

Annual Training Checklist (Registered Nurse)

Part 1 - Core training for CCRC Registered Nursing Staff

Part 2 - CCRC unit specific training

Name of staff:

Job Title:

Name of unit:

Instructions:

This checklist will help navigate staff through **on-going** mandatory training requirements. Before completion it should be personalised according to job role and unit (**please use appropriate unit specific appendices**). Mentors or Direct Line Managers will use the training checklist to carry out a training gap analysis and set up an action plan accordingly. It is the staff member's responsibility to ensure relevant training as stipulated by the Trust (via DOT) and the CCRC (via the Training Checklist), is carried out and recorded on **both the checklist and Q-Pulse**. Direct Line Managers must review and ensure all relevant medical devices have been entered on CUH Health Roster as per CCRC/SOP099 CCRC Mandatory Training and Recording of Training. Once completed a copy of the checklist 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			
CUH	Cambridge University Hospitals	QP	Q-Pulse
DOT	Direct online training	RN	Registered Nurse
GCP	ICH Good Clinical Practice	UKONS	UK Oncology Society
MAR	Mandatory Annual Refresher programme for Clinical Staff		

Ensure you are using the current version of this document. Notify any changes required to the relevant QA Manager

This document is reviewed and updated in line with emerging evidence or local requirements at least every three years

Part 1 - Core training

General Mandatory Training

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
Blood Awareness	Annual	DOT e-learning		
Blood Collection Training, including competency assessment	Annual	Booked via DOT Only needed if skill not used within past 12 months		
Conflict Resolution	Triennial	DOT e-learning		
Dermatitis and Latex allergy prevention	Annual	DOT e-learning		
Duty of Candour	Biennial	DOT e-learning		
Equality, Diversity and Inclusion	Triennial	DOT e-learning		
Fire Evacuation	Biennial	Book via HR Learning Central or DOT		
Fire Safety Awareness	Annual	DOT e-learning		
Health and Safety	Triennial	DOT e-learning		

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General Mandatory Training

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
How to Report an Incident (QSiS)	On-off	DOT e-learning		
Infection Prevention and Control	Biennial	DOT e-learning		
Information Governance including GDPR and Cyber Security	Annual	DOT e-learning		
Last Days of Life	Annual	DOT e-learning		
Medical Devices - Stop and Think	Triennial	DOT e-learning		
Medical Gas Awareness	Annual	DOT e-learning		
Medicines Management - Nurses and ODPs	Annual	DOT e-learning		
Mentorship	Annual	DOT e-learning		
Moving and Handling - Inanimate Loads	Biennial	DOT e-learning		
NEWS and Sepsis	Annual	DOT e-learning		

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General Mandatory Training

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
Pain Management - Nursing and Midwifery - Refresher	Triennial	DOT e-learning		
Patient Moving and Handling - e-learning	Annual	DOT e-learning		
Patient Moving and Handling – practical	Biennial	Book via HR Learning Central		
Resuscitation - Nurses - E-learning	Annual	DOT e-learning Now called BLS e-learning		
Safeguarding Vulnerable Adults - Level 1	Triennial	DOT e-learning		
Safeguarding Adults 2, including Prevent, MCA and DoLs	Triennial	DOT e-learning		
Safeguarding Children - Level 1	One-off ¹	DOT e-learning		
Safeguarding Children - Level 2	Triennial	DOT e-learning		
Security and Fraud Awareness	Biennial	DOT e-learning		
Self-Administration of Medicines (SAM) within Epic	Annual	DOT e-learning		

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General Mandatory Training

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
Safer Sampling	Annual	DOT e-learning		
Safer Sharps Awareness	Triennial	DOT e-learning		
Tissue Viability - Pressure Ulcer Prevention	Annual	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

Life Support

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
Resuscitation - practical Adult Basic Life Support	Biennial	Application to the CUH Resuscitation Office		
Immediate Life Support (ILS) includes Adult Basic Life Support ¹	Annual	Application to the CUH Resuscitation Office		

¹ Depending on role

Trust competencies

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
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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	Need for re-assessment reviewed annually during ADR	CCRC infection control trainer will re-assess relevant competencies as identified by manager or staff. Competency available via http://connect2/article/3577/Competency-Packages		
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Medical Devices

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
CUH Medical Device Inventory and Training Requirements (ward specific)	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.		

Non-device training provided by Point of Care Team

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

¹Depending on role

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Specific to working in clinical research: GCP

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
GCP Training (Provided by NIHR)	Biennial	CCRC/SOP096 GCP training for CCRC staff. Note a copy must be sent to sylvie.robinson@addenbrookes.nhs		

CCRC In-House Training

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
Emergency Simulation Training	Annual	Education & Training Team CCRC/SOP123 Emergency Simulation Training		

CCRC Sample Handling Training / Laboratory Competencies

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
BIOMAT Class II Microbiological Safety Cabinet	Biennial	Nominated CCRC staff CCRC/SOP126 Sample Handling Competencies		
Centrifuge	Biennial	Nominated CCRC staff CCRC/SOP126 Sample Handling Competencies		
Dry Ice	Biennial	Nominated CCRC staff CCRC/SOP126 Sample Handling Competencies		

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CCRC Sample Handling Training / Laboratory Competencies

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
Pipette	Biennial	Nominated CCRC staff CCRC/SOP126 Sample Handling Competencies		
Blood Slide	Biennial	Nominated CCRC staff CCRC/SOP126 Sample Handling Competencies		

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Part 2 - CCRC unit specific training

Interventional Procedures Unit

Not applicable

Early Phase Unit**Systemic Anti-Cancer Therapies**

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
UKONS SACT Passport	Annual	Guidance on completion and competency assessment provided by CCRC Chemo assessors.		

Wellcome Trust Translational Research Facility**Paediatric skills**

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
Paediatric Basic Life support (PBLs) ¹	Biennial	Application to the CUH Resuscitation Office		
Paediatric Immediate Life support (PILS) ²	Annual	Application to the CUH Resuscitation Office		

¹ Only if not attended PILS ² Depending on role**Ensure you are using the current version of this document. Notify any changes required to the relevant QA Manager**

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Food / Kitchen Training

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
Food Safety Certificate – (level 1 equivalent)	Triennial	Online course arranged after consultation with CCRC research technician (dietetics)		

Clinical Research Facility (CCRC L5)**Systemic Anti-Cancer Therapies**

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
UKONS SACT monoclonal antibodies ONLY	Annual	Guidance on completion and competency assessment provided by CCRC Chemo assessors.		

Study Specific Training

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
Care of Tracheostomy Patient incl. Competency (CRF025)	Biennial	CUH Tracheostomy Nurse or nominated CCRC in-house trainer		
Glasgow Coma Scale (CRF025)	Biennial	Nominated CCRC staff		

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NIHR Clinical Investigation Ward

Systemic Anti-Cancer Therapies

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
UKONS SACT Passport	Annual	Guidance on completion and competency assessment provided by CCRC Chemo assessors.		

NIHR Clinical Research Facility (Paediatric | Adult | MRA)

Paediatric skills

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	QP
Paediatric up-date	Annual	Nominated CCRC paediatric nurse. Refreshers at annual team day.		
Paediatric Immediate Life support (PILS) ¹	Annual	CUH Resuscitation Team		
Paediatric Basic Life support (PBLs) ²	Biennial	Part of MAR Tutor led learning via HR Learning central combined with online learning via DOT		

¹ depending on role ² only if not attended PILS

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Food / Kitchen Training

Name of Training	Renew Period	Provider (and clarification)	Date / Comments	DOT
Food Safety Certificate – (level 1 equivalent)	Triennial	Online course arranged after consultation with CCRC research technician (dietetics)		

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