

Training Programme

January - June 2017

Free training for care workers, volunteers and unpaid carers



Borders Care Learning Network

Borders Voluntary Care Voice

Roxburgh House Court

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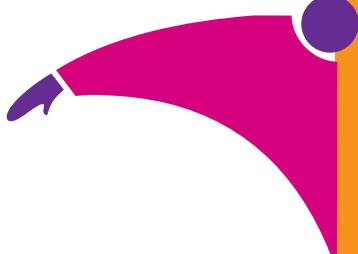
Email: training@borderscarevoice.org.uk

www.borderscarevoice.org.uk

Borders Care Learning Network is part of Borders Voluntary Care Voice - a Scottish Charitable Incorporated Organisation (SCIO): SC043731

Please contact us if you would like to receive this booklet in an alternative format.

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About Borders Care Learning Network (BCLN)



Borders Care Learning Network is the training arm of Borders Voluntary Care Voice. BCLN aims to:

- support training and development needs in partnership across health and social care
- commission training that is tailored and responsive to evolving priorities
- provide free, inclusive training for those working and volunteering in health and social care, and for unpaid carers
- arrange locality network meetings for anyone interested in improving practice and training in the care sector
- gather intelligence and data on training needs regularly to help to plan training and to support organisations in sharing resources.

Courses and workshops are provided by experienced in-house staff or freelance trainers in the statutory and third sectors.

We will be organising other special and one-off training events, in addition to the courses listed in this publication. We are also happy to discuss your own training needs.

For further information, or to be added to our database for regular training updates, contact Meg or Ellen on **01896 757290**, email **training@borderscarevoice.org.uk**, or visit **www.borderscarevoice.org.uk**

About Borders Voluntary Care Voice



Borders Care Learning Network is part of Borders Voluntary Care Voice (BVCV). BVCV aims to promote good practice in the planning and provision of health and social care services. It supports the development of local partnerships between users, carers, third sector organisations, Scottish Borders Council, NHS Borders and other relevant organisations.

BVCV runs several working / user groups that meet throughout the year:

- User Carer Working Group
- Mental Health and Wellbeing Forum
- Carers Planning Group
- Parent Carers Working Group

Membership of BVCV is open to any organisation with links to health and social care, and to service users and carers. Benefits of membership are:

- It is free and ongoing
- It helps our sector to speak with a common voice
- Access to the latest information, news and events relevant to the sector
- The opportunity to contribute to the planning and delivery of health and social care
- The chance to influence campaigns.

To find out more about the groups, or for information about becoming a member, please phone our office on **01896 757290** or email admin@borderscarevoice.org.uk

Dementia training



"Promoting Excellence" Framework

NHS Education for Scotland and the Scottish Social Services Council developed "Promoting Excellence" – a framework for all health and social care staff who work with people with dementia, their families and carers. It has been designed across four levels. We will be running the training for the informed practitioner level and the skilled practitioner level.

Informed Practice Level – 3 hours

This workshop will give you a basic awareness of dementia and how it affects individuals. Discussion and professional reflection will be part of the course.

This training provides the baseline knowledge and skills required by all workers in health and social care settings, including working in a person's home. It will cover:

- common signs and symptoms of dementia
- individual needs of the person with dementia
- awareness of the relevant legislation.

Date	Time	Location
Wednesday 1st February	1pm-4pm	Galashiels
Monday 13th March	9.30am-12.30pm	Peebles
Wednesday 5th April	1pm-4pm	Hawick
Thursday 4th May	1pm-4pm	Eyemouth
Monday 15th May	9.30am-12.30pm	Galashiels
Thursday 1st June	9.30am-12.30pm	Duns

Skilled Practice Level - 2 days

Attendees will need to have attended the Dementia – Informed Practice course to be eligible for this course.

This two-day course re-visits the themes from the Informed Practice training and will develop and deepen your knowledge and understanding of dementia. Personal reflection and discussion will be an important element of the training.

This training is for those who work directly with people with dementia and their families and carers. It will help you to develop your understanding of dementia and to think differently about the people with dementia you work with, whether they are living at home, in a care ward, attending a day centre, or in hospital.

- Module 1: Understanding dementia
- Module 2: Promoting person and family centred care and community connections
- Module 3: Promoting health and wellbeing
- Module 4: Meeting the needs of the person with dementia who is distressed
- Module 5: Supporting and protecting people's rights.

Date	Time	Location
Monday 22nd and Tuesday 23rd May	9.30am-4.30pm	Galashiels
Wednesday 14th and Thursday 15th June	9.30am-4.30pm	Galashiels

This training is delivered in partnership with Scottish Borders Council and NHS Borders.

Those completing the courses will receive a certificate, and will be registered as having completed training to the relevant framework levels.

General training for care

Eligibility: Open to anyone working or volunteering in the care sector (in statutory, third sector and independent organisations) and unpaid carers.

Date	Time	Course	Location
Tuesday 24 th January	9am-5pm	Emergency first aid at work <ul style="list-style-type: none">• Responsibilities and reporting• Dealing with an unresponsive casualty• Resuscitation• Bleeding control• Other first aid scenarios.	Galashiels
Monday 6 th February	9.30am-4.30pm	Supervision skills <ul style="list-style-type: none">• Purpose of supervision• Roles and responsibilities• Best practice.	Galashiels
Tuesday 7 th February	1pm-4pm	Assertiveness <ul style="list-style-type: none">• Distinguish between assertiveness and aggression• Practise techniques• Group dynamics.	Eyemouth
Wednesday 8 th February	9.30am-12.30pm	Introduction to food hygiene <ul style="list-style-type: none">• Handling food• Storing food• Basic food hygiene.	Galashiels
Thursday 9 th February	1pm-3pm	Health literacies How best to communicate and provide information in a way patients and clients understand. <ul style="list-style-type: none">• Understand how the use of language affects individuals in a health environment, their treatment and outcomes• Consider best ways to communicate complex information – written, visual and verbal• Skills for passing on complex health information.	Galashiels

Date	Time	Course	Location
Tuesday 14 th February	9am-4pm	Moving and handling – refresher <ul style="list-style-type: none"> Identify the principles of safe moving and handling Identify unsafe techniques Safe techniques relevant to your work setting Legal and safe back care guidance Safe use of moving and handling equipment. 	Galashiels
Monday 20 th February	1pm- 3.30pm	Arthritis Awareness <ul style="list-style-type: none"> Myth Busting: Know the facts about arthritis, what's fact and what's not Support and resources: What helps and what support is available for living with arthritis Arthritis and work: Legal protection under the Equality Act 2010 and information on Access to Work Benefits: Blue Badge Scheme, Personal Independence Payment (PIP). 	Galashiels
Tuesday 21 st February	1pm-4pm	Infection control <ul style="list-style-type: none"> The general principles of infection control How to achieve effective hand hygiene The use of personal protective equipment. 	Galashiels
Wednesday 22 nd February	9.30am- 12.30pm	Boundaries and confidentiality <ul style="list-style-type: none"> Working safely within boundaries Confidentiality within a work environment. 	Galashiels
Tuesday 7 th March	9am-5pm	Emergency first aid at work <ul style="list-style-type: none"> Responsibilities and reporting Dealing with an unresponsive casualty Resuscitation Bleeding control Other first aid scenarios. 	Galashiels
Thursday 9 th March	9.30am- 4.30pm	Develop and lead your team <ul style="list-style-type: none"> Introduction to team building Support and motivate your team Explore your leadership style What makes an effective team leader. 	Galashiels

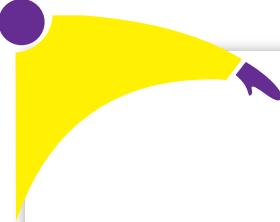
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Date	Time	Course	Location
Wednesday 19 th April	9am-5pm	Emergency first aid at work <ul style="list-style-type: none"> • Responsibilities and reporting • Dealing with an unresponsive casualty • Resuscitation • Bleeding control • Other first aid scenarios. 	Galashiels
Thursday 20 th April	9.30am-4.30pm	Personal safety <ul style="list-style-type: none"> • Personal safety • Lone working • De-escalation of aggression / violence. 	Galashiels
Friday 28 th April	9am-4pm	Moving and handling <ul style="list-style-type: none"> • Identify the principles of safe moving and handling • Identify unsafe techniques • Safe techniques relevant to your work setting • Legal and safe back care guidance • Safe usage of moving and handling equipment. 	Galashiels
Tuesday 2nd May	9.30am-3.30pm	Values and recording <ul style="list-style-type: none"> • Our own values and their impact on our work • How best to work with clients' values and choice • Best practice in recording – accurately, objectively and with respect. 	Galashiels
Tuesday 9 th May	1pm-4pm	Introduction to food hygiene <ul style="list-style-type: none"> • Handling food • Storing food • Basic food hygiene. 	Galashiels
Wednesday 10 th May	1pm-4pm	Equality and diversity <ul style="list-style-type: none"> • Attitudes to difference and prejudice • Terms and concepts • Key features of the Equality Act 2010 • Unlawful discrimination. 	Galashiels

Date	Time	Course	Location
Thursday 25 th May	9.30am- 4.30pm	<p>Person centred planning</p> <ul style="list-style-type: none"> • Person centred approaches and individualised service delivery • Building the right relationship between service user and service provider • Awareness of theories and skills • Strategies and guidance to help keep the service user at the centre of the planning process. 	Galashiels
Monday 5 th June	9am-1pm	<p>Health and safety in the workplace</p> <ul style="list-style-type: none"> • Understanding the importance of health, safety and welfare standards • Knowing how hazards and risks are controlled • Being aware of the main causes and effects of poor health and safety • Understanding how health and safety information is communicated. 	Galashiels
Tuesday 6 th June	9.30am- 3.30pm	<p>Learning disability awareness</p> <p>Co-delivered by self advocates who have a learning disability.</p> <ul style="list-style-type: none"> • Person centred working with people who have a learning disability • Hearing from people with learning disabilities about their experiences and some of the challenges they face • Exploring effective person centred ways to engage with and support people who have a learning disability • Exploring social inclusion and active citizenship. 	Galashiels
Thursday 8 th June	9am-4pm	<p>Moving and handling - refresher</p> <ul style="list-style-type: none"> • Identify the principles of safe moving and handling • Identify unsafe techniques • Safe techniques relevant to your work setting • Legal and safe back care guidance • Safe usage of moving and handling equipment. 	Galashiels

Date	Time	Course	Location
Monday 19 th June	9am-5pm	<p>Emergency first aid at work</p> <ul style="list-style-type: none"> • Responsibilities and reporting • Dealing with an unresponsive casualty • Resuscitation • Bleeding control • Other first aid scenarios. 	Galashiels
Wednesday 21 st June	9.30am- 11.30am	<p>Health literacies</p> <p>How best to communicate and provide information in a way patients and clients understand.</p> <ul style="list-style-type: none"> • Understand how the use of language affects individuals in a health environment, their treatment and outcomes • Consider best ways to communicate complex information – written, visual and verbal • Skills for passing on complex health information. 	Galashiels
Monday 26 th June	9.30am- 12.30pm	<p>Infection control</p> <ul style="list-style-type: none"> • The general principles of infection control • How to achieve effective hand hygiene • The use of personal protective equipment • Dealing with spillages and bodily fluids. 	Galashiels



Notes

Mental health and wellbeing

Date	Time	Course	Location
Monday 30 th January	9.30am- 4.30pm	Working with distress <ul style="list-style-type: none"> • Understanding the triggers for distressed behaviour • Approaches for distressed behaviour • Best practice for responding to distressed behaviour. 	Galashiels
Monday 6 th March	9.30am- 4.30pm	Coping with stress <ul style="list-style-type: none"> • Understand stress • Recognise your own stressors • Develop coping strategies • New approaches for working actively with our own situations. 	Galashiels
Tuesday 21 st March	9.30am- 12.30pm	SafeTALK Training that helps you, regardless of prior experience or training, to become suicide-alert. <ul style="list-style-type: none"> • Access to support • TALKsteps: tell, ask, listen and KeepSafe • Hands-on skills practice and development. 	Galashiels
Tuesday 28 th March	9am-5pm	Mental health improvement <ul style="list-style-type: none"> • Increase your understanding of mental health improvement • Explore concepts of how mental health improvement can be promoted • Consider individual roles and responsibilities • Develop skills in evaluating and planning. 	Galashiels
Tuesday 16 th May	9.30am- 4.30pm	Palliative Care <ul style="list-style-type: none"> • The concept and delivery of palliative care • Identify and discuss common symptoms • Explore the concept of anticipatory planning • Discuss how to care for someone who is dying • The emotional impact of caring for someone and how to care for yourself. 	Galashiels
Tuesday 30 th May	1pm-4pm	Improve your confidence <ul style="list-style-type: none"> • Key elements of confidence • Skills to improve confidence. 	Galashiels

Scotland's Mental Health First Aid (SMHFA)

What is Mental Health First Aid?

Mental Health First Aid is the help given to someone experiencing a mental health problem before professional help is obtained. It also helps mental health first aiders to assist those with mental health problems and mental illness, to enable them to get help and to help themselves and to support them in recovery.

What will I learn on the course?

- How to apply the five steps of SMHFA
- How to respond if you believe someone is at risk of suicide
- How to give immediate help until professional help is available
- What to say and do in a crisis
- The importance of good listening skills
- Practice listening and responding
- Understanding recovery from mental health problems
- Understanding the connection between mental health problems and alcohol and drugs
- Understanding the connection between mental health problems and discrimination
- Some basic information about common mental health problems
- Self help information.

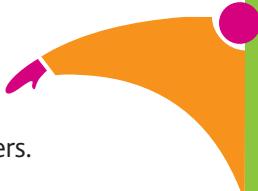
The aims of SMHFA are to:

- Preserve life
- Provide help to prevent the mental health problem or crisis developing into a more serious state
- Promote the recovery of good mental health
- Provide comfort to a person experiencing distress
- Promote understanding of mental health issues.

This 2-day course will be held on following dates:

Date	Time	Location
Tuesday 14th and Wednesday 15th February	9.30am – 5pm	Galashiels

CareNet



BCLN holds regular networking events around the Borders. They offer an opportunity to:

- make new connections with other organisations that specialise in health and social care
- share resources
- find out more about training opportunities.

We invite guest speakers who give an update on initiatives in the care sector. There is also time for attendees to discuss their own organisation's concerns and developments.

The next meeting will take place on Wednesday 17th May from 10am-1pm in Galashiels (venue to be confirmed), when the main topic will be 'Older People's Services'.

Tea, coffee and lunch will be provided.

Please book in advance by filling in the booking form, calling **01896 757290** or e-mailing **training@borderscarevoice.org.uk**



PLEASE READ BEFORE COMPLETING FORM OPPOSITE

CONDITIONS OF BOOKING:

- No lunch is provided on all-day training, please bring your own.
- Borders Care Learning Network reserves the right to alter the contents or delivery of a course.
- Borders Care Learning Network reserves the right to cancel any advertised courses.
- Borders Care Learning Network cannot guarantee full accessibility, or the use of special equipment, unless notified of requirements when booking. In some cases it may be your employer's responsibility to meet your access requirements.
- In some cases, places may be limited to two per organisation.
- People who book on training and do not attend will be charged £25 for half day and £50 for full day sessions, unless Borders Care Learning Network has been given at least seven days' notice.

BOOKING FORM

Course Title	Course Date

YOUR DETAILS

Contact Name	
Company & Job Title <i>(if appropriate)</i>	
Address:	
Town:	
Postcode:	
Tel No.:	
E-mail:	

Please let us know if you have any access or information requirements:

.....

Signature: _____ Date: _____

Is there any other training you would like to find out more about, or would like us to develop? *(use overleaf if required)* _____

If you would like to book a place on more courses, please call or e-mail us and we will send you more booking forms.

Please return this completed form before the course begins to:

Freepost RSYS-ELYZ-CUAG Borders Care Voice,
Roxburgh House Court, Roxburgh Street, Galashiels TD1 1NY

Call 01896 757290 or e-mail training@borderscarevoice.org.uk





Borders Care Learning Network
Borders Voluntary Care Voice
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