



## **Training Policy**

### **1.0 Introduction**

1.1 This policy details the system for Lindsey Lodge Hospice to ensure that all staff receive adequate statutory and mandatory training and other non-essential training.

1.2 The policy is underpinned in with guidance from national bodies which includes CQC, NICE, Professional bodies as appropriate (NMC, GMC), Health and Safety Executive and local health providers, i.e NLAG and NHS North Lincolnshire.

### **2.0 Purpose**

2.1 The purpose of this policy is to ensure that all staff working in all areas of Lindsey Lodge Hospice operate in a safe and competent manner.

### **3.0 Scope**

3.1 This policy applies to all employed staff working in all areas across Lindsey Lodge Hospice

3.2 It is a requirement that all newly appointed staff attend the set Induction Day ideally within 3 months of employment. Role specific Induction programmes must be completed within 6 months in order to fulfil the education and training requirements of the probationary period.

3.3 The renewal periods are the minimum timescales that staff should complete training. Staff can opt to, or may be required to, refresh training earlier than the indicated timescales to maintain their skills.

### **4.0 Responsibilities**

It is the responsibility of all staff to access mandatory training as shown on the Essential Training Matrices below/over. This is monitored at completion of probation/staff appraisals, as appropriate, by their line manager and/or the clinical trainer.

### **5.0 Actions and procedures**

#### **5.1 Recording of Training**

An attendance register will be taken of all training events and scanned electronically.

#### **5.2 Appraisal**

Evidence of mandatory training will be required at annual appraisal. It is the appraisee's responsibility to provide this information for the appraiser.

#### **5.3 Non- essential training**

5.3.1 Any request to attend a non-essential training event should be discussed by the individual with their line manager in the first instance to establish if the event is appropriate and linked to appraisal objectives. The mechanism for feedback at this point should also be agreed at this point.

5.3.2 A Professional Development/Training/Study Leave (PDSTL) form should then be completed.

5.3.3 The Clinical Trainer in conjunction with your line manager will then decide if it is appropriate and necessary for you to attend.

Consideration will be given to:

- How this event relates to your role
- Is the event essential for service delivery
- Has the event been highlighted as necessary for your professional development
- Costs involved including the event, travel, accommodation, backfill

The case may be referred to the Chief Executive for a final decision.

5.3.4 Once it has been authorised, the Clinical Trainer will pass the form to the PA to Chief Executive who will then book the event and any travel and accommodation arrangements

5.3.5 Post-event you the individual will review the learning and development from the event on the PDSTL. This should be completed within 2 weeks of the event.

5.3.6 If permission to attend the event is declined, this will be documented on the form, with the reasons. The Clinical Trainer will discuss this with the individual and their line manager.

#### 5.4 Expenses

All mandatory training will be provided in paid time, this includes any role specific mandatory training. Expenses for non-essential training may not be always be in paid time and are to be agreed between the employee, their manager and the clinical trainer before permission is granted.

**APPENDIX A: INDUCTION- within 3 months of employment**

STAFF GROUP	TOPIC	ADDITIONAL INFORMATION	TIME
ALL	FIRE		30MINS
“	HEALTH AND SAFETY- includes Slips, Trips and Falls		30MINS
“	INFECTION CONTROL		30MINS
“	MOVING AND HANDLING		30MINS
“	SAFEGUARDING AND PREVENT		1 HOUR
“	CONFLICT RESOLUTION		30 MINS
“	INFORMATION GOVERNANCE		15MINS
“	EQUALITY AND DIVERSITY	WORKBOOK	1 HOUR
“	BULLYING AND HARRASSMENT	WORKBOOK	1 HOUR
“	COMMUNICATION SKILLS		30 MINS
CLINICAL STAFF	CPR/ANAPHALAXIS		1 HOUR
CLINICAL STAFF	SYRINGE DRIVER	Via NLAG	2 HOURS
CLINICAL STAFF	MEDICAL GASES	ONLINE/WORKBOOK	
CLINICAL STAFF	ENTONOX	ONLINE/WORKBOOK	
CLINICAL STAFF	MEDICINES MANAGEMENT	WORKBOOK	1 HOUR
CLINICAL STAFF	CONTROLLED DRUGS	WORKBOOK	1 HOUR
CLINICAL STAFF	MOVING AND HANDLING- PRACTICAL		2 HOURS
CATERING	BASIC FOOD HYGIENE		2 HOURS

**APPENDIX B: ONGOING MANDATORY TRAINING**  
**CLINICAL STAFF- includes RN,HCA,AHP, Therapists**

STAFF GROUP	TOPIC	ADDITIONAL INFORMATION	TIME
ALL	INFECTION CONTROL	Annual	30 MINS
“	CPR/ANAPHALAXIS	Annual	1 HOUR
“	INFORMATION GOVERNANCE	Annual- e-learning	2 HOURS
“	FIRE	2 YEARLY- ELEARNING	1 HOUR
“	MCA/DOLS/SAFEGUARDING	1 theme per 3 year cycle	1 HOUR
RN, HCA	MOVING AND HANDLING	Annual	2 HOURS
ALL	CONFLICT RESOLUTION	3 YEARLY	30 MINS
ALL	DEMENTIA	3 YEARLY	1 HOUR
RN	SYRINGE DRIVER	2 YEARLY VIA NLAG	2 HOURS
RN	MEDICAL GASES	3 YEARLY- ONLINE WORKBOOK	
RN	ENTONOX	3 YEARLY- ONLINE WORKBOOK	
ALL	EQUALITY AND DIVERSITY	5 YEARLY- WORKBOOK	1 HOUR
ALL	SLIPS, TRIPS AND FALLS	3 YEARLY- WORKBOOK	1 hour

**APPENDIX C: ONGOING MANDATORY TRAINING**  
**NON-CLINICAL STAFF- Admin., Fundraising, HR, Finance, Household**

STAFF GROUP	TOPIC	ADDITIONAL INFORMATION	TIME
ALL	INFORMATION GOVERNANCE	ANNUALLY- ONLINE	1 HOUR
“	FIRE	2 YEARLY- ONLINE	1 HOUR
“	CONFLICT RESOLUTION	3 YEARLY	1 HOUR
“	DEMENTIA	3 YEARLY	1 HOUR
“	SAFEGUARDING/PREVENT	3 YEARLY	1 HOUR
“	MOVING AND HANDLING	3 YEARLY	30 MINS
“	SLIPS, TRIPS AND FALLS	3 YEARLY WORKBOOK	1 HOUR
“	EQUALITY AND DIVERSITY	5 YEARLY- WORKBOOK	1 HOUR
CATERING	BASIC FOOD HYGIENE	3 YEARLY	2 YEARLY

**REFERENCES:**

NHS Protect: Conflict Resolution Training: Implementing the National Syllabus 2004

NLAG Mental Capacity Act (MCA) 2005 & MCA Deprivation of Liberty Safeguards (DOLS) Policy - April 2015 - DCP098

Health Education England Dementia Core Skills Education and Training Framework 2015

The Equality Act 2010

Fire Regulatory Reform Order 2005

Health and Social Care Act 2012

Data Protection Act 1998 & Freedom of Information Act 2000

NMC Medicines Standards 2008

Health and Safety at work Act 1974

LLH Safeguarding Policy

Resuscitation Council Standards for Clinical Practice and Training 2004

DH No Secrets 2000

ISSUE DATE January 2017 Ratification date: 26<sup>th</sup> January 2017 Review : 3 YEARLY

TO BE REVIEWED	REVIEW COMPLETED	BY	APPROVED BY	CIRCULATION
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Jan 2021				