



# PRTL Audit Submission Form

## Social Care Worker/ Senior Care Worker

Full name .....Anne Example.....

Employer name.....Domiciliary Care Agency.....  
(if in employment)

Registration number.....12345670.....

Complete electronically if possible and return via email to:

[info@niscc.hscni.net](mailto:info@niscc.hscni.net)

If completed manually, please return to the address below:

Northern Ireland Social Care Council

7th Floor, Millennium House

19-25 Great Victoria Street

Belfast

BT2 7AQ

## PRTL Audit Submission Form - Social Care Worker/ Senior Care Worker

Full name: Anne Example

NISCC Registration Number (SCR): 12345670

Employer name (if in employment): Domiciliary Care Agency

### Description of your Social Care Role:

I am a care worker in domiciliary care agency. I do personal care, meal provision, medication and sleeping support. I work with older people in their own homes. I have been in post for eighteen months. This is my first job in social care

Date	Duration (Hours)	Brief description of activity	How has this activity improved your work and helped the people you support/care for?
01/01/2016 06/01/2016	36	Induction training, Health and safety, Values and principles, Person centred care  Personal development  Organisational policies and procedures	From induction I have learnt introductory communication skills and how I communicate with the people that I work with. I can carry out care that is respectful and maintains dignity. I know the importance of meals and drinks . I can deliver care that is safe providing a good service for those I am working with.

Date	Duration (Hours)	Brief description of activity	How has this activity improved your work and helped the people you support/care for?
30/06/2016	6	Safe handling of medication	Ensures I can safely assist the service users with medication which prevents errors.
16/08/2016	3	Adult Safeguarding	I know the signs of abuse and how to report it. I will be able to support the service users and inform my line manager
20/09/2016	3	Food hygiene	I know how to safely prepare food for a service user. I know it is important for the kitchen to be clean. This ensures the service user has safe food and drinks

Date	Duration (Hours)	Brief description of activity	How has this activity improved your work and helped the people you support/care for?
10/10/2016	4	Dementia Awareness	This training has improved my understanding of dementia. It has helped me care for a service user who has dementia and be supportive to their family.
08/11/2016	2	Team Meeting	In this meeting we covered handling difficult situations. I found it reassuring that other care staff face these situations. The manager shared techniques to calm situations also how to identify and tackle triggers. Better for the service user and for me.
1 <sup>st</sup> -2 <sup>nd</sup> Mar 2018	18	First Aid Certificate	This course has equipped me with skills to cope with first aid emergencies in my job. From the training I am confident I can handle situations that require emergency first aid. I also know when to seek help. This course has helped my confidence in providing a good service

15/02/2017	6	Fire Safety	This renewed previous fire safety training I did in induction. Made me realise how much I had forgotten and how important this is in my workplace to keep service users and myself safe
0/03/2017	3	Moving and Handling Refresher Training	These are skills I need every day in work, this has helped me ensure I move service users safely and do not injure myself or colleagues.
06/05/2017	7	Person Centred Care	I really enjoyed this training- it has helped me to understand the importance of putting the service user at the centre of any care I deliver. I strive to do this when delivering care, providing a better service.

**Total training and learning for period of registration (Hours):**   90

**Registrant Declaration**

I confirm that I have undertaken the activities recorded on this form and that the details I have provided are accurate. I understand that failure to meet Post Registration Training and Learning Requirements, or the provision of false information in relation to meeting these requirements, may be considered by the Northern Ireland Social Care Council as misconduct.

**Registrant Signature:**                       Anne Example      Date:          15/05/2017

**Managers Signature:**                       Betty Ross      Date:          17/05/2017

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