

**HARPWOOD CARE HOME  
E-LEARNING TRAINING SCHEDULE**

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