

Medication Train the Trainer Workshop



Thursday 17th May 2012

Peterborough—Ramada Peterborough, Thorpe Meadows, Peterborough PE3 6GA

Thursday 20th September 2012

York—Venue to be confirmed

Wednesday 14th November 2012

Bristol—Venue to be confirmed

Workshop presenter: Kim Grove

Medication is an increasing and significant aspect of care currently being requested and delivered by domiciliary care organisations.

In order that any level of medication administration is delivered safely, organisations must ensure that their care workers fully understand the constraints and implications of in-house policies and are trained to a competent level to deliver medication.

UKHCA's bespoke domiciliary care medication course is specifically designed to enable organisations to train their staff in-house. This workshop will provide trainers and managers, with information about medication and to make available a Training Pack to assist with this training.

We expect high demand for these workshops and have restricted attendance to a limited number of places to ensure delegates gain maximum benefit from attending.

Delegates will receive a detailed and comprehensive Medication Training Resource Pack, which includes a trainer's

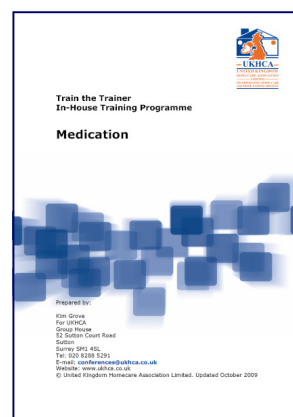
handbook, a staff workbook, a PowerPoint presentation and a CD containing the entire course, to accompany this workshop.

This workshop will be run by Kim Grove, author of UKHCA's Medication Train the Trainer Pack.

Kim Grove was a district nurse and is UKHCA's Head of Resources and Events.

She organises UKHCA's conference and event programme, plans and writes many of the resource packs and presents at some workshops, particularly on the subject of medication and end of life care.

Delegates attending this workshop will receive a copy of UKHCA's Medication Train the Trainers Pack



Workshop prices

UKHCA Members £137.00 (Inc. VAT): Non-members £272.00 (Inc. VAT)

In addition to our range of services, UKHCA's member organisations enjoy substantial discounts on conference fees and publications. For more information visit: www.ukhca.co.uk/joining.aspx.

Aims of the workshop

To provide trainers with information about medication and to make available a training pack to enable organisations to train their own staff in-house.

Objectives

To give guidance to trainers on all aspects of medication

To explain how to test competency

To review the contents of the training resource pack

Learning outcomes

To receive the information and guidance about medication that will need to be passed on to care workers.

To understand how competency can be tested.

To become familiar with the Training pack in preparation for running in-house medication training sessions.

Workshop programme

09.00 **Registration and refreshments**

09.30 **Introduction to the day**

The importance of training care workers to deliver medication safely

Policies and procedures

Legislation & medication

Roles, responsibilities and boundaries

Types and routes of medication

Morning session to include refreshments

13.00 **Lunch—a valuable opportunity to network**

14.00 Safe practice in the administration of medication

Testing competency

Introduction to the training pack

Contents of the pack

Question and answer session

Afternoon session to include refreshments

17.00 Close

The programme may be subject to change without notification

Who should attend?

Those within the domiciliary care organisation who provide medication training to staff. This could be owners, managers, supervisors and trainers who have some knowledge of medication from the organisation, providing care in the private, voluntary and public sector.

Workshop Booking Form

Workshop title: **Medication Train the Trainers Workshop**

Workshop date (Select one date only) **17th May 2012 (Peterborough) 20th September 2012 (York)**
14th November 2012 (Bristol)

Conference or workshop location: (Please tick one location only) **Peterborough—17/05/12 York—20/09/12**
Bristol—14/11/12

Delegate 1:

Delegate 2:

Your organisation's name:

Address:

Telephone:

E-mail: (Please write one letter in each space)																				

Would you be prepared to share your e-mail address with other delegates at this workshop?
 Yes No (Please tick)

UKHCA membership number, if applicable:
 (Essential to claim UKHCA membership rate)

Details of any special requirements including dietary needs:

Where did you hear about this workshop?

Terms and conditions:

1. Full details of venues and maps will be sent with confirmation of your place.
2. Substitute delegates are acceptable at any time and notification of substitution should be faxed to 020 8288 5290.
3. Cancellations **must** be sent in writing and will incur an administration fee of 20% + VAT. Cancellations can only be accepted at least **seven calendar days** before the event.
4. In the event of cancellation of the event by the organisers, liability will be restricted to the refund of fees paid.
5. Any overnight accommodation is the responsibility of the delegate.
6. Attendance at our events may entitle delegates to an extensive range of teaching materials that remain the intellectual property of UKHCA. By completing this form you agree to any course materials being used solely by

the organisation named above. Course materials may not be photocopied or reproduced in any other format without prior written permission of UKHCA.

To secure your place we must receive a completed booking form with payment. Cheques should be made payable to UKHCA or to pay by credit card please phone 020 8661 8182.

Return this booking form to:

Jane Taylor-Medhurst
UKHCA, Group House, 52 Sutton Court Road, Sutton, SM1 4SL.

Telephone: 020 8661 8182
E-mail: conferences@ukhca.co.uk

A VAT invoice will be sent by return.

Company Registration Number 3083104
 Registered in England

UKHCA Resource Packs

Below are some of the training resources available from UKHCA. To view further resources please go to www.ukhca.co.uk/productlist.aspx.

Caring for People with Dementia: A Training Guide for Domiciliary Care Workers

This training guide has been written using the principles within the Skills for Care Knowledge Set for dementia. The training guide contains information about the different types of dementia and how people with dementia can be supported at home. The training guide can be used as a management resource, as a self-directed learning tool or as a framework for an in-house training course.

Included in the pack is a training guide, a PowerPoint presentation, exercises, competency tests and some aide memoirs designed for care workers to take home as a reference.

A4 File 138pp. £25.00 (UKHCA members) £50.00 (non-members)

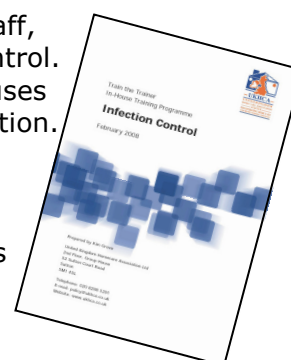


Infection Control Train the Trainer Programme

This training programme has been written specifically for domiciliary care staff, using the principles within the Skills for Care Knowledge Set for infection control. The programme is designed to help organisations raise awareness of the causes of infection, how it spreads and what can be done to prevent or reduce infection. The training guide has been designed to help you run your own in-house infection control training programme.

Included in the pack is a training guide, a PowerPoint presentation, exercises and a list of resources.

A4 File 80pp. £25.00 (UKHCA members) £50.00 (non-members)

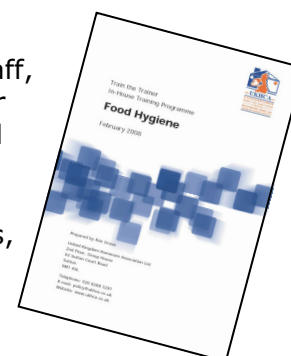


Food Hygiene Train the Trainer Programme

This training programme has been written specifically for domiciliary care staff, using the food hygiene principles within the Skills for Care Knowledge Set for nutrition and well-being. The pack allows staff to be trained in-house in good hygiene techniques during food preparation, storage and cooking.

Included in the pack is a training guide, a PowerPoint presentation, exercises, a set of basic food hygiene test papers and a list of resources.

A4 File 147pp. £25.00 (UKHCA members) £50.00 (non-members)



Nutrition Resource Guide and Training Programme

This resource pack and training programme has been written specifically for domiciliary care staff, using the principles within the Skills for Care Knowledge Set for nutrition and well-being. The pack allows staff to be trained in-house in the principles of nutrition, menu planning and food preparation.

Included in the pack is resource guide, a training programme, exercises and hand-outs.

A4 File 168pp. £25.00 (UKHCA members) £50.00 (non-members)

