

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 - Cylis | 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) |
| Workstation Risk Assessment | Form on the Intranet | East Sussex Learning Portal |
| 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 |
| Domestic Abuse Foundation Module | e-learning | East Sussex Learning Portal |

Specialist

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

There is currently no face to face training being facilitated due to Covid-19. Some face to face training will be introduced later this year, such as Manual Handling and First Aid.

Other topics are being developed as blended learning which includes e-learning, recorded sessions, workbooks and live interactive sessions.

This list will be regularly updated.



Joint Community Rehabilitation

Covid-19 Interim Training Programme

change *your* world and *theirs*

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

September 2020

Induction for new workers

Care Certificate

Ensure new workers have the knowledge needed to meet the standards required with the Care Certificate and specifically within Reablement.

| Topic | Audience | Format | Source |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------|
| Care Certificate Induction | Staff new to working in care, who have not previously completed the Care Certificate or relevant equivalent qualifications. | Virtual via Skype/Teams. One to one or small groups. | East Sussex Learning Portal |
| Induction Support Sessions | Staff who would like support with completing their Care Certificate. | Virtual via Skype/Teams. One to one or small groups. | East Sussex Learning Portal |
| Planning for Personal Development | Staff new to working within DPS who have already achieved Care Certificate or relevant qualifications. | Virtual via Skype/Teams. One to one. | East Sussex Learning Portal |
| The Principles of Reablement | For all new staff working within Reablement. | Virtual via Skype/Teams. Small groups. | East Sussex Learning Portal |

Essential training

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

| Topic | Format | Source |
|------------------------------------------------------------------|------------------------------------------------------|-----------------------------|
| Provide support to maintain and develop skills for everyday life | Virtual via Skype/Teams and assignment | East Sussex Learning Portal |
| Safe Handling of Medication | Virtual recorded session and workbook | East Sussex Learning Portal |
| Basic First Aid | Manual and workbook (Part 1) | East Sussex Learning Portal |
| | Face to face (Part 2) | Bespoke (Ann Holland) |
| Moving and Handling of People and Objects | Live Skype session (Part 1) Face to face (Part 2) | East Sussex Learning Portal |
| Infection Control | In-house session with IPC Leads e-learning | East Sussex Learning Portal |

Essential training cont.

| Topic | Format | Source |
|------------------------------------------------|----------------------------------------|-----------------------------|
| Nutrition & Hydration | Coming soon | East Sussex Learning Portal |
| MCA Competencies - Reflective Session | Virtual via Skype/Teams and assignment | East Sussex Learning Portal |
| Safeguarding Competencies - Reflective Session | Virtual via Skype/Teams and assignment | East Sussex Learning Portal |
| Falls Prevention | Coming Soon | East Sussex Learning Portal |
| Assisting the Fallen Person | Virtual session and workbook | East Sussex Learning Portal |
| Assisting Clients with Swallowing Difficulties | Virtual via Skype/Teams and assignment | 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 refresh 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).

Qualifications

Existing workers are able to further their personal and professional development, by completing a nationally recognised Level 2 certificate in the following areas:

- Understanding Behaviour that Challenges
- Awareness of Mental Health Problems
- Understanding in Care and Management of Diabetes
- Principles of Care Planning
- Common Health Conditions
- Principles of Dementia Care
- Understanding Dignity and Safeguarding
- Principles of End of Life Care
- Principles of the Prevention and Control of Infection
- Understanding the Safe Handling of Medication
- Falls Prevention Awareness
- Understanding Safeguarding and Prevent

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