

# People Development Programme

## Learning and Development Calendar

### April 2017 – March 2018

#### (External)



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# Adult Social Care Training Grid

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# Introduction

The People Development Programme - Learning and Development Calendar provides a brief summary of the courses available under this programme.

The training included in this brochure has been identified through a comprehensive training needs analysis, to meet legislative and service - specific requirements.

It will be emailed as a link to all Adult Social Care managers and external agencies will receive an electronic copy.

## Attendance on courses

Please read the following information about attending training:

- It is important that you attend courses that you have been allocated a place on.
- Don't attend training sessions if you have not received confirmation of a place.
- Many courses last more than one day. Please ensure you can attend all the sessions within a course. If you cannot, you must contact the Training Administration team as soon as possible.

## How to book

**External Organisations are required to book training using the council's electronic performance and learning system (PAL)**

If your organisation is already registered on PAL please follow the step by step guide you were sent when you registered your organisation. The designated approver/manager can assign training to their staff.

If your organisation is not already registered on PAL you must register before requesting training, to do this please email [bsc.training.administration@leeds.gov.uk](mailto:bsc.training.administration@leeds.gov.uk) to request a 'new organisation set up form'.

# E-learning in Adult Social Care

Below is a list of e-learning modules along with the content that you can access on the new Learning and Performance Management System (PALS).

## Safeguarding Adults: The role of the person raising a concern (refresher)

- Identify signs of abuse
- Know how and when to intervene
- Legislation and guidance.

## Food Safety

- Good & bad standards in Food hygiene
- Individual's responsibility To food safety
- Common symptoms of food poisoning and who is most at risk

## Dignity in Care

- Explore how dignity starts at the very top level of the organisation
- How to ensure you are providing a dignified service
- The standard which the service users will measure whether they have been treated with dignity and respect.

## Leeds Autism Awareness

- What is Autism?
- The triad of impairments
- Sensory issue reaction
- Communicating with people with Autism.

## Dementia (7 modules) Due to be updated 2017

- Module 1 - What dementia is and what it isn't?
- Module 2 - Living with dementia
- Module 3 - What causes dementia?
- Module 4 - Diagnosis and who can help
- Module 5 - Common difficulties and how to help
- Module 6 - The emotional impact of dementia
- Module 7 - Positive communication.

## Adult Obesity

- Causes and impact of condition
- The role of the social work Practitioner in combating it
- Understand what it means to be obese and who's at risk

## Carer Awareness (2 modules)

- Module 1 - Who is a carer?
- Module 2 - How to support carers.

## Pressure Ulcer Prevention

- How and why pressure ulcers occur
- Current best practice in preventing the development of pressure ulcers
- How to treat a pressure ulcer when it first appears

## Coming soon The Care Act e-learning modules

## **Reasons to log on to your e-Learning**

- Learn in your place of work, no need to travel
- Learn at your own pace and at a time that suits you
- Learn in bite size chunks
- Restart where you left it
- Fun and easy.

To access the e-learning modules please contact

**[bsc.training.administration@leeds.gov.uk](mailto:bsc.training.administration@leeds.gov.uk)** or call 0113 3785274.

# Safeguarding Adults: The role of the Person raising a concern

## Refresher Training

There is a requirement for staff who undertake the Safeguarding Adults training to complete the refresher training. This is a six year process where staff are required to attend face to face classroom training in the first instance, followed three years later by refresher training (workbook or e-learning) and three years following that they must re-attend face to face classroom training again. Refresher training is now available and can now be accessed through the Performance and Learning System site (PALS) or by contacting the Business Support Centre (BSC).

There are 2 ways in which staff can undertake their refresher training:

- E-learning
- A refresher workbook

## E-learning

You can work your way through E-learning module learning at your own pace. Your progress through a course is automatically tracked, so you can return to a module at your convenience.

## Refresher workbook

Work your way through a workbook at your convenience to refresh your knowledge. Read through the information and answer the questions as you go along. You can even get together with colleagues and discuss the answers.

To complement the workbook an answer booklet is also available for managers.

If you are having problems running or accessing any of the content, please contact Training & Administration team on **3785274**

# Adult Social Care Induction

## Duration

A one day course starting at 9.00am and finishing at 4.30pm

## Provider

LCC Organisational Development

## Target audience

This one day course is aimed at new Social Care staff that provides direct care & support in their role. It is available for both Internal and External Organisations - and includes those transferring into Social Care roles from within Leeds City Council (LCC)

## Course overview

The one day Adult Social Care (ASC) Induction is mandatory for LCC staff as part of the total Induction process. The focus will be on developing essential skills and knowledge for new staff that provide direct care & support. The course is partly informed by, and will introduce, The Care Certificate.

### The course will cover:

- Introduction to the 15 Care Certificate standards.
- Safeguarding: It's Everybody's Job
- Food Hygiene briefing
- Health & Safety briefing
- Interactive talk from an 'Expert by Experience'.

### By the end of the course you can expect to:

Understand the requirements needed to complete the Care Certificate workbook in the workplace. Have an awareness of potential causes and indicators of abuse and the processes to follow.

Have an awareness of Health & Safety and Food Hygiene, and how to apply these in daily practice.

## Course format

This course will include presentations, hand-outs, group work and exercises. The style of delivery is flexible with scope for adjusting activities to suit individual's needs.

## Links

Individuals will be given the LCC Care Certificate workbook for completion in the workplace. Assessment and awarding of the Care Certificate will be undertaken by the individuals' employers.

**In addition to the ASC Induction course, Managers must assign staff the following courses:**

### 1<sup>st</sup> day induction with Manager

**Information Governance (LCC staff only)**

**Welcome to Leeds City Council (LCC staff only)**

**Mental Capacity Act in the Workplace**

**Moving & Handling, & Hoist - if required**

*(To be assigned after attendance on ASC Induction)*

**Fundamentals of First Aid (to be assigned after attendance on ASC Induction)**

**Safeguarding: It's Everybody's Job**

*(incorporated in ASC Induction)*

**Food Hygiene (incorporated in ASC Induction)**

Note: External staff will be required to attend the Adult Social Care Induction **before** booking the *Moving & Handling, Hoist and Fundamentals of first aid courses*.

# Autism Awareness

## Duration

A half day course starting at 9.15am and finishing at 1pm.

## Target audience

This course is aimed at all staff that may support individuals who are on the autistic spectrum. It is available for both internal and external organisations.

## Course overview

To introduce and provide an overview of the autistic spectrum conditions and how the condition impacts on an individual's ability to interact.

## The course will cover:

- The background to the autism spectrum condition
- Behaviour associated with the autism spectrum condition
- Coping strategies
- Developing the skills needed when supporting someone with an autism spectrum condition
- Environmental control and support methods
- Awareness of current legislation.

## By the end of the course you can expect to:

- Identify key characteristics and support needs of individuals with autistic spectrum conditions
- Understand the impact on the individual, family and society
- Evaluate current assessment tools and processes
- Identify and discuss with peers areas for improvement within the assessment process
- Understand issues around communication, interaction and behavioural characteristics of autism.

## Course format

This course will include a presentation, handouts, group work and exercises. The style of delivery is flexible with scope for adjusting activities to suit individual's needs.

## Links

This course supports:

- Autism Strategy - Fulfilling and Rewarding Lives (Think Autism)
- Care Act 2014
- Care Certificate
- NICE (Care quality Standard 51)
- QCF - Health and Social Care Adults level 2 and level 3 diplomas

# Basic Bereavement Skills

## Duration

A half day course from 12.45pm to 4pm.

## Provider

Leeds Bereavement Forum

## Target audience

This course is aimed at all staff working in direct delivery of services and is available for both internal and external organisations.

## Course overview

This three hour session introduces you to some of the basic theories about the grieving process and coming to terms with loss. It provides an opportunity for you to explore these ideas and develop your skills and awareness in a small group.

## The course includes:

- An introduction
- Theory overview
- Listening skills and personal losses exercise
- Anticipatory grief
- Short loss exercise with follow up discussion
- Small group exercise using a case history.

## By the end of the course you can expect to:

- Have an increased awareness and understanding of the grieving process
- Feel more confident in addressing bereavement issues with the people you work with
- Feel more confident in recognising what is part of the 'normal' grieving process, and recognising when people need more specialised support.

## Course format

This course will include presentations, handouts, group work and exercises. The style of delivery is through group feedback with questions and answer evaluation.

## Links

This course supports:

- National End of Life Care Programme
- Leeds Palliative Care Strategy
- Care Certificate

# De-escalation

## Techniques (responding To aggressive behaviour)

### Duration

A half day course - 9.15am – 1.00pm  
Or 12.45pm – 4.30pm

### Provider

Organisational Development

### Target audience

This course is aimed at all staff working in direct delivery of services who encounter aggressive and potentially violent situations and is available for both internal and external organisations.

### Course overview

This is a half day course designed to support staff who deal with potentially disruptive and assaultive behaviours. It enables staff to understand what factors may increase or decrease the likelihood of anger and aggression occurring in work settings. It will consider some strategies and good practice in relation to managing potential angry and aggressive situations.

### The course will cover

The focus of this course is on preventing incidents of disruption and aggression by:

- Raising awareness around communication barriers and the impact this can have on individuals
- Four step theory of escalating behaviour and our approaches at each level
- The impact of how we present verbally

and physically.

- The 'WITH' principle
- Helping staff develop strategies to safely and effectively respond to any behaviours displayed that challenge us to think.

### By the end of the course you will be able to

- Understand what factors may increase or decrease the likelihood of aggressive behaviour occurring
- Consider and exchange strategies for preventing and responding to any changes in behaviour
- Do things 'With', not 'To' or 'For'
- Understand and be more aware of personal safety issues

### Course format

This course will include a presentation, hand outs, group work and interactive participatory exercises.

The style of delivery is flexible with scope for adjusting activities to suit individual needs.

### Links

This course supports:

- Care Certificate

# Dementia Awareness

## Duration

A one day course from 9.15am to 4.15pm

## Provider

External

## Target audience

This course is aimed at all staff working in direct delivery of services, and is available for both internal and external organisations.

## Course overview

This course will explore what we mean when we say someone has dementia. What are the differences between memory loss of old age and dementia? What is it like to have dementia? The course will challenge you to think more about how we can best care for and support people with dementia. How can we enable people to continue to use their remaining skills? What can we do if someone with dementia has to go into hospital or into a care home?

## The course will cover:

- What we mean by 'dementia' and the most common causes of dementia
- The individuality of the experience of dementia
- Understanding behaviour and emotional distress
- Cultural difference in dementia and communicating with people with dementia
- Caring for people with dementia as both a formal and informal carer
- Helping family members to understand dementia better and the resources available.

## By the end of the course you can expect to:

- feel able to 'put yourself in the shoes' of the person with dementia
- recognise the symptoms of the main causes of dementia
- explain the concepts of person-centred care and enriched care planning in relation to people with dementia
- evaluate and critically reflect upon current practice
- identify new ways of working with people affected by dementia

## Course format

This course will include presentations, handouts, group work and exercises. The style of delivery is interactive, with an expectation that participants will draw on their experiences and contribute to the learning within the group.

## Links

This course supports:

- QCF - Dementia Care
- NOS Dementia
- NICE QS 1 & 30
- Dignity in Care
- PM Challenge on Dementia 2020

# Dementia Awareness

## - Advanced Skills

### Duration

A one day course from 9.15am to 4.15pm.

### Target audience

Staff who have already attended the one day dementia awareness course, and who would like to deepen their understanding and practice skills in working with people affected by dementia.

### Course overview

The course will further develop an understanding of the causes of dementia.

### The course will cover:

- Understanding how the brain affects behaviour
- Behaviour in relation to social and environmental factors
- Current theoretical models of dementia care
- Effective communication
- Supporting family carers.

### By the end of the course you can expect to:

- recognise the contribution of neurological impairment to behaviour
- demonstrate the importance of attending to the internal world of the person with dementia
- have widened your toolkit for validating and communicating with people with dementia
- explain your understanding of the impact of relationships
- identify changes that could impact positively on the care and support provided by your agency

### Course format

The course includes presentations, practical exercises, group work and experiential exercises. Participants are expected to draw on their own experiences, reflect on their practice and contribute to group learning.

### Links

This course supports:

- QCF - Dementia Care
- NOS Dementia
- NICE QS 1 & 30
- Dignity in Care
- PM Challenge on Dementia 2020

# Dignity in Care

## Duration

A half day course from 9.00am to 12.30pm, or 1.00pm to 4.30pm

## Provider

IODA

## Target audience

This course is aimed at all staff working in health and social care, and is available for both internal and external organisations.

## Course overview

This half day session will explore how dignity starts at the very top of the organisation with the manager and owner taking responsibility for ensuring their staff provide a dignified service. It will describe how the care that staff provide and the way in which they provide it are the standard by which service users will measure whether they have been treated with dignity and respect.

## The course will cover:

- Definitions of dignity
- Poor practice
- Discrimination
- Best practice
- Caring for people from specific user groups
- Common core principles to support dignity in the adult social care sector

## By the end of the course you can expect to:

- Be aware of how customers feel when they are not treated with dignity and respect
- Understand what constitutes best practice when providing services with dignity and respect, and ensure we employ these practices
- Understand the reasons why unacceptable staff attitudes must be replaced, where they exist.

## Course format

This course will include handouts, group work and exercises. The style of delivery is flexible with scope for adjusting activities to suit individual needs.

## Links

This course supports:

- Care Certificate - Standard 7
- QCF - Health and Social Care Adults level 2 and level 3 diploma
- Dignity in Care
- CQC Fundamental Standards
- SCIE Dignity in Care Guidance

# DOLS (Deprivation of Liberty Safeguards) For Adult Fieldworkers

## Duration:

4 hours from 9.15am – 1.00pm

## Provider

**Paul Gillespie** - Independent BIA and MCA/Dols/AMHP trainer for various HEI's in the region.

Previously a Professional Lead for Mental Health with Wakefield Council and part-time trainer on Mental Health Law, AMHP (since 1985) and BIA AMHP/principal social work/social worker (since 1982). Qualifications: BA, BSc, MSc, PGCE, CQSW

## Target audience

Social work staff in Adult Social Care or the PVI sector

## Course overview

The course will enable Adult Fieldworkers to develop their knowledge and skills around using the DOLS and ensure that their care practices and planning are consistent with the relevant legislation, particularly the Human Rights Act, 1998.

## The course will cover:

Why we have DOLS, the legal context including Bournewood and where it sits in relation to the MCA and other legislation. It will look at the DOLS

Process including; the required assessments, assessing capacity, roles and responsibilities, conditions, authorisations and IMCAs

## By the end of the course you can expect to:

- Be clear about the legal context of DOLS
- Understand the DOLS process
- Be aware of significant case law, including the impact of Cheshire West and the 'acid test'
- Be clear about the Review and Appeals process
- Better understanding of the difference between restraint and Deprivation

## Course format

Presentation, discussion and case examples

# Embedding Person-centred Thinking Into Daily Practice

## Duration

A one day course from 9.15am to 4.30pm.

## Target audience

This course is aimed at staff working in direct delivery of services and is available for both internal and external organisations.

## Course overview

The course will look at what person-centred approaches are, with a brief exploration of 'person-centredness' and government guidance around the personalisation agenda. There will be an opportunity to look at, and work with, a range of person-centred tools which can be used in everyday practice.

## The course will cover:

- What does 'person-centred' mean to you?
- What are person-centred approaches?
- Exploring and embedding the person centred thinking tools and approaches into everyday practice
- Taking the tools from training to habit.

## By the end of the course you can expect to:

- Understand the concept of 'person-centredness'
- Understand and apply person-centred approaches
- Use a range of person-centred tools
- Take the person-centred tool training and use it in everyday practice.

## Course format

This course will include a presentation, workbook, handouts, group work and exercises. The style of delivery is flexible with scope for adjusting activities to suit individual's needs.

## Links

This course supports:

- Personalisation Agenda
- Care Act 2014
- Care Certificate
- QCF – Health and Social Care Adults level 2 and level 3 diploma.

# End of Life Care

## Duration

A one day course from 09.15 to 15.30

## Provider

External Sue Ryder Wheatfields Hospice

## Target audience

This course is aimed at all staff working in direct delivery of services and is available for both internal and external organisations.

## Course overview

Social care is about supporting people in their daily lives with the choices they make. For some people, that increasingly includes preparing for their death. This is a fact that every frontline social care worker understands intuitively, but they may not always have the confidence to engage with the issues it raises. This course will explore ways to support and enhance the quality of care provided to the individual approaching end of life, their families and as their carers.

## The course will cover:

- What end of life care is
- Caring for patients and their carers at the end of life
- Communication and record keeping
- Practical aspects to end of life care
- Bereavement and grieving

## By the end of the course you can expect to:

- Understand the terms 'end of life', 'palliative care' and 'supportive care'
- Recognise when someone may be coming to the end of their life
- Recognise some of the signs and symptoms
- Describe the physical care that may be needed
- Understand the psychological and spiritual care that may be needed
- Recognise barriers to communication
- Recognise and understand what facilitates communication

- Understand the importance of record keeping and communication amongst the multi-disciplinary team at the end of life to inform care delivery
- Understand how pressure ulcers are caused and how and when to care for pressure areas at the end of life
- Understand what a syringe driver is, what it is used for and when to call for assistance
- Have increased awareness and understanding of the grieving process
- Understand the impact that caring for someone at the end of life can have on self and other team members.
- Understand the importance of advance care planning in enabling person centred care at the end of life.

## Course format

This course will include a presentation, handouts, group work and exercises. The style of delivery is through group feedback with questions and answer evaluation.

## Links

This course supports:

- Common core competences and principles for health and social care workers working with adults at the end of life
- Leeds Palliative Care Strategy
- Skills for Care Common Induction Standards
- NHS Yorkshire and The Humber End of Life Care Learning Outcomes

# **Adult Social Care**

## **Equality and Diversity**

### **Duration**

A half day course from 9.15am to 1pm.

### **Provider**

Organisational Development

### **Target audience**

This course is aimed at all staff working in direct delivery of services and is available to internal and external staff within Adult Social Care.

### **Course overview**

Equality is everyone's right and everyone's responsibility. This training promotes the requirements of the Equality Act 2010 and supports the council's vision of ensuring everyone can enjoy the social, cultural, political and economic life of the city. This half day awareness session will strengthen your understanding of equality and diversity.

### **The course will cover:**

- Definitions of equality and diversity
- Key principles of anti-discrimination legislation within the Equality Act 2010
- Impact of discrimination on a person
- The Autism Strategy
- The Dementia Strategy.

### **By the end of the course you can expect to:**

- Define what equality and diversity is
- Refer to the key principles of the current anti-discrimination legislation
- Identify our own values and prejudices
- Have an increased knowledge and understanding of the impact of discrimination on a person
- Have a greater understanding of issues that may arise within teams.

### **Course format**

This course will include a presentation, handouts, group work and exercises. The style of delivery is flexible with scope for adjusting activities to suit individual needs.

### **Links**

This course supports:

- Equality Act 2010
- Leeds City Councils Equality and Diversity policy
- Care certificate

# Food Hygiene Awareness/Refresher

## Duration

A half day course starting at 9.15am and finishing at 1.00pm

## Provider

External

## Target audience

This course is aimed at anyone working within a food environment, for example chefs, cooks, kitchen assistants, nursing staff, care workers, home care workers and serving staff.

The course is suitable as a refresher for those who have a previous CIEH Level 2 Food Safety in Catering Certificate, or those requiring Food Safety Awareness

## The course will cover

Topic	Learning Outcomes
Introduction to food safety and legislation.	Candidates will: <ul style="list-style-type: none"><li>- Understand reasons for food safety and the need for training.</li><li>- Recognise who are classed as food handlers.</li><li>- Understand employer and employee legal responsibilities.</li></ul>
Consequences of poor food safety.	Candidates will identify what could adversely happen to the business, the staff and the customers as a consequence of poor food safety.
Food Poisoning.	Candidates will:  Recognise causes and symptoms of illness. <ul style="list-style-type: none"><li>- Know the procedures and practices in order to safeguard against food poisoning.</li><li>- Understand reporting procedures.</li><li>- Identify the most vulnerable.</li></ul>
Allergy Awareness.	Candidates will: <ul style="list-style-type: none"><li>- Be aware of the most common foods which cause allergic reactions.</li><li>- Know how to implement controls to prevent allergic reaction occurrence</li></ul>

HACCP Hazard Analysis Critical Control Points	Candidates will: <ul style="list-style-type: none"><li>- Understand the meaning of HACCP</li><li>- Understand the types of documentation required within a food business.</li><li>- Understand how to implement HACCP in working practice.</li></ul>
Bacteriology and Temperature Control.	Candidates will: <ul style="list-style-type: none"><li>- Be aware of main food poisoning bacteria that cause food poisoning.</li><li>- Know the source of these types of bacteria.</li><li>- Know how to control bacteria.</li><li>- Know what conditions food poisoning bacteria need to grow/multiply.</li><li>- Know how temperature can be used to control or kill harmful bacteria.</li></ul>
High Risk Foods.	Candidates will: <ul style="list-style-type: none"><li>- Be able to recognise why some foods are classed as high risk.</li><li>- Name types of high risk food.</li><li>- Understand the storage requirements for high risk foods.</li><li>- Understand the prevention of cross contamination of high risk foods.</li></ul>
Personal Hygiene.	Candidates will: <ul style="list-style-type: none"><li>- Be aware of how people can personally contaminate food.</li><li>- Understand the use of protective clothing.</li><li>- Understand the ways of preventing the risk of physically contaminating food.</li></ul>
Cleaning.	Candidates will: <ul style="list-style-type: none"><li>- Recognise the different reasons why cleaning should take place.</li><li>- Understand what functions different chemicals have.</li><li>- Understand different methods of disinfecting.</li><li>- Understand where it is most important to disinfect within a food environment.</li></ul>
Candidates will complete a 'Test Your Knowledge' 20 question true or false worksheet at the end of the training.	
The course is interactive with discussion, handouts, activities and questions.	

# Getting To Know Family Carers

## Duration

A half day from 9.15am to 12.30pm

## Provider

Carers Leeds

## Target audience

The course is aimed at all staff who come into contact with carers for example, domiciliary homecare workers, care workers in care homes and volunteers visiting people in their own homes where there is a family carer. The training is available for staff from Adult Social Care, private, voluntary and independent sector organisations.

## Course overview

The training is intended to support you in your work with carers and to encourage staff to take into account the needs of carers, and to increase your knowledge of the challenges carers encounter and the services available to support them.

## The course will:

Provide staff that have direct or indirect contact with carers:

- An insight into who is a carer
- Common assumptions made about caring
- How to support carers effectively.

## By the end of the course you can expect to:

- Understand what it means to be an unpaid carer (**not** care worker)
- Learn about the impact of caring on people's lives
- Appreciate the diversity of the caring experience
- Understand how you might be able to provide better support for carers.

## Course format

This course includes presentations, handouts, group work and discussions.

## Links

This course supports:

- The Carers Strategy 2015-18
- QCF – Health and Social Care Adults level 2 and level 3 diploma
- Care certificate

# Modern Day Slavery & Human Trafficking Training

## Duration

4 hours – 9.15am – 1.00pm

## Provider

Internal

## Target audience

All staff internal and external to the council working in agencies that may come into contact with victims of human trafficking

## Course overview

Hope for Justice are a voluntary sector organisation who work to raise awareness of human trafficking. This will be multi-disciplinary training jointly hosted by LCC Children's Services and Adult's Social Care and is open to anyone in Leeds, both within the council and from the Private, Independent and Voluntary Sector.

## The course will cover:

Frontline professionals working with vulnerable groups of people come may come across victims of human trafficking in their day to day work. Many, however, have limited knowledge and understanding of trafficking, how to recognise the signs or what to do if they suspect that someone is a victim. This can result in victims

never being identified or helped, and the perpetrators escaping justice.

## By the end of the course you can expect to:

- Explain what human trafficking is and the different types that exist;
- Recognise the signs/indicators of different types of trafficking; and
- Know how to respond appropriately to a victim and a case of human trafficking if and when they come across it

## Course format

Taught input and discussion, practitioners are encouraged to bring working examples for discussion. Please be aware that a video is used in this session that could be upsetting to some people due to its content.

# Introduction to Nutritional Care

A one day course from 9.15am to 4.00pm

## Provider

Internal

## Target audience

This course is aimed at all staff working in direct delivery of services and is available for both internal and external organisations.

## Course overview

This course explores the values of improving nutritional care and will include a range of tools that will support workers in taking a person-centred approach.

## The course will cover:

Nutritional screening – MUST, SDAQ , NACC and Community Support screening tools

Identifying dysphasia and eating issues:  
Understanding Texture Modification

Identifying Malnutrition

Identifying Dehydration

Good Hydration Practices

A balanced diet and good nutrition

The role of the Dietician and how they can support your role.

The role of food fortification – Food First and supplement use

Weigh Ahead – how this can help manage overweight and obese service users

water in the body

Recognise the signs and risks of dehydration and malnutrition.

Understand food fortification and its application

Have a wider knowledge of services that can support your care provision through good nutritional care

## Course format

This course will include a presentation, handbook, group work and exercises. The style of delivery is flexible with scope for adjusting activities to suit individual needs.

## Links

This course supports:

- Care certificate
- QCF – Health and Social Care Adults level 2 and level 3 Diplomas
- CQC Essential Standards of Quality and Safety.

## By the end of the course you can expect to:

Carry out nutritional screening

Identify people at risk of malnutrition  
recognise the signs and symptoms of dysphasia including practical ways of how to manage the condition

Understand the role of food and

# Infection Control

## Duration

A two hour session – 9.15am – 11.30am

## Provider

External

## Target audience

This course is aimed at all staff working in health and social care and is available for both internal and external organisations.

## Course overview

This is a two hour session designed to identify and discuss personal protective equipment, correct hand hygiene, standard precautions when working with customers, dealing with sharps, COSHH and a brief look at specific infections.

## The course will cover:

- The impact of infection within care settings
- Factors that make people vulnerable to infection
- Common organisms that cause infection, including antibiotic resistant types
- How micro-organisms spread in the environment
- What you should know about standard infection control precautions.

## By the end of the course you can expect to:

- Apply correct hand hygiene techniques
- Use personal protective equipment correctly
- Understand and apply COSHH
- Understand how to deal with sharps
- Understand infection prevention and control is everyone's responsibility
- Understand that standard infection control precautions must be used when dealing with all customers irrespective of infection status
- Describe the three R's of outbreak management.

## Course format

This course will include presentations, handouts, group work and exercises. The style of delivery is flexible with scope for adjusting activities to suit individual needs.

## Links

This course supports:

- Care certificate
- CQC Essential Standards of Quality and Safety (Health & Social Care Act)

# Understanding Acquired Brain Injury

## Duration

A one day course from 9.15am to 4pm.

## Provider

External

## Target audience

This course is aimed at all staff working in direct delivery of services and is available for both internal and external organisations.

## Course overview

This course explores the anatomy and physiology of the brain and what happens in brain injury.

## The course will cover:

- How to support individual who may have sustained and are surviving brain injury
- Physical, cognitive and social consequences of brain injury for the individual, families and carers.

## By the end of the course you can expect to:

- Understand some basic facts about brain damage
- Understand the use of the Brain Injury Needs Indicator tool (BINI) in social care assessments
- with people living with brain injury to gauge levels of recovery, insight issues, risk and support required.
- Have techniques to use when communicating with people who are living with an acquired brain injury and their families and carers.

## Course format

This course will include presentations, handouts, group work and exercises. The style of delivery is flexible with scope for adjusting activities to suit individual needs.

## Links

This course supports:

- Care Act 2014
- Care certificate
- QCF – Health and Social Care Adults level 2 and level 3 diploma.

# Introduction to Diabetes

## Duration

A two hour course from 9.15am to 1.00

## Provider

External

## Target audience

This course is aimed at all staff who work directly with people who have diabetes. The training is available for staff from Adult Social Care, private and voluntary sector organisations.

## Course overview

This course explores what diabetes is, and the basic anatomy and physiology of what happens to cause diabetes.

## The course will cover:

- How big is the problem?
- What is diabetes?
- Types of diabetes
- Common indicators of diabetes
- Treatment of diabetes

## By the end of the course you can expect to:

- Understand what diabetes is and what causes diabetes
- Have an awareness of the different types of diabetes
- Identify the common signs and symptoms of diabetes
- Have an awareness of how diabetes is treated.

## Course format

This course will include presentations, handouts, group work and exercises. The style of delivery is flexible with scope for adjusting activities to suit individual needs.

## Links

This course supports:

- Care certificate
- QCF - Health and Social Care Adults level 2 and level 3 diploma
- CQC Essential Standards of Quality and Safety

# Introduction to Epilepsy

## Duration

A half day course from 9.15am to 1pm.

## Provider

External

## Target audience

This course is aimed at all staff or people who come into contact with people with epilepsy. It will review the causes and effects and identify signs and symptoms of epilepsy. You will consider the risk factors and lifestyle issues associated with epilepsy and how to plan effective levels of care for people. The training is available for both staff from Adult Social Care, private and voluntary sector organisations.

## Course overview

You will be able to identify particular problems associated with epilepsy, and discuss effective solutions and treatment strategies to improve the quality of a person's life.

## The course will cover:

- Participants will review their knowledge of epilepsy and improve their practice and quality of care as a result.

## By the end of the course you can expect to:

- Discuss the causes of epilepsy
- Explain the various kinds of epilepsy
- Discuss the signs and symptoms of the nature of an epileptic seizure
- Consider the range and variety of problems experienced by people with epilepsy
- Explore the treatment, support systems and lifestyle advice that can be given to people who have epilepsy and their families.

## Course format

This course will include presentations, hand-outs, group work and exercises.

## Links

This course supports:

- Care Act 2014
- Care certificate
- QCF – Health and Social Care Adults level 2 and level 3 diploma.

# Introduction to Parkinson's disease

## Duration

A half day course from 9.15am to 12.30pm

## Provider

External

## Target audience

This course is aimed at all staff who work directly with people who have Parkinson's disease. The training is available for staff from Adult Social Care, private and voluntary sector organisations.

## Course overview

This course is designed to increase your knowledge and understanding of Parkinson's disease and to better understand the needs of people living with, and caring for people with Parkinson's disease.

## The course will cover:

- The knowledge and understanding of Parkinson's disease
- Challenges associated with the symptoms of Parkinson's
- The role and side effects of medication
- Strategies to meet the communication and cognitive challenges of Parkinson's
- The resources available, including the role of Parkinson's UK, to improve the quality of life of people with Parkinson's and their carers.

## By the end of the course you can expect to:

- Understand the key challenges of living with Parkinson's disease, such as the challenges of mobility, communication and swallowing
- Identify the importance of drug management
- Discuss strategies to meet the cognitive challenges of Parkinson's
- Recognise the role of Parkinson's UK
- Evaluate their own practice and support of people with Parkinson's.

## Course format

This course consists of direct teaching, videos and interactive workshops involving case studies, plus a range of support literature.

## This course supports:

- Care Act 2014
- Care certificate
- QCF – Health and Social Care Adults level 2 and level 3 diploma.

# Lone Worker and Personal Safety

## Duration

A one day course from 9.15am to 4pm.

## Provider

External

## Target audience

This course is aimed at all staff working in direct delivery of Adult Social Care and is available for both internal and external organisations.

## Course overview

This course will cover the skills and approaches required for safe practice whilst out and about in the community and in customers' homes. It will also provide an opportunity to consider appropriate responses to challenging and aggressive behaviour caused by various dementias and other conditions that may occasionally be encountered when working.

### The course will cover:

**How are you protected?** The law, rights and responsibilities of individuals within the organisation and the term "reasonable behaviour" will be discussed and described.

**Aggression:** Consider the organisation's definitions from the policy document. Physical and non-physical aggression and violence that is reportable, as and when they occur.

**Self-awareness:** Body language and awareness and ways people react in anger, fear and stressful situations. Introduction to various models relating to anger and aggression.

**Releases of anger:** Ways in which service-users in various stages of dementia and their families behave when becoming angry and the most appropriate ways to respond; ranging from face-to-face behaviours, telephone aggression and difficult home visits.

**Out and about - the basics:** Key points of personal safety when out and about in the community; including the safety aspects of driving, parking, walking and arrangements to keep staff safe during and out of hours. What systems to use to manage personal safety.

### One-to-one communication - indoors:

Problems that can arise between staff and customers. First impressions and stereotypes and how they can affect our attitudes are discussed. A risk assessment exercise is included.

**Out and about - street confrontation:** The value of distraction and diversionary techniques, best ways of alerting in public and obtaining a witness, getting away safely, using personal attack alarms.

**Home visits potential:** Problems encountered (such as confused service-users, and the influence of drugs and alcohol) in carrying out home visits and ways to prevent them whilst lone working.

**Diffusion techniques:** A range of skills and de-escalation techniques are introduced, group discussion around the most appropriate skills staff may choose to use in a range of situations; including also how to engage with the person with dementia when, repeating, regressing and wandering.

# **...Lone Worker and Personal Safety**

**By the end of the course you can expect to:**

- Understand what constitutes aggressive and violent behaviours and the potential for dangerous situations
- Recognise how conflict situations can develop and appropriate ways of responding in your role as a carer and particularly where the customer's health may be compromised
- Follow procedures for safer working and ensure that you will work in ways to increase your safety and that of others.

## **Course format**

This course will include a presentation, videos, handouts, group work and exercises. The style of delivery is flexible with scope for adjusting activities to suit individual needs.

## **Links**

This course supports:

- Care certificate
- CQC Essential Standards of Quality and Safety.

# Handling medicines safely

## Duration

A half day course from 9.15am to 12noon

## Target audience

This course is aimed at staff where the organisation participates in the Leeds Multi Agency Policy on Assistance with Medication. It is aimed at staff that are required to provide support with medication but have not had any previous medication training

## Course overview

The course will provide knowledge of documentation required and how to provide medication support correctly and safely following good practice guidelines

## The course will cover:

- Good practice in medication administration
- Medication Administration Record (MAR) Charts
- Medication difficulties
- Legislation regarding medication

## By the end of the course you can expect to:

- Understand the five rights
- Understand the different levels of medication support
- Understand what to do in a difficult situation regarding medicines
- Have an increased knowledge of MAR charts

## Course format

Presentations and scenarios delivered by a Leeds Community Healthcare Pharmacy Technician.

## Links

This course supports:

- The CQC Management of Medicines
- Leeds City Council Medication Policy

# **At Home with medicines**

## **– Medication Refresher Course**

### **Duration**

A half day course from 12.45pm to 3.30 pm

### **Target audience**

Refresher training for staff who are required to provide support with medication.

### **Course overview**

The course will refresh your knowledge on the correct way to administer medication and answer queries on problems that you may be having while administering.

### **The course will cover:**

- Good practice for medication administration
- Incidents –what to report
- MAR charts and frequently asked questions about MAR charts.

### **By the end of the course you can expect to:**

- Confirm the key learning from the 'At Home with Medicines' course previously attended
- Refresh on correct medication administration procedures and reinforce good practice principles for completing Medication Administration Records (MARs)

- Understand the five rights and know the different levels of medication support
- Understand what to do regarding medicines to ensure the appropriate action is taken when difficulties arise.

### **Course format**

We start the course with a quiz to see what you've remembered and forgotten from the previous course. This is followed by a look at good practice and MAR charts and discussions around frequently asked questions where you are also invited to ask your own. We end the course by doing some scenarios. The trainer is a pharmacy technician.

### **Links**

This course supports:

- The CQC management of medicines
- Leeds City Council Medication Policy

# MCA (A Practice Perspective for Fieldworkers)

## Duration

A one day course from 9.15am – 4.30pm

## Provider

**Paul Gillespie** - Independent BIA and MCA/Dols/AMHP trainer for various HEI's in the region.  
Previously a Professional Lead for Mental Health with Wakefield Council and part-time trainer on Mental Health Law, AMHP (since 1985) and BIA AMHP/principal social work/social worker (since 1982). Qualifications: BA, BSc, MSc, PGCE, CQSW

## Target audience

Social work staff in Adult Social Care or the PVI sector

## Course overview

The course will enable Adult Fieldworkers to develop their knowledge and skills around using the MCA 2005 and ensure that their care practices and planning are consistent with the relevant legislation, particularly the Human Rights Act, 1998.

## By the end of the course you can expect to:

- The MCA 2005 – A re-look at the law
- Assessing Capacity in Practice
- Best Interests – What does this mean in Practice?
- Decision making – who makes the decision and what decisions can be made?
- What actions can be taken and what are the limitations?
- Safeguards and Appeals under the MCA 2005
- Attend Best Interest Meetings
- Provide a case law update

## Course format

Presentation, discussion and case examples

# **Mental Capacity Act in Practice**

## **- A Course for Provider Services**

### **Duration**

A one day course from 9.15am to 4.30pm.

### **Provider**

External

### **Target audience**

This course is aimed at managers and senior staff working in provider services and is available for both internal and external organisations. Participants are expected to have knowledge of the MCA (2005), and the code of practice and to have read the pre-course booklet prior to attending the training.

### **Course overview**

The course will support care providers to show that their care practices and care planning are consistent with the Mental Capacity Act 2005. It explains the importance of putting the person at the centre of the decision making process.

### **The course will cover:**

- The five key principles: embedding them into daily practice
- The main elements of the Mental Capacity Act 2005
- Awareness of the decision and time specific nature of capacity
- Awareness of the role of 'decision maker'
- Recording assessments of capacity and recording best interest decisions
- What the law says about 'acts in connection with care and treatment'
- Your responsibility to involve others in decision making.

### **By the end of the course you can expect**

#### **to:**

- Apply the principles of the Mental Capacity Act (2005)
- Familiar with the Code of Practice
- Assess capacity to make a decision
- Use the best interest checklist
- Appropriately record capacity assessments and best interest decisions
- Understand what help and support somebody will require to make a decision
- Demonstrate knowledge of who should be involved in best interest decisions
- Understand what the Mental Capacity Act says about the use of restraint
- Identify restrictive practices and respond appropriately to their use.
- Provide a case law update

### **Course format**

This course will include pre-course reading, handouts, group work and exercises. The style of delivery is flexible with scope for adjusting activities to suit individual's needs.

### **Links**

This course supports:

- Mental Capacity Act 2005
- CQC Essential Standards of Quality and Safety.

# Mental Capacity Act in the Workplace

## - A Course for Frontline Care Staff

### Duration

A half day course from 9.15am to 1pm

### Provider

Organisational Development

### Target audience

This course is aimed at front line staff, within provider services and is available for both internal and external organisations.

### Course overview

The course will enable staff to show that their care practices and care planning are consistent with the Mental Capacity Act 2005. It explores the importance of putting the person at the centre of the decision making process.

### The course will cover:

- The main elements of the Mental Capacity Act 2005
- The five key principles: embedding them into daily practice
- Awareness of the decision and time specific nature of capacity
- Awareness of the role of 'decision maker'
- Recording assessments of capacity and best interest decisions
- What the law says about 'acts in connection with care and treatment'
- Awareness of who could be involved in the decision making process.

### By the end of the course you can expect to:

- Apply the principles of the Mental Capacity Act 2005
- Evidence compliance with the Code of Practice
- Assess capacity to make a decision
- Use the best interest checklist
- Appropriately record capacity assessments and best interest decisions
- Understand what help and support somebody will require to make a decision
- Demonstrate knowledge of who should be involved in best interest decisions
- Understand what the Mental Capacity Act says about the use of restraint.

### Course format

This course will include presentations, handouts, group work and exercises. The style of delivery is flexible with scope for adjusting activities to suit individual's needs.

### Links

This course supports:

- Care Act 2014
- Care Certificate
- QCF – Health and Social Care Adults level 2 and level 3 diploma
- CQC Essential Standards of Quality and Safety

# Mental Health Awareness

## Duration

A one day course from 9.15am to 1.00pm.

## Provider

External

## Target audience

This course is aimed at all staff working in direct delivery of services and is available for both internal and external organisations.

## Course overview

The aim of this training is to start participants thinking about what mental health is, and how best to respond to someone who may be in distress.

## Course format

This course will include a presentation, group work, practice and exercises. The style of delivery is very interactive and makes full use of participants' own knowledge and experience.

## Links

This course supports:

- Putting People First
- Skills for Care Common Induction Standards
- QCF – Health and Social Care Adults level 2 and level 3 diploma.

## The course will cover:

- models for understanding mental health
  - Current perspectives on mental health such as causes and approaches
  - Key roles in mental health provision
  - How to respond to someone in crisis

## By the end of the course you can expect to:

- Know what the term mental health means
- Have learned about how feelings are a good place to start in thinking about mental health
- Have looked at the best way to be a first responder
- Know some of the common areas considered in psychiatry

# Personal Care

## Duration

A one day course from 9.15am to 4pm

## Provider

External

## Target audience

This course is aimed at all staff working in direct delivery of services and is available for both internal and external organisations.

## Course overview

The course will enable front line staff to use a professional approach when supporting an individual with their personal care support.

## The course will cover:

medication planner, side effects, other remedies, changes to medication, safe storage and safe disposal.

## By the end of the course you can expect to:

- Practice sensitively to maintain a person's dignity and promote good hygiene
- Recognise and contribute to the prevention of pressure sores
- understand the reasons for use and correct application of catheters; connecting and emptying
- Understand the common types of continence problems experienced and the continence aids available

The key themes of record keeping, confidentiality, privacy, dignity, communication, teamwork, accountability, responsibility, clinical governance

**Personal hygiene:** Hand washing, bathing, strip washing, shaving, hair care, mouth car, eye and ear car, and foot care.

**Pressure area care:** Skin, risk factors for pressure ulcers, and basic pressure ulcers possible sites of pressure ulcers, body positions for prevention.

**Continence:** Urinary system, continence problems - urinary/faecal, continence pads, catheters and catheter care.

**Medication:** Types of delivery systems, the

- Ensure safe practice when providing medication support
- Understand and apply the basic rules for information sharing and confidentiality
- Understand the roles of other health professionals.

## Course format

This course will include a presentation, handout booklet, exercises and group discussion.

## Links

This course supports:

- CQC Essential Standards of Quality and Safety
- Care Certificate
- QCF – Health and Social Care Adults level 2 and level 3 diplomas.

# Safeguarding Adults for Managers and Supervisors

## Duration

A 1 day course starting at 9.15am and finishing at 4.30pm

## Provider

Organisational Development

## Target audience

This course is aimed at all front line managers and their senior managers working with adults with care and support needs in Leeds Adult Social Care and its commissioned services. This includes domiciliary services, care and nursing homes, day care and supported living services. This training is essential for all managers undertaking the role of Safeguarding Concerns Manager and raising concerns with the Local Authority about the abuse or neglect of adults with care and support needs.

The training is available for both internal and external organisations.

## Course overview

This course is based on the West and North Yorkshire and York Multi-agency Safeguarding Adults Policy and Procedure. The course enables staff to:

- Understand the aims of safeguarding adults, the legal framework and the requirements set out in the multi-agency safeguarding adults policy and procedures
- Consider how to prevent abuse and neglect from taking place
- Be clear about their role and responsibilities within the multi-agency safeguarding adults procedures in responding to concerns and those of their staff

- Reflect on the impact of the Mental Capacity Act (2005) on safeguarding and
- Explore some of the challenges in adult safeguarding
- Understand the importance of placing the person's wishes and views at the core of the process
- Consider how to develop a positive safeguarding culture

## The course will cover:

- The West and North Yorkshire and York Multi-agency Safeguarding Adults Policy and Procedures, your role and your legal duties.

## Course Format

This course will include a presentations, handouts, group work and exercises.

## Links

This course supports:

- West and North Yorkshire and York Multi-agency Safeguarding Adults Policy and Procedures
- Care Act 2014
- Care and Support Statutory Guidance
- Fundamental Standards (Health and Social Care Act 2008 (Regulated Activities Regulations 2014)

# Safeguarding Adults: The role of the Person raising a concern

## Duration

A half day course from 9.15am to 1pm

Or 12.45pm – 4.30pm

## Provider

Organisational Development

## Target audience

This course is aimed at all staff who do not have a supervisory or management role but have a duty to respond to safeguarding concerns and risks appropriately. The training is available for both internal and external organisations. This training is mandatory for ASC Care and Support staff.

**Note: Any staff who has attended the ASC Induction will not need to repeat this course.**

## Course overview

This course is based on the West and North Yorkshire and York Multi-agency Safeguarding Adults Policy and Procedure. The course enables staff to:

- Understand the aims of safeguarding adults and the legal framework
- Consider how to prevent abuse and neglect from taking place
- Be able to identify causes for concern
- Be aware of how people's capacity to make relevant decisions is important in safeguarding adults work;
- Understand how to identify risk, and;
- Reflect on the importance of gaining and understanding the individual's wishes and feelings when supporting an adult at risk of abuse and neglect.
- Be clear about their role and responsibilities within the multi-agency safeguarding adults procedures in responding to concerns and that of their manager

## The course will cover:

The West and North Yorkshire and York Multi-agency Safeguarding Adults Policy and Procedures, your role and your legal duties

## By the end of the course you can expect to:

- To describe and apply safeguarding adults procedures
- To define what we mean by 'adult at risk'
- To identify types, causes, signs and signals of abuse
- To recognise the stresses involved in dealing with allegations of abuse and identify support systems.

## Course format

This course will include a presentation, handouts, group work and exercises.

## Links

This course supports:

- West and North Yorkshire and York Multi-agency Safeguarding Adults Policy and Procedures
- Care Act 2014
- Care and Support Statutory Guidance

# **Understanding Stroke and its Effects**

## **Duration**

One day course from 9.15am to 4.00pm

## **Target audience**

This course is aimed at all staff working in direct delivery of services and is available for both internal and external organisations.

## **Course overview**

This course explores the brain, what a stroke is and the effects it can have on the individual, carer and family. It discusses how to prevent a stroke and how to promote recovery.

## **The course will cover:**

- The brain
- Types of stroke
- The effects of a stroke both physical and psychological
- Effective communication
- how stroke impacts on family and friends
- Prevention.

## **By the end of the course you will be able to:**

- Understand how the brain works
- Understand what a stroke is
- Understand signs of a stroke and actions that need to be taken
- Understand the outcomes of stroke - both physical and psychological
- Practical understanding of how to work with stroke survivors with the various stroke outcomes
- Best practice in prevention

## **Course format**

This course will include a presentations, handouts, group work and exercises.

The style of delivery is flexible with scope for adjusting activities to suit individual's needs.

## **Links:**

This course supports:

- Care act 2014
- Care Certificate
- CQC Essential Standards of Quality and Safety
- The National stroke strategy
- NICE stroke care guidelines

# **Stroke – Working with Communication And Swallowing Problems**

## **Duration**

A half day course starting at 9.15amto 12.30pm

## **Target audience**

This course is aimed at all staff working in direct delivery of services and is available for both internal and external organisations.

## **Course overview**

This course explores:

- Problems with communication and swallowing.
- How to communicate effectively
- Safe nutritional intake.

## **The course will cover:**

- The process of communication and swallowing
- Tools for communication
- Promoting safe nutritional intake
- Effective Communication
- The social impact of these difficulties
- The multidisciplinary team approach.

## **By the end of the course you expect to:**

- Know what happens when we swallow
- Have considered the impact of impaired swallowing on quality of life
- Know how we communicate
- Understand ways of helping people communicate for their maximum quality of life
- Understand the importance of the multidisciplinary team.

## **Course format**

This course will include a presentations, handouts, group work and exercises.

The style of delivery is flexible with scope for adjusting activities to suit individual's needs.

## **Links:**

This course supports:

- Care Act 2014
- Care Certificate
- CQC Essential Standards of Quality and Safety

# Training Dates

Course Title	Dates	Times
Adult Social Care Induction	3 May 2017 4 July 6 September 7 November 10 January 2018 7 March	9.00am – 4.30pm
Autism Awareness	3 May 2017 6 June 7 September 10 October 29 November 16 January 2018 19 March	9.15am – 1.00pm
Basic Bereavement Skills	11 May 2017 6 September 5 December 6 March 2018	12.45pm – 4.00pm
De-Escalation Techniques (Responding To Aggressive Behaviour)	6 April 2017 - am 21 April - am 8 May - pm 30 May - pm 19 June - am 6 July - am 26 July - am 9 August - pm 5 September - am 22 September - am 10 October - am 30 October - pm 16 November - am 29 November - am 11 December - am 12 January 2018 - am 30 January - pm 15 February - pm 6 March - am 28 March – am	9.15am – 1.00pm or 12.45pm – 4.30pm
Dementia Awareness	12 April 2017 3 May 14 June 7 September 6 November 17 January 2018 13 February 15 March	9.15am – 4.15pm

<b>Course Title</b>	<b>Dates</b>	<b>Times</b>
Dementia Awareness Advanced Skills	7 June 2017 10 October 4 December 22 February 2018	9.15am – 4.15pm
Dignity in Care	18 May 2017 18 October 23 January 2018 20 March	9.00am – 12.30pm Or 1.00pm – 4.30pm
DOLS (Deprivation of Liberty Safeguards)	4 July 2017 1 November 9 January 2018 5 March	9.15am – 1.00pm
Embedding Person-centred Thinking Into Daily Practice	26 April 2017 22 June 19 September 6 December 20 February 2018	9.15am – 4.30pm
End of Life Care	20 April 2017 13 July 3 October 6 November 25 January 2018 8 March	9.15am – 3.30pm
Adult Social Care Equality and Diversity	4 April 2017 - am 5 May - am 31 May - am 29 June - pm 18 July - am 17 August - am 15 September - am 11 October - am 14 November - pm 8 December - am 11 January 2018 - am 7 February - am 8 March - am	9.15am – 1.00pm Or 12.45pm – 4.30pm
Food Hygiene Awareness/Refresher	11 April 2017 1 June 12 July 18 September 24 October 16 November 13 December 23 January 2018 23 March	9.15am – 1.00pm
Getting to know Family Carers	13 June 2017 15 November 15 February 2018	9.15am – 12.30pm

<b>Course Title</b>	<b>Dates</b>	<b>Times</b>
Infection Control	12 April 2017 25 May 4 July 13 September 16 November 9 January 2018 7 March	9.15am – 11.30am
Introduction to Nutritional Care	26 April 2017 13 June 7 September 7 November 17 January 2018 22 March	9.15am – 4.00pm
Introduction to Diabetes	24 April 2017 13 July 1 November 6 March 2018	9.15am – 1.00pm
Introduction to Epilepsy	25 April 2017 6 September 7 December 9 March 2018	9.15am – 1.00pm
Introduction to Parkinson's Disease	17 May 2017 12 September 14 December 21 February 2018	9.15am – 12.30pm
Lone Worker and Personal Safety	16 May 2017 27 July 20 September 21 November 18 January 2018 26 March	9.15am – 4.00pm
Mental Capacity Act in Practice – A course for Provider Services	14 June 2017 5 September 16 November 22 January 2018 21 March	9.15am – 4.30pm
Mental Health Awareness	9 May 2017 19 July 25 October 12 December 13 February 2018	9.15am – 1.00pm
MCA – A Practice perspective for fieldworkers	20 June 2017 12 October 16 January 2018 16 March	9.15am – 4.30pm

<b>Course Title</b>	<b>Dates</b>	<b>Times</b>
Mental Capacity Act in the Workplace – A course for Frontline Care Staff	11 April 2017 27 April 10 May 25 May 12 June 11 July 12 September 27 September 18 October 13 November 30 November 13 December 30 January 2018 8 March 27 March	9.15am – 1.00pm
At home with Medicines - Medication Refresher	13 April 2017 4 May 20 June 18 September 9 October 23 November 4 December 12 January 2018 13 March	12.45pm – 3.30pm
Handling Medicines Safely	13 April 2017 4 May 20 June 18 September 9 October 23 November 4 December 12 January 2018 13 March	9.15am – 12.00
Modern Day Slavery & Human Trafficking	13 April 2017 11 July 13 September 23 November 31 January 2018 27 March	9.15am – 1.00pm
Personal Care	15 June 2017 19 September 29 November 22 February 2018	9.15am – 4.00pm

<b>Course Title</b>	<b>Dates</b>	<b>Times</b>
Safeguarding Adults for Managers and Supervisors	10 April 2017 9 May 15 June 12 July 10 August 15 September 9 October 15 November 5 December 11 January 2018 16 February 19 March	9.15am – 4.30pm
Safeguarding Adults: The role of the person raising a concern	3 April 2017 - am 11 April - am 19 April - am 24 April – pm 4 May – am 12 May – am 17 May – pm 23 May – am 1 June – am 5 June – am 16 June – am 21 June – pm 27 June – am 5 July – am 13 July – pm 21 July – am 24 July – am 3 August – am 8 August – pm 16 August – am 25 August – am 31 August – pm 6 September – am 12 September – am 18 September – am 28 September – am 4 October – pm 13 October – am 17 October – am 23 October – pm 1 November – am 9 November – am 17 November – am 21 November – pm 27 November – am 6 December – am 14 December – am	9.15am – 1.00pm Or 12.45pm – 4.30pm

<b>Course Title</b>	<b>Dates</b>	<b>Times</b>
Safeguarding Adults: The role of the person raising a concern	9 January 2018 – am 19 January – am 24 January – pm 29 January – am 8 February – am 14 February – am 20 February – am 2 March – am 5 March – pm 14 March – am 20 March – am 29 March – pm	9.15am – 1.00pm Or 12.45pm – 4.30pm
Understanding Acquired Brain Injury	13 June 2017 26 October 28 February 2018	9.15am – 4.00pm
Understanding Stroke and its effects	15 May 2017 25 October 15 February 2018	9.15am – 4.00pm
Stroke – working with communication and swallowing problems	14 September 2017 24 January 2018	9.15am 12.30pm

# Leeds Community Equipment and Telecare service

*To provide Community Equipment and Telecare training courses that are informative, practical and empowers colleagues to provide the right equipment quickly to enable people to live independent and inclusive lives."*

The Community Equipment and Telecare Service provide training on a number of different aspects of the Service which are of relevance and as it is a joint service these courses are available to Leeds Social Care and NHS staff (Adults and Children). Please book early.

**Social Care colleagues please note that BSC do not take course bookings for Practical Bed Demonstration and Basic Equipment Training courses**

## To apply:

For **Practical Bed Demonstration & Basic Equipment Training** please contact:

Workforce Development Unit - The new email address is [lch.wfi@nhs.net](mailto:lch.wfi@nhs.net) Also please note, to book a place delegates should go to Employee Self Service via ESR first, only those that do not have access to ESR (ASC) are able to call on 0113 2033451. A booking will be accepted up to one week before the course date.

**All colleagues please note that BSC do not take course bookings for Telecare Training courses**

## To apply:

For **Telecare Training** email [telecare@leeds.gov.uk](mailto:telecare@leeds.gov.uk) with your name, contact number, work base and Job title. A booking will

be accepted up to one week before the course date.

**Please note all these courses will take place at:**

**Assisted Living Leeds**

**The address is: 81 Clarence Road, Leeds, LS10 1LZ**

**Please report to reception**

# .....Leeds Community Equipment and Telecare Service

Course Title	Date	Times	Closing date
<b>2017</b>			
Basic Equipment Course	7 <sup>th</sup> April	1.00pm – 4.00pm	31 <sup>st</sup> March
Telecare Training	19 <sup>th</sup> April	10.00am – 12:00	12 <sup>th</sup> April
Practical Bed Demonstration	28th April	9.30am – 3.30pm	21st April
Telecare Training	17th May	10.00am – 12:00	10 <sup>th</sup> May
Basic Equipment Course	19 <sup>th</sup> May	1.00pm – 4.00pm	12 <sup>th</sup> May
Practical Bed Demonstration	26th May	9.30am – 3.30pm	19 <sup>th</sup> May
Telecare Training	7 <sup>th</sup> June	10.00am – 12:00	31 <sup>st</sup> May
Basic Equipment Course	16 <sup>th</sup> June	1.00pm – 4.00pm	7 <sup>th</sup> June
Practical Bed Demonstration	23 <sup>rd</sup> June	9.30am – 3.30pm	16 <sup>th</sup> June
Practical Bed Demonstration	12 <sup>th</sup> July	9.30am – 3.30pm	5 <sup>th</sup> July
Basic Equipment Course	14 <sup>th</sup> July	1.00pm – 4.00pm	7 <sup>th</sup> July
Telecare Training	19 <sup>th</sup> July	10.00am – 12:00	12 <sup>th</sup> July
Telecare Training	23 <sup>rd</sup> August	10.00am – 12:00	16 <sup>th</sup> August
Basic Equipment Course	8 <sup>th</sup> Sept.	1.00pm – 4.00pm	1 <sup>st</sup> Sept.
Practical Bed Demonstration	15 <sup>th</sup> Sept.	9.30am – 3.30pm	8 <sup>th</sup> Sept.
Telecare Training	20 <sup>th</sup> Sept.	10.00am – 12:00	13 <sup>th</sup> Sept.
Practical Bed Demonstration	4th Oct.	9.30am – 3.30pm	27 <sup>th</sup> Sept.
Telecare Training	11 <sup>th</sup> Oct	10.00am – 12:00	4 <sup>th</sup> Oct.
Basic Equipment Course	13 <sup>th</sup> Oct.	1.00pm – 4.00pm	6 <sup>th</sup> Oct.
Practical Bed Demonstration	10 <sup>th</sup> Nov.	9.30am – 3.30pm	3 <sup>rd</sup> Nov.
Basic Equipment Course	17 <sup>th</sup> Nov.	1.00pm – 4.00pm	10 <sup>th</sup> Nov.
Telecare Training	22 <sup>nd</sup> Nov.	10.00am – 12:00	15 <sup>th</sup> Nov.
Practical Bed Demonstration	6 <sup>th</sup> Dec.	9.30am – 3.30pm	29 <sup>th</sup> Nov.
Telecare Training	13 <sup>th</sup> Dec.	10.00am – 12:00	6 <sup>th</sup> Dec.
Basic Equipment Course	15 <sup>th</sup> Dec.	1.00pm – 4.00pm	8 <sup>th</sup> Dec.

<b>2018</b>			
Practical Bed Demonstration	17 <sup>th</sup> Jan.	9.30am – 3.30pm	10 <sup>th</sup> Jan.
Basic Equipment Course	19 <sup>th</sup> Jan.	1.00pm – 4.00pm	12 <sup>th</sup> Jan.
Telecare Training	24 <sup>th</sup> Jan.	10.00am – 12:00	17 <sup>th</sup> Jan.
Practical Bed Demonstration	9 <sup>th</sup> Feb.	9.30am – 3.30pm	2 <sup>nd</sup> Feb.
Basic Equipment Course	16 <sup>th</sup> Feb.	1.00pm – 4.00pm	9 <sup>th</sup> Feb.
Telecare Training	21 <sup>st</sup> Feb	10.00am – 12:00	14 <sup>th</sup> Feb.
Practical Bed Demonstration	14 <sup>th</sup> March	9.30am – 3.30pm	7 <sup>th</sup> March
Basic Equipment Course	16 <sup>th</sup> March	1.00pm – 4.00pm	9 <sup>th</sup> March
Telecare Training	28 <sup>th</sup> March	10.00am – 12:00	21 <sup>st</sup> March

# **Leeds Community Equipment and Telecare service – Course Summaries**

## **Basic Equipment Course**

This half day session will equip attendees with the skills required to assess a person's need for basic equipment. At the end of the training, attendees should be confident in assessing for bathing equipment; bed accessories; toileting equipment; chair and seating accessories and kitchen and household accessories. Attendees will have the opportunity to gain 'hands on' experience in assembling and disassembling equipment. They will also have the opportunity to share experiences of where they have used a piece of equipment or, of an instance where they think the equipment would be particularly useful.

## **Practical bed demonstration**

The aim of this training is to equip participants with the knowledge, skill and confidence to provide effective assessments for beds and associated equipment. Aimed at new assessors and those wanting a refresher on beds and associated equipment that is available from the Leeds Community Equipment store; this training is available to health and social service assessors. At the end of the course participants will be better able to identify the correct equipment for use in the home including equipment for use with: a service users own bed and an electric profiling bed.

## **Telecare training**

This training is aimed at social care and health colleagues who are eligible to make a referral to the Leeds Telecare Service e.g. social workers and social work assistants, occupational therapists and occupational therapist assistants, district nurses, community matrons.

The training aims to increase knowledge and understanding of Telecare technology, its application and associated benefits across a range of client groups. At the end of the training, attendees will know what Telecare is, how it works and what equipment is available. They will also be able to identify a range of Telecare solutions to meet the assessed needs and know how to make a referral for Telecare equipment to the Leeds Telecare Service.

# Getting to ALL

## Car

### Please Note:-

#### There is NO onsite parking at ALL

To reach Assisted Living Leeds by car follow the brown tourism signs for the Royal Armouries with the 'horned helmet' logo. The Royal Armouries is extremely well signposted on all major routes in and around Leeds.

- From the North: Follow brown tourism signs on the A64
- From the East: M62 east users exit M621 at junction 4 and follow the brown tourism signs.
- From the South: M1 users exit M621 at junction 4 and follow the brown tourism signs. A1 users follow brown tourism signs on the A64
- From the West: M62 users exit M621 at junction 3 and follow the brown tourism signs  
When using a Sat Nav use postcode LS10 1LZ.

Limited on street parking may be available on Carlisle Road and Armouries Drive but this is for a maximum of two hours, moving cars will disrupt training. There is also the Clarence Dock Multi Story Car Park on Armouries Drive which is directly across the road from Assisted Living Leeds

## Bus

The following bus services run from Leeds city centre to Assisted Living Leeds:

■Geldard Coaches – 28B

■First Leeds – 28

Alight at Liberty Dock student halls of residence, this is directly across the road from Assisted Living Leeds.

The 28 and 28B use the following bus stops from Leeds City Centre

■Leeds University – 5 – Outside Blackwell's book shop (28, 28B)

■Albion Street – J6 – outside St. John's Centre (28, 28B)

■Eastgate – G1 (28B)

■Vicar Lane – M4 – opposite Victoria Quarter (28, 28B)

■York Street – F5 – outside Leeds Bus/Coach Station (28, 28B)

■Chadwick Street – A1 (28, 28B)

■Liberty Dock – Student Halls of Residence (28, 28B)

**Please check with operator**

## Walk

■A 10 minute walk from Leeds Bus Station – follow the signs to Royal Armouries.

■A 20 minute walk from Leeds Rail Station - follow the signs to Royal Armouries.

**Please allow plenty of time for your journey. In line with other training courses, if you are more than twenty minutes late you will not be allowed to join the course**



**Forward Leeds is the new alcohol and drug service in Leeds for adults, young people and families. They are offering the following free sessions below.**

**Early Intervention Alcohol Training** To enable front-line staff to identify and screen for alcohol use & the level of associated risk, give simple brief advice using evidence based practice and make referrals to appropriate service if necessary.

**Objectives:**

- To provide practitioners with up to date information related to alcohol use, including government guidance and recommendations.
- To provide tools for practitioners to use to appropriately assess for alcohol use and to be able to identify the level of risk.
- To provide practitioners with an opportunity to use skill base practice.
- To provide resources and techniques to build confidence across the Leeds Workforce in delivering early interventions and brief advice around alcohol.

What	When	Time
Drugs	Monday 24 <sup>th</sup> April 2017	9.15am – 4.00pm
Alcohol	Wednesday 24 <sup>th</sup> May 2017	9.15am – 4.00pm
Drugs	Thursday 15 <sup>th</sup> June 2017	9.15am – 4.00pm
Alcohol	Wednesday 5 <sup>th</sup> July 2017	9.15am – 4.00pm
Drugs	Thursday 21 <sup>st</sup> September 2017	9.15am – 4.00pm
Alcohol	Monday 9 <sup>th</sup> October 2017	9.15am – 4.00pm
Drugs	Thursday 9 <sup>th</sup> November 2017	9.15am – 4.00pm
Alcohol	Monday 11 <sup>th</sup> December 2017	9.15am – 4.00pm
Alcohol	Wednesday 24 <sup>th</sup> January 2018	9.15am – 4.00pm
Drugs	Tuesday 13 <sup>th</sup> March 2018	9.15am – 4.00pm

**Early Intervention Drugs Training** To provide resources and techniques to build confidence across the Leeds Workforce, in screening adults for substance misuse and the delivery of early interventions and brief advice around their drug use.

**Objectives:**

- To look at different types of drug use, from experimental use through to dependent use.
- To look at different categories of drugs in terms of stimulants, depressants and hallucinogens – and their short term and long term effects on physical and mental health.
- To provide practitioners with an opportunity to use skill based practice.
- To increase awareness of the types of support that adults and their families can access in Leeds, for those adults whose drug use is screened as high risk or dependent.

**Where** – Enterprise House, 12 St Pauls street, LEEDS LS1 2LE

**Booking** – LCC staff search ‘Early Intervention’ on PaLs. For **External Organisations** please email [BSC.training.administration@leeds.gov.uk](mailto:BSC.training.administration@leeds.gov.uk) with your name, address & contact details or call them on 0113 3785274 together with the session you would like to book.

**FREE**



# Social Care learning materials and information available

Flexible learning - the way forward



**3 easy steps to gain access to the  
learning materials and information:**

**1**

**2**

**3**

**1 Go to [www.scils.co.uk](http://www.scils.co.uk) or [www.eils.co.uk](http://www.eils.co.uk)**

**2 Click on register and Enter the  
Registration Number below**

**3 Create your own username and password**

REGISTRATION NUMBER:

358LECC

If you have any difficulty or require any information contact SCILS:  
tel: 0115 923 0200 email: [info@scils.co.uk](mailto:info@scils.co.uk)

# The Organisational Development (OD)

## General Contact Telephone Numbers

- 0113 3785032

## Senior OD Business Partner

- Tracey Cooper

## OD Business Partner

- Rebecca Hewitt
- June Rollins

## Senior HR Officers (OD) Adults

- Gill Dickinson
- Kath Waring
- Norman Sterling- Baxter

## HR Officer (OD) Adults

- Victoria Young
- Shahida Mahmood
- Paul Tyler-Graham
- Tara Brady
- Jane Brown
- Helen Riley

## Local OD Admin Support

- Debbie Lendhill - HR Officer
- Val Gant - Admin Assistant
- Malik (Taz) Uddin – Admin apprentice



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Telephone: **0113 222 4401**

Textphone: **0113 222 4410**