Together we care

Blackpool Teaching Hospitals NHS
NHS Foundation Trust

YOUR INDUCTION PROCESS
&
INTRODUCTION TO MANDATORY TRAINING

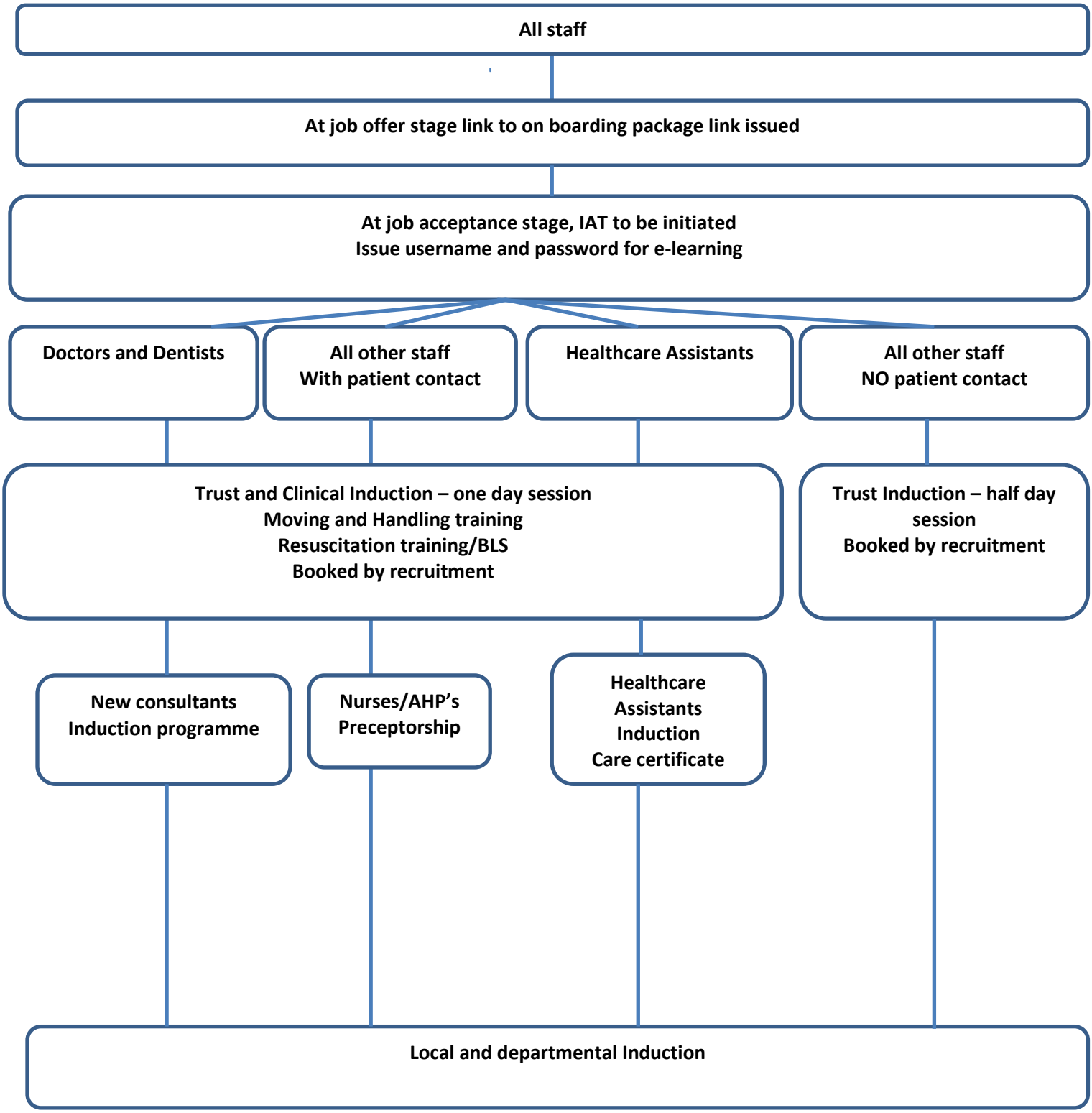
Introducing New Staff

To

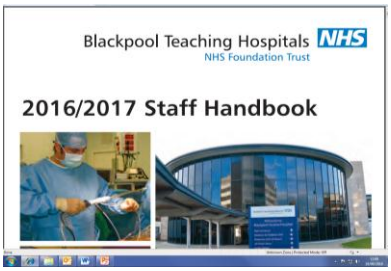
The Induction Process for Your Job Role
How to Access the Trust's eLearning
The Trust Mandatory Training Matrix

Together we care

PROCESS FOR CORPORATE TRUST INDUCTION



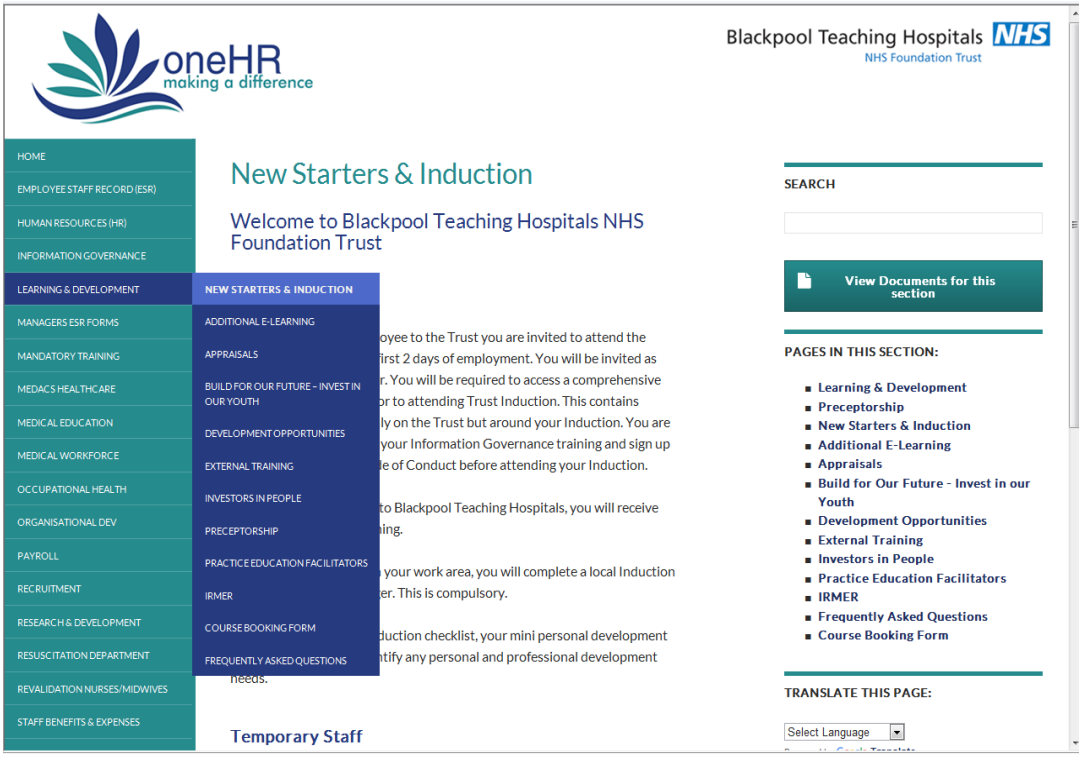
Download a copy of our Trust's Staff Induction Handbook:-



click on the picture to open the handbook

Local and Departmental Induction Template

All new staff are required to complete a Local and Departmental Induction to ensure they are familiar with the hazards, policies, procedures, and administrative arrangements within their department as part of the induction process. Some areas may have their own "Local and Departmental Induction" documents, but if this is not the case Induction templates can be found on the "oneHR" Website (under the Induction section).



http://www.bfwh.nhs.uk/onehr/

Your "Local and Departmental Induction" should be completed within 12 weeks of you joining your new department. Please ensure that you complete this declaration as it will ensure your Electronic Staff Record is updated to reflect that you have completed your Induction.

Mandatory Training & The Trust's Training Matrix

Mandatory Training is an essential part of working in the NHS and is a requirement to fulfil both internal and external standards. As a substantive member of staff it is part of your contract of employment to complete training relevant to your role, and this includes a list of Mandatory Training topics.

The Trust defines the term mandatory; to cover all statutory training required by law and mandatory training, which has been identified by the Trust to ensure the promotion of safety and best professional practice to keep risks to a minimum. Compliance with mandatory training will provide the Trust with a safe and competent workforce, reduced harm to themselves, patients and visitors. It is therefore essential that we remain compliant with our mandatory training at all times.

To help you identify the list of training topics relevant to your job role a Trust Training Matrix has been developed, which can be accessed from inside and outside to the Trust. The matrix can be found on the onboarding website issued at job offer stage. It is recommended that you print a copy of your matrix to help you work through the list of both face to face and eLearning training.

The Training Matrix provides information to show if the topic is achieved by face to face training or eLearning, how often a topic needs to be updated (i.e. annually / every two years etc) and will offer you links to take you to the information page for the topic and will offer you links either to a booking page for face to face training, or the link will take you direct to eLearning sign in page.

The list of Mandatory Training topics required for your job role should to be completed within 4 weeks of the start of your employment. You will discuss this with your Line Manager / Supervisor at local induction stage and protected time for you to do this will be identified. If you do not have regular access to a computer ask your Line Manager for a copy of your Matrix, and find out where you can access a computer to complete your eLearning. Please note that computers are available for staff to use in the following locations:-

- Library in the Education Centre based and Blackpool Victoria Hospital.
- From home

Mandatory Training reports are produced monthly to help Managers and Supervisors monitor all mandatory training activity for both new and existing staff. It is a Trust objective to ensure staff not only get up to date with their mandatory training, but also keep up to date with their mandatory training.

MANDATORY TRAINING SUBJECTS AND TIME ALLOCATION

MANDATORY TRAINING SUBJECTS AND TIME ALLOCATION				
Type of Training	**Frequency**	**Delivery Methods available**	**Approx. completion time theory and assessment**	**Approx. completion time Assessment only**
INDUCTION				
Trust induction – non-clinical Trust induction – clinical	**Once only**	Face to Face	½ day 1 day	N/A
Local induction	**Each time a new post is taken up**	Face to Face	4 weeks	N/A
Effective communication skills	**Once only**	Face to Face	½ day	N/A
Freedom to speak out (FTSO)	**Once only**	Face to Face	½ day	N/A
HCA Induction and Care Certificate	**Once only**	Face to Face Workbook	5 days	N/A
Managing at Blackpool	**Once only**	Face to Face	½ day	N/A
New Consultant Induction Programme	**Once only**	Face to Face	4 days + Action learning Sets	N/A
Preceptorship	**Once only**	Face to Face		N/A
MANDATORY TRAINING				
REQUIRED ANNUALLY				
*DNAR/CPR	**Annually**	E-Learning/ESR	60 minutes	60 minutes (theory essential)
***Fire Safety**	**Annually**	Face to Face Workbook E-Learning/ESR	60 minutes 40 minutes 40 minutes	N/A 20 minutes 20 minutes
***Information Governance**	**Annually**	E-Learning/ESR Workbook	40 minutes 40 minutes	20 minutes 20 minutes
*** Risk Management incl. Investigation of Incidents, Complaints & Claims**	**Annually**	Workbook E-Learning/ESR	40 minutes 40 minutes	20 minutes 20 minutes
***Resuscitation (Basic Life Support)**	**Annually**	Face to Face	60 minutes	60 minutes (theory essential)
REQUIRED 2 YEARLY				
***Blood Transfusion Process: Collection**	**2 Yearly**	Face to Face	40 minutes 40 minutes	20 minutes 20 minutes
***Health Record-Keeping**	**2 Yearly**	Workbook E-Learning/ESR	40 minutes 40 minutes	20 minutes 20 minutes
*Infection prevention	**2 yearly**	Workbook E-Learning/ESR	40 minutes 40 minutes	20 minutes 20 minutes
***Moving & Handling Theory**	**2 Yearly**	Workbook E-Learning/ESR	40 minutes 40 minutes	20 minutes 20 minutes
***Moving & Handling**	**2 Yearly**	Face to Face	40 minutes	10 minutes

Practical (Patient) **delivery from Personal Development Advisor				
*Moving & Handling Practical (Object) **delivery from Personal Development Advisor	**2 Yearly**	Face to Face	40 minutes	10 minutes
REQUIRED 3 YEARLY				
*Blood Transfusion Process: Administration - theory	**3 Yearly EXCLUDING CHS**	Face to Face Workbook E-Learning/ESR	120 minutes 40 minutes 40 minutes	N/A 20 minutes 20 minutes
Blood Transfusion Process: Administration – competency assessment	**3 Yearly EXCLUDING CHS**	Face to Face	20 minutes	20 minutes
*Conflict Resolution including Harassment and Bullying and Violence and Aggression	**3 Yearly**	Face to Face Workbook	120 minutes 40 minutes	60 minutes (theory essential) 20 minutes
*Consent	**3 Yearly**	Workbook E-Learning/ESR	40 minutes 40 minutes	20 minutes 20 minutes
*Equality and Diversity	**3 Yearly**	Face to Face Workbook E-Learning/ESR	120 minutes 40 minutes 40 minutes	N/A 20 minutes 20 minutes
*Health and Safety with Staff Slips, Trips and Falls and Security of Premises and Assets	**3 Yearly**	Workbook E-Learning/ESR	40 minutes 40 minutes	20 minutes 20 minutes
*Medicines Management	**3 Yearly**	Face to Face Workbook E-Learning/ESR	120 minutes 40 minutes 40 minutes	N/A 20 minutes 20 minutes
* Mental Capacity Act and DOLS	**3 Yearly**	Workbook E-Learning/ESR	40 minutes 40 minutes	20 minutes 20 minutes
*Recognise and Act	**3 Yearly**	Face to Face Workbook E-Learning/ESR	120 minutes 40 minutes 40 minutes	N/A 20 minutes 20 minutes
*Safeguarding Children level 1	**3 Yearly**	Workbook E-Learning/ESR	40 minutes 40 minutes	20 minutes 20 minutes
*Safeguarding Children Level 2	**3 Yearly**	Workbook	40 minutes	20 minutes
* Safeguarding Children Level 3	**3 Yearly**	Face to Face **NO ASSESSMENT ONLY OPTION AVAILABLE. CLASSROOM ESSENTIAL**	180 minutes – 420 minutes dependent upon competencies covered	180 minutes – 420 minutes dependent upon competencies covered
* Safeguarding Children Level 4	**3 Yearly**	Face to Face **NO ASSESSMENT ONLY OPTION AVAILABLE. CLASSROOM ESSENTIAL**	180 minutes – 420 minutes dependent upon competencies covered	180 minutes – 420 minutes dependent upon competencies covered
*Safeguarding Vulnerable Adults	**3 Yearly**	Workbook E-Learning/ESR	40 minutes 40 minutes	20 minutes 20 minutes

* VTE	**3 Yearly**	Workbook E-Learning/ESR	40 minutes 40 minutes	20 minutes 20 minutes

Instructions for accessing eLearning

If you have any problems whilst running the eLearning please call 01253 951600 or email olm@bfwhospitals.nhs.uk

If you have any problems trying to access eLearning with your smart card or username and password call 01253 957902 or email esr.helpdesk@bfwhospitals.nhs.uk

Before you can access the elearning system you need your smart card which will be issued to you on your first day. If you are not a smart card user you will be issued with a username and password for e-learning. Your Trust IT account will be issuded to you on your first day in your area. If you are unable to access a computer please e-mail olm@bfwhospitals.nhs.uk for dates and booking details of e-learning sessions

Please use the link below to access mandatory training

http://www.bfwh.nhs.uk/onehr/mandatory-training/e-learning/

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KEY CONTACT INFORMATION

Contact Information

Induction booking enquiries	**01253 951600**
Mandatory training booking enquiries	**01253 951600**

eLearning contact information

If you have any queries or need help with your eLearning, please contact the OLM (oracle learning management) team. Remember the eLearning can be accessed from any computer with internet access.

Email Address	olm@bfwhospitals.nhs.uk
Telephone Numbers	01253 951600

Smartcard/usernameand password contact details

Email Address	Esr.helpdesk@bfwhospitals.nhs.uk
Telephone Numbers	01253 957902