

# Annual Return 2022/2023

## Provider Information to be published

The following information relates to information CIW held about this provider and its associated services on the 31st March 2023.

This section has been completed for you. There are no actions to complete. This information displayed will be included in the published Annual Return.

Provider name:	Cwm Gwendraeth Limited	
The provider was registered on:	24/04/2019	
The following lists the provider conditions:	There are no imposed conditions associated to this provider	
The regulated services delivered by this provider were:	CwmGwendraeth	
	Service Type	Care Home Service
	Type of Care	Adults With Nursing
	Approval Date	24/04/2019
	Responsible Individual(s)	Aldo Picek
	Manager(s)	Elisabeth Bielak
	Maximum number of places	59
	Service Conditions	There are no conditions associated to this service

## Training and Workforce Planning

Describe the arrangements in place during the last financial year for identifying, planning and meeting the training needs of staff employed by the service provider	CG has dedicated L+D Team (Manager and trainers) one is dedicated to CG. All new CG staff get a 5-day induction prior to starting. Manual Handling (MH) and Positive Behavioural Support/Positive Behavioural Management (PBS/PBM) is also included in induction, refresher and follow up in CG. An e-learning suite is complete on induction and refreshed annually. The L+D Manager contributes to the weekly Senior Manager Team (SMT) and monthly training meeting (including RIs) discuss CG's training needs.
Describe the arrangements in place during the last financial year for the recruitment and retention of staff employed by the service provider	CG has a dedicated People and Culture (P+C) team one of whom is dedicated to CG. All new CG staff are interviewed and do a trial shift. This is followed by a 5-day induction and a 24-week induction period with an 'induction' booklet of learning outcomes and supervisions. There is a weekly review of staffing in CG with CG's Managers the P+C team. The weekly SMT includes P+C. P+C have their own weekly review meeting. CG's RI attends a monthly business review which includes P+C issues.

## Service Profile

### Service Details

Name of Service	Cwm Gwendraeth
Telephone Number	01269 842656
What is/are the main language(s) through which your service is provided?	English Medium with some bilingual elements
Other languages used in the provision of the service	None.

## Service Provision

### People Supported

How many people in total did the service provide care and support to during the last financial year?	89
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### Fees Charged

The minimum weekly fee payable during the last financial year?	813.06
The maximum weekly fee payable during the last financial year?	2942.46

### Complaints

What was the total number of formal complaints made during the last financial year?	0
Number of active complaints outstanding	0
Number of complaints upheld	0
Number of complaints partially upheld	0
Number of complaints not upheld	0
What arrangements were made for consulting people who use the service about the operation of the service during the last financial year?	The Managers of Cwm Gwendraeth (GC) will hold service user meetings to find the views of the people who live with us. Where the person has an advocate, their views will be sought. Where the person lacks the capacity to tell us their views we will seek the advice of their family to find what the service user would have felt/thought. The Named Nurses will seek their views about their satisfaction with care in monthly support plan reviews. Views of their external MDT including best interests assessors in the DoLS process will also be sought regarding the persons satisfaction with their care. Care staff in CG will on an ad-hoc basis work to find their satisfaction with the service we provide through daily interactions/activities/excursions from CG. The RI visits CG regularly on an informal basis, and will talk with people living in CG about their satisfaction with the care/support they receive. Where the person lacks the capacity to do so, they seek other sources for this information.

### Service Environment

How many bedrooms at the service are single rooms?	57
How many bedrooms at the service are shared rooms?	0
How many of the bedrooms have en-suite facilities?	57
How many bathrooms have assisted bathing facilities?	6
How many communal lounges at the service?	11
How many dining rooms at the service?	12
Provide details of any outside space to which the residents have access	Each Unit in Cwm Gwendraeth has access to at least one outside area. Gwilli (ground Floor) has an enclosed garden. Llchwyr, Gwendraeth and Lledi units (1st floor) have shared access to a large, enclosed courtyard garden. Morlais and Twyi units (2nd floor) have access to a large, enclosed balcony. Dedicated vehicles and drivers can take them anywhere supported by activities and therapists staff. On the same site is Ty Cwmgwendraeth (see below) and individuals in CG can access their grounds as well. One regular activity individuals in CG can take part in is 'bushcraft' classes in the extensive local woodlands.

Provide details of any other facilities to which the residents have access	All individuals in Cwm Gwendraeth (CG) have access to a range of facilities. Dedicated vehicles and drivers can take them anywhere supported by activities and therapies staff. Within CG there is a dedicated activities/therapies room. The 1st floor has a large communal area called the 'cwtch' where activities are organised, and the 2nd floor has a small 'cwtch' where individual or small group activities are organised. On the same site is Ty Cwmgwendraeth where there is a separate building consisting of a sports and social club, hydrotherapy pool and gym which individuals in CG use facilitated by a sports/hydrotherapist and activities staff. This facility in TCG has a weekly timetable of events that are advertised in CG. The TCG site also has a woodworking facility with a qualified carpenter which individuals in CG use. Other Fieldbay Homes hold regular activities which individuals in CG can go to, e.g. Yr Ysgol has a music festival planned for July 2023.
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#### Communicating with people who use the service

Identify any non-verbal communication methods used in the provision of the service	
Picture Exchange Communication System (PECS)	No
Treatment and Education of Autistic and related Communication-handicapped Children (TEACCH)	No
Makaton	Yes
British Sign Language (BSL)	Yes
Other	No

#### Statement of Compliance

<p>The Responsible Individual must prepare the statement of compliance.</p> <p>CIW have published <a href="#">guidance</a> on completing the quality of care review which provides advice on what could be contained within the statement of compliance.</p> <p>Set out your statement of compliance in respect to the four well-being areas below.</p>	
The extent to which people feel their voices are heard, they have choice about their care and support, and opportunities are made available to them.	x
The extent to which people are happy and supported to maintain their ongoing health, development and overall wellbeing. For children, this will also include intellectual, social and behavioural development.	x
The extent to which people feel safe and protected from abuse and neglect.	x
The extent to which people live in accommodation that best supports their wellbeing and achievement of their personal outcomes.	x

The following section requires you to answer questions about the staff and volunteers working at the service.

Number of posts and staff turnover	
The total number of full time equivalent posts at the service (as at 31 March)	189

The following section requires you to answer questions about each staff type including information about the number of filled and vacant posts, the training undertaken, the contractual arrangements in place and the qualifications of those staff.

The information entered should relate to the period during which the staff member has been working for the provider only.

Staff Type

Service Manager	
Does your service structure include roles of this type?	Yes
<p>Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.</p>	
Filled and vacant posts	
No. of staff in post	1
No. of posts vacant	0
<p>Training undertaken during the last financial year for this role type.</p> <p>Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.</p>	
Induction	1
Health & Safety	1
Equality, Diversity & Human Rights	1
Infection, prevention & control	1
Manual Handling	1
Safeguarding	1
Medicine management	1
Dementia	1
Positive Behaviour Management	1
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	<p>All staff before commencing work in CG attend a full week of paid, supernumerary face-to-face induction. This induction includes:</p> <p>Day 1- Key people in the organisation, Codes of practice, The people who live with us, The role of the carer, Confidentiality, safeguarding, Professional relationships and equality and diversity.</p> <p>Day 2- Manual handling theory and practice</p> <p>Day 3- Positive Behavioural Support / Positive Behavioural Management theory and practice</p> <p>Day 4- Health and safety, First aid, Infection control and handwashing practical</p> <p>Day 5- Medicines management (Medicines administrators in domiciliary and residential care and Health Care Practitioners in Nursing Homes.)</p> <p>Once staff commence work in CG they undergo a six month period of induction. This is accompanied by an induction booklet that not only sets out the mandatory e-learning courses above but a series of learning outcomes that must be completed in this time frame. There are different versions of this booklet for different roles in CG, including:</p> <ul style="list-style-type: none"> <li>• Nursing home carer</li> <li>• Domiciliary / Residential carer (CG has a small number of residential beds)</li> <li>• Nurse</li> <li>• Domestic</li> <li>• Maintenance</li> <li>• Kitchen Assistant</li> <li>• Chef</li> <li>• Manager</li> <li>• HCP</li> <li>• Senior carer</li> <li>• Unit Lead (Nurse)</li> </ul> <p>All CG staff do the following extra mandatory e-learning</p>

...ing courses on induction and annually thereafter- GDPR, Prevent (safeguarding), Professional Boundaries, Medication administration awareness, Oral health, cyber security, basic life support, COSHH, Documentation and record keeping, Equality and Diversity, Food and Fluids, Fire awareness, food safety level 1 and 2, Health and safety, IPC, Learning Disabilities, MCA DoLS, Mental Health, Moving and Handling (Theory), PBS (Theory), PPE, Pressure Ulcer Risk Assessment, and Safeguarding/Protection of Adults.

As an annual refresher all staff in CG receive a half day paid supernumerary on Manual Handling theory and practice and a full day of paid supernumerary training on- Positive Behavioural Support / Positive Behavioural Management theory and practice. For these two subjects the training team who have all received 'train the trainer' training. They both deliver the induction and refresher training in dedicated training facilities and also support staff in CG to deliver what they are taught in practice. This includes helping to formulate specialist support plans for individuals in CG to training staff to deliver these support plans.

CG had a room has a room that can host training. In addition to the mandatory e-learning courses that are available the following optional courses are available: wound care management, allergy awareness, ABI, Appraisals, Autism, Display screen equipment, duty of candour, bed rails, chaperoning, Asbestos, cleaning, clinical governance, communication, customer service, dementia, end of life care, Falls, GDPR advanced, Immunisation and vaccines, legionella awareness, patient consent, person centred practice, personality disorder, safeguarding children, safer recruitment, SEPSIS, sexual harassment, sexuality in learning disability, Urinary incontinence- introduction, Urinary incontinence- types and causes, venepuncture, dignity and respect, lone worker, child sexual exploitation, sharps awareness, substance misuse, diabetes awareness, epilepsy, topical medication and self-harm.

There is a series of one day workshops aimed at ensuring that anyone who leads a shift, be it a nurse, shift leader or Health Care Practitioner, can run a shift to the same standard no matter where they work. These are called shift leader study days, and include:

Day 1- Incident management

Day 2- Sudden physical illness

Day 3- Record keeping

Day 4- Difficult communication

Day 5- Managing meetings

Day 6- Health care law and ethics

Day 7- Admission, discharge, and death

A recent innovation in staffing in CG is the introduction in December 2021 of Health Care Practitioners (HCPs.) HCPs are specially trained care staff who have achieved a L3 qualification in Health and Social Care. They have three specific functions:

- Medicines administration

- Record keeping

- Taking physical observations.

They will only work in a specified area/unit of a nursing home and there will always be a nurse available who will supervise and support them. To achieve this role the prospective HCP must complete the first two shift leader study days, the medication study day, and learn to take physical observations using the equipment in the nursing home and be assessed as competent. CG are working with the L+D team to develop the HCP role within CG.

CG has its own handwashing or 'glow and tell machine.' Staff in CG will be assessed at least every six months to see if they can effectively wash their hands.

Other regular training in CG includes:

- Each person that administers medication in CG will also have their competence to give medication assessed through a structured observation at least 4 times per year.

- All staff take part in fire awareness training with a member of the Health and Safety Team every six months.

- Night staff receive this training every three months.

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- There are also regular fire drills.
  - Supervision Training.
  - Epilepsy awareness and the administration of midazolam
  - PEG feeding (external trainer)
  - Representatives from CG attend the local wound interest group.

Non-clinical staff have some changes in their induction and 24 week probation that reflect clinical information they don't need to know and role specific information only they need to know.

- Catering staff receive extra training on texture modified diets

#### Contractual Arrangements

No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0

#### Outline below the number of permanent and fixed term contact staff by hours worked per week.

No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	0

#### Staff Qualifications

No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager	1
No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	0

#### Deputy service manager

Does your service structure include roles of this type?	Yes
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Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.

#### Filled and vacant posts

No. of staff in post	1
No. of posts vacant	0

Training undertaken during the last financial year for this role type.

Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.

Induction	1
Health & Safety	1
Equality, Diversity & Human Rights	1
Infection, prevention & control	1

Manual Handling	1
Safeguarding	1
Medicine management	1
Dementia	1
Positive Behaviour Management	1
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	<p>All staff before commencing work in CG attend a full week of paid, supernumerary face-to-face induction. This induction includes:</p> <p>Day 1- Key people in the organisation, Codes of practice, The people who live with us, The role of the carer, Confidentiality, safeguarding, Professional relationships and equality and diversity.</p> <p>Day 2- Manual handling theory and practice</p> <p>Day 3- Positive Behavioural Support / Positive Behavioural Management theory and practice</p> <p>Day 4- Health and safety, First aid, Infection control and handwashing practical</p> <p>Day 5- Medicines management (Medicines administrators in domiciliary and residential care and Health Care Practitioners in Nursing Homes.)</p> <p>Once staff commence work in CG they undergo a six month period of induction. This is accompanied by an induction booklet that not only sets out the mandatory e-learning courses above but a series of learning outcomes that must be completed in this time frame. There are different versions of this booklet for different roles in CG, including:</p> <ul style="list-style-type: none"> <li>• Nursing home carer</li> <li>• Domiciliary / Residential carer (CG has a small number of residential beds)</li> <li>• Nurse</li> <li>• Domestic</li> <li>• Maintenance</li> <li>• Kitchen Assistant</li> <li>• Chef</li> <li>• Manager</li> <li>• HCP</li> <li>• Senior carer</li> <li>• Unit Lead (Nurse)</li> </ul> <p>All CG staff do the following extra mandatory e-learning courses on induction and annually thereafter- GDPR, Prevent (safeguarding), Professional Boundaries, Medication administration awareness, Oral health, cyber security, basic life support, COSHH, Documentation and record keeping, Equality and Diversity, Food and Fluids, Fire awareness, food safety level 1 and 2, Health and safety, IPC, Learning Disabilities, MCA DoLS, Mental Health, Moving and Handling (Theory), PBS (Theory), PPE, Pressure Ulcer Risk Assessment, and Safeguarding/Protection of Adults.</p> <p>As an annual refresher all staff in CG receive a half day paid supernumerary on Manual Handling theory and practice and a full day of paid supernumerary training on- Positive Behavioural Support / Positive Behavioural Management theory and practice. For these two subjects the training team who have all received 'train the trainer' training. They both deliver the induction and refresher training in dedicated training facilities and also support staff in CG to deliver what they are taught in practice. This includes helping to formulate specialist support plans for individuals in CG to training staff to deliver these support plans.</p> <p>CG had a room has a room that can host training. In addition to the mandatory e-learning courses that are available the following optional courses are available: wound care management, allergy awareness, ABI, Appraisals, Autism, Display screen equipment, duty of candour, bed rails, chaperoning, Asbestos, cleaning, clinical governance, communication, customer service, dementia, end of life care, Falls, GDPR advanced, Immunisation and vaccines, legionella awareness, patient consent, person centred practice, personality disorder, safeguarding children, safer recruitment, SEPSIS, sexual harassment, sexuality in learning disability, Urinary incontinence- introduction, Urinary incontinence- types and causes, venepuncture, dignity and respect, lone worker, child</p>

sexual exploitation, sharps awareness, substance misuse, diabetes awareness, epilepsy, topical medication and self-harm.

There is a series of one day workshops aimed at ensuring that anyone who leads a shift, be it a nurse, shift leader or Health Care Practitioner, can run a shift to the same standard no matter where they work. These are called shift leader study days, and include:

- Day 1- Incident management
- Day 2- Sudden physical illness
- Day 3- Record keeping
- Day 4- Difficult communication
- Day 5- Managing meetings
- Day 6- Health care law and ethics
- Day 7- Admission, discharge, and death

A recent innovation in staffing in CG is the introduction in December 2021 of Health Care Practitioners (HCPs.) HCPs are specially trained care staff who have achieved a L3 qualification in Health and Social Care. They have three specific functions:

- Medicines administration
- Record keeping
- Taking physical observations.

They will only work in a specified area/unit of a nursing home and there will always be a nurse available who will supervise and support them. To achieve this role the prospective HCP must complete the first two shift leader study days, the medication study day, and learn to take physical observations using the equipment in the nursing home and be assessed as competent. CG are working with the L+D team to develop the HCP role within CG.

CG has its own handwashing or 'glow and tell machine.' Staff in CG will be assessed at least every six months to see if they can effectively wash their hands.

Other regular training in CG includes:

- Each person that administers medication in CG will also have their competence to give medication assessed through a structured observation at least 4 times per year.
- All staff take part in fire awareness training with a member of the Health and Safety Team every six months.
- Night staff receive this training every three months.
- There are also regular fire drills.
- Supervision Training.
- Epilepsy awareness and the administration of midazolam
- PEG feeding (external trainer)
- Representatives from CG attend the local wound interest group.

Non-clinical staff have some changes in their induction and 24 week probation that reflect clinical information they don't need to know and role specific information only they need to know.

- Catering staff receive extra training on texture modified diets

Contractual Arrangements	
No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	0



<b>Staff Qualifications</b>	
No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager	1
No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	0
<b>Other supervisory staff</b>	
Does your service structure include roles of this type?	No
<b>Nursing care staff</b>	
Does your service structure include roles of this type?	No
<b>Registered nurses</b>	
Does your service structure include roles of this type?	Yes
<p>Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.</p>	
<b>Filled and vacant posts</b>	
No. of staff in post	8
No. of posts vacant	0
<p>Training undertaken during the last financial year for this role type.</p> <p>Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.</p>	
Induction	8
Health & Safety	8
Equality, Diversity & Human Rights	8
Infection, prevention & control	8
Manual Handling	8
Safeguarding	8
Medicine management	8
Dementia	8
Positive Behaviour Management	8
Food Hygiene	8
Please outline any additional training undertaken pertinent to this role which is not outlined above.	<p>All staff before commencing work in CG attend a full week of paid, supernumerary face-to-face induction. This induction includes:</p> <p>Day 1- Key people in the organisation, Codes of practice, The people who live with us, The role of the carer, Confidentiality, safeguarding, Professional relationships and equality and diversity.</p> <p>Day 2- Manual handling theory and practice</p> <p>Day 3- Positive Behavioural Support / Positive Behavioural Management theory and practice</p> <p>Day 4- Health and safety, First aid, Infection control and handwashing practical</p> <p>Day 5- Medicines management (Medicines administrators in domiciliary and residential care and Health Care Practitioners in Nursing Homes.)</p> <p>Once staff commence work in CG they undergo a six month period of induction. This is accompanied b</p>

y an induction booklet that not only sets out the mandatory e-learning courses above but a series of learning outcomes that must be completed in this time frame. There are different versions of this booklet for different roles in CG, including:

- Nursing home carer
- Domiciliary / Residential carer (CG has a small number of residential beds)
- Nurse
- Domestic
- Maintenance
- Kitchen Assistant
- Chef
- Manager
- HCP
- Senior carer
- Unit Lead (Nurse)

All CG staff do the following extra mandatory e-learning courses on induction and annually thereafter- GDPR, Prevent (safeguarding), Professional Boundaries, Medication administration awareness, Oral health, cyber security, basic life support, COSHH, Documentation and record keeping, Equality and Diversity, Food and Fluids, Fire awareness, food safety level 1 and 2, Health and safety, IPC, Learning Disabilities, MCA DoLS, Mental Health, Moving and Handling (Theory), PBS (Theory), PPE, Pressure Ulcer Risk Assessment, and Safeguarding/Protection of Adults.

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- Night staff receive this training every three months.
- There are also regular fire drills.
- Supervision Training.
- Epilepsy awareness and the administration of midazolam
- PEG feeding (external trainer)
- Representatives from CG attend the local wound interest group.

Non-clinical staff have some changes in their induction and 24 week probation that reflect clinical information they don't need to know and role specific information only they need to know.

- Catering staff receive extra training on texture modified diets

**Contractual Arrangements**

No. of permanent staff	7
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	1

**Outline below the number of permanent and fixed term contact staff by hours worked per week.**

No. of full-time staff (35 hours or more per week)	6
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	1

**Typical shift patterns in operation for employed staff**

<p>Set out the typical shift patterns of staff employed at the service in this role type. You should also include the average number of staff working in each shift.</p>	<p>Typical shift patterns include an 'early' shift- 0800 to 1500 or a 'late' shift- 1500 to 2100. A 'long day' includes both of these. A 'night' shift bridges these- 2100 to 0800.</p> <p>Staff to Service user ratio is one staff member (nurse or carer) to two service users. Typically, for a 10-12 bed unit there is one nurse and 3-4 carers. No usual lone working.</p> <p>Typically this is supplemented by the following on a typical day who are also present:</p> <p>One Manager or Deputy.  One Senior Manager or RI.  One registered physiotherapist or occupational therapist.  One Advanced Practitioner Care Assistant supporting the registered physiotherapists or occupational therapists.  Activities staff supporting the registered physiotherapists or occupational therapists.  At least one carer driver.  At least one member of the maintenance team.  At least one member of the Administration team.  One member of the HR / P+C team.  When required a member of the manual handling or PBS/PBM team.</p>
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Senior social care workers providing direct care
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Does your service structure include roles of this type?	Yes
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<p>Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.</p>
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Filled and vacant posts
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No. of staff in post	18
No. of posts vacant	0

<p>Training undertaken during the last financial year for this role type.</p> <p>Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.</p>
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Induction	18
Health & Safety	18
Equality, Diversity & Human Rights	18
Infection, prevention & control	18
Manual Handling	18
Safeguarding	18
Medicine management	5
Dementia	18
Positive Behaviour Management	18
Food Hygiene	18

<p>Please outline any additional training undertaken pertinent to this role which is not outlined above.</p>	<p>All staff before commencing work in CG attend a full week of paid, supernumerary face-to-face induction. This induction includes:</p> <p>Day 1- Key people in the organisation, Codes of practice, The people who live with us, The role of the carer, Confidentiality, safeguarding, Professional relationships and equality and diversity.  Day 2- Manual handling theory and practice  Day 3- Positive Behavioural Support / Positive Behavioural Management theory and practice  Day 4- Health and safety, First aid, Infection control and handwashing practical  Day 5- Medicines management (Medicines administrators in domiciliary and residential care and Health Care Practitioners in Nursing Homes.)</p>
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Once staff commence work in CG they undergo a six month period of induction. This is accompanied by an induction booklet that not only sets out the mandatory e-learning courses above but a series of learning outcomes that must be completed in this time frame. There are different versions of this booklet for different roles in CG, including:

- Nursing home carer
- Domiciliary / Residential carer (CG has a small number of residential beds)
- Nurse
- Domestic
- Maintenance
- Kitchen Assistant
- Chef
- Manager
- HCP
- Senior carer
- Unit Lead (Nurse)

All CG staff do the following extra mandatory e-learning courses on induction and annually thereafter- GDPR, Prevent (safeguarding), Professional Boundaries, Medication administration awareness, Oral health, cyber security, basic life support, COSHH, Documentation and record keeping, Equality and Diversity, Food and Fluids, Fire awareness, food safety level 1 and 2, Health and safety, IPC, Learning Disabilities, MCA DoLS, Mental Health, Moving and Handling (Theory), PBS (Theory), PPE, Pressure Ulcer Risk Assessment, and Safeguarding/Protection of Adults.

As an annual refresher all staff in CG receive a half day paid supernumerary on Manual Handling theory and practice and a full day of paid supernumerary training on- Positive Behavioural Support / Positive Behavioural Management theory and practice. For these two subjects the training team who have all received 'train the trainer' training. They both deliver the induction and refresher training in dedicated training facilities and also support staff in CG to deliver what they are taught in practice. This includes helping to formulate specialist support plans for individuals in CG to training staff to deliver these support plans.

CG has a room that can host training. In addition to the mandatory e-learning courses that are available the following optional courses are available: wound care management, allergy awareness, ABI, Appraisals, Autism, Display screen equipment, duty of candour, bed rails, chaperoning, Asbestos, cleaning, clinical governance, communication, customer service, dementia, end of life care, Falls, GDPR advanced, Immunisation and vaccines, legionella awareness, patient consent, person centred practice, personality disorder, safeguarding children, safer recruitment, SEPSIS, sexual harassment, sexuality in learning disability, Urinary incontinence- introduction, Urinary incontinence- types and causes, venepuncture, dignity and respect, lone worker, child sexual exploitation, sharps awareness, substance misuse, diabetes awareness, epilepsy, topical medication and self-harm.

There is a series of one day workshops aimed at ensuring that anyone who leads a shift, be it a nurse, shift leader or Health Care Practitioner, can run a shift to the same standard no matter where they work. These are called shift leader study days, and include:

- Day 1- Incident management
- Day 2- Sudden physical illness
- Day 3- Record keeping
- Day 4- Difficult communication
- Day 5- Managing meetings
- Day 6- Health care law and ethics
- Day 7- Admission, discharge, and death

A recent innovation in staffing in CG is the introduction in December 2021 of Health Care Practitioners (HCPs.) HCPs are specially trained care staff who have achieved a L3 qualification in Health and Social Care. They have three specific functions:

- Medicines administration
- Record keeping
- Taking physical observations.

They will only work in a specified area/unit of a nursing home and there will always be a nurse available

who will supervise and support them. To achieve this role the prospective HCP must complete the first two shift leader study days, the medication study day, and learn to take physical observations using the equipment in the nursing home and be assessed as competent. CG are working with the L+D team to develop the HCP role within CG.

CG has its own handwashing or 'glow and tell machine.' Staff in CG will be assessed at least every six months to see if they can effectively wash their hands.

Other regular training in CG includes:

- Each person that administers medication in CG will also have their competence to give medication assessed through a structured observation at least 4 times per year.
- All staff take part in fire awareness training with a member of the Health and Safety Team every six months.
- Night staff receive this training every three months.
- There are also regular fire drills.
- Supervision Training.
- Epilepsy awareness and the administration of midazolam
- PEG feeding (external trainer)
- Representatives from CG attend the local wound interest group.

Non-clinical staff have some changes in their induction and 24 week probation that reflect clinical information they don't need to know and role specific information only they need to know.

- Catering staff receive extra training on texture modified diets

**Contractual Arrangements**

No. of permanent staff	18
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	1

**Outline below the number of permanent and fixed term contact staff by hours worked per week.**

No. of full-time staff (35 hours or more per week)	8
No. of part-time staff (17-34 hours per week)	7
No. of part-time staff (16 hours or under per week)	3

**Typical shift patterns in operation for employed staff**

Set out the typical shift patterns of staff employed at the service in this role type. You should also include the average number of staff working in each shift.	<p>Typical shift patterns include an 'early' shift- 0800 to 1500 or a 'late' shift- 1500 to 2100. A 'long day' includes both of these. A 'night' shift bridges these- 2100 to 0800.</p> <p>Staff to Service user ratio is one staff member (nurse or carer) to two service users. Typically, for MR there will be two staff on duty. No usual lone working.</p> <p>Typically this is supplemented by the following on a typical day who can be called upon:</p> <p>One Manager. A Senior Manager or RI. A registered physiotherapist or occupational therapist. An Advanced Practitioner Care Assistant supporting the registered physiotherapists or occupational therapists. Activities staff supporting the registered physiotherapists or occupational therapists. A carer driver. At least one member of the maintenance team. A member of the HR / P+C team. When required a member of the manual handling or PBS/PBM team.</p>
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<b>Staff Qualifications</b>	
No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	18
No. of staff working towards the required/recommended qualification	0

Other social care workers providing direct care	
Does your service structure include roles of this type?	Yes

Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.

<b>Filled and vacant posts</b>	
No. of staff in post	69
No. of posts vacant	6

Training undertaken during the last financial year for this role type.

Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.

Induction	69
Health & Safety	69
Equality, Diversity & Human Rights	69
Infection, prevention & control	69
Manual Handling	69
Safeguarding	69
Medicine management	0
Dementia	69
Positive Behaviour Management	69
Food Hygiene	69

Please outline any additional training undertaken pertinent to this role which is not outlined above.	<p>All staff before commencing work in CG attend a full week of paid, supernumerary face-to-face induction. This induction includes:</p> <p>Day 1- Key people in the organisation, Codes of practice, The people who live with us, The role of the carer, Confidentiality, safeguarding, Professional re</p>
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relationships and equality and diversity.

Day 2- Manual handling theory and practice

Day 3- Positive Behavioural Support / Positive Behavioural Management theory and practice

Day 4- Health and safety, First aid, Infection control and handwashing practical

Day 5- Medicines management (Medicines administrators in domiciliary and residential care and Health Care Practitioners in Nursing Homes.)

Once staff commence work in CG they undergo a six month period of induction. This is accompanied by an induction booklet that not only sets out the mandatory e-learning courses above but a series of learning outcomes that must be completed in this time frame. There are different versions of this booklet for different roles in CG, including:

- Nursing home carer
- Domiciliary / Residential carer (CG has a small number of residential beds)
- Nurse
- Domestic
- Maintenance
- Kitchen Assistant
- Chef
- Manager
- HCP
- Senior carer
- Unit Lead (Nurse)

All CG staff do the following extra mandatory e-learning courses on induction and annually thereafter- GDPR, Prevent (safeguarding), Professional Boundaries, Medication administration awareness, Oral health, cyber security, basic life support, COSHH, Documentation and record keeping, Equality and Diversity, Food and Fluids, Fire awareness, food safety level 1 and 2, Health and safety, IPC, Learning Disabilities, MCA DoLS, Mental Health, Moving and Handling (Theory), PBS (Theory), PPE, Pressure Ulcer Risk Assessment, and Safeguarding/Protection of Adults.

As an annual refresher all staff in CG receive a half day paid supernumerary on Manual Handling theory and practice and a full day of paid supernumerary training on- Positive Behavioural Support / Positive Behavioural Management theory and practice. For these two subjects the training team who have all received 'train the trainer' training. They both deliver the induction and refresher training in dedicated training facilities and also support staff in CG to deliver what they are taught in practice. This includes helping to formulate specialist support plans for individuals in CG to training staff to deliver these support plans.

CG has a room that can host training. In addition to the mandatory e-learning courses that are available the following optional courses are available: wound care management, allergy awareness, ABI, Appraisals, Autism, Display screen equipment, duty of candour, bed rails, chaperoning, Asbestos, cleaning, clinical governance, communication, customer service, dementia, end of life care, Falls, GDPR advanced, Immunisation and vaccines, legionella awareness, patient consent, person centred practice, personality disorder, safeguarding children, safer recruitment, SEPSIS, sexual harassment, sexuality in learning disability, Urinary incontinence- introduction, Urinary incontinence- types and causes, venepuncture, dignity and respect, lone worker, child sexual exploitation, sharps awareness, substance misuse, diabetes awareness, epilepsy, topical medication and self-harm.

There is a series of one day workshops aimed at ensuring that anyone who leads a shift, be it a nurse, shift leader or Health Care Practitioner, can run a shift to the same standard no matter where they work. These are called shift leader study days, and include:

Day 1- Incident management

Day 2- Sudden physical illness

Day 3- Record keeping

Day 4- Difficult communication

Day 5- Managing meetings

Day 6- Health care law and ethics

Day 7- Admission, discharge, and death

A recent innovation in staffing in CG is the introduction



ion in December 2021 of Health Care Practitioners (HCPs.) HCPs are specially trained care staff who have achieved a L3 qualification in Health and Social Care. They have three specific functions:

- Medicines administration
- Record keeping
- Taking physical observations.

They will only work in a specified area/unit of a nursing home and there will always be a nurse available who will supervise and support them. To achieve this role the prospective HCP must complete the first two shift leader study days, the medication study day, and learn to take physical observations using the equipment in the nursing home and be assessed as competent. CG are working with the L+D team to develop the HCP role within CG.

CG has its own handwashing or 'glow and tell machine.' Staff in CG will be assessed at least every six months to see if they can effectively wash their hands.

Other regular training in CG includes:

- Each person that administers medication in CG will also have their competence to give medication assessed through a structured observation at least 4 times per year.
- All staff take part in fire awareness training with a member of the Health and Safety Team every six months.
- Night staff receive this training every three months.
- There are also regular fire drills.
- Supervision Training.
- Epilepsy awareness and the administration of midazolam
- PEG feeding (external trainer)
- Representatives from CG attend the local wound interest group.

Non-clinical staff have some changes in their induction and 24 week probation that reflect clinical information they don't need to know and role specific information only they need to know.

- Catering staff receive extra training on texture modified diets

**Contractual Arrangements**

No. of permanent staff	51
No. of Fixed term contracted staff	7
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	11

**Outline below the number of permanent and fixed term contact staff by hours worked per week.**

No. of full-time staff (35 hours or more per week)	24
No. of part-time staff (17-34 hours per week)	20
No. of part-time staff (16 hours or under per week)	14

**Typical shift patterns in operation for employed staff**

<p>Set out the typical shift patterns of staff employed at the service in this role type. You should also include the average number of staff working in each shift.</p>	<p>Typical shift patterns include an 'early' shift- 0800 to 1500 or a 'late' shift- 1500 to 2100. A 'long day' includes both of these. A 'night' shift bridges these- 2100 to 0800.</p> <p>Staff to Service user ratio is one staff member (nurse or carer) to two service users. Typically, for a 10-12 bed unit there is one nurse and 3-4 carers. No usual lone working.</p> <p>Typically this is supplemented by the following on a typical day who are also present:</p> <p>One Manager or Deputy.  One Senior Manager or RI.  One registered physiotherapist or occupational therapist.  One Advanced Practitioner Care Assistant supporting the registered physiotherapists or occupational therapists.  Activities staff supporting the registered physiotherapists or occupational therapists.  At least one carer driver.  At least one member of the maintenance team.  At least one member of the Administration team.  One member of the HR / P+C team.  When required a member of the manual handling or PBS/PBM team.</p>
<p><b>Staff Qualifications</b></p>	
<p>No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker</p>	<p>24</p>
<p>No. of staff working towards the required/recommended qualification</p>	<p>80</p>
<p><b>Domestic staff</b></p>	
<p>Does your service structure include roles of this type?</p>	<p>Yes</p>
<p><b>Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.</b></p>	
<p><b>Filled and vacant posts</b></p>	
<p>No. of staff in post</p>	<p>11</p>
<p>No. of posts vacant</p>	<p>0</p>
<p><b>Training undertaken during the last financial year for this role type.</b></p> <p>Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.</p>	
<p>Induction</p>	<p>11</p>
<p>Health &amp; Safety</p>	<p>11</p>
<p>Equality, Diversity &amp; Human Rights</p>	<p>11</p>
<p>Infection, prevention &amp; control</p>	<p>11</p>
<p>Manual Handling</p>	<p>11</p>
<p>Safeguarding</p>	<p>11</p>
<p>Medicine management</p>	<p>0</p>
<p>Dementia</p>	<p>11</p>
<p>Positive Behaviour Management</p>	<p>11</p>
<p>Food Hygiene</p>	<p>11</p>
<p>Please outline any additional training undertaken pertinent to this role which is not outlined above.</p>	<p>All staff before commencing work in CG attend a full week of paid, supernumerary face-to-face induction. This induction includes:</p> <p>Day 1- Key people in the organisation, Codes of practice, The people who live with us, The role of the</p>

carer, Confidentiality, safeguarding, Professional relationships and equality and diversity.

Day 2- Manual handling theory and practice

Day 3- Positive Behavioural Support / Positive Behavioural Management theory and practice

Day 4- Health and safety, First aid, Infection control and handwashing practical

Day 5- Medicines management (Medicines administrators in domiciliary and residential care and Health Care Practitioners in Nursing Homes.)

Once staff commence work in CG they undergo a six month period of induction. This is accompanied by an induction booklet that not only sets out the mandatory e-learning courses above but a series of learning outcomes that must be completed in this time frame. There are different versions of this booklet for different roles in CG, including:

- Nursing home carer
- Domiciliary / Residential carer (CG has a small number of residential beds)
- Nurse
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- Chef
- Manager
- HCP
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- Unit Lead (Nurse)

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As an annual refresher all staff in CG receive a half day paid supernumerary on Manual Handling theory and practice and a full day of paid supernumerary training on- Positive Behavioural Support / Positive Behavioural Management theory and practice. For these two subjects the training team who have all received 'train the trainer' training. They both deliver the induction and refresher training in dedicated training facilities and also support staff in CG to deliver what they are taught in practice. This includes helping to formulate specialist support plans for individuals in CG to training staff to deliver these support plans.

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Day 7- Admission, discharge, and death

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- Medicines administration
- Record keeping
- Taking physical observations.

They will only work in a specified area/unit of a nursing home and there will always be a nurse available who will supervise and support them. To achieve this role the prospective HCP must complete the first two shift leader study days, the medication study day, and learn to take physical observations using the equipment in the nursing home and be assessed as competent. CG are working with the L+D team to develop the HCP role within CG.

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Other regular training in CG includes:

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- There are also regular fire drills.
- Supervision Training.
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- Representatives from CG attend the local wound interest group.

Non-clinical staff have some changes in their induction and 24 week probation that reflect clinical information they don't need to know and role specific information only they need to know.

- Catering staff receive extra training on texture modified diets

Contractual Arrangements	
No. of permanent staff	10
No. of Fixed term contracted staff	1
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	5
No. of part-time staff (17-34 hours per week)	5
No. of part-time staff (16 hours or under per week)	1
Staff Qualifications	
No. of staff who have the required qualification	0
No. of staff working toward required/recommended qualification	0
Catering staff	
Does your service structure include roles of this type?	Yes

Important: All questions in this section relate specifically to this role type only. Unless otherwise stated, the information added should be the position as of the 31st March of the last financial year.

Filled and vacant posts

No. of staff in post	5
No. of posts vacant	1

Training undertaken during the last financial year for this role type.

Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.

Induction	5
Health & Safety	5
Equality, Diversity & Human Rights	5
Infection, prevention & control	5
Manual Handling	5
Safeguarding	5
Medicine management	0
Dementia	5
Positive Behaviour Management	5
Food Hygiene	5

Please outline any additional training undertaken pertinent to this role which is not outlined above.

All staff before commencing work in CG attend a full week of paid, supernumerary face-to-face induction. This induction includes:

Day 1- Key people in the organisation, Codes of practice, The people who live with us, The role of the carer, Confidentiality, safeguarding, Professional relationships and equality and diversity.

Day 2- Manual handling theory and practice

Day 3- Positive Behavioural Support / Positive Behavioural Management theory and practice

Day 4- Health and safety, First aid, Infection control and handwashing practical

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- Manager
- HCP
- Senior carer
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of Adults.

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Day 5- Managing meetings

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- Night staff receive this training every three months.
- There are also regular fire drills.
- Supervision Training.
- Epilepsy awareness and the administration of midazolam
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Non-clinical staff have some changes in their induct

ion and 24 week probation that reflect clinical information they don't need to know and role specific information only they need to know.

• Catering staff receive extra training on texture modified diets

### Contractual Arrangements

No. of permanent staff	5
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0

### Outline below the number of permanent and fixed term contact staff by hours worked per week.

No. of full-time staff (35 hours or more per week)	4
No. of part-time staff (17-34 hours per week)	1
No. of part-time staff (16 hours or under per week)	0

### Staff Qualifications

No. of staff who have the required qualification	0
No. of staff working toward required/recommended qualification	0

### Other types of staff

Does your service structure include any additional role types other than those already listed?	Yes
List the role title(s) and a brief description of the role responsibilities.	Other roles in CG include Physiotherapy, Occupational, and Speech and Language therapist – assess and assist individuals with support needs and liaise with other staff to ensure care is effective. PBS/PBM and Manual Handling Advanced Practitioner Care Assistant- assessment of these supports needs and putting plans into practice. Hydrotherapist / Pool Manager- In TCG- managers the hydrotherapy pool, sports and social club, gym and training facilities. Managers hydrotherapy for individuals across Fieldbay who attend TCG for hydrotherapy. Maintenance- help the health and safety team with the general upkeep, regular safety tests and checks, and supervising the work of contractors. Business Partner - Supports the P+C team to manage staff, recruitment and job support. Admin Staff- Administration staff support the Home's Management and also as reception to the Home. These can be full time or part time depending on the home, and may look after more than one home in the Fieldbay group.

### Filled and vacant posts

No. of staff in post	8
No. of posts vacant	0

### Training undertaken during the last financial year for this role type.

Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.

Induction	8
Health & Safety	8
Equality, Diversity & Human Rights	8

Infection, prevention & control	8
Manual Handling	8
Safeguarding	8
Medicine management	0
Dementia	8
Positive Behaviour Management	8
Food Hygiene	8
Please outline any additional training undertaken pertinent to this role which is not outlined above.	<p>All staff before commencing work in CG attend a full week of paid, supernumerary face-to-face induction. This induction includes:</p> <p>Day 1- Key people in the organisation, Codes of practice, The people who live with us, The role of the carer, Confidentiality, safeguarding, Professional relationships and equality and diversity.</p> <p>Day 2- Manual handling theory and practice</p> <p>Day 3- Positive Behavioural Support / Positive Behavioural Management theory and practice</p> <p>Day 4- Health and safety, First aid, Infection control and handwashing practical</p> <p>Day 5- Medicines management (Medicines administrators in domiciliary and residential care and Health Care Practitioners in Nursing Homes.)</p> <p>Once staff commence work in CG they undergo a six month period of induction. This is accompanied by an induction booklet that not only sets out the mandatory e-learning courses above but a series of learning outcomes that must be completed in this time frame. There are different versions of this booklet for different roles in CG, including:</p> <ul style="list-style-type: none"> <li>• Nursing home carer</li> <li>• Domiciliary / Residential carer (CG has a small number of residential beds)</li> <li>• Nurse</li> <li>• Domestic</li> <li>• Maintenance</li> <li>• Kitchen Assistant</li> <li>• Chef</li> <li>• Manager</li> <li>• HCP</li> <li>• Senior carer</li> <li>• Unit Lead (Nurse)</li> </ul> <p>All CG staff do the following extra mandatory e-learning courses on induction and annually thereafter- GDPR, Prevent (safeguarding), Professional Boundaries, Medication administration awareness, Oral health, cyber security, basic life support, COSHH, Documentation and record keeping, Equality and Diversity, Food and Fluids, Fire awareness, food safety level 1 and 2, Health and safety, IPC, Learning Disabilities, MCA DoLS, Mental Health, Moving and Handling (Theory), PBS (Theory), PPE, Pressure Ulcer Risk Assessment, and Safeguarding/Protection of Adults.</p> <p>As an annual refresher all staff in CG receive a half day paid supernumerary on Manual Handling theory and practice and a full day of paid supernumerary training on- Positive Behavioural Support / Positive Behavioural Management theory and practice. For these two subjects the training team who have all received 'train the trainer' training. They both deliver the induction and refresher training in dedicated training facilities and also support staff in CG to deliver what they are taught in practice. This includes helping to formulate specialist support plans for individuals in CG to training staff to deliver these support plans.</p> <p>CG has a room that can host training. In addition to the mandatory e-learning courses that are available the following optional courses are available: wound care management, allergy awareness, ABI, Appraisals, Autism, Display screen equipment, duty of candour, bed rails, chaperoning, Asbestos, cleaning, clinical governance, communication, customer service, dementia, end of life care, Falls, GDPR advanced, Immunisation and vaccines, legionella awareness, patient consent, person centred practice, personality disorder, safeguarding children, safer recruitment, SEPSIS, sexual harassment, sexuality in learning disability, Urinary incontinence- intro</p>



uction, Urinary incontinence- types and causes, venepuncture, dignity and respect, lone worker, child sexual exploitation, sharps awareness, substance misuse, diabetes awareness, epilepsy, topical medication and self-harm.

There is a series of one day workshops aimed at ensuring that anyone who leads a shift, be it a nurse, shift leader or Health Care Practitioner, can run a shift to the same standard no matter where they work. These are called shift leader study days, and include:

- Day 1- Incident management
- Day 2- Sudden physical illness
- Day 3- Record keeping
- Day 4- Difficult communication
- Day 5- Managing meetings
- Day 6- Health care law and ethics
- Day 7- Admission, discharge, and death

A recent innovation in staffing in CG is the introduction in December 2021 of Health Care Practitioners (HCPs.) HCPs are specially trained care staff who have achieved a L3 qualification in Health and Social Care. They have three specific functions:

- Medicines administration
- Record keeping
- Taking physical observations.

They will only work in a specified area/unit of a nursing home and there will always be a nurse available who will supervise and support them. To achieve this role the prospective HCP must complete the first two shift leader study days, the medication study day, and learn to take physical observations using the equipment in the nursing home and be assessed as competent. CG are working with the L+D team to develop the HCP role within CG.

CG has its own handwashing or 'glow and tell machine.' Staff in CG will be assessed at least every six months to see if they can effectively wash their hands.

Other regular training in CG includes:

- Each person that administers medication in CG will also have their competence to give medication assessed through a structured observation at least 4 times per year.
- All staff take part in fire awareness training with a member of the Health and Safety Team every six months.
- Night staff receive this training every three months.
- There are also regular fire drills.
- Supervision Training.
- Epilepsy awareness and the administration of midazolam
- PEG feeding (external trainer)
- Representatives from CG attend the local wound interest group.

Non-clinical staff have some changes in their induction and 24 week probation that reflect clinical information they don't need to know and role specific information only they need to know.

- Catering staff receive extra training on texture modified diets

Contractual Arrangements	
No. of permanent staff	7
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	1
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	6
No. of part-time staff (17-34 hours per week)	0

No. of part-time staff (16 hours or under per week)	1
Staff Qualifications	
No. of staff who have the required qualification	0
No. of staff working toward required/recommended qualification	0