

Psychiatrist's Guidance & Record of Statutory, Mandatory and Essential Training 10 Sept 2018

All non-training grade psychiatrists are required to undertake certain training courses both at the point of induction and on a regular basis thereafter. These notes detail what training is involved and how it can be accessed. The Record of Training sheet, which follows, should be completed and form part of the doctor's annual appraisal submission.

Definitions of Training

Statutory is defined as training that is prescribed or authorised by a statute of law and it is compulsory for all employees at Induction and at appropriate intervals during employment.

Mandatory is defined as training which NHS Greater Glasgow and Clyde has identified for the organisation and is commonly underpinned by statutory law, legislation, national guidance and recommendations. This training is delivered at induction and at appropriate intervals during employment.

Essential (Role Specific) is defined as any training or education that is required for an employee to undertake to support the services they deliver in their job role, speciality or location. Essential education requirements will be defined and monitored at a local level by senior managers/professional leads. As with statutory and mandatory topics, essential training once identified is compulsory and will be required at induction and at appropriate intervals during employment.

A. NHS GGC Core Statutory & Mandatory Learnpro Modules

All staff must complete the 9 NHS GGC core statutory and mandatory training modules on induction and then **at 3 yearly intervals** (with the exception of Fire Safety which must be completed 2 yearly - see notes below).

You can access all of the modules below on the online learning platform, Learnpro. To do this, log on to Learnpro using the following link:

https://nhs.learnprouk.com/lms/login.aspx?ReturnUrl=%2flms%2fuser_level%2fwelcome.aspx

Once you have successfully completed a module you will be able to produce a certificate from Learnpro. You can save this as a document for upload to support professional requirements such as CPD or revalidation.

If you have any difficulty accessing Learnpro or a specific module, please contact LE Support on 0141 278 2700.

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NHS GGC CORE STATUTORY & MANDATORY MODULES

Code	Title
GGC001	Fire Safety (see notes below)
GGC002	Health and Safety, An Introduction
GGC003	Reducing Risks of Violence & Aggression
GGC004	Equality, Diversity and Human Rights
GGC005	Manual Handling Theory
GGC006	Public Protection - (Adult Support & Protection and Child Protection)
GGC007	Standard Infection Control Precautions
GGC008	Security and Threat
NES	Safe Information Handling - Foundation (Information Governance)
GGC	Falls Prevention training
NES	Preventing Falls

Fire Safety Evacuation Training

All staff must complete the GGC001 Fire Safety Learnpro Module at induction and then at 2 yearly intervals.

In addition, all staff working in ward areas (who may then be involved in supporting ward evacuation) must also attend an instructor led Fire Evacuation Training Session every 2 years. The Learnpro Module should be undertaken one year and the Evacuation Training the next, alternating thereafter.

Fire Evacuation Training sessions are provided by the local Fire Officer usually on ward sites. Contact your ward manager to arrange attendance - or see staffnet page for more information.

<http://www.staffnet.ggc.scot.nhs.uk/Acute/Facilities/Fire%20Safety/Pages/FSH.aspx>

Staff working exclusively in community settings require only to complete the Fire Safety Learnpro Module every 2 years.

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B. Essential (Role Specific) Training for Psychiatrists

The following training courses should be completed on induction and on a regular basis thereafter as specified below:

1. On induction/once only

Learnpro modules:

https://nhs.learnprouk.com/lms/login.aspx?ReturnUrl=%2flms%2fuser_level%2fwelcome.aspx

- NES Introduction to Patient Safety
- GGC 126 Clinical Governance
- GGC 177 Risk Management
- GGC 135 Datix reporter training

- GGC 175 Records Management
- GGC 147 Freedom of Information

- NES Duty of Candour
- NES Complaints & Feedback 2017

- GGC 039 Child Protection - Level 2
- CPD Gender Based Violence

- GGC 156 IR (ME) R for Doctors and Dentists (Ionising Radiation (Medical Exposures) Regulations 2000) - this module is mandatory for all clinicians requesting any radiological procedures that result in medical radiation exposure - such as X rays or CT scans

- GGC Falls Prevention Training

- NES Preventing Falls

2. On induction and then every 1 year

Medical Emergency Response

- 1 full day multidisciplinary training can be accessed through local management and involves designated trainers

OR - if predominantly community based

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- ½ day Community Based Training (adult or paediatric) can be accessed via Community resuscitation officer Donald Fraser at:
resuscitation.training@ggc.scot.nhs.uk or
<http://www.staffnet.ggc.scot.nhs.uk/Partnerships/Resuscitation/Pages/Resuscitation%20-%20training.aspx>

3. On induction and then every 2 years

a) SHARPS Training

Learnpro modules:

https://nhs.learnpro.uk.com/lms/login.aspx?ReturnUrl=%2flms%2fuser_level%2fwelcome.aspx

- GGC 061 Management of Needlestick & Similar Injuries
- Infection prevention and control NES: Scottish IPC Education Pathway - Foundation: Prevention and Management of Occupational Exposure

(this module is found by clicking on the Infection and Control tab on the home page, then NES: Scottish IPC Education Pathway - Foundation, then the Prevention and Management of Occupational Exposure topic - there is no requirement to complete the other topics within the foundation layer)

- GGC 062 Managing skin care at work for managers (only if you have line management responsibility)
- GGC 063 Managing skin care at work for responsible person (only if you are a face to face safer use of sharps cascade trainer or an identified skin health surveillance responsible person)

PLUS

- face to face Safer Use of Clinical Sharps training session on induction once provided locally by cascade trainers

b) Breakaway Training (Management of Aggression and Violence)

- On induction - Learnpro module GGC 003 Reducing Risks of Violence & Aggression (one of NHS GGC core statutory and mandatory modules), PLUS 1 full day Breakaway Training Course
- 2-yearly updates which involve half-day training
- Contact Violence Reduction Team to arrange induction and update training:
violencereduction@ggc.scot.nhs.uk

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<http://www.staffnet.ggc.scot.nhs.uk/Info%20Centre/Health%20and%20Safety/ViolenceandAggressionReduction/MentalHealth/Pages/ViolenceandAggressionReduction-MentalHealthHomepage.aspx>

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4. On Induction and then every 3 years

a) Educational/Clinical Supervision

WoS Deanery Educational/Clinical Supervisors Day or NES FDA Course every 3 years

- For supervisors/potential supervisors of trainees only
- WoS Deanery Educational/Clinical Supervisors Day events: these events are organised by Dr Seamus McNulty APGD usually on a 2 yearly basis with email notification sent by Tracy Aitken, Operational Manager - Postgraduate Psychiatric Trainees (WoS)
- Consultants should aim to attend the NES FDA Trainer Workshop (an entry level workshop for Trainers/Educational Supervisors covering the fundamentals of both clinical and educational supervision) at least once
- NES FDA Trainer Workshop booked through the NES Portal:
<https://www.portal.scot.nhs.uk>
- Trainers should also consider completing the relevant STAR modules (and especially if they have not yet been on one of the above courses)

Supervision - the named clinical supervisor
Induction - arranging this for trainees
E portfolio - a supervisor's guide to NES portfolio
Appraisal & feedback 1 & 2
Work place based assessment - Parts 1, 2 & 3
Doctors in difficulty (trainees)
Supervised learning events - an introduction

<https://www.mystar.org.uk/site/start/login.asp>

b) Clinical Risk Management (CRAFT)

- Learnpro module (when available)
- Clinical Risk Management (CRAFT) training session (when available) - arranged locally

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5. On induction and then every 5 years

AMP training:

Induction

- Initially online training followed by 1-day course:
- Full instructions are provided on the RCPsych in Scotland Mental Health Act page: <http://www.rcpsych.ac.uk/workinpsychiatry/divisions/rcpsychinscotland/mentalhealthact.aspx>
- Register on Turas Learn [Home | Turas | Learn](#) to complete the AMP Part 1 online module, then book AMP Part 2 training course through NES Portal <https://www.portal.scot.nhs.uk>
- Send a copy of your AMP training certificate to Joan Telfer - joan.telfer@ggc.scot.nhs.uk, as she maintains the board AMP list

Updates

- 5-yearly updates will become **mandatory for all existing AMP's on 1st January 2020 so ensure you have attended an update course before then**
- For all AMP's, it is mandatory that you complete the CORE and CAPACITY modules. These modules are carried out on the same day and offered as one combined course.
- For AMP's who specialise in Forensic psychiatry, it is mandatory that you also complete a half-day FORENSIC module
- For AMP's who specialise in Child and Adult psychiatry, it is mandatory that you also complete a half-day CAMHS module
- AMP Update Training Courses booked through the NES Portal: <https://www.portal.scot.nhs.uk>
- Payment should be made at the point of booking and can then be immediately reclaimed via expenses
- Send a copy of your AMP update training certificate to Joan Telfer - joan.telfer@ggc.scot.nhs.uk, as she maintains the board AMP list

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6. Recommended additional role specific Learnpro Modules completed once

- GGC 117 Capacity and Consent
- GGC 022 Adult support and protection - advanced
- GGC Suicide prevention: core module
- NES Co-occurring substance misuse & mental health
- GGC 102 Occupational Health
- CPD Stress Management
- NES Preventing Falls - for old age and LD Consultants

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What	How	Where	When	And then...	Date of last training	Next due
NES Introduction to Patient Safety	e-learning	Learnpro	On induction	Induction only		
Clinical Governance	e-learning	Learnpro	On induction	Induction only		
Risk Management	e-learning	Learnpro	On induction	Induction only		
Datix reporter training	e-learning	Learnpro	On induction	Induction only		
Records Management	e-learning	Learnpro	On induction	Induction only		
Freedom of Information	e-learning	Learnpro	On induction	Induction only		
Duty of Candour	e-learning	Learnpro	On induction	Induction only		
NES Complaints & Feedback 2017	e-learning	Learnpro	On induction	Induction only		

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What	How	Where	When	And then...	Date of last training	Next due
Child Protection - Level 2	e-learning	Learnpro	On induction	Induction only		
Gender Based Violence	e-learning	Learnpro	On induction	Induction only		
Ionising Radiation Regulations (Medical Exposures)	e-learning	Learnpro	On induction	Induction only		
Safer Use of Clinical Sharps	½ hour session	Face to face session from local cascade trainer	On induction	Induction only		
Medical Emergency Response	Training session	Access through local management and designated trainers or Community Resuscitation Officer	On induction	Yearly		
Management of Needlestick & Similar Injuries	e-learning	Learnpro	On induction	2 Yearly		
Prevention & Management of Occupational Exposure	e-learning	Learnpro	On induction	2 Yearly		
Fire Safety	e-learning	Learnpro	On induction	2 Yearly		

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What	How	Where	When	And then...	Date of last training	Next due
Fire Safety Evacuation Training (not required if working only in community)	Session provided by local Fire Officer for ward staff	Arranged locally	On induction	2 yearly (alternating with on-line module)		
Breakaway training (Management of Aggression and Violence)	Training session with Violence Reduction Team	Contact Violence Reduction Team for training session	On induction (one full day)	Every 2 years (half day)		
Managing skin care at work (for managers or skin health surveillance responsible persons only)	e-learning	Learnpro	On induction	2 Yearly		
Health & Safety, An Introduction	e-learning	Learnpro	On induction	3 yearly		
Reducing Risks of Violence & Aggression	e-learning	Learnpro	On induction	3 yearly		
Equality, Diversity & Human Rights	e-learning	Learnpro	On induction	3 yearly		
Manual Handling Theory	e-learning	Learnpro	On induction	3 yearly		

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What	How	Where	When	And then...	Date of last training	Next due
Adult Support & Protection	e-learning	Learnpro	On induction	3 yearly		
Child Protection - Level 1	e-learning	Learnpro	On induction	3 Yearly		
Standard Infection Control Precautions	e-learning	Learnpro	On induction	3 yearly		
Security & Threat	e-learning	Learnpro	On induction	3 yearly		
NES Safe Information Handling- foundation	e-learning	Learnpro	On induction	3 yearly		
Clinical Risk Management (CRAFT)	e-learning	Learnpro	On induction	3 yearly		
	Training session	Arranged locally	On induction	3 yearly		
Educational/Clinical Supervision	1-day training session	Book FDA course through NES portal OR Educational/Clinical Supervisors Day organised by Seamus McNulty, APGD	For supervisors/ potential supervisors of trainees	3 yearly		

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What	How	Where	When	And then...	Date of last training	Next due
AMP training- induction	Online training followed by 1-day training session	Initially accessed via RCPsych website Book AMP part 2 course via NES Portal	Within 6 months of taking up consultant post	Every 5 years (see below)		
AMP update training	1-day training session	Book AMP update course via NES Portal	Within 5 years of AMP induction training	Every 5 years		
	If Forensic or CAMHS also book ½ day specialty update course	Book AMP ½ day specialty update course via NES Portal	Within 5 years of AMP induction training	Every 5 years		

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Recommended additional training modules

What	How	Where	When	And then...	Date of training
Capacity & Consent	e-learning	Learnpro	On induction	Induction only	
Adult Support and Protection - Advanced	e-learning	Learnpro	On induction	Induction only	
Suicide Prevention	e-learning	Learnpro	On induction	Induction only	
Co-occurring substance misuse & mental health	e-learning	Learnpro	On induction	Induction only	
Occupational Health	e-learning	Learnpro	On induction	Induction only	
Stress Management	e-learning	Learnpro	On induction	Induction only	
Preventing falls (old age & LD)	e-learning	Learnpro	On induction	Induction only	

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Recommended STAR training modules for trainers

What	How	Where	When	And then...	Date of training
Supervision - the named clinical supervisor	e-learning	STAR	On induction	Induction only	
Induction - arranging this for trainees	e-learning	STAR	On induction	Induction only	
E portfolio - a supervisor's guide to NES portfolio	e-learning	STAR	On induction	Induction only	
Appraisal & feedback 1 & 2	e-learning	STAR	On induction	Induction only	
Work place based assessment - Parts 1, 2 & 3	e-learning	STAR	On induction	Induction only	
Doctors in difficulty (trainees)	e-learning	STAR	On induction	Induction only	
Supervised learning events - an introduction	e-learning	STAR	On induction	Induction only	