

NEWSLETTER

Careline Newsletter

January 2018

TRAINING! TRAINING! TRAINING! TRAINING! TRAINING!

A belated Happy New year to everyone. This year we are focusing on training, this is because we would like to tell our clients all about the fantastic range of experience our staff have. It has now become easier than ever to update your training profile by providing certificates or participating in one or many different training options we have at the office.

Why is training so important?

Clients want to book staff that have the training they require to stay compliant the more certificates we have on file for you the more work and variety of work we are able to offer you. And we have lots of work available. It is very hard to offer you work if you do not have training on file.

When booking you for work one of the main ways we show clients you are a professional and quality support worker is with your training profile. If you have any certificates send them in and we can put them on your profile.

It's a new year so it's a great time to get your training up to date we have lots of different ways you can do this:

Online—We now provide training online for lots of different courses including the mandatory training for a full list please see page 2 of the newsletter. The online training is to a high quality, this is not an easy route to getting certificates. To pass online training you need to take notes and study the content to pass your exam at the end. If you don't have access to a computer at home you can book a slot to come into the office to complete online training.

In-house—We hold regular training sessions in the office on a Saturday if you would prefer to do your training in person. To find out the next available dates please call the office and we can book you a space. Spaces are limited so please get in touch as soon as possible.

We have an equipment room for manual handling at the office so we can provide equipment training please call the office for availability.

Lorraine Lucas the registered manager has completed her Award in Education and training so can provide training on Adminstrating Buccal Midazolam and Adminstrating Autoinjectors (better known as Epi-pens for Anaphylaxis reaction)

Tegan Sands the business manager has been deemed competent by Contour to provide training in Contour Blood monitoring machine for diabetes.



Certificates

We need to hold valid certificates on file for us to be able to evidence you having this training. We appreciate it can be tricky getting certificates from other places of work so we have lots of training options available that are all free for you to access. It never been easier to get your training up to date!

If you need certificates for any of the training you have completed with us we are happy to provide you with the original certificate for a cost of £4.50.

Online Courses we offer:

- Moving and Handling of People
- Learning disability awareness
- Food Hygiene
- Mental health awareness
- Administration of Medication
- Catheterisation
- Epilepsy Awareness
- Dementia Awareness
- Fire Safety
- Paediatric First Aid
- Anaphylaxis awareness
- Fluids and Nutrition
- Privacy and dignity
- Diabetes Awareness
- Duty of care
- Autism Awareness

Weekend In-House Training we offer:

- Manual Handling equipment training
- Basic Life support
- Medication
- Safeguarding Children & Adults

In-House Training we offer:

- Administration of Buccal Midazolam
- Anaphylaxis and administration of auto-injectors (Epi-pen, Jext and Emerade)
- Contour Blood monitoring for Diabetes

Other Training providers we work with:

- Bracknell and Wokingham College
- Reading Borough Council
- St John's Ambulance

Mandatory Training	Valid for
Basic Life Support	3 years
Health and Safety	3 years
Infection Control	3 years
Safeguarding Adults	3 years
Safeguarding Children	3 years

Mandatory Training

We ask all our staff to complete mandatory training so we are able to offer you work. If you do not have these certificates on file it is important you get these up to date as soon as possible.

Amber our training co-ordinator will be getting in touch to speak with you regarding all mandatory training. The spaces are on a first come first served basis so please get in touch and get booked in for your preferred training method.

Getting in touch with Amber at:

Tel: 0118 9585858

Email: admin@carelineagency.co.uk



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