

**Integrated Personalised Care: Training Requirements – Booking Form**

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| **Name of Organisation** |  |
| **Manager Name** |  |
| **Contact details**  **(Address and telephone number)** |  |
| **Email Address** |  |
| **Number of staff requiring training** |  |
| **Geographical areas served (Leicester, Leicestershire, Rutland)** |  |
| **Date required for training** |  |

The training will focus on the generic tasks identified as frequently used by a group of service providers:

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| **TASK** | **DESCRIPTOR** |
| **1** | Apply steroid based creams at above 1% |
| **2** | Administration of eye and ear drops. |
| **3** | Monitor the condition of the skin where there is a risk of pressure ulcers developing and refer to a health worker if required |
| **4** | Assist individuals to eat who are at risk of choking and where the risk is managed by a standard plan of care (e.g. thickened fluids, softened diet) |
| **5** | Use of NHS provided equipment to lower the risk of pressure sores and posture awareness / benefits of good posture |
| **6** | Manage catheter, conveen, stoma, colostomy, ileostomy and urostomy care systems |
| **7** | Undertake blood sugar finger prick test for diabetics where included in their plan of care and take appropriate follow up action |
| **8** | Application of compression hosiery |

Training can be delivered through a number of modalities. Please indicate which modality would best suit you;

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| **Training Modality** | **Please tick type of training required** |
| One day classroom course |  |
| Bitesize training |  |
| Accreditation of prior learning |  |

**One day classroom training**

This session covers the generic tasks across a one day classroom session. The maximum number of delegates will be 12. The competency of each delegate will be assessed through them providing a practical demonstration to the trainer. This training is usually delivered at one of our LPT Training Facilities and wherever possible a no cost venue will be sourced.

**Bitesize training**

This option allows delegates to attend sessions no longer than 90 minutes during which specific tasks will be taught and competencies assessed. The maximum number of delegates will be 12. It will be possible to attain competency in more than one task in a single bitesize session where generic tasks are closely associated. Delegates will be able to achieve compliance with all generic tasks through attending a number of bitesize sessions over a period of time.

**Approval of prior learning (APEL)**

Where a delegate, or group of delegates, has previously attended other training related to the generic tasks, they will be asked to provide documentary evidence. Any evidence provided will be checked by LPT and where acceptable, this will accepted as evidence of accreditation of prior learning and the delegate can be signed off as competent. Evidence must demonstrate that competence was checked and demonstrated. Training must have been attended within the previous 3 years.

Where training has been attended, but competency not checked, the delegate will be able to submit evidence of training attended and request a competency

check.

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| **Name** | **Job Role/Title** | **Delegate Email address for sending of certificate** | **Training required for which task** | **Training modality (type e.g. one day class room, bite size etc)** |
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**Please email your completed booking form to the Integrated Personalised Care Training Team at** [**lpt.fipc@nhs.net**](mailto:lpt.fipc@nhs.net)**.**

Thank you.

Integrated Personalised Care Training Team - Leicestershire Partnership Trust