

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 - 2023 - BUSINESS SERVICES

S - Statutory / legal	M - Mandatory for the role, O - Optional	A - assigned individuals only	SH - Skills for Health e-learning	ELFH - e-Learning for Health	Session - Face to Face session with a trainer
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Note Please check multiple columns if you work in more than one role

DEPARTMENT CODES	
HR	HR Team (including L&OD)
Payroll	Payroll Team
Rota team	Centralised rota team/ Head Office Admin
Governance Team	All members of Governance team
Facilities/PA	Facilities management, Medical Stock Controller, Car Maintenance

IT / Marketing / Projects / Data	Head of team, IT Officers, Marketing Asst, Project Mgt, Data Analysts, Planning & Perf Officer
Non-Executives Roles	Non-Executive Directors
DIRECTORS	Director (clinical and non-clinical), Deputy Directors

Course Name (inc specific claims if completing via SH/e-learning)	Delivery Method	Requirement of	Time Frame	Expected Time to Complete	CENTRALISED TEAMS - Head Office										
					HR	Payroll	Rota team	Governance Team	Facilities / PA	IT / Projects / Planning / Data	Non-Executive Directors	Directors			
Awareness of Mental Capacity Act (MCA)	Included with the safeguarding adults level 3 sessions. SH available via ELFH (MENTAL CAPACITY AND ADULT SAFEGUARDING MODULE ONLY)	CDC	3 Yearly	2 hours											M (clinical Directors only)
Basic Life Support + Anaphylaxis	Session	CDC	Annual	1.5 hours	Optional for non-patient facing roles										
Chaperones and Consent Training	ELFH hub *Please complete the module 'SL_07' Chaperones and consent' available within the 'Sexual Health and HRT' course	CDC	3 Yearly	30 minutes											See *
Conflict Resolution	SH/e-learning	BrD/Doc	3 Yearly	2 hours	M	M	M	M	M	M	M				O
Emergency First Aid	Session	Legal	3 Yearly	various	A	A	A	A	A	A	A				A
Environmental Sustainability - Building a Net Zero NHS	ELFH hub *Please complete the module 'Building a Net Zero NHS'	BrD/Doc	Once only (to be completed during induction - by month 1 touchpoint)	1 hour	M	M	M	M	M	M	M				M
Equality, Diversity and Human Rights - General Awareness	SH/e-learning	Legal	3 Yearly	1 hour 15 minutes	S	S	S	S	S	S	S				S
Female Genital Mutilation (FGM)	From 2020 via ELFH	CDC	3 Yearly	3 hours											M (clinical Directors only)
Fire Safety	SH/e-learning	Legal	2 Yearly	1 hour 35 minutes	S	S	S	S	S	S	S				S
Fire Warden	Session	Legal	3 Yearly	various	A	A	A	A	A	A	A				A
Health, Safety and Welfare	SH/e-learning	Legal	3 Yearly	1 hour 45 minutes	S	S	S	S	S	S	S				S
Infection Prevention and Control - Clinical	SH/e-learning	Legal and CDC	3 Yearly	3 hours											S (clinical Directors only)
Infection Prevention and Control - Non-Clinical	SH/e-learning	Legal and CDC	3 Yearly	2 hours 15 minutes	S	S	S	S	S	S	S				S
Level 1 Data Security Awareness	ELFH hub (e-learning)	Legal	Annual	1 hour 15 minutes	S	S	S	S	S	S	S				S
Data Security Awareness Survey	ELFH hub (e-learning)	BrD/Doc	Annual	5 minutes	M	M	M	M	M	M	M				M
Moving and Handling	SH/e-learning	Legal	3 Yearly	1 hour 45 minutes	S	S	S	S	S	S	S				S
Moving and Handling (patient)	SH/e-learning	Legal	2 Yearly	1 hour 15 minutes											M (clinical Directors only)
Oliver McGowan Tier 1 Learning Disability & Autism - NEW 2022	Tier 1 - ELFH hub (e-learning) AVAILABLE NOW + webinar (TBC) for Operational staff	Legal	3 Yearly	2 hour and 30 minutes (combined total)	M	M	M	M	M	M	M				M
Oliver McGowan Tier 2 Learning Disability & Autism - NEW 2022	Tier 2 - ELFH hub (e-learning) AVAILABLE NOW + face to face(TBC) for clinical staff	Legal	3 Yearly	1 day											M (clinical Directors only)
Prevent	SH/e-learning	Legal	3 Yearly	1 hour 30 minutes	S	S	S	S	S	S	S				S
Safeguarding Adults Level 1	SH/e-learning	CDC	3 Yearly	1 hour and 30 minutes	M	M	M	M	M	M	M				M
Safeguarding Adults Level 2	SH/e-learning	CDC	3 Yearly	2 hours	M (Managers only)	M (Managers only)	M (Managers only)	M (Managers only)	M (Managers only)	M (Managers only)	M (Managers only)				
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 SH) 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.	CDC	Annual	Minimum 8 hours 3 yearly											M (clinical Directors only)
Safeguarding Children Level 1	SH/e-learning	CDC	3 Yearly	2 hours 35 minutes	M	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 SH) 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.	CDC	Annual	Minimum 12 hours 3 yearly											M (clinical Directors only)
Corporate Induction	TEAMS of Face to Face	BrD/Doc	Once only (to be completed at)	2 hours	M	M	M	M	M	M	M			O	O
*Information delivered via Newsletters & Team Meetings to raise Awareness															

OPTIONAL TRAINING 2023

S = Statutory / legal	M = Mandatory for the role, O = Optional	A = assigned individuals only	SB6 - Skills for Health e-learning		ELFH = e-Learning for Health		Session = Face to face session with a trainer					
CENTRALISED TEAMS - Head Office												
Course Name (Be specific name if completing via SB6 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
Active Bystander	The Active Bystander Training Company	Br&Doc	TBC	1 hour 30 mins	O	O	O	O	O	O	O	O
Customer Service	Session	Br&Doc	3 Yearly	3 hours	O	O	O	O	O	O		
Freedom to Speak Up	with	Br&Doc	TBC	TBC	O	O	O	O	O	O	O	O
Spotting the sick child	GPs, Nurses and ECPs level 3 via https://www.spotthethesickchild.com	GDG	Once only	various min. 3 hours								O (clinical Directors only)