



## **User Guide**

How to use the self-automated  
booking system?

[\*\*www.Bookwhen.com/bwd-safeguarding\*\*](http://www.Bookwhen.com/bwd-safeguarding)

## Your schedule page

This is where you can view the schedule of courses. Select a course on the left and the details are shown on the right. People book by clicking the 'Book Now' button.

Blackburn with Darwen

Blackburn with Darwen

Multiagency Safeguarding Course bookings

Blackburn with Darwen

### Multi-Agency Safeguarding L&D Programme

**Training courses**

**August, 2014**

19	Tue	9pm - 5am	Medicines induction for Residential Care Staff
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**September**

4	Thu	9:15am - 4pm	Domestic Abuse Awareness and Safeguarding Children
15	Mon	1:30pm - 4:30pm	Safeguarding Adults - What you need to know
16	Tue	9:30am - 4:30pm	Working Together to safeguard children
24	Wed	9:30am - 1pm	Safeguarding and Safer Recruitment
25	Thu	1:30pm - 4:30pm	Forced Marriage, Honour Based Abuse and Female Genital Mutilation (FGM)

**Medicines induction for Residential Care Staff** [Book Now](#)

**Details** [Contact](#)

**Tuesday, 19 Aug 2014 9pm - 5am**

- 20 spaces available.

**Who Should Attend**

Care staff working in day care settings

**Course Overview**

- Understand how medicines are named and classified
- Different types of preparations and routes of administration
- Medicines and the law (The Medicines Act 1968)
- Practical administration of medicines
- Identify and report probable side-effects associated with medicines.
- Repeat medicines from surgery and storing meds appropriately in the

List of all courses

Click Book now button to make bookings

Information about the event currently selected.

**Course bookings**

**Medicines induction for Residential Care Staff**

Back to: [Multi-Agency Safeguarding L&D Programme](#)

**Details** | Location | Contact

**Tuesday, 19 Aug 2014 9pm - 5am**

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- Practical administration of medicines
- Identify and report probable side-effects associated with medicines.
- Repeat medicines from surgery and storing meds appropriately in the home.
- Key factors when taking medicines correctly and safely -Different aspects of medicines management including self- administration.

**Learning Outcomes**

At the end of the session delegates will be able to:

- Identify differences between a medicine and a drug and list reasons for use.
- Demonstrate a clear understanding of issues around the appropriate and safe storage of medicines and their disposal
- Understand Blackburn with Darwen policies and procedures relating to medicines management and how they apply in practice.
- Practically administer medicines

**Booking form**

**Enter your details**

Full name \*     
Title First Last

Contact email \*   
Please enter carefully.

Phone number \*

Organisation \*

Job title \*

D.O.B \*   
Please enter your date of birth in the form DD/MM/YYYY

Work address \*

Mobile number \*

Sector   
Please select your sector

Manager's name \*

**Book Now**

To book on please fill in the following fields.

Course Overview

If you are an individual booking yourself follow the process through. All fields in this form are mandatory. Please ensure you fill in all fields before submitting.

# Guidance for managers booking on behalf of staff

The screenshot shows a web browser window displaying a course booking page. The page title is 'Medicines induction for Residential Care Staff'. The course is scheduled for Tuesday, 19 Aug 2014, from 9pm to 5am. There are 20 spaces available. The page is divided into two main sections: 'Details' and 'Booking form'. The 'Details' section includes 'Who Should Attend' (Care staff working in day care settings), 'Course Overview' (a list of topics), and 'Learning Outcomes' (a list of skills delegates will gain). The 'Booking form' section contains several fields: 'Full name' (with sub-fields for Title, First, and Last), 'Contact email', 'Phone number', 'Organisation', 'Job title', 'D.O.B' (with a note to enter date in DD/MM/YYYY format), 'Work address', 'Mobile number', 'Sector' (a dropdown menu currently showing 'Health - LCFT'), and 'Manager's name'. A 'Book Now' button is located at the bottom of the form. The browser's address bar shows 'Internet | Protected Mode: On'.

Fill in all fields, ensure you put the member of staff's name that you are booking on behalf. Once complete click 'book now'.

The Manager needs to include their own name.

# Doing multiple bookings

Your private booking page for:  
**Medicine Matters Induction for Residential Care Staff**  
Back to: [Multi-Agency Safeguarding L&D Programme](#)

**Booking COMPLETE**  
Your booking reference is: **ETHYY**

**Booking details** [Add another person](#)

**Attendee** [Options](#) [Other Bookings](#)

**Mr Joe Bloggs**  
umar.hussain@blackburn.gov.uk  
**BwDC**  
Care Support Worker  
0773662987  
[Edit details](#)

**Details** [Location](#) [Contact](#)

**Tuesday, 19 Aug 2014 9pm - 5am**

**Who Should Attend**  
Care staff working in day care settings

**Course Overview**

- Understand how medicines are named and classified
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**Learning Outcomes**  
At the end of the session delegates will be able to:


- Identify differences between a medicine and a drug and list reasons for use.
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Once you have booked you will be prompted to confirm the booking via email which will then lead you onto this page.

You're able to add additional attendees by clicking 'Add another person'

To cancel your booking as an individual and all delegates associated with multiple course bookings please click here. Otherwise to remove an additional attendee without affecting the original booking please see below.

You can view other bookings you have made against individual or organisational email addresses.

 **Booking COMPLETE**  
Your booking reference is: **SXTD6**

**Details** | [Location](#) | [Contact](#) | [Admin](#)

 **Tuesday, 19 Aug 2014 9pm - 5am**

**Who Should Attend**

Care staff working in day care settings

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**Learning Outcomes**

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- Practically administer medicines

**Booking details** [Add another person](#) 

**Attendees** | [Options](#) | [Other Bookings](#)

**Mr Vice Chancellor**  
(Booking organiser)  
umar.hussain@blackburn.gov.uk  
**BwDC**  
accountant  
0776541209  
[Edit details](#)

**Mr Big Boss**  
**Auric Care Services**  
Executive Manager  
01254 269480  
[Edit details](#)

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Internet | Protected Mode: On | 100%

To remove additional attendee click edit details.

Tuesday, 19 Aug 2014 9pm - 5am

#### Who Should Attend

Care staff working in day care settings

#### Course Overview

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Attendee name \*

Contact email \*

Phone number \*

Organisation \*

Job title \*

D.O.B \*

Work address \*

Mobile number \*

Sector

Manager's name \*

[Remove this person from the booking](#)

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To remove additional delegate(s) please click 'remove this person from the booking'. This will ensure your main booking will remain intact but cancels your additional delegate.

To view your bookings you can either click the weblink in your email confirmation to edit/view and cancel delegate(S) alternatively make a note of your booking confirmation reference and include it after the word (booking/) e.g. .: **<https://bookwhen.com/3adm3/booking/FFTHY>**

<https://bookwhen.com/3adm3/booking/>