

Training Checklist for New Staff (Registered Nurse)

Part 1 - Core training

Part 2 - CCRC unit specific training (page 12)

Name of staff:

Job Title:

Start date on CCRC:

Name of unit:

New staff are granted **four** working weeks supernumerary time when they start in post. This is not only to allow for local orientation and introduction to staff roles and core working processes, but also to provide protected time for mandatory training that needs to be achieved within the **first** month.

Instructions

This training checklist should be personalised for each individual according to their job role and in which unit they are working. **In addition to the core training section please use the appropriate ward specific appendix.** The Mentor or Direct Line Manager will use the training checklist to carry out a training gap analysis for a new starter and to set up an action plan for the individual to achieve their required training. The training checklist is also designed to give staff the necessary information for them to arrange their on-going mandatory training.

It is the individual staff member's responsibility to ensure the relevant training as stipulated by the Trust (via DOT) and the CCRC (via list below), is carried out and recorded in Q-Pulse. Your Direct Line Manager must ensure that all relevant medical devices have been entered on CUH Health Roster as per CCRC/SOP099 CCRC Mandatory Training and Recording of Training.

Record the completion dates and place a tick in the QP box once entered in Q-Pulse. Once completed a copy should be placed in the staff member's personal file.

This checklist is to be used in conjunction with CCRC/SOP099 CCRC Mandatory Training and Recording of Training.

Abbreviation Key			
CIWP	Corporate Induction Welcome Programme	POC	Point of Care
CUH	Cambridge University Hospitals	QPO	Qualified Practitioner Orientation
DOT	Direct Online Training	QP	Q-Pulse
GCP	ICH Good Clinical Practice	RN	Registered Nurse
MAR	Mandatory Annual Refresher programme for Clinical Staff	UKONS	UK Oncology Society

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Part 1 - Core training

Induction programs for staff new to the Trust only

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Corporate Induction Welcome Programme (CIWP)	Within 1 month	One-off	Booked by Recruitment Services and line manager via Trust recruitment system		
Qualified Practitioners Orientation (QPO)	Within 1 month	One-off	Booked by Recruitment Services and line manager via Trust recruitment system		

General Mandatory Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Blood Awareness	Within 1 month	Annual	DOT e-learning		
Blood Collection Training, including competency assessment	Complete before collection or administration	Annual ¹	Book via DOT		
Conflict Resolution	Within 1 month	Triennial	DOT e-learning		
Dermatitis and Latex allergy prevention	Within 1 month	Annual	DOT e-learning		
Duty of Candour	Within 1 month	Biennial	DOT e-learning		

¹ Re-assessment must be completed if skill not used within a 12 month period

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Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Equality, Diversity and Inclusion	Within 1 month	Triennial	DOT e-learning		
Fire Evacuation	Within 1 month	Annual	Initially at QPO; thereafter book via HR Learning Central		
Fire Safety Awareness	Within 1 month	Biennial	DOT e-learning		
Health and Safety	Within 1 month	Triennial	DOT e-learning		
How to Report an Incident (QSiS)	Within 1 month	One-off	DOT e-learning		
Infection Prevention and Control	Within 1 month	Biennial	DOT e-learning		
Information Governance including GDPR and Cyber Security	Within 1 month	Annual	DOT e-learning		
Last Days of Life	Within 1 month	Annual	DOT e-learning		
Medical Devices - Stop and Think	Within 1 month	Triennial	DOT e-learning		
Medical Gas Awareness	Within 1 month	Annual	DOT e-learning		

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Medicines Management - Nurses and ODPs	Within 1 month	Annual	DOT e-learning		
Moving and Handling - Inanimate Loads	Within 1 month	Biennial	DOT e-learning		
NEWS and Sepsis	Within 1 month	Annual	DOT e-learning		
Pain Management - Nursing and Midwifery - Refresher	Within 1 month	Triennial	DOT e-learning		
Patient Moving and Handling - e-learning	Within 1 month	Annual	DOT e-learning		
Patient Moving and Handling – practical	Within 1 month	Biennial	Initially at QPO; thereafter book via HR Learning Central		
Resuscitation - Nurses - E-learning	Within 1 month	Annual	DOT e-learning Now called BLS e-learning		
Safeguarding Vulnerable Adults - Level 1	Within 1 month	Triennial	DOT e-learning		
Safeguarding Adults 2, including Prevent, MCA and DoLS	Within 1 month	Triennial	DOT e-learning		
Safeguarding Children - Level 1	Within 1 month	One-off ¹	DOT e-learning		
Safe Sampling	Within 1 month	Annual	DOT e-learning		

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Safer Sharps Awareness	Within 1 month	Triennial	DOT e-learning		
Security and Fraud Awareness	Within 1 month	Biennial	DOT e-learning		
Self-Administration of Medicines (SAM) within Epic	Within 1 month	Annual	DOT e-learning		
Tissue Viability - Pressure Ulcer Prevention	Within 1 month	Annual	DOT e-learning		
Unconscious bias	Within 1 month	One-off ²	DOT e-learning		

¹ If Safeguarding Children level 2 should have lapsed, then level 1 needs to be completed again in addition to level 2

² Line managers only

Life Support

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Automated External Defibrillation training	Within 1 month ¹	One-off	Application to the CUH Resuscitation Office		
Resuscitation - practical Adult Basic Life Support	Within 1 month ²	Biennial	Application to the CUH Resuscitation Office		
Immediate Life Support (ILS) includes Adult Basic Life Support	Within 4 months ³	Annual	Application to the CUH Resuscitation Office		

¹ Staff who do not hold ILS qualification **and** work in a clinical area with an AED

² Not required for staff who attend ILS

³ Depending on role

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Trust competencies

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Infection Control No.1 PPE/Barrier Nursing No.3 Management of a PVC No.4 Management of CVC/PICC No.6 Management of Urinary Catheters No.7 Aseptic Wound dressing	Within 1 month	Need for re-assessment is reviewed annually during ADR	Completed at QPO if new to the Trust otherwise with CCRC infection control trainer. Competency available via http://connect2/article/3577/Competency-Packages		

Medical Devices

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
CUH Medical Device Inventory and Training Requirements (ward specific)	Within 1 month	Annually	Find latest version on Connect2 or Education and Training resource section in Q-Pulse. Relevant equipment only applies. Training for the high risk devices must be individually recorded in Q-Pulse by team leader and on MAPS by device trainer. Medium and Low Risk devices are entered as one skills cluster on MAPS by team leader when completed.		

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Non-device training provided by Point of Care Team

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Urine Drug Testing ¹	Within 1 month	Biennially	Provided by POC team. Email pointofcareteam@addenbrookes.nhs.uk to arrange training		
Urine Pregnancy Testing ¹	Within 1 month	Biennially	Provided by POC team. Email pointofcareteam@addenbrookes.nhs.uk to arrange training		

¹ Dependant on role

Venous Access Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Venepuncture and Blood Culture Competency incl. Competency Declaration	Within 3 months	One-off	Nominated CCRC staff using CUH Competency Package http://connect2/article/3577/Competency-Packages		
Cannulation incl. competency declaration	Within 5 months	One-off	Nominated CCRC staff using CUH Competency Package http://connect2/article/3577/Competency-Packages		

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Drug Administration

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Drug Administration – Oral, incl. Competency Declaration	Should be completed during preceptorship in prior CUH post. If new to the Trust please consult Education & Training Team	One-off ¹	CUH Competency Package http://connect2/article/3577/Competency-Packages Competency assessment via CUH Clinical Education Support and Research team		
Drug Administration – IV incl. Competency Declaration	As above	One-off ¹	CUH Competency Package http://connect2/article/3577/Competency-Packages Competency assessment via CUH Clinical Education Support and Research team		

1 Following long-term leave (>6 months or more) competence should be re-assessed

Trust IT Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
e-Hospital	Within 1 month	One-off	Course dependent on role. For new starters course is booked during QPO. For others book via e-Hospital training team ehospitaltraining@addenbrookes.nhs.uk		
MUSE training	Within 2 months	One-off	By nominated CCRC staff or GE Healthcare trainer		

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Trust Based Appraisal Training (not mandatory by Trust, but stipulated by CCRC)

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Appraisee Guide (for staff being appraised)	Before first appraisal is due	One-off	Via DOT		
Managers Good Practice Guide to Appraisals	Before appraising staff for the first time	One-off ¹	Via DOT		

¹ Depending on role

Student Nurse Practice Supervisors

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
The role of practice supervisor	As soon as practical	One-off ²	E-learning modules, workbook and classroom booked via DOT		
NMC Standards for Student Supervision and Assessment	As soon as practical	One-off ³	Classroom based booked via DOT		
Practice Supervision Coaching Logs/Practice Learning Logs	As soon as practical	One-off ³	E-learning via DOT		

² Staff who have not previously undertaken mentorship training

³ Staff who have previously undertaken mentorship training

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Specific to working in clinical research: GCP & Consent Training etc.

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
GCP Training (Provided by NIHR)	Within 4 week supernumerary period	Biennial	See CCRC/SOP096 GCP training for CCRC staff. Note a copy must be sent to sylvie.robinson@addenbrookes.nhs		
Introduction for Clinical Research Staff	Within 3 months	One-off	Book via CCRC admin team		
Consenting in clinical research – NIHR training day or in-house provider	Within 4 months ¹	One-off	NIHR online consent training or in-house provider		

¹ Depending on role**CCRC In-House Training**

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
CCRC Formal Induction Programme	Within 2 months	One-off	Nominated CCRC staff. See CCRC/FRM179 Formal induction attendance record		
CRF Manager (study bookings system)	Within 2 month	One-off	Nominated CCRC staff		
Emergency Simulation Training	Within 12 months	Annual	Education & Training Team See CCRC/SOP123 Emergency Simulation Training		
Intensity training	Within 2 month ¹	One-off	Nominated CCRC staff		
Introduction to <i>Using</i> Flowsheets	Within 1 month	One-off	Education & Training Team		

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CCRC In-House Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Introduction to <i>Writing</i> Flowsheets incl. Competency	Within 3 months	One-off	Education & Training Team		
Introduction to Flowsheet <i>Peer Reviewing</i> incl. Competency	Within 6 months ¹	One-off	Education & Training Team		
Study Set-Up Training – theory	Within 2 months	One-off	Nominated CCRC staff		
Study Set-up Training – practical	Within 3 months	One-off	Facilitated by mentors		
Study link coordinator role	Within 3 months	One-off	Facilitated by mentors See CCRC/SOP116 Role of the study link coordinator		
Q-Pulse Training – documents and own training records	Within 1 month	One-off	CCRC QA Manager		
Band 7 one year development plan	Within 12 months ²	One-off	Organised by line managers See CCRC/FRM123 Band 7 One Year Development Plan		

¹ Depending on role ² Relevant to band 7 only

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CCRC Sample Handling Training / Laboratory Competencies

see CCRC/SOP126 Sample Handling Competencies

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Introduction to Health & Safety in the CCRC sample handling rooms	Within 1 month	Biennial	Nominated CCRC staff		
Centrifuge Competency	Within 1 month	Biennial	Nominated CCRC staff CCRC/SOP060 Use of Bench Top Centrifuges CCRC/FRM097 Use of Bench Top Centrifuges Teaching Competency		
Dry Ice Training	Within 1 month	Biennial	Nominated CCRC staff CCRC/SOP074 Dry ice use CCRC/FRM098 Use of Dry Ice Teaching and Competency		
Pipette Competency	Within 1 month	Biennial	Nominated CCRC staff CCRC/SOP071 Use of Automatic Pipettes CCRC/FRM086 Use of automatic pipettes teaching and competency		
Tutela	Within 2 months	One-off	Nominated CCRC staff CCRC/SOP043 Temperature Monitoring using Tutela		
Blood slide training	Before using skill	Biennial	Nominated CCRC staff CCRC/SOP088 Preparation of Blood Films CCRC/FRM151 Preparation of Blood Films		
Biomat® 2, Class II Microbiological Safety Cabinet	Before using Safety Cabinet	Biennial	Nominated CCRC staff CCRC/SOP079 Use of the Class II Safety Cabinet		

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Part 2 - CCRC unit specific training

Interventional Procedures Unit

Food / Kitchen Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Reheating food safety awareness	Within 1 month	One-off	Nominated CCRC person		

Endoscopy Training

Name of Training	Description	Completion Period	Renew Period	Provider	Date / Comments	QP
Part 1: General Introduction	1. Introduction to the endoscopy rooms 2. the generic pathway of an endoscopy patient	Within 1 month	One-off	Nominated CCRC person		
Part 2: Safety in the endoscopy room – <u>not</u> involving equipment	1. Completing CUH endoscopy pre assessment on EPIC	Within 1 month	One-off	Nominated CCRC person		
	2. Checking written consent for procedure and for research		One-off	Nominated CCRC person		
	3. WHO patient safety check		One-off	Nominated CCRC person		
	4. Airway management, e.g. head holding, suctioning		One-off	Nominated CCRC person		
	5. Endoscopy emergency algorithm		One-off	Nominated CCRC person		

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Endoscopy Training

Name of Training	Description	Completion Period	Renew Period	Provider	Date / Comments	QP
	6. Safe use of Peracetic acid (e.g. spillage)		One-off	Nominated CCRC person		
Part 3: Safe use of equipment used for endoscopic procedures on CCRC Level	1. Olympus Endoscopes training includes: scope construction, function, reprocessing, cleaning, manual washing, tractability, handling	Within 2 months	One-off	Company rep and reinforced by in-house named staff		
	2. Olympus Endoscopes setting-up for study		One-off	Nominated CCRC person		
	3. Endoscope Preprocessor (AER) ("washer")		One-off	Nominated CCRC person		
	4. Endoscope Dryer ("endoscopy storage cabinet"): - Safety and layout - Use of tags - Booking in/out - Loading/unloading of scopes - Importance of traceability paper - Maintenance		One-off	Nominated CCRC person		
	5. Endoscope stack for gastroscopy/colonoscopy: - Setting up - Calibration of scopes a. white balancing b. trimodal calibration		One-off	Nominated CCRC person		
	6. Endoscope stack for Endoscopic Ultrasound (EUS) - by Pentax and Olympus - setting up and white balancing		One-off	Nominated CCRC person		

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Endoscopy Training

Name of Training	Description	Completion Period	Renew Period	Provider	Date / Comments	QP
	7. ERBE Argon Plasma Coagulation (APC): <ul style="list-style-type: none"> - setting up - application of pads - changing programmes - maintenance - use of APC when assisting (CUH procedure number...) 		One-off	Nominated CCRC person		
	9. Olympus Flushing Pump 2: <ul style="list-style-type: none"> - turning on - connecting tubing, adaptor and water bottles - adjusting water flow 		One-off	Nominated CCRC person		
	11. Radio Frequency Ablation (RFA) machine: <ul style="list-style-type: none"> - safety - setting up - familiarization to probes numbers 360, 90, 60, Express, TTS, Ultra provided by CUH main endoscopy - additional accessories 		One-off	Nominated CCRC person		
	12. Endoscope Guide machine: <ul style="list-style-type: none"> - safety - setting up 		One-off	Nominated CCRC person		
	13. Gases used in Endoscopy - ENTONOX and OXYGEN and CO2 <ul style="list-style-type: none"> - safety - setting up - usage 		One-off	Nominated CCRC person		

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Endoscopy Training

Name of Training	Description	Completion Period	Renew Period	Provider	Date / Comments	QP
	14. INR machine - CoagChek XS Plus <ul style="list-style-type: none"> - safety - calibration - use - maintenance 		Yearly	By Point of Care		
Part 4: Assisting with endoscopic procedures/ interventions on CCRC L2	1. Taking biopsy samples	within 2 months	One-off	Nominated CCRC person		
	2. Assist with Fine Needle Aspiration in EUS	*depends on availability of training	One-off	Nominated CCRC person		
	3. Assisting with dilatation	*depends on availability of training	One-off	Nominated CCRC person		
	4. Assisting with Endoscopic Mucosal Resection (EMR)	*depends on availability of training	One-off	*requires complex and lengthy training in main endoscopy		
	5. Assisting with drug administration via endoscope	*depends on availability of training	One-off	Nominated CCRC person		
Part 5: Recovery knowledge and skills	In accordance with CUH procedures: Post sedation recovery Post EMR recovery Post RFA recovery	within 2 months	One-off	Nominated CCRC person		
Part 6: Emergency haemostasis	1. Use of Haemospray	*depends on availability of training	One-off	Company rep and reinforced by in-house named staff		

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Endoscopy Training

Name of Training	Description	Completion Period	Renew Period	Provider	Date / Comments	QP
	2. Use of Purastat	*depends on availability of training	One-off	Company rep and reinforced by in-house named staff		
	3. Use of Endoclipping	*depends on availability of training	One-off	Company rep and reinforced by in-house named staff		

Study Specific Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
EMR Captivator study specific (disposable): - safety - setting up	Within 2 months	One-off	By research study team		
Confocal Stack <u>and</u> probes by Cellvizio: - safety (e.g. laser) - types of probes - limitation of uses - handling of probes - (re)processing of probes - setting up - maintenance	Within 2 months	One-off	Nominated CCRC person		
Assist with Confocal probe imaging - oesophageal imaging - pancreatic imaging	Within 3 months	One-off	Nominated CCRC person		

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Study Specific Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Consent BioResource – adults	<i>Not before third month, but within 5 months</i>	One-off	BioResource team and CCRC education team combined *Only staff on delegation log for relevant study		
Study specific Laptop: - storage of data in this device - safety checks	Within 4 weeks	One-off	By research study team		

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Early Phase Unit

Systemic Anti-Cancer Therapies

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Workshop 1 SACT/Chemotherapy	Decided on an individual basis	One-off	Guidance on booking provided by CCRC Education Team.		
Workshop 2 Oncology Emergencies	Decided on an individual basis	One-off	Guidance on booking provided by CCRC Education Team.		
UKONS SACT Theoretical Assessment Section	Within 3 months of attending the courses	One-off	CCRC Chemo assessors.		
UKONS SACT Passport	Decided on an individual basis	Annual	Guidance on completion and competency assessment provided by CCRC Chemo assessors.		

Trust IT training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
e-Hospital Beacon training	Within 2 months	One-off	Nominated CCRC person or Trust		

Venous Access Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Portacath access/maintenance	Within 5 months	One-off	CUH venous access trainer		

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Venous Access Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Unblocking PICC lines for Adult Practitioners	Within 5 months	One-off	Nominated CCRC staff using CUH Competency Package http://connect2/article/3577/Competency-Packages		
PICC lines (nurses)	Within 2 months	One-off	DOT training package		

Food / Kitchen Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Reheating food safety awareness	Within 1 month	one-off	Nominated CCRC person during induction programme		

Study Specific Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
ECG ELI 150 Rx Mortara (CIW294)	Before working on study	One-off	Member of study team or Sponsor (e-learning with certificate) http://ehealthheducation.ert.com/knav/nav . Curriculum ID Hm7745656		
Mortara 24 Hour Holter Monitor (CIW294)	Before working on study	One-off	Member of study team and DVD		

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Study Specific Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Consent BioResource – adults ¹	<i>Not before</i> third month, but within 5 months	One-off	BioResource team		
Sample shaker (CCRC L5-002)	Before working on study	One-off	Study team		
Introduction to working with radioactive materials	Before working on study	One-off	Study team		

1 Only staff on delegation log for relevant study

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Wellcome Trust Translational Research Facility

Paediatric skills

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Paediatric Basic Life support (PBLIS)	Within 3 months	Biennial	Application to the CUH Resuscitation Office		
Paediatric Immediate Life support (PILS)	Within 4 months	Annual	Application to the CUH Resuscitation Office		
Paediatric MODS	Within 6 months	One-off	Arranged via Jessica Brown Resus officer		

Food / Kitchen Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Food Safety Certificate – (level 1 equivalent)	Within 2 months	Triennial	Online course arranged after consultation with CCRC research technician (dietetics)		
Kitchen Competency - Diet Kitchen	Within 2 months	One-off	Provided in-house by nominated staff		

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Study Specific Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
MRI Safety Certificate (CRFS002, CRF179, CRF187, CRF319, CRF374)	Before working on study	One-off	Book with WBIC staff		
GastroCH4ECK portable Gastrolyzer (CRF387)	Before working on study	One-off	Member of study team and user manual		
Skin Biopsy Training incl. Competency (CRF001)	Before working on study	One-off	Nominated CCRC staff or study team		
Actiheart	Before working on study	One-off	Study team		
Motionwatch	Before working on study	One-off	Study team		
SomnoScreen plus PSG	Before working on study	One-off	Study team		

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Clinical Research Facility (CCRC L5)

Trust IT training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
e-Hospital Beacon training	Within 2 months	One-off	Nominated CCRC person or Trust		

Systemic Anti-Cancer Therapies

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Workshop 1 SACT/Chemotherapy	Decided on an individual basis	One-off	Guidance on booking provided by CCRC Education Team.		
Workshop 2 Oncology Emergencies	Decided on an individual basis	One-off	Guidance on booking provided by CCRC Education Team.		
UKONS SACT Theoretical Assessment Section	Within 3 months of attending the courses	One-off	CCRC Chemo assessors.		
UKONS SACT Passport (monoclonal antibodies competency ONLY)	Decided on an individual basis	Annual	Guidance on completion and competency assessment provided by CCRC Chemo assessors.		

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Venous Access Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Portacath access/maintenance	Within 5 months	One-off	CUH venous access trainer		
PICC lines (nurses)	Within 2 months	One-off	Via DOT		
Unblocking PICC lines for Adult Practitioners	Within 5 months	One-off	Nominated CCRC staff using CUH Competency Package http://connect2/article/3577/Competency-Packages		

Study Specific Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
ECG ELI 150 Rx Mortara (CRF402, CRF453 and CCRC-L5-021)	Before working on study	One-off	Member of study team or study link coordinator (e-learning with certificate) http://ehealthheducation.ert.com/knav/nav . Curriculum ID Hm7745656		
Lifecard Holter Monitor (CRF441)	Before working on study	One-off	Member of study team		
Telemetry Phillips (CRF441, CCRC-L5-001, CCRC-L5-025)	Before working on study	One-off	Member of study team or Philips trainer and DVD. Linked to CCRC SOP077 Use of telemetry equipment		

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Study Specific Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
CareFusion Micro 1 Spirometer incl. competency (CRF471)	Before working on study	One-off	Practical session and competency assessment by local trainer. Linked to CCRC/SOP115 CareFusion Micro I Spirometer		
Nasogastric Tube incl. Competency (CRF025)	Before working on study	One-off	Trust trainer or nominated CCRC staff		
Care of Tracheostomy Patient incl. Competency (CRF025)	Before working on study	One-off	CUH Tracheostomy Nurse or nominated CCRC in-house trainer		
Flowcare Pump training (CRF025)	Before working on study	One-off	Face to face training with Nutricia rep incl DVD		
Glasgow Coma Scale (CRF025)	Before working on study	Biennial	Nominated CCRC staff		
Volumetric IV pump - Baxter Folly Fuser (CRF441)	Post completion of IV Pack and before working on study	One-off	Nominated CCRC staff		
MRI Safety Certificate (CRF025)	Before working on study	One-off	Book with WBIC staff		
Lumbar puncture	Before performing skill	One-off	Study Team using the CUH Lumbar picture education package.		

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Food / Kitchen Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Reheating food safety awareness	Within 1 month	One-off	Nominated CCRC person during induction program		

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NIHR Clinical Investigation Ward

Trust IT training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
e-Hospital Beacon training	Within 2 months	One-off	Nominated CCRC person or Trust		

Systemic Anti-Cancer Therapies

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Workshop 1 SACT/Chemotherapy	Decided on an individual basis	One-off	Guidance on booking provided by CCRC Education Team.		
Workshop 2 Oncology Emergencies	Decided on an individual basis	One-off	Guidance on booking provided by CCRC Education Team.		
UKONS SACT Theoretical Assessment Section	Within 3 months of attending the courses	One-off	CCRC Chemo assessors.		
UKONS SACT Passport	Decided on an individual basis	Annual	Guidance on completion and competency assessment provided by CCRC Chemo assessors.		

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Venous Access Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Portacath access/maintenance	Within 5 months	One-off	CUH venous access trainer		
PICC lines (nurses)	Within 2 months	One-off	DOT training package		
Unblocking PICC lines for Adult Practitioners	Within 5 months	One-off	Nominated CCRC staff using CUH Competency Package http://connect2/article/3577/Competency-Packages		

Study specific training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Bluesky training platform and completion of ECG, Laboratory and Protocol review modules (CIW400)	Within 1 month	One-off	Access granted by study sponsor		
Skinfold measurement (CRF313)	Before working on study	One-off	Member of study team		

Food / Kitchen Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Reheating food safety awareness	Within 1 month	One-off	Nominated CCRC person during induction programme		

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NIHR Clinical Research Facility (Paediatric | Adult | MRA)

Paediatric skills

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Paediatric up-date ¹	Within 1 month	One-off	Nominated CCRC paediatric nurse. Refreshers at annual team day.		
Paediatric Immediate Life support (PILS)	Within 4 months	Annual	CUH Resuscitation Team		
Paediatric Basic Life support (PBLs)	Within 3 months	Biennial	Part of MAR Tutor led learning via HR Learning central combined with online learning via DOT		
Paediatric MODS ¹	Within 6 months	One-off	Provided by Jessica Brown Resus officer		
Consenting issues in paediatric research - NIHR online course	Within 10 weeks	One-off	NIHR CRN Learn – online		

¹ Only applicable for adult nurses

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Other Specific to CRF

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Freezerworks Training	Within 2 months	One-off	Nominated CCRC staff		
Metabolic Research Area (MRA) Induction	Within 1 month	One-off	MRA team		
Calorimeter room	Before working on study	One-off	MRA team		
IDEXA	Within 3 months	One-off	Session and competency assessment provided by MRA team		

Study specific training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
MRI Safety Certificate (CRF149, CRF308, CRF356, CRF400, CRF412, CRF462, CRF472)	Before working on study	One-off	Book with WBIC staff		
DexCom G4 Continuous Blood Glucose Monitor (CRF473)	Before working on study	One-off	Member of study team and user manual thereafter study link coordinator		

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Study specific training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Skin Biopsy Training incl. Competency (CRF447)	Before working on study	One-off	Nominated CCRC staff or study team of the relevant study		
Consent BioResource – adults	Not before third month, but within 5 months	One-off	BioResource team		

Food / Kitchen Training

Name of Training	Completion Period	Renew Period	Provider (and clarification)	Date / Comments	QP
Food Safety Certificate – (level 1 equivalent)	Within 2 months	Triennial	Online course arranged after consultation with CCRC research technician (dietetics)		
Kitchen Competency - Diet Kitchen	Within 2 months	One-off	CCRC dietetic research technician		

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Further Guidance

Name of training	Who?	How often?	Provider?
Mandatory Annual Refresher (MAR) for clinical staff - Option A			
Part 1 - Clinical e-learning (Nurse) Fire Safety Awareness Resus (adult) Moving & Handling of patients	Nurses who only require basic life support training and who work with adult participants only	Annual - The e-learning and tutor-led hands-on training should be done <u>within 7 days of each other</u>	Trust e-learning package via DOT
Part 2 - Tutor led training MAR Program A comprising: Adult Basic Life Support - practical Safe patient handling – practical Fire training and evacuation – practical			Tutor-led hands on session to be booked well in advance with HR Learning Central Ask for: MAR Programme A

Mandatory Annual Refresher (MAR) for clinical staff - Option D			
Part 1 - Clinical e-learning (Nurse) Fire Safety Awareness Resus (paeds and adult) Moving & Handling of patients	Nurses working with adults and children	Annual – The e-learning and tutor-led hands-on training should be done <u>within 7 days of each other</u>	Trust e-learning package via DOT
Part 2 - Tutor led training MAR Program D comprising: Adult Basic Life <u>combined</u> with Paeds Basic Life Support - hands on Safe patient handling – hands on Fire training and evacuation – hands on			Tutor-led hands on session to be booked well in advance with HR Learning Central Ask for: MAR Programme D

Mandatory Annual Refresher (MAR) for clinical staff - Option E			
Part 1 - Clinical e-learning (Nurse) Fire safety Awareness Resus (adult) Moving & Handling of patients	Nurses who undertake ILS training and who work with adult participants only	Annual - The e-learning and tutor-led hands-on training should be done <u>within 7 days of each other</u>	Trust e-learning package via DOT
Part 2 - Tutor led training MAR Program E comprising: Safe patient handling – hands on Fire training and evacuation – hands on (note: this programme does not contain resus)			Tutor-led hands on session to be booked well in advance with HR Learning Central Ask for: MAR Programme E

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