



Induction Policy

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Type of document	Policy
Target audience	All CWP staff
Document purpose	Arrangements for corporate and local induction for all permanent and temporary staff

Approving meeting	Personal and Organisational Development Sub Committee	Date: Sept-15
Implementation date	July 2015	

CWP documents to be read in conjunction with	
HR6	Essentials Mandatory Training Policy
CP59	Medical Devices and Equipment Policy

Document change history	
What is different?	Updated content due to refreshed Essentials Training Needs Analysis Framework (TNA).
Appendices / electronic forms	Yes, policy streamlined with details included in appendices
What is the impact of change?	This reflects current processes with the main changes being requirements within the TNA

Training requirements	Training requirements for this policy are in accordance with the Essentials Training Needs Analysis (TNA) with Education CWP
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Financial resource implications	None
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Equality Impact Assessment (EIA) - Initial assessment	Yes/No	Comments
Does this document affect one group less or more favourably than another on the basis of:		
- Race	No	
- Ethnic origins (including gypsies and travellers)	No	
- Nationality	No	
- Gender	No	
- Culture	No	
- Religion or belief	No	
- Sexual orientation including lesbian, gay and bisexual people	No	
- Age	No	
- Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
Is there any evidence that some groups are affected differently?	No	
If you have identified potential discrimination, are there any exceptions valid, legal and/or justifiable? Select		
Is the impact of the document likely to be negative?	No	
- If so can the impact be avoided?	N/A	

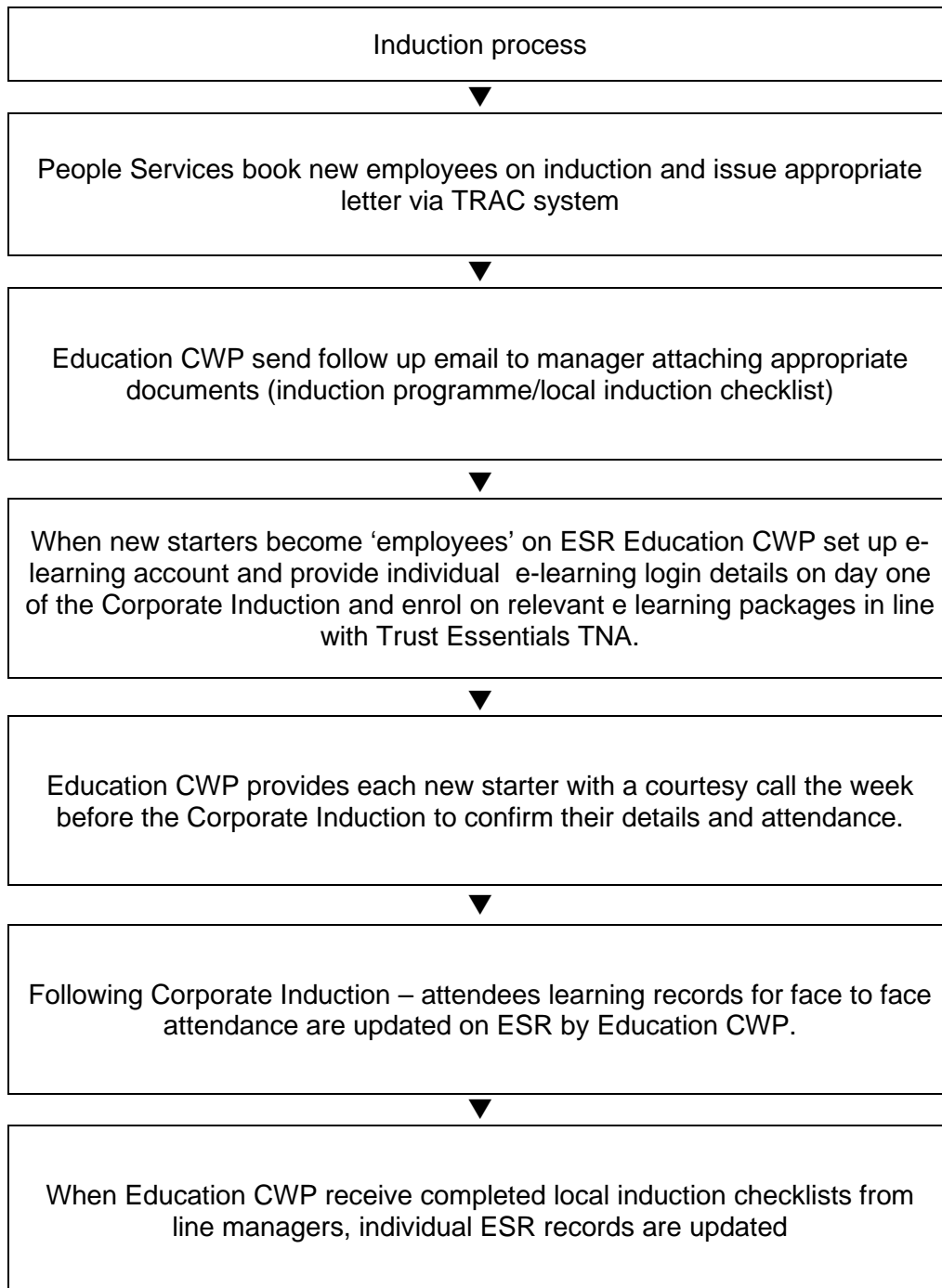
Equality Impact Assessment (EIA) - Initial assessment	Yes/No	Comments
<ul style="list-style-type: none"> - What alternatives are there to achieving the document without the impact? - Can we reduce the impact by taking different action? 	<p style="text-align: center;">N/A</p> <p style="text-align: center;">N/A</p>	
<p>Where an adverse or negative impact on equality group(s) has been identified during the initial screening process a full EIA assessment should be conducted.</p> <p>If you have identified a potential discriminatory impact of this procedural document, please refer it to the human resource department together with any suggestions as to the action required to avoid / reduce this impact. For advice in respect of answering the above questions, please contact the human resource department.</p>		
Was a full impact assessment required?	No	
What is the level of impact?	Low	

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Quick Reference Flowchart

(Substantive posts only)



1. Introduction

Cheshire and Wirral Partnership NHS Foundation Trust (CWP) is fully committed to ensuring that every new employee to the organisation receives mandatory induction to the Trust and their role. This is undertaken as soon as possible following commencement with the organisation in order to meet service objectives, follow good practice and to assist new employees to adjust to their new role as quickly and easily as possible.

A comprehensive and effective induction enables employees to become integrated and effective members of the team from the earliest opportunity. CWP will ensure that every new employee receives a full induction to their local area of work which will be specifically tailored to meet the service needs of that area / department within the first month of employment.

CWP is committed to providing person centred care underpinned by its values set out in the 6C's – Compassion, Care, Courage, Commitment, Communication and Competence.

2. Background

CWP is required to demonstrate that it meets certain statutory / mandatory obligations which support and underpins this policy e.g. Care Quality Commission (CQC), Investors in People (IIP).

In addition, by completing an effective induction process employees will be encouraged to:

- Facilitate a quick assimilation into the workplace;
- Achieve a greater understanding of the job purpose;
- Be confident to carry out their duties;
- Develop competencies in key risk management areas pertinent to their role;
- Increase their effectiveness at an early stage;
- Operate in a safe manner and environment and are aware of their health and safety and patient safety responsibilities.

3. Content of Induction

Induction can be defined as a process of familiarisation with a role. The process commences on recruitment and includes corporate and local / work based elements, whereby the employee is orientated to the workplace and supported to develop skills and knowledge to support them in their role:

- Permanent and temporary staff receive an induction to the organisation and their place of work;
- Where an existing employee has a substantial change in role or returns from extended leave, an induction process may be necessary and the format will be determined according to the needs of each employee, during the ongoing appraisal process;
- Locum and agency staff, volunteers, staff with honorary contracts and students undertaking placements must complete local induction arrangements as stipulated in this policy to meet their specific needs.

Following recruitment, all new permanent employees will be notified in writing by People Services - Resourcing of their requirement to attend corporate induction with a date, time, venue and a copy of the local induction checklist.

An email containing the local induction checklist and corporate induction details will be sent to the line manager by Education CWP.

The week before corporate induction, Education CWP provides a courtesy call to each member of staff booked on, to clarify details and confirm attendance.

Induction will consist of 3 parts:

- **Corporate Induction** - An introduction to the organisation that provides a formal 'welcome' into CWP and describes the organisation;
- **Local Induction** - An introduction into the immediate work area providing an orientation into local departmental surroundings;
- **Training Needs Analysis (TNA)** - Completion of role specific mandatory requirements – Essentials TNA Framework (Appendix 10) – within 3 months of attending corporate induction.

3.1 Corporate Induction (minimum content of corporate induction)

All new CWP employees attend mandatory corporate induction scheduled by Education CWP.

Corporate Induction provides a formal 'Welcome' into CWP and describes the organisations culture, core purpose, vision and values together with information regarding many aspects of working for CWP.

The content of corporate induction is designed to mirror job roles within the Essentials 1 Framework [TNA](#) and includes:

- Face to face training;
- Care Certificate, where applicable.

NB:

- New staff are also enrolled onto mandatory elearning packages as defined in the Essentials Framework TNA by Education CWP, which they must complete within 3 months of attendance at corporate induction;
- Other face to face training requirements identified in the Essentials Framework TNA but not included on corporate induction **MUST** be booked locally by the line manager.

3.2 Local Induction (minimum content of the local / work based induction)

This element of the induction process is essential to ensure **ALL** employees are orientated to their area of work and appraised of the risk management issues as they apply to their role.

This part of the induction involves an informal face to face introduction to the 'new' staff members immediate work area by the line manager and also involves an orientation into the local departmental surroundings, job role and key personnel.

The line manager may delegate this process to another member of staff / work buddy. The work buddy will provide support over a two week period to ensure orientation to the work place and familiarity with work practices and policies. The work buddy will be an employee of a similar role and grade.

A checklist document (Appendix 1) must be completed within 1 month of attending corporate induction for each new member of staff and an electronic copy (of the front page) sent to Education CWP (educationcwp@cwps.nhs.uk) for recording and monitoring purposes. A copy of the checklist should also be retained by the manager and staff member themselves.

3.3 Training Needs Analysis (TNA) - Completion of requirements

Corporate induction (face to face), relevant elearning packages and any face to face sessions not covered at corporate induction must be completed by **ALL** staff within 3 months of attending corporate induction. The full requirements are outlined in the Essentials TNA (Appendix 10). Managers should ensure that protected time is allocated for completion of the induction elearning sessions.

3.4 Minimum content of the local induction for new staff

The checklists include minimum requirements to be completed by new staff and may be supplemented by relevant information for the employee covering specific areas.

Documents requiring completion

- All staff – Appendix 1;
- Also medical devices checklist - Appendix 9 (as required).

Volunteers, staff with honorary contracts and students undertaking placements should undertake local induction arrangements using the local induction checklist which may need to be tailored to meet their specific needs. Completed checklists for these staff should be retained within the work area.

3.5 Minimum content of local induction for temporary staff

There are two elements to temporary staff induction:

- Firstly, on recruitment, bank staff will receive the trust induction pack from the temporary staffing team which will also contain information on key trust policies, e.g. observation, manual handling, infection prevention and control and support information from the temporary staffing team;
- Secondly, the trust induction checklist must be completed with the bank worker and will be included in the induction pack. The temporary staffing team will arrange an induction shift to facilitate the completion of this checklist.

4. How the organisation records that all temporary staff complete local induction

4.1 Induction pack

The induction pack includes a sign off sheet confirming that the new starter has read and understood the information in the induction pack and must be received by the temporary staffing team before the person is set up on Healthroster Bank Staff. Unless a person is registered on Healthroster they cannot be offered work.

The sign off sheet is retained on the staff record which is maintained by the temporary staffing team.

4.2 Trust induction checklist

Temporary staffing bank staff work on an 'as and when required' basis, therefore the trust induction checklist is due to be completed within 37.5 working hours (equivalent to one week full time work). A significant proportion of the trust induction checklist will be completed by the new bank staff member in conjunction with a manager (or nominated deputy) on the induction shift and the rest will be completed within 37.5 working hours. Once completed the bank staff will return the completed form to temporary staffing who will report on completed induction checklists.

4.3 Local orientation checklist

Trust employees and temporary staffing bank workers currently complete a corporate trust induction checklist when commencing with the Trust. Bank workers provide cover across a number of departments within the Trust and as such work in more than one location. Substantive employees are also expected to provide cross cover to alternate departments if needed and therefore potentially work in more than one location. It would not be appropriate or expected for the trust corporate induction checklist to be completed when the employee or bank worker works in a particular department for the first time therefore it is necessary for a local induction to be completed. The Department Orientation Checklist (DOC) should be used in order to address this need as outlined in Appendix 2.

Agency workers are occasionally used to provide cover and it is an induction to the local area, via the DOC, rather than the corporate trust induction checklist that is appropriate. The DOC must be completed when the employee, bank or agency worker is working within the place of work for the first time or if it has been more than 3 months since they last worked there. It is the responsibility of the responsible person in charge of the shift to ascertain if a DOC is required and to complete this with the member of staff. This will ensure that the employee, bank or agency worker has been inducted to the local area.

There are additional specific checklists for temporary Nightsitters / RN's & CSW's / Admin & Clerical staff. Please see appendix 3, appendix 4, and appendix 5.

Completed checklists should be retained by the ward. A copy of the completed checklists for agency staff should be faxed to People Services – Resourcing with the original being retained by the ward.

5. Minimum content of Doctors in Training (DiT) induction

Doctors in training attend both a corporate induction and a local induction. The latter introduces them to the colleagues and services in the locality in which they will be working and also includes working base induction.

The DiT corporate induction is delivered to coincide with rotations and includes the minimum content of their mandatory training (as set out in the Essentials TNA Framework). Doctors new to CWP are required to attend one full induction programme only. Subsequently, doctors staying on or returning to CWP will be required to undertake new induction topics or to repeat any competency which has expired since their last placement.

5.1 Process for ensuring DiT are booked onto corporate induction

- HR Service Adviser and Medical Education Manager receive confirmation of rotation lists from Health Education North West (HENW) / employing Trusts;
- Medical Education Manager works with Education CWP to co-ordinate the DiT induction dates and programmes;
- Medical Education Manager books the DiT's onto the appropriate induction;
- If a DiT is absent for entire DiT induction programme, the Medical Education Manager will arrange for him / her to attend the next trustwide corporate induction. Where sessions are missed, the Medical Education Manager will advise how and where these are to be completed and the doctor must ensure he / she does so.

5.2 How the organisation records that all DiT's complete corporate induction

Attendance sheets at DiT corporate induction must be signed and information of attendance uploaded onto the DiT induction database.

5.3 Minimum content of DiT local induction

Local induction will include, but is not limited to, the topics listed on the induction checklist for doctors in training (appendix 6). This covers induction in their working base. In addition to this they will spend a day on a local induction in their nearest inpatient unit. The content of this is variable and is organised by the College Tutors(s).

5.4 Process for checking that all DiTs complete local induction

All DiTs sign into the local inpatient induction and their attendance is recorded on the medical education database.

All DiTs must complete local induction within one month of commencing placement. Checklists must be returned to Medical Education Manager within 5 weeks of commencing placement.

On completion of both local and corporate induction the doctor will receive a certificate of completed induction from the medical education team which should be included in their portfolio for inspection at the trainee's Annual Review of Competencies Progress (ARCP).

Medical Education Manager ensures that the local induction checklist is completed and updates the DiT induction database. Details of non-return of local checklists are followed up by the Medical Education Manager.

5.5 Process for following up DiT that fail to complete local induction

College tutors will provide information to DiTs who miss the local inpatient induction at the first opportunity, within a month of start date.

Medical Education Manager will email doctors who have not returned their induction checklist five weeks after commencement at CWP. The educational supervisor will be copied into this email and both doctors asked to ensure that the form is returned within a further week.

If this does not happen the Medical Education Manager will contact the Director of Medical Education who will take the appropriate action, depending on the grade of the trainee. Certificates of completed induction are not issued until both corporate and local induction has been completed. Without evidence of induction, trainees cannot pass their ARCP.

6. Minimum Content of Corporate Induction for Locum Doctors

Locum doctors could either be short term e.g. locums working out of hours / at weekends at short notice for up to 1 week, or long term e.g. locums covering all shifts for a week or more.

Locum doctors (of any grade) will attend the next DiT corporate induction if employed for more than 3 months. Otherwise they attend the next trustwide corporate clinical staff induction programme, see appendix 7.

Appendix 1 - Trust Local Induction Checklist for all staff

This checklist must be completed with your line manager within 1 month of attending corporate induction. It is a requirement that this checklist is completed within this 1 month timeframe. Sign-off of this checklist is electronic and the first page must be forwarded via email to: cwp.educationcwp@nhs.net within the 1 month timeframe. Return of checklists will be monitored as per the Trust induction policy.

Personal Information			
Surname		Forename	
Job Title			
Department/Ward/Base			
Date of commencement of employment with CWP			
Date of Attendance at Welcome to the Trust (Induction)			
Staff signature		Date checklist completed	
Managers name		Managers signature	

This checklist is to ensure that you receive timely and relevant information / guidance during your induction. It should help you settle into your new post with us as quickly and smoothly as possible.

CWP Essentials mandatory training

Additional items of Essentials mandatory training which apply to your job role must be completed within 3 months of attending trust corporate induction. These are found on the Essentials 1 Framework TNA or on the Education CWP intranet site.

All Staff

Minimum requirements for your induction are to complete:

- a) Your induction checklist within 1 month of your attendance at trust corporate induction.
- b) All your relevant Essentials Mandatory Training within 3 months of your attendance at trust corporate induction.

Staff with line management responsibility

You are required to complete the additional section on the last page of the checklist.

By return of this checklist you are agreeing to complete all your relevant Essentials Mandatory Training within 3 months of your attendance at trust corporate induction.

	Staff signature	Manager's signature	Date	Day 1	Week 1
1. Orientation					
Inform the current Covid-19 requirements for wearing face masks, social distancing and hand washing.					
Completion of covid-19 Risk Assessment and have you had your covid-19 vaccination ?					
Tour of department / unit					
Cloakrooms, lockers, domestic arrangements (where applicable)					
Fire points					
Emergency procedures - Internal / external (including evacuation)					
Dining arrangements					
Introduction to colleagues including identification of: <ul style="list-style-type: none"> • Building Manager • Health and Safety Representative • First Aid appointed person • Learner Representative • Fire Warden 					
Professional conduct <ul style="list-style-type: none"> • Dress code • Customer care 					
Bleep allocation (where applicable)					
2. Documentation					
Confirm completion of starter documentation e.g. Bank forms, pension forms					
Car parking permit application – if applicable					
Request to be submitted by manager and activated for email, IT access e.g. Internet access etc.					
3. Electronic & paper based Systems					
Discussion to agree training required on appropriate electronic systems depending on job role eg SystemOne, EMIS, ESR, Datix, Finance systems, iProc, Trac, Healthroster, Employee online (EOL) etc					
Mileage travel expense claims: car insurance MUST include cover for business travel in order to make any mileage claims. Manager to check and					

	Staff signature	Manager's signature	Date	Day 1	Week 1
upload to EOL					
Application for Smartcard if needed via ICT					
Department Communications e.g. telephone procedures, mail, filing, corporate templates					
Security (including personal safety, building/site)					
Procedures for absence including leave entitlement, sickness, flexi-time, lieu time where appropriate					
Identification Badge					
4. Communications					
Team brief					
Intranet / Internet					
Newsletters					
Meetings					
5. Policies					
Responsibilities in relation to policy awareness/how to access current policies					
Application of the following policies in relation to your work area:					
Induction and Essentials Mandatory Training policies					
Data, Security, Confidentiality and Information Governance					
Fire policy					
Risk Management including risk assessments					
Incident Reporting, Management and Review including completion of incident forms					
Slips, Trips and Falls including risk assessments					
Observation policy – for both mental and physical health					
CPR including risk assessments					
Infection Prevention & Control					
Hand Hygiene					
Raising and Escalating Concerns'					
Safeguarding Children and Adults					
Medical Devices – responsibilities in relation to medical devices/equipment and competency record document for medical devices (Appendix 9) and retain on personal file					

	Staff signature	Manager's signature	Date	Day 1	Week 1
Violence and Aggression including risk assessments					
Privacy and Dignity including mixed sex accommodation					
Pathology					
Discussion re consent training and associated policies					
6. Additional knowledge					
Mental Health conditions – including symptoms and observation					
Physical Health conditions – including symptoms and observations					
6C's, trust values and behaviours in all areas					
Duty of Candour (all clinical staff)					
Equality and Diversity					
7. Job role					
If you are a preceptor email cwp.pefadmin@nhs.net to inform the team you are a newly qualified health professional in order to access the Trust preceptorship programme.					
Discussion of job role					
Discussion of development needs including Essentials Mandatory Training, Supervision, Appraisals and agreed date of completion. Email the library to sign up for keeping up to date services, or visit their intranet pages.					
Supervision arrangements including identification of buddy					

Staff with line management responsibility must complete this section.

	Staff signature	Manager's signature	Date	Day 1	Week 1
8. Manager Specific Information					
Request a copy of Manager Essentials Handbook from cwp.educationcwp@nhs.net					
Know how to access Trust templates on intranet, e.g. corporate letters, policies, leaflets, meeting guidance, etc					
Understand CWP service objectives in relation to your work area and management role					
Identification of key people and contact details, e.g. finance link, HR Service Partner					
Meetings arranged with key people					
Awareness of Governance Structure					
Understand responsibilities in the business planning process					
Responsibilities in relation to policy awareness and application of the following in relation to your management role (if applicable):					
Corporate Governance Policies					
Governance and Risk Policies					
Human Resources Policies					
Learning Needs Analysis completed with manager					

Appendix 2- Department Orientation Checklist (DOC)

Department		Date	
Staff name		Manager name	
Staff job title		Manager job title	

All staff (bank, agency or substantive staff who have been permanently or temporarily redeployed) who are new to the department or who have not worked in the department in the past 3 months must complete the following with the Team Manager or a nominated deputy, in order to comply with national regulations. **A copy must be retained by the department.**

NB In addition to this department orientation checklist new trust employees and bank staff will also have a trust induction checklist to complete within the allocated timeframe.

General	Staff signature	Manager signature	Date
Welcome, tour of the unit & introduction to colleagues			
Discussion of job role			
Professional conduct - Dress code - Customer care			
Current patient care plans, risk assessments etc			
Issue keys, door codes, personal alarm etc			
Telephone system and internal / external numbers			
Emergency telephone numbers including bleep system			
Location of equipment, medical supplies, stationary etc			
Supervision arrangements including identification of buddy			
Policy access			
Safeguarding Children and Adults - application of these policies in relation to work area			
Privacy and Dignity policy including mixed sex accommodation			
Health & Safety			
Procedure for reporting incidents, near misses, accidents and broken/faulty equipment			
Needlestick injury procedure			
Security (including personal safety, building/site etc)			
Procedure for discovery of fire			
Procedure on hearing a fire alarm			

General	Staff signature	Manager signature	Date
Location of fire alarms, firefighting equipment and exits			
Evacuation procedure for staff and patients including assembly point			
Security (including personal safety, building / site)			
Trust policy on dealing with spillages			
Trust policy on disposing of different waste types			
Medical devices – only to be used if appropriately trained – form Appendix 9			
Moving & handling – procedures and equipment only to be used if appropriately trained			
Medicines management			
Pharmacy contact details			
Procedure for outbreak of infectious diseases (eg norovirus)			
Information Governance			
Duty of confidentiality & confidentiality policy including social networking sites			
Procedure in event of breach of confidentiality			
Information governance policy			
Health records policy			
Responsibility in relation to personal identifiable information e.g. stored securely, patient records locked away / not visible, clear desk policy, logging off computer			
Email security – secure networks and encryption			
Procedure if access to records request is received			
Procedure in event of police request for records			
Additional local considerations			
Local Policies – Please specify			
Other – please specify			

For agency workers please fax completed form to Temporary Staffing on 0151 482 7631.

Appendix 3 - Trust Local Induction Checklist (RN and CSWs)

This checklist should be completed in conjunction with ward staff. It is a requirement that this checklist is completed within 37.5 working hours and return of checklists will be monitored as per the Trust induction policy.

Personal Information			
Surname		Forename	
Job Title			
Department/Ward/Base			
Date of commencement of employment with CWP			
Date of Attendance at Corporate Induction			
Staff signature		Date checklist completed	
Managers name		Managers signature	

This checklist is to ensure that you receive timely and relevant information / guidance during your induction. It should help you settle into your new post with us as quickly and smoothly as possible.

Temporary Staffing Employees please return to:
Temporary Staffing Manager
Management Suite
Springview
Clatterbridge Health Park
Bebington
Wirral CH63 4JY

You are strongly advised to photocopy the checklist before sending and send by recorded delivery

CWP Essentials Mandatory Training

Additional items of Essentials mandatory training which apply to your job role must be completed within 3 months of attending trust corporate induction.

In summary, minimum expectations for your induction are to have completed:

Your induction checklist within 37.5 hrs of work;

All your relevant Essentials Mandatory Training within 3 months of your attendance at trust corporate induction.

By return of this checklist you are agreeing to complete all your relevant Essentials Mandatory Training within 3 months of your attendance at Trust Corporate Induction

	Staff signature	Manager's signature	Date	Day 1	Week 1
1. Orientation					
Tour of department / unit				✓	
Cloakrooms, lockers, domestic arrangements (where applicable)				✓	
Fire points				✓	
Emergency procedures - Internal / external (including evacuation)				✓	
Dining arrangements				✓	
Introduction to colleagues including identification of: <ul style="list-style-type: none"> • Building Manager • Health and Safety representative • First Aid appointed person • Learner representative • Fire warden 				✓	
Professional conduct <ul style="list-style-type: none"> • Dress code • Customer care 				✓	
Bleep allocation (where applicable)				✓	
2. Documentation					
Confirm completion of starter documentation e.g. Bank forms, pension forms					
Car parking permit application – if applicable				✓	
Request to be submitted by manager and activated for email, IM and T access e.g. Internet access etc.					
3. Electronic & Paper Based Systems					
Discussion to agree training required on appropriate electronic systems depending on job role e.g. electronic patient record systems, ESR, Datix, Finance systems, IProc, Trac, Healthroster, Employee on line etc					✓
Application for Smartcard if needed					✓
Department Communications e.g. telephone procedures, mail, filing, corporate templates					✓
Security (including personal safety, building / site)					✓
Procedures for absence including leave entitlement, sickness, flexi-time, lieu time where appropriate					
4. Communications					

	Staff signature	Manager's signature	Date	Day 1	Week 1
Team brief					✓
Intranet / Internet					
Newsletters					✓
Meetings					✓
5. Policies					
Responsibilities in relation to policy awareness / how to access current policies					✓
Essential Mandatory training policy Application of this policy in relation to your work area					
Data, security, confidentiality Application of these policies in relation to your work area					✓
Fire policy - Application of this policy in relation to your work area					✓
Risk Management policy - Application of this policy in relation to your work area including risk assessments relating to your work area					✓
Incident reporting, management and review policy - Application of this policy in relation to your work area including completion of incident forms					✓
Slips, Trips and Falls - Application of this policy in relation to your work area including risk assessments relating to your work area					✓
Observation - Application of this policy in relation to your work area for both Mental Health and Physical Health					✓
CPR - Application of this policy in relation to your work area including risk assessments relating to your work area					✓
Infection Prevention & Control - Application of these policies in relation to your work area					✓
Hand Hygiene - Application of this policy in relation to your work area					✓
Raising and Escalating Concerns' Policy - Application of these policies in relation to your work area					✓
Safeguarding Children and Adults - Application of these policies in relation to your work area					✓
Medical Devices - Staff must not use medical devices prior to receiving training and staff must only use medical devices if competent to do so (Policy for the management and training needs of medical devices CP59). When asked to					

	Staff signature	Manager's signature	Date	Day 1	Week 1
use a medical device bank staff are responsible for highlighting to the nurse in charge if they have not received training and/or if they are not competent to use the device.					
Violence and Aggression - Application of this policy in relation to your work area including risk assessments relating to your work area					✓
Mental Health conditions – Application in relation to area of work to include symptoms, observation					✓
Physical Health conditions – Application in relation to area of work to include symptoms, observation					✓
6C's, trust values and behaviours all areas					✓
Discussion re consent training and associated policies					✓
6. Job role / role of department/team					
Discussion of job role					✓
Discussion of development needs including, mandatory employee learning, awareness of PDP / PDR, 1:1's, supervision, appraisals (where appropriate). Agreed date of completion					
Supervision arrangements including identification of buddy					
Pathology					✓

Appendix 4 - Trust Local Induction Checklist (Night Sitters)

This checklist should be completed during your meeting with the CSM and shadow shift with the district nurse team. It is a requirement that this checklist is completed within 37.5 working hours and return of checklists will be monitored as per the Trust induction policy.

Personal Information			
Surname		Forename	
Job Title			
Department/Ward/Base			
Date of commencement of employment with CWP			
Date of Attendance at Corporate Induction			
Staff signature		Date checklist completed	
Managers name		Managers signature	

This checklist is to ensure that you receive timely and relevant information / guidance during your Induction. It should help you settle into your new post with us as quickly and smoothly as possible.

CWP Essentials Mandatory Training

Additional items of Essentials mandatory training which apply to your job role must be completed within 3 months of attending trust corporate induction. These are found on the Essentials TNA and guidance documents within the Essentials Mandatory Training Policy or on the Education CWP intranet site.

In summary, minimum expectations for your induction are to have completed:

- a) Your Induction Checklist within 1 month of your attendance at Trust Corporate Induction
- b) All your relevant Essentials Mandatory Training within 3 months of your attendance at Trust Corporate Induction.

By return of this checklist you are agreeing to complete all your relevant Essentials Mandatory Training within 3 months of your attendance at Trust Corporate Induction

	Staff signature	Manager's signature	Date	Day 1	Week 1
1. Introduction					
Introduction to colleagues including: <ul style="list-style-type: none"> Allocation to Community Care Team for shadowing shift Allocation to night sitter for shadowing night sit 				✓	
Professional conduct <ul style="list-style-type: none"> Dress code Customer care 				✓	
Bleep allocation (where applicable)				✓	
2. Documentation					
Confirm completion of starter documentation e.g. Bank forms, pension forms					
Request to be submitted by manager and activated for email, IM and T access e.g. Internet access etc.					
3. Electronic & Paper Based systems					
Discussion to agree training required on appropriate electronic systems depending on job role e.g. electronic patient record systems, ESR, Datix, Finance systems, IProc, Trac, Healthroster, Employee on line etc					✓
Application for Smartcard if needed					✓
Department Communications e.g. telephone procedures, mail, filing, corporate templates					✓
Security (including personal safety, building/site)					✓
Procedures for absence including leave entitlement, sickness, flexi-time, lieu time where appropriate					
4. Communications					
Team brief					✓
Intranet / Internet					
Newsletters					✓
Meetings					✓
5. Policies					
Responsibilities in relation to policy awareness / how to access current policies					✓
Essentials Mandatory Training Policy Application of this policy in relation to your work area					✓

	Staff signature	Manager's signature	Date	Day 1	Week 1
Data, security, confidentiality Application of these policies in relation to your work area					✓
Fire policy - Application of this policy in relation to your work area					✓
Risk Management policy - Application of this policy in relation to your work area including risk assessments relating to your work area					✓
Incident reporting, management and review policy - Application of this policy in relation to your work area including completion of incident forms					✓
Slips, Trips and Falls - Application of this policy in relation to your work area including risk assessments relating to your work area					✓
CPR - Application of this policy in relation to your work area including risk assessments relating to your work area					✓
Infection Prevention & Control - Application of these policies in relation to your work area					✓
Hand Hygiene - Application of this policy in relation to your work area					✓
Raising and Escalating Concerns' Policy - Application of these policies in relation to your work area					✓
Safeguarding Children and Adults - Application of these policies in relation to your work area					✓
Medical Devices - Responsibilities in relation to medical devices / equipment Undertake to complete competency record for medical devices and forward original completed form to Temporary Staffing Service for personal file (copy of form with induction pack)					✓
Violence and Aggression - Application of this policy in relation to your work area including risk assessments relating to your work area					✓
Mental Health conditions – Application in relation to area of work to include symptoms, observation					✓
Physical Health conditions – Application in relation to area of work to include symptoms, observation					✓
6C's, trust values and behaviours all areas					✓
Discussion re consent training and associated policies					✓
6. Job role / role of department/team					

	Staff signature	Manager's signature	Date	Day 1	Week 1
Discussion of job role					✓
Discussion of development needs including, mandatory employee learning, awareness of PDP / Appraisal, 1:1's, supervision (where appropriate). Agreed date of completion _____					
Supervision arrangements including identification of buddy					
Pathology					✓

Appendix 5 - Trust Local Induction Checklist (Admin & Clerical)

This checklist should be completed in conjunction with ward staff. It is a requirement that this checklist is completed within 37.5 working hours and return of checklists will be monitored as per the Trust induction policy.

Personal Information			
Surname		Forename	
Job Title	Bank Administration Support		
Department/Ward/Base			
Date of commencement of employment with CWP			
Date of Attendance at Corporate Induction			
Staff signature		Date checklist completed	
Managers name		Managers signature	

This check list is to ensure that you receive timely and relevant information/guidance during your induction. It should help you settle into your new post with us as quickly and smoothly as possible.

Temporary Staffing Employees please return to:
 Temporary Staffing Manager
 Management Suite
 Springview
 Clatterbridge Health Park
 Bebington
 Wirral CH63 4JY

You are strongly advised to photocopy the checklist before sending and send by recorded delivery

CWP Essentials Mandatory Training

Additional items of Essentials mandatory training which apply to your job role must be completed within 3 months of attending trust corporate induction.

In summary, minimum expectations for your induction are to have completed:
 Your Induction Checklist within 37.5 hrs of work;
 All your relevant Essentials Mandatory Training within 3 months of your attendance at trust corporate induction.

By return of this checklist you are agreeing to complete all your relevant Essentials Mandatory Training within 3 months of your attendance at Trust Corporate Induction

	Staff signature	Manager's signature	Date	Day 1	Week 1
1. Orientation					
Tour of department / unit				✓	
Cloakrooms, lockers, domestic arrangements (where applicable)				✓	
Fire points				✓	
Emergency procedures - Internal / external (including evacuation)				✓	
Dining arrangements				✓	
Introduction to colleagues including identification of: <ul style="list-style-type: none"> • Building Manager • Health and Safety representative • First Aid appointed person • Learner representative • Fire warden 				✓	
Professional conduct <ul style="list-style-type: none"> • Dress code • Customer care 				✓	
Bleep allocation (where applicable)				✓	
2. Documentation					
Confirm completion of starter documentation e.g. Bank forms, pension forms					
Car parking permit application – if applicable				✓	
Request to be submitted by manager and activated for email, IM and T access e.g. Internet access etc.					
3. Electronic & Paper Based Systems					
Discussion to agree training required on appropriate electronic systems depending on job role e.g. electronic patient record systems, ESR, Datix, Finance systems, IProc, Trac, Healthroster, Employee on line etc					✓
Application for Smartcard if needed					✓
Department Communications e.g. telephone procedures, mail, filing, corporate templates					✓
Security (including personal safety, building/site)					✓
Procedures for absence including leave entitlement, sickness, flexi-time, lieu time where appropriate					

	Staff signature	Manager's signature	Date	Day 1	Week 1
4. Communications					
Team brief					✓
Intranet / Internet					
Newsletters					✓
Meetings					✓
5. Policies					
Responsibilities in relation to policy awareness / how to access current policies					✓
Essentials Mandatory Training Policy Application of this policy in relation to your work area					
Data, security, confidentiality Application of these policies in relation to your work area					✓
Fire policy - Application of this policy in relation to your work area					✓
Risk Management policy - Application of this policy in relation to your work area including risk assessments relating to your work area					✓
Incident reporting, management and review policy - Application of this policy in relation to your work area including completion of incident forms					✓
Slips, Trips and Falls - Application of this policy in relation to your work area including risk assessments relating to your work area					✓
Observation - Application of this policy in relation to your work area for both Mental Health and Physical Health					✓
CPR - Application of this policy in relation to your work area including risk assessments relating to your work area					✓
Infection Prevention & Control - Application of these policies in relation to your work area					✓
Hand Hygiene - Application of this policy in relation to your work area					✓
Raising and Escalating Concerns' Policy - Application of these policies in relation to your work area					✓
Safeguarding Children and Adults - Application of these policies in relation to your work area					✓
Medical Devices - Staff must not use medical devices prior to receiving training					

	Staff signature	Manager's signature	Date	Day 1	Week 1
and staff must only use medical devices if competent to do so (Policy for the management and training needs of medical devices CP59). When asked to use a medical device bank staff are responsible for highlighting to the nurse in charge if they have not received training and/or if they are not competent to use the device.					
Violence and Aggression - Application of this policy in relation to your work area including risk assessments relating to your work area					✓
Mental Health conditions – Application in relation to area of work to include symptoms, observation					✓
Physical Health conditions – Application in relation to area of work to include symptoms, observation					✓
6C's, trust values and behaviours all areas					✓
Discussion re consent training and associated policies					✓
6. Job role / role of department/team					
Discussion of job role					✓
Discussion of development needs including, mandatory employee learning, awareness of PDP / PDR, 1:1's, supervision, appraisals (where appropriate). Agreed date of completion					
Supervision arrangements including identification of buddy					
Pathology					✓

Appendix 6 - Induction Checklist for Doctors in Training (DiT)

This local induction checklist should be completed in conjunction with the consultant/local team with whom you are working. Please ensure that you, and whoever delivered the training, sign all sections **and return the form to the Medical Education Team at Bowmere Hospital within 4 weeks of your start date (i.e by**) Return of these checklists is closely monitored and your Educational / Clinical Supervisor will be contacted if they are not received 5 weeks after commencement of your placement.

Please do not return the checklist until you have completed all the learning identified

First name	
Last name	
Grade	
Sub-specialty	
Name of supervising consultant	
Address of your base	
Date of commencement at CWP	
Date of attendance at CWP corporate induction	
Employing trust	
Date of last induction & name of trust	

Affirmation of completion of the training included in this checklist

Signature of trainee	
Signature of consultant	

NB - The signature of the trainee and instructor is required for every topic.

An “Instructor” may be your consultant / team / ward manager or medical secretary (where appropriate)

Training need	Trainee's signature	Instructor's signature	Date	Local induction - you should receive this information within 1 week of start date	You should receive this information within 2 weeks of start date
Tour of hospital/base				✓	
Fire points				✓	
Emergency procedures - internal & external (including evacuation)				✓	
Introduction to team, including MDT meetings				✓	
Identification of Building Manager and Fire Warden				✓	
Professional conduct including dress code				✓	
Allocation of bleep, keys, fobs, personal alarm, Dictaphone, as appropriate.				✓	
Car parking permit if applicable				✓	
Communications - internal and external including policies section of intranet				✓	
Discussion to agree training required on appropriate electronic systems depending on job role e.g. electronic patient record systems, ESR, Datix, Finance systems, IProc, Trac, Healthroster, Employee on line etc				✓	
Security - personal and building/site				✓	
Local duty rotas & procedures for reporting sickness/requesting leave				✓	
Discussion of job role and timetable with consultant, including consent training and medical devices (where appropriate)				✓	
Discussion of development / competency needs					✓

Training need	Trainee's signature	Instructor's signature	Date	Local induction - you should receive this information within 1 week of start date	You should receive this information within 2 weeks of start date
Meeting with College Tutor (Core Trainees only)					✓
Procedure for reporting supervision dates					✓
Information on the patient care pathways applicable to your role (normally provided locally on the first day of rotation):- <ul style="list-style-type: none"> - Home Treatment Teams - Liaison Psychiatry & out of hours services - A&E assessments - Adult and older peoples mental health CMHTs - ECT - Early Intervention Teams - CAMHS (inc 16-19 service) - Learning Disabilities - Drugs and Alcohol 				✓	
Pathology arrangements				✓	
Privacy and Dignity including mixed sex accommodation				✓	

Appendix 7 - Locum Doctors Induction and Training Information Sheet (short and long term)

CHECKLIST FORM

SECTION ONE & SECTION TWO - To be completed by HR Advisor. See 'Medical staffing pre-employment checking procedure for locum doctors employed by medical staffing agencies' policy HR7 Appendix 3 'Checklist for locum medical staff employed by medical staffing agencies'. Click here to access policy [HR7](#)

SECTION THREE – Short term locum medical staff induction checklist (locum doctors working out of hours / at weekends at short notice for up to one week) - Completed by Locum Doctor

I confirm that I have received information on the following:

Induction details	Signed
Orientation	
Fire procedure	
Bleep number / procedure	
Key contacts	
Key responsibilities	
Access to the intranet/Trust policies	
Name of Doctor performing clinical handover	
Name of Doctor handed over to	

This checklist must be completed and returned to the Resourcing team.

Section Four – Long term locum medical staff induction checklist (locum doctors covering all shifts for a week or more) - Completed by Locum Doctor

I confirm that I have received information on the following:

Topic	Provided by clinical Director/supervising Consultant	Provided by Team Manager/Admin Staff	Signature of locum
Orientation	✓		
Weekly time table	✓		
Local rotas	✓		
Reporting Sickness	✓		
Applying for leave	✓		
Information about Clinical teams and pathways	✓		
Trust policies relevant to role including Privacy and Dignity and mixed sex accommodation	✓		
electronic patient record systems training		✓	

Topic	Provided by clinical Director/supervising Consultant	Provided by Team Manager/Admin Staff	Signature of locum
Provision of PC, mobile phone, keys, Dictaphone		✓	
Information re: access to building (including emergency procedures)		✓	
Loan working arrangements		✓	

This checklist must be completed and returned to HR Service Advisor (Medical Staffing).

Appendix 8 - Additional Process Information

How the organisation records that all new permanent staff attend corporate induction

Education CWP collate completed attendance sheets after the face to face element of Corporate Induction. This ensures identification of staff that have completed face to face Corporate Induction. The member of staffs learning record on ESR is updated by Education CWP to 'completed' or 'Did Not Attend' (DNA).

Once the Induction elearning modules have been successfully completed the member of staffs learning record is automatically updated by the ESR system.

How the organisation follows up those who do not attend Corporate Induction

1st DNA process

On the first occasion where a member of staff fails to attend the face to face corporate induction without prior notification to Education CWP, notification of the DNA by email will be sent directly to the line manager and the member of staff copied in with provision of the next available date for attendance. The manager follows this up directly with the member of staff and ensures their attendance at the next available date provided.

2nd DNA process

Where a member of staff fails to attend the face to face corporate induction on a second occasion within a 3 month period, the same process as the 1st DNA will be followed and in addition email notification will be sent directly to the Head of Service / General Manager / Associate Director / Executive Director (depending on the specific service involved) by Education CWP.

Failure to complete relevant e-learning modules within 3 months following attendance at Corporate Induction will result in Education CWP staff notifying the Clinical Service Manager/Head of Service with information relating to outstanding modules and requesting information regarding failure to complete required training. General Manager / Associate Director / Executive Director are copied into this correspondence.

How the organisation monitors completion of the Corporate Induction face to face and elearning packages

One month after attending face to face Corporate Induction the member of staff and manager will receive a Trigger progress report and reminded they have 2 months to complete.

Three months after attending face to face Corporate Induction final Trigger Report sent to Clinical Service Manager / Associate Director / Executive Director detailing learning requirements not completed.

How the organisation records that all new permanent staff complete local induction

The checklist will be completed by the new staff member in conjunction with their line manager from the first day at their work base, and once completed be returned electronically to Education CWP within 1 month of attendance at the induction. The induction checklist will be kept in the member of staff's personal file.

How the organisation follows up those who do not complete the local induction (work based) checklist

Education CWP monitor the completion of the checklist sign off form as set out below and records receipt of the form on the member of staffs ESR learning record.

1st non return process

Failure to return the checklist and sign off form 1 month following corporate induction will result in line managers to be contacted by email by Education CWP requesting the checklist and sign off form.

2nd non return process

Failure to return the checklist and sign off form after a further 2 weeks following this request (without valid reasons i.e. sickness) will result in Heads of Service / General Manager / Associate Director / Executive Director (where appropriate) being notified by email requesting for further action to be taken locally.

Temporary Staff

How the organisation follows up those temporary staff who do not complete local induction

Failure to complete induction pack sign off sheet

The induction pack sign off sheet must be received by the temporary staffing team before the person is set up on Health roster Bank Staff. If the induction pack sign off sheet is not received within one month of the pack being distributed then the temporary staffing team will send a reminder letter to the member of staff stating that if the sign off sheet is not received within 14 days, the offer of a bank position will be withdrawn.

Failure to complete trust induction checklist

The temporary staffing team monitors the completion of local induction checklists directly with temporary staff and maintain a database to provide information centrally to Education CWP. The completed induction checklist is due within 37.5 working hours.

1st non return process for staff who have worked over 37.5hrs

The temporary staffing team will monitor the return of induction checklists. If the member of staff has not completed their checklist but they have worked 37.5 hours then they will be contacted by letter by the temporary staffing team and informed that if it is not received completed within 14 days, they will be made inactive on the temporary staffing register. If the checklist has not been received within three months of the date of the letter, they will be removed from the temporary staffing register by the completion of an HR4 by the temporary staffing team.

Failure to complete Care Certificate Competency Workbook

The temporary staffing team will monitor the return of the Care Certificate Competency Workbook Signoff Sheet. If the member of staff has not completed their checklist but they have worked 450 hours then they will be contacted by letter by the temporary staffing team and informed that if it is not received completed within a further 150 hours of work (equivalent to one month), they will be made inactive on the temporary staffing register. If the sign off sheet has not been received within three months of the date of the letter, they will be removed from the temporary staffing register by the completion of an HR4 by the temporary staffing team.'

Doctors in Training

How the Organisation Follows up Doctors in Training Who do Not Complete Corporate Induction

1st DNA Process

On the first occasion where a member of staff fails to attend the face to face doctors in training corporate induction without prior notification to Medical Education Manager, doctors in training are booked onto the next available Trustwide Corporate Induction by the Medical Education Manager. The Medical Education Manager notifies the doctors in training supervising consultant of the date of the next Trustwide Corporate Induction.

2nd DNA Process

Where a member of staff fails to attend the face to face Corporate Induction on a second occasion, notification will be sent directly to the supervising consultant, the college tutor (where appropriate) and Clinical Director by the Medical Education Manager.

Failure to attend / complete the Corporate Induction (both face to face and relevant e-learning modules) will result in either the supervising consultant, the college tutor (where appropriate) or the Clinical Director contacting the member of staff to identify the reason(s). The Director of Medical Education will advise on the next appropriate action.

Process for checking that all locum doctors complete Corporate Induction

HR colleagues liaise with the Medical Education Manager to establish date of nearest DiT induction programme and to book the long term locum in.

Medical Education Manager sends the locum the programme, records their attendance and issues a certificate upon completion.

Process for following up all long term locum doctors who fail to complete corporate induction

If there is no valid reason for the non-attendance /non completion, the Medical Education Manager notifies the Clinical Director who decides upon appropriate next steps.

Process for checking that all locum doctors complete local induction

Short term locums

- Local Induction is to be completed on first day of starting / beginning of first shift with a senior member of staff;
- The senior member of staff with the locum must complete the locum local short term induction checklist (Appendix 5) and forward it to the Temporary Staffing Team;
- Temporary Staffing follow up return of induction checklists with senior manager after 2 weeks of commencing shift.

Long term locums

- Local Induction is to be completed on first day of starting / beginning of first shift with a senior member of staff;
- The senior member of staff with the locum must complete the locum local long term induction checklist (Appendix 5) and forward it to the Temporary Staffing;
- Temporary Staffing follows up return of induction checklists with senior manager after 2 weeks of commencing shift.

Process for following up all locum doctors that fail to complete local induction

Short term locums

If the checklist form is not received within one month of the doctor commencing the shift with the Trust, Temporary Staffing will arrange for the agency to contact the doctor and return the completed form.

Long term locums

Failure to return the checklist within one month of the doctor commencing with the Trust (without valid reason i.e. sickness) will result in General Manager / Clinical Director (where appropriate) being notified requesting for further action to be taken

Appendix 9 - Example of competency record for high and medium risk medical devices (as part of induction and annual appraisal process)

For Clinical Staff Only

Date of induction if applicable	
Date of annual appraisal if applicable	
Name of person receiving induction / appraisal	
Designation of person receiving induction/appraisal and team that they work in	

Please list all of the medical devices that this individual will use/uses in their current clinical role (please refer to [appendix 4](#) of the [medical devices policy](#))

Devices to be used or currently used as part of clinical role	Training received in past year in relation to these devices (PUT YES OR NO) If training has been received from another healthcare organisation, evidence must be provided	Record if staff are competent to use devices (YES OR NO WITH ANY COMMENTS)	Training required for year ahead in relation to devices (YES OR NO AND LINK TRAINING INTO APPRAISAL TRAINING REQUIREMENTS)
High			
Medium			

Staff signature		Signature of person completing appraisal	
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Appendix 10 – EE1 Essentials Framework TNA – Mental



EE1 Essentials Framework TNA - Mental Health

STAFF ARE REQUIRED TO COMPLETE - Trust Wide Mandatory Training

Title of Mandatory Training	Subject Matter Expert (SME) / Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode	Clinical			Medics		Allied Health Professionals				Other Clinical		Ancillary Staff		Non Clinical			
					Inpatient Staff	Community Nurses	CSW/AP/Support Workers	Medics	Medics in Acute care/ Ward areas	CAMHS Medics	Occupational Therapists	Physiotherapists	Occupational Health	Pharmacy	Psychology	GMs/CSMs	Ward Clerks	Estates/Facilities (exc domestics)	Domestics	Admin	Manager
Dementia Awareness	Kim Madeley	All Clinical Staff	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓					
Dual Diagnosis	Janet Durrans	All Clinical Staff & Medics	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Emergency Planning	Julie Critchley	All Staff	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Equality and Diversity	Andrea Hughes	All Staff	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fraud	Andy Harland	All Staff	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



EE1 Essentials Framework TNA - Mental Health

STAFF ARE REQUIRED TO COMPLETE - Trust Wide Mandatory Training

Title of Mandatory Training	Subject Matter Expert (SME) / Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode	Clinical			Medics		Allied Health Professionals				Other Clinical		Ancillary Staff		Non Clinical			
					Inpatient Staff	Community Nurses	CSW/AP/Support Workers	Medics	Medics in Acute care/ Ward areas	CAMHS Medics	Occupational Therapists	Physiotherapists	Occupational Health	Pharmacy	Psychology	CMs/CSMs	Ward Clerks	Estates/Facilities (exc domestics)	Domestics	Admin	Manager
Harassment & Bullying	Chris Sheldon	All Staff	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Health Record Keeping	David Wood	All Clinical Staff & Medics	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Health & Safety	John Loughlin	All Staff	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Medicines Management Awareness (Community and MH/LD)	Fiona Couper	All Clinical Staff & Medics	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Moving and Handling Training including Slips, Trips & Falls (non people moving)	Ken Edwards	All Non Clinical, Non Inpatient Clinical Staff & Medics exc Dementia & LD Respite Wards	No Renewal	E-Learning		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓



EE1 Essentials Framework TNA - Mental Health

STAFF ARE REQUIRED TO COMPLETE - Trust Wide Mandatory Training

Title of Mandatory Training	Subject Matter Expert (SME) / Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode	Clinical			Medics		Allied Health Professionals				Other Clinical		Ancillary Staff		Non Clinical				
					Inpatient Staff	Community Nurses	CSW/AP/Support Workers	Medics	Medics in Acute care/ Ward areas	CAMIHS Medics	Occupational Therapists	Physiotherapists	Occupational Health	Pharmacy	Psychology	GMs/CSMs	Ward Clerks	Estates/Facilities (exc domestics)	Domestics	Admin	Manager	Exec Team
Principles of Clinical Risk Assessment	Ken Edwards	All Clinical Staff & Medics	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓							
Clinical Supervision	Maria Nelligan	All Clinical Staff	No Renewal	Face to Face	✓	✓	✓				✓	✓	✓	✓	✓							
Effective Care Planning	Ken Edwards	Clinical Staff & Medics	No Renewal	Face to Face	✓	✓	✓	✓	✓	✓	✓			✓	✓							
Fire Safety	John Loughlin	All Non Clinical, Clinical Non Inpatient Staff & Medics	No Renewal	Face to Face		✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Physical Health in Mental Health	Ken Edwards	All Clinical Inpatient & Community Staff.	No Renewal	Face to Face	✓	✓	✓															



EE1 Essentials Framework TNA - Mental Health

STAFF ARE REQUIRED TO COMPLETE - Trust Wide Mandatory Training

Title of Mandatory Training	Subject Matter Expert (SME) / Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode	Clinical			Medics		Allied Health Professionals				Other Clinical		Ancillary Staff		Non Clinical			
					Inpatient Staff	Community Nurses	CSW/AP/Support Workers	Medics	Medics in Acute care/ Ward areas	CAMHS Medics	Occupational Therapists	Physiotherapists	Occupational Health	Pharmacy	Psychology	GMs/CSMs	Ward Clerks	E states/Facilities (exc domestics)	Domestics	Admin	Manager
Wrap 3	Andrea Hughes	All Clinical Staff	No Renewal	Face to Face	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Health & Safety, E&D and Critical Updates (currently known as Learning from Experience)(under development)	Audrey Jones Andrea Hughes John Loughlin	All Staff	Yearly	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Information Governance	Gill Monteith David Wood	All Staff	Yearly	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
IPC including Hand Hygiene	Amanda Miskell Maria Nelligan	All Non Clinical Staff e.g office only staff (Finance, IT) exc Domestics	Yearly	E-Learning												✓	✓	✓		✓	



EE1 Essentials Framework TNA - Mental Health

STAFF ARE REQUIRED TO COMPLETE - Trust Wide Mandatory Training

Title of Mandatory Training	Subject Matter Expert (SME) / Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode	Clinical			Medics		Allied Health Professionals				Other Clinical		Ancillary Staff		Non Clinical			
					Inpatient Staff	Community Nurses	CSW/AP/Support Workers	Medics	Medics in Acute care/ Ward areas	CAMHS Medics	Occupational Therapists	Physiotherapists	Occupational Health	Pharmacy	Psychology	GMS/CSMs	Ward Clerks	Estates/Facilities (exc domestics)	Domestics	Admin	Manager
IPC including Hand Hygiene, inoculation incident training	Amanda Miskell Maria Nelligan	All Clinical staff, inc Medics, Domestics & Executive Team	Yearly	Face to Face	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	
Fire Ward Evacuation (including general fire training)	Gordon Kay/John Allington John Loughlin	All Inpatient Staff including Medics	Yearly	Face to Face	✓		✓		✓												
Life Support - Basic	Ken Edwards	All Clinical Staff exc Inpatient Staff & Medics	Yearly	Face to Face		✓	✓				✓	✓	✓	✓	✓						
Moving and Handling Training including Slips, Trips & Falls (people moving)	Ken Edwards	All Inpatient Staff on Dementia & LD Respite Wards exc Medics	Yearly	Face to Face	✓		✓														



EE1 Essentials Framework TNA - Mental Health

STAFF ARE REQUIRED TO COMPLETE - Trust Wide Mandatory Training

Title of Mandatory Training	Subject Matter Expert (SME) / Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode	Clinical			Medics		Allied Health Professionals				Other Clinical		Ancillary Staff		Non Clinical			
					Inpatient Staff	Community Nurses	CSW/AP/Support Workers	Medics	Medics in Acute care/ Ward areas	CAMHS Medics	Occupational Therapists	Physiotherapists	Occupational Health	Pharmacy	Psychology	GMs/CSMs	Ward Clerks	Estates/Facilities (exc domestics)	Domestics	Admin	Manager
MVA including Breakaway, Rapid Tranq, ILS, Deteriorating Patient Skills	Ken Edwards	All Inpatient Staff exc Medics	Yearly	Face to Face	✓		✓														
Safeguarding Children Level 3 (incorporating L1 & L2)	Andrea Hughes	Clinical staff working with children/young people/parents/carers who would potentially contribute to assessing, planning, intervening and evaluating the needs of a child and/or parent/carer. * Please refer to the target audience information detailed in tab 3 for examples of relevant positions.	Yearly 6 Hours a Year	Face to Face/ e-learning / Case Studies	✓*	✓*	✓*	✓*	✓*	✓*	✓*	✓*	✓*	✓*	✓*						
Safeguarding Family Level 1 including Prevent	Andrea Hughes	All Non Clinical Staff	3 Yearly	E-Learning												✓	✓	✓	✓	✓	✓
Safeguarding Family Level 2 including Prevent (incorporating L1)	Andrea Hughes	All Clinical Staff & Medics	3 Yearly	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						



EE1 Essentials Framework TNA - Mental Health

STAFF ARE REQUIRED TO COMPLETE - Trust Wide Mandatory Training

Title of Mandatory Training	Subject Matter Expert (SME) / Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode	Clinical			Medics		Allied Health Professionals				Other Clinical		Ancillary Staff		Non Clinical			
					Inpatient Staff	Community Nurses	CSW/AP/Support Workers	Medics	Medics in Acute care/ Ward areas	CAMHS Medics	Occupational Therapists	Physiotherapists	Occupational Health	Pharmacy	Psychology	GMs/CSMs	Ward Clerks	Estates/Facilities (exc domestics)	Domestics	Admin	Manager
Mental Capacity Act & Deprivation of Liberty (DOLs)	David Wood	All Clinical Staff & Medics who are not S12 Approved	3 Yearly	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Conflict Resolution	Ken Edwards	All Clinical Staff & Medics	3 Yearly	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Fire Safety	Gordon Kay John Allington John Loughlin	All Clinical Community Staff	3 Yearly	E-Learning		✓	✓				✓	✓									
Breakaway	Ken Edwards	All Clinical Staff & Medics exc Inpatient Staff	3 Yearly	Face to Face		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
Mental Health Act	David Wood	All Clinical Staff & Medics who are not S12 Approved	3 Yearly	Face to Face	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						



EE1 Essentials Framework TNA - West Physical Health

STAFF ARE REQUIRED TO COMPLETE - Trust Wide Mandatory Training

Title of Mandatory Training	Subject Matter Expert (SME) / Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode	Nursing		Medics	Other Clinical			Non Clinical		
					Community Nurses	CSW/AP/Support Workers	Medics	Allied Health Professionals	Out of Hours	GMs/CSMs	Clinic Clerks	Admin	Manager
Dementia Awareness	Kim Madeley	All Clinical Staff	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓		
Dual Diagnosis	Janet Durrans	All Clinical Staff & Medics	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓			
Emergency Planning	Julie Critchley	All Staff	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓
Equality and Diversity	Andrea Hughes	All Staff	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓



EE1 Essentials Framework TNA - West Physical Health

STAFF ARE REQUIRED TO COMPLETE - Trust Wide Mandatory Training

Title of Mandatory Training	Subject Matter Expert (SME) / Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode	Nursing		Medics	Other Clinical			Non Clinical		
					Community Nurses	C/SW/AP/Support Workers	Medics	Allied Health Professionals	Out of Hours	GMs/CSMs	Clinic Clerks	Admin	Manager
Fraud	Andy Harland	All Staff	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓
Harassment & Bullying	Chris Sheldon	All Staff	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓
Health Record Keeping	David Wood	All Clinical Staff & Medics	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓			
Medicines Management Awareness (Community and MH/LD)	Fiona Couper	All Clinical Staff & Medics	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓			



EE1 Essentials Framework TNA - West Physical Health

STAFF ARE REQUIRED TO COMPLETE - Trust Wide Mandatory Training

Title of Mandatory Training	Subject Matter Expert (SME) / Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode	Nursing		Medics	Other Clinical			Non Clinical		
					Community Nurses	CSW/AP/Support Workers	Medics	Allied Health Professionals	Out of Hours	GMs/CSMs	Clinic Clerks	Admin	Manager
Moving and Handling Training including Slips, Trips & Falls (non people moving)	Ken Edwards	All Staff (for staff who regularly assist patients please refer to EE2)	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓	✓
Principles of Clinical Risk Assessment (under development)	Ken Edwards	All Clinical Staff & Medics	No Renewal	E-Learning	✓	✓	✓	✓	✓	✓			
Clinical Supervision	Maria Nelligan	All Clinical Staff	No Renewal	Face to Face	✓	✓		✓	✓	✓			
Fire Safety	John Loughlin	All Non Clinical & Clinical Non Inpatient Staff	No Renewal	Face to Face	✓	✓	✓	✓	✓	✓	✓	✓	✓



EE1 Essentials Framework TNA - West Physical Health

STAFF ARE REQUIRED TO COMPLETE - Trust Wide Mandatory Training

Title of Mandatory Training	Subject Matter Expert (SME) / Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode	Nursing		Medics	Other Clinical			Non Clinical	
					Community Nurses	CSW/AP/Support Workers	Medics	Allied Health Professionals	Out of Hours	GMs/CSMs	Clinic Clerks	Admin
Wrap 3	Andrea Hughes	All Clinical Staff	No Renewal	Face to Face	✓	✓	✓	✓	✓	✓		
Health & Safety, E&D and Critical Updates (currently known as Learning from Experience)(under development)	Audrey Jones Andrea Hughes John Loughlin	All Staff	Yearly	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓
Information Governance	Gill Monteith David Wood	All Staff	Yearly	E-Learning	✓	✓	✓	✓	✓	✓	✓	✓
IPC including Hand Hygiene	Amanda Miskell Maria Nelligan	All Non Clinical Staff e.g office only staff	Yearly	E-Learning							✓	✓



EE1 Essentials Framework TNA - West Physical Health

STAFF ARE REQUIRED TO COMPLETE - Trust Wide Mandatory Training

Title of Mandatory Training	Subject Matter Expert (SME) / Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode	Nursing		Medics	Other Clinical			Non Clinical		
					Community Nurses	CSW/AP/Support Workers	Medics	Allied Health Professionals	Out of Hours	GMs/CSMs	Clinic Clerks	Admin	Manager
IPC including Hand Hygiene, inoculation incident training	Amanda Miskell Maria Nelligan	All Clinical Staff & Non Clinical patient facing Staff	Yearly	Face to Face	✓	✓	✓	✓	✓	✓	✓		
Life Support - Basic	Ken Edwards	All Clinical Staff	Yearly	Face to Face	✓	✓		✓	✓	✓			
Safeguarding Children Level 3 (incorporating L1 & L2)	Andrea Hughes	Clinical staff working with children/young people/parents/carers who would potentially contribute to assessing, planning, intervening and evaluating the needs of a child and/or parent/carer. * Please refer to the target audience information detailed in tab 3 for examples of relevant positions.	Yearly 6 Hours a Year	Face to Face/ e-learning / Case Studies	✓*	✓*	✓*	✓*	✓*	✓*			
Safeguarding Family Level 1 including Prevent	Andrea Hughes	All Non Clinical Staff	3 Yearly	E-Learning							✓	✓	✓



EE1 Essentials Framework TNA - West Physical Health

STAFF ARE REQUIRED TO COMPLETE - Trust Wide Mandatory Training

Title of Mandatory Training	Subject Matter Expert (SME) / Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode	Nursing		Medics	Other Clinical			Non Clinical		
					Community Nurses	CSW/AP/Support Workers	Medics	Allied Health Professionals	Out of Hours	GMs/CSMs	Clinic Clerks	Admin	Manager
Safeguarding Family Level 2 including Prevent (incorporating L1)	Andrea Hughes	All Clinical Staff & Medics	3 Yearly	E-Learning	✓	✓	✓	✓	✓	✓			
Mental Capacity Act & Deprivation of Liberty (DOLs)	David Wood	All Clinical Staff & Medics who are not S12 Approved	3 Yearly	E-Learning	✓	✓	✓	✓	✓	✓			
Conflict Resolution	Ken Edwards	All Clinical Staff & Medics	3 Yearly	E-Learning	✓	✓	✓	✓					
Fire Safety	Gordon Kay John Allington John Loughlin	All Community & Out of Hours Staff	3 Yearly	E-Learning	✓	✓		✓	✓				



Examples of Relevant Positions for Safeguarding Children Level 3 Competency.

If you have any queries, please contact the Named Nurse for Safeguarding Children.

ABI Case Managers and Co-ordinators
ADHD Nurses
Adolescent Practitioners and Therapists
Art Therapists
Assistant Practitioners and Psychologists
Associate Alcohol Intervention Practitioners
Autism Support Co-ordinators
Breast Feeding Co-ordinators
CAMHS Team Managers
Case Managers, Case Manager (Adolescent Specialist) and Case Manager / Therapists
CFST Mental Health Workers
Challenging Behaviour/Autism Advanced Nurse Practitioners
Charge Nurses
CHEDS/YPC Link Nurses
Child and Adolescent Mental Health Practitioners and Therapists
Child and Family Mental Health Therapists
Child and Family Therapists HBTS
Child Clinical Psychologists
Children in Care Health Practitioners
Children Mental Health Workers
Clinical Auditors
Clinical Co-Ordinators
Clinical Directors - Out of Hours
Clinical Leads and Clinical Lead Practitioners
Clinical Neuropsychologists
Clinical Nurse Specialists
Clinical Psychologists
Clinical Psychologists - Child
Clinical Psychologists - Consultant
Clinical Services Managers
Clinical Support Workers, Support Workers and Apprentice Clinical Support Workers
Cognitive Behavioural Psychotherapists and Therapists
Community Nurses and Community LD Nurses
Community Mental Health Nurses, Practitioners and Practitioners (SW)

**Examples of Relevant Positions for Safeguarding Children Level 3 Competency.****If you have any queries, please contact the Named Nurse for Safeguarding Children.**

Community Nurses - Health Visiting
Consultants and Locum Consultants
Consultants (pre 31st Oct) 7-8 yrs
Consultant Child & Adolescent Psychiatrists
Consultant Child & Family Therapists
Consultants - Clinical Psychology
Consultant Neuro Psychologists
Consultant Psychiatrists
Consultant Psychiatrists- (pre 31 Oct) 7- 8 yrs Snr
Consultant Psychiatrists - 11 yrs
Consultant Psychiatrists - 12 Years
Consultant Psychiatrists - 14 Yrs Snr
Consultant Psychiatrists - 1st Appointment after 31/10/03
Consultant Psychiatrists - 20 Years
Consultant Psychiatrists - 5 Years
Consultant Psychiatrists - 6 Years
Consultant Psychiatrists - 7 to 8 Years
Consultant Psychiatrists - 9 Years
Consultant Psychiatrists - Post 31st Oct
Consultant Psychiatrists - Psycho-oncology
Consultant Psychotherapists, Child Psychotherapists, Psychotherapists and Trainee Psychotherapists
Co-ordinator / Therapists
Criminal Justice Liaison Nurses and Practitioners
Criminal Justice Nurses
CYP IAPT Leads
Deputy Team Leaders and Deputy Team Leaders - School Nurse
Deputy Unit Managers
Drug Practitioners
Eating Disorder Therapists
Family Nurses, Supervisors and Therapists
Forensic Outreach Practitioners
Forensic Services Managers
Harm Reduction Nurses
Health Visitors, Health Visitors-Specialist and Health Visitors Team Leaders
Healthcare Facilitators

Education**Examples of Relevant Positions for Safeguarding Children Level 3 Competency.****If you have any queries, please contact the Named Nurse for Safeguarding Children.**

Highly Specialist Speech and Language Therapists
Highly Specialist Systemic Family Psychotherapists
Home Treatment Practitioners
Hospital Alcohol Intervention Practitioners and Hospital Alcohol Liaison Practitioners
Hospital Alcohol Liaison Practitioners
Inpatient Outreach Nurses
Keyworkers
Lead Nurses for Safeguarding Children
Learning Disabilities Nurses
Liaison Nurse Practitioners
Liaison Psychiatry Inpatient/outreach Nurses - Dementia
Liaison Psychiatry Practitioners
Liaison Team Managers
Locum Consultants
Medical Officers
Mental Health Workers, Clinicians, Nurses, Practitioners, Support Workers, Therapists and Therapists (SW)
Modern Matrons
Named Nurse for Safeguarding Children
Nurse Clinicians, Consultants, Co-ordinators, Managers and Specialists
Occupational Therapists, Occupational Therapy Technical Instructors and Specialist Occupational Therapists
Out of Hours Practitioners
Paediatric Nurses Specialist Continence
Participation Development Workers
PCAMHS Workers
Portage Workers
Primary CAMHS Managers
Primary Mental Health Workers and Workers (SW)
Principal Speech & Language Therapists
Psychiatric Liaison Nurses
Psychologists
Psychology Assistants
Quality & Service Development Managers
Recovery Co-Ordinators

Education



Examples of Relevant Positions for Safeguarding Children Level 3 Competency.

If you have any queries, please contact the Named Nurse for Safeguarding Children.

Safeguarding Practitioners
Safer Families Leads
Salaried GP's
School Health Advisors
Qualified School Nurses, Team Leaders and School Nurses
Quality and Service Development Managers
Senior Mental Health Practitioners
Senior Support Workers
Specialist Clinical Leads - Forensic Support Service
Specialist Community LD Nurses
Specialist Health Care Co-ordinators
Specialist Mental Health Nurses and Practitioners
Specialist Nurses
Specialist Nurses for Child Death Overview Panel
Specialist Speech and Language Team Managers, Team Leaders, Specialist Therapists and Therapists and Principle Therapists.
Speciality Doctors
Staff Nurses
Substance Misuse Practitioners
Support Workers
Team Co-ordinator / Therapists
Team Leaders - School Nurse
Team Leader Adcote House
Team Managers
Triage Nurses
Ward Managers
Westminster Surgery GP's
Young Persons Early Support Workers

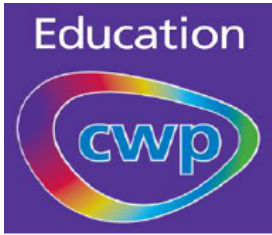


EE2 Essentials Framework TNA - Role Specific Training

Title of Mandatory Training	Subject Matter Expert (SME) /Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode
Aseptic Non Touch Technique (ANTT)	Amanda Miskell Maria Nelligan	All Community CWP staff who care for invasive devices or complete dressings.	No Renewal	Face to Face
Behavioural Support Plans	Mike Caulfield	PICU Wards	No Renewal	Face to Face
Care Certificate	Ken Edwards	Clinical Support Workers - MH & PH	No Renewal	Face to Face
Clinical Audit in Practice	David Wood	Clinical Managers	No Renewal	Face to Face
Confirmation of Death	Janet Durrans	District Nurses	No Renewal	Face to Face
Dementia - Tier 2	Kim Madeley	Clinical Inpatient Dementia Ward based Staff	No Renewal	Face to Face
Ear Care	Janet Durrans	District Nurses	No Renewal	Face to Face
ECG (Recording & Basic Recognition)	Ken Edwards	Ward Managers, Nurses and Clinical Support Worker's	No Renewal	Face to Face
Equality and Diversity (Managers)	Andrea Hughes	Managers	No Renewal	Face to Face
Fire Warden	John Loughlin	Nominated Fire Wardens	No Renewal	Face to Face
First Aid at Work 3 Day (L3)	Steve Moran	Any nominated Staff	No Renewal	Face to Face
Person Centred Care	Michelle Bering Charlie Ingram	Inpatient Staff	No Renewal	Face to Face
Personality Disorders	Mark Stowell-Smith	Secure & Rehabilitation Services	No Renewal	Face to Face
Psychological Interventions	Natalie Larvin	Inpatient Registered Nurses	No Renewal	Face to Face
Risk Awareness Training for Senior Managers	David Wood	Senior Managers	No Renewal	Face to Face
Root Cause Analysis	David Wood	Clinical Managers	No Renewal	Face to Face
SToRM	Tracy Taylor	Crisis Team & Inpatient Registered Nurses	No Renewal	Face to Face
Suicide Prevention Training	Barbara Woodworth	Crisis Team, Liaison Psychiatry, Single Point of Access & Inpatient Staff	No Renewal	Face to Face
Therapeutic Observations	Mike Caulfield	Inpatient Registered Nurses	No Renewal	Face to Face/E-Learning
Venepuncture & Cannulation	Nigel Miskell	Ward Managers, Staff Nurses and CSW's	No Renewal	Face to Face
Chronic Disease Training	Nigel Miskell	Clinical Inpatient staff bands 5, 6, 7 & 8a	No Renewal	E-Learning

EE2 Essentials Framework TNA - Role Specific Training

Title of Mandatory Training	Subject Matter Expert (SME) /Accountable Director	Target Audience	Frequency of Training	Content Description and Delivery Mode
Every Second Counts	TBC	Registered Nurses	No Renewal	E-Learning
Investigation of Incidents, Complaints & Claims Training	David Wood	All Staff Bands 6 and above	No Renewal	E-Learning
Medicines Management	Fiona Couper	Medics	No Renewal	E-Learning
Medicines Management	Fiona Couper	Occupational Health Staff	No Renewal	E-Learning
Intravenous Therapy Administration	Janet Durrans	District Nurses	Yearly	Face to Face
Life Support Skills - Immediate	Laurie Van Nie Kerk Ken Edwards	Medics	Yearly	Face to Face
Moving & Handling WPH (people moving)	Steve Moran	West Physical Health Staff who regularly provide assistance with the patients handling and transfer needs with or without the use of equipment.	Yearly	Face to Face
Multi-Professional Mentor Update	Julie-Anne Murray	Qualified Nurse Mentors	Yearly	Face to face
Immunisation & Vaccinations plus Update	Nigel Miskell	Immunisers	Yearly	E-Learning
Mental Health Act - Consent to Treatment	David Wood	Registered Nurses/Approved Mental Health and LD Practitioner's	2 Yearly	Face to Face
Mental Health Act - Supervised Community Treatment Orders	David Wood	Registered Nurses/Approved Mental Health & LD Practitioner's	2 Yearly	Face to Face
Pressure Ulcer Training	Maureen Dyke Karen Moore	District Nurses	2 Yearly	Face to Face
Emergency First Aid At Work 1 Day (L2)	Steve Moran	Any nominated Staff	3 Yearly	Face to Face
Food Hygiene L1	John Loughlin	Nominated Food Handlers	3 Yearly	Face to Face
Food Hygiene L2	John Loughlin	Nominated Food Handlers	3 Yearly	Face to Face
Clinical Risk Assessment & CARSO	Ken Edwards	Registered Mental Health Nurses	3 Yearly	Face to Face
Group and Save	Janet Durrans	District Nurses	3 Yearly	Face to Face
The Safe Use of Insulin	Nigel Miskell	Prescribers, Administers or Handlers of Insulin	3 Yearly	E-Learning
Venous Thromboembolism Training	Laurie Van Nie Kerk	Medics exc CAMHS Medics	3 Yearly	E-Learning



**EE3: Continuing Professional Development
(application of underpinning knowledge, skills and behaviours) e.g**

Management and Leadership Courses (determined by job role)

Admin Skills Courses

Work based learning opportunities (skills for life, apprenticeship frameworks)

IT Skills (Care Notes, Excel, Powerpoint etc)

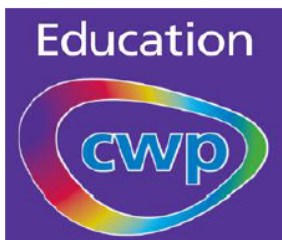
People Management Skills

Personal & Professional Development

Raising Awareness in Personality Disorders

Human Factors

Psychological Interventions



Exceptions

	Course	Audience	Request	Comments
1	DOLs	Medics who are DOLs Assessors/S12 approved	To not undertake this training	Medics are automatically made compliant in ESR
2	Essentials Training	Essentials 1 Facilitators e.g IPC, Fire, MVA	To not undertake current EE1 training as they teach these modules	Facilitators are automatically made compliant in ESR in their area of expertise. Requirement to undertake CPD relevant to topic
3	Subject Matter Experts (SME)	SME's who are not included in above	To not undertake current EE1 training as they provide expert information to inform EE1 modules	SME's are automatically made compliant in ESR in their area of expertise. Requirement to undertake CPD relevant to topic