

2019/20

Essential to Role Training Matrix (Training Needs Analysis)



Remember: it is each individual member of staff's responsibility to ensure that they are 'Core Skills & Essential to Role Training compliant'

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Introduction

The Trust has aligned its training requirements to the **NHS Core Skills Training Framework**. This is the only *Required Learning* considered to be 'mandatory' (i.e. to be completed by all staff) in this organisation. Core Skills Training forms the basic minimum training for all staff which will be enhanced by further training identified by your department.

Your *Required Learning* button on the Learning Hub will inform you of the Core Skills Training courses which you must complete – including the level, frequency and delivery method.

Other training may be an essential part of the job that you do as part of your team or in the place that you work. The Trust uses the term '**Essential to Role**' to describe this type of training. **Essential to Role** training requirements relate to an individual's job role and their ability to discharge their responsibilities safely. Essential to Role training requirements should be determined locally by the line manager in partnership with their staff. However, this document can be used as a guide to identify Organisational Essential to Role training requirements – **there will be other Essential to Role training requirements which are relevant to particular areas/roles which are *not* listed in this document.**

'My Required Learning' on the Learning Hub

For a more specific guide to the Core Skills training you are required complete, you should access your 'Required Learning' profile once logged into the Trust's learning management system, The Learning Hub. Your 'Required Learning' profile **will not** indicate your Essential to Role training requirements.

How do I use this document?

This document will help you and your manager identify the organisational **Essential to Role** training that you must complete – at what frequency – and at what level (where applicable).

Three Steps to identifying Organisational Essential to Role Training



Training Profile	Staff Group	Example Roles Included
1	Non-Clinical	<i>Admin and clerical (incl. receptionists, secretaries, personal assistants, ward clerks, medical records, finance, IT, HR and Education, executive and non-executive team, non-clinical senior managers, managers and supervisors, catering staff, domestic staff, estates/maintenance staff, porters, chaplain</i>
2	Clinical Patient Facing	<i>All medical staff including consultants, GPs, training grades, physician associates, nurse, nurse consultant, nurse manager, specialist nurse, modern matron, sister, midwife, healthcare assistant, assistant practitioner, healthcare support worker, radiographer, radiographer helper, orthotist, audiologist, occupational therapist, podiatrist, nursing auxiliary, chiropodist, dietitian, physiotherapist, ward-based pharmacists</i>
3	Professional and Technical – <i>Non-patient facing</i>	<i>Pharmacist, pharmacy staff, technologists, optometrist, healthcare scientists, biomedical scientist, laboratory staff, technician,</i>

Training Profile 1

Non-Clinical Staff

Essential to Role Training

Course	Refresher Period	How to Access
Understanding and Managing Challenging Behaviour - Avoidance and Disengagement Skills (Conflict Resolution Level 2)	3 years	<ul style="list-style-type: none"> Classroom <p>As a guide - the level 2 training is essential to staff working in a high risk area and those staff identified by their line manager as requiring this level of training</p>
Fire Safety Awareness (Face to Face)	See info in next column	<p>In addition to undertaking the core skills two yearly e-Learning module:</p> <ul style="list-style-type: none"> Staff who are working in a clinical area must attend face to face training once per year Staff who are working in a non-clinical area must attend face to face training every two years <p>Face to face training can be accessed via either your local fire warden or a classroom session booked through the Learning Hub</p>
Safer Handling (Practical)	Click here to view the Safer Handling TNA	<ul style="list-style-type: none"> Local delivery

There will be additional essential to role training requirements and these should be identified in partnership with your line manager/supervisor

Training Profile 2

Clinical Patient Facing Staff

Essential to Role Training

Course	Refresher Period	How to Access
Aseptic Non-Touch Technique	1 year	<ul style="list-style-type: none"> Local delivery and completion of the ANTT Self-Declaration on the Learning Hub
Blood Transfusion Training	2 year	<ul style="list-style-type: none"> Click here to view the Blood Transfusion Learning Resources section of the Learning Hub Click here to view the Blood Transfusion Training Needs Analysis
Understanding and Managing Challenging Behaviour - Avoidance and Disengagement Skills (Conflict Resolution Level 2)	3 years	<ul style="list-style-type: none"> Classroom <p>As a guide - the level 2 training is essential to staff working in a high risk area and those staff identified by their line manager as requiring this level of training</p>
Fire Safety Awareness (Face to Face)	See info in next column	<p>In addition to undertaking the core skills two yearly e-Learning module:</p> <ul style="list-style-type: none"> Staff who are working in a clinical area must attend face to face training once per year Staff who are working in a non-clinical area must attend face to face training every two years <p>Face to face training can be accessed via either your local fire warden or a classroom session booked through the Learning Hub</p>
Infection Prevention and Control Level 2 <i>(including hand hygiene and inoculation incident)</i>	Once yearly for staff working in clinical areas	<ul style="list-style-type: none"> e-Learning presentation e-assessment Bespoke face to face training (contact ██████████)
Medical Devices Training	Refer to Medical Devices Policy ELHT/C17	<ul style="list-style-type: none"> Various delivery methods – determined locally
Medicines Management	2 year	<ul style="list-style-type: none"> e-Learning on the Learning Hub (There are two modules available – Hospital and Community – complete the relevant module/s in relation to where you work)
Safer Handling (Practical)	Click here to view the Safer Handling TNA	<ul style="list-style-type: none"> Local delivery
Slips, Trips and Falls (Patients)	3 year	<ul style="list-style-type: none"> Click here to access the Learning Resources and Self-Declaration on the Learning Hub
Venous Thromboembolism (VTE)	2 year	<ul style="list-style-type: none"> Click here to access the Learning Resources and Self-Declaration on the Learning Hub

There will be additional essential to role training requirements and these should be identified in partnership with your line manager/supervisor

Training Profile 3

Professional & Technical (Non-Patient Facing) Staff

Essential to Role Training

Course	Refresher Period	How to Access
Fire Safety Awareness (Face to Face)	See info in next column	<p>In addition to undertaking the core skills two yearly e-Learning module:</p> <ul style="list-style-type: none"> • Staff who are working in a clinical area must attend face to face training once per year • Staff who are working in a non-clinical area must attend face to face training every two years <p>Face to face training can be accessed via either your local fire warden or a classroom session booked through the Learning Hub</p>
Medical Devices Training	Refer to Medical Devices Policy ELHT/C17	<ul style="list-style-type: none"> • Various delivery methods – determined locally
Medicines Management	2 year	<ul style="list-style-type: none"> • e-Learning on the Learning Hub (There are two modules available – Hospital and Community – complete the relevant module/s in relation to where you work)
Safer Handling (Practical)	Click here to view the Safer Handling TNA	<ul style="list-style-type: none"> • Local delivery

There will be additional essential to role training requirements and these should be identified in partnership with your line manager/supervisor

Blood Transfusion Training Needs Analysis

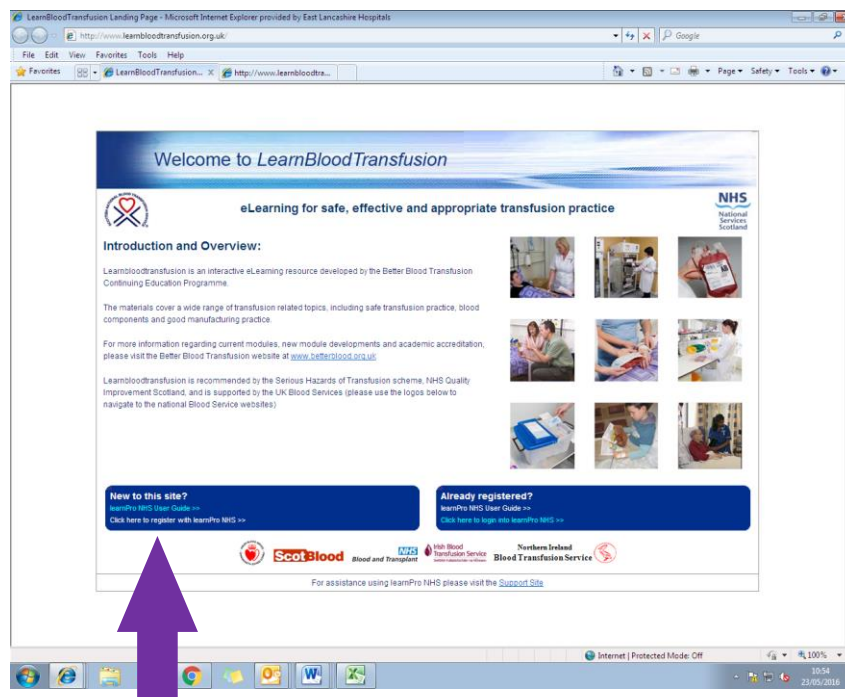
Blood transfusion is an 'Essential to Role' skill that all medical staff (doctors of all grades) and all clinical staff involved in any part of the blood transfusion process are required to be compliant with.

The National Patient Safety Agency (NPSA) issued an alert to all Trusts in November 2006. It stated that all staff involved in taking blood samples, collecting blood components from the fridge or administering blood components had to be formally assessed. Although the NPSA has now been disbanded there is still a national requirement for competence (NBTC National Standards for the Clinical Transfusion Process) in this area of expertise - the Trust's training needs analysis (TNA) can be accessed on the following pages.

LearnPro e-Learning

All identified staff roles (as detailed in the matrix on the following pages) will need to complete the appropriate e-Learning modules via the LearnPro e-Learning platform which can be accessed by clicking on/typing the following web address into your web browser:

www.learnbloodtransfusion.org.uk



If you have not already done so, you will need to register with LearnPro in order to access the e-Learning modules – you can do this by clicking on the link at the bottom of the home page. You can also access the LearnPro user guide via the home page or by clicking on the following link <http://www.learnbloodtransfusion.org.uk/UserManual.pdf>

Further information

For more information regarding blood transfusion please visit the blood transfusion folder on Oli using the following pathway: Divisions and Corporate Teams/Diagnostics and Clinical Support/Clinical Laboratory Medicine/Blood Transfusion. Alternatively, please contact the ELHT Transfusion Practitioner [REDACTED] by email or on Ext: [REDACTED].

Blood Transfusion Training Matrix

Course	Staff Role	Local Induction with Link Nurse/Ward Manager	NBTC Competency Assessments	Learn Pro e-Learning Modules	Classroom Session (book on via Learning Hub)
Induction (new starters)	RGN (no venepuncture)	Intro to BT	C,A	1C,2C	BT Qualified Refresher
	RGN (practices venepuncture)	Intro to BT	S,C,A	1C,2C	BT Qualified Refresher
	RGN/SPDN Community	Intro to BT	S	1C,Sv	BT Sampling only
	RNC	Intro to BT	C,A	P,2C	BT Qualified Refresher
	RMW	Intro to BT	S,C,A	1C,2C,AD	BT Qualified Refresher
	CSW/HCA	Intro to BT	C		BT refresher HCA
	Bank HCA	Intro to BT	C		BT refresher HCA
	Bank RGN	Intro to BT	C,A	1C,2C	BT Qualified Refresher
	Doctors/ACP's	Intro to BT	S (A: according to role)	1C,2C,Con,Sv	Doctors Refresher

Course	Staff Group (s)	Refresher Period	Learn Pro e-Learning Modules	Classroom Session (book on via Learning Hub)	Recommended CPD – Learn Pro e-Learning Modules (not mandatory)
Refresher	RGN (no venepuncture)	2 year	1C,2C	BT Qualified Refresher	TxR,Con
	RGN (practices venepuncture)	2 year	1C,2C	BT Qualified Refresher	TxR, Sv,Con
	RGN/SPDN Community/sampling only	2 year	1C,Sv	BT Sampling only	
	RNC	2 year	P,2C	BT Qualified Refresher	TxR,Con
	RMW	2 year	1C,2C,AD	BT Qualified Refresher	TxR, Con
	CSW/HCA collection only	2 year		BT Refresher HCA	
	HCA also practices venepuncture	2 year	PP	BT refresher HCA	
	HCA sampling only	2 year	PP	BT Sampling only	
	Doctors/ACP's	2 year	1C,2C,Con,Sv	Doctors Refresher	TxR,AD,P (dependant on speciality)

	RGN Bank	2 year	1C,2C	BT Qualified Refresher	TxR,Con
	CSW/HCA Bank	2 year		BT Refresher HCA	

KEY

NBTC Competencies:	Learn Pro e-learning Modules
• Sampling (S) – ELHT SOP005	<ul style="list-style-type: none"> • Safe Transfusion Practice (1C)
• Collection (C) – ELHT SOP006	<ul style="list-style-type: none"> • Blood Components and Indications for Use (2C)
• Administration (A) – ELHT SOP007	<ul style="list-style-type: none"> • Safe Transfusion Practice for Paediatrics(P)
	<ul style="list-style-type: none"> • Anti- D Clinical Module (AD)
	<ul style="list-style-type: none"> • LBT: Acute Transfusion Reactions(TxR)
	<ul style="list-style-type: none"> • Learn Cell Salvage (CS)
	<ul style="list-style-type: none"> • Safe Blood Sampling for Transfusion Video (Sv)
	<ul style="list-style-type: none"> • Consent for Transfusion(Con)
	<ul style="list-style-type: none"> • Phlebotomy Pathway (PP)

Safer Handling Training Needs Analysis – Practical Training

In addition to undertaking the Core Skills Safer Handling e-Learning module and/or assessment once every three years, **ALL** staff are required to undertake practical training as detailed below:

Course	Staff Group (s)	Refresher Period	Essential to Role
Safer Handling Practical <i>(Load Handling)</i>	<ul style="list-style-type: none"> • Mandatory Training Profile 1 - Non-clinical – Support Services 	2 year	<ul style="list-style-type: none"> • Face to face by Safer Handling Facilitators
	<ul style="list-style-type: none"> • Mandatory Training Profile 1 - Non-clinical - Managers, Supervisors, Administrative, and Volunteers • Mandatory Training Profile 2 – Professional and Technical Staff (including ward based pharmacists). 	3 year	<ul style="list-style-type: none"> • Face to face by Safer Handling Facilitators
Safer Handling Practical <i>(Patient Handling)</i>	<ul style="list-style-type: none"> • Mandatory Training Profile 2 - Medical Staff 	3 year	<ul style="list-style-type: none"> • Face to face by Safer Handling Facilitators or • Individual bookings through Safer Handling Team
	<ul style="list-style-type: none"> • Mandatory Training Profile 1 - Porters • Mandatory Training Profile 2 - Nursing and Midwifery Registered, Allied Health Professionals, Additional Clinical Services 	2 year	<ul style="list-style-type: none"> • Face to face by Safer Handling Facilitators

For further information on the Safer Handling Facilitator role and the associated training required to undertake this role, please refer to the Safer Handling Policy

