



HOW TO GET THE MOST IMPACT FROM YOUR TRAINING BUDGET



Concerns

Our customers often say....

- ➔ I have a limited budget-what training do I need to have and what order should I do it in?
- ➔ How should I prioritise my budget to get the most from it?
- ➔ Which of your services will make the most impact straight away?



Considerations

Let's look at what we are trying to achieve:

- ➔ To keep the people you support safe with their medicines
- ➔ To minimise the likelihood of medicines errors
- ➔ To keep staff updated with knowledge and skills
- ➔ To ensure staff remain competent and confident to administer medicines



Top Tips to Take Action



Look at where medicines errors are currently occurring in your organisation



Look at your training matrix to see what training is needed to stay compliant



Consider whether it is refresher training, foundation training or competency assessment that will address the needs above (see our [handy guide](#) for guidance)



Select the styles or formats of learning you prefer e.g. [e-learning, virtual learning or self-study distance learning workbooks](#)



Look at the numbers of staff needing to be trained to see if you can order for larger numbers to get a discounted rate





CASE STUDY 1: NEW STAFF (Small Group)

I have several new staff members who need training straight away. I don't have enough staff for a group of 10 delegates. What can I do?

ACTION PLAN

- 1 Identify who needs training on a [Safe Handling of Medicines \(Foundation\) Course](#)
- 2 Ask them what learning style they prefer e.g. [E-Learning or self-study](#) [Distance Learning](#) Workbook (neither of these formats need a minimum group size)
- 3 Identify which care settings they are going to work in so we can provide the most tailored [Safe Handling of Medicines \(Foundation\) Course](#) course for them
- 4 Train them immediately and obtain their certificate promptly
- 5 Competency assess them to ensure they are putting their knowledge into practice, using the [online foundation competency assessment](#)

IMPACT

-  Staff trained and competency assessed quickly and efficiently using an accredited programme
-  Compliance evidenced
-  People being supported kept safe with their medicines
-  Reduction in medicines errors and incidents

CASE STUDY 2: LARGE ORGANISATION

We are a large organisation with a significant number of registered care homes plus supported living services. We need to engage an accredited training provider to deliver a complete medicines training programme into our organisation. What do you suggest?

ACTION PLAN

- 1 Follow the Opus Medicines [Training Pathways](#) for staff and Managers

Want a bespoke Training Pathway? Contact us and we'll draft one for you!

- 2 Select the learning formats required for each course e.g. [Safe Handling of Medicines Foundation Virtual Learning, e-learning or distance learning](#)
- 3 Review your [medicines policy](#) and procedures- OPUS can assist in the review and updating.
- 4 Identify any additional learning needs of your staff e.g. the specific courses and topic areas needed for each setting type or the people being supported e.g. [Buccal midazolam online interactive distance learning workbook](#), [warfarin distance learning workbook](#)
- 5 Use OPUS' support service for guidance and support from the Pharmacist team (email or call us on the details below)

IMPACT

- Staff and Managers trained and competency assessed using a consistent approach via an accredited programme
- Compliance evidenced
- People being supported kept safe with their medicines
- Reduction in medicines errors and incidents

**For details of courses to suit your needs,
contact one of our friendly team:**

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