Annual Return 2022/2023

Provider Information to be published

The following information relates to information CIW held about this provider and its associated services on the 31st March 2023.

This section has been completed for you. There are no actions to complete. This information displayed will be included in the published Annual Return.

Provider name:		Yr Ysgol Limited	
The provider was registered on:		02/01/2019	
The following lists the provider conditions:	There are no imposed conditions associated to this provider		
The regulated services delivered by this provider	Yr Ysgol Ltd		
were:	Service Type	Care Home Service	
	Type of Care	Adults With Nursing	
	Approval Date	02/01/2019	
	Responsible Individual(s)	Aldo Picek	
	Manager(s)	Paul Fermandel	
	Maximum number of places	16	
	Service Conditions	There are no conditions associated to this service	

Training and Workforce Ranning	
Describe the arrangements in place during the last financial year for identifying, planning and meeting the training needs of staff employed by the service provider	Yr Ysgol(YY) has dedicated L+D Team (Manager and trainers)- o ne supports YY. All new staff get a 5-day induction prior to startin g. Manual Handling(MH) and Positive Behavioural Support/Positiv e Behavioural Management (PBS/PBM) is also included in inducti on, refresher and follow up in YY. An e-learning suite is complete on induction and refreshed annually. The L+D Manager contribut es to the weekly Senior Manager Team (SMT) and monthly trainin g meeting (including RIs) discuss YY's training needs.
Describe the arrangements in place during the last financial year for the recruitment and retention of staff employed by the service provider	YY has a dedicated People and Culture (P+C) team one of whom is dedicated to YY. All new YY staff are interviewed and do a trial shift. This is followed by a 5-day induction and a 24-week inductio n period with an 'induction' booklet of learning outcomes and sup ervisions. There is a weekly review of staffing in YY with Their Ma nagers the P+C team. The weekly SMT includes P+C. P+C have t heir own weekly review meeting. YY's RI attends a monthly busine ss review which includes P+C issues.

Service Profile

Other languages used in the provision of the service

Sen	vice Details	
	Name of Service	Yr Ysgol Ltd
	Telephone Number	01639841391
	What is/are the main language(s) through which your service is provided?	English Medium with some billingual elements

none

Service Provision

People Supported		
How many people in total did the service provide care and support to during the last financial year?	20	

Fees Charged

The minimum weekly fee payable during the last financial year?	2189.12
The maximum weekly fee payable during the last financial year?	3327.48

Complaints

What was the total number of formal complaints made during the last financial year?	0
Number of active complaints outstanding	0
Number of complaints upheld	0
Number of complaints partially upheld	0
Number of complaints not upheld	0
What arrangements were made for consulting people who use the service about the operation of the service during the last financial year?	The Managers of Yr Ysgol (YY) hold service user meetings to find the views of the people who live with us. Where the person has an advocate, their views will be sought. Where the person lacks the c apacity to tell us their views we will seek the advice of their family t o find what the service user would have felt/thought. The Named Nurses will seek their views about their satisfaction with care in mo nthly support plan reviews. Views of their external MDT including best interests assessors in the DoLS process will also be sought r egarding the persons satisfaction with their care. Care staff in YY will on an ad-hoc basis work to find their satisfaction with the servi ce we provide through daily interactions/activities/excursions from YY. The RI visits YY regularly on an informal basis, and will talk wit h people living in YY about their satisfaction with the care/support they receive. Where the person lacks the capacity to do so, they seek other sources for this information.

Service Environment

How many bedrooms at the service are single rooms?	16
How many bedrooms at the service are shared rooms?	0
How many of the bedrooms have en-suite facilities?	16
How many bathrooms have assisted bathing facilities?	0
How many communal lounges at the service?	5
How many dining rooms at the service?	4
Provide details of any outside space to which the residents have access	 All individuals in Yr Ysgol have access to the extensive grounds wi th several different areas within them. The outside areas include: An Astroturf sports pitch A greenhouse for sheltered gardening Extensive gardens and flowerbeds An enclosed smaller garden with robust garden furniture for individual to use. A summerhouse There are also two small internal courtyards which individuals can choose to use to get some fresh air without having to go outside if they choose. Dedicated vehicles and drivers can take them anyw here supported by activities and therapies staff. There are many I ocal areas close to Yr Ysgol within very easy reach if an individual from the local area wants to go to an place they are familiar with.

Provide details of any other facilities to which the residents have access	All individuals in Yr Ysgol (YY) has access to a range of facilities i ncluding those outside activities above. In YY there is a therapies room for activities staff to use with individuals. This facility in TCG has a weekly timetable of events that individuals can go to which are advertised in YYL. YYL can access to all of the facilities on th e Ty Cwmgwendraeth site including sports and social club, hydrot herapy pool and gym which individuals in CG use facilitated by a s ports/hydrotherapist and activities staff. Individuals are booked on to the activities and Dedicated vehicles and drivers can take them anywhere supported by activities and therapies staff. Activities inc lude chess club, karaoke, sporting events and a coronation party. There is also has a woodworking facility with a qualified carpenter which individuals in CG use. Yr Ysgol will host a music festival pla nned for July 2023.
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Communicating with people who use the service

Identify any non-verbal communication methods used in the provision of the service	
Picture Exchange Communication System (PECS) No	
Treatment and Education of Autistic and related Communication- handicapped CHildren (TEACCH)	No
Makaton	Yes
British Sign Language (BSL)	Yes
Other	No

Statement of Compliance

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The Responsible Individual must prepare the statement of compliance.

CIW have published guidance on completing the quality of care review which provides advice on what could be contained within the statement of compliance.

Set out your statement of compliance in respect to the four well-being areas below.

The extent to which people feel their voices are heard, they have choice about their care and support, and opportunities	People in YY can feel their voices are Heard. Named Nurses wil seek their views about their satisfaction with care in monthly su
are made available to them.	pport plan reviews. Where the person lacks the capacity to tell us their views we will seek the advice of their family to find what
	the service user would have felt/thought. Advocates are welcom e in YY as they provide a valuable way of hearing peoples voic
	es who cannot speak for themselves.
	The people who live with us are offered the chance to take part in regular service user meetings. Also, individual's activities are
	reviewed with them. The people in YY are offered the chance to
	take part in an annual user satisfaction survey, and the results of this survey are available for anyone to see. For example 86
	% of people stated 'I am supported to take part in hobbies and pastimes I enjoy' and 100% stated 'I have a say in what my hom
	e looks like.'
	There are, of course, areas for improvement, and the satisfacti on survey identifies these. The Managers in YY undertake to re
	spond to these views. To this end the Managers have come up
	with a range of 'I will' statements to improve the level of people' s satisfaction. For example 43% of respondents have said that
	f you make a complaint, things change for the better': •We will ensure that all complaints are taken seriously and resp
	onded to by the most appropriate person and in a professional
	manner.We will follow a complaints procedure that you can view on reconstruction
	uest. •We will ensure that both Managers and the responsible individ
	ual are available to speak to you about any complaint is we are
	unable to resolve it quickly and effectively (by prior arrangeme t if needed to ensure availability.)
	Another example is 29% of people stated 'I you feel involved with choices about your care.'
	•All our staff uphold and respect the right of choice for all the ir
	dividual who live with us. •All individual's choices with be regularly reviewed with their na
	med nurse in "my meetings" to whatever degree they can.
	•Named nurse will regularly get feedback about and individual's , likes and dislikes and routines for example from staff supporti
	g each individual. • Keyworkers will continue to encourage individuals to take par
	in service user meetings where they will be encouraged to expr ess their thoughts and feelings about life in Yr Ysgol.
	YY's activities staff work with the people who live with us to per-
	onalise activity plans that are stimulating and meaningful to the person.

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The extent to which people are happy and supported to maintain their ongoing health, development and overall wellbeing. For children, this will also include intellectual, social and behavioural development.	 People in YY can feel they are supported to maintain their ong ing physical and mental health and overall well-being. The Nurses in YY are a mix of Adult, mental Health and Learning disability nurses. They are supported by a team of Physiothe apists, Occupational Therapists, Speech and language therap sts, sports therapists and a hydrotherapist. An activities team in TCG support individuals to improve their wellbeing. YY's activities staff work with the people who live with us to personalise ac vity plans that are stimulating and meaningful to the person. Where the person lacks the capacity to tell us their preference, we will seek the advice of their family to find what the service ser would have felt/thought about their health and well-being. The people in YY are offered the chance to take part in an anrual user satisfaction survey, and the results of this survey are vailable for anyone to see. For example, 100% of respondents stated- 'I am encouraged to maintain relationships with families and friends.' 86% stated 'I get information or advice on my mer al health if 1 need it.' There are, again, areas for improvement, and the satisfaction urvey identifies these. The Managers in YY undertake to respond to these views. To this end the Managers have come up wit a range of 'I will' statements to improve the level of people's sa sfaction. For example, 61% of respondents stated 'I eel involved in menu planning.' The managers have stated: Our chef and cook will provide two options for lunchtime and eatime meals. Simple alternatives like sandwiches, omelettes or baked pota oes will always be available. Our chef and cook will regularly ask each person living with u about their satisfaction with their food Induvial and group feedback will be used to planned mus in the future. 40% of Relatives and friends stated 'I am included, where appr opriate, in the care of your relative or friend The managers have satisf. The team at Yr Ysgol has enga
The extent to which people feel safe and protected from abuse and neglect.	ange through agreed t People in YY can feel safe from abuse and neglect. 86% of the se surveyed in our recent user satisfaction survey sated 'I feel safe in my Home.' All YY staff receive training in Safeguarding Adults in induction as a face-to-face session and e-learning in their first six month probation. After this they refresh the e-learning annually. The G Managers have received higher levels of safeguarding train ng thorough external training providers. In YY we pride ourselves in being open about when things don go as well as we have planned. In every staff members supervion there is a question that's asks if they have any safeguardir g concerns. Any incident that may relate to a concern around a afeguarding will trigger a conversation with the local adult safe uarding group (Powys for the YY site) who will threshold the ex- ent over the phone or ask for the relevant completed referral f rm and threshold on the contents of the form. Any incident in YY that may relate to concerns around safeguard ding are also recorded on a Notification of Events form, or 'Nol .' If the NoE form is graded 'Major' (according to a set of criterid designed to highlight potential concerns) all members of the S nior Management Team receive an email notification of the event. All others are reviewed every Monday in the SMT meeting. Safeg arding concerns are responded to by different members of the YY team, including clinical staff, People and Culture and Mana ement. This ensures a proportionate response to the concern. Certain events like medication events and fractures are review d factually by a member of the SMT, including the Health and 3 afety Team and a written report is produced. This is, of courses subject to any safeguarding process from the local adult safeguarding team being concluded. Any VA15, MARFS or Duty to Im orms are recorded, including their outcomes, and reviewed as part of the Responsible Individual's Regulation 73 process. An areas of risk are discussed by the RI in Fieldbay

The extent to which people live in accommodation that best supports their wellbeing and achievement of their personal outcomes.	YY considers that one cornerstone of supporting someone with their well-being and personal outcomes is the qualify of their ac commodation. YY's Responsible Individual (RI) visits the site at I east monthly, and formally to do a quality visit walk around onc e each quarter in the form of a 'walk around.' The RI walks arou nd each unit, the outside of each unit and the grounds of YY th emselves. In these visits the RI will talk to staff and listen to thei r views and suggestions. The inside walk around looks at things like cleanliness, tidiness, odour, light, wear and tear, safety, sta ndard of decoration, evidence of co-production and evidence o f personalisation. There is a working group in YY looking at imp roving internal areas like corridors. Each in it in YY has access to an outside area. The RI will again look at things like cleanliness, tidiness, wear and tear, safety, st andard of decoration, evidence of co-production and evidence of personalisation. These areas permit individuals to go outside but if necessary, retain some degree of safety and security. Lik e any individual's garden the garden itself can develop its own i dentity and they are encouraged to do this. YY has large rea gr ounds that's been partitioned into different areas and functions like to sports pitch. Every individual who lives in YY has the right to personalise thei r own private space. Named nurses and key workers will liaise w ith individuals as part of the therapeutic work encourage and as sist them to decorate their own personal spaces. At an individu al level the satisfaction with a person's accommodation can be discussed in reviews of support plans with key workers. At the I evel of the individual units in YY the staff their hold service user meetings where satisfaction with their accommodation can be di scussed. If the person lacks capacity to do this we work with the ir family and friends to personalise spaces. There is a quarterly health and safety meeting in YY chaired by a member of the H+S team and representatives from Y

The following section requires you to answer questions about the staff and volunteers working at the service.

Number of posts and staff turnover

The total number of full time equivalent posts at the service (as at	57
31 March)	

The following section requires you to answer questions about each staff type including information about the number of filled and vacant posts, the training undertaken, the contractual arrangements in place and the qualifications of those staff.

The information entered should relate to the period during which the staff member has been working for the provider only.

Staff Type	Service Manager	
	Does your service structure include roles of this type?	Yes
	Important: All questions in this section relate spe stated, the information added should be the pos	crifically to this role type only. Unless otherwise ition as of the 31st March of the last financial year.
	Filled and vacant posts	
	No. of staff in post	1
	No. of posts vacant	0

Training undertaken during the last financial year for this role type.

Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.

not outlined above'.	
Induction	1
Health & Safety	1
Equality, Diversity & Human Rights	1
Infection, prevention & control	1
Manual Handling	1
Safeguarding	1
Medicine management	1
Dementia	1
Positive Behaviour Management	1
Food Hygiene	1
Please outline any additional training undertaken pertinent to this role which is not outlined above.	All staff before commencing work in YY attend a full week of paid, supernumerary face-to-face induction . This induction includes: Day 1- Key people in the organisation, Codes of pr actice, The people who live with us, The role of the carer, Confidentiality, safeguarding, Professional re lationships and equality and diversity. Day 2- Manual handling theory and practice Day 3- Positive Behavioural Support / Positive Beh avioural Management theory and practice Day 4- Health and safety, First aid, Infection control and handwashing practical Day 5- Medicines management (Medicines administ rators in domiciliary ad residential care and Health Care Practitioners in Nursing Homes.) Once staff commence work in YY they undergo a si x month period of induction. This is accompanied b y an induction booklet that not only sets out the ma ndatory e-learning courses above but a series of le arning outcomes that must be completed in this tim e frame. There are different versions of this booklet for different roles in YY, including: • Nursing home carer • Domestic • Maintenance • Kitchen Assistant • Chef • Manager • HCP • Senior carer • Unit Lead (Nurse) All YY staff do the following extra mandatory e-lear ning courses on induction and annually thereafter- GDPR, Prevent (safeguarding), Professional Boun daries, Medication administration awareness, Oral health, cyber security, basic life support, COSHH, D ocumentation and record keeping, Equality and Div ersity, Food and Fluids, Fire awareness, food safet y level 1 and 2, Health and safety, IPC, Learning D isabilities, MCA DoLS, Mental Health, Moving and H andling (Theory), PBS (Theory), PPE, Pressure Ulc er Risk Assessment, and Safeguarding/Protection of Adults. As an annual refresher all staff in YY receive a half day paid supernumerary on Manual Handling theor y and practice and a full day of paid supernumerar y training on- Positive Behavioural Support / Positiv e Behavioural Management theory and practice. Fo r these two subjects the training thand hadicated training facilit

	n addition to the mandatory e-learning course are available the following optional courses ar ilable: wound care management, allergy aware , ABI, Appraisals, Autism, Display screen equip
	, duty of candour, bed rails, chaperoning, Asb , cleaning, clinical governance, communication tomer service, dementia, end of life care, Falls
	PR advanced, Immunisation and vaccines, leg a awareness, patient consent, person centred
	tice, personality disorder, safeguarding childre fer recruitment, SEPSIS, sexual harassment, s
	ity in learning disability, Urinary incontinence- uction, Urinary incontinence- types and cause
	nepuncture, dignity and respect, lone worker,
	sexual exploitation, sharps awareness, substa misuse, diabetes awareness, epilepsy, topical cation and self-harm.
	There is a series of one day workshops aimed nsuring that anyone who leads a shift, be it a
	, shift leader or Health Care Practitioner, can shift to the same standard no matter where the
	rk. These are called shift leader study days, a clude:
	Day 1- Incident management Day 2- Sudden physical illness
	Cay 3- Record keeping
	Day4- Difficult communication Day 5- Managing meetings
	Day 6- Health care law and ethics Day 7- Admission, discharge, and death
	A recent innovation in staffing in YY is the intro
	on in December 2021 of Health Care Practitio HCPs.) HCPs are specially trained care staff v
	ave achieved a L3 qualification in Health and Care. They have three specific functions:
	Medicines administration
	 Record keeping Taking physical observations.
	They will only work in a specified area/unit of a ing home and there will always be a nurse ava
	who will supervise and support them. To achie
	s role the prospective HCP must complete the wo shift leader study days, the medication stu y, and learn to take physical observations usi
	equipment in the nursing home and be assess s competent. YY are working with the L+D tea
	develop the HCP role within YY. YY has its own handwashing or 'glow and tell
	ne.' Staff in YY will be assessed at least every onths to see if they can effectively wash their s.
	Other regular training in YY includes: • Each person that administers medication in Y
	also have their competence to give medication essed through a structured observation at lea mes per year.
	 All staff take part in fire awareness training v
	member of the Health and Safety Team every onths.
	Night staff receive this training every three n s.
	 There are also regular fire drills. Supervision Training. Epilepsy awareness and the administration of
	azolam • PEG feeding (external trainer)
	 Representatives from YY attend the local work
	nterest group.Catering staff receive extra training on texture
	dified diets Non-clinical staff have some changes in their i
	ion and 24 week probation that reflect clinical mation thy don't need to know and role specifi rmation only they need to know.
Contractual Arrangements	
Contractual Arrangements	
No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of Volunteers No. of Agency/Bank staff	0 0 0

No. of Non-guaranteed hours contract (zero hours) staff	0
Outline below the number of permanent and fixe	d term contact staff by hours worked per week.
No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	0
Staff Qualifications	
No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager	1
No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	0
Deputy service manager	
Does your service structure include roles of this type?	Yes
Important: All questions in this section relate spe stated, the information added should be the pos	cifically to this role type only. Unless otherwise tion as of the 31st March of the last financial year.
Filled and vegent posts	
Filled and vacant posts	
Filled and vacant posts No. of staff in post	1
·	0
No. of staff in post No. of posts vacant	0 r for this role type. ant training. The list of training categories / have been undertaken. Any training not listed
No. of staff in post No. of posts vacant Training undertaken during the last financial yea Set out the number of staff who undertook releva provided is only a sample of the training that mar can be added to 'Please outline any additional tr	0 r for this role type. ant training. The list of training categories / have been undertaken. Any training not listed
No. of staff in post No. of posts vacant Training undertaken during the last financial yea Set out the number of staff who undertook releva provided is only a sample of the training that ma can be added to 'Please outline any additional tr not outlined above'.	0 r for this role type. ant training. The list of training categories / have been undertaken. Any training not listed aining undertaken pertinent for this role which is
No. of staff in post No. of posts vacant Training undertaken during the last financial yea Set out the number of staff who undertook releva provided is only a sample of the training that mar can be added to 'Please outline any additional tr not outlined above'. Induction Health & Safety	0 r for this role type. ant training. The list of training categories / have been undertaken. Any training not listed aining undertaken pertinent for this role which is 2 2
No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook relevation provided is only a sample of the training that may can be added to 'Please outline any additional transition outlined above'. Induction Health & Safety Equality, Diversity & Human Rights	0 r for this role type. ant training. The list of training categories y have been undertaken. Any training not listed aining undertaken pertinent for this role which is 2 2 2 2
No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook relevation provided is only a sample of the training that marks can be added to 'Please outline any additional transition Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control	0 r for this role type. ant training. The list of training categories / have been undertaken. Any training not listed aining undertaken pertinent for this role which is 2 2
No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook relevation provided is only a sample of the training that may can be added to 'Please outline any additional transition outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control Manual Handling	0 r for this role type. ant training. The list of training categories / have been undertaken. Any training not listed aining undertaken pertinent for this role which is 2 2 2 2 2
No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook relevation provided is only a sample of the training that marks can be added to 'Please outline any additional transition Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control	0 r for this role type. ant training. The list of training categories y have been undertaken. Any training not listed aining undertaken pertinent for this role which is 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook relevation provided is only a sample of the training that marks and be added to 'Please outline any additional transition of outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control Manual Handling Safeguarding	0 r for this role type. ant training. The list of training categories / have been undertaken. Any training not listed aining undertaken pertinent for this role which is 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook relevar provided is only a sample of the training that marcan be added to 'Please outline any additional transt outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control Manual Handling Safeguarding Medicine management Dementia	0 r for this role type. ant training. The list of training categories y have been undertaken. Any training not listed aining undertaken pertinent for this role which is 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook relevation provided is only a sample of the training that matcan be added to 'Please outline any additional transition outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control Manual Handling Safeguarding Medicine management	0 r for this role type. ant training. The list of training categories / have been undertaken. Any training not listed aining undertaken pertinent for this role which is 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2

ndatory e-learning courses above but a series of le arning outcomes that must be completed in this tim e frame. There are different versions of this booklet for different roles in YY, including:

Nursing home carer

- Domiciliary / Residential carer
- Nurse
- Domestic
- Maintenance
- Kitchen Assistant
- Chef

Manager

- HCP
- Senior carer
- Unit Lead (Nurse)

All YY staff do the following extra mandatory e-lear ning courses on induction and annually thereafter-GDPR, Prevent (safeguarding), Professional Boun daries, Medication administration awareness, Oral health, cyber security, basic life support, COSHH, D ocumentation and record keeping, Equality and Div ersity, Food and Fluids, Fire awareness, food safet y level 1 and 2, Health and safety, IPC, Learning D isabilities, MCA DoLS, Mental Health, Moving and H andling (Theory), PBS (Theory), PPE, Pressure UIc er Risk Assessment, and Safeguarding/Protection of Adults.

As an annual refresher all staff in YY receive a half day paid supernumerary on Manual Handling theor y and practice and a full day of paid supernumerar y training on- Positive Behavioural Support / Positiv e Behavioural Management theory and practice. Fo r these two subjects the training team who have all received 'train the trainer' training. They both deliv er the induction and refresher training in dedicated training facilities and also support staff in YY to deli ver what they are taught in practice. This includes helping to formulate specialist support plans for indi viduals in YY to training staff to deliver these suppo rt plans.

YY had a room has a room that can host training. I n addition to the mandatory e-learning courses that are available the following optional courses are ava ilable: wound care management, allergy awareness , ABI, Appraisals, Autism, Display screen equipment , duty of candour, bed rails, chaperoning, Asbestos , cleaning, clinical governance, communication, cus tomer service, dementia, end of life care, Falls, GD PR advanced, Immunisation and vaccines, legionell a awareness, patient consent, person centred prac tice, personality disorder, safeguarding children, sa fer recruitment, SEPSIS, sexual harassment, sexual ity in learning disability, Urinary incontinence- introd uction, Urinary incontinence- types and causes, ve nepuncture, dignity and respect, lone worker, child sexual exploitation, sharps awareness, substance misuse, diabetes awareness, epilepsy, topical medi cation and self-harm.

There is a series of one day workshops aimed at e nsuring that anyone who leads a shift, be it a nurse , shift leader or Health Care Practitioner, can run a shift to the same standard no matter where they wo rk. These are called shift leader study days, and in clude:

Day 1- Incident management

Day 2- Sudden physical illness

Cay 3- Record keeping

Day4- Difficult communication

Day 5- Managing meetings

Day 6- Health care law and ethics

Day 7- Admission, discharge, and death

A recent innovation in staffing in YY is the introducti on in December 2021 of Health Care Practitioners (HCPs.) HCPs are specially trained care staff who h ave achieved a L3 qualification in Health and Social Care. They have three specific functions:

Medicines administration

Record keeping

Taking physical observations.

They will only work in a specified area/unit of a nurs ing home and there will always be a nurse available who will supervise and support them. To achieve thi s role the prospective HCP must complete the first t wo shift leader study days, the medication study da y, and learn to take physical observations using the

	 s competent. YY are working with the L+D team to develop the HCP role within YY. YY has its own handwashing or 'glow and tell mach ne.' Staff in YY will be assessed at least every six n onths to see if they can effectively wash their hand s. Other regular training in YY includes: Each person that administers medication in YY wi also have their competence to give medication assessed through a structured observation at least 4 t mes per year. All staff take part in fire awareness training with a member of the Health and Safety Team every six n onths. Night staff receive this training every three month s. There are also regular fire drills. Supervision Training. Epilepsy awareness and the administration of mid azolam PEG feeding (external trainer) Representatives from YY attend the local wound interest group. Catering staff receive extra training on texture modified diets Non-clinical staff have some changes in their induction and 24 week probation that reflect clinical information only they need to know.
Contractual Arrangements	
No. of permanent staff	1
No. of Fixed term contracted staff	0
No. of volunteers	0
	0
No. of Agency/Bank staff No. of Non-guaranteed hours contract (zero hours)	0
Outline below the number of permanent and fixe	
No. of full-time staff (35 hours or more per week)	1
No. of full-time staff (35 hours or more per week) No. of part-time staff (17-34 hours per week)	1 0
No. of full-time staff (35 hours or more per week)	1
No. of full-time staff (35 hours or more per week) No. of part-time staff (17-34 hours per week) No. of part-time staff (16 hours or under per week)	1 0
No. of full-time staff (35 hours or more per week) No. of part-time staff (17-34 hours per week) No. of part-time staff (16 hours or under per week) Staff Qualifications No. of staff who have the required qualification to be registered with Social Care Wales as a Service	1 0 0
No. of full-time staff (35 hours or more per week) No. of part-time staff (17-34 hours per week) No. of part-time staff (16 hours or under per week) Staff Qualifications No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager No. of staff working toward required/recommended qualification to be registered with Social Care	1 0 0
No. of full-time staff (35 hours or more per week) No. of part-time staff (17-34 hours per week) No. of part-time staff (16 hours or under per week) Staff Qualifications No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager	1 0 0
No. of full-time staff (35 hours or more per week) No. of part-time staff (17-34 hours per week) No. of part-time staff (16 hours or under per week) Staff Qualifications No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager Other supervisory staff Does your service structure include roles of this	1 0 0 1
No. of full-time staff (35 hours or more per week) No. of part-time staff (17-34 hours per week) No. of part-time staff (16 hours or under per week) Staff Qualifications No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager Other supervisory staff Does your service structure include roles of this type?	1 0 0 1
No. of full-time staff (35 hours or more per week) No. of part-time staff (17-34 hours per week) No. of part-time staff (16 hours or under per week) Staff Qualifications No. of staff who have the required qualification to be registered with Social Care Wales as a Service Manager No. of staff working toward required/recommended qualification to be registered with Social Care Wales as a Service Manager Other supervisory staff Does your service structure include roles of this type? Nursing care staff	1 0 0 1 No

Important: All questions in this section relate	specifically to this role type only. Unless otherwise
stated, the information added should be the	position as of the 31st March of the last financial year.

No. of staff in post 2 No. of posts vacant 5	Filled and vacant posts		
No. of posts vacant 5	No. of staff in post	2	
	No. of posts vacant	5	

Training undertaken during the last financial year for this role type.

Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.

Induction	2
Health & Safety	2
Equality, Diversity & Human Rights	2
Infection, prevention & control	2
Manual Handling	2
Safeguarding	2
Medicine management	2
Dementia	2
Positive Behaviour Management	2
Food Hygiene	2
Please outline any additional training undertaken pertinent to this role which is not outlined above.	All staff before commencing work in YY attend a full week of paid, supernumerary face-to-face induction . This induction includes: Day 1- Key people in the organisation, Codes of pr actice, The people who live with us, The role of the carer, Confidentiality, safeguarding, Professional re lationships and equality and diversity. Day 2- Manual handling theory and practice Day 3- Positive Behavioural Support / Positive Beh avioural Management theory and practice Day 4- Health and safety, First aid, Infection control and handwashing practical Day 5- Medicines management (Medicines administ rators in domiciliary ad residential care and Health Care Practitioners in Nursing Homes.) Once staff commence work in YY they undergo a si x month period of induction. This is accompanied b y an induction booklet that not only sets out the ma ndatory e-learning courses above but a series of le arning outcomes that must be completed in this tim e frame. There are different versions of this booklet for different roles in YY, including: • Nursing home carer • Domiciliary / Residential carer • Nurse • Domestic • Maintenance • Kitchen Assistant • Chef • Manager • HCP • Senior carer • Unit Lead (Nurse) All YY staff do the following extra mandatory e-lear ning courses on induction and annually thereafter- GDPR, Prevent (safeguarding), Professional Boun daries, Medication administration awareness, Oral health, cyber security, basic life support, COSHH, D ocumentation and record keeping, Equality and Div ersity, Food and Fluids, Fire awareness, food safet y level 1 and 2 , Health and safety, IPC, Learning D isabilities, MCA DoLS, Mental Health, Moving and H andling (Theory), PBS (Theory), PPE, Pressure Ulc er Risk Assessment, and Safeguarding/Protection of Adults. As an annual refresher all staff in YY receive a half

day paid supernumerary on Manual Handling theor y and practice and a full day of paid supernumerar y training on- Positive Behavioural Support / Positiv e Behavioural Management theory and practice. Fo r these two subjects the training team who have all received 'train the trainer' training. They both deliv er the induction and refresher training in dedicated training facilities and also support staff in YY to deli ver what they are taught in practice. This includes helping to formulate specialist support plans for indi viduals in YY to training staff to deliver these suppo rt plans.

YY had a room has a room that can host training. I n addition to the mandatory e-learning courses that are available the following optional courses are ava ilable: wound care management, allergy awareness , ABI, Appraisals, Autism, Display screen equipment , duty of candour, bed rails, chaperoning, Asbestos , cleaning, clinical governance, communication, cus tomer service, dementia, end of life care, Falls, GD PR advanced, Immunisation and vaccines, legionell a awareness, patient consent, person centred prac tice, personality disorder, safeguarding children, sa fer recruitment, SEPSIS, sexual harassment, sexual ity in learning disability, Urinary incontinence- introd uction, Urinary incontinence- types and causes, ve nepuncture, dignity and respect, lone worker, child sexual exploitation, sharps awareness, substance misuse, diabetes awareness, epilepsy, topical medi cation and self-harm.

There is a series of one day workshops aimed at e nsuring that anyone who leads a shift, be it a nurse , shift leader or Health Care Practitioner, can run a shift to the same standard no matter where they wo rk. These are called shift leader study days, and in clude:

Day 1- Incident management

Day 2- Sudden physical illness

Cay 3- Record keeping

Day4- Difficult communication

Day 5- Managing meetings

Day 6- Health care law and ethics

Day 7- Admission, discharge, and death

A recent innovation in staffing in YY is the introducti on in December 2021 of Health Care Practitioners (HCPs.) HCPs are specially trained care staff who h ave achieved a L3 qualification in Health and Social Care. They have three specific functions:

Medicines administration

Record keeping

• Taking physical observations.

They will only work in a specified area/unit of a nurs ing home and there will always be a nurse available who will supervise and support them. To achieve thi s role the prospective HCP must complete the first t wo shift leader study days, the medication study da y, and learn to take physical observations using the equipment in the nursing home and be assessed a s competent. YY are working with the L+D team to develop the HCP role within YY.

YY has its own handwashing or 'glow and tell machi ne.' Staff in YY will be assessed at least every six m onths to see if they can effectively wash their hand

Other regular training in YY includes:

• Each person that administers medication in YY will also have their competence to give medication ass essed through a structured observation at least 4 ti mes per year.

• All staff take part in fire awareness training with a member of the Health and Safety Team every six m onths.

• Night staff receive this training every three month

• There are also regular fire drills.

Supervision Training.

• Epilepsy awareness and the administration of mid azolam

• PEG feeding (external trainer)

• Representatives from YY attend the local wound i nterest group.

 Catering staff receive extra training on texture mo dified diets

Non-clinical staff have some changes in their induct ion and 24 week probation that reflect clinical infor

	mation thy don't need to know and role specific ir rmation only they need to know.
Contractual Arrangements	
No. of permanent staff	2
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	0
Outline below the number of permanent and fixe	d term contact staff by hours worked per week.
No. of full-time staff (35 hours or more per week)	1
No. of part-time staff (17-34 hours per week)	1
No. of part-time staff (16 hours or under per week)	0
Typical shift patterns in operation for employed	staff
Set out the typical shift patterns of staff employed at the service in this role type. You should also include the average number of staff working in each shift.	Typical sift patterns include an 'early' shift- 0800 1500 or a 'late' shift- 1500nto 2100. A 'long day' ludes both of these. A 'night' shift bridges these- 00 to 0800. Staff to Service user ration is one staff member (rse or carer) to two service users. Typically, for M there will be two staff on duty. No usual lone work g. Typically this is supplemented by the following or typical day who can be called upon: One Manager. A Senior Manager or RI. A registered physiotherapist or occupational ther ist. An Advanced Practitioner Care Assistant suppor g the registered physiotherapists or occupationa erapists. Activities staff supporting the registered physioth apists or occupational therapists. A carer driver. At least one member of the maintenance team. A member of the HR / P+C team. When required a member of the manual handling r PBS/PBM team.
Senior social care workers providing direct care	
Senior social care workers providing direct care Does your service structure include roles of this type?	Yes
Does your service structure include roles of this type? Important: All questions in this section relate spe	ecifically to this role type only. Unless otherwise
Does your service structure include roles of this type? Important: All questions in this section relate spe	ecifically to this role type only. Unless otherwise
Does your service structure include roles of this type? Important: All questions in this section relate spe stated, the information added should be the pos Filled and vacant posts	ecifically to this role type only. Unless otherwise
Does your service structure include roles of this type? Important: All questions in this section relate spe stated, the information added should be the pos Filled and vacant posts	ecifically to this role type only. Unless otherwise ition as of the 31st March of the last financial year
Does your service structure include roles of this type? Important: All questions in this section relate spe stated, the information added should be the pos Filled and vacant posts No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook releva provided is only a sample of the training that ma	ecifically to this role type only. Unless otherwise iition as of the 31st March of the last financial year 7 0 ar for this role type. ant training. The list of training categories
Does your service structure include roles of this type? Important: All questions in this section relate spestated, the information added should be the pose Filled and vacant posts No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook releva provided is only a sample of the training that ma can be added to 'Please outline any additional tr	ecifically to this role type only. Unless otherwise iition as of the 31st March of the last financial year 7 0 ar for this role type. ant training. The list of training categories y have been undertaken. Any training not listed

Equality, Diversity & Human Rights	7
Infection, prevention & control	7
Manual Handling	7
Safeguarding	7
Medicine management	1
Dementia	7
Positive Behaviour Management	7
Food Hygiene	7
Please outline any additional training undertaken pertinent to this role which is not outlined above.	All staff before commencing work in YY attend a full week of paid, supernumerary face-to-face induction . This induction includes: Day 1- Key people in the organisation, Codes of pr actice, The people who live with us, The role of the carer, Confidentiality, safeguarding, Professional re lationships and equality and diversity. Day 2- Manual handling theory and practice Day 3- Positive Behavioural Support / Positive Beh avioural Management theory and practice Day 4- Health and safety, First aid, Infection control and handwashing practical Day 5- Medicines management (Medicines administ rators in domiciliary ad residential care and Health Care Practitioners in Nursing Homes.) Once staff commence work in YY they undergo a si x month period of induction. This is accompanied b y an induction booklet that not only sets out the ma ndatory e-learning courses above but a series of le arning outcomes that must be completed in this tim e frame. There are different versions of this booklet for different roles in YY, including: • Nursing home care • Domiciliary / Residential carer • Nurse • Domestic • Maintenance • Kitchen Assistant • Chef • Manager • HCP • Senior carer • Unit Lead (Nurse) All YY staff do the following extra mandatory e-lear ning courses on induction and annually thereafter- GDPR, Prevent (safeguarding), Professional Boun daries, Medication administration awareness, ford after, yFood and Fluids, Fire awareness, food safet y level 1 and 2, Health and safety, IPC, Learning D isabilities, MCA DoLS, Mental Health, Moving and H andling (Theory), PBS (Theory), PPE, Pressure Uc er Risk Assessment, and Safeguarding/Protection of Adults. As an annual refresher all staff in YY receive a half day paid supernumerary on Manual Handling theor y and practice and a full day of paid supernumerar y training facilities and also support staff in Yt to deliv er what they are taught in practice. This includes helping to formulate specialist support plans for individuals in Yt to training staff to deliver these suppor rt plans. Y

eeding (external trainer) sentatives from YY attend the local wound group. ng staff receive extra training on texture mo ets nical staff have some changes in their induc 24 week probation that reflect clinical infor thy don't need to know and role specific info only they need to know.

Typical shift patterns in operation for employed	staff
Set out the typical shift patterns of staff employed at the service in this role type. You should also include the average number of staff working in each shift.	Typical sift patterns include an 'early' shift- 0800 to 1500 or a 'late' shift- 1500nto 2100. A 'long day' inc ludes both of these. A 'night' shift bridges these- 21 00 to 0800. Staff to Service user ration is one staff member (nu rse or carer) to two service users. Typically, for MR there will be two staff on duty. No usual lone workin g. Typically this is supplemented by the following on a typical day who can be called upon: One Manager. A Senior Manager or RI. A registered physiotherapist or occupational therap ist. An Advanced Practitioner Care Assistant supportin g the registered physiotherapists or occupational th erapists. Activities staff supporting the registered physiother apists or occupational therapists. A carer driver. At least one member of the maintenance team. A member of the HR / P+C team. When required a member of the manual handling o r PBS/PBM team.
Staff Qualifications	
Staff Qualifications	
No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	7
No. of staff working towards the required/recommended qualification	0
Does your service structure include roles of this type?	Yes
Important: All questions in this section relate spe stated, the information added should be the pos	ecifically to this role type only. Unless otherwise ition as of the 31st March of the last financial year.
stated, the information added should be the pos	
stated, the information added should be the pos Filled and vacant posts	ition as of the 31st March of the last financial year.
stated, the information added should be the post Filled and vacant posts No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook relever provided is only a sample of the training that mage	2 0 ar for this role type. ant training. The list of training categories
stated, the information added should be the post Filled and vacant posts No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook relever provided is only a sample of the training that mark can be added to 'Please outline any additional to 'Please outline any additional to 'Please outline any additional to the training	2 0 ar for this role type. ant training. The list of training categories y have been undertaken. Any training not listed
stated, the information added should be the positive Filled and vacant posts No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook releved provided is only a sample of the training that matican be added to 'Please outline any additional to not outlined above'.	2 0 ar for this role type. ant training. The list of training categories y have been undertaken. Any training not listed raining undertaken pertinent for this role which is
stated, the information added should be the positive Filled and vacant posts No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook relever provided is only a sample of the training that marked above'. Induction	2 0 ar for this role type. ant training. The list of training categories y have been undertaken. Any training not listed raining undertaken pertinent for this role which is 2
stated, the information added should be the positive Filled and vacant posts No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook releved provided is only a sample of the training that matcan be added to 'Please outline any additional to not outlined above'. Induction Health & Safety	2 0 ar for this role type. ant training. The list of training categories y have been undertaken. Any training not listed raining undertaken pertinent for this role which is 2 2
stated, the information added should be the positive Filled and vacant posts No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook relever provided is only a sample of the training that marked to 'Please outline any additional to not outlined above'. Induction Health & Safety Equality, Diversity & Human Rights	2 0 ar for this role type. ant training. The list of training categories y have been undertaken. Any training not listed raining undertaken pertinent for this role which is 2 2 2
stated, the information added should be the positive Filled and vacant posts No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook releved provided is only a sample of the training that may can be added to 'Please outline any additional to not outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control	2 0 ar for this role type. ant training. The list of training categories y have been undertaken. Any training not listed raining undertaken pertinent for this role which is 2 2 2 2 2
stated, the information added should be the positive Filled and vacant posts No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook relever provided is only a sample of the training that marks can be added to 'Please outline any additional the not outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control Manual Handling	2 0 ar for this role type. ant training. The list of training categories y have been undertaken. Any training not listed raining undertaken pertinent for this role which is 2
stated, the information added should be the positive Filled and vacant posts No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook releved is only a sample of the training that matches added to 'Please outline any additional to not outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control Manual Handling Safeguarding	2 0 ar for this role type. ant training. The list of training categories y have been undertaken. Any training not listed raining undertaken pertinent for this role which is 2 2 2 2 2 2 2
stated, the information added should be the positive Filled and vacant posts No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook relever provided is only a sample of the training that mark can be added to 'Please outline any additional the not outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control Manual Handling Safeguarding Medicine management	2 0 ar for this role type. ant training. The list of training categories y have been undertaken. Any training not listed raining undertaken pertinent for this role which is 2 2 2 2 2 2 2 2 2 2
stated, the information added should be the positive Filled and vacant posts No. of staff in post No. of posts vacant Training undertaken during the last financial year Set out the number of staff who undertook releve provided is only a sample of the training that matcan be added to 'Please outline any additional to not outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control Manual Handling Safeguarding Medicine management Dementia	2 0 ar for this role type. ant training. The list of training categories y have been undertaken. Any training not listed raining undertaken pertinent for this role which is 2 2 2 2 2 2 2 2 2 2 2 2

pertinent to this role which is not outlined above. week of paid, supernumerary face-to-face induction

. This induction includes: Day 1- Key people in the organisation, Codes of pr actice, The people who live with us, The role of the carer, Confidentiality, safeguarding, Professional re lationships and equality and diversity. Day 2- Manual handling theory and practice Day 3- Positive Behavioural Support / Positive Beh avioural Management theory and practice Day 4- Health and safety, First aid, Infection control and handwashing practical Day 5- Medicines management (Medicines administ rators in domiciliary ad residential care and Health Care Practitioners in Nursing Homes.) Once staff commence work in YY they undergo a si x month period of induction. This is accompanied b

y an induction booklet that not only sets out the ma ndatory e-learning courses above but a series of le arning outcomes that must be completed in this tim e frame. There are different versions of this booklet for different roles in YY, including:

- Nursing home carer
- Domiciliary / Residential carer
- Nurse
 Domestic
- Maintenance
- Kitchen Assistant
- Chef

Manager

- HCP
- · Senior carer
- Unit Lead (Nurse)

All YY staff do the following extra mandatory e-lear ning courses on induction and annually thereafter-GDPR, Prevent (safeguarding), Professional Boun daries, Medication administration awareness, Oral health, cyber security, basic life support, COSHH, D ocumentation and record keeping, Equality and Div ersity, Food and Fluids, Fire awareness, food safet y level 1 and 2, Health and safety, IPC, Learning D isabilities, MCA DoLS, Mental Health, Moving and H andling (Theory), PBS (Theory), PPE, Pressure Ulc er Risk Assessment, and Safeguarding/Protection of Adults.

As an annual refresher all staff in YY receive a half day paid supernumerary on Manual Handling theor y and practice and a full day of paid supernumerar y training on- Positive Behavioural Support / Positiv e Behavioural Management theory and practice. Fo r these two subjects the training team who have all received 'train the trainer' training. They both deliv er the induction and refresher training in dedicated training facilities and also support staff in YY to deli ver what they are taught in practice. This includes helping to formulate specialist support plans for indi viduals in YY to training staff to deliver these suppor rt plans.

YY had a room has a room that can host training. I n addition to the mandatory e-learning courses that are available the following optional courses are ava ilable: wound care management, allergy awareness , ABI, Appraisals, Autism, Display screen equipment , duty of candour, bed rails, chaperoning, Asbestos , cleaning, clinical governance, communication, cus

tomer service, dementia, end of life care, Falls, GD PR advanced, Immunisation and vaccines, legionell a awareness, patient consent, person centred prac tice, personality disorder, safeguarding children, sa fer recruitment, SEPSIS, sexual harassment, sexual ity in learning disability, Urinary incontinence- introd uction, Urinary incontinence- types and causes, ve nepuncture, dignity and respect, lone worker, child sexual exploitation, sharps awareness, substance

misuse, diabetes awareness, epilepsy, topical medi cation and self-harm.

There is a series of one day workshops aimed at e nsuring that anyone who leads a shift, be it a nurse , shift leader or Health Care Practitioner, can run a shift to the same standard no matter where they wo rk. These are called shift leader study days, and in clude:

Day 1- Incident management

- Day 2- Sudden physical illness
- Cay 3- Record keeping
- Day4- Difficult communication
- Day 5- Managing meetings

	 Day 7- Admission, discharge, and death A recent innovation in staffing in YY is the introducti on in December 2021 of Health Care Practitioners (HCPs.) HCPs are specially trained care staff who h ave achieved a L3 qualification in Health and Social Care. They have three specific functions: Medicines administration Record keeping Taking physical observations. They will only work in a specified area/unit of a nurs ing home and there will always be a nurse available who will supervise and support them. To achieve thi s role the prospective HCP must complete the first t wo shift leader study days, the medication study da y, and learn to take physical observations using the equipment in the nursing home and be assessed a s competent. YY are working with the L+D team to develop the HCP role within YY. YY has its own handwashing or 'glow and tell machi ne.' Staff in YY will be assessed at least every six m onths to see if they can effectively wash their hand s. Other regular training in YY includes: Each person that administers medication in YY will also have their competence to give medication ass essed through a structured observation at least 4 ti mes per year. All staff take part in fire awareness training with a member of the Health and Safety Team every six m onths. Night staff receive this training every three month s. There are also regular fire drills. Supervision Training. Epilepsy awareness and the administration of mid azolam PEG feeding (external trainer) Representatives from YY attend the local wound i nterest group. Catering staff have some changes in their induct ion and 24 week probation that reflect clinical infor
	 Night staff receive this training every three month s. There are also regular fire drills. Supervision Training. Epilepsy awareness and the administration of mid azolam PEG feeding (external trainer) Representatives from YY attend the local wound i nterest group. Catering staff receive extra training on texture mo
	Non-clinical staff have some changes in their induct
Contractual Arrangements	
No. of permanent staff	2
No. of Fixed term contracted staff	0
No. of volunteers	0
	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours)	I term contact staff by hours worked per week.
No. of Non-guaranteed hours contract (zero hours) staff Outline below the number of permanent and fixed	I term contact staff by hours worked per week.
No. of Non-guaranteed hours contract (zero hours) staff Outline below the number of permanent and fixed No. of full-time staff (35 hours or more per week)	
No. of Non-guaranteed hours contract (zero hours) staff Outline below the number of permanent and fixed No. of full-time staff (35 hours or more per week) No. of part-time staff (17-34 hours per week)	2

at the service in this role type. You should also include the average number of staff working in each shift.	Typical sift patterns include an 'early' shift- 0800 to 1500 or a 'late' shift- 1500nto 2100. A 'long day' in ludes both of these. A 'night' shift bridges these- 200 to 0800. Staff to Service user ration is one staff member (nu rse or carer) to two service users. Typically, for MF there will be two staff on duty. No usual lone workin g. Typically this is supplemented by the following on a typical day who can be called upon: One Manager. A Senior Manager or RI. A registered physiotherapist or occupational therap ist. An Advanced Practitioner Care Assistant supportin g the registered physiotherapists or occupational the rapists. Activities staff supporting the registered physiother apists or occupational therapists. A carer driver. At least one member of the maintenance team. A member of the HR / P+C team. When required a member of the manual handling or r PBS/PBM team.
Staff Qualifications	
No. of staff who have the required qualification to be registered with Social Care Wales as a social care worker	2
No. of staff working towards the required/recommended qualification	0
Domestic staff	
Filled and vacant posts	ition as of the 31st March of the last financial year.
· · · · · · · · · · · · · · · · · · ·	1
No. of staff in post	5
No. of posts vacant	1
Training undertaken during the last financial year	
Set out the number of staff who undertook relev provided is only a sample of the training that ma	
Set out the number of staff who undertook relev provided is only a sample of the training that ma can be added to 'Please outline any additional t	ant training. The list of training categories ay have been undertaken. Any training not listed
Set out the number of staff who undertook relev provided is only a sample of the training that ma can be added to 'Please outline any additional t not outlined above'.	ant training. The list of training categories ay have been undertaken. Any training not listed raining undertaken pertinent for this role which is
Set out the number of staff who undertook relev provided is only a sample of the training that ma can be added to 'Please outline any additional t not outlined above'.	ant training. The list of training categories ay have been undertaken. Any training not listed raining undertaken pertinent for this role which is
Set out the number of staff who undertook relev provided is only a sample of the training that ma can be added to 'Please outline any additional t not outlined above'. Induction Health & Safety Equality, Diversity & Human Rights	ant training. The list of training categories ay have been undertaken. Any training not listed raining undertaken pertinent for this role which is 5 5
Set out the number of staff who undertook relev provided is only a sample of the training that ma can be added to 'Please outline any additional t not outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control	ant training. The list of training categories ay have been undertaken. Any training not listed raining undertaken pertinent for this role which is 5 5 5
Set out the number of staff who undertook relev provided is only a sample of the training that ma can be added to 'Please outline any additional t not outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control Manual Handling	ant training. The list of training categories by have been undertaken. Any training not listed raining undertaken pertinent for this role which is 5 5 5 5
Set out the number of staff who undertook relev provided is only a sample of the training that ma can be added to 'Please outline any additional t not outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control Manual Handling Safeguarding	ant training. The list of training categories ay have been undertaken. Any training not listed raining undertaken pertinent for this role which is 5 5 5 5 5 5 5
Set out the number of staff who undertook relev provided is only a sample of the training that ma can be added to 'Please outline any additional t not outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control Manual Handling Safeguarding Medicine management	ant training. The list of training categories ay have been undertaken. Any training not listed raining undertaken pertinent for this role which is 5 5 5 5 5 5 5 5 5
Set out the number of staff who undertook relev provided is only a sample of the training that ma can be added to 'Please outline any additional t not outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control Manual Handling Safeguarding Medicine management	ant training. The list of training categories ay have been undertaken. Any training not listed raining undertaken pertinent for this role which is 5 5 5 5 5 5 5 5 5 0
Set out the number of staff who undertook relev provided is only a sample of the training that ma can be added to 'Please outline any additional t not outlined above'. Induction Health & Safety Equality, Diversity & Human Rights Infection, prevention & control Manual Handling Safeguarding Medicine management Dementia	ant training. The list of training categories ay have been undertaken. Any training not listed raining undertaken pertinent for this role which is 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5

lationships and equality and diversity.

Day 2- Manual handling theory and practice Day 3- Positive Behavioural Support / Positive Beh

avioural Management theory and practice

Day 4- Health and safety, First aid, Infection control and handwashing practical

Day 5- Medicines management (Medicines administ rators in domiciliary ad residential care and Health Care Practitioners in Nursing Homes.)

Once staff commence work in YY they undergo a si x month period of induction. This is accompanied b y an induction booklet that not only sets out the ma ndatory e-learning courses above but a series of le arning outcomes that must be completed in this tim e frame. There are different versions of this booklet for different roles in YY, including:

- Nursing home carer
- Domiciliary / Residential carer
- Nurse
- Domestic
- Maintenance
- Kitchen Assistant
- Chef
- Manager
- HCP
- Senior carer
- Unit Lead (Nurse)

All YY staff do the following extra mandatory e-lear ning courses on induction and annually thereafter-GDPR, Prevent (safeguarding), Professional Boun daries, Medication administration awareness, Oral health, cyber security, basic life support, COSHH, D ocumentation and record keeping, Equality and Div ersity, Food and Fluids, Fire awareness, food safet y level 1 and 2, Health and safety, IPC, Learning D isabilities, MCA DoLS, Mental Health, Moving and H andling (Theory), PBS (Theory), PPE, Pressure Ulc er Risk Assessment, and Safeguarding/Protection of Adults.

As an annual refresher all staff in YY receive a half day paid supernumerary on Manual Handling theor y and practice and a full day of paid supernumerar y training on- Positive Behavioural Support / Positiv e Behavioural Management theory and practice. Fo r these two subjects the training team who have all received 'train the trainer' training. They both deliv er the induction and refresher training in dedicated training facilities and also support staff in YY to deli ver what they are taught in practice. This includes helping to formulate specialist support plans for indi viduals in YY to training staff to deliver these suppo rt plans.

YY had a room has a room that can host training. I n addition to the mandatory e-learning courses that are available the following optional courses are ava ilable: wound care management, allergy awareness , ABI, Appraisals, Autism, Display screen equipment

, duty of candour, bed rails, chaperoning, Asbestos , cleaning, clinical governance, communication, cus tomer service, dementia, end of life care, Falls, GD PR advanced, Immunisation and vaccines, legionell a awareness, patient consent, person centred prac tice, personality disorder, safeguarding children, sa fer recruitment, SEPSIS, sexual harassment, sexual ity in learning disability, Urinary incontinence- introd uction, Urinary incontinence- types and causes, ve nepuncture, dignity and respect, lone worker, child sexual exploitation, sharps awareness, substance misuse, diabetes awareness, epilepsy, topical medi cation and self-harm.

There is a series of one day workshops aimed at e nsuring that anyone who leads a shift, be it a nurse , shift leader or Health Care Practitioner, can run a shift to the same standard no matter where they wo rk. These are called shift leader study days, and in clude:

Day 1- Incident management

Day 2- Sudden physical illness

Cay 3- Record keeping

Day4- Difficult communication

Day 5- Managing meetings

Day 6- Health care law and ethics

Day 7- Admission, discharge, and death

A recent innovation in staffing in YY is the introducti

on in December 2021 of Health Care Practitioners (

	 ave achieved a L3 qualification in Health and Soci Care. They have three specific functions: Medicines administration Record keeping Taking physical observations. They will only work in a specified area/unit of a nuing home and there will always be a nurse available who will supervise and support them. To achieve the solution study days, the medication study day, and learn to take physical observations using the equipment in the nursing home and be assessed as competent. YY are working with the L+D team to develop the HCP role within YY. YY has its own handwashing or 'glow and tell mach est is solve they can effectively wash their hands. Other regular training in YY includes: Each person that administers medication in YY was a have their competence to give medication as essed through a structured observation at least 4 mes per year. All staff take part in fire awareness training with a member of the Health and Safety Team every six ronths. There are also regular fire drills. Supervision Training. Epilepsy awareness and the administration of miazolam PEG feeding (external trainer) Representatives from YY attend the local wound nterest group. Catering staff receive extra training on texture must a find diets
	ion and 24 week probation that reflect clinical information thy don't need to know and role specific information only they need to know.
Contractual Arrangements	
No. of permanent staff	4
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
Ne of New evenewers a basis of the second se	1
No. of Non-guaranteed hours contract (zero hours) staff	
	d term contact staff by hours worked per week.
staff	d term contact staff by hours worked per week.
Staff Outline below the number of permanent and fixe	
Staff Outline below the number of permanent and fixe No. of full-time staff (35 hours or more per week)	0
Staff Outline below the number of permanent and fixe No. of full-time staff (35 hours or more per week) No. of part-time staff (17-34 hours per week)	0 3
staff Outline below the number of permanent and fixe No. of full-time staff (35 hours or more per week) No. of part-time staff (17-34 hours per week) No. of part-time staff (16 hours or under per week)	0 3
staff Outline below the number of permanent and fixe No. of full-time staff (35 hours or more per week) No. of part-time staff (17-34 hours per week) No. of part-time staff (16 hours or under per week) Staff Qualifications	0 3 1
staff Outline below the number of permanent and fixe No. of full-time staff (35 hours or more per week) No. of part-time staff (17-34 hours per week) No. of part-time staff (16 hours or under per week) Staff Qualifications No. of staff who have the required qualification No. of staff working toward required/recommended	0 3 1 0 0
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No. of staff in post	5
No. of posts vacant	1
Health & Safety	5
Equality, Diversity & Human Rights	5
Infection, prevention & control	5
Manual Handling	5
Safeguarding	5
Medicine management	0
	5
Positive Behaviour Management	5
Food Hygiene	5
pertinent to this role which is not outlined above.	 week of paid, supernumerary face-to-face induction. This induction includes: Day 1- Key people in the organisation, Codes of practice, The people who live with us, The role of the carer, Confidentiality, safeguarding, Professional relationships and equality and diversity. Day 2- Manual handling theory and practice Day 3- Positive Behavioural Support / Positive Behavioural Management theory and practice Day 4- Health and safety, First aid, Infection control and handwashing practical Day 5- Medicines management (Medicines adminis rators in domiciliary ad residential care and Health Care Practitioners in Nursing Homes.) Once staff commence work in YY they undergo as x month period of induction. This is accompanied by y an induction booklet that not only sets out the mandatory e-learning courses above but a series of le arning outcomes that must be completed in this time frame. There are different versions of this bookle for different roles in YY, including: Nursing home carer Domiciliary / Residential carer Nurse Domestic Maintenance Kitchen Assistant Chef Manager HCP Senior carer Unit Lead (Nurse) All YY staff do the following extra mandatory e-lear ning courses on induction ad annually threeafter-GDPR, Prevent (safeguarding), Professional Boundaries, Medication administration awareness, Oral health, cyber security, basic life support, COSHH, Documentation and record keeping, Equality and Diversity, Food and Fluids, Fire awareness, food safei y level 1 and 2, Health and safety, IPC, Learning Care Risk Assessment, and Safeguarding/Protection of Adults. As an annual refresher all staff in YY receive a half day paid supernumerary on Manual Handling theory and practice and a full day of paid supernumerary y training on- Positive Behavioural Support / Positive Behavioural Management theory and practice. For these two subjects the training te

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Day 5- Managing meetings

Day 6- Health care law and ethics

Day 7- Admission, discharge, and death

A recent innovation in staffing in YY is the introducti on in December 2021 of Health Care Practitioners (HCPs.) HCPs are specially trained care staff who h ave achieved a L3 qualification in Health and Social Care. They have three specific functions:

Medicines administration

Record keeping

Taking physical observations.

They will only work in a specified area/unit of a nurs ing home and there will always be a nurse available who will supervise and support them. To achieve thi s role the prospective HCP must complete the first t wo shift leader study days, the medication study da y, and learn to take physical observations using the equipment in the nursing home and be assessed a s competent. YY are working with the L+D team to develop the HCP role within YY.

YY has its own handwashing or 'glow and tell machi ne.' Staff in YY will be assessed at least every six m onths to see if they can effectively wash their hand s

Other regular training in YY includes:

• Each person that administers medication in YY will also have their competence to give medication ass essed through a structured observation at least 4 ti mes per year.

• All staff take part in fire awareness training with a member of the Health and Safety Team every six m onths.

• Night staff receive this training every three month

There are also regular fire drills.

Supervision Training.

• Epilepsy awareness and the administration of mid azolam

• PEG feeding (external trainer)

 Representatives from YY attend the local wound i nterest group.

 Catering staff receive extra training on texture mo dified diets

Non-clinical staff have some changes in their induct ion and 24 week probation that reflect clinical infor mation thy don't need to know and role specific info rmation only they need to know.

Contractual Arrangements	
No. of permanent staff	4
No. of Fixed term contracted staff	0
No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours) staff	1
Outline below the number of permanent and fixed term contact staff by hours worked per week.	
No. of full-time staff (35 hours or more per week)	0
No. of part-time staff (17-34 hours per week)	3
No. of part-time staff (16 hours or under per week)	1
Staff Qualifications	
No. of staff who have the required qualification	0
No. of staff working toward required/recommended qualification	0
Other types of staff	
Does your service structure include any additional role types other than those already listed?	Yes
List the role title(s) and a brief description of the role responsibilities.	Other roles in CG include Physiotherapy, Occupati onal, and Speech and Language therapist – asses s and assist individuals with support needs and liais e with other staff to ensure care is effective. PBS/P BM and Manual Handling Advanced Practitioner Ca re Assistant- assessment of these supports needs and putting plans into practice. Hydrotherapist / Po ol Manager- In TCG- managers the hydrotherapy p ool, sports and social club, gym and training facilitie s. Managers hydrotherapy for individuals across Fi eldbay who attend TCG for hydrotherapy. Maintena nce- help the health and safety team with the gener al upkeep, regular safety tests and checks, and su pervising the work of contractors. Business Partner - Supports the P+C team to manage staff, recruitm ent and job support. Admin Staff- Administration staff support the Home's Management and also as rec eption to the Home. These can be full time or part ti me depending on the home, and may look after mo re that one home in the Fieldbay group.
Filled and vacant posts	
No. of staff in post	2
No. of posts vacant	0
Training undertaken during the last financial year for this role type. Set out the number of staff who undertook relevant training. The list of training categories provided is only a sample of the training that may have been undertaken. Any training not listed can be added to 'Please outline any additional training undertaken pertinent for this role which is not outlined above'.	
Induction	2
Health & Safety	2
Equality, Diversity & Human Rights	2
Infection, prevention & control	2
Manual Handling	2
Safeguarding	2
Medicine management	0

Dementia	2
Positive Behaviour Management	2
Food Hygiene	2
Pood Hygiene Please outline any additional training undertaken pertinent to this role which is not outlined above.	 All staff before commencing work in YY attend a full week of paid, supernumerary face-to-face induction. This induction includes: Day 1 - Key people in the organisation, Codes of pratice, The people who live with us, The role of the carer, Confidentiality, safeguarding, Professional relationships and equality and diversity. Day 2 - Manual handling theory and practice Day 3 - Positive Behavioural Support / Positive Behavioural Management theory and practice Day 4 - Health and safety, First aid, Infection control and handwashing practical Day 5 - Medicines management (Medicines administ rators in domiciliary ad residential care and Health Care Practitioners in Nursing Homes.) Once staff commence work in YY they undergo a six month period of induction. This is accompanied by an induction booklet that not only sets out the mandatory e-learning courses above but a series of learning outcomes that must be completed in this time frame. There are different versions of this booklet for different roles in YY, including: Nursing home carer Nursing home carer Nursing home carer Nitchen Assistant Chef Manager HCP Senior carer Unit Lead (Nurse) All YY staff do the following extra mandatory e-lear ning courses on induction and annually thereafter-GDPR, Prevent (safeguarding), Professional Boun daries, Medication administration awareness, food safet y level 1 and 2, Health and safety, IPC, Learning D isabilities, MCA DoLS, Mental Health, Moving and H andling (Theory), PB (Theory), PPE, Pressure Utc er Risk Assessment, and Safeguarding/Protection of Adults. As an annual refresher all staff in YY receive a half day paid supernumerary on Manual Handling theor y and practice. For these two subjects the training in edicated training facilities and also support staff in YY to deil ver that inthe trainer training. In y to deil ver the induction and refresher raining in edica

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	onths. • Night staff receive this training every three month
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Contractual Arrangements	rmation only they need to know.
No. of permanent staff	2
No. of Fixed term contracted staff No. of volunteers	0
No. of Agency/Bank staff	0
No. of Non-guaranteed hours contract (zero hours)	0
staff	
Outline below the number of permanent and fixed	I term contact staff by hours worked per week.
No. of full-time staff (35 hours or more per week)	2
No. of part time staff (17.24 hours par wook)	0
No. of part-time staff (17-34 hours per week)	0
No. of part-time staff (16 hours or under per week)	0
	0
No. of part-time staff (16 hours or under per week)	2