

**KETTLEWELL HOUSE  
2017 E-LEARNING TRAINING SCHEDULE**

| Course                           | Time paid to Staff (H:MM) | To be Completed by |                  |        |                        |                  |                               |   |
|----------------------------------|---------------------------|--------------------|------------------|--------|------------------------|------------------|-------------------------------|---|
|                                  |                           | Managers/<br>RN's  | Duty<br>Managers | Carers | Social<br>Coordinators | Kitchen<br>Staff | Laundry<br>Staff/<br>Cleaners | Office Staff/<br>Maintenance<br>Technicians |
| Dementia Awareness               | 0:35                      | Yes                | Yes              | Yes    | Yes                    | Yes              |                               |   |
| Deprivation of Liberty           | 0:25                      | Yes                | Yes              | Yes    | Yes                    |                  |                               |   |
| End of Life                      | 0:25                      | Yes                | Yes              | Yes    | Yes                    |                  |                               |   |
| Equality and Diversity           | 0:20                      | Yes                | Yes              | Yes    | Yes                    |                  |                               |   |
| Fire Safety                      | 0:20                      | Yes                | Yes              | Yes    | Yes                    | Yes              | Yes                           | Yes   |
| First Aid                        | 0:20                      | Yes                | Yes              | Yes    | Yes                    |                  |                               |   |
| Food Hygiene                     | 0:30                      | Yes                | Yes              | Yes    | Yes                    | Yes              |                               |   |
| Infection Control (Clinical)     | 0:35                      | Yes                | Yes              | Yes    | Yes                    |                  | Yes                           |   |
| Medicines Management             | 1:25                      | Yes                | Yes              |        |                        |                  |                               |   |
| Mental Capacity Act              | 0:35                      | Yes                | Yes              | Yes    | Yes                    |                  |                               |   |
| Moving & Handling (Clinical)     | 0:25                      | Yes                | Yes              | Yes    | Yes                    |                  |                               |   |
| Moving & Handling (Non-Clinical) | 0:25                      |                    |                  |        |                        | Yes              | Yes                           | Yes   |
| Principles of Health & Safety    | 0:20                      | Yes                | Yes              | Yes    | Yes                    |                  |                               |   |
| Safeguarding Adults              | 0:20                      | Yes                | Yes              | Yes    | Yes                    |                  |                               |   |
| 3 x RN Study Days                | 8 Hours per day           | Yes                |                  |        |                        |                  |                               |   |