

Freedom of Information Request

Ref: UHB 20-049

31 January 2020

By Email

Dear Sir/Madam

Thank you for your request for information under the Freedom of Information Act 2000. The Trust's response is as follows:

1. How does your trust administer Mandatory and Statutory training to your substantive Healthcare and Non-Healthcare staff? (in-house or external provider).
 - Corporate Induction: At corporate induction the large majority of training is accomplished within 3 days through face-to-face training, provided by internal subject matter experts, with a few exceptions to include the Staff Local Induction Workbook; Health, Safety and Welfare; Safeguarding Children and Adults level1; Resus, and VTE – these are accomplished outside of induction proper through eLearning and/or additional face to face training.
 - Corporate Updates: eLearning is the primary method of updating. With very few exceptions our eLearning is produced internally by our own subject matter experts and eLearning developers. It is placed on our learning management system and completion is automatically recorded. Following corporate induction, most required statutory/mandatory updates are now accomplished via these internal eLearning programmes, with exception of a few programmes that require a continuing face-to-face or practical update element, those programmes being Resuscitation, Fire Safety, Moving and Handling, and Patient Safety.
2. If you utilise an external provider who do you use?

Safeguarding level 1 and 2 eLearning updates are accessed from the external Skills for Health internet eLearning platform. In 2020 we are exploring the possible adoption of the ELearning for Health (ELfH) internet eLearning resources as well.
3. If you provide training internally who is the head of your training department?

Mark Kellinger, is Education Governance Manager, reporting to Julian Newberry, Head of Education.
4. Please provide information about which mandatory and statutory training courses you provide for your substantive healthcare and non-healthcare staff.

Please see most recent 2019-20 ET Matrix attached.

5. Please provide information regarding how many healthcare and non-healthcare substantive staff complete Mandatory and Statutory training annually.
Discounting bank, honorary, and volunteer staff, this would be 8,573 substantive staff that have completed their initial corporate induction or updated a mandatory/statutory training programme in the past year.
6. How much does it cost to train a healthcare member of staff and a non-healthcare member of staff every year?
Please note that a straightforward answer cannot be provided for this question; dependant on job role, there may be additional, specific-to-role essential training programmes that take place on the department/job that could not be quantified. The calculations below have been based on information provided by the finance dept, for staffing from Band 2-7, the bandings that build the majority of the workforce.
- Considering that most updating can be done by eLearning, and a face-to-face trainer's time is not required, non-clinical staff would still require an average of 2.5 hours per year to stay current, which at an average hourly pay rate of £15.52 is £38.80 per year.
 - Clinical staff (i.e., a Registered Nurse), may require up to 8 hours on average each year to stay current, which at an average hourly pay rate of £17.96 is £143.75 per year.
7. What is your current spend in 2019 on agency nurses, AHPs and Doctors?
Agency nurses: £7,311,000.
AHPs: £981,000
Doctors: £956,000

This concludes our response. We trust that you find this helpful, but please do not hesitate to contact us directly if we can be of any further assistance.

If, after that, you are dissatisfied with the handling of your request, you have the right to ask for an internal review. Internal review requests should be submitted within two months of the date of receipt of the response to your original letter and should be addressed to:

Director of Corporate Governance
University Hospitals Bristol NHS Foundation Trust
Trust Headquarters
Marlborough Street
Bristol
BS1 3NU

Please remember to quote the reference number above in any future communications.

If you are not content with the outcome of the internal review, you have the right to apply directly to the Information Commissioner for a decision. The Information Commissioner can be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Publication

Please note that this letter and the information included/attached will be published on our website as part of the Trust's Freedom of Information Publication Log. This is because information disclosed in accordance with the Freedom of Information Act is disclosed to the public, not just to the individual making the request. We will remove any personal information (such as your name, email and so on) from any information we make public to protect your personal information.

To view the Freedom of Information Act in full please click [here](#).

Yours sincerely

FOI Team
UH Bristol NHS Foundation Trust