|  |  |  |  |
| --- | --- | --- | --- |
| **Trainers Name** | **Trainers Designation** | **Trainers Signature** | **Date** |
| Joe Bloggs | ODWT | J,Bloggs | 01.04.2024 |
| **Trainees Name** | **Trainees Designation** | **Trainees Area of Work** | **Signature** | **Date** |
| Ethel Smith  | Care Services | Sunshine Residential | E Smith | 01.04.2024 |

# Derbyshire Inter-Agency Group – Individual Training Record



This form is deemed to have been completed once all relevant sections relating to manual handling theory, equipment and

activities being carried out by the trainee have been covered. This training record must be completed on an annual basis between

1st April – 31st March, once the record is complete it should be kept in the trainee’s personnel file.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Manual Handling Theory**DIAG code of practice and Manual Handling of People eLearning or workbook | **Date covered /****Trainee****Signature** | **Manual Handling Activity**Please add relevant activities below | DiscussDatecovered | DemoDatecovered | PracticeDatecovered | **Comments /****Trainee Signature** |
| Incidence of musculoskeletal injuries  | 31.03.2024, E Smith | Move the box from the floor to table | 01.04.2024 | 01.04.2024 | 01.04.2024 | E Smith |
|  Causes of musculoskeletal injuries | **31.03.2024,**  E Smith | Reposition in Chair 1 & 2 carers | 01.04.2024 | 01.04.2024 | 01.04.2024 | E Smith |
| Effects of musculoskeletal injuries | **31.03.2024,**  E Smith | Oblique behind 1 & 2 carers | 01.04.2024 | 01.04.2024 | 01.04.2024 | E Smith |
| Structure & Function of the spine  | **31.03.2024,**  E Smith | Oblique in front 1 & 2 carers | 01.04.2024 | 01.04.2024 | 01.04.2024 | E Smith |
|  Ergonomics & Risk Assessment | **31.03.2024,**  E Smith | Combined OB/OF 2 carers | 01.04.2024 | 01.04.2024 | 01.04.2024 | E Smith |
|  Legislation | **31.03.2024,**  E Smith | Supported Walking & Sit | 01.04.2024 | 01.04.2024 | 01.04.2024 | E Smith |
|  DIAG | **31.03.2024,**  E Smith | Fallen person & chair | 01.04.2024 | 01.04.2024 | ----------- | E Smith |
|  Policy and Procedures - People  Cumberland Care Services  | **31.03.2024,**  E Smith | Mobile Hoist & Slings chair to chair | 01.04.2024 | 01.04.2024 | ---------- | E Smith |
|  General Advice | **31.03.2024,**  E Smith | Rolling in bed | 01.04.2024 | 01.04.2024 | 01.04.2024 | E Smith |
|  Safe Movement Principles | **31.03.2024,**  E Smith | Move up and down the bed | 01.04.2024 | 01.04.2024 | 01.04.2024 | E Smith |
|  Load Handling | **31.03.2024,**  E Smith |  |  |  |  | E Smith |
| Manual Handling Equipment | DiscussDatecovered | DemoDatecovered | PracticeDatecovered |  |  |  |  |  |
|      Slide Sheets | 01.04.2024 | 01.04.2024 | 01.04.2024 | Sara Stedy | 01.04.2024 | 01.04.2024 | 01.04.2024 | E Smith |
|      Easy glide boards | 01.04.2024 | 01.04.2024 | 01.04.2024 | Return | 01.04.2024 | 01.04.2024 | --------------- | E Smith |
|      Mobile Hoist | 01.04.2024 | 01.04.2024 | ---------- | Stool | 01.04.2024 | 01.04.2024 | 01.04.2024 | E Smith |
|      Profiling Bed | 01.04.2024 | 01.04.2024 | 01.04.2024 |  |  |  |  | E Smith |
|      Slings | 01.04.2024 | 01.04.2024 | 01.04.2024 |  |  |  |  | E Smith |

### ACTIVITY CHECKLIST

### STATEMENT OF COMPETENCE

|  |  |  |
| --- | --- | --- |
| Principles | **Does the activity comply with the principles √** | Description and the Date of the Activity |
|  |
|
| **Offset Base** |  | Comments and control measure |
| **Trainers Name: Trainees Name:****Signature: Signature:****Date: Date:** |
| **Close Proximity to the Load** |  |
| **Mobile Base** |  |
| **Avoid Top Heavy Postures** |  |
| **Avoid Twisting** |  |
| **Avoid Sustained Loading** |  |
| **Avoid Fixed Holds** |  |
| **Lead with the Head** |  |
| **General Advice**-Avoid if possible-Assess activity-Record activity-Promote independence if the person using the service is involved-Communication with staff-Personal responsibilities |  |