

CORE MANDATORY TRAINING: NON-CLINICAL STAFF

NON-CLINICAL STAFF	
CORE SKILLS TRAINING e-learning (accessed via ESR at any time)	FREQUENCY
382 Fire Safety Awareness - Low Risk 2 Year Certification**	2 yearly
382 Information Governance - Refresher 1 Year Certification	Annually
382 Infection Prevention and Control Level 1 3 Year Certification	3 yearly
382 Equality and Diversity - General Awareness 3 Year Certification	3 yearly
382 Health and Safety Awareness 3 Year Certification	3 yearly
382 Manual Handling Awareness Theory 3 Year Certification***	3 yearly
382 Safeguarding Adults Level 1 3 Year Certification	3 yearly
382 Safeguarding Children Level 1 3 Year Certification	3 yearly
382 Conflict Resolution - Refresher 3 Year Certification****	3 yearly
382 PREVENT Level 1 - 3 Year Certification	3 yearly

** **OR High Risk Fire Safety: (face-to-face)** for all Blackpool Teaching Hospitals Community Trust staff working in our **Community Settings**.

IN ADDITION to the above mandatory core subjects, you will have other mandatory **ROLE SPECIFIC ESSENTIAL TRAINING** to be undertaken; as identified and agreed by the subject matter expert or you and your manager; for example:

*** Specific object handlers such as medical records/portering staff will need to undertake: **382 – Manual Handling Level 2 (face-to-face) 2-yearly** instead of the low risk e-learning as above. Please refer to your ESR compliance matrix for clarification of this requirement. The SME has identified roles required to undertake this training.

**** Specific staff members who have regular face-to-face contact with patients/ relatives/ visitors and are at risk of being grabbed while carrying out their role will need to undertake **382 Breakaway Training – face-to-face (high risk)** which can be booked via bfwh.esr.helpdesk@nhs.net Please refer to your ESR compliance matrix for clarification of this requirement. The subject matter expert has identified roles required with managers to undertake this training.

NOTE: The ESR offer supported e-learning sessions. You may find it useful to attend and complete your courses in one session. Contact bfwh.esr.helpdesk@nhs.net to book this session.