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| **There is a Statutory or Mandatory requirement for all staff to complete training in ALL of the following subjects which are aligned to the UK Core Skills Training Framework.**  Details of specific course requirements according to role requirements are set out in the Role Specific Training grid below and can be found within subject area policies on Microguide. | | | |
| **Subject** | **SME** | **Method of Delivery** | **Frequency** |
| Conflict Resolution | Sandy Woodbridge | 🖰 | 3 yearly |
| Equality and Diversity | Rex Webb | 🖰 | 3 yearly |
| Fire Safety | Pete Dovey | 🖰 | 2 yearly |
| Health, Safety and Welfare | David Cotterill | 🖰 | 3 yearly |
| Infection Prevention and Control | Fiona McCarthy | 🖰 | 2 yearly |
| Hand Hygiene | Fiona McCarthy | ☺ | Annual |
| Information Governance and Data Security (GDPR) | Heidi Doubtfire-Lynn | 🖰 | Annual |
| Moving and Handling | Yvonne Newell | 🖰/☺ | 2 yearly |
| Preventing Radicalisation | Tracey Merrifield | 🖰 | 3 yearly |
| Safeguarding Adults | Gill Cobham | 🖰/☺ | 3 yearly |
| Safeguarding Children | Emma Mould | 🖰/☺ | 3 yearly |
| Resuscitation:  **Exemption:** Non-clinical staff with no regular contact with patients | Debbie Fishlock | ☺ | Annual |

Other training may be determined as being essential for your role at a local level. All staff need to ensure they are aware of these requirements through discussion with line managers.

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| … | - Mandatory for all staff | ☺ | - Face-to-Face |
| **…** | - Role Specific Training (see related policy & discuss with line manager) | 🖰 | - e-Learning |
| **…** | - Included in Trust Induction | SME | - Subject Matter Expert |
| **(1D)** | - To be completed within 1 day of joining the Trust (Induction) | **(2M)** | - To be completed within 2 months of joining the Trust |
| **(1W)** | - To be completed within 1 week of joining the Trust | **(1Y)** | - To be completed within 1 year of joining the Trust |
| **(2W)** | - To be completed within 2 weeks of joining the Trust |  | |

**Core Mandatory and Statutory Training by Role**

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| **Competency** | **Training Course** | **Method of delivery** | **Frequency/ Renewal** | Admin & Clerical | Managers/Execs | Healthcare Scientists – no patient contact | IM&T and Finance | Estates/Facilities | Sterile Services | Registered Nurses | RSCN/Midwives | Allied Health Professionals | NA’s/Midwifery Support Workers | ODP’s & Practitioners | Healthcare Scientists – patient contact | Phlebotomists | Doctors |
| **Conflict Management**  SME: Sandy Woodbridge | Conflict Management - Level 1: Conflict Resolution **(1W)** | 🖰 | 3 yearly | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| **Equality and Diversity**  SME: Rex Webb | Equality and Diversity **(1W)** | 🖰 | 3 yearly | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| **Fire Safety**  SME: Peter Dovey | Fire Safety **(1D)** | 🖰 | 2 yearly | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| **Health and Safety**  SME: David Cotterill | Health and Safety **(1W)** | 🖰 | 3 yearly | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| **Infection Control**  SME: Fiona McCarthy | Infection Control **(1D)** | 🖰 | 2 yearly | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| Hand Hygiene Assessment (Lightbox) **(2M)** | ☺ | Annual | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| **Information Governance**  SME: Heidi Doubtfire-Lynn | Information Governance Induction **(1D)** | ☺ | Once | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| Information Governance | 🖰 | Annual | … | … | … | … | … | … | … | … | … | … | … | … | … | … |

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| **Competency** | | **Training Course** | **Method of delivery** | **Frequency/ Renewal** | Admin & Clerical | Managers/Execs | Healthcare Scientists – no patient contact | IM&T and Finance | Estates/Facilities | Sterile Services | Registered Nurses | RSCN/Midwives | Allied Health Professionals | NA’s/Midwifery Support Workers | ODP’s & Practitioners | Healthcare Scientists – patient contact | Phlebotomists | Doctors |
| **Moving and Handling**  SME: Yvonne  Newell | | Moving & Handling **(1W)** | 🖰 | 2 yearly | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| Moving & Handling – Clinical/Patient contact (includes slips, trips and falls for patients) **(1D)** | ☺ | 2 yearly |  |  | **…** |  | **…** |  | … | … | … | … | … | **…** | **…** | **…** |
| Patient Handler Keyworker | ☺ | 2 yearly | Staff who are Manual Handling Keyworkers for their area | | | | | | | | | | | | | |
| **Preventing Radicalisation**  SME: Tracey Merrifield | | Prevent Training Level 1 and 2 **(1W)** | 🖰 | 3 yearly | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| Prevent Training Level 3 | 🖰 | 3 yearly | All staff who could potentially contribute to assessing, planning, intervening and evaluating the needs of an adult or child where there are safeguarding concerns as defined in the Trust Prevent Policy | | | | | | | | | | | | | |
| **Safeguarding Adults**  SME: Gill Cobham | | Safeguarding Adults Level 1 **(2M)** | 🖰 | 3 yearly | Non-Patient Facing Staff | | | | | |  |  |  |  |  |  |  |  |
| Safeguarding Adults Level 2 **(2M)** | 🖰 | 3 yearly | Patient Facing Admin Staff | | | | | | … | … | … | … | … | … | … | … |
| Safeguarding Adults Level 3 **(2M)** | 🖰  ☺ | 3 yearly |  |  |  |  |  |  | Band 6 & above Nurses, AHPs & Lead clinicians (excluding Paediatric Nurses/ Paediatricians/ Resus/ Audit/ Research/ Theatre/ Recovery )  & Band 7 Midwives, Radiographers, Theatre & Recovery staff | | | | | | | |
| **Safeguarding Children**  SME: Emma Mould | | Basic Introduction to Safeguarding Children and Adults – Level 1 **(1D)** | ☺ | Once | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| Safeguarding Children Level 1  (non-clinical) | 🖰 | 3 yearly | … | … | … | … | … | … |  |  |  |  |  |  |  |  |
| Safeguarding Children Level 2 (Clinical) **(2M)** | 🖰 | 3 yearly | Any staff, Clinical or Non-Clinical with any contact with children, young people and/or parents or carers or with adults who may pose a risk to children | | | | | | | | | | | | | |
| Safeguarding Children Level 3 **(2M)** | ☺ | 3 yearly |  |  |  |  |  |  | Clinical staff working regularly with children, young people and/or parents/carers who could potentially contribute to assessing, planning, intervening and evaluating the needs of a child and parenting capacity where there are safeguarding/child protection concerns. | | | | | | | |
| **Competency** | **Training Course** | | **Method of delivery** | **Frequency/ Renewal** | Admin & Clerical | Managers/Execs | Healthcare Scientists – no patient contact | IM&T and Finance | Estates/Facilities | Sterile Services | Registered Nurses | RSCN/Midwives | Allied Health Professionals | NA’s/Midwifery Support Workers | ODP’s & Practitioners | Healthcare Scientists – patient contact | Phlebotomists | Doctors |
| **Resuscitation**  SME: Debbie Fishlock | Adult Basic Life Support Level 1 (Non Clinical) **(2W)** | | ☺ | Annual | Non-clinical staff who have regular contact with patients | | | | | |  |  | **…** |  |  | … | … |  |
| Adult Basic Life Support & Anaphylaxis -Level 2 (Clinical) **(2W)** | | ☺ | Annual |  |  |  |  |  |  | **…** | **…** | **…** | … | **…** |  |  |  |
| Adult Basic & Advanced Life Support incl. Anaphylaxis - Level 3 (Clinical) **(2W)** | | ☺ | Annual |  |  |  |  |  |  | **…** | … | **…** |  | **…** |  |  |  |
| Adult Basic & Advanced Life Support incl. Anaphylaxis +/- Paed BLS - Level 3 (Doctors) **(2W)** | | ☺ | Annual |  |  |  |  |  |  |  |  |  |  |  |  |  | … |
| RC(UK) Immediate Life Support Provider Course | | ☺ | Annual |  |  |  |  |  |  | **…** |  | **…** |  | **…** |  |  |  |
| RC(UK) Advanced Life Support Provider Course | | ☺ | 4 yearly but annual workshop required |  |  |  |  |  |  | **…** |  |  |  | **…** |  |  | **…** |
| Paediatric Basic Life Support – Level 1 (Non-Clinical) **(2W)** | | ☺ | Annual | Non-clinical staff who have regular contact with Paediatric patients | | | | | |  |  | **…** |  |  | … | **…** |  |
| Paediatric Basic Life Support – Level 2 (Clinical) **(2W)** | | ☺ | Annual |  |  |  |  |  |  | **…** | **…** |  | **…** | **…** |  |  |  |
| Paediatric Basic & Advanced Life Support incl. Anaphylaxis – Level 3 (Doctors) **(2W)** | | ☺ | Annual |  |  |  |  |  |  |  |  |  |  |  |  |  | **…** |
| RCUK Paediatric Immediate Life Support Provider Course | | ☺ | Annual |  |  |  |  |  |  | **…** |  |  |  | **…** |  |  |  |
| RCUK European Paediatric Advanced Life Support Provider Course | | ☺ | 4 yearly but annual workshop required |  |  |  |  |  |  | **…** |  |  |  | **…** |  |  | **…** |
| **NLS**  SME: Scarlett Leahy and Sally Smith | NLS - In-house NLS update or NLS RC (UK) | | ☺ | Annual |  |  |  |  |  |  | **…** | **…** |  |  |  |  |  | **…** |

**Other Mandatory Training by Role**

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| **Competency** | **Training Course** | **Method of delivery** | **Frequency/ Renewal** | Admin & Clerical | Managers/Execs | Healthcare Scientists – no patient contact | IM&T and Finance | Estates/Facilities | Sterile Services | Registered Nurses | RSCN/Midwives | Allied Health Professionals | NA’s/Midwifery Support Workers | ODP’s & Practitioners | Healthcare Scientists – patient contact | Phlebotomists | Doctors |
| **Consent**  SME: Judith Leach | Consent Training | 🖰☺ | Once |  |  |  |  |  |  | **…** | **…** | **…** | **…** | **…** | **…** | **…** | **…** |
| **Blood Transfusion**  SME: Sarah Sainsbury | Blood Transfusion via (LearnPro NHS) Relevant to role (inc porters) | 🖰 | 2 yearly |  |  |  |  | … |  | … | … | … | … | … | … | … | … |
| **Competency 1 -** Obtaining a Blood Sample for Transfusion | ☺ | Once |  |  |  |  |  |  | … | … | … | … | … | … | … | … |
| **Competency 2 -** Collecting Blood/products from Blood Issue Room (inc porters) | ☺ | 2 yearly |  |  |  |  | … |  | … | … | … | … | … | … | … | … |
| **Competency 3/4 -** Receipt and Administration of Blood Components | ☺ | Once |  |  |  |  |  |  | … | … | … | … | … | … | … | … |
| **COSHH**  SME: David Cotterill | Control of Substances Hazardous to Health Level 1 | 🖰 | 2 yearly | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| **DSE**  SME: David Cotterill | Display Screen Equipment | 🖰 | 2 yearly | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| **MCA**  SME: Gill Cobham | Mental Capacity Act **(2M)** | 🖰 | 3 yearly |  |  |  |  |  |  | … | … | … | … | … | … | … | … |
| **FTSU SME:**  **Lizzie Swift** | Freedom to Speak Up | 🖰 | Annual | … | … | … | … | … | … | … | … | … | … | … | … | … | … |