

## Stat and mand training log for Medical Staff


February 2013

This is the statutory and mandatory training log for all medical clinical staff.

Please use the information and links to identify and access the statutory and mandatory training that your job role requires you to complete.


Please refer to the full [Stat and mand training matrix](#) on the staffnet for further information or clarification.

Please print a copy for you to write in the date you completed the necessary training. This should be discussed at your appraisal to ensure you are up to date with your statutory and mandatory training.

Subject	Who has to do the training	How often	How	Duration	Transferable training	Lead name	Comments	Date completed
<b>Annual updates</b>								
<b>Fire Safety</b>	All staff	Annually	<a href="#">e-learning</a> alternate years only OR face to face local update OR practice drills by qualified member of staff within their Div/ Care group/ Dept.	30 mins  30 mins	can be transferred from another local trust if still in date – the previous date of completion can be entered onto OLM if evidence received	<b>Nigel Hardwill</b>		
<b>Information Governance</b>	All staff	Annually	Refresher <a href="#">e-learning</a> OR <a href="#">Rolling half-days</a>	30 mins	can be transferred from the national system – previous completion date can be entered onto OLM if evidence is received.	<b>Paul McMahon</b>		
<b>Moving &amp; Handling (practical)</b>	All staff	Annually  Theory competency see below	<u>Practical</u> patient handling		can be transferred from another local trust if still in date – the previous date of completion can be entered onto OLM if evidence received.	<b>Stephanie Harding</b>		
<b>Child Protection</b>	Please refer to this document to identify training course and renewal period  Training assessment					<b>Sarah Steele</b>		
<b>2 yearly updates</b>								
<b>Infection Prevention &amp; Control</b> (including inoculation incidents & PPE)	All staff	2 yearly	<a href="#">eLearning module</a> OR <a href="#">Rolling half-days</a> OR local update	40 mins	can be transferred from another local trust if still in date – the previous date of completion can be entered onto OLM if	<b>Julie Brooks</b>		

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					evidence received.			
<b>Moving &amp; Handling (theory)</b>	All staff	2 yearly  Practical competency – see above	<a href="#">eLearning Package</a>		can be transferred from another local trust if still in date – the previous date of completion can be entered onto OLM if evidence received.	<b>Stephanie Harding</b>		
<b>Resuscitation Updated Feb 13</b>	<b>Please refer to these documents to identify training course and renewal period</b>   Doctors resus training options 2013				can be transferred from another local trust if still in date – the previous date of completion can be entered onto OLM if evidence is received.	<b>Karen Hill</b>		
<b>3 yearly updates</b>								
<b>Blood Transfusion Processes</b>	FY1 and 2 and junior doctors  Consultants and senior registrars (SpR)	3 yearly  3 yearly	<a href="#">Module 1 &amp; 2 AND BloodTrack Tx</a>  <a href="#">Module 1 &amp; 2 AND Bloodtrack Courier AND BloodTrack Tx</a>  Update via e-learning OR local update			<b>Diana Agacy</b>		
<b>Complaints Handling</b>	All staff	3 yearly	<a href="#">eLearning Package</a> OR local update			<b>Jenny Williams</b>		
<b>Mental Capacity and Safeguarding Adults</b>	All staff with patient contact	3 yearly 3 yearly 3 yearly 3 yearly	Mental capacity <a href="#">eLearning module</a> AND enhanced training  Safeguarding adults <a href="#">eLearning module</a> AND Enhanced training		Safeguarding adults training can be transferred from another local trust if still in date – the previous date of completion can be entered onto OLM if evidence is received.	<b>Claire Rogers</b>		
<b>5 yearly update</b>								
<b>Venous Thrombo Embolism</b>	All staff except paediatric and neonatal	5 yearly	Update via competency assessment or required course – to be confirmed			<b>Martin Stephens</b>		

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<b>Once only training – to be completed asap after starting</b>								
<b>ANTT</b>	All staff	Once only if not covered at Doctors induction	Theory e-learning OR local update AND practical competency assessment			<b>Julie Brooks</b>		
<b>Conflict Resolution (managing violence and aggression)</b>	All front line staff where direct patient/ relative/ public contact is likely	Once only	<a href="#">course</a> OR <a href="#">eLearning module</a>	4 hours	can be transferred from another local trust – completion date can be entered onto OLM if evidence received.	<b>Sandra Hodgkyns</b>		
<b>Consent</b>	All staff	Once only	Specific extended scope of practice delegated consent training			<b>Derek Waller</b>		
<b>Customer Care</b>	All staff	Once only	<a href="#">Rolling half-days</a> OR <a href="#">Customer care e-learning</a>	1hour 15 mins		<b>Jane Carter</b>		
<b>Equality Awareness &amp; Eliminating Bullying &amp; Harassment</b>	All staff	Once only	<a href="#">Classroom Course</a> OR <a href="#">eLearning</a>	1.5 hours 1.5 hours	can be transferred from another local trust – previous completion date can be entered onto OLM if evidence received.	<b>Jo Hughes</b>		
<b>Hand Hygiene</b>	All staff	As required due to audit results & RCA infection incidents	Practical hand hygiene OR <a href="#">Rolling half-days</a> OR local update			<b>Julie Brooks</b>		
<b>Health &amp; Safety Awareness</b> (Including: Legislation; culture; responsibilities; risk assessment; incident reporting; whistle blowing; DSE; hazardous substances; PPE; slips, trips & falls)	All staff  Where hazardous substances or PPE risk assessment indicates exposure	Once only if not covered on Doctors induction Regular update as per assessment	<a href="#">Health and safety e-learning</a> OR Local update  Via H&S lead	45 mins	can be transferred from another local trust – the previous date of completion can be entered onto OLM if evidence is received.	<b>Steve Wright</b>		
<b>Information Governance AND Clinical Record Keeping</b>	All staff  All staff	Once only See annual update details above Once only	<a href="#">e-learning</a> OR <a href="#">Rolling half-days</a>  <a href="#">e-learning</a>	1 hour 1 hour  30 mins	can be transferred from the national system– completion date can be entered onto OLM if evidence received.	<b>Paul McMahon</b>		

