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 - INTEGRATED URGENT CARE AND PROFESSIONAL LINE TEAM

M – Mandatory / legal | MI – Mandatory for the role | Em-Explained | A – assigned individuals only | ERW e-learning for Wards | Classroom – Face to Face session with a trainer | ERM – Skills for Health e-learning

Course (inc specific name if completing via ERW e-learning)	Delivery Method	Requirement of	Time Frame	Expected Time to Complete	IUC Front Line Operations Team	IUC Service Delivery Mgt team	OOH Nursing team	Volunteers	OOH Salaried GPs	IUC PL GPs	IUC PL Nursing staff	IUC Management	Volunteers	IUC PL Operations Team
Awareness of Mental Capacity Act	Included with the safeguarding adults level 3 sessions ERW available via e-learning for health/ MENTAL CAPACITY AND ADULT SAFEGUARDING MODULE ONLY)	CQC	3 Yearly	2 hours			M		M	M	M			
Basic Life Support+ Anaphylaxis	Session	CQC	Annual	2-3 hours	M	M	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 'Ensure Health and Fit'" course	CQC	3 Yearly	60 minutes	M	M	M for HCSs only		See *	*Information delivered via Newsletters & Team Meetings to raise Awareness				M
Conflict Resolution	ERW e-learning	NHSDoc	3 Yearly	2 hours	M	M	M		M	M	M	M		M
Customer Service	Session	NHSDoc	3 Yearly	2 hours	M	M	O		O	O	O	O		M
Emergency First Aid	Session	Legal	3 Yearly	various	A	A	A		A	A	A	M		A
Environmental Sustainability - Building a Net Zero NHS	E-LFH hub "Please complete the module 'Building a Net Zero NHS'"	NHSDoc	Once only	1 hour (Some completed during induction - by month 1 touchpoint	O	O	O	O	O	O	O	O	O	O
Equality, Diversity and Human Rights General Awareness	ERW e-learning	Legal	3 Yearly	1 hour 15 minutes	S	S	S		S	S	S	S		S
Female Genital Mutilation (FGM)	ELFH	CQC	3 Yearly	3 hours	*Information delivered via Newsletters & Team Meetings to raise Awareness		M		M	M	M	M		See *
Fire Safety	ERW e-learning	Legal	3 Yearly	1 hour 25 minutes	S	S	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	ERW e-learning	Legal	3 Yearly	1 hour 35 minutes	S	S	S	S	S	S	S	S	S	S
Infection Prevention and Control - Clinical	ERW via e-learning	Legal and CQC	3 Yearly	3 hours			S		S	S	S			
Infection Prevention and Control - Non Clinical	ERW e-learning	Legal and CQC	3 Yearly	2 hours 15 minutes	S	S						S		S
Level 1 Data Security Awareness	E-LFH hub (e-learning)	Legal	Annual	1 hour 15 minutes	S	S	S	S	S	S	S	S	S	S
Data Security Awareness Survey	E-LFH hub (e-learning)	NHSDoc	Annual	5 minutes	M	M	M	M	M	M	M	M	M	M
Moving and Handling	ERW e-learning / DVD BUT SHOULD follow HCI Facilities & IT Staff	Legal	3 Yearly	1 hour 45 minutes	M	M	M		M	M	M	M		M
Moving and Handling (Patient)	ERW e-learning	Legal	3 Yearly	1 hour 15 minutes			S		S					
Other Mailbeam Tier 1 Learning Disability & Autism - NEW 2022	Tier 1 E-LFH hub (e-learning) AVAILABLE NOW + webinar (TBC) for Operational staff	Legal	3 yearly	1 hour 30 mins (combined total)	M	M		M				M	M	M
Other Mailbeam 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	7 day			M		M	M	M			
Prevent	ERW e-learning	Legal	3 Yearly	1 hour 30 minutes	S	S	S		S	S	S	S		S
Safeguarding Adults Level 1	ERW e-learning	CQC	3 Yearly	1 hour and 30 minutes	M			M				M	M	M
Safeguarding Adults Level 2	ERW e-learning	CQC	3 Yearly	2 hours		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 8 learning (via ERW) 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	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	24 hours annually			A		A					
Safeguarding Children Level 1	ERW e-learning – level 1	CQC	3 Yearly	1 hours 35 minutes	M			M				M	M	M
Safeguarding Children Level 2	session or e-learning: ERW for Pharmacists and HCA's	CQC	3 yearly	2 hours		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 8 learning (via ERW) 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		M	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-007069.	CQC	3 Yearly	24 hours annually or 24 hours over a 3 year period			A		A					
WRAP 2	https://www.wrapforkids.com/	NHSDoc	Once only	various (min. 1 hour)										M
Spotting the sick child	GPs, Nurses and RCPs level 3 via https://www.rcpch.ac/child-sepsis	NHSDoc	Once only	various (min. 3 hours)			M		O	O				
Corporate Induction	TRAINS or Face to Face		Once only	2 hours	M	M	M	O	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	
IUC Front Line Operations Team	CAS Handler / Host / Driver / NUCC / Shift Mgr / Admin
IUC Service Delivery Mgt team	Team Managers, Deputy Team Managers.
OOH Nursing team	ANPs, ECPs in the OOH team (inc. Nurse management team)
Volunteers	Volunteers may require additional role-specific training
OOH Salaried GPs	Salaried GPs including Deputy Medical Director in OJP
IUC Service Delivery Mgt team	Team Managers, Deputy Team Managers.
IUC PL GPs	Salaried / Lead GP
IUC PL Nursing staff	All nurses in the IUC PL team
IUC Management	ASPT Administrator / CoP Handler / management
Volunteers	Volunteers may require additional role-specific training
IUC PL Operations Team	IUC PL Operations Team (inc. Non-clinical mngt)

OPTIONAL TRAINING 2023

M = Mandatory / Legal	**M2** = Mandatory for the role	**Ex** (Tablet)	**A** = assigned individual only	**ELFH** = e-Learning For Health		**Face2Face** = Face to Face session with a trainer		**Site** = Skills for Health e-learning						
				Mandatory for Staff in Clinical Roles				**Mandatory for Staff in Non-Clinical Roles**						
Course (no specific name if completing via SFH e-learning)	**Delivery Method**	**Requirement of**	**Time Frame**	**Expected Time to Complete**	**GJC Front Line Operations Team**	**GJC Service Delivery Mgt team**	**OOH Nursing team**	**Volunteers**	**OOH Salaried GPs / Deputy Medical Director in GJC**	**GJC PL GPs**	**GJC PL Nursing staff**	**GJC Management**	**Volunteers**	**GJC PL Operations Team (inc. Non-clinical mgt)**
Action Bystander	**The Action Bystander Training Company**	**B-InDoc**	**TBC**	**1 hour 30 mins**	O	O	O	O	O	O	O	O	O	O
Antimicrobial Stewardship (AMS) Out of Hours	1. GCPP - 5 modules 2. Delaying prescribing for common infections in out of hours primary care 3. Delayed antibiotic prescribing for common infections in out of hours primary care 4. Managing patient expectations in out of hours primary care 5. Promoting self-care in out of hours primary care	**BindDoc**	**Once Only**	**2 hours**			O		O					
Freedom to Speak Up	KSFs	**Bindoc**	**TBC**	**TBC**	O	O	O	O	O	O	O	O	O	O
Perinatal Mental Health	session	**BindDoc**	**Once only**	**2 hours 30 minutes**			O	O	O	O			O	
Personality Disorder Training	**Ad Hoc. session**	**B-InDoc**	**Once only**		O	O	O	O	O	O	O	O	O	O

Note	**Please check multiple columns if you work in more than one role**
DEPARTMENT CODES	
GJC Front Line Operations Team	Call Handler / Host / Driver / NASCC / Shift Mgr / Admin
GJC Service Delivery Mgt team	Team Managers, Deputy Team Managers
OOH Nursing team	ANPs, ECPs in the OOH team
Volunteers	Volunteers may require additional role-specific training
OOH Salaried GPs	Salaried GPs including Deputy Medical Director in GJC
GJC PL GPs	Salaried / Lead GP
GJC PL Nursing staff	All nurses in the GJC PL team
GJC Management	ASPT Administrator / CoP Handler / management
Volunteers	Volunteers may require additional role-specific training
GJC PL Operations Team	GJC PL Operations Team (inc. Non-clinical mgt)