

5 Day Train the Trainer Course - Moving and Handling of People



PRISM MEDICAL UK



University of Salford
A Greater Manchester University

Moving, Handling & Bathing Solutions™

5 Day Train the Trainer Course - Moving and Handling of People

About the Course

This unique programme combines a collaborative approach to learning between Prism Medical UK and the University of Salford. The 5 day skills component acts as a precursor to the extended 12 week work based learning module delivered by the University of Salford to gain an accredited award of 20 credits at Level 4.

Who Should Attend?

This extended course (1 day per week for 5 weeks) is intended for those people who wish to develop their Moving and Handling people skills to a higher level of competence.

The sessions are designed to increase theoretical and practical skills which can then be transferred to change Moving and Handling practice in your place of work.

There will be written tests following Days 1 and 2 and ongoing assessment of delegates practical skills. All successful delegates will be issued with a certificate of competence. Delegates will need to update their knowledge and skills annually.



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Recommended Pre –Course Reading

The following literature will be referred to throughout the course. It is recommended that you access the reading materials prior to attendance to maximise your learning experience and facilitate a more reflective learning process.

Smith, J. (Ed) (2005): *The Guide to the Handling of People 5th Edition*. Backcare, Teddington, Middlesex, UK

Mandelstam, M. (2002): *Manual Handling in Health and Social Care*. Jessica Kingsley Publishers. London

Hignett et al (2003): *Evidence-Based Patient Handling. Tasks Equipment and Interventions*. Routledge, London

Good Practice and Pitfall in Risk Assessment (2003): *Research Report 151*, Health and Safety Executive. HMSO, London, England.

HSE (2002a). *Principles and Guidelines to assist HSE in its judgements that duty-holders have to reduce risk as low as reasonably practicable*. HMSO, London, England

MHSWR (1999). *Management of Health and Safety At Work Regulations 1999, Approved Code of Practice and Guidance*. HSC 2000, HSE L21. ISBN 0 7176 24889

“Manual Handling” *Manual Handling Operations Regulations (as amended) Guidance on Regulations L23 – Third Edition 2004*

Jasper, M. (2003). *Beginning Reflective Practice*. Cheltenham. Nelson Thornes. ISBN 0748771174



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Course Schedule

Day 1 Session 1

Aim:

To review relevant legislation and current guidelines relating to manual handling

Objectives:

By the end of this session delegates will:



- Have knowledge of current legislation as it relates to manual handling.
- Understand the relevance of recent case law relating to manual handling.
- Be aware of the importance of your organisation's Policy on Moving and Handling and the impact that this has on practice in the workplace.
- Be aware of the RCN's Training Guidance and Competencies in M&H as well as the National Back Exchange's Publication 'Essential Back Up' (Guidance in Training Moving and Handling) and their Standards in Manual Handling.

Homework:

Delegates to source their organisation's M&H policy and summarise its key points explaining how this impacts on their daily practice. Prepare a poster to feedback your findings for display at the next session.

Day 1 Session 2

Aim:

To inform on Back Awareness, the Principles of Safer Manual Handling, (as taken from the HSE Research Report - Moving and Handling, achieving a consensus - 097). To investigate the Risk Assessment Process as it relates to the Moving and Handling of people.

Objectives:

Following the session delegates will:

- Have revised the anatomy of the spine.
- Be aware of spinal pressures caused by postural changes.
- Appreciate the importance of undertaking a risk assessment.
- Be aware of the principles of the safer Moving and handling of people.
- Reduce any assessed risks to the lowest level that is possible at that time, by applying the safer Principles.



Homework:

To produce a risk assessment on bathing an individual. This is to be submitted during the next session.

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Course Schedule

Day 2 Session 3

Aim:

To inform delegates on benefits of standing and the side assisted stand, Investigating why some techniques are classed as controversial and when it may be acceptable to use these in the workplace. To give a knowledge of the Rapid Entire Body Assessment Tool (REBA).

Objectives:

By the end of the session delegates will:



- Have gained an insight into the benefits and cost savings to an organisation from encouraging clients to stand where possible.
- Be able to demonstrate the side assisted stand and be able to describe the test stand to others.
- Understand why some techniques as described in The Guide to the Handling of People 5th Edition (HOP5) are deemed controversial and have the confidence of when it may be appropriate to use these.
- Have undertaken a REBA assessment and have a familiarity of the documentation involved in its recording.

Homework:

To produce a REBA assessment on an identified task risk within your place of work. Delegates to produce the evidence in photographic form showing their calculations which have given a REBA score.

Day 2 Session 4

Aim:

To enable delegates to improve their understanding of teaching and learning processes, empowering them to become more effective teachers and learners.

Objectives:

By the end of the session delegates will be able:



- To define the terms teaching, learning and competence.
- Identify behaviours which may help/hinder learning.
- Define the terms Aims and Objectives.
- Inform on the principles of creating a lesson plan.
- To write a lesson plan.
- List the records to be kept when a teaching session has been undertaken.

Homework:

To identify and begin to develop a 30 minute teaching session which you will deliver to other delegates on Day 5. A detailed lesson plan must be written, any handouts and resources for the session must be produced, this session should be appropriate to your place of work.

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Course Schedule

Day 3 Session 5

Aims:

To inform delegates of the variety of small pieces of Moving and Handling equipment available.

Objectives:

By the end of the session delegates will:

- Be aware of the possible uses of transfer boards as well as the client groups they may be suitable for.
- Understand the pros and cons of stand aids.
- Have knowledge of the type of clients an active hoist may be useful for.

Homework:

Review of case studies identifying correct choice of equipment for named clients.



Day 3 Session 6

Aim:

To improve delegates moving and handling skills in the environment of the bed/changing table.

Objectives:

Following the session delegates will:

- Understand the benefits of using 4 section profiling beds
- Be aware of the uses of slide sheets and demonstrate practical ability in facilitating movement on beds and changing tables.
- Demonstrate knowledge of techniques and practical skills when moving and handling clients on the bed/ changing table.

Home work:

Write a reflective statement on how this session may change your practice in client moving and handling.



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Course Schedule

Day 4 Session 7

Aim:

To review the factors to consider when choosing and using passive hoists and slings.

Objectives:

By the end of this practical session the delegate will:

- Be able to identify the important factors when choosing a passive hoist.
- Be aware of the range of sling shapes and materials available.
- Have knowledge and have had practice of the correct techniques to be used when fitting slings.
- Have an awareness of the issues around sling and hoist compatibility.
- Demonstrate a practical ability in all of the above.



Day 4 Session 8

Aim:

To improve delegates problem solving abilities.

Objectives:

By the end of this practical session delegates will:

- Be able to analyse risk in a given M&H situations.
- Understand actions to be taken when solving M&H problems.
- Identify strategies in order to minimise risk within problematic M&H issues.

Homework:

To continue to develop your teaching session for next week.



Day 5 Session 9

Aim:

Delegates will be able to prepare and deliver a short Training session on a people Moving and Handling topic.

Objectives:

By the end of the session delegates will:

- Have produced a detailed lesson plan complete with aims and objectives for their session.
- Deliver a 30 min. training session which other delegates will evaluate.
- Have undertaken reflection following their training session.

Session includes delegate presentations



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What Next ?

1 Day Refresher Course - Every 12 Months

This annual refresher course will re-acquaint the delegate with current legislation, as well as safer principles with regard to the manual handling of people.



- We will investigate the latest techniques and equipment which will help with the problem solving in practice
- Guest speakers will be invited to highlight specific cases and discuss outcomes of the latest advice related to manual handling

Refresher courses will be held at all the 5 Day Train the Trainer Course venues (see rear cover for details)

12 week Independent Learning Module



The 12 week Independent Learning Studies module at the University of Salford is designed to accredit the knowledge and practical skills developed throughout the 5 day Train the Trainer course and will:

- Meet the employers and students varied needs for flexible, accredited higher level learning applied to moving and handling
- Ensure the learning is of direct learning relevance to the context of their workplace
- Limit the level of 'down time' of employees undertaking learning

Independent Learning Studies will address the development of the student's own ability to learn in the context of their work and allow application of prior moving and handling theory and practice in their own workplace promoting action learning and encouraging reflective practice.

There is a particular emphasis on the value and importance of using reflection on work practices, reviewing and learning from experience, problem – solving within a working environment and the acquisition of new competence – learning to learn.

On successful completion of the learning agreement and reflective assignment, delegates will be awarded a Certificate of Achievement from the University of Salford and accredited 20 credits at Level 4.

Employers or employees are able to access the modules as stand alone continuous professional development (CPD) or take a cluster of modules to achieve a short award such as a graduate certificate.

Framework modules are also approved to be used individually or in small clusters as part of taught awards.

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The course is offered at the following locations



1. Prism Medical UK - APLS Division
Unit 4, Crispen Court, Newbiggin Lane, Newcastle upon Tyne,
Tyne & Wear NE5 1BF

Course dates:

Thursday 23rd June 2011 Thursday 30th June 2011
Thursday 7th July 2011 Thursday 14th July 2011
Thursday 21st July 2011

2. Prism Medical UK - Carefree Division
13-15 Pennington Street, Hindley, Wigan,
Lancashire WN2 3AH

Course dates:

Thursday 6th January 2011 Thursday 13th January 2011
Thursday 20th January 2011 Thursday 27th January 2011
Thursday 3rd February 2011 Thursday 15th September 2011
Thursday 22nd September 2011 Thursday 29th September 2011
Thursday 6th October 2011 Thursday 13th October 2011

3. Prism Medical UK - Freeway Division
Unit 1, Tir Llwyd Industrial Estate, St Asaph Avenue, Kinmel Bay
Rhyl, Denbighshire LL18 5JA

Course dates:

Thursday 31st March 2011 Thursday 7th April 2011
Thursday 14th April 2011 Wednesday 20th April 2011
Thursday 28th April 2011

4. Prism Medical UK - Westholme Division (Northern Region)
Unit 4, Jubilee Business Park, Jubilee Way, Grange Moor, Wakefield
West Yorkshire WF4 4TD

Course dates:

Thursday 17th February 2011 Thursday 24th February 2011
Thursday 3rd March 2011 Thursday 10th March 2011
Thursday 17th March 2011 Thursday 27th October 2011
Thursday 3rd November 2011 Thursday 10th November 2011
Thursday 17th November 2011 Thursday 24th November 2011

5. Prism Medical UK - Westholme Division (Southern Region)
Unit 7, Saracen Industrial Estate, Mark Road, Hemel Hempstead,
Hertfordshire HP27BJ

Course dates:

Thursday 12th May 2011 Thursday 19th May 2011
Thursday 26th May 2011 Thursday 2nd June 2011
Thursday 9th June 2011

6. Prism Medical UK - Liftech & Test Valley Divisions
Unit 42, South Hampshire Industrial Park, Totton, Southampton,
Hampshire SO40 3SA

Course dates:

Thursday 4th August 2011 Thursday 11th August 2011
Thursday 18th August 2011 Thursday 25th August 2011
Thursday 1st September 2011

For further information on the above courses and future dates, please contact:

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