

Report Title	Mandatory Training Update (January 2020)		
Sponsoring Executive	Raffaella Goodby, Director of People and OD		
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Meeting	Trust Board (Public)	Date	6 th February 2020

1. Suggested discussion points *[two or three issues you consider the Board should focus on]*

The changes to mandatory training have been discussed at various committees with January 2020 being the implementation month of the changes. This paper confirms the changes made and the outstanding areas for confirmation.

The Clinical Groups and Corporate Directorates are requested to confirm plans to improve compliance and ensure that areas of continued poor performance have improvement trajectories agreed to ensure 95% of all employees are 100% compliant with all new modules in addition to existing modules by the end of March 2020. This is the CQC target.

The main changes are; infection control for patient facing staff moved to an annual requirement (e-learning); fire safety will move to 2 yearly (e-learning every 2 years, practical every 4 years); Prevent Level 1 and Level 3 WRAP training is now formally reported and Safeguarding Adults Level 3 has some outstanding issues relating to the staff groups requiring the competence which are to be confirmed between the Chief Nurse and Medical Director.

2. Alignment to 2020 Vision *[indicate with an 'X' which Plan this paper supports]*

Safety Plan		Public Health Plan		People Plan & Education Plan	X
Quality Plan		Research and Development		Estates Plan	
Financial Plan		Digital Plan		Other <i>[specify in the paper]</i>	

3. Previous consideration *[where has this paper been previously discussed?]*

People and OD CLE Committee

4. Recommendation(s)

The Trust Board is asked to:

- a. **COMMENT** on assurance of CQC mandatory training target of 95% by end of March 20

5. Impact *[indicate with an 'X' which governance initiatives this matter relates to and where shown elaborate]*

Trust Risk Register	x	Risk 114				
Board Assurance Framework	x	SBAF 12				
Equality Impact Assessment	Is this required?	Y		N	x	If 'Y' date completed
Quality Impact Assessment	Is this required?	Y		N	x	If 'Y' date completed

SANDWELL AND WEST BIRMINGHAM HOSPITALS NHS TRUST

Report to the Public Trust Board 6th February 2020

Mandatory Training Update (January 2020)

1.0 Introduction

This paper discusses changes to mandatory training and includes:

- Reasons/rationale for change
- Changes to the matrix of mandatory training subjects, target audience and refresher periods for particular subjects
- Changes to reporting
- Implications
- Conclusions

2.0 Scope

Alongside other Trusts in the West Midlands, SWBH supports the streamlining of mandatory training across the region which includes aligning to national NHS mandatory training competencies. Alignment to national competences reduces risk as content of these modules meet national standards and are kept up to date in relation to statutory or regulatory changes; it also enables transference of competence and staff records of training across Trusts thus reducing the amount of repeat training and associated cost when staff move between Trusts; it enables a majority of the training to be delivered flexibly via e-learning across internal and external web based platforms, facilitating ease of access.

SWBH mandatory training content is aligned to national competences and has moved to national competence refresher periods and target audience for most subjects, however, will need to make some changes compared to the current offer in relation to some of the subjects offered, frequency of refresher training and target audience.

3.0 Changes to Mandatory Training

There are 11 core subjects that are included in the streamlining process. National standards, content and updates for these are managed by Skills for Health. The core subjects are:

- Conflict Resolution Training
- Equality & Diversity
- Fire Safety
- Health & Safety
- Infection Control
- Data Security Awareness
- Moving and Handling

- Resuscitation
- Safeguarding Adults: Level 1; Level 2 & Level 3
- Safeguarding Children: Level 1; Level 2 & Level 3
- Prevent

Further detail on the 11 subjects, target audience, delivery mode and duration of training can be found in **Appendix 1**.

The Trust currently complies with national requirements for the majority of the above subjects – exceptions are refresher periods and/or target audience for: Infection Control; Resuscitation; Safeguarding Adults Level 3; Prevent; Fire Safety. Changes that would be required for each subject are:

Infection Control: clinical staff would be required to complete refresher training annually compared to current 3 yearly training. This is delivered via e-learning.

Prevent: Key trust staff have been targeted to attend training in line with initial requirements, however, guidelines have since changed and there is a requirement for all staff to complete training 3 yearly. SWBH does not currently measure Prevent training within its mandatory training compliance figures. This is delivered via e-learning.

Safeguarding Adults Level 3: This is a new subject and initially applies to all clinical staff Band 8a and above; completing this 3 yearly. SWBH has started delivering this training to the initial target audience, however, does not currently measure this training within its mandatory training compliance figures. This training is required to be delivered face to face – sessions are c3 hours in duration. There are remaining actions to confirm the staff groups who require this training particularly in relation to the medical workforce.

Fire: All staff do e-learning every 2 years plus an evacuation procedure/local departmental practical every 4 years as is currently in place.

Changes to Reporting

The 11 Statutory/Mandatory Training modules will be reported on CDA and ESR initially to ensure changes to reporting are correctly captured. A new ESR Business Intelligence report has been built and tested with a selection of managers with good feedback and this will be rolled out in January to the wider Manager Distribution list.

Timescales

All reporting changes have been implemented from 13th January with the exception of Safeguarding Adults Level 3 where there remains a query over the target audience for reporting to be confirmed by the Medical Director and Chief Nurse.

Early Reports (from 14th January)

Competence	Target	Compliant	% Compliant
Conflict Resolution Training	5634	5311	94.27
Equality & Diversity	6862	6505	94.81
Fire Safety - Workplace Training	6701	6423	95.85
Health & Safety	6862	6355	92.61
Infection Prevention and Control - 1 Years	5498	3074	55.91
Infection Prevention and Control - 3 Years	1354	993	73.34
Information Governance and Data Security - 1 Year	6862	6117	89.14
Moving and Handling - Medical Staff	782	720	92.07
Moving and Handling - Non Patient Full Load Handling	794	757	95.34
Moving and Handling - Non Patient Limited Load Handling	1520	1476	97.11
Moving and Handling - Patient Handling	3707	3311	89.32
Preventing Radicalisation - Basic Prevent Awareness	6862	5926	86.36
Preventing Radicalisation - Prevent Awareness	2912	2005	68.85
Resuscitation: Basic Life Support	4902	3872	78.99
Resuscitation: Resuscitation of Newborn	311	214	68.81
Safeguarding Adults Level 1	6862	6844	99.74
Safeguarding Adults Level 2	2913	2718	93.31
Safeguarding Adults Level 3	414	166	40.10
Safeguarding Children Level 1	6862	6846	99.77
Safeguarding Children Level 2	3957	3631	91.76
Safeguarding Children Level 3	790	668	84.56
Total	83360	73932	88.69

The modules with low compliance are predominantly changed modules with the exception of Resuscitation which has an action plan led by the resuscitation team to improve compliance significantly over January, February and March 2020.

Conclusions & Recommendations

Whilst there are short term implications for Trust mandatory training compliance figures, the benefits of making the changes include:

- Trust complies with national statutory and mandatory requirements
- Patient and staff safety
- Reduction of risk
- No duplication of training for staff moving across Trusts

Bethan Downing
Deputy Director, People and OD
14th January 2020

Appendix 1

Summary of Subjects

The table below summarises the target audience and proposed frequency of refresher training for each subject. (Source: UK Core Skills Training Framework – Statutory/Mandatory Subject Guide; Version 1.5; October 2018).

Subject	Audience	Proposed frequency of refresher training	Learning Duration	Comments on training delivery
1. Equality, Diversity and Human Rights	All staff, including unpaid and voluntary staff	3 years	20 minutes e-learning	Elearning can cover alignment to CSTF learning outcomes.
2. Health, Safety and Welfare	All staff, including unpaid and voluntary staff	3 years	30 minutes e-learning	Elearning can cover alignment to CSTF learning outcomes. Further job specific training may be based upon local risk assessment.
3. NHS Conflict Resolution (England)	Frontline NHS staff and professionals whose work brings them into direct contact with members of the public	3 years	40 minutes e-learning	Elearning can support delivery of knowledge aspects of learning outcomes. Practical instruction also required.
4. Fire Safety	All staff, including unpaid and voluntary staff	Induction: Site specific training followed by regular updated fire training. Staff, who may need to help evacuate others, should receive training more frequently than those who may only be required to evacuate themselves. The frequency of refresher training	30 minutes e-learning plus workplace training of 30 minutes	Elearning can support delivery of knowledge aspects of learning outcomes. Practical instruction also required e.g. evacuation techniques and use of firefighting equipment. Supplemented by specific job/site training as necessary to ensure safe

Subject	Audience	Proposed frequency of refresher training	Learning Duration	Comments on training delivery
		needs and risk analysis with an assessment of competence at least every 2 years.		working practices.
5. Infection Prevention and Control	Level 1: All staff, including unpaid and voluntary staff Level 2: All Healthcare staff groups involved in direct patient care or services	3 years 1 year	30 minutes e-learning 50 minutes e-learning	Elearning can cover alignment to CSTF learning outcomes.
6. Moving and Handling	Level 1: All staff, including unpaid and voluntary staff Level 2: All staff, including unpaid and voluntary staff, whose role involves patient handling activities	Required refresher periods based upon local assessment	30 minutes e-learning 60 minutes practical assessment	Elearning can support delivery of knowledge aspects of learning outcomes. Practical instruction also required.
7. Safeguarding Adults (Version 2)	Level 1: All staff working in health care settings Level 2: All practitioners who have regular contact with patients, their families or carers, or the public. Level 3: Registered health care staff who engage in assessing, planning, intervening and evaluating the needs of adults where there are safeguarding concerns (as appropriate to role).	Induction followed by every 3 years 3 years 3 years	40 minutes e-learning 40 minutes e-learning 3 hours classroom training	Level 1: Elearning can cover alignment to CSTF learning outcomes. Level 2: Elearning can cover alignment to CSTF learning outcomes. Level 3: Elearning can support delivery of knowledge aspects of learning outcomes
8. a) Preventing Radicalisation	Basic Prevent Awareness All clinical and non-clinical staff that have contact with adults, children and	3 years	40 minutes e-learning	Basic Prevent Awareness: Elearning can cover alignment to CSTF learning outcomes. Can

Subject	Audience	Proposed frequency of refresher training	Learning Duration	Comments on training delivery
	<p>young people and/or parents/carers</p> <p>Prevent Awareness All staff who could potentially contribute to assessing, planning, intervening and evaluating the needs of an adult or child where there are safeguarding concerns</p>	3 years	50 minutes e-learning	<p>also be incorporated into an organisation's Safeguarding training</p> <p>Prevent Awareness: Should be delivered by attendance at a Workshop to Raise Awareness of Prevent (WRAP) or by completing an approved elearning package.</p>
9. Safeguarding Children	<p>Level 1: All staff including non-clinical managers and staff working in health care settings</p> <p>Level 2: Non-clinical staff and clinical staff who have some degree of contact with children/young people and/or parents/carers</p> <p>Level 3: 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 to a child or young person and parenting capacity where there are safeguarding/child protection concerns.</p>	<p>Induction followed by every 3 years</p> <p>3 years</p> <p>3 years</p>	<p>30 minutes e-learning</p> <p>30 minutes e-learning</p> <p>1 day classroom training</p>	<p>Level 1: Elearning can cover alignment to CSTF learning outcomes.</p> <p>Level 2: Elearning can cover alignment to CSTF learning outcomes.</p> <p>Level 3: Elearning can support delivery of knowledge aspects of learning outcomes. At level 3, learning should be multi-disciplinary and inter-agency, including opportunities for personal reflection, scenario-based discussion, drawing on case studies etc.</p>
10. Resuscitation	Level 1: Any clinical	Initial training	20 minutes	Elearning can

Subject	Audience	Proposed frequency of refresher training	Learning Duration	Comments on training delivery
	<p>or non-clinical staff, dependent upon local risk assessment or work context</p> <p>Level 2: Staff with direct clinical care responsibilities including all qualified healthcare professionals</p> <p>Level 3: Registered healthcare professionals with a responsibility to participate as part of the resuscitation team</p>	<p>(e.g. at induction) followed by local assessment</p> <p>1 year</p> <p>1 year</p>	<p>e-learning</p> <p>30 minutes e-learning plus 10 minutes competency assessment</p> <p>Classroom training ranging from 1 day to 4 days depending on programme required</p>	<p>support delivery of knowledge aspects of learning outcomes.</p> <p>Practical instruction also required i.e. 'hands on' simulation training and assessment is recommended for clinical staff.</p>
<p>11. Information Governance and Data Security</p>	<p>All staff involved in routine access to information</p>	<p>1 year</p>	<p>60 minutes e-learning</p>	<p>Elearning can cover alignment to CSTF learning outcomes.</p>