

# 4 Day Team Leader

Day 1	Day 2	Day 3	Day 4
<p><b>The Role of a Team Leader</b></p> <ul style="list-style-type: none"> <li>• Roles and Responsibilities</li> <li>• Legislation</li> <li>• The Role of a Team Leader</li> <li>• Supervisions and Appraisals</li> <li>• Team Effectiveness</li> <li>• Communicating Effectively</li> <li>• Willingness to Listen</li> <li>• Handovers</li> </ul>	<p><b>Care Planning And Person-Centred Care</b></p> <ul style="list-style-type: none"> <li>• What is Care Planning?</li> <li>• Advanced Care Plans</li> <li>• Roles &amp; responsibilities</li> <li>• Key workers</li> <li>• Legislation and confidentiality</li> <li>• Developing Care Plans</li> <li>• Assessment</li> <li>• Person-centred Care Planning</li> </ul> <p><b>Falls Management</b></p> <ul style="list-style-type: none"> <li>• Importance of falls management</li> <li>• Causes and risk factors</li> <li>• Effects of falling</li> <li>• Prevention</li> <li>• What to do if someone falls</li> <li>• Assessment</li> <li>• Management</li> <li>• Reporting</li> </ul> <p><b>Nutrition And Hydration Inc. Must</b></p> <ul style="list-style-type: none"> <li>• Importance of good nutrition &amp; hydration</li> <li>• Healthy eating</li> <li>• Mental health</li> <li>• Physical conditions</li> <li>• Malnutrition</li> <li>• Nutritional issues faced by the elderly</li> <li>• Meal planning</li> <li>• Hydration</li> <li>• BMI &amp; MUST</li> </ul>	<p><b>Medication</b></p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Legislation</li> <li>• Administering</li> <li>• Types of Medication</li> <li>• Problems</li> <li>• MAR Charts</li> <li>• Controlled Drugs</li> </ul> <p><b>Tissue Viability</b></p> <ul style="list-style-type: none"> <li>• Structure &amp; function of the skin</li> <li>• Pressure ulcers &amp; wounds</li> <li>• Grading structure for wounds</li> <li>• Facts and statistics</li> <li>• Documentation and records to be kept</li> </ul> <p><b>Mouth Care</b></p> <ul style="list-style-type: none"> <li>• Why are teeth important?</li> <li>• Tooth anatomy</li> <li>• Tooth decay</li> <li>• Diet and eating sugar</li> <li>• Gum disease</li> <li>• Conditions affecting the elderly</li> <li>• Oral hygiene</li> <li>• Denture and tooth brushing for the elderly</li> <li>• Treatments</li> </ul>	<p><b>Basic Observations</b></p> <ul style="list-style-type: none"> <li>• Assessing current health status</li> <li>• Roles &amp; responsibilities</li> <li>• Oxygen saturation</li> <li>• Blood pressure</li> <li>• Temperature</li> <li>• Pulse</li> <li>• Respiration</li> <li>• NEWS2</li> </ul> <p><b>Catheter Care</b></p> <ul style="list-style-type: none"> <li>• Catheterisation</li> <li>• Clinical justifications</li> <li>• Choice of catheter</li> <li>• Complications and infections</li> <li>• Documentation</li> <li>• Fluid balances</li> </ul> <p><b>Diabetes Awareness</b></p> <ul style="list-style-type: none"> <li>• What is diabetes?</li> <li>• Type 1 and type 2</li> <li>• Other types of diabetes</li> <li>• Symptoms of diabetes</li> <li>• Hypoglycaemia</li> <li>• Hyperglycaemia</li> <li>• Diabetic feet</li> <li>• Health checks and diabetic care</li> <li>• Diet and nutrition</li> </ul>