

Employee Training Needs Analysis Booklet



This Booklet Belongs to.....

Blood Products

AutoFate

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	Y			Y	Y		Y	Y

Blood Track

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	Y	Y		Y	Y		Y	

Annual Blood Transfusion Update

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Annually	All staff involved in the transfusion process delivered at Trust Mandatory training event							

Competency 1: Obtaining Venous Blood

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
3 yearly	Y	Y			Y		Y	

Competency 2: Organise the Receipt of Blood and Blood Products for Transfusion

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
3 yearly	Y	Y		Y	Y		Y	Y

Competency 3: Collect Blood/Blood Products for Transfusion

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
3 yearly	Y	Y		Y	Y		Y	Y

Competency 4: Prepare and Administer Transfusion of Blood/Blood Products to Patients

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
3 yearly	Y	Y			Y		Y	

The above competency requirements are dependent on specific job roles

See the Trust policy for the **Transfusion of Blood and Blood Products to Adults** and Trust policy for the **Reduction of Blood and Product Wastage**. See the Trust Intranet under Blood for all other clinical guidelines.

Child Protection

Level 1- Child Protection Awareness - Childrens Act 1989

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Annual	Delivered to all staff at Trust Induction, on BTEC Effective Care Practices Course & All staff not included in Level 2. This also counts as the annual update session.							

Level 2 - Child Protection Basic Skills - Childrens Act 1989

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	All staff in contact with pregnant women, children and young people							

Child Protection Update (Level 2 Practitioners) - Childrens Act 1989

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Annually	All staff in contact with pregnant women, children and young people who have already done the Level 2 course							

Specialist Inter-agency Child Protection Courses - Childrens Act 1989

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
3 yearly	All senior staff in contact with pregnant women, children and young people							

See the **Child Protection Department** for **Child Protection guidelines and Inter Agency Policies and procedures manual**.

Conflict Resolution

Conflict Resolution

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	All front line staff							

For further information please see the '**Policy for the Management of Violence and Aggression, paragraph 3**'.

Equality & Diversity

Equality & Diversity - Basic

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	Delivered to all new staff including Temporary staff & Volunteers at Trust induction							

Equality & Diversity - Intermediate

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	Delivered to all line managers and senior staff							

For further information please see the '**Equality & Diversity Strategy 2005 – 2008**'.

Fire

Introduction to Fire Safety Awareness

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Annually	Delivered to all staff including Temporary staff & Volunteers at Trust Mandatory training event							

See the **Trust Health & Safety policy paragraph 2.16** for Fire Safety and Evacuation procedures in relation to the **Regulatory Reform (Fire Safety) Order 2005**. Expert advice on any other fire related matters is provided by the Trust fire safety officer. Fire training can also be undertaken via an online e-learning tool. Please visit this online facility via www.atfwebportal.com/8344

Food Hygiene

Basic Food Hygiene

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Annually	Delivered to all food handlers at Trust Mandatory training event							

See **Food Safety guidelines** provided by the **Department of Nutrition and Dietetics** or for further information contact **Food Standards Agency** www.food.gov.uk

Fraud

Counter Fraud in the NHS Awareness

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	Delivered to all new staff including Temporary staff and volunteers at Trust Induction							

Health, Safety, Security, Environment & Risk

Health, Safety, Security, Environment & Risk Assessment

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Annually	Delivered to all staff including Temporary staff & Volunteers at Trust Mandatory training event							

Investigations (via Incidents, complaints & claims)

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	Delivered to all clinicians and managers likely to undertake investigations							

Investigation training can also be undertaken via an online e-learning tool. Please visit this online facility via www.npsa.nhs.uk. Click the Health Professional tab, locate the RCA training & RCA toolkit section and click on more>>, click on the Root Cause Analysis Toolkit. For all other Health & Safety courses please refer to the Trust Training Prospectus or the '**Trust Health & Safety Policy**

Slips, Trips and Falls Prevention

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	Y	Y			Y			

Delivered by Practice Facilitator Team

ICT Services

Data Quality

Frequency	Nurses		Managers	AHP's	Medical		Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	<p>In order to ensure that a patient is given the best care whilst being treated by the Trust, any member of staff recording activity against a patient must have been trained and proven competent in the use of the application. An example of this is the hospital's new PAS system (iPM). Audits can be undertaken on recorded activity and, should it be found that data has been recorded incorrectly or not to the Trust's standard, the staff member will be contacted and requested to attend further training.</p>							

Patient Confidentiality

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	<p>Many staff have access to clinical systems containing patient data. On commencement with the Trust each member of staff is asked to sign a confidentiality statement to ensure patient confidentiality. When a member of staff attends for clinical system training (eg the Clinical Results Reporting System (CRRS)) they are reminded that they have signed up to this policy and informed that audits will be undertaken to ensure that systems are not being abused.</p>							

System Security

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	<p>Staff are only given logins to the Trust's clinical systems once they have attended the relevant module of training and have proven competent. With the Trust's PAS system, access to this is gained via a SmartCard and a unique pin code. Access to the CRRS system is via a Username and password. Again, staff are advised that it is a disciplinary offence to share passwords. If a member of staff has forgotten their login to the Trust's computerised systems, they are required to contact the ICT Response Centre who will ask for some memorable information to check that it is the actual person who is requesting a password reset.</p>							

Data Protection

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Ongoing	<p>Access to the Trust's computer system can only be gained once a member of staff has been given authorisation to do this, which will have been requested by their line manager. To ensure that patient's information is secure, all of the Trust's clinical systems are password protected and also feature a time-out functionality after a set period of inactivity.</p>							

Managers along with individual staff members should determine what level of the above training is required, for further information on the above ICT services contact ICT Training Department on 28917.

Infection Control

Hand Hygiene

Frequency	Nurses		Managers	AHP's	Medical		Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	All clinical & ancillary staff including, temporary staff and volunteers							

Infection Control Mandatory Training

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Annually	Delivered to all staff including temporary staff & volunteers at Trust Mandatory training event							

Inoculation Incident Training is included within the above training.

Introduction to Infection Control

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	Delivered to all new clinical, ancillary temporary staff & volunteers at Trust Induction							

For further Infection Control Policies please refer to the '**Trust Infection Control Manual**'.
Health Act – Hygiene Code (DH 2006)

Management Development

Management of Attendance

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial			Y					

Management of Occupational Stress

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial			Y					

Manual Handling

Some individuals may need to do either, both or combined courses due to their specific area needs

Object Handling - Manual Handling Operations Regulations (1992) Amended (2002)

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial & Annually			Y			Y	Y	Y

Patient Handling - Manual Handling Operations Regulations (1992) Amended (2002)

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial & Annually	Y	Y		Y	Y			Y

For further information please see the '**Trust Health & Safety Policy, paragraph 3.8**'.

Medical Equipment

NHS Staff should only use Medical equipment that they have been trained and assessed on. Training is arranged by MEBS. Current courses include:

ASENA CC & GH Syringe Drivers

ASENA Volumetric Pumps

GE DASH Monitors

GE Solar Monitors

Dinamap Monitors

Radiometer Blood Gas analysers

McKinley T34 Syringe drivers (replacement for MS16/26)

For details of Medical Equipment training courses please contact : Equipment Services

Manager Roger Smith on ext 28392 or Angie Baister on ext 28374. For further information

please see the '**Policy for the use of medical equipment on wards, in diagnostic areas and other clinical areas**'.

Medicines Management

Medicines Management Study Day – Newly Qualified Nurses

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	Y							

Pharmacology Study Day – Newly Qualified Nurses

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	Y							

Intravenous Drug Administration

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	Y							

Drug Prescription

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial					Y			

As part of the undergraduate training

Coming soon - drug prescribing e-learning package will be mandatory for Doctors, Nurses, Pharmacy staff and all non-medical prescribers including bank and locums and will need repeating every 12 months.

Mental Capacity Act (Protecting Vulnerable Adults)

Mental Capacity act 2006 Awareness Session – contact Nursing & Quality

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Initial	Delivered to all staff including Temporary staff & Volunteers							

Resuscitation

Basic Life Support – Training & Development (All support staff)

Frequency	Nurses		Managers	AHP's	Medical	Admin & Clerical	Scientific & Technical	Facilities & Ancillary
	Reg	Non-Reg						
Annually		Y						

All other staff:

For all other Resuscitation training including: ALS, APLS, PLS, ILS, AED please see the **Trust Resuscitation Training Policy** which can be found on the Intranet under departments|department listings|resuscitation department|trust resuscitation training policy.

For further information on the above courses and all other training available please visit the **Trust Training Prospectus** via the Intranet|Publications

PERSONAL TRAINING ANALYSIS CHECK LIST

For training that is not applicable to you please place the letters N/A in each box

MANDATORY SUBJECT	DATE ACHIEVED	MANAGERS SIGNATURE WERE APPLICABLE	EXPIRY DATE
AED			
ALS			
Annual Blood Transfusion Update			
APLS			
AutoFate			
Basic Food Hygiene			
Basic Life Support			
Bloodtrack			
Child Protection Awareness (stage1/Induction)			
Child Protection Update			
Competency 1: Obtaining Venous Blood			
Competency 2: Organise the receipt of blood & blood products for transfusion			
Competency 3: Collect blood/blood products for transfusion			
Competency 4: Prepare and Administer transfusion of blood/blood products to patients			
Conflict Resolution			
Counter Fraud in the NHS Awareness			
Drug Prescription			
Equality & Diversity - Basic			
Equality & Diversity - Intermediate			
Hand Hygiene			
Health, Safety, Security, Environment & Risk Assessment			
ICT Services			

PERSONAL TRAINING ANALYSIS CHECK LIST cont...

For training that is not applicable to you please place the letters N/A in each box

ILS			
Infection Control Mandatory Training			
Intravenous Drug Administration			
Introduction to Child Protection (Stage 2)			
Introduction to Fire Safety Awareness			
Introduction to Infection Control			
Investigations (via Incidents, complaints & claims)			
Level 1 – Introduction to safeguarding children (Interagency)			
Management of Attendance			
Management of Occupational Stress			
Medical Equipment Training			
Medicines Management Study Day			
Mental Capacity act 2006 Awareness Session			
Object Handling			
Patient Handling			
Pharmacology Study Day			
PLS			
Slips, Trips & Falls Prevention			
During the lifetime of this booklet there may be changes in legislation or new requirements which are deemed “mandatory training” Please use the following boxes to record this training			

NOTES PAGE