

Title

Adult Support and Protection Training Update

Recommendation

The Board is asked to receive and note the content of the report and in particular:

- Note the progress that has been made to date in the training of target groups of acute staff;
- Review the proposed structure and content of the draft ASP training plan for 2017.

Purpose of Paper

The report provides an update for Board members on outcomes from the programme of ASP training developed specifically for acute staff (Sept – Dec 16). The training was open to all nursing staff, medical staff and AHPs working in roles which required a more advanced level of training. Information on the numbers of staff trained, themes from the training evaluations completed and a draft ASP training plan for 2017 is also provided for members' consideration.

Key Issues to be considered

- The need to ensure that all staff within acute services have access to a suite of appropriate ASP education, training and support.
- The provision of ongoing support for local ASP trainers working locally in Acute Sectors/Directorates.
- Sustaining and developing the service within existing resources.

Any Patient Safety /Patient Experience Issues

None identified.

Any Financial Implications from this Paper

The proposed training programme will be delivered through existing staff and budgets.

Any Staffing Implications from this Paper

Building staff capacity at a local level is core to the delivery of the training plan.

Any Equality Implications from this Paper

None identified

Any Health Inequalities Implications from this Paper

None identified

Has a Risk Assessment been carried out for this issue? If yes, please detail the outcome.

No

Highlight the Corporate Plan priorities to which your paper relates

Prevention and early intervention

Improving quality

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ADULT SUPPORT AND PROTECTION UPDATE

1. Introduction

1.1 The Adult Support and Protection (Scotland) Act 2007 came into effect on the 29th October 2008 with the aim to ensure that individuals deemed to be “adults at risk” of harm receive appropriate levels of protection and support. Although the Local Authority is identified as the lead agency, it is essential that health workers are aware of their obligations under this legislation. NHS staffs now have not only a moral and professional duty of care to patients, but a legal duty to report to the Local Authority, any case where they know or believe that a person is an adult at risk and that protection may be needed. NHS staff must co-operate with a Council making inquiries and with each other where that would assist the Council. This cooperation includes providing to an authorised Council Officer, when requested, information and health records.

2. December 2016 Update

2.1 During the period September – December 2016 a programme of face-to-face, scenario-based advanced ASP training was rolled out across Acute Sectors and Directorates. In addition, a bespoke ‘*Train the Trainer*’ session was also delivered alongside core training with a view to building capacity and staff support in relation to the ASP referral process at a local level. Attendance at the training was open to nursing, medical and AHP staff and the trainers also supported a training event for West of Scotland Geriatric trainees hosted at GRI. In relation to online resources, final amendments have now been made to both online ASP modules and these have been forwarded to members of the ASP Liaison Group for final review and sign off. These modules will go live on the 12th December 2016.

3. Outcomes from the Training Programme

3.1 Five ASP Level 2 training sessions and four ‘*Train the Trainer*’ ASP sessions have been delivered to date. One final Level 2 session will take place on the 9th December 2016 to facilitate staff who were unable to attend local training events. In summary:

- A total of **56** staff attended Level 2 ASP training and **22** staff attended the ‘*Train the Trainer*’ sessions across Acute Sectors/directorates;
- **20** Geriatric Trainees, who will take up posts in both GRI and QEUH, were also trained as part of the programme.

3.2 Table 1 below provides an overview of attendance at ASP advanced training by Sector/Directorate/Site:

Table 1

Sector/Directorate	Attendees
Clyde Sector	26
North Sector	12
South Sector	7
Regional Services	8
Corporate Services	2
Dykebar Hospital	1
WOS Geriatric Trainees	20
Total	76

3.3 Table 2 below provides an overview of attendance at ASP ‘Train the Trainer’ sessions:

Table 2

Sector/Directorate	Attendees
Clyde Sector	4
North Sector	9
South Sector	4
Regional Services	3
MAT Services	1
Practice Education (Acute)	1
Total	22

3.4 Following each training session participants were asked to complete an evaluation and a snapshot of the key themes emerging from the responses received is provided in the sections below:

3.5 Positive Responses to Training

- Without exception all staff who attended training reported that the content was relevant to their role, important to their service area and that they would recommend the session to colleagues working within a similar role;
- Participants stated that the training provided a useful overview of the legislation in relation to ASP and the referral process; participants also commented that a valuable and broad range of information was disseminated during the session which could be shared with colleagues;
- Participants welcomed the interactive nature of the training with many commenting that whilst online modules were useful they could not provide the same depth of experience facilitated by discussion and case-based learning approaches;

- The use of case studies and video-clips which drew attention to specific aspects of ASP was viewed by many of the participants as being beneficial; comments also noted the need for this level of training to be disseminated more widely to ensure that all acute staff are fully aware of their responsibilities in relation to ASP.

3.6 Areas for Future Consideration

Whilst the feedback received was positive in the main, a number of participants' comments also highlighted areas where additional support in relation to ASP would be beneficial:

- A number of participants made reference to the complexity of the ASP referral process and compared this to the process for Child Protection which has a central point of contact for all referrals; participants felt that information on the referral process should be built into all training modules and that steps should now be taken to simplify the process;
- Availability of a suite of ASP training that could be delivered flexibly at ward level was viewed as being essential in the longer term, specific reference was made to the need for this level of training to be rolled out across Older People's Care and that all Band 5/6 nurses should be facilitated to attend this specific advanced level module;
- Participants recommended that staff should complete both online modules before attending advanced level ASP training and that online modules should be updated regularly and expanded upon as a priority;
- A specific training module which combines all of the legislation in this area, ASP/MH Act and AWI, with a specific focus on where they connect/conflict was recommended as a positive way forward by participants;
- Generally participants stated that bespoke ASP scenario-based training, available at ward/departmental level would be extremely beneficial for staff; participants also felt that a further half day ASP consolidation session would add significant value to their training.

4. Support for ASP Local Trainers

4.1 As stated above, a '*Train the Trainer*' session was also delivered to a small core of staff within each sector/directorate. Evaluations from these sessions, whilst positive in the main, did identify a number of questions and concerns in relation to the process as follows:

- Practical concerns around issues such as maintenance of the attendance registers and management of training data, reports and evaluations;
- A request for more targeted training specific to the referral process and how this sits with the requirements of AWI and MH Act legislation;
- Concerns in relation to accessing of ongoing support and updated information on a regular basis and how this will be done;
- Questions in relation to accessing of ASP training resources to ensure that the training that is delivered is consistent, up to date and of a high standard;
- Clarity over expectations and responsibilities;

- The possibility of developing a local ASP group or network.

4.2 In response to the concerns expressed by local trainers above the following actions are now proposed for members' consideration:

- Identification of an administrative resource specifically for this cohort from within our existing staff complement. This resource would provide a single point of contact for local trainers and support the administration of the service;
- Opportunities provided for local trainers to attend HSCP second worker training and further training on Adults with Incapacity and Mental Health Act Legislation;
- The Legislation Nurse/ASP Adviser will directly support trainers through the provision of a programme of sustained, ongoing training and feedback, development of training materials and resources and regular updates;
- To facilitate ongoing communication and networking, the ASP website has now been upgraded and will now be located on the main NHSGGC platform where it can be utilised as a central point for ASP training resources, training calendars and update sessions.

5. ASP Training Plan – January – December 2017

5.1 A draft training plan covering the period January – December 2017 is attached at Appendix 1 for members' consideration and comment.

6. Summary

6.1 In summary, focused work is currently underway to identify the ASP governance structures currently in place across Acute Sectors/Directorates and HSCPs and to ensure that all Board staff have access to updated ASP training / education, commensurate with their roles and responsibilities, to enable them to fully implement the requirements of the Act.

7. Recommendation

7.1 Members of the Board are asked to note the contents of the ASP Training Plan for 2017.

Andrew Strachan
NHSGGC Nurse Legislation/ASP Advisor
6th December 2016

APPENDIX 1



Adult Support & Protection Training Framework for NHSGGC Staff (DRAFT)

January to December 2017

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INTRODUCTION

The NHSGGC ASP Strategic Training Plan aims to set out the training that staff in NHSGGC should undertake in order to be able to discharge their adult support and protection responsibilities.

TACKLING INEQUALITIES

Equality legislation aims to:

- Address unlawful discrimination
- Eliminate harassment
- Promote equality
- Ensure consultation and dialogue with a diverse community

Training requires explicit consideration of potential negative implications of the inequalities categories that relate to social identity. These relate to:

- Gender
- Ethnicity
- Disability
- Sexual orientation
- Religion and belief
- Age
- Socioeconomic status and social class

There is potential additional marginalisation as a result of homelessness and asylum seeking or refugee status, being a member of the travelling community, being in the criminal justice system or substance misuse problems.

NHS EKSF

The NHS KSF defines the knowledge and skills which most NHS staff need to apply in their work in order to deliver quality services. It provides a consistent, single, explicit and comprehensive framework on which to base review and development of staff. It is about the application of knowledge and skills – not about the specific knowledge and skills that individuals need to possess. As a broad generic framework it is designed to be applicable and transferable across the NHS and to draw out the general aspects that show how individuals need to apply their knowledge and skills in the NHS.

LEGISLATIVE FRAMEWORK

The Adult Support and Protection (Scotland) Act 2007

This Act sets out the duties and powers of public bodies to cooperate, investigate and plan measures of support and protection for people where their disability or illness affects their ability to safeguard their interests or wellbeing.

The Adults with Incapacity (Scotland) Act 2000

This Act describes ways in which help can be given to people who are not able to independently manage their own affairs.

The Mental Health (Care and Treatment) (Scotland) Act 2003

This Act sets out legal arrangements for the care and treatment of persons with a mental disorder.

Human Rights Act

This act gives effect to the European Convention on Human Rights with United Kingdom law. The convention is an international treaty which establishes basic rights and freedoms which are intrinsic to every human being.

Equality Act 2010

The Equality Act 2010 provides a legal framework to protect individuals within the UK from unfair treatment and promotes a fairer and more equal society.

NHSGGC STAFF PROFILE (NOV 2016)

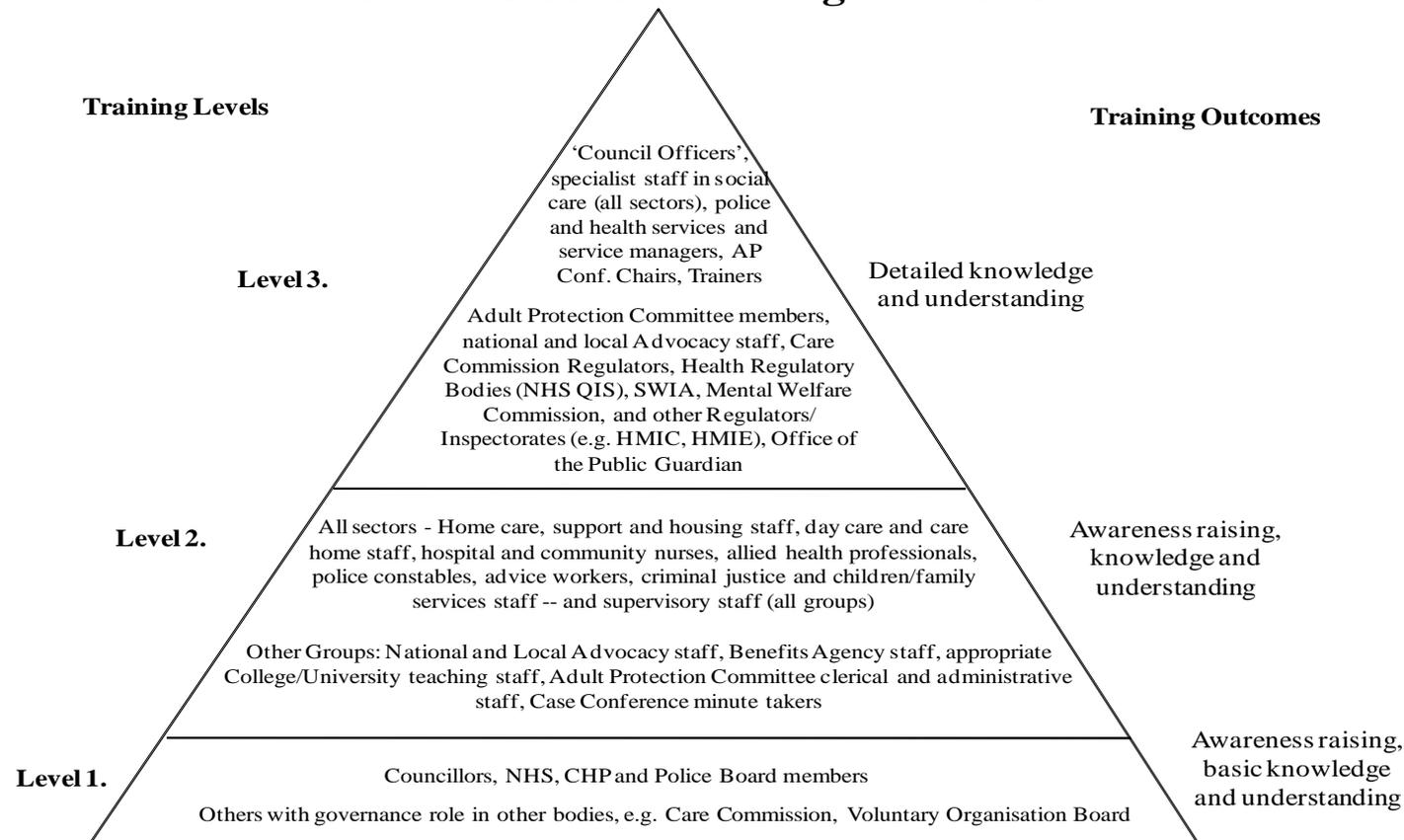
NHS GG&C Staff - NOV 16		
Job Family	Headcount	WTE
ADMINISTRATIVE SERVICES	6155	5281.76
ALLIED HEALTH PROFESSION	3226	2705.55
DENTAL SUPPORT	386	318.14
EXECUTIVES	155	152.42
HEALTHCARE SCIENCES	1914	1739.34
Medical and Dental	3858	3522.91
MEDICAL SUPPORT	3	2.75
NURSING/MIDWIFERY	17123	15321.97
OTHER THERAPEUTIC	1306	1073.27
PERSONAL AND SOCIAL CARE	324	283.07
SUPPORT SERVICES	4919	3629.48
Grand Total	39369	34030.65

ASP TRAINING CURRENTLY PROVIDED BY NHSGGC

National Training Framework

Training available within NHSGG&C Acute services will be provided at levels one and two of the National Framework below. Where possible this training will be developed and delivered jointly with Health and Social Care Partnership colleagues.

Adult Protection Training Framework



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All training modules will cover the basic principles, main features, the practical application and a basic knowledge of the role of others and the professional and practice issues related to the 2007 Act. Core components within each of the training modules are set out in the table below:

Topic	To Cover
Introduction to the Act	History of the 2007 Act, Principles, Mental Welfare Commission, Definition of a “Adult at Risk”, Comparison with AWI and MHA legislation.
Responsibilities	Duty to report; Duty to co-operate; Duty to enquire.
Protection Orders	Assessment Orders, Removal Orders, Temporary Banning Order; Banning Order ; Warrant for Entry.
Functions of Individual Staff Members	Health care staff, Social care staff; Medical staff; Police Medical examinations; Examination of records; Duty to Co-operate.
Legal Processes	Understanding “Adults at Risk” reporting, involvement of health staff in the process, consent and confidentiality.

In addition, training can also be developed to address specific issues within areas/departments; this may include the use of relevant case studies and will be designed in consultation with key staff within each area.

A group of staff have been identified from across a range of services and professions as ASP Trainers and have completed a ‘Training for Trainers’ programme to enable ASP team training sessions to be delivered locally.

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The tables below set out the current suite of training available (both online and face-to-face) and modules currently in development:

ASP training must be completed by all health staff **every 3 years** to ensure that levels of knowledge and awareness are kept up to date. This can be achieved through the level one online learn pro module, annual online update, small team training or face to face training on site. A specific suite of training for A&E staff will be available early 2017.

Online Training Modules:

Learnpro Modules	Level
ASP Basic Awareness Training	One
ASP Level 2 Advanced Training	Two
In preparation (available early 2017)	
ASP Lessons from SCIs/SCRs (developed as required)	One
ASP Lessons from EA SCR	One
ASP for A&E Departments	One

Face-to-Face Training:

Title	Level
ASP Level 1 Basic training	One
ASP Level 1 Basic team and small group training	One
ASP for A&E Departments	One
ASP Level 2 Advanced (acute)	Two
Lessons from EA SCR	Two
Joint Training for Second Worker (GRI/QEUH)	Two
ASP bespoke inputs for medics/AHPs	One/Two

HEALTH STAFF ASP TRAINING REQUIREMENTS

INDUCTION

A mandatory session of at least **30 minutes** duration should be included in the general staff induction programme or within six weeks of taking up post within the organisation. This provides key adult support and protection information, including vulnerable groups, the different forms of abuse, and appropriate action to take if there are concerns. ASP training should also feature in induction programmes for newly qualified nurses, AHPs and medical staff (discussions with relevant leads are currently underway to ensure that this happens consistently in the future).

LEVEL 1 ASP TRAINING

Level	Type	Staff Groups	Frequency	Learning Outcome
1.	Basic Awareness - online	All staff working in a health care setting. This includes any staff member that may have direct contact with the public; this includes, but is not limited to, clinical staff, administrative staff, facilities staff and managers.	3 yearly The module will be reviewed annually and updated.	Ability to recognise when an adult is at risk of harm. Understand the duty to report harm. Know what action to take for the protection of the adult. Understand the need to cooperate with enquiries and investigations. To have a basic awareness of the protection Orders within the 2007 Act.
1	ASP Level 1 Basic training face to face	All staff working in a health care setting. This includes any staff member that may have direct contact with the public; this includes, but is not limited to, clinical staff, administrative staff, facilities staff and managers.	3 yearly Delivered jointly with HSCP staff.	Ability to recognise when an adult is at risk of harm. Understand the duty to report harm. Know what action to take for the protection of the adult. Understand the need to cooperate with enquiries and investigations. To have a basic awareness of the

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				protection Orders within the 2007 Act
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1	ASP Level 1 Basic team and small group training - face to face	All staff working in a health care setting. This includes any staff member that may have direct contact with the public; this includes, but is not limited to, clinical staff, administrative staff, facilities staff and managers.	3 yearly Delivered by locally based ASP trainers.	Ability to recognise when an adult is at risk of harm. Understand the duty to report harm. Know what action to take for the protection of the adult. Understand the need to cooperate with enquiries and investigations. To have a basic awareness of the protection Orders within the 2007 Act.
1	ASP for A&E Departments – online and face to face by ASP trainers	Medical, Nursing, AHP and Administrative staff who have direct contact with members of the public in an unscheduled care setting.	3 yearly The module will be reviewed annually and updated.	Ability to recognise when an adult is at risk of harm within an unscheduled care setting. Understand the duty to report harm. Know what action to take for the protection of the adult. Understand the need to cooperate with enquiries and investigations. To have a basic awareness of the protection Orders within the 2007 Act.
1	Lessons from SCIs/SCRs - online	All staff job families / groups identified as being involved with the SCIs and SCR. This will primarily be clinical staff but may include others.	As required	Ability to recognise any actions or omissions which contributed to the incident. Recognise what remedial action is required in each case. Apply the learning to their specific workplace setting.
1	Lessons from EA SCR - online	Medical, Nursing, AHP staff and Management. Particularly those staff involved with the admission	As required	Ability to recognise any actions or omissions which contributed to the incident. Particularly around

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		and discharge of patients. Advocacy services.		discharge, capacity of patient and carers and carer's rights. Recognise what remedial action is required in each case. Apply the learning to their specific workplace setting.
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LEVEL 2 ASP TRAINING

2.	ASP Level 2 advanced - online	Senior nursing staff, medical staff, AHPs and managers who will be informed by staff of concerns about an adult at risk.	3 yearly The module will be reviewed annually and updated.	Ability to recognise when an adult is at risk of harm. Understand the duty to report harm. Know what action to take for the protection of the adult Understand issues relating to ASP, recording keeping, confidentiality and consent. Understand the need to cooperate with enquiries and investigations. To have a basic awareness of the protection Orders within the 2007 Act Understand the legal framework in which Adult protect operates e.g. MHA, AWI and Human Rights Act.
2	ASP Level 2 advanced – face-to-face	Senior nursing staff, medical staff, AHPs and managers who will be informed by staff of concerns about an adult at risk. Staff who have a high level of	3 yearly + online annual update.	Ability to recognise when an adult is at risk of harm. Understand the duty to report harm. Know what action to take for the

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		contact with vulnerable patients and Hospital Social Work staff.		protection of the adult. Understand issues relating to ASP, recording keeping, confidentiality and consent. Understand the need to cooperate with enquiries and investigations. To have a basic awareness of the protection Orders within the 2007 Act Understand the legal framework in which Adult protect operates e.g. MH Act, AWI and Human Rights Act.
2	Lessons from SCRs - face to face	Senior nursing staff, medical staff, AHPs and managers or others who will be require to be knowledgeable about the details of the SCR and can implement change and or influence practice.	On request	Ability to recognise any actions or omissions which contributed to the incident. Discuss and contribute to the understanding of the SCR and on how practice can be influenced. Recognise what remedial action is required in each case. Apply the learning to the workplace and influence practice.
2	Joint Training for Second Worker	Senior nursing, medical and AHP staff who may be involved with an inquiry or investigations about an adult at risk of harm as a second worker. NHSGGC locally based ASP trainers.	Co-delivered with HSCP colleagues on a calendar basis.	Address the requirements of undertaking an Adult Support and Protection inquiry and investigation. Understand the process from the period of receipt of initial concern through to the Adult Support and Protection Case Conference. Understand the requirements of the Adult Support and Protection

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				(Scotland) Act 2007, the Code of Practice and current procedures.
2	Bespoke training for Medics/AHP staff	Medical staff, AHPs including managers.	On request	<p>Ability to recognise an adult at risk of harm.</p> <p>Understand the duty to report harm.</p> <p>Know what action to take for the protection of the adult</p> <p>Understand issues relating to ASP, recording keeping, confidentiality and consent.</p> <p>Understand the need to cooperate with enquiries and investigations.</p> <p>To have a basic awareness of the protection Orders within the 2007 Act</p> <p>Understand the legal framework in which Adult protect operates e.g. MHA, AWI and Human Rights Act.</p>

TRAINING PROJECTIONS

Managers will be supported to outline their ASP training trajectories for their individual services. It is anticipated that each Sector/Directorate will produce a localised training plan in conjunction with the Nurse Legislation/ASP Adviser.

EVALUATION

All ASP training will be evaluated via questionnaire and the outcomes will be used to inform the future content and format of the programme.