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| … | - Mandatory for all staff  **Core Mandatory and Statutory Training by Staff Group** | ☺ | - Face-to-Face |
| **…** | - Role Specific Training (see related policy & discuss with line manager) | 🖰 | - e-Learning |
| **▪** | - Must do 10 Topics (based on the UK Core Skills Framework) | SME | - Subject Matter Expert |
| **CI** | - Included in the one day Trust Induction | **(1D)** | - To be completed within 1 day of joining the Trust |
| **(2W)** | - To be completed within 2 weeks of joining the Trust | **(2M)** | - To be completed within 2 months of joining the Trust |
| **(3M)** | - To be completed within 3 months of joining the Trust | **(1Y)** | - To be completed within 1 year of joining the Trust |
| **(3Y)** | - To be completed within 3 years of joining the Trust`` |  |  |

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| **Mandatory Training for all Staff** | | | | | | | | | | | | | | | | | | | |
| **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 |
| **▪** **Infection Control**  SME: Fiona McCarthy | Infection Control **(1D)** | 🖰 | (CI)  2 yearly | … | … | … | … | … | … | … | … | … | … | … | … | | … | | … |
| Hand Hygiene Assessment (Lightbox) **(2M)** | ☺ | Annual | … | … | … | … | … | … | … | … | … | … | … | … | | … | | … |
| **▪** **Fire Safety**  SME: Peter Dovey | Fire Safety **(1D)** | 🖰 | (CI)  Annual | … | … | … | … | … | … | … | … | … | … | … | … | | … | | … |
| Level 2: Fire & Evacuation (being developed) | ☺ | Annual | For staff who work in clinical areas and First Response Team. Training to reflect local evacuation procedures | | | | | | | | | | | | | | | |
| **▪ Health and Safety**  SME: Paul Knight | Health and Safety Overview awareness/slips, trips and falls for staff. Includes Counter Fraud **(2M)** | ☺ | Once | … | … | … | … | … | … | … | … | … | … | … | … | … | | … | |
| **▪** **Moving and Handling**  SME: Yvonne  Newell | Moving & Handling **(1D)** | 🖰 | (CI)  Annual | … | … | … | … | … | … | … | … | … | … | … | … | … | | … | |
| Moving & Handling – Clinical/Patient contact (includes slips, trips and falls for patients) **(1D)** | ☺ | (CI)  2 yearly |  |  |  |  | **…** |  | … | **…** | **…** | **…** | **…** |  |  | | **…** | |
| Patient Handler Keyworker | ☺ | 2 yearly | Staff who are Manual Handling Keyworkers for their area | | | | | | | | | | | | | | | |

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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 **(1Y)** | ☺ | 3 yearly | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| Conflict Management – Understanding & Prevention of Violence & Aggression | 3 yearly |  |  |  |  | **…** |  | **…** | **…** | **…** | **…** |  |  |  | **…** |
| Conflict Management – Level 3: Management of violence and aggression | Annual | Rapid Response Team and staff working in areas of high risk for physical violence; risk assessment by manager | | | | | | | | | | | | | |
| **▪** **Equality and Diversity**  SME: Pamela Permalloo-Bass | Equality and Diversity **(2W)** | 🖰 | 3 yearly | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| **▪ Safeguarding Children**  SME: Angela Conway | Basic Introduction to Safeguarding Children and Adults – Level 1 **(1D)** | ☺ | (CI)  Once | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| Safeguarding Children Level 1  (non-clinical) **(3Y)** | 🖰 | 3 yearly | … | … | … | … | … | … |  |  |  |  |  |  |  |  |
| Safeguarding Children Level 2 (Clinical) **(2M)** | 🖰 | 3 yearly |  |  |  |  |  |  | Clinical staff – regular contact with children and or young adults | | | | | | | |
| Safeguarding Children Level 3 **(2M)** | ☺ | 3 yearly |  |  |  |  |  |  | Clinical staff working with children | | | | | | | |
| **▪** **Safeguarding Adults**  SME: Gill Cobham | Safeguarding Adults Level 1 **(3Y)** | 🖰 | 3 yearly | Non-Patient Facing Staff | | | | | |  |  |  |  |  |  |  |  |
| Safeguarding Adults Level 2 **(2M)** | 🖰 | 3 yearly | Patient Facing Admin Staff | | | | | | … | … | … | … | … | … | … | … |
| **▪** **Information Governance**  SME: Heidi Doubtfire | Information Governance Induction **(1D)** | ☺ | (CI)  Once | … | … | … | … | … | … | … | … | … | … | … | … | … | … |
| Information Governance Annual **(1Y)** | 🖰 | 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 |
| **▪** **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 patients | | | | | | | |  |  | **…** |  |  | … | | **…** |  |
| Paediatric Basic Life Support – Level 2 (Clinical) **(2W)** | | ☺ | | Annual | |  | |  |  |  | |  |  | **…** | **…** |  | **…** | **…** |  | |  |  |
| Paediatric Basic Life Support Assessment - (Doctors) this is included in Adult Level 3 doctor workshop if required. | | ☺ | | Annual | |  | |  |  |  | |  |  |  |  |  |  |  |  | |  | **…** |
| Paediatric Basic & Advanced Life Support incl. Anaphylaxis – Level 3 (Doctors) **(2W)** | | ☺ | | Annual | |  | |  |  |  | |  |  |  |  |  |  |  |  | |  | **…** |
| RC(UK) Paediatric Immediate Life Support Provider Course | | ☺ | | Annual | |  | |  |  |  | |  |  | **…** |  |  |  | **…** |  | |  |  |
| RC(UK) European Paediatric Advanced Life Support Provider Course | | ☺ | | 4 yearly but annual workshop required | |  | |  |  |  | |  |  | **…** |  |  |  | **…** |  | |  | **…** |
| **▪** **Resuscitation**  **SME:** Frances Williamson | NLS - In-house NLS update or NLS RC (UK) | | ☺ | | Annual | |  | |  |  |  | |  |  | **…** | **…** |  | **…** | **…** |  | |  | **…** |
| **Risk & Incident Management**  SME: Louise Jones | Incident Reporting **(3M)** | | 🖰 | | Once | | … | | … | … | … | | … | … | … | … | … | … | … | … | | … | … |
| Risk Assessment | | ☺ | | 3 yearly | | For Risk Co-ordinators | | | | | | | | | | | | | | | | |
| **Role Specific Training** | | | | | | | | | | | | | | | | | | | | | | | |
| **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: Julie Austin | Consent Training | 🖰☺ | | Once | |  | |  | |  |  |  | |  | **…** | **…** | **…** | **…** | **…** | **…** | **…** | | **…** |
| **Customer Care**  SME: Hazel Hardyman | Customer Care | 🖰 | | Once | | … | | … | | … | … | … | | … | … | … | … | … | … | … | … | | … |
| **Blood Transfusion**  SME: Anne Maratty | 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: Fred Sheard | Control of Substances Hazardous to Health Level 1 | 🖰 | | 2 yearly | | … | | … | | … | … | … | | … | … | … | … | … | … | … | … | | … |
| **DSE**  SME: Geoff Lucas | Display Screen Equipment | 🖰 | | 2 yearly | | … | | … | | … | … | … | | … | … | … | … | … | … | … | … | | … |
| **MCA**  SME: Gill Cobham | Mental Capacity Act | 🖰 | | 3 yearly | |  | |  | |  |  |  | |  | … | … | … | … | … | … | … | | … |