

Appendix 4: Mandatory Training Matrix

TOPIC	COURSE DETAIL & LEVEL	Delivered at Trust Induction	e-learning KITE	Mandatory Training Day (bookings via Ext: 5320)	Bookable face to face sessions via Ext.	ALLIED HEALTH PROFESSIONS	ADMIN & CLERICAL	ANCILLARY	MAINTENANCE	MEDICAL & DENTAL (PERMANENT)	DOCTORS IN TRAINING	SCIENTIFIC & PROFESSIONAL	SENIOR MANAGER	TECHNICIAN/ HEALTHCARE SCIENTIST	REGISTERED NURSES	REGISTERED MIDWIVES	UN-REGISTERED NURSES
Tier 1 - All Staff																	
Appraisal	Completed by Line Manager											Annual					
Dementia	Level 1	✓	✓												3 yearly		
Equality & Diversity		✓	✓												3 yearly		
Fire Safety		✓	✓	✓											Annual		
Hand Washing Competency		✓		✓	WMI Reception										Annual		
Health & Safety All Staff		✓	✓												3 yearly		
Infection Prevention (inc inoculation incidents & Hand Hygiene training)	Level 1 - non clinical staff	✓	✓	✓					Annual			Annual - Chaplains	Annual	Annual - ATO's, clinical Scientists, MLA, BMS, MTO's,			Annual - (Breast feeding support workers, Community health visiting exc staff that do vaccines)
	Level 2 - non clinical staff	✓	✓	✓						Annual - Histopathology				Annual - Phlebotomist			
	Level 2 - clinical staff	✓	✓	✓		Annual		Annual 'A&E' Support Assistants		Annual		Annual - (Optometrists & Pharmacists)		Annual - all with Patient Contact, including Footcare Assistants, ODP's		Annual	
Information Governance		✓	✓	✓											Annual		
Local Induction with Line Manager	Completed by Line Manager														Once only for each department you work for		
Manual Handling	Inanimate Objects (inc slips, trips and falls-staff)	✓	✓	✓		3- yearly Dental Therapists, Dieticians, Orthotics, Speech & Lang Therapists, Orthotists				3-Yearly				3-Yearly - ATO's, clinical Scientists, Phlebotomists, BMS's, MTO's, MLA's	3-Yearly - School Nurses, Health Visitors, Occupational Health, Comm Child Protection, Comm Heart Failure Nurses, Neonatal, CaSH		3-Yearly - (Neonatal, Occupational Health, CaSH, Community health visiting & school nurse support workers, Breast feeding support workers)
	Patient Moving (inc slips, trips and falls-patient)		Part 1 (Part 2 face to face)		6172	2-Yearly - Chiropodists, Helper/ Assistants clinical Areas, Occupational Therapists, Physiotherapists, Radiographers		2-Yearly 'A&E' Support Assistants		2-Yearly - Anaesthetics (Theatres), A&E				2-Yearly - Theatre staff, ATO's, MTO's		2-Yearly	
Prevent Training	Level 3		✓		5163										3 Yearly		
Safeguarding Adults	Level 1 [awareness & identification]	✓	✓												3 Yearly		
Safeguarding Children	Level 1	✓	✓												3 Yearly		
Trust Induction															Once on commencement of substantive employment		
Tier 2 - Specific Staff																	
Antimicrobial Prescribing (medicines management)			✓			Annual for those on Prescribers Register				3 yearly	Annual	Annual for Pharmacists on Prescribers Register			Annual for those on Prescribers Register		
Basic Life Support	Level 2				6170	Annual - AHP Assistants , Orthotists, Speech Therapists (Excludes Dieticians)		Annual for Porters						Annual - Audiology, Phlebotomist (community based only), Cardiac investigations MLA's and ATO's, Fracture Clinic MTO's			Annual
	Level 3				6170	Annual - Registered AHP (excluding Dieticians)	Annual for GP Practice Staff			Annual			Annual for GP Practice Staff	Annual - ODP's, Lung Function & Cardiac Investigations MTO's, Optometrists, EEG	Annual		Annual
Blood Transfusion	Training		✓	✓		2-Yearly (as a minimum for any staff involved in transfusion process)				2-Yearly (as a minimum for any staff involved in transfusion process)							
	Competency				6709	Once - (as a minimum)for any staff involved in the practical element of transfusion i.e venous sampling for transfusion, collection of blood and administration of blood.				Once - (as a minimum)for any staff involved in the practical element of transfusion i.e venous sampling for transfusion, collection of blood and administration of blood.							
Chaperone Training	Vertical Intergration Sites														Once only - All identified GP Practice staff		
Conflict Resolution			✓	✓											3-Yearly for all patient facing staff		
Emergency Planning- Gold/Silver			✓			Annual - Any Manager/Director on the 'On Call Rota'				Annual - Any Manager/Director on the 'On Call Rota'		Annual - Any Manager/Director on the 'On Call Rota'					
Informed Consent	Informed Consent		✓			2 yearly: Any staff who take Written Consent				2 Yearly Except FY1 and the following Directorates: CoE, Children's Community, Diabetes, Divisional Management/ Governance, Stroke, Rehabilitation, Pathology & Corporate	2 Yearly Except FY1. Except the following Directorates: CoE, Children's Community, Diabetes, Divisional Management/ Governance, Stroke, Rehabilitation, Pathology & Corporate			2 yearly: Any staff who take Written Consent	2 yearly: Any staff who take Written Consent	2 yearly: Any staff who take Written Consent	
IV Administration (medicines management)			✓		5364										3-Yearly for those involved in IV administration		
Mental Capacity Act		✓	✓			3-yearly all clinical staff working face to face with patients									3-yearly all clinical staff working face to face with patients		

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Deprivation of Liberty		✓	✓			3-yearly all clinical staff working face to face with patients				3-yearly all clinical staff working face to face with patients							
Newborn Basic Life Support					6170					Annual for Medics in Neonates & Obstetrics	Annual for Neonatal rotation & Obstetrics				Annual for Neonatal Nurses	Annual	
Paediatric Basic Life Support					6170					Annual - A21, Childrens OPD, ED, Anaesthetists, Cardiac Arrest Bleep Holders at CCH	Annual - A21, Childrens OPD, ED, Cardiac Arrest Bleep Holders at CCH			Annual - ODP's (band 5) in Theatres that performs Paediatric Surgery	Annual - A21, Childrens OPD, ED, Theatre Nurses (band 5), Walk in Centre, MIU, Green Park & Penn Hall School, Cardiac Arrest Bleep Holders at CCH		
Resuscitation Theory			✓			Annual - Registered AHP (excluding Dieticians)	Annual for GP Practice Staff			Annual			Annual for GP Practice Staff	Annual - ODP's, Lung Function & Cardiac Investigations MTO's, Optometrists, EEG, Audiology, Phlebotomist (community based only), Cardiac investigations MLA's and ATO's, Fracture Clinic MTO's	Annual		Annual
Safeguarding Adults	Level 2	✓			5163	3-Yearly	3-Yearly Based on Ward and Community Areas. Also VI Practices	3-Yearly 'A&E' Support Assistants		3-Yearly	3-Yearly	3-Yearly for Optometrist and Pharmacists	3 Yearly if undertaking on call duties, Divisional Management Governance	3-Yearly	3-Yearly	3-Yearly	3-Yearly
	Level 3				5163					3-Yearly for Care of the Elderly, Womens & Neonatal, Emergency Department, Primary Care and Sexual Health					3-Yearly for Senior Nurses (Band 7s and Above)	3-Yearly for Senior Nurses (Band 7s and Above)	
	Level 4						Safeguarding Adult Lead								Safeguarding Adult Lead		
	Board				5163		Annual- Trust Board						Annual- Trust Board				
Safeguarding Children	Level 2	✓		✓	5163	3 Yearly: Assistants	3 Yearly: VI Practices. Receptionist within: Womens and Neonatal, Sexual Health, Emergency Department and Walk In Centre			3 Yearly: Rheumatology, Cardiology and Cardiothoracic Surgery. Pathology excluding Histpathologist	3 Yearly: Rheumatology, Cardiology and Cardiothoracic Surgery. Pathology excluding Histpathologist	3 Yearly: Pharmacists and Chaplins	3 Yearly: Group and Directorate Managers	3 Yearly: Pharmacists, Audiologist, Clinical Illustration	3 Yearly: Cardiothoracic Surgery, Cardiology, Care of the Elderly, Stroke, West Park and District Nurses		3 Yearly: Excluding Fracture Clinic and Gynaecology Ward
	Level 3- Core				5163	3 Yearly				3 Yearly: Excluding Cardiology, Cardiothoracic and Histpathologist	3 Yearly: Excluding Rheumatology, Cardiology, Cardiothoracic Surgery and Histpathologist	3 Yearly: Ophthalmology		3 Yearly Excluding: Pharmacists, Audiologist, Cardiology, Clinical Illustration	3 Yearly: Excluding Cardiothoracic Surgery, Cardiology, Care of the Elderly, Stroke, West Park and District Nurses	3 Yearly: Fracture Clinic and Gynaecology Ward	
	Level 3 Specialist					Annual- Speech & Language Manager	Annual- Work Experience Team. Domestic Violence Team			Annual- Children Services, Emergency Department, Primary Care, Primary Care and Sexual Health. GP Fellowship. Paediatric positions	Annual- Children Services, Emergency Department, Primary Care, Primary Care and Sexual Health. GP Fellowship. Paediatric positions			Annual- Advanced Clinical Practitioner	Annual- Child Protection Team. Head and Matron of Midwifery, Womens and Neonatal, Walk In Centre. Emergency Department. Children Services. Sexual Health	Annual- Womens and Neonatal, Walk In Centre. Emergency Department. Children Services. Sexual Health	
	Level 4				5163		Annual- Safeguarding Children Team								Annual- Safeguarding Children Team	Annual- Safeguarding Children Team	
	Level 5						Annual- Head of Safeguarding								Annual- Head of Safeguarding		
	Board						Annual- Trust Board							Annual- Trust Board			
Think Glucose			✓			Dieticians: once only					Once only Excluding: Childrens Acute Services, Childrens Community Services, Pathology Services	Pharmacists: once only		ODPs: once only	Once only Excluding Childrens Acute Services, Childrens Community Services, Occupational Health, Infection Control, CaSH		
Tissue Viability/PUMP				✓	5361	2-Yearly: Excluding: Dental, Dietetics, Speech and Language Therapy, Radiology, Ophthalmology, Orthotics								2-Yearly for Footcare Assistants	2-yearly for any staff involved in the Identification, Management and Prevention of Pressure Ulcers	2-Yearly: Excluding: Antenatal OPD, Fetal Medicine, Women's and Children's Ultrasound	2-yearly for any staff involved in the Identification, Management and Prevention of Pressure Ulcers
Venous Thromboembolism			✓							2 Yearly: Excluding: Sexual Health, Pathology, Radiology, Community Dental		Pharmacists: 2 Yearly		ODPs: 2 Yearly	2 Yearly: Excluding: Dermatology, Sexual Health, Pathology, Radiology, Occupational Health	2 Yearly	

