

## Staff Training & Development Policy.

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### Version Control

Version 1	24/08/18	Policy Creation
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## Introduction

At **Southern Ultrasound Ltd**, our range of activities are limited to the provision of healthcare services (Vascular Ultrasound) to our Client NHS Trust(s).

This is a highly specialised area of clinical practice, but one that covers a broad range of referral criteria.

Regardless of specific job requirements, however, every employee or sub-contractor shall only be permitted to undertake tasks for which they are suitably trained and experienced. If any individual or team feels they are being asked to perform a task for which they are NOT capable of undertaking competently, they should immediately make this fact clear to their Line Manager.

## Statement

***Southern Ultrasound** recognises that its most important resource is its employees. It also recognises that our healthcare services can only be provided effectively if clinical staff maintain comprehensive Continued Professional Development.*

***Southern Ultrasound** is, therefore, committed to the training and development of its entire workforce so that they will gain the necessary skills to reach their full potential. This will assist in enabling the Company to achieve its aims and objectives to provide specialised, high quality services and supplies through a well-trained and supported working team.*

*By increasing the skills and knowledge of its staff the Company will produce confident, highly qualified staff working to the best of their ability as an effective and efficient team.*

## Scope

This policy is relevant to:

All staff and Contractors working for, or on behalf of, Southern Ultrasound.

## Related Policies

This policy should be read in conjunction with the following additional policies:

- Recruitment policy
- Staff Supervision & Appraisal Policy
- Poor Performance Procedure
- Reporting Malpractice Procedure

## Definitions

The following definitions will apply:

**Company** - Southern Ultrasound Ltd.

**Staff** - Those employed by, or working under contract with, Southern Ultrasound to provide healthcare and related support services for and/or on behalf of the Company. Including full and part-time employees.

**Training & Development** - Any attempt to improve current or future employee performance by increasing an employee's ability to perform through learning, usually by changing the employee's attitude or increasing his or her skills and knowledge

**Continuing Professional Development.** - Refers to the process of tracking and documenting the skills, knowledge and experience that are gained both formally and informally as an individual works and studies, beyond any initial training.

## Responsibilities

**Southern Ultrasound's Directors** have overall responsible for ensuring procedures are in place to identify training requirements and for the development training opportunities to meet those needs.

**Service Leads and Managers** are responsible for identifying those training needs as a result of staff appraisals, mandatory training requirements, service assessments and company development plans.

**Staff** members are responsible for self-appraisal to identify where training might offer improvement, and an awareness of the mandatory training requirements applicable to their role. They are also responsible for ensuring they take up the training opportunities made available to them and keeping comprehensive and accurate records of training undertaken

## Training Needs Analysis

The individual training and development needs will be identified through:

- Training needs analysis by the Staff member
- Regular performance appraisals.
- Mandatory annual training requirements.
- Perceived requirements of Service Leads and Managers

## Policy

All staff shall be required to undertake training applicable to their role, and any other role they might reasonably be expected to undertake if required. The company is aware that this is liable to lead to training in excess of the minimum they would require to operate effectively, but believes the additional training to be of benefit to the individual, the Company and the wider society.

Office based staff shall receive office-based training applicable to their undertakings. At times, external courses may be used to provide specific knowledge not available 'in-house'.

Clinical Staff shall receive a mixture of internal and external training:

Staff shall be required to undertake annual face-to-face training in CPR and Manual Handling. This may be provided at their work placement or at a third-party location; but SHALL include practical demonstration and assessment.

The cost of this training shall be met by Southern Ultrasound.

The Clinical staff shall also be required to undertake annual training in a variety of subjects including but not limited to:

- Health & Safety.
- Fire Training.
- Safeguarding and the Protection of both Children & Vulnerable Adults.
- Infection Control.
- Complaints

Again, the cost of this training shall be met by Southern Ultrasound.

In addition to the above, all Clinical Staff, whether employees or Sub-Contractors, shall be expected to maintain a comprehensive CPD Portfolio; in line with their professional status and any State Registration requirements.

Appropriate Continuing Professional Development is important because it delivers benefits to the individual, their profession and the public.

- CPD contributes to improved protection and quality of life. This particularly applies to high risk areas, or specialised practice areas such as Ultrasound which often prove impractical to monitor on a case by case basis.
- CPD ensures that the healthcare professionals' capabilities keep pace with the current standards of others in the same field and maintains & enhances the knowledge and skills needed to deliver a professional service to Patients, Clients and the Community.

- CPD ensures that the healthcare professionals' knowledge stays relevant and up to date. They will be more aware of the changing trends and directions in their profession. The pace of change is probably faster than it's ever been – and this is a feature of the new normal that we live and work in. If Staff stand still they will get left behind, as the currency of their knowledge and skills becomes out-dated.
- CPD helps the healthcare professional continue to make a meaningful contribution to the team. They become more effective in the workplace. This assists them to advance in their career and move into new positions where they can lead, manage, influence, coach and mentor others. Focused CPD opens you up to new possibilities, new knowledge and new skill areas.
- CPD helps advance the body of knowledge and technology within the healthcare professionals' profession and lead to increased public confidence in individual professionals and their profession as a whole

The cost of these development activities shall be the responsibility of the individual concerned, although all clinical staff are allotted paid study days and in addition where possible suitable un-paid time-off shall be given to enable the individual to attend courses and study days.

All Clinical Staff shall receive regular Company assessment to assess the training needs, including refresher training; and shall be required to demonstrate a training portfolio as part of their annual assessment and a full record of Training Needs and Received Training will be kept in the Sonographer / Ultrasound Helper personnel record.

Any individual who does not meet the above requirements, will NOT be permitted to undertake a clinical role through Southern Ultrasound until such time as the matter has been rectified.

## **Data Security & Protection**

The National Data Guardian review of data, Stand 3 states that:

*"All staff complete appropriate annual data security training and pass a mandatory test, linked to the revised Information Governance Toolkit".*

To ensure staff receive adequate training the staff Annual Training (or Learning) Needs Analysis (TNA) shall include data security & protection training.

The TNA process will not only help identify training requirements; will ensure that the training is:

- clearly linked to organisational data security and protection objectives and expected outcomes
- developed to address individual training requirements (knowledge and preferred learning style), and take into account our company training principles.
- delivered with minimal impact on 'business as usual' by using methods appropriate to the needs of the training audiences, and within acceptable timeframes.

## **POLICY STANDARDS**

### **Distribution and Awareness Plan**

All staff are made aware of the policy as part of their induction training. If there are any significant changes to the policies that affect the way in which staff initiate or respond, these are communicated to them via team briefs and staff meetings.

A copy of the policy is available to all staff via the Company's on-line Governance Framework folder, and can be accessed 24/7 from any location with Web Access. A hard copy version is retained at all sites of operation and is available to view or download via the company's website.

## Monitoring processes

The Directors monitor Clinical Governance issues including training requirements, via reports from the Clinical Governance Leads.

Monitoring of this policy, together with its implementation, shall be performed by the CG Lead.

## Training Requirements

Our Clinical Governance Lead has received training suitable for role.

Clinical Governance, including understanding personal training requirements, forms part of induction and annual training for all clinical staff

## Approval

This policy has been approved by the undersigned and will be reviewed annually and any time there is a change in the Law or guidance recommendations.

Policy Created: 24/08/2018

Policy Last Reviewed v1 14/03/19

Kevin Rendell Director



## Appendix 1 - Equality Impact Assessment

An Equality Impact Assessment has been performed on this policy and procedure. The EIA demonstrates the policy is robust; there is no potential for discrimination or adverse impact. All opportunities to promote equality have been taken.

		Yes/No	Comments
1	Does the policy/guidance affect one group less or more favourably than another on the basis of:		
	Race	No	
	Ethnic origins (inc. gypsies and travellers)	No	
	Nationality	No	
	Gender	No	
	Culture	No	
	Religion or belief	No	
	Sexual orientation including lesbian, gay and bisexual people	No	
	Age	No	
	Disability - learning disabilities, physical disability, sensory impairment and mental health problems	No	
2	Is there any evidence that some groups are affected differently?	No	
3	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	NA	
4	Is the impact of the policy/guidance likely to be negative?	NA	
5	If so can the impact be avoided?	NA	
6	What alternatives are there to achieving the policy/guidance without the impact?	NA	
7	Can we reduce the impact by taking different action?	NA	