Annual Training Planning Checklist for Care Managers



In the case of a busy care service, there is often no time to spare. But even then, training times come around, certificates expire, and inspections demand evidence of training. An annual schedule can be of great help in meeting these challenges. This guide will teach you how to make an effective annual schedule. You can also see here how to book moving and handling training Bristol early.

Why Care Managers Need an Annual Training Plan

Training is most effective when planned rather than being deadline-driven. The plan demonstrates who should be enrolled on which course and when. It divides the training into regular sessions throughout the year and helps keep your rota intact. Furthermore, a plan offers you an easy solution whenever an inspector wants to know about the way you conduct your mandatory training.

Another advantage of a training plan is its cost-effectiveness. Early booking enables you to divide learners into groups, select a suitable date and eliminate any rush booking. In addition, it eliminates any gaps in cover, as employees will attend the course in groups rather than in a large number. Above all, a training plan ensures safety. Employees who have the necessary skills are able to react properly during an emergency situation or provide quality care. Moreover, the benefits of a well-prepared plan can be easily noticed by families and commissioners, as they deal with confident employees who communicate professionally.

It is important to appoint one person responsible for the plan. This person must review it on a monthly basis and report to the registered manager. Otherwise, the best plan will become irrelevant eventually.

How to Audit Your Current Training and Spot Gaps

Work from your current situation. Collect all certificates, registers, and competence documents and check them against your staff list. Mark those people who underwent training, its dates, and expiry of the certificate. Normally, there will be several surprises in the process – either new employees without any documents at all or long expired certificates, which have never been noticed.

Further, compare your results with the requirements for each position. Receptionist, support worker, nurse – these positions require different courses. Make a list of required courses and mark what is still absent there. Prioritize the problems depending on their level of importance. Lack of education in such topics as life support, movements and handling and medications always goes first as it concerns safety directly.

Finally, add the information gained from interviews with your staff members. Which course was useful for them and which topic was difficult? This will allow you to identify the directions where your future work will bring the best results. Add this information to your plan and next year you will have more efficient courses.

Which Mandatory Courses to Include in Your Plan

Not all the lists will be suitable for all the services so try to tailor it to the needs of the service user. The main courses that should be delivered in any care agency each year are:

- Basic Life Support, renewed annually
- Moving and Handling, renewed annually
- Medication Awareness, renewed annually
- Safeguarding, Infection Control and Fire Safety
- Oliver McGowan Learning Disability and Autism Training, renewed every three years
- Mental Health Awareness, annual renewal recommended

Additional courses may be provided according to the staff role. Staff that supports individuals with epilepsy may need Rescue Medication training. Complex behaviour support is needed in services that support individuals with such issues. Check the list annually, since the service, the service users and the national guidelines may have changed. Provide short

descriptions of reasons why each course is included in the list for the inspectorate to understand your decision.

Check the compliance of the courses with the recognized standards as well. CPD accreditation, Mapping to CSTF and the Key Questions of CQC will help to improve the quality of your evidence and to compare the providers.

How to Schedule Training Around Your Staff Rota

As the rotas have little or no interruptions, it is advisable to plan the training in courses effectively. You should start by choosing the risky courses and / or the courses that will expire sooner. The medication awareness training courses should be done in the first part of the year because these courses help save lives and require certificate renewals every year. The others should be scheduled at quieter periods.



Choose the appropriate method of delivery. When you opt for the on-site delivery then the trainer will come to your premises and in this case the employees won't need to travel anywhere but can take the course from their workplace and from their machines. The open courses are suitable for new hires and small teams. Taking two courses on the same day will be less time consuming and even cheaper because you will have to make only one journey rather than two journeys. Find out about group bookings and annual packages offered by various training providers as there are discounts for them.

How to Track Renewals and Keep Evidence Inspection Ready

Monitoring is crucial for the implementation of the strategy. Develop a training matrix where all people, all courses and expiry dates of all certificates should be included. Colors

should be used for all certificates with the expiry date less than 60 days left. It has to be done twice a year right after each course within two days.

Keep all your documents in good condition. All the certificates, signed registers and competency records should be kept in one place. Your certificate has to be checked as soon as you receive it and then kept in that place. Such document will be required in the first place by any inspector. It is handy to organize them in one place. Regular keeping of all your digital documents and providing access to those who can edit them is important. Develop a simple naming pattern (surname-courses-date) that will help to find the necessary documents in the fastest way.

Conclusion

Effective training plan provides protection, helps employees, and boosts managers' confidence during audit days. Check what you have, identify the required courses for each position, organize according to your rota and record all renewals. Frequent small checks will help to maintain the entire system. In case you need support regarding organizing sessions on-site for your employees, contact us at 07428 112029.