


Verification of Statutory and Mandatory Training Check Procedure – Healthcare Staff



Procedure & Responsibilities

Document History

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14.09.22	01	Creation of Document
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Prepared By		Date
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VERIFICATION OF STATUTORY & MANDATORY TRAINING CHECK PROCEDURE FOR HEALTHCARE STAFF

Reachout Medical Ltd will ensure that all healthcare professionals complete Skills for Health Statutory and Mandatory and Clinical/Care Core Skills Training prior to assignment and thereafter are given refresher training in alignment with the CSTF recommended refresher period.

We have a contractual arrangement in place with Healthier Business Ltd to provide Skills for Health Statutory & Mandatory Training

The Operations Director is responsible for managing our training programmes and is responsible for ensuring that all e-learning and practical training used is up to date and that the content covers the required outcomes. Training content is reviewed on an annual basis with our provider.

Furthermore, we are open to running additional training programmes in conjunction with Participating Authorities at cost if requested to do so.

Checking Training Certificates

For candidates who have completed the requisite training via a third party, we will

- Check the original training certificates to ensure they are in the name of the candidate.
- Check that the training provider issuing the certificate has delivered training that is aligned to the CSTF by checking the provider's Declaration of Alignment or the Directory of Aligned Organisations on the Skills for Health website.
- Take a copy of each training certificate, and sign and date it to confirm the original was validated.

Where there is any doubt about the validity of the training that the candidate has received, we will refresh the relevant training prior to assignment.

Statutory & Mandatory Subjects, Levels & Refresher Periods

Statutory Training is training that employers are either legally required to provide as defined by law and for which there is a stated legal reference and/or where a government or regulatory body have instructed employers to provide training on the basis of legislation. Mandatory Training is a training requirement that has been determined by organisations themselves.

The training below (relevant to the country where the worker is being supplied) will be delivered on recruitment of a new candidate and then thereafter refresher training will be provided at the frequency shown unless a risk assessment has shown that additional training is required for a particular candidate or job:

Subject	Audience	Frequency of Training / Refreshers	Training Delivery
1. Equality, Diversity & Human Rights	All staff including unpaid & voluntary	3 Years	E-learning can cover alignment to CSTF learning outcomes

2. Equality, Diversity & Human Rights (Scotland)	All staff including unpaid & voluntary	3 Years	E-learning can cover alignment to CSTF learning outcomes
3. Health, Safety & Welfare	All staff including unpaid & voluntary	Induction followed by every 3 years	E-learning can cover alignment to CSTF learning outcomes. Further job specific training may be needed based on local risk assessment.
4. NHS Conflict Resolution (England)	Frontline NHS staff and professionals who come into direct contact with the public	3 Years	E-learning can cover alignment to CSTF learning outcomes. Practical instruction also required.
5. Fire Safety	All staff including unpaid & voluntary	Induction: site specific followed by regular fire safety training. At least every 2 years	E-learning can cover alignment to CSTF learning outcomes. Practical instruction also required (e.g. evacuation techniques) supplemented by specific job/site specific training as necessary
6. Infection Prevention & Control	Level 1: All staff including unpaid & voluntary	3 Years	E-learning can cover alignment to CSTF learning outcomes.
	Level 2: All healthcare staff involved in direct patient care / services	1 Year	
7. Moving and Handling	Level 1: All staff including unpaid & voluntary	3 years, although based on local risk assessment	E-learning can cover alignment to CSTF learning outcomes. Practical Instruction also required.
	Level 2: All staff including unpaid & voluntary staff who are involved in patient handling activities	2 years, although based upon local risk assessment	
8. Safeguarding Adults (Version 2)	Level 1: All staff working in health care settings	Induction followed by every 3 Years	E-learning can cover alignment to CSTF learning outcomes
	Level 2: All practitioners who have regular contact with patients, families, carers or the public	3 Years	E-learning can cover alignment to CSTF learning outcomes
	Level 3: Registered healthcare staff who engage in assessing, planning, intervening and evaluating the needs of adults where there are safeguarding concerns	3 Years	E-learning can support delivery of knowledge aspects of learning outcomes.
8a. Preventing Radicalisation	Basic Prevent Awareness: All staff that have contact with adults,	3 Years	E-learning can cover alignment to CSTF learning outcomes. Can

	children, young people and parents/carers		also be incorporated into Safeguarding training
	Prevent Awareness: All staff who could contribute to assessing, planning, intervening and evaluating the needs of an adults or child where there are safeguarding concerns	3 Years (initial training within 12 months of starting in relevant role with appropriate updating / briefing at least annually	Should be delivered by attendance at a Workshop to Raise Awareness of Prevent (WRAP) or by completing an approved e-learning package.
9. Safeguarding Children (Version 3)	Level 1: All staff working in care settings	3 Years	E-learning is appropriate at level 1.
	Level 2: All non-clinical and clinical staff who have contact with children, young people or parents/carers or any adults who may pose a risk to children.	3 Years	E-learning is appropriate, however, training, education and learning opportunities should also include multi-disciplinary and scenario-based discussion.
	Level 3: Clinical staff (working with children, young people or parents/carers or any adults who may pose a risk to children) who could contribute to assessing, planning, intervening and evaluating the needs of a child or young person and/or parenting capacity	3 Years	E-learning can be used as preparation for reflective team-based learning. Learning should be multi-disciplinary and inter-agency, including opportunities for personal reflection, scenario-based discussion, drawing on case studies etc.
10. Resuscitation	Level 1: Any clinical or non-clinical staff, dependent on local risk assessment or work context	Induction followed by local assessment	E-learning can support delivery of knowledge aspects of learning outcomes.
	Level 2: Staff with direct clinical care responsibilities including qualified healthcare professionals	1 Year	Practical instruction also required (i.e. hands-on simulation training and assessment is recommended for clinical staff)
	Level 3: Registered healthcare professionals with responsibility to participate as part of a resuscitation team	1 Year	Training must be compliant with Resuscitation Council UK
11. Information Governance & Data Security	All staff involved in routine access to information	1 Year	E-learning can cover alignment to CSTF learning outcomes.
12. Information Governance (Scotland)	Foundation: Support Staff roles Intermediate Level 1: Clinical, Administrators and Managers	Required refresher periods based on local assessment	E-learning can cover alignment to CSTF learning outcomes.

13. Information Governance (Wales)	All staff including unpaid and voluntary staff	2 Years	E-learning can cover alignment to CSTF learning outcomes.
14. Violence & Aggression (Wales)	<p>Module A – Induction and Awareness Raising: All staff including unpaid and voluntary staff.</p> <p>Module B – Theory of Personal Safety and De-escalation: Required staff based on local risk assessment and training needs analysis.</p> <p>Module C – Breakaway: Required staff based upon local risk assessment and training needs analysis</p>		E-learning can support delivery of knowledge aspects of learning outcomes. Practical instruction also required.

Clinical / Care Subjects, Levels & Refresher Periods

All of the below training will be delivered on completion of the Statutory & Mandatory Subjects training above for relevant candidates (depending on the role) and then thereafter refresher training will be provided at the frequency shown below unless a risk assessment has shown that additional training is required for a particular candidate or job:

Subject	Level	Frequency of Training / Refreshers
Your healthcare career	N/A	Once on recruitment
Duty of care	N/A	Once on recruitment
Person-centred care	N/A	Once on recruitment
Communication	N/A	Once on recruitment
Consent	N/A	Once on recruitment
Privacy and dignity	N/A	Once on recruitment
Fluids and nutrition	N/A	Once on recruitment
Dementia Awareness	N/A	Once on recruitment
Blood component transfusion	Decision to Transfuse	Three (3) Years
	Administration of blood components	Three (3) Years
	Blood Sampling	Three (3) Years
	Collection of blood components from storage and delivery to the clinical area	Three (3) Years

Other Training

We will also provide the following training to support the normal duties that are expected to be performed by all healthcare professionals whilst on assignment. These modules will be trained on recruitment and refreshed thereafter annually as required.

Subject	Frequency of Training / Refreshers
Complaints	Annual
Lone worker training	Annual
Food hygiene & hygiene awareness	Annual

Mental Health Act & Mental Capacity Act	Annual (as appropriate to job profile)
Physical restraint skills and techniques, including personal safety and control & restraint. Training must be RRN Certified by a Certification Body that is licenced by the RRN and accredited by UKAS.	Annual (as appropriate to job profile)
Interpretation of cardiographs	Annual
Any additional clinical/care or other training that the Participating Authority considers necessary and or as required by the relevant Professional Body relevant to the role required to be performed and identified in the individual Order and the Call-off Contract from time to time.	Annual
Counter fraud training	Annual
Care Certificate	Healthcare Assistants only.
Ionising certificate training	If new/different radiation work takes, place, if new legislation is introduced, after a period of inactivity and otherwise at least every 5 years.

Pre-Assignment Checklist

We will use a pre-assignment checklist to ensure that each worker is fully compliant with NHSE standards and there is a section on our checklist which confirms that training has been completed prior to assignment and refreshed at the appropriate frequency.

Scheduling Training

Our Compliance Manager is responsible for scheduling training and ensuring that all healthcare professionals have completed the requisite training prior to assignment. They are also responsible for notifying workers on assignment about when refresher training is due and ensuring that it has been completed within the timescale deadline. It is mandatory to input training dates to our system and it is not possible to assign or pay a healthcare professional who does not have up to date training in place. The system provides the Compliance Manager with a notification 2 months in advance of training expiry, enabling us to make the worker aware of the deadline and schedule the modules accordingly. Healthcare Professionals working through Reachout Medical Ltd will be made aware that failure to complete the training by the deadline will mean that they will be suspended from their assignment until the training has been completed.

Audits

We will meet the requirements of the NHS's pre-employment and safer recruitment checks by the using robust safeguarding and compliance procedures underpinned by our recruitment software. This guarantees the screening of each candidate to the specification and prevents mandatory parts of the process from being missed out or circumnavigated. No worker is able to begin an assignment with Reachout Medical Ltd before all compliance actions are completed in line with the specification, current policy and legislation.

We conduct regular internal audits of all our compliance processes, and these are carried out by our Compliance Manager on a regular basis to demonstrate that we adhere to legislative, contractual and industry best practice. We also welcome client audits.