



## **GUIDANCE ON MANDATORY TRAINING FOR PROVIDERS OF CARE IN REGULATED SERVICES**

**9<sup>TH</sup> Floor Riverside Tower 5 Lanyon Place Belfast BT1 3BT  
Tel: (028) 9051 7500 Fax: (028) 90517501**

ISSUE DATE: MAY 2010  
REVIEW DATE: MAY 2011

## **Contents**

<b>Foreword</b>	<b>3</b>
<b>Acknowledgements</b>	<b>4</b>
<b>Regulated Service - Nursing Homes</b>	<b>5</b>
<b>Regulated Service - Residential Care Homes</b>	<b>8</b>
<b>Regulated Service - Day Care Settings</b>	<b>10</b>
<b>Regulated Service - Children's Home</b>	<b>12</b>
<b>Regulated Service - Residential Family Centre</b>	<b>15</b>
<b>Regulated Service - Domiciliary Care Agencies</b>	<b>16</b>
<b>Regulated Service - Adult Placement Agencies</b>	<b>19</b>
<b>Medication Training</b>	<b>21</b>
<b>Independent Healthcare Facilities</b>	<b>22</b>

## **Foreword by Mr Glenn Houston**

The purpose of this document is to provide guidance to RQIA inspection staff, and to registered managers and providers of services regulated by RQIA, providing advice on the types of mandatory training programmes that would assist organisations in meeting legislative requirements as outlined in DHSSPS regulations and standards. The guidance sets out the recommended frequency of training and the staff grade/level to which it ought to be directed.

The DHSSPS regulations and standards that underpin the work undertaken by health and social care services in the regulated sector require providers of services to ensure that staff members are suitably trained, qualified, skilled and experienced. The regulations and standards are explicit about some elements of essential training to be provided to staff. However, they are not explicit as to what is regarded as mandatory or essential training in every area, and this can lead to some uncertainty for staff in this sector.

The pandemic of Swine Flu' (Influenza A H1N1) in 2009/10 has provided a reminder of how providers can also, at short notice, have to alter their training priorities and have an awareness of any emerging training required in the future. With this in mind this guidance document will remain under regular review and will be revised and updated as necessary.

This guidance should be read in association with the training requirements of regulatory bodies such as Nursing and Midwifery Council and the Northern Ireland Social Care Council.

## **The Regulation and Quality Improvement Authority (RQIA)**

The Regulation and Quality Improvement Authority (RQIA) is a non-departmental public body, established with powers granted under the Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003<sup>1</sup>. RQIA is sponsored by the Department of Health, Social Services and Public Safety (DHSSPS) and is responsible for assessing and reporting on the availability and quality of health and social care services in Northern Ireland and encouraging improvements in the quality of those services.

---

## **References**

<sup>1</sup> The Office of Public Sector Information. The Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order. 2003. The Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order 2003 places a statutory duty of quality on Health and Personal Social Services (HPSS) organisations, and requires the RQIA to encourage continuous improvement in the quality of care and services throughout all sectors in Northern Ireland.

---

## **Acknowledgements**

This guidance document has been assembled with the assistance of a number of individuals within RQIA and thanks and gratitude is extended to Programme Heads and designated inspection staff who participated and assisted in the completion of this task.

Gratitude is also extended to the Association for Real Change (ARC Northern Ireland) which acted as a catalyst in the publication of this document.

## **Training guidance**

The following sections will set out the training requirements governing the various services within the regulated sector as set out in regulations, DHSSPS Standards or through DHSSPS Guidance circulars. Fire Safety is set out at the end of each service's training set. The Pharmacy training template is at the conclusion of this guidance paper as it is required in all regulated services and directs the Provider and/or Manager to the legislative framework and guidance with regard to medication training for staff working within registered establishments and agencies. Additional guidance has been drawn up by RQIA regarding Fire Safety and Management of Medicines Training. This is available on request in hard copy and on RQIA's website in due course.

Registered Providers and Registered Managers will of course be mindful that this document seeks to provide guidance as to what is currently regarded as best practice in the provision of mandatory and essential training. This guidance is not meant to be definitive as it is recognised that the nature of mandatory training may indeed change depending on potential future policy developments and possible legislative changes.

**REGULATED SERVICE: Nursing Homes**

Mandatory Training Requirement	Level	Frequency	Legislative Framework (Regulations & Minimum Standards) (Associated Guidance) Circulars
<p><b>An awareness of the following areas should be covered during induction pending attendance at training sessions:</b></p> <p><b>Vulnerable Adults</b></p> <p>-----</p> <p><b>Moving and Handling</b></p> <p>-----</p> <p><b>Infection Control</b></p> <p>-----</p> <p><b>First Aid</b></p>	<p><u>Two levels</u></p> <p>Awareness training for care staff</p> <p>Trust Specific Training in responding to AVA - nurses in charge of the home</p> <p>-----</p> <p>All staff</p> <p>-----</p> <p>General awareness for all staff</p> <p>Enhanced training for identified link staff</p> <p>-----</p> <p>Certificate in first aid (trainer only)</p> <p>First aid awareness for all other staff</p>	<p>Minimum standards three yearly update</p> <p>Best practice - RQIA recommend annually</p> <p>-----</p> <p>Annually</p> <p>-----</p> <p>Best practice would suggest this should be annually</p> <p>-----</p> <p>Usually determined by the trainer - no less than ever three years</p> <p>Annual updates</p>	<p><b>14 (4) of the Nursing Home Regulations (Northern Ireland) 2005</b></p> <p><b>Nursing Homes Minimum Standards Standard 16</b></p> <p>-----</p> <p><b>14 (3) of the Nursing Home Regulations (Northern Ireland) 2005 Nursing Homes Minimum Standards Standard 35, criterion 35.3</b></p> <p>-----</p> <p><b>13 (7) of the Nursing Home Regulations (Northern Ireland) 2005</b></p> <p><b>Nursing Homes Minimum Standards Standard 34, criterion 34.2</b></p> <p>-----</p> <p><b>Regulation 14(2) (a) of the Nursing Home Regulations (Northern Ireland) 2005</b></p>

Mandatory Training Requirement	Level	Frequency	Legislative Framework (Regulations & Minimum Standards) (Associated Guidance) Circulars
<b>Basic Food Hygiene</b>	Awareness level for nursing/care staff who handle food	Determined by the local training body. (3 yearly)	<b>Health and Safety at Work Order In accordance with the local district council</b>
<b>COSHH</b>	All staff and higher level for Domestic or cleaning staff	Annual update or at change of product	<b>COSHH regulations and Nursing Homes Regulations (Northern Ireland) 2005</b>
<b>Medication Training</b>	All staff who administer medicines or who assist in the administration of medicines, including those who may administer external preparations and food preparations	On induction and annually. The frequency should be reviewed if any incident occurs involving the management of medicines within the setting or depending on the outcome of the medicine auditing programme.	<p><b>The HPSS (Quality, Improvement and Regulation) (Northern Ireland) Order 2003.</b></p> <p><b>The Nursing Homes Regulations (Northern Ireland) 2005. (corresponding regulations for the other services)</b></p> <p><b>The Department of Health, Social Services and Public Safety's (DHSSPS) Nursing Homes Minimum Standards. (corresponding draft or published standards for the other services).</b></p>

Mandatory Training Requirement	Level	Frequency	Legislative Framework (Regulations & Minimum Standards) (Associated Guidance) Circulars
<b>Fire Safety - all staff</b>	Appreciation of fire safety principles and understanding of specific policies and procedures relating to Home	At start of employment in Home and every six months	<b>Nursing Homes Reg. (NI) 2005 regulation 27.-(4)(e) Nursing Homes Minimum Standards 36.4 DHSS Fire Code</b>
<b>Fire Safety - Nominated Persons</b>	Competent person level. Ability to take charge on fire safety issues	Every two years	<b>Nursing Homes Reg. (NI) 2005 regulation 27.(4)(e) Nursing Homes Minimum Standards 36.4 DHSS Fire Code</b>
<b>Practice Fire Drills - All Staff</b>	Understanding and competent to take part in evacuation in line with evacuation policy of the home.	Minimum every year based upon risk assessment	<b>Nursing Homes Reg. (NI) 2005 regulation 27.-(4)(f) Nursing Homes Minimum Standards 36.6 DHSS Fire Code</b>

**REGULATED SERVICE: Residential Care Homes**

<b>Mandatory Training Requirement</b>	<b>Level</b>	<b>Frequency</b>	<b>Legislative Framework (Regulations &amp; Minimum Standards) (Associated Guidance) Circulars</b>
<b>Vulnerable Adults</b>	Management and all staff	Part of Induction. But mandatory every 3 years. Good practice to do annually.	<b>Reg.19(2), Schedule 4(21) &amp; 14(4); Reg.20 (1) (c) (iii) &amp; 21 (5) (b); Standards 16.9, 20.2, 20.10, 20.16 &amp; 23.3</b>
<b>Medication</b>	Management & Senior staff and staff administering medicines	Part of Induction. Competency Assessments should be done annually or after an untoward medicine incident.	<b>Reg. 19(2), Schedule 4(21) &amp; 20(1)(c) Reg.20 (1) (c) (iii) &amp; 21 (5) (b); Standards 16.9, 20.2, 20.10, 20.16 &amp; 23.3 Refer to Pharmacy section</b>
<b>Manual Handling</b>	Management & all care staff & a relevant version of Moving & Handling training provided to domestic and catering staff.	Part of Induction.  Annually.	<b>Reg.20 (1) (c) (iii) &amp; 21 (5) (b); Standards 16.9, 20.2, 20.10, 20.16 &amp; 23.3 Health and Safety Regs</b>
<b>Managing Residents' money</b>	Management & any staff handling resident's monies	Part of Induction. Every three years in-house in line with the home's Finance Policy and Procedures.	<b>Reg.20 (1) (c) (iii) &amp; 21 (5) (b); Standards 16.9, 20.2, 20.10, 20.16 &amp; 23.3.</b>
<b>Restraint or Managing Challenging Behaviour</b>	Management & all staff working with resident's presenting with challenging behaviours	Part of Induction and specific training as needs of residents dictate. Good practice to do annually.	<b>Reg. 20 (1) (c) (iii) and 21 (5) (b) Schedule 4(21), 14(4), (5) &amp; (6). Standards 10, 16, 20.16, 20.18, 20.19 &amp; 28.3</b>
<b>Infection Control</b>	Management & all staff in facility	Part of Induction and yearly mandatory training	<b>Ref. 20 (1) (c) (iii) and 21 (5) (b) Schedule 4(21),13(7), 14(2)(a) &amp; (c), Standards 20.16,20.15, 35, 28.3, 27.1 &amp; 27.7</b>

Mandatory Training Requirement	Level	Frequency	Legislative Framework (Regulations & Minimum Standards) (Associated Guidance) Circulars
<b>First Aid</b>	Certificate in first aid (trainer only)	Usually determined by the trainer - no less than ever three years	<b>Reg. 14 (2) (d)</b>
<b>COSHH</b>	First aid awareness for all other staff All staff and higher level for Domestic or cleaning staff	Annual updates Annual update or at change of product	<b>Standards 20.16,20.15, 35, 28.3, 27.1 &amp; 27.7</b> <b>COSHH regulations and Residential Homes Regulations (Northern Ireland) 2005</b>
<b>Fire Safety - all staff</b>	Appreciation of fire safety principles and understanding of specific policies and procedures relating to Home	At start of employment in Home and every six months	<b>Residential Homes Regs (NI) 2005 regulation 27.-(4)(e)</b> <b>Residential Homes Minimum Standards 29.4</b> <b>DHSS Fire Code</b>
<b>Fire Safety - Nominated Persons</b>	Competent person level. Ability to take charge on fire safety issues	Every two years	<b>Residential Homes Regs (NI) 2005 regulation 27.-(4)(e)</b> <b>Residential Homes Minimum Standards 29.5</b> <b>DHSS Fire Code</b>
<b>Practice Fire Drills - All Staff</b>	Understanding and competent to take part in evacuation in line with Home's evacuation policy	Minimum every year Based upon risk assessment	<b>Residential Homes Regs (NI) 2005 regulation 27.-(4)(f)</b> <b>Residential Homes Minimum Standards 29.6</b> <b>DHSS Fire Code</b>

**REGULATED SERVICE: Day Care Settings**

Mandatory Training Requirement	Level	Frequency	Legislative Framework (Regulations & Minimum Standards) (Associated Guidance) Circulars
<b>Vulnerable Adults</b>	Management and all staff	Part of Induction. But mandatory every 3 years. Good practice to do annually.	<b>Reg. 14.3 and 21 (3) (b).</b>
<b>Medication</b>	Management & Senior staff and staff administering medicines	Part of Induction. Competency Assessments should be done annually or after an untoward medicine incident. See Pharmacy section	<b>The HPSS (Quality, Improvement and Regulation) (Northern Ireland) Order 2003. Reg. 14 (4)(b) and 21 (3) (b) Refer also to Pharmacy section</b>
<b>Manual Handling</b>	Management & all care staff & relevant version of Moving & Handling training provided to domestic and catering staff.	Part of Induction.  Annually	<b>Reg. 14 (1)(2) and 21 (3) (b),</b>
<b>Restraint or Managing Challenging Behaviour</b>	Management & all staff working with service users presenting with challenging behaviours	Part of Induction and specific training as needs of service users dictate. Good practice to do annually.	<b>Reg. 14 (1) (4) and 21 (3) (b)</b>
<b>Infection Control</b>	Management & all staff in facility	Part of Induction and yearly mandatory training	<b>Reg. 21 (3) (b),</b>
<b>First Aid</b>	Certificate in first aid (trainer only)	Usually determined by the trainer - no less than ever three years	<b>Reg. 14 (1) (d)</b>
	First aid awareness for all other staff	Annual updates	

Mandatory Training Requirement	Level	Frequency	Legislative Framework (Regulations & Minimum Standards) (Associated Guidance) Circulars
<b>COSHH</b>	All staff and higher level for Domestic or cleaning staff	Annual update or at change of product	<b>Reg. 21 (3) (b) COSHH Regulations</b>
<b>Fire Safety - all staff</b>	Appreciation of fire safety principles and understanding of specific policies and procedures relating to Home	At start of employment in Home and every year	<b>Day Care Settings Regs (NI) 2007 regulation 26.-(4)(e) DRAFT Day Care Settings Minimum Standards 26.4 DHSS Fire Code</b>
<b>Fire Safety - Nominated Persons</b>	Competent person level. Ability to take charge on fire safety issues	Every two years	<b>Day Care Settings Regs (NI) 2007 regulation 26.-(4)(e) DRAFT Day Care Settings Minimum Standards 26.5 DHSS Fire Code</b>
<b>Practice Fire Drills - All Staff</b>	Understanding and competent to take part in evacuation in line with Home's evacuation policy	Minimum every year Based upon risk assessment	<b>Day Care Settings Regs (NI) 2007 regulation 26.-(4)(f) DRAFT Day Care Settings Minimum Standards 26.6 DHSS Fire Code</b>

**REGULATED SERVICE: Children's Homes**

<b>Mandatory Training Requirement</b>	<b>Level</b>	<b>Frequency</b>	<b>Legislative Framework (Regulations &amp; Minimum Standards) (Associated Guidance) Circulars</b>
<b>Child Protection</b>	All staff should receive Child Protection training levels 1 & 2	Once then refresher every three years	<b>Children's Homes Regs (NI) 2005</b>  <b>Reg 11</b>
<b>Medication</b>	All relevant staff see Pharmacy section	Annually	<b>Reg 20 refer also to Pharmacy section</b>
<b>First Aid</b>	All staff in the children's home	Annual refresher as good practice	<b>Reg. 22</b>
<b>Fire Safety</b>	See Fire Safety section	Twice per year	<b>Reg 31 (d)</b> <b>HTM 84</b>
<b>Therapeutic Crisis Intervention</b>	All relevant staff members	Induction plus 6 monthly refresher	<b>Reg 16</b>
<b>Models of behaviour management ie social pedagogy , sanctuary)</b>	All relevant staff members	As stated in specific model used	<b>Reg. 16</b>
<b>UNOCINI</b>	All relevant staff members	As stated in the model of HSC Trust	<b>Reg 12</b>
<b>Recording Skills</b>	All staff should have training in UNOCINI	As stated in the model of HSC Trust	<b>Reg.12</b> <b>25 (3) (b)</b>
<b>Children's Rights Eg UNCRC</b>	Recording training should be identified as a learning need by the manager when needed	Induction	<b>Reg 11</b>

**REGULATED SERVICE: Children's Homes**

Mandatory Training Requirement	Level	Frequency	Legislative Framework (Regulations & Minimum Standards) (Associated Guidance) Circulars
<b>Food Handling</b>	All staff who handle food	As identified by supervisor	<b>Regs. 11, 13 and 25 (3) (b)</b>
<b>Interviewing and recruitment</b>	Management	As identified by supervisor	<b>Reg.26</b>
<b>Supervision training</b>	All relevant staff	Once and occasional refreshers	<b>Reg.11</b>
<b>Data Protection</b>	Management	Once and update training as required	<b>Reg 13</b>
<b>Freedom of Information</b>	Management	One-off	<b>Reg.26</b>
<b>Information Management</b>	All staff	One-off	<b>Reg 25, 26 and 27</b>

**REGULATED SERVICE: Children's Home**

Mandatory Training Requirement	Level	Frequency	Legislative Framework (Regulations & Minimum Standards) (Associated Guidance) Circulars
<b>Fire Safety - all staff</b>	Appreciation of fire safety principles and understanding of specific policies and procedures relating to Home	At start of employment in Home and every six months	<b>Children's Homes Regs (NI) 2005 regulation 31.-(d)</b> <b>DRAFT Children's Homes Minimum Standards 27.4</b> <b>DHSS Fire Code</b>
<b>Fire Safety - Nominated Persons</b>	Competent person level. Ability to take charge on fire safety issues	Every two years	<b>Children's Homes Regs (NI) 2005 regulation 31.-(d)</b> <b>DRAFT Children's Homes Minimum Standards 27.5</b> <b>DHSS Fire Code</b>
<b>Practice Fire Drills - All Staff</b>	Understanding and competent to take part in evacuation in line with Home's evacuation policy	Minimum every year Based upon risk assessment	<b>Children's Homes Regs (NI) 2005 regulation 31.-(e)</b> <b>DRAFT Children's Minimum Standards 27.6</b> <b>DHSS Fire Code</b>

**REGULATED SERVICE: Residential Family Centres**

Mandatory Training Requirement	Level	Frequency	Legislative Framework (Regulations & Minimum Standards) (Associated Guidance) Circulars
<b>Child/Adult Protection</b>	All staff should receive Child and Adult Protection training level 1 & 2	Once then refresher every three Years	<b>Residential Family Centres Regs (NI) 2007 regulations 19 (5) (a), 13 (7) 10.-(2)(3),</b>
<b>COSHH</b>	All staff and higher level for Domestic or cleaning staff	Annual update or at change of product	<b>COSHH Regulations</b>
<b>Fire Safety - all staff</b>	Appreciation of fire safety principles and understanding of specific policies and procedures relating to Home	At start of employment in Home and every six months	<b>Residential Family Centres Regs (NI) 2007 regulation 26.-(1)(e) DRAFT Day Care Settings Minimum Standards 22 DHSS Fire Code</b>
<b>Fire Safety - Nominated Persons</b>	Competent person level. Ability to take charge on fire safety issues	Every two years	<b>Residential Family Centres Regs (NI) 2007 regulation 26.-(1)(e) DRAFT Day Care Settings Minimum Standards 22 DHSS Fire Code</b>
<b>Practice Fire Drills - All Staff</b>	Understanding and competent to take part in evacuation in line with Home's evacuation policy	Minimum every year Based upon risk assessment	<b>Residential Family Centres Regs (NI) 2007 regulation 26.-(1)(f) DRAFT Day Care Settings Minimum Standards 22 DHSS Fire Code</b>

**REGULATED SERVICE: Domiciliary Care Agencies**

<b>Mandatory Training Requirement</b>	<b>Level</b>	<b>Frequency</b>	<b>Legislative Framework (Regulations &amp; Minimum Standards) (Associated Guidance) Circulars</b>
<p><b>1) Vulnerable Adults &amp; Child Protection</b></p>	<p>Management and all staff</p>	<p>Part of Induction. But mandatory every 2 years. Good practice to do annually</p>	<p><b>Domiciliary Care Agencies Standard 14.3 (induction)</b>  <b>Domiciliary Care Agencies Standard 14.4 (content of training)</b>  <b>Domiciliary Care Agencies Standard 14. (update training every 2 years)</b></p> <p><b>Domiciliary Care Agencies Regulation 15 (6) procedure</b>  <b>Domiciliary Care Agencies Regulation 15 (9) Training</b></p> <p><b>NISCC Induction Standards 2007 5.0</b></p>

Mandatory Training Requirement	Level	Frequency	Legislative Framework (Regulations & Minimum Standards) (Associated Guidance) Circulars
<b>2) Medication</b>	Management & Senior staff and staff administering medicines	Competency Assessments should be done annually or after an untoward medicine incident.	<b>Domiciliary Care Agencies Standards 7.2,7.14, 7.6, 7.10, 7.12, 7.13 (Appendices 1 and 2 policy and procedures/Glossary of Terms)</b>  <b>Domiciliary Care Agencies Regulation 15, 6(b) , 7</b>  <b>NISCC Induction Standards 2007, 3.6</b>  <b>Refer also to Pharmacy section</b>
<b>3) Manual Handling</b>	All relevant staff	Update training every 18 months	<b>Domiciliary Care Regulation 15, 6(c), 8</b>  <b>Domiciliary Care Agencies Standard 16.3 and 3.3 - use of equipment (Appendix 1: Policies and procedures)</b>  <b>NISCC Induction Standards 2007 3.2 Maintain safety at work</b>

Mandatory Training Requirement	Level	Frequency	Legislative Framework (Regulations & Minimum Standards) (Associated Guidance) Circulars
4) Managing Service User's money	Management & any staff handling service users' monies	Part of Induction and specific training as needs of service users dictate. Good practice to do annually.	Domiciliary Care Agencies Regulation 15, 6(d) Domiciliary Care Agencies Standards APPENDIX 1: Policies and procedures
5) Restraint or management of Challenging Behaviour	Management & all staff working with service users presenting with challenging behaviours	Part of Induction and specific training as needs of service users dictate. Good practice to do annually.	Domiciliary Care Agencies Regulations 15, 10 & 11 Domiciliary Care Agencies Standards APPENDIX 1: Policies and procedures 18 (3) (c)
6) Infection Control	Management and staff in direct contact with service users	Part of Induction and yearly mandatory training	2003 Order Regulation 10 (3) Domiciliary Care Agencies Regulation 3  Domiciliary Care Agencies Standard 16.3  NISCC Induction Standards 2007, 3.5
7) Fire Safety	Management and staff in direct contact with service users	Recommended at start of employment and every six months	Domiciliary Care Agencies Regulation. 14 (a) Domiciliary Care Agencies Standard 16.1.2 and 3

**Regulated Service: Adult Placement Agencies**

<b>Mandatory Training Requirement</b>	<b>Level</b>	<b>Frequency</b>	<b>Legislative Framework (Regulations &amp; Minimum Standards) (Associated Guidance) Circulars</b>
<b>1) Vulnerable Adults &amp; Child Protection</b>	Registered Manager and all Adult Placement Carers	Part of Induction. But mandatory every 2 years. Good practice to do annually.	<b>Adult Placement Agencies Regulations 21 and 25(5) Schedule 4, 2 (f)</b>  <b>NISCC Induction Standards 2007 5.0</b>
<b>2) Medication</b>	Registered Manager & Adult Placement carers administering medicines	Competency Assessments should be done annually or after an untoward medicine incident.	<b>Adult Placement Agencies Regulation 16 (2) (g)</b>  <b>NISCC Induction Standards 2007, 3.6</b>  <b>Refer also to Pharmacy section</b>
<b>3) Manual Handling</b>	All Adult Placement Carers	Part of Induction. Annual Updates Depending on assessed needs of the service user.	<b>Adult Placement Agencies Regulation 29 (2) (b)</b>  <b>NISCC Induction Standards 2007 3.2 Maintain safety at work</b>

Mandatory Training Requirement	Level	Frequency	Legislative Framework (Regulations & Minimum Standards) (Associated Guidance) Circulars
<b>4) Managing Service Users' money</b>	Registered manager and all adult placement carers handling service users' monies	Part of Induction and specific training as per needs of service users. Good practice to do annually.	<b>Adult Placement Agencies Regulations 12, (2) (i) (vii) &amp; 18, (3) (a)</b>  <b>Draft Adult Placement Agencies Standards 7.3, 28</b>
<b>5) Restraint or management of Challenging Behaviour</b>	Registered manager and all Adult Placement carers working with service users presenting with challenging behaviours	Part of Induction and specific training as needs of service users dictate. Good practice to do annually.	<b>Adult Placement Agencies Regulation 4.3</b>  <b>Draft Adult Placement Agencies Standard 6.5, 35</b>
<b>6) Infection Control</b>	Registered manager and all Adult Placement carers working with service users.	Part of Induction and yearly mandatory training	<b>Adult Placement Agencies Regulation 4.2</b> <b>Draft Adult Placement Agencies Standard 9</b> <b>NISCC Induction Standards 2007, 3.5</b>
<b>7) Fire Safety</b>	Registered manager and all Adult Placement carers working with service users.	Recommended at start of placement and annually.	<b>Adult Placement Agencies Regulation 14 (a)</b> <b>Draft Adult Placement Agencies Standard 16.1.2 and 3</b>

## MEDICATION TRAINING

**REGULATED SERVICE: (Nursing Home, Residential Home, Children's Home, Day Care Centre, Domiciliary Care and Adult Placement Agencies)**

Mandatory Training Requirement	Level	Frequency	Legislative Framework (Regulations & Minimum Standards) (Associated Guidance) Circulars
<b>The Management of Medicines</b>	Registered Manager & Adult Placement carers administering medicines	On induction and annually. The frequency should be reviewed if any incident occurs involving the management of medicines within the setting or depending on the outcome of the medicine auditing programme.	<p><b>The HPSS (Quality, Improvement and Regulation) (Northern Ireland) Order 2003.</b></p> <p><b>The Nursing Homes Regulations (Northern Ireland) 2005. (corresponding regulations for the other services)</b></p> <p><b>The Department of Health, Social Services and Public Safety's (DHSSPS) Nursing Homes Minimum Standards. (corresponding draft or published standards for the other services).</b></p>

### References

<sup>1</sup> The Office of Public Sector Information. The Health and Personal Social Services (Quality, Improvement and Regulation) (Northern Ireland) Order. 2003.

**INDEPENDENT HEALTHCARE FACILITIES (TRAINING)**

Regulated Service		Moving and Handling	Fire Safety	Basic Life Support	Paediatric Life Support	Control and Prevention of Infection	POVA and Safeguarding Children	Laser Safety Training	Laser Treatment and Core of Knowledge
1	Independent Hospital	✓	✓	✓	✓	✓	✓		
2	Laser Service Clinic		✓	✓		✓	✓	✓	✓
3	Fertility Clinic	✓	✓	✓		✓	✓		
4	Private Doctor		✓	✓	✓	✓	✓		
5	Adult Hospice Service	✓	✓	✓		✓	✓		
6	Children's Hospice Service	✓	✓		✓	✓	✓		
7	Nursing Agency Service	✓	✓	✓	✓	✓	✓ For placements with children only		

Yearly
  Every 3 years
  Every 5 years

**Independent Healthcare Regulations (Northern Ireland) 2005**

Regulation 18 (2) (b), 19 (2) (b) Service 3, 4, 5  
 Regulation 18 (2) (b), 19 (2) (b), 36 (c) Service 1, 6  
 Regulation 18 (2) (b), 19 (2) (b), 39 (2) (a) (b) (c) (d) (e) Service 2

Nursing Agency Regulations (2005)  
 Regulation 12 (1) (b), 14 (1)

---

**STANDARDS****Draft Independent Healthcare Standards Hospitals and Clinics**

Service	1 3	Standard C6 - Safeguarding Children Standard C7- Protection of Vulnerable Adults Standard C13 - Staff Training and Development Standard C22 - Infection Prevention and Control Standard C24 - Fire Safety Standard C25 - Resuscitation
Service	2	Standard C7 - Protection of Vulnerable Adults Standard C13 - Staff Training and Development Standard C22 - Infection Prevention and Control Standard C24 - Fire Safety Standard C25 - Resuscitation Standard P3 - Training for Staff Using Lasers and Intense Light Sources
Service	4	Standard A3 - Qualifications and Experience of Medical and Dental Practitioners Undertaking Independent Medical Practice

**Draft Hospice Standards**

Service	5 6	Standard C6 - Safeguarding Children Standard C7- Protection of Vulnerable Adults Standard C13 - Staff Training and Development Standard C22 - Infection Prevention and Control Standard C24 - Fire Safety Standard C25 - Resuscitation
---------	--------	---

**Nursing Agencies Minimum Standards**

Service	7	Standard 6 - Staff Training and Development Standard 9 - Protection of Vulnerable Adults and Safeguarding Children
---------	---	---