



Family Nursing & Home Care

Mandatory Training Policy

January 2019

Document Profile

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Contents List

- 1. Introduction**
- 2. Purpose and Scope**
- 3. Definitions**
- 4. Roles and Responsibilities**
 - 4.1.1. Chief Executive Officer
 - 4.1.2. Role of Committee
 - 4.1.3. Quality and Governance Lead (QGL)
 - 4.1.4. Training Panel
 - 4.1.5. Education, training and Development Department
 - 4.1.6. Education and Development Lead
 - 4.1.7. Subject leads and Individual Trainers
 - 4.1.8. Managers
 - 4.1.9. Managers of individuals engaged via a contract for services (bank workers) and individuals placed in a voluntary capacity.
 - 4.1.10. All Staff (excluding agency and co-located staff)
 - 4.1.11. Co-Located Staff and staff on secondment
 - 4.1.12. Agency Staff
- 5. Policy**
 - 5.1. Identifying Training Needs
 - 5.2. Identifying Training needs for Individuals/ Teams/Departments
 - 5.3. Developing a Training Prospectus
 - 5.4. Provision of Mandatory Training
 - 5.5. Booking Mandatory Training
 - 5.6. Undertaking Mandatory Training
 - 5.7. Undertaking Mandatory eLearning
 - 5.8. Evaluating Training
 - 5.9. Following up Failure to Attend
 - 5.10. Monitoring Compliance and Effectiveness
 - 5.11. Non-Compliance of Mandatory Training
- 6. Development and Consultation Process**
- 7. Dissemination and Implementation Plan**
- 8. Reference Documents**
- 9. Appendices**
 - Appendix 1 - Non Clinical Staff Essential Training
 - Appendix 2 - Clinical Staff – Non-registered Practitioners Essential Training
 - Appendix 3 - Clinical Staff – Registered Practitioners Essential Training
 - Appendix 4 - New Staff Template

1. INTRODUCTION

Family Nursing & Home Care, hereafter referred to as the Organisation regards education, training and development as a priority, and believes that a well-trained and highly motivated workforce will help ensure the delivery of the Organisation's objectives.

The Organisation also accepts that it has a legal, ethical and moral obligation to ensure that its employees are safe and competent, with the appropriate knowledge and skills to ensure high standards of care. To minimise risk to both patients and staff, all staff are required to attend the relevant mandatory training for their role in order to deliver a safe effective service in their area of work.

This not only supports the quality of the patients' experience and the care they receive but also ensures that the Organisation fulfils its statutory obligations and provides evidence of safe practice and risk minimisation to external quality assurance agencies.

This policy aims to ensure that Family Nursing & Home Care (FNHC) and its employees meet their duties with regard to mandatory training. The policy unless stated is applicable to all staff employed by the Organisation, including permanent, temporary, bank, agency, voluntary, students and trainees.

2. PURPOSE AND SCOPE

The purpose of this policy is to ensure that staff and managers are aware of their roles and responsibilities in relation to completion of mandatory training. It specifies the essential training areas and the frequency of mandatory training for all disciplines. The document outlines the process for following up on non-completion and resultant action.

This policy is applicable to all staff employed by the Organisation, including permanent staff, individuals engaged via a contract for services (bank workers), individuals engaged on a fixed term contract of employment and individuals placed in a voluntary capacity and students on practice placements. For individuals engaged via an agency and co-located staff, this policy does not apply.

3. DEFINITIONS

Agency staff – Refers to all agency workers supplied by approved employment agencies. The terms and conditions are provided by the agency, and the individual remains the employee of the agency.

All staff – Refers to all staff employed by the Organisation, including permanent staff, individuals engaged via a contract for services (bank workers), individuals engaged on a fixed term contract of employment and individuals placed in a voluntary capacity and students on practice placements.

Co-Located Staff - Refers to staff who are employed by another employer and co-located with a team or department within Family Nursing & Home Care as part of a service level agreement.

Desirable Training

This is training / learning experiences that will benefit the employee in their role. It is not training that is deemed compulsory but benefits have been identified for the team, employer and service users as well as the individual. For example, specific management training for team leaders / managers, conferences, and specialist studies. This training would be covered by the non-mandatory training policy.

DNA

This describes a member of staff who has been booked onto a course but has failed to attend, this will be recorded as an Assure incident.

Electronic Staff Record

The database where staff training records are kept electronically.

Mandatory Training Needs Analysis (MTNA)

The Organisation's Training Needs Analysis was originally developed through consultation with the Senior Management Team, Team Leads, subject leads, minimum data set, together with other courses determined by Organisation policy, guidelines, or required by statute.

A breakdown of training required by:

- all staff groups;
- training required by each group;
- The frequency of training required by each group.

The Mandatory Training Needs Analysis also includes further details such as how the training is provided. Some mandatory training is specific to particular staff groups and disciplines. For each subject the staff group to whom it applies is identified, together with the frequency of refreshment. The Mandatory Training Needs Analysis is updated as required by changes in regulations or guidelines monitored and updated by the Education and Development Lead.

As mandatory training requirements change over time, staff members will be able to view their Mandatory Training Competency Profile in the yearly training prospectus and in their team quarterly training matrix report

Role Specific Essential Training

This training is deemed compulsory for the employee to fulfil their role, and is responsive to service need and outcomes of reports and investigations.

Statutory and Mandatory Core Training

For the purposes of this policy statutory and mandatory training is any compulsory training that refers to any subjects or knowledge required either by statute or policy; by legal obligations of the Organisation, its managers and individuals; guidance or requirements from professional and regulatory bodies (such as the Nursing and Midwifery Council, the Health & Safety department); Family Nursing & Home Care requires its employees to undertake in order to:

- Comply with the law and requirements of regulatory bodies
- Carry out duties safely and efficiently
- Reduce risks associated with all aspects of service provision
- Maintain competence to the required standards

Training Matrix

This is a report produced by the education department's Electronic Staff Record, it can produce individual, team and organisational information and reports.

4. ROLES AND RESPONSIBILITIES

4.1.1 Chief Executive Officer

The Chief Executive is ultimately responsible for ensuring that all staff receive mandatory training in order to ensure patient and staff safety.

4.1.2 Role of Committee

The committee has oversight over education and development processes:

- To ensure that learning and development arrangements are in place and adequate.
- To review compliance levels across the Organisation and to identify strategic level actions to support improvement.
- To ensure that adequate resources are allocated to meet the Organisational commitment to Essential Training.

4.1.3 Quality and Governance Lead (QGL)

The Quality and Governance Lead has delegated authority from the Organisation to scrutinise and risk assess existing mandatory training provision to ensure the right training is being provided in the right way to the right staff at the right time in accordance with statutory and regulatory requirements in addition to local risk assessment

The Quality and Governance Lead is responsible for communicating to the Senior Management Team and Organisation's Committee any recommendations made by the Education & Development Lead for authorisation.

4.1.4 Training Panel

The training panel's role is to ensure the best use of the available budget and equity of learning. Representatives from the Senior Management Team, Quality and Governance Team and Operation Leads will review each applicant who presents their case for education and/or training that costs over (£100). This will apply to training for individuals where there is a cost for training that is essential to their role and to teams where there is a cost to training that is considered essential to the team and needs to be added to the mandatory training list.

4.1.5 The Education, Training and Development Department

The Education, Training & Development Department will:

- Provide a yearly prospectus available electronically and in hard copy.
- Manage and assist with the planning, booking and delivery of courses and conferences.
- Support subject leads to ensure that sufficient activities are scheduled to enable all staff to complete the relevant training programmes identified in the Mandatory Training Needs Analysis.
- Keep a central record of mandatory training profiles for staff groups and attendance of mandatory training using the Organisations Learning Management System.
- Manage, monitor and review evaluations of training and amend provision as required.
- Be responsible for maintaining data quality within Learning Management System to ensure it matched to the Electronic Staff Record.
- The Education, Training & Development Department will send reports on compliance to the Quality and Governance Lead and divisional leads on a quarterly basis and update

the divisional dashboards.

- Provide monthly reports for managers, to show their departmental levels of compliance with mandatory training requirements, and indicate when individuals' MT competencies are due to expire.
- Monitor course cancellations and report frequency and rationale to Quality and Governance Lead.
- Monitor non-attendance and provide DNA (Did Not Attend) reports to divisional leads and Subject Leads on a course by course basis.
- Support the Mandatory Training Needs Analysis standards and evaluation methods for all learning and development activities.
- Undertake internal peer observations of trainers to assure competency and negate the need for accredited development.
- Check that all students are compliant with their mandatory training requirements prior to commencing their placement with the organisation.

4.1.6 The Education & Development Lead

The Education & Development Lead provides assurance to the Organisation that mandatory training provision meets relevant statutory and regulatory body's requirements and is responsible for:

- The overall designing, planning and co-ordination of the Organisation's mandatory training programme including:
 - Informing the Quality and Governance lead of any changes to legislation or regulations or recommendations which impact upon Mandatory Training provision and may require authorisation by the Senior Management Team and or the Organisations Committee.
 - Reviewing quality and content of session resources and e-learning modules annually and updating them as required.
 - Liaison with subject specialists and e-learning providers regarding content of training sessions and ensuring they are up to date and reflect best practice.
- Is responsible for planning and producing the Organisations yearly prospectus.
- Monitoring demand for increased sessions and manage accordingly.
- Develop cost effective solutions for the appropriate and effective delivery of mandatory and statutory training.
- Supporting and enabling staff to access their mandatory training, taking into account individual learning needs and accessibility to training and e-learning.
- Monitoring course attendance and cancellations and to raise any concerns to the Team leads and or the Quality and Governance Lead.
- Escalating any compliance issues to the Quality and Governance Lead for further action as required.
- Review and discuss compliance issues at the Quality and Governance Meeting highlighted in the Divisional Dashboards.

4.1.7 Subject Leads and individual Trainers

All staff who deliver training will undertake and evidence Continuing Professional Development (CPD) in relation to their subject(s) and skills as a learning and development practitioner. Subject leads are in house experts and are responsible for ensuring that mandatory training is provided in a way which supports national guidance and Organisation policy based on best practice. Staff

who regularly deliver training (once a month or more) will undertake a train the trainer course and/or undertake a recognised teaching course.

Responsibilities include:

- Ensuring a record of their professional and teaching qualification is held on the Education, Training & Development Department's register of trainers.
- Ensuring venues are booked and providing information about the training to Education Training & Development department in good time for events to be arranged and advertised.
- Ensuring they have lesson plans for all teaching sessions and provide a copy to the Education and Training Department as a record of the activity if required to produce evidence of the teaching.
- Ensuring all learning resources are provided to delegates.
- Ensuring delegates sign the attendance sheets, and return them to the Education, Training & Development Department.
- Ensuring delegates are aware of how to submit an evaluation, review evaluations of courses and amend provision as required.
- Submit summary of evaluations for Education, Training & Development Department as requested where relevant.
- Informing the Education & Development Lead of any changes to legislation or regulations which impact upon MT provision.
- Mandatory Training courses should only be cancelled in exceptional circumstances. The subject lead must advise the Education, Training & Development Department if the course will need to be cancelled and the rationale. The Education, Training & Development Department will then inform Operational Managers, Team Leads and delegates as appropriate.
- Ensuring that sufficient activities are scheduled to enable all staff to complete the relevant training programmes identified in the Mandatory Training Needs Analysis.
- Monitoring course attendance and cancellations and to raise any concerns to the Education & Development Lead.
- Inform Education & Development Lead and managers of staff who have attended their training sessions who have been unable to fulfil the requirements of the mandatory training or who have specific learning needs which affects their ability to compete the training. E.g. Musculoskeletal Injury impacting upon ability to perform CPR.
- Contributing to the annual review of Mandatory Training Needs Analysis and inform Education & Development Lead of any necessary changes to the Mandatory Training Needs Analysis.
- Reviewing the quality and content of learning resources and e-learning modules annually and updating them as required and as appropriate.
- Starting and finishing taught sessions on time.

4.1.8 Managers

Managers are responsible for:

- Ensuring that all their staff are aware of the mandatory training requirements.
- Ensuring that all their staff complete their mandatory training within the required time scales.
- Ensuring that completion and attendance at mandatory training is prioritised.

- Ensuring that appropriate resources are available for training and development to take place in a planned way.
- Ensuring that their staff are allowed time to attend/complete mandatory training during their normal working hours. Where necessary, agreement to attend out of normal working hours may be required and will be at the discretion of the manager and will be reimbursed as time in lieu.
- Ensuring that ELearning is accessed during working hours, time to complete this should be negotiated with line managers, whether completed at work or at home.
- Ensuring they have access to the latest quarterly training report as provided by the Education, Training & Development Department.
- Reviewing compliance and attendance data on a quarterly basis and hold team members to account if and when training is overdue. In preparation for an individual's annual appraisal, managers will check individuals training history to ensure that it meets the requirements of 80-100% for at least one month in the 6 months prior to the next appraisal date.
- Ensuring that mandatory training requirements are discussed at each staff member's annual appraisal.
- Ensuring that staff are not authorised to take study leave for non-mandatory education and development unless they are up to date with their mandatory training.
- Identifying any specific departmental mandatory training requirements that need to be met and ensuring that it is completed. The Education, Training & Development Department need to be made aware of this to update the Electronic Staff Record and any cost associated with specific departmental mandatory training needs to be identified and presented to the Training Panel for approval.
- Ensuring that any department based training undertaken is reported to the Education, Training & Development Department so that the Electronic Staff Record can be updated.
- Managers must ensure that all employees are trained in the use of equipment, in conducting specific clinical procedures and use of the Information Technology systems prior to use.
- Should any individual persistently not meet their mandatory training requirements having been provided with reasonable opportunity to do so in terms of guidance of what is required, time to attend etc. then the manager may take disciplinary action in line with the Organisation's Disciplinary Policy.
- Managers should ensure that Education, Training & Development Department are informed if any staff member is off work on long term sick or maternity leave so that their training account can be suspended on the Learning Management System and excluded from compliance reporting.

4.1.9 Managers of individuals engaged via a contract for services (bank workers) and individuals placed in a voluntary capacity

- Operational Leads will check on a quarterly basis that all of their staff are up to date with their mandatory training programmes and take appropriate action if and when training is overdue.
- Operational Leads are responsible for escalating any compliance issues to the Quality and Governance Lead and Education & Development Lead for further action as required.

4.1.10 All Staff (excluding agency and co-located staff)

Individual staff members are responsible for:

- Understanding and monitoring their own compliance with the mandatory training requirements for their role.
- Liaising with line manager to agree release from normal work duties to enable attendance/completion of mandatory training.
- Prioritising attendance at mandatory training and completing the training within the timescales to ensure ongoing compliance.
- Completing the e-learning modules within the timescales shown on their training matrix.
- Signing an attendance sheet and checking that their attendance has been recorded.
- Completing training evaluation forms to enable continuous review and development of courses where relevant.
- Informing the Education, Training & Development Department and their line manager that they need to cancel and rebook any classroom mandatory training sessions should they be unable to attend.
- Raising any questions they have regarding mandatory training with either the Education, Training & Development Department or their manager.
- Keep any information which will be useful evidence for discussion during their Appraisal.
- Ensuring that the training and development received is applied in the workplace, particularly around identifying risk and raising potential hazards to their manager.
- Taking responsibility for their safety and welfare and others they work with and care for.
- Ensure that they do not use equipment, conduct specific clinical procedures or access any systems unless they have received prior training and are safely able to do so. Failure to do so may lead to disciplinary action in line with the Organisation's Disciplinary Policy.

4.1.11 Co-Located Staff and Staff on Secondment

Staff who are employed by another employer and co-located with a team or department are expected to follow the mandatory requirements of their employers and role and should provide evidence of compliance to the manager of the team they are co-located with and the Education and Training Department unless the service level agreement states otherwise. This does not preclude this staff group from accessing the Organisation's mandatory training programme if deemed appropriate by the team manager.

4.1.12 Agency Staff

All agency and staff employed from an external provider requirements must be requested through Human Resources who will ensure that compliance with mandatory training requirements are addressed through either inclusion on an agency framework agreement or through a service level agreement.

5. POLICY

5.1 Identifying Training Needs

Mandatory training consists of statutory requirements for each role, training that has been agreed by the Operational leads and the SMT as mandatory for the staff within the Organisation and training that has been identified by the Operational Leads as essential to each role. This is put forward and agreed with the Senior Management Team and reviewed yearly.

The Mandatory Training Needs Analysis is maintained to ensure that the Organisation has a clear understanding of, and plans for, mandatory training for all staff groups detailed in the scope. The Organisation has a responsibility to provide a range of educational and training events to meet its statutory obligations as an employer.

It is a joint responsibility of every member of staff and their line manager to identify individual training needs in line with their role, the staff member's own needs, and organisational and service requirements. Each manager should develop a training action plan for all their staff as part of the Appraisal process.

The Education and Development Lead will on a yearly basis:

- Oversee the co-ordination of the Mandatory Training Needs Analysis
- Create and co-ordinate a training plan that provides sufficient capacity to enable all staff to complete the relevant training programmes identified in the Mandatory Training Needs Analysis
- Ensure subject leads and other key individuals with training responsibilities identify what mandatory training is required by different staff groups and the frequency of updates.
- Ensure staff have access to the Mandatory Training requirements for each identified staff group.

5.2 Identifying Training needs for Individuals / Teams / Departments

If training has been identified by a manager as required for an individual, team or department and wishes it to be recognised as mandatory, a proposal outlining requirements, rationale and costs needs to be presented to the training panel for approval. If approved the training will be added to the Organisational Mandatory Training list and costs will be covered by the Mandatory Training Budget.

5.3 Developing a Training Prospectus

The Education, Training & Development Department will create a Training Prospectus at the beginning of each year. This will be available on central filing for all staff to access. The training prospectus will reflect the Mandatory Training Needs Analysis and will be updated in line with any changes / additions as they occur.

As additional training is developed during the year information will be circulated via E-bulletin and the Intranet.

5.4 Provision of Mandatory Training

Training will be offered at a variety of times and dates and run regularly throughout the year to provide staff with regular opportunities to access training.

E-learning courses will be available from a variety of sources to enable staff to undertake some mandatory training on-line as appropriate.

5.5 Booking Mandatory Training

Mandatory training can be booked through the Education & Training Department via telephone or e-mail.

External mandatory training should be requested and booked through the Education, Training & Development Department. In circumstances where an individual has booked direct with the training provider e.g. Safeguarding Partnership Board on-line booking, a copy of the booking confirmation needs to be forwarded on to the Education, Training & Development Department as evidence of booking.

If there is a cost associated with the mandatory training that is above what has been allocated and anticipated by the Education, Training & Development Department, the appropriate training request form must be completed and sent to the Education, Training & Development Department to process. Confirmation of booking will be sent to the individual or team once the training has been approved and booked.

If an individual or team books onto training that has a cost prior to it being approved by the Education, Training & Development Department or Training Panel, the Department may not cover the cost and funding will need to be met by the individual or team. If funding is not sourced the booking will be cancelled.

5.6 Undertaking Mandatory Training

Managers will ensure that staff are given 'protected time' and released to enable them to attend the training. Individuals will be responsible for ensuring they attend the course for which they are booked.

Individuals and managers are jointly responsible for notifying the Education, Training & Development Department if the individual is not able to attend the training on the date given and another date will then be agreed. Any cancellation of a place on a mandatory event must be given by the individual or their line manager giving as much notice as possible to ensure full utilisation of places.

If, for whatever reason, the course is cancelled the applicant must inform their manager and make themselves available for duty.

For new starters, all mandatory training must be undertaken within six months probationary period.

5.7 Undertaking Mandatory eLearning

E-Learning accounts will be allocated to individuals using their FNHC e-mail address. If a member of staff does not have an FNHC e-mail address it is their responsibility to ensure they provide the Education, Training & Development Department with a current e-mail address and update the department if there are any changes to this.

E-Learning courses should be completed during work time, it is the responsibility of each individual to negotiate with their line manager how they manage and allocate time to complete these courses, whether undertaken at home or at work. Staff will be allocated an agreed allotted amount of time to complete this based on the average expectation to complete each module.

If a staff member chooses to undertake these courses in their own time, they will not be compensated either financially or with time in lieu.

Details of courses on offer with each eLearning provider is outlined in the yearly prospectus, learners will be issued with individual log-in details and passwords for each provider of courses applicable to their role.

Other eLearning courses available to staff provide log-in details at point of access to course, e.g. PGD, Anaphylaxis, NEWS.

For new starters, all mandatory e-learning must be undertaken within six months probationary period.

5.8 Evaluating Training

Training evaluations will be undertaken on new initiatives and new sessions to evaluate the impact on the service and to give feedback to the trainers and the Education, Training and Development Department. Evaluations on well-established regular mandatory training sessions will be at the discretion of the individual trainer.

Copies of the evaluation records will be archived and scanned onto Assure.

5.9 Following up Failure to Attend

It is the responsibility of all staff to contact Education, Training & Development Department to cancel their place and rebook for mandatory training if they are unable to attend a course.

Managers will be informed by the Education, Training & Development Department if staff have not attended booked training, they are responsible for meeting with any member of their staff who fails to attend a mandatory event to ascertain the reason and take any appropriate action.

Should any individual persistently not meet their mandatory training requirements having been provided with reasonable opportunity to do so in terms of guidance of what is required, time to attend etc. then the manager may take disciplinary action in line with the Organisation's Disciplinary Policy.

Mandatory training compliance will be monitored via the Operational Governance Mandatory Training Dashboard.

5.10 Monitoring Compliance and Effectiveness

Mandatory training compliance will be monitored via the Operational Governance Mandatory Training Dashboard.

Mandatory training compliance figures are presented to the Committee via the Quality and Performance Quarterly report, and any mandatory training issues are reported to the Quality and Governance Lead.

Managers have access to quarterly training reports in order to review staff compliance and take action where necessary, and are challenged on issues related to Mandatory Training compliance at Operational Governance meetings.

The Quality and Governance Lead will oversee compliance and reporting for education, training and development and ensure that compliance reports are issued to enable appropriate actions to be undertaken.

The monitoring of mandatory training is undertaken by the Education, Training & Development Department, who will:

- Provide lists of staff due to attend classroom session to team leads.
- Issue compliance and DNA reports.
- Review evaluation of training events.
- Provide feedback to individual trainers regarding the delivery of the training sessions.

5.11 Non-Compliance of mandatory Training

Individuals who are not 100% compliant with their mandatory training will not be allocated places on courses, conferences and study day sessions until they have completed their mandatory training.

Non-compliance of mandatory training will be managed by Team Leads via the Performance Review and Appraisal Process.

Persistent non-compliance of mandatory training may lead to disciplinary action.

6. DEVELOPMENT & CONSULTATION

CONSULTATION SCHEDULE

Name	Title	Consultation Date
Judy Foglia	Quality and Governance Lead	
Elspeth Snowie	Clinical Effectiveness Facilitator	
Tia Hall	Operational Lead – Adult Services	
Michelle Cumming	Operational Lead - Child & Family Services	
Clare Stewart	Operational Lead – Rapid Response and Reablement Team	
Gillian Glendewar	Specialist Nurse – Tissue Viability	
Fiona Le Ber	Specialist Nurse – Continence and Stoma Care	
Anne McConomy	Practice Development & Clinical Skills Lead	
Procedural Documents Group		
Chief Executive Officer		

7. DISSEMINATION AND IMPLEMENTATION PLAN

Action	Responsible Person	Planned timeline
Email to all staff	Information Governance Officer	Within 2 weeks following ratification
Policy to be placed on FNHC Central Files	Information Governance Officer	Within 2 weeks following ratification
Staff to sign up to documents if relevant	Operational Leads	Within 2 weeks following ratification

8. REFERENCE DOCUMENTS

Care Quality Commission
General Medical Council
Health and Safety Executive
Nursing and Midwifery Council
UK Core Skills Framework
Job Planning Protocol

9. APPENDICES

Appendix 1 – Non Clinical Staff Essential Training

Appendix 2 – Clinical Staff – Non-registered Practitioners Essential Training

Appendix 3 – Clinical Staff – Registered Practitioners Essential Training

Appendix 4 – New Staff Template

Appendix 1

Training Profiles - Mandatory

Non- Clinical Staff Mandatory Training

This is for all non-clinical staff, including Administrative staff, Senior Managers, and Locality co-ordinators

(Additional essential training can be added to individual profiles as required)

Subject	Method of Delivery	Average Duration	Frequency
ASSURE training	1 to 1	1 Hour	Once
Conflict Resolution	On-line – Virtual College	1 Hour	3 Yearly
Customer Care	On-line – Virtual College	1 Hour	Once
Designated First Aiders	St John Ambulance		Designated Staff Only Refresh every 3 years
Equality & Diversity & Human Rights	On-line – Virtual College	1 Hour	3 Yearly
Fire Marshall	Fire Station		Designated Staff Only Refresh every 3 years
Fire Safety	On-line – Virtual College	45 mins	2 Yearly
Health & Safety	On-line – Virtual College	45 mins	3 Yearly
Infection Prevention & Control – non clinical	On-line – Virtual College	20 mins	3 Yearly
Information Governance	On-line – Virtual College	1 Hour	Annually
Lone Worker & Security Awareness	On-line – Virtual College	45 mins	Once
Safe Moving & Handling Theory	Training Room - GLG	3 Hours	3 Yearly
Safeguarding Everyone	On-line – Virtual College	1 Hour 40 mins	Once
Safeguarding Update	TBC	Varies	Annually once completed Safeguarding Everyone

Highlighted text is only required if relevant to role or designated staff.

Appendix 2

Clinical Staff – Non-registered Practitioners Mandatory Training

This is for all clinical staff that are not Registered Nurses, including
Nursery Nurses, School Nurse Assistants, HCA's, Affiliated Roles

Subject	Method of Delivery	Average Duration	Frequency
ASSURE training	1 to 1	1 Hour	Once
Basic Life Support Adult/Paediatric	Training Room - GLG	2 Hours	SHCA working with Adult Nursing Services & Nursery Nurses – Induction – Annually
Communication & De- escalation Skills	Training Room - GLG	3 Hours	Once
Conflict Resolution	On-line – Virtual College	1 Hour	3 Yearly
Customer Care	On-line – Virtual College	1 Hour	Once
Equality & Diversity & Human Rights	On-line – Virtual College	1 Hour	3 Yearly
Fire Safety	On-line – Virtual College	45 mins	2 Yearly
First Aid	Training Room - GLG	3 Hours	3 Yearly
Food Hygiene Level 2	On-line – Virtual College	3 Hours	If food handling part of role (all HCA's in Home Care staff not SHCA) Induction – refresh every three years
Health & Safety	On-line – Virtual College	45 mins	3 Yearly
Infection Prevention & Control – Clinical	Training Room - GLG	1 Hour	Annually
Information Governance	On-line – Virtual College	1 Hour	Annually
Lone Worker	Training Room	2.5 Hours	Once
National Early Warning Score (NEWS)	On-line		If relevant to role Induction
QCF Medication	Training Room - GLG	4 Hour teaching plus assessment	Within first year Updates to be confirmed
Record Keeping	Training Room - GLG	3 Hours	Once

Safe Moving & Handling Theory	Training Room - GLG	3 Hours	See flow Chart Induction – refresh every three years if relevant to role
Safe Moving & Handling Theory & Practice	Training Room - GLG	7 Hours	See flow Chart Induction – followed by annual updates if relevant to role
Safe Moving & Handling Update	Training Room - GLG	3 Hours	See flow Chart Refresh annually once completed theory and practice full day
Safeguarding Adults Foundation	Training Room - GLG	2.5 Hours	Once
Safeguarding Children Foundation	Training Room - GLG	2.5 Hours	Once
Safeguarding Update	TBC – training room	Varies	Annually once completed Safeguarding Foundation courses for Adults and Children

Highlighted text is only required if relevant to role or designated staff.

Appendix 3

Clinical Staff – Registered Practitioners Mandatory Training
This is for all Registered Nurses practicing in a clinical role including
District Nurses, Health Visitors, School Nurses, Paediatric Nurses

Subject	Method of Delivery	Average Duration	Notes
Anaphylaxis	On-Line		If relevant to role - Annually
ASSURE training	1 to 1	1 Hour	Once
Basic Life Support Adult/Paediatric & DNACPR	Training Room - GLG	2 Hours	Annually
Communication & De-escalation Skills	Training Room - GLG	3 Hours	Once
Conflict Resolution	On-line – Virtual College	1 Hour	3 Yearly
Customer Care	On-line – Virtual College	1 Hour	Once
Equality & Diversity & Human Rights	On-line – Virtual College	1 Hour	3 Yearly
Fire Safety	On-line – Virtual College	45 mins	2 Yearly
Health & Safety	On-line – Virtual College	45 mins	3 Yearly
Infection Prevention & Control – Clinical	Training Room - G Le G	1 Hour	Annually
Information Governance	On-line – Virtual College	1 Hour	2 Yearly
Lone Worker	Training Room – GLG	2.5 Hours	Once
National Early Warning Score (NEWS)	On-line		If relevant to role - Once
Patient Group Direction (PGD)	On-line		If relevant to role – 3 Yearly
Safe Moving & Handling Theory	Training Room - GLG	3 Hours	See flow chart Induction – refresh every three years if relevant to role
Safe Moving & Handling Theory & Practice	Training Room - GLG	7 Hours	See flow Chart Induction – followed by annual updates if relevant to role
Safe Moving & Handling Update - See flow Chart	Training Room - GLG	3 Hours	Refresh annually once completed theory and practice full day

Safeguarding Adults Foundation	Training Room - GLG	2.5 Hours	Once
Safeguarding Children Foundation	Training Room	2.5 Hours	Once
Safeguarding Update / Level 2 and above	Training Room – GLG / SPB	Varies	Annually once completed Safeguarding Foundation courses for Adults and Children
Safeguarding Level 2 and above	Various providers including SPB	Varies	Staff are required to attend this training annually as appropriate to role

Highlighted text is only required if relevant to role or designated staff

Appendix 4

Name:				
Job Title:				
Department:				
Manager/Inductor:				
Start Date:				
Things that should have been completed prior to arrival	Action Required	By Whom	Timescale	✓
Virtual College				
Add to excel spreadsheet				
Free courses				
IT	Explain IT procedures/systems – identify basic IT training needs			
Certificates				
National Skills Academy				
ASSURE training				
Add to person register				
PIN No (if applicable)				
NMC Revalidation date				
Adrenaline folder				
PGD				
Clinical Skills				
Anaphylaxis				
Things to be completed during the first week	Action Required	By Whom	Timescale	✓
Mandatory Training	Ensure that staff are booked onto all relevant mandatory training, including Respecting Diversity and anything relevant to their specific job		Weeks 4-8	
Date Induction completed:		Signature of Employee:	Signature of Manager/Inductor:	

11. LINKS TO OTHER ORGANISATIONAL DOCUMENTS

This policy should be read in conjunction with:

Appraisal Policy
Disciplinary and Dismissal Policy
Diversity and Inclusion Policy
Falls Policy
Fire Safety Policy
Food Hygiene Policy
Health and Safety Policy
Health and Care Records Policy
Incident Management Policy
Infection Control Policies
Information Governance Risk Policy
Management of Corporate and Local Induction Policy
Medical Devices Management Policy
Medical Education Policy
Medicines Policy
Moving and Handling of Loads Policy
Records Management Policy
Resuscitation Policy
Safeguarding Adults – Multi Agency Policy
Safeguarding Children and Young People Policy
Security Policy
Transfusion of Blood and Blood Components Policy

Note: this may not be an exhaustive list