**Risk Management Training- Who needs what?**

**Introduction**

This document is to aid staff in accessing appropriate risk management training. It describes:

* Who needs which level of training (with examples of staff members at each level)
* A flow chart for staff to work out which level, and how much, training they require.
* Places they will find the training.

All staff are responsible for completing the level of training required for the role. If you are unsure about which level of training you require please speak to your line manager or contact the Risk Management team for advice.

**Levels of training**

Risk management training is categorised from level 1 to level 3

**Level 1 Training- Introduction to Risk Management**

This is a basic introduction to risk management including how to report an incident on to Datix.

* Who should undertake this training?

All staff working within all organisational settings, including non-clinical staff, should undertake Trust Datix level 1 risk management training at Induction.

* When should the training be completed?

At induction, for completion within a month of start date

* How will the training be delivered?

Current Method of Delivery: MLE package, 15 minutes

Planned Method of Delivery from 1st April 2020: Updated MLE package, 30 minutes. \*Hyperlink to training to be embedded here.

**Level 2 (a) Datix Risk Module**

Guidance on how to complete a risk assessment form on Datix, including grading of the risk and ongoing management of risks on the risk register.

* Who should undertake this training?

Any managers or departmental leads (non clinical/ clinical) plus any other identified staff member

who has been nominated by their lead to support the risk assessment process within their

department. Only band 6 or above staff members should attend this training.

* When should the training be completed?

Within 3 months of commencing a manager/department lead role.

* How will the training be delivered?

Current Method of Delivery: Class room based training in library IT training room. 1 hour. Booked via MLE. Plus ad hoc 1:1 training sessions as requested.

Planned Method of Delivery from 1st April 2020: MLE package, 30 minutes long. \*Hyperlink to training to be embedded here.

**Level 2 (b) Datix Investigator training**

Training on how to complete an investigation on Daitx when assigned as an Investigating Manager.

* Who should undertake this training?

Any managers or departmental leads (non clinical/ clinical) plus any other identified staff member who has been nominated by their lead to support them in investigating the department’s Datix Incidents. Only band 6 or above staff members should attend this training.

* When should the training be completed?

Within 3 months of commencing a manager/department lead role.

* How will the training be delivered?

Current Method of Delivery: Class room based training in library IT training room. 1 hour. Booked via MLE.

Planned Method of Delivery from 1st April 2020: MLE package, 30 minutes long. \*Hyperlink to training to be embedded here.

**Level 3 Further in depth RCA training**

Root cause analysis (RCA) techniques used to facilitate the investigation required for incidents.

* Who should undertake this training?

Consultants/ managers/ward managers/Heads of Nursing, matrons who chair SI/CR panels

* When should the training be completed?

Prior to participating as a panel member or chair of a Serious Incident Inquiry or Clinical Review.

* How will the training be delivered?

Current Method of Delivery: Ad-hoc as required.

Planned Method of Delivery from 1st April 2020: Classroom based training session, bookable via MLE (awaiting further details from new Patient Safety Strategy), approximately 2 hours. \*Hyperlink to booking page to be embedded here.

**Level 1—Introduction**

 30 min MLE package to be completed within one month of commencing role

**ROLE**

**TRAINING REQUIREMENTS**

**Level 2a—Risk Module**

 30 min MLE package to be completed within 3 months of commencing role

 MLE package can be used as a resource tool for reference as required

**Level 2b—Incident Investigation**

 30 min MLE package to be completed within 3 months of commencing role

 MLE package can be used as a resource tool for reference as required

**Level 3—RCA Training**

 Classroom based training session bookable via MLE, approximately 2 hours.

Are you a new employee at Salisbury NHS Foundation Trust?

In your role, are you a manager, department lead or individual nominated to maintain and manage the risk register for your department or directorate?

In your role, are you a manager, department lead or individual nominated by your lead to investigate the department’s Datix Incidents?

In your role, are you a Consultant, manager, ward manager, Head of Nursing or Matron who could participate as a panel member or chair in a Serious Incident Investigation or Clinical Review?