

Training & Development including CPD & Induction

Version:	Owner:	Created:
7.0	Millie O`Keeffe (Learning & Organisational Development Business Partner.)	1 st February 2011
Published:	Approving Director:	Next Review
12 th November 2025	Mike Duncan (Director of people)	12 th November 2027

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Introduction

At BrisDoc, we are committed to the continuous growth and development of our co-owners. We believe that high-quality training, learning, and professional development are essential for delivering safe, effective, and compassionate care. This combined policy brings together our approach to training – both mandatory and role-specific – and our support for continuing professional development (CPD) and appraisal for all co-owners, including those in professionally regulated roles.

We recognise that learning does not end at induction or with compliance training. Our commitment is to foster a learning culture where co-owners are supported to develop their skills, meet professional standards, grow in their roles, and progress in their careers.

Purpose and Scope

This policy sets out the framework for:

- Core training and induction for all co-owners.
- Mandatory and statutory training requirements.
- Access to wider learning and development opportunities.
- Support for CPD and revalidation, particularly for regulated professionals.
- Fair, transparent processes for requesting funded training and development activities.

This policy applies to all BrisDoc co-owners – permanent, fixed-term, part-time, bank, and zero-hours – across clinical and non-clinical roles. It is especially relevant for those whose roles require professional registration with bodies such as the GMC, NMC, HCPC, GPhC or SWE.

The policy does not apply to self-employed colleagues or those on an honorary contract with BrisDoc.

Our Commitment to Learning and Development

We will provide all co-owners with a thorough induction into their role and responsibilities, along with access to the statutory and mandatory training needed to operate safely and legally within their environment. In addition, BrisDoc actively encourages further development that aligns with service needs, career progression and professional regulation.

We understand that people learn in different ways and at different paces. Our approach values formal learning alongside experiential, reflective and peer-based methods. Wherever possible, we will embed learning into day-to-day work, supervision, team discussions and quality improvement activities.

Definitions and Terms Used

- **Statutory and Mandatory Training (Stat/Man):** All co-owners are required to complete a set of statutory and mandatory training modules appropriate to their role. Statutory training is required by the NHS at a national level, and mandatory training is required by BrisDoc at a local level. These cover areas such as safeguarding, health and safety, fire

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awareness, infection prevention and information governance. This training ensures we meet our legal obligations and maintain a safe environment for patients, the public and our teams.

- **CPD:** CPD stands for Continuing Professional Development and is the term used to describe the learning activities that professionals engage in to develop and enhance their abilities. CPD is a holistic approach towards the enhancement of personal skills and proficiency throughout a professional's career. Some CPD is regulated by statutory bodies, some is required for professional registration or professional membership, and some is advisory.
- **CPD leave:** Formerly named 'study leave', CPD leave replaces this term. CPD leave is offered to co-owners working in a role that is regulated by a professional body and for which they must demonstrate continuing professional development. This policy outlines a CPD leave offer for these roles.
- **Development activity:** Activities that enable and promote skills development for the co-owner – this includes but is not limited to training courses, workshops, receiving coaching, and webinars. These activities can be internally or externally provided. Conferences are not included in the definition of a development activity.

Statutory and Mandatory Training

Each co-owner has a personalised list of mandatory training requirements, which is visible and managed via **The Development Hub**. Some statutory requirements may also be listed in professional or care standards, for example Safeguarding Level 4 and some health and safety courses. Co-owners are expected to review and update their compliance status regularly, with support from their line manager. Failure to complete required training within the stipulated timeframes may result in restrictions to practice or access to further development.

BrisDoc reviews its training matrix regularly to ensure it remains aligned to regulatory requirements and evolving service needs.

Statutory and Mandatory (Stat/Man) Training – Overtime and Time Allocation

BrisDoc is committed to ensuring all co-owners complete their required statutory and mandatory (Stat/Man) training in a timely and consistent manner.

To support this, the following principles apply regarding time and pay for e-learning:

Management, Administrative, and Daytime Operational Roles

Co-owners in these roles should complete e-learning during normal working hours and are expected to manage their time accordingly across the course of the year. As such:

- Overtime cannot be claimed for Stat/Man e-learning.
- Line managers should support co-owners to plan and prioritise protected time during quieter periods or as part of team training plans.

This applies to roles such as:

- Administrative staff

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- Team leaders and managers
- Support and back-office roles
- Daytime operations coordinators

Shift-Based Clinical and Operational Roles

Co-owners whose working patterns are entirely shift-based – such as:

- Clinicians on clinical rotas
- Call handlers
- Drivers
- Hosts and reception team members

Co-owners in these roles may claim additional time to complete Stat/Man e-learning where there is no capacity to release them from their shift without backfilling the role.

In these cases:

- Overtime may be approved for e-learning and development activities that requires face-to-face or online attendance (for example, Oliver McGowan training).
- Overtime will be paid at the single base daytime rate, regardless of the co-owner's usual enhancement or shift premium.
- Time must be agreed in advance with the line manager and recorded appropriately.
- Overtime claims must reflect the actual time spent completing the e-learning, not the estimated duration listed on the Development Hub. Co-owners should not claim for time not genuinely worked, even if they pass the assessment. Time spent on Stat/Man training by an individual is monitored via the Development Hub and reported on to ensure compliancy.

Co-owners in statutorily regulated or professionally governed roles (those who are eligible for CPD leave) may use their CPD leave entitlement to complete their stat/man training.

Remote Workers

Co-owners working remotely for BrisDoc are expected to make reasonable efforts to travel for any required face-to-face training. Travel expenses for this purpose will not be reimbursed.

If a co-owner is unable to travel due to personal circumstances, they should contact the training provider (for example the local ICB) to explore whether attendance at a suitable training session closer to home is possible. If a fee is charged, BrisDoc may cover the cost, though this requires People Team approval as the budget holder for training.

If no suitable training can be arranged via a local provider and the co-owner chooses to attend training through a private provider, BrisDoc will not cover the cost of this training.

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CPD Leave and Support

BrisDoc is committed to supporting the continuing professional development (CPD) of all co-owners, in recognition of its contribution to safe, effective care and organisational improvement.

CPD leave includes protected time for training, development activities, reflective practice, exams, and study. Entitlements are provided based on the level of professional responsibility and the nature of the role.

Requests for CPD leave should be discussed during supervision or development conversations with a manager and booked via RotaMaster by selecting 'study leave'. Approval is subject to service needs and relevance to the co-owner's role at BrisDoc.

Co-owners must **keep their CPD records up to date** as these can be requested by CQC during a visit. See Appendix C for guidance on structuring your CPD profile.

CPD leave is paid at admin/daytime rate, and cannot be carried over to the next year's entitlement. The entitlement period is 1st January – 31st December. CPD Leave is also not eligible for the annual leave buy back scheme.

Co-owner Groups and Entitlement

BrisDoc distinguishes three categories of co-owners for the purpose of CPD entitlement. Entitlement is calculated pro-rata based on contracted hours, and is intended to support activities such as clinical updates, reflection, participation in quality improvement, and preparation for professional appraisals or assessments.

Co-owners in statutorily regulated or professionally governed roles may use CPD leave to complete their stat/man training.

Co-owners in 'Other Roles' are not eligible for protected CPD leave, since these roles are not governed by a regulatory body. However, discretionary CPD leave can be granted by managers if co-owners in 'Other Roles' are completing development activities and training approved through the Training and Development Request form.

Please note that self employed colleagues or those on bank contracts do not qualify for CPD leave.

Category	Definition	Annual CPD Leave	Example roles
Statutorily Regulated	Roles that require statutory registration and revalidation	Up to 3 days (pro-rata of contracted hours*)	General Practitioners
		Up to 2 days (pro-rata of contracted hours*)	Clinical Practitioners

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Category	Definition	Annual CPD Leave	Example roles
Professionally Governed	Roles governed by a recognised body without statutory regulations and with CPD expectations	Up to 1 day (pro-rata)	Estates (IOSH), Finance (CIMA), HR (CIPD)
Other Roles	Roles without formal professional regulation or CPD requirements	No protected CPD leave, CPD leave is discretionary	e.g. General management, admin and operational roles.

Note: In addition to the three days of protected CPD leave (pro-rata), BrisDoc salaried GPs currently retain two additional CPD leave days embedded within their annual leave entitlement. This arrangement reflects an historical national model and remains in place for now, though it is subject to periodic review as BrisDoc moves towards a more standardised approach to CPD entitlement across all regulated roles.

Exam Leave

For co-owners in statutorily regulated or professionally governed roles, leave for formal exam preparation and exam completion is expected to be taken **within their annual CPD leave allowance** (see above).

Co-owners in **other roles** (not professionally regulated or governed) may request discretionary CPD leave for preparation for and sitting formal exams related to their current or future role. The maximum entitlement is:

Contracted Hours	Exam Leave (per sitting)
<8 hours/week	None
8–15 hours/week	Up to ½ day per exam
≥16 hours/week	Up to 1 full day per exam

Exam time is allocated **per exam sitting** and must be approved in advance. If an exam is failed or rescheduled, CPD leave for one repeat attempt is supported.

Medical Appraisal, Revalidation, and Re-Registration

GPs must prepare for and undertake an annual medical appraisal, nurses must revalidate every three years, and AHPs must re-register every two years. Co-owners in these roles may use their CPD Leave for preparation and attendance. Co-owners are not permitted to claim overtime to prepare for or attend their appraisal, revalidation, or re-registration.

BrisDoc will not contribute to the cost of medical appraisals, revalidation, or re-registration beyond supporting co-owners through the above measures.

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Development Planning

BrisDoc values meaningful conversations about growth and performance. All co-owners should take part in development conversation at least annually with their manager. These conversations provide the opportunity to reflect on progress, identify development needs, and agree future goals.

For regulated professionals, BrisDoc will support the individual when gathering information for their revalidation, including evidence of learning, feedback on clinical contribution, incidents or compliments where relevant, and involvement in quality improvement.

Accessing and Requesting Training or CPD

Beyond mandatory training, BrisDoc is committed to providing opportunities for co-owners to further develop their skills, confidence and career. This may include:

- Attendance at internal or external development activities.
- Participation in learning events or webinars.
- Engagement in project work, mentoring, secondments or shadowing.
- Study toward role-relevant qualifications or professional updates.

Opportunities should be discussed during supervision or development conversations and linked to both service priorities and individual development goals. Where funding or time off is required, co-owners should complete a **Training and Development Request Form** (see Appendix A). Each request is assessed on its relevance, cost, and alignment with BrisDoc's priorities.

We expect all co-owners to demonstrate a proactive approach to their own learning, and to share new knowledge with their teams where appropriate.

Co-owners seeking to undertake training outside the mandatory programme – whether funded or supported with CPD leave – should complete the **Training and Development Request Form** in discussion with their manager.

The co-owner must be compliant with all required statutory and mandatory training requirements before applying.

Approval is not automatic, and requests will be assessed on their merit. Managers must consider and propose a case around:

- Relevance to the co-owner's current or aspirational role.
- The value to the service and wider organisation.
- Budget availability.
- Equity of access.
- Completion of all required Stat/Man training.
- Course fees, leave to attend, and leave for associated study (e.g. exams or coursework), or a combination of these.

Full guidance for managers can be found in **Appendix B**.

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The form outlines the conditions under which BrisDoc may fund or subsidise training, including repayment conditions where applicable. Requests over £1,000 require executive sign-off.

Where possible, co-owners should use their CPD leave to attend and complete study/coursework for training and development programmes. However, discretionary CPD leave may be granted where the programme may exceed the co-owner's entitlement or if no entitlement exists.

Where a development activity has been approved, managers must support the co-owner to attend and learn as appropriate. This will include regular check-ins for longer term training including seeking assurance on the quality of the training, and discussing with the co-owner their attendance, experience, and wellbeing.

Induction

BrisDoc recognises that its staff are fundamental to its success. To ensure that all staff begin their work in a positive and supportive environment where they become effective and efficient in their role as quickly as possible, it is essential that all staff new to BrisDoc, or the role, receive a timely induction.

The whole induction process is expected to last 6 months, as each new recruit will have a 6-month probationary period. During this time, co-owners are expected to be proactive in their own induction, and ensure that they receive from appropriate sources the relevant information and support that enables them to apply themselves to their job and fully contribute to the success of the company.

Managers must ensure all new starters receive a Local/Service Induction and attend a Corporate Induction:

Welcome to BrisDoc: Corporate Induction	Local and Service Induction
Attending a Corporate Induction session is mandatory for all new starters within 3 months of their start date and considered part of a new starter's Stat/Man training. Attendance must be agreed in advance with the new starter's manager. The Corporate Induction provides an overview of our culture, values, and behaviours at BrisDoc. New starters will gain an understanding of 'who we are, what we do, and how we do it'. The session also covers: • Our history and services • Co-owner benefits • Our values and behaviours • Our commitment to Equity, Diversity, and Inclusion • The Wellbeing Hub • Development Hub	Service and local inductions, arranged by managers, should follow a standardised structure that introduces the new starter to their role, team, service, and site. This should include familiarisation and log ins for digital systems like Rotamaster and the Development Hub. These aspects will not be covered in the Corporate Induction and it is the responsibility of managers to ensure a new starter is appropriately and fully inducted to their role, team, service, and site in a timely manner. A local and service induction should cover: • Service overview • Health and safety • Local/site fire safety • Personal safety inc. lone working • Training, shadowing shifts

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• Co-Ownership and the Co-Owners Council • BrisDoc Community Fund • Shine • The New Starter Hub and where to find resources • Information Governance and IT security • How to submit concerns, feedback, and suggestions See the Corporate Induction page on Radar for more information.	• Policies and processes for leave and sickness • Site induction • Log-ins and training on clinical software • Training on administrative software – including RotaMaster self service • Rota and scheduling • Team structure and points of contact
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Probation and Touchpoints

The probationary period for new starters is 6 months, with regular check ins, or ‘touchpoints’ at 1, 3, and 6 months with their manager. This is to ensure new starters are settling in well, any needs are addressed, and the induction process is being carried out sufficiently.

The Induction checklists and Touchpoint checklists must be completed and submitted to the Workforce Team – these can be found on Radar.

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Appendix A: Training and Development Request Form

Please complete this form if you are looking to attend a training or development event outside your current statutory and mandatory training courses listed in The Development Hub, & you wish BrisDoc to help subsidise or fund the cost of this development activity.

Refer to the **Guidance for Training Requests** document to support you to complete this request form.

Name:
Job title:
Service:
Line manager:

Name of training or development activity you wish to attend:
Name of the provider:
Dates of the activity:
CPD leave required (hours/days):
Please give a summary of the activity and content:
Please provide considerations for the below (see Guidance for Training Requests document for further information. You can include a score from the Scoring Matrix if necessary):
Relevance to role or progression
Training provider assurance
Value to the team, service, and wider organisation
Operational impact

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(Please include any requests for time off to attend or for study/exams etc.)

Impact on co-owner

Sharing learning

Budget availability

(Please include the full cost of the activity or course and the amount requested of BrisDoc. Also include any additional costs. Please note Clause 3 of the Terms of Agreement below)

Support package and co-owner contribution

Completion of stat/man training

(Please confirm % compliancy of stat/man completion at the time of this request)

Terms of Agreement: Declaration *(to be completed by co-owner)*

I hereby agree and declare that:

1. In consideration of BrisDoc agreeing to meet the costs, I undertake to reimburse BrisDoc:
 - 100% of the investment costs if I do not attend the activity or voluntarily withdraw from or terminate the activity early without BrisDoc's prior written consent.
 - Up to 75% of the investment costs if I am dismissed or otherwise compulsorily discharged from the activity, unless the dismissal or discharge arises out of the discontinuance generally of the activity.
 - Up to 75% of the investment costs should I resign from or leave BrisDoc employment, either prior to completion of the activity or within 2 years after the end of the activity, except that, in the latter case, the amount which would otherwise be due to BrisDoc shall be reduced by 1/24th for each complete calendar month after the end of the activity during which I remain employed by BrisDoc.
2. To the extent permitted by law, I agree that BrisDoc may deduct a sum equal to the whole or part of the Costs due under the terms of this Agreement from my wages (as defined by section 27 of the Employment Rights Act 1996) or from any other allowances, expenses or other payments due to me.
3. I understand that BrisDoc under normal circumstances will not fund accommodation or travel costs for this activity, nor will they incur the costs for any repeats of courses/modules or exams.

NB: The amount due to BrisDoc under the terms of this Agreement is a genuine attempt by the Company to assess its loss because of the termination of the Employee's employment

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and considers the derived benefit to BrisDoc. Thus, Agreement is not intended to act as a penalty on the Employee upon termination of his/her employment.

I confirm I have read and agree to all the above:

Signed _____ Date ____/____/____
(Co-owner)

SECTION A: If activity is under £1000 -

Select from the options below:

Approved

Approved with conditions

Declined

If approved with conditions, detail them here. If declined, reasons why:

Signed _____ Date ____/____/____

Manager/Service Lead

Signed _____ Date ____/____/____

People Business Partner/Training budget holder

Please send to workforcesupport@brisdod.org

SECTION B: If the activity is above £1000 –

Please ensure you have also completed section A.

Select from the options below:

Approved

Approved with conditions

Declined

If approved with conditions, detail them here. If declined, reasons why:

Signed _____ Date ____/____/____

Director

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Please send to workforcesupport@brisdac.org who will confirm the outcome to the line manager and provide a signed copy of the form to the employee.

Appendix B: Guidance for Training Requests

Factor	What's Considered	How It May Impact the Decision
Relevance to role or progression	Is the development activity relevant to the co-owners current or aspirational role? Can the learning be applied in the role swiftly?	Training or activities that are irrelevant to the co-owner's role are unlikely to be approved. Learning that can be applied in the co-owner's role immediately or within a short time frame after training is of higher value. BrisDoc commits to a non discriminatory approach, however consideration must be given to length of service and number of regular hours worked.
Training provider assurance	Is the provider recognised and appropriate? Has good feedback been received from others who have attended (where applicable)?	Using recognised training providers that have received good feedback mean a higher likelihood of the co-owner receiving good quality training, and can embed their learning.
Value to the service and the wider organisation	What benefits will this development activity bring the co-owner, team, service, and organisation? Is this activity for personal or organisational benefit?	Some events can focus on networking that benefits the individual rather than the organisation. BrisDoc supports individual development, however, learning that will have a positive impact on the co-owner's team and service is of higher value to the organisation.
Operational impact	How will attendance to the development activity impact the team? Does the training require ongoing supervision or shadowing?	Operational factors must be considered, like rota cover. The co-owner may be able to contribute by attending the development activity in non-working time.
Impact on co-owner	Will the co-owner need support to implement their learning? Is the co-owner in a good place to attend and take on the learning?	The co-owner should be in a stable and well-supported place to take on new learning; consider how this may impact their wellbeing. Any required Reasonable Adjustments that support their learning should be discussed.
Sharing learning	How will learning be shared within the team? Is it a Train the Trainer model?	Learning that a co-owner can share with the team/service is of high value. Train the trainer models mean development can be accessed by a wider cohort, but organising training delivery can involve extra work.
Budget availability	Are lower cost options available? Is external funding available? Could this training be developed and delivered in-house?	Whilst ensuring high quality training is procured, BrisDoc endeavours to make sensible choices around budget spending. High cost and low impact development activities are unlikely to be approved. BrisDoc has a wealth of internal talent that could be used to develop training in-house.
Completion of stat/man training	Has the co-owner completed all their statutory and mandatory training?	The request will be denied if the co-owner has outstanding statutory and mandatory training.

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Factor	What's Considered	How It May Impact the Decision
		Stat/man training is important and must take precedence before other development activities.
Support package and co-owner contribution	Which combination of these elements are requested: course funding, time to attend, or CPD leave for study? What will the co-owner contribute?	A reasonable balance of the elements must be proposed. Co-owners are expected to contribute – this could mean partial funding of the activity, or attending or studying in unpaid time.

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Scoring matrix

Factor	0 – Not met	1 – Weak	2 – Adequate	3 – Strong
Relevance	No clear link to current/aspirational role or development pathway	Loose/indirect link; limited near-term application	Clear alignment; learning can be applied in role within 6 months	Strong alignment or direct requirement for current role or defined progression pathway
Training provider	Not recognised; quality unclear; no assurance or negative feedback	Partly recognised; mixed/limited feedback	Recognised/accredited; acceptable track record; assurance process will be designed to ensure quality	Well-recognised/accredited or regularly used provider; strong feedback or strong assurance process in place to ensure quality
Value to the service & wider organisation	No tangible service benefit	Minor/local benefit; hard to evidence	Clear benefit to team/service; defined problem/skills gap addressed	High strategic value; benefits extend beyond team with defined outputs
Operational impact	Release not feasible; no cover plan; high risk	Feasible only with significant disruption; weak cover	Manageable with a costed/realistic cover plan	Low risk; timings well chosen; cover in place; minimal disruption
Impact on co-owner	Readiness concerns (capacity/wellbeing); no adjustments	Some risks; limited support or adjustments	Ready to engage; adjustments/support identified	Strong readiness; well-planned support enabling successful completion
Sharing learning	No plan to share learning	Informal sharing plan	Practical plan developed	Robust plan with scheduled sessions, measurable outputs
Budget availability	Poor value for money; no other options explored	Poor value for money; limited exploration of other options	Good value for money; internal or low-cost options considered	Strong value for money; internal or low-cost options duly assessed

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Factor	0 – Not met	1 – Weak	2 – Adequate	3 – Strong
Support package & co-owner contribution (fees / leave to attend / study leave)	Package unclear/unjustified; heavy operational ask	Part-justified; paid elements exceed need; weak rationale	Balanced mix; proportionate paid/unpaid/time-shifted leave; clear rationale	Optimal mix for outcomes and service; cover costed; fair co-owner contribution where appropriate
Completion of Stat/Man training	Some non-compliance; no plan to complete	Some non-compliance; plan exists but not scheduled	Will be 100% compliant before start or mostly in date	Fully up to date

Appendix C: Co-owner Guide to CPD

Purpose

This guide supports BrisDoc co-owners in documenting Continuing Professional Development (CPD) activities effectively. It is particularly beneficial for those in regulated roles who may need to present a CPD profile for audit purposes. The guidance aligns with BrisDoc's internal processes and supports our commitment to continuous learning and development.

What is CPD?

CPD encompasses any activity that helps you maintain and enhance your professional skills and knowledge. It includes formal learning, such as attending courses, and informal learning, like reading relevant articles or engaging in reflective practice.

Why is CPD Important?

Engaging in CPD ensures you remain competent in your role, adapt to changes in practice, and continue to provide high-quality care. For regulated professionals, maintaining CPD is often a requirement for continued registration.

Structuring Your CPD Profile

When preparing a CPD profile, especially for audit purposes (CQC can request CPD records for individuals), structure it as follows:

a. Summary of Recent Work/Practice (Up to 500 Words)

Provide an overview of your role, responsibilities, and the context in which you work. Highlight any specializations or areas of focus.

b. Dated List of CPD Activities

List all CPD activities undertaken since your last registration renewal. Include dates and brief descriptions. If there are gaps of three or more consecutive months, provide explanations.

c. Personal Statement (Up to 1,500 Words)

Reflect on how your CPD activities have improved the quality of your work and benefited service users. For each activity:

- Describe what you did.
- Explain what you learned.
- Discuss how it improved your practice.
- Highlight the benefits to service users.

d. Supporting Evidence

Attach evidence that supports your CPD activities, such as certificates, reflective logs, or feedback forms.

Tips for Effective CPD Writing

- Be Reflective: Focus on what you learned and how it applies to your practice.
- Be Specific: Provide concrete examples of how CPD activities have impacted your work.

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- Maintain Confidentiality: Anonymize any service user information in your documentation.
- Keep It Personal: Ensure the profile is your own work and reflects your experiences.

BrisDoc Support for CPD

BrisDoc encourages a culture of continuous learning. Co-owners are supported through:

- Access to The Development Hub: Log and track your mandatory training and CPD activities.
- Development Conversations: Regular discussions with line managers to identify learning needs.
- Training and Development Request Form: Apply for funding or time to undertake CPD activities.

Additional Resources

For further guidance on CPD writing and documentation, consider the following resources:

- Health and Care Professions Council (HCPC): [How to complete your CPD profile](#)
- Royal College of Nursing (RCN): [CPD guidance](#)
- Royal Pharmaceutical Society (RPS): [CPD resources](#)
- General Medical Council (GMC): [CPD guidance](#)
- Nursing and Midwifery Council (NMC): [CPD and revalidation](#)

Note: This guide is intended to support BrisDoc co-owners in documenting their CPD activities effectively. It should be used in conjunction with guides from the co-owners professional body and BrisDoc's Training and CPD Policy.

Appendix E: Equality Impact Assessment

This Equality Impact Assessment (EQIA) ensures that BrisDoc's Training & Development Policy upholds our duties under the Equality Act 2010, fosters inclusive and equitable practice, and proactively considers how co-owners from different backgrounds and with different protected characteristics may be impacted. It also reflects on intersectionality and the compounding effects that may arise from overlapping characteristics.

BrisDoc recognises that some training is delivered by external providers whose actions are outside our direct control. Providers are selected - and, where appropriate, monitored - through our procurement and due-diligence processes with due regard to equality, diversity and inclusion standards.

Protected Characteristic	Potential Impact Identified?	Actions Taken / Considerations
Age	No differential impact	The policy does not treat co-owners differently based on age.
Disability	Yes – potential barriers	BrisDoc recognises that some development opportunities may be less accessible, and many factors may be out of our control when using an external provider – e.g. venue, format of training content, training equipment, etc. BrisDoc endeavours to select training providers that ensure equitable accessibility for all co-owners.
Sex / Gender	No differential impact	The policy does not treat co-owners differently based on sex / gender.
Gender Reassignment	No differential impact	The policy does not treat co-owners differently based on gender reassignment.
Pregnancy and Maternity	No differential impact	The policy does not treat co-owners differently based on pregnancy / maternity. If a co-owner requires parental leave whilst they are on a training course, this will be handled sensitively on a case-by-case basis.
Race / Ethnicity	No differential impact	The policy does not treat co-owners differently based on race / ethnicity.
Religion or Belief	No differential impact	The policy does not treat co-owners differently based on religion.
Sexual Orientation	No differential impact	The policy does not treat co-owners differently based on sexual orientation.
Marriage and Civil Partnership	No differential impact	The policy does not treat co-owners differently based on marital or partnership status.

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Version Control

Date	Version	Author	Change Details
March 2025	6.2	MD	Original Training and Development Policy. Focused on statutory/mandatory training and ad hoc CPD support.
Nov 2025	7.0	MD	Full policy rewrite and integration of CPD support. Combined training, CPD, and induction into a single unified policy. Time allocation and overtime payment for Sat/Man training policy introduced. Introduced three co-owner categories: Statutorily Regulated, Professionally Governed, and Other Roles. Defined pro-rata protected CPD entitlements (3, 2 or 0 days annually). Clarified CPD leave for exam preparation and medical appraisal, revalidation, and re-registration. Developed new CPD writing guide (Appendix C) and updated Training Request Form (Appendix A). Provided manager guidance on approving/denying training requests (Appendix B). Manager approval reduced back to £1,000 limit from £3,000. Service Lead approval required for all requests.