

## Mandatory Training Matrix 2022

Mandatory Training	Staff	Frequency	Level required	Method of delivery
<b>Basic Life support training</b>	All staff	Annually	BLS level 1	face to face training delivered inhouse by external trainers or internal Hurley trainers (names to be announced) contact Sara @ israa.ibrahim@nhs.net to arrange
<b>Fire Safety</b>	All staff	Annually	n/a	Basic Fire Safety e-learning available on Bluestream or eLFH website Named Fire Marshalls to complete online Fire Marshall training in addition to basic fire safety module.
<b>Preventing Radicalisation</b>	All staff	Annually	n/a	e-learning available on Bluestream or eLFH website
<b>information Governance</b>	All staff	Annually	n/a	e-learning available on Bluestream or eLFH website
<b>Child Safeguarding</b>	Clinical staff	Annually	Level 3	Initial training must be completed face to face within the first year of employment amounting to 8 hours (HCAs, Clinical pharmacists and phlebotomists) and 16 hours (GPs, Practice Nurses and Mental Health Practitioners). This can be arranged by contacting the Training department in your local CCG. Refresher training to be completed within 3 years completing at least 8 hours (HCAs, Clinical Pharmacists and phlebotomists) or 12 hours (GPs, Practice Nurses and mental health practitioners) or 16 hours (GP safeguarding Lead) Hours to fulfilled by attending in house MDT meetings or by attending Hurley Group Safeguarding sessions to be held twice a year. e-learning to be completed every three years on Bluestream or elfh.
	Non-clinical staff	Every 3 years	Level 2	Initial training must be completed face to face within the first year of employment. This can be arranged by contacting the Training department in your local CCG. Refresher training to be completed every three years, this can be online or face to face amounting to 4 hours Face to face training session by Hurley trainers. Contact Sara on israa.ibrahim@nhs.net to arrange. e-learning available on Bluestream or eLFH website
<b>Adult Safeguarding</b>	Clinical staff	Annually	Level 3	Initial training must be completed face to face within the first year of employment amounting to 8 hours. This can be arranged by contacting the Training department in your local CCG. Refresher training to be completed within 3 years completing at least 8 hours (HCAs, Clinical Pharmacists and phlebotomists, GPs, Practice Nurses and mental health practitioners) Hours to fulfilled by attending in house MDT meetings or by attending Hurley Group Safeguarding sessions to be held twice a year. e-learning to be completed every three years on Bluestream or elfh.
	Non-clinical staff	Every 3 years	Level 2	Initial training must be completed face to face within the first year of employment. This can be arranged by contacting the Training department in your local CCG. Refresher training to be completed every three years, this can be online or face to face amounting to 4 hours Face to face training session by Hurley trainers. Contact Sara on israa.ibrahim@nhs.net to arrange. e-learning available on Bluestream or eLFH website
<b>Manual Handling</b>	Clinical staff (including HCAs)	Every 3 years	n/a	Clinical Manual Handling e-learning available on Bluestream or eLFH website
	eHub and PH clinicians (non-patient facing)	Every 3 years	n/a	Clinical staff who do not see patients for face to face consultations can complete non-clinical Manual Handling e-learning
	Non-clinical staff	Every 3 years	n/a	Non-clinical Manual handling elearning available on Bluestream or eLFH website
<b>Infection Control</b>	All staff	Annually	n/a	All staff to attend Infection control training to be conducted by Infection control leads at each Practice after the yearly audit. The training MUST incorporate audit results, action plan and a refresher on hand washing, Needlestick injuries and Fridge procedure (Maintaining the Cold Chain) Alternatively, e-learning must be completed on Bluestream or eLFH website
	eHub and PH clinicians (non-patient facing)	not required	n/a	not required
<b>Maintaining Cold Chain (fridge procedure)</b>	GPs and Clinical Pharmacists	annual	n/a	GPs and Clinical Pharmacists who have attended Infection control training by Infection control leads as above do not need to complete further Maintaining Fridge Procedure training.
	Practice Nurses, HCAs and Phlebotomists	Every 3 years	n/a	In house training delivered by Lead Nurse using training materials available on Podio. All learners are to complete test to receive certificate. e-learning available on Bluestream or eLFH website for refresher training.
	eHub and PH clinicians (non-patient facing)	not needed	n/a	not needed
	Non-clinical staff	Every 3 years	n/a	In house training delivered by Lead Nurse using training materials available on Podio. All learners are to complete test to receive certificate. e-learning available on Bluestream or eLFH website for refresher training.
<b>Chaperone training</b>	Clinical staff (including HCAs)	Every 3 years	n/a	In house training delivered by POM using training materials available on Podio. All learners are to complete test to receive certificate. e-learning available on Bluestream or eLFH website for refresher training.
	eHub and PH clinicians (non-patient facing)	not required	n/a	not required
	Non-clinical staff	Every 3 years	n/a	In house training delivered by POM using training materials available on Podio. All learners are to complete test to receive certificate. e-learning available on Bluestream or eLFH website for refresher training.
<b>Health and Safety</b>	All staff	Every 3 years	n/a	e-learning available on Bluestream or eLFH website
<b>Conflict Resolution</b>	All staff	Every 3 years	n/a	e-learning available on Bluestream or eLFH website