

## 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. In 2015 we secured Category 1 approval from NMBI for our Medication Management Course and the intention is to secure accreditation for other internal courses during 2016.

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**

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**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 / CARE PLANNING

**Aims:** To provide a comprehensive overview of the core concepts of a Person Centred Philosophy of Care 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 for nurses, healthcare assistants, allied health professionals and other health care 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 IN RESIDENTIAL CARE SETTINGS FOR OLDER PEOPLE

**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

**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

**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:**

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

## CONSENT AND ASSISTED DECISION MAKING

**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/Breaching 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

## BEST PRACTICE IN MEDICATION MANAGEMENT

**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

**NMBI Category 1 Approval (3.5 CEU's)**

## 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 HEALTH IN CARE OF THE OLDER PERSON

**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

## PHYSICAL ACTIVITY IN CARE OF THE OLDER PERSON

## CONTINENCE CARE IN THE OLDER PERSON

**Aims:** The overall aim of this Continence Care Course is to provide Health Care Professionals with an overview of the competency requirements in managing incontinence and promotion of continence in the older person.

**Course Content:** The training will focus on the following issues:-  
Overview of the urinary system and lower digestive system. Principles of Continence Promotion Factors that contribute to incontinence and thus influence continence promotion needs National Publications Protocols & Guidelines on Continence Care – a review of the evidence Assessment, Planning, Implementing and Evaluation of the care of an older with continence needs .

**Multidisciplinary team approach** – The role of the Nurse, HCA, Continence Nurse Advisor, Role of Physiotherapist, Occupational Therapist, General Practitioner, Pharmacist Psychological and implications of incontinence to the quality of life of the resident/patient.

**Objectives:** To ensure best practice in the delivery of continence care.

**Target Audience:** Multi-disciplinary Team members

## Best Practice in Wound Management and Pressure Ulcer Prevention

**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
- Principles 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)

## HEALTH AND SAFETY & FIRE MANAGEMENT

**Aim:** to increase staff awareness on health and safety management and Fire Safety Training.

**Learning Outcomes:**

At the end of this training, staff will have the necessary knowledge to support them in implementing an effective health and fire safety management systems within their area of work.

**Content:**

- Legislative Framework
- HSE Safety Management System to include:
- Safety Statement
- Risk Assessment
- Safety Consultation & Communication
- Information, Instruction, Training and Supervision
- Incident, Accident and Near Misses notification and investigation
- Risk Register Process
- Fire Management

**Targeted Groups:** All staff working in a healthcare setting

## 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. These 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

**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

**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 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

**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, and relevant others working in care of older person.

## PAIN MANAGEMENT

**Aim:** To enhance nurses and allied health professionals knowledge and skills in the area of pain management using a person centred approach.

**Course Outline:** This programme provides a comprehensive approach to assessment and management of pain. It focuses on pharmacological and non pharmacological methods. It discusses pain types and effective approaches and explores Pain Assessment Tools.

**Objectives:** This programme explores a holistic and comprehensive approach to pain assessment and management and empowers nurses and allied health professionals to meet the needs of residents/patients who are in pain.

**Target Audience:** Nurses, allied health professionals other relevant care staff

## SYRINGE DRIVER

### McKinley T34TM Ambulatory Syringe Pump.



#### **Aim:**

To facilitate registered nurses to develop their knowledge and skills on the use of **the McKinley T34TM Ambulatory Syringe Pump.**

***Following the programme it is anticipated the participants will have achieved the following learning outcomes:***

- Increase awareness and knowledge of the policy and guidelines on the administration of medications in a continuous subcutaneous infusion using a syringe driver
- Identify the indications for using a syringe driver
- Demonstrate awareness of drug combinations, compatibilities and interactions.
- Understanding how to calculate the settings on a syringe driver
- Understand professional responsibility and accountability issues surrounding use of the syringe pump.
- Prepare and assemble a syringe pump.
- Outline the care and maintenance requirements of the syringe pump.
- Trouble-shoot issues that can arise with the syringe pump.

**Targeted Audience:** Registered nurses.

## IMPLEMENTATION OF HIQA STANDARDS (2016) /RELEVANT LEGISLATION / REGS IN RESIDENTIAL CARE SETTINGS FOR OLDER PEOPLE

**Aim:** To prepare staff working in residential care of HIQA Inspections

### **Course content**

- Overview of the HIQA National Standards for Residential Care
- Implementation of national standards –action/ improvement plans
- Governance and management issues that must be considered when implementing standards
- Allows participants assess the centres preparedness by providing the opportunity to work through simulated inspections and conduct detailed self-assessments of their service

**Target Audience:** All staff working in residential care settings for older people

### **LEGAL ASPECTS OF DOCUMENTATION AND RECORD KEEPING**

**Aim:** To increase the staff knowledge and understanding of the legal and professional issues relevant to record keeping and documentation in professional practice

***Following completion of this programme, it is anticipated that the participant will have achieved the following learning outcomes:***

- Discuss the legal and professional issues relevant to record keeping
- Evaluate NMBI Guidelines on recording Clinical Practice
- Discuss issues of accountability, confidentiality, right of access to records and negligence relevant to record keeping and documentation in professional practice.

**Targeted Groups:** Registered Nurses

### **CLINICAL AUDIT SKILLS FOR NURSES**

**Aims:** To develop the knowledge and skills base to enable the nurse to undertake a Clinical Audit in the practice setting as part of their approach to monitoring and improving the effectiveness of nursing practice.

#### **Course Content:**

- Overview of clinical audit
- The audit process, interpretation of audit findings
- Standard setting
- Data collection and Analysis
- Interpretation of audit findings
- Write up an audit report

**Objectives:** To assist nurses to review audit findings, Identifying root cause of problem, (tools); managing change, monitoring improvement and sustaining improvement in their practice settings.

**Target Audience:** Registered Nurses