

Supervisory Management Training for Senior Healthcare Assistants

Date	Time	Content	
21 st October 15	9.30am – 4.00pm	<ul style="list-style-type: none"> ⇒ Induction: Purposes of Mission Statements ⇒ The Supervisor's Role & Responsibilities ⇒ Culture of the organisation, balancing Quality & Risk ⇒ Methods of Supervision 1 ⇒ Methods of Supervision 2 ⇒ Risk Management, Record-keeping ⇒ Staff Recruitment-selection & performance 	Person
4 th November 15	9.30am – 4.00pm	<ul style="list-style-type: none"> ⇒ Management Systems SPO / Teams & Leaders ⇒ Characteristic of effective leaders-supervisors ⇒ Working within a Budgetary process implications and consequences ⇒ Staff Training & Development obligations ⇒ Skills analysis & deficits, evolving roles 	Profession
9 th December 15	9.30am – 4.00pm	<ul style="list-style-type: none"> ⇒ Performance Management of staff ⇒ Incentive – Quality & Measuring outcomes ⇒ Tutorial – seminar for PIC & HR ⇒ Making it happen in a JCI compliant environ 	Organisation

	Week 1	Week 3	Week 8
• Summarise the role and responsibilities of a supervisory function			
• Evaluate modern supervisory practices and methods, with reference to various demands and challenges faced in (HIQA regulated) healthcare environ			
• Maintain & keep Health care records-data			
• Describe the keys steps in staff recruitment-selection and performance			
• Apply Risk assessment formulas to Health care work place			
• Draft procedure for innovation and lead change management (in 1 aspect)			
• Have regard for effective communication, enhanced quality, and demonstrate skilled supervision			
• Devise a system for personal record of achievement in-line with individual performance reviews strategy utilized by JCI compliant organisation			
• Show regard for the departmental budgets at micro and macro level			
• Assess staff capability, provide leadership and suggest training need plan			
• Carry out staff performance appraisal in line with Snr Carer job description and performance standards s			

This course is suitable for those with FETAC Level 5 Care of the Older. Participants should be current or aspiring supervisors.

- Attendance is required on each of the 3 days as the course is designed to build on previous learning. This will also facilitate peer groups support – learning and fulfil the assessments required at the end of the course.
- On the final day of the course students will give a presentation on a designated topic.

Location: St. Luke's Home Education Centre