

# Mandatory Training Requirements

## Clinical Staff

For the purposes of this document, 'clinical' refers to staff that have regular, clinical contact with patients. This includes medical staff; nursing and midwifery staff; allied health professionals such as occupational therapists, physiotherapists speech and language therapists, radiographers; healthcare scientists; biomedical scientists; additional professional, scientific and technical staff such as operating department practitioners, pharmacists, optometrists, clinical psychologists, clinical technicians; additional clinical services staff such as healthcare assistants, assistant practitioners, dental surgery assistants, medical laboratory assistants, phlebotomists, porters working in patient areas.

Core risk management training for staff has been identified to meet legislative and statutory requirements as well as Health and Patient Safety standards such as those defined by the NHS Litigation Authority (NHSLA) and the Care Quality Commission (CQC).

Training is defined as mandatory if it meets one or more of the following criteria:

- It is a statutory requirement
- All staff across the organisation require the training
- It is a NHSLA or CQC requirement

This document identifies the **minimum** mandatory training requirements of the organisation for clinical staff. There may be other additional training required by particular staff groups. This training will be identified through Local Induction and/or Staff Development Review/Appraisal. If you are unsure as to what additional training is required, speak to your line manager or training link.

To view more detailed training requirements set out by staff group and to find out how to access training, please [click here](#) and you will be directed to the **Mandatory Training Prospectus**.

**All training requirements will be delivered through a 4 day core mandatory training programme for clinical staff**

Type of Training	Staff Group	Frequency of Training	Delivery Method	Requirement Source
<b>Information governance</b>	All	Yearly	Initial training at Corporate Induction or through e-learning Updates through core mandatory training programme or e-learning	Department of Health IG Toolkit (requirement 9-112)
<b>Fire safety</b>	All	2 yearly delivered update Plus - Participation in a localised fire evacuation drill/exercise (at least once in every period of 12 months), based on a local training needs analysis.	Initial training at Corporate Induction Updates through core mandatory training programme or e-learning	Statutory requirement (Health and Safety at Work Act 1974)
<b>Health and safety/ patient safety</b>	All	3 yearly	Initial training at Corporate Induction Updates through core mandatory training programme or e-learning	Statutory requirement (Health and Safety at Work Act 1974)
<b>Equality, diversity and human rights</b>	All staff	3 yearly	Initial training at Corporate Induction Updates through core mandatory training programme or e-learning	Human Rights Act 1998 Equality Act 2010
<b>Safeguarding adults (incl MCA)</b>	All staff	3 yearly	Initial training at Corporate Induction Updates through core mandatory training programme or e-learning	CQC

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Type of Training	Staff Group	Frequency of Training	Delivery Method	Requirement Source
<b>Infection prevention and control level 2</b>	Staff with direct patient contact including HCAs, domestics, porters.	3 yearly	Initial training at Corporate Induction Updates through core mandatory training programme or e-learning	NHSLA Minimum Data Set
<b>Conflict resolution</b>	All frontline staff with direct patient contact	3 yearly	Initial full day delivered session at Corporate Induction Updates through core mandatory training programme	NHS Protect
<b>Moving and handling</b>	All staff who handle patients	3 yearly	Initial training at Corporate Induction Updates through core mandatory training programme Ward based sessions available on request	NHSLA Minimum Data Set
<b>Resuscitation:</b> Newborn basic life support	Clinical staff working in maternity	Yearly	Initial training at Corporate Induction Delivered session through core mandatory training programme	Resuscitation Council (UK)
<b>Resuscitation:</b> Paediatric basic life support	Clinical staff working in A&E and Paediatrics	Yearly	Initial training at Corporate Induction Delivered session through core mandatory training programme	Resuscitation Council (UK)

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Type of Training	Staff Group	Frequency of Training	Delivery Method	Requirement Source
<p><b>Resuscitation:</b> Basic life support</p>	<p>Clinical staff working in adult areas including community based nurses</p>	<p>Yearly (2 yearly for some medical staff e.g. consultants, specialist registrars)</p>	<p>Initial training at Corporate Induction Delivered session through core mandatory training programme</p>	<p>Resuscitation Council (UK)</p>
<p><b>Safeguarding children level 2</b></p>	<p>All clinical staff who do not meet requirements for level 3 training who have any contact with children, young people and/or parents/carers  This includes pharmacists, dental care practitioners, audiologists, opticians, adult physicians, surgeons, anaesthetists, radiologists, nurses working in adult acute/community services (including practice nurses), allied health care practitioners and all other adult orientated secondary care health care professionals, including technicians.</p>	<p>3 yearly</p>	<p>Initial training at Corporate Induction Updates through core mandatory training programme or e-learning</p>	<p>CQC</p>

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Type of Training	Staff Group	Frequency of Training	Delivery Method	Requirement Source
<p><b>Safeguarding children level 3 core</b></p>	<p>Clinical staff in permanent position working with children young people and their carers who could potentially contribute to assessing, planning, intervening and evaluating the needs of a child or young person and the parenting capacity where there are safeguarding concerns.</p> <p>This includes urgent and unscheduled care staff (inc. A&amp;E), learning disability nurses, paediatric allied health professionals, sexual health staff, obstetricians, paediatric radiologists, paediatric surgeons, paediatric anaesthetists, and paediatric dentists.</p>	<p>Full level 3 training within 6 months of appointment</p> <p>3 yearly update</p>	<p><b>Initial training</b> - Full day level 3 training delivered by Safeguarding Children trainer at Corporate Induction</p> <p><b>Update training</b> - Four hours update education/learning through core mandatory training programme</p> <p>Or:</p> <p>One hour update sessions, changing each year are delivered by Safeguarding Children Trainer.</p> <p>In addition practitioners must evidence</p> <ul style="list-style-type: none"> <li>• Additional relevant training such as LSCB training</li> <li>• Reflective practice</li> <li>• Relevant reading</li> <li>• Recorded case discussion</li> </ul> <p>In total staff must evidence four hours of updating in three years or 1 hour 20 minutes in the last year.</p>	<p>CQC</p>

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Type of Training	Staff Group	Frequency of Training	Delivery Method	Requirement Source
<p><b>Safeguarding children level 3 +</b></p>	<p>Clinical staff in permanent position working with children young people and their carers who could potentially contribute to assessing, planning, intervening and evaluating the needs of a child or young person and the parenting capacity where there are safeguarding concerns from the following professional groups:</p> <p>Paediatricians, paediatric intensivists, child psychologists, GPs, children’s nurses, school nurses, midwives and health visitors</p>	<p>Full level 3 training within 6 months of appointment</p> <p>3 yearly update</p>	<p><b>Initial Training</b> - Sixteen hours (two days) level 3 education/ learning consisting of</p> <p>Full day (2 PA’s) level 3 training delivered by Safeguarding Children trainer at Corporate Induction plus Additional 8 hours</p> <ul style="list-style-type: none"> <li>• Additional relevant training such as LSCB training</li> <li>• Reflective practice</li> <li>• Relevant reading</li> <li>• Recorded case discussion</li> </ul> <p>Or Two day level 3 training provided by LSCB or other relevant provider</p> <p><b>Update Training</b> - Sixteen hours (two days) level 3 education/ learning consisting of</p> <p>Full day (2 PA’s) level 3 training delivered by Safeguarding Children trainer plus Additional 8 hours</p> <ul style="list-style-type: none"> <li>• Additional relevant training such as LSCB training</li> <li>• Reflective practice</li> <li>• Relevant reading</li> <li>• Recorded case discussion</li> </ul> <p>Or Two day level 3 training provided by LSCB or other relevant provider</p>	<p>CQC</p>