

Essential Mandatory/Statutory Training

2018/19

**Overview of Mandatory Training Competencies**

Lincolnshire Community Health Services NHS Trust is fully aligned to the Skills for Health Core Skills Training Framework (CSTF).

The CSTF defines which staff groups should be trained and the frequency for this training to take place for each core subject.

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| **Subject** | **Level** | **CSTF Code** | **Staff Group** | **Refresher Period** | **Delivery** | **Delivery** |
| **Infection Prevention & Control** | **Level 1** | IPC01 | All Staff | Annual | Induction Day 1 | Mandatory Training Day 1 |
| **Infection Prevention & Control** | **Level 2** | IPC02 | All Staff | Annual | Induction Day 1 | Mandatory Training Day 1 |
| **Safeguarding Adults & Children** | **Level 1** | SA01, SC01 | All Staff | Annual | Induction Day 1 | Mandatory Training Day 2 |
| **Safeguarding Adults & Children** | **Level 2** | SA02, SA02 | Clinical Staff | Annual | Induction Day 4 | Mandatory Training Day 2 |
| **Safeguarding Children** | **Level 3** | SC03 | Clinical Staff | Annual |  | Mandatory Training Day 2 |
| **Safeguarding Adults** | **Level 3** | Local 818 | Clinical Staff | Annual |  | Mandatory Training Day 2 |
| **PREVENT WRAP** | **n/a** | Included in SA02 | All Staff | Annual | Induction day 2 | Mandatory Training day 2 |
| **Moving and Handling** | **Level 1** | MH01 | All Staff | Annual | Induction Day 1 | Mandatory Training Day 1 |
| **Moving and Handling** | **Level 2** | MH02 | Clinical Staff | 2 Yearly | Induction Day 5 | Clinical Pathway |
| **Resuscitation (Adults & Children)** | **Level 1** | RE01 | All Staff | Annual | Induction Day 1 | Mandatory Training Day 1 |
| **Resuscitation (Adults & Children)** | **Level 2** | RE02 | All Staff | Annual | Induction Day 1 | Mandatory Training Day 1 |
| **Resuscitation (Adults) ILS** | **Level 3** | RE03 | Clinical | Annual |  | Clinical Pathway |
| **Resuscitation (Children) PILs** | **Level 3** | RE03 | Clinical | Annual |  | Clinical Pathway |
| **Anaphylaxis** | **n/a** | n/a | Clinical | Annual | eLearning | eLearning |
| **Information Governance** | **n/a** | IG01 | All Staff | Annual | Induction day 1 | Mandatory Training Day 1 |
| **Equality, Diversity & Human Rights** | **n/a** | EDHR01 | All Staff | Annual | Induction Day 1 | Mandatory Training Day 1 |
| **Conflict Resolution** | **n/a** | CR01 | All Staff | Annual | Induction Day 2 | Mandatory Training Day 1 |
| **Health, Safety & Wellbeing** | **n/a** | HSW01 | All Staff | Annual | Induction Day 1 | Mandatory Training Day 1 |
| **Fire Safety** | **n/a** | FS01 | All Staff | Annual | Induction Day 1 | Mandatory Training Day 1 |

**Local Competencies:**

**LCHS recommends the following subjects to be taught in reposne to local risk.**

Anaphylaxis Awareness – Clinical Staff

Safeguarding Adults Level 3 – Clinical staff who work regularly unsupervised with vulnerable adults

Safeguarding Adults / Children Level 4 - Professional Advisors, Named and Designated lead professionals

**Mandatory Matrix 1 – Infection Prevention and Control (IPC01 & IPC02)**

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| **Level** | **Staff Group** | **Learning Outcomes** | **Initial Training** | **Refreshment Training** | **Update Period** |
| **1**  **IPC01** | All LCHS employed Staff | * To introduce staff to infection prevention and control within a healthcare organisation | Induction Training | Mandatory Training Session | Annually |
| **2**  **IPC02** | All LCHS employed Staff | * To build the skills and competencies required to meet Infection Prevention and Control policies and procedures within LCHS NHS Trust | Induction Training | Mandatory Training Session | Annually |

NHS|CSTF|Infection Prevention and Control - Level 1 - 1 Year|

NHS|CSTF|Infection Prevention and Control - Level 2 - 1 Year|

**Mandatory Matrix 2 –**

**Safeguarding Vulnerable People: CSTF – SC01 – 1 YEAR, SC02 – 3 YEAR, SC03 – 3 YEAR, SA01 – 1 YEAR, SA02 3 YEAR + local 818SA03**

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| **Staff Group** | **Service & Level** | **Learning Outcomes** | **Initial Training** | **Refreshment Training** | **Update Period** |
| All LCHS employed staff to include corporate, clerical, bank and volunteer staff | **ALL STAFF**  Level 1  SGA & SGC | * What is child abuse and neglect? * Signs and indicators of abuse and neglect and domestic violence * Maintaining a child focus * The impact of domestic abuse on the child and parenting capacity. * What to do in response to concerns * Know who to contact to refer concerns | Face to Face at induction | **Corporate & Admin Staff:**  Face to Face at Annual Mandatory Session or eLearning  **Clinical Staff:**  Included in Level 2/3 training | **Compliance :Annual**  *Refresher delivered annually* |
| All clinical staff with any contact with adults patients, carers and service users to include bank staff | **Adults Level 2**  **Children Level 2** | Have an understanding of the key principles of the Mental Capacity Act (MCA)  Have a understanding of the key elements of the Deprivation of Liberty Safeguards (DOLS)  Understand current safeguarding adults legislation Understanding of consent and recording of consent and consent by proxy  Have a knowledge of the local MCA and DOLS policy  Documentation and sharing of information regarding concerns  Documentation and sharing of information regarding concerns  Using the Framework for the Assessment of Children in Need and their Families: own safeguarding roles and responsibilities. | **Level 2:**  **Face to Face at Induction**  **combined children & adults** | **½ a day**  **Face to Face**  **Service specific class** | **Compliance: 3 Yearly**  ***Refresher delivered annually*** |
| All clinical staff who work regularly unsupervised with vulnerable adults :  Integrated Clinical Teams (Adults)  Band 4 – 8  Cardiac Rehabilitation  Band 4 – 8  Community Hospitals  Band 4 – 8 Minor Injury Units  Band 4 – 8 + LCHS GP’s Out of Hours  Bands 4 – 8 and LCHS GPs  Adult Therapists and MSK  Band 3 – 8  Sexual Health , | **Adults Level 3** | Understand the next steps in the safeguarding adults process.  Demonstrate ability to work with families and other agencies to resolve and reduce any safeguarding issues.  Be able to advise other agencies regarding the health management of Safeguarding adults concerns.  Be able to contribute to serious case reviews or equivalent process.  effective analysis and use of risk assessment tools | 1 day Level 3 Safeguarding Adults Training within 6/12 of start date | **½ a day**  **Face to Face**  **Service specific class** | **Compliance: 3 Yearly**  ***Refresher delivered annually*** |
| All clinical staff who work regularly unsupervised with children and young people to include bank staff  Paed Therapists  Band 3 – 8  MSK Team  Bands 3 – 8  Sexual Health  Bands 4 – 8  Urgent care & Out of Hours  Band 4 – 8 + | **Children Level 3** | Working together to identify, assess and meet the needs of children where there are safeguarding concerns.  Working with complexity  The impact of parenting issues, such as domestic abuse, substance misuse on parenting capacity.  Recognise the importance of family history and functioning.  Effective analysis and use of risk assessment tools  Working with children and family | Level 3 Risk Assessment Training to be completed within 6/12 of commencing employment | **½ a day**  **Face to Face**  **Service specific class** | **Compliance: 3 Yearly**  ***Refresher delivered annually*** |
| **REFRESHER** | **TRAINING** |  |  |  |  |
| All clinical staff with any contact with adults patients, carers and service users to include bank staff | **Adult ICTs & Community Hospitals**  Level 2 SGA & SGC | Practitioners create records which adhere to expected standards of professional practice  To be able to records which contain evidence of holistic assessment and defensible decision making  To analyse and identify incidents of concerns from chronologies / SCR  To write records accurately reflecting assessment, planning, interventions and evaluations of care to meet expected professional standards / LCHS guidelines.  To identify missed opportunities within practice and exercise professional curiosity to safeguard adults at risk .  To implement in practice lessons learned from internal / external reviews | **Level 2:**  Face to Face at Induction  combined children & adults | ½ a day Face to Face  All clinical staff  **To include**  **SA Level 3** | **Compliance: 3 Yearly**  *Refresher delivered annually* |
| All clinical staff with any contact with patients, carers and service users to include bank staff | **OOH, Walk in centre, Urgent care, MIIU**  Level 2 SGA & SGC  Level 3 SGA & SGC | As above | **Level 2:**  Face to Face at Induction  combined children & adults  **SC Level 3:**  Risk Assessment Training to be completed within 6/12 of commencing employment  **SA Level 3:**  Training to be completed within 6/12 of commencing employment | ½ day Face to Face | **Compliance: 3 Yearly**  *Refresher delivered annually* |
| All clinical staff with any contact with children, carers and service users to include bank staff | **Specialist Children’s Services**  *Domiciliary care services*  *Paediatric therapists*  Level 2 SGA & SGC  Level 3 SGA | As above | **Level 2**:  Face to Face at Induction  combined children & adults  **SC Level 3:**  Risk Assessment Training to be completed within 6/12 of commencing employment | ½ a day Face to Face | **Compliance: 3 Yearly**  *Refresher delivered annually* |
| All clinical staff with any contact with patients, carers and service users to include bank staff | **Sexual Health**  Level 2 SGA & SGC  Level 3 SGA & SGC | As above | **Level 2:**  Face to Face at Induction  combined children & adults  **SC Level 3:**  Risk Assessment Training to be completed within 6/12 of commencing employment  **SA Level 3:**  Training to be completed within 6/12 of commencing employment | Attendance at annual conference +  ½ a day Face to Face | **Compliance: 3 Yearly**  *Refresher delivered annually* |
| Professional Advisors, Named and Designated lead professionals   * Named Nurse * Deputy Named Nurses * Band 7 and 8 VCYP team | **Level 4** | In addition to level 1, 2 and 3   * Advising staff in previous groups * Promoting effectiveness * Professional Practice * Advising others | Inter-agency training and professional development related to specific role  To include appropriate Management and Leadership training within 3 years of appointment | 6 x ½ day sessions of any appropriate level 4 training in a three year period | Equivalent of 6 x ½ day sessions level 4 training within a three year period |
| All Staff | **PREVENT (WRAP)** | To understand the aims of Prevent;  Consider who might be vulnerable;  See why some people are able to influence and manipulate others to commit crimes;  Recognise when a vulnerable individual may be in need of help; | Face to Face at Coproate Induction | Awareness Refresher as part of Annual Mandatory Safeguarding updates | WRAP – once only  Refresher annually |

Reference – *Working Together to Safeguard Children* (2015). HM Government. London

**This list is by no means exhaustive and additional training can be accessed at manager’s discretion**

NHS|CSTF|Safeguarding Children - Level 1 - 1 Year|

NHS|CSTF|Safeguarding Children - Level 2 - 3 Years|

NHS|CSTF|Safeguarding Children - Level 3 - 3 Years|

818|LOCAL|Safeguarding Children Level 4|

NHS|CSTF|Safeguarding Adults - Level 1 - 1 Year|

NHS|CSTF|Safeguarding Adults - Level 2 - 3 Years|

818|LOCAL|Safeguarding Adults Level 3|

818|LOCAL|Safeguarding Adults Level 4

**DRAFT Mandatory Matrix 4 – Moving and Handling and Fire Evacuation (MH01, MH02)**

**Current Training Provision re: Moving & Handling Level 2 Training**

LCHS does not currently have a Moving & Handling trainer in post who is able to deliver the higher level programmes. An advertisement for a Moving & Handling Specialist (Band 7) is currently live and interviews are scheduled for 8th June 2018.

**Current Training Provision:**

If your role requires you to be trained to Level 2 an external trainer will provide this. New starters are being trained as part of their Induction. There are limited places for existing staff who are out of date and these are being booked in order of priority according to the level of risk in your workplace.

***Please note that Level 1 training continues to be delivered as a component of the annual 1 day mandatory update for all staff.***

A review of the training requirements for Level 2 Moving & Handling will take place following recruitment of the Moving & Specialist.

All clinical staff will require Level 2 training however, the way in which staff will receive training will be determined by job role. It is expected that a number of roles may complete this training through combination of eLearning and/or practical training in the simulation suite or clinical setting.

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| **Staff Groups** |  | | |  | |  |
| **Level 1**  **CSTF** | **Level 2 CSTF** | **Practical M&H** | **Course Details** | **Duration** | **Renewal** |
| Office Workers  All Secretarial. Clerical, Admin, Support and Reception Staff without patient care responsibilities;-  Managers without clinical registration.  Senior Managers and Executive Directors.  Education & Training Team (office based) Facilities Officers and Managers.  IM&T (office based) | **🗸** |  |  | **L1 Inanimate Load Handling e-learning Plus e-assessment**  **Induction**  **Update** |  | **Bi-annual** |
| Active Load Handling Staff  Education & Training Team (training staff without clinical registration)  IM&T (Training team)  Housekeeping staff | **🗸** |  |  | **L1 Inanimate Load Handling e-learning Plus e-assessment**  **Induction**  **Update** |  | **Bi-annual** |
| Clinical Staff (A)  All clinically registered staff and support staff with patient care responsibilities;-  Medical Staff  Speech and Language Therapists (clinic based)  Sexual Health & Family Planning Nurses  Phlebotomists.  Public Health Nurses.  Safeguarding Team.  Walk in Centre staff.  Physiotherapists (Clinic Based).  School Nurses and Nursery Nurses \*.  Health visitors & Community RGN’s \*  Infection Control Advisors.  Specialist Nurses (Cardiac rehab. Respiratory, Continence, Diabetes)  Minor Injuries  Urgent Care Centres  Outpatients Dept’s | **🗸** | **🗸** |  | **L2 Patient Handling e-learning**  **Plus e-assessment**  **Induction**  **Update** |  | **Bi-annual** |
| Clinical Staff (B)  Podiatrists.  Surgical Day Units/Theatres/COAST | **🗸** | **🗸** |  | **L2 Patient Handling e-learning**  **Plus e-assessment**  **Specific Face to Face Training (i)**  **Induction**  **Update** | **½ Day**  **½ Day** | **Bi-annual**  **Bi-annual** |
| Clinical Staff (C)  Health Care Responders/Out of Hours/Emergency Care Practitioners. \*\*\*\*\*\*\*Need to review service specification for details of known M&H duties and assess requirement for a bespoke session based on outcome\*\*\*\*\*\*\* | **🗸** | **🗸** | **🗸** | **L2 Patient Handling e-learning**  **Plus e-assessment**  **Specific Face to Face Training (ii)**  **Induction**  **Update** | **½ Day**  **½ Day** | **Bi-annual**  **Bi-annual** |
| Community Hospital Staff  Community Hospital Ward Nursing &Therapy Staff inc Matrons.  Butterfly Hospice | **🗸** | **🗸** | **🗸** | **L2 Patient Handling e-learning**  **Plus e-assessment**  **Specific Face to Face Training inc. Emergency Evacuation (iii)**  **Induction**  **Update** | **1 Day**  **1 Day** | **Bi-annual**  **Bi-annual** |
| Integrated Clinical Teams - Adults  Clinical staff up to & inc Band 7;-  Community Nursing & Therapy Services Staff  Occupational Therapists  Speech and Language Therapists  Physiotherapists  ADSS  Specialist Nurses (TV, Macmillan, Care Home) | **🗸** | **🗸** | **🗸** | **L2 Patient Handling e-learning**  **Plus e-assessment**  **Specific Face to Face Training (iv)**  **Induction**  **Update** | **1 Day**  **1 Day** | **Bi-annual**  **Bi-annual** |
| Integrated Clinical Teams- Children  Children’s Occupational and Physiotherapy Therapy Teams  Children’s Domiciliary Care Team | **🗸** | **🗸** | **🗸** | **L2 Patient Handling e-learning**  **Plus e-assessment**  **Service Specific Face to Face training (v)**  **Induction**  **Update** | **1 Day**  **1 Day** | **Bi-annual**  **Bi-annual** |

NHS|CSTF|Moving and Handling - Level 1 - 1 Year|

NHS|CSTF|Moving and Handling - Level 2 - 2 Years|

**Mandatory Matrix 5 – Resuscitation (RE01, RE02, RE03)**

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| **Level** | **Staff Group** | **Learning Outcomes** | **Initial Training** | **Refreshment Training** | **Update Period** |
| **RE01, RE02**  **BLS**  **(Adult and Children) with AED** | All LCHS employed staff to include corporate, clerical, bank and volunteer staff | * Assessment and management of a casualty using the ABC method * Summoning appropriate help * Management of choking casualty * Management of unconscious casualty * Management of respiratory and cardiac arrest to include use of AED where available * Reporting requirements | Face to face  Basic Life Support (Adults and Children) with AED at LCHS Trust Induction. | Annual Mandatory Training. | Annually |
| **RE03**  **Adults**  **ILS** | The following clinical staff will require Immediate Life Support Training.  **Cardiac Rehabilitation**  Band 5– 7  **Ward based staff**  Band 5 – 7  **Minor Injury and Illness Units**  Band 5 – 7  LCHS employed Drs  **Gainsborough Surgical Day Centre**  Band 5 – 7  **Louth and Skegness Unscheduled Care Centres**  Band 5 - 7  LCHS Employed Dr’s  **Out of Hours**  Bands 5 – 7  **Podiatrists**  Band 5 – 8  **Sexual Health** *(Staff who fit or support IUD fitting only – named individuals)*  Bands 5 – 8  LCHS employed Drs. | In addition to BLS:   * Causes and prevention of cardiac arrest * Assessment and management of a casualty using the ABCDE method * Airway management * Initial Resuscitation and defibrillation * Targeted training for service area * Simulated Practice | Face to face Immediate Life Support (Resuscitation Council UK) course | Annual half day  re-certification | Annually |
| **RE03**  **PILS** | The following clinical staff will require Paediatric Immediate Life Support Training.  **MIU**  Band 6 – 7  LCHS employed Drs  **Louth and Skegness Urgent care Care Centre**  Band 6 – 7  LCHS employed Drs  **Out of Hours**  Bands 6 – 7 | In addition to BLS   * Recognition and management of the seriously ill child * Paediatric BLS and choking * Airway management and ventilation * PBLS with adjuncts * Emergency circulatory access, fluid administration and medications * Paediatric ALS algorithm and management of cardio-respiratory arrest * Simulated Practice * Optional targeted training | Face to face Paediatric Immediate Life Support (Resuscitation Council UK) course | Annual half day  re-certification | Annually |

NHS|CSTF|Resuscitation - Level 1 - 1 Year|

NHS|CSTF|Resuscitation - Level 2 - Adult Basic Life Support - 1 Year|

NHS|CSTF|Resuscitation - Level 2 - Paediatric Basic Life Support - 1 Year|

ILS – NHS|CSTF|Resuscitation - Level 3 - Adult Immediate Life Support - 1 Year|

PILS - NHS|CSTF|Resuscitation - Level 3 - Paediatric Immediate Life Support – 1 Year|

**Mandatory Matrix 6 – Anaphylaxis Awareness – Not a CSTF Core Standard**

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| **Level** | **Staff Group** | **Learning Outcomes** | **Initial Training** | **Refreshment Training** | **Update Period** |
| **Anaphylaxis**  **Awareness**  **818 Local** | All Clinical Staff | * Recognition of anaphylactic shock * Management of anaphylactic shock * Recognising need for emergency support * Administration of adrenaline | eLearning | eLearning | Annually |

818|LOCAL|Anaphylaxis NEW|

**Mandatory Matrix 7 – Information Governance (IG01)**

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| --- | --- | --- | --- | --- | --- |
| **Level** | **Staff Group** | **Learning Outcomes** | **Initial Training** | **Refreshment Training** | **Update Period** |
| **1**  **IG01** | All LCHS staff | * To introduce staff to the Information Governance Framework * To ensure staff understand the individual and organisational responsibilities in order to comply with the Data Protection Act 1998 * To understand the concept of confidentiality * To be aware of safe storage and access to information * Corporate information assurance | Induction Training | Annual Mandatory Training | Annually |

NHS|CSTF|Information Governance - 1 Year|

**Mandatory Matrix 8 – Equality & Diversity (EDHR01)**

The levels of competence have been formulated to enable staff to establish the required level of Equality & Diversity. Staff should be appraised and trained based upon their roles relating to equality and diversity.

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| **Level** | **Staff Group** | **Learning Outcomes** | **Initial Training** | **Refreshment Training** | **Update Period** |
| **1**  **EDHR01** | All LCHS employed staff clinical and non-clinical | * To ensure all staff have a good basic understanding of what Equality and Diversity means to them as an individual and to the organisation and that this is updated on a yearly basis | Induction Training | Annual Mandatory Training | Annually |

NHS|CSTF|Equality, Diversity and Human Rights - 1 Year|

**Mandatory Matrix 9 – Conflict Resolution (CR01)**

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| **Level** | **Staff Group** | | **Learning Outcomes** | | **Initial Training** | | **Refreshment Training** | | **Update Period** | |
| All staff with face to face contact with patients and public | | * All clinical teams * Front of House staff | * To introduce the basic concepts of conflict resolution * To introduce the NHS security management system * To understand and recognise signs of escalation * To learn some de-escalation techniques | Conflict Resolution – Starter Training ½ day face to face | | Annual Mandatory Training | | Annually | |

NHS|CSTF|NHS Conflict Resolution (England) - 1 Year|

**Mandatory Matrix 10 – Health, Safety & Wellbeing (HSW01)**

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| **Level** | **Staff Group** | **Learning Outcomes** | **Initial Training** | **Refreshment Training** | **Update Period** |
| **1**  **HSW01** | All LCHS employed staff | * Health and Safety legislation * Audit (NHSLA, CQC etc) * Risk Assessment and management * Slips, Trips and Falls * Incident reporting * Escalation procedure * Personal Security * Security management * Stress management * DSE * Fire Safety * Medical Devices training plan (Medical devices training will be delivered locally to reflect service requirements) | Induction Training | Annual Mandatory Training | Annually |

NHS|CSTF|Health, Safety and Welfare - 1 Year|

**Mandatory Matrix 11– Fire Safety Training (FS01)**

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| **Level** | **Staff Group** | **Learning Outcomes** | **Initial Training** | **Refreshment Training** | **Update Period** |
| **Fire Safety**  **Level 1**  **FS01** | All LCHS employed staff | * Review individual responsibilities under the Regulatory Reform (Fire Safety) Order 2005 * Understand the actions required to take in the event of a fire * Have knowledge of fire extinguishers and the types of fires they fight | Face to Face at Induction | Annual Face to Face session within Mandatory training programme | Annually |
| **Fire Safety**  **Level 2**  **818 Local** | All ward based staff | * To gain an understanding of the role of ward based staff in the event of a fire in an inpatient area * Practical Fire Appliance Training   *Fire Evacuation training will be delivered in the Moving and Handling training for ward based staff* | Face to Face at Induction  Fire Evacuation training delivered in Module 5 moving and handling training | Practical Fire Appliance Training delivered locally | Annually |

NHS|CSTF|Fire Safety - 1 Year|

818|LOCAL|Fire Safety Level 2|

**Clinical Skills Training – no competency aligned and is not mandatory**

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| --- | --- | --- | --- | --- |
| **Level** | **Staff Group** | **Learning Outcomes** | **Initial Training** | **Refreshment Training** |
| **n/a** | All clinical staff | Palliative care  Diabetes – Blood glucose monitoring  Tissue Viability – Pressure Ulcer prevention  Medicines Management  Female, Male and Supra Pubic Catheterisation | 2 days for registered staff  1 day for non-registered staff | Once only |

**Mentor Update Training for Nurses**

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| **Level** | **Staff Group** | **Learning Outcomes** | **Initial Training** | **Refreshment Training** |
| **n/a** | All NMC registered staff who supervise student placments |  | 60 minute update provided by the University of Lincoln | Annually |