

6-DAY MANUAL HANDLING FACILITATORS' DEVELOPMENT COURSE

Aims of the course

To provide trainers with the knowledge, understanding and practical experience to be able to undertake a training programme for their staff, implementing safer moving and handling techniques.

To enable trainers to implement safer moving and handling policies within their areas of work in accordance with RCN Manual Handling Training Guidance, 2003, The Guide to the Handling of Patients published by the Back Care & RCN and the National Back Exchange publication Standards in Manual Handling 2010.

Learning Outcomes

Day 1

Introductions

Outcomes

- To identify the trainees' hopes and fears for the course
- To have an understanding of what is a 'hazard' and 'risk'
- To be aware of the health and safety framework for the course and the venue

Legislation

Outcomes

- To have an understanding of the English legal system and the relevant moving and handling legislation and professional guidelines.
- To be able to interpret the relevant legislation to understand employers and employees legal responsibilities
- To have an understanding of the implications of the legal framework
- To have an understanding of the relevant professional guidelines
- To demonstrate an understanding of the importance of duty of care and balanced decision making



Anatomy & Physiology of the Spine & Functional Anatomy of the Spine

Outcomes

- To have an understanding of the structure and basic anatomy of the individual components of the spine
- To understand the normal function of the components of the spine and how they interact
- To have an understanding of the ageing process of the various components of the spine
- To have an understanding of the biomechanical stresses caused by various postures and positions of the body

Principles and 24 Hour 'Good Back Care'

Outcomes

- To have an understanding of 'postures' to avoid to prevent long term musculo-skeletal problems
- To link 'good back care' with activities of daily living and have strategies to know how to look after our backs
- To have an understanding of the basic principles of safer moving and handling and to begin to practise adapting and using these principles
- To develop techniques for handling inanimate loads and to adapt those techniques using problem-solving skills

PRACTICAL – All Basic Handling techniques

Outcomes

- To be able to use and adapt the principles of safer moving and handling
- To provide the opportunity to practice practical techniques under supervision
- To understand the importance of establishing normal movement patterns for clients and encouraging independence
- To be able to analyse practical techniques and evaluate them based on the risk assessment process



- To be able to demonstrate 'good posture' when carrying out all tasks
- Observe each other and give constructive feedback
- To have a working knowledge of the common small handling equipment available

Day 2

Risk Assessment

Outcomes

- To have an understanding of the risk assessment process
- To understand the principles of moving and handling risk assessment and be able to put those principles into practise
- To have an awareness of the key elements to include in risk assessment documentation
- To be aware of the tools available to assist in the risk assessment process

Controversial Handling Techniques

Outcomes

- To have an understanding of the techniques now considered unsafe according to research and professional opinion
- To discuss the implications for the participant's organisation
- To discuss and formulate a strategy for dealing with staff who may persist in performing unsafe handling techniques

PRACTICAL – All Basic Handling techniques

(See Day 1)



Day 3

How people learn and Presentation/Demonstration Skills

Outcomes

- To develop an understanding of how people learn
- To have an understanding of the barriers to learning
- To understand the principles of demonstrating practical skills, and to be able to analyse common pitfalls relating to the demonstration of manual handling techniques to trainees
- To learn how to set aims and outcomes for training sessions that are specific to learners needs

Mobile hoists and slings

Outcomes

- To understand the principles of hoisting: why and when to hoist
- To have an awareness of the differences between the main types of hoisting equipment available
- To be able to demonstrate the correct use of a hoist
- To be able to select the correct hoist and sling dependant on their client's individual needs

Object handling

Outcomes

- To use problem solving skills to identify risks in non-patient handling areas and discuss ways to reduce risk
- To be able to adapt principles and basic techniques to find realistic solutions to common problem areas



Day 4

Moving & Handling for clients who fall or are found on the floor

Outcomes

- To be able to identify steps to reduce the risk of clients falling
- To use a problem-solving approach to identify techniques to deal with clients who have fallen on the floor
- To identify equipment that may be needed for clients who have fallen
- To learn techniques to assist clients on and off the floor when necessary (for play, for physio, in emergencies etc)

Problem solving session

Outcomes

- To work in groups, using a moving and handling problem, to identify risks
- Using a balanced approach, to identify strategies, techniques and equipment to help to reduce the risk to the lowest level reasonably practicable
- To be able to share experiences and 'good' practise in a small group environment
- To be able to present the 'problem' to the whole group and to demonstrate the techniques/ideas discussed
- To identify, and then present to the group, strategies to request additional resources, funding or training



Day 5

Video Presentations

Outcomes

- To have the opportunity to work in a small group and share ideas and good practise
- To use the information learnt throughout the course to be able to deliver a practical moving and handling presentation to their peers
- To have the opportunity to see yourself (your posture and techniques) demonstrating moving and handling techniques and to be able to reflect on your own performance
- To practise constructive feedback techniques to others within the group

Action Planning

Outcomes

- To be able to discuss in small groups a plan of action for strategic plans
- Be able to adapt information learnt to the reality of individual work situations
- To be able to begin to prioritise, being specific and realistic

Assignment & Day 6

Outcomes

- To be able to adapt knowledge of teaching and demonstration skills to the practice of teaching manual handling within work situations
- To have the opportunity to create lesson plans for teaching a manual handling session that are relevant to the individual's department/work areas and tasks
- To use information learnt during the course to deliver a theoretical mini teaching session using a variety of teaching techniques

