



# Audit Submission Form Social Care Manager

Full name XXXX.....

Registration number XXXX.....

Employer name .....XXXX

.....  
(if in employment)

**Complete electronically if possible and return via email to: [workforcedevelopment@niscc.hscni.net](mailto:workforcedevelopment@niscc.hscni.net)**

**If completed manually, please return to the address below:**

Northern Ireland Social Care Council  
7th Floor, Millennium House  
19-25 Great Victoria Street  
Belfast  
BT2 7AQ



# PRTL Submission Form

## Summary of Social Care Role

Full Name ...XXX.....

Registration number .....XXXX.....

Employer name (if in employment) .....XXXX.....

Summary of Social Care Role (Maximum 500 words)

Total words: 410

My role changed back in July 2021, previously I was a community well-being manager for X. My new role as a Mental Health & Addictions Manager requires me to manage a total of 3 services in xxx and xxxx. Two of these services are community-based day care services known as community well-being services, one based in xx and the other in xx with sessions in surrounding areas. The other Service is a 24 hour supported Housing Scheme.

My role as a manager involves, managing 3 teams of staff across these services and all operations. It also requires me to be registered with RQIA & NISCC. The role involves continual learning and development to provide me with the most up to date and current knowledge on all

Areas of management. And training and learning is vital to this. I am the Responsible Person for medication in the supported housing scheme and all health and safety across the 3, and as well as keeping myself updated on training and learning, it is my role to liaise with the staff I manage and our training dept on their training and development needs.

Having 2 community-based day care services means I have to have a focus on the emerging needs of the local community, we receive most of our referrals from the Community mental health teams, understanding these needs helps me to plan what training I myself need and also the staff who are providing sessions in recovery and 1:1 work with individuals. Focusing the training around needs such as addictions, dual diagnosis, autism, carers, perinatal care, brain injury, personality disorder etc – a whole range of training and development to support our existing and new service users.

Risk Assessments & safety management are an important focus of my work and whether these are in relation to health and safety or the mental health of someone fluctuating it is important to document on all, reflect with self, my line manager and the teams. A focus on incident reporting also and reflection on any learning is hugely important.

Building stronger community links and networking is also a vital part of my role and with this in mind I joined a number of networks this past few years – the XXX, XX alliance and the XXX Network.

## PRTL – Learning and Development Pro-forma

Name .....XXXX .....

Registration Number .....XXXX.....

Identified training Development needs	Plan to address training needs	How will this help the Registrant in their Job	Achievement Timescale
Read through standards for RQIA and supporting people paperwork	X to familiarise herself with standards for new role	This will keep her informed on Registration requirements	August 2021
Source training on carers in the hope of creating a new carers support group in the woodlands CWS	Speak to local carers group, link in with the Recovery college in the X Trust	Help establish links and further developed connectivity for carers in her catchment area	Feb 2022
Develop a perinatal service in the X to link in with the new regional perinatal service in X	Source further training in this area and cascade this down to staff	Strengthen learning in this area of need and support the introduction of much needed work with vulnerable mothers	Aug 21
Keep updated on all areas of health and	Look at training schedule and ensure all	Keep to RQIA requirements and NISCC	On-going

<p>safety management – ensure all staff mandatory training in up to date</p>	<p>staff are scheduled on mandatory training.</p>	<p>on mandatory training &amp; help staff to learn in job and also through induction and probation</p>	
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Registrant Signed...XXX.....

Date:.....6<sup>th</sup> May 2022.....

*W. M. M. M. M. M.*

Line Manager/Mentor Signed: XX  
Date: 4<sup>th</sup> May 22

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## PRTL – Summary of PRTL Activities

Name XXX.....

Registration Number .....xxxx.....

Date	Duration (Hours)	Brief description of activity
25/6/2019	6.5 hours	Recruiting fairly training – showing the best practice for advertising, recruiting & interviewing staff.
5/9/2019	4 hours	5 Steps to Well-Being – In house training on the 5 steps to well-being for staff and manager – to allow for measuring outcomes of sessions and for planning programme of activities around these areas.
31/10/2019	4 hours	This training was provided by the Cedar foundation who specialise in working with individuals with a brain injury.
4/11/2019	1 hour	Mental Health capacity and Dols training – this was a refresher on- line
7/11/2019	5 hours	Keeping Adults Safe, Appointed Person's training. – Update on Current and new

knowledge on this topic and what being the appointed person's means.

14/11/2019	4 hours	Perinatal Mental health Training - provided by a retired Midwife and consultant
15/11/2019	7 hours	Safeguarding Children – provided by X staff
26/9/2019	2 hours	Deprivation of liberty – provided by the DOH
15/1/2020	7 hours	Emergency Aid – Methods of resuscitation and medical care in crisis.
30/3/2020	2 hours	Infection control – provided by NISCC
30/5/2020	2 hours	On-line care of medicines – Refresher and practice – IHASCO
30/5/2020	2 hours	On-line First Aid Awareness – Refresher through IHASCO
30/5/2020	2 hours	On – line Fire – Safety – IHASCO
30/5/2020	2 hours	On – line COSHH – provided by IHASCO
13/6/2020	1 hour	On – line GDPR refresher – Management EU
13/6/2020	2 hours	Infection control – On-line via provided by IHASCO
13/6/2020	2 hours	Manual handling – on line- provided by IHASCO



7/7/2020	2 hours	Food Hygiene - provided by IHASCO
7/7/2020	2 hours	Moving & handling of People - provided by IHASCO
20/7/2020	1 hour	GDPR Voiceover – refresher
23/7/2020	2 hour	Managing Service User Monies – discussed and presented to my staff teams.
26/1/2021	3 hours	Fire Marshall training – refresher on –line
8/2/2021	2 Hours	Managing service Users Monies – Discussion and presentation to my staff teams
30/3/2021	2 hours	Adult Safeguarding Voiceover presentation – Provided by X
4/3/2021	2 hours	Recruiting Fairly – On-Line refresher provided by Inspire staff
14/6/2021	2 Hours	First Aid Awareness - provided by IHASCO
14/6/2021	2 Hours	Fire Safety - provided by IHASCO
17/6/2021	2 hours	Suicide prevention & Self Harm – provided by X staff on-line.
19/6/2021	2 hours	COSHH – Online provided by IHASCO
19/6/2021	2 hours	GDPR – Online provided by IHASCO
19/6/2021	2 hours	Infection Control – Online provided by IHASCO
19/6/2021	2 hours	Care of Medicines – Online provided by IHASCO
4/7/2021	2 Hours	Food Hygiene – Online provided by IHASCO
5/7/2021	2 Hours	Moving & Handling People – online provided by IHASCO

30/7/2021	4 Hours	Update on the Domiciliary Standards RQIA – read through these again to familiarise myself in my new role as supported housing manager
1/8/2021	2 hours	Read through supporting people documentation to aid in new role of Housing manager for Newhaven.
9/12/2021	2 Hours	Manual handling – Online provided by IHASCO
18/1/2022	2 hours	Health & Safety in the Classroom – session 1 – provided by X staff Online.
23/2/2022	2 hours	Health & Safety in the Classroom – session 2 – provided by X staff Online.
22/3/2022	3 Hours	Carers Training – provided by XX -X Trust recovery College

## PRTL – Personal Statement

Name XXXX

Registration Number ...xxxxxx.....

Please complete the statement outline how you have met the Leadership and Management Standards:

Personal Statement (500 1500 words)

As stated above I have taken on a new role since July 2021 and with this new role has come a lot of reading, and learning in the area of supported housing. In this new role alongside my responsibility in leading and managing the 2 day services, I had to refresh my skills in medication management as it had been 8 years since I was an assistant manager in a supported living scheme. I ensured I got the medication training I needed and was assessed by a registered nurse who is an assistant director for X and is the lead on medication policy and procedures, she supported me in getting to grips with my new identified role in this area, as the registered manager it is my responsibility to assess other staff competencies in medication and to audit the medication regularly and ensure all staff are trained in mandatory medications training and signed up to the on-line update also. I recently inducted a new member of staff in the housing scheme and assessed her and supported her to access the training and went through the policy and procedure with her and explained the incident reporting procedure also.

Taking on this new role also meant a refresher for me in Supporting People documentation and outcomes which we send in for the service users in the housing scheme. Alongside this I needed to refresh myself on the domiciliary care standards for supported housing for RQIA; Which was beneficial to me when we had our inspection in February. We rent the property I manage from XXX so I read through and familiarised myself with the procedure for reporting maintenance issues, informing them on the new manager and setting up scheme visits. Reporting is essential to my role and familiarising myself this year on all the reporting to RQIA, the Trust, Choice and Supporting People was great learning. I Quality monitor 3 services also for X, this is monthly for the housing and 3 monthly for the floating support service and the day service, this has been great learning as the auditing allows me to sit back and reflect on management practices and use any learning in my role.

All the health and safety training online and some face to face (pre-covid) has strengthened my learning in these areas and allowed me to take a fresh look at practices at scheme in relation to fire safety, coshh and infection control, safety management – GDPR, Food hygiene practices, First aid boxes up to date and replenished etc. ensuring all staff are regularly trained in these areas was vital for safety of themselves, the buildings and the service users. Leading by example by having my training completed and then going over the staff training in their supervision and reflecting on their practice is beneficial and rewarding. Especially with PPE demands and an outbreak at scheme having the learning & reflection on practice on for example infection control was helpful.

In my role in the Day Services we have a strong ethos on connectivity with the community and the emerging needs in the local community, I attend the Community Mental Health Team meetings to gauge the needs of the service users they work in partnership with and offer them information on our programme of activities so they are kept informed If they want to make a referral. We provide group activities and 1:1 meet ups in both services and over the past number of years our service has had to modernise and adapt especially in light of the covid pandemic. Some of our work had to move on line and this meant staff learning to access Zoom, Team, whatsapp

and teach this to our service users so they could receive support online, I lead with this and we managed to continue to provide much needed support and gain knowledge and experience in ICT.

Some of the referrals we have seen coming in to us has meant that I had to take a reflective look at staff skills and training needs, we have had referrals from Service users with brain injury for example, perinatal needs, carers needing support. To support staff to further develop in this area, I sourced training for them and myself from the Cedar Foundation (brain injury) A consultant mid-wife (perinatal training) and a trained carer support worker through the Recovery College, dual diagnosis & self-harm and suicide prevention. This training helped me to understand the topic better so I could then lead the team to access this training and when they have participated in this and have grasped the knowledge and practices this helps the service users in this area of need feel better supported.

**Total Word Count:** ..... **Total training and learning for period of registration (hours):** .....103.5 hours

**Registrant Declaration**

I confirm that I have undertaken the activities recorded on this form and that the details I have provided are accurate. I understand that failure to meet Post Registration Training and Learning Requirements, in accordance with Continuous Learning and Development Standards, or the provision of false information in relation to meeting these requirements, may be considered by the Northern Ireland Social Care Council as misconduct.

**Registrant Signature** XXX ..... **Date:** .....4<sup>th</sup> May 2022

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**Line Manager/Mentor Signature** XXX

**Date:**4<sup>th</sup> May 22.