TRAINING AND DEVELOPMENT POLICY

This Policy covers all staff within the Trust. It describes our responsibilities for training, how training is planned within the Trust, training budgets, the Trust’s approach to statutory, mandatory, desirable and continuing professional development learning.

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<tr>
<th>Originator:</th>
<th>Claire Quinn, Head of Learning and Organisational Development</th>
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<tr>
<td>Ratification:</td>
<td>Ratified by the Workforce Committee</td>
</tr>
<tr>
<td>Date of Issue:</td>
<td>31 March 2015</td>
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<tr>
<td>Review Date</td>
<td>31 March 2016</td>
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<td>Issue No:</td>
<td>10</td>
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**POLICY INDEX**

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</table>
1.0 TRUST COMMITMENT TO TRAINING AND DEVELOPMENT FOR ALL STAFF

“The Trust Board fully supports the concept of training and development for all staff. I encourage managers to assist staff in meeting work demands and challenges as well as helping them to reach their full potential. I personally ask that managers appraise each member of their staff, review their individual training and development needs at least once per year and release staff to attend appropriate training. Having capable staff is our most valuable asset”

Andrew Morris – Chief Executive

The purpose of this policy is to:

- describe the Trust’s commitment to training and development and clarifies its responsibilities
- outline a process that is equitable and facilitates individual, departmental and organisational training and development that supports the Trust’s business objectives
- clarifies staff responsibility for their own personal and professional development
- provide consistent and fair guidelines to managers for allocating training and study leave to their staff
- provide guidance to managers and staff on available funding resources
- outline compliance responsibilities

2.0 SCOPE

This policy covers all staff groups within the Trust and includes bank staff, volunteers, Ministry of Defence Hospital Unit and Partnership Pathology staff.

2.1 Related Policies

- Staff Appraisal Policy
- Equality and Diversity Policy
- Policy for the Management of Corporate and Local induction
- Disciplinary Policy

3.0 PLANNING FOR TRAINING AND DEVELOPMENT – TRAINING CYCLE

3.1 Directorate Planning

Heads of Service are responsible for ensuring that individual and ward or departmental training needs are identified on an ongoing basis, for ensuring that staff are released to attend training and for developing annual directorate training plans.
The directorate training planning process should normally be completed by June each year using the template at appendix one.

3.2 Corporate Training Planning

The Head of Learning and Organisational Development is responsible for preparing the annual Corporate Training Programme. The Corporate Programme will take into account NHS strategic issues, the Trust annual plan and directorate training plans.

4.0 ACTION FOR TRAINING AND DEVELOPMENT

4.1 Training and development activities

Learning involves a change in an individual's knowledge, skills, values or attitudes, which lasts over a period of time. Many learning opportunities are available as part of the day-to-day business of the Directorate and these should be seen as tools to meet training and development needs in a more imaginative way. Examples include:

- Practice Support / Clinical Supervision
- Dealing with Incidents / Complaints
- Mentoring
- Coaching
- Job Rotation
- Reflection
- Secondment
- Teaching
- Supporting Learners
- Reading
- Service based projects
- Research
- Monitoring and Audit
- Distance and Electronic Learning
- Case Review / Incident Review
- Preceptorship

When deciding the appropriate methods of delivery, the following will need to be taken into account:

- The benefits of the training/development to the organisation and individual
- The cost of the training/development
- The individual's preferred learning style
- The location and timing of the training/development (taking account of the employee's personal circumstances and working pattern)

4.2 Types of Training

The Trust classifies training into the following types:

- **Statutory and Mandatory** - Training required in order to ensure compliance with relevant statutory provision or mandated by the organisation, e.g. fire safety training, moving and handling. This includes training described in the NHS Core Skills Framework following local risk assessment. (Appendix two)

- **Essential** – Training required in order to maintain the delivery of services across the organisation or improve quality or productivity. This includes any training required by staff to comply with their professional bodies in order to maintain professional registration, or training to deliver current or emerging service requirements.
• **Desirable** - Training that may assist with the general understanding of and/or improvement in an individual’s role within the organisation, e.g. customer care, leadership development.

**NB:** The required statutory and mandatory training must be up to date before any other type of development is granted.

Statutory and mandatory training requirements for all staff are illustrated via the WIRED system which can be accessed via [http://fph-wired/Reports](http://fph-wired/Reports) when logged in to a Frimley Health account.

### 4.3 Equal Opportunities and Equality Impact Assessment

Training and development resources will be allocated in a fair and equitable manner. Attention will be paid to ensuring that there is equality of access to training and development resources regardless of race, disability, religion, belief, age, gender, sexual orientation, working patterns and employment status.

The training function will collect and analyse information on attendance at internal courses and the allocation of funding for external training in order to ensure that no particular groups or individuals are unfairly excluded or disadvantaged and that resources are equitably distributed across the organisation.

This information will also be supplied to the Workforce Committee, to enable it to assess access.

This policy has been subject to a full Equality Impact Assessment and the policy reflects the recommendations.

### 4.4 Roles and responsibilities

**Managers**

Manager involvement is critical if training and development is to be effective. Manager responsibilities cover the following:

- Inducting new staff effectively
- Appraising staff at least annually, identifying individual training needs and agreeing personal development plans, recording appraisal information (including ratings) on the appraisal tracking system
- Ensuring staff receive the appropriate statutory and mandatory training.
- Ensuring staff attend the training courses on which they have been booked or being liable for the ‘Did Not Attend’ (DNA) corollary detailed in section 12 of this policy.
- Ensuring that internal training courses are cancelled if staff no longer require them or where the individual has left the organisation
- Agreeing objectives with individuals before they attend training courses or before an extended period of development activity
- Evaluating the impact of the training course or development activity on performance
- Supporting and encouraging members of staff in meeting their CPD requirements
- Abiding by Trust procedures for funding and study leave and ensuring that personal training and development contracts are in place where appropriate
- Providing staff with opportunities to use new capabilities following return to the workplace to ensure transfer of learning
- Ensuring staff are aware of the KSF and Trust Values requirements commensurate with their role
- Ensuring that if candidates are required to carry out a physical activity, e.g. Resuscitation, then the candidate is capable of completing the necessary tasks.

**All staff**

Member of staff have the following responsibilities:

- Identifying their own training and development needs in conjunction with their manager.
- Attending training courses or development activities on which they have been booked
- Informing their manager or training coordinator if they become unable to attend the training for which they have been booked. (Non-attendance without prior notification will result in staff personal training records being marked with failure to attend and may result in disciplinary action.)
- Informing their manager or training coordinator as soon as possible if they are booked onto a course where they are required to carry out a physical activity, e.g. CPR, and through injury or illness are no longer capable of completing the tasks necessary.
- Reflecting on what they have learnt and following departmental or ward procedures for recording learning
- Put acquired knowledge into practice and share learning with other work colleagues.

**NB** Prior to undertaking any additional study the individual will need to be up to date on the necessary statutory and mandatory training relevant to their role.

**Staff who are required to undertake CPD/CME/PREP activity**

Staff must take personal responsibility for complying with their professional requirements and for recording this learning. They should expect their manager to support and encourage them, but not to take responsibility for meeting these requirements.

**Staff who are not required to undertake CPD/CME/PREP activity**

Staff that are not professionally required to undertake CPD activity are still encouraged and entitled to spend a period of time each year on some form of development activity that will either be useful to their role within the Trust or which will help them with career development. This is part of the Trust's commitment to all staff as an Investor in People.

**5.0 FINANCIAL ASSISTANCE AND STUDY LEAVE FOR TRAINING AND DEVELOPMENT**

**5.1 Funding criteria**

As the resources and available time for training are limited, it may be necessary to prioritise training needs in any one year. As a general guide, the following priority order should be applied:

1. Statutory or mandatory training
2. Training to address a gap in the skills/knowledge necessary for the individual to
perform their job effectively (particularly in relation to the KSF outline for the post)
3. Training to address any annual organisational development needs identified that relate to the individual’s post
4. Training to further improve the individual’s standard of work performance
5. Training to provide any new skills/knowledge that the individual will need to use in their role in the future
6. Training to support the individual’s longer term career development.

In order for funding for training and development to be approved, at least one of the following criteria must be met. It must:

- Support the Trust towards meeting its statutory obligations and business objectives
- Assist the member of staff in carrying out their duties
- Help the member of staff achieve their professional and personal development plans at the same time as Trust, ward or departmental business objectives

In all cases, staff must gain approval for funding and/or study time from managers before they commit themselves to training and development activities. Funding cannot be guaranteed if approval is sought retrospectively.

In addition, funding will only be considered if the applicant is up to date with all their statutory and mandatory training requirements.

Students who do not attend (DNA) study days and do not comply with the Trust Absence policy will be subject to the terms of this policy, which can lead to disciplinary action.

5.2 Funding, study leave and employment commitment for different types of training and development

Statutory and Mandatory training and development

Statutory and Mandatory training and development must be fully funded by wards and departments regardless of employment status. This includes course fees and materials, payment to individuals to attend and, if necessary, travel expenses.

Essential training and development

Training and development that is deemed essential will be fully funded by the Trust either through departmental budgets or via centralised CPD budgets or contracts. This includes course fees and payment to individuals to attend (100% study leave) and travel expenses. Travel expenses will be paid in line with Trust policy by the delegates employing directorate.

Staff are required to commit to:

i) the submission or re-submission of all course work in order to attempt to complete the course successfully
ii) submission or re-submission of assessments/assignments/dissertations in order to attempt to complete the course successfully
iii) completion of all examinations or re-sits in order to attempt to complete the course successfully
iv) remain in post for a period of one year following completion of an extended course of study
repay the course fees. This will be on a pro-rata basis = 1/12\textsuperscript{th} of the course fee for every month not completed in employment or in full if the employee fails to attempt to complete the course successfully taking advantage of all opportunities to resubmit work or re-sit examinations.

Desirable training and development

Desirable training and development shall be funded up to a maximum of 100% of the course fees by the Trust or department, and the individual will contribute the remaining amount regardless of employment status. Payment to individuals to attend is at the discretion of the manager up to a maximum of 50% paid study leave and travel expenses are not payable.

Staff are required to commit to:

v) the submission or re-submission of all course work in order to attempt to complete the course successfully
vi) submission or re-submission of assessments/assignments/dissertations in order to attempt to complete the course successfully
vii) completion of all examinations or re-sits in order to attempt to complete the course successfully
viii) remain in post for a period of one year following completion of the extended course of study

OR

repay the course fees. This will be on a pro-rata basis = 1/12\textsuperscript{th} of the course fee for every month not completed in employment or in full if the employee fails to attempt to complete the course successfully taking advantage of all opportunities to resubmit work or re-sit examinations.

A Trust Learning Agreement/Contract form (appendix three) is required for each course that requires new funding from the department/Trust. If an individual leaves the Trust during the course, they will be committed to repay all monies owing, including the Trust’s contribution to course fees, salary costs and any funded travel. This will be deducted direct from salary. This will also apply if the individual fails to complete the course, but remains in the Trust’s employment. In exceptional circumstances of genuine hardship, or where retirement occurs, the Trust may waive the right to be refunded for its contribution to training fees. In these cases, the Director of HR, Medical Director or the Director of Nursing, will make the final decision.

5.3 Criteria for Trust Supported CPD

This section does not apply for statutory, mandatory or desirable training. Please refer to section 7.2 for further guidance.

Eligibility

Individuals are eligible to apply for funding for training and development/CPD following satisfactory completion of their probationary periods and only if they are up to date with all their statutory and mandatory training requirements.
Study leave

Study leave is defined as time off work to:

- Attend lectures, tutorials and residential
- Undertake normal course work (including distance learning modules and courses)
- Complete revision for examinations

Study leave should be pro-rata for part-time staff. All requests for study leave must be negotiated between the manager and the staff member applying for Trust Supported training and development/CPD prior to the commencement of the course.

Paid time off for sitting or re-sitting examinations

Individuals will be entitled to paid time off to sit their examinations. This is regardless of the individual’s employment status. If an individual fails the examinations first time, he/she will be expected to re-sit examinations and will be entitled to paid time off to sit the examinations for the second time.

Study aids and books

The Trust will not provide financial assistance for study aids and/or books (unless provided through the Trust Library Service).

6.0 TRAINING BUDGETS AND FUNDING

6.1 Directorate/Departmental Training Budgets

All directorates should ensure they allocate resource for staff training. The purpose is to cover special training needs within directorates/departments and to resource personal training and development needs for their particular areas. The Learning and OD Department may ask directorates/departments to make a financial contribution towards training and development to be provided centrally (this will never constitute surplus for the Learning and OD Dept. It is up to General Managers and Heads of Service to ensure that directorate and departmental budgets are adequately resourced to cover their local training plan needs.

6.2 Learning and OD Department Budget

The Learning and OD Department holds a central training budget. This budget covers Trust-wide training such as induction, essential skills, some management development courses, costs of bringing in external trainers, training for trainers and resources and materials. In addition it receives external funding for Widening Participation – that is development for staff working in Band 1-4.

6.3 Continuous Professional Development Budgets

The Deputy Director of Clinical Education is responsible for two budgets that support continuous professional development for ALL non-medical health care staff, professional or otherwise to enhance the individual’s contribution in the delivery of health care.
• **CPD ‘Non cash’**: this is an annually negotiated contract between Frimley Health, Health Education England and a number of local universities to deliver an agreed programme of post registration education courses. Applications for places on post registration courses should be discussed with line managers and Heads of Service. The Deputy Director of Clinical Education conducts an annual needs analysis to identify which courses are required by which departments.

• **CPD ‘Cash’**: this is a stream of funding allocated to the Trust by Health Education England and is provided to support non-contract learning. Application for CPD ‘cash’ monies must be made using the Trust Supported CPD Application and Learning Agreement form. There is no annual guarantee for funding from HEE. In the event of a reduction to CPD cash monies, individuals who are partway through a course will be given preference over new funding applications.

### 6.4 Continuous Professional Development Budget for Medical Staff

The Director of Medical Education holds the study leave budget for junior doctors in training, which forms part of the service level agreement between the Deaneries and the Trust. Study leave applications must adhere to the Regional Study Leave Guidelines for the Deaneries.

The Director of Medical Education also holds the senior staff training budget provided by the Trust for continuing professional development of Consultants and Staff Grade doctors.

All study leave applications from junior and senior medical staff are entered on the Regional database - Intrepid

### 7.0 STAFF GROUPS

#### 7.1 Ministry of Defence Hospital Unit (MDHU)

MDHU staff have the same access to Trust training and development activities as Trust staff, but not to Trust sources of financial assistance and study leave for personal training and development.

#### 7.2 Bank Staff

Bank staff are required to attend the same statutory and mandatory training and development courses as permanent Trust staff. They must also be given the same access to Trust Supported CPD as permanent Trust staff and will be paid to attend statutory and mandatory training.

#### 7.3 Partnership Pathology

Partnership Pathology staff who are employed by Royal Surrey County Hospital are covered by the Royal Surrey’s Training and Development Policy. Where Royal Surrey staff are required to work at Frimley Park, access to any necessary statutory and mandatory training and development activities to ensure discharge of their duties on the Frimley Health sites will be made available.
7.4 Volunteers

Volunteers will have access to statutory, mandatory, and desirable training and development in the same way as Trust staff, but this will be on an unpaid basis. Training and development will be adapted to the needs of volunteers and co-ordinated by the Volunteer Co-ordinator.

8.0 EVALUATION OF TRAINING

Managers are responsible for evaluating the success of the training and development activity on individuals and groups and for gauging its impact on individual and group performance.

9.0 TRAINING RECORDS

Managers are responsible for maintaining accurate records of training and development activity for staff within their areas. This is especially important for statutory and mandatory training.

The Learning and OD Department will maintain records of centrally delivered statutory and mandatory training and this will be illustrated via WIRED at http://fph-wired/Reports

WIRED is housed within the organisations IT network on a separate secure server. There is no external access to the data or sharing of the data into any other databases, and so can only be accessed by staff using a Trust computer and account security information.

The data contained within WIRED is not Personal Identifiable Information (PII) or on any of the list of sensitive data set out in the Data Protection Act. WIRED does make training data visible to the organisation but this is not sensitive data. A majority of the information is available in other trust sources of information such as staff lists and organisation directories. WIRED only shows statutory and mandatory training courses and the last training date. The requirements that define which individuals require specific statutory and mandatory training are based on the job roles and environments within which individuals operate. WIRED does not show any training that staff have undertaken that may reflect the personal development requirements or capabilities of an individual to undertake their job. Rather, the aim of WIRED is to give transparency to training compliance and accurate compliance reporting of statutory and mandatory training within an organisation.

10.0 MONITORING OF ATTENDANCE ON TRAINING

10.1 Trust liability

Under the Health and Safety at Work Act (HASAWA) 1974 the Trust has a responsibility to ensure the health, safety and welfare of its employees by providing safe systems of work, safe working environments and safe premises. In order to deliver this undertaking the Trust provides statutory and mandatory training that staff are obliged to attend in order to comply with this legislation and thus meet the requirements of their contract of employment. Attendance at mandatory training will be recorded on OLM (or similar database) by co-ordinating function.

10.2 Employee responsibility
The employee is required to take reasonable care of themselves and others who might be affected by their actions and to co-operate with Management on Health and Safety issues. This means that staff have a responsibility to ensure they attend any statutory and mandatory training that has been identified as relevant for their post within the recommended timescales. Failure to comply with this puts the employee, their colleagues, patients and carers at risk of harm.

Employees are expected to take part in appropriate training activities, some of these are designated as mandatory activities. Employees must attend statutory and mandatory training events. If an employee fails to attend a mandatory training activity, and their manager has not authorised their absence then this will be taken as a failure to carry out a reasonable instruction. Employees who do not carry out reasonable instructions are in breach of their contract of employment. Thus, a failure to attend or persistent failures to attend training events are disciplinary matters and will be dealt with under the Trust's disciplinary policy. Employees should also be aware that employees who are registered with a professional body are generally obliged under their code of conduct to maintain and update their skills and so risk being reported to their regulatory body for not attendance.

10.3 Action following non-attendance

Failure to attend statutory or mandatory training will hold the following consequences:

- **1st occasion:**
  - E-mail notification of the failure to attend will be sent to the employee and their immediate manager (for military personnel this will be sent to the Practice Development Lead)
  - A penalty fee of £50 will be levied to the Service Head. (not applicable to military personnel)
  - Initial disciplinary action may commence as a result of ‘failure to carry out a reasonable instruction’ in accordance with the Trust Disciplinary policy where non-attendance has not been agreed under the Sickness Absence or Special Leave policy.
  - A record of non-attendance, and the reason will be placed on the employees training history on the Trusts personnel system, ESR

- **2nd occasion:**
  - The Service Head and General Manager will be informed by e-mail of the failure to attend. (for military personnel this will be sent to the Practice Development Lead)
  - A penalty fee of £100 will be levied to the Service Head. (not applicable to military personnel)
  - Disciplinary action will commence as a result of ‘failure to carry out a reasonable instruction’ in accordance with the Trust Disciplinary policy where non-attendance has not been agreed under the Sickness Absence or Special Leave policy.
  - A record of non-attendance, and the reason will be placed on the employees training history on the Trusts personnel system, ESR
  - The HR Advisor will be informed by e-mail to follow up action taken by Service Head
10.4 Notifying non-attendance

Employees unable to attend booked training sessions (of any type) should notify their manager in the first instance in accordance with the Sickness Absence or Special leave policy and then notify the trainer via the Practice Development Nurse, Training Department Administrative team or in accordance with joining instructions. (Military personnel should also inform the Practice Development Lead)

Penalty fees will not be applied where absence is due to unplanned leave including sickness, compassionate leave, carer leave, urgent domestic problems and in accordance with the Trust Special Leave policy. Other extenuating circumstances may be considered on an individual basis by the Learning and Development Manager and the employees Manager.

10.5 Monitoring non-attendance

Reports of non-attendance will be sent to Trust managers on a monthly basis for review and the Clinical Governance Group bi-annually for monitoring.

11.0 MONITORING OF POLICY

The effectiveness of this policy will be routinely monitored and reviewed by the following actions:

- The policy will be reviewed annually by the Head of Learning and Organisational Development to ensure it is effective and up-to-date.
# TRAINING NEEDS ANALYSIS

**Department/service:**

**Total staff no:**

**Completed by:**

**Post held:**

<table>
<thead>
<tr>
<th>Business or functional objective</th>
<th>Identified Training Need</th>
<th>Delivery Method</th>
<th>Who &amp; how many</th>
<th>By When</th>
<th>Resource Required</th>
<th>What would be the measurable outcomes of this training?</th>
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<tbody>
<tr>
<td><strong>EXAMPLE</strong></td>
<td><strong>Meeting all key standards, both internal and externally established to offer safe care.</strong></td>
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<td></td>
<td>Health and safety</td>
<td>In house</td>
<td>All staff x 26</td>
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<td>Bank Staff @ £120 per day £3120.00</td>
<td>NHSLA compliance</td>
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<td>Fire Update (3 yearly)</td>
<td>In house</td>
<td>16 staff</td>
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<td>£1920.00</td>
<td>Improved patient satisfaction survey results</td>
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<td></td>
<td>Manual Handling (3 yearly)</td>
<td>In house</td>
<td>19 staff</td>
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<td></td>
<td>Patient Safety Days</td>
<td>In house</td>
<td>All staff x 26</td>
<td></td>
<td>£3120.00</td>
<td>Reduced complaints</td>
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<td>Providing a safe, competent and capable workforce (NHSLA minimum data set training requirements)</td>
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<tr>
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<td>▪ Induction</td>
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<td>▪ Infection Prevention and Control</td>
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<td>▪ Moving and Handling Training</td>
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<td>▪ Patient Safety Training</td>
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<td></td>
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<td></td>
<td>▪ Conflict resolution</td>
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**Appendix One**
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<th>Business or functional objective</th>
<th>Identified Training Need</th>
<th>Delivery Method</th>
<th>Who &amp; how many</th>
<th>By When</th>
<th>Resource Required</th>
<th>What would be the measurable outcomes of this training?</th>
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- Resuscitation Training
- Infection Prevention and Control Training
- Clinical Risk Management
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<td>The Management of Health and Safety at Work Regs (1999)</td>
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<td>Display Screen Equipment Regs (2002)</td>
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<td>Sharps Regulation (2013)</td>
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<td>Level 2 (patient facing)</td>
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<tr>
<td>6. Clinical Risk</td>
<td>Patient Safety Manager</td>
<td>n/a</td>
<td>Refer to WIRED</td>
<td></td>
<td>Wide range of Trust clinical risk management policies</td>
<td></td>
<td>Management of Health and Safety at Work Regs (1999)</td>
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<tr>
<td>(Director of Nursing)</td>
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<td><strong>8. Safeguarding Children</strong></td>
<td>(Director of Nursing)</td>
<td>Level 1</td>
<td>Refer to WIRED</td>
<td>Refer to WIRED</td>
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<td>Local Safeguarding</td>
<td>[Care Act (2014)]</td>
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<td>Intercollegiate Document – roles and responsibilities in safeguarding children</td>
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<td><strong>9. Safeguarding Adults</strong></td>
<td>(Director of Nursing)</td>
<td>Level 1</td>
<td>Refer to WIRED</td>
<td>Refer to WIRED</td>
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<td>[Care Act (2014)]</td>
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<td><strong>10. Mental Capacity Act</strong></td>
<td>(Director of Nursing)</td>
<td>n/a</td>
<td>Refer to WIRED</td>
<td>All staff</td>
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<td>[Care Act (2014)]</td>
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<td><strong>11. Deprivation of Liberty</strong></td>
<td>(Director of Nursing)</td>
<td>n/a</td>
<td>Refer to WIRED</td>
<td>All staff</td>
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<td><strong>12. Dementia</strong></td>
<td>(Director of Nursing)</td>
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<td>Refer to WIRED</td>
<td>Refer to WIRED</td>
<td>National Dementia</td>
<td>HEKSS</td>
<td>[Care Act (2014)]</td>
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<tr>
<td><strong>13. Conflict Resolution</strong></td>
<td>Security Management Specialist</td>
<td>n/a</td>
<td>Refer to WIRED</td>
<td>Refer to WIRED</td>
<td>NHS Protect Conflict resolution training: implementing the learning aims and outcomes</td>
<td>Care Quality Commission Outcome 14D</td>
<td>Section 2 of the Health and Safety at Work Act (1974)</td>
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<tr>
<td>16. Consent (Medical Director)</td>
<td>n/a</td>
<td>Once only</td>
<td>All medical staff</td>
<td>Consent to Examination or Treatment Policy (2012)</td>
<td>Care Quality Commission, NHSLA, Dept. of Health Guidance</td>
<td>Civil Contingencies Act 2004, HM Government CONTEST (counter terrorism) Strategy.</td>
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</tr>
<tr>
<td>17. Emergency Planning and Business Continuity (Director of Operations)</td>
<td>n/a</td>
<td>Refer to WIRED</td>
<td>All staff</td>
<td></td>
<td></td>
<td>NHS England Emergency Planning, Resilience and Response Assurance Programme</td>
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</tr>
</tbody>
</table>
# Learning Contract/Agreement
*(to be completed for all extended period of study)*

<table>
<thead>
<tr>
<th>Candidate’s Name:</th>
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</thead>
<tbody>
<tr>
<td><strong>Job Title:</strong></td>
<td><strong>Department:</strong></td>
</tr>
<tr>
<td><strong>Programme/Module Title:</strong></td>
<td></td>
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<tr>
<td><strong>Start Date:</strong></td>
<td><strong>End Date:</strong></td>
</tr>
</tbody>
</table>

### Learning agreement criteria: (all the following criteria must be agreed)

- I agree to the commitment required for the completion of the programme/module.

- I undertake to attend all study days and learning sets as required by the course guidelines.

- I undertake to carry out self-directed study as recommended in the course guidelines.

- I understand that it is my responsibility to report non-attendance at study days or learning sets to my manager in line with Trust absence management policies.

- I undertake to complete and submit all written course work as required by the course guidelines.

- I undertake to seek support or assistance through my manager, Deputy Director of Clinical Education or Head of Learning and OD as necessary to achieve the requirements of this course/module.

- I understand that reports about my exam results, assessment outcomes and progress will be sent to the organisation.

- I understand that failure to attend study days and learning sets and/or failure to complete the written course work within the appropriate timescales will result in a financial charge, which is a contribution towards the study leave I have received and administrative costs I have incurred and/or reimbursement as required by any awarding body (i.e. NHS Leadership Academy)

- I understand that if I leave the Trust **within one year of the course/module end date** that this will result in my being charged for the cost of the course and a contribution towards the study leave I have received and administrative costs I have incurred.

- I understand that the Trust will investigate situations where delegates fail programmes or modules in order to determine cause and subsequently take action to reclaim costs where failure is deemed to be as a result of poor attendance, failure to undertake necessary work, failure to commit to the programme.
I understand that the Trust will use all information available to them to recover its costs if necessary, including passing on staff personal details to a debt collection agency.

Amount paid by Frimley Health NHS Foundation Trust (up to 100%)

Amount to be paid by individual

To the individual:

If you are paying your contribution by cheque, please make the cheque payable to Frimley Health NHS Foundation Trust and send it to The Training Administration Team, Training Department, Frimley Hospital, Portsmouth Road, Frimley. Surrey GU16 7UJ.

You will then be issued with a receipt.

If paying by Payroll deductions, the first payment of £ [amount] will commence on [ ]

And continue for a period of 6 or 12 months. (Delete as appropriate)

Signature of Delegate…………………………………………………………Date:…………………

Assignment (payroll) number……………………………………………………………….

Manager’s Signature:………………………………………….. Department:……………………

(Please print) Managers name……………………………………Contact no:…………………..

This form should be completed and returned The Training Administration Team, Training Department, Frimley Hospital, Portsmouth Road, Frimley. Surrey GU16 7UJ.
### Equality Impact Assessment Form

#### Stage One: Initial Screening

<table>
<thead>
<tr>
<th>Title of policy (strategy, procedure etc) or function:</th>
<th>Training Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name and position of those completing assessment:</td>
<td>Claire Quinn</td>
</tr>
<tr>
<td></td>
<td>Head of Learning and Organisational</td>
</tr>
<tr>
<td>Ward/Department and Directorate:</td>
<td>Learning and Development</td>
</tr>
<tr>
<td>Contact Telephone:</td>
<td>01276 604209</td>
</tr>
</tbody>
</table>

1. **Is this a new or revised policy?**

   This is a revised process.

2. **What is the main purpose of the policy (strategy, procedure etc)?**

   To ensure fair and equal access to education, training and development by:
   - Laying out the Trust responsibility to deliver training and development
   - Clarifying routes of, and access to funding for training
   - Specifying roles and responsibilities related to training within the organisation
   - Specifying action regarding attendance at statutory and mandatory training

3. **How will it be put into practice?**

   Effective co-ordination of training, education and development activity by managers, staff and the Training Department.

4. **Who will be the main stakeholders/users?**

   All staff

5. **What are the expected benefits/outcomes of the policy?**

   All staff have equal access to training, education and development opportunities.

6. **Have you already consulted with people about this work? If yes, briefly describe what you did and with whom.**

   Consultation with:
   - Workforce Committee
   - Practice Development leads
   - Education leads

7. **What data is already available about the impact the policy has or could have on equality groups?**

   Trust equality review data undertaken April 2014.
8. Use the table to tick:

a) Where you think that the policy could have a negative impact on any of the equality groups, that is, it could disadvantage them

b) Where you think the policy could have a positive impact on any of the groups or contribute to promoting equality, equal opportunities or improving relations within equality groups.

<table>
<thead>
<tr>
<th>Positive impact</th>
<th>Negative impact</th>
<th>Neutral impact</th>
<th>Reasons/evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age</td>
<td></td>
<td>✓</td>
<td>Data showing ‘accessed training by age’ suggests that older staff are less likely to apply for training – but there is no evidence that they are less likely to receive support where an application is received.</td>
</tr>
<tr>
<td>Gender</td>
<td></td>
<td>✓</td>
<td>Data shows that higher levels of females apply for training – but there is no evidence to suggest that males are less likely to receive support where an application is received.</td>
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<tr>
<td>Sexual orientation</td>
<td></td>
<td>✓</td>
<td></td>
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<tr>
<td>Race</td>
<td></td>
<td>✓</td>
<td>Data shows that those from black and minority ethnic groups are currently over represented when compared with the trust workforce profile.</td>
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<tr>
<td>Religion or belief</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Disability</td>
<td></td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Signed: [Signature]
Dated: 25.02.2015