

SOCIAL CARE TRAINING AND DEVELOPMENT

*Learning
matters*

Care, Health and Wellbeing



west
sussex
county
council

The Care, Health and Wellbeing team

We are a team of qualified trainers who have experience in health and social care. We hold management, care, nursing, occupational therapy and training qualifications up to and including degree standard. Our backgrounds in health and social care include residential, domiciliary, day services and sheltered housing. We are accredited NVQ Assessors and hold Internal Verification qualifications.

Induction

We provide a bite-size induction programme for new and/or unqualified members of staff which includes:

- Health and safety
- Lone working
- Fire safety
- Food hygiene
- Infection control
- Manual handling
- Medication awareness
- St. John's Ambulance first aid
- Adult protection awareness
- Communication
- Report writing
- Anti-discriminatory practice
- Practical personal care
- Equality and diversity
- Developing as a worker

This training can be accessed either as a five-day course or as individual modules.

National Vocational Qualification (NVQ)

As well as induction, our trainers and assessors offer support in various NVQs which meet the needs of staff in domiciliary care, day services, resource centres, residential care and health settings.

- Health and Social Care levels 2, 3 and 4
- Registered managers' award
- Management level 3
- Medication level 3 (HSC 375) which we can offer as a single unit

Medication awareness

We have developed courses in line with the West Sussex County Council Medication Policy which meets the requirements of the Commission for Social Care Inspection (CSCI) and Skills for Care Knowledge Set for Medication.

- Medication awareness for frontline care staff
- Medicine management within assessment and review
- NVQ Unit HSC 375 (Level 3) – offered as a single unit
- Trainers toolkit for managers or trainers to cascade medication awareness for staff in the independent sector

Generic training for local authority and independent sector care staff.

Where applicable, courses are linked to annual updates to meet CSCI regulations.

Care commissioning

Individual programmes can be designed to offer relevant training to care commissioning staff including:

- Medication awareness
- Health conditions and disability
- Reviewing techniques
- Care Management process

Adult protection

This is a two-hour workshop that addresses the Adult Protection Procedures developed by the West Sussex Adult Protection Committee. Suitable for front line staff.

Health, safety and risk

Training opportunities include:

- Risk assessment
- Moving and handling
- First aid
- Food hygiene
- Fire safety
- Lone working
- Good hand washing/care

Personal care

Training opportunities include:

- Personal care – a practical course, training both experienced and new staff in the complex needs involved in personal care
- Care of the dying and long term sick

Health

Conditions such as Diabetes, Stroke, Multiple Sclerosis, Epilepsy, Heart Disease, Parkinson's Disease and Motor Neurone Disease are offered as half day courses. Other important subjects covered are:

- Infection control / MRSA
- HIV / AIDS awareness
- Hepatitis A, B and C
- Shingles, scabies and TB

We can deliver these courses as short stand-alone sessions (approximately one hour) or as a set of four sessions arranged to meet individual team requirements.

Wellbeing

Training includes:

- Women's health
- Change, loss and bereavement
- Gentle exercise to music
- Hand and foot massage

Some courses can be arranged in unsocial hours to meet the changing needs of staff groups.

If your staff cannot get away to attend training, where possible we can arrange to come to your workplace.

Support worker programme

We have developed a dynamic integrated programme with health colleagues to train support workers to work across health and social care. This programme runs for 10 days over 3 months and consists of 4 modules entitled:

- Core skills
- Physical health and wellbeing
- Promoting independence
- Communication and emotional wellbeing

Some of the sessions within these modules include e.g. wound care, speech and language therapy, wheelchair use, sensory services, end of life care, your role as a worker.

This training meets the Government's agenda for joint working aimed towards person-centred care and promoting independence.

Do we use service users and carers in our training?

Yes. Service users and carers are involved in the planning and delivery of many of our courses.

All courses are linked to the Common Induction Standards, National Minimum Care Standards and/or NVQ Standards in Health and Social Care. Participants will be expected to complete workbooks to evidence their knowledge and understanding. Certificates can be provided as evidence for NVQ and/or continuing professional development.

If the training that you require is not listed in this booklet, then please ask as we are committed to meeting the requirements of you and your team.

How can I find out what is best for me?

Discuss your training needs and aspirations with your manager during supervision. Ask them to find out about training courses that will help you develop and to do your job better.

This training is available to all staff in West Sussex Adults' Services and the Independent Sector.

Where can I find a full list of courses?

Our training calendar, on CD-Rom, via a link on the WSCC website, on the intranet and, if you work for WSCC, on the weekly broadcast email.

For training and development in other areas see the booklets on:

- Adults' Services
- Care, Health and Wellbeing
- Staff working with children and young people
- NVQ and assessment services
- Qualifying and post-qualifying
- Support Services training and career pathways

If you need to discuss these opportunities, or for copies of the above, please contact:

- **Training and Development Section**

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