

# The Management of Core Skills Training Framework and Other Statutory and Mandatory Training Compliance for Lead Employer Colleagues-in-Training

Version No: 1.2

**Document Summary:**

To set out the requirements and responsibilities of Lead Employer colleagues-in-training in completion of Core Skills Training Framework and other Statutory and Mandatory training modules.

<b>Document status</b>	Approved	
<b>Document type</b>	Policy	<b>Trust wide</b>
<b>Document number</b>	Document Control will provide document number if a new document	
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<b>Review date</b>	<b>22/10/2027</b>	
<b>Accountable Director</b>	Director of Human Resources	
<b>Policy Author</b>	Head of HR Governance & Performance	
<b>Target audience</b>	Specific staff group	

**The intranet version of this document is the only version that is maintained. Any printed copies should therefore be viewed as “uncontrolled”, as they may not contain the latest updates and amendments.**

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## Document Control

Section 1 – Document Information	
<b>Title</b>	The Management of Core Skills Training Framework Compliance for Lead Employer Colleague-in-training
<b>Directorate</b>	Workforce
<b>Brief Description of amendments</b>	
Click here to enter text. <b>Please state if a document has been superseded.</b>	
<b>Does the document follow the Trust agreed format?</b>	Yes
<b>Are all mandatory headings complete?</b>	Yes
<b>Does the document outline clearly the monitoring compliance and performance management?</b>	Yes
<b>Equality Analysis completed?</b>	Yes
<b>Data Protection Impact Analysis completed?</b>	Yes

Section 2 – Consultation Information*	
*Please remember to consult with all services provided by the Trust, including Community & Primary Care	
<b>Consultation Completed</b>	<input type="checkbox"/> Trust wide <input type="checkbox"/> Local <input checked="" type="checkbox"/> Specific staff group
<b>Consultation start date</b>	01/06/2022
<b>Consultation end date</b>	01/09/2022

Section 3 – Version Control		
Version	Date Approved	Brief Summary of Changes
1.0	19/10/2022	Policy Approval
1.1	15/08/2023	Addition of Appendix 2 - Core Skills Mandatory Training escalation form and update of section 6.4.1 to reflect the use of the form. Update of STHK to MWL. Update of HEE to NHS England Education. Update of STEP to LE Mandatory training. Addition of STEP website closure on 30th September 2023.
1.2	17/10/2024	Policy name updated to reflect inclusion of modules outside of CSTF. NHSE England Education change to NHS England. Section 6.1.3 Statement about protected time for mandatory training. Section 6.4 Statement about reasonable adjustments. Section 6.4.1 updated with the new escalation process. Section 6.5.1 Non-Compliance and Long-Term Sick Leave Section 6.5.2 Non-Compliance and Maternity / Adoption Leave Section 7 is new, and details of self-directed learning and available support have been included. Section 11 new version of Equality Analysis Screening Tool Section 12 is a new section Data Protection Impact Assessment Screening Tool Appendix 1 updated to include additional identified modules and details around local elements for Fire Safety, Moving & Handling and Resuscitation.

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		<p>Appendix 2 illustration of the new escalation process for existing colleague-in-training.</p> <p>Appendix 3 illustration of the new escalation process for IMG colleague-in-training.</p> <p>Appendix 4 details required for escalation eForms</p> <p>Appendix 5 example letter / email for Stage 1</p> <p>Appendix 6 example letter / email for Stage 2</p> <p>Updated references to doctors in training to colleagues-in-training (see terminology section)</p>
	Click here to enter a date.	

<b>Section 4 – Approval – To be completed by Document Control</b>			
<b>Document approved</b>		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Approved with minor amendments	
<b>Assurance provided by author &amp; Chair</b>		<input type="checkbox"/> Minutes of meeting <input type="checkbox"/> E-mail with Chair's approval	
<b>Date approved</b>	22/10/2024	<b>Review date</b>	22/10/2027

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<b>Reason for withdrawal</b>	<input type="checkbox"/> No longer required <input type="checkbox"/> Superseded
<b>Assurance provided by author &amp; Chair</b>	<input type="checkbox"/> Minutes of meeting <input type="checkbox"/> E-mail with Chair's approval
<b>Date Withdrawn:</b>	Click here to enter a date.

## Quick Reference Guide

Policy to define the management of Core Skills Training Framework (CSTF) compliance across lead employer colleagues-in-training and how/where training can be completed and recorded to support host organisations with maintaining compliance.

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## 1. Scope

This policy will apply to all colleagues-in-training employed by the Lead Employer. The Lead Employer is contracted as part of the commercial agreement with NHS England to ensure that all colleagues-in-training employed by the service meet the national requirements for completion of core skills training.

## 2. Introduction

Mersey & West Lancashire Teaching Hospitals NHS Trust (MWL) Lead Employer Service is committed to supporting NHS England, host organisations and colleagues-in-training with ensuring that mandatory training compliance is maintained throughout the colleague-in-training's employment. The Core Skills Training Framework (CSTF) provides all NHS colleagues-in-training with the basic requirements to effectively fulfil their roles.

This policy is to ensure that the Lead Employer Service, NHS England and all host organisations are able to have a clear oversight of CSTF and other Statutory and Mandatory Training compliance for colleagues-in-training and ensures that all stakeholders understand the appropriate processes required to record compliance on ESR (096 VPD).

## 3. Statement of Intent

The purpose of this policy is to provide managers and colleagues-in-training with guidance on the application and management of CSTF and other Statutory and Mandatory Training modules which have been defined as being relevant to colleagues-in-training and to ensure that **all compliance** is appropriately recorded in ESR.

The objectives of this policy are to ensure that the Lead Employer Service:

- Colleagues-in-training and managers/clinical supervisors are aware of the requirements of Core Skills Training Framework and other Statutory and Mandatory Training.
- To provide a process for host organisations to appropriately record compliance so that the data flows to the Lead Employer ESR database.
- To ensure that all stakeholders are aware of the appropriate escalation procedures for the management of non-compliance.
- To ensure portability of training data for CSTF and other Statutory and Mandatory Training modules for colleagues-in-training thus meeting the national agenda.

## 4. Definitions

Term/Abbreviation	Definition/meaning				
<b>Core Skills Training Framework (CSTF)</b>	National agreed profile of mandatory training modules for healthcare professionals to complete.				
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<b>e-LfH</b>	E Learning for Health is a platform where healthcare workers can complete the mandatory training modules to ensure compliance with the core skills training framework.
<b>ESR</b>	The Electronic Staff Record or ESR is an <a href="#">Oracle</a> -based human resources and payroll database system used by the NHS in <a href="#">England</a> and <a href="#">Wales</a> . The Electronic Staff Record application is managed by IBM for the NHS.
<b>Statutory and Mandatory Training</b>	Modules that are defined locally and/or nationally as being essential for Colleagues in Training,
<b>Colleague in training</b>	Resident doctors, dentists, foundation dentists and public health registrars working across the NHS

## 5. Duties, Accountabilities and Responsibilities

### 5.1 Chief Executive

The Chief Executive on behalf of the Trust Board is responsible for ensuring that this policy is fully implemented via host trusts and that there is a continuing commitment to the training of hosts in the implementation of all Trust policies.

### 5.2 NHS England

NHS England is responsible for revalidating colleagues-in-training to ensure they are practicing within the scope of their training programme.

The NHS England Regional Deans are responsible for ensuring appropriate action is taken within the scope of the training programmes to support the Lead Employer Service and host organisation managers, in ensuring colleagues in training are allocated time to ensure they are meeting the expected standards for the core skills training framework and Statutory and Mandatory Training; following the escalation process when individuals are not compliant.

### 5.3 Lead Employer Service

The Lead Employer Service is responsible for monitoring compliance of mandatory training requirements as per the Core Skills Training Framework and other Statutory and Mandatory Training.

### 5.4 Host Organisations

Host organisations are responsible for allocating time to ensure that all colleagues-in-training on rotational placement are up to date with their statutory and mandatory training requirements as per the Core Skills Training Framework (CSTF) and Statutory and Mandatory Training ensuring all local training is aligned to CSTF and Statutory and Mandatory Training and that appropriate competencies are awarded. If individuals are

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not compliant, host organisations are also responsible for following the escalation process as outlined below.

Hosts are responsible for providing colleagues-in-training with access to four specific requirements:

Level 3 Adults and Children Safeguarding – these need to be locally assessed as to whether it is required for a specific rotation.

*(N.B. Should these be awarded by a Trust the colleague-in-training will be awarded Level 2 for the same duration)*

Level 2 Moving and Handling and Resuscitation – these need local assessment due to specific equipment being used at the Trust before they can be awarded.

Monitoring of compliance for these four modules will be the responsibility of the Host organisation and access to the 096 VPD via Manager Self-Service is provided for this purpose. In addition to CSTF Lead Employer will add local practical element competencies in addition to online learning. This will enable hosts to honour training that is valid when a colleague-in-training rotates from host to host organisations This will avoid unnecessary duplication of training and supports improving the working lives of colleagues-in-training.

### 5.5 Workforce Systems and Information Team

The Workforce Systems and Information Team for Lead Employer supports the management and utilisation of Shared Training Centres (STCs) that assist host organisations with maintaining colleague-in-training compliance. They provide assistance to all stakeholders relating to issues with access to the self-service functionality within ESR.

### 5.6 MWL Lead Employer HR Team

The MWL Lead Employer HR Team is responsible for providing support in the functionality and utilisation of the platform.

### 5.7 Colleague-in-training

New colleagues-in-training have 4 weeks in which to complete their training they are responsible for regularly checking their ESR profile and completing the mandatory training requirements as per the core skills training framework (CSTF) and other Statutory and Mandatory Training. The modules (Appendix 1) that fall within the required Training Needs Analysis (TNA), are agreed at a national level for all colleagues-in-training and is a requirement. The TNA will be maintained and ensure that ESR is up to date with any alterations so that compliance is not affected.

### 5.8 Third Parties

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The Lead Employer will not provide training information or confirmation of training to any third party. (i.e., Employment Agencies).

## 6. Process to support management of CSTF Compliance and Statutory and Mandatory Training

### 6.1 Completing Training

CSTF and Statutory and Mandatory Training modules are available via online platforms e.g. e-LfH or ESR, colleagues-in-training are able to access either of these platforms to complete the training and their compliance will be recorded on their ESR account.

#### 6.1.1 ESR Access

In order to maintain training records, colleagues-in-training are able to access their CSTF and Statutory and Mandatory Training modules via ESR. Host organisations are able to update competency and training information from the 096 Lead Employer ESR system using a Shared Training Centre.

Hosts organisations can run compliance reports from the 096 Lead Employer ESR system using their Manager Self-Service access.

#### 6.1.2 e-LfH Access

Colleagues-in-training are also able to complete their CSTF and Statutory and Mandatory Training modules via the e-LfH platform. MWL do not have administrative access to e-LfH, any queries with e-LfH would need to be made directly.

#### 6.1.3 Protected Time

Colleagues-in-training will be allocated protected time for completion of CSTF and Statutory and Mandatory Training by their Host Organisation. Self Development Time (SDT) is not to be used for completing mandatory training.

### 6.2 Recording compliance via Shared Training Centre (STC)

Host Organisations have the ability to access a shared training centre (STC). This ESR Functionality allows Host Organisations the ability to access colleague-in-training records on the Lead Employer 096 ESR VPD and enrol them on them to local classes held by the host organisation. Hosts must attach appropriate CSTF and Statutory and Mandatory competencies to this type of training to ensure colleagues-in-training are awarded the correct one. This will enable Host Organisations to ensure their hosted colleagues-in-training are fully compliant if they complete an induction or other session at the host Trust with appropriate course modules associated with colleague-in-training Requirements.

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An MOU has been created to reflect appropriate data sharing obligations for the Lead Employer Service and all host organisations. In order to utilise the STC provision, Host Organisations will need to sign up to the MOU.

### 6.3 Reconciliation Process

To support the flow of required data to enable the benefits of the passporting function, there is a requirement for the MWL Lead Employer HR team to complete a reconciliation process to support the correct competencies being added to colleague-in-training records.

#### 6.3.1 e-LfH

To support the transfer of data from the e-LfH platform to the Lead Employer ESR database the Trust have established an interface between the systems. ESR is the master database and overnight, daily, the interface pushes data from the e-LfH database to update any completed training competencies on the Lead Employer ESR system. On an annual basis interface mappings will be reviewed to ensure these match current requirements.

The identifiers for colleagues-in-training are ensuring that the GMC number and e-mail match in both systems.

#### 6.3.2 ESR

ESR is the master database for the purposes of managing CSTF and Statutory and Mandatory Training compliance for colleagues-in-training. Providing the STC is used ESR will be automatically updated with training completions undertaken Face to Face in host organisations.

### 6.4 Reasonable Adjustments

Any requirement for reasonable adjustments to complete CSTF and Statutory and Mandatory Training will be managed in accordance with Lead Employer Reasonable Adjustments Policy.

### 6.5 Escalation Process

The escalation process has been produced to effectively manage colleagues-in-training who are non-compliant providing a clear structure so that host organisations are supported and have effective procedures to ensure that all training is appropriately recorded. We would not expect the escalation process to start where there are mitigating

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circumstances e.g., the colleague-in-training has an extended period of absence or where the host is working with the colleague-in-training to maintain compliance.

This will support the colleague-in-training in recognising the importance of mandatory training and the Lead Employer and NHS England in management of host organisations who are not adhering to the management process to ensure that colleagues-in-training are compliant.

### 6.5.1 Non-Compliance and Long-Term Sick Leave

When a colleague-in-training is on long term sick leave this will be reviewed on a case by case basis with the input of Lead Employer HR Team.

### 6.5.2 Non-Compliance and Maternity / Adoption Leave

In the cases where a colleague-in-training is on maternity / adoption leave this will be reviewed on a case by case basis with the input of Lead Employer HR Team.

### 6.5.3 Non-Compliant Colleague-in-training

Colleagues-in-training are notified via self-service in 096 ESR that their compliance is due to expire within a three-month timescale. Colleagues-in-training should complete their CSTF and Statutory and Mandatory Training modules during this three-month time scale so that their compliance is maintained.

After the three-month warning period the colleague-in-training becomes non-compliant, their ESR profile will show that they are no longer compliant for the relevant modules. At this point, host organisations are responsible for making sure that colleagues-in-training take the required time to update their compliance and complete the modules.

- **Up to 1 month** before the colleague-in-training has become non-compliant the host organisation will remind colleague-in-training that urgent attention is needed.
- **1 month** after the colleague-in-training has become non-compliant if they have not completed the training, the host organisation will write to the colleague-in-training asking them to complete their training within the next 4 weeks. Appendix 5 provides a suggested template to use. This must be reported to Lead Employer using the Stage 1 eForm found here.
- **6 weeks** after the colleague-in-training has become non-compliant if they have not completed the required training, the host organisation will escalate to the Director of Medical Education who will liaise with the host Speciality Training Lead or another locally identified individual who will write to the Lead Employer colleague-in-training stressing the urgency for completion of statutory and

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mandatory training and its importance for the successful completion of their training programme and patient safety. Appendix 6 provides a suggested template to use. The host organisation Specialty Training Lead or another locally identified individual will ensure that the rota co-ordinator allocates protected time in weeks 13 and 14 for completion of training.. This must be reported to Lead Employer using the Stage 2 eForm found here.

15 weeks after the colleague-in-training has become non-compliant, the host organisation will complete the Stage 3 eForm found here notifying Lead Employer colleague-in-training is still non-compliant. MWL Lead Employer will then consider whether formal management of this concern is required in line with policy and procedure.

See Appendix 2 for an illustration of the escalation process for existing colleague-in-training and Appendix 3 for IMG colleague-in-training and Appendix 4 which provides details regarding the eForms for notifying Lead Employer.

By reporting each stage for non-compliant colleagues-in-training this supports host organisations at the point where a colleague-in-training could be at Stage 1 or 2 just prior to rotating to a new host and prevent instances where a colleague-in-training could be inadvertently put back to the start of the process. The detail will be passed to Host Organisations via a reporting mechanism.

Colleagues-in-training may be prevented from performing some duties dependent upon the outstanding training modules and Host Organisations will manage this via local risk assessment and advise the Lead Employer if any action needs to be taken.

Colleagues-in-training that are not compliant may also delay their pay progression review as set out in the pay progression policy.

## 7. Training

There is no requirement for mandatory training to support this policy however there is self-directed learning as guidance available to support both colleagues-in-training and Host Organisations/Trusts in implementation.

What aspect/s of this policy will require staff training?	Which staff groups require this training?	Is this training covered in the Trust's Statutory & Mandatory Training Policy?	If no, how will the training be delivered?	Who will deliver the training?	How often will staff require training	Who will ensure and monitor that staff have this training
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How to access eLfh	Colleague-in-training	No	Self-directed learning and support from LE Helpdesk	Self-directed learning and support from LE Helpdesk	As needed	Not required
How to access MyESR	Colleague-in-training	No	Self-directed learning and support from LE Helpdesk	Self-directed learning and support from LE Helpdesk	As needed	Not Required
Shared Training Centre	Host Trusts / Organisations	No	Self-directed learning and support from LE Helpdesk	Self-directed learning and support from LE Helpdesk	As needed	Not required
How to input training completions on ESR	Host Trusts / Organisations	No	Self-directed learning and support from LE Helpdesk	Self-directed learning and support from LE Helpdesk	As needed	Not required
How to run a Core Skills Compliance Report on ESR	Host Trusts / Organisations	No	Self-directed learning and support from LE Helpdesk	Self-directed learning and support from LE Helpdesk	As needed	Not required

## 8. Monitoring Compliance

### 8.1 Key Performance Indicators (KPIs) of the Policy

No	Key Performance Indicators (KPIs) Expected Outcomes
1.	To ensure colleagues-in-training mandatory CSTF and Statutory and Mandatory Training compliance is accurately recorded in ESR for reporting purposes.
2.	Lead Employer Reporting of Compliance will exclude the four items which should be locally assessed and awarded. These items will be recorded against the individual colleague-in-training but, not for compliance reporting statistics.
3.	To ensure that mandatory CSTF and Statutory and Mandatory Training compliance is portable from the Lead Employer to Host Organisations ahead of rotation dates.

### 8.2 Performance Management of the Policy

Minimum Requirement to be Monitored	Lead(s)	Tool	Frequency	Reporting Arrangements	Lead(s) for acting on Recommendations
Compliance %	LE Mandatory Training	ESR BI	Monthly	Contract Management	Colleague-in-training / Host Organisation / NHS England

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## 9. References/Bibliography/Relevant Legislation/National Guidelines

No	Reference
1.	
2.	
3.	
4.	
5.	

## 10. Related Trust Documents

No	Related Document
1.	<a href="https://intranet.sthk.nhs.uk/plugins/extranet/widgets/policies/uploads/2022-634406febf2e92.99925238.pdf">https://intranet.sthk.nhs.uk/plugins/extranet/widgets/policies/uploads/2022-634406febf2e92.99925238.pdf</a>
2.	<a href="https://leademployer.sthk.nhs.uk/media/Documents/Policies%20and%20Forms/Reasonable%20Adjustments/LE%20Reasonable%20Adjustments%20Policy%20-%20June%202023.pdf">https://leademployer.sthk.nhs.uk/media/Documents/Policies%20and%20Forms/Reasonable%20Adjustments/LE%20Reasonable%20Adjustments%20Policy%20-%20June%202023.pdf</a>
3.	Need link for How to access e-LFH to complete your Core Skills Mandatory Training Guide
4.	Need link for How to access MyESR to complete e-Learning
5.	Need link for Shared Training Centre Guide
6.	Need link for How to input Training completions on ESR
7.	Need link for How to run a Core Skills Compliance Report on ESR

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## 11. Equality Analysis Screening Tool

The EIA screening must be carried out on all policies, procedures, organisational changes, service changes, cost improvement programmes and transformation projects at the earliest stage in the planning process. Where the screening identifies that a full EIA needs to be completed, please use the full EIA template.

The completed EIA screening form must be attached to all procedural documents prior to their submission to the appropriate approving body. A separate copy of the assessment must be forwarded to the Head of Patient Inclusion and Experience for monitoring purposes via the following email, [cheryl.farmer@sthk.nhs.uk](mailto:cheryl.farmer@sthk.nhs.uk). If the assessment is related to workforce a copy should be sent to the workforce Head of Equality, Diversity and Inclusion for [workforce\\_equality&diversity@sthk.nhs.uk](mailto:workforce_equality&diversity@sthk.nhs.uk).

If this screening assessment indicates that discrimination could potentially be introduced then seek advice from either the Head of Patient Inclusion and Experience or Head of Equality, Diversity (Workforce) and Inclusion.

A full equality impact assessment must be considered on any cost improvement schemes, organisational changes or service changes that could have an impact on patients or staff.

<b>Title of function</b>	The Management of Core Skills Training Framework and Other Statutory and Mandatory Training Compliance for Lead Employer Colleague-in-training
<b>Brief description of function to be assessed</b>	Application of the Policy
<b>Date of assessment</b>	17/10/2024
<b>Lead Executive Director</b>	Malise Szpakowska
<b>Name of assessor</b>	
<b>Job title of assessor</b>	

### Equality, Diversity & Inclusion

Does the policy/proposal:

- 1) Have the potential to or will in practice, discriminate against equality groups
- 2) Promote equality of opportunity, or foster good relations between equality groups?
- 3) Where there is potential unlawful discrimination, is this justifiable?



	<b>Negative Impact</b>	<b>Positive Impact</b>	<b>Justification/ evidence and data source</b>
Age	No	No	
Disability	Yes	No	The escalation process provides guidance in the case of noncompliance and long-term sick leave. Any requirement for reasonable adjustments are managed in accordance with the Lead Employer Reasonable Adjustments Policy.
Gender reassignment	No	No	
Pregnancy or maternity	Yes	No	The escalation process provides guidance in the case of noncompliance whilst on maternity leave and also where the escalation process is in progress at either Stage 1 or 2 prior to commencing maternity leave.
Race	Yes	No	Consideration will be given in cases where English is not a Colleague-in-training's first language and this impacts on their ability to complete eLearning modules. As the eLearning is accessed through eLH there are no concessions for the modules to be available in other languages.
Religion or belief	No	No	
Sex	No	No	
Sexual orientation	No	No	

## Human Rights

Is the policy/proposal infringing on the Human Rights of individuals or groups?

	<b>Negative Impact</b>	<b>Positive Impact</b>	<b>Justification/ evidence and data source</b>
Right to life	No	No	
Right to be free from inhumane or degrading treatment	No	No	
Right to liberty/security	No	No	
Right to privacy/family life, home and correspondence	No	No	
Right to freedom of thought/conscience	No	No	
Right to freedom of expression	No	No	
Right to a fair trial	No	No	

## Health Inequalities

Is the policy/proposal addressing health inequalities and are there potential or actual negative impact on health inequality groups, or positive impacts? Where there is potential unlawful impacts is this justifiable.

	Negative Impact	Positive Impact	Justification/ evidence and data source
Deprived populations	No	No	
Inclusion health groups	No	No	
5 child clinical areas	No	No	
5 adult clinical areas	No	No	

## Outcome

After completing all of the above sections, please review the responses and consider the outcome.

<b>Is a full EIA required?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>  Please include rationale:
--------------------------------	--

## Sign off

<b>Name of approving manager</b>	Head of HR Governance & Performance
<b>Job title of approving manager</b>	Head of HR Governance & Performance
<b>Date approved</b>	22/10/2024

## 12. Data Protection Impact Assessment Screening Tool

If you answer **YES** or **UNSURE** to any of the questions below a full Data Protection Impact Assessment will need to be completed in line with Trust policy.

	Yes	No	Unsure	Comments - Document initial comments on the issue and the privacy impacts or clarification why it is not an issue
Is the information about individuals likely to raise privacy concerns or expectations e.g. health records, criminal records or other information people would consider particularly private?		✓		
Will the procedural document lead to the collection of new information about individuals?		✓		
Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?		✓		
Will the implementation of the procedural document require you to contact individuals in ways which they may find intrusive?		✓		
Will the information about individuals be disclosed to organisations or people who have not previously had routine access to the information?		✓		
Does the procedural document involve you using new technology which might be perceived as being intrusive? e.g. biometrics or facial recognition		✓		
Will the procedural document result in you making decisions or taking action against individuals in ways which can have a significant impact on them?			✓	
Will the implementation of the procedural document compel individuals to provide information about themselves?		✓		

Sign off if no requirement to continue with Data Protection Impact Assessment:  
Confirmation that the responses to the above questions are all NO and therefore there is no requirement to continue with the Data Protection Impact Assessment

**Policy author**

**Date**

### 13. Appendix 1 – Mandatory training requirements to be set by the Lead Employer for ALL colleagues-in-training:

- 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|NHS Conflict Resolution (England) - 3 Years
- NHS|CSTF|Preventing Radicalisation - Prevent Awareness - 3 Years
- NHS|CSTF|Safeguarding Adults (Version 2) - Level 2 - 3 Years
- NHS|CSTF|Safeguarding Children (Version 2) - Level 2 - 3 Years
- 096|LOCAL|Blood Components – 2 Years
- 096|LOCAL|Consent (Blood Transfusion) – 2 Years
- 096|LOCAL|Essential Transfusion Practice – 2 Years
- 096|LOCAL|Safe Use of Insulin – 1 Year
- 096|LOCAL|Speak Up – Core Training for all Workers – No Renewal
- 096|LOCAL|Transfusion Reactions – 2 Years
- 096|LOCAL|VTE Prevention in Secondary Care – 2 Years
- NHS|MAND|The Oliver McGowan Mandatory Training on Learning Disability and Autism Part 1 Elearning| - No Renewal

Hosts are responsible for providing colleagues-in-training with access to four specific requirements:

- NHS|CSTF|Safeguarding Children - Level 3 - 3 Years
  - NHS|CSTF|Safeguarding Adults - Level 3 - 3 Years
- these need to be locally assessed as to whether it is required for a specific rotation.  
*(N.B. Should these be awarded by a Trust the Colleague-in-training will be awarded Level 2 for the same duration)*
- NHS|CSTF|Moving and Handling - Level 2 – 2 Years
  - NHS|CSTF|Resuscitation - Level 2 - Adult Basic Life Support - 1 Year
- these need local assessment due to specific equipment being used at the Trust before they can be awarded.

To facilitate Moving and Handling and Resuscitation modules being transferrable Host organisations are being asked to remove any Host specific elements from local modules delivered. Host organisations will still want to cover these and therefore these Host specific elements will be awarded by the following competencies with a validity period matching that of the CSTF module:

- 096|LOCAL| XXX Resus Local Detail -1 Year|
- 096|LOCAL| XXX Practical Moving and Handling -2 Years|

Regarding Fire Safety this also has a local element dealing with:

- Local evacuation techniques
- Firefighting equipment

To support this a Host specific competency will be awarded using the below naming convention:

- 096|LOCAL| XXX Fire Safety Practical -2 Years|

The XXX is the naming convention should be replaced by the VPD for the appropriate Host.

By utilising Host specific competencies for Fire Safety, Moving and Handling and Resuscitation with validity periods matching the CSTF modules this will prevent the colleague-in-training from repeating training if they rotate back to a Trust whilst it is still valid. Hosts can run compliance reports from the 096 Lead Employer ESR system using their Manager Self-Service access.

Exemptions can be made for e.g. a colleague-in-training who may be hosted by e.g. a local authority dependent upon their placement requirements. Recommendations can be made to add additional competencies for colleagues-in-training where these have been agreed as having generic content.

Monitoring of compliance for these modules will be the responsibility of the Host organisation and access to the 096 VPD via Manager Self-Service is provided for this purpose.

### 14. Appendix 2 - Escalation Process Illustration for Existing colleagues-in-training

WK Commencing	wk	Status	Stage	Action	Host Trust	Mt Team	Rota Co-ordinator	Trainee	TSTL / Locally Identified Individual	LE HR	
08/07/2024	-4	Compliant	0	Trainee informed that training need attention	✓	x	x	x	x	x	
15/07/2024	-3	Compliant		Trainee to undertake training due to expire	x	x	✓			x	
22/07/2024	-2	Compliant			x	x	x				
29/07/2024	-1	Compliant			x	x	x				
05/08/2024	0	Compliant			x	x	x				
12/08/2024	1	Non-compliant	1	1. Letter/email issued to trainee asking them to complete in the next 4 weeks	✓	x	x	x	x		
19/08/2024	2	Non-compliant		2. Stage 1 eForm completed to notify LE	✓	x	x	x	x		
26/08/2024	3	Non-compliant		3. Mandatory Training Team check eForm is fully completed and informs HR for logging on MI	x	✓	x	x	x		
02/09/2024	4	Non-compliant		4. Trainee to undertake training due to expire	x	x	x	✓		x	
09/09/2024	5	Non-compliant			x	x	x				
16/09/2024	6	Non-compliant	2	1. Host checks compliance of Trainee on 096	✓	x	x	x	x	x	
				2. Host Organisation completes Compliant eForm to notify LE trainee is now compliant	✓	x	x	x	x	x	
				3. Mandatory Training Team check eForm is fully completed and informs HR for logging on MI	x	✓	x	x	x	x	
				OR							
				2. Host Organisation will escalate to the Director of Medical Education who will liaise with the Tr	✓	x	x	x	x	x	
				3. TSTL or other locally identified individual will arrange for time to be allocated in Trainee's rota	x	x	✓	x	✓	x	
	7	Non-compliant	2	Trainee can undertake training due to expire before time is allocated if they wish	4. TSTL or other locally identified individual will issue letter/email to Trainee stating time that has been allocated on rota and Host Organisation copied in	x	x	x	x	✓	x
					5. Stage 2 eForm completed to notify LE	✓	x	x	x	x	x
					6. Mandatory Training Team check eForm is fully completed and informs HR for logging on MI	x	✓	x	x	x	x
					OR						
					1. Host Organisation completed Stage 3 eForm notifying LE if trainee is still non-compliant	✓	x	x	x	x	x
					2. Mandatory Training Team check eForm is fully completed and informs HR for logging on MI	x	✓	x	x	x	x
					OR						
					1. Host Organisation completes Compliant eForm to notify LE trainee is now compliant	✓	x	x	x	x	x
15	Non-compliant	3	3. Formal management by LE HR	2. Mandatory Training Team check eForm is fully completed and informs HR for logging on MI	x	✓	x	x	x		
				3. Formal management by LE HR	x	x	x	x	x		

## 15. Appendix 3 Escalation Process Illustration for IMG colleagues-in-training

WK Commencing	wk	Status	Stage	Action	Host Trust	MT Team	Rota Co-ordinator	Trainee	TSTL / Locally Identified Individual	LE HR	
05/08/2024	-4	Non-compliant		IMG Trainee commences 1st rotation and is informed of the training they are required to complete	✓	x	x	x	x	x	
12/08/2024	-3	Non-compliant	0	Trainee to undertake training		x	x	✓	x	x	
19/08/2024	-2	Non-compliant				x	x				
26/08/2024	-1	Non-compliant				x	x				
02/09/2024	0	Non-compliant				x	x				
09/09/2024	1	Non-compliant		1. Letter/email issued to trainee asking them to complete in the next 4 weeks 2. Stage 1 eForm completed to notify LE 3. Mandatory Training Team check eForm is fully completed and informs HR for logging on MI 4. Trainee to undertake training due to expire	✓	x	x	x	x	x	
16/09/2024	2	Non-compliant	1		✓	x	x				
23/09/2024	3	Non-compliant				✓	x	x	x	x	
30/09/2024	4	Non-compliant				x	✓	x	x	x	
07/10/2024	5	Non-compliant				x	x	✓	x	x	
						✓	x	x	x	x	
14/10/2024	6	Non-compliant		1. Host checks compliance of Trainee on 095 2. Host Organisation completes Compliant eForm to notify LE trainee is now compliant 3. Mandatory Training Team check eForm is fully completed and informs HR for logging on MI OR 2. Host Organisation will escalate to the Director of Medical Education who will liaise with the 3. TSTL or other locally identified individual will arrange for time to be allocated in Trainee's rota 4. TSTL or other locally identified individual will issue letter/email to Trainee stating time that has been allocated on rota and Host Organisation copied in 5. Stage 2 eForm completed to notify LE 6. Mandatory Training Team check eForm is fully completed and informs HR for logging on MI	✓	x	x	x	x	x	
21/10/2024	7	Non-compliant	2	Trainee can undertake training due to expire before time is allocated if they wish  Allocated time in rota to complete training	✓	x	x				
28/10/2024	8	Non-compliant				✓	x	✓	x	✓	
04/11/2024	9	Non-compliant				x	x	x	✓	x	
11/11/2024	10	Non-compliant				x	x	x	x	x	
18/11/2024	11	Non-compliant				✓	x	x	x	x	
25/11/2024	12	Non-compliant				✓	x	x	x	x	
02/12/2024	13	Non-compliant				x	✓	x	x	x	
09/12/2024	14	Non-compliant				x	x	x	x	x	
						✓	x	x	x	x	
						✓	x	✓	x	x	
						OR					
						1. Host Organisation completes Compliant eForm to notify LE trainee is now compliant 2. Mandatory Training Team check eForm is fully completed and informs HR for logging on MI 3. Formal management by LE HR	✓	x	x	x	x
16/09/2024	15	Non-compliant	3			✓	x	x	x	x	x
						x	✓	x	x	x	x
					x	x	x	x	x	✓	



## 16. Appendix 4 –Details Required for Escalation eForms

### Important Information ● ● ●

The Lead Employer need to be informed of each stage of the escalation process to support host organisations when a colleague-in-training is due to rotate.

### Form Details and Links ● ● ●

All forms require the following detail to be submitted:

- Colleague-in-training Name
- GMC Number
- Speciality
- Grade
- Host Organisation Name
- Number of outstanding competencies

#### Stage 1 eForm

Additional Details required:

- Was the colleague-in-training reminded to do their training at the first stage? (Provide date)
- Has evidence of this been provided? (Provide detail from email sent)
- Was the colleague-in-training given allocated time to do their training at the first stage? (Yes/No)
- Has evidence of time being allocated been provided? (Provide details from rota / email)

#### Stage 2 eForm

Additional Details required:

- Has the colleague-in-training been escalated to the Director of Medical Education? (Yes/No)
- Has evidence been provided? (Provide text from email)
- Was the colleague-in-training given allocate time to do their training (Yes//No)
- Has evidence been provided? (Provide details from rota / email)

#### Stage 3 eForm

Details required:

- Confirmation that the colleague-in-training has not completed outstanding training despite allocated time being given.

**Mandatory Training Team eForm – for use when the colleague-in-training has completed all outstanding training.**

- Confirmation of completion of all outstanding mandatory training statement





## 16. Appendix 5

Example Letter / Email for Stage 1

Dear Colleague,

Please can we remind you of the Trust requirement to complete online mandatory training and annual face to face training.

### **Core Skills**

Please see below for your core skills module expiry dates. **Please use training platform 096 ESR or eLearning for Health only for the below modules.**

You must complete the below by the dates shown. Failure to do so may result in your non-compliance being escalated to your Clinical Lead, Programme Director, or Head of School.

**Please ensure you complete core skills modules below on platform 096 ESR or eLearning for Health, certificates from other learning platforms will not be accepted and you will remain non-compliant.**

Module	Expiry Date

All Core Skills modules are available on ESR (<https://my.esr.nhs.uk/>) and <https://www.e-lfh.org.uk/>

If you have any difficulty signing in or using the systems, please contact the ESR Helpdesk at [ESR.Helpdesk@sthk.nhs.uk](mailto:ESR.Helpdesk@sthk.nhs.uk)

Should you have any issues with completing the above detailed modules before their expiry please make us aware.

Kind Regards

## 17. Appendix 6

### Example Letter / Email for Stage 2

Dear Colleague

I have been asked to contact you by (Insert name of DME) as further to previous communication dated (insert date) it has been noted that you are still noncompliant with the following modules:

*(delete as appropriate)*

- 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|NHS Conflict Resolution (England) - 3 Years
- NHS|CSTF|Preventing Radicalisation - Prevent Awareness - 3 Years
- NHS|CSTF|Safeguarding Adults (Version 2) - Level 2 - 3 Years
- NHS|CSTF|Safeguarding Children (Version 2) - Level 2 - 3 Years
- 096|LOCAL|Blood Components – 2 Years
- 096|LOCAL|Consent (Blood Transfusion) – 2 Years
- 096|LOCAL|Essential Transfusion Practice – 2 Years
- 096|LOCAL|Safe Use of Insulin – 1 Year
- 096|LOCAL|Speak Up – Core Training for all Workers – No Renewal
- 096|LOCAL|Transfusion Reactions – 2 Years
- 096|LOCAL|VTE Prevention in Secondary Care – 2 Years
- NHS|MAND|The Oliver McGowan Mandatory Training on Learning Disability and Autism Part 1 Elearning| - No Renewal

As part of your employment, you are required to fulfil the mandatory training required by Lead Employer, and this is not currently being met. Both statutory and mandatory training are indispensable in the NHS to protect colleague-in-training welfare and ensure that the highest quality care is being provided to patients.

Time has been allocated for you on your rota (*insert details*) to enable you to complete these modules and it is imperative that this is done during this time. Failure to complete will result in a referral to Lead Employer HR for formal management should it be considered necessary.

Should there be any reasons that will impact on your ability to complete the identified eLearning please contact either myself or (*insert name and email of identified person in Trust responsible for managing Colleague-in-training/Resident Doctor mandatory training compliance*).

Kind Regards