

# Induction for new workers

## Corporate Induction: E-learning

Provide new workers with the knowledge they need to complete induction and meet organisational requirements.

Topic	Format	Source
Information Governance	e-learning	East Sussex Learning Portal
Corporate Induction	e-learning	East Sussex Learning Portal
Customer Care	e-learning	East Sussex Learning Portal
Equality & Diversity	e-learning	East Sussex Learning Portal
Storing & Sharing Information	e-learning	East Sussex Learning Portal
Standards of Behaviour	e-learning	East Sussex Learning Portal
Health & Safety – Cylix	e-learning	East Sussex Learning Portal
1	Getting to grips with Health and Safety	Intranet (Corporate)
2	Working safely with computers	Intranet (Corporate)
3	Lifting and carrying safely	Intranet (Corporate)
4	Stress busting	Intranet (Corporate)
5	Avoiding violence and aggression	Intranet (Corporate)
6	Dealing with hazardous substances	Intranet (Corporate)
7	Meeting the threat from fire	Intranet (Corporate)
8	Reporting Health and Safety incidents	Intranet (Corporate)
9	Managing occupational road risk	Intranet (Corporate)
10	Protecting the environment	Intranet (Corporate)
Workstation Risk Assessment	Form on the Intranet	Intranet (Corporate)
Safeguarding Adults	e-learning	East Sussex Learning Portal
Safeguarding Children	e-learning	East Sussex Learning Portal
Mental Capacity Act	e-learning	East Sussex Learning Portal

## Specialist

Provide **existing workers** with knowledge and skills needed to meet the specific needs of clients.

Topic	Format	Source
End of Life Care – Introduction	Half day	East Sussex Learning Portal
End of Life Care – Holistic assessment	Half day	East Sussex Learning Portal
End of Life Care - Advance Care Planning	Half day	East Sussex Learning Portal
End of Life Care - Symptom Management	Half day	East Sussex Learning Portal
End of Life Care - Care in the last few days of life	Half day	East Sussex Learning Portal
Dementia	e-learning	East Sussex Learning Portal
Dementia – Understanding and Supporting People with Dementia	One day	East Sussex Learning Portal
Dementia - Promoting Wellbeing through meaningful interventions	One day	East Sussex Learning Portal
Dementia – Responding effectively to the changing behaviours of people with dementia	Half day	East Sussex Learning Portal
Dementia – Managing medicines for clients who have dementia	Half day	East Sussex Learning Portal
Dementia Forum	Half day	East Sussex Learning Portal

### Other topics available through the East Sussex Learning Portal to raise awareness of:

- Gentle exercises for older people
- The aging process
- Reminiscence
- Falls Prevention (Residential/community)
- Staying safe in the workplace
- Safe practice when lone working
- Mental health awareness
- Understanding depression
- Healthcare & conditions (whole section)

(Courses are subject to change)

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## Training and competencies in JCR

change **your** world and **theirs**

Work with older people as part of the Joint Community Rehabilitation team. Help someone get back on their feet.

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## Care certificate

Ensure new workers have the knowledge needed to meet the standards in the Care Certificate.

Topic	Format	Source
Managers will need to nominate new workers for the Care Certificate programme.  There will be six half day sessions to cover the knowledge needed for the Care Certificate.  This nomination will ensure new workers are also allocated places on the required training below.	Half day sessions x 6 Rolling programme	Send nomination to DPS Training

## Essential training

Provide new staff with knowledge and skills required to carry out their role safely and with competence.

Topic	Format	Source
Safe Handling of Medication	One day	New workers will automatically be placed on these courses
Basic First Aid	Half day	New workers will automatically be placed on these courses
Manual and Handling (people)	One day	New workers will automatically be placed on these courses
Food Safety	One day	New workers will automatically be placed on these courses
Infection Control	One day	New workers will automatically be placed on these courses
Nutrition & Hydration	Half day	New workers will automatically be placed on these courses

# New and existing workers

## Mandatory

Ensure workforce is fit for purpose – update and refresher training for mandatory topics.

Topic	Format	Source
Infection Control - Refresher	Half day (3 years)	East Sussex Learning Portal
Safe Handling of Medication – Refresher	Half day (2 years)	East Sussex Learning Portal
Emergency First Aid at Work	Half day (3 years)	East Sussex Learning Portal
Moving and Handling – Refresher	One day (2 years)	East Sussex Learning Portal
Food Hygiene – Refresher	Half day (3 years)	East Sussex Learning Portal
Safeguarding Adults – Refresher	Half day (2 years)	East Sussex Learning Portal

## Competencies

Ensure workforce is competent to carry out relevant tasks/activities.

Topic	Format	Source
Competency Assessment for Medication Handling	Complete with Line Manager in first 6 months, then refresh annually	Forms on Intranet
Competency Framework Safeguarding Adults at Risk	Complete with Line Manager in first 6 months, then refreshed every 3 years	Forms on Intranet
Capability Framework Mental Capacity Act	Complete with Line Manager in first 6 months, then refresh annually	Forms on Intranet

## Reablement Competencies

Bespoke programme created for JCR to give workers theoretical knowledge and practical skills in the following areas:

Reablement · Exercise · Mobility · Transfers · Anti-embolism stockings · Catheter bags · Pressure area care · Nutrition · Swallowing

Competence is assessed through worksheets and practical assessments

# Apprenticeships

New and existing workers are able to further enhance their skills and knowledge, and gain a recognised qualification, by completing an apprenticeship with Adult Social Care.

Apprenticeships available include:

Level 2 – Adult Care Worker

Level 3 – Lead Adult Care Worker

Apprenticeships consist of a blended programme of learning at work, taught sessions and learning sets.

All staff who choose to complete an apprenticeship will be given the support of an assessor to guide them through the process.

Staff with no qualifications in English or Maths will be additionally supported to achieve a qualification in these areas.

Further information is available via your line manager or by contacting ESQAC (East Sussex Qualification & Assessment Centre).