**MWL Lead Employer**

**Core Skills**

**Mandatory Training**

**Escalation Form**

**for Completion by Host Organisations**

MWL Lead Employer - Version 1.1

Date: 10/07/2023

**Important Information...**

If a trainee is refusing to comply with their mandatory training and all three stages of the escalation process has been followed, Host organisations should complete this form and then send to [Lead Employer](mailto:lead.employer@sthk.nhs.uk) along with evidence at the final point of escalation.

**Form to Complete...**

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| **Trainee Details** | | | |
| **Name** |  | **Specialty** |  |
| **GMC/GDC Number** |  | **Grade** |  |
| **Host Trust** |  | **Current number of competencies outstanding** |  |

|  |  |
| --- | --- |
| **Please review the below three stages of the escalation policy and complete each section, providing the necessary evidence that the escalation policy has been followed at each stage. Evidence can be sent along with the form to Lead Employer.** | |
| **First Stage**  Up to one month before Trainee has become non-compliant, the Host Organisation will remind Trainee that urgent attention is needed. | |
| Was the Trainee reminded to do their training at the first stage? | **YES/NO** (Delete where necessary) |
| Has evidence of this been provided? | **YES/NO** (Delete where necessary) |
| Was the Trainee given allocated time to do their training at the first stage? | **YES/NO** (Delete where necessary) |
| Has evidence of this been provided? | **YES/NO** (Delete where necessary) |
|  |  |
| **Second Stage**  One month after the Trainee has become non-compliant if they have not completed the training, the Host Organisation will escalate to the Clinical Lead or equivalent to discuss non-compliance. | |
| Has the Trainee been escalated to their Clinical Lead or equivalent to discuss non-compliance? | **YES/NO** (Delete where necessary) |
| Has evidence of this been provided? | **YES/NO** (Delete where necessary) |
| Has the discussion with the Clinical Lead or equivalent taken place? | **YES/NO** (Delete where necessary) |
| Has evidence of this been provided? | **YES/NO** (Delete where necessary) |
| Was the Trainee given allocated time to do their training at the second stage? | **YES/NO** (Delete where necessary) |
| Has evidence of this been provided? | **YES/NO** (Delete where necessary) |
|  |  |
| **Third Stage**  Two months after the Trainee has become non-compliant if they have not completed the required training, the Host Organisation will escalate to the Training Programme Director to discuss and agree a timescale for them to complete. | |
| Has the Trainee been escalated to their Training Programme Director or equivalent to discuss non-compliance? | **YES/NO** (Delete where necessary) |
| Has evidence of this been provided? | **YES/NO** (Delete where necessary) |
| Has the discussion with the Training Programme Director or equivalent taken place? | **YES/NO** (Delete where necessary) |
| Has evidence of this been provided? | **YES/NO** (Delete where necessary) |
| Was the Trainee given allocated time to do their training at the third stage? | **YES/NO** (Delete where necessary) |
| Has evidence of this been provided? | **YES/NO** (Delete where necessary) |
|  | |
| **Final Stage**  Three months after the trainee has become non-compliant, the host organisation will email this form to MWL Lead Employer HR team [lead.employer@sthk.nhs.uk](mailto:lead.employer@sthk.nhs.uk) and the Head of School to inform them of the trainee’s failure to complete their mandatory training. | |
|  | |
| Host Organisation Signature |  |
| Print Name |  |
| Date |  |
| Job Title |  |