**STATUTORY AND MANDATORY TRAINING POLICY**

1. Executive Summary

This policy defines our statutory and mandatory training programme, which aims to ensure the organisation is resourced with people who have the appropriate competence and experience to enable the Practice to achieve its purpose and meet future needs.

The policy documents the type of training, who must attend and if any update is required. It also documents the responsibilities of staff and managers and information about how to access the training.

2. Introduction

We recognise that statutory and mandatory training is of vital importance in order to protect the safety of staff, visitors and the general public.

It is a priority for staff to be released to attend statutory and mandatory training and the granting of permission for other training will be contingent on staff having attended, or arranged to attend, their required statutory or mandatory training for the current year.

Statutory and mandatory training must be undertaken by all staff. Failure to do so would be considered to be a breach of the terms and conditions of employment and may be subject to disciplinary procedures.

3. Definitions

Statutory Training

Statutory training is legally required to provide as defined in law or where a statutory body has instructed organisations to provide training on the basis of legislation. E.g. Fire Safety, Health, Safety & Security, Moving and Handling

(Please see Appendix A for full training list).

Mandatory Training

It is concerned with minimising risk, providing assurance against policies and ensuring TLS meets external standards and best practice guidance e.g. Safeguarding Children.

4. Training Provision

Details of the statutory and mandatory training are attached at Appendix A, together

with the frequency of when they should be accessed by staff. These courses reflect

the decisions taken TLS about what needs to be done to meet requirements and regulations, the organisational priorities and the areas that are essential to TLS business.

It is recognised that for some staff, finding the time required to commit to attending formal training courses may be difficult. To address this, the majority of statutory and mandatory courses can be accessed via e-learning.

These courses are provided in line with Health and Safety legislation, Care Quality Commission standards and all other relevant DoH guidelines. The purpose is to support and protect staff, clients and the public.

5. Duties and Responsibilities

5.1 Organisation Responsibilities

TLS are responsible for and committed to ensuring that all employees are appropriately trained to enable them to undertake their duties and to also protect their own wellbeing.

TLS has responsibility for ensuring that all requirements relating to statutory and mandatory training are in place and upheld by all staff. This ensures the quality, content and frequency of training being provided and equitable access to training by staff.

TLS is also required to ensure services commissioned by them have a Statutory and Mandatory training policy and programme to ensure best practice, minimise risk and patient, staff and public safety.

5.2 Responsibilities of Members of Staff

All staff are responsible for ensuring they are competent for their role and have a full

understanding of the regulations and requirements related to their duties, responsibilities and facilities that enable them to carry out their job. This policy will also be discussed at the appraisal meetings between staff and their line manager.

Many staff will have additional and specific professional and regulatory and continuing professional development requirements.

It is a priority that all staff ensure that training in the statutory and mandatory programme has been completed regardless of an individual’s post or ability, and should be treated as the highest priority in the annual personal development

planning and review cycle.

All staff that have applied to undertake further training will need to demonstrate that they have undertaken or have arranged to undertake their Statutory and Mandatory training before their applications for further training will be considered.

All staff whether paid or unpaid have a statutory duty to cooperate with their manager to undertake training as required.

All staff should participate as required in any audits that may be carried out to monitor statutory and mandatory training.

5.3 Responsibilities of the Practice manager and GP Partners

Practice manager and GP Partners have the responsibility to ensure compliance with TLS

Policies and Procedures by enabling all staff within their department to receive the required training and supervision.

Every opportunity must be given to staff to undertake statutory and mandatory courses in work time and ensure that statutory and mandatory training is reviewed during appraisals, with both the manager and post holder identifying any learning needs in their Personal Development Plan (PDP).

Practice managers should ensure that all statutory and mandatory training certificates are

recorded on personal files.

**Appendix A**

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| **Frequency** | **Course title** | **Who should complete** |
| Annual | Basic life support & Anaphylaxis  Safeguarding children  Safeguarding vulnerable adults  Information Governance in General Practice/ GDPR | All staff  All staff  All staff  All staff |
| 2 yearly | Infection control  Chaperone training  Whistleblowing  Manual handling and patient handling | All staff  Chaperones  All staff  All staff |
| On Induction & 3 yearly | Equality and disability  Fire safety training and fire prevention  Health and safety | All staff  All staff  All staff |