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*denotes NHSLA requirements
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*denotes NHSLA requirements
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* Please note that courses may be subject to change.

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Introduction

Welcome to the 2013/14 edition of the South London & Maudsley NHS Foundation Trust (SLaM) Education & Training Brochure. We hope you find it easy to navigate your way around the brochure using the index and contents guide. There is an electronic version available on our intranet site, and we will continue to send out weekly updates on course information.

The Education & Training Department is committed to providing a wide range of training programmes to meet the essential training & development requirements of all trust staff identified in Personal Development Plans and detailed in Directorate Annual training Plans.

There may be some training needs identified by your specific CAG, according to your clinical pathway. In order to clarify these, contact the training lead for your CAG and these should also be identified on your appraisal/PDP.

Core Values
Our mission is to inspire and provide excellence in Education & Training, improving peoples skills & competencies to provide an excellent service. Everything we do is to improve the experience of people using our services and to promote mental health and wellbeing for all.

Guiding Principles
Mutual respect is the basis of our working relationships. Treatment is a joint activity between service user and professionals—treat others as you would like to be treated.

We value diversity and combat stigma and discrimination. We foster innovation and positive outcomes through learning from:

- Experience
- Feedback
- Reflection
- Education
- Research
- Improving care

Appraisal & Personal Development Plans
All training & development needs should be identified through an annual appraisal and personal development plan using their KSF outline. Mandatory training should take precedence over individual development needs. Please use the guides in this brochure to identify your mandatory training. We will be providing enough to meet the Trusts needs, and would encourage you to book ahead where possible.

If you have not had an appraisal, please contact your line manager to arrange this.
Health & Safety:
All participants are expected to comply with Health & Safety procedures relevant to the particular Training Venue and event. It is mandatory for participants to observe all procedures regarding evacuation of the building in the event of a fire or other emergency, and comply fully with any instructions issued by the facilitator or local Fire Marshall. All Trust sites are designated as ‘No Smoking’ Areas.

Booking:
An electronic booking system is in operation at SLaM. Applicants wishing to book onto internal training courses must complete an internal application form and e-mail this to training_bookings@slam.nhs.uk. The admin team will then send you and your manager a confirmation e-mail. This e-mail is accepted as default consent from your line manager. They will have 5 days in which to notify the admin team if they do not consent to the training.

Cancellation:
The provision of training places is a valuable resource and the training department must ensure that all sessions are filled to maximum capacity to ensure all staff wishing to attend may be offered places in a cost effective manner.

Once a booking has been confirmed it is expected that every effort be made by the participant and the line manager to ensure attendance.

If it is necessary to cancel a booking, the participant must advise the training department immediately with details of their inability to attend, and confirm the cancellation by e-mail. This will enable the training department to offer a place to other potential participants.

Failure to attend or notify the training department of cancellation will result in your department being charged a standard cancellation fee, and the appropriate manager will be notified in writing. (Please see DNA/Withdrawal Policy)

Code of Conduct/Punctuality:
Every effort is made to ensure that all training is delivered professionally and to the highest standard.

To ensure high standards are achieved, all participants are asked to comply with the Code of Conduct to assist with the successful delivery of training and development sessions.

It is important for participants to arrive punctually and to make appropriate allowance for any additional time required to travel to the training venue. It is the responsibility of the facilitator to ensure that the sessions run smoothly without undue interruption for the benefit of the group as a whole. Late arrival may result in missing information and material, which is key to the successful delivery of the training. For these reasons facilitators may refuse attendance to any participant arriving late.
Evaluation
To ensure continuous monitoring and improvement evaluation of the quality and effectiveness of all training is an essential part of the whole process of delivery of training and development programmes. All participants are therefore asked to complete in full all evaluation documentation at the request of the facilitator/department.

Training Styles and Delivery:
The Education & Training department are keen to provide a diverse range of delivering training. In the 21st Century education no longer means the traditional classroom style of teaching, there are many new and innovative ways for you to develop:

- Mentoring
- Coaching
- Shadowing
- E-Learning (EL)
- Self directed study
- Blended learning (BL)
- Learning sets (LS)
- Simulation
- Classroom based face to face training (F2F)
- Trust Corporate Induction (TCI)

If you would like to know more about these opportunities please contact the Education and Training Department.
External Education and Training

The Education and Training Department commissions external trainers to deliver courses on a range of areas including:

Continuous Professional Development for Professionals e.g. Wechsler Adult Intelligence Scale III (WAIS III UK) for Psychologists, Assessment and Outcomes measures for occupational therapists and other specialised courses:

- Administration skills development.
- Management and leadership skill development including courses offered by SLaM Partners, the Trust internal consultancy department.
- Courses for skill development and learning pathways for staff in bands 1 to 4 such as the Foundation degree at London South Bank University.

We are developing and commissioning new courses continually so please refer to the Trust Education and Training intranet site course availability for further information on: [http://sites.intranet.slam.nhs.uk/training/default.aspx](http://sites.intranet.slam.nhs.uk/training/default.aspx).

The Trust also has funding from NHS London for academic education particularly with Kings College Nightingale, Institute of Psychiatry and some courses at the London South Bank University. Please refer to their websites for further information such as Kings Nightingale School: [www.kcl.ac.uk/nursing](http://www.kcl.ac.uk/nursing) and IOP at [www.iop.kcl.ac.uk](http://www.iop.kcl.ac.uk) All courses at these institutions will require a funding and release application form either long, short or special request. Please refer to the education and training intranet site funding pages for further information and to download the forms.

If you would like to know more about these opportunities please contact the Education and Training Department on 020 322 82605/80599 or email education_funding@slam.nhs.uk

Jacquie Pryke
Assistant Director of Education and Training
Continued Professional Development (CPD)
Funding for academic courses at universities

The Education and Training Department receives funding from the South London Local Education and Training Board (LETB) for non-medical academic education particularly with Kings College London - Nightingale, the Institute of Psychiatry and some courses at London South Bank University. We commission modules such as preceptorship, mentorship and clinical leadership, degree pathways and specialised post-graduate courses. Please refer to our CPD intranet pages for further information and links to the university websites on:

http://sites.intranet.slam.nhs.uk/training/cpd/default.aspx

All courses at these institutions will require funding agreement in advance which can be obtained by completion of a long or short funding and study leave release application form by a set deadline. Please refer to the education and training intranet site funding pages for further information and to download the funding forms:

http://sites.intranet.slam.nhs.uk/training/Funding/Funding%20Frontpage.aspx

For any queries about education funding please email: education_funding@slam.nhs.uk or contact the funding administrator on 020 3228 5078.

We also use our continued professional development funds to commission external trainers to deliver trust-wide courses on a range of areas including:

- Personal and professional development for professionals including occupational therapists and psychologists
- Skills development courses such as an accredited ‘introduction to training skills’ course.
- Management and leadership programmes offered by SLaM Partners.

Courses are also commissioned specifically for staff in bands 1 to 4, such as Diplomas in Business Administration or Health and Social Care and the Foundation degree at London South Bank University.

For further information see the CPD intranet pages:

http://sites.intranet.slam.nhs.uk/training/cpd/default.aspx or contact the Education Commissioning Assistant Manager by emailing education_funding@slam.nhs.uk or phone on 020 3228 2595.

We are continuing to develop and commission new courses, mainly through working with CAG/ Directorate Education and Training Leads.

Please refer to the main Education and Training intranet site for availability or further information: http://sites.intranet.slam.nhs.uk/training/default.aspx
**Service User Involvement in Training & Education (SUITE)**

SUITE works with service users and carers in a recovery orientated way to provide them with practical advice, training, support and encouragement to enable them to use their skills, talents and experiential expertise to contribute to the education and training of SLaM staff. We work to ensure this happens in ways that feel safe, appropriate and meaningful. SUITE members are fully involved in all the work we do, which means all SUITE courses are co-produced, co-developed and co-delivered.

SUITE delivers short sessions on Trust Corporate Induction, Evening Induction events for Carers and one day courses. SUITE members work alongside staff in Education and Training and in different departments around the Trust, co-facilitating one day courses including Mental Health Awareness, Mental Health First Aid, Customer Services for Frontline Staff, Working with Family Members & Carers.

If you are developing a new course please contact us so we can support you with co-production. Our courses are continually changing so for our current courses and dates please see the Education & training website.

For more information please email: suiteadmin@slam.nhs.uk or Angela.mitchell@slam.nhs.uk
Disability Statement

The Education & Training Department encourages enquiries from learners with disabilities, medical, or any other limiting conditions. We want to work in partnership with staff to ensure equal and fair access to all training.

Reasonable adjustments can be made to the environment and working practice. It will be very helpful if you let us know in advance of any special requirements. This information will be treated as confidential and every effort will be made to offer you the opportunity to discuss your needs in privacy.

We are committed to supporting the implementation of the Trust’s Disability Equality scheme and action plan, published in December 2006. Staff can learn about the Disability Discrimination Act and consider how it applies to their role and area by registering with the Diversity e-learning package, called ‘Same Difference’. Trust staff can access this on-line through the Trust’s Education & Training intranet pages.

Please ensure that we know what you need so that we can help you meet your learning needs.

Education & Training department
Explanation of Tier Training

All scheduled training has been broken down into three stages in order to identify varying training requirements:

**Tier 1 (T1) Training**

T1 training consists of all training that the Trust considers to be Mandatory for specific professional groups.

**NHSLA and Tier 2 (T2) Training**

NHSLA Litigation Authority (NHSLA) have additional standards for training that must be met, although some of these fall into our Tier 2 category, they have been highlighted and are monitored on the Trust Training Logs. T2 training consists of training that is Highly Recommended for specific professional groups and additional required courses for NHSLA.

**Tier 3 (T3) Training**

T3 training is any training that is classified as Individual Professional Development (individual training needs will continue to be assessed at an individual level in relation to work objectives and aspirations for personal development as identified in Personal Development Plans).

The Trust Appraisal/PDR documentation must be used to record this learning, including KSF requirements. The Appraisal documentation will identify the Mandatory training (T1), the Highly Recommended Training (T2) and the Individual Professional Development training needs (T3).

Line managers have the duty to ensure that any staff T1 or T2 required training are given 100% release time to attend.

Line managers have the duty to ensure that any staff completing attending T1 or T2 required training online via E-learning are given 100% protected or release time to undertake this training based on recommended completion times provided.
Training Profiles

Identifying a Profile

Identifying even the mandatory or required training for each individual can be rather more complicated than you might expect.

Many factors come into play when identifying an individual’s mandatory training such as how long you have been with the Trust and what your specific job role is. The Minimum Mandatory/Required Training Schedule included in this publication is there for you and your manager to consult. It is to help you identify which areas of training are required by you during your time with the Trust. It is extremely important that you identify the correct mandatory training. These courses will provide you with essential skills, knowledge and information to do your job safely, competently and lawfully during your time with us.

Furthermore, you will need to evidence that you have received your mandatory or required training to access further developmental training.

As a guide we have shown some examples of some staff’s typical training profiles to help you identify what training you might be required to attend. Please note the following examples only list peoples Tier 1 mandatory training requirements. This is not an exhaustive list, there may be some roles that are not covered in the profiles, if you require further advice please contact the education and training department.

Please bear in mind that you may have to include other training into your profile according to your role and for NHSLA requirements i.e. Band 5 Nurses will need to include any relevant training according to their Band 5 pathway.

All training profiles have been based on the first four years of your employment to demonstrate typical training needs and refreshers. For employees who have been in the Trust for longer than this then profiles will have to be adapted accordingly.

All training needs should be identified with your line manager on your personal development plan.

Included at the end of the training profiles is a blank template that can be used to identify your mandatory training requirements during your time with the Trust. This template includes all Tier 1 & Tier 2 training, you just need to identify which is relevant to your role.
## Training Profiles

### Examples

<table>
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<th>No.</th>
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<th>Staff Group</th>
<th>Position</th>
</tr>
</thead>
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<td>1.</td>
<td>Housekeeper</td>
<td>Estates &amp; Ancillary</td>
<td>Band 1-4</td>
</tr>
<tr>
<td>2.</td>
<td>Porter</td>
<td>Estates &amp; Ancillary</td>
<td>Band 2-5</td>
</tr>
<tr>
<td>3.</td>
<td>Receptionist / Administrator / Medical Secretary / HR Advisor</td>
<td>Administrative &amp; Clerical</td>
<td>Band 2-5</td>
</tr>
<tr>
<td>4.</td>
<td>Health Care Assistant / Support Worker</td>
<td>All CAGs / Directorates</td>
<td>Band 2– 4</td>
</tr>
<tr>
<td>5.</td>
<td>Maintenance / Building Craftsperson / IT service Engineer</td>
<td>Estates &amp; Ancillary</td>
<td>Band 1-5</td>
</tr>
<tr>
<td>6.</td>
<td>Occupational Therapist / Technical Instructor</td>
<td>Allied Health Professionals</td>
<td>Band 4-6</td>
</tr>
<tr>
<td>7.</td>
<td>Business Manager/ Personal Assistant</td>
<td>Administrative &amp; Clerical</td>
<td>Band 5</td>
</tr>
<tr>
<td>8.</td>
<td>Staff Nurse</td>
<td>All CAGs / Directorates</td>
<td>Band 5</td>
</tr>
<tr>
<td>9</td>
<td>Qualified nurse band 6 and above</td>
<td>All CAGs / Directorates</td>
<td>Band 6 +</td>
</tr>
<tr>
<td>10.</td>
<td>Clinical Psychologist / Occupational Therapist / Social Worker</td>
<td>Add. Prof. Scientific and Technical / Allied Health professionals</td>
<td>Band 6 +</td>
</tr>
<tr>
<td>11.</td>
<td>Non Clinical Staff band 6 and above</td>
<td>All CAGs / Directorates</td>
<td>Band 6 +</td>
</tr>
<tr>
<td>12.</td>
<td>Managers &amp; Directors (clinical and non clinical)</td>
<td>All CAGs / Directorates</td>
<td>Band 8a +</td>
</tr>
<tr>
<td>13.</td>
<td>Medical Staff</td>
<td>Medical &amp; Dental</td>
<td>All grades</td>
</tr>
<tr>
<td>14.</td>
<td>Pharmacy</td>
<td>Add. Prof. Scientific and Technical / Allied Health professionals</td>
<td>All grades</td>
</tr>
</tbody>
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## Training Profiles

### Example 1: Housekeeper—Band 1, 2, 3 or 4 (any staff that have a dual role as a Health Care Assistant must also complete any training required for that role—see example 4)

<table>
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<tr>
<th>Tier 1 Subject</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Notes:</th>
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<tbody>
<tr>
<td>Local Induction</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction (TCI)</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Loads</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher according to risk: see page 33</td>
</tr>
<tr>
<td>PSTS 1 day disengagement course</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>Foundation food safety level 2</td>
<td>*</td>
<td></td>
<td>*</td>
<td></td>
<td>Refresh every 3 years</td>
</tr>
<tr>
<td>First Aid at Work Person Appointed Person (minimum of 1 x first aider per site required in non clinical settings)</td>
<td>*</td>
<td></td>
<td>*</td>
<td></td>
<td>Refresher every 3 years;</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for all employees</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>TCI covers staff for 6 months then they have to complete the eLearning No refresher required</td>
</tr>
<tr>
<td>COSHH</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>On site training</td>
</tr>
<tr>
<td>Information Governance (Data Confidentiality &amp; Security)</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Safeguarding Children level 1 &amp; 2</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher completed at next level (see below) every 3 years</td>
</tr>
<tr>
<td>Safeguarding Children Level 3</td>
<td></td>
<td></td>
<td>*</td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control (clinical staff eLearning)</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
</tbody>
</table>
## Training Profiles

### Example 2: Porter—Bands 2, 3 or 4

<table>
<thead>
<tr>
<th>Tier 1 Subject</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Induction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction (TCI)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Loads</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher according to risk: see page 33</td>
</tr>
<tr>
<td>PSTS 1/2 day awareness</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>Foundation food safety level 2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Refresh every 3 years</td>
</tr>
<tr>
<td>Fire Safety</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>First Aid at Work Appointed Person</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Health &amp; Safety awareness for all employees</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>TCI covers staff for 6 months then they have to complete the eLearning</td>
</tr>
<tr>
<td>COSHH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Information Governance (Data Confidentiality &amp; Security)</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Safeguarding Children level 1</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Bullying &amp; Harassment for Team Leaders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
</tbody>
</table>

* Local Induction will only be repeated if you change roles.
* Trust Corporate Induction (TCI) will not be refresher required.
* Fire Safety: Annual refresher required.
* Moving & Handling Loads: Refresher according to risk: see page 33.
* PSTS 1/2 day awareness: Refresher every 2 years.
* Foundation food safety level 2: This is only required if you handle any tasks associated with preparing or handling food. Refresh every 3 years.
* First Aid at Work Appointed Person: Minimum of 1 x first aider per site required in non clinical settings. Refresher every 3 years.
* Health & Safety awareness for all employees: TCI covers staff for 6 months then they have to complete the eLearning. No refresher required.
* COSHH: On site training.
* Safeguarding Children level 1: Refresher every 3 years.
* Safeguarding Adults: Refresher every 3 years.
* Infection Control: Annual Refresher.
* Bullying & Harassment for Team Leaders: No refresher required.
# Training Profiles

## Example 3: Receptionist/Administrator/Secretary—Band 2, 3, 4 & 5

<table>
<thead>
<tr>
<th>Tier 1 Subject</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Induction</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction (TCI)</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Loads</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher according to risk: see page 33</td>
</tr>
<tr>
<td>PSTS 1/2 day Awareness (staff with no service user contact)</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>PSTS 1 day disengagement course</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>First Aid at Work Appointed Person Minimum of 1 x first aider per site</td>
<td>*</td>
<td></td>
<td>*</td>
<td></td>
<td>Refresher every 3 years;</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for all employees</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>TCI covers staff for 6 months then they have to complete the eLearning No refresher required</td>
</tr>
<tr>
<td>Information Governance (Data Confidentiality &amp; Security)</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Safeguarding Children level 1</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher</td>
</tr>
<tr>
<td>Health Record Keeping</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Bullying &amp; Harassment for Team Leaders</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
</tbody>
</table>
## Training Profiles

**Example 4: Health Care Assistant/Support Worker—Band 2, 3 or 4**

<table>
<thead>
<tr>
<th>Tier 1 Subject</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Induction</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction (TCI)</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Service users</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher according to risk: see page 33</td>
</tr>
<tr>
<td>PSTS Teamwork course (Inpatient staff)</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>PSTS 1 day disengagement course (community staff)</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>Basic Life Support</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for all employees</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>TCI covers staff for 6 months then they have to complete the eLearning</td>
</tr>
<tr>
<td>Foundation food safety level 2</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Refresh every 3 years</td>
</tr>
<tr>
<td>Information Governance (Data Confidentiality &amp; Security)</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Safeguarding Children level 1 &amp; 2</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher completed at next level (see below) every 3 years</td>
</tr>
<tr>
<td>Safeguarding Children Level 3</td>
<td></td>
<td></td>
<td></td>
<td>*</td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Health Record Keeping</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Observation &amp; Engagement of Service users</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
</tbody>
</table>
Training Profiles

Example 5: Maintenance/Building Craftsperson, IT staff - Band 1-7

<table>
<thead>
<tr>
<th>Tier 1 Subject</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Induction</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction (TCI)</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Loads</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher according to risk: see page 33</td>
</tr>
<tr>
<td>PSTS 1/2 day awareness course (1 day disengagement recommended for those that go to inpatient units)</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>First Aid at Work Appointed Person Minimum of 1 x first aider per site required in non clinical settings</td>
<td>*</td>
<td></td>
<td>*</td>
<td></td>
<td>Refresher every 3 years;</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for all employees</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>TCI covers staff for 6 months then they have to complete the eLearning No refresher required</td>
</tr>
<tr>
<td>Health &amp; Safety for Team Leaders/Managers</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Information Governance (Data Confidentiality &amp; Security)</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Safeguarding Children level 1</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Bullying &amp; Harassment for Team Leaders</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Control of asbestos (managers)</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Control of asbestos (employees)</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher required</td>
</tr>
</tbody>
</table>
## Training Profiles

### Example 6: Occupational Therapist/Technical Instructor - Band 4, 5 & 6

<table>
<thead>
<tr>
<th>Tier 1 Subject</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Induction</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction (TCI)</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Service users</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher according to risk: see page 33</td>
</tr>
<tr>
<td>PSTS 1 day breakaway course (highly recommended that inpatient staff complete the teamwork course)</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>Basic Life Support</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for all employees</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>TCI covers staff for 6 months then they have to complete the eLearning No refresher required</td>
</tr>
<tr>
<td>Health &amp; Safety for Team Leaders/Managers</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Information Governance (Data Confidentiality &amp; Security)</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Safeguarding Children level 1 &amp; 2</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher completed at next level (see below) every 3 years</td>
</tr>
<tr>
<td>Safeguarding Children Level 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI</td>
<td></td>
<td></td>
<td>*</td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Bullying &amp; Harassment for Team Leaders</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Health Record Keeping</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Clinical Risk</td>
<td>TCI</td>
<td></td>
<td></td>
<td>*</td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Clinical Supervision</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Dual Diagnosis</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
</tbody>
</table>
## Training Profiles

**Example 7: Business Manager/Personal Assistant - Band 4 - 6**

<table>
<thead>
<tr>
<th>Tier 1 Subject</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Induction</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction (TCI)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Loads</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher according to risk: see page 33</td>
</tr>
<tr>
<td>PSTS 1/2 day awareness course (Staff with some service user contact)</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>Personal Safety &amp; Security (Staff with no service user contact)</td>
<td>*</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>First Aid at Work Appointed Person Minimum of 1 x first aider per site required in non clinical settings</td>
<td>*</td>
<td></td>
<td>*</td>
<td></td>
<td>Refresher every 3 years;</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for all employees</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>TCI covers staff for 6 months then they have to complete the eLearning No refresher required</td>
</tr>
<tr>
<td>Health &amp; Safety for Team Leaders/Managers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Information Governance (Data Confidentiality &amp; Security)</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Safeguarding Children level 1</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI</td>
<td></td>
<td></td>
<td>*</td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control</td>
<td></td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Bullying &amp; Harassment for Team Leaders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Health Record Keeping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Recruitment &amp; Selection (for staff who chair interview panels)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
</tbody>
</table>
## Training Profiles

### Example 8: Staff Nurse - Band 5

<table>
<thead>
<tr>
<th>Tier 1 Subject</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Induction</td>
<td></td>
<td>*</td>
<td></td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction (TCI)</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Patients</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher according to risk: see page 33</td>
</tr>
<tr>
<td>PSTS Teamwork course (Inpatient staff)</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>PSTS 1 day disengagement course (community staff)</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>Basic Life Support for community staff</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Immediate Life Support for inpatient staff</td>
<td></td>
<td>*</td>
<td>*</td>
<td></td>
<td>Refresher every 18 months</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for all employees</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>TCI covers staff for 6 months then they have to complete the eLearning No refresher required</td>
</tr>
<tr>
<td>Information Governance (Data Confidentiality &amp; Security)</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Safeguarding Children level 1 &amp; 2</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher completed at next level (see below) every 3 years</td>
</tr>
<tr>
<td>Safeguarding Children Level 3</td>
<td></td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI</td>
<td></td>
<td>*</td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control</td>
<td></td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Health Record Keeping</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Foundation Food Safety (for staff who handle or prepare food)</td>
<td>*</td>
<td></td>
<td></td>
<td>*</td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Mental Capacity Act</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Deprivation of Liberty Safeguards</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Clinical Risk</td>
<td>TCI</td>
<td></td>
<td>*</td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Mental Health Act</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td>*</td>
<td>TCI covers for 6 months—the eLearning - Refresher every 2 years</td>
</tr>
<tr>
<td>Dual Diagnosis</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Medicines Management</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Clinical Supervision</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Observation &amp; Engagement of Service users</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Tier 1 Subject</td>
<td>Year 1</td>
<td>Year 2</td>
<td>Year 3</td>
<td>Year 4</td>
<td>Notes:</td>
</tr>
<tr>
<td>-------------------------------------------------------------------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>--------</td>
<td>-------------------------------------------------------------</td>
</tr>
<tr>
<td>Local Induction</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction (TCI)</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Patients</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>PSTS Teamwork course (Inpatient staff)</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>PSTS 1 day disengagement course (community staff)</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>Basic Life Support for community staff</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Immediate Life Support for inpatient staff and Emergency Team Leaders</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 18 months</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for non managers</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>TCI covers staff for 6 months then they have to complete the eLearning No refresher required</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for Managers/Team leaders &amp; H &amp; S Assessnet (risk assessors)</td>
<td>*</td>
<td>*</td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Information Governance</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Safeguarding Children level 1 &amp; 2</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher completed at next level (see below) every 3 years</td>
</tr>
<tr>
<td>Safeguarding Children Level 3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher</td>
</tr>
<tr>
<td>Health Record Keeping</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Foundation Food Safety (for staff who handle or prepare food)</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Mental Capacity Act</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Deprivation of Liberty Safeguards</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Clinical Risk</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Mental Health Act</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>TCI covers for 6 months—then eLearning - Refresher every 2 years</td>
</tr>
<tr>
<td>Dual Diagnosis</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Medicines Management</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Clinical Supervision</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Observation &amp; Engagement of Service users</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Practical Guide to Structured Investigation</td>
<td>*</td>
<td></td>
<td></td>
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<td>No refresher required</td>
</tr>
</tbody>
</table>
## Training Profiles

**Example 10: Allied Health Professionals i.e. Clinical Psychologist/Occupational Therapist/**

<table>
<thead>
<tr>
<th>Tier 1 Subject</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Induction</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction (TCI)</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Patients or Loads (according to role)</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher according to risk: see page 33</td>
</tr>
<tr>
<td>PSTS 1 day disengagement course (highly recommended that inpatient staff complete the teamwork course)</td>
<td>TCI</td>
<td></td>
<td>*</td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>Basic Life Support</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for all employees in a Non management role</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>TCI covers staff for 6 months then they have to complete the eLearning No refresher required</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for Managers/Team leaders</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Information Governance</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Safeguarding Children level 1 &amp; 2</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher completed at next level (see below) every 3 years</td>
</tr>
<tr>
<td>Safeguarding Children Level 3</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI</td>
<td></td>
<td>*</td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher</td>
</tr>
<tr>
<td>Health Record Keeping</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Foundation Food Safety (for staff who handle or prepare food)</td>
<td>*</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Mental Capacity Act</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Deprivation of Liberty Safeguards</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Clinical Risk</td>
<td>TCI</td>
<td></td>
<td></td>
<td>*</td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Mental Health Act</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td>*</td>
<td>TCI covers for 6 months—then eLearning - Refresher every 2 years</td>
</tr>
<tr>
<td>Dual Diagnosis</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Clinical Supervision</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Bullying &amp; Harassment for Team Leaders</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Recruitment and Selection (for staff who chair interview panels)</td>
<td>*</td>
<td></td>
<td></td>
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<td>No refresher required</td>
</tr>
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</table>
## Training Profiles

**Example 11: Non Clinical Managers—Band 6+**

<table>
<thead>
<tr>
<th>Tier 1 Subject</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Induction</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction (TCI)</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Loads</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher according to risk: see page 33</td>
</tr>
<tr>
<td>PSTS 1/2 day awareness course (Staff with some service user contact)</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>Personal Safety &amp; Security (Staff with no service user contact)</td>
<td>*</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>Basic Life Support</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for Managers/Team leaders</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Information Governance</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Safeguarding Children level 1</td>
<td>TCI</td>
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<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI</td>
<td></td>
<td>*</td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher</td>
</tr>
<tr>
<td>Bullying &amp; Harassment for Team Leaders</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Recruitment and Selection (for staff who chair interview panels)</td>
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<td>No refresher required</td>
</tr>
<tr>
<td>Risk management for Senior Leaders (8a and above)</td>
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<td></td>
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<td>No refresher required</td>
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## Training Profiles

### Example 12: Managers & Directors (Clinical and Non Clinical) Band 8a+

<table>
<thead>
<tr>
<th>Tier 1 Subject</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Notes:</th>
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</thead>
<tbody>
<tr>
<td>Local Induction</td>
<td></td>
<td></td>
<td>*</td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction (TCI)</td>
<td></td>
<td></td>
<td>*</td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Patients or Loads</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher according to risk: see page 33</td>
</tr>
<tr>
<td>PSTS Teamwork course (Inpatient staff)</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>PSTS 1 day disengagement course (community clinical staff)</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>PSTS 1/2 day awareness for non clinical staff</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>Basic Life Support for community staff</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Immediate Life Support for inpatient staff</td>
<td></td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 18 months</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for Managers/Team leaders &amp; H &amp; S Assessnet (risk assessors)</td>
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<td>*</td>
<td></td>
<td></td>
<td>TCI covers this for year 1, No refresher required</td>
</tr>
<tr>
<td>Information Governance</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>No refresher required</td>
</tr>
<tr>
<td>Safeguarding Children level 1 (Non clinical)</td>
<td></td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Children level 1 &amp; 2 (clinical)</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher completed at next level (see below) every 3 years</td>
</tr>
<tr>
<td>Safeguarding Children Level 3</td>
<td></td>
<td></td>
<td>*</td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI</td>
<td></td>
<td>*</td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control</td>
<td></td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher</td>
</tr>
<tr>
<td>Health Record Keeping (clinical)</td>
<td></td>
<td></td>
<td></td>
<td>*</td>
<td>No refresher required</td>
</tr>
<tr>
<td>Mental Capacity Act (clinical)</td>
<td></td>
<td></td>
<td></td>
<td>*</td>
<td>No refresher required</td>
</tr>
<tr>
<td>Deprivation of Liberty Safeguards (clinical)</td>
<td></td>
<td></td>
<td></td>
<td>*</td>
<td>No refresher required</td>
</tr>
<tr>
<td>Clinical Risk (clinical staff)</td>
<td>TCI</td>
<td></td>
<td></td>
<td>*</td>
<td>TCI covers every 3 years</td>
</tr>
<tr>
<td>Mental Health Act (clinical)</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td></td>
<td>TCI covers for 6 months—then eLearning - Refresher every 2 years</td>
</tr>
<tr>
<td>Dual Diagnosis (clinical)</td>
<td></td>
<td></td>
<td>*</td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Clinical Supervision (clinical)</td>
<td></td>
<td></td>
<td>*</td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Observation &amp; Engagement of Service users (clinical staff)</td>
<td></td>
<td></td>
<td></td>
<td>*</td>
<td>No refresher required</td>
</tr>
<tr>
<td>Practical Guide to Structured Investigation</td>
<td></td>
<td></td>
<td></td>
<td>*</td>
<td>No refresher required</td>
</tr>
<tr>
<td>Recruitment and Selection (for staff who chair interview panels)</td>
<td></td>
<td></td>
<td></td>
<td>*</td>
<td>No refresher required</td>
</tr>
<tr>
<td>Risk Management for Senior Leaders</td>
<td></td>
<td></td>
<td>*</td>
<td></td>
<td>No refresher required</td>
</tr>
</tbody>
</table>
## Training Profiles

### Example 13: Medical staff

<table>
<thead>
<tr>
<th>Tier 1 Subject</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Induction</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction (TCI) except Medical trainees who complete Medical induction</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Medical Induction (MI) (Medical trainees)</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI/MI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Patients</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher according to risk: see page 33</td>
</tr>
<tr>
<td>PSTS 1 day disengagement course</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>Basic Life Support for Consultants ONLY</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td></td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Immediate Life Support for all medical staff except consultants</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 18 months</td>
</tr>
<tr>
<td>Health &amp; Safety awareness</td>
<td>TCI/MI</td>
<td>*</td>
<td></td>
<td></td>
<td>TCI/MI covers staff for 6 months then they have to complete the eLearning No refresher required</td>
</tr>
<tr>
<td>Information Governance</td>
<td>TCI/MI</td>
<td>*</td>
<td></td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Safeguarding Children level 1 &amp; 2</td>
<td>TCI/MI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher completed at next level (see below) every 3 years</td>
</tr>
<tr>
<td>Safeguarding Children Level 3</td>
<td>TCI/MI</td>
<td></td>
<td>*</td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI/MI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control</td>
<td></td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher</td>
</tr>
<tr>
<td>Health Record Keeping</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Mental Capacity Act (except those who have completed Section 12/AC)</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Deprivation of Liberty Safeguards (except those who have completed Section 12/AC)</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Clinical Risk</td>
<td>TCI/MI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Mental Health Act Section 12/Approved Clinician — except medical trainees</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresh according to need</td>
</tr>
<tr>
<td>Mental Health Act—Medical trainees</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
</tbody>
</table>
## Training Profiles

### Example 14: Pharmacy staff

<table>
<thead>
<tr>
<th>Tier 1 Subject</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Year 4</th>
<th>Notes:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Induction</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>Local Induction will only be repeated if you change roles</td>
</tr>
<tr>
<td>Trust Corporate Induction</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher required</td>
</tr>
<tr>
<td>Moving &amp; Handling Loads</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher according to risk: see page 33</td>
</tr>
<tr>
<td>PSTS 1 day disengagement course (for those who attend inpatient services)</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>PSTS 1/2 awareness (staff with no clinical contact)</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>Refresher every 2 years</td>
</tr>
<tr>
<td>Basic Life Support</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Health &amp; Safety awareness</td>
<td>TCI</td>
<td>*</td>
<td></td>
<td></td>
<td>TCI covers staff for 6 months then they have to complete the eLearning No refresher required</td>
</tr>
<tr>
<td>Health &amp; Safety awareness for Managers /Team leaders</td>
<td>*</td>
<td>*</td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>H &amp; S Assessnet (risk assessors)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>No refresher required</td>
</tr>
<tr>
<td>Information Governance (data protection)</td>
<td>TCI</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual Refresher</td>
</tr>
<tr>
<td>Safeguarding Children level 1 &amp; 2</td>
<td>TCI</td>
<td></td>
<td></td>
<td></td>
<td>Refresher completed every 3 years at next level (see below)</td>
</tr>
<tr>
<td>Safeguarding Children Level 3</td>
<td></td>
<td></td>
<td></td>
<td>*</td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Safeguarding Adults</td>
<td>TCI</td>
<td></td>
<td></td>
<td>*</td>
<td>Refresher every 3 years</td>
</tr>
<tr>
<td>Infection Control</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>Annual refresher</td>
</tr>
</tbody>
</table>
Schedule and Information for Tier 1 Training:
Risk Management Section
Trust Corporate Induction

Course aims:
The aim of this course is to successfully introduce new starters to SLAM.

Course objectives:
Welcome and overview of the Trust.
To provide:
- Sign on with HR
- An overview of Service User involvement.
- Health and Safety and Incident reporting information.
- Statutory Fire Awareness Training.
- Basic Life Support Training.
- PSTS courses according to role
- An overview of ePJS
- Manual Handling / Back Care Awareness Training.
- Safeguarding children training.
- Equality and Diversity Issues Training.
- Clinical Risk Assessment training
- Mental Health Act Training
- Information Governance training (Data protection
- Raise awareness of combating stigma and promoting social inclusion.
- Market stalls provide an overview of Payroll, Education and Training, NHS Direct, Infection Control, Clinical Governance, Accommodation and Unions, SLaM Museum.

Target groups:
All staff except *medical trainees will commence their employment on Trust Corporate Induction
*Medical trainees attend separate induction

Training methods employed on the course:
Presentations, investigative learning and practical sessions.

Course materials and equipment:
Candidates will be issued with their Trust Corporate Induction & Personal Portfolio at the event.

Follow up work if applicable:
Candidates are required to complete their Trust Corporate Induction and Personal Portfolios and to complete their Local Induction

Course Duration:
3 days for non clinical staff
5 days for clinical staff (followed by 5 day PSTS training for inpatient nurses)

Available: Monthly

Refresher: None required

Location: Bishopsgate Training Centre, Croydon
Fire Safety Awareness

Course aims:
To ensure all members of staff are aware of fire prevention measures and how to respond to outbreaks of fire.

Course information:
The Trust has a responsibility to provide effective fire training. All senior managers should ensure their staff have both basic instruction in fire safety, and in training appropriate to the specific needs of their work place. Training should take place immediately on appointment, and be refreshed annually.

Course objectives:
- To identify fire risks in the workplace.
- To recognise the fire ‘triangle’.
- To have an understanding of fire protection and safety.
- To be familiar with portable and fixed fire fighting equipment / use of / and techniques.
- To have an understanding of fire plans, procedures and action notes.
- To be aware of evacuation procedures.

Trainer’s name:
Fire Safety Training Consultants

Course Booking:
Please send course booking form to: training_bookings@slam.nhs.uk

Target groups:
All members of staff except Fire Wardens

Training methods employed on the course:
Presentation

Course Duration:
1 hour 40 minutes

Available:
Monthly on Induction, classroom based, Team training & eLearning (non clinical—see below)

Refresher:
Statutory requirement for all staff to attend these sessions annually.

Refresher includes infection control update

Non clinical staff can alternate every other year with eLearning

Location:
A variety of venues throughout the Trust

Additional information:
Delegates must arrive promptly for these short sessions, as delegates must receive vital information. Failure to attend the complete session will result in the candidate having to rebook.
Fire Warden Training

Course aims:
To provide advice and guidance to staff on fire procedures

Course information:
The Trust has a responsibility to provide effective training in fire prevention and in how to respond to an outbreak of fire. All senior managers should ensure that they have 2 fire wardens per site

Course objectives:
- To identify fire risks in the workplace.
- To have an understanding of fire protection and safety.
- To be familiar with portable and fixed fire fighting equipment / use of / and techniques.
- To be responsible for ensuring that fire plans, procedures and action notes are kept up to date within their site.
- To be aware of evacuation procedures.

Target groups:
Statutory requirement to have a minimum of two fire wardens per site / building. However the Trust recommends that all inpatient HCA’s are Fire Wardens to provide 24hr cover of wards.

Training methods employed on the course:
Presentation and external practical exercise.

Course Duration:
1 day

Available:
As advertised on Intranet

Refresher:
Every 2 years

Location:
Reay House Training Centre, Lambeth
Bishopsgate Training Centre, Croydon

Trainer’s name:
Fire Safety Training Consultants

Please send course bookings to:
training_bookings@slam.nhs.uk

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 83177
Schedule and Information for Tier 1 Training Courses—Risk Management

Moving & Handling Awareness - Patients & Loads

Course aims:
To reduce the risk and prevent injuries whilst undertaking moving and handling activities.

Course information:
Courses are divided into two categories for Clinical and Non Clinical staff:

Patients: Clinical staff responsible for handling service users.
Loads: All staff without clinical responsibility for handling service users.

Course objectives:
- Awareness of relevant legislation & policy
- Awareness of the principles of safe handling
- Awareness of ergonomics
- Awareness of people and load handling
- To practice safe handling techniques
- Awareness of the possible causes of back injury
- Understanding of the basic structure of the spine
- Awareness of maintaining a healthy back
- Awareness of making a risk assessment

Trainer’s names and qualifications:
Course coordinator Mark Wattley, Mark has a diploma in Moving and Handling, been a C&R trainer and previously worked in the care of the elderly.

Target groups:
All Trust staff according to group

Moving & Handling of Loads:
Group 1: Annual refresher: Non clinical staff with regular lifting e.g. Porters, Specific IT staff:
Group 2: Refresh every 3 years: Non clinical staff with occasional lifting
Group 3: No refresher required: Non clinical staff with no manual handling of loads

Moving & Handling of Patients:
Group 1: Annual refresher: Regular lifting e.g. MHOAD staff
Group 2: Refresh every 3 years: Staff with occasional lifting e.g. inpatient & community staff excluding MHOAD
Group 3: No refresher required: Staff with no manual handling of patients

Training methods employed on the course:
Presentation, discussion and practical exercises.

Course materials:
Hand outs.

Course Duration:
1 day / Loads

Available:
TCI, Team Training, Classroom & eLearning

Location:
Clinical Skills Centre, Maudsley Hospital
On site venues

For enquiries please contact ext. 80691
People Handling & Risk Management for MHOA

Course aims:
To Reduce the risk and prevent injuries whilst undertaking moving and handling activities specific to MHOA.

Course information:
For staffs who are in daily contact with, and handling of Mental Health Older Adults.

Course objectives:
- Awareness of relevant legislation & policy
- Awareness of the principles of safe handling
- Awareness of ergonomics
- Awareness of people handling in MHOA
- To practice safe handling techniques
- Awareness of the possible causes of back injury
- Understanding of the basic structure of the spine
- Awareness of maintaining a healthy back
- Awareness of making a risk assessment

Target groups:
All MHOA staff in a clinical setting.

Training methods employed on the course:
Presentation, discussion and practical exercises.

Course materials:
Presentation, discussion & practical exercises.

Course Duration:
1 day

Refresher:
Annual

Location:
Clinical Skills Centre, Maudsley Hospital
On site venues

Trainer’s names and qualifications:
Course coordinator Mark Wattley. Mark has a diploma in Moving and Handling, been a C&R trainer and previously worked in the care of the elderly.

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 80691
First Aid at Work (HSE Approved)

Course aims: A statutory course complying with the current Health & Safety (first aid) regulations (1981). Candidates are given practical and theoretical knowledge to effectively deal with any emergency within the workplace. Upon successful completion of the course, candidates will receive a certificate, approved by the HSE, which is valid for 3 years.

Course information: Candidates will be assessed using multiple choice question paper and have a practical assessment on resuscitation, unconscious casualty management & incident management.

Course objectives:
- HSE regulations & Accident reporting
- Incident management
- CPR
- Airway, breathing & circulation problems
- Unconscious casualty management
- Treatment of medical illness
- Treatment of bleeding & fractures
- Burns & scalds
- Poisoning

Target groups: Non clinical staff working in non clinical areas: Statutory requirement for at least one first aider per non clinical building/site

Training methods employed on the course: Theoretical input, practical skills, and practical incidents based on continual assessment.

Prerequisites of course: Each applicant should be put forward for the courses by their Team Leader.

Assessment details: Multiple choice questionnaire & practical assessment

Refreshers: 3 year refresher required

Course Duration: 3 days

Available: Quarterly

Location: Clinical Skills Centre, Maudsley Hospital

Trainee's name: Provided by external companies

Additional information: Comfortable clothes should be worn.

Course booking: Please send course booking form to: training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599
Schedule and Information for Tier 1 Training Courses—Risk Management

Basic Life Support

Course aims:
To equip staff with the basic skills and knowledge to manage a child or adult who is in pre cardiac arrest or full cardiac arrest. To recognise and manage a child or adult that is choking. To manage a child or adult that is unconscious and the use of the recovery position. Awareness of resuscitation equipment and checking procedure along with the need to recognise documentation of events as they happen.

Course information:
Training on the course means that participants are given realistic and useful skills that can be effectively used in real life. Upon full attendance, the participants will receive a competency form for their evidence to be included in their CPD.

Course objectives:
Manage a cardiac arrest of a child or adult using basic methods by means of external chest compressions and external rescue breaths along with the use of a pocket mask until further emergency help arrives.

Trainer’s name:
BLS Registered Instructors

Additional information:
Comfortable clothes should be worn.

Course booking:
Please send course booking form to: training_bookings@slam.nhs.uk

Target groups:
- Community nursing staff
- Inpatient nurses up to and including Band 4
- AHP’s (both inpatient and community)
- Consultants

Prerequisites of course:
Trust requirement for mandatory course Also open to non-clinical staff if spaces available.

Training methods employed on the course:
Theoretical input, practical skills, and practical incidents based on continual assessment.

Course materials and equipment:
Hand outs on the day.

Assessment details:
Continuous assessment throughout the course. On successful completion, the participants will receive a competency form for their evidence of attendance.

Course Duration:
3.5 hours

Refresher:
Annually

Available:
Trust induction
Regular courses ran throughout the year

Location:
Clinical Skills Centre, Maudsley Hospital & all Trust E & T venues
Plus additional variety of venues throughout the Trust

For enquiries please contact ext. 82605/80599
Immediate Life Support

Course aims:
To equip staff with the skills and knowledge to manage an adult who is in the pre cardiac arrest or full cardiac arrest with the use of basic equipment such as a Automated External Device (AED), basic airway adjuncts.

To perform effective CPR and to manage an adult who is unconscious and the use of the recovery position.

Awareness of resuscitation equipment, checking procedure and the need to document events.

Course information:
Participants are given realistic and useful skills that can be effectively used in real life. Upon full attendance, the participants will receive a competency form for their evidence towards CPD.

Course objectives:
Confident and competent in managing a cardiac arrest of an adult service user using basic methods (external chest compressions and external rescue breaths).
Use airway adjuncts and the Automated External Defibrillator until help arrives.

Target groups:
- Inpatient nurses band 5 and above
- All Medical staff (except consultants)
- Emergency Team Leaders

Training methods employed on the course:
Theoretical input, practical skills, and practical incidents based on continual assessment.

Course materials and equipment:
Pre Learning- Resuscitation Council (UK) ILS manual sent out when booked on to course.

Assessment details:
Continuous assessment throughout the course. On successful completion, the participants will receive a certificate from the Resuscitation Council (UK) for their evidence of attendance.

Course Duration:
1 day

Refresher:
Every 18 months

Available:
Courses run regularly throughout the year

Location:
Clinical Skills Centre, Maudsley

Trainer’s name:
ILS Registered Instructors

Course booking:
For enquiries please contact ext. 82605/80599
Safeguarding Children / Child Protection Training 2013 - 2014 Guidance

Level 1 Training: Non Clinical Staff

- Joined Trust recently and completed Trust Induction within last three years

YES
- Refresher required every 3 years

NO
- Complete SLaM Level 1 eLearning or negotiated F2F training if no access to internet

Annual minimum 30 minute update on SC recommended as good practice
- Refresher required every 3 years

The additional hours of activity will be audited by clinical audit or practice assurance assessors

Level 1-3
- All staff working clinically with patients (qualified and unqualified)

Level 1 & 2: This core training must be completed at least once, either on Trust Induction or F2F training (including Local Authority training) or by eLearning

Refresher required every 3 years:
- Once staff have completed the Level 1 & 2 training, they have to refresh at Level 3.

This can be completed as:
- an annual refresher of 2hr team training (minimum 6hrs over 3 years)
- attending F2F level 3 core training (which then covers staff for the full 3 year period)

Alternative ways to complete level 3 are by:
- eLearning (although the Trust position is that the F2F training is preferable)
- Trust Parental & Perinatal training
- Local initiatives at L3 (e.g. crossing bridges—Southwark)
- Local Safeguarding Board Training (external multi-agency training)
- Specialist Safeguarding Children options (Domestic violence, Female Genital Mutilation, Fabricated Illness etc.)
- Safeguarding Children related conferences.
- Workshops/briefing sessions spe-
Introduction to Safeguarding Children Level 1

Course aims:
The aim of this course is to enable non-clinical staff working in a health care setting to identify when a child may be at risk and report concerns to those with responsibility for taking appropriate action.

Course objectives:
- Recognise the effect of personal attitudes and beliefs.
- Identify signs that a child may be at risk and there might be a need for protective measures.
- Understand how to report any suspicions of risk to appropriate people consistent with legislation, policies and procedures.
- Know how to record and report any information available.
- The legislation.
- Know whom to contact about concerns and for referrals.

Target groups:
All non-clinical staff working in health care settings (i.e. administrators, maintenance staff, IT etc.)

Training methods employed on the course:
eLearning, new staff will cover level 1 on Trust Induction

Course materials:
N/A

Follow up work if applicable:
Annual minimum 30 minute update on SC recommended as good practice

Course Duration:
Learners can work at their own pace on eLearning

Refresher:
Every 3 years

Available:
- eLearning
- Trust induction
- Negotiated F2F training

Trainer’s names and qualifications:
E-learning (some negotiated F2F provision by Trust Safeguarding Children named and Lead nurses) Trust Induction

Course booking:
Self register or for assistance please email: eLearninghelp@slam.nhs.uk

For enquiries please contact ext. 82605/80599
Safeguarding Children Level 1 - 3

Course aims:
To provide core knowledge of legislation, policy and procedures for effective safeguarding practice

Course objectives:
- Describe effect of abuse and neglect on children.
- Identify when children are in need or at risk and communicate with children and young people appropriately.
- Know how to respond to concerns and make a child protection referral.
- Discuss child protection procedures and related issues.
- Discuss barriers to effective child protection and safeguarding practice.
- Know who to contact in SLaM for advice
- Know what SLaM, London and National Policies and guidance is available and where to access it.
- Consideration of Lessons learned from serious case reviews
- Multi-agency working, communication and information sharing

Target groups:
All staff working clinically with patients (qualified and unqualified)

Level 1 & 2: This core training must be completed at least once, either on Trust Induction or F2F training (including Local Authority training) or by eLearning. Level 3 training is then completed as a refresher

Training methods employed on the course:
Interactive, small group work, scenarios, self evaluation questionnaire.

Follow up work if applicable:
Access the local Safeguarding Children Board multi agency programmes for other areas of special interest or as part of PDP

Course Duration & Availability
Level 1 & 2: 3.5hrs F2F and TCI eLearning
LSCB training
Refresher:
Staff can either update annually or attend a refresher that covers them for a 3 year Period
Annual update = 2hr team training
3 year refresher = attendance to 1 day F2F L3 core training (see alternative ways to complete L3 on flow chart page 38).

Trainer's names and qualifications:
Trust Safeguarding Children Named Nurses
Externally commissioned trainers, Local SC Board training (LSCB)

Course booking:
For enquiries please contact your Trust Safeguarding Children Named Nurse or Lead for your area
Safeguarding Adults - Refresher every 3 years for Levels A - C
No refresher for Level D

**Level A**
Safeguarding Adults Alerters training

Safeguarding Adults Alerters+ training

**Non Clinical staff**

eLearning: NHS Core Learning unit 2012, Part A only

**Level B**
Safeguarding Adults Investigators (Adult mental Health Only)

Community teams with Section75 agreement in place.

Named clinical representatives (Band 6 or SW in each CAG) to participate in Borough SA rota for Lambeth/Southwark/Lewisham, not Croydon.

**All Clinical staff**

Team training model

(If unavailable staff can complete eLearning: NHS Core Learning unit 2012, Part A & B)

**Level C**
Safeguarding Adults for Managers (SAMS) Lewisham/Southwark/ Lewisham only

All Clinical Service Leads

Named and nominated community team managers by CAG

Named and nominated ward managers by CAG

F2F training

SA manager training provided by local boroughs

**Level D**
SA Leadership

Leads/Executive members

Lead Consultants

Borough Safeguarding Leads

Head of Social Care

F2F training provided as an inter-agency training by SLaM

Training provided by Local Authority with cross CAG representation and via a team training model
Safeguarding Adults

Course aims:
This course aims to provide staff with an understanding of identifying signs of abuse while providing a service and to provide a duty to safeguard the rights of adults who are vulnerable

Course objectives for Alerters and Alerters +
- Develop and strengthen knowledge around the area of safeguarding vulnerable adults
- Have better knowledge and skills to investigate concerns about adult abuse
- Understand the various stages of an investigation
- Define the legal framework relevant to safeguarding
- Develop skills around assessing and managing risk.

For course objectives for other levels of training please refer to Local Authority

Course booking:
For enquiries please contact the Trust Safeguarding Children and Adults Named Nurse

Target groups:
All Trust staff

Training methods employed on the course:
eLearning

Course materials and equipment:
Hand-outs

Assessment details:
eLearning competencies

Course Duration:
eLearning completed at learners own pace
Team training model and Local Authority training 0.5 -1 day:

Refresher:
Every 3 years

Available:
ELearning, Team training and on Trust Corporate Induction

Self register for eLearning at:
http://sites.intranet.slam.nhs.uk/training/eLearningAccessResources/Contents/CLUcoursePages/clu_safeguarding%20adults.aspx
Risk Management for Senior Leaders

Course aims:
To provide an understanding of the links between incident reporting; investigation; complaint management; claims; risk assessments; risk registers; learning lessons and taking action to reduce risks

Course objectives:
- Demonstrate an understanding of the risk management cycle
- Brief ward/department staff after the course on the process, content and location of the Trusts current risk management strategy, incident policy and other risk management policies and procedures.
- Understand the need for accurate incident report form completion
- Assess impact / likelihood of incidents and risks using the Trust risk analysis tool
- Examine alternative methods of reducing risks
- Understand basic root cause analysis techniques and how these can be applied in incident investigations

Target groups:
Bands 8a and above service leads, service managers, board members and NED who contribute to a Risk Register (set by CAGS and Directorates and defined in training log)

Training methods employed on the course:
eLearning

Course materials:
N/A

Course Duration:
Learners can work at their own pace on eLearning

Refresher:
Not required, but staff should attend within the first year of appointment.

Available:
eLearning

Trainer’s names and qualifications:
eLearning

Course booking:
Self register or for assistance please email: eLearninghelp@slam.nhs.uk

For enquiries please contact ext. 82605/80599
PSTS Teamwork Course

Course aims:
PSTS forms part of the mandatory training for all staff. Delegates are provided with theory and advice regarding the recognition of potentially violent situations with particular reference to the older adult, personal safety and legal aspects regarding the use of force. Delegates are also taught physical skills to either disengage from a service user or, if necessary, to safely hold.

Course objectives:
- Understand basic theories and causes of violence.
- Recognise the risks associated with restraint.
- Recognise the need for an awareness of cultural issues.
- Recognise the warning signs of violence.
- Learn a model for de-escalation and relevant skills to de-escalate.
- Learn physical techniques to disengage from violent or aggressive situations.
- Learn physical techniques for safe holding.
- Have an awareness of personal safety issues.
- Have a basic understanding of legal rights/responsibilities re the use of force in self-defence.
- This training includes an awareness session about Rapid Tranquilisation

Target groups:
For all inpatient nurses & Emergency Team Leaders or those who, through the course of their duties, may be expected to be involved in the restraint of an individual.

Prerequisites of course:
Staff must be physically able to do this course and will have to complete a medical questionnaire and if required attend OH for clearance to attend.

Training methods employed on the course:
Theoretical input, discussion sessions, group work, Q&A sessions. Demonstration and practice of physical techniques.

Course materials and equipment:
Pre-course reading booklet will be sent along with confirmation letter. Hand-outs will be provided.

Assessment details:
Delegate’s Workbook. Demonstration of safe practice in restraint techniques.

Refresher:
Every 2 years

Available:
TCI F2F - courses run regularly throughout the year, please see Education & Training intranet site for dates

Location:
Bethlem Community Centre & Bishopsgate Lecture Hall

Trainer’s names and qualifications:
GSA Registered PSTS Instructors

Course booking:
Please send course booking form to: training_bookings@slam.nhs.uk
For enquiries please contact ext. 82605/80599
PSTS Awareness Disengagement Skills

Course aims:
PSTS forms part of the mandatory training for all staff. Delegates are provided with theory and advice regarding the recognition of potentially violent situations with particular reference to the older adult, personal safety and legal aspects regarding the use of force. Delegates are also taught physical skills to either disengage from a service user or, if necessary, to safely hold.

Course objectives:
- Understand basic theories and causes of violence.
- Recognise the risks associated with restraint.
- Recognise the need for an awareness of cultural issues.
- Recognise the warning signs of violence.
- Learn a model for de-escalation and relevant skills to de-escalate.
- Learn physical techniques to disengage from violent or aggressive situations.
- Learn physical techniques for safe holding.
- Have an awareness of personal safety issues.
- Have a basic understanding of legal rights/responsibilities re the use of force in self-defence.

Target groups:
Community teams and lone workers, Psychologists, Occupational Therapists, Medical staff, Social Workers, and other AHP’s, Community nurses, lone workers, non clinical staff who have regular contact i.e. Housekeepers

Training methods employed on the course:
Theoretical input, discussion sessions, group work, Q&A sessions. Demonstration and practice of physical techniques.

Course materials and equipment:
Hand-outs will be provided.

Assessment details:
Demonstration of safe practice in Disengagement techniques.

Refresher:
Every 2 years

Available:
TCI
F2F - courses run regularly throughout the year, please see Education & Training intranet site for dates

Location:
Bishopsgate Training Centre,
Bethlem Community Centre,

Trainer’s names and qualifications:
GSA Registered PSTS Instructors

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599
PSTS Awareness Skills

Course aims:
PSTS forms part of the mandatory training for all staff. Delegates are provided with theory and advice regarding the recognition of potentially violent situations, personal safety and legal aspects regarding the use of force.

Course objectives:
- Understand basic theories and causes of violence.
- Recognise the risks associated with restraint.
- Recognise the need for an awareness of cultural issues.
- Recognise the warning signs of violence.
- Learn a model for de-escalation and relevant skills to de-escalate.
- Learn physical techniques to disengage from violent or aggressive situations.
- Learn physical techniques for safe holding.
- Have an awareness of personal safety issues.
- Have a basic understanding of legal rights/responsibilities re the use of force in self-defence.

Non clinical staff with no contact or minimal contact with service users (assessed by line manager)

Training methods employed on the course:
Theoretical input, discussion sessions, group work, Q&A sessions.

Course materials and equipment:
Pre-course reading booklet will be sent along with confirmation letter. Hand-outs will be provided.

Assessment details:
N/A

Refresher:
Every 2 years

Available:
TCI
eLearning
F2F

Location:
Bishopsgate Training Centre
Bethlem Community Centre,

Trainer’s names and qualifications:
GSA Registered PSTS Instructors

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599
Understanding Personal Safety & Security

**Course aims:**
This is an awareness course that aims to identify risks associated within working in a mental health care environment, and how to deal effectively and safely them.

**Course objectives:**
- Provide an awareness of risks
- Understand what help and support is available to staff
- Identify risk warning signs, communication breakdown & causes of difficult behaviour
- Understand preventative measures verbal and non verbal communication skills and asking the right questions.

**Target groups:**
Non clinical staff with no contact with service users (assessed by line manager)

*Education and training recommend that all Corporate staff undertake this training, however some staff groups who are assessed as no risk by their line manager, and who have undergone a risk assessment outlining there is no risk, which is authorized by the Service Director, may be exempt from training

**Trainer’s names and qualifications:**
eLearning

**Course booking:**
Self register or for assistance please email: eLearninghelp@slam.nhs.uk

For enquiries please contact ext. 82605/80599

**Training methods employed on the course:**
eLearning

**Course materials and equipment:**
N/A

**Assessment details:**
N/A

**Refresher:**
Every 2 years

**Available:**
eLearning

**Location:**
Learning resource centres, work place
Information Governance (Data Protection, Confidentiality and Security)

Course aims:
The Trust deals with highly confidential personal identifiable information of service users and staff. Every employee has a duty of responsibility to protect data and adhere to the legal requirements of the Data Protection Act (1998) and related legislation for the holding, processing, storing and security of service user identifiable information. Useful information, procedures and policies can be located at the Data Protection and Confidentiality Intranet Site:

http://sites.intranet.slam.nhs.uk/ICT/caldicott/default.aspx

Course aims:
To ensure that all staff understand the legal aspects of data confidentiality & Security

Course objectives:
- Understand responsibilities to protect data
- Apply the principles of the Data Protection Act 1998 and Caldecott standards
- Understand basic security procedures
- Avoid breaches of personal identifiable information

Target groups:
All staff (new staff within one year of appointment)

Training methods employed on the course:
E-Learning interactive package
You will need your payroll or employee number in order to register for access to the course.

Course materials and equipment:
To access this online course please go to the following intranet site and follow the instructions.
http://sites.intranet.slam.nhs.uk/training/eLearningAccessResources/Contents/OtherPages/o3.aspx

Assessment details:
N/A

Course Duration:
N/A

Refresher:
Annual refresher to be completed by eLearning

Available:
On line, information can be found at the Education & Training Intranet site

Location:
N/A

Trainer’s names and qualifications:
Murat Soncul: Head of Information governance (F2F TCI Course and Team training)
online eLearning package

For further information please contact
dataprotectionoffice@slam.nhs.uk
Schedule and Information for Tier 1 Training:
Health & Safety
Health and Safety Awareness for all employees in a non management role

Course aims:
To raise the health & safety awareness of all employees in a non management role. Includes slips, trips and falls training

Course objectives:
- An overview of delegates role in relation to safety management systems
- An awareness of legal duties
- Understanding the importance of reporting accidents & incidents.
- To give delegates a basic knowledge of risk assessment and to be able to identify possible hazards and risks
- An Understanding of the areas of concern that affect workplace safety
- An understanding of the affects of hazardous substances

Target groups:
Employees in a non management role

Training methods employed on the course:
Theoretical input, practical workshops

Course materials and equipment:
Power-point, flip charts, notes, delegate packs

Assessment details:
Assessed during training, eLearning online assessment

KSF Core Dimensions
- Health Safety & Security
- Quality

Course Duration:
1 day or by eLearning (at own pace)

Refresher:
Refresher recommended every 3 years

Available:
TCI
eLearning
F2F

Location:
Bishopsgate Training Centre
Lambeth Training Centre

Trainer’s names and qualifications:
dataprotectionoffice@slam.nhs.uk
Cherry Cornelius (Interim) Trust Health & Safety Risk Manager: 0203 228 3139
Cherry’s professional status is CMIOSH, MIIRSM, Dip HE in Safety Management and Risk Management and is a member of the IIRSM (International Institute of Risk and Safety Management)

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/8059
Schedule and Information for Tier 1 Training Courses—Health and Safety

Health & Safety Risk Assessment : Introduction to Assessnet

**Course aims:**
To give delegates the skills required to enable them to carry out a suitable and sufficient Risk Assessment

**Course objectives:**
- An awareness of risk assessment, legislation and legal requirements
- An awareness of risk assessment procedures and the Trust forms and tools used in this process

**Target Groups:**
All H & S team leads, senior management, departmental team leaders, and those involved in undertaking risk assessment in their service area

**Training methods employed on the course:**
Presentations workshops

**Course materials and equipment:**
Presentation pack and course materials will be provided on the day

**Assessment details:**
N/A

**Course Duration:**
1/2 day

**Refresher:**
Refresher recommended every 3 years

**Available:**
11 per annum

**Location:**
Bishopsgate Training Centre
Lambeth Training Centre

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**Trainer’s names and qualifications:**
Cherry Cornelius (Interim) Trust Health & Safety Risk Manager: 0203 228 3139

Cherry’s professional status is CMIOSH, MIIRSM, Dip HE in Safety Management and Risk Management and is a member of the IIRSM (International Institute of Risk and Safety Management)

**Course booking:**
Please send course booking form to: training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/8059
Health & Safety for Managers & H & S Team Leads

Course aims:
To give delegates the skills required to enable them to carry out a suitable and sufficient Risk Assessment

Course objectives:
- An awareness of risk assessment, legislation and legal requirements
- An awareness of risk assessment procedures and the Trust forms and tools used in this process
- Overview of Health and Safety issues including slips, trips and falls

Target groups:
All managers, Team leaders and appointed H & S leads,

Training methods employed on the course:
Presentations workshops

Course materials and equipment:
Presentation pack and course materials will be provided on the day

Assessment details:
N/A

Course Duration:
1 day

Refresher:
Refresher recommended every 3 years

Available:
11 per annum

Location:
Reay House Training Centre, Lambeth
Bishopsgate Training Centre, Croydon

Trainer’s names and qualifications:
dataprotectionoffice@slam.nhs.uk
Cherry Cornelius (Interim) Trust Health & Safety Risk Manager: 0203 228 3139
Cherry’s professional status is CMIOSH, MIIRSM, Dip HE in Safety Management and Risk Management and is a member of the IIRSM (International Institute of Risk and Safety Management)

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/8059
Infection Control eLearning

Course aims:
To provide staff with an awareness and understanding of infection control issues

Course objectives:
- Hand hygiene
- Correct disposal of waste (including sharps)
- Action to be taken in the event of a needle stick injury

For information please contact:
Karen Taylor
Infection Control lead

Course booking:
Self register or for assistance please email: eLearninghelp@slam.nhs.uk

Target groups:
All staff

Training methods employed on the course:
eLearning

Assessment details:
ELearning information and facts, self progress tests

KSF Core Dimensions
- Health Safety & Security
- Quality

Course Duration:
Completed at learners pace

Refresher:
Annual refresher required - this can be completed on your annual fire refresher or by watching the Infection Control DVD
Foundation Food Safety Certificate

Course aims:
The Foundation Certificate in Food Hygiene is designed to give staff an understanding of good food hygiene practice.

Course information:
For all Staff undertaking tasks associated with the preparation and storage of food.

Course objectives:
- Examine the symptoms and causes of food poisoning.
- Understand the characteristics of bacteria and their potential to cause disease.
- Understand methods of preventing food poisoning.
- Understand the need for high standards of personal hygiene.
- Recognise the need for high standards of hygiene and cleanliness in food premises.
- Understand the basic requirements of the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2005.

Prerequisites of course:
Preparation, Handling and Storage of Food.

Training methods employed on the course:
eLearning

Assessment details:
eLearning competency

KSF Core Dimensions
- Health Safety & Security
- Quality

Course Duration:
Completed at learner’s own pace

Refresher:
Every 3 years

Course booking:
Self register or for assistance please email: eLearninghelp@slam.nhs.uk

Target groups:
All staff undertaking tasks associated with preparation, handling, cooking & storage of food.
Control of Asbestos (Employees and Managers)

Course aims:
There are two types of training for this course:
1. Employees
2. Managers

The aim of the course is to provide safe identification and removal of asbestos

Course objectives:
- To understand the Health & Safety issues related to asbestos
- An awareness of the safe identification and protocols to follow for the safe removal of asbestos

For information please contact:
Cherry Cornelius (Interim) Trust Health & Safety Risk Manager: 0203 228 3139

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/8059

Target groups:
1. Employees: Estates and facilities employees or anyone who is likely to disturb asbestos in their work
2. Managers: Estates and facilities / IT managers

Training methods employed on the course:
Theoretical input, discussion sessions, group work

Course materials and equipment:
Hand outs

Assessment details:
N/A

KSF Core Dimensions
- Health Safety & Security
- Quality
- Communication
- Service Improvement

Course Duration:
1/2 day

Refresher:
Annually

Available:
As required

Location:
On site
Schedule and Information for Tier 1 Training:
Occupational Knowledge and Skills Section
Clinical Risk Training

Course aims:
To increase knowledge and skills in assessment and management of clinical risk

Course objectives:
- Participants will review SLaM’s Framework for Assessment of Clinical Risk and Management of Harm.
- Identify common risks to self and to others, including risk to children.
- Identify specific risks associated with substance misuse.
- Work with case studies to demonstrate competency in use of risk assessment tools.
- Write Case Formulation of Risk, and planning management of risk.

Target groups:
All clinical qualified staff

Training methods employed on the course:
PowerPoint presentation, individual and small group exercises, case studies.

Course materials:
PowerPoint presentation, handouts and case studies.

KSF Core Dimensions
- Health Safety & Security
- Quality
- Communication
- Service Improvement
- Personal & People Development
- Equality & Diversity
- HBW1/2/3/6

Course Duration:
1 day — also available in team training on site or by eLearning

Refresher:
Every 3 years

Available:
Monthly

Location:
Bethlem Community Centre
Lambeth Training Centre

For enquiries please contact ext. 82605/8059
Recruitment and Selection

Course aims:
The course aims to provide a thorough understanding of the entire process of Recruitment and Selection in SLaM.

Course information:
The course covers the whole of the R&S process from writing and placing the advert through to selecting the successful candidate. It includes the opportunity to familiarise with the recruitment documentation and the link to the induction process.

Course objectives:
- Identify the need to identify a vacancy
- Awareness of R&S legislation.
- Awareness of the importance of Job Descriptions and Person Specifications.
- Awareness of generating, and the procedure for, the establishment control form.
- Awareness of advertising issues.
- Awareness of the short listing process
- Effective interviewing and appropriate questioning.
- Awareness of the importance of references.
- Awareness of the importance of CRB checks.
- Awareness of the link to the induction process.

Trainer’s names and qualifications:
The course is presented by members of SLaM’s HR team. This team has a wealth of knowledge and expertise in R&S and training delivery.

Course booking:
Please send course booking form to:

training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/8059

Target groups:
This course is mandatory for any member of staff who is required to recruit and select new members of Staff.

Training methods employed on the course:
Group exercises, role play, Presentations, discussion and practical exercises.

Course materials:
Viewing videos, course handbook provided on the day.

Assessment details:
N/A

KSF Core Dimensions:
- Communication
- Quality
- Equality & Diversity
- Service Improvement

Course Duration:
2 days

Refresher:
No refresher required

Available:
Monthly

Location:
Bethlem Community Centre
Lambeth Training Centre
Mental Health Act Training

Course aims:
To provide a broad knowledge of all aspects of the Mental Health Act enabling staff from all disciplines to update knowledge and explore practical issues of best practice and compliance with the requirements of the legislation.

Course objectives:
- The course covers all aspects of the legislation with a particular focus on:
  - MHA principles and processes.
  - Code of Practice.
  - Safeguards for Detained Service users.
  - Capacity Consent and Common Law.
  - Case Law, new, Mental Health Act amendments and Human Rights Act.
  - De Facto detention and safeguards for informal service users.

Target groups:
For all clinically qualified professionals & those working with MHA, except for medical staff who have completed Section 12 or Approved Clinician’s training

Training methods employed on the course:
PowerPoint, case studies and presentations or by eLearning

Course materials:
SLaM MHA Training Modules.

Assessment details:
N/A

KSF Core Dimensions
- Health Safety & Security
- Quality
- Communication
- Service Improvement

Course Duration:
1 day
ELeaming (completed at users own pace)

Refresher:
Every 2 years

Available:
To be confirmed - Information available on Education & Training Intranet site
Bob Lepper is also able to provide individual training packages in ward/community settings of MHA/Tropics for both staff, service users and advocates

Location:
Bethlem Community Centre
Lambeth Training Centre

Trainee’s name:
Bob Lepper  MHA Policy Development Manager and Adviser.
Tel: 020 3228 2588.

Course booking:
Please send course booking form to: training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/8059
Mental Capacity Act Training

Course aims:
To provide staff with an understanding of the Mental Capacity Act

Course objectives:
- Develop and strengthen knowledge around the mental capacity Act
- Understand the key aspects of decision making
- Understand the impact on clinical practice and how we think and act in regard to capacity, care and treatment

Target groups:
Clinical staff, bands 5 and above (exemptions: IAPTS, Addiction staff up to band 7, medical staff that have completed section 12/AC course)

Course booking:
Self register or for assistance please email: eLearninghelp@slam.nhs.uk

For enquiries please contact ext. 82605/8059

Training methods employed on the course:
eLearning

Course materials:
eLearning

Assessment details:
eLearning competencies

Course Duration:
ELearning (completed at users own pace)

Refresher:
Every 3 years
Deprivation of Liberty Safeguards (DoLS) Training

Course aims:
To provide staff with an understanding of DoLS

Course objectives:
- Understand what DoLS means and how it relates to mental capacity act
- Understand the key aspects of decision making surrounding DoLS as an alternative to an application under the MHA
- Be able to identify service users who are at risk of being deprived of their liberty
- Be able to develop practices, procedures and care plans in order to avoid unnecessary DoLS
- Know how to obtain formal authorisation for a service user to be deprived of their liberty where this is believed to be in their best interest
- Understand what action to take if they think a service user may be deprived of their liberty unlawfully (i.e. no authorisation exists)

Target groups:
Clinical staff, bands 5 and above (exemptions: CAMHS, IAPTS, Addiction staff up to band 7, medical staff that have completed section 12/AC course)

Training methods employed on the course:
eLearning

Course materials:
eLearning

Assessment details:
eLearning competencies

Course Duration:
eLearning (completed at users own pace)

Refresher:
Every 3 years

Course booking:
Self register or for assistance please email:
eLearninghelp@slam.nhs.uk

For enquiries please contact ext. 82605/8059
Schedule and Information for Tier 2 Training:
Risk Management Section and additional NHSLA requirements
Clinical Supervision Skills—Enabling Trust policy

Course aims:
To encourage participants to review their current clinical supervision arrangements and make changes as required. To provide participants with a range of models for structuring individual and group supervision. To provide participants with an opportunity to engage in the supervisee, supervisor and observer role during the course, to develop their self-awareness, confidence and competence in these roles.

Course objectives:
By the end of the course each participant will:

- Have an awareness of different models that are available for Clinical Supervision
- Practise the use of these models with others and received specific feedback about their ability to function in the supervisee and supervisor role.
- Discussed pertinent issues regarding the process and content of supervision and its place within the wider professional climate.
- Discuss the guidance of the Trust policy and its application in practice

Target groups:
Clinical staff, bands 5 and above, who provide clinical supervision

Training methods employed on the course:
Theory, PowerPoint, pair & group discussion, allocated time for reflection and practice of skills

Course materials:
Hand out, PowerPoint presentation, case scenarios, evidence based articles

Assessment details:
N/A

Course Duration:
1 day for experienced staff who have previously completed a course or APEL
2 days for all other clinical staff

Refresher:
Not required but recommended every 3 years

Location:
Bethlem Community Centre
Lambeth Training Centre

Trainer’s name:
David Gray and Esther Craddock, Learning and Development Advisors

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/8059
Overview of Trust Medicine Management policy

Course aims:
To provide an overview of the Trust medicines management policy for nursing staff

Course objectives:
- To highlight aspects of medicine management relevant to nursing staff
- To highlight areas of poor practice as identified by trust wide audits and suggestions for improvements
- To highlight storage and record keeping requirements for controlled drugs
- To provide information on trust wide medicines management audits relevant to nursing staff
- To provide an overview of NPSA alerts issued to hospitals and highlight relevant alerts within SLaM
- To present and consider medication errors

Target groups:
All qualified inpatient nursing staff administering medication and medical trainees

Training methods employed on the course:
On site training for awareness & application

Assessment details:
N/A

Course Duration:
3 hour session

Refresher:
Self directed refresher depending on own specific learning needs

Available:
1 x 3hr sessions available monthly at each of the training centres

Location:
Bethlem Community Centre
Lambeth Training Centre

Trainer’s names and qualifications:
Delivered by Pharmacy Dept.

For information please contact:
Shubhra Mace,
020 322 85026

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/8059
Understanding medicines and their effects

Course aims:
To develop an understanding of the Medicines used in mental health

Course objectives:
- Awareness of commonly used medicines in mental health
- Awareness of basic receptor theory
- Common side effects and introduction to management
- Common drug interactions
- Place in therapy of individual drugs
- Medication monitoring requirements for rapid tranquilisation

Target groups:
All inpatient staff administering Medication

Training methods employed on the course:
On site training for awareness & application

Assessment details:
N/A

Course Duration:
1 day

Refresher:
Self directed refresher depending on own specific learning needs

Available:
4 x 1 day courses

Location:
Bethlem Community Centre
Lambeth Training Centre

For further information please contact ext. 82605/8059
Health Record Keeping—ePJS

**Course aims:**
To develop an understanding of the Medicines used in mental health

**Course objectives:**
- Awareness of commonly used medicines in mental health
- Awareness of basic receptor theory
- Common side effects and introduction to management
- Common drug interactions
- Place in therapy of individual drugs
- Medication monitoring requirements for rapid tranquilisation

**Target groups:**
All administrative, clinical and appropriate infrastructure staff that use patient records.

**Training methods employed on the course:**
On site training for awareness & Application

**Course Materials**
Online help pages and videos.

**Assessment details:**
N/A

**Course Duration:**
1/2 day 1-1 or team training

**Refresher:**
Refresher/follow-up is delivered at team base and will normally take the format of Q & A or road show session. These are usually following an upgrade of the application and to further improve the support of the uptake and use of SLaM’s clinical systems

**Available:**
Team training
1-1

**Location:**
Bethlem Community Centre
Lambeth Training Centre
Schedule and Information for Tier 2 Training Courses—Risk Management and additional NHSLA requirements

Dual Diagnosis

Course aims:
To develop knowledge, skills and confidence in working with people with co-existing mental health and substance use problems

Course information:
The course provides the foundation for attaining level 2 ‘generalist’ capabilities in the Dual Diagnosis Capability Framework (Hughes 2006)

Course objectives:
- Explore concerns relating to working with people with a dual diagnosis
- Gain awareness of the nature and effects of commonly used substances
- Identify reasons why people with mental illness use substances
- Have an awareness of the inter-relationship between mental illness and substance use
- Have a better understanding of risk in relation to dual diagnosis
- Identify barriers and aids to engagement
- Understand the principles of matching treatment interventions to the person’s stage of change
- Set realistic and achievable goals in collaboration with the service user
- Identify factors which precipitate relapse and factors which help maintain change

Target groups:
Clinical nursing staff and AHP’s with a lead team role in all services except Addictions

Training methods employed on the course:
The programme format will involve training presentations and sharing of experience, with discussion of dilemmas faced by individual practitioners.

Course materials:
PowerPoint Presentation and hand outs.

Assessment details:
N/A

Course Duration:
eLearning
5 day course
IoP courses

Refresher:
Not required but recommended every 3 years

Available:
Schedule varies throughout the year

Location:
Bethlem Community Centre
Lambeth Training Centre

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/805
Practical Guide to Structured Investigation

Course aims:
A practical guide to the tools and techniques that lead to successful investigations into serious incidents, complaints, claims and HR cases
This course is broken down into three segments:
1. A Practical Guide to Structured Investigations
2. Report & Response Writing
3. Interviewing Techniques for Investigations Training

Course objectives:
• Introduction to the techniques and tools that lead to successful investigations into serious incidents, claims, complaints and HR cases

Trainers’ names and qualifications:
Abigail Fox-Jaeger: Structured Investigations Facilitator
Myrna Harding: Structured Investigations Facilitator

For information please contact: 0203 228 2598/3230

Target groups:
All team leads, service managers, ward/dept. managers who undertake SUI’s, complaints or claim investigations

Training methods employed on the course:
Theoretical input and group work, incorporating Root Cause Analysis techniques

Course materials:
Workbook, further information is available on the Trust Structured Investigations intranet site

Follow up:
Assistance can be given for first investigation

Course Duration:
1 day

Refresher:
Not required but recommended every 2 years

Available:
6 times a year

Location:
Bethlem Community Centre
Lambeth Training Centre

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/805
Tackling Bullying & Harassment

Course aims: Training for team leaders to enable them to be proactive in preventing and responding to bullying and harassment at work in a constructive and supportive way. Opportunity for team leaders to explore, discuss and problem solve with peers, concerns about Bullying and Harassment at work.

Course objectives:
- Developing a sound understanding of harassment and bullying and the signs and effects of both.
- Analysing the process and dynamics of harassment
- Clarifying the role and responsibilities of Managers within Trust policy
- Responding effectively to Harassment & Bullying complaints

Target groups: All clinical and non clinical team leaders or a designated lead for smaller corporate directorates.

Training methods employed on the course: Theoretical input, role play, pair and group work and discussion

Prerequisite of course: Please read the Bullying & Harassment at work policy and bring a copy of the policy with you for the training day.

Course materials: Course handbook, Power point presentation, video, flipchart.

Assessment details: N/A

Course Duration: 1 day

Refresher: Not required but recommended every 3 years

Available: monthly

Location: Bethlem Community Centre
Lambeth Training Centre

Trainer’s name:
Esther Craddock learning and Development Advisor) & H/R Business Partner

Course booking: Please send course booking form to: training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/8059
Schedule and Information for Tier 2 Training Courses—Risk Management and additional NHSLA requirements

Observation and Engagement with patients

Course aims:
To understand what the observation and engagement policy is

Course objectives:
• To understand the process of observations and the differing levels
• Understand the skills required to make sure that engagement is meaningful
• To understand the differences between engagement and observation for safety

Target groups:
Inpatient staff who are delivering enhanced engagement with patients

Training methods employed on the course:
PowerPoint presentation

Prerequisite of course:
Please read the engagement and Observation policy.

Course materials:
Power point presentation

Assessment details:
Competency assessment will be carried out in service area

Course Duration:
Up to 1hr

Refresher:
Not required but recommended every 3 years

Available:
On site

Location:
In service area

Trainer’s name:
Delivered locally in Teams

Course booking:
For enquiries please contact your Line manager or E & T Lead
Schedule and Information for Tier 2 Training:
Health and Safety Section
Nutritional Risk in mental health

Course aims:
This flexible course provides the underpinning knowledge and training to enable each health professional to fulfil their role as laid out in the Trust’s Nutrition policy in a mental health setting.

Course objectives:
- Unit 1: weighing and measuring
- Unit 2: Nutrition screening
- Unit 3: Nutritional care planning for overweight, obesity and metabolic syndrome
- Unit 4: Healthy eating

Trainer’s name:
Rachel Barrett

Course booking:
Part 1: self-register or for assistance please email: eLearninghelp@slam.nhs.uk
Please send course booking form to: training_bookings@slam.nhs.uk
For enquiries please contact ext. 82605/80599

Target groups:
All clinical staff that are responsible for physical health care and screening

Training methods employed on the course:
eLearning and class based course with lecture style delivery. Interactive discussions

Prerequisite of course:
Pre and post questionnaires

Course materials:
Tape measures, weighing scales, access to ePJS

Assessment details:
Post training assessment

Course Duration:
This course is divided into an introduction and 4 main units. We suggest you plan and complete the course within 6 weeks of registering, although the course is flexible and you can progress at your own pace. eLearning is followed by the F2F course

Refresher:
Not required but recommended every 3 years

Location:
Bethlem Community Centre
Lambeth Training Centre
Food Nutrition and Hydration in Health and Social Care

Course aims: To update and enhance knowledge and understanding of the importance of nutrition and hydration

Course objectives:
- To improve understanding of why people in care settings might become undernourished and dehydrated
- To learn practical strategies to support eating and drinking

Target groups: All clinical staff that are responsible for physical health care and screening

Training methods employed on the course: eLearning

Assessment details: eLearning assessment

Course Duration: 6 modules on average 2hrs online

Refresher: Not required but recommended every 3 years

Location: Workplace eLearning or any Learning resource centres in the training department

Course booking:
Part 1: self-register or for assistance please email: eLearninghelp@slam.nhs.uk
Schedule and Information for Tier 2 Training:
Occupational, Knowledge and Skills Section
Medication Management Workshop for non nursing staff

Course aims:
To increase awareness of use and effect of drug therapies.

Course objectives:
- Participants will increase their knowledge of SLaM policies related to medication, current use and development of drug therapy in treating major mental illness, common adverse effects of specific drug therapies, how to manage those, and monitoring requirements.

Target groups:
For professional mental health staff who are not nurses and who wish to extend their knowledge of pharmacological treatments

Training methods employed on the course:
PowerPoint presentations, case studies, small group work, sharing of experience, with discussion of dilemma’s faced by individual practitioners

Course materials:
PowerPoint Presentation and hand-outs.

Assessment details:
N/A

Course Duration:
1 day

Refresher:
Self directed refresher depending on own specific learning needs

Available:
6 times a year

Location:
Bethlem Community Centre
Lambeth Training Centre

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599

Trainer’s name:
David Gray Education and Training Advisor - (Clinical Practice)

Tel: 020 3228 3842.
Care Programme Approach - Making CPA more meaningful

Course aims:
To focus on the process of the CPA and how to make this more meaningful for service users and staff.

Course objectives:
- To review CPA core requirements.
- To review the role and responsibilities of the care co-ordinator.
- To consider the CPA process in detail and identify the steps necessary to make it more meaningful for service users.
- To identify good practice at each of step, from both service user and staff perspectives.
- To plan action to improve the way staff use CPA with service users.

Target groups:
All clinical staff who are involved in using the CPA process with service users.

Prerequisites of course:
Experience of using the CPA with service users.

Training methods employed on the course:
Presentations and discussions on the CPA from service user and provider perspectives; interactive Learning exercises.

Course materials:
PowerPoint, hand-outs.

Assessment details:
N/A.

Course Duration:
1 day
Team training.

Refresher:
Not required but recommended every 3 years.

Available:
monthly.

Location:
Bethlem Community Centre
Lambeth Training Centre.

Trainer’s name:
David Gray, Education and Training Advisor – (Clinical Practice) Tel: 020 3228 3842.

Course booking:
Please send course booking form to: training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599.
Appraisal for Managers

Course aims:
To enable managers to undertake appraisals confidently and effectively: achieving the best outcomes for self, team and organisation

Course objectives:
To understand:
- SLaM appraisal process
- Changes introduced by 2013 policy
- Five SLaM commitments and how they inform the appraisal process
- Core objectives for all line managers
- Review listening skills and how to give constructive feedback
- Discuss preparation of planning for appraisal meeting

Target groups:
Managers who appraise other staff

Training methods employed on the course:
PowerPoint, practical exercises in small groups and pairs

Course materials:
Latest version of trust appraisal documentation

Assessment details:
N/A

Course Duration:
1 day

Refresher:
Not required but recommended every 3 years

Available:
Monthly

Location:
Bethlem Community Centre
Lambeth Training Centre

Trainer’s name:
David Gray, Education and Training Advisor – (Clinical Practice) Tel: 020 3228 3842.

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599
Equality & Diversity eLearning

Course aims:
Raise awareness of Diversity & Equality issues and challenge common assumptions. The modules cover age, gender, sexual orientation, disability, race and religion.

This five day module e-learning programme explores concerns and challenges of Equality & Diversity within the workplace. It provides practical examples of how to successfully manage and take forward good practice within an organisation.

Course objectives:
- Explains the importance of Diversity.
- Assess your current skill level in dealing and managing diversity issues.
- Understand equality terminology.
- Recognise how discrimination affects individuals and groups.
- Improve your knowledge and understanding in dealing and managing Diversity situations.
- Reflect on your current understanding of Diversity and Equality in the areas of race, religion, sexual orientation, disability, gender, age and bullying and harassment.

Target groups:
Recommended for all staff

Training methods employed on the course:
eLearning information and facts, self progress tests

Assessment details:
Quizzes and self evaluation

Course Duration:
At own pace, 5 modules that take approximately an hour to two hours to complete

Refresher:
Not required but recommended every 3 years

Available:
On-line

Location:
Bethlem Community Centre
Lambeth Training Centre

Trainer’s name:
Esther Craddock: Learning and development Advisor

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599
Equality Impact Assessment (EIA)

Course aims:
To raise awareness of the need for EIA and gain practical experience using the EIA tool

Course objectives:
- Understand what is an EIA and why it is important
- Who is responsible for completing an EIA
- Know when and how to complete an EIA

Trainer’s name:
Esther Craddock: Learning and development Advisor & Macius Kurowski

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599

Target groups:
Equality leads and service managers

Training methods employed on the course:
Theoretical presentation, discussion, skills based group work

Course materials and equipment:
PowerPoint

Course Duration:
3hrs

Refresher:
Not required but recommended every 3 years

Available:
Six times a year

Location:
Bethlem Community Centre
Lambeth Training Centre
Diversity Matters

Course aims:
One-day introductory and update training for staff on Diversity issues in the Trust. It provides a general understanding of the nine protected characteristics of diversity - age; gender; physical and mental health needs; race; religion, sexual orientation, gender re-assignment, marriage and civil partnership and pregnancy and maternity. It provides information on the Trust's working plan for Diversity and Equality.

Course information:
This one-day training is an expanded version of the Diversity workshop offered in the Corporate Induction monthly programme.

Course objectives:
- Identify and acknowledge diversity.
- Demonstrate an awareness of Diversity and the overt and covert inequalities that exist.
- Challenge assumptions and stereotypes.
- List key legislation relating to Equality and Diversity.
- List pivotal good practice examples relating to Equality and Diversity.

Trainer’s name:
Esther Craddock: Learning and development Advisor

Target groups:
All Trust staff working in the Trust.

Training methods employed on the course:
Theoretical presentation, discussion, case scenarios, group work and action plan.

Course materials and equipment:
Course handbook, PowerPoint flipcharts, DVD, pair and group work exercises.

Follow up work if applicable:
Candidates are encouraged to complete the Diversity eLearning programme on the Trust Intranet. Keep up to date by tracking information and reports found on the Strategy and Business home page.

Course Duration:
1 day or available as team training

Refresher:
Not required but recommended every 3 years

Available:
Six times a year

Location:
Bethlem Community Centre
Lambeth Training Centre

Course booking:
Please send course booking form to: training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599
Gender Matters and Anti-discriminatory Practice

Course aims:
To raise awareness and understanding of gender specific issues and explore anti-discriminatory practice

Course objectives:
- Identify social inequalities and their impact on individuals
- Exploration of strategies and techniques to challenge discrimination
- Ways to create an inclusive environment

Pre-requisites of course:
To complete the diversity eLearning programme

Training methods employed on the course:
Theoretical presentation, experiential exercises, discussion, pair and group work and action plan.

Course materials and equipment:
Course handbook, PowerPoint flipcharts, pair and group work exercises.

Additional Information:
Gender specific issues are increasingly of concern to all of us. We need to take into consideration the needs of women, men and transgender groups. We also need to take into account how our gender experiences affect us and our practice

Follow up work:
Candidates are encouraged to take concerns and issues back to the team and action plan changes in practice as appropriate and relevant

Course Duration:
1 day

Refresher:
Not required but recommended every 3 years

Available:
Available on request for team training

Location:
Bishopsgate Training Centre
Lambeth Training Centre
Service Areas
Suicide and Self Harm

Course aims:
To increase knowledge and skills in assessment and management of suicide and self harm

Course objectives:
- Review research and data on suicide/self harm
- How to assess and manage suicide risk
- Work with a case study to review practical and ethical issues
- Discussed approaches to assessment and management of self harm
- Work with a case study to review practical issues of assessment and management of suicide and self harm

Target groups:
Clinical staff.

Training methods employed on the course:
PowerPoint presentation, small group exercises, case studies.

Course materials and equipment:
Course handbook, PowerPoint
Case studies

Course Duration:
1 day

Assessment details:
N/A

Course Duration:
1 day

Refresher:
Not required but recommended every 3 years

Available:
Monthly

Location:
Bethlem Training Centre
Lambeth Training Centre

Trainer’s name:
David Gray: Learning and Development Advisor
Tel: 020 3228 3842.

Course booking:
Please send course booking form to: training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599
Working with People who have Learning Disabilities

**Course aims:**
To increase knowledge and skills in and confidence in providing mental health care to people with learning disabilities.

**Course objectives:**
- To increase awareness of the rights of people with learning disabilities and the responsibilities of Health and Social Care professionals
- Explore concerns relating to working with people of who learning disabilities
- Gain awareness of national policy
- Develop skills and engagement techniques
- Recognise how mental health problems present in this group
- Learn how to adapt mental health assessments for people with learning disabilities

**Target groups:**
Nursing staff, therapists and medical staff in all settings across the Trust, as people with learning disabilities may access all Trust services.

**Training methods employed on the course:**
A variety of learning techniques including; group work, problem solving and case scenarios

**Course materials and equipment:**
Course handbook, PowerPoint, DVD

**Course Duration:**
1 day

**Assessment details:**
N/A

**Refresher:**
Not required but recommended every 3 years

**Available:**
Twice per year

**Location:**
Bethlem Training Centre
Lambeth Training Centre

**Trainer’s name:**
Sarah Halls, Training and Development Co-Ordinator, supported by members of the Trust’s Learning and Disabilities Services

**Course booking:**
Please send course booking form to: training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599
Schedule and Information for Tier 3 Training:
Occupational, Knowledge and Skills Section
Life Planning

Course aims:
To enable staff to prepare for retirement

Course objectives:
- To consider the financial implications of retirement, including pensions and benefits
- To consider how to use the increased time available after retirement
- To prepare for any legal issues

Target groups:
Staff expecting to retire within the next 5 to 10 years

Training methods employed on the course:
Theoretical input and group discussion

Course materials and equipment:
Handouts

Course Duration:
2 days

Assessment details:
N/A

Refresher:
N/A

Available:
Quarterly

Location:
Bethlem Training Centre
Lambeth Training Centre

Trainer’s name:
Columbus Conferences

Course booking:
Please send course booking form to:
training_bookings@slam.nhs.uk

For enquiries please contact:
ext. 82605/80599
Schedule and Information for Tier 3 Training—Occupational Knowledge and Skills

Short courses available through Education and Training

Course aims:
Short courses aim to engage staff with learning, improve skills and provide immediate benefit to the workplace and improvement to working practice.

Type of Courses available:
- Telephone Skills
- Supervision, delegation and leadership
- Minute taking with confidence
- Meetings: making them work
- Customer Care
- Introduction to management and supervision
- Mental health awareness for administrators
- Interpersonal skills
- Communication skills
- Time management
- Coping with pressure
- Being assertive

Target groups:
These courses are primarily aimed at bands 1-4 staff, if learners have specific learning support needs e.g. disability, dyslexia, language needs etc. please discuss these with the course tutor when applying.

Training methods employed on the course:
Exercises, group work

Course materials and equipment:
Handouts, PowerPoint

Course Duration:
Varies according to course

Refresher:
N/A

Available:
Throughout the year

Location:
Bethlem Training Centre
Lambeth Training Centre

Trainer’s name:
For enquiries please contact the Education, Commissioning and Development Assistant Manager ext. 82595
Open Learning Opportunities

The Learning Resource Centres provide open learning facilities for staff to study in a supportive and comfortable learning environment. We offer the opportunity to learn skills and build confidence at a time, place, style and pace which is flexible to suit each individual’s needs.

Workstations are networked and have Internet access for learners’ access to online courses including the ECDL Portal.

Resources Available:
The eLearning Team can provide information and advice about eLearning programmes available to staff, and help with registration and access.

The centres have a wide range of open learning resources including DVDs, computer-based programmes, videos, books and text-based materials.

Topics include:
- Touch typing
- Computer skills
- Personal development
- Interviewing and Interviewee skills
- Appraisal
- Presentation
- Management skills

Target groups:
All members of staff.

Additional information:
An appointment must be made with the administration team for the Learning Centre.

You will need to know your SLaM network login details to use a computer in the centre.

Learners with specific learning support needs e.g. disability, dyslexia, language needs etc. are encouraged to discuss these when applying.

For more information and links to courses, see the eLearning Intranet website: [Http://sites.intranet.slam.nhs.uk/training/eLearningAccessResources/default.aspx](Http://sites.intranet.slam.nhs.uk/training/eLearningAccessResources/default.aspx)

The following IT courses is not an exhaustive list of courses available. A variety of IT courses can also be completed online through NHS MOST. For more details please contact Shastee Woodhoo on Tel: 020 3228 4866.

NHS MOST can be located on the E & T intranet site at the following link:

[http://sites.intranet.slam.nhs.uk/training/eLearningAccessResources/NHSMOSTProgramme/NHS-MOST-Programme.aspx](http://sites.intranet.slam.nhs.uk/training/eLearningAccessResources/NHSMOSTProgramme/NHS-MOST-Programme.aspx)

For Enquiries please contact:
Shastee Woodhoo Tel: 020 3228 4866

To book use of the Learning Centre, please contact relevant training centre administrators:

Bishopsgate: 020 3228 6205/0599
Lambeth: 020 3228 6455
Computer Skills for Beginners - NHS Elite

Course aims:
To enable staff who lack computer skills or the confidence to use a computer to gain basic, practical IT Skills.

Course objectives:
NHS Elite covers the skills staff will require to use a computer for example to support use of the Electronic Patient Journey System (ePJS).

Delegates can either access the training via e-learning and complete it by themselves OR choose the blended course option, which involves three days in the classroom as well as independent learning.

- Switch on and close down a computer
- Use a mouse and keyboard
- Learn about computer health & safety and security
- Navigate/use programs, desktop and Windows
- Identify and open the network drive, explore its contents and save work
- Create and organise files and folders
- Create and save a text document
- Print a document and multiple copies
- How to use the internet
- Know what email is and how to use it
- Send, receive, forward and reply to mail messages
- Create and work with email folders
- Manage attachments, save and attach files to email successfully

For enquiries please contact ext. 82605/80599

Target groups:
Staff with little or no previous experience in using a computer.

Additional Information
If learners have specific learning support needs e.g. disability, dyslexia, language needs etc. please discuss these with the course tutor when applying.

Training methods employed on the course:
Online OR tutor-led class

Prerequisite of course
Applicants must have a SLaM network account and an email account. If in doubt please contact your manager or the IT department.

Course materials and equipment:
Web-based learning

Assessment details
Web-based learning exercises will be completed throughout the session plus there is a skills assessment to be completed on all three units at the end of the course.

Course Duration:
3 days

Available:
Throughout the year

Refresher:
Not applicable

Location:
Bishopsgate Training Centre
Lambeth Training Centre
Microsoft Word & Outlook 2007 Level 1

Course aims
To enable staff to learn the essential features of Microsoft Word and Outlook and to gain confidence in using them

Course objectives
- Get to know MS Word 2007
- Create, save, close and print documents
- Identify, open and save work on the network drive
- Change the way your text looks to make headings and other important information stand out
- Spell check your document
- Create a list with automatic bullet points
- Alter the layout of your page, change margins and use page breaks
- Create, rename and delete files and folders
- Add attachment in ePJS correspondence
- Introduce email etiquette
- Open, close, reply to, forward, send and delete messages
- Sort and organise messages and create new message folders
- Use the Address Book, create contacts lists and add attachments

Delegates must be confident in using a keyboard and a mouse and have some familiarity with Windows or have completed the NHS ELITE course.

Additional information
If learners have specific learning support needs e.g. disability, dyslexia, language needs etc. please discuss these with the course tutor when applying.

Training methods employed on the course
Tutor-led class includes demonstration and learning support with exercises

Prerequisite of course
Applicants must have a SLaM network account and an email account. If in doubt please contact your manager or the IT department.
Before applying for this course, applicants must complete a short quiz to find out their skill level.
If on the day the trainer feels you are not at the right level, you may be asked to leave the training session and consider taking the NHS Elite course.

Course materials
Guide book

Assessment details
Exercises are completed throughout the course

Course Duration
1 day

Refresher
Not Applicable

Available
Throughout the year

Location
Bishopsgate Training Centre
Lambeth Training Centre

Target groups
Staff who need to use Microsoft Word and Outlook for their work.
Microsoft Outlook Level 2

Course aims
To equip staff to use more advanced features of Microsoft Outlook

Course objectives
- Attach file and create hyperlinks
- Use of advanced features to organise the mailbox
- Use of HTML in an email
- Set up email rules
- Create a distribution list
- Share folders and mailbox

Trainer’s name
IT Training team

Course booking
Please send course bookings to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599

Target groups
Staff who would benefit from using more advanced features of Outlook for their work.

You should have a basic familiarity with Microsoft Outlook e.g. have completed the Trust’s Outlook Level 1 training or be familiar with the essential features of Outlook such as send, receive, reply to email; create contacts and change views.

Additional Information
If learners have specific learning support needs e.g. disability, dyslexia, language needs etc. please discuss these with the course tutor when applying.

Training methods employed on the course
Tutor-led class includes demonstration and learning support with exercises.

Prerequisite of course
Before applying for this course, applicants are required to complete a short quiz to find out their skill level.
If on the day the trainer feels you are not at the right level you may be asked to leave the training session. Where possible, an alternative course will be suggested.

Course materials
Guide book

Assessment details
Exercises to be completed throughout the course

Course Duration
1 day

Refresher
Not applicable

Available
Throughout the year

Location
Bishopsgate Training Centre
Lambeth Training Centre
Microsoft Excel Level 1

Course aims
To equip staff to use the essential features of Excel; to create and edit simple spreadsheets using formulas.

Course objectives
- Input data into a spreadsheet
- How to insert or delete rows and columns
- Add up numbers automatically
- Create basic formulae
- Copy formulas and keep the cell reference constant
- Arrange data so it is easier to analyse using sort and filter
- Format numbers and text, add comments, merge cells and wrap text,
- Create and work with different chart types
- Preview and amend a spreadsheet to fit on a page before printing

Additional Information
If learners have specific learning support needs e.g. disability, dyslexia, language needs etc. please discuss these with the course tutor when applying

Training methods employed on the course
Tutor-led class includes demonstration and learning support with exercises

Prerequisites of course
Before applying for this course, applicants are required to complete a short quiz to find out their skill level.

If on the day the trainer feels you are not at the right level you may be asked to leave the training session. Where possible, an alternative course will be suggested.

Course materials
Guidebook

Assessment details
Exercises to be completed throughout the course

Course Duration
1 day

Refresher
Not applicable

Available
Throughout the year

Location
Bishopsgate Training Centre
Lambeth Training Centre

Trainer’s name
IT Training team

Course booking
Please send course bookings to:
training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599

Target groups
Staff who would benefit from training on the essential features of Microsoft Excel.

Applicants should have basic keyboard and computer skills and some experience with another Microsoft Office application.
Microsoft Excel Level 2

Course aims
To equip staff to use more advanced features in Microsoft Excel

Course objectives
- Create a range name to refer to a cell, for example Cost rather than B2
- Use Excel data in other Microsoft Office applications and have it automatically updated into your work
- Create formulas
- Use conditional formatting to automatically highlight certain cells
- Include a drop down list in your spreadsheet
- Use an IF function to check whether a condition is met and return one value if True and another value if False
- Create and work on more than one worksheet and group them to make changes
- Use the consolidate feature to add values from different worksheets
- Prevent unwanted changes to data and formulae
- Arrange and summarise data by creating a basic PivotTable

Trainer’s name
IT Training team

Course booking
Please send course bookings to: training_bookings@slam.nhs.uk

For enquiries please contact ext. 82605/80599

Target groups
Staff who need to use the more advanced features of Microsoft Excel.

Delegates must be able to create and edit simple spreadsheets using formulas or have completed the Trust’s Excel Level 1 training.

Additional Information
If learners have specific learning support needs e.g. disability, dyslexia, language needs etc. please discuss these with the course tutor when applying.

Training methods employed on the course
Tutor-led class includes demonstration and learning support with exercises.

Prerequisites of course
Before applying for this course, applicants are required to complete a short quiz to find out their skill level.

If on the day the trainer feels you are not at the right level you may be asked to leave the training session. Where possible, an alternative course will be suggested.

Course materials
Guide book

Assessment details
Exercises to be completed throughout the course.

Course Duration
1 day

Refresher
Not applicable

Available
Throughout the year

Location
Bishopsgate Training Centre
Lambeth Training Centre
Microsoft PowerPoint Level 1

Course aims
To equip staff to use the essential features of PowerPoint to create and alter presentation slides.

Course objectives
- Create and save a new presentation
- View your presentation in different ways
- View the master slide and make changes that are reflected throughout the entire presentation
- Change the background color and color scheme for an existing template
- Add shapes and pictures e.g. Organisational Charts
- Copy data from another application e.g. table from Excel
- Learn about the different ways of saving and printing handouts
- Tips on good presentation design

course tutor when applying

Training methods employed on the course
Tutor-led class includes demonstration and learning support with exercises

Prerequisites of course
Before applying for this course, applicants are required to complete a short quiz to find out their skill level.

If on the day the trainer feels you are not at the right level you may be asked to leave the training session. Where possible, an alternative course will be suggested.

Course materials
Guide book

Assessment details
Exercises to be completed throughout the course.

Course Duration
1 day

Refresher
Not applicable

Available
Throughout the year

Location
Bishopsgate Training Centre
Lambeth Training Centre

Target groups
Staff who need to use the essential features of Microsoft PowerPoint to create slides for a presentation. Applicants should have basic keyboard and computer skills and some familiarity with another Microsoft Office application.

Additional Information
If learners have specific learning support needs e.g. disability, dyslexia, language needs etc. please discuss these with the Course tutor when applying.
Medical Gas Training (Porters)

Course aims
- Explain relevant legislation and codes of practice
- Identify the composition and identification of various gases
- Identify the dangers involved in working with medical gases
- Explain safe operating practices

Course objectives
- Identify and explain the Hazards of Medical Gases
- Understand Cylinder Identification, Management and Security
- Understand Departmental Cylinder Handling and Operation
- Understand the importance of Cylinder Storage and Handling
- Explain Medical Gas Manifold Operations

Target groups
Portering staff who store or transport medical gases in their daily work

Prerequisites of course
Applicants must have a SLaM network account and a basic knowledge of computers

Training methods employed on the course:
Online learning

Course materials & equipment
Downloadable reference materials and documents available

Refresher
No refresher required

Available
Available on the Skills for Health Core Learning Unit site (and NLMS)

Additional Information: If learners have specific learning support needs e.g. disability, dyslexia, language needs etc. please discuss these with the course tutor when applying

Trainer’s name
BOC Commissioned eLearning course

Course booking
Self register or for assistance please email: eLearninghelp@slam.nhs.uk

For enquiries please contact ext. 82605/80599
Medical Gas Training (Nursing)

Course aims
- Explain relevant legislation and codes of practice
- Identify the composition and identification of various gases
- Identify the dangers involved in working with medical gases
- Explain safe operating practices

Course objectives
- Identify and explain the Hazards of Medical Gases systems and cylinders
- Identify the regulations that define the areas that should be managed within the overall scope of H & S classified gases by their delivery and storage state
- Identify the characteristics of different types of gas

Target groups
Clinical staff who store, transport or administer medical gases in their daily work

Prerequisites of course
Applicants must have a SLaM network account and a basic knowledge of computers

Training methods employed on the course:
Online learning

Course materials & equipment
Downloadable reference materials and documents available

Refresher
No refresher required

Available
Available on the Skills for Health Core Learning Unit site (and NLMS)

http://sites.intranet.slam.nhs.uk/training/eLearningAccessResources/Contents/CLUcoursePages/clu13.aspx

Location
Learning resource Centres or workplace

For enquiries please contact ext. 82605/80599

Trainer’s name
BOC Commissioned eLearning course

Additional Information:
If learners have specific learning support needs e.g. disability, dyslexia, language needs etc. please discuss these with the course tutor when applying

Course booking
Self register or for assistance please email: eLearninghelp@slam.nhs.uk
Conflict Resolution

Course aims
Working in the Health Care Sector can be challenging. Its staff provide a service to people who are often under emotional duress, in a public setting. This can lead to risks to personal safety and risk to property and assets. The key aim of this programme

Prerequisites of course
There are no specific prerequisites for this course.

Training methods employed on the course
eLearning

Course Duration
2 hours

Course Assessment
Post course multiple-choice assessment

Available
Online anytime from home, your office or one of the Resource centres

eLearning Platform
This course is accessed via the Core Learning Unit

Modules in Course
- Preview
- Overview
- What are the Risks?
- Your Role
- How can you keep property safe?
- What happens next?
- Assessment
Consent for Consent for Research

**Course aims**
Allows clinical staff to enable service users to make their own choices about their involvement in research and requesting that clinical staff ask the question of every service user about whether they would be amenable to agreeing to be approached about research.

**Target Groups**
All Clinical Staff

**Prerequisites of course**
There are no specific prerequisites for this course.

**Modules in Course**
1. Introduction
2. Flow Diagram
3. Scenario 1 - person with capacity
4. Consent from a parent
5. Consent from Deputy
6. Researcher's Point of View
7. Service User's Point of View
8. Completing the PJS forms
9. Practitioner's responsibility
10. Ending

**Training methods employed on the course**
eLearning

**Course Duration**
30 minutes

**Course Assessment**
This course is not assessed.

**Available**
Online anytime from home, your office or one of the Resource centres

**eLearning Platform**
This course is accessed via the SLaM Zone

**Trainer's name, qualifications**
Professor Tom Craig, Professor of Social Psychiatry & Research and Development Director, SLaM
Schedule and Information for Tier 3 Training—Occupational Knowledge and Skills

**Dysphagia**

**Course aims**
This module of the Nutrition series provides an understanding of dysphagia, the difficulty that some people have in swallowing food and drink.

**Course objectives**
- An understanding of how normal swallowing works
- How to describe the signs and symptoms of dysphagia
- How to identify which groups of people are more at risk from suffering from dysphagia
- How to identify who to go to for help when managing a service user’s dysphagia

**Modules in Course**
- The course looks at the medical condition of dysphagia, and is divided into four sections:
  - Section 1: Introduction
  - Section 2: What is dysphagia?
  - Section 3: Who is involved in managing dysphagia?
  - Section 4: Summary

**Course Information**
This module was developed as an extension to the suite of Food, Nutrition and Hydration in Health and Social Care eLearning courses.

**Target Groups**
All healthcare staff, with an emphasis on:
- Nurses
- Dieticians
- Speech and language therapists
- Caterers
- Carers

**Prerequisites of course**
There are no specific prerequisites for this course.

**Training methods employed on the course**
eLearning

**Course Duration**
20 minutes approximately

**Course Assessment**
The module is followed by a multiple choice assessment designed to test learners’ understanding of dysphagia. Progress can be tracked by managers for internal audits and learners can keep a certificate of completion for CPD.

**Refresher**
No refresher required

**Available**
Online anytime from home, your office or one of the Resource centres

**eLearning Platform**
This course is accessed via the Core Learning Unit

**Additional information**
None
Course aims:
Develops an understanding of the considerations and skills needed to issue information prescriptions in the most appropriate way.

Course objectives:
- Understanding of what an information prescription is
- Knowledge of why information prescriptions are important
- Overview of the benefits of issuing information prescriptions
- What is contained in an information prescription.

Modules in Course:
- Module 1: Understanding information prescriptions
- Module 2: Assessing information needs
- Module 3: Meeting information needs
- Module 4: Your information prescriptions.

Course Information:
Everyone who has a long-term condition or social care need will be offered an information prescription in consultation with a health or social care professional. Information prescriptions guide people to relevant and reliable sources of information to allow them to feel more in control and better able to manage their condition and maintain their independence. Information prescriptions can take many forms, with many different types of information, and can be issued by a wide range of different professionals and clinicians. This course therefore looks at the specifics of information prescriptions and skills when issuing them.

Accreditation and endorsements:
This course was originally commissioned by the Department of Health (DH). Developed and endorsed by NHS Employers.

Target Groups:
This course has been written to help everyone who is involved in delivering Information Prescriptions.

Prerequisites of course:
There are no specific prerequisites for this course.

Training methods employed on the course:
eLearning

Course Duration:
1 hour 40 minutes approximately

Course Assessment:
Once learners have completed Modules 1-3, they can fill out and print an action plan to highlight any areas that require further learning. Learning progress can be tracked by managers for internal development.

Available:
Online anytime from home, your office or one of the Resource centres

eLearning Platform:
This course is accessed via the Core Learning Unit
Introductory Certificate in Healthcare Finance

**Course aims**
Improving financial management is one of the biggest challenges that the NHS currently face. It is increasingly important for non-finance staff to get to grips with the finances and for them to update and develop their financial competence.

The programme consists of:-

- Business Managers
- Senior Managers
- Team Managers

**Prerequisites of course**
There are no specific prerequisites for this course.

**Training methods employed on the course**
eLearning

**Course Duration**
Each Introductory Module takes approximately 1.5 hours to complete followed by a 30 minute online assessment. Each module counts toward 2 hours of CPD. Once you have completed the certificate this equates to 10 hours of CPD.

**Course Assessment**
- It is essential that learners complete and pass an online assessment test at the end of each of the programme modules in order to qualify for the certificate. No classroom style learning is required.

**Refresher**
No refresher required

**Available**
Online anytime from home, your office or one of the Resource centres

**eLearning Platform**
This course is accessed via the "Other Courses" section of the eLearning Homepage
Families and Carers

Course aims
This e-learning package aims to increase individual awareness of families and carers and the needs of carers supporting someone with a mental illness or learning disability.

Course objectives
By the end of this module you will know and understand:
Who is a carer?
The experiences of carers
The benefits of working with carers
The needs of carers and the services that may help them
Some of the issues surrounding sharing information with carers

Modules in Course
1 Section 1: Who is a Carer?
2 Section 2: Understanding Carers
3 Section 3: The Needs of Carers
4 Section 4: Working with and Involving Carers
5 Section 5: Sharing Information with Carers
6 Resources
7 Assessment
8 Certificate
9 Face-2-Face

Course Information
Carers are becoming increasingly recognised as effective partners in the management of mental illness.
Carers have certain rights and it is important that professionals try to support carers and ensure they are educated and informed and able to cope with their caring role.
This course has been designed to help professionals understand the experience of carers, recognise the benefits of working with carers, and learn some practical ways of supporting carers including carer’s assessments.

The course will also consider some of the difficulties of working with carers such as confidentiality, and provide some practical steps and guidance as to how this can be managed effectively.

Target Groups
Healthcare Professionals

Prerequisites of course
There are no specific prerequisites for this course.

Training methods employed on the course
eLearning

Course Duration
1 hour approximately

Course Assessment
The modules are followed by a multiple choice assessment designed to test learners’ understanding of the course. The pass mark is 15 out of 20 and it is recommended that all clinical staff take this course once every three years.

Available
Online anytime from home, your office or one of the Resource centres

eLearning Platform
This course is accessed via the SLaM Zone
Lean Healthcare Academy

Course aims
This free e-learning course will give all staff a practical introduction to the process and systems methodology called Lean, its philosophy and tools. It will help you to think about how processes and systems within your service might be made more efficient.

Course objectives
By the end of the course, you will be able to:
- Describe the origins of Lean and explain what Lean is
- Understand how to use Lean to stimulate continuous improvement
- Recognise some of the tools and methodologies to support Lean
- Appreciate the difference between value added and non value added activities
- Understand what factors facilitate change and identify what to do next

Accreditation and endorsements
The course is provided by the LEAN Academy and everyone who completes the course will be issued with Virtual College certificate. The Course has been certified as confirming to Continuous Professional Development (CPD) Guidelines.

Target Groups
All Staff

Prerequisites of course
There are no specific prerequisites for this course.

Training methods employed on the course
eLearning

Course Duration
1 to 2 hours to complete the course. You don't have to complete the whole course in one go as the programme remembers where you have got up to and restarts at that point. You can print out any pages and make notes as you go.

Course Assessment
At the end of each section you will need to undertake a short test to check your knowledge and understanding.

Available
Online anytime from home, your office or one of the Resource centres

eLearning Platform
This course is accessed via the "Other Courses" section of the eLearning Homepage
MAPPA Awareness Training

Course aims
Learn about Multi Agency Public Protection Arrangements designed to help reduce reoffending and prevent serious harm to the public

Course objectives
This course will provide you with an understanding of:
- What MAPPA is
- Which offenders can be managed within MAPPA
- The various Levels of Management within MAPPA

Accreditation and endorsements
Devon & Cornwall Constabulary; National Probation Service for England and Wales; HM Prisons Service; Sunguard Training working with Devon & Cornwall Police

Target Groups
TBC

Prerequisites of course
There are no specific prerequisites for this course.

Training methods employed on the course
- eLearning

Course Duration
1 hour approximately

Course Assessment
There is a pre-course quiz which learners repeat after the course to track progress.

Available
Online anytime from home, your office or one of the Resource centres

eLearning Platform
This course is accessed via the SLaM Zone
Mixed Messages

Course aims
A highly interactive, experience based training product which encourages learners to consider ways of improving their communication skills both with their colleagues and members of the public.

Course objectives
- How to recognise communication opportunities that can distress or reassure patients’ relatives
- How to consider helpful and appropriate responses
- How to engage in a positive manner with patients
- Understanding of how to identify opportunities within own sphere of practice where communication interventions with patients and their carers could be effectively deployed.

Modules in Course
- Module 1: Arrival
- Module 2: Transfer
- Module 3: Renal Unit
- Module 4: Discharge
- Module 5: Palliative Care
- Module 6: Conclusion.

Course Information
Mixed Messages tells the real story of a service user, Douglas ‘Mick’ Michaels, his family and their mixed experiences in a large city hospital. It demonstrates both positive and negative behaviours through the use of dramatised video. Varied non-patronising interactive exercises provide the instructional backbone to the program. It is important to remember that everything shown on the video, presented as a series of vignettes, each followed with an exercise, actually happened.

Target Groups
All staff who come into contact with the relatives or carers of patients, including medical and medical administrative staff.

Prerequisites of course
There are no specific prerequisites for this course.

Training methods employed on the course
eLearning

Course Duration
2 hours approximately

Course Assessment
The course has questions throughout to test learners’ understanding. Learning progress and test results can be tracked by managers for internal development and learners can keep a certificate of completion for CPD.

Refresher
No refresher required

Available
Online anytime from home, your office or one of the Resource centres

eLearning Platform
This course is accessed via the "Other Courses" section of the eLearning Homepage
NHS Diabetes

Course aims
A free online training course on the Safe Use of Insulin.

Course objectives
On completion of this course learners will:
• Refresh their knowledge and understanding of insulin
• Outline the differences in administering insulin
• Have a fuller understanding of the range of available insulin’s and injection devices
• Describe possible side effects of insulin therapy and how to treat these effectively

Modules in Course
Areas covered include:
• Learning Objectives
• What is insulin?
• Insulin use in the UK
• Insulin errors
• The safe use of insulin
• The right insulin
• The right dose
• The right time
• The right way
• Devices
• Storage
• Side effects

Course Information
Insulin is a potent, lifesaving drug used by millions of people with diabetes both in the hospital and community setting. It is a safe and effective treatment if used appropriately, however, incorrect or inappropriate use can lead to patient harm. In order to reduce insulin errors this module aims to provide learners with an increased understanding and awareness of insulin. It promotes its safe and effective use by outlining common errors associated with insulin and information as to how these can be avoided. It also provides learners with an increased understanding of the possible side effects of insulin and how these should be treated.

Accreditation and endorsements
The content of this course has been independently certified as conforming to universally accepted Continuous Professional Development (CPD) guidelines
On average this course contributes, 1 - 2 hours towards your CPD

Target Groups
This resource has been designed for all Health Professionals who need to administer insulin for patients with diabetes.

Training methods employed on the course
eLearning

Course Duration
1 to 2 hours on average

Course Assessment
At the end of the course you will be required to pass an assessment and score over 75%.

Refresher
No refresher required

Available
Online anytime from home, your office or one of the Resource centres

eLearning Platform
This course is accessed via the "Other Courses" section of the eLearning Homepage
Public Health Awareness

Course aims
Public health is high on the national and international policy agenda. This course looks at opportunities for health and social care staff to promote public health and discusses the reasons for action.

Course objectives
The course will help learners understand how they can contribute to improving:
• Their own health and the health of their families
• The health of colleagues and others in their organisation
• The health of patients and carers
• The health of people in their communities.

Modules in Course
• Module 1: Promoting public health - everybody’s business?
• Module 2: Protecting people’s health
• Module 3: Food and health
• Module 4: Mental health and wellbeing
• Module 5: Physical activity
• Module 6: Tackling unhealthy behaviours: alcohol and smoking.

Course Information
Public health is everybody’s business. It is not just the role of the public health team or of the NHS. Both as workers and as citizens we all have a part to play in health improvement. This course invites learners to think about the national priorities in public health (Obesity, Smoking, Alcohol, Mental Well Being and Sexual Health) and discusses relevant factors such as poverty, unemployment and lifestyle.

Accreditation and endorsements
This course was originally commissioned by the Department of Health and written and developed by the Open University. By studying this course you will have made progress towards meeting factors 1-9 of the Department of Health’s ‘Essence of Care Benchmarks.

Target Groups
It is aimed at all employees across the health and social care sectors as we all have a part to play in increasing public health capacity.

Prerequisites of course
There are no specific prerequisites for this course.

Training methods employed on the course
E-Learning

Course Duration
1 hour 30 minutes approximately

Course Assessment
Each module is followed by a test that assesses learners’ knowledge of the topics covered in the module. Learning progress and test results can be tracked by managers for internal development and learners can keep a certificate of completion for CPD.

Refresher
No refresher required

Available
Online anytime from home, your office or one of the Resource centres

E-Learning Platform
This course is accessed via the Core Learning Unit.
Security Awareness Training

Course aims
To increase the awareness of the individual's role in supporting a safe and secure environment.

Course objectives
1. To understand the concepts of the 3 strands of Security. These are:
   • Physical Security
   • Procedural Security
   • Relational Security
2. To understand the inter-relationships between physical, procedural and relational security through understanding the "Swiss Cheese Model".
3. To understand the SEE, THINK ACT model and put this into practice in the work environment.
   As individuals it is easy over time to become more relaxed, less vigilant, complacent or more accepting of problems. Therefore we all need a booster session from time to time to ensure safety and security is maintained.

Modules in Course
The course is 1 module

Course Information
In the same way that the patient's experience and recovery is core to every role within the Medium Secure Units (MSU), so too is the maintenance of security - whether you are a nurse, OT, Social Worker, domestic, psychiatrist, administration, senior manager, sessional worker and so on. Experience has shown that the focus on security needs to be balanced, alongside other needs such as patient experience, staff experience, practice development, and financial performance. However, over time there is a danger that this focus can slip against these competing needs and demands and this affects safety.

Trainer’s name, qualifications
The course was developed by Dave Hearn, BSc RMN (Security Team Leader, Behavioural and Developmental Psychiatry CAG, South London and Maudsley NHS Foundation Trust) in conjunction with the Pan-London Security Leads Forum with particular support from Adria

Target Groups
All staff working in a Medium Secure Unit are required to undergo annual Security Awareness training. The course will also be useful for staff working in PICUs, Low Secure Unit, locked inpatient units and Forensic services.

Training methods employed on the course
eLearning

Course Assessment
Assessment 1 is a short quiz at the end of the course. You will be expected to achieve 80% in this quiz to pass the course.
Assessment 2 is a scenario-based mini-quiz where you will get instant feedback.
Assessment 3 will give you an opportunity to

Refresher
Staff in Medium and Low Secure Units must complete annual Security Awareness Training to meet national standards

Available
Online from home, your office or one of the Resource centres

eLearning Platform
This course is accessed via the SLaM Learning Zone
Sexual Health Matters - For Mental Health

Course aims
This course aims to provide an introduction to sexual and reproductive health matters for mental health practitioners.

Course objectives
By the end of this module you will be able to:

- Describe the role of sexual health, as an important aspect of being human, with particular reference to people with mental health problems, acknowledging histories of sexual violence and abuse.

- Identify a number of different definitions of sexual health, in an attempt to design your own for your particular field of practice.

- Describe ways of assessing a client’s holistic sexual health needs, including prevention, diagnosis, treatment and care.

- Describe how sexual ill-health may affect people with mental illness and vice versa.

- Identify reasons why promoting/improving the client’s sexual health as part of their mental health care and well-being is so important.

Accreditation and endorsements
This course is provided by the Social Care Institute for Excellence.

Target Groups
Clinical Staff

Prerequisites of course
There are no specific prerequisites for this course.

Training methods employed on the course
eLearning

Course Duration
30 to 40 minutes approximately.

Course Assessment
The is a self assessed quiz at the end of this course and no certificate is issued. You will be able to print out a copy of your answers to show to colleagues.

Available
Online anytime from home, your office or one of the Resource centres

eLearning Platform
This course is accessed via the "Other Courses" section of the eLearning Homepage

Modules in Course
- Modules in this course include:
  - Introduction
  - Sexual Health and sexuality: Part of life!
  - What is a sexual history and sexual risk assessment?
  - Sexual violence, abuse and trauma
  - Making a difference
  - Self Assessment
Smoking Cessation

Course aims:
Cigarette smoking has been ingrained within the culture of psychiatry for many years. Smoking is often an accepted and an expected coping mechanism for mental health service users, however it contributes to the health and social inequalities faced by people who use our services. The smoking ban that was introduced within mental health facilities in England in 2008 has been successful in some respects; it has protected staff and service users who do not smoke from the effects of second hand smoke. Unlike the success of the smoking ban in public places that has helped to reduce smoking rates, it has done little to reduce smoking rates in Mental Health Trusts, as smoking behaviour has simply moved outdoors. At least half of the service users who receive care and treatment from SLaM smoke and just under a quarter of the nursing staff are smokers. Staff on inpatient units in SLaM spend a significant proportion of each shift facilitating smoking breaks and service users become preoccupied with when their next smoking break is, which distracts staff and service users from engaging in important therapeutic activities.

Course objectives:
Unit 1 - How common is smoking in mental health services users and why do people smoke?
An Introduction to how smoking contributes to the existing health inadequacies experienced by people with a mental health illness.
An overview of smoking prevalence and cigarette use in the general population and in people with a mental health illness.
Possible reasons for smoking in mental health service users

Unit 2 -
The effects of smoking
What's in a cigarette?
The effect of second hand smoke
The effects of smoking on physical health, mental health symptoms and the overall wellbeing of mental health service users
The effect of smoking and stopping smoking on plasma levels of psychotropic medication
Successfully implementing smoking bans

Unit 3 -
Giving up smoking
Evidence based treatments
How effective they are in helping mental health service users to stop smoking
Facilitating choice of medication for nicotine withdrawal symptoms
How to use medication effectively to improve the experience of taking it and improve the change of quitting

Unit 4 -
Engaging patients and end of course quiz
How to engage with service users in conversation about smoking and stopping smoking
How to raise the issue of stopping in a collaborative, supportive way.
How to refer to local NHS Stop Smoking Services

Modules in Course
Introduction and pre-course quiz
1 - How common is smoking in mental health services users and why do people smoke?
2 - What is in a cigarette and the effects of smoking
3 - Giving up smoking
4 - Engaging service users and end of course quiz
Smoking Cessation (Continued)

Trainer’s name, qualifications
The content of this training has been developed by Debbie Robson, RMN, MSc, Section of Mental Health Nursing, Health Service and Population Research Department, Institute of Psychiatry, Kings College London.

Target Groups
All Staff

Prerequisites of course
There are no specific prerequisites for this course.

Training methods employed on the course
eLearning

Course Duration
2 Hours approximately

Course Assessment
The modules are followed by a ten question multiple choice assessment designed to test learners’ understanding of the course. The pass mark is 80%.

Available
Online anytime from home, your office or one of the Resource centres

eLearning Platform
This course is accessed via the SLaM Zone
Library Services Section:
More information about this section can be found in the monthly bulletin from library services at Reay House, Lambeth Hospital and on the Library intranet site
Library Services
More information about the library services available to you can be found on the library's website (www.slam.nhs.uk/library).

Reay House Library
Lambeth Hospital, 108 Landor Road, London SW9 9NT
Tel: 020 3228 6141
Email: library@slam.nhs.uk
Web: www.slam.nhs.uk/library
Twitter: @ReayHouseLib

Membership
Full membership of Reay House Library is open to:

- Staff of South London and Maudsley NHS Foundation Trust
- Staff of Guy’s and St Thomas’ Community Health Services
- Public health staff of Lambeth and Southwark boroughs
- Public and voluntary sector community health workers in the Lambeth and Southwark areas
- Staff involved in NHS commissioning in Lambeth and Southwark

Students on placement with the above organisations as well as temporary members of staff are also eligible to join the Library for the duration of their attachments.

Opening Hours
Reay House Library is open 09:00-17:00, Monday to Friday. The Library is closed on public holidays and between Christmas and New Year.

A network of hubs is being developed to provide extended access to study space and resources. See the library website for more information.

Collections
The Library holds a large range of books and audio-visual materials which are available for loan and also stocks a reference collection of journals. The collection is particularly strong in the areas of mental health, healthcare education and management, and community and public health. In addition, the Library holds an excellent collection of health promotion teaching aids. Search the collections at: www.selhl.nhs.uk/slam

Borrowing
Full members may borrow up to ten items at a time. Students on placement and temporary members of staff may borrow up to four.

Online resources
Through NICE’s Evidence Search www.evidence.nhs.uk, colleagues have access to databases including BNI, CINAHL, Medline and PsycInfo. This also gives you access to a vast collection of electronic books and journals on health and social care. Access is through NHS Athens so visit register.athensams.net/nhs/nhseng/ to apply for your account.

Training
To help you make the most of library resources and information tools, Library staff provide one-to-one and group information literacy training. See the Library's website for more details or contact the staff to discuss your requirements.
Searching and enquiries
Reay House Library provides a bespoke enquiry services to support your research, service development and clinical practice. This includes everything from where to find validated questionnaires to comprehensive searching to for systematic reviews and guideline development. Talk to a member of staff to discuss your needs.

Document supply
Items not available in the Reay House collections or electronically may be obtained free of charge from other sources. Just contact the Library to discuss your requirements.

Other libraries accessible to SLaM
In addition to Reay House Library, SLaM staff may access the following:

**Croydon Health Services Library**
Croydon Health Services NHS Trust
Croydon University Hospital
530 London Road
Croydon
Surrey
CR7 7YE
020 8401 3197
libraryenquiries@croydonhealth.nhs.uk

**Croydon Public Health Intelligence Team**
London Borough of Croydon, Public Health Croydon
Taberner House
Park Lane
Croydon
Surrey
CR9 3BT
020 8726 6000 X61806
http://nww.croydonpct.nhs.uk/section.html?sec=642

**Guy's and St Thomas NHS Foundation Trust Knowledge and Information Centre**
Ground Floor, North Wing
St Thomas' Hospital
Lambeth Palace Road, London
SE1 7EH
020 7188 3416
http://www.kic.gstt.nhs.uk

**Halley Stewart Library, St Christopher's Hospice**
St Christopher's Hospice
51-59 Lawrie Park Road
Sydenham
London
SE26 6DZ
020 8768 4660
d.brady@stchristophers.org.uk
King's College London - Franklin-Wilkins Library
150 Stamford Street
London
SE1 9NH
020 7848 4378
http://www.kcl.ac.uk/library/visiting/fwb.aspx

King's College London - Institute of Psychiatry Library
De Crespigny Park
London
SE5 8AF
020 7848 0204
http://www.kcl.ac.uk/library/visiting/iop.aspx

King's College London - New Hunt's House Library
New Hunt's House
Guy's Hospital
London
SE1 1UL
020 7848 6600
http://www.kcl.ac.uk/library/visiting/hunts.aspx

King's College London - St. Thomas' House Library
St Thomas' House
St Thomas' Hospital
Westminster Bridge Road
London
SE1 7EH
020 7188 3740
http://www.kcl.ac.uk/library/visiting/stthomas.aspx

King's College London - Weston Education Centre Library
Cutcombe Road
London
SE5 9RJ
020 7848 5541
http://www.kcl.ac.uk/library/visiting/wec.aspx
Education & Training Services Section:
Trust Training Centres & Learning Resource Centres (LRC)

Bishopsgate Training Centre and LRC
Bishopsgate Centre
Bethlem Royal Hospital
Monks Orchard Road
Beckenham Kent BR3 3BX
Tel: 020 3228 2605/0599
Fax: 020 3228 4869

By Train:
From Charing X, Waterloo East or London Bridge to Eden Park (10-15 minutes from Bethlem) Victoria & London Bridge run fast trains to East Croydon where there is a taxi rank and several buses available

By Bus:
The inter-hospital bus runs between Maudsley & Bethlem - you must show staff ID

By Car:
There is limited parking near the training centre, however there are usually spaces available in the main car park or by the Fitzmary building.
Education & Training Services Section:
Trust Training Centres & Learning Resource Centres (LRC)

Lambeth Training Centre and LRC
Reay House
108 Landor Rd,
SW9 9NT
Tel: 020 3228 6455
Fax: 020 3228 6252

By train: To Brixton or Clapham High street

By Tube: The site is approximately 5-10 minutes walk from three underground stations: Stockwell - Northern/Victoria line, Brixton - Victoria line and Clapham North - Northern Line (this is the nearest tube).

By Bus: P4, P5, 2, 3, 159, 109, 68, 118, 133, 322, 355 all locally.

By Car: There are no parking spaces available at Landor Rd due to construction work.

Map of LTC:
## Alphabetical Course List

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*South London and Maudsley NHS Foundation Trust*  
*Education & Training Brochure 2013-2014*
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**Training Application Booking Process**

*External application submissions (social workers and Honorary contracts) will require a request for a budget code from the line manager.*
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Title: Eye to Eye