risk, Harm, Accident and Hazard
- Highlight areas to gather further resources and guidance

# Health and Wellbeing

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Yearly
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This course is delivered by one of our experienced trainers and is aimed at health and social care workers. The course looks at a variety of Health and Well-being strategies that will enhance the employment experience. Learners will explore how best to approach and manage Health and Well-being.

## Assessment

As this is a theoretical course there is no practical assessment of learning, however, a knowledge assessment will be carried out. The tutor will be actively monitoring and reviewing the learner's contributions and understanding and the learners will demonstrate this through the completed knowledge assessment during the course of the day.

## Learning Outcomes

- Understand what makes a successful well-being strategy
- Know how to promote and maintain health, safety and well-being in the workplace
- Understand the types of mental and physical ill-health that can be prevent with support
- Understand the importance of encouraging a healthy work-life balance
- Understand the business and work benefits of actively promoting health, safety and well-being in the workplace
- Recognise how well-being can be enhanced by the organisation and the individual within that organisation

# Health & Safety Management

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Yearly
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

The course is aimed at staff members or senior staff members in preparation for the role of "Health & Safety Champions". This course will enhance your existing health and safety awareness and provide you with the additional knowledge and understanding to manage health, safety and welfare in workplace.

## Assessment

There will be a knowledge assessment at the end of this course, allowing the learner to demonstrate their understanding of the subject. The learners will also be expected to participate in a number of group activities as well as discussions within the wider group.

## Learning Outcomes

- To list the areas of the framework and principles of UK Health and Safety.
- To identify accountabilities in relation to health and safety in the workplace.
- To understand the terms near miss, accident and incident and why recording and reporting is a legal requirements.
- Complete a basic initial accident investigation.
- Gathering important initial evidence.
- To list the differences in the terms hazards, risks, controls and risk assessment.
- Identify how to locate additional resources and guidance.

# Immunisations

Open to Everybody. Maximum number of Delegates: 12

Course Duration	2 Days
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Recommended Renewal	Yearly
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CPD Hours	14 Hours
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Participatory Hours	10 Hours
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## What's covered on the day?

This two day course will give learners the core information and knowledge on administering vaccines and immunisations. It will cover the National Minimum Standards for Immunisation Training, as laid out by Skills for Health. Learners will develop their theoretical knowledge as well as their practical competency in simulation whilst attending this course, being able to demonstrate their ability to successfully run a vaccine clinic or administer immunisations in their workplace. The course is aimed at Registered Healthcare Practitioners and HSW who are either new to, or returning to vaccination after a prolonged period will require specific training about the COVID-19 vaccine that has been included with in the two day new to skill immunisers course for HCP's and HSW.

## Assessment

Learners will complete a knowledge assessment at the end of the course, as well as have the ability to practice in simulation the administration of a vaccine. Competency will be assessed in simulation initially but there will be the expectations that the delegates will receive further supervision and competency assessment in the workplace by a suitable assessor. A competency document will be issued to the learner so they are able to provide evidence of practice along with theoretical knowledge.

## Learning Outcomes

- Describe the aims of immunisations
- Discuss national policy and schedules of vaccines
- Explain the immune system and how vaccines work
- Recall diseases that can be prevented with vaccines
- List the different vaccines and how they are composed
- Recognise current issues surrounding immunisations including controversies that are applicable to practice
- Evaluate the legal aspects of immunisations including gaining informed consent or acting in best interests
- Summarise the correct storage and handling of vaccines
- Discuss the correct storage and handling of vaccines including the three Covid -19 vaccines. Including how the vaccine should be stored, prepared and administered.
- Apply the current anaphylaxis guidelines and address other potential adverse events
- Consider what good documentations looks like in relation to vaccinations, including reporting and record keeping
- Relate current strategies for improving immunisation rates to practice and how the role of the immuniser is key within this aspect of practice
- Evaluate the legal aspects of immunisations including gaining informed consent or acting in best interests and the use of PGD and PSD, including the legal aspects required for the COVID-19 Vaccines.

# Immunisations (including COVID 19) in Younger Adults & Children

Open to Registered Professionals. Maximum number of Delegates: 10

Course Duration	Full Day
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Recommended Renewal	Yearly
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This one day refresher course will give learners the core information and knowledge on administering vaccines and immunisations in children and younger adults. Delegates must already have been trained in Basic Life Support, AED and Anaphylaxis. It will cover the National Minimum Standards for Immunisation Training, as laid out by Skills for Health and will cover elements of Basic Life Support and Anaphylaxis. It will also identify if administration of the vaccine is required in the arm, or thigh and why this would be. Learners will develop their theoretical knowledge and will complete practical simulated procedures in the classroom, in order to complete their practical live competency in the workplace.

## Assessment

Learners will complete a knowledge assessment at the end of the course. Delegates will need to receive further supervision and competency assessment in the workplace by a suitable assessor. A competency document will be issued to the learner so they are able to provide evidence of practice along with theoretical knowledge around administering vaccines.

## Learning Outcomes

- Describe the aims of immunisations
- Discuss national policy and schedules of vaccines
- Explain the immune system and how vaccines work & recall diseases that can be prevented with vaccines
- List the different vaccines and how they are composed
- Recognise current issues surrounding immunisations including COVID -19 vaccine specific information
- Evaluate the legal aspects of immunisations including gaining informed consent or acting in best interests
- Summarise the correct storage and handling of vaccines including COVID-19
- Discuss the correct administration of vaccines including COVID-19 in children and younger adults
- Consider what good documentation looks like in relation to vaccinations, including reporting and record keeping
- Relate current strategies for improving immunisation rates to practice and how the role of the immuniser is key within this aspect of practice
- Recognise the differences between the adult and paediatric algorithms for basic life support
- Define what Anaphylaxis is, what can cause Anaphylaxis and who is likely to develop Anaphylaxis
- Recognise what Anaphylaxis looks like using the ABCDE approach to

# Immunisations Refresher

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Yearly	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course will refresh learners core information and knowledge on administering vaccines and immunisations. It will cover the National Minimum Standards for Immunisation Training, as laid out by Skills for Health. Learners will develop their theoretical knowledge as well as their practical competency in simulation whilst attending this course, being able to demonstrate their ability to successful run a vaccine clinic or administer immunisations in their workplace.

## Assessment

Learners will complete a knowledge assessment at the end of the course, as well as could practice in simulation the administration of a vaccine.

## Learning Outcomes

- Review the immune system and how vaccines work
- Discuss the correct storage and handling of vaccines including specific information regarding managing breaches in cold chain
- Recall diseases that can be prevented with vaccines
- Recognise current issues surrounding immunisations including controversies that are applicable to practice
- Discuss national policy and schedules of vaccines
- Discuss the legal aspects of immunisations including gaining informed consent MCA & best interests and the use of PGD and PSD
- Consider what good documentations looks like in relation to vaccinations, including reporting and record keeping
- Apply the current anaphylaxis guidelines and address other potential adverse events

# Infection Control Champion

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course has been developed to support staff who have been identified as a workplace infection control champion. Learners will gain a greater understanding of infection prevention and control, the requirements of legislation and regulations and how to support these in the workplace. The knowledge gained from this course will support champions to promote good practice in the prevention and control of infection whilst working in environments such as residential care homes, hospitals, supported living services and homecare services. This course has been developed and mapped to: DoH – The Health and Social Care Act 2008 – Code of Practice on the prevention and control of infections and related guidance.

## Assessment

There will be no formal summative assessment of this course, although the tutor will utilise a range of teaching and assessment methods throughout the day to check knowledge and understanding as the day progresses. Each of the learners will leave with an action plan of development for implementing back in their respective workplaces.

## Learning Outcomes

- List the potential causes of infection, including stating what infection is and how it can be recognised
- Identify the factors associated with spread of infection, including describing the chain of infection and transmission
- Recall the main Healthcare Associated Infections
- State what the term 'universal precautions' means
- Explain how to handle clinical waste
- List 3 pieces of legislation, guidance or sources of information in relation to infection prevention and control
- State how the code of practice in the prevention and control of infections supports practice
- Give an example of an effective system to manage prevention and control of infection
- State how to report an incident/accident relating to an infection outbreak
- List 5 elements of the risk assessment
- The role of the Infection Control Champion

# Infection Prevention and Control

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This session will allow learners to develop or refresh their knowledge on Infection Prevention and Control. It will look at the key factors that are associated with the spread of infection as well as health care associated infections. Learners will be able to apply the learning into practical situations during the training and then in practice on their return to their work settings.

## Assessment

Learners will complete a knowledge assessment at the end of the session, allowing them to demonstrate their understanding of the information and application into practice.

## Learning Outcomes

- State how individuals become infected through the Chain of Infection
- List the different types of germs/infections
- Discuss the prevalence of Health Care Associated Infections
- Describe the importance of infection control and the management of HCAIs
- Demonstrate the correct techniques for hand hygiene and decontamination
- Recall the requirements for Personal Protective Equipment and when they should be used
- Discuss the ways to prevent infection
- List the relevant legislation and application of policy relating to infection control



# Infection Prevention and Control

Open to Everybody. Maximum number of Delegates: 12

Course Duration	2 Hour
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Recommended Renewal	Yearly
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CPD Hours	2 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This session will allow learners to develop or refresh their knowledge on Infection Prevention and Control. It will look at the key factors that are associated with the spread of infection as well as health care associated infections. Learners will be able to apply the learning into practical situations during the training and then in practice on their return to their work settings.

## Assessment

Learners will complete a knowledge assessment within the session, allowing them to demonstrate their understanding of the information and application into practice.

## Learning Outcomes

- State how individuals become infected through the Chain of Infection
- List the different types of germs/infections
- Discuss the prevalence of Health Care Associated Infections
- Describe the importance of infection control and the management of HCAs
- Demonstrate the correct techniques for hand hygiene and decontamination
- Recall the requirements for Personal Protective Equipment and when they should be used
- Discuss the ways to prevent infection
- List the relevant legislation and application of policy relating to infection control

# Information Sharing and Confidentiality

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This session equips learners with the essential knowledge and skills around Information Sharing and Confidentiality. It provides key information on how to recognise breaches of confidentiality and address these matters along with good practice guidelines to follow. The course will allow learners to explore their current practice and how to seek guidance if required on specific matters.

## Assessment

Learners will complete a knowledge assessment at the end of the course, allowing them to demonstrate their understanding around this subject matter and evidence their learning. They will be able to use the learning to evidence continuing professional development, as a certificate of attendance will be issued.

## Learning Outcomes

- Demonstrate the confidence for sharing information as required with key organisations
- Recognise the importance for sharing information only when required, to the right people and organisations
- Explain when consent for sharing information is required and when it is not
- Describe how to share information securely and the process for recognising secure routes of sharing information
- Recall the principles of key legislation associated with Information Sharing and Confidentiality
- Show the ability to recognise situations where confidentiality may be broken
- List the ways of raising concerns and how to seek guidance and support if required

# Injection Techniques

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This session will give learners the opportunity to refresh their knowledge on correct techniques for administering Intramuscular and Subcutaneous Injections, the key features for administering, and safety factors for consideration whilst administering injections to service users. It will also allow the learners to practice within a simulated learning setting, for both types of injection

## Assessment

The assessment for this course will be through continual assessment and practice observation. There is no formal summative assessment required, as it is considered a refresher course and learners should have already been assessed as competent during their pre-registration training.

## Learning Outcomes

- List the five reasons why medication may be given by injection (parenteral route)
- Differentiate between the structures involved and uses of the intramuscular (IM) and subcutaneous (SC)
- Outline factors influencing choice of syringes and needles
- Outline sites, basic preparation and administration techniques for the IM and SC routes
- Recognise the importance of universal precautions when giving injections

# Introduction to Clinical Mentoring

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course has been developed to give learners an introduction to clinical mentoring. It will allow learners to become effective clinical mentors, as well as developing the key skills and knowledge to introduce the mentoring process within a workplace. It will give learners the tools to effectively support and nurture new staff members. Clinical mentorship is aimed at improving skills and knowledge of health care practitioners. It will encourage the learners to work as role models ultimately leading to provision of comprehensive quality health care services

## Assessment

The trainer will utilise a range of teaching and assessment strategies to ensure the development and understanding of the learning outcomes. Learners will be expected to participate in all of the group activities. There will be a knowledge assessment held at the end of the course. This can then be included in the learner's portfolio of evidence to support their continuing professional development

## Learning Outcomes

- Define the process of Clinical Mentoring
- State the importance of why we need Clinical Mentors
- Explore how to establish a trusting, receptive relationship between the mentor and mentee
- Demonstrate responsive coaching and modelling of best practices
- List SMART objectives and how to implement them
- Discuss ways to encourage the mentee to develop new skills
- Define active listening and its key components
- Explore how mentors can work with the mentees to enhance quality patient care

# IV Cannulation and PICC Lines

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Yearly
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This session will cover the theoretical and practical aspects of peripheral cannulation intravenous therapies, including infusions with particular reference to peripherally inserted central catheters (PICC lines). It will equip the learners with all of the essential knowledge required to care for a patient who has a PICC line in place, how to administer antibiotics via the central line how to change the dressings, how to flush the PICC line to maintain patency. Including problem solving, risk assessment of potential problems and overview of other central venous devices that are commonly used in the community.

## Assessment

Learners will complete a knowledge assessment at the end of the theory session, allowing them to evidence their understanding of the required criteria. A formal assessment and final competency sign off will take place back in the work environment and is dependent on the organizational policy and procedures.

## Learning Outcomes

- To identify what cannulation is
- Develop and apply the knowledge needed in relation to legislations, policies and best practice of cannulation including gaining consent
- Review and correctly identify the anatomy and physiology involved in cannulation
- Identify the equipment needed for cannulation to take place, and the procedure for cannulation
- Identify the importance of good infection control procedures to minimise the risk of hospital acquired infections
- Identify potential complications from cannulation and measures to prevent or minimise
- Discuss and ensure understanding of cannula care and removal
- Review the anatomy and physiology of the venous system and circulation, paying attention to how PICC lines are inserted.
- Discuss the legal and professional considerations when looking at cannulation and IV therapies including Central lines.
- List the equipment required to perform IV therapies via the PICC line
- Use the VIP Score criteria for assessing the suitability of the central line.
- Identify the potential hazards of central line therapies.

therapies or the drawing of  
blood via a central venous catheter (PICC line)

# IV Drug Administration

Open to Registered Professionals. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Every 3  
years

CPD Hours

3 Hours

Participatory  
Hours

2 Hours

## What's covered on the day?

This session will cover the theoretical and practical aspects of intravenous drug administration. It will equip the learners with all of the essential knowledge required to care for a patient who needs IV drugs. It will note monitoring whilst receiving an intravenous drugs. The practical session will allow the learners to develop the appropriate skills for inserting and monitoring a peripheral cannula, as well as running an IV infusion as well as mixing IV additives

## Assessment

Learners will complete a knowledge assessment at the end of the theory session, allowing them to evidence their understanding of the required criteria. The practical session will include simulated practice – formal assessment and final competency sign off will take place back in the work environment and is dependent on the organisational policy and procedures.

## Learning Outcomes

- Develop and apply the knowledge needed in relation to legislations, policies and best practice of intravenous medications including gaining consent
- Identify the importance of good infection control procedures to minimise the risk of hospital acquired infections
- To recognise safe storage of medications
- To identify ways to ensure safety and reduce the risk of errors
- To identify the various types of vascular access devices
- Identify the equipment needed for intravenous medication and the procedure for safe administration
- Identify potential complications from vascular access devices and measures to prevent or minimise these
- Discuss and ensure understanding of care of vascular access devices

# IV Therapies & Cannulation

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Every 3 years
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This session will cover the theoretical and practical aspects of peripheral cannulation and intravenous therapies, including infusions. It will equip the learners with all of the essential knowledge required to care for a patient who requires to have a peripheral cannula inserted and monitored whilst receiving an intravenous infusion and/or intravenous therapies i.e. Antibiotics. The practical session will allow the learners to develop the appropriate skills for inserting and monitoring a peripheral cannula, as well as running an IV infusion as well as mixing IV additives

## Assessment

Learners will complete a knowledge assessment at the end of the theory session, allowing them to evidence their understanding of the required criteria. The practical session will include simulated practice – formal assessment and final competency sign off will take place back in the work environment and is dependent on the organisational policy and procedures.

## Learning Outcomes

- Review the anatomy and physiology of the venous system and circulation
- Discuss the legal and professional considerations when looking at cannulation and IV therapies
- List the equipment required when performing peripheral cannulation
- Use the VIPS score criteria for assessing the suitability of a peripheral cannula
- Explain the risks to the practitioner associated with healthcare sharps
- Demonstrate the practical skills of cannulating a peripheral vein
- Summarise the key reasons for intravenous infusions
- State the definitions of fluid and electrolyte balance
- Identify the potential hazards of intravenous therapy
- Show the correct practice of running and maintaining a lines patency
- Interpret a prescription for IV fluids and calculate the flow rate or drip rates for running IV infusions
- Apply the principles of medicines management when looking at IV therapies
- Demonstrate correct and safe practices when drawing up IV therapies and administering medications
- Evaluate the legal and professional responsibilities of administering IV infusions and IV therapies to a patient
- Describe the considerations that you would take as a practitioner when applying the Mental Capacity Act

# Learning Disabilities Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This learning disability training course aims to build learners awareness and understanding of learning disabilities. The course will assist learners in understanding what it means to have a learning disability and help guide them on ways of supporting service users with learning disabilities.

## Assessment

Learners will complete a knowledge assessment following the completion of the course, allowing them to demonstrate an understanding of learning disabilities and how to provide care and support for individuals.

## Learning Outcomes

- What do you know about learning disabilities?
- Overview of different learning disabilities
- What effects a learning disability has on the service user and their families
- How to support those with learning disabilities
- The need for clear communication and ensuring it is person centred
- Managing the behaviour of people with learning disabilities
- Positive taking and empowering those with learning disabilities



# Legionella Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This half day session is designed to give staff members the knowledge and understanding required around Legionnaire's disease, the law and the requirements for best practice. It will allow the learners to develop a knowledge of the disease process. The course also looks at what potential risks there are within the setting and the control measures that are in place.

## Assessment

This course is assessed through continual assessment during the session as well as a formal knowledge assessment at the end, which will allow the learners to demonstrate their knowledge and understanding of the learning materials and around Legionnaire's disease. A certificate of attendance will go alongside the knowledge assessment.

## Learning Outcomes

- Define what Legionella is
- Describe what Legionnaire's disease and Legionellosis are
- Interpret the ACoP L8 document on Legionella and the requirements from the Health and Safety Executive
- List the potential risks in your water systems
- Summarise the control measures already in place for your water systems
- Apply the principles of the ACoP and evaluate if there are any additional control measures to be put in place
- Discuss the requirements of managers and employers in relation to Legionella awareness
- Use the organisational documentation to record all checks that are undertaken in relation to the law and legislation

# Live Competency

Open to Registered Professionals. Maximum number of Delegates: 2

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	0 Hours
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Participatory Hours	0 Hours
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## What's covered on the day?

N/A

## Assessment

N/A

## Learning Outcomes

N/A

# Loss Bereavement & Co-workers

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This session will cover all theoretical aspects relating to loss and bereavement within the workplace. The first part of the course will deal with the theoretical components of loss and bereavement, using established models of bereavement. It will then examine how co-workers such as nurses, carers and managers can be helped through the process.

## Assessment

A knowledge assessment will take place at the end of the session, supervised by our Tutor allowing delegates to return to the workplace and put to practice what they have learnt. A Certificate of Attendance will also be issued, valid for 3 years.

## Learning Outcomes

- To identify what loss and bereavement is, so that the participant is able to discuss their own attitudes towards loss and bereavement
- To discuss the signs and symptoms of bereavement to help staff to recognise when it is occurring
- To appreciate differences in cultural and religious beliefs in bereavement
- To identify different models of the grieving process, to enable staff to help service users and each other through the process
- Review the 4 tasks of mourning, according to Worden, to demonstrate that healing does take place and recovery is possible
- Identify what support network for staff are available in your workplace or organisation to support the participant through the grieving process
- Discuss and ensure understanding of routing loss and bereavement for both service users and staff

# Making Decisions: Advance Statements and Supporting Individual Choice

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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### What's covered on the day?

This session will cover key aspects of legal and professional considerations when supporting individuals to make choice. It will equip learners with the knowledge of Advance Statements, Advance Statements and Living Wills and how these can be applied into nursing and care practices. Discussions will also be held around advocacy for the individual and the application of the principles of the Mental Capacity Act and how a person's previous decisions can be upheld or overridden depending on circumstances.

### Assessment

There is no formal assessment during this course, the delegates will be assessed throughout the session and expected to take part in group activities and discussions. A certificate of attendance will be issued.

### Learning Outcomes

- Recognise what Advance Statements, Advance Decisions and Living Wills & how they apply to care delivery and practice
- List some of the circumstances when individuals may write an advance statement/decision
- Discuss when these decisions are 'activated' and would become appropriate within care practices.
- Describe how the Mental Capacity Act is relevant within this subject and if previous decisions would still be honoured
- Explain what Power of Attorney's are and how they apply to supporting individuals to make decisions
- Relate different practice methods to supporting individual choices on a day-to-day basis
- Recall when Advance Statements, Advance Decisions or Living Wills may not be honoured and nursing or medical decisions override the individual's choice
- Discuss when Best Interest Decisions may be applicable within this subject matter, and how they can support choice
- Identify where and how nursing and care staff can practice as the individual's advocate

# Managing Violence and Aggression

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Yearly
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This course is delivered by one of our experienced trainers and is aimed at health and social care workers. The course looks at a variety of behaviours which pose difficulties for staff within care settings. Learners will explore how best to approach and manage occurrences of challenging and unpredictable behaviour. This course also enables learners to have an understanding and awareness of the reasons why a person may present with challenging behaviour. This is a theoretical course only, and will not include any breakaway techniques or physical interventions.

## Assessment

As this is a theoretical course there is no practical assessment of learning, however, a knowledge assessment will be carried out. The tutor will be actively monitoring and reviewing the learners contributions and understanding and the learners will demonstrate this through the completed knowledge assessment during the course of the day.

## Learning Outcomes

- Define what is meant by the term “challenging behaviour”
- Identify Triggers and reasons for behaviour that we find difficult
- Explain how Communication and Person Centred Approach has an effect on behaviours
- Outline the Continuum of aggression, identifying different behaviours and what de-escalation interventions can be used
- Under that the importance of an effective De-brief and explain the consequences of behaviours
- Describe what is meant by the term “reasonable force”

# Manual Handling of Objects

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Yearly	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This half day course provides an effective means of ensuring that employees are aware of their responsibilities and have understood the principles for moving and handling loads safely and is suitable as an induction or refresher course. This course will only cover the principles associated with objects or inanimate loads and not with moving of people.

## Assessment

Students will have opportunities to complete practical and revision exercises. The course content and revision will be tailored to the work activity, when possible. The trainer will continually monitor the student's progress throughout the course and assess their competency. Students able to achieve all the outcomes will be awarded a Certificate of Attendance valid for a year.

## Learning Outcomes

- Discuss the legislation surrounding moving and handling
- Describe the anatomy and physiology of moving and handling
- Outline the main causes of back pain
- Define the risk assessment process and how it applies to practice
- Describe the principles of communicating and handling objects
- List the types of handling aids and testing requirements
- Apply all of the theoretical knowledge to practice settings

# MCA & DoLS

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Yearly	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

The Mental Capacity Act (MCA) and Deprivation of Liberties Safeguards (DoLS) were introduced with the aim of reinforcing the protection of vulnerable adults in care settings. The MCA all care and support that is delivered to people who may not be able to decide or act for themselves and is relevant to everybody who works in the health or social care. Delegates will come away from this course with a working knowledge of the MCA and its relationship with DoLS, thus understanding how they can ensure that their every-day activities comply with both pieces of legislation.

## Assessment

Delegates will be expected to take part in group discussions and activities throughout the course, they will also undertake a knowledge assessment at the end of their course to allow them to demonstrate their understanding of the subject matter, and use this as evidence towards their continuing professional development.

## Learning Outcomes

- List the 5 Principles of the act
- Describe how to assess capacity and who can assess capacity
- Recall the functional test and apply it to samples
- State what Best Interest decisions are and how these are made
- Discuss other ways of decisions being made
- Describe a Deprivation of Liberty safeguard
- List some historical cases that have brought about DoLS or have made them more widely known
- Discuss the "Acid Test"
- Identify where to get more information
- Understand changes to Liberty Protection Safeguards

# MCA & DoLS Comprehensive

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Yearly
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

The Mental Capacity Act (MCA) and Deprivation of Liberties Safeguards (DOLS) were introduced with the aim of reinforcing the protection of vulnerable adults in care settings. The MCA all care and support that is delivered to people who may not be able to decide or act for themselves and is relevant to everybody who works in the health or social care. Delegates will come away from this course with an in depth working knowledge of the MCA and its relationship with DOLS, and applying it to practical scenarios within the workplace.

## Assessment

Delegates will be expected to take part in group discussions and activities throughout the course, they will also undertake a knowledge assessment at the end of their course to allow them to demonstrate their understanding of the subject matter, and use this as evidence towards their continuing professional development. This course will benefit Registered Nurses and senior members of staff who are actively involved in the application of the MCA and DoLS into practice.

## Learning Outcomes

- Identify what the Mental Capacity Act (2005) is and what it contains.
- Understand the Code of Practice and its implications for care.
- Understand how to complete an MCA Assessment.
- Describe the roles of the people involved in the MCA.
- Understand the Deprivation of Liberty Safeguards and how authorisation is granted.
- Changes to Liberty Protection Safeguards



# Meaningful Occupation

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

Meaningful occupation and activities are a key part of care delivery and holistic care. This session will enable the learners of staff have the knowledge and the skills to create and encourage meaningful activities for individuals or in groups depending on the service requirements and resident's preferences.

## Assessment

There is no formal assessment for this course, but there is an expectation that learners will engage in all of the group activities, discussions and action planning sessions to develop their knowledge, share ideas and apply their learning to practice.

## Learning Outcomes

- Define meaningful occupation and meaningful activity
- Understand and recognise the types of activity, and give examples
- Understand how a balance of the four different types of activity, promote health and well-being
- Understand the importance of gathering key pieces of information about clients and sharing these to better influence activity and occupation
- Recognise the most common symptoms of dementia and how these effect clients ability to access and engage in activity
- Apply creativity in finding solutions for clients activity needs without the reliance of cost heavy resources

# Medical Gases

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This course has been developed to give learners an overview of the use of medical gases. The course will provide an overview of commonly used gases in the health and social care sectors. The course will identify why medical gases are used and in that what circumstances they are utilised. It will then progress to the identification of gas cylinders and how to safely store and handle cylinders and other health and Safety requirements. Thus, enabling participants to competently and confidently use and apply their knowledge to the care arena. Competency of Practice will be outlined and explained.

## Assessment

The learners will complete a knowledge assessment at the end of the course to demonstrate their learning and understanding. This can then be included in their portfolio of evidence to support their evidence of continuing professional development. Following the course, participants will have to undergo a competency assessment in their workplace.

## Learning Outcomes

- Identify medical gases, associated hazards and the necessary precautions
- Understand and identify different types of medical gases and their uses
- Correctly and safely use medical gas cylinders
- Use flow meters and understand describe the nurses role in the use of the piped medical gas system
- Define what to do in an emergency situation and the correct response to alarms

# Medication Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Yearly	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This training sessions covers the core information required around medications and how they should be treated, prescribed, dispensed and administered. It will cover the essential information required for staff to undertake their role in the safe handling of medication. Other key information such as the law and terminology is included to ensure that staff have a fully rounded awareness of medication. Further information from this is built upon in our medication management course which is a full day training session.

## Assessment

There are no formal assessment criteria for this course, and the tutor will gauge people's knowledge and understanding through group work, question and answer sessions and other teaching and assessment strategies as needed.

## Learning Outcomes

- Define the terms drug and medicine
- State what the roles and responsibilities of a person administering medicines are
- Describe the classification and classes of medications including Key Legislation
- List the routes of administration and types of medication
- Recall the directions of administration and abbreviations that are associated with these
- State the Levels of Support identified for Service Users
- Identify the 5 rights of administration and the rights of the individual inc. consent
- Consider the implications relating to the receiving, storage and disposal of medications

# Medication Management

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Yearly	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course has been designed to enable delegates to develop the essential knowledge and skills for managing medications within a health and social care setting. It is suitable for nurses and carers who are responsible and accountable for dispensing, administering and managing medicines within practice. It will cover key information on laws, legislations, classifications of medicines. It will give staff the opportunity to refresh knowledge on the routes of administration as well as discussing what actions to take when things go wrong.

## Assessment

Learners will complete a knowledge assessment at the end of the course, allowing them to demonstrate their understanding of the subject material, it will also equip learners to undertake a competency assessment whilst in their practice setting.

## Learning Outcomes

- List the key legislation and regulations relating to medications management
- Define the classification and categories of medications
- Describe the routes of administration
- Discuss the safe practices around the supply, storage, administration and destroying of medications
- State the correct procedures for safe administration of medicines
- Identify how to monitor for side effects and reactions
- Demonstrate correct practices of medications administration

# Menopause Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This half day awareness session will allow learners to develop key knowledge and understanding around the subject of Menopause, and how as a health and social care professional they can care and support the individual who is experiencing these conditions . It will allow learners to also discuss the effectiveness of lifestyle interventions and pharmaceutical approaches to managing menopause. Learners will be able to identify and implement strategies to support colleagues in the workplace who are also experiencing the menopause.

## Assessment

Learners will complete a knowledge assessment at the end of the course, to allow them to demonstrate their understanding of the learning materials, and allow them to evidence their knowledge around Menopause

## Learning Outcomes

- Define what is meant by the term Menopause
- Identify relevant anatomy and physiology of the female genital tract
- Describe the diagnosis process of Menopause
- Understand and complete a gynaecological/obstetric history
- Identify what signs and symptoms are of Menopause
- Discuss the potential associated problems with menopause
- List the possible treatments for Menopause
- Summarise the care interventions and support
- To develop strategies to support colleagues with menopause in the workplace

# Mental Health Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course has been developed to give learners an introduction to mental health and raise their awareness of how important it is in care services. The course will provide an overview of mental health problems, outlining some of the symptoms and effects that it can have on a person. The course will progress on to look at how you can offer support to individuals who are experiencing some of these symptoms and demonstrate positive adjustments to enable people who are living with mental health problems to fulfil aspects of their daily lives.

## Assessment

Learners will complete a knowledge assessment at the end of the course to demonstrate their application of learning and understanding. This can then be included in the learner's portfolio of evidence to support their continuing professional development.

## Learning Outcomes

- Understand what is meant by the term 'mental health'
- Be aware of the key laws, legislations and regulations that are related to mental health both for employers and for service users
- Have an understanding of some of the most common mental health problems
- Understand ways in which people can manage, and carers can support individual's to make everyday living easier
- Be aware of how to support a service users with a mental health problem in a care setting
- Understand how to promote a positive, healthy, non-discriminatory environment for people to work and live in
- Have an understanding of adjustments that can be made to help with an individual who is experiencing mental health problems

# Mental Health First Aid

Open to Everybody. Maximum number of Delegates: 8

Course Duration	2 Days
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Recommended Renewal	Every 3 years
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CPD Hours	14 Hours
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Participatory Hours	10 Hours
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## What's covered on the day?

Adult MHFA Two Day course qualifies you as a Mental Health First Aider. Our most popular course teaches practical skills that can be used every day, including how to spot the signs of mental health issues and feel confident guiding people towards appropriate support. But much more than that, by introducing this training into your organisation you can:

- Give people the tools to keep themselves and their colleagues healthy
- Encourage people to access support early when needed, for faster recoveries
- Empower people with a long term mental health issue or disability to thrive in work
- Stop preventable health issues arising by building a supportive, open culture around mental health
- Embed positive, long term cultural change across your organisation through robust policy

## Assessment

The course includes a mix of presentations, group discussions and workshop activities. Learners will be required to participate and demonstrate the course Learning throughout the session. This will be achieved by verbal questions and answers, ongoing observation and involvement in group and individual activities.

## Learning Outcomes

- An in depth understanding of mental health and the factors that can affect well-being
- Practical skills to spot the triggers and signs of mental health issues
- Confidence to step in, reassure and support a person in distress
- Enhanced interpersonal skills such as non-judgmental listening
- Knowledge to help someone recover their health by guiding them to further support - whether that's self-help resources, through their employer, the NHS, or a mix

Everyone who completes the course gets:

- An MHFA manual to refer to whenever they need it
- A wallet-sized reference card for the Mental Health First Aid action plan
- A certificate to say they are a Mental Health First Aider

# Mental Health First Aid Aware

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

Adult MHFA Half Day course qualifies you as Mental Health Aware. This half day course is an introductory four-hour session to raise awareness of mental health. Developed by MHFA England the course gives learners a basic knowledge of common mental health issues, in addition it teaches them how to look after their own mental health and wellbeing. Learners will gain an understanding of what mental health is and how to challenge stigma.

## Assessment

Learners will complete a knowledge assessment at the end of the course to demonstrate their application of learning and understanding. This can then be included in the learner's portfolio of evidence to support their continuing professional development.

## Learning Outcomes

- An understanding of what mental health is and how to challenge stigma
- A basic knowledge of some common mental health issues
- An introduction to looking after your own mental health and maintaining wellbeing
- Confidence to support someone in distress or who may be experiencing a mental health issue

Everyone who completes the course gets:

- An MHFA manual to refer to whenever they need it
- A workbook including a helpful toolkit to support their own mental health
- A certificate of attendance to say they are Mental Health Aware



# Mental Health in the Workplace

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Every 3  
years

CPD Hours

3 Hours

Participatory  
Hours

2 Hours

## What's covered on the day?

This course has been developed to give learners an introduction to mental health and raise their awareness of how important it is in the workplace. The course will provide an overview of mental health problems, outlining some of the symptoms and effects that it can have on a person. The course will progress on to look at how support can be offered to individuals who are experiencing some of these symptoms and demonstrate positive adjustments to enable people who are living with mental health problems to fulfil aspects of their daily lives.

## Assessment

Learners will complete a knowledge assessment at the end of the course to demonstrate their application of learning and understanding. This can then be included in the learner's portfolio of evidence to support their continuing professional development.

## Learning Outcomes

- Understand what is meant by the term 'mental health'
- Be aware of the key laws, legislations and regulations that are related to mental health both for employers and for service users
- Understand some of the most common mental health problems
- Understand ways in which people can manage, and carers can support individuals to make everyday living easier
- Be aware of how to support a colleague with a mental health problem in a workplace setting
- Understand how to promote a positive, healthy, non-discriminatory environment for people to work and live in
- Understand adjustments that can be made to help with an individual who is experiencing mental health problems

# Minor Ailments & Illnesses

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	3 Days	Recommended Renewal	Yearly	CPD Hours	21 Hours	Participatory Hours	15 Hours
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## What's covered on the day?

The course should be delivered through a series of interactive lectures, workshops and skills sessions and will be an introduction and awareness to the contents advised, but will not allow a full assessment or diagnosis of a patient to be completed without completing the relevant university modules in full. The content of the module will include anatomy, physiology, and patho-physiology underpinning minor illness and the assessment and management of these patients. The course will progress candidates towards a safe standard for practice in the management of adults with a minor illness and injuries. Attendees will then be ready to gain competency when returning to their place of work. Aimed at Nurses & AHPs working in Walk-In Centres, Urgent Care Centres, Minor Injury Units, Primary Care, General Practice, Schools and Accident & Emergency.

## Assessment

The course should be delivered through a series of interactive lectures, workshops and skills sessions. The content of the module will include anatomy, physiology, and patho-physiology underpinning minor illness and the assessment and management of these patients. A short knowledge assessment will take place at the end of the course. A Certificate of Attendance will also be issued, valid for 1 year.

## Learning Outcomes

- To equip the practitioner with history taking and clinical examination skills to deal with a wide range of minor illness conditions and injuries
- Explore current best practice and provide the theoretical underpinning for a range of commonly encountered conditions
- Demonstrate a comprehensive and detailed knowledge of anatomy and physiology across the life span relevant to clinical assessment
- Demonstrate a comprehensive and detailed knowledge of the patho-physiological changes associated with minor illness
- Analyse and evaluate the frameworks and clinical guidelines which inform the management of minor illness
- Demonstrate a comprehensive and detailed knowledge of common minor illnesses
- Apply knowledge and skills to the decision-making process in the management of minor illness
- Act autonomously in the clinical management of patients with a minor illness and recognise limits of capability
- Interpret, analyse and evaluate information obtained during patient assessment and develop a working diagnosis
- Plan, implement and evaluate treatment required for patients with a minor illness utilising appropriate assessment tools
- Work effectively within the multi-disciplinary team to provide quality care for patients with a minor illness and refer as appropriate
- Operate autonomously within legal, ethical and professional boundaries

# Monitoring and Supervision

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course will allow learners to become effective supervisors, as well as developing the key skills and knowledge to introduce a Supervision and monitoring process within a workplace. Enabling themselves and other colleagues to actively engage in the workplace processes and functions, allowing practice changes and improvements based on the supervisory discussions and reflections. It is ideally placed for people who are new to supervision and monitoring.

## Assessment

As this is a theoretical course a knowledge assessment will also be carried out at the end of each day. The tutor will be actively monitoring and reviewing the learner's contributions and understanding throughout the session with a series of group work exercises and discussions

## Learning Outcomes

- Define Supervision and the supervisor
- List the outcomes of Health and Social Care Act
- Explain the different forms of supervision
- Outline the skills required for supervision
- Explain the principles of supervision
- Recognise positives and negatives of supervision
- Explain the CLEAR model of supervision
- Understand what recording is required

# Moving and Handling of People Refresher

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Yearly	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This refresher course includes safe principles and practice of moving and handling people. It will include practical demonstrations and assessments of techniques that are ergonomically designed to minimise the stresses and strains placed on a body whilst undertaking these tasks. It is therefore suitable for healthcare workers and providers who need to refresh their knowledge in assisting someone to move, change position or mobilise.

## Assessment

Students will have opportunities to complete practical and revision exercises. The course content and revision will be tailored to the work activity. The trainer will continually monitor the student's progress throughout the course. Students able to achieve all the outcomes will be awarded a Certificate of Attendance valid for a year.

## Learning Outcomes

- Define the risk assessment process and how it applies to practice
- Describe the principles of communicating and handling people
- Demonstrate assisting mobility
- Demonstrate how to assist people in chairs and beds
- List the types of handling aids and testing requirements
- Apply all of the theoretical knowledge to practice settings

# Moving & Handling of People

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Yearly

CPD Hours

7 Hours

Participatory  
Hours

5 Hours



## What's covered on the day?

This full day, in-depth course includes safe principles and practice of moving and handling people that is ideal for candidates who have not completed this training previously, or for some considerable time. It will include practical demonstrations and assessments of techniques that are ergonomically designed to minimise the stresses and strains placed on a body whilst undertaking these tasks. It is therefore suitable for healthcare workers and providers who need to either assist someone to move, change position or mobilise.



## Assessment

Students will have opportunities to complete practical and revision exercises. The course content and revision will be tailored to the work activity. The trainer will continually monitor the student's progress throughout the course. Students able to achieve all the outcomes will be awarded a Certificate of Attendance valid for a year.



## Learning Outcomes

- Identify the principles of theory around moving and handling of people
- Define the risk assessment process and how it applies to practice
- Describe the principles of communicating and handling people
- Demonstrate assisting mobility
- Demonstrate how to assist people in chairs and beds
- List the types of handling aids and testing requirements
- Apply all of the theoretical knowledge to practice settings

# Moving & Handling of People Train the Trainer

Open to Everybody. Maximum number of Delegates: 8

Course  
Duration

2 Days

Recommended  
Renewal

Every 3  
years

CPD Hours

14 Hours

Participatory  
Hours

10 Hours

## What's covered on the day?

This 2 day training course will provide delegates with the necessary knowledge and skills to be able to develop and deliver an effective manual handling training course to meet the needs of their own organisation. The course is designed to offer delegates a realistic chance to deliver manual handling information in relation to your organisational policy and management systems. Delegates will also gain confidence in delivering presentations through active participation within the training environment.

## Assessment

The course is suitable for anyone who will be responsible for developing and /or delivering manual handling training within their own organisation. Staff must have attended manual handling training within the last 3 years.

## Learning Outcomes

- Outline the legal requirements relating to manual handling at work including
  - Health and Safety at Work Act 1974
  - Manual Handling Operations Regulations 1992
  - Lifting Operations and Lifting Equipment Regulations 1998
  - Provision and Use of Work Equipment Regulations
- Describe how the human anatomy and physiology and posture is affected by manual handling operations
- Carry out basic manual handling risk assessments
- Apply a risk reduction strategy for manual handling operations using a hierarchical approach
- Demonstrate safe handling techniques in the movement of various loads.
- Describe the principles of training and training needs
- Outline how training courses can be evaluated
- Create training objectives for training courses that will be developed for their own organisation
- Select and design an appropriate training method for an identified training need within their own organisation using a range of delivery methods
- Plan the delivery of a manual handling training session
- Deliver an effective presentation

# Moving & Handling of People with Spinal Cord Injuries

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Yearly
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This full day, in-depth course includes safe principles and practice of moving and handling of people with spinal cord injuries, that is ideal for candidates who have not completed this training previously, or for some considerable time. It will include all relevant theory around spinal injuries and the three types of complete spinal cord injuries and how these affect the spine and patients ability to move independently. The session will also focus on the practical demonstrations and assessments of techniques that are ergonomically designed to minimise the stresses and strains placed on a body whilst moving or handling a patient. It is therefore suitable for healthcare workers and providers who need to either assist someone with spinal cord injuries to move, change position or mobilise.

## Assessment

Students will have opportunities to complete practical and revision exercises. The course content and revision will be tailored to the work activity. The trainer will continually monitor the student's progress throughout the course. Students able to achieve all the outcomes will be awarded a Certificate of Attendance valid for a year.

## Learning Outcomes

- Identify the principles of theory around moving and handling of people with spinal cord injuries
- Define the risk assessment process and how it applies to practice
- Describe the principles of communicating and handling people
- Demonstrate assisting mobility
- Demonstrate how to assist people in chairs and beds
- List the types of handling aids and testing requirements
- Apply all of the theoretical knowledge to practice settings

# MUST Scoring

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course is designed for delegates who have involvement in assessing people's nutritional state and use the Malnutrition Universal Screening Tool as a risk assessment to highlight their potential clinical needs. The MUST Tool is widely used across a number of health and social care settings, but like any other risk assessment tool can be subject to interpretation or error from the practitioner, this course will look at how to use MUST correctly along with any potential pitfalls that have been experienced in practice.

## Assessment

This half day course will contain group activities, tutor led discussions and completion of knowledge tests and will be summative assessed by on-going assessment methods.

## Learning Outcomes

- Define what is meant by the term malnutrition
- Identify what MUST is and who it should be used for
- List the steps of completing a MUST Screening
- Interpret information and calculate MUST Scores correctly
- Recognise where MUST Scores could be calculated wrongly and how to address this
- State what actions you would take for each category of risk and how you would implement a care plan based on your findings
- Justify what actions you would take when following up on care plans and when to liaise or involve other allied health professionals



# Neurological Assessment and GCS

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Yearly

CPD Hours

3 Hours

Participatory  
Hours

2 Hours



## What's covered on the day?

This course is delivered by one of our experienced trainers and is aimed at health and social care workers. The course will examine the five components included in a neurological examination and assessment. It will further go on to examine in detail the Glasgow Coma Scale. Thus, enabling delegates to obtain competency.



## Assessment

The tutor will be actively monitoring and reviewing the learner's contributions and understanding and the learners will demonstrate this through the completed knowledge assessment during the day. Participants will be provided with a competency document to be completed in the workplace. There will be no practical during the workshop.



## Learning Outcomes

- Define Neurological Assessment
- Understand the Glasgow Coma Scale
- Recognise the Assessment of Cranial Nerves
- Understand the bodies Reflexes.
- Evaluate Muscle strength, tone and bulk
- Remember bodily Coordination
- Understand Sensory Function
- Describe different gaits

# Neurological Disease Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This awareness course will provide staff with an understanding of the causes and effects of a range of Neurological Conditions, it will develop the staff members ability to provide support to service users and clients to promote their independence and will equip staff members with enhanced skills, whilst building on their personal and professional development. This course will cover conditions, such as Huntingdon's disease, Parkinson's' disease, , Ataxia, Cerebral palsy Multiple Sclerosis and Motor Neurone Disease, Spina Bifida If there are any other conditions that you would like discussed as part of your training, please discuss this with a member of Ashfield's team.

## Assessment

There is no formal assessment to this awareness course, the tutors will utilise a range of assessment and knowledge checking methods throughout the course and a knowledge assessment paper at the end which is for the individual to utilise during their every day practice if required. A certificate of attendance will be issued.

## Learning Outcomes

- Describe the brain and the Central Nervous System (CNS)
- List the most Common Neurological Conditions
- Discuss the diagnostics tests associated with Neurological Assessment
- State some of the common treatments that are used for Common Neurological Conditions
- Relate how staff members can help with service users and clients who have neurological conditions and provide individualised care for those people

# Non-Invasive Ventilator Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

On completion of this Half day ventilation awareness training delegates will be able to give a clear definition of ventilation. The course will enable learners to have a greater understanding of the respiratory system and be able to describe the various types of ventilation. Participants will also have discussed common complications and understand the required actions to take.

## Assessment

There is a written assessment involved with this course, and the tutor will use a range of learning activities and formative assessments to ensure understanding throughout the session

## Learning Outcomes

- Understand a Definition of ventilation
- Review the Anatomy & physiology of the respiratory system
- Discuss the indicators for ventilation
- Describe the different types of ventilation
- Examine Non invasive ventilation
- Discuss the complications of ventilation
- Understand how to troubleshooting problems in ventilation
- Describe the documentation required in ventilation

# Nurse Verification of Expected Death

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This course is aimed towards Registered Nurses who may have a responsibility to verify that death has taken place. The workshop will address key definitions, criteria for inclusion and exclusion of when to or when not to verify expected death. It will outline the steps required to verify death and the requirement for appropriate documentation. The course will also summarise the competency requirements to undertake this skill and how to evidence competency within the work place.

## Assessment

A knowledge assessment test will be undertaken as part of this course to allow learners to evidence their understanding of this extended role and appreciation of what is required of them as Registered Nurses. A competency document will also be issued enabling the participant to complete a formal competency within the workplace. A certificate of attendance will be awarded.

## Learning Outcomes

- Understand some of the key background information of verification of death
- Define the term expected death
- Appreciate the differences between verification and certification
- Know the legal issues, documentation and record keeping requirements
- Discuss the correct procedure for detecting the absence of vital signs
- Recognise the needs of patients and carers in the management of expected death

# Nutrition & Hydration Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This course is designed to provide learners an awareness of nutrition and how to support service users to choose meals and assist them to eat and drink. Learners will look at how food and drink affects the body and general health and well-being. It will allow learners to gather ideas about how to make changes to nutrition and hydration to support individuals with illness, as well as how key minerals and vitamins are required to support healing. The course will also give a brief overview of malnutrition and what affects this can have on a person. It will inform learners to the new standards pertaining to allergy awareness.

## Assessment

Learners will complete a knowledge assessment at the end of the course, allowing them to demonstrate their understanding and application of knowledge to practice and practice related scenarios.

## Learning Outcomes

- Understand the role and function of the Food Standards Agency and CQC
- Define the Eat Well Guide and how it applies to practice
- List how different food categories affects us as an individual
- Describe the effects of common conditions in older people on diet and how to improve bone and muscle density
- Understand how malnutrition can effect older people
- State techniques to promote an individual's hydration
- Recall aspects of cultural influence on nutrition and hydration
- Discuss allergies and the standards for allergy awareness

# Nutrition & Hydration incl. MUST Scoring

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Every 3 years
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This course is suited to those who are involved in the planning and provision of meals for individuals who use care services. It provides an sound insight into the basics of good nutrition as well as providing practical guidance for how to put these into practice within a care setting. It will give all attendees the essential knowledge and understanding of how important good nutrition and hydration is when caring for an individual holistically, whilst addressing some of the challenges that could be faced.

## Assessment

Learners will complete a knowledge assessment at the end of the course, allowing them to demonstrate their understanding of the subject material and be able to evidence their application to practical situations.

## Learning Outcomes

- Understand the role and function of the Food Standards Agency and CQC
- Define the Eat Well Guide and how it applies to practice
- List how different food categories affects us as an individual
- Discuss the principles of MUST Identifying the benefits of using fortified diets and pureed diets
- Describe the effects of common conditions in older people on diet and how to improve bone and muscle density
- State techniques to promote an individual's hydration
- Recall aspects of cultural influence on nutrition and hydration
- Discuss allergies and the standards for allergy awareness

# Oral Health

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This course will give learners the required knowledge and skills to support and monitor their clients in the maintenance of good oral health. It follows the principles of NHS England Mouthcare Matters and is compliant with CQC and NICE Guidance NG48.

## Assessment

Learners will be assessed throughout the course and there will be a knowledge based assessment at the end.

## Learning Outcomes

- Define what is meant by the term oral health
- Describe the anatomy and physiology of the mouth
- State the causative factors of oral disease
- List the preventative behaviours and practices
- Define what constitutes healthy and unhealthy tissues
- Explain the impact of oral health on the sense of well being and on physical health
- Define the level of record keeping required to assess needs and to monitor levels of oral health
- Identify where and when to seek outside professional help

# Oral Suctioning

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This course will give learners the required knowledge and skills to perform oral suctioning on service users who require this as part of their care requirements. The course itself will cover essential knowledge around the legal and professional implications of carrying out this procedure, as well as providing the learners with a step-by-step guide on the procedure and when to refer onto other health and social care professionals for further help and guidance.

## Assessment

Learners will be assessed throughout the course on their participation and knowledge of the subject. They will also undertake a knowledge assessment at the end of the course to demonstrate their learning and allow them to evidence this as part of their CPD.

## Learning Outcomes

- Define what is meant by the term oral suctioning?
- State when oral suctioning is indicated and the limitations of practice
- List the contraindications to oral suctioning
- Describe the potential adverse effects of suctioning
- Review the anatomy and physiology of the upper respiratory tract
- Discuss the checks required before undertaking this clinical procedure
- Explain the areas to monitor whilst performing oral suctioning
- Identify the procedure itself and the post-procedure requirements
- Describe the level of documentation required if oral suctioning has been performed



# Oxygen & Nebuliser Therapy

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Every 3  
years

CPD Hours

3 Hours

Participatory  
Hours

2 Hours



## What's covered on the day?

This oxygen and nebuliser therapy training course is designed to educate and train healthcare professionals to perform all facets of care with this equipment both safely, in line with current regulation, and competently. The practical aspect of the course can only be provided if the organisation has the essential equipment present for this to take place.



## Assessment

A simulated competency assessment will take place at the end of the session, supervised by our Tutor allowing delegates to return to the workplace and put to practice what they have learnt, until deemed competent within their organisations guidelines and protocols. A Certificate of Attendance will also be issued, valid for 3 years.



## Learning Outcomes

- Define what is meant by the terms oxygen and nebuliser therapy
- List the equipment needed for service users to receive this treatment
- Discuss the possible conditions that service users may be experiencing to require this therapy
- Review the anatomy and physiology of the respiratory tract
- Describe the potential associated risks with oxygen and nebuliser therapy and how these risks can be managed safely
- List the ethical and legal responsibilities associated with oxygen and nebuliser therapy
- Apply the theoretical knowledge to practical simulated competencies

# Paediatric Assessment

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Yearly
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This session will give the learners an overview of the requirement of Paediatric Assessment. It is suitable for Nurses and Experienced Practice nurses involved in triage or minor ailment management. The course will cover history taking, physical examination, sepsis in children, red flags, NICE guidance management of common conditions, limits of competency and signposting.

## Assessment

Learners will complete a knowledge assessment at the end of the training to allow them to evidence their understanding and a certificate of attendance will be issued to support this assessment, and both can be used within a portfolio of CPD. There will be no competence awarded for this course but candidates will be expected to be assessed in their workplace after the course.

## Learning Outcomes

- Develop and consolidate skills in paediatric history taking and systematic physical examination techniques
- Improved skills in assessment and management of undifferentiated childhood presentations
- Recognition of the sick child and prompt onward referral
- Awareness of current national guidelines
- Awareness of paediatric specific educational resources

# Paediatric First Aid

Open to Everybody. Maximum number of Delegates: 12

Course Duration	2 Days	Recommended Renewal	Every 3 years	CPD Hours	14 Hours	Participatory Hours	10 Hours
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## What's covered on the day?

This 2 day Paediatric First Aid course covers the requirements of Ofsted and the early year's foundation framework, for first aiders and first aid training in early years' settings. It is delivered in a interactive manner, where the delegates will be undertaking group discussions/activities, as well as practical scenarios and skills development.

## Assessment

This course is continually assessed by the tutor for practical skills, there is also a short multiple choice test to ensure the theoretical knowledge has been retained.

## Learning Outcomes

- Define the roles and responsibility of a paediatric first aider
- Demonstrate the skills of assessing an incident
- Show how to manage an infant or child who is unresponsive and breathing normally
- Show how to manage an infant or child who is unresponsive and not breathing normally
- Demonstrate the use of AED
- Recognise and assist an infant who is choking
- Recall the management and treatment of an infant or child who is wounded and bleeding
- State the management and treatment of an infant or child who is in shock
- Display the correct first aid to an infant or child who has a suspected fracture or dislocation
- Display the correct first aid to an infant or child who has a head, neck or back injury
- Recall the treatment of an or child with conditions affecting the eyes, ears and nose
- Explain the treatment to an infant or child who has a chronic medical condition
- Identify the correct treatment to an infant or child who is experiencing the effects of extreme heat or cold
- Apply the correct principles of treatment to an infant or child with other injuries not listed above

# Pain Management

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course will explore the subject of pain management through a range of group activities, discussions and tutor led activities. The learners will gain a knowledge and understanding of pain assessments, types of pain, pain management strategies including non-pharmaceutical methods. It will allow the learners to fully understand pain management and how this should be seen as a multi-disciplinary approach to the care and support of individuals.

## Assessment

There is no formal assessment on this course, the tutor will engage the learners in a range of teaching and learning activities though to ensure the knowledge is retained throughout the session.

## Learning Outcomes

- Describe the legal aspects of caring for people in pain
- Recognise the different types of pain that people can be experiencing
- Apply the principles and practices that underpin the multi-factorial approach to pain management
- List key contributions towards improving outcomes for patients with pain issues
- Explain the evidence based approaches to both pain management using pharmaceutical and non-pharmaceutical methods
- Recall the differing pain assessment methods that are available and discuss the most suitable for your practice setting
- Summarise the importance of pain assessment and appropriate care planning for individuals who are experiencing pain

# Palliative Care (Healthcare Assistants)

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course is aimed at Carers involved in delivering Palliative Care to service users within a care setting. The course will enhance existing skills and to discover new approaches that will further enrich this field of caring, making it a more positive experience. This course will explore how Palliative care is affected by a range of potential complications and barriers. Delegates will be encouraged to explore their own fears and anxieties, recognise the importance their input will bring and feel confident with their delivery of care.

## Assessment

As this is a theoretical course there is no practical assessment of learning, however, a knowledge assessment will be carried out. The tutor will be actively monitoring and reviewing the learner's contributions and understanding and the learners will demonstrate this through the completed knowledge assessment during the course of the day.

## Learning Outcomes

- Describe good communication skills
- Recognise the importance of Skin care
- Define Mouth care
- Understand the importance of nutrition
- State simple ways they can help elevate symptoms/pain by positioning
- Recognise some of the common symptoms they might encounter
- Define the basics of loss and bereavement for the families and the patient
- Understand some Spiritual issues
- Recognise what they might see in the last 48 hours of life
- Examine their own feelings/staff support

# Palliative Care (Nurses)

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course is aimed at Nurses involved in delivering Palliative Care to service users within a care setting. The course will enhance existing skills and to discover new approaches that will further enrich this field of nursing, making it a more positive experience. This will course explore how Palliative care is affected by a range of potential complications and barriers. Delegates will be encouraged to explore their own fears and anxieties, recognise the importance their input will bring and feel confident with their delivery of care.

## Assessment

As this is a theoretical course there is no practical assessment of learning, however, a knowledge assessment will be carried out. The tutor will be actively monitoring and reviewing the learner's contributions and understanding and the learners will demonstrate this through the completed knowledge assessment

## Learning Outcomes

- Describe good communication skills
- Recognise the importance of Skin care
- Define Mouth care
- Understand the importance of nutrition
- State simple ways they can help elevate symptoms/pain by positioning some of the common symptoms they might encounter
- Define the basics of loss and bereavement for the families and the patient
- Understand some Spiritual issues
- Understand pain/symptom control
- Examine their own feelings/staff support

# Parkinson's Disease Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

Learners who attend this half day session will develop the knowledge and understanding of Parkinson's Disease, how it presents in patients and the signs and symptoms they may be experiencing throughout the illness. The course will also discuss, how it is best to offer care and support to these individuals and how to encourage their family members and loved ones to become involved in their care.

## Assessment

Learners will complete a knowledge assessment at the end of the course, to allow them to demonstrate their understanding of the learning materials, and allow them to evidence their knowledge around Parkinson's Disease.

## Learning Outcomes

- Define what is meant by the term Parkinson's Disease
- Describe the diagnosis process of Parkinson's
- Disease State how common Parkinson's Disease is
- List the possible causes of Parkinson's Disease
- Identify what signs and symptoms are of Parkinson's Disease
- Discuss the potential associated problems with Parkinson's Disease
- List the possible treatments for Parkinson's Disease
- Summarise the care principles whilst supporting people who have Parkinson's Disease

# PEG Feeding incl. Simulated Competencies

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Every 3 years
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This course is designed for delegates who directly involved in the care and support of individuals who receive enteral feeding through one of the PEG feeding tubes. This course covers the core principles of PEG feeding and tube care, as well as the procedures to use when delivering either a gravity feed or a continuous tube feeding through a Nutricia Flocare Infinity pump. The tutor will build on your understanding; including tutor-led activities, group discussions, practical demonstrations as well as practice simulations and practice related questions. Competency documents will be referred to throughout the course and a simulated competency assessment will be completed before the end of the session allowing delegates to return to the workplace and put to practice what they have learnt, until deemed competent within their organisations guidelines and protocols.

## Assessment

This full day course will contain group activities, tutor led discussions and completion of knowledge tests and will be summative assessed by on-going assessment methods. A summative assessment will be utilised as will a simulated practice

## Learning Outcomes

- Demonstrate an understanding of PEG feeding
- Understand the purpose of PEG feeding
- Recognise different types of enteral tubes
- Understand the Indications and contra indications of PEG feeding
- Understand the procedures for feeding and administering medications via PEG tubes
- Recognise complications and report them
- Know how to care for and maintain PEG feeding tubes
- Complete a simulated competency to enable 'live' supervised practices to be undertaken in the work place
- Complete a simulated competency to enable 'live' supervised practices to be undertaken in the work place



# PEG Feeding Refresher (Non-competence)

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course is designed as a refresher for delegates who are directly involved in the care and support of individuals who receive enteral feeding through one of the PEG feeding tubes. This course covers the core principles of enteral feeding and tube care, as well as the procedures to use when delivering either a bolus feed or a continuous tube feeding through a Nutricia Flocare Infinity pump, Infinity 111 and the Abbott Freego pump.

## Assessment

This half day course will contain group activities, tutor led discussions and completion of knowledge tests and will be summative assessed by on-going assessment methods.

## Learning Outcomes

- Demonstrate an understanding of PEG feeding
- Understand the purpose of PEG feeding
- Recognise different types of enteral tubes
- Understand the Indications and contra indications of PEG feeding
- Understand the procedures for feeding and administering medications via PEG tubes
- Recognise complications and report them
- Know how to care for and maintain PEG feeding tubes

# Personality Disorder Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This Personality Disorders Awareness course will allow learners to develop key knowledge and understanding of Personality Disorders and how members of the care and nursing staff can support people who experience personality disorders within their practice setting.. It will also promote a self-awareness perspective, so that learners re able to reflect on current matters they are facing in and around this subject matter.

## Assessment

Learners will complete a knowledge assessment at the end of the course, allowing them to demonstrate and evidence their understanding of the learning materials covered during the session. This will then be able to be included in the portfolio of evidence for continuing professional development.

## Learning Outcomes

- An Introduction to Personality Disorders
- An Understanding of Personality Disorders
- An Awareness of systems that support effective treatment for Personality Disorders
- An Ability to take stock of ourselves whilst caring for people with Personality Disorders

# Physical Effects of Substance Abuse

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course is delivered by one of our experienced trainers and is aimed at health and social care workers. The course looks at the area of physical effects of substance abuse on the body variety. It will also cover some of the psychological effects as well. Learners will explore the anatomy and physiology of the body to examine the detrimental effect that substance abuse can have.

## Assessment

As this is a theoretical course there is no practical assessment of learning, however, a knowledge assessment will be carried out. The tutor will be actively monitor and review the learner's contributions and understanding and the learners will demonstrate this through the completed knowledge assessment during the course of the day.

## Learning Outcomes

- Recognise the effect of substance abuse on the mind.
- Understand how substance abuse can affect memory, violence and anger
- Examine how headaches, nausea and/or vomiting and muscle weakness can be caused by substance misuse.
- Understand how a drug tolerance develops
- Recognise how substance abuse affects liver, lungs, and kidneys and causes brain damage.
- Examine the sociological effects such as sexually transmitted diseases, including HIV/AIDS
- Recognise other physiological problems such respiratory depression, cancer and cardiovascular disease can be affected or caused by substance misuse.
- Commonly abused substances
- Legislation
- The effects of a comedown

# Raising Concerns and Whistle Blowing

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Yearly
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This session will cover a highly emotive subject of raising concerns and whistle blowing. It will equip learners with the essential knowledge of generic principles of raising concerns, and how to do this in an appropriate manner. It will link with the company specific information and allow the learners to describe this, and identify steps that are in place to support themselves and their colleagues

## Assessment

There is no formal assessment as part of this course, although learners will be expected to participate in a variety of teaching and learning activities to enable them to demonstrate their knowledge and understanding on this subject. A certificate of attendance will be issued.

## Learning Outcomes

- Describe the legislation and standards governing raising concerns at work
- Explain the importance of raising concerns in an appropriate manner
- Explain the difference between a grievance and a public interest disclosure
- Describe the role of the work and that of their manager with regard to raising concerns
- Discuss the measures that are in place within your workplace for raising concerns
- Identify additional support measures that may be required if someone raises a concern either with yourself or within your organisation

# Recognising and Escalating Deterioration in Residents (Restore 2) - Theory & Practical

Open to Everybody. Maximum number of Delegates: 10

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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### What's covered on the day?

This course will provide staff with the theoretical knowledge required to apply the RESTORE2 assessment tool. The course will cover the underpinning skills and knowledge required to recognise the early soft-signs if a resident becomes unwell. We will cover the principles of taking observations (soft signs) including normal/ abnormal ranges, how to respond to abnormalities, and how to escalate concerns. The session will also build on the theoretical knowledge learnt in the first section of the training and will cover the practical steps required to assess and recognise the early soft-signs if a resident becomes unwell.

### Assessment

There is no formal assessment as part of this course however learners will be continuously observed and monitored by the tutor while practicing. There will also be a knowledge assessment quiz at the end of the course.

### Learning Outcomes

- Explain the 3 core principles of Restore2 (early detection, competent response, timeliness of response)
- Identify how to assess a patient's cardiovascular system
- Define soft signs
- Demonstrate the assessment of soft signs
- Describe how to perform a set physiological observations
- Demonstrate how to perform a set physiological observations
- Describe the normal ranges of the physiological observations including BM
- Perform physiological observations including BM
- Demonstrate the usage of a NEWS chart
- Explain the format of a NEWS chart and its usage
- State the possible causes of abnormal physiological observations/ soft signs
- Describe the different levels of consciousness and how to recognise them (ACVPU)
- Demonstrate the assessment and recognition of different levels of consciousness (ACVPU)
- Explain how to respond if concerned about a resident (SBARD)
- Demonstrate how to respond if concerned about a resident (SBARD)

# Recognising the Physically Ill Patient

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Every 3  
years

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

This session will allow anyone involved in the assessment and monitoring of a patient, to develop the appropriate skills for completing an A-E assessment and recognising a physically ill patient or deteriorating patient. It will allow them to also then recognise at what point should further assistance be sought, and what can be done to promote the recovery and rescue of a deteriorating patient. The training will link to national guidance, policies and protocols that are applicable to measuring information objectively. The course will also equip learners with appropriate handover tools for escalating issues.

## Assessment

Learners will complete a knowledge assessment at the end of the course, along with practical tasks throughout the day allowing them to gain the confidence and competency in assessing a deteriorating patient using the A-E assessment protocol. A further 1 day can be provided where full assessment and skills based practice is included in simulation, although this does not form part of the main learning objectives.

## Learning Outcomes

- Define what is meant by the term
- Recognising a Physically Ill or deteriorating patient
- Explain what an A-E Assessment entails
- Discuss the principles of airway assessment and demonstrate how to perform an appropriate airway assessment
- Describe how airway adjunct can be used to assist with a deteriorating patient
- Demonstrate a full breathing assessment, and how to fully record your observations
- Justify what actions you would take if your findings were not within acceptable limits
- Identify how to assess a patient's cardiovascular system, including alternative assessments if formal readings are not available
- List what aspects of assessment would be included in the disability and exposure elements of an A-E assessment
- Summarise the overall findings of a full A-E assessment and how to translate this into an EWS score
- Relate your EWS score and findings, into actions for escalation
- Plan an appropriate handover for a deteriorating patient to a medical professional using the SBAR tool
- State how accountability, the 6C's and communication all link with the assessment and recognition of a deteriorating patient

# Rectal Administration of Medicines

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Every 3 years
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This session will give the learners the opportunity to develop the relevant knowledge and skills associated with administering medications rectally to service users. It will equip delegates with the essential understanding of the anatomy and physiology of the lower gastrointestinal tract as well as the procedure itself.

## Assessment

Learners will complete a knowledge assessment at the end of the course to enable them to demonstrate their understanding of this procedure as well as the relevant anatomy and physiology. The delegates will have the opportunity to demonstrate the skill in simulation, before returning to their workplace to complete a self-assessment document and competency document.

## Learning Outcomes

- Define what rectal administration of medicines is
- Review the anatomy and physiology of the lower gastrointestinal tract
- List the indications for choosing this route of administration
- Recognise the contraindications of administering medicines rectally
- State the advantages and disadvantages of rectal administration
- Describe the procedure for administering rectal medications
- Demonstrate the correct technique in simulation

# Reflective Practice Workshop

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

This session will allow learners to develop their knowledge and understanding of reflective practice, the principles of reflection and how to write reflectively about practice based situations or work related issues. By the end of the session learners, will be able to undertake their own reflective practice which will support their own development and assist with the requirements of revalidation if they are a Registered Nurse or Midwife.

## Assessment

There is no formal assessment as part of this course, although learners will be expected to take part in a number of individual and group exercises throughout the session. The tutor will assess the individuals on their level of participation and engagement within the group, and the completion of the exercises.

## Learning Outcomes

- Define what is meant by reflection and reflective practice
- List various models of reflection
- Describe the benefits to practice when following a reflective process
- Discuss what reflective practice and reflective writing looks like
- Explain the steps of a reflective model and undertake a formal reflection
- Recognise key resources to support reflection and reflective practice
- Apply the principles of reflective practice to a scenario or work based situation and undertake a piece of reflective writing



# Respiratory Disease and Spirometry

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Yearly
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This session will cover respiratory awareness, giving the learners a baseline knowledge and understanding of what can affect a person's respiratory function, as well as a revision of the anatomy and physiology of the respiratory tract. Learners will discuss the most common conditions that can affect people's breathing and some of the monitoring procedures and treatment options. When delivered virtually, theory will only be covered.

## Assessment

There is a written knowledge assessment required on this course, at the end of the training to allow them to evidence their understanding and a certificate of attendance will be issued to support this assessment and both can be used within a portfolio of CPD. A practical session will complete the course when delivered face2face to enable candidates to start their competences.

## Learning Outcomes

- Revise the anatomy and physiology of the respiratory tract
- Discuss factors that can affect normal lung function
- List common respiratory conditions and their associated terminology
- Identify common signs and symptoms that are related to respiratory conditions
- Describe what conditions may be linked to people becoming breathless
- Explain what is meant by the term exacerbation of a condition
- Recall routine tests and blood tests that can assist with diagnosing and monitoring respiratory conditions, including Spirometry
- List the regularly used medications to treat respiratory conditions.
- Review the correct inhaler techniques and the different monitored dose systems that are available
- Describe the best practice for managing asthma and COPD
- Discuss the effects of a respiratory condition on the patient, their families and carers
- Be proficient at using a Spirometer

# Respiratory Disorders Awareness

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Every 3  
years

CPD Hours

3 Hours

Participatory  
Hours

2 Hours



## What's covered on the day?

This course will allow learners to develop some key knowledge and understanding around a number of common respiratory disorders, what can exacerbate them and what treatments can be given to manage these conditions. The course will also look at some of the effects of these conditions on the patient, the families and the carers.



## Assessment

A knowledge assessment will be completed at the end of this course allowing the delegates to demonstrate their understanding of the learning materials and evidence the completion of the course. A certificate of attendance will be issued along with the knowledge assessment to be included in the individuals portfolio.



## Learning Outcomes

- Review the anatomy and physiology of the respiratory system
- Discuss the potential factors that may affect normal lung function
- List common respiratory conditions and their terminology i.e. COPD and Asthma
- Identify common signs and symptoms associated with these respiratory conditions
- Describe some conditions that may be associated with breathlessness
- Recognise what is an exacerbation of a condition
- Explain the potential tests that can be performed to assist with the diagnosis and monitoring of respiratory conditions
- State what medications can be used to treat respiratory conditions
- Use national guidance to evidence correct practice when managing respiratory conditions
- Describe some basic care principles of how to support an individual who has a respiratory condition
- Evaluate the potential effects of respiratory conditions on the patients, families and the carers

# RIDDOR

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Yearly	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This half day training session will equip all staff members with the essential knowledge and understanding of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2015, and how it is applied within a health and social care setting. The learners will develop relevant practical knowledge of applying the law to their roles, and the reporting processes required for the appropriate accidents, diseases and dangerous occurrences.

## Assessment

A knowledge assessment will be completed by the learners to demonstrate their understanding of the information from this training session. A certificate of attendance will be issued also to all learners who complete this training.

## Learning Outcomes

- Describe the benefits of good Health and Safety
- Explain what RIDDOR is
- Describe the cost on non compliance of RIDDOR
- Appreciate the purpose and relevance of RIDDOR
- Recognise the different reports that are required
- Identify the reporting requirements

# Risk Assessment in Care

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Yearly	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

It is a legal requirement under the Management of Health and Safety at Work Regulations 1992 that anyone who is required to undertake Risk Assessments are suitably trained to ensure that they have the knowledge, understanding and competency to carry out this task. This course will equip the learners with this required knowledge to safely and effectively identify risks and hazards, assess the severity and likelihood of risks, and then implement measures to reduce or eliminate the risk within their work place.

## Assessment

Learners will undergo continual assessment throughout this course, with the requirement to actively participate in group activities, discussions and completion of mock risk assessments as the training progresses. Learners will be issued with a certificate of attendance on completion of the course.

## Learning Outcomes

- State the importance of Risk Assessments within Care
- Identify areas of care that need suitably risk assessing
- Demonstrate the ability to assess and calculate the severity of risk against the likelihood of occurrence
- List some potential control measures that could be implemented to minimise or eliminate risk within the care setting
- Conduct mock risk assessments with the necessary knowledge in relation to resident care needs/activities/environment/issues
- Assist employers in meeting legal requirements and promote improved standards of health and safety within the workplace and organisation

# Safe and Effective Usage of PPE and Infection Control

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Yearly

CPD Hours

3 Hours

Participatory  
Hours

2 Hours

## What's covered on the day?

The course is aimed at developing and expanding learners' knowledge on the safe and effective usage of personal protective equipment (PPE) for infection control. This will also incorporate the recommended equipment for safe and effective usage during the Covid-19 (Coronavirus) pandemic. It will look at the key factors that are associated with the spread of infection as well as health care associated infections. Learners will be able to apply the learning into practical situations during the training and then in practice on their return to their work settings. The course will also explore the employers and employee responsibility

## Assessment

There will be no formal assessment, however there will be a quiz at the end of the session to test attendee's knowledge.

## Learning Outcomes

- Recall the requirements for Personal Protective Equipment and when they should be used.
- Describe the equipment available
- State which PPE should be used and why during the Covid-19 outbreak.
- Demonstrate the safe effective usage of PPE
- Discuss the ways to prevent infection
- List the relevant legislation and application of policy relating to infection control
- Describe the employee and employer responsibility with regards to infection control and PPE.

# Safeguarding Adults

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Yearly

CPD Hours

3 Hours

Participatory  
Hours

2 Hours



## What's covered on the day?

This course will equip learners with the essential knowledge and skills that are necessary for identifying and responding appropriately to concerns about safeguarding adults at risk. During the course learners will discuss and develop their application of knowledge to practical based scenarios.



## Assessment

Learners who are attending this course will complete a knowledge assessment at the end, allowing them to evidence their understanding of this subject matter and include in their portfolio for continuing professional development.



## Learning Outcomes

- Recognise an adult who may be vulnerable to being abused (an 'adult at risk')
- List what types of abuse are known
- Discuss how each type of abuse is recognised
- State how to report concerns about abuse using appropriate systems
- Explain what safeguarding is and the process it enables, and your role within this
- Show to manage a situation
- Demonstrate record keeping and documentation associated with safeguarding concerns

# Safeguarding Adults - Comprehensive

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Yearly	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This course will equip learners with the essential knowledge and skills that are necessary for identifying and responding appropriately to concerns about safeguarding adults at risk. Will discuss safeguarding with reference to the law and lessons learnt from safeguarding adult reviews, particularly exploring the concept of coercive, and controlling behaviour and how to spot signs of this form of abuse. The challenges of complex safeguarding concerns. There will be time for practical demonstration/role play and decision around case scenarios demonstrating how to apply theoretical knowledge to practical applications.

## Assessment

Learners who are attending this course will complete a knowledge assessment at the end, during the day the learner will be given the opportunity to practice skill in recognising abuse. Allowing them to evidence their understanding of this subject matter and include in their portfolio for continuing professional development.

## Learning Outcomes

- Recognise an adult who may be vulnerable to being abused (an 'adult at risk')
- Identify the known common types of abuse
- Discuss Mental Capacity with reference to safeguarding
- Have an understanding of the roles and responsibilities of interagency safeguarding
- Discuss how to spot warning signs of abuse, in particular intimate partner abuse including coercion and control, including behaviour of the abuser
- Discuss how each type of abuse is recognised
- State how to report concerns about abuse using appropriate systems
- Explain what safeguarding is and the process it enables, and your role within this
- Show to manage a situation
- Demonstrate Record Keeping and Documentation associated with safeguarding concerns

# Safeguarding Children

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Yearly

CPD Hours

3 Hours

Participatory  
Hours

2 Hours

## What's covered on the day?

This course will equip learners with the essential knowledge and skills that are necessary for identifying and responding appropriately to concerns about safeguarding children and young people. During the course learners will discuss and develop their application of knowledge to practical based scenarios.

## Assessment

Learners will complete a knowledge assessment at the end of their training course, allowing them to demonstrate their understanding and application of their understanding into practical based scenarios.

## Learning Outcomes

- Understand and recognise what is meant by safeguarding children and the different ways children and recognise can be harmed and neglected
- Describe the first steps to take if they are concerned about a child
- Respond appropriately to a disclosure made a child
- Understand the necessity for information sharing and accurate recording and logging concerns
- State what to do if they experience barriers to referring a child/family
- Know the boundaries of personal competence and responsibilities and where to seek advice and support from a manager/designated person
- Recognise parental factors that might have an impact on how children are parented



# Self-Harm and Suicide in Children

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Every 3  
years

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

Self-harm and suicidal thoughts can affect children of any age. This course will cover self-harm in children at all levels. It will then go on to examine suicidal thoughts and Ideology and also look at the prevention and minimising risk to children. Understanding of how to support young people reporting suicidal thoughts is vital for anyone who works in a safeguarding position. This training will closely follow DSCB Suicide and Self Harm (Level 3)

## Assessment

As this is a theoretical course a knowledge assessment will also be carried out at the end of the day. The tutor will be actively monitoring and reviewing the learner's contributions and understanding throughout the session with a series of group work exercises and discussions

## Learning Outcomes

- Describe self-harm and suicide tendencies and the underlying reasons for it
- Demonstrate how to act sensitively and appropriately in supporting each child or young person to be emotionally well
- Explain values and attitudes in working with children and young who self-harm within the context of safeguarding children
- List distraction techniques which may be useful when supporting young people
- Explain how an assessment of need provides appropriate information to enable practitioner to deliver effective services to support the child and their families

# Sensory Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course will help you to understand the difficulties that people with learning disabilities will have with sensory needs. This course is suitable for anyone wanting to increase their awareness of people's different sensory needs

## Assessment

As this is a theoretical course a knowledge assessment will also be carried out at the end of the session . The tutor will be actively monitoring and reviewing the learner's contributions and understanding throughout the session with a series of group work exercises and discussions

## Learning Outcomes

- Have an understanding of the seven sensory systems
- Understand the difficulties people with a learning disability may have with their sensory processing
- Increase your awareness of people's different sensory needs
- Understand that we all have sensory needs and preferences
- To recognise that some behaviours may be due to other causes, other than sensory processing problems
- Have an awareness of regulatory guidance

# Sepsis Awareness

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Yearly

CPD Hours

3 Hours

Participatory  
Hours

2 Hours

## What's covered on the day?

This session will cover the required knowledge and understanding of a high profile subject matter that is affecting the health and social care sector considerable. It will equip learners with the essential information and abilities to recognise Sepsis and act appropriately if it is suspected.

## Assessment

There is no formal assessment as part of this course, although learners will be expected to participate in a number of learning activities throughout the session, that will allow the tutor to assess their learning and understanding of the subject matter.

## Learning Outcomes

- To appreciate the history of infection control in relation to sepsis
- Identify the importance of good infection control procedures to minimise the risk of infections and other complications such as sepsis
- Discuss and understand the differences between; Septicaemia, Sepsis, Severe Sepsis and Septic Shock
- Develop knowledge and understanding of the inflammatory process in Sepsis
- Acquire knowledge of the Mnemonic SEPSIS
- Discuss and ensure understanding of the National Early Warning Score track and trigger tool
- Discuss and ensure understanding of qSOFA
- Discuss Sepsis Stories and develop a greater empathy for individuals with sepsis and sepsis survivors
- Review and correctly identify the actions required for the scenarios set

# Sepsis Awareness in Children

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Every 3  
years

CPD Hours

3 Hours

Participatory  
Hours

2 Hours

## What's covered on the day?

This session will cover the role of the School or Nursery Nurse and others in raising awareness of Sepsis in Children to colleagues, teachers and school staff. It will look at the signs and symptoms of Sepsis in children, hygiene in children and will also examine the health education pertinent and advice to be given to parents. It is also recommended that participants attend the standard Sepsis Awareness course that will be held prior to the Sepsis in Children course, which provides further, in-depth knowledge around Sepsis, although this is not essential.

## Assessment

There will be knowledge assessment as part of this course, and learners will be expected to participate in a number of learning activities throughout the session, that will allow the tutor to assess their learning and understanding of the subject matter.

## Learning Outcomes

- Review the distribution and determination of sepsis in children
- Recognise the causes of sepsis in children
- Demonstrate ways in which sepsis in children can be prevented (Health Promotion)
- Review the importance of good Hygiene for children
- Review how to diagnose sepsis in children
- Recognise the clinical signs of sepsis in children
- Recognise how to pass this knowledge on to colleagues and parents (Health Education)

# Stoma Care inc. Simulated Competencies

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Every 3  
years

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

This full day training session, will allow Healthcare Assistants and Registered Nurses to develop the required knowledge and skills to care and support for individuals who have a stoma. It will equip delegates to identify specific practices around Stoma Care under special circumstances as well as recognising when to seek further medical attention if there are any abnormalities. It will also provide the delegates with a basic knowledge of the products that are available and how to use these effectively. Using models, this session will cover all practical elements for stoma removal and application. The tutor will build on your understanding; including tutor-led activities, group discussions, practical demonstrations as well as practice simulations and practice related questions. Competency documents will be referred to throughout the course and a simulated competency assessment will be completed before the end of the session allowing delegates to return to the workplace and put to practice what they have learnt, until

## Assessment

A simulated competency assessment will take place at the end of the session, supervised by our tutor allowing delegates to return to the workplace and put into practice what they have learnt, until deemed competent within their organisations guidelines and protocols. A Certificate of Attendance will also be issued, valid for 3 years

## Learning Outcomes

- Identify the different types of stoma
- List the reasons why stomas are formed and their normal function
- Recognise stoma abnormalities
- Discuss the importance of effective communication in stoma care, including cultural and religious considerations
- Describe the role of the stoma care nurse and the HCA or RN in supporting an individual with a stoma
- Describe the support an individual will require who may need to become independent with stoma care
- Demonstrate an understanding of general dietary requirements for the 3 types of stoma
- Understand good practice and informed consent
- Demonstrate an understanding of products used in stoma care#
- Complete a simulated competency to enable 'live' supervised practices to be undertaken in the workplace

# Stoma Care Refresher

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This half day training session will allow Healthcare Assistants and Registered Nurses to develop the required knowledge and skills to care and support for individuals who have a stoma. It will equip staff members to identify specific practices around Stoma Care under special circumstances as well as recognising when to seek further medical attention if there are any abnormalities. It will also provide the staff with a basic knowledge of the products that are available and how to use these effectively.

## Assessment

There is no formal assessment for this course, although there is an expectation that the delegates will participate in the group activities and discussions to allow the learning to take place and be enhanced by group learning. A certificate of learning will be issued for each delegate.

## Learning Outcomes

- Identify the different types of stoma
- List the reasons why stomas are formed and their normal function
- Recognise stoma abnormalities
- Discuss the importance of effective communication in stoma care, including cultural and religious considerations
- Describe the role of the stoma care nurse and the HCA or RN in supporting an individual with a stoma
- Describe the support an individual will require who may need to become independent with stoma care
- Demonstrate an understanding of the general dietary requirements for the 3 types of stoma
- Demonstrate an understanding of products used in stoma care
- Understand good practice and informed consent

# Stress Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course is aimed towards employees who may have a responsibility to ensure that stress in the workplace is kept to a minimum. The workshop will address key definitions, Causes, Signs and symptoms of stress and how to manage stress in the workplace. The course will also enable the participant to look at their own stress levels and formulate ways of decreasing stress levels.

## Assessment

A knowledge assessment test will be undertaken as part of this course to allow learners to evidence their understanding of the course and of stress. A certificate of attendance will be awarded.

## Learning Outcomes

- By the end of this session participants will
- Have completed a stress self-awareness questionnaire
- Understand the relevant policies and legislation relating to stress
- List the employers and employees' responsibilities in regard to stress
- Be able to identify causes of stress in the workplace
- Recount the signs and symptoms of stress in themselves and others
- Understand ways in which stress can best be managed in the workplace

# Stroke Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This course is essential to all care and nursing staff involved in the care industry particularly those working with a higher risk patient group. It will provide delegates with an understanding of different types of strokes as well as the signs, symptoms and effect on the person. It will explore what are the appropriate responses, treatments and care pathways for offering support for a person who has had a stroke.

## Assessment

Learners will complete a knowledge assessment at the end of the session, to allow them to demonstrate their learning and understanding of this subject matter. It will give them the opportunity to gain evidence towards continuing professional development and the knowledge assessment can be placed in the individuals portfolio

## Learning Outcomes

- Define what a stroke is
- List how to recognise a stroke
- Describe the management of potential risk factors
- Explain the importance of emergency responses and treatments if a person is suspected to be having a stroke
- Recall the management of a stroke, both in the short term and long term care needs



# Subcutaneous Fluids (Hypodermoclysis)

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Every 3  
years

CPD Hours

3 Hours

Participatory  
Hours

2 Hours

## What's covered on the day?

This session will cover all theoretical aspects relating to the administration of subcutaneous fluids. By the end of the session, all delegates will be able to work in line with Practice Guidance the administration of subcutaneous fluids. The course will examine the indicators for subcutaneous fluids, the contra-indications of the procedure and how to set up the administration. Demonstration of setting the subcutaneous administration will take place and delegates will have the opportunity to contribute to this.

## Assessment

A Knowledge Assessment will take place at the end of the session, supervised by our Tutor allowing delegates to return to the workplace and put to practice what they have learnt, until deemed competent within their organisations guidelines and protocols. A Certificate of Attendance will also be issued, valid for 3 years.

## Learning Outcomes

- To review and correctly identify the anatomy of the skin
- Develop and apply the knowledge needed in relation to legislations, policies and best practice of Subcutaneous Fluids Administration.
- Discuss and Understand the indications and contra-indications of subcutaneous fluids
- Identify the equipment needed for subcutaneous fluids administration to take place, and the general procedure for Hypodermoclysis
- Identify the importance of good infection control procedures to minimise the risk of infections and other complications
- Understand the importance of monitoring and especially the VIP score from catheterisation
- Identify potential complications and measures to prevent or minimise these and discuss and ensure understanding of routine care for both service users and staff
- To acknowledge the competency requirements of the procedure

# Substance Misuse Withdrawal Scales

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Every 3 years
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This session will cover all theoretical aspects of substance Misuse Withdrawal and then practical demonstrations of relevant practical skills. It will allow health care workers understand the importance of assessing residents who are experiencing changes in their physical health, and how to escalate their concerns following their assessment. Learners will be able to practice the clinical skills in a safe learning environment before undertaking them in clinical practice.

## Assessment

Learners will complete a knowledge assessment at the end of the day, they will also take part in practical demonstrations of the clinical observations. A formal assessment will take place back in the workplace.

## Learning Outcomes

- Recognise the severity of withdrawal from Opiates, Alcohol and Benzodiazepines.
- Understand the Objective Opiate Withdrawal Scale (OOWS)
- Understand the Clinical Opiate Withdrawal Scale (COWS)
- Understand the Clinical Institute Withdrawal Assessment for Alcohol (CIWA)
- Understand the Benzodiazepine Withdrawal Assessment Scale (BWAS)
- Refresh skills in taking observation such as Temperature, Pulse, Respirations and Blood Pressure
- Recognise how to use an Alcohol Breathalyzer
- Revisit the Glasgow Coma Scale (GCS)

# Suicide Awareness & Prevention

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Every 3  
years

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

Suicide is a major public health concern, and it is growing! It is no longer confined to the clinical area of a hospital or GP practice but is creeping out into agencies within Society, leading other non-clinical professionals to be experiencing these distressing situations without the knowledge skills or capabilities to deal with it. This course has been designed to help gain an understanding of what the main risk factors are, who is most at risk, how they may present and how you may be able to better handle these distressing situations.

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor in order to be issued with a Certificate of Attendance.

## Learning Outcomes

- Understand the need for further, more in-depth training to be delivered due to the growth of this behaviour
- Identify those who are at risk Identify risk factors
- Be able to potentially assist someone in securing more appropriate help
- Be aware of organisations that you may be able to signpost to
- To care for yourself and be aware of the impact of these daily demands in practice
- Assist in recognising what further training may be required

# Supporting Autistic People and/or People with a Learning Disability

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Yearly
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

This awareness session on learning disability, autism and autistic spectrum will equip staff members with the essential knowledge of the definitions, history and demographics of the disorders. It encompasses the Oliver McGowan framework and goes beyond as it meets the needs of all 3 tiers of staff. It will list and explore the Core Capabilities Framework for supporting individuals with Autism. It will also discuss with the staff the associated characteristics, abilities, symptoms and some of the challenges that are potentially faced when caring and supporting for individuals. It will also highlight examples of good healthcare practices and some of the negative experiences and stereotypes that are applied to individuals who have a learning disability and/or autism.

## Assessment

There is no formal assessment of this awareness session, although the trainer will utilise a range of teaching and assessment strategies to ensure the development and understanding of the learning outcomes. Learners will complete a knowledge assessment following the completion of the course, allowing them to demonstrate an understanding of Learning Disabilities, and/or Autism, and how to provide care and support for individuals.

## Learning Outcomes

- What do you know about learning disabilities, and autism
- Recognise the presentation, behaviour and identity of people with a learning disability and /or autism
- What effects a learning disability and/or autism has on the individual and their families ?
- The need for clear communication and ensuring it is person centred
- List and explore the Autism Core Capabilities framework for supporting an individual with autism
- Discuss the demographics around an individual with learning disability and/or autism
- Define the associated characteristics of individuals with a learning disability and /or autistic or ASD
- Recognise, respect and value individuals with a learning disability and /or autistic differences and challenges negative stereotyping
- Highlight good person-centred practices for caring and supporting individuals with a learning disability and /or autism and respond with respect and compassion
- Demonstrate positivity, recognising the strengths and abilities of individuals with a learning disability and /or autistic
- Describe managing the behaviour that challenges of individuals with learning disabilities and /or autistic

# Syringe Driver - Full Day

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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## What's covered on the day?

This full day version of this course is available for new practitioners who have not used syringe drivers before, this will allow the learners to gain all of the required knowledge relating to medication compatibility, the legal and professional considerations around using Syringe Drivers, as well as practical experience of setting up and using a McKinley T34 Syringe Driver. Including building upon the knowledge and skills associated with caring for an individual who requires this for symptom management.

## Assessment

Learners will complete a knowledge assessment at the end of the course, allowing them to evidence their understanding and continuing professional development, followed by a simulated assessment using the competency document after their practical session. They can then return to their workplace with the second part of this for assessment and competency sign off after further exposure to the clinical skills.

## Learning Outcomes

- List the indications of using a syringe driver
- Discuss the legal and professional considerations around syringe driver use
- Review the procedure for setting up a McKinley T34 syringe driver
- Identify the potential sites to use when setting up a syringe driver and where to avoid
- Recognise the medications that can be used within a syringe driver, and the symptoms they can help with
- Relate the medications that can be used to combined symptoms and the compatibility of key medications
- Demonstrate the correct use and set up of a McKinley T34 syringe driver in simulation

# Syringe Driver - Safe Use Of

Open to Registered Professionals. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Every 3  
years

CPD Hours

3 Hours

Participatory  
Hours

2 Hours

## What's covered on the day?

This course is aimed at Registered Nurses who have experience of using a McKinley T34 Syringe Driver already, but are requiring a refresher on the knowledge and skills associated with caring for an individual who requires this for symptom management. There is a full day version of this course available for new practitioners who have not used syringe drivers before, this will allow the learners to gain all of the required knowledge relating to medication compatibility, the legal and professional considerations around using Syringe Drivers, as well as practical experience of setting up and using a McKinley T34 Syringe Driver.

## Assessment

Learners on both courses will complete a knowledge assessment at the end of each course, allowing them to evidence their understanding and continuing professional development. Learners attending the half day course will leave with a competency document for completion in the workplace. Learners who are booked onto the full day course will have a simulated assessment using the competency document after their practical session. They can then return to their workplace with the second part of this for assessment and competency sign off after further exposure to the clinical skill.

## Learning Outcomes

- List the indications of using a syringe driver
- Discuss the legal and professional considerations around syringe driver use
- Review the procedure for setting up a McKinley T34 syringe driver
- Identify the potential sites to use when setting up a syringe driver and where to avoid
- Recognise the medications that can be used within a syringe driver, and the symptoms they can help with
- Relate the medications that can be used to combined symptoms and the compatibility of key medications
- Demonstrate the correct use and set up of a McKinley T34 syringe driver in simulation

# The Role of the Care Worker

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Yearly

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

This session will cover the essential knowledge required for any new care worker or established care worker commencing with an organisation in a new role. It will provide them with key information on roles, responsibilities and ways of working, although the principles will remain generic, and company specific information should be supplemented in this course.

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor in order to be issued with a Certificate of Attendance.

## Learning Outcomes

- Describe your duties and responsibilities as a care worker
- Discuss the expected standards and codes of conduct that care workers are required to work within
- Recognise the importance of the 6Cs in your role and practice
- Explain how your experiences, attitudes and beliefs can affect your practice and care delivery
- Explore how values can alter your practice and ability to practice effectively, whilst looking at the aims and objectives of the organisation
- List your rights and responsibilities at work, working within the laws of the country
- Summarise key ways of working that have been agreed with your organisation/line manager
- Report what actions are required for reporting errors, concerns and whistleblowing

# Time Management

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Yearly	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This half-day course will equip staff with the essential knowledge and skills required for managing their time more effectively. It aims to identify time-wasting activities and helps participants to prioritise their work coherently.

## Assessment

As this is a theoretical course there is no practical assessment. A knowledge assessment will be carried out at the end of the day. The tutor will be actively monitoring and reviewing the learner's contributions and understanding throughout the day with a series of group work exercises.

## Learning Outcomes

- Identify and avoid time wasting.
- The use of IT in daily activity planning.
- How to prioritise your work effectively.
- How to avoid 'firefighting'.
- Delegating tasks
- Personal objectives and goals for the day
- How your daily plan can be interrupted



# Tissue Viability - Diabetic Foot Ulcers

Open to Registered Professionals. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Every 3  
years

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

Diabetes mellitus is taking on pandemic proportions. Worldwide over 250 million people suffer from the disease and estimates for 2025 are predicted to be a total of 380 million people with diabetes. As a consequence, the impact of diabetic foot disease is also on the rise. Delegates attending this course will achieve a better awareness of the causes of diabetic foot problems and the measures that can be taken to reduce the risk of developing diabetic foot ulceration. They will revisit relevant anatomy and physiology and will examine the chronic condition of diabetes in order to appreciate the impact the disease can have on foot health. Delegates will look at a number of real-life case scenarios and will better understand the principles of management of the patient with the diabetic foot.

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor in order to be issued with a Certificate of Attendance.

## Learning Outcomes

- Develop their knowledge of all aspects of diabetes better
- Understand the common causes of diabetic foot problems
- Understand the implications of neuropathy, peripheral arterial disease (PAD) and infection
- Recognise the clinical skills necessary in the assessment and examination of the diabetic foot
- Identify people with diabetes who are at risk of developing foot pathologies secondary to the disease
- Describe the importance of off-loading and foot hygiene understand the principles of diabetic foot ulcer management and infection control

# Tissue Viability - Doppler Assessments of Arteries

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Every 3  
years

CPD Hours

3 Hours

Participatory  
Hours

2 Hours



## What's covered on the day?

During this half day course participants will receive information about the use of Doppler examination in determining artery flow. It will particularly cover the use in lower limb pathology. Included in the course will be a rationale of how Doppler fits in with an holistic assessment of the patient and also how to perform and calculate the Ankle Brachial Pressure Index



## Assessment

As this is a practical course participants will be able to use a Doppler machine in a simulated situation. There will also be a knowledge assessment at the end of the session to identify any weakness in learning.



## Learning Outcomes

- Understand the meaning of holistic assessment
- Increase awareness of presenting features to observe for when examining the lower limb
- Understand the principles of Doppler and the use of Doppler in holistic assessment
- Demonstrate an awareness and understanding of the practical use of Doppler
- Demonstrate the ability to perform and calculate an accurate Ankle Brachial Pressure Index

# Tissue Viability - Leg Ulcer Management

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

2 Days

Recommended  
Renewal

Every 3  
years

CPD Hours

14 Hours

Participatory  
Hours

10 Hours

## What's covered on the day?

This two day course will equip learners with the essential knowledge, understanding and skills associated with assessing a patient and their leg ulcers. It will provide learners with key information on the recognition, treatment and management of leg ulcers taking into consideration the assessment criteria and application of compression bandaging if the leg ulcers are suitable for this treatment regime.

## Assessment

Learners will be assessed throughout the 2 day course on their participation and interaction with exercises that are within the course. They will also complete a knowledge assessment throughout the course, allowing them to evidence their understanding of the subject matter. Simulation will take place during the doppler assessment workshop and compression bandaging workshop.

## Learning Outcomes

- Review the anatomy and physiology associated with leg ulcers
- Discuss the potential causes of leg ulcers
- Recall the background of leg ulcers and the epidemiology of these with patients
- Differentiate the potential diagnoses of leg ulcers
- Explain the assessment process of patients who present with leg ulcers
- Apply the principles of doppler assessment in theory and practice
- Interpret the current evidence based treatments and adjuvant therapies available for patients who have leg ulcers
- Describe the potential complications that could arise from the treatment decisions and application
- State the history and theory of compression therapy
- Apply the principles of compression bandaging to simulation
- Examine the evidence associated with compression bandaging and leg ulcers
- Identify preventative measure that can be applied to reduce the likelihood of recurrence
- Discuss the medico-legal aspects of leg ulcer management
- Recognise the next steps for practice and competency

# Tissue Viability - Pressure Ulcer Prevention

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Yearly

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

This course will equip the learners with the essential knowledge and understanding relating to the formation, causes and prevention measures of Pressure Ulcers. Pressure Ulcer Formation is a quality indicator of nursing care, and avoidable pressure ulcers are one of the highest costing healthcare issues within nursing care, leading to delays in other treatments, longer stays in secondary care facilities and also life affecting for the individual who has them.

## Assessment

Learners will be expected to participate in learning activities throughout the course, and they will complete a knowledge assessment at the end of the course - allowing them to demonstrate their understanding of the materials throughout the day, and evidence their CPD.

## Learning Outcomes

- Define the term pressure ulcers Explain the stages (categories) of pressure ulcers using the EUPAP guidelines
- State how the blanching test can establish the early signs of any skin damage and allow measures to be in place before it deteriorates
- List the common sites of pressure ulcers
- Recall the risk factors for pressure ulcers
- Examine moisture lesions and how they differ, but contribute to pressure ulcers
- Distinguish between pressure, shear and frictions and how these can contribute to further wound deterioration
- Compare the tools for assessing potential risk
- Name the other measures that can aid with wound healing and prevent further deterioration
- Examine Device acquired pressure damage
- Discuss the pressure relieving tools that are available for assisting in the prevention and healing of pressure ulcers

# Tissue Viability - Surgical Wound Management

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Every 3  
years

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

Delegates will achieve a better understanding of the factors that affect acute surgical and traumatic wound healing. They will revisit the anatomy and physiology of the skin and will have a greater understanding of wound healing physiology including factors that may prevent the healing environment. Legal aspects of wound management will be discussed including, wound assessment, wound bed preparation and documentation Delegates will have a greater understanding of wound care products; how, why, when, where and what to use and when products are contraindicated. Delegates are advised to adhere to the local wound formulary (if there is one in place) and our tutors will explain generically what each category of dressing does and when it should or should not be used. The training course should enable the delegate to manage the majority of acute surgical and traumatic wounds competently in order to promote healing rates.

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor in order to be issued with a Certificate of Attendance

## Learning Outcomes

- Understand anatomy & physiology of skin, it's structure & requirements to be healthy
- Recognise the different types of wounds & their classifications
- Identify & understand the different methods of wound closure, their phases & factors that can affect successful wound healing
- Discuss & recognise the importance of effective assessment & documentation of wounds & wound care
- Recognise and achieve the ideal wound healing environment & wound bed preparation
- Develop knowledge & understanding of dressing products & make suitable selection for wounds

# Tissue Viability - Suturing Skills

Open to Registered Professionals. Maximum number of Delegates: 10

Course  
Duration

Full Day

Recommended  
Renewal

Yearly

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

This 1-day course is open to all practitioners who are responsible for the treatment of non-life-threatening traumatic wounds in the emergency setting. Delegates will achieve a better understanding of the anatomy and physiology of the skin and will have a greater understanding of the wound healing process and factors that can impede healing. The principles of optimum wound management and dealing with infection will be briefly covered and delegates will cover the use of suturing as a means of primary intention to wound closure. This will include an increased understanding of the reasons for suturing as well as the equipment and techniques required. In addition to gaining this knowledge and understanding, delegates will begin to develop practical suturing skill by way of workshop activity.

Delegates are advised to adhere to the local wound formulary (if there is one in place) and our tutors will explain generically what each category of dressing does and when it should

## Assessment

Participants will undergo a supervised practice session and complete a knowledge assessment. The learning hours can contribute to your professional development portfolio and as part of your revalidation.

## Learning Outcomes

- Develop awareness of the wound healing process and influential factors.
- Develop knowledge of basic wound assessment techniques.
- Critically analyse the differential causes of acute wounds.
- Describe the role of sutures in wound closure.
- Develop skills required to identify wounds which are appropriate for closure 'in the field' and which are not.
- Understand and identify wounds requiring specialist treatment.
- Evaluate the appropriate selection of sutures, needles and equipment.
- Identify safety issues and minimise harm.
- Begin to develop the skills required to correctly prepare and suture simple cuts using simulated and supervised practice.
- Develop awareness of alternative wound closure techniques utilising glue.

# Tissue Viability - Wound Management

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Every 3 years
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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## What's covered on the day?

Delegates will achieve a better understanding of the factors that affect wound healing rates. They will revisit the anatomy and physiology of the skin and will have a greater understanding of wound care products; how, why, when, where and what to use and when products are contraindicated. Delegates are advised to adhere to the local wound formulary (if there is one in place) and our tutors will explain generically what each category of dressing does and when it should or should not be used. The training course should enable the delegate to manage the majority of chronic and new minor wounds competently in order to promote healing rates.

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor in order to be issued with a Certificate of Attendance

## Learning Outcomes

- Understand anatomy & physiology of skin, it's structure & requirements to be healthy
- Recognise the different types of wounds & their classifications
- Identify & understand the different methods of wound closure, their phases & factors that can affect successful wound healing
- Discuss & recognise the importance of effective assessment & documentation of wounds & wound care
- Recognise and achieve the ideal wound healing environment & wound bed preparation
- Develop knowledge & understanding of dressing products & make suitable selection for wounds

# Tissue Viability - Wound Management in General Practice

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Every 3  
years

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

Delegates will achieve a better understanding of the factors that affect wound healing in general practice. They will revisit the anatomy and physiology of the skin and will have a greater understanding of wound healing physiology including factors that may prevent the healing environment.

Delegates will achieve a greater understanding of wound management to include, exudate management, debridement & wound care products. (delegates are advised to adhere to the local wound formulary, if there is one in place) and our tutors will explain generically what each category of dressing does and when it should or should not be used.

Legal aspects of wound management will be discussed including, wound assessment, wound bed preparation and documentation. The training course should enable the delegate to manage the majority of acute surgical and traumatic wounds competently in order to promote healing rates.

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor in order to be issued with a Certificate of Attendance

## Learning Outcomes

- Understand anatomy & physiology of skin, it's structure & requirements to be healthy
- Identify & understand the different methods of wound closure, their phases & factors that can affect successful wound healing
- Discuss & recognise the importance of effective assessment & documentation of wounds & wound care
- Recognise the different types of wound & their classifications found in general practice
- Recognise and achieve the ideal wound healing environment & wound bed preparation
- Develop knowledge & understanding of dressing products & make suitable selection for wounds
- Recognise the importance of legal aspects in relation to wound management



# Tracheostomy Care

Open to Registered Professionals. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This session will cover the essential knowledge and information required for caring and supporting an individual who has a tracheostomy. It will review the anatomy and physiology associated with this clinical intervention, as well as looking at the potential complications. This course will also look at the use of suction therapy in tracheostomy care.

## Assessment

Learners will complete a knowledge assessment at the end of this course to allow them to evidence their understanding of the learning materials from the course. This can be included in the portfolio of evidence for CPD and revalidation.

## Learning Outcomes

- Define a tracheotomy
- Recall the anatomy and physiology of the upper respiratory tract
- Discuss the indications of tracheostomies
- Gain an understanding of the care of tracheostomies
- List the potential complications of a tracheostomy
- Describe the use of suction therapy in tracheostomy care

# Vascular Disease Awareness

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day
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Recommended Renewal	Every 3 years
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CPD Hours	3 Hours
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Participatory Hours	2 Hours
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## What's covered on the day?

Vascular disease includes any condition that affects the circulatory system and presents a significant burden to the UK both in terms of health and economic costs. Delegates attending this course will achieve an awareness of the types and causes of vascular diseases and the measures that can be taken to reduce the risk of developing vascular disease. The learners will revisit the anatomy and physiology of the heart and the circulatory system, therefore providing clarity on difference in terms such as Cardiovascular Disease (CVD) and Peripheral Vascular Disease (PVD)

## Assessment

Learners will complete a knowledge assessment at the end of the course allowing them to evidence the understanding of the course materials and for them to include in their portfolio for CPD and Revalidation.

## Learning Outcomes

- Describe, in general terms, the different types of vascular diseases
- Recall the relevant anatomy and physiology of the heart and circulatory system
- Recognise different areas of the body likely to be affected by vascular diseases
- Identify and list a number of risk factors that contribute to the development of vascular diseases
- Develop a knowledge of the treatment strategies for vascular disease and the importance of health promotion

# Venepuncture (Monovette) - incl. Simulated Competency Assessment

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day
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Recommended Renewal	Every 3 years
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CPD Hours	7 Hours
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Participatory Hours	5 Hours
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### What's covered on the day?

This session will cover the theoretical and practical aspects of Monovette Venepuncture. The tutor will build on your understanding; including tutor-led activities, group discussions, practical demonstrations as well as practice simulations and practice related questions. Competency documents will be referred to throughout the course and a simulated competency assessment will be completed before the end of the session allowing delegates to return to the workplace and put to practice what they have learnt, until deemed competent within their organisations guidelines and protocols.

### Assessment

A simulated competency assessment will take place at the end of the session, supervised by our Tutor allowing delegates to return to the workplace and put to practice what they have learnt, until deemed competent within their organisations guidelines and protocols. A Certificate of Attendance will also be issued, valid for 3 years. A written knowledge assessment will also be undertaken.

### Learning Outcomes

- Define Venepuncture & List the reasons for undertaking this clinical procedure
- Identify the relevant Anatomy & Physiology for Venepuncture
- State the legal & professional consideration for Venepuncture
- Demonstrate correct practice relating to handling of sharps and safe systems of work including infection control
- Recall the potential complications that could arise from Venepuncture
- Recognise the different systems that organisations use for Venepuncture and list their differences
- Apply the theoretical learning into a simulated practical & competency assessment

# Venepuncture Practical Refresher (Vacutainer)

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Half Day

Recommended  
Renewal

Every 3  
years

CPD Hours

3 Hours

Participatory  
Hours

2 Hours

## What's covered on the day?

This session will cover the theoretical aspects of Venepuncture. The tutor will build on your understanding; including tutor-led activities, group discussions, and practice related questions. The emphasis of this course will be practice, and participants will be given ample time to practice venepuncture either on each other or on a manikin.

## Assessment

A Certificate of Attendance will be issued, valid for 3 years. There is a formal summative assessment for this course, and formative assessments of knowledge and understanding will be carried out by the tutor throughout the course.

## Learning Outcomes

- Define Venepuncture & List the reasons for undertaking this clinical procedure
- Identify the relevant Anatomy & Physiology for Venepuncture
- State the legal & professional consideration for Venepuncture
- Demonstrate correct practice relating to handling of sharps and safe systems of work including infection control
- Recall the potential complications that could arise from Venepuncture
- Recognise the different systems that organisations use for Venepuncture and list their differences
- Understand the competency document for completion when back in the clinical setting
- Undertake practical venepuncture, either on each other, or a manikin

# Venepuncture Theory Refresher (Vacutainer)

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Half Day	Recommended Renewal	Every 3 years	CPD Hours	3 Hours	Participatory Hours	2 Hours
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## What's covered on the day?

This session will cover the theoretical aspects of Venepuncture. The tutor will build on your understanding; including tutor-led activities, group discussions, and practice related questions. There will be an opportunity to practice on a manikin however this will be a limited time as participants are expected to be already competent in Venepuncture. However this time may be utilised for participants who have not yet achieved their competence.

## Assessment

A Certificate of Attendance will be issued, valid for 3 years. There is a formal summative assessment for this course, and formative assessments of knowledge and understanding will be carried out by the tutor throughout the course.

## Learning Outcomes

- Define Venepuncture & List the reasons for undertaking this clinical procedure
- Identify the relevant Anatomy & Physiology for Venepuncture
- State the legal & professional consideration for Venepuncture
- Demonstrate correct practice relating to handling of sharps and safe systems of work including infection control
- Recall the potential complications that could arise from Venepuncture
- Recognise the different systems that organisations use for Venepuncture and list their differences
- Understand the competency document for completion when back in the clinical setting

# Venepuncture (Vacutainer) - incl. Simulated Competency Assessment

Open to Everybody. Maximum number of Delegates: 12

Course Duration	Full Day	Recommended Renewal	Every 3 years	CPD Hours	7 Hours	Participatory Hours	5 Hours
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### What's covered on the day?

This session will cover the theoretical and practical aspects of Venepuncture. The tutor will build on your understanding; including tutor-led activities, group discussions, practical demonstrations as well as practice simulations and practice related questions. Competency documents will be referred to throughout the course and a simulated competency assessment will be completed before the end of the session allowing delegates to return to the workplace and put to practice what they have learnt, until deemed competent within their organisations guidelines and protocols.

### Assessment

A simulated competency assessment will take place at the end of the session, supervised by our Tutor allowing delegates to return to the workplace and put to practice what they have learnt, until deemed competent within their organisations guidelines and protocols. A Certificate of Attendance will also be issued, valid for 3 years. A written knowledge assessment will also be undertaken.

### Learning Outcomes

- Define Venepuncture & List the reasons for undertaking this clinical procedure
- Identify the relevant Anatomy & Physiology for Venepuncture
- State the legal & professional consideration for Venepuncture
- Demonstrate correct practice relating to handling of sharps and safe systems of work including infection control
- Recall the potential complications that could arise from Venepuncture
- Recognise the different systems that organisations use for Venepuncture and list their differences
- Apply the theoretical learning into a simulated practical & competency assessment

# Wound Management for the Non-Registered Professional

Open to Everybody. Maximum number of Delegates: 12

Course  
Duration

Full Day

Recommended  
Renewal

Every 3  
years

CPD Hours

7 Hours

Participatory  
Hours

5 Hours

## What's covered on the day?

Delegates will achieve a better understanding of the factors that affect wound healing in practice. They will visit the anatomy and physiology of the skin and will have a greater understanding of wound healing physiology. They will achieve a greater understanding of simple wound management to include, application and removal of dressings, assessment, and observation of the surrounding skin & wound care products. (Delegates are advised to adhere to the local wound formulary if there is one in place). Delegates will achieve a greater understanding of pressure ulcer development to include, methods of prevention and greater understanding of product placement. The training course should enable the delegate to manage the majority of simple wounds competently in order to promote healing rates.

## Assessment

Delegates will be assessed continuously throughout the session by the Tutor in order to be issued with a Certificate of Attendance

## Learning Outcomes

- Develop an understanding of anatomy & physiology of skin, it's structure & requirements to be healthy
- Understand the different methods of wound closure, their phases & factors that can affect successful wound healing
- Understand the management in relation to simple wounds
- Understand the application and removal of dressings using a non- touch technique
- Develop an understanding of assessment and observation of the surrounding skin
- Develop understanding of pressure ulcers and methods of prevention
- Identify benefits and limitations to equipment
- Develop understanding of product placement to meet client's needs

**.Ashfield** | SERVICES