

CDDFT Statutory and Mandatory Essential Training Matrix 2023/24

Subject	Frequency	Target Audience (positions identified specifically on ESR by Policy Lead)	Delivery Method	Competency Name	Target Compliance %
Core Statutory and Mandatory Essential Training					
Data Security and Information Governance	1 year	All Staff, Bank & Volunteers	eLearning	NHSICSTFI[Information Governance and Data Security - 1 Year]	95%
Equality, Diversity and Human Rights	3 years	All Staff, Bank & Volunteers	eLearning	NHSICSTFI[Equality, Diversity and Human Rights - 3 Years]	95%
Fire Safety	1 year	All Staff, Bank & Volunteers	eLearning	NHSICSTFI[Fire Safety - 1 Year]	95%
Health and Safety	3 years	All Staff, Bank & Volunteers	eLearning	NHSICSTFI[Health, Safety and Welfare - 3 Years]	95%
Moving and Handling Level 1 (Theory)	3 years	All Staff, Bank & Volunteers	eLearning	NHSICSTFI[Moving and Handling - Level 1 - 3 Years]	95%
Role Specific Statutory and Mandatory Essential Training					
Conflict Resolution	3 years	Frontline staff/bank/volunteers whose work brings them into direct contact with members of the public.	eLearning	NHSICSTFI[NHS Conflict Resolution (England) - 3 Years]	85%
Handwashing Assessment: Non-healthcare workers	Once on appointment to Trust	Non-healthcare workers	Locally by trained handwash assessor	NHS MAND Hand Hygiene - No Renewal	85%
Handwashing Assessment: Healthcare workers	On appointment to Trust then every 3 years	All healthcare workers groups involved in direct patient care or services.	Locally by trained handwash assessor	NHS MAND Hand Hygiene - 3 Years	85%
Infection Prevention and Control Level 1	3 years	All Staff, Bank & Volunteers (unless compliant at a higher level)	eLearning	NHSICSTFI[Infection Prevention and Control - Level 1 - 3 Years]	85%
Infection Prevention and Control Level 2	1 year	All Healthcare workers	eLearning	NHSICSTFI[Infection Prevention and Control - Level 2 - 1 Year]	85%
Moving and Handling Level 2 (Practical)	2 years with renewal (with eLearning update lasting 1 year if unable to book a training place)	Patient Handlers	eLearning (moving to practical when circumstances permit)	NHSICSTFI[Moving and Handling - Level 2 - 2 Years]	85%
Prevent Basic Awareness Level 1&2	3 years	All Staff, Bank & Volunteers (unless compliant at a higher level)	eLearning or part of SGA face to face training	NHSICSTFI[Preventing Radicalisation - Basic Prevent Awareness - 3 Years]	85%
Prevent Awareness Level 3,4,5 - WRAP	Once (moving to 3 years)	All staff who could potentially contribute to assessing, planning, intervening and evaluating the needs of an adult or child where there are safeguarding concerns	eLearning	NHSICSTFI[Preventing Radicalisation - Prevent Awareness - 3 Years]	85%
Safeguarding Adults Level 1	On appointment then every 3 years	All Staff, Bank & Volunteers (unless compliant at a higher level of SGA training)	eLearning or Workbook	NHSICSTFI[Safeguarding Adults (Version 2) - Level 1 - 3 Years]	85%
Safeguarding Adults Level 2	Every 3 years	All staff who have regular contact with patients, their families or carers, or the public. (unless compliant at a higher level of SGA training)	Face to Face, eLearning or workbook	NHSICSTFI[Safeguarding Adults (Version 2) - Level 2 - 3 Years]	85%
Safeguarding Adults Level 3	8 hours every 3 years	All registered health and social care staff working with adults who engage in assessing, planning, intervening and evaluating the needs of adults where there are safeguarding concerns (as appropriate to role) Matrons/Service Leads (unless compliant at a higher level of SGA training)	Face to Face	NHSICSTFI[Safeguarding Adults (Version 2) - Level 3 - 3 Years]	85%
Safeguarding Adults Level 4	24 hours every 3 years	Specialist roles - named professionals, Senior Leads with Strategic responsibility as identified by the policy lead (unless compliant at a higher level of SGA training)	Face to Face	NHS MAND Protection of Vulnerable Adults Level 4 - No Renewal	85%
Safeguarding Adults Level 5	24 hours once only	Specialist roles - designated professionals	Face to Face	not yet assigned	85%
Safeguarding Adults Board Level	3 years (plus or including an update at level 1)	Chief Executive officers, trust and health board executive and non-executive directors/members, commissioning body directors. This includes boards of private, independent health care and voluntary sector as well as statutory providers.	Face to Face	not yet assigned	85%
Safeguarding Children Level 1	3 years	All Staff, Bank & Volunteers (unless compliant at a higher level of SGC training)	eLearning	NHSICSTFI[Safeguarding Children (Version 2) - Level 1 - 3 Years]	85%
Safeguarding Children Level 2	3 years	All clinical staff who have any contact with children or their carers as identified by policy lead and who are not compliant with a higher level of SGC training	eLearning	NHSICSTFI[Safeguarding Children (Version 2) - Level 2 - 3 Years]	85%
Safeguarding Children Level 3 Roles and Responsibilities	3 years	All clinical staff working with children, young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and evaluating the needs of a child or young person and parenting capacity where there are safeguard/child protection concerns, as identified by policy lead and have not completed a higher level of SGC training	eLearning and Face to Face	439 LOCAL Safeguarding Children Level 3 Roles & Responsibilities - 3 Years	85%
Safeguarding Children Level 3 Specialist	3 years	As for level 3 core plus staff groups include paediatricians, dentists with a lead role in child protection, lead anaesthetist for safeguarding and child protection, child psychologists, child psychotherapists, children's nurses, school nurses, specialist nurses for safeguarding and looked after children, midwives and health visitors, as identified by policy lead and have not completed a higher level of SGC training	eLearning via council platform (not ESR) and evidence submitted to SGC or Face to Face	439 LOCAL Safeguarding Children Level 3 Specialist Competency - 3 Years	85%
Safeguarding Children Level 4	24 hours over 3 years, every 3 years	Named key professionals as identified by policy lead	Face to Face	NHS MAND Safeguarding Children Level 4 - 3 Years	85%
Acutely Ill Management Course for HCAs	Full day must be completed within 6 weeks of commencement in post if new to the trust or not completed previously. - Following this a half day update is required every 2 years as part of role-specific essential training.	HCAs with patient contact as identified by policy lead	Face to Face	439 LOCAL HCA Acute Illness Management - 2 Years	85%
Advanced Life Support (ALS)	Every 4 years	Doctors, Nurses and ANPs in high risk areas - All FP doctors as part of Foundation Programme as identified by policy lead	Face to Face	439 LOCAL Advanced Life Support (ALS) - 4 Years	70%
Advanced Trauma Life Support	Every 4 years	Senior doctors responding to Trauma calls (ED Consultants, middle & trust grades, ortho and surgical middle and trust grades as identified by policy lead)	Face to Face	439 LOCAL Advanced Trauma Life Support (ATLS) - 4 Years	85%
Basic Life Support	Every 2 years	Clinical staff as identified by Cardiac Arrest Prevention Team Lead (eg therapy assistant in the community). Non-clinical staff groups as identified by Cardiac Arrest Prevention Team Lead (eg Portering staff)	Face to Face	NHSICSTFI[Resuscitation - Level 2 - Adult Basic Life Support - 2 Years]	2022/23 85% (From 50% 21/22)
Deteriorating Patient & Resuscitation Training, (inc. Maternal resuscitation & Paediatric)	Every 2 years	Nurses, Allied Health Professionals and individuals identified by the Policy Lead. See Maternal section for Midwives, Obs and Gynaecology Medical staff	Face to Face	439 LOCAL Deteriorating Patient & Resuscitation - 2 Years	85%
Deteriorating Patient and Resuscitation for Senior Medical Staff	Every 2 years	Consultants and Senior Medical Staff as identified by policy lead	Face to Face	439 LOCAL Deteriorating Patient & Resuscitation for Senior Medical Staff	85%
European Paediatric Advanced Life Support (EPALS)	Every 4 years after passing qualification	Senior Paediatric or ED medical staff, ED & Paediatric nursing staff when working at expected level as identified by policy lead	Face to Face	439 LOCAL EPALS/PILS - 4 Years	85%
		Senior Paediatric or ED medical staff, ED &		439 LOCAL EPALS/PILS Training - 4 Years	To be removed awaiting approval

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European Paediatric Advanced Life Support (EPALS) or Paediatric Immediate Life Support (PILS)	As indicated by relevant certification	Paediatric nursing staff when working at expected level as identified by policy lead	Face to Face	439 LOCAL EPALS/PILS - 4 Years	85%	
Immediate Life Support (ILS)	Once only then yearly recert thereafter	Doctors (including FY1), Nurses and Allied Health Professionals in high risk areas as identified by policy lead	Face to Face	NHS CSTF Resuscitation - Level 3 - Adult Immediate Life Support - No S 439 LOCAL ALS/ILS - 4 Years	85%	To be removed awaiting approval
Immediate Life Support (ILS) Re-Certification	Yearly following full day ILS course	Doctors (including FY1), Nurses and Allied Health Professionals in high risk areas as identified by policy lead	Face to Face	439 LOCAL Immediate Life Support Re-Certification (ILS) - 1 Year	85%	
Newborn Life Support (NLS)	Ever 4 years	Dns working in paediatrics, Midwives (LW B7's and all community midwives) as identified by policy lead	Face to Face	NHS CSTF Resuscitation - Level 3 - Newborn Immediate Life Support - 4 Years 439 LOCAL Neonatal Life Support (NLS) - 4 Years	2022/23 85% 2022/23 (from 66% 2021/22)	
Paediatric Immediate Life Support (PILS)	Once only then yearly recert thereafter	Doctors, Nurses and Allied Health Professionals in high risk areas and areas treating children as identified by policy lead	Face to Face	NHS CSTF Resuscitation - Level 3 - Paediatric Immediate Life Support - 439 LOCAL EPALS/PILS - 4 Years	85%	To be removed awaiting approval
Paediatric Immediate Life Support Re-Certification	Yearly following full day PILS or EPALS course	Doctors, Nurses and Allied Health Professionals in high risk areas and areas treating children as identified by policy lead	Face to Face	439 LOCAL Paediatric Immediate Life Support Re-Certification (pILS Re-	85%	