



Training Programme

January - June 2018

Free training for care workers, volunteers and unpaid carers



Borders Care Learning Network

Borders Care Voice

Triest House

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Borders Care Learning Network is part of Borders 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 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 802351**, email training@borderscarevoice.org.uk, or visit www.borderscarevoice.org.uk

About Borders Care Voice



Borders Care Learning Network is part of Borders Care Voice.

Borders Care Voice 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.

Borders Care Voice runs several working/user groups that meet throughout the year:

- User Carer Working Group
- Mental Health and Wellbeing Forum
- Carers Advisory Board
- Parent Carers Working Group
- Borders Dementia Working Group

Membership of Borders Care Voice 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.

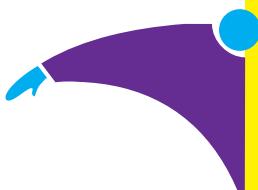
To find out more about the groups, or for information about becoming a member, please phone our office on **01896 802351** or email **admin@borderscarevoice.org.uk**

Dementia training

Date	Time	Course	Location
Monday 5 th February	9.30am-12.30pm	Dementia – additional skills Opportunity to look at in depth some key areas of dementia work <ul style="list-style-type: none">• Therapeutic lies• Working with perseverance and confabulation• Empathic curiosity	Galashiels
Tuesday 17 th April	1pm-4pm	Stress and distress <ul style="list-style-type: none">• Understand the concept of stress and distress• Look at the models of working with stress and distress	Galashiels
Monday 21 st May	1pm-4pm	Stress and distress <ul style="list-style-type: none">• Understand the concept of stress and distress• Look at the models of working with stress and distress	Galashiels
Tuesday 26 th June	1pm-4pm	Dementia – additional skills <ul style="list-style-type: none">• Opportunity to look at in depth some key areas of dementia work• Therapeutic lies• Working with perseverance and confabulation• Empathic curiosity	Galashiels

“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
Tuesday 27 th February	1pm-4pm	Peebles
Tuesday 20 th March	1pm-4pm	Jedburgh
Wednesday 18 th April	1pm-4pm	Galashiels
Monday 14 th May	9.30am-12.30pm	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.



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

- 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 7 th and Tuesday 8 th May	9.30am-4.30pm	Galashiels
Wednesday 20 th and Thursday 21 st 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.

Learning disabilities

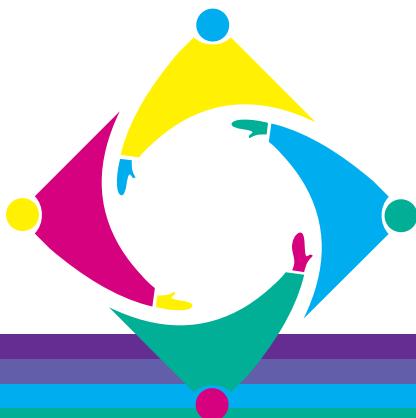
Date	Time	Course	Location
Wednesday 7 th February	9.30am- 3.30pm	Learning disability awareness <ul style="list-style-type: none">• Co-delivered by self advocates who have a learning disability• Person-centred working with people who have a learning disability• Hearing from people with learning disabilities 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
Wednesday 23 rd May	9.15am- 4.30pm	Dementia in people with a learning disability <ul style="list-style-type: none">• Causes of dementia• Different types of dementia• Common signs and symptoms of dementia• Communicating with service users who have dementia• Caring appropriately for service users with dementia.	Galashiels



Management training

This training is set up for managers and team leaders in the health and social care sector, including those who are new to management and those who want to update their skills. It will enhance leadership skills and knowledge and build on existing knowledge.

Date	Time	Course	Location
Thursday 15 th March	9.30am- 12.30pm	Introduction to coaching and facilitation <ul style="list-style-type: none">• Explore the process of coaching and facilitation• Active listening and asking good questions.	Galashiels
Thursday 19 th April	9.30am- 4.30pm	Supervision skills <ul style="list-style-type: none">• Purpose of supervision• Roles and responsibilities• Best practice.	Galashiels
Thursday 10 th May	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



Condition specific training

Date	Time	Course	Location
Monday 12 th February	9.15am- 1pm	Parkinson's awareness <ul style="list-style-type: none">• Gain knowledge and understanding of Parkinson's• Awareness of needs of people living with Parkinson's• Treatments and the importance of timing for medication• Parkinson's UK and resources available• Improve the quality of life for people with Parkinson's and their family carers.	Galashiels
Wednesday 30 th May	9.30am- 4.30pm	Autism awareness <ul style="list-style-type: none">• What is meant by the term "autism"• Understand how having autism affects the lives of people we support• Exploring ways to support people who have autism.	Galashiels

Notes

Mental health and wellbeing

Date	Time	Course	Location
Thursday 1 st February	9.30am- 12.30pm	SafeTALK <ul style="list-style-type: none">• Training that helps you, regardless of prior experience or training, to become suicide-alert• Access to support• TALKsteps: tell, ask, listen and KeepSafe• Hands-on skills practice and development.	Peebles
Tuesday 13 th March	1pm- 3.30pm	Bereavement awareness <ul style="list-style-type: none">• Models of bereavement• The impact of bereavement.	Galashiels
Wednesday 16 th May	9.30am- 12.30pm	SafeTALK <ul style="list-style-type: none">• Training that helps you, regardless of prior experience or training, to become suicide-alert• Access to support• TALKsteps: tell, ask, listen and KeepSafe• Hands-on skills practice and development.	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
- Promote the recovery of good mental health
- Provide help to prevent the mental health problem or crisis developing into a more serious state
- 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
Wednesday 21 st and Thursday 22 nd February	9.30am – 5pm	Galashiels
Wednesday 2 nd and Thursday 3 rd May	9.30am – 5pm	Peebles

General training for care

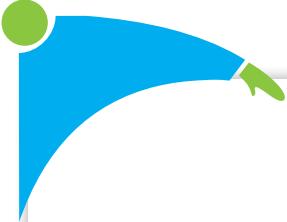
Eligibility: Open to anyone working or volunteering in the care sector (in statutory, third sector and independent organisations) and unpaid carers.

Date	Time	Course	Location
Monday 29 th January	9am- 4.30pm	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
Tuesday 30 th January	1pm- 4pm	Assertiveness <ul style="list-style-type: none">• Distinguish between assertiveness and aggression• Practise techniques• Group dynamics.	Galashiels
Thursday 15 th 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
Tuesday 20 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
Wednesday 28 th February	9.30am- 4.30pm	Palliative care <ul style="list-style-type: none">• Understanding palliative and end of life care• Planning for the future• How do you communicate?• What is a symptom in palliative and end of life care?• Grief, loss and bereavement – who looks after who?	Galashiels

Date	Time	Course	Location
Monday 12 th March	9.30am-12.30pm	Boundaries and confidentiality <ul style="list-style-type: none"> • Working safely within boundaries • Confidentiality within a work environment. 	Galashiels
Thursday 22 nd March	9.30am-12.30pm	Developing your personal capabilities <ul style="list-style-type: none"> • Familiarisation with SSSC (Scottish Social Services Council) Continuous Learning Framework • Managing relationships • Managing yourself. 	Galashiels
Tuesday 27 th March	1pm-4pm	Exercise for older adults <ul style="list-style-type: none"> • Physical activity guidelines • Effects of ageing • Benefits of exercise to older adults • Use of music • Strength and balance overview. 	Galashiels
Thursday 29 th March	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 16 th April	9.30am-12.30pm	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
Thursday 26 th April	9.30am-4.30pm	Person centred planning <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 <i>(contd.)</i>

Date	Time	Course	Location
Tuesday 1 st May	9.30am-12.30pm	Registration with SSSC (Scottish Social Services Council); what you need to know <ul style="list-style-type: none"> • Registration responsibilities for employers, registered care workers and people looking to apply • Qualifications • Fees • Timescales 	Galashiels
Wednesday 9 th May	9.30am-noon	Health literacies <ul style="list-style-type: none"> • How best to communicate and provide information in a way patients and clients understand. • 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
Friday 11 th May	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
Thursday 17 th May	9.30am-4pm	Medication – underpinning knowledge <ul style="list-style-type: none"> • Understanding the legislative framework • Roles and responsibilities • Understanding the SVQ requirements. 	Galashiels
Tuesday 29 th May	9am-4.30pm	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. 	Duns

Date	Time	Course	Location
Monday 11 th June	9.30am- 4pm	Medication – underpinning knowledge <ul style="list-style-type: none"> • Understanding the legislative framework • Roles and responsibilities • Understanding the SVQ requirements 	Galashiels
Tuesday 12 th June	9am- 4.30pm	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



Notes



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:

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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 • Tel: 01896 757290

Call 01896 802351 (training enquiries) or e-mail training@borderscarevoice.org.uk





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