

Freedom of Information Request

Ref: UHB 20-120

03 March 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. Please provide a 'training matrix' to identify; Please see attached the Trust's latest Essential Training (ET) Matrix.
 - a. The training required for each staff group, including sub groups where there are differing requirements for staff in the same group (e.g. Emergency departments/Paediatrics)
The Matrix is self-explanatory. Currently there are approximately 30 programmes considered 'Essential (statutory/mandatory) Training' that must be strictly monitored for compliance and regularly reported to the Trust Board. These include the nationally-recognised 11 Core Skills. The 'sub-groups' these ET programmes are apportioned to are the 5 'Portfolio' staff groups shown across the top of the Matrix. Of all the ET programmes, only 14 are required by all staff, while the other programmes are applied only as required to some staff groups.
 - b. The frequency of the training
One off training:
 - Food Safety Awareness
 - Harassment & Bullying
 - Local Induction Workbook
 - Medical Devices
 - Security
Annual refresher:
 - Fire Safety (at least theory)
 - Infection Prevention and Control (clinical)
 - Information Governance
 - Resuscitation (at least theory)

2-yearly refresher:

- Fire Safety (practical session for those who must evacuate patients)
- Resuscitation (practical session)

3 – yearly refresher:

- Blood Component Transfusion (theory)
- Clinical Record Keeping
- Conflict Resolution
- Consent
- Dementia Awareness
- Equality, Diversity, and Human Rights
- Fluids and Nutrition
- Health, Safety, and Welfare
- Infection Prevention and Control (non-clinical)
- Medicines Management
- Moving and Handling (patient)
- Patient Safety
- Patient Slips, Trips, Falls
- Pressure Ulcer Prevention
- Preventing Radicalisation (levels 1 and 2)
- Prevent Awareness (level 3, formerly Workshop to Raise Awareness of Prevent (WRAP))
- Safeguarding Adults
- Safeguarding Children
- VTE

c. How the course is delivered e.g. Face-to-Face/eLearning

At Corporate Induction, all training is Face-to-Face with exception of the Local Induction Workbook; Health, Safety, and Welfare; and VTE, which are accomplished via eLearning.

Thereafter, most programmes are updated via eLearning, with the exception of some programmes that refresh practical skills or are only offered in Face-to-Face format, i.e., Fire Safety, Resus, Moving and Handling, Patient Safety.

d. Your KPI target for the training e.g. 95%, 100%

The KPI target is 90% for all ET with exception of Information Governance, which is set at 95% by NHS Digital.

2. Do you align with the UK Core Skills Framework?

Yes, all our Essential Training programmes are aligned with the UK CSTF in terms of naming conventions and update frequency.

3. Do you categorise anything over and above UK Core Skills Framework as MUST DO essential training?
Yes, all the titles listed as 'Remaining Essential Training' on the Matrix are considered mandatory for the staff groups shown.

4. If you use eLearning do you have specific time out for staff to do this?
This is ultimately determined by individual managers, but Study Leave policy recommends that all full-time staff be provided with a minimum of 5 days/year to accomplish their Essential Training and other study necessary to maintain the professional knowledge for their role or personal development.

If so, how long has this been in place for?

We know that some manager or consultant away days have occasionally organised a group eLearning session since the inception of eLearning, circa 2014.

5. If you use eLearning do you have allocated equipment for staff to do this?
All our eLearning is placed on our Kallidus Learning Management System and can be accessed by any Trust PC, including Library and training room PCs in the Education and Research Centre, or remotely from a home PC.

If so, how long has this been in place for?

Access from Trust PCs was first established in 2014, and access from home was first established circa 2015.

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