

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 - 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	SHH = Skills for Health e-learning
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Course Title (inc specific name if completing via SHH e-learning)	Delivery Method	Requirement of	Time Frame	Expected Time to Complete	QUALIFYING GP Practices							
					GPs in Practice Services	Nursing team in GP Practices / WIC	HCA's	Management	GP Practices: Front Line Ops Team	Volunteer	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 (MENTAL CAPACITY AND ADULT SAFEGUARDING MODULE ONLY)	CDIC	3 Yearly	2 hours	M	M						
Basic Life Support+ Anaphylaxis	Session	CDIC	Annual	1.5 hours	M	M	M	M	M		M	
Chaperones and Consent Training	E-LFH hub *Please complete the module 'D1_07 Chaperones and consent' available within the Sexual Health and HIV course	CDIC	3 Yearly	30 minutes	See *	O	M		M			O
Conflict Resolution	SHH e-learning	BrisDoc	3 Yearly	2 hours	M	M	M	M	M			O
Customer Service	Separate e-learning platform - Please contact workforce@brisdco.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 (during induction by 1 month touchpoint)	M	M	M	M	M			M
Equality, Diversity and Human Rights - General Awareness	SHH e-learning	Legal	3 Yearly	1 hour 15 minutes	S	S	S	S	S			S
Female Genital Mutilation (FGM)	ELFH	CDIC	3 Yearly	3 hours	M	M	M	*Information delivered via Newsletters & Team Meetings to raise Awareness				
Fire Safety	SHH 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
Health, Safety and Welfare -	SHH e-learning	Legal	3 Yearly	1 hour 45 minutes	S	S	S	S	S	S	S	S
Infection Prevention and Control - Clinical	SHH via e-learning	Legal and CDIC	3 Yearly	3 hours	S	S	S					
Infection Prevention and Control - Non Clinical B15	SHH e-learning	Legal and CDIC	3 Yearly	2 hours 15 minutes				S	S			S
Level 2 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)	BrisDoc	Annual	5 minutes	M	M	M	M	M	M	M	M
Moving and Handling	SHH e-learning / DVD/BLUETOOTH SESSION for HO Facilities & IT Staff	Legal	3 Yearly	1 hour 45 minutes	M	M	M	M	M			M
Moving and Handling (Patient)	SHH e-learning	Legal	2 Yearly	1 hour 15 minutes	S	S	S					
Oliver McGowan Tier 1 Learning Disability & Autism - NEW 2022	Tier 1 E-LFH hub (e-learning) AVAILABLE NOW + webinar (TBC) for Operational staff	Legal	3 yearly	2 hour 30 mins (combined total)				M	M	M	M	M
Oliver McGowan Tier 2 Learning Disability & Autism - NEW 2022	Tier 2 E-LFH hub (e-learning) AVAILABLE NOW and face to face (TBC) for clinical staff	Legal	3 yearly	1 day	M	M	M					
Prevent	SHH e-learning	Legal	3 Yearly	1 hour 30 minutes	S	S	S	S	S			S
Safeguarding Adults Level 1	SHH e-learning	CDIC	3 Yearly	1 hour and 30 minutes						M	M	M
Safeguarding Adults Level 2	SHH e-learning	CDIC	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 SHH) 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.	CDIC	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	CDIC	3 yearly	8 hours annually	A							
Safeguarding Children Level 1	SHH e-learning	CDIC	3 Yearly	2 hours 35 minutes							M	M
Safeguarding Children Level 2	session or e-learning SHH for Pharmacists and HCA's	CDIC	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 SHH) 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.	CDIC	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	CDIC	3 Yearly	8 hours annually or 24 hours over a 3 year period	A							
Corporate Induction	TEAMS or Face to Face	BrisDoc	Once only	2 hours	M	M	M	M	M	O		M

*Information delivered via Newsletters & Team Meetings to raise Awareness

Note

Please check multiple columns if you work in more than one role

DEPARTMENT CODES	
GPs in Practice Services	Salaried GPs in BrisDoc, GP Practices and WIC (including Deputy Medical Director)
Nursing team in GP Practices/WIC	ANPs / Practice Nurses / Specialist nurses / Pharmacists / Paramedics / Trainee Nurses and Allied Health Professionals
HCA's	HCA's / Physiotherapists
Management	Practice Manager / Operations Manager / Reception Manager
GP Practices Front Line Operations team	Receptionists
Volunteers	Volunteers may require additional role specific training
GP Practices back office support staff	Support staff in GP Practices e.g. Medical Notes Summarisers, Medical Secretaries, Admin staff

OPTIONAL TRAINING 2023

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	SRH = Skills for Health e-learning
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Course Title (inc specific name if completing via SRH e-learning)	Delivery Method	Requirement of	Time Frame	Expected Time to Complete	DAYTIME GP Practices							
					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)	
Active Bystander	Active Bystander Training Company	BrisDoc	TBC	1 hour 30mins	O	O	O	O	O	O	O	O
Freedom to Speak up	EFH	BrisDoc	TBC	TBC	O	O	O	O	O	O	O	O
Shared Decision Making	Your Learning options (personalised care in situ)	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 hours)	O	O	O					
Perinatal Mental Health	session	BrisDoc	Once only	1 hours 30 minutes	O	O	O					
Personality Disorder Training	AdHoc, session	BrisDoc	Once only	7 hours	O	O	O	O	O			O

Note

Please check multiple columns if you work in more than one role