**Guidelines for Referral to Children’s Continuing Care Team for Training**

1. Please identify number and names of staff requiring training prior to referring to the CCCNT.
2. A referral form (attached) should be sent as soon as a training need is identified.
3. One theory session will be delivered per group. Any further theory sessions will require a new referral.
4. The team will contact the school to arrange a time and place for the training.
5. Length of theory session depends upon topic and number of staff. As a guide sessions will be as follows:

Tracheostomy Theory: 2 Hours

Gastrostomy Theory: 1 Hour 30 mins

Nasogastric Tube Theory: 1 Hour

Feed Pump Theory: 1 Hour

Oral Suction: 1 Hour

Oxygen Therapy: 1 Hour

1. Following theory sessions, staff will be required to be observed carrying out the procedure a minimum of 3 times before they are deemed competent. Observations of competencies need to be booked in advance where possible.
2. Competencies will require an annual update. It is staff responsibility to ensure these updates are booked in on time with the CCCNT.
3. Any training required outside these guidelines requires discussion with the Continuing Care Team Leader / Matron.

**Note: Referrals will only be accepted via email or on receipt of the referral form. Training required in September will be on a ‘first come first serve basis’.**