

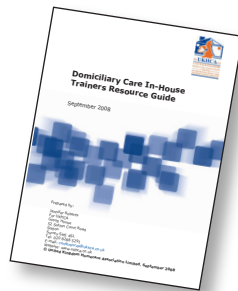
United Kingdom Homecare Association

Publications Catalogue and Order Form - January 2016



Domiciliary Care In-house Trainer's Resource Guide

In many small and medium domiciliary care organisations, the role of in-house trainer falls to someone who is doing another job within the organisation. To help ensure that this person has the knowledge and skills to carry out the role effectively, UKHCA has developed a training resource guide covering induction, the training process, funding, how people learn, and how training is evaluated.

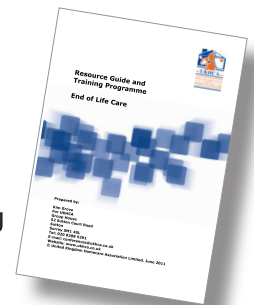


- UKHCA members: £25.00 each
- Non-members: £50.00 each

End of Life Care Resource Guide and Training Programme

With more focus expected on home-based end of life care services in the future, a well-trained workforce will be essential.

This resource guide and training programme has been designed to assist domiciliary care staff to improve their knowledge and skills in end of life care and provide high quality services.



- UKHCA members: £45.00 each
- Non-members: £90.00 each

The Homecare Workers' Handbook

The essential guide to care at home for careworkers.

This comprehensive, 250 page handbook complements careworker's training and is a valuable reference book for your team.



- £8.99 each when ordering 1-49 copies
- £8.49 each (50-99 copies)
- £8.19 each (100-199 copies)
- £7.29 each (200+ copies)
- Non-member price - £13.99 each

White label (unbranded or with your branding) versions also available upon request.

Infection Control 'Train the Trainer' Programme

This pack is designed to help you raise awareness of the causes of infection, how it spreads and what can be done to prevent or reduce infection. The programme follows the Skills for Care Infection Control Knowledge Set and has been designed to help you run your own in-house infection control programme training.

Included in the pack are the training guide, written exercises, overhead projector slides, glossary, frequently asked questions on the UKHCA Helpline, and a CD with electronic versions of the materials.



- UKHCA members £25.00 each
- Non-members £50.00 each

All prices include UK postage and packing and VAT (where applicable)

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Medication Policy Template

Produce a comprehensive medication policy and procedure tailored to your homecare business with UKHCA's interactive *Medication Policy Template* software.



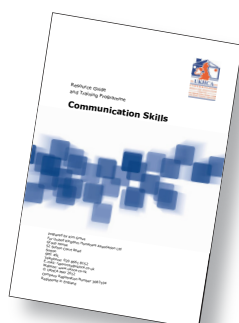
Designed using the principles of UKHCA's *Medication Policy Guidance* and the Commission for Social Care Inspection's report *Time to Care?*, the software will write a complete policy in four simple steps.

UKHCA members can download the software free from: www.ukhca.co.uk/downloads.aspx?id=151, or buy it on CD rom, as follows:

- UKHCA members £30.00 each
- Non-members. £180.00 each

Communication Skills Resource Guide and Training Programme

Good communication is vital in social care. It enables us to build and develop relationships between service users and their family as well as between fellow care staff, managers and other health and social care staff. It also helps us to provide them with clear information and to carry out appropriate reporting and recording.



This Resource Guide and Training Programme has been developed from the End of Life Care Train the Trainer Programme (so no need to purchase both) to enable you to help managers and staff to improve their communication skills.

- UKHCA members: £20.00 each
- Non-members: £40.00 each

Medication Train the Trainer Programme

The complete set of course materials from our *Medication 'Train the Trainer'* workshop is now available for purchase, without attending one of the workshops.



Materials include the trainer's guide; OHP slides; delegate's workbook; written exercises; competency tests and CD Rom.

- UKHCA members: £45.00 each
- Non-members: £90.00 each

Details of the one-day workshop to compliment these training materials are available from www.ukhca.co.uk/conferences.aspx.

Personalisation Toolkit

Understanding what personalisation means for the homecare sector is addressed in a toolkit by UKHCA's Senior Policy Officer, Francis McGlone. The toolkit explains the risks, threats and opportunities for providers and ideas about the types of service they could develop. The toolkit also identifies some of the inappropriate and unreasonable contract conditions that some local authorities are trying to impose, and a checklist for providers facing these issues.



UKHCA member organisations can download it for free from:

www.ukhca.co.uk/downloads.aspx?id=24

- UKHCA members: £15.00 each
- Non-members: £30.00 each

All prices include UK postage and packing and VAT (where applicable)

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UKHCA Code of Practice

(UKHCA members only)

The current Code of Practice came into effect on 1st February 2016.

English and Welsh language versions have been printed in UKHCA's corporate colours on high-quality silk paper.



'Clearprint' and large print versions are also available as free downloads from the UKHCA website.

- 50 standard size £20.00
- 100 standard size £35.00
- 200 standard size £65.00
- 500 standard size £145.00
- 1,000 standard size £280.00

Note: English versions of the Code will be supplied unless Welsh-language version is specified in your order.

UKHCA and Carers UK Guide to Choosing Care at Home

(UKHCA members only)

Completely revised for 2011, printed in a larger format and improved design for people with mild visual impairment.

This leaflet gives potential service users and their families an introduction to homecare and explains the benefits of choosing an agency that is a member of UKHCA.



- 100 copies £20.00
- 500 copies £75.00
- 1,000 copies £115.00

Free downloads from www.ukhca.co.uk/downloads.aspx?id=108.

All prices include UK postage and packing and VAT (where applicable)

UKHCA Publications Order Form

Product Name	Order quantity	Unit price	Total price
Communication Skills Resource Guide and Training Programme			
Domiciliary Care In-house Trainer's Resource Guide			
End of Life Care Resource Guide and Training Programme			
The Homecare Workers' Handbook			
Infection Control 'Train the Trainer' Programme			
Medication Policy Template			
Medication Train the Trainer Programme			
Personalisation Toolkit			
UKHCA Code of Practice			
UKHCA and Carers UK Guide to Choosing Care at Home			
		Total	

All prices include UK postage, packing and VAT (where applicable)

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UKHCA Member No:	

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