



Objective	Action taken	Target date	Completed
AH to look through Quality Standards and be accountable for having a team that reflects the needs of service users.	Copy received from KMC of Guide for Managers in training staff. AH to analyse.	May 10	May 10
AH to liaise with KMC Officers to find what training is available.	AH to liaise with Bronwynn Bennett (Workforce Development Officer @ KMC for Private Sector) to access training available.	May 10	May 10
AH to liaise with KMC Officers to find what training is available.	AH to liaise with Mandy Baxter (NVQ Co-ordinator at Adults & Communities, Kirklees M.C.), to discuss further training opportunities available for all staff to partake, either with her or the Learning & Development Unit @ KMC.	May 10	May 10
Training matrix to be reviewed so that courses are staff member specific and identified training needs through discussions.	AH to action.	May 10	May 10
Induction of staff is to be reviewed.	AH to ensure that all staff complete the following on starting their employment @ GVH: <ul style="list-style-type: none"> <li>• Common Induction Standards</li> <li>• POVA workbook</li> <li>• Dementia workbook</li> <li>• Infection Control DVD</li> <li>• Fire DVD</li> <li>• (further training on DVD's that are job specific)</li> <li>• Briefing on equipment being used ie. Manual Handling and/or techniques</li> </ul>	May 10	May 10
Manual Handling Training is for all staff involved with the handling of service users.	<ul style="list-style-type: none"> <li>• As part of induction staff are to be given a briefing on manual Handling and the use of aids used.</li> <li>• AH then to place staff members on a manual handling course with the Learning &amp; Development Unit who will keep track and book training again annually.</li> <li>• AH to book all staff on Manual Handling Training with the L&amp;D by end of June, as detailed on matrix</li> </ul>	June 10	Jun 10
Emergency First Aid – to be facilitated by Learning & Development Unit and updated every 3 years for all staff as detailed on training matrix.	<ul style="list-style-type: none"> <li>• AH to book staff members on First Aid training by end of June.</li> </ul>	June 10	June 10
Management of Aggression & Violence - to be facilitated by Learning & Development Unit and updated every 3	<ul style="list-style-type: none"> <li>• AH to book staff members of Management of Aggression &amp; Violence training by end of June.</li> </ul>	June 10	June 10

years for all staff as detailed on training matrix.			
Oral Healthcare – for all staff as detailed on training matrix, facilitated by Rosaleen Bawn.	<ul style="list-style-type: none"> <li>• First date organised for this training is 7.6.10.</li> <li>• AH to organise further training dates for those requiring this training in July 10.</li> </ul>	June 10	June 10
Fire training – to use Fire Defence with Trevor Bernard, funded by GVH for all staff members.	<ul style="list-style-type: none"> <li>• Training with Trevor Bernard has been organised for 30.6.10 @ 2pm.</li> </ul>	June 10	June 10
Dementia – to be facilitated by Bronwynn Bennett and updated yearly for every staff member.	<ul style="list-style-type: none"> <li>• All staff are to complete a Dementia Workbook as part of the induction process</li> <li>• Bronwynn to facilitate this training event allowing staff to reflect on practise on 15.9.10.</li> <li>• Two sessions will take place – 2pm – 5pm , 6pm till 9pm.</li> <li>• Focus to be on Dignity, promoting and maintaining involvement</li> <li>• In meantime, staff are to complete training via workbooks then this work will be done with Bronwynn.</li> </ul>	Sept 10	Sept 10
Nutrition	<ul style="list-style-type: none"> <li>• These briefings are to be organised with Rosaleen Bawn by November 10</li> </ul>	Nov 10	Nov 10
Food Safety – to be facilitated by Learning & Development Unit and updated every 3 years for all staff as detailed on training matrix.	<ul style="list-style-type: none"> <li>• AH to book staff members on Food Safety training by end of December.</li> <li>• AH has also accessed training with Third Eye Solutions, dates for those not completed to do on 7.2.11 and 10.2.11 (2 workshops).</li> </ul>	Feb 11	Feb 11
POVA/Safeguarding training is for every single member of staff which is to be renewed yearly.	<ul style="list-style-type: none"> <li>• AH to liaise with Dawn Lewis @ KMC to organise – booked with Caroline Hoath – Learning &amp; Development Officer @ Highfields for those due</li> </ul>	Mar 11	Mar 11
Medication Management	<ul style="list-style-type: none"> <li>• At the moment the Learning &amp; Development Unit facilitate training at a carer’s level. Mandy Baxter going to look into.</li> <li>• Training completed for nursing staff</li> </ul>	April 11	April 11
Infection Control – to be facilitated by Third Eye Solutions and be updated 3 yearly for every staff member.	<ul style="list-style-type: none"> <li>• AH has organised and these will take place in July 2011.</li> </ul>	Jul 11	
Good Practise Briefings	<ul style="list-style-type: none"> <li>• These will continue to take place as part of staff meetings, topics to be arranged and discussed as required by management.</li> </ul>	Ongoing	Ongoing
Health & Safety – to be facilitated by Learning & Development Unit and updated every 3 years for all staff as detailed on training matrix.	<ul style="list-style-type: none"> <li>• AH to book staff members on Health &amp; Safety training by end of July.</li> </ul>	Ongoing	Ongoing

