



EDUCATION & TRAINING PROSPECTUS

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FOREWARD

As you may be aware there are concerted efforts to ensure co-ordination of learning and development activities for the benefit of our staff, taking into account the various legislative and regulatory mandatory training requirements. One such effort is the production of this resource which I hope you will find useful.

In Kiltipper Woods Care Centre there are a number of disciplines who have to conform to the requirements of their particular professional bodies and to legislative requirements with regard to their own continuous professional development. This is a challenge to maintain professional standards in light of new legislation and regulatory requirements but there are programmes within the prospectus which do focus on some of those professional development requirements.

The majority of the training & educational courses in the Prospectus are developed and delivered using internal resources. This entails classroom training, unit level tool box talks, access to online learning courses. Most of the courses delivered on site have Category 1 approval from Nursing and Midwifery Board of Ireland (NMBI) .

We hope that the Education Prospectus not only supports individual development needs of staff but also gives staff a picture of the development supports that are available and also the potential to develop other training solutions when required.

KWCC are committed to making learning and development opportunities open to all staff. This is the first edition of this prospectus and it is envisaged that it would be produced every year.

I would encourage you to give feedback on how the prospectus might be improved in the future.

I trust the prospectus meets your needs.

Mary Woods

Director of Nursing Kiltipper Woods Care Centre

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KWCC EDUCATION & TRAINING CENTRE



The function of the Education Centre is to provide high quality continuing education and professional development programmes for all our staff as well as those working in similar healthcare settings.

We continuously strive for enhancement in the education and services we provide by working in partnership with stakeholders which contributes to the provision of effective, inclusive, high-quality, evidence-based care.

We aspire to ensure that the training and development needs of both clinical and non-clinical staff are met.

Library Facility: There is a Library facility adjoining the education centre. The Library is developing its collection of books, journals, reports, audio-visual material and journals in palliative & end of life care, bereavement, nursing / medicine, care of the older person, complementary and other therapies, education and research.

Study Space: Study space is available in the Education Centre with access to Microsoft Office and Wi-Fi and dedicated laptops for training purposes, material may be photocopied subject to relevant copyright regulations.

Access to healthcare literature to support evidence-based care and inform clinical decision-making is essential to resident/patient care and outcomes. Healthcare literature can be accessed from specific databases, journals and websites.

On-line learning programmes are also accessible and promoted within the centre.

PERSON CENTRED CARE AND VALUED SOCIAL ROLES (NMBI Category 1 approved Course)

Aims: To provide a comprehensive overview of the core concepts of a Person Centred Philosophy of Care, Valued Social Roles and Self- directed support.

Course Content covers: Core Concepts of the fundamentals of **Person Centred Care to include:**

Dignity and Respect. Information Sharing. Participation. Collaboration.
Current Evidence. Person Centred Care in the Residential Care Setting. Meaningful Activities. Mood and Behaviour. Family involvement. "What matters & A Key to Me"
Individual Identity Portrait and Social Role Valorisation.

Objectives: To equip staff with the information and guidelines to assist them in the provision of Person Centred Care/Self Directed support.

Target Audience: All staff working in a healthcare setting

OVERVIEW OF DEMENTIA FOR HEALTHCARE STAFF

Aim: To provide a comprehensive overview of dementia healthcare staff.

Course Outline: This course provides an understanding of Dementia in its various forms, addressing the complex needs of persons with dementia. It encompasses person centred care, communicating with dementia patients, behaviours that challenge, aggression and repetitive behaviours.

It explores the benefits of creating a dementia friendly environment. Ethical issues in advanced dementia care are explored. It also focuses on HIQA Thematic Guidelines

Objectives: It aims to equip participants with the knowledge and skills to better Care for persons with dementia using a person centred approach. It provides them with resources and tools to assist them in their work in the dementia care.

Target Audience: All staff working in a healthcare setting

DEMENTIA CARE (NMBI Category 1 approved course)

Aims: To provide a comprehensive training programme in Dementia Care for staff working in a residential care setting.

Course Content: Person Centred Care. Communication with the person with dementia. Creating a dementia friendly environment. Working with behaviours that challenge.

Palliative care for people with dementia. Partnerships in dementia care. Use of Life Story, Group Work is used to assist participants to discuss the complex nature of caring for those with dementia.

Objectives: To enable all healthcare staff to build their knowledge, skills and confidence in the area of caring for persons with dementia.

Target Audience: All staff working in a healthcare setting

BEHAVIOURS THAT CHALLENGE (NMBI Category 1 approved course)

Aims: The aim is to provide staff with the skills to effectively manage behaviours that challenge whilst protecting the dignity and safety of the person with dementia.

Course Content: This course explores causes and consequences of behaviours that challenge. It looks at the types of behaviour and focuses on anger, aggression, wandering, and antisocial behaviour at mealtimes.

It includes an overview of triggers, warning signs, and concentrates on diffusing difficult situations using a variety of approaches including the ABC approach and other distraction therapies.

Objectives: It seeks to provide staff with the skills and knowledge necessary to cope with behaviours that challenge using a person centred approach

Target Audience: All staff working in a healthcare setting

SAFEGUARDING VULNERABLE PERSONS AT RISK OF ABUSE (NMBI Category 1 approved course)

Aim: To provide a comprehensive overview of the types of abuse and equip participants with the knowledge and skills to assist them in recognising and responding to concerns regarding signs of abuse in vulnerable adults.

Course Outline: Course provides a comprehensive overview of the national policy on Safeguarding Vulnerable Persons at risk of abuse. It provides a definition of abuse and an outline of the most common types, including physical, psychological, sexual, financial, discrimination, neglect and acts of omission. It also provides guidelines on responding to concerns of abuse and reporting requirements to the relevant statutory agencies.

Objectives: To equip participants with the information and guidelines to assist them in the protection of vulnerable persons at risk of abuse and to know how to identify signs of abuse and to know how, who and when to report it.

Target Audience: All staff working in a healthcare setting

RESTRICTIVE PRACTICES

Aims: The aim of this training is to educate participants on what restraining and enabling medical devices are, their impact on an individual's safety and function, are and how they should be appropriately assessed for. Participants will adopt a working attitude that is focused on restraint reduction.

Course Content:

Definition of a Restraint & Enabler

- Restraining or Enabling Devices
- Main Message – Restraint Reduction
- Some Alternatives to Restraint
- Policy on the Use of Physical Restraint
- Adverse Effects of Restraints – physical & psychological
- Benefits of a restraint free environment
- The Assessment Process – an MDT approach -Flow Chart
- Bedrails , Lap Belts and Trays
- Care of a resident when a restraint is in use

Objectives:

- To gain an understanding of the terms *Restraint* and *Enabler*
- To become familiar with specific restraining and enabling medical devices
- To gain an understanding of the risks associated with restraint use
- To gain an understanding of what it means to work towards a restraint free environment
- To become familiar with the assessment process and each staff members responsibility within this

Target Audience: Nursing, Health Care Assistants, Allied Health Professionals)

ASSISTED DECISION MAKING (NMBI Category 1 approved course)

Aim: To create an awareness of the national consent policy and assisted decision making act (2015) its implications, challenges and opportunities for health and social care professionals.

Course Content

- What is Consent?
- Why is Consent important?
- What are the requirements for a valid consent?
- Key features of the Assisted Decision Making (Capacity) Act:
- Challenges and Opportunities for Health Care Professionals
- Advanced Healthcare Directive
- DNAR orders

Target Audience: All staff working in a healthcare setting

CONFIDENTIALITY & DATA PROTECTION

Aim: To create an awareness of staff obligations for Confidentiality and Data Protection requirements under the Data Protection Act

Course Content

- What is confidentiality? /Why respect confidentiality?
- The law
- Exceptions to confidentiality/Breeching confidentiality
- The Ethics of confidentiality and privacy
- Data Protection requirements and the law
- Practical Steps to Protect Data and Patient Privacy
- Freedom of Information

Target Audience: All staff working in a healthcare setting

MEDICINES MANAGEMENT FOR NURSES (NMBI Category 1 approved Course)

Aim: To provide nurses with a comprehensive overview of safe administration and management of medications. To explore the Roles and Responsibilities of Nurses in accordance with NMBI professional guidance.

Course Outline: Overview of guidelines provided to ensure safe practice. Medication Management Cycle, Medication errors and near misses, causes, trends, patterns and categories. What we can do to minimise them? High risk medications examined.

Objectives: To become aware of and understand NMBI Best Practice in Medication Management and demonstrate ability to put them into practice in the clinical setting.

Gain up to date knowledge in latest evidence underpinning safe practice in managing medications. Utilise a risk management approach and understand consequences of poor practice.

Target Audience: Registered nurses

NUTRITION IN CARE OF THE OLDER PERSON

Aims: The aim of the nutrition course is to provide Health Care Professionals with an overview of the competency requirements in managing the Nutritional needs of the older and vulnerable adult.

Course Content: The content covered on the day will include the following; Defining Nutritional Care. Malnutrition. Factors that contribute to an older /vulnerable persons altered nutritional status and thus influences on care plans. Nutritional Assessment. Assessment, Planning, Implementing and Evaluating the care of an older /vulnerable person requiring nutritional support. Multidisciplinary team approach. Ethical dilemmas in Nutritional Support for the Older / Vulnerable adult.

Objectives: It is hoped that this programme will inform all staff in the nutritional needs of residents/patients and equip them with skills for best practice in this area.

Target Audience: Nurses. Health Care Assistants, Household, Kitchenette and Kitchen Staff and other relevant members of the MDT

ORAL CARE (NMBI Category 1 Course)

Aim: To increase oral health awareness among healthcare staff on the key messages in relation to promotion of oral health.

Learning Outcomes

Through a Question and Answers on oral health, participants will be able to:

- Acquire knowledge of the key oral health message
- Clarify myths and misconceptions about oral health
- Identify supports and barriers to promoting oral health within their own role

Target Groups: All staff involved in personal care

PRESSURE ULCER PREVENTION AND WOUND MANAGEMENT

Aims: This course provides an overview of the assessment, treatment and management of wounds and pressure ulcer prevention.

Course Outline: Definition and classification of wounds is explored. Wound healing and associated physiology, assessment tools and cleansing of wounds is covered. It provides a comprehensive overview of the National Wound Care Guidelines and up to date evidence to support evidence based practice. The use of the Safety Cross for Pressure Ulcers and bundles of care interventions explained.

Objectives: The course aims to equip nurses to manage wounds more effectively and to provide an update on pressure ulcer prevention. It provides a framework for effective wound assessment and criteria for choosing appropriate wound dressing.

Target Audience: Nurses, other relevant healthcare workers

SEATING FOR MOBILITY & FUNCTION

Aims: The aim of this training is to introduce participants to the basic principles of seating and its' effect on daily living for the user. Participants will become familiar with commonly used equipment and their responsibility in ensuring appropriate use and maintenance of this equipment.

Course Content:

- Goals of Seating
 - Possible Results of Poor Positioning
 - What is a "Normal" Sitting Position?
 - The Pelvis - Ischial Tuberosities and Pressure
 - How does the body distribute weight when seated normally?
 - Pressure Ulcers
 - Most Common Presentation – Posterior Pelvic Tilt
 - Shearing Forces & Friction /Pressure Ulcer Risk Factors
 - Cushions Trial and Demonstration
 - Principals of Pressure Reduction in the Chair -Tilt in Space Wheelchairs □
Lap-straps
 - Travelling in a Wheelchair and Transport Safety
 - Common Problems Encountered
 - Funding and Costs
 - Cleaning Wheelchairs and Cushions
- Objectives:**
- To gain an understanding of the overall goals of seating
 - To gain an understanding of what is appropriate and inappropriate positioning
 - To gain an understanding of the effects of seating on pressure distribution
 - To become familiar with commonly used seating systems, pressure relieving cushions and other associated equipment in use in KWCC □ To learn how to appropriately care for equipment

Target Audience: All clinical staff (nursing, health care assistants, allied health professionals)

INFECTION CONTROL & HAND HYGIENE

Aim: To provide an up to date working knowledge of the general principles and best practice in infection prevention and control and hand hygiene.

Course Outline: This course gives a basic overview of the HIQA standards (2009) on Healthcare Associated Infections understanding of microbiology and shows clearly how infections spread directly and indirectly. A comprehensive overview of standard and transmission based precautions is provided. The importance of Hand Hygiene is highlighted, followed by individual demonstrations, use of personal protective equipment. Health and safety and risk

management issues in infection control are discussed. Overview of common infectious diseases and blood borne viruses and management of difficult situations in infection control such as MRSA, C Diff, ESBL, TB, HIV, Hepatitis and other current challenges.

Objectives: To provide clear and consistent guidelines on Best Practice in Infection Prevention and Control underpinned by current research and evidence based information and national standards and regulations. Participants will be equipped to play an important role in infection control in their workplace.

Target Audience: All staff working in a healthcare setting

FOOD HYGIENE

Aims: This course is designed to equip staff with safe food hygiene practices to protect the patients and clients in their care

Course Content: The course covers a broad range of subjects, including an overview of basic microbiology, food contamination, food hygiene law, personal hygiene, cleaning procedures. The subjects are geared towards enabling healthcare workers to see and understand where problems could arise in the preparation, handling, storage, distribution, or processing of food.

Objectives: The objective of the Course is to create an awareness and knowledge of food hygiene/safety to those involved in providing food via a variety of means (nasogastric, gastrostomy, TPN, oral feeding) to patients, residents and clients and to promote the importance of good food hygiene practices.

Target Audience: This course is designed for staff who provide any role in feeding patients, residents or clients in healthcare facilities.

Objectives: The objective of the training is to ensure safe and effective practices

Target Audience: Nurses and HCA's and all those involved in handling food

RISK MANAGEMENT (NMBI Category 1 Course)

Aim: This programme aims to help staff to see the tangible benefits from risk assessment and good risk management principles in line with HIQA guidance .

Course Outline: Step by step guide on risk management, hazard identification, risk assessment, recording, reporting and managing risks in order to prevent harm. High risk areas highlighted and explained. Risk register development explained. .

Objectives: To provide a comprehensive approach for course participants in developing a risk management plan to avert injury or harm to service users.

Target Audience: All staff working in a healthcare setting

FALLS PREVENTION AND MANAGEMENT (NMBI Category 1 Course)

Aims: The aim of this training is to highlight to participants how slips, trips and falls happen and their associated consequences. Participants will build a heightened awareness of everyday hazards and learn to how to modify these, through adopting a responsible approach, in order to prevent falls from occurring.

Course Content:

- Definition of a Fall
- Epidemiology
- Consequences of Falling
- Audit: Location of Unwitnessed Slips Trips and Falls
- Risk Factors - Environmental
- Risk Factors - Intrinsic
- Contributing Factors
- Are Risk factors modifiable?
- Footwear & Clothing
- Environment
- Exercise
- Medical Conditions
- Routine
- Referrals to OT & PT
- Manual Handling □ Falls Committee
- In the Event of a Fall
- Falls Report

Objectives:

- To gain an understanding of what a fall is and the associated consequences
- To become familiar with risk factors associated with falling
- To learn how to modify risk factors and gain an awareness of each staff members responsibility in doing so
- To learn how to respond in the event of a fall

Target Audience:

- All clinical staff (nursing, health care assistants, allied health professionals)

MOVING AND HANDLING

Aims: To provide participants with the skills and knowledge required to apply the correct techniques used in Moving and Handling tasks while promoting at all times the independence and dignity of the client and the carer.

Course Content: Legislation - as it applies to the employer and employee on moving and handling. Anatomy of the spine and muscular system & mechanisms of injury. Ergonomic risk assessment. Principles of safe patient / manual handling Practice in safe handling of loads Practice in safe handling of clients, including use of handling aids, slide sheets, wheelchair).

Objectives: Understand Legislation on moving and handling. Understand how to protect yourself, your colleagues, and residents/patients, identify the risk factors associated with patient moving and handling. Describe, and apply to your work, the principles of safe Moving & Handling

Target Audience: All staff working in a healthcare setting

BASIC LIFE SUPPORT /CPR

Aims: This course aims to provide two year certification by the American Heart Association and Irish Heart Foundation to successful participants.

Course Content: The skills taught include adult CPR including rescuer scenarios, use of bag valve mask and barrier devices, management of foreign body airway obstruction and use of AED'. Course participants are evaluated by skills testing and a written multiple choice evaluation

Objectives: To facilitate healthcare professionals to become competent in Cardiopulmonary Resuscitation and AED use when attending victims of a cardiac arrest.

Target Audience: Multi-disciplinary Team members

END OF LIFE CARE (NMBI Category 1 approved course)

Aim: To explore principles and practice of end of life care. To provide nurses and allied health professionals with the skills and tools to support people in their 'End of Life Journey'

Course Outline: Overview of the philosophy of end of life care. Management of pain and of other distressing symptoms. Comfort measures in the last days of life. Grief and Loss. Care Planning.

Objectives: To develop a comprehensive understanding of the basics of End of Life Care. To provide a framework to explore challenging and emotive issues surrounding end of life care. To develop a system to assist staff to acquire effective communication skills in this area. To encourage and promote the importance of self-awareness and self-care whilst working in end of life settings. To equip staff to provide effective symptom control to terminally ill patients and to promote optimal quality of life for those affected by a life limiting illness.

Target Audience: Nurses, Healthcare Assistants and Allied Health Professionals,

Management of Violence and Aggression in a Healthcare Setting (NMBI Category 1 approved course)

Aims: The aim is to provide staff with the skills to effectively manage behaviours that challenge whilst protecting the dignity and safety of the person with dementia.

Course Content:

This training provides knowledge of the core concepts and current issues in the delivery of care to individuals whose mental health or Intellectual disability may leave them prone to acting in a violent or aggressive manner. The training philosophy is to provide care in the least restrictive manner and with due regard to the individuals autonomy, integrity, age, gender, religion, race and background.

Objectives: The course will help participants to gain a clear understanding of their roles and responsibility with regards delivering person centred care with particular emphasis on assessment and the development of person centred care plans in response to the assessed needs of persons with behaviours that challenge and for persons who present with violence and aggression tendencies

Target Audience: All staff working in a healthcare setting

EMBEDDING DIGNITY IN CARE (NMBI Category 1 approved course)

Aims: The course aims to build upon and advance the participant's existing repertoire of knowledge, skills, attitudes and professional values in caring for older and vulnerable adults.

Course Content

The course provides a comprehensive overview of dignity in care to enable course participants achieve a higher level of understanding on public expectations on what is expected from their contact with care services and professional practice. It also combines evidence based theories and models of care in the promotion of dignity. The course explores the role of Dignity Champions and the use of a rights based approach in the promotion of Dignity in care.

Target Audience: All staff working in a healthcare setting