



Mersey and West Lancashire
Teaching Hospitals
NHS Trust

Host Organisations
Mandatory Training

Mandatory Training Best Practice Guide

Version 1 February 2025

Modules

All colleagues in training are required to complete:

- NHS|CSTF|Equality, Diversity and Human Rights - 3 Years
- NHS|CSTF|Fire Safety - 2 Years
- NHS|CSTF|Health, Safety and Welfare - 3 Years
- NHS|CSTF|Infection Prevention and Control - Level 2 - 1 Year
- NHS|CSTF|Information Governance and Data Security - 1 Year
- NHS|CSTF|Moving and Handling - Level 1 – 3 Years
- NHS|CSTF|NHS Conflict Resolution (England) - 3 Years
- NHS|CSTF|Preventing Radicalisation - Prevent Awareness - 3 Years
- NHS|CSTF|Resuscitation - Level 2 - Adult Basic Life Support - 1 Year
- NHS|CSTF|Safeguarding Adults (Version 2) - Level 2 - 3 Years
- NHS|CSTF|Safeguarding Children (Version 2) - Level 2 - 3 Years
- NHS|MAND|Speak Up – All Workers – No Renewal
- NHS|MAND|The Oliver McGowan Mandatory Training on Learning Disability and Autism Part 1 Elearning| - No Renewal

Modules that are assigned depending on speciality:

- NHS|CSTF|Resuscitation Paediatric Level 2 - 1 Year
- NHS|CSTF|Safeguarding Adults (Version 2) - Level 3 - 3 Years
- NHS|CSTF|Safeguarding Children (Version 2) - Level 3 - 3 Years
- NHS|MAND|Blood Transfusion – 2 Years comprising of:
 - Blood Transfusion 01: Essential Transfusion Practice
 - Blood Transfusion 03: Consent
 - Blood Transfusion 02: Blood Components
 - Blood Transfusion 04: Transfusion Reactions
- NHS|MAND|Safe Use of Insulin – 3 Years

Module that is dependent on Host Trust offering face to face training:

- NHS|CSTF|Moving and Handling - Level 2 – 2 Years

User Guides

Colleagues in Training

User guides regarding accessing elearning via both ESR and eLfH are available for the following groups:

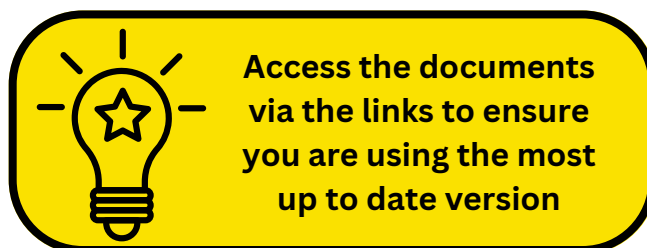
- Dental Core
- Dental Foundation
- Resident Doctors
- Public Health

These can be found via the Lead Employer website using the links above.

Hosts

On the Lead Employer website the page Supervisor ESR Self Service provides information on:

- Requesting access to 096 ESR
- How to use the shared training centre
- How to add competencies on ESR
- How to run a core skills compliance report



Contacts

For any queries you have regarding mandatory training please **only** email lead.employer@sthk.nhs.uk

Policy

The most recent version of the policy can be found by searching for core skills mandatory training on the [policies web page](#) on the Lead Employer website

Accepting Training

In line with the National MOU that has been issued by NHSE Hosts must accept training completed with previous Trust. Lead Employer run Inter Authority Transfers (IATs) for all colleagues in training as point of recruitment, however this does not guarantee that the previous Trusts will action the request. Should a colleague in training present the Host with evidence through either a certificate of competence or completed training which is a document downloaded from ESR, eLfh or another Learning Management System providing the following details:

- name of the person that completed the competence assessment or completed training,
- the name of the assessment of competence or training completed (including the level)
- the date that the assessment of competence or training was completed in the form

Hosts need to upload this information to 096 ESR.

Accepting Training Cont.

Examples of accepted evidence:

Compliance and Competency

Employee Name

Employee Number

Compliance

All Competencies

Awaiting Approval

TIP To view compliance for any additional assignments, select assignment from drop down and press Go

100.00%

To view required competencies only, tick the checkbox and press Go

Compliance Percentage

100.0%

Competency Name	Competency Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
NHS[CSTF]Equality, Diversity and Human Rights - 1 Year	0 - Not Assessed			30-Jul-2025			
NHS[CSTF]Equality, Diversity and Human Rights - 3 Years	0 - Not Assessed			15-Jun-2025			
NHS[CSTF]Health, Safety and Welfare - 3 Years	0 - Not Assessed	Y		15-Jun-2025			
NHS[CSTF]Information Governance and Data Security - 1 Year	0 - Not Assessed	Y		11-Sep-2025			
NHS[CSTF]Moving and Handling - Level 1 - 3 Years	0 - Not Assessed			15-Jun-2025			
NHS[CSTF]Safeguarding Adults - Level 1 - 3 Years	0 - Not Assessed	Y		17-Dec-2026			
NHS[CSTF]Safeguarding Children - Level 1 - 3 Years	0 - Not Assessed	Y		17-Dec-2026			
NHS[MAND]Display Screen Equipment - 2 Years				28-Mar-2026			
NHS[MAND]Fraud Awareness - 1 Year				30-Jul-2025			
NHS[MAND]Fraud Awareness - 3 Years				22-Jun-2025			
NHS[MAND]Patient Safety - Level 1 - 3 Years				09-Jul-2026			
NHS[MAND]Record Keeping - 1 Year				30-Jul-2025			
NHS[MAND]Working Late / Prolonged hours				No Expiry			

Done Day

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Compliance and Competency

Employee Name

Employee Number

Compliance

All Competencies

Awaiting Approval

TIP To view compliance for any additional assignments, select assignment from drop down and press Go

Compliance Percentage 100.0%

☐ Required Competencies Only

TIP To view required competencies only, tick the checkbox and press Go

Details	Competency Name	Competence Level	Min Req	Essential	Expiry Date	Compliance Status	Find Learning	Edit
	NHS[CSTF]Equality, Diversity and Human Rights - 1 Year	0 - Not Assessed			30-Jul-2025			
	NHS[CSTF]Equality, Diversity and Human Rights - 3 Years	0 - Not Assessed			15-Jun-2025			
	NHS[CSTF]Health, Safety and Welfare - 3 Years	0 - Not Assessed	Y		15-Jun-2025			
	NHS[CSTF]Information Governance and Data Security - 1 Year	0 - Not Assessed	Y		11-Sep-2025			
	NHS[CSTF]Moving and Handling - Level 1 - 3 Years	0 - Not Assessed			15-Jun-2025			
	NHS[CSTF]Safeguarding Adults - Level 1 - 3 Years	0 - Not Assessed	Y		17-Dec-2026			
	NHS[CSTF]Safeguarding Children - Level 1 - 3 Years	0 - Not Assessed	Y		17-Dec-2026			
	NHS[MAND]Display Screen Equipment - 2 Years				28-Mar-2026			
	NHS[MAND]Fraud Awareness - 1 Year				30-Jul-2025			
	NHS[MAND]Fraud Awareness - 3 Years				22-Jun-2025			
	NHS[MAND]Patient Safety - Level 1 - 3 Years				09-Jul-2026			
	NHS[MAND]Record Keeping - 1 Year				30-Jul-2025			
	NHS[MAND]	No Expiry			No Expiry			

Show Key

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elfh

clearing for healthcare

NHS

Health Education England



This is to certify that

completed the course

Data Security Awareness - Level 1

On

28 July 2023

This document is a record of completion of the e-learning material and, where applicable, successful completion of any associated summative assessments. It does not constitute certification or a formal qualification.

Certificate Generated On 25 November 2024

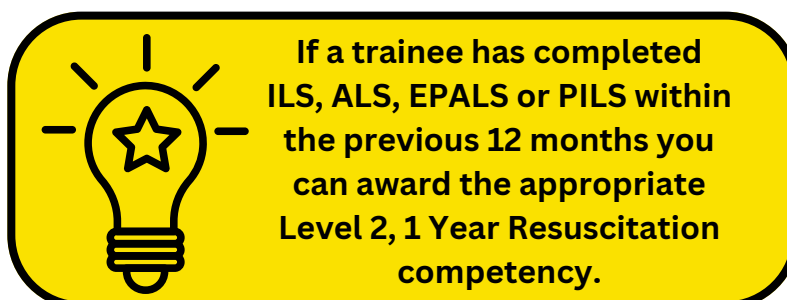


If a trainee has completed Level 3 Safeguarding Adults and / or Children then you can award the Level 3 competency.

Accepting Training cont.

The following competencies are accepted by Lead Employer and therefore can be uploaded to 096 ESR as long as proof is provided as detailed on page 5:

- NHS|CSTF|Equality, Diversity and Human Rights - 3 Years
- NHS|CSTF|Fire Safety - 2 Years
- NHS|CSTF|Health, Safety and Welfare - 3 Years
- NHS|CSTF|Infection Prevention and Control - Level 2 - 1 Year
- NHS|CSTF|Information Governance and Data Security - 1 Year
- NHS|CSTF|Moving and Handling - Level 1 – 3 Years
- NHS|CSTF|Moving and Handling - Level 2 – 2 Years
- NHS|CSTF|NHS Conflict Resolution (England) - 3 Years
- NHS|CSTF|Preventing Radicalisation - Prevent Awareness - 3 Years
- NHS|CSTF|Resuscitation - Level 2 - Adult Basic Life Support - 1 Year
- NHS|CSTF|Resuscitation Paediatric Level 2 - 1 Year
- NHS|CSTF|Safeguarding Adults (Version 2) - Level 2 - 3 Years
- NHS|CSTF|Safeguarding Adults (Version 2) - Level 3 - 3 Years
- NHS|CSTF|Safeguarding Children (Version 2) - Level 2 - 3 Years
- NHS|CSTF|Safeguarding Children (Version 2) - Level 3 - 3 Years
- NHS|MAND|Blood Transfusion – 2 Years
- NHS|MAND|Safe Use of Insulin – 3 Years
- NHS|MAND|Speak Up – All Workers – No Renewal
- NHS|MAND|Venous Thromboembolism
- NHS|MAND|The Oliver McGowan Mandatory Training on Learning Disability and Autism Part 1 Elearning| - No Renewal
- NHS|MAND|The Oliver McGowan Mandatory Training on Learning Disability and Autism Tier 1 - 3 Years
- NHS|MAND|The Oliver McGowan Mandatory Training on Learning Disability and Autism Tier 2 - 3 Years



Compliance Report

Lead Employer issue a league table detailing compliance by the first working day of the month - see example below

NW Region League Table February 25					
Organisation	Modules	Employee	Percentage	Target	Variance
096 NW Nobles Hospital	9	1	100.00%	85%	15.00%
096 NW Clatterbridge Centre for Oncology	451	50	96.45%	85%	11.45%
096 NW Lancashire Teaching Hospitals NHS Foundation Trust	2412	268	95.81%	85%	10.81%
096 NW Lancashire & South Cumbria NHS Foundation Trust	783	87	94.25%	85%	9.25%
096 NW Greater Manchester Mental Health NHS Foundation Trust	1224	136	92.97%	85%	7.97%
096 NW Mersey Care NHS Foundation Trust	882	98	89.68%	85%	4.68%
096 NW Mersey and West Lancashire Teaching Hospitals NHS Trust	2340	260	89.44%	85%	4.44%
096 NW Stockport NHS Foundation Trust	1217	135	89.07%	85%	4.07%
096 NW Tameside and Glossop Integrated Care NHS Foundation Trust	666	74	88.59%	85%	3.59%
096 NW University Hospitals of Morecambe Bay NHS Foundation Trust	999	111	87.89%	85%	2.89%
096 NW Alder Hey Children's NHS Foundation Trust	1431	159	86.51%	85%	1.51%
096 NW Liverpool Heart and Chest NHS Foundation Trust	414	46	85.51%	85%	0.51%
096 NW Countess of Chester NHS Foundation Trust	1206	134	85.32%	85%	0.32%
096 NW Blackpool Teaching Hospitals NHS Foundation Trust	1406	156	84.92%	85%	-0.08%
096 NW Wirral University Teaching Hospital NHS Foundation Trust	1701	189	84.42%	85%	-0.58%
096 NW Cheshire and Wirral Partnership NHS Foundation Trust	486	54	84.16%	85%	-0.84%
096 NW Bolton NHS Foundation Trust	1638	182	83.76%	85%	-1.24%
096 NW Liverpool Women's NHS Foundation Trust	720	80	83.47%	85%	-1.53%
096 NW Pennine Care NHS Foundation Trust	693	77	82.68%	85%	-2.32%
096 NW The Christie Hospital NHS Foundation Trust	645	72	82.02%	85%	-2.98%
096 NW East Lancashire Hospitals NHS Trust	1863	207	81.21%	85%	-3.79%
096 NW Warrington and Halton Hospitals NHS Trust	999	111	79.68%	85%	-5.32%
096 NW Northern Care Alliance Foundation Trust	3780	420	77.14%	85%	-7.86%
096 NW Wrightington, Wigan & Leigh NHS Foundation Trust	1037	115	76.76%	85%	-8.24%
096 NW Manchester University NHS Foundation Trust	8146	905	74.32%	85%	-10.68%
096 NW East Cheshire NHS Trust	441	49	73.92%	85%	-11.08%
096 NW Liverpool University Hospitals Trust	4020	447	73.53%	85%	-11.47%
096 NW Mid Cheshire Hospitals NHS Foundation Trust	1143	127	72.70%	85%	-12.30%
096 NW The Walton Centre NHS Foundation Trust	443	49	67.27%	85%	-17.73%
096 NW Betsi Cadwaladr	81	9	60.49%	85%	-24.51%

If you need to be added or removed from receiving this report please complete the MSform via the following [link](#) or QR code



Individual module
compliance can be
accessed through
ESR

Hints & Tips



Send a Welcome email two weeks before every rotational start date to all new Resident Doctors expected, attach the ESR guidees, there is a paragraph dedicated to core skills compliance.



Ensure that time to complete mandatory training is protected.



Send a follow up email is sent to all new Resident Doctors one week before every rotational start date checking Resident Doctors have received the requirement to complete all elements of mandatory training, all modules that require completion are listed. (Lead Employer guidance is attached to the email)



Download a compliance report every month from 096 ESR and use mail merge to inform all current residents of core skills compliance with modules and dates.



Check any certificates sent by the Resident Doctors are checked that they align with the Lead Employer guidance and are then update the competence in 096 ESR.



Weekly generic email to all Trainees to say compliance report updated and published.



A monthly email to all Resident Doctors who are not 100% compliant alerting them to this.

Hints & Tips



A monthly email to TSTLs showing all Trainee compliance and compliance by Speciality.



A monthly report from L&OD to PGME showing all trainees, their current overall % compliance and their time in post.



PGME contacts any Trainee who has been in post >31 days but is less than 100% compliant.



As required trainees <100% compliant and between 31 and 62 days since start date. Email from PGME to Trainee stating they are in the escalation process and what next steps are.



As required trainees <100% compliant and between 62 and 93 days since start date. Email from PGME to Trainee, TSTL/Education Lead, Director of Medical Education (DME).



As required trainees <100% compliant and more than 93 days since start date. Email from PGME to Trainee, TSTL/Education Lead, Director of Medical Education (DME) and Medical Director.



As required supportive conversation between Trainee and TSTL.



As required trainees <100% Compliant and more than 120 days Post Grad Director send email to Training Programme Director and Lead Employer.

