

Training Programme

January - July 2015

Free training for care workers, volunteers and unpaid carers



Borders Care Learning Network

Borders Voluntary Care Voice

Roxburgh House Court

Roxburgh Street

GALASHIELS TD1 1NY

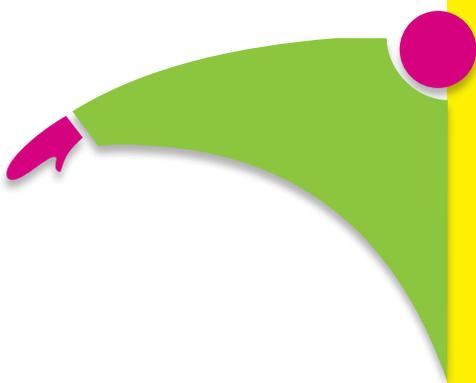
Telephone: 01896 757290

Email: training@borderscarevoice.org.uk

www.borderscarevoice.org.uk

Borders Care Learning Network is part of Borders Voluntary Care Voice - a Scottish Charitable Incorporate 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:

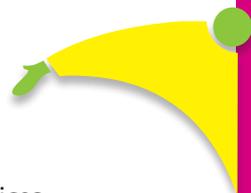
- support training and development needs in partnership across health and social care
- commission training that is tailored and responsive to evolving priorities
- provide free, inclusive training for those working and volunteering in health and social care, and for service users and carers
- arrange locality network meetings for anyone interested in the care sector
- conduct a training audit 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 – please get in touch.

For further information, or to be added to our database for regular training updates, contact Meg, Mary or Ellen on 01896 757290, email training@borderscarevoice.org.uk, or visit www.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 use a DVD to offer a basic awareness of dementia, and how that affects individuals. Discussion and professional reflection will be part of the course.

Dementia Informed Practice Level provides the baseline knowledge and skills required by all workers in health and social services settings including working in a person’s home.

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

Date	Time	Venue
Monday 26 th January	9.30am – 12.30pm	Galashiels
Monday 26 th January	1pm – 4pm	Galashiels
Tuesday 27 th January	1pm – 4pm	Duns
Thursday 29 th January	9.30am – 12.30pm	Kelso
Monday 23 rd February	9.30am – 12.30pm	Galashiels

(contd.)

Date	Time	Venue
Monday 23 rd February	1pm – 4pm	Galashiels
Tuesday 24 th February	1pm – 4pm	Hawick
Friday 27 th February	9.30am – 12.30pm	Peebles
Wednesday 25 th March	9.30am – 12.30pm	Hawick
Thursday 26 th March	9.30am – 12.30pm	Galashiels
Thursday 26 th March	1pm – 4pm	Galashiels
Friday 27 th March	9.30am – 12.30pm	Duns
Monday 27 th April	9.30am – 12.30pm	Galashiels
Monday 27 th April	1pm – 4pm	Galashiels
Thursday 30 th April	1pm – 4pm	Peebles
Friday 1 st May	9.30am – 12.30pm	Kelso
Monday 25 th May	1pm – 4pm	Hawick
Tuesday 26 th May	9.30am – 12.30pm	Galashiels
Tuesday 26 th May	1pm – 4pm	Galashiels
Friday 29 th May	9.30am – 12.30pm	Peebles

Dementia Training

Dementia Skilled – Improving Practice – 2 Days:

This two-day course will take you through the five modules in the book. It builds on the learning from the DVD that we used in the Dementia – informed practice session. Personal reflection and discussion will be an important element of the training. Attendees will require to have attended the 3-hour course '**Informed Practice**'.

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	Venue
Tuesday 28 th and Wednesday 29 th April	9.30am – 4.30pm	Galashiels
Wednesday 27 th and Thursday 28 th May	9.30am – 4.30pm	Galashiels
Monday 29 th and Tuesday 30 th June	9.30am – 4.30pm	Galashiels
Wednesday 22 nd and Thursday 23 rd July	9.30am – 4.30pm	Galashiels

BCLN will be working 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.

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	Venue
Monday 19 th January	9.30am – 4.30pm	Understanding personality disorder <ul style="list-style-type: none"> • How personality disorder is identified • Ways of understanding personality disorder • Realistic ways of being helpful to someone with a personality disorder 	Galashiels
Wednesday 21 st January	9.30am – 4.30pm	Coping with stress <ul style="list-style-type: none"> • Understand and recognise particular stresses • Assessing our own stressors • Adaptive ways of working with our stress • Coping strategies • New approaches for working actively with our own situations 	Galashiels
Monday 26 th January	1pm – 4pm	Develop and lead your team <ul style="list-style-type: none"> • Introduction to team building • How best to support, motivate & lead your team 	Galashiels
Wednesday 4 th February	9.30am – 12.30pm	Introduction to mindfulness <ul style="list-style-type: none"> • Becoming more aware of what is happening to us in the moment • Try out various ways of developing this awareness • How being more mindful can help how we think, feel and act 	Galashiels
Wednesday 18 th February	9am – 5pm	Emergency first aid at work <ul style="list-style-type: none"> • Health and safety (first aid regulation) • The priorities of first aid • Treatment of an unconscious casualty • Resuscitation • Common workplace injuries 	Galashiels

Date	Time	Course	Venue
Thursday 26 th February	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
Wednesday 4 th March	9.30am – 3.30pm	Palliative care <ul style="list-style-type: none"> • The definition and principles of palliative care and how they apply to your role • The impact of pain and other common symptoms on patients and families • The impact of loss, grief and bereavement on patients, families and care providers • How communication influences palliative care patients 	Galashiels
Wednesday 11 th March	9.30am – 4.30pm	Coping with stress <ul style="list-style-type: none"> • Understand and recognise particular stresses • Assessing our own stressors • Adaptive ways of working with our stress • Coping strategies • New approaches for working actively with our own situations 	Galashiels
Thursday 12 th March	9.30am – 12.30pm	Introduction to food hygiene <ul style="list-style-type: none"> • Handling food • Storing food • Basic food hygiene 	Hawick
Monday 30 th March	9am – 5pm	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
Wednesday 1 st 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

(contd.)

Date	Time	Course	Venue
Tuesday 21 st April	9am – 5pm	Emergency first aid at work <ul style="list-style-type: none"> • Health and safety (first aid regulation) • The priorities of first aid • Treatment of an unconscious casualty • Resuscitation • Common workplace injuries 	Hawick
Tuesday 5 th May	1pm – 5pm	Effective time management <ul style="list-style-type: none"> • Tools for effective time management • Develop strategies for prioritizing your work 	Galashiels
Monday 11 th May	1pm – 4pm	Introduction to mindfulness <ul style="list-style-type: none"> • Becoming more aware of what is happening to us in the moment • Try out various ways of developing this awareness • How being more mindful can help how we think, feel and act 	Galashiels
Wednesday 13 th May	9.30am – 12.30pm	Introduction to food hygiene <ul style="list-style-type: none"> • Handling food • Storing food • Basic food hygiene 	Galashiels
Wednesday 20 th May	1pm – 4pm	Develop your knowledge and skills <ul style="list-style-type: none"> • Reflect on your current practice • Plan to develop your knowledge and practice 	Galashiels
Tuesday 2 nd June	1pm – 4pm	Health and safety <ul style="list-style-type: none"> • Fire • Electricity • Gas • Lone working • General risk assessment 	Galashiels
Thursday 4 th June	9.30am – 4.30pm	Supervision skills <ul style="list-style-type: none"> • Purpose of supervision • Roles and responsibilities • Best practice 	Galashiels
Friday 12 th June	9am – 5pm	Emergency first aid at work <ul style="list-style-type: none"> • Health and safety (first aid regulation) • The priorities of first aid • Treatment of an unconscious casualty • Resuscitation • Common workplace injuries 	Galashiels

Date	Time	Course	Venue
Tuesday 16 th June	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 16 th June	9.30am – 12.30pm	Easy read <ul style="list-style-type: none"> • What is easy read? • How does it help people? • Creating an easy read document 	Galashiels
Thursday 25 th June	1pm – 4pm	Assertiveness <ul style="list-style-type: none"> • Distinguish between assertiveness and aggression • Practise techniques • Group dynamics 	Galashiels

Notes

Networking

Borders Care Learning Network meetings

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

- make new connections with other organisations that specialise in 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.

On Wednesday, 18th March in Galashiels, from 10am-1pm, our meeting will discuss quality indicators. Tea, coffee and lunch will be provided.

Please book in advance by calling 01896 757290 or e-mail training@borderscarevoice.org.uk



About Borders Voluntary Care Voice



Borders Care Learning Network is the training project of the Borders Voluntary Care Voice, which 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.

Membership of Borders Voluntary Care Voice is open to any third sector organisation with links to health and social care, and to service users and carers.

Benefits of membership:

- 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 and the work of Borders Voluntary Care Voice
- meet local MSPs at the annual meetings to raise concerns and give them an update on developments
- involvement in Members Network Meetings, which take place four times a year.

Members Network Meetings enable members to share best practice and information and improve collaboration. Recent meetings have covered social work charging, health and social care integration, and Self-directed Support. The next meetings will be on Wednesday, 25th March and Wednesday 10th June.

- If you would like to join Borders Voluntary Care Voice, please complete the relevant booking form at www.borderscarevoice.org.uk/members

Working Groups for users, carers and providers

Borders Voluntary Care Voice hosts a number of working groups, which aim to give service users and carers a voice in the planning and delivery of health and social care services. If you would like more information about any of the following groups, or would like to attend a meeting, please call 01896 757290, or email admin@borderscarevoice.org.uk.

User Carer Working Group

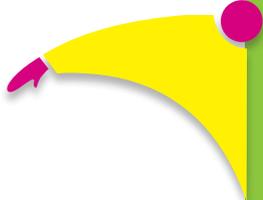
This group is open to service users and carers with an interest in health and social care, as well as representatives from Scottish Borders Council and the NHS. The group also concentrates on work around older people. Members of the group attend other planning meetings on themes such as home care and telehealthcare.

Meeting dates - Wednesday 28th January, Wednesday 11th March and Wednesday 27th May.

Mental Health and Wellbeing Forum

The forum is for mental health service users and others who are interested in mental health and wellbeing. It is an "open forum" where individuals can raise concerns and issues and report back from other meetings and projects they are involved in. Staff and individuals give updates from various planning and working groups, as well as updating on changes to mental health projects and services.

Meeting dates - Thursday 5th February, Thursday 9th April and Thursday 21st May.



Carers Planning Group

The Carers Planning Group is open to existing or former carers who are interested in supporting the needs and rights of carers in the area. The group is linked to the Scottish Borders Carers Strategy, the Short Breaks Strategy and the Young Carers Strategy. The group includes representatives of the Borders Carers Centre, NHS Borders and Scottish Borders Council.

Meeting dates - Thursday 19th February, Thursday 23rd April and Thursday 18th June.

Borders Advocacy, Advice and Support Forum

The Forum aims to:

- bring together all providers of independent advocacy, other types of advocacy, advice and support in a broad based network to facilitate networking, education, joint lobbying and communication.
- ensure that other types of advocacy, advice and support provision in the Borders are kept on the agenda.

Meeting dates - Wednesday 25th February and Thursday 14th May.



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 <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:
Freeport 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
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