

Lincolnshire Care Association  
**WORKFORCE**  
**DEVELOPMENT**

**THE  
WORKFORCE  
DIRECTORY**

**March 2021**

# Welcome



***Dear provider,***

***I am delighted to be able to help introduce this workforce directory along with Melanie Weatherley MBE as Chair of LINCA. This directory showcases all the support and workforce development opportunities that Lincolnshire Care Association (LINCA) oversee and deliver. It reflects one example of a genuine partnership between LINCA and the County Council after many years of close working. The profile of social care, its place in the public conscience and the voice of social care has never been higher. It is imperative that that voice continues to be heard at local, regional and national levels and this directory provides another illustration of that voice, where working collectively the voice of social care and provider colleagues can and do have influence. I trust you will find this informative and useful. With my best wishes.***

***Glen Garrod***

***Executive Director of Adult Care and Community Wellbeing  
Lincolnshire County Council***





***Dear provider,***

Lincolnshire Care Association (LinCA) is delighted to announce the launch of the new and updated Workforce Directory - celebrating the best in care in Lincolnshire and supporting those on the front line of social care in the county.

The directory is aimed to support front line workers and managers with the opportunity to develop old and new skills through a variety of differing avenues

The team at LinCA Workforce Development are here to support you with every aspect of this critical area of your organisation.

If there is anything else that you feel would be helpful please get in touch or join our Registered Managers Meetings which meets weekly overseen by Mark and his team.

***Melanie Weatherley MBE***  
***Chair of Lincolnshire Care Association***

# CONTENT

Welcome	5
The LinCA Workforce Team	6
Introduction & Contact Details	7
Care Trusted Assessors	8
Workforce Resources	9 – 13
Funding	14 – 15
Recruitment	16 – 18
Retention	19 - 21
Digital Support	22 – 25
Registered Manager's Support	26 – 29
Workforce Development	30 - 57
Celebrating Success	58 – 59
Lincolnshire Care Association	60 – 61
Useful Links	62 - 63

# Welcome to LinCA WFD

This workforce directory has been put together to assist you with your workforce development and budget planning for this financial year.

The team at LinCA Workforce Development are here to support you with every aspect of this critical area of your organisation.

We have put together this directory so that you know what we offer and how to access the workshops, training programmes and other resources.

If there is anything else that you feel would be helpful, please call us:

01522 581073



# The Team

## **Mark Turton, Workforce Development Manager & Non-Executive Director of LinCA**

Mark's role is to plan, promote and commission workforce development priorities for the Care Sector working with Training Providers.

## **Melanie Weatherley MBE, LinCA Director.**

Melanie has special responsibility for Workforce Development and Training and plays a strategic role in terms of setting direction and overseeing effective delivery

## **Sue Lovelock, LinCA Administrator.**

Sue provides Member Support services and supports LinCA Workforce Development.

## **Varsha Modhwadia, Workforce Development Project Manager.**

Varsha supports the Digital innovation across Social Care and delivers Apprenticeship pathways

## **Ruth Rossiter, Project Support Officer**

Varsha supports Grace on her Digital projects

## **Carly Bailey, LinCA Workforce Development Accountant.**

Carly supports and manages the invoicing and payments.

## **Samantha Bacchus – LinCA Admin Support**

Samantha support supports and manages the Workforce Development Fund



# Introduction

This workforce directory has been put together to assist you with your workforce development and budget planning for this financial year. The team at LinCA Workforce Development are here to support you with every aspect of this critical area in your organisation.

## Contact details

**Mark Turton, Head of Workforce Development**

[markturton@linca.org.uk](mailto:markturton@linca.org.uk)

07484 011372

**Melanie Weatherley MBE, LinCA Director**

[melanie@walnutcare.co.uk](mailto:melanie@walnutcare.co.uk)

07816 345522

**Varsha Modhwadia, Digital Workforce Development Project Manager**

[varshamodhwadia@linca.org.uk](mailto:varshamodhwadia@linca.org.uk)

07593 135452

**Carly Bailey, LinCA Workforce Development Accountant**

[carlybailey@linca.org.uk](mailto:carlybailey@linca.org.uk)

07593 135450

**Sue Lovelock, LinCA Administrator**

[susannalovelock@linca.org.uk](mailto:susannalovelock@linca.org.uk)

07484 011374

**Ruth Rossiter Digital Project Support Officer**

[ruthrossiter@linca.org.uk](mailto:ruthrossiter@linca.org.uk)

**Samantha Bacchus. LinCA WFD Admin Support**

[samanthabacchus@linca.org.uk](mailto:samanthabacchus@linca.org.uk)



# Care Trusted Assessors

Provide a full HONEST, independent and factual assessment to Care Homes and Home Care Agencies and act as representative for the provider.

- The CTA is not assessing the suitability of homes, simply acting on behalf of the home.
- Decisions on placements are made as normal by the Social Worker and clinical discharge practitioners in conjunction with the patient and their families ensuring choice.
- When a patient is returning to a placement the Adult Social Care team (ASC) within the hospital are required to carry out a placement review to ensure continuing suitability of the placement. The CTA liaises with ASC to ensure this has been done.
- The provider can then determine from the information supplied in the assessment if they are able to meet the person's needs and if they will accept the return or placement.

## Contact details

**Michele Briggs, Lead Care Trusted Assessor**

07593 135461

[michelechte@linca.org.uk](mailto:michelechte@linca.org.uk)

### Lincoln County Hospital

07484 011371

[trustedassessors.lincoln@nhs.net](mailto:trustedassessors.lincoln@nhs.net)

### Hinchingbrooke Hospital

07593 135451

### Boston Pilgrim Hospital

07484 504532

[Trustedassessors.boston@nhs.net](mailto:Trustedassessors.boston@nhs.net)

### Milton Keynes Hospital

07593 135457

### Peterborough Hospital

07484 504531

[trustedassessors.peterborough@nhs.net](mailto:trustedassessors.peterborough@nhs.net)

### Addenbrookes Hospital

07593 135451



# WORKFORCE RESOURCES



# Quality Assurance Group – standardisation of the Care Certificate

Helps organisation with their inductions process and ensures quality controls are maintained

If you have completed the Assessing The Care Certificate Training, then please come and attend our next QA group meeting. Just bring along any completed portfolios or current assessed work. You can talk to others who are delivering the Care Certificate, share ideas and improve.

The next group is meeting is on:



25<sup>th</sup> May 2021 Virtual 10am – 11:30am on  
Microsoft Teams



All meetings take place at Greetwell Place, Lincoln.  
Please remember to bring portfolios with your work.

There is **NO COST** to attend but you will need to book a place.  
Email [markturton@linca.org.uk](mailto:markturton@linca.org.uk) to reserve your place.

**Don't miss out – book today!**



# Skills for Care

Skills for Care are a not-for-profit organisation committed to the development of an improved and sustainable social care workforce across the UK. Their products and service offering is based on our core mission of developing a more skilled, productive and flexible workforce.

## Their aim is to:

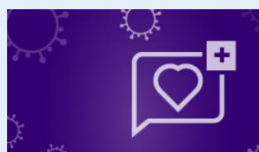
- Help maximise the potential of your workforce
- Deliver workforce transformation
- Improve quality, productivity and health outcomes
- Raise standard in skills and training delivery

### COVID-19: Support and guidance for the adult social care sector



#### COVID-19: essential training

Find guidance on essential training and how to access it.



#### Support for regulated professionals

Further support specifically for social workers or registered nurses.



#### Support for registered managers

Our Facebook group, podcasts, virtual networks, webinars and advice line can support you during this time.



#### Support for individual employers

Guidance for people employing PAs (including PHB holders and direct payment recipients).

For more information, contact:  
[information.team@skillsforcare.org.uk](mailto:information.team@skillsforcare.org.uk)





# LSAB

Making safeguarding personal

For more information, contact:  
[safeguardingtraining@lincolnshire.gov.uk](mailto:safeguardingtraining@lincolnshire.gov.uk)

**Free eLearning courses available to all Adult Service staff and volunteers, all LSAB courses are CPD certified:**

## Safeguarding Adults at Risk

This training course is for anyone who encounters adults at risk of abuse in the community, in a person's own home, in a hospital, in a day care or residential setting. This includes formal and informal carers, volunteers, health and social care professionals.



## Mental Capacity Act

The Mental Capacity Act is intended to assist and support people who may lack capacity and to discourage anyone who is involved in caring for someone who lacks capacity from being overly restrictive or controlling. This course aims to help care workers look at how the Act will affect them and to help them to develop best practice to include in the new legislation

## Dementia Awareness

Dignity' can be a difficult term to define. means different things to different wide

range of topics. We believe that dignity people in care are treated with dignity care whatever the setting. On learners will: understand how the feel when not treated with dignity and constitutes best practice; understand attitudes must be challenged; and ensure all staff working in adult social care employ best practice.



This is because dignity people and can cover a

is about ensuring that and respect in adult social completion of this course people we support might respect; know what why inappropriate staff



## Falls and Fracture Prevention in Older People in Lincolnshire

The incidence of older people falling is much higher than within any other sector of the public. One third of older people are classified as recurrent fallers, meaning a fall suffered by an older person may not be a one off event. This in depth course covers a range of topic areas that will ensure that you can assess and identify when an older person may be at greater risk of a fall and the methods that can be implemented to reduce this risk

To register for any of these courses go to: [www.lincolnshire.gov.uk/lsab](http://www.lincolnshire.gov.uk/lsab) and follow the training link.





# Social Care learning materials and information available

Flexible learning - the way forward

Individual  
Learning

News  
Desk

Discussion  
Board

Group  
Learning

Personal  
Development  
Plan

## KEY FEATURES

**3 easy steps to gain access to the  
learning materials and information:**

**1**

**1** Go to [www.scils.co.uk](http://www.scils.co.uk) or [www.eils.co.uk](http://www.eils.co.uk)

**2**

**2** Click on register and Enter the  
Registration Number below

**3**

**3** Create your own username and password

REGISTRATION NUMBER:

**288LINCAWFD**

If you have any difficulty or require any information contact SCILS:  
tel: 0115 923 0200 email: [info@scils.co.uk](mailto:info@scils.co.uk)



**FUNDING**



# Workforce Development Fund (WDF)

The Workforce Development Fund is a funding stream from the Department of Health which is disbursed by Skills for Care. It supports the provision of high-quality care by allowing providers to claim back money towards the cost of workers completing a broad range of adult social care qualifications.

## What can be funded?

You can claim funding towards the cost of listed qualifications, learning programmes and digital learning modules completed between **1 January 2021 and the 31 March 2022**. This includes money towards the cost of course fees (or employer contributions) and associated costs such as:

- Employees' salaries whilst they're undertaking training
- Coaching and mentoring costs
- Venue costs for training
- Wage replacement costs

All costs must be incurred before WDF is claimed and employers must ensure they have records in place to evidence the costs of any funding claim they make.

[Get in touch for the list of funded qualifications](#)

For more information, contact: **Samantha Bacchus**

# RECRUITMENT





The goal is to attract more people to choose Adult Social Care as a career and LinCA WFD are wanting to work with all social care providers to look at ways in which we all can increase and improve opportunities for work experience and work placement for young people thinking about health or care as a career choice.

If you are interested in playing host to young people from 14-19 please contact Sue. If you already have a programme to attract young people to your organisation which you would like to share we would be delighted to hear from you.



To help with the promotion of social care as a career, Lincolnshire Care Association is currently forming an I Care Ambassador Service. This is a great way to give your staff an opportunity to share their enthusiasm for their job. Employers who are interested in becoming part of this scheme please contact Sue.

We will be working with Health Colleagues to attend as many careers events as possible. Dates and venues will be circulated to care providers as part of our quarterly Workforce Development Newsletter. Local providers will be most welcome to take part.

# CAREINLINCS

**CareinLincs** is the **NEW** go to website for **adult social care jobs** in **Lincolnshire**.

## Who can access the CareinLincs website?:

If you are a LinCA member, you can access the CareinLincs website for FREE as a tool to post your job vacancies!

There is a range of information, guidance and support for your organisation in order to find the right candidate for your vacancy.

## How to access the CareinLincs website:

If you want to use the website to post your vacancies please visit:

<https://www.careinlincs.co.uk/client-register/>



**For more information, contact: Varsha Modhwadia**





# RETENTION



# Why not join the I Care Ambassadors Partnership?

*I Care...Ambassadors* are a national team of care workers who talk about what it's like to work in social care.

Ambassadors visit schools, colleges and Jobcentres and run a range of careers activities within their workplace.

## The benefits:

- **create a professional image and quality profile** – once your ambassador has completed their Welcome Modules you will be able start using the *I Care...Ambassador* brand.
- **motivate and keep your workforce** – we know that over 70% of ambassadors feel more confident and motivated in their work as a result of being an ambassador.

## Finding the right person:

*I Care...Ambassadors* is a great learning and development opportunity for staff but is not right for everyone and you need to make sure you choose the right person to represent your service.

They should be:

- willing to talk positively about social care and answer questions about their experiences
- comfortable delivering your chosen activities, which may include presentations or group activities
- able to combine this role with their day to day job.

To find out more about ambassadors or to join the I Care Ambassador Partnership please contact Varsha Modhwadia at

[varshamodhwadia@linca.org.uk](mailto:varshamodhwadia@linca.org.uk)

# I Care... Ambassadors



# Supporting the recruitment of Nursing Associates

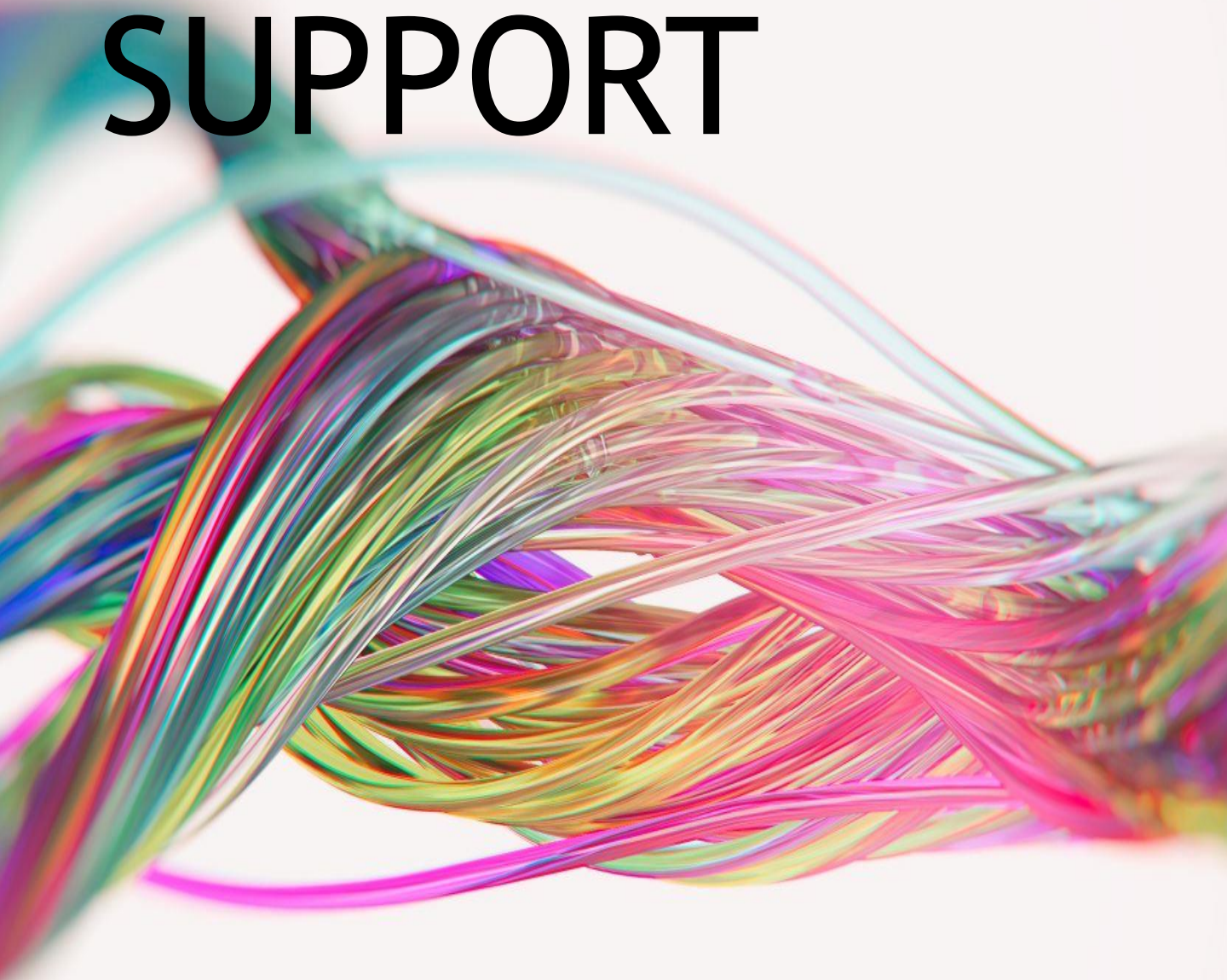
We are looking at ways which we can support you and your staff to grow and increase the skills of your workforce through a Nursing Associate programme.

- Do you already take pre-registration Nursing students in to your organisation or have trainee Nursing Associates on placements?
- Have you heard about the role but need further support accessing the programme?
- Or simply never heard of the role but would like to know more?

Contact me today to make a difference:

[markturton@linca.org.uk](mailto:markturton@linca.org.uk)

# DIGITAL SUPPORT





# NHSmial

## The secure email system

NHSmial is used across Health and Social Care in order to send sensitive information via email.

NHSmial is recognised by Hospitals, GPs and other Health colleagues in the aim to axe the fax!

This is a great tool to use to send and receive test results, care plans, prescriptions and data about your clients.

## I have an NHSmial account

If you have a NHSmial already, please make sure that you and your staff members are using your accounts to send and receive information on the clients you are caring for.

COVID is the best opportunity to ensure you have an active account as NHSmial eliminates staff members having to leave your establishment to visit other health care professionals, like the GP or Pharmacist.

NHSmial gives you the added protection of digitally speaking to your health colleagues through Microsoft Teams!

## I don't have an NHSmial account

**Please contact Varsha Modhwadia ASAP to get your NHSmial account set up**

**For more information, contact: Varsha Modhwadia**



# Data Security & Protection Toolkit (DSPT)

## With better security, comes better care

With the digitisation of the majority of your clients information; ensuring that this information is protected fully is extremely important. Ensuring you have all the policies, procedures and protective software in place is more important than ever to protect yourself from a cyber attack.

## The DSPT

NHS has developed the DSPT as an online assessment tool which will allow you to measure your performance of information security. From October 2020 the DSPT will show a new format for Social Care to follow; ensuring the questions are relevant, easy to follow and specific to Social Care.

Having access to NHSmail means it is a requirement that your organisation has completed the DSPT.

The DSPT is a annual Toolkit which needs to be updated to ensure you are still compliant.

## How do I complete it?

Every organisation needs to complete their DSPT. However, if you part of a larger provider group- this can be done at head office level.

To sign up for an account please contact Varsha Modhwadia

**For more information, contact: Varsha Modhwadia**



# WHZAN Telehealth Kit (The Blue Box)

The Whzan Telehealth kit (The Blue Box) helps conduct clinical assessments and communicates the results to healthcare professionals like GPs, EMAS and district nurses. It is aimed to assist your care home take basic observations of your residents and hopefully reduce the number 999 calls and hospital admissions. This is a complete solution to monitor your residents health and wellbeing, it is easy to use, economical and essential to deliver effective preventive care.

## Who has it?

LinCA has had confirmation that **all** homes in Lincolnshire will receive a Whzan Blue Box! If you have not received one yet- contact Grace to find out when you will.

## Who is supporting it?

This project has backing from Lincolnshire County Council, CCGs, Primary Care Networks and your Neighbourhood Lead

## What are the benefits?

The introduction of Whzan will give you a better understanding of the signs you need to look out for in your clients. It can enable you to speak with their GP about concerns by sharing this information.

**For more information, contact: Varsha Modhwadia**



# REGISTERED MANAGER SUPPORT



# Developing Managers Programme In Adult and Social Care

We have developed a six Module Programme to support the Development of new Managers, Deputy Managers and those employees who will move in to Management within the coming year within Adult and Social Care.

**The cost for this programme will be £200 per person.**

If you would like to book on any of the above training courses or workshops, please contact [markturton@linca.org.uk](mailto:markturton@linca.org.uk)

Module	Elements
Project	Develop outcomes based on risk assessments connected to the KLOE report providing action plans to support sustainability
INTRODUCTION	Identify the skills and resources needed to support learning on the 6 months course
SAFE	Examine and process best practice on how to manage the key elements connected to SAFE
CARING	Process and develop new skills to support better decision making, reporting and record keeping
EFFECTIVE	Develop strategies to support the development of employees
RESPONSIVE	Identify what 'person centred Care' is and its integration into the business
WELL LED	Know your own style of leadership allow better managerial decision making

# New dates for 2021

## Developing Managers Programme

This 7 half day sessions course examines in detail the five core components of the Care Act. It is designed to increase and develop the theory-based practices for all new or developing managers in Adult Social Care. All webinars will be via Microsoft Teams and commence at 09:30 am till 13.00 pm

### Cohort 11

Day 1 – Introduction, 15<sup>th</sup> June

Day 2 – 21<sup>st</sup> Century Manager, 29<sup>th</sup> June

Day 3 – SAFE, 27<sup>th</sup> July

Day 4 – Effective, 10<sup>th</sup> August

Day 5 – Caring, 21<sup>st</sup> September

Day 6 – Responsive, 12<sup>th</sup> October

Day 7 – Manager or Leader? 2<sup>nd</sup> November

### Cohort 12

Day 1 – Introduction, 9<sup>th</sup> November

Day 2 – 21<sup>st</sup> Century Manager, 23<sup>rd</sup> November

Day 3 – SAFE, 14<sup>th</sup> December

Day 4 – Effective, 11<sup>th</sup> January 2022

Day 5 – Caring, 1<sup>st</sup> February 2022

Day 6 – Responsive, 22<sup>nd</sup> February 2022

Day 7 – Manager or Leader? 15<sup>th</sup> March 2022

The cost of this workshop is **£220 per person**. Attendance on all 7 days is required to complete the course. To book this course please email Mark Turton. [markturton@linca.org.uk](mailto:markturton@linca.org.uk)





# Registered Manager's Network meetings

The Registered Manager's Network meetings, supported by LinCA WFD and Skills for Care are open to all Registered Manager's working within Adult Social Care in Lincolnshire.

The network approach is about:

- Providing information
- Increasing confidence
- Sharing skills
- Having access to peer support

Networks are led by registered managers, so the topics are always relevant to those attending.

## *When?*

**April 1st 1.30pm – 2.45pm – All providers**

**April 8<sup>th</sup> 1.30pm – 2.45pm – LD providers**

**April 15<sup>th</sup> 1.30pm – 2.45pm – All providers**

**April 22<sup>nd</sup> 1.30pm – 2.45pm – Dom Care Providers**

## *Where?*

**Via Microsoft Teams**

**All Invites from: Mark Turton**

# Making Safeguarding Personal – Having Accountability

## Supporting Managers and their teams

A full day examining  
what's new on the subject,  
what resources are  
available to support, draw  
on expert presenters to  
provide managers and  
their deputies to risk and  
support best practice on  
all things Safeguarding



Thursday 9<sup>th</sup>  
September 2021  
9.30am – 4.00pm  
at The New Life  
Centre, Sleaford



The cost for this workshop  
is **£15 per person.**  
Lunch is included.



[markturton@linca.org.uk](mailto:markturton@linca.org.uk)



# LSAB

Making safeguarding personal

*Please note that for cancellations received within 7 days of the training, the full cost of the course is payable. If you are unable to attend, please send a substitute. There will be a surcharge of £10 if a learner fails to attend this pre-booked training.*



# WORKFORCE DEVELOPMENT

The background of the slide features several paper boats on a light gray surface. One boat in the upper left is orange, while the others are white. They are scattered across the frame, with some pointing towards the top and others towards the bottom.

► Induction

► Skills

► Coming soon

# Induction





# Care Certificate Badges & Care Certificate Board Game

## Care Certificate Badges

We now have the Care Certificate pin badges available for everyone who has attended the Lincolnshire Care Certificate Training Courses. There are two types of badges available:

**Blue:** For anyone who has attended Lincolnshire Care Certificate Training

**Orange:** For anyone who has attended Lincolnshire Care Certificate Assessors Training

## Care Certificate Board Game

We now have the Care Certificate Board Game available for hire, helping to make in-house development fun and interactive. This game can be hired out for up to one month at a time, free of charge, although a cheque deposit for £180 is required and will be returned on the safe and intact return of the board game.

If you would like to book on any of our training courses or workshops, please contact [Markturton@linca.org.uk](mailto:Markturton@linca.org.uk)





# Assessing the Care Certificate

4 half days Virtual Course for competent and motivated carers who are willing to help others. This course entails fresh ideas to improve the level of assessment when undertaking the care certificate.

## Day 1 and 2

- Develop a strategy to deliver the Care Certificate for your organisation
- Examine how to support competency-based assessment

## Day 3 and 4

- Utilise paperwork that supports assessment
- Meet quality assurance to ensure competent assessment of the care certificate

Day 1 – 7<sup>th</sup> July 2021 9.30am – 12pm


Day 2 – 14<sup>th</sup> July 2021 9.30am – 12pm

Day 3 – 21<sup>st</sup> July 2021 9.30am – 12pm


Day 4 – 28<sup>th</sup> July 2021 9.30am – 12pm

The cost of this workshop is **£30.00 per person or 2 places for £50.00.**

Email [markturton@linca.org.uk](mailto:markturton@linca.org.uk) to reserve your place



Really helpful,  
engaging and  
interesting



Brilliant course,  
great  
knowledge

*Please note there will be a surcharge of £30.00 per delegate if a learner fails to attend pre-booked training*



Skills





# Dementia Webinar

The fifth in a series of Lincolnshire lead presentations by industry experts that support understanding and access to new resources of Dementia

The webinar will be delivered by Safeguarding Experts focusing on “Safeguarding and Dementia”.

Virtual Workshop via Microsoft Teams will take place on  
24<sup>th</sup> May 2021 10.30am – 11.30am

FREE to attend.



[markturton@linca.org.uk](mailto:markturton@linca.org.uk)



# Pressure Area Care Webinars

LinCA WFD has linked up with the Pressure Area Clinical Nurse at NHS LCHS and throughout March will be holding mini webinars "Working Together to Reduce Pressure Damage" and discuss and promote best practice in dealing with Pressure Sores

Virtual Workshop via Microsoft Teams will take place on:

**23<sup>rd</sup> March 2021 –This session is Invite Only.**

FREE to attend. You only need to attend one of the above dates.



[markturton@linca.org.uk](mailto:markturton@linca.org.uk)

# Developing Seniors Programme In Adult and Social Care

We have developed a six Module Programme to support the Development of Seniors within Adult and Social Care. We also look to improve skills and knowledge to enable someone to learn about their own personal qualities and the importance of reflection to improve the quality of Person Centred Care. Due to current COVID restrictions this course is to be run Virtually on Microsoft Teams



**The cost for this programme will be £165 per person.**

If you would like to book on any of the above training courses or workshops, please contact [markturton@linca.org.uk](mailto:markturton@linca.org.uk)

<b>Introduction to Leadership &amp; Professional Role</b>	Being a role model, personal development, reflection, managing own role, goal setting for yourself and others and an introduction to mentoring/coaching.
<b>Effective</b>	Mental Capacity Act, Deprivation of Liberty and Human Rights.
<b>Safe</b>	Safeguarding in the absence of a manager, assessing/recording/reporting and confidentiality.
<b>Caring</b>	Completing care records/other documents and introduction to person centred thinking.
<b>Responsive</b>	Dealing with comments, complaints/concerns, how to respond and giving feedback.
<b>Well-led</b>	Knowing your service, managing conflict, reflection, next steps and the opportunity to join a virtual action learning set.



# Developing Seniors Programme In Adult Social Care

We have developed a nine-module virtual programme to support the development of seniors within Adult Social Care. The course looks at improving the skills and knowledge of staff whose role is to supervise others in the team and enable them to learn about their own personal qualities and the importance of reflection to improve the quality of Person-Centred Care.

## Cohort 17 – Virtual via Microsoft Teams

Wednesday 28<sup>th</sup> April 2021 – Introduction – 9am – 1pm

Tuesday 11<sup>th</sup> May 2021 – Safe [part 1] – 9am – 12pm

Tuesday 25<sup>th</sup> May 2021 – Safe [part 2] – 9am – 12pm

Tuesday 8<sup>th</sup> June 2021 – Effective [part 1] – 9am – 12pm

Tuesday 22<sup>nd</sup> June 2021 – Effective [part 2] – 9am – 12pm

Tuesday 20<sup>th</sup> July 2021 – Caring – 9am – 12pm

Tuesday 3<sup>rd</sup> August 2021 – Responsive [part 1] – 9am – 12pm

Tuesday 17<sup>th</sup> August 2021 – Responsive [part 2] – 9am – 12pm

Thursday 2<sup>nd</sup> September 2021 – Well Led – 9am – 12pm



The cost of this programme is **£165 per person**. Attendance on all 9 days is required to complete. Email [markturton@linca.org.uk](mailto:markturton@linca.org.uk) to book your place

*Please note there will be a surcharge of £100.00 per delegate if a learner fails to attend pre-booked training.*

# Clinical Skills Training

LinCA WFD have secured funding which allows Managers, Deputy Managers, Nurses and Senior Carers to attend a selection of virtual Clinical courses for **FREE**.

## March

Gastrostomy  
Tracheostomy  
Suction (Oral and Nasopharyngeal)

## April

Female & Male Catheterisation  
Sepsis NEWS and Vital Signs  
Diabetes

## May

Venepuncture & Cannulation  
Wound Care & Management  
COPD

## June

Verification of Expected Death  
Oxygen & Nebuliser  
Syringe Driver

***If after booking a place learner does not attend their chosen workshop, there will be a surcharge of £75.***

A [booking form](#) must be completed.

**For more information, contact: Mark Turton**



# SAFEGUARDING AMBASSADORS

<p><b>Aim</b></p> <ul style="list-style-type: none"><li>• To ensure that the principles of Safeguarding are integral within every day practice</li><li>• To support and advice team and service area colleagues on Safeguarding matters</li></ul>	<p><b>Rollout of the programme</b></p> <ul style="list-style-type: none"><li>• The fifth programme begins on 13<sup>th</sup> May 2020</li><li>• Attend a further day training on 8<sup>th</sup> July 2020 again the date is still to be confirmed where the ambassador will, receive recognition at becoming a Safeguarding Ambassador</li><li>• Safeguarding Needs Analysis collection August 2020</li><li>• Attend first Safeguarding Ambassador meeting September 2020 date to agreed</li></ul>
<p><b>Who can be the Safeguarding Ambassador</b></p> <ul style="list-style-type: none"><li>• The provider or registered Manager to consult with a member of their staff that they believe will embrace this role of being the Safeguarding Ambassador, this may include the Manager themselves</li><li>• All nominations to be sent to Lincolnshire Care Association Workforce Development; email <a href="mailto:markturton@linca.org.uk">Mark markturton@linca.org.uk</a> with;<ul style="list-style-type: none"><li>◦ Name of nominated person</li><li>◦ Their email or work email</li><li>◦ Organisation representing</li><li>◦ Nominating Person and contact number</li></ul></li></ul>	<p><b>Safeguarding Ambassadors Will</b></p> <ul style="list-style-type: none"><li>• Act as a resource and a point of contact for colleagues that require support and guidance with safeguarding issues</li><li>• Cascade/disseminate safeguarding information and develop and maintain a notice board</li><li>• Maintain safeguarding as a standing agenda item at team meetings.</li><li>• Support staff in identifying those in need of protection and assist in their understanding of the action that they need to take</li><li>• Encourage colleagues to recognise trends and themes.</li><li>• Promote the safeguarding adult policy.</li><li>• Be aware of own limitations and seek further clarification / support from the organisations designated Safeguarding Lead.</li><li>• Attend a minimum of three Safeguarding Ambassador meetings annually</li><li>• Attend a minimum of three Safeguarding Ambassadors Network meetings annually</li></ul>

# SAFEGUARDING AMBASSADORS [CONT]

**Note - A SAFEGUARDING AMBASSADOR IS NOT a replacement for a Safeguarding lead, or a replacement for the role regarding Safeguarding issues of the Registered Manager or to be relied on to manage Safeguarding referrals**

## Expected Outcomes of the Role

The development of the role across your organisation will:

- Enhance and streamline Safeguarding practice
- Provide consistency in Safeguarding practice
- Promote staff competencies in Safeguarding
- Give staff confidence to provide up to date advice and support to colleagues

## Purpose of Safeguarding Meetings

- Provide a forum for all Safeguarding Ambassadors to meet, network, share best practice and lessons learnt across the sector
- Gather up to date information from partner agencies.
- Promote discussion on safeguarding policies and procedures.
- Maintain and enhance their skills and competencies in safeguarding



# Safeguarding Ambassadors Network

**Meet up with other  
Safeguarding Ambassadors to  
discuss `best practice`, new  
ideas and updates delivered  
from Industry Experts**

**17<sup>th</sup> June @ 10:30**

**30<sup>th</sup> June @ 2pm**

**2<sup>nd</sup> August @ 2pm**

**Choose the date that suits your Ambassador[s].**

**All Network meeting will last one hour only.**

Email to [samanthabacchus@linca.org.uk](mailto:samanthabacchus@linca.org.uk) to express your interest.



# Swallowing, Oral Health and Nutritional Ambassadors

## Aim

- To ensure that the principles Swallowing, Oral Health and Nutrition (including personal care) and the support of good nutritional values are integral within every day practice
- To support and train the team and service area colleagues on Swallowing, Oral Health and Nutrition matters

## Who can be the, Swallowing, Oral Health and Nutrition [SONA] Ambassador

- The provider or registered Manager to consult with a member of their staff that they believe will embrace this role of being the SONA Ambassador, this may include the Manager themselves
- All nominations to be sent to Lincolnshire Care Association Workforce Development; email Mark Turton [markturton@linca.org.com](mailto:markturton@linca.org.com) with;
  - o Name of nominated person
  - o Their email or work email
  - o Organisation representing
  - o Nominating Person and contact number

**Note – A SWALLOWING, ORAL HEALTH AND NUTRITIONAL AMBASSADOR IS NOT a replacement for a Swallowing, Oral Health and Nutritional trainer, but someone who would be able to support those who train on these subjects**



# Swallowing Oral Health and Nutritional Ambassadors Network meeting

We are planning the next round of network meetings for all Swallowing Oral Health and Nutritional Ambassadors to attend. During these meetings we are planning to roll out the agreement forms between you the providers and the role of the SONA to ensure the role is being carried out and a continual commitment to support each.

The whole process that supports the Ambassadors role is that the networks are **free** to attend. You will take back discussion and communication to provide providers with greater understanding and guidance on all things Swallowing Oral Health and Nutritional

17<sup>th</sup> May 2021 @ 2pm

Or

25<sup>th</sup> May 2021 @ 2pm

Sessions last for an hour.

**These network meeting are inclusive only for Swallowing Oral Health and Nutritional Ambassadors who have completed their Induction. Contact Mark Turton for details.**

# Moving and Handling Train the Trainer Four-day Course

Do you need to train your own in-house trainer to deliver Moving and Handling Training? Access this accredited four-day course which looks at current legislation, best practice and how to use all the resources in a way to ensure the deliver of an interactive session of learning

.


Using our specialist trainers, Edge Training, this four day update course will run from:

**September 22st till 24<sup>th</sup> inclusive**

**Venue and Timings TBC**

If you would like further information, email:  
[samanthabacchus@linca.org.uk](mailto:samanthabacchus@linca.org.uk)





# Moving and Handling Train the Trainer Refresher

Have you got an in-house trained Moving and Handling Trainer who needs an update? Access two days of training to update legislation, best practice and new resources. We seek to find what is the best way forward for your organisation.

Using our specialist trainers, Edge Training, this two day update course will run from:

**September 2<sup>nd</sup> and 3<sup>rd</sup>**

**Venue and Timings TBC**

If you would like further information, email:  
[samanthabacchus@linca.org.uk](mailto:samanthabacchus@linca.org.uk)



# Moving and Handling Train the Trainer Four-day Course

Do you need to train your own in-house trainer to deliver Moving and Handling Training? Access this accredited four-day course which looks at current legislation, best practice and how to use all the resources in a way to ensure the deliver of an interactive session of learning

.

Using our specialist trainers, Edge Training, this four day update course will run from:

**September 22st till 24<sup>th</sup> inclusive**

**Venue and Timings TBC**

If you would like further information, email:  
[samanthabacchus@linca.org.uk](mailto:samanthabacchus@linca.org.uk)



# Basic Life Support

## Supporting the Care Certificate

- Covers all elements of Standard 12
- Allows the competency to be signed off by the trainer
- Assists with completion of the Care Certificate

Dates and venues to be announced Early 2021

The cost of this workshop is **£30.00 per person.**

Email [markurton@linca.org.uk](mailto:markurton@linca.org.uk) to express your interest

*Overall fab course. Excellent trainer, presented the course in a manner that was engaging and understandable*



*Please note there will be a surcharge of £25.00 per delegate if a learner fails to attend pre-booked training*

# Understanding Person Centred Dementia Care

If you have done your Basic Dementia Training and you need more, then this course is for you

Full Day Course - four eLearning modules to be completed after the face to face day. We look at:

- Behaviours which are challenging to others
- Person Centred Care in Dementia
- The role of occupation and easy activities in Dementia

The cost of this workshop is **£35.00 per person or 2 places for £60.00.**

Book your places here:

<https://www.linca.org.uk/courses.asp?cat=32>

Training was  
useful and given  
new ideas

Very interesting  
and  
knowledgeable  
teacher





# Training Skills Training

For all in-house trainers.

Full Day Course -

- Identifying and developing new skills to improve your training through new approaches
- Examining the training cycle
- How to be a trainer rather than a presenter

The cost of this workshop is ~~£140.00~~ **per person or 2 places for £70.00.**

Book your places here:

<https://www.linca.org.uk/courses.asp?cat=31>

Gained far more than I expected

Enjoyed the course, a lot of info but all useful





Coming soon







LinCA WFD are working with  
Industry experts to design a  
programme that will support the  
Learning Disabilities Spectrum

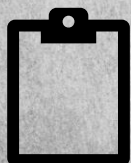
These workshops will aim to  
help and develop the skills a  
employee working with  
Residents/Service Users  
requires to ensure person  
centred care

Dates, Venues and Workshops  
titles to be confirmed

Interested then email

[Markturton@linca.org.uk](mailto:Markturton@linca.org.uk)

All workshops will cost £35 per  
person



# Basic First Aid - Refresher

If your staff have attended First Aid training but need a Refresher, then this training is for you.

A half day course detailing

- Current best practice
- Competency for all staff members

The cost of this workshop is **£25.00 per person or 4 places for the price of 3.**

Book your places here <http://lnca.org.uk/courses.asp?cat=2>

Excellent Course  
content, very  
informative and  
easy to follow

Training session  
was very  
interesting and  
very helpful



*Please note there will be a surcharge of £45.00 per delegate if a learner fails to attend pre-booked training*



# Basic Life Support (BLS) & Automated External Defibrillation (AED)

A Level 2 Quasafe accredited course. You will receive full certification upon completion.

During this half day course, learners will gain a range of knowledge and practical skills in providing basic life support (BLS) and using an automated external defibrillation (AED) safely. Learners will practise assessing and managing a casualty who need BLS and the safe use of an AED.

The cost of this workshop is **£45.00 per person.**

Email [Markturton@linca.org.uk](mailto:Markturton@linca.org.uk) to express your interest

*Excellent course with clear and concise information, delivered at the perfect pace.*

*Trainer was confident, knowledgeable & engaging. He kept interest of the whole group*



Accredited Education  
& Consultancy



*Please note there will be a surcharge of £40.00 per delegate if a learner fails to attend pre-booked training*



# Emergency First Aid at Work

A Level 3 Quallsafe accredited, HSE recognised course. You will receive full certification upon completion.

During this full day course, learners will develop the skills and knowledge needed to deal with a range of emergency first aid situations, including:

- Managing an unresponsive casualty
- CPR
- Choking
- Shock
- Wounds and bleeding
- Minor injuries

The cost of this workshop is **£50.00 per person.**

Email [markturton@linca.org.uk](mailto:markturton@linca.org.uk) to express your interest

Trainer made the course fun as well as interesting

Overall a very informative and enjoyable course. Definitely recommend.



Accredited Education  
& Consultancy



*Please note there will be a surcharge of £45.00 per delegate if a learner fails to attend pre-booked training*



# Health and Safety in the Workplace

## *For managers and deputies*

**A Level 3 Industry accredited course. You will receive full certification upon completion.**

During this 3-day course, learners will develop more advanced health and safety knowledge. It covers understanding the requirements for health, safety and welfare in the workplace and legal requirements, the benefits of using a health and safety system, understanding the principles of risk assessment, understanding the risks and control methods for common workplace hazards and how to manage the effects of accidents and ill health.

The cost of this workshop is **£180.00 per person.**

Email [markturton@linca.org.uk](mailto:markturton@linca.org.uk) to express your interest

*Trainer good at keeping people engaged, found him very helpful and approachable to ask questions*

**Attendance is required on ALL 3 days to complete the course.**



Accredited Education  
& Consultancy




*Please note there will be a surcharge of £150.00 per delegate if a learner fails to attend pre-booked training*

**CELEBRATE  
SUCCESS**







**Awards and Accolades** - There are a number of local, regional and national awards celebrating good quality care including

**Great British Care Awards** - <http://www.care-awards.co.uk>

**2021 Lincolnshire Care Awards** - <https://www.linca.org.uk/news.asp?id=217>

**2021 Skills for Care Accolades**  
<https://www.skillsforcare.org.uk/Getting-involved/accolades/Accolades.aspx>

It can be very encouraging for staff to know that they have been nominated for an award.

We hope that you will feel able to share suggestions and good practice about retention at the networking events.



**Lincolnshire**  
Care Association



# How to become a LinCA Member

LinCA are keen to promote and increase LinCA Membership, as we are stronger together than we are apart. Increased Membership improves and expands the services that we can offer to the Care Sector.

## LinCA Member benefits:

- Regular communications and monthly e-newsletter
- Key business information and news items in the Member Area of the website
- Quarterly networking meetings and Annual General Meeting
- Access to member only sector specific workshops
- Access to Support Services - LinCA can access business support services such as Finance, HR and Legal Services through our commercial members at discounted rates. We have been able to obtain the services of Royds Withy King solicitors to provide advice on service user contracts.
- Business listing in the website “Looking for Care” portal
- Opportunity to advertise job vacancies on the website
- Two free tickets to the LinCA Annual Conference
- Access to LinCA Board members with expertise in Nursing Homes, CQC, Domiciliary and Residential Care

## LinCA Membership fees:

£5.20 per registered Care Home bed;  
£200 per Provider of Day Care Services, Home Care Services and/or other Community Support Services; £300 per Domiciliary Care Lead Provider.

**For more information, contact: Sue Lovelock**

# USEFUL LINKS





## **Alzheimer's Society:**

<http://www.alzheimers.org.uk>

## **Skills for Care:**

<http://www.skillsforcare.org.uk/home/home.aspx>

Lincolnshire County Council:

<http://www.lincolnshire.gov.uk>

Social Care Institute for Excellence

(SCIE): <http://www.scie.org.uk>

Social Care Information & Learning Service (Scils)

<http://www.scils.co.uk>

## **More Effective Recruitment**

A number of resources have been developed by Skills for Care to help with Finding and Keeping Workers. Take a look at the user friendly portal at

<http://www.skillsforcare.org.uk/Finding-and-keeping-workers/Finding-and-keeping-workers.aspx>

A new local resource has also been developed for young people looking at social care as a career, but you may also find this useful during your recruitment activities

<http://www.healthandcarelincs.org.uk>