

Northern Ireland

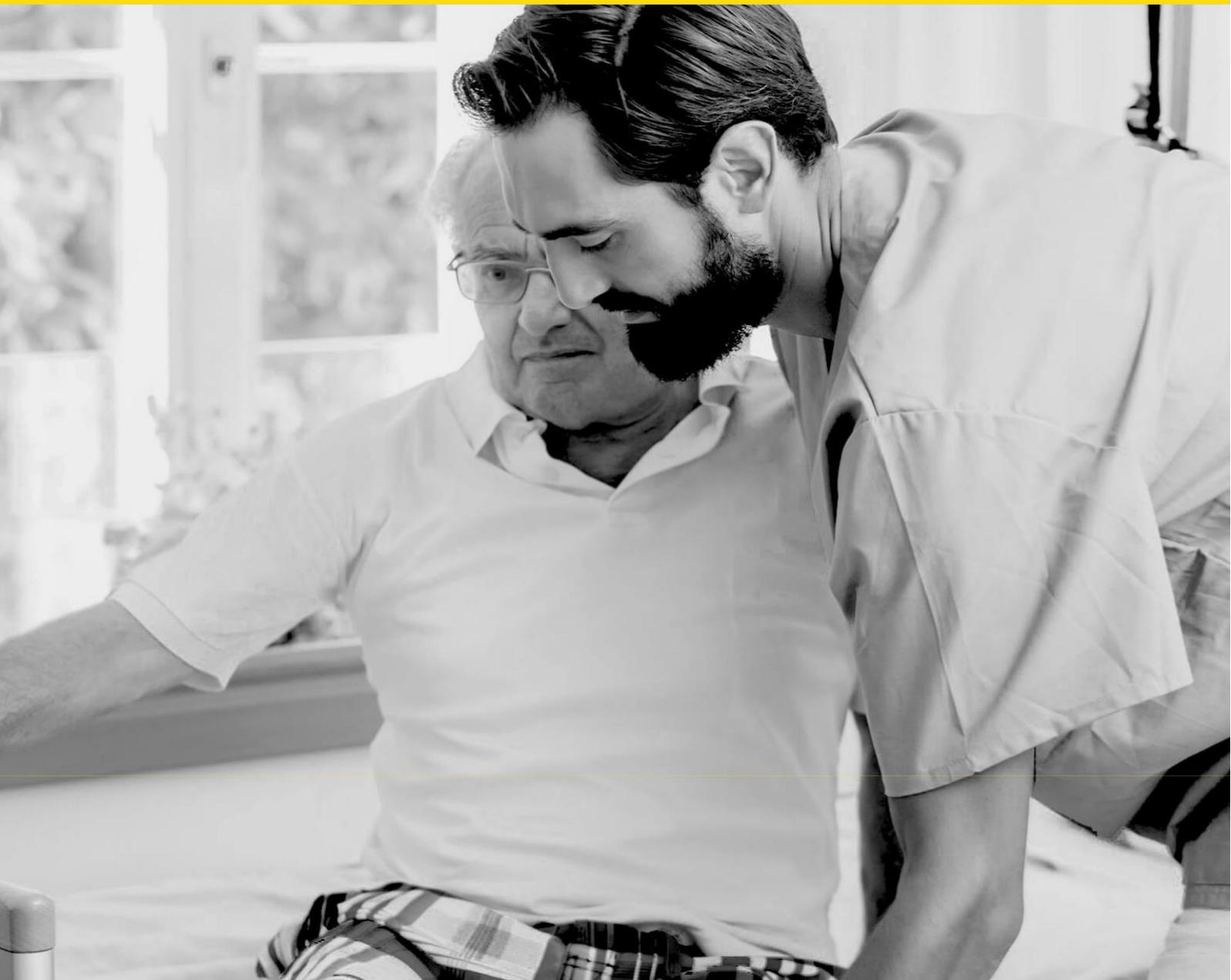
Social

Care

Council

Induction Programme

Evidence Workbook



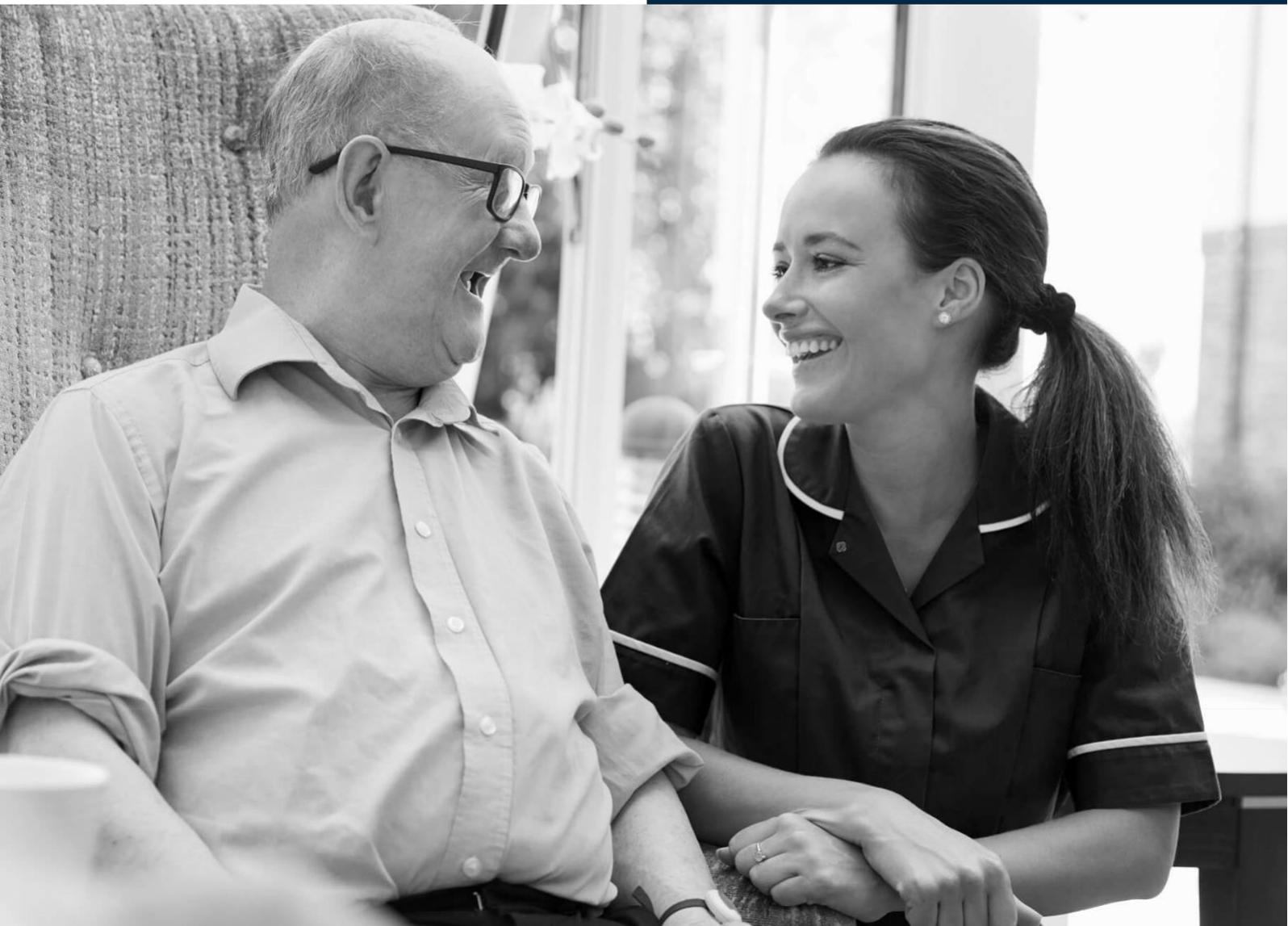
Welcome

Welcome to your new role. It is one in which you will be able to make a real difference to the lives of the people you work with.

Any new role brings with it new things to learn. You are being asked to complete the Induction Programme to help you build your confidence and make sure you have the skills and knowledge to succeed in your job. Your manager and work colleagues will help you during your induction and you should use the opportunity to ask about anything you do not understand or do not know how to do. Induction is the first step along a learning and developing pathway that will continue throughout your career.

As a registered social care worker you are required to work to the Standards of Conduct and Practice which are binding on all social care workers. Social care workers are required to be 'accountable for the quality of your work and take responsibility for maintaining and improving your knowledge and skills'. (Standard 6 of the Standards of Conduct) and 'Develop yourself as a social care worker' (Standard 6 of the Standards of Practice).

Use this evidence workbook to collate your evidence as you work through the Induction Programme .





Standards for Employers of Social Workers and Social Care Workers

Your employer and managers or supervisors have a responsibility to support and guide you through the Social Care Council Induction Programme, as well as your continued learning and development.

Social care employers must meet the standards set out in the Social Care Council Standards for Employers of Social Workers and Social Care Workers. These standards require employers to establish a competent workforce and to support employees to develop their skills and knowledge. Successfully completing induction is part of this.

Social Care Council Induction

This edition of the workbook for the Induction Programme has been developed for new social care workers in Northern Ireland. There is a separate publication for managers and supervisors.

Module 1

Understand the main duties and responsibilities of your own role within the context of the organisation in which you work

Module 2

Be able to communicate effectively

Module 3

Deliver person-centred care and support that is safe and effective

Module 4

Support the safeguarding of individuals

Module 5

Maintain health and safety at work

Module 6

Develop yourself as a social care worker

Module 7

Understand how the Social Care Council Standards of Conduct underpin all that you do

Our Induction Programme consists of seven modules that are aligned to the Standards of Conduct and Practice. Each module contains a number of 'areas of knowledge' that workers require before they can work safely without close supervision.

This Induction Programme does not cover induction in its entirety as there will be other knowledge and skills a worker will need that are specific to their role.

Line managers and supervisors are responsible for explaining to each worker what these are, and arranging for them to learn and be assessed in those areas also.

Induction programmes work best as part of performance management systems. All workers should be appraised and supervised as part of these systems. This will give the manager(s) an opportunity to assess their performance (i.e. how they are applying the learning and to identify any extra learning or support they might need).

For those workers who are self-employed (and therefore not part of an organisation), systems for supervision and appraisal may not be readily available.

It is therefore incumbent upon them to find a way to improve their skills and knowledge. This may be by sharing resources with others in a similar situation, through their local Health and Social Care Trust (if they contract with them), or through a professional body.





How to Use Your Evidence Workbook

This is your induction evidence workbook, when completed it will act as proof that you have completed your induction and it can be used to show evidence for your Post Registration Training and Learning (PRTL).

Use this workbook to collate the evidence you have collected including learning materials that are relevant to your induction. Examples of learning materials could include:

- Employer pack material
- Employer's Health and Safety Statement
- Employer's Policy/ Procedures documents
- Employer induction materials

'Evidence' should be used to record any other evidence of learning which you collect, for example, supervision and assessment notes. Date signed off' is simply a space for you and your manager to keep a note of which outcomes you have covered. Your manager can put the date and their initials against the outcomes as you demonstrate that you have achieved that area of learning, either in practice or through some form of assessment.

At the end of this booklet there is a 'Certificate of Successful Completion' to be completed and signed by your assessing manager when you have completed the Social Care Council Induction Programme.

Finally, there is a section for you to make notes as you work through your induction.



What to Expect from Your Manager

The Induction Programme has been designed to help make sure you can provide a quality service for the people you support, and that includes making sure you are safe to leave alone with responsibilities.

It is your manager who will make the decision about when you have successfully completed induction and that you are safe to work on your own. Your manager has a legal and professional obligation to ensure:

- The safety and well-being of individuals whom the organisation supports
- The safety and well-being of you and your colleagues while at work

During your induction period (which could last between three and six months) you will be assessed to make sure that you have understood everything that you have learned. This assessment will be carried out by someone within your organisation, for example, your line manager.

Completing Induction

The following information will help you and your manager plan how you complete this induction workbook.

The first section of each module in this workbook details the learning outcomes of the module, along with guidance and sample questions.

Your employer will have arranged for you to attend induction training. This training may well include handouts on specific topics, you may be advised to take notes during the training, you may take part in group work/exercises—you should keep a record/note of all this, it will help you when you come to complete this workbook.

The evidence could be:

- A list of questions and your answers to them
- Copies of certificates for training attended e.g Safeguarding



CHECKLIST

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Evidence Module 1

Understanding the main duties and responsibilities of your own role within the context of the organisation in which you work.

Outcomes

Evidence

1.1 Knowing the aims, objectives and values of the service in which you work

1.2 Accessing full and up to date details of policies, procedures and agreed ways of working from your employer and adhering to them

1.3 Knowing your main responsibilities to those services users and carers you support including duty of care

1.4 Prioritising and managing your work effectively

<p>1.5 Working in partnership with key people, advocates and others who are significant to individual service users and carers</p>	
<p>1.6 Possessing the required level of literacy, numeracy and communication skills necessary to carry out your role and being able to communicate using written English</p>	
<p>1.7 Keeping records that are up to date, complete, accurate and legible</p>	
<p>1.8 Reporting an adverse events, incidents, errors and near misses that are likely to affect the quality of care and wellbeing of service users or carers</p>	
<p>1.9 Responding appropriately to comments and complaints in accordance with your organisations complaints procedure</p>	
<p>Date Signed Off</p> <p>Manager's Signature</p>	

Evidence Module 2

Be able to communicate effectively

Outcomes

Evidence

2.1 Developing effective relationships with service users and carers

2.2 Establishing the service users communication and language needs, wishes and preferences

2.3 Using the range of communication methods and styles to meet the service users communication needs, wishes and preferences

2.4 Recognising and addressing barriers to effective communication

<p>2.5 Working effectively as part of a team, sharing relevant information to ensure the service user receives the best support and care possible</p>	
<p>2.6 Sharing information with other health and social care staff and agencies in a timely manner in line with organisational procedures and principles and practices relating to confidentiality</p>	
<p>Date Signed Off</p> <p>Manager's Signature</p>	

Evidence Module 3

Deliver person-centred care and support which is safe and effective

Outcomes

Evidence

3.1 Promoting and applying person-centred values in your day to day work with services users and carers

3.2 Delivering care in line with assessed needs and service user and carer preferences

3.3 Understanding risk assessments appropriate to your role, in partnership with service users, carers, and other key people

3.4 Contributing to the risk assessment process by identifying and reporting risks and concerns

<p>3.5 Contributing to the planning process with service users and carers</p>	
<p>3.6 Working in partnership with service users to enable them to achieve their goals and be as independent as possible</p>	
<p>3.7 Developing care and support plans and/or risk management plans where appropriate which promote independence in daily living while taking account of any legal or organisational requirements</p>	
<p>3.8 Contributing to the implementation of care or support plans and risk management plans</p>	
<p>3.9 Participating in the review of care or support plans and/or risk management plans where appropriate</p>	

<p>3.10 Supporting service users with their daily living</p>	
<p>3.11 Supporting service users to retain, regain and develop skills to manage their daily living</p>	
<p>3.12 Contributing to the physical and emotional well-being of service users and carers</p>	
<p>3.13 Enabling service users and carers to make informed choices about their lives and to actively participate in decision making processes</p>	
<p>3.14 Supporting service users to develop and maintain social networks and relationships</p>	

<p>3.15 Contributing to effective group care where appropriate</p>	
<p>3.16 Ending your involvement with service users and carers in a planned way, ensuring that they are provided with information on the closure and any continuing forms of support for them</p>	
<p>Date Signed Off</p> <p>Manager's Signature</p>	

Evidence Module 4

Support the safeguarding of individuals

Outcomes

Evidence

4.1 Knowing the main types of abuse and the factors that may make a service user or carer vulnerable to harm or abuse

4.2 Knowing the regional policies and procedures relating to safeguarding

4.3 Knowing your own role and responsibilities in relations to safeguarding

4.4 Recognising the signs and symptoms of harm or abuse when present

4.5 Taking the appropriate actions to safeguard a service user or carer if you suspect they are being harmed or abused or if they disclose that they are being harmed or abused

Date Signed Off

**Manager's
Signature**

Evidence Module 5

Maintain Health and safety at work

Outcomes

Evidence

5.1 Applying your organisations policies and procedures in relation to health and safety in your work setting and with regard to the service users and carers you support

5.2 Applying your organisations policies and procedures in relations to medication and health care tasks

5.3 Applying your organisations policies and procedures in relation to moving and handling service users

5.4 Knowing what you can and cannot do relating to general health and safety commensurate with your role and training

5.5 Recognising the risks to your personal safety and wellbeing in your work setting and taking steps to minimise these	
Date Signed Off Manager's Signature	

Evidence Module 6

Develop yourself as a social care worker

Outcomes

Evidence

6.1 Being aware of the relevant standards that relate to your work role

6.2 Evaluating your knowledge, performance and understanding against relevant standards

6.3 Reflecting on your practice to continuously improve the quality of service provided

6.4 Using sources of support for your personal development, including supervision, appraisals and training

<p>6.5 Seeking and using feedback, including that from service users and carers to help you develop and improve the way you work</p>	
<p>6.6 Recording progress in relation to your personal development</p>	
<p>Date Signed Off</p> <p>Manager's Signature</p>	

Evidence Module 7

How the Standards of Conduct Underpin all That You Do

The standards of conduct describe the values, attitudes and behaviours expected of social care workers in their day to day work. This module will help you think about how these standards underpin your and your staff's practice and the Induction practice standards

Outcomes	Evidence
1 Protect the rights and promotes the interests and wellbeing of service users and carers	
2 Strive to establish and maintain the trust and confidence of service users and carers	
3 Promote the autonomy of service users while safeguarding as far as possible from danger or harm	
4 Respect the rights of service users while seeking to ensure that their behaviour does not harm themselves or other people	

<p>5 Uphold public trust and confidence in social care services</p>	
<p>6 Be accountable for the quality of your work and take responsibility for maintaining and improving your knowledge and skills</p>	
<p>Date Signed Off</p> <p>Manager's Signature</p>	

Certificate of Successful Completion

Your 'Certificate of Successful Completion' must be filled-out and signed by your assessing manager when you have successfully covered all the areas and outcomes in this Induction Programme.

You should keep this record for future use along with any other evidence and learning materials you have collected. Your manager should also keep a record of your induction (possibly a photocopy of the certificate) for your file and to show to inspectors, e.g. from the Registration and Quality Improvement Authority (RQIA).

If you change jobs before completing induction, your new manager will want to see your workbook to assess what training and learning is required for you to fully complete this Induction Programme.

If you change jobs after you have successfully completed the Induction Programme, your new manager will want to see your 'Certificate of Successful Completion'.

Irrespective of whether you have changed job to work for a new employer, or have simply changed job roles within the same organisation, your new manager will also want to assess whether you have the knowledge and skills your induction workbook and certificate says you have.



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Successful Completion of Induction

Name:

Job Role

Organisation

Date

I certify that the worker named on this certificate has successfully met all the outcomes in the Social Care Council Induction Programme, has demonstrated the appropriate health and safety mandatory training and is safe to leave alone with responsibility for the individuals she/he is supporting at this stage.

Certified by:

**Working together.
Making a difference.**



Northern Ireland

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