

Training Toolkit

Introduction

The Wessex AHSN has put together the training toolkit as part of the project, with the aim of sharing the resources developed during the project with other organisations that may be planning similar training or initiatives. A multi-disciplinary team was involved in the development of the toolkit, and all training materials have been piloted in their relevant sector and staff group as part of the OPEN project in Eastleigh. Training packages have been developed for use in health care (GP practices, pharmacies, occupational therapist and community nursing teams), social care and the voluntary sector. The toolkit has been endorsed by the British Dietetic Association.

How to use the training toolkit

The OPEN initiative has adapted the training packages to make them generic. This means that you can use and adopt these materials in your own localities, and make them relevant to your own area by making a few changes to make them local to you (e.g. insert your local nutritional care pathways and first line oral nutritional supplements into the PowerPoint presentation, or add your local resources to the list of handouts in the session plans). Notes have been provided on most of the PowerPoint slides, showing where you can add your own local information or resources. This is also specified in the session plans.

Contents of the training toolkit

For each staff group or sector, the training packages consist of session plans, presentations, trainer information, trainee resources and activities, knowledge and session evaluations and follow up resources. Contents information for each of these training packages is shown in the table below. In addition to the training materials specific to each staff group or sector, a session evaluation form has been developed to evaluate the quality and effectiveness of the training session.

Staff group / sector	Training materials available
General Practitioners	<ul style="list-style-type: none"> • Session plan • PowerPoint presentation • Pre-session quiz • Post-session quiz • Trainer notes for the pre & post session quiz
Practice Nursing	<ul style="list-style-type: none"> • Session plan • PowerPoint presentation • Pre-session quiz • Post-session quiz • Trainer notes for the pre & post session quiz • Consolidation case study • Consolidation case study answers
Community & District Nursing	<ul style="list-style-type: none"> • Session plan • PowerPoint presentation • Pre-session quiz • Post-session quiz • Trainer notes for the pre & post session quiz

	<ul style="list-style-type: none"> • Consolidation case study (two of these) • Consolidation case study answers (for each of the different case studies) • Frequently asked questions
Social Care & Occupational Therapy	<ul style="list-style-type: none"> • Session plan • PowerPoint presentation • Pre-session quiz • Post-session quiz • Trainer notes for the pre & post session quiz • Consolidation case study • Consolidation case study answers • Frequently asked questions
Community Pharmacies	<ul style="list-style-type: none"> • Session plan • PowerPoint presentation • Pre-session quiz • Post-session quiz • Trainer notes for the pre & post session quiz • Four steps to a conversation about malnutrition handout • Good and bad conversation script • Pharmacy action log (can be used as part of the evaluation with pharmacies)
Care Homes	<ul style="list-style-type: none"> • Session plan • PowerPoint presentation • Pre-session quiz • Post-session quiz • Trainer notes for the pre & post session quiz • Consolidation case study • Consolidation case study answers • Activity sheet for caterers • Activity sheet for caterers - answers
Voluntary Sector organisations	<ul style="list-style-type: none"> • Session plan • PowerPoint presentation • Pre-session quiz • Post-session quiz • Trainer notes for the pre & post session quiz • Four steps to a conversation about malnutrition handout • Good and bad conversation script • Consolidation scenarios • Trainer notes for consolidation scenarios • Frequently asked questions