TRAINING MATRIX - 2022 - Practice Services

| S = Statutory / legal | M = Mandatory for the role | O= Optional | A = assigned individuals only | | ELFH = e-Learning for Health | | Session = Face to Face session with a trainer | | SfH = Skills for Health e-learning | |

Course Title (inc specific name if completing via SfH e-learning)	Delivery Method	Requirement of	Time Frame	Expected Time to Complete	GPs / Deputy Medical Director For Practice Services	Nursing team in GP Practices / WIC	HCA's / Phlebotomists	Management	GP Practices: Front Line Ops Team	Volunteers	GP Practices back office support staff (Admin)
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	M					
Basic Life Support + Anaphylaxis	Session	CQC	Annual	1.5 hours	M	M	M	M	M		M
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 *	O	M		M		O
Conflict Resolution - NEW 2020	SfH e-learning	BrisDoc	3 Yearly	2 hours	O	M	M	M	M		O
Customer Service	Separate e-learning platform - Please contact workforcesupport@brisdoc.org for further details and access.	BrisDoc	3 Yearly	3 hours	O	O	M	M	M		O
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
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
Female Genital Mutilation (FGM)	From 2020 via ELFH	CQC	3 Yearly	3 hours	M	M	M	*Information delivered via Newsletters & Team Meetings to raise Awareness			
Fire Safety - NEW 2020	SfH e-learning	Legal	2 Yearly	1 hour 25 minutes	S	S	S	S	S	S	S
Fire Warden	Session	Legal	3 Yearly	various	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
Infection Prevention and Control - Clinical - NEW 2020	SfH via e-learning	Legal and CQC	3 Yearly	3 hours	M	M	M				
Infection Prevention and Control - Non Clinical - NEW 2020	SfH e-learning	Legal and CQC	3 Yearly	2 hours 15 minutes				M	M		M
Level 1 Data Security Awareness	E-LFH hub (e-learning)	Legal	Annual	1 hour 15 minutes	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 / DVD BUT SESSION for HO Facilities & IT Staff	Legal	3 Yearly	1 hour 45 minutes	M	M	M	M	M		M
Patient Moving and Handling - NEW 2020	SfH e-learning	Legal	2 Yearly	1 hour 15 minutes	M	M	M				
Prevent - NEW 2020	SfH e-learning	Legal	3 Yearly	1 hour 30 minutes	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
Safeguarding Adults Level 2 - NEW 2020	SfH e-learning	CQC	3 Yearly	2 hours			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	M					
Named professionals - Safeguarding Adults (level 4)	Lead doctors, heads of adult safeguarding, and named GPs/doctors for organisations commissioning primary care. For more information see: https://www.rcn.org.uk/professional-development/publications/pub-007069	CQC	3 yearly	8 hours annually	A						
Safeguarding Children Level 1 - NEW 2020	SfH e-learning – level 1	CQC	3 Yearly	2 hours 35 minutes						M	M
Safeguarding Children Level 2 - NEW 2020	session or e-learning SfH for Pharmacists and HCA's	CQC	3 yearly	2 hours			M	M	M		
Safeguarding Children 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	M					
Safeguarding Children level 4 - Named Professionals	Lead doctors, heads of adult safeguarding, and named GPs/doctors for organisations commissioning primary care. For more information see: https://www.rcn.org.uk/professional-development/publications/pub-007366	CQC	3 Yearly	8 hours annually or 24 hours over a 3 year period	A						
Shared Decision Making	Your learning options (personalisedcareinst...	PCN	Once only	30 mins	O	O	O				
Spotting the sick child	GPs, Nurses and ECPs level 3 via https://www.spottingthesickchild.com	BrisDoc	Once only	various (min. 3 hour)	O	O	O				
Perinatal Mental Health	session	BrisDoc	Once only	1 hours 30 minutes	O	O	O				
Personality Disorder Training	Ad Hoc. session *Next session will run in 2022	BrisDoc	Once only	7 hours	O - HHS and BMC only	O - HHS and BMC only	O - HHS and BMC only	O - HHS and BMC only	O - HHS and BMC only		O - HHS and BMC 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

Department	Description
GPs in GP Practices	Salaried GPs in BrisDoc GP Practices and HHS
Nursing and Allied Health Professionals	ANPs / Practice Nurses / Specialist nurses / Pharmacists / Paramedics / Trainee Nurses
HCA's	HCA's / Phlebotomists
GP Practices Front Line Operations team	Receptionists
Management	Practice Manager / Operations Manager / Reception Manager
GP Practices back office support staff	Support staff in GP Practices e.g. Medical Notes Summarisers, Medical Secretaries, Admin staff
Volunteers	Volunteers may require additional role specific training