

Please note - All Statutory and Mandatory training must be completed by the 31st October each year AND Information Governance must be in date at 31st March each year. Dates for training sessions (Training Plan) are available on Radar, the staff newsletter and with HR. If you have not been given your login details please contact HR as soon as possible who will be able to confirm these to you

TRAINING MATRIX - 2022 - BUSINESS SERVICES

S= Statutory / legal	M = Mandatory for the role. O= Optional	A = assigned individuals only	SfH = Skills for Health e-learning		ELFH = e-Learning for Health		Session = Face to Face session with a trainer	
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					CENTRALISED TEAMS - Head Office							
Course Name (inc specific name if completing via SfH e-learning)	Delivery Method	Requirement of	Time Frame	Expected Time to Complete	HR	Payroll	Rota team	Governance Team	Facilities / PA	IT / Projects / Marketing / Data	Non Executive Directors	Directors
Awareness of Mental Capacity Act (MCA)	Included with the safeguarding adults level 3 sessions OR available via E-LFH	CQC	3 Yearly	2 hours								M (clinical Directors only)
Basic Life Support + Anaphylaxis	Session	CQC	Annual	1.5 hours								M (clinical Directors only)
Chaperones and Consent Training	E-LFH hub *Please complete the module '01_07 Chaperones and consent' available within the 'Sexual Health and HIV' course	CQC	3 Yearly	30 minutes								See *
Conflict Resolution - NEW 2020	SfH e-learning	BrisDoc	3 Yearly	2 hours	M	O	M	O	M	O		O
Customer Service	Session	BrisDoc	3 Yearly	3 hours	O	O	M	O	O	O		
Emergency First Aid	Session	Legal	3 Yearly	various	A	A	A	A	A	A		A
Environmental Sustainability - Building a Net Zero NHS	E-LFH hub *Please complete the module 'Building a Net Zero NHS'	BrisDoc	Once only	1 hour	O	O	O	O	O	O	O	O
Equality, Diversity and Human Rights - General Awareness - NEW 2020	SfH e-learning	Legal	3 Yearly	1 hour 15 minutes	M	M	M	M	M	M		M
Female Genital Mutilation (FGM)	From 2020 via ELFH	CQC	3 Yearly	3 hours								M (clinical Directors only)
Fire Safety - NEW 2020	SfH e-learning	Legal	2 Yearly	1 hour 25 minutes	S	S	S	S	S	S	S	S
Fire Warden	Session	Legal	3 Yearly	various	A	A	A	A	A	A		A
Health, Safety and Welfare - NEW 2020	SfH e-learning	Legal	3 Yearly	1 hour 45 minutes	S	S	S	S	S	S	S	S
Infection Prevention and Control - Clinical - NEW 2020	SfH via e-learning	Legal and CQC	3 Yearly	3 hours								M (clinical Directors only)
Infection Prevention and Control - Non Clinical - NEW 2020	SfH e-learning	Legal and CQC	3 Yearly	2 hours 15 minutes	M	O (M for BMC Bookkeeper)	O	M	M	M for working in clinical settings		M
Level 1 Data Security Awareness	E-LFH hub (e-learning)	Legal	Annual	1 hour 15 minutes	S	S	S	S	S	S	S	S
Data Security Awareness Survey	E-LFH hub (e-learning)	Mandatory	Annual	5 minutes	M	M	M	M	M	M		M
Moving and Handling - NEW 2020	SfH e-learning	Legal	3 Yearly	1 hour 45 minutes	M	M	M	M	M	M		M
Patient Moving and Handling - NEW 2020	SfH e-learning	Legal	2 Yearly	1 hour 15 minutes								M (clinical Directors only)
Prevent - NEW 2020	SfH e-learning	Legal	3 Yearly	1 hour 30 minutes	M	M	M	M	M	M		M
Safeguarding Adults Level 1 - NEW 2020	SfH e-learning	CQC	3 Yearly	1 hour and 30 minutes	M	M	M	M	M	M		M
Safeguarding Adults level 3	Each year, professionals should be able to demonstrate a total of 8 hrs training and development completed over the previous three years. This should come from attending a Level 3 Session, completing E-learning (via SfH) and completing frequent refresher development/training from other sources. This requirement should be evidenced via relevant certificates and a log outlining how you have met the 8 hr requirement. For more information, resources and an example log please contact workforce support.	CQC	Annually	Minimum 8 hours 3 yearly								M (clinical Directors only)
Safeguarding Children Level 1 - NEW 2020	SfH e-learning – level 1	CQC	3 Yearly	2 hours 35 minutes	M	M	M	M	M	M		M
Safeguarding Children level 3	Each year, professionals should be able to demonstrate a total of 12 hrs training and development completed over the previous three years. This should come from attending a Level 3 Session, completing E-learning (via SfH) and completing frequent refresher development/training from other sources. This requirement should be evidenced via relevant certificates and a log outlining how you have met the 12 hr requirement. For more information, resources and an example log please contact workforce support.	CQC	Annually	Minimum 12 hours 3 yearly								M (clinical Directors only)
Spotting the sick child	GPs, Nurses and ECPs level 3 via https://www.spottingthesickchild.com	CQC	Once only	various min. 3 hours								O (clinical Directors only)
*Information delivered via Newsletters & Team Meetings to raise Awareness												

Note	Please check multiple columns if you work in more than one role
DEPARTMENT CODES	
DIRECTORS	Director (clinical and non-clinical), Deputy Directors
Governance Team	All members of Governance team
Facilities	Facilities management, Medical Stock Controller, Car Maintenance
HR/ Payroll	HR and Payroll team
IT / Marketing / Projects / Data	Head of team, IT Officers, Marketing Asst, Project Mgt, Data Analysts, Planning & Perf Officers
Rota team/ Head Office Admin	Centralised rota team
Non-Executives Roles	Non- Executive Directors