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| Topic - Safeguarding | | | |
| **Question** | **Ideal/Potential Answers** | **✓ or** X | **Their Answer** |
| What is safeguarding? | Protecting the health, wellbeing and human rights of adults at risk - *The Care Act 2014* |  |  |
| Who may require  safeguarding? | Adults at risk including people who have care and support needs and people who are unable to protect themselves - *The Care Act 2014* |  |  |
| What are the ten types of abuse? | * Discriminatory, * Domestic, * Financial/Material, * Modern Slavery, * Neglect, * Organisational, * Physical, * Psychological/Emotional, * Self-Neglect, * Sexual |  |  |
| Name 3 signs and 3  symptoms of any abuse *(signs are things we see, symptoms are things*  *people feel)* | **Signs**   * Bruising, burns, * Being withdrawn, * Losing weight   **Symptoms**   * Feeling afraid * Feeling hungry or thirsty * Feeling frustrated or angry |  |  |
| Who could you inform about alleged abuse? | * Nurse/Manager * Police * Safeguarding Team * Social Worker |  |  |
| What would you do if you were told about an alleged abuse? | * Make the service user safe * Report it * Document it |  |  |
| Do you investigate  instances of abuse? | No because I could accidentally destroy evidence or make the situation worse |  |  |
| Where would you record alleged abuse? | Not in the care plan or daily notes. On a separate form like a Whistleblowing form |  |  |
| What is the manager  supposed to do in  instances of alleged abuse? | * Report it to CQC, local authority and the person's funding body. * Contact the Police if needed, * Suspend the alleged abuser |  |  |
| **Next Steps** *(does the person need to redo any training)* | | | |
| **Date of knowledge check: Staff Member's Name:**  **Assessor's Name: Staff Member's Signature:** | | | |

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| Topic - MCA & DoLS | | | |
| **Question** | **Ideal/Potential Answers** | **✓ or** X | **Their Answer** |
| What does DoLS stand for? | Deprivation of Liberties Safeguarding |  |  |
| What is the Mental Capacity Act? | A law to protect people who don't have the mental capacity to make informed decisions |  |  |
| What are the five principles of DoLS? | * Assume everyone has capacity * An unwise choice does not mean a lack of capacity * You need to act in *their* best interests * You need to support people to make decisions * Any decision must be the least   restrictive |  |  |
| Why do people require a DoLS? | Because, due to a brain injury or impairment, they are unable to  remember or use information or communicate their wishes and make safe decisions for themselves. |  |  |
| What requirements must someone meet to require a DoLS? | * a person is under continuous supervision * is not free to leave the building * the person lacks capacity to consent |  |  |
| What does a DoLS allow you to do? | It means we can act in the person's best interest and override their own wishes in specific situations |  |  |
| How do you know which service user has a DoLS? | * DoLS list * DoLS information in their care plan |  |  |
| What is a DoLS condition? | A legal obligation given by the DoLS team for us to fulfill. |  |  |
| How do we assess  someone's mental  capacity? | The nurses/senior carers/manager do a mental capacity assessment |  |  |
| Who are PPRs and IMCAs | Personal Paid Representative and Independent Mental Capacity  Advocates who ensure people who have a DoLS are cared for appropriately |  |  |
| **Next Steps** *(does the person need to redo any training)* | | | |
| **Date of knowledge check: Staff Member's Name:**  **Assessor's Name: Staff Member's Signature:** | | | |

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| Topic - Infection Control & COSHH | | | |
| **Question** | **Ideal/Potential Answers** | **✓ or** X | **Their Answer** |
| What is infection control? | Preventing the spread of diseases from viruses, bacteria, parasites and fungi |  |  |
| What is the best way to prevent infections  spreading? | Correct hand washing |  |  |
| How long should  handwashing take? | 60 seconds from turning the tap on all the way through to turning the tap back off.  Or 20-30 seconds (just hand washing) |  |  |
| Name 5 ways we can also stop infections from  spreading | * Wearing PPE * Isolation/barrier nursing * Using alcohol gel * Double bagging * Washing laundry properly |  |  |
| What constitutes an  infectious outbreak? | More than one person has the infection. |  |  |
| What is double bagging? | Its when we place one bag inside of another when we are isolating someone |  |  |
| What does COSHH stand for? | Control of Substances Hazardous to Health |  |  |
| What do we have/use which comes under  COSHH? | * Medical oxygen * Cleaning products * Medication |  |  |
| Whats a Safety Data Sheet & why do we need one? | * Information that should come with the product to tell us: * How to use the products * How to store it * How to dispose of it * Where and on what we can use it What PPE we need to wear |  |  |
| Where should cleaning products be stored? | In a COSHH cupboard |  |  |
| **Next Steps** *(does the person need to redo any training)* | | | |
| **Date of knowledge check: Staff Member's Name:**  **Assessor's Name: Staff Member's Signature:** | | | |

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| Topic - Medication | | | |
| **Question** | **Ideal/Potential Answers** | **✓ or** X | **Their Answer** |
| What are the 7Rs in  medication administration? | * Right Person * Right Time * Right Route * Right Medication * Right Dose * Right to Refuse * Right Documentation |  |  |
| What do you do if you drop a medication? | * Record it on the MAR Chart * Record it in the disposal/returns book * Ensure two people sign the book * Dispose of it in the pharmacy bin |  |  |
| Where do we dispose of controlled drugs? | The DOOM (Denaturing of Out of date Medication) kit |  |  |
| Why should we record the date we open a  medication? | If it's an eye drop, topical cream etc it may need to be disposed of after 28 days. Also to ensure an accurate stock count |  |  |
| Who needs to authorise the use of covert medication? | The person's G.P and a pharmacist need to put it in writing. |  |  |
| What must be done prior to any authorisation? | A mental capacity assessment needs to be completed and a DoLS put in place |  |  |
| If you make a medication error, what would you do? | * Inform the manager * Inform their G.P *(or call 999 if needed)* * Inform the staff to monitor the service user * Record the error on an incident form * Take clinical observations |  |  |
| How can you find out  information on a  medication you've not seen before? | * BNF (British National Formulary) app or book * PILs (Patient Information Leaflets) * Ask colleagues or their pharmacist/G.P |  |  |
| Is it okay to empty a capsule or let a service user crush & chew it? | Often no as the capsule is protecting the contents from the stomach acid. I can ask the pharmacist to double check. |  |  |
| If a family bring in vitamins & herbal products, can you administer them? | No as the service user's G.P has not authorised them or prescribed them. The vitamins or herbal products may interact with the person's medication. |  |  |
| **Next Steps** *(does the person need to redo any training)* | | | |
| **Date of knowledge check: Staff Member's Name:**  **Assessor's Name: Staff Member's Signature:** | | | |