

# Statutory & Mandatory Training in UHL for New Doctors

May/June 2014

Throughout the past few months, we have been working to identify subjects that employees of UHL must complete as part of their Statutory & Mandatory Training (SMT), matching our own policies with a national set of guidelines called the UK Core Skills Training Framework. This is a guide to show you how to access eUHL, the Trusts training system, and how to become compliant in these subjects. We are updating the system to make this as simple and easy as possible. PLEASE NOTE: These subjects are not the only ones you may be required to complete as part of your job role, if you have any queries about other training you may be required to complete then please speak to your line manager.

## Stage 1: Logging into [www.eUHL.nhs.uk](http://www.eUHL.nhs.uk)

To access and complete this training log in to any computer with internet access, at work, at home or in one of UHLs libraries etc, head to [www.eUHL.nhs.uk](http://www.eUHL.nhs.uk) and log into your account.

- If you have already worked at UHL and have an eUHL account email [sdrequests@uhl-tr.nhs.uk](mailto:sdrequests@uhl-tr.nhs.uk) to have your password updated if required. Fill the subject box of the email with the title: eUHL Account to be updated.
- If you do not have an account on eUHL and you wish to complete your eLearning, you need to create an account by following the on screen instructions and this must be one using an 'nhs.net' email address.
- To start your eLearning once you have joined the Trust, you need to create an account using the email address you are given by your Junior Doctor Administrator 'uhl-tr.nhs.uk'

## Stage 2: What training do I need to do?

Once you have logged in then from the menu across the page move your mouse over the 'My Training' tab and then click on 'Required Training'. Once you have selected this page you will see a series of boxes, one for each of the subjects that you need to be trained in, and they are either red or green in colour. GREEN means you are competent in this training. No further action is required. RED means You are NOT competent in this training. Please click on the button to book onto / or complete the relevant training.

STATUTORY & MANDATORY TRAINING

Training Required By: ALL UHL STAFF

✓ Fire Safety Training	✓ Moving & Handling	✓ Infection Prevention	✓ Equality & Diversity
✓ Information Governance	✓ Safeguarding Children	✓ Conflict Resolution	✓ Safeguarding Adults
✖ Health & Safety			

### Stage 3: How do I access the training I need?

Below you will find the instructions that you need to complete your Statutory & Mandatory Training.

If you are uncertain about which type of training you require please speak to your line manager, who will be able to help you or point you in the right direction OR read the full course description on eUHL.

Some people may be able to access some of these training courses at Mandatory Training Days organised by your CMG or department and some of this training may be delivered face to face on Corporate Induction (for new staff only).



Required Training...	Type of Training...	How to get Trained...
Fire Safety Training	Face to Face Training	Click the red box and then book on to a Fire Lecture at one of the sites, this may be included on your induction to the Trust, if so the people delivering the training will make sure your eUHL record is updated.
Moving & Handling	Face to Face Training	Contact your Manager and ask your areas Manual Handling Trainer to deliver Face to Face training OR attend a Mandatory or Induction Training Day OR contact the Moving & Handling Team
Infection Prevention	eLearning	Click the red box and then book on to, and complete, the eLearning 'Infection Prevention for Clinical Staff (eLearning-OCB)'
Equality & Diversity	eLearning	Click the red box and then book on to, and complete, the eLearning 'Equality & Diversity (eLearning-OCB) (Mandatory Training)'
Information Governance	eLearning	Click the red box and then book on to and complete, the eLearning 'Information Governance (eLearning-OCB) (Mandatory Training)'
Safeguarding Children Level 1 and Safeguarding Children Level 2	eLearning	Click the red box and then book on to, and complete, the eLearning 'Safeguarding Children and Young People Level One (OCB-eLearning)' then Click the red box and then book on to, and complete, the eLearning 'Safeguarding Children and Young People Level Two (OCB-eLearning)'
Conflict Resolution	eLearning	Click the red box and then book on to, and complete, the eLearning 'Conflict Resolution (eLearning-OCB) (Mandatory Training)'
Safeguarding Adults	eLearning	Click the red box and then book on to, and complete, the eLearning 'Safeguarding Adults (eLearning-OCB) (Mandatory Training)'
Health and Safety	eLearning	Click the red box and then book on to, and complete, the eLearning 'Health and Safety (eLearning-OCB) Mandatory Training'
Resuscitation (BLS Equivalent)	Face to Face Training	Please see the back page (Page 4) of this booklet to find if you need this training and the correct courses to complete if you do.

### DOWNLOAD a COMBINED SMT CERTIFICATE

At any time your Educational Supervisor may require evidence of the Statutory and Mandatory training that you have completed, to generate this simply: Log into eUHL, go to the Booking System, hover the mouse over 'View My required Training,' click on to 'Download Combined SMT Certificate,' and upload to your eportfolio.

## Stage 4: Booking on to or Completing your Training

Face to Face Training—Simply find a session that you can attend and book on, you will receive a confirmation email & upon attendance to the session and completion of any assessment you will become compliant.eLearning— Log onto to the course and complete the eLearning. If the eLearning contains the letters OCB in its title then follow these instructions...

To Access OCB eLearning...

1. Log into [www.euhl.nhs.uk](http://www.euhl.nhs.uk)
2. Click on the blue 'Booking system' icon
3. Click on 'View Course Catalogue and Sessions'
4. Click on the relevant section e.g. 'Information Governance' or 'Equality & Diversity'
5. Once you have found the relevant course, click on 'Book Place'
6. The page will then refresh and then just click on 'Launch External Course'

## Stage 5: Maintaining Compliance

Once you have completed your core Statutory & Mandatory training programme, simply keep an eye on them and before any expire, repeat them, as and when necessary. We are in the process of looking at email reminders being sent a couple of months before something is due to expire to give you plenty of notice and the chance to maintain your compliance.

## Changes to Statutory & Mandatory Training

Now that the ten core subjects, identified by the Core Skills Training Framework are now accessible to the entire Trust, these will remain in place as a requirement and will not change for the foreseeable future. Your compliance against these can always be viewed through the 'Required Training' page and by the end of March 2015, the Trust should have reached its target, a minimum of 95% compliance with these 10 subjects.

## MORE TRAINING—Essential to Job Role

Now the Statutory & Mandatory Training has been clarified, simplified and made a lot more relevant it is time for the Trust to start looking at all of the other types of training required by different staff groups within UHL. All training not identified within the Core Skills Training Framework falls under the heading of 'Essential to Job Role.' This varies from courses such as 'Dementia Category A Training' which will appear under the 'Essential to Job Role' training for everyone to complete (if they have not already), to the different types of Blood Transfusion training which may include subjects as diverse as Neo-Natal Blood Transfusion or simply the safe transportation of Blood Products. As these subjects are added to the Required Training page, these developments will be communicated across the Trust.

PLEASE NOTE: You must complete all training relevant to your role and should be guided as to what your requirements are by your line manager, adding them to the Required Training page is simply making them simpler to view and access.

## Maintaining a Healthy Account

Everyone in UHL should have a happy and healthy eUHL account, if this is not the case then let us know.

It may be that your email address or department is wrong, you have multiple accounts, or you need us to set up an account for you.

Simply email all the details of your query to:

[sdrequests@uhl-tr.nhs.uk](mailto:sdrequests@uhl-tr.nhs.uk) and make sure you include your full name, any email addresses that you use and your assignment (employee) number if possible.



## Resuscitation Training Requirements of UHL Staff

### Main Guidelines:

- All staff with clinical responsibilities, i.e. Doctors, Nurses, Midwives and AHPs with Patient contact MUST complete Resus Training (BLS) or equivalent appropriate to the patients they have clinical contact with i.e adults or paediatric or both at least once every 12 months.
- All Resus Training completed by UHL staff MUST be logged onto the [www.eUHL.nhs.uk](http://www.eUHL.nhs.uk) system.

**Doctors (Drs)** will access one of the relevant **UHL Resuscitation Skills (Adult) & AED** or **UHL Resuscitation Skills (Paed)** courses either via the Clinical Skills Unit or via resuscitation cascade trainers this must be repeated annually. This training should be specific to the clinical area in which they work (Adult, Paediatrics, Neonates or combination of the above).

**Please Note:** Neonate training is undertaken by the neonate department.

**Medical Staff on the Cardiac Arrest Team** (Adult or Paediatric) This course is led by the Resuscitation Team and covers the key aspects of leading a resuscitation attempt. This must be repeated annually. **UHL Resuscitation Skills (Adult) (Drs On the Cardiac Arrest Team - ONLY)** or **UHL Resuscitation Skills (Paed) (Drs On the Cardiac Arrest Team - ONLY)**

**Attend and Pass or be an Instructor on:** **Advanced Paediatric Life Support, Advance Life Support, MOET, Paediatric Life Support, Neonatal Life Support or Immediate Life support.**

If you have **attended & passed** or been an **instructor** one of the courses, this exempts you from relevant resuscitation training for a 12 months period from the date of the course, regardless of the expiry date on the certificate. Please send evidence of your training to [Kim.Hammond@uhl-tr.nhs.uk](mailto:Kim.Hammond@uhl-tr.nhs.uk) and your record will be updated.

<b>Mandatory Training Subject— Contact Points</b>	
Fire Safety Training	<a href="mailto:Geoff.Brown@uhl-tr.nhs.uk">Geoff.Brown@uhl-tr.nhs.uk</a>
Moving and Handling	<a href="mailto:eileen.larder@uhl-tr.nhs.uk">eileen.larder@uhl-tr.nhs.uk</a>
Hand Hygiene/ Infection Prevention	<a href="mailto:susan.davey@uhl-tr.nhs.uk">susan.davey@uhl-tr.nhs.uk</a>
Equality and Diversity	<a href="mailto:nicola.trainer@uhl-tr.nhs.uk">nicola.trainer@uhl-tr.nhs.uk</a>
Information Governance	<a href="mailto:Robin.Smith@uhl-tr.nhs.uk">Robin.Smith@uhl-tr.nhs.uk</a>
Safeguarding Children	<a href="mailto:Jason.Tottey@uhl-tr.nhs.uk">Jason.Tottey@uhl-tr.nhs.uk</a>
Conflict Resolution	<a href="mailto:nicholas.howlett@uhl-tr.nhs.uk">nicholas.howlett@uhl-tr.nhs.uk</a>
Safeguarding Adults	<a href="mailto:sarah.a.meadows@uhl-tr.nhs.uk">sarah.a.meadows@uhl-tr.nhs.uk</a>
Health and Safety	<a href="mailto:janet.gamble@uhl-tr.nhs.uk">janet.gamble@uhl-tr.nhs.uk</a>
Resuscitation (BLS)	<a href="mailto:lee.rowley@uhl-tr.nhs.uk">lee.rowley@uhl-tr.nhs.uk</a>
<b>General Training Questions</b>	<a href="mailto:Edward.Thurlow@uhl-tr.nhs.uk">Edward.Thurlow@uhl-tr.nhs.uk</a>