**Mandatory Training Ratification Request Form.**

When completed this form needs to be submitted to the Education Development Group (EGD)via Nicola Summerill ([n.summerill@nhs.net](mailto:n.summerill@nhs.net))

The SME will be invited to present the request at the next meeting.

The process for approval can be found at the end of this form.

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| **Name of Subject Matter Expert (SME) submitting form:** | | | |
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| **Email address:** |  | | |
| **Role:** |  | | |
| **Department:** |  | **Division:** |  |
| **Line Manager name:** |  | | |
| **Line Manager email:** |  | | |

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| **Title of training:** |
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| **Which staff groups would this training be mandatory for? (please tick)**  Where this training would be mandatory for a selected group within one of these categories please state under ‘Other’ | | | |
| All Staff |  | HCA’s/Midwifery Support Workers |  |
| Admin and Clerical |  | Operating Department Practitioners |  |
| Managers/Execs |  | Phlebotomists |  |
| Healthcare Scientists |  | Medical Staff |  |
| IM&T and Finance |  | Other: please state below |  |
| Estates and Facilities |  |  |  |
| Sterile Services |  |  |  |
| Registered Nurses |  |  |  |
| Midwives |  |  |  |
| Allied Health Professionals |  |  |  |

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| **What is the rationale for this training to be mandatory?**  Please consider any new legislation, service directive, policy, incident which has led to this request, providing evidence where possible. Please also discuss the risks and benefits associated with this request. |
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| **What is the method of delivery for this training?** |
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| **If refresher/updates are required for this training, how frequently do they need to happen? (ie annually, every 2 years etc…)** |
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| **What considerations have been given and agreements are in place to ensure that this training can be made available to all staff for whom it is mandatory?**  Please consider resources required including trainers, training rooms, equipment required, IT access, development of eLearning packages etc… , please also include details for any refresher/update training |
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| **What is the time requirement for this training?** |
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| As per the Personal Contributions for Training and Development policy the Trust will pay for the training and any expenses incurred by individuals attending training which is statutory, mandatory or essential to role, all time spent on the course will be considered as 'working time' and paid for at the individual's normal rate up to a maximum of the normal weekly hours for that category of staff.  **Please establish and agree with your finance business partner what the total cost to the Trust would be of paying staff identified above if this training was agreed to be mandatory.** |
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| **How will this training be added to MLE, recorded, monitored, reported and content evaluated and updated?** (In line with the roles and responsibilities within the policy) |
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| **What is the implementation plan for this training?**  Please include communication plan, lead in times (ie cannot be mandatory overnight) |
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