

Learning Network

Training Programme

August - December 2019

Free training for care workers, volunteers and unpaid carers in the Scottish Borders



Borders Care Voice

Learning Network
Triest House
Bridge Street
Galashiels TD1 1SW

Telephone: 01896 757290 (general enquiries); 01896 802351 (training enquiries)

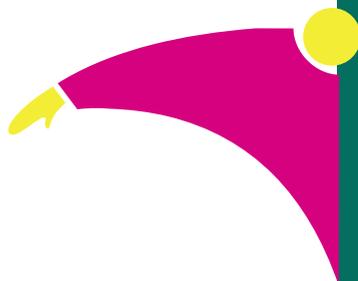
Email: training@borderscarevoice.org.uk

www.borderscarevoice.org.uk

Borders Care Voice is 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 Voice Learning Network



The Learning Network is part of Borders Care Voice. All our training sessions are held in Galashiels, unless otherwise stated. If there is demand for other locations in the Borders we can provide our training elsewhere.

We aim 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 training for those working and volunteering in health and social care, and for unpaid carers in the Scottish Borders
- gather intelligence and data on training needs regularly to help to plan training and to support organisations in sharing resources.

The Learning Network provides free specialist training to people who work or volunteer in health and social care in the Scottish Borders. The courses are also free to local unpaid carers.

Third sector, statutory and private organisations, and individuals who do not meet these criteria can access training, if places are available at a cost as follows:

- Half day – £30 per person**
- Full day – £60 per person**
- 2 days – £120 per person**

In-house training

Places in our programme are initially limited to 2 per organisation. If you have more members of staff who would benefit from training, talk to us about bringing our training to you. We can be commissioned to provide courses on a wide range of care topics – those included in this programme, or others tailor made for your organisation. This is available at a reduced rate for third sector groups and members of Borders Care Voice.

Please contact us to have a discussion about your training needs.

About Borders Care Voice



We work with people and providers to promote equality and support change in health and social care.

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

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

Membership of Borders Care Voice is open to any third sector organisation with links to health and social care, and to individuals including service users and unpaid 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 |
|-------------------------------------|----------------|
| Thursday 5 th September | 9.30am-12.30pm |
| Thursday 12 th September | 9.30am-12.30pm |
| Wednesday 9 th October | 1pm-4pm |

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 |
|--|---------------|
| Thursday 24th and Friday 25th October | 9.30am-4.30pm |
| Thursday 28th and Friday 29th November | 9.30am-4.30pm |

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.

Adult support and protection

Essential roles and responsibilities of multi-agency staff

Delivered in partnership with Scottish Borders Council's Adult Protection Unit. This was formerly Level 2 Adult Support and Protection. It has now been reformatted to a half day.

Note that multi-agency staff, who have already met their mandatory adult support and protection training requirements via the previous Adult Support and Protection Level 2 and Level 3" training are not required to attend, unless there is an identified learning and development requirement.

Key objectives:

- Understanding of the Adult Support and Protection (Scotland) Act 2007 and its role in supporting and protecting "adults at risk" of harm and other protective laws
- Understand the 3 point test known or believed for a person to be an "adult at risk" under the Adult Support and Protection (Scotland) Act 2007
- Identify specific vulnerabilities and social or situational factors that may increase risk of harm to adults
- Understand the importance of information-sharing within your professional role in adult support and protection
- Recognise different forms and warning signs / effects of harm.

| Date | Time |
|--------------------------------------|----------------|
| Wednesday 18 th September | 12.30pm-4.30pm |
| Thursday 21 st November | 9.15am-1.15pm |

Condition specific training

| Date | Time | Course |
|---------------------------------------|--------------------|--|
| Wednesday 23 rd October | 9.30am- 12.30pm | Arthritis awareness – Delivered by Versus Arthritis <ul style="list-style-type: none"> • Myth busting – what is fact and what isn't • Living well with arthritis • Working well with arthritis • Support and resources. |

Learning disabilities

| Date | Time | Course |
|---|-------------------|---|
| Thursday 26 th September | 1pm-4pm | Easy read <ul style="list-style-type: none"> • What is easy read? • Who does it help? • How to produce easy read documents • Practical exercises. |
| Wednesday 13 th November | 9.30am- 4.30pm | Dementia and learning disability <ul style="list-style-type: none"> • What is dementia and how is this managed within the Learning Disability population. • Occupational Therapy, the environment and activity levels • Communication • Managing distressed behaviours • Reminiscence work. |

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.
- Practise 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 |
|--|--------------|
| Monday 9 th and Tuesday 10 th September | 9.30am – 5pm |
| Monday 14 th and Tuesday 15 th October | 9.30am – 5pm |
| Tuesday 19 th and Wednesday 20 th November | 9.30am – 5pm |

General training for care

| Date | Time | Course |
|--|-------------------|---|
| Tuesday 27 th August | 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. |
| Thursday 29 th August | 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. |
| Monday 2 nd September | 1pm- 4pm | Bereavement awareness <ul style="list-style-type: none"> • Models of bereavement • The impact of bereavement. |
| Tuesday 3 rd September | 9am- 1pm | Immediate management of anaphylaxis This is an add-on to emergency first aid at work. Attendees will need to have attended emergency first aid at work within the last 3 years to be eligible for this course <ul style="list-style-type: none"> • What is anaphylaxis? • Triggers • Life threatening conditions • Treatment • Prepare medication for administration during anaphylaxis treatment. |
| Tuesday 17 th September | 9.30am- 4.30pm | Coping with stress <ul style="list-style-type: none"> • Understand stress • Recognise your own stress triggers • Develop coping strategies • New approaches for working actively with our own situations. |

(contd.)

General training for care *(contd.)*

| Date | Time | Course |
|--|--------------------|---|
| Tuesday 24 th September | 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. |
| Monday 30 th September | 9.30am- 4.30pm | Simply Learning – training for trainers <ul style="list-style-type: none"> • A course that aims to equip participants with the confidence and skills to facilitate a learning event on their chosen subject. It will provide individuals with an understanding of the learning process and tools to support this. • How to create the conditions for people to learn • Preparing and introducing the session • Facilitation and presentation skills • How to put the session together so that people get the most out of it • How to deal with challenging situations in a training session. |
| Thursday 3 rd October | 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. |
| Tuesday 8 th October | 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. |
| Friday 11 th October | 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. |

| Date | Time | Course |
|---|-------------------|---|
| Thursday 7 th November | 9.30am- 4.30pm | Palliative Care – <i>Provided by Margaret Kerr Unit</i> <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? |
| Tuesday 3 rd December | 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. |
| Tuesday 10 th December | 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. |

Notes



PLEASE READ BEFORE COMPLETING FORM OPPOSITE

CONDITIONS OF BOOKING:

- No lunch is provided on all-day training, please bring your own.
- The Learning Network reserves the right to alter the contents or delivery of a course.
- The Learning Network reserves the right to cancel any advertised courses.
- The 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 Half day £30, full day £60, 2 days £120 unless the Learning Network has been given at least seven days' notice.
- Until the Learning Network has received a booking form, including attendees names, the places will be open to others. Places are allocated on first come, first serve basis.
- All our training courses start promptly at the time stated in the confirmation you will receive after signing up. If you are running late, please inform us as soon as possible, otherwise you may be asked to leave, as too much course content will already have been covered to receive your certificate.

BOOKING FORM

| Course Title | Course Date |
|--------------|-------------|
| | |
| | |
| | |

YOUR DETAILS

| | |
|--|--|
| Attendee's name | |
| Company & Job Title <i>(if appropriate)</i> | |
| Address: | |
| Town: | |
| Postcode: | |
| Tel No.: | |
| Attendee's E-mail: | |

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

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| |
|------------------------------|
| Signature: _____ Date: _____ |
|------------------------------|

We normally offer two spaces per organisation. Please contact us if you require more, or refer to page 2 for our in house options.

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 RTZC-JYUB-YCJY Borders Care Voice,
Triest House, Bridge Street, Galashiels TD1 1SW • Tel: 01896 757290
Call 01896 802351 (training enquiries) or e-mail training@borderscarevoice.org.uk

Borders Care Voice will use the information provided on this form to be in touch about the course(s) you have booked via email or phone. For further information on our privacy policy, please visit our website: www.borderscarevoice.org.uk/privacy





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