

Training in Sunbeam House Services

There are a number of training courses available to staff in Sunbeam House, some of which are mandatory. Many of the courses are also open to families if space permits. At time of writing, the courses currently offered in Sunbeam House are as follows:-

Title of Course	Duration	Refresher Frequency	Mandatory Yes/No	Provided by internal or external trainers	Course Content	Available to Families (if space permits)?
Induction (*elearning)	Flexible	None	Yes	Internal	<ul style="list-style-type: none"> • Local induction on location. • General induction on elearning which includes an overview of the organisation and the varying sections within, e.g. Finance, Quality & Compliance, Human Resources etc. 	Yes
People Handling (*theory section available on elearning)	1 day	3 years	Yes	Internal	<ul style="list-style-type: none"> • Manual handling. • Back care. • Injury to the back. • Safe handling practices for inanimate loads. • Safe handling practices for people. 	No
Fire Extinguisher Training	2 hours	3 years	Yes	External	<ul style="list-style-type: none"> • Identify hazards. • Identify types of fire extinguishers. • Practical use of fire extinguishers. 	No
Protection & Safeguarding	2 days	2 years	Yes	Internal	<ul style="list-style-type: none"> • Positive behaviour supports. • Awareness of abuse issues. • Risk management. • Adverse events reporting. 	Yes
Food Hygiene	1 day	At least every 5 years	Yes for staff assisting with food preparation	External	On completion of the HACCP Primary Food Safety & Hygiene Training course, participants will have the skills to implement Food Safety Processes & Procedures.	No

Occupational First Aid	3½ days	2 years	At least one person on each shift must complete this training. Mandatory for all transport staff.	Internal	This is a comprehensive QQI /FETAC Level 5 Certification Course which covers all the essential aspects of the Occupational First Aid requirements as outlined in module 5N1207. It was introduced on 1 September 2008. The Occupational First Aid course now includes Cardiac First Responder training in automated external defibrillators (AED's) and administering aspirin for heart attack patients.	No
Safe Administration of Medication	2 days	2 years	Yes for all staff working with clients.	Internal & External	The overall aim of this 2 day programme is to develop, in non-nursing staff, the required knowledge, skills and attitude for the safe handling of medications, within a health and social care context.	No
Diabetes Training	1 day	2 years	Yes for all staff who are working with clients who have been diagnosed with diabetes and are insulin & non-insulin dependent (type 1 & type 2).	Internal & External		Yes
Epilepsy & Buccal Midazolam	1 day	2 years	Yes for all staff who are working with clients that are prescribed Buccal Midazolam for epilepsy.	Internal & External	This course covers the following topics:- <ul style="list-style-type: none"> • What is epilepsy? • What is a seizure? • What causes epilepsy? • How many people have epilepsy? • Categories of seizures • Prevention of seizures • Emergency treatment 	Unknown

Management of Actual or Potential Aggression (C.P.I. – Crisis Prevention Intervention)	2 days	2 years	Yes	Internal	This programme promotes a safe, non-harmful behaviour management system designed to help professionals provide for the best possible care, welfare, safety and security of disruptive, assaultive and out-of-control individuals even during their most violent moments.	Yes
Personal Outcomes	3 days	2 years	Yes for all keyworkers and CSM's.	Internal	A practical workshop for key staff; 3 full days training and 4 days of practical work in partnership with one specific person and their Circle of Support to measure current quality of life and services (based on 23 indicators for a good life) and identify up to 5 priority outcomes that will inform the person's Personal Plan for the next 3 years.	No
Values and Practice	1 day	2 years	Yes for all keyworkers and CSM's.	Internal	<ul style="list-style-type: none"> • The values of SHS. • How values drive practice. • What defines a good life. • Valued social roles. • The importance of natural relationships. • The discovery and planning process. • Roles and responsibilities. 	Yes
Wheelchair Clamping & Tail-lift Training	½ day		Yes for staff using buses.	Internal	This course provides staff with practical information on how to safely apply wheelchair clamps and the correct use of a vehicle tail lift	No
Stress Management	2 days		No	Internal		Unknown
Conflict Management	2 days		No	Internal		Unknown
Autism Awareness	1 day		No	External	This training programme not only details theory but more importantly includes methods of best practice when working with this client group.	Yes
Report Writing	½ day		No	External	A one-day course designed to provide all professionals who are required to write reports with the necessary knowledge and skills to prepare their reports to best practice standards.	Yes

Lámh	1 day		No	External	This course is for staff members and professionals who have started to work in an environment where Lámh is used and covers 100 Lámh signs and how to support a Lámh user. No previous Lámh training required.	Yes
Dementia Awareness	2 days		No	Internal	This programme promotes an awareness of dementia by providing education and training to staff. It enables participants to increase knowledge and skills and develop attitudes which enhance their ability to provide the best possible care.	Yes
Emerging Leaders (leadership programme)	9 months		No	Internal	The aim of this course is to help first time leaders or potential leaders within SHS to maximise their potential. The course covers topics such as:- <ul style="list-style-type: none"> • Exploring what leadership is and what a leader does. • Understanding the range of leadership styles and when to use them. • Learning the key communication skills for leaders. • Developing practical leadership skills to increase effectiveness. • Understanding the leader's role in relation to the team. 	No

** Courses using elearning*

Elearning is an online facility where people can do courses in their own time and at a location of their choice – all that is required is access to the internet and an appropriate device (e.g. computer/tablet/laptop etc.). Sunbeam has its own elearning site - 'elearning.sunbeam.ie' which is accessible to all staff. Further details on this can be obtained by emailing paul.temple@sunbeam.ie.

All internal courses are delivered by SHS staff trainers who are qualified in the relevant areas. Training venues are in Arklow and Bray. Numbers on each course are limited and vary depending on the course content and location. SHS staff will have priority in the allocation of places.

Families are welcome to attend training courses along with SHS staff members if space and numbers permit. If the course is being run internally, there is no cost to families wishing to attend. If families feel they would like training in a specific area as a group, additional courses can be run but this would depend on the availability of our trainers and premises. There may be a cost in this case, particularly if the training is provided by an external body and there is a

cost to Sunbeam House. Families interested in attending any training should contact Paul Temple at Sunbeam House Services, Cedar Estate, Killarney Road, Bray, Co. Wicklow, telephone (01) 286 8451 or email paul.temple@sunbeam.ie.

Additional external training is available to staff on request, provided it is relevant to the person's role or location.