



EPORTFOLIO

Shannon Mair Davies | shannonmair@hotmail.co.uk



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ABOUT ME

My name is Shannon Davies, I am currently studying Nursing and health care services at the University of Trinity Saint David in Carmarthenshire. I am studying this in order to enhance my profession by developing knowledge and qualities that will be beneficial to a career within health and social care. I have a passion for helping people, I find it very rewarding. At the start of my first year, ideally I wanted to become a mental health nurse as it was all I had experience in within a health environment. My initial plan was to apply For mental health nursing in Swansea University come September 2019. However, I began the study of anatomy and Physiology and I became passionate about the subject. I have now applied and am waiting to hear back from Cardiff University to study Diagnostic radiology and imaging.

I currently work as a health care support worker within a secure unit based in Llanelli, I support individuals with challenging behavior, mental health issues, dementia, autism and learning difficulties. I do thoroughly enjoy my job however since learning anatomy and physiology I decided to chase my dream. I am a 23 year old who enjoys the study of the human body, and will continue to do so in the near future if I get accepted onto this degree. It is weird to think I have decided on a career path, this time last year it was mental health nursing, the year before that it was something else. For me to finally take that leap takes a lot.

CURRENT CURRICULUM VITAE (CV)

Cirriculum Vitae

Shannon Mair Davies
01269593660

shannonmair@hotmail.co.uk

address Tyr- Dilyn, Hafod road,
Tycroes, SA183QL
telephone 07496615142

email

Personal profile

I believe that I have the qualities and necessary skills to work for this company in this position. I am respectful and extremely friendly. In my current position I have been able to liaise and work with other professionals to promote patients/clients with independence utilising my advocacy skills in order to maximise their Independence and to enhance quality of life, i am allocated one day a week in a residential area where i do makeup for individuals who are unable to do so themselves, this gives me great amounts of joy. I have always been accountable for work practice and take responsibility for maintaining and improving my knowledge and skills. I implement at all times guidelines, procedures and protocols whilst working effectively as a team member in order to maintain excellent high standards of care for all clients. In my current role I am able to demonstrate initiative as I am responsible for the maintenance of personal care, daily notes, action planning and stock taking in addition to the day to day activities of caring for patients. I also undertake the cleaning and processing of equipment and areas whilst promoting a clean and safe environment at all times adhering to all Policies and procedures.

All these elements of my current role require excellent organisational skills and the ability to perform under pressure. I work on a daily basis in accordance with a range of robust policies such as confidentiality and data protection, equality and diversity, health and safety and risk assessments. I am keen continuing to develop my knowledge and skills and would relish the opportunity to strive towards obtaining recognised national vocational qualifications.

Training Courses Attended

Course title	Training provider	Duration
Manual handling/ infection control	Consensus	3 days 2015
Mental health	Consensus	1 day 2015
Dementia training	Consensus	1 day 2015
Sign language	Consensus	3 weeks 2015
Prada willi	Consensus	1 day 2015
Violence and aggression	NHS	1 day 2016

Current/most recent employer

Employer name Lorraine Jackson
Employer address Ty Hendy, Llwynhwern, Heol Y Parc, Hendy, Carmarthenshire, SA40XX
Type of business mental health/ challenging behaviour/ learning disabilities/ dementia
Your job title Health care support worker

Brief description of your duties and responsibilities

I support individuals with mental health, challenging behaviour, learning disabilities and dementia in a residential ~~area. I ensure that residents are provided with a safe, caring and stable environment. Given one allocated day a week doing hair/ makeup as an activity~~

Employer name Lorraine Jackson
Employer address Ty Hendy, Llwynhwern, Heol Y Parc, Hendy, Carmarthenshire, SA40XX
Type of business mental health/ challenging behaviour/ learning disabilities/ dementia
Your job title Health care support worker

Brief description of your duties and responsibilities

I support individuals with mental health, challenging behaviour, learning disabilities and dementia in a residential area. I ensure that service users are provided with a safe, caring and stable environment. Given one allocated day a week doing hair/ makeup as an activity for individuals with learning disabilities, mental health and challenging behaviour. Also supporting them in reaching their full potential by empowering them to fulfil their personal, social, educational & and emotional needs. Making sure and providing a high standard of personalised care and support, while respecting their dignity, independence and individuality of each person.

previous employer 1 of 2

employer name Chris Lewis
employer address 25 Llanon Road, Llanelli, SA146BW
type of business Dental practice

Brief description of your duties and responsibilities

I verified and updated patient details, scheduling appointments, answering and managing incoming calls, register new patients to complete all forms and documents, I assisted the dentist when the administration of any treatment took place, directed to do so by a dentist. I promoted good dental and general health. My main role was in the decontamination room maintaining a sterile and neat working environment, performing all sterilisation functions such as routine equipment maintenance.

Previous employer 2 of 2

employer name Allyson Thomas
Employer address Glangwilli general hospital, Dolgwilli Road, Carmarthenshire, SA31 2AF
Type of business Bank health care support worker NHS

Brief description of your duties and responsibilities

I support and I ensure that patients are provided with a safe, caring and stable environment. Also supporting them in reaching their full potential by empowering them to fulfil their personal, social, educational & and emotional needs. Making sure and providing a high standard of personalised care and support, while respecting their dignity, independence and individuality of each person.

referees be approached prior to interview yes

Education

Subject / qualification	Place of study	Result / grade
Welsh baccalaureate qualification- health and social care	Ysgol dyffryn Amman	Grade A
Art	Ysgol dyffryn Amman	Grade A*
Science	Ysgol Dyffryn Amman	C
Maths	ysgol dyffryn Amman	C
English	Ysgol dyffryn Amman	C
Graphic design	Ysgol dyffryn Amman	C
Health and social care (double award)	A levels- sixth form	C
Health and social care (Double award)	A levels- sixth form	C

I promoted good dental and general health. My main role was in the decontamination room maintaining a sterile and neat working environment, performing all sterilisation functions such as routine equipment maintenance.

Previous employer 2 of 2

employer name Allyson Thomas
Employer address Glangwilli general hospital, Dolgwilli Road, Carmarthenshire, SA31 2AF
Type of business Bank health care support worker NHS

Brief description of your duties and responsibilities

I support and I ensure that patients are provided with a safe, caring and stable environment. Also supporting them in reaching their full potential by empowering them to fulfil their personal, social, educational & and emotional needs. Making sure and providing a high standard of personalised care and support, while respecting their dignity, independence and individuality of each person.

referees be approached prior to interview yes

Education

Subject / qualification	Place of study	Result / grade
Welsh baccalaureate qualification- health and social care	Ysgol dyffryn Amman	Grade A
Art	Ysgol dyffryn Amman	Grade A*
Science	Ysgol Dyffryn Amman	C
Maths	ysgol dyffryn Amman	C
English	Ysgol dyffryn Amman	C
Graphic design	Ysgol dyffryn Amman	C
Health and social care (double award)	A levels- sixth form	C
Health and social care (Double award)	A levels- sixth form	C

Below is my current National Health Service (NHS) CV.

 jobs.nhs.uk

Jobs

Standard form for **Health Care Support Worker - Low Secure Unit**.

Job Reference: 100-ACS050-0319
Employer: Hywel Dda University Health Board
Department: Mental Health
Application Reference: AR-176-915-653

Print application form

Personal Information Fields marked with an asterisk (*) are mandatory

Details entered in this part of the form will be held by the recruiting employer. Access to this information will be withheld from the shortlisting panel. Please do not type using only capital letters, as this could lead to your application being automatically rejected. Please use the appropriate mixture of capital and lowercase letters in standard written text.

Email address
shannonmair@hotmail.co.uk

Title
Miss

Surname/Family name *
Davies

First name * Middle name(s)
Shannon Mair

Name in which you are registered with a professional body (if applicable)
No answer given

UK National Insurance number
PA856691D

Address line 1 *
39 wernddu road

Address line 2
No answer given

Address line 3
No answer given

Town/City * County/State
Ammanford carmarthenshire

Country * Postcode/Zip code *
United Kingdom sa182ne

Home telephone Work telephone
07496615142 *No answer given*

Mobile telephone
07496615142

NHS Jobs can send text messages to UK registered mobiles for key activities associated with applications.

Do you wish to receive updates by text message? *
No

Preferred telephone number to be contacted on
Mobile

Are you a United Kingdom (UK), European Community (EC) or European Economic Area (EEA) National? *
Yes

Are you an NHS Professional returning to practice?
No

Qualifications

Fields marked with an asterisk (*) are mandatory

Details entered in this part of the form will be held by the recruiting employer and will be made available to the short-listing panel.

Education & Professional Qualifications

All the relevant qualifications. Please also indicate subjects currently being studied. All qualifications disclosed will be subject to a satisfactory check. Up to 11 qualifications can be entered here.

Subject/Qualification	Place of study	Grade/Result	Year obtained
art	Ysgol Dyffryn Amman	A*	2012
science	Ysgol Dyffryn Amman	C	2012
maths	Ysgol Dyffryn Amman	C	2012
english	Ysgol Dyffryn Amman	C	2012
graphic design	Ysgol Dyffryn Amman	C	2012
Health & social care (double) - A Levels	Ysgol Dyffryn Amman: sixth form	C	2014
health & social care (double) - a levels	Ysgol dyffryn Amman: sixth form	C	2014
Dementia	City & guilds	Pass	2015

Relevant Training Courses Attended

Please provide details regarding training courses that you have attended or currently undertaking together with the date completed or to be completed by. Up to 7 training course can be entered here.

Course title	Training provider	Duration	Year completed
manual handling	consensus	3 days	2015
mental health	consensus	1 day	2015
dementia training	consensus	1 day	2015
sign language	consensus	3 weeks	2015
Prada willi	consensus	1 days	2015
Violence and aggression	Nhs	1 day	2016
Manual handling	Nhs	2 days	2016

Membership of Professional Bodies

Please provide details regarding any relevant professional registrations or memberships. This information will be subject to a satisfactory check.

Please indicate your professional registration status. *

Not required for this post

Employment History

Fields marked with an asterisk (*) are mandatory

Please record below the details of your full employment history beginning with your current or most recent first. Up to 10 previous employments can be entered here. If required, please provide additional information regarding your employment history within the 'Supporting Information' section.

Start date of continuous NHS service (if applicable)

No answer given

Months since most recent employment ended (if applicable)

No answer given

Current/most recent employer (reference always required)

Employer name

Lorraine Jackson

Employer address

**Ty Hendy
Llwynhwrn**

Ty Hendy
Llwynhwern
Heol Y Parc
Hendy,
Carmarthenshire SA40XX
Swansea

Type of business

Mental health/ challenging behaviour

Reporting to (Job title)

manager

Telephone

01792886520

Your job title

Mental health/ learning difficulty care support worker

Start date

02/2017

End date

No answer given

Grade

No answer given

Salary

14,000

Period of notice

No answer given

Reason for leaving (if applicable)

**To better my career, it has always interested me to work for the
nhs**

Brief description of your duties and responsibilities

I support individuals with mental health, challenging behaviour, learning disabilities and dementia in a residential area/ supported living/ respite. I am trusted with each residents finances, carrying out balance checks, ensuring receipts are present. I ensure that service users are provided with a safe, caring and stable environment. Also supporting them in reaching their full potential by empowering them to fulfill their personal, social, educational & and emotional needs. Making sure and providing a high standard of personalized care and support, while respecting their dignity, independence and individuality of each person.

Previous employer 1 of 3

Employer name

Chris lewis

Employer address

25 Llannon Road
Upper Tumble
Llanelli
SA14 6BW

Type of business

Dental practice

Reporting to (Job title)

Practice manager/ dentist

Telephone

No answer given

Your job title

Dental assistant

Start date

10/2016

Period of notice

No answer given

Reason for leaving (if applicable)

No answer given

Brief description of your duties and responsibilities

I assisted the dentist when the administration of any treatment took place, directed to do so by a dentist. I promoted good dental and general health. My main role was in the decontamination room maintaining a sterile and neat working environment, performing all sterilisation functions such as routine equipment maintenance. The other half of my role I worked in reception, making appointments, Handling payment from patients (cash, cards and cheques) and General administration tasks, such as photocopying, scanning, faxing, printing and sorting/filing/sending forms.

Previous employer 2 of 3

Employer name

Allyson Thomas

Employer address

**Glangwilli general hospital
Dolgwilli Road
Carmarthen
Carmarthenshire
SA31 2AF**

Type of business

Bank health care support worker

Reporting to (Job title)

Allyson Thomas

Telephone

01267239726

Your job title

Health care support worker

Start date

01/2016

End date

No answer given

Grade

Salary

No answer given **£14,000**

Period of notice

No answer given

Reason for leaving (if applicable)

No answer given

Brief description of your duties and responsibilities

I support and I ensure that patients are provided with a safe, caring and stable environment. Also supporting them in reaching their full potential by empowering them to fulfill their personal, social, educational & and emotional needs. Making sure and providing a high standard of personalized care and support, while respecting their dignity, independence and individuality of each person.

Previous employer 3 of 3

Employer name

Lorraine Jackson

Employer address

Tv Hendv

Type of business

**mental health/ challenging behaviour/ learning disabilities/
dementia**

Reporting to (Job title)

Lorraine Jackson

Telephone

01792886520

Your job title

Health care support worker

Start date

02/2015

End date

01/2016

Grade Salary
No answer given **£14,000**

Period of notice

4 weeks

Reason for leaving (if applicable)

**to better my career as a health care support worker and work in
hospital environment**

Brief description of your duties and responsibilities

**I support individuals with mental health, challenging behaviour,
learning disabilities and dementia in a residential area. I ensure
that service users are provided with a safe, caring and stable
environment. Also supporting them in reaching their full potential
by empowering them to fulfill their personal, social, educational &
and emotional needs. Making sure and providing a high standard
of personalized care and support, while respecting their dignity,
independence and individuality of each person.**

Employment Gaps

If you have any gaps within your employment history, please state the
reasons for the gaps below.

No answer given

Referees Fields marked with an asterisk (*) are mandatory

Please provide the names and full contact details of the people who have agreed to supply
references. References must include at least two positions with separate employers and, as a
minimum, cover a period of three years employment and/or training history, where this is possible.

Referees will be required to comment on your competence, personal qualities and suitability for the
post. This may be your line/department manager, or someone in a position of responsibility for any
work experience or placement undertaken. If you are a student or trainee this should include a
teacher/tutor at your education institution.

If you have not been in employment for a considerable amount of time but have had previous
employment, then you should seek one reference from your last known employer and a personal
reference from a person of standing within your community such as a doctor, solicitor or MP. Where
it is genuinely not possible to obtain references from any of the sources outlined above, you must
provide contact details of two personal acquaintances who would be willing to give a reference.
Personal acquaintances must not be related to you, or have any financial arrangement with you.

Please note that all reference requests will be followed up and verified by the recruiting employer.

Referees may be approached prior to interview, unless you indicate otherwise below.

Referee 1 of 5 *

Type of reference *

Referees may be approached prior to interview, unless you indicate otherwise below.

Referee 1 of 5 *

Type of reference *

Current Employer

Email

allyson.thomas@wales.nhs.uk

Title

Ms

Surname/Family name * First name *

Thomas Allyson

Relationship *

Manager

Employer name *

NHS

Referee job title *

Manager

Address line 1 *

Glangwilli hospital

Address line 2

Dolgwilli road

Address line 3

Glangwilli

Town/City County/State

No answer given **carmarthenshire**

Country * Postcode/Zip code *

United Kingdom Sa312af

Telephone Fax

01267 235151 *No answer given*

Can the referee be approached prior to interview? *

No

Referee 2 of 5 *

Type of reference *

Previous Employer

Email

No answer given

Title

Ms

Surname/Family name * First name *

Jackson Lorraine

Relationship *

Manager

Employer name *

Consensus

Referee job title *

Support worker

Address line 1 *

Ty Hendy

Address line 2

Llwyngwern

Address line 3

Heol y parc

Manager

Employer name *

Consensus

Referee job title *

Support worker

Address line 1 *

Ty Hendy

Address line 2

Llwyngwern

Address line 3

Heol y parc

Town/City County/State

Hendy Carmarthenshire

Country * Postcode/Zip code *

United Kingdom Sa40xx

Telephone Fax

01792886520 No answer given

Can the referee be approached prior to interview? *

No

Referee 3 of 5

Type of reference *

Educational/Academic

Email

No answer given

Title

No answer given

Surname/Family name * First name *

Evans Ceri

Relationship *

Head master

Address line 1 *

Ysgol dyffryn Amman

Address line 2

Margaret street

Address line 3

No answer given

Town/City County/State

Ammanford Carmarthenshire

Country * Postcode/Zip code *

United Kingdom Sa182nw

Telephone Fax

No answer given *No answer given*

Can the referee be approached prior to interview? *

No

Referee 4 of 5

Type of reference *

Previous Employer

Email

No answer given

Title

Mr

Surname/Family name * First name *

Lewis Chris

Relationship *

Town/City County/State
Llanelli Carmarthenshire

Country * Postcode/Zip code *
United Kingdom Sa146bw

Telephone Fax
01269 832792 No answer given

Can the referee be approached prior to interview? *

Yes

Referee 5 of 5

Type of reference *

Current Employer

Email

Grant.griffiths@grscare.co.uk

Title

Mr

Surname/Family name * First name *
Griffiths Grant

Relationship *

Employer

Employer name *

Grant griffiths

Referee job title *

GRS care health care support worker home

Address line 1 *

GRS care

Address line 2

Poplar house

Address line 3

Take business village

Town/City County/State
Phoenix way No answer given

Country * Postcode/Zip code *
United Kingdom Sa791a

Telephone Fax
01792776238 No answer given

Can the referee be approached prior to interview? *

Yes

If you have applied to us within the last 3 months, are you happy for us to use the references from your earlier application?

No

Supporting Information Fields marked with an asterisk (*) are mandatory

In this section you need to demonstrate that you have read the published person specification and how you meet the essential and (where relevant) desirable criteria for this particular post, if this has not been fully covered in the previous sections.

Please include your reasons for applying and take the opportunity to highlight your particular talents and strengths, (what you feel you can personally offer - what is unique to you - what sets you apart from your peers).

Please DO NOT include personal details or duplicate information already provided elsewhere in your application.

Supporting information *

i believe i have the necessary skills and qualities for this position

and strengths, (what you feel you can personally offer - what is unique to you - what sets you apart from your peers).

Please DO NOT include personal details or duplicate information already provided elsewhere in your application.

Supporting information *

i believe I have the necessary skills and qualities for this position as I have experience in supporting individuals with mental health/ challenging behaviour/ learning disabilities and dementia. I am an excellent communicator and I can do so with all members of the health care professionals, patients and families alike and I am always respectful in any communication process. I am very enthusiastic, highly motivated, reliable, dedicated, keen to develop, with the ability to work either independently or as part of a team.

In my current position I have been able to liaise and work with other professionals to promote patients with independence utilising my advocacy skills in order to maximize their Independence and to enhance quality of life. I have always been accountable for work practice and take responsibility for maintaining and improving my knowledge and skills. I implement at all times guidelines, procedures and protocols whilst working effectively as a team member in order to maintain excellent high standards of care for all patients. In my current role I am able to demonstrate initiative as I am responsible for the maintenance of daily notes, action planning and stock taking, balance checks, appointment bookings, in addition to the day to day activities of caring for patients. I also undertake the cleaning and processing of equipment and areas whilst promoting a clean and safe environment at all times adhering to all Policies and procedures. All these elements of my current role require excellent organisational skills and the ability to perform under pressure. I work on a daily basis in accordance with a range of robust policies such as confidentiality and data protection, equality and diversity, health and safety and risk assessments. I am keen continuing to develop my knowledge and skills and would relish the opportunity to strive towards obtaining recognised national vocational qualifications.

Additional Personal Information

Preferred employment type

- Full time
- Part time

Are you an employee of Hywel Dda University Health Board? *

No

Welsh Language

Can you speak and understand spoken Welsh? *

Yes

Please select the level that best fits your ability to speak and understand spoken Welsh: *

Level 3

- Understand much of what is said in the workplace.
- Keep up a simple conversation or answer simple questions on a work related topic but may need to revert to English to discuss complex or technical issues.
- Offer advice on simple job-related matters.

Can you read Welsh? *

Yes

Please select the level that best fits your ability to read Welsh: *

Level 3

- Scan texts for relevant information

- Fill in simple forms, note down simple information, e.g. Welsh name, address, date etc.

Monitoring Information

Fields marked with an asterisk (*) are mandatory

This section of the application form will be detached from your application and will not be used as part of the selection process nor will it be seen by anybody who is interviewing you.

NHS organisations recognise the benefits of a diverse workforce which reflects the wider population and welcome applications from all sections of the community. Also, under the Equality Act (2010), all NHS organisations must demonstrate that their recruitment processes are fair and that they are not discriminating against or disadvantaging anyone because of their age, disability, gender reassignment status, marriage or civil partnership status, pregnancy or maternity, race, religion or belief, sex or sexual orientation. We need to ask applicants some questions to make sure that no one is being unfairly discriminated against or disadvantaged.

The information collected is only used for anonymised monitoring purposes to help the organisation look at the profile of individuals who apply, are shortlisted for and appointed to each vacancy. In this way, they can check that they are complying with the Equality Act (2010).

As well as for monitoring, your date of birth will be used for administration purposes including pre employment checks and creation of your personal record if you are appointed.

Equality & Diversity Monitoring

Equality Act 2010

The Equality Act 2010 protects people against discrimination on the grounds of:

- their age and sex.
- their race which includes colour, nationality, ethnic or national origin.
- their religion or belief, including a lack of any belief.
- their sexual orientation, be it bisexual, gay, heterosexual and lesbian.

The Equality Act 2010 also protects people who are married or in a civil partnership.

Please state your date of birth: *

26/02/1996

Please indicate your gender: *

Female

Please indicate the option which best describes your marital status: *

Single

Please indicate your ethnic origin: *

WHITE - British

Which of the following options best describes how you think of yourself?

*

Heterosexual or Straight

Please indicate your religion or belief: *

Atheism

Equality Act 2010

Under the Equality Act 2010 the definition of disability is if you have a physical or mental impairment that has a 'substantial' and 'long-term' adverse effect on your ability to carry out normal day to day activities.

Further information regarding the definition of disability can be found at:

www.gov.uk/definition-of-disability-under-equality-act-2010

Reasonable adjustments will be made available should you be invited to interview.

According to the definition of disability do you consider yourself to have a disability? *

No

Relationships

Safeguarding Fields marked with an asterisk (*) are mandatory

This section of the application form will only be viewed by those who need to see it as part of the recruitment process. Any information disclosed will be treated strictly confidential.

Rehabilitation of Offenders Act 1974

The Rehabilitation of Offenders Act 1974 (as amended) helps rehabilitated ex-offenders back into work by allowing them not to declare criminal convictions after the rehabilitation period set by the Court has elapsed and the convictions become 'spent'. During the rehabilitation period, convictions are referred to as 'unspent' convictions and must be declared to employers.

The organisation aims to promote equality of opportunity and is committed to treating all applicants for positions fairly and on merit regardless of ethnicity, disability, age, gender or gender re-assignment, religion or belief, sexual orientation, pregnancy or maternity and marriage or civil partnership. The organisation undertakes not to discriminate unfairly against applicants on the basis of a criminal conviction or other information declared.

During the rehabilitation period you are required to declare current 'unspent' criminal convictions or cautions (including reprimands and final warnings). Please note you are not legally obliged to disclose convictions or cautions which are protected or have become 'spent' under the Exceptions Order.

As part of assessing your application, organisations will only take into account relevant criminal record and other information declared which is relevant to the position being applied for.

Answering 'yes' to the question below will not necessarily bar you from appointment. This will depend on the relevance of the information you provide in respect of the nature of the position for which you are applying and the particular circumstances.

Are you currently bound over or do you have any current **UNSPENT convictions** that have been issued by a Court or Court-Martial in the United Kingdom or in any other country?

You should select **NO** if any convictions are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013.

Please refer to further information about protected and spent convictions and cautions in the '[Application form Help - criminal background](#)' section.

*

No

Do you have any current **UNSPENT police cautions, reprimands or final warnings** in the United Kingdom or in any other country?

You should select **NO** if any cautions, reprimands or final warnings are protected (or filtered out); and/or have become SPENT as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) 2013.

Please refer to further information about protected and spent convictions and cautions in the '[Application form Help - criminal background](#)' section.

*

No

Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013

The position you have applied for has been identified as being an 'eligible position' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) [the **Exceptions Order**] and, in certain circumstances, the Police Act 1997. This means that when considering any such appointment, the employing organisation is permitted to request a standard or enhanced disclosure through the Disclosure and Barring Service (known as a DBS check).

Both standard and enhanced DBS disclosures contain information about any convictions, cautions, reprimands and final warnings that are not protected (or filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013

JOB ROLE/ JOB DESCRIPTION

Although I currently work in a health care environment, I am open to job opportunities elsewhere as I believe the National Trust Service would benefit me in my career for the future. I currently work for a private company, I do thoroughly enjoy it and I love the clients I care for. My current job role is detailed below and information on the company:



Consensus has at its heart, a clear purpose and goal, a concise expectation of how we will achieve the highest standards and a set of values that define the way we work and inspire success.

Our Purpose

SUPPORTING OPPORTUNITY, CHOICE AND SUCCESS.

Our purpose sets out what we stand for and what, by working together, we aim to achieve for the individuals



SUPPORTING OPPORTUNITY, CHOICE AND SUCCESS.

Our purpose sets out what we stand for and what, by working together, we aim to achieve for the individuals we support and our colleagues.

Our Goal

FOR PEOPLE TO SEE US AS THE BEST PROVIDER OF PERSONALISED SUPPORT FOR INDIVIDUALS WITH COMPLEX NEEDS IN THE UK.

This is a clear goal we should all aim for. There are 2 important elements to this – being the best provider of personalised support and a focus on individuals with complex needs.

Our Approach

If we are to successfully achieve our purpose and deliver our goal, together we must:

- listen and respond to the individuals we support
 - support, develop and motivate colleagues of the highest quality and potential
 - set clear expectations about outcomes that can be achieved
 - work in partnership to provide flexible and responsive solutions
 - make the best use of all of the resources we have available
 - continually improve our performance by measuring our success against the highest standards
 - grow and develop our organisation to achieve greater success
-

Our Values

Consensus has a set of values that underpin and define how we work, inspire us to succeed and support achievement of the highest standards:

- Choice and Respect – we believe everybody can express choices about their lives and we will do all that we can to make these real
- Ambition and Imagination – we believe everyone can do amazing things and we will work creatively to support this
- Reliability and Professionalism – we always aim to do our best and work to exceed expectations
- Honesty and Integrity – we are always open and transparent in what we do and always try to do our best
- Responsibility and Accountability – it is important to us that everyone understands the special and unique role they have to play in our organisation and that they are clear about what is expected
- Inclusive and Supportive – we want everybody to feel part of the team and will look for opportunities for individuals to grow





in my current position I have been able to liaise and work with other professionals to promote patients with independence utilising my advocacy skills in order to maximize their Independence and to enhance quality of life. I have always been accountable for work practice and take responsibility for maintaining and improving my knowledge and skills. I implement at all times guidelines, procedures and protocols whilst working effectively as a team member in order to maintain excellent high standards of care for all patients. In my current role I am able to demonstrate initiative as I am responsible for the maintenance of daily notes, action planning and stock taking, balance checks, appointment bookings, in addition to the day to day activities of caring for patients. I also undertake the cleaning and processing of equipment and areas whilst promoting a clean and safe environment at all times adhering to all Policies and procedures. All these elements of my current role require excellent organisational skills and the ability to perform under pressure. I work on a daily basis in accordance with a range of robust policies such as confidentiality and data protection, equality and diversity, health and safety and risk assessments. I am keen continuing to develop my knowledge and skills and would relish the opportunity to strive towards obtaining recognised national vocational qualifications.

I am currently working on bank within this company, I am not contracted hours. However, towards the end of 2018 I was in a 37.5 Hour contract with Consensus. But due to the high demands of



university and the attending days, I could unfortunately not be at two places at once. I have worked for this company on and off since I was 18, I left this company to do full time bank work after successfully getting a position within the National Health Service. I worked on numerous wards within Glangwilli Hospital, and Prince Phillip Hospital. Due to personal circumstances I had to leave and I returned to Consensus as a full time health care support worker as it was closer to my home.

PERSONAL DEVELOPMENT PLAN

As stating above I have recently applied for Diagnostic Radiology and Imaging,



Track

MENU

Welcome back Shannon Mair

**Your status**

Cardiff University are considering your application.

**Next steps**

You need to wait until you have received decisions from all of your choices - they have until 11 July 2019 to respond.

Add a choice >

Give us your feedback!

Your choices

You have used 1 of your 5
choices



Waiting for decisions

Cardiff University C15

Diagnostic Radiography and Imaging B821

Start date: 23 Sep 2019

Start from: Year One

The university or college is currently
considering your application.

(Referred)

Last updated

26 Mar 2019

View



Give us your feedback!

However, I have worked in many departments within health care but a radiology department was not one of them. The university contacted me, asking me to find work experience/ placement within a radiology department

From: [HCARE Admissions](#) >

To: Shannonmair@hotmail.co.uk > [Hide](#)



Cardiff University BSc Diagnostic Radiography and Imaging - [1966519](#)
- Work Experience Form

10 April 2019 at 11:45

 Found in Inbox

Dear Shannon,

Thank you for your application for the above programme.

The admissions tutor for this course has requested that you undertake a clinical observation/work placement visit to a diagnostic X-ray department. Once you have completed your work experience, please could you send the completed form to us. We will then be able to process your application further.

If you are local to Cardiff, you may wish to contact Superintendent Radiographer in Casualty at University Hospital Wales Miss Tracey Morris Tracey.Morris2@wales.nhs.uk to arrange this visit/ placement.

Please get in touch if you have any questions.

Kind regards,

The action required for this was that I had to contact Moriston hospital, Moriston Hospital gave me an email address of a Radiologist who could help me:

Hi Shannon,

I am looking into this and will contact as soon as I know what I can provide for you.

James

-----Original Message-----

From: shannon davies

<shannonmair@hotmail.co.uk>

Sent: 11 April 2019 10:11

To: James Triscott (ABM ULHB - Radiology)

<James.Triscott@wales.nhs.uk>

Subject: Work experience

Im currently doing nursing and health services in university of wales trinity Saint David and I have applied for Cardiff university to study radiology, I would love the opportunity to have work experience in a radiology department. Could you help me?

Sent from my iPhone



We can provide you with up to 3 days experience, this needs to be planned and forms completed which takes at least 6 weeks.

Do you have any specific dates that you would like to attend?

At this point I will need your date of birth, e-mail address and telephone number.

Once I have this I will get the process started.

James

-----Original Message-----

From: shannon davies

<shannonmair@hotmail.co.uk>

Sent: 11 April 2019 14:56

To: James Triscott (ABM ULHB - Radiology)

<James.Triscott@wales.nhs.uk>

Subject: Re: Work experience

Thank you so much x

Sent from my iPhone

On 16 Apr 2019, at 13:17, James Triscott
(Swansea Bay UHB - Radiology)
<James.Triscott@wales.nhs.uk> wrote:

Hi Shannon,

I have contacted the relevant people and
now know what is needed for you to come
to have some work experience with us.

We can provide you with up to 3 days
experience, this needs to be planned and
forms completed which takes at least 6
weeks.

Do you have any specific dates that you
would like to attend?

At this point I will need your date of birth, e-
mail address and telephone number.

Once I have this I will get the process
started.

James

From: **Shannon** >

To: **James Triscott** >

Hide



Re: Work experience

16 April 2019 at 13:44

any time soon as it's for my application to get in for September, thankyou .

Email address- shannonmair@hotmail.co.uk

DOB- 26/02/1996

Contact number- [07496615142](tel:07496615142)

Sent from my iPhone

On 16 Apr 2019, at 13:17, James Triscott (Swansea Bay UHB - Radiology) <James.Triscott@wales.nhs.uk> wrote:

Hi Shannon,

I have contacted the relevant people and now know what is needed for you to come to have some work experience with us.

We can provide you with up to 3 days

I am currently waiting on what is needed to get onto the next process to get into Cardiff university to study Diagnostic Radiology and imaging, without experience within a radiology department I won't reach the interview stages. However, The university have until July 11th to decide whether or not I get accepted.



My initial plan was not to go into Radiology in Cardiff university this year, It was to under go Year 2 of Nursing and health services in Carmarthen University and apply in preparation for 2020. But, I decided I had nothing to lose therefore was a late applicant, which is unfortunate but what will be will be.



EVIDENCE

Below is evidence of my shifts and a declaration from a senior member of staff. I have done over my necessary hours for the nursing and health services course in Carmarthenshire university (UWTSD). Below is also evidence of training I have done within Consensus since I started working their and signed forms in which I was provided with during my time on the nursing and health services course. Through undergoing training, being on this course I feel like I have successfully progressed not just within my job role but within this course: below is also evidence of my assignments and the feedback from my lectures along with results. I believe that at the start of this course I had no knowledge on how to reference, structure a report/ essay, my marks from the first assignment to the last identify that I have improved thoroughly from start to finish. My knowledge gained from each topic that being; Personal academic Development, Anatomy and Physiology, Introduction to health research, Communication and counselling and managing organizations. From one assignment to the next, I have improved and it is reflected when viewing my grades.

Factor	Rating profile	Risk Indicators	Examples of Specific Actions Necessary to Reduce Risk
SAFEGUARDING FACTORS	High	Significant regular contact/activities with children and/or vulnerable adults. Sport coaching, social work, volunteering, dance, etc.	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1C Student Placement Agreement; Liaison with Provider on requirements for the student to be DBS checked; Confirm these in the written communication with the Provider and level of safeguarding induction student will receive; Pre-placement visit may be required; Specific H&S briefing session; Provision of specific workplace H&S information to students. Placement must not commence if remaining risk is still high
	Medium	Infrequent contact/activities with children and/or vulnerable adults not in 'regulated' or 'controlled' settings.	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1C Student Placement Agreement; Liaison with Provider on requirements for the student to be DBS checked; Specific risk assessment may be required.
	Low	No placement activities with children or vulnerable adults.	Appendix PL1A Placement Provider Agreement (signed and returned); Appendix PL1C Student Placement Agreement; No special measures required, generic placement risk assessment; Provision of generic workplace H&S information to students.

September 2016

Factor	Rating profile	Risk Indicators	Examples of Specific Actions Necessary to Reduce Risk
LOCATION / REGIONAL FACTORS	High	Significant risk of civil disorder, crime or similar danger. Unavoidable lone / remote working in an area of significant risk. Medical & rescue services not readily available. Means of communications likely to be difficult or compromised.	Appendix PL 1A Placement Provider Agreement (signed and returned); Appendix PL 1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL 1C Student Placement Agreement; Check Foreign and Commonwealth Office restrictions and recommendations; Further research and advice required; Consult guides on appropriate behaviour, clothing, etc. Specific risk assessment required; Pre-placement visit maybe required; Specific H&S briefing session; Placement must not commence if remaining risk is still high
	Medium	Higher than normal risk of civil disorder, crime or similar danger. Delays likely in communicating with tutors / others. Placements abroad in areas identified as low risk by the Foreign and Commonwealth Office (FCO).	Appendix PL 1A Placement Provider Agreement (signed and returned); Appendix PL 1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL 1C Student Placement Agreement; Check FCO restrictions and recommendations; Further research and advice required; Provide information to students on guides on appropriate behaviour, clothing, etc. Supplement general briefing with information about medium factors; Specific risk assessment may be required; Provision of generic workplace H&S information to students.
	Low	Placements with no significant local risks.	Appendix PL 1A Placement Provider Agreement (signed and returned); Appendix PL 1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL 1C Student Placement Agreement; No special measures required, generic placement risk assessment Provision of generic workplace H&S information to students

September 2016

PLACEMENT RISK PROFILING GUIDANCE

Factor	Rating profile	Risk Indicators	Examples of Specific Actions Necessary to Reduce Risk
INDIVIDUAL STUDENT FACTORS	High	The student has relevant personal factors e.g. pre-existing medical condition, disability, pregnancy, linguistic or cultural factors, which may increase the risk of accident or illness during placement related activities even following reasonable adjustments. The student has personal factors which may require specific adjustments or support if living away from home, or makes them susceptible to episodes of illness. The student's knowledge, understanding, and skills are low for the type of work involved.	Appendix PL 1A Placement Provider Agreement (signed and returned); Appendix PL 1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL 1C Student Placement Agreement; Discuss activities with the student to try eliminate or reduce potential risk where possible; Engage with Student Services to develop reasonable adjustments; Confirm these in written communication with the Provider; Pre-placement visit maybe required; Provision of specific workplace H&S information to students. Placement must not commence if remaining risk is still high
	Medium	The student has personal factors which may require specific adjustments or support during placement, or in social interactions at work (e.g. health, disability, pregnancy, linguistic or cultural factors).	Appendix PL 1A Placement Provider Agreement (signed and returned); Appendix PL 1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL 1C Student Placement Agreement; Engage with Student Services to develop reasonable adjustments; Confirm these in written communication with the Provider; Provision of generic workplace H&S information to students.
	Low	The student has no personal factors likely to cause episodes of illness or require specific adjustment whilst on placement. The student has relevant knowledge, understanding, and skills for the type of work involved.	Appendix PL 1A Placement Provider Agreement (signed and returned); Appendix PL 1B Placement Provider Health and Safety Questionnaire (signed and returned); Appendix PL 1C Student Placement Agreement; No special measures required, generic placement risk assessment; Provision of generic workplace H&S information to students.

September 2016

STUDENT PLACEMENT INDUCTION CHECKLIST

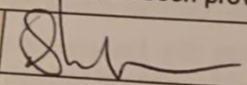
Student Name:	Shannon Davies
Name of Placement Provider organisation:	TY HENDY - CONSENSUS
Placement Site Address:	HENDY, NEAR Y PARL SATDXX

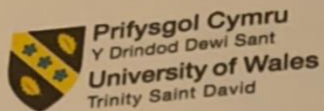
As a minimum, the topics listed below should be included within the induction that you provide for the student on placement, preferably on their first day. Please check off the subjects as they are covered.

Health & Safety Issues	No	Yes	Date
1. Introduction to key staff members and their roles explained		✓	
2. Location of welfare facilities (e.g. toilets, kitchen, rest room, showers, etc.)		✓	
3. Emergency procedures		✓	
4. Copy of safety policy received or location known		✓	
5. Location of first aid facilities and contact for first aiders		✓	
6. Fire procedures and location of fire-fighting equipment		✓	
7. Accident/incident reporting and location of accident book		✓	
8. Use/control measures for hazardous substances in the workplace (e.g. COSHH) – if applicable		✓	
9. Display Screen Equipment Regulations and associated procedures – if applicable		✓	
10. Manual handling procedures – if applicable		✓	
11. Protective clothing/equipment arrangements – if applicable		✓	
12. Instruction on equipment you will be using (list equipment)		✓	
13. Specific training for tasks to be undertaken		✓	
14. Specific information relating to risk assessments covering tasks to be undertaken		✓	
15. Location of health and safety information and advice		✓	
16. Specific disability related induction issues		✓	
17. Other issues covered/to be covered please state:		✓	

PLACEMENT PROVIDER CONFIRMATION

I confirm that the student has been provided with the induction specified above:

Signed:			
Print Name:	SARAH JONES		
Position:	TEAM LEADER.	Date:	26.04.19.



PLACEMENT PROVIDER AGREEMENT

PLACEMENT PROVIDER CONTACT

INFORMATION

Name of organisation:	TR NENDY CONSENSUS
Placement Site Address:	HEOL Y PARC NENDY SA40XX
Workplace Supervisor Name (or other provider contact):	SARAH JONES (TEAM LEADER)
Workplace Supervisor (or contact) Position:	Team Leader.
Telephone:	07817 965 763
E-mail:	shvek12-012@hotmail.co.uk

UNIVERSITY PLACEMENT COORDINATOR CONTACT INFORMATION

Name of Placement Coordinator:	TANIA DAVIES
Address:	UWTSD, SBC, HIGH STREET SA1 1NE
Telephone:	01792 481196
E-mail:	Tania.davies@uwtSD.ac.uk

STUDENT AND PLACEMENT DETAILS

Name of student(s):	SHANNON DAVIES		
Start Date:	02/2018	End date:	ONGOING
Duration of Placement:	1 year. 3 months	Normal Working Hours:	15 Hr/week. 30
Outline of Placement Activity/Duties:	Support workers for mental health challenging behaviour, autism + Dementia		

August 2015

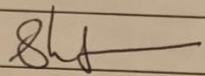
APPENDIX PL1B

	d)	Will you report to the University any sickness involving our students which may be attributable to the work?	✓	
7	Contact Personnel			
		Who is your nominated contact for compliance with these requirements of health and safety legislation?		
		Name:		
		Position:		

CONFIRMATION

I confirm that the preceding information is correct to the best of my knowledge. I confirm also that the student will receive:

- Induction briefing on their first day of attendance.
- Appropriate training and supervision in relation to their placement.

Signed:			
Name in block capitals:	SARAH JONES.		
Position:	TEAM LEADER.	Date:	26.04.19.

Thank you for completing this questionnaire. Please return it as soon as possible to the Placement Coordinator (contact details on page one)



POST-PLACEMENT REVIEW AND FEEDBACK

Dear Participant

Many thanks for your involvement in the work placement. I hope that the experience was a valuable and rewarding one, whether you were a Placement Provider, Student or Placement Tutor. The University of Wales Trinity Saint David reviews the provision annually for enhancement purposes and so we would be pleased to hear your feedback on any aspect of the placement.

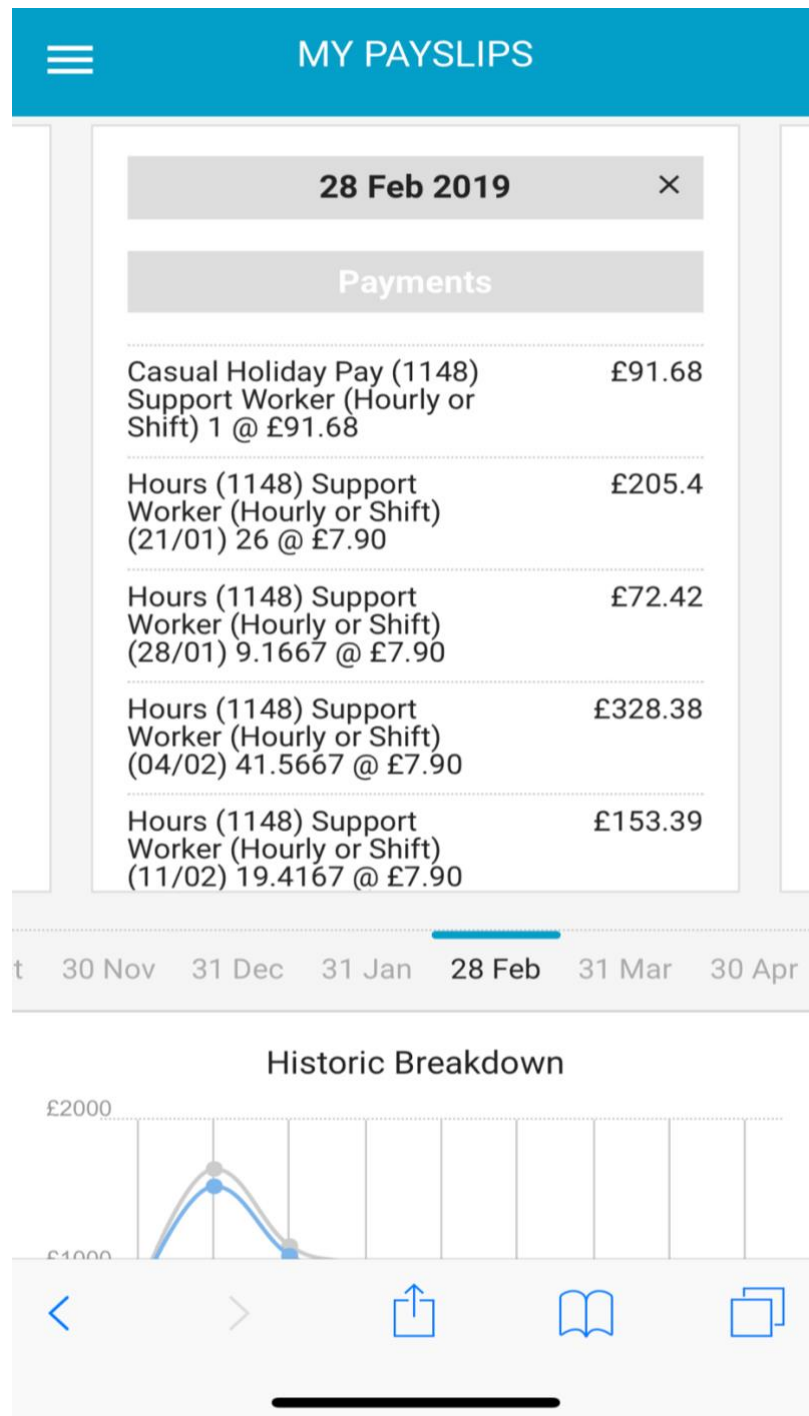
If you wish to participate, please use this form to record your views. I'd be grateful if you would return the form either in person, by postal mail or email to the contact details below.

Yours sincerely

Tania Davies
Placement Coordinator
Ysgol Chwaraeon, Iechyd ac Addysg Awyr Agored / School of Sport, Health and Outdoor
Education
Prifysgol Cymru Y Drindod Dewi Sant / University of Wales Trinity Saint David
Stryd Fawr / High Street
Abertawe / Swansea SA1 1NE
Ffôn / Tel: 01792 481196 (Swansea)
Estyniad / Extension: 4196
Ffôn / Tel: 01267 225117 (Carmarthen)
ebost/email: tania.davies@uwtsd.ac.uk

Name of provider's organisation:	TY HENDY CONSENSUS
Name of student:	SHANNON MAIR DAVIES
What were the positive aspects?	
Supporting individuals (vulnerable) enhancing their quality of life. Allowing 1:1-2:1 support within community. Supporting individuals with personal care. Providing a high standard of care.	
Are there any problems?	
N/A	

Below outlines the number of hours worked: for example (12.9167 @ £7.90) that being 12.9167 hours. This continues through my pay slips as evidence of completion. Starting from October up until now 02/05/2019. I didn't take up any other job environments as for my course I was able to use my current job as it was within the health care sector.



00:05



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MY PAYSLIPS

31 Jan 2019



Payments

Casual Holiday Pay (1148) £47.68
Support Worker (Hourly or Shift) 1 @ £47.68

Hours (1148) Support Worker (Hourly or Shift) £158
(07/01) 20 @ £7.90

Hours (1148) Support Worker (Hourly or Shift) £237
(14/01) 30 @ £7.90

Total Payments £442.68

Deductions

Tax £0

t 30 Nov 31 Dec 31 Jan 28 Feb 31 Mar 30 Apr

Historic Breakdown



00:05



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MY PAYSLIPS

31 Dec 2018



Payments

Casual Holiday Pay (1148) £64.78
Support Worker (Hourly or Shift) 1 @ £64.78

Hours (1148) Support Worker (Hourly or Shift) £118.5
(19/11) 15 @ £7.90

Hours (1148) Support Worker (Hourly or Shift) £121.79
(26/11) 15.4167 @ £7.90

Hours (1148) Support Worker (Hourly or Shift) £118.63
(03/12) 15.0166 @ £7.90

Hours (1148) Support Worker (Hourly or Shift) £59.25
(10/12) 7.5 @ £7.90

30 Sep 31 Oct 30 Nov 31 Dec 31 Jan 28 Feb 3

Historic Breakdown





MY PAYSLIPS

30 Nov 2018



Payments

Casual Holiday Pay (1148) Support Worker (Hourly or Shift) 1 @ £117.95	£117.95
Hours (1148) Support Worker (Hourly or Shift) (15/10) 12.9167 @ £7.90	£102.04
Hours (1148) Support Worker (Hourly or Shift) (22/10) 27.8 @ £7.90	£219.62
Hours (1148) Support Worker (Hourly or Shift) (29/10) 31.7667 @ £7.90	£250.96
Hours (1148) Support Worker (Hourly or Shift) (05/11) 29.1333 @ £7.90	£230.15

31 Oct 30 Nov 31 Dec 31 Jan 28 Feb 31 Mar

Historic Breakdown



00:06



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MY PAYSLIPS

Support Worker (Hourly or
Shift) 1 @ £117.95

Hours (1148) Support Worker (Hourly or Shift) (15/10) 12.9167 @ £7.90	£102.04
---	---------

Hours (1148) Support Worker (Hourly or Shift) (22/10) 27.8 @ £7.90	£219.62
--	---------

Hours (1148) Support Worker (Hourly or Shift) (29/10) 31.7667 @ £7.90	£250.96
---	---------

Hours (1148) Support Worker (Hourly or Shift) (05/11) 29.1333 @ £7.90	£230.15
---	---------

Hours (1148) Support Worker (Hourly or Shift) (12/11) 7.5833 @ £7.90	£59.91
--	--------

Total Payments	£980.63
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Deductions

p 31 Oct 30 Nov 31 Dec 31 Jan 28 Feb 31 Mar

Historic Breakdown



00:06



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MY PAYSLIPS

31 Oct 2018



Payments

Casual Holiday Pay (1148) Support Worker (Hourly or Shift) 1 @ £118.21	£118.21
Hours (1148) Support Worker (Hourly or Shift) (17/09) 21.11 @ £7.90	£166.77
Hours (1148) Support Worker (Hourly or Shift) (24/09) 36.5667 @ £7.90	£288.88
Hours (1148) Support Worker (Hourly or Shift) (01/10) 22.2167 @ £7.90	£175.51
Hours (1148) Support Worker (Hourly or Shift) (08/10) 44.08 @ £7.90	£348.23

31 Oct 30 Nov 31 Dec 31 Jan 28 Feb 31 Mar

Historic Breakdown



00:06



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MY PAYSLIPS

Shift 1 @ £110.21

Hours (1148) Support Worker (Hourly or Shift) £166.77
(17/09) 21.11 @ £7.90

Hours (1148) Support Worker (Hourly or Shift) £288.88
(24/09) 36.5667 @ £7.90

Hours (1148) Support Worker (Hourly or Shift) £175.51
(01/10) 22.2167 @ £7.90

Hours (1148) Support Worker (Hourly or Shift) £348.23
(08/10) 44.08 @ £7.90

Hours (1148) Support Worker (Hourly or Shift) £57.67
(15/10) 7.3 @ £7.90

Total Payments £1155.27

Deductions

31 Oct 30 Nov 31 Dec 31 Jan 28 Feb 31 Mar

Historic Breakdown



00:06



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MY PAYSLIPS

30 Sep 2018



Payments

Casual Holiday Pay (1148) £179.99
Support Worker (Hourly or Shift) 1 @ £179.99

Hours (1148) Support Worker (Hourly or Shift) £290.72
(20/08) 36.8 @ £7.90

Hours (1148) Support Worker (Hourly or Shift) £329.11
(27/08) 41.66 @ £7.90

Hours (1148) Support Worker (Hourly or Shift) £345.39
(03/09) 43.72 @ £7.90

Hours (1148) Support Worker (Hourly or Shift) £397.58
(10/09) 50.3267 @ £7.90

30 Sep

31 Oct

30 Nov

31 Dec

31 Jan

28 Feb

Historic Breakdown



00:06



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MY PAYSLIPS

Hours (1148) Support Worker (Hourly or Shift)
(27/08) 41.66 @ £7.90

£329.11

Hours (1148) Support Worker (Hourly or Shift)
(03/09) 43.72 @ £7.90

£345.39

Hours (1148) Support Worker (Hourly or Shift)
(10/09) 50.3267 @ £7.90

£397.58

Hours (1148) Support Worker (Hourly or Shift)
(17/09) 16.25 @ £7.90

£128.38

Total Payments

£1671.17**Deductions**

Tax

£0

NI

£116.3

Total Deductions

£116.3

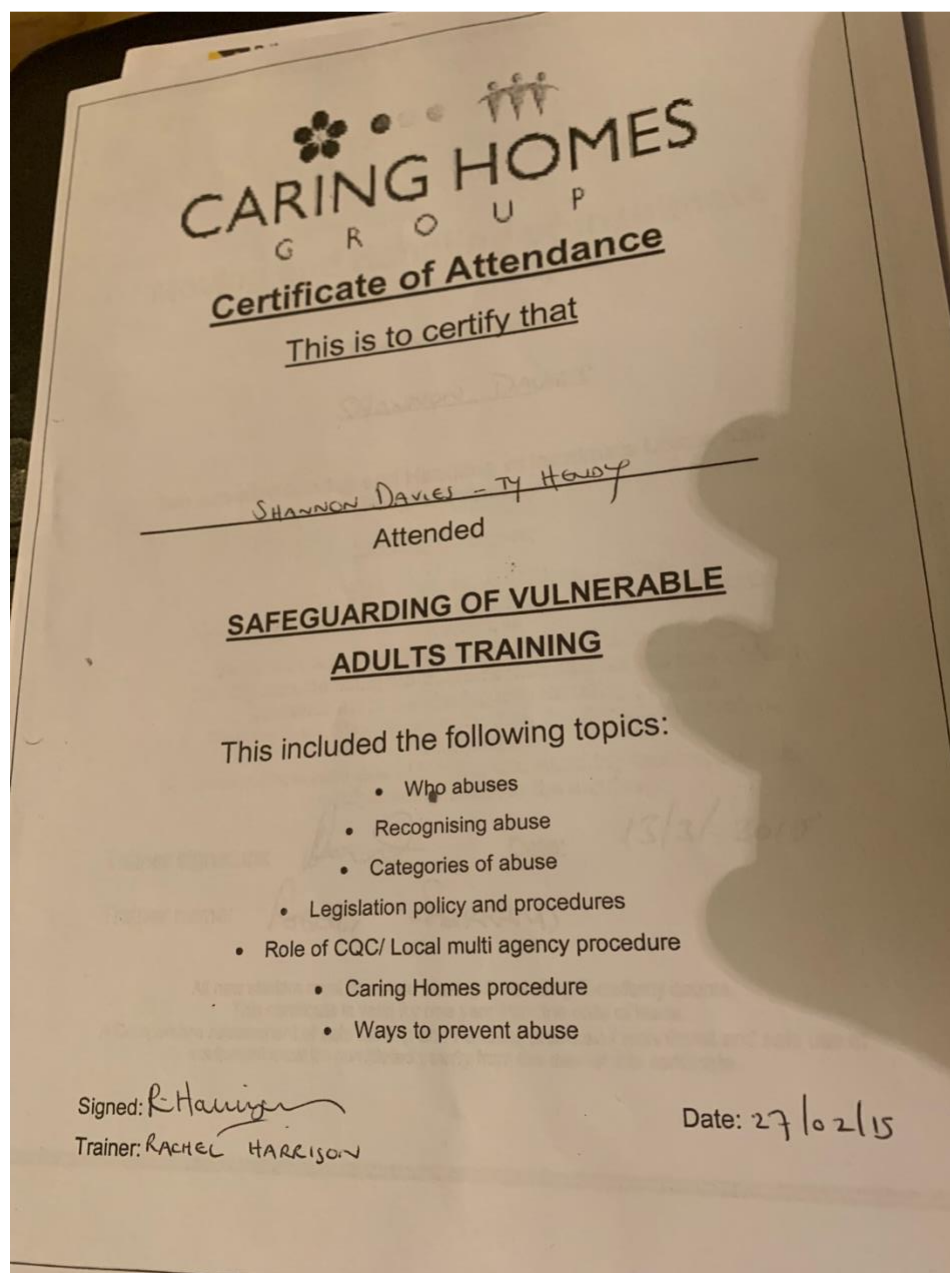
30 Sep 31 Oct 30 Nov 31 Dec 31 Jan 28 Feb

Historic Breakdown

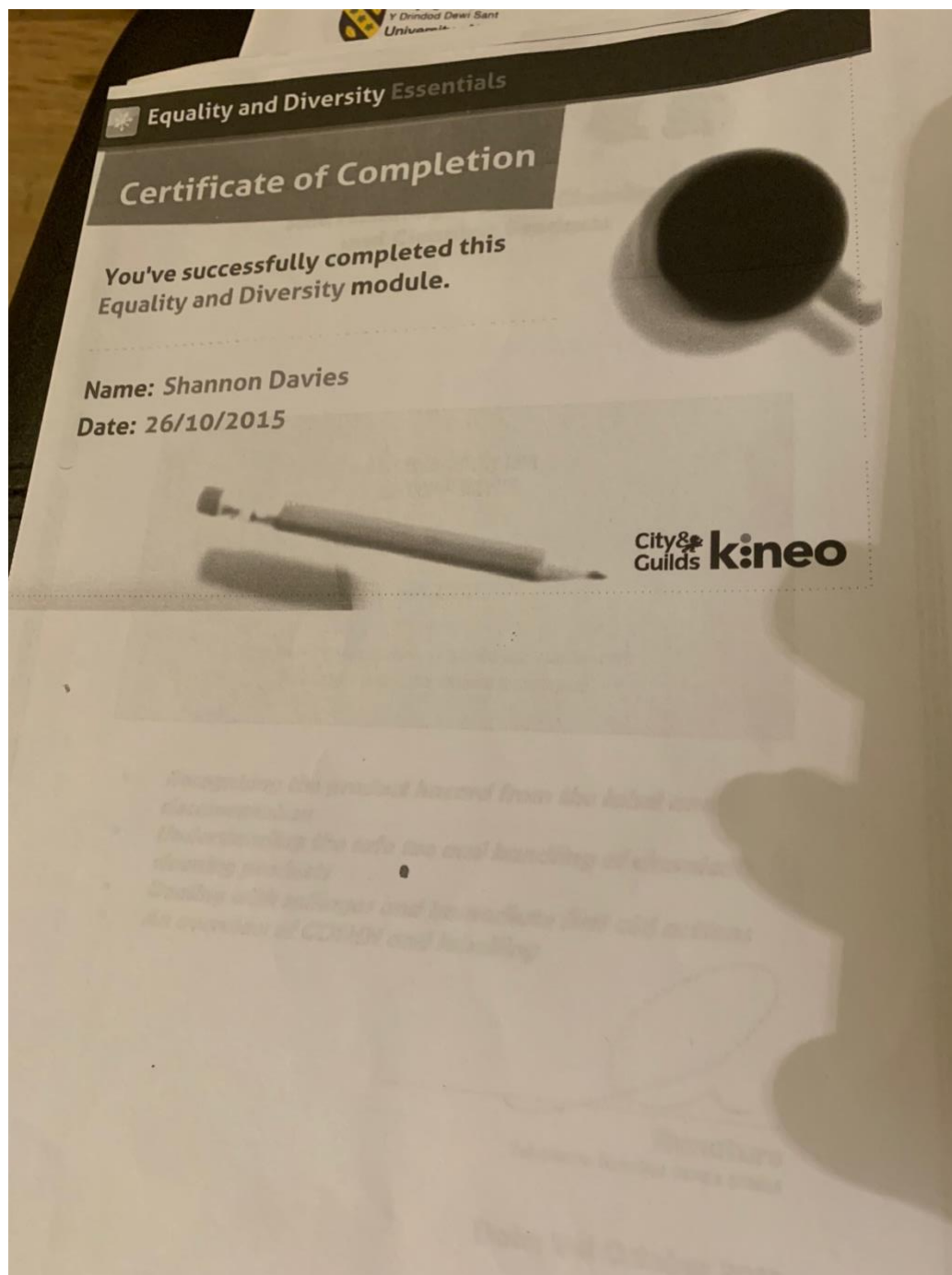




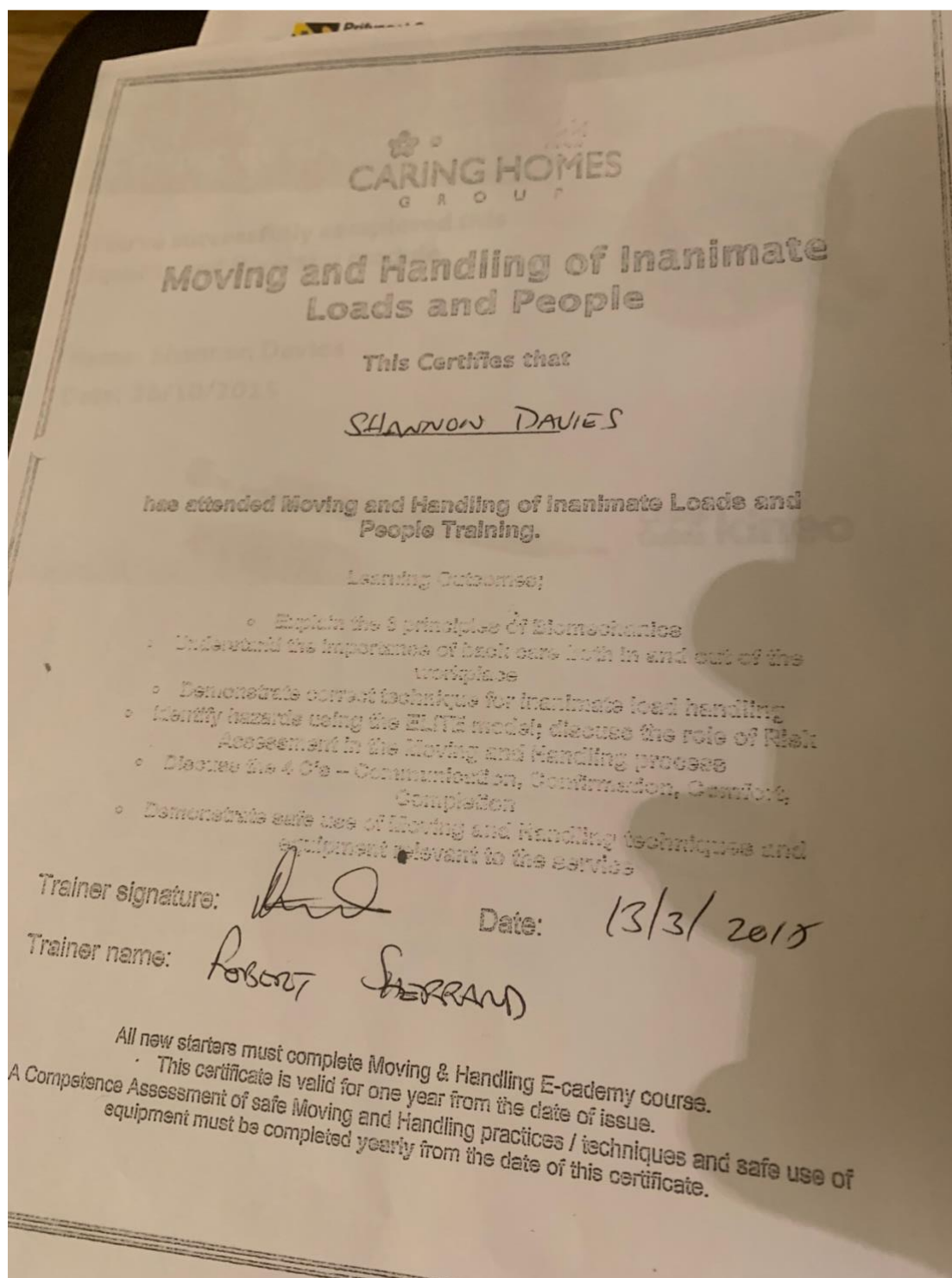
All of these are evidence that I have completed the hours necessary, and I continue to work their now and will in future unless I get accepted into university; which then I will have to cut down my hours to enable my full focus on The diagnostic radiology and imaging in Cardiff university.



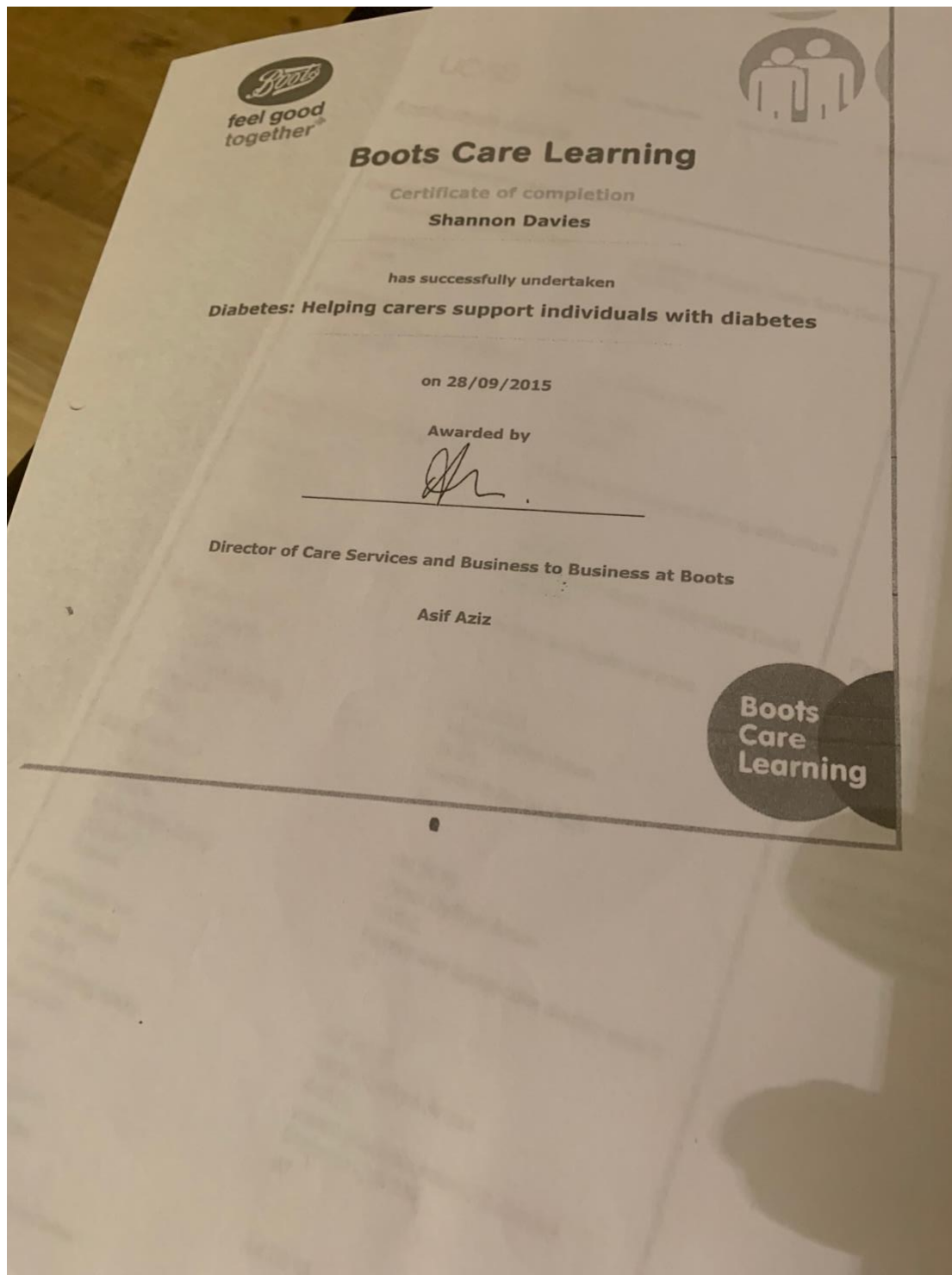
I attended training on safeguarding of vulnerable adults which included information and training on; who abuses, Recognizing abuse, Categories of abuse, Legislation Policy and procedures, Role of CQC/ Local multi agency procedure, Caring homes procedure, ways to prevent abuse. I had this training on the 27/02/15. I currently have training upcoming on safeguarding of vulnerable adults, health care support works have annual training. However this is the only certificate I had access to dating to 27th of February 2015.



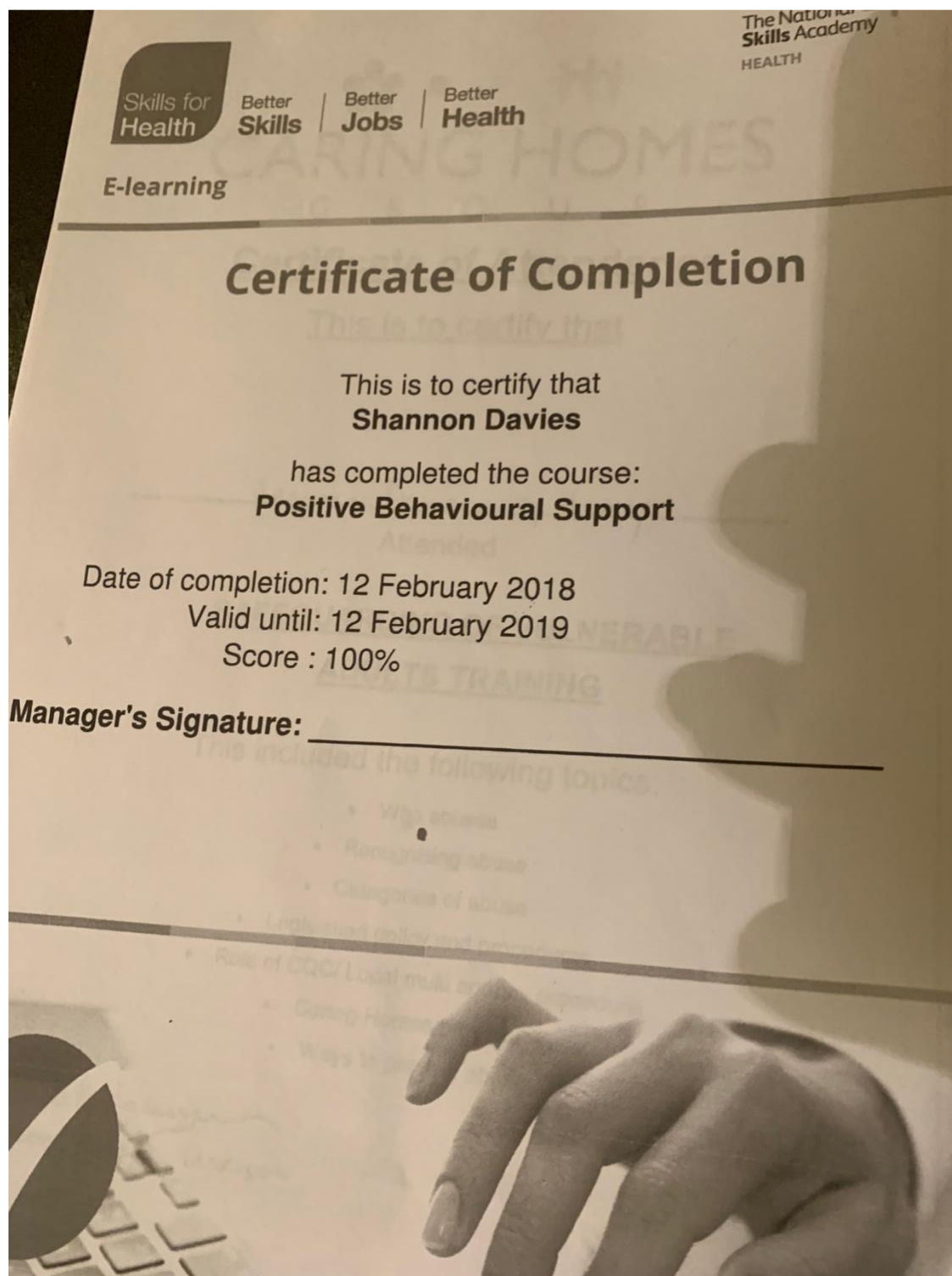
Equality and diversity is detrimental when working within a facility that cares for individuals with mental health challenging behavior, dementia, learning difficulties, and autism. I have annually completed this training, however I wasn't able to access the up to date certificates.



Within my workplace many service users within the residential area are hoisted via a sling, therefore I have annual training on manual handling. It is important to under go this training as it enhances an individual who cannot walk, their quality of life. Not only that but it is a safe way of moving and handling that supports not only service user but also staff.



Within my workplace team leaders are not always available (senior staff) therefore Health care support workers are in charge of the dispense of medication for service users. However, you can only dispense medication if you uphold a boots medication certificate. This certificate is aimed at diabetes however I couldn't get access to the certificate for the boots medication and dispensing.



In February 2018 I completed a positive behavioural support training. Due to working within a service that supports vulnerable adults, it is important to always stay positive and be able to identify signs and triggers that could cause a behavior; in which staff are trained in PBM. I couldn't get access to my PBM certificate.

consensus

SUPPORT PLAN NO.10

NAME	KEY WORKER	DATE	Date of next M-D Review	Monthly
Andrew		14/01/2019		

STEPS TO ACHIEVE
(How you are going to achieve the aims - list of bullet points)

AREA OF NEED
(Consider the issue)
Mobility

AIMS
(What you want to achieve)
To ensure that Andrew maintains independence and receives support when needed.

Andrew has a history of falls and can be nervous walking, however Andrew likes to walk to the shops and is continuing to gain confidence. Andrew is able to independently transfer around the home with the use of rails and objects. Andrew is using a zimmer frame to commute around the home and out in the community. Andrew has a wheelchair which is used for community access. Staff should encourage Andrew to walk and use him when he does. All staff manouevring Andrew in his wheelchair and in hand to hand support should have manual handling training. Staff should ensure that management should ensure that adequate procedures can be implemented.

SIGNATURE OF SERVICE USER

SIGNATURE OF KEY WORKER

SIGNATURE OF MANAGER

Issue: 04
Review Date: 1/5/15

This is a support plan in which it is reviewed every month so that any changes to the individuals health or hazards in environments are identified. Support plans are put in place to get a better understanding in what way you support an individual. It will detail; the type of support you need to give, how this support will be given, how much money your council will spend on your support. Support plans mean you can stay as independent as possible, have as much control over your life as possible, do the things you enjoy, know what type of care is right for you, and understand your health condition and care needs better.

CONSENSUS
Individual Risk Assessment

Name of service user: Andrew Cox Date of Birth: 21.07.1971 Name of Home: Ty Hendy No. 11

Date: 14.01.2019 Completed by: Winnie Davies Evaluation frequency: Monthly

HAZARD & PERSONS AFFECTED	ESCR	REQUIRED CONTROLS		ASSESSMENT OF ADDITIONAL ACTION TAKEN/ REQUIRED	
		LFR	RR	LFR	RR
Andrew may injure himself or others in the near vicinity should he move off baseline. Andrew may attack members of the public.	R	Andrew should be supported on a 1:1 basis when Horse Riding. Staff to support Andrew To Trebanos horse riding stables on a weekly basis. One member of staff to stand at the side of Andrew whilst getting on/off the horse. Staff to support Andrew when horse riding allowing Andrew to regain support from holding staff's hands and arms.	1	1	Staff to ensure that they monitor Andrew at all times and inform management immediately of any further concerns.

Notes:

- ESCR = Effect/Severity/Consequence Rating (1-5); LFR = Likelihood/Frequency Rating (1-5); RR = Risk Rating = 1-25
- If the Control Measures column, consider if risks can be avoided, the activity substituted, or reducing the number of people exposed or their exposure time.
- RR1 = Risk rating following implementation of initial control measures. RR2 = Second and final risk rating where initial risk rating (RR1) was 8 or more, then contact the Area/Senior Manager for advice on completing the Additional Actions section and calculating RR2.
- If RR1 is 8 or more, then contact the Area/Senior Manager for advice on completing the Additional Actions section and calculating RR2.
- RR2 should include sufficient controls/additional actions required to a score of less than 8.

Key Worker Sign: _____ Manager Sign: _____ Service User Sign: _____ Senior Manager Sign: _____

Effect/severity/consequence of hazard	ESCR (a)	Likelihood/frequency of the consequence occurring
Negligible	1	Rare
Minor	2	Unlikely
Moderate	3	Possible
Major	4	Likely
Catastrophic	5	Almost certain

Risk rating (RR) = Multiply (a) x (b)

Although I am not able to update risk assessments I am allowed to review them, which again occurs monthly to make note of any changes of the individuals health/ environment. Risk assessments concentrate on specific risks; moving and handling, slips and trips, violence, aggression or challenging behavior, falls from windows and balconies, scalding and burning, bedrail entrapment, legionella.

Within my job role we are also asked to consider different elements of risk which are common to all service users or staff; common risks to everyone using a care premises, common risks to service users, individual risks to particular staff, individual risks to particular service users.

consensus.

SERVICE USER NAME: <u>Paul N. 0920</u>			
DAILY NOTES AND DAILY ACTIVITIES RECORD			
Date/ time	Ref	Comments	Sign (s)
continued		only coming out for tea which was curry + chips. Dave returned to his room to change into pyjamas and to watch TV. No issues	
26/4/19	N	<u>Paul</u> in bed on arrival. Woken up to use bathroom multiple times through out night. Went back to sleep each time. No issues.	A.P.
27/4/19	7-3	<u>Dave</u> was awake on arrival. came out of his door as I arrival. came down to the lounge to have a chill. <u>Dave</u> already had breakfast and coffee before arrival. <u>Dave</u> had a shower at 8:30 then went out to the farm and tesco at 9:30. Dave bought a mag drink and ~~ch~~ chocolate All meds taken and no issues to report. <u>Dave</u> in room watching TV as daily notes being done	J.P.
27/4/19	3-10	<u>Paul</u> has been in his room watching TV. Dave went out for a spin with staff and in at 3:30pm. Came back at 5:30pm had party food for tea. Went back to his room. Dave went to bed at 7pm no concerns or issues.	S.P.
27/4/19	N	<u>Dave</u> has slept well. Woke regular and prompted to use the toilet woke at 6:30am. returned to room. came down for breakfast at 6:50am. No issues.	Rq

Ref = Link your daily note comments to support plans or risk assessments e.g. write SP4/RA2 in this column

Above is a daily note form in which I have to complete throughout every shift which will outline any concerns, provide information on the particular service users day i.e; what mood they've been in, what they've eaten, if they have had a bowel movement, if they've drank, if they've done any activities, anything they do through the shift it gets recorded. Every month daily notes and any recordings get archived for future reference.

Weekly Food Log

Supported Individual: [Signature]

Date: 22/4/19

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
		Panage Banana coffee	Cereal Coffee	Scrambled egg + toast.	Scrambled egg + toast coffee	Scrambled egg on Toast coffee.
SNACK	SNACK	SNACK	SNACK	SNACK	SNACK	SNACK
		Day Center	Day Center	Day Center	Chocolate	
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
		Day Center	Day Center	Day Center	Pack crop Wedges Beans	Self dinner. coffee.
SNACK	SNACK	SNACK	SNACK	SNACK	SNACK	SNACK
		coffee			Jelly + cream	Coffee
DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
		Hunters chicken potatoes	bolognese + pasta.	chicken wings	Ham salad dinner.	But salad juice
SNACK	SNACK	SNACK	SNACK	SNACK	SNACK	SNACK
		Veg.				

At the start of my career I didn't know how to fill in any of these forms, I had help from my seniors. Filling in food charts within a residential area is crucial, as individuals suffering with dementia can occasionally forget to eat. This chart above enables us staff to analyze and record eating habits. Eating habits is detrimental as eating keeps you fit and healthy. When supporting individuals with different needs it is important to keep track of eating patterns.

Further more below are more forms that are needed to be filled in through out a shift. These consist of monitoring personal hygiene/ urine output/ fluid intake / daily activities/ how many hours 1-1 support they have had etc. below are more forms in which I have successfully managed to do over the years. These forms allow us staff members to look out for the service user and help them.

SHOWER & BATH

MONTH: April / 19

NAME: [REDACTED]

1 ST	Shower (teeth brushed, hair washed) M.P
2 ND	Shower S.S
3 RD	Shower, shave hair wash, teeth brushed W
4 TH	Shower
5 TH	Shower K.W.
6 TH	Shower teeth brushed J.G.
7 TH	Shower S.P.
8 TH	Shower K.W.
9 TH	Shower shave teeth brushed K.W.
10 TH	Showered
11 TH	Hair wash, teeth brushed, Shave + Shower. L.D + M.P
12 TH	Shower, hair washed, brushed teeth. M.P.
13 TH	Shower, hair washed, brushed teeth, refused Shave J.G.
14 TH	Shower, clean teeth, refused shave C.W
15 TH	Shower, teeth, Hair, refused shave J.G.
16 TH	Shower teeth hair K.W.
17 TH	Shower C. nurse
18 TH	Shower, hair Oral care cream applied on Chin, necked
19 TH	Shower, hair washed Carol
20 TH	Shower, shave, hair washed
21 ST	Shower
22 ND	SHOWER + Hair Wash C.S
23 RD	Shower. J.G.
24 TH	Shower Brushed teeth. J.G.
25 TH	Hair wash, brushed teeth, shower. M.P
26 TH	Shower C.W
27 TH	Shower. Hair + Body wash / teeth / no shave J.G.
28 TH	Shower
29 TH	
30 TH	
31 ST	

consensus...

~~David H. Hough~~

NAME [redacted]

It is important to monitor total daily fluid intake - should be approx. 1500mls

AMOUNT	FLUIDS	URINE	BOWELS	STOOL TYPE E.G. LOOSE,	SIGNE BY STA
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Service Users must be weighed at least **monthly**. If weight loss or gain is excessive (i.e. more than 10% over 6 months) or is unexpected, a support plan should be written and the person's GP informed. Please also comment on the % of weight gain /loss and refer to the nutrition assessment form and the daily food intake records to monitor nutritional intake.

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