

Freedom of Information Request

Reference Number: EPUT.FOI.20.1417
Date Received: 21 January 2020

Information Requested:

I am writing to request the following information regarding how you currently provide Mandatory and Statutory Training to your substantive staff:

1. How does your trust administer Mandatory and Statutory training to your substantive Healthcare and Non-Healthcare staff? (in-house or external provider)
Mostly in-house with some use of external providers for specialist training or additional capacity
2. If you utilise an external provider who do you use?
There is a procurement process. Current contracts are awarded to Healthcare Services
3. If you provide training internally who is the head of your training department?
The Trust is unable to provide a named contact. This is because the Trust considers the staff names to be personal information which is exempt under Section 40 (Personal Information) of the Act.

In addition Trust policy states that personal information will only be given for those staff with public facing roles:

- Public Interest Roles - those staff occupying positions of seniority with public profiles and responsibilities for major (policy) decisions and expenditure of public funds. (Freedom of Information Policy & Procedure: Section 3.3)

However the Trust can confirm that the Executive Director responsible for Training is Sean Leahy, Executive Director of People and Culture.

4. Please provide information about which mandatory and statutory training courses you provide for your substantive healthcare and non-healthcare staff.
Please see attached
5. Please provide information regarding how many healthcare and non-healthcare substantive staff complete Mandatory and Statutory training annually.
We have 4,959 staff that completes mandatory training annually.
6. How much does it cost to train a healthcare member of staff and a non-healthcare member of staff every year?
The Trust does not separate out the cost of mandatory training in this way as our trainers are not just involved in mandatory training and our venues, resources etc. are not used just for mandatory training but general training as well. The list of training shows how many days each member of staff will undertake. The cost does of course involve staff backfill.

7. What is your current spend in 2019 on agency nurses, AHPs and Doctors?
The Trust wrote to you by e-mail on 22 January 2020 to ask you for clarification on this question. However as we have not received a response from you the Trust is unable to provide to respond to this question. If you do still require a response to this please do submit a new FOI request and the Trust will be happy to help if possible.
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Applied Exemption:

Exemption: Section 40: Personal information

- (1) Any information to which a request for information relates is exempt information if it constitutes personal data of which the applicant is the data subject.
- (2) Any information to which a request for information relates is also exempt information if—
 - (a) it constitutes personal data which do not fall within subsection (1), and
 - (b) either the first or the second condition below is satisfied.
- (3) The first condition is—
 - (a) in a case where the information falls within any of paragraphs (a) to (d) of the definition of “data” in section 1(1) of the Data Protection Act 2018, that the disclosure of the information to a member of the public otherwise than under this Act would contravene—
 - (i) any of the data protection principles, or
 - (ii) section 10 of that Act (right to prevent processing likely to cause damage or distress), and
 - (b) in any other case, that the disclosure of the information to a member of the public otherwise than under this Act would contravene any of the data protection principles if the exemptions in section 33A(1) of the Data Protection Act 2018 (which relate to manual data held by public authorities) were disregarded.
- (4) The second condition is that by virtue of any provision of Part IV of the Data Protection Act 2018 the information is exempt from section 7(1)(c) of that Act (data subject’s right of access to personal data).
- (5) The duty to confirm or deny—

- (a) does not arise in relation to information which is (or if it were held by the public authority would be) exempt information by virtue of subsection (1), and
 - (b) does not arise in relation to other information if or to the extent that either—
 - (i) the giving to a member of the public of the confirmation or denial that would have to be given to comply with section 1(1)(a) would (apart from this Act) contravene any of the data protection principles or section 10 of the Data Protection Act 2018 or would do so if the exemptions in section 33A(1) of that Act were disregarded, or
 - (ii) by virtue of any provision of Part IV of the Data Protection Act 2018 the information is exempt from section 7(1)(a) of that Act (data subject’s right to be informed whether personal data being processed).
- (6) In determining for the purposes of this section whether anything done before 24th October 2007 would contravene any of the data protection principles, the exemptions in Part III of Schedule 8 to the Data Protection Act 2018 shall be disregarded.
- (7) In this section— “the data protection principles” means the principles set out in Part I of Schedule 1 to the Data Protection Act 2018, as read subject to Part II of that Schedule and section 27(1) of that Act;
- “data subject” has the same meaning as in section 1(1) of that Act;
 - “personal data” has the same meaning as in section 1(1) of that Act.

Publication Scheme:

As part of the Freedom of Information Act all public organisations are required to proactively publish certain classes of information on a Publication Scheme. A publication scheme is a guide to the information that is held by the organisation. EPUT’s Publication Scheme is located on its Website at the following link <https://eput.nhs.uk>

Mandatory Training Matrix

MANDATORY TRAINING INDEX																															
Code	Training	Staff Category	Delivery method	Duration	Update Interval	Notes	OLM course																								
1	<p>Corporate induction Meet the CEO, Trust values and standards, Human factors, Infection prevention, Staff engagement, Parity of esteem, Fire, Equality and Inclusive Behaviours, Risk, OLM and IT workshop, Safeguarding level 1 and 2</p>	All new staff	Classroom	2 days	Not required for staff returning after more than one year.	Once																									
2	<p>Local Induction</p> <table border="0"> <tr> <td>Clinical</td> <td>Non-Clinical</td> </tr> <tr> <td>Claims</td> <td>Claims</td> </tr> <tr> <td>Complaints Handling</td> <td>Complaints Handling</td> </tr> <tr> <td>Environmental aware</td> <td>Environmental aware</td> </tr> <tr> <td>Fraud awareness</td> <td>Fraud awareness</td> </tr> <tr> <td>Introduction to learning disabilities</td> <td>Introduction to learning disabilities</td> </tr> <tr> <td>Library services</td> <td>Library services</td> </tr> <tr> <td>Joint staff forum</td> <td>Joint staff forum</td> </tr> <tr> <td>Occupational health</td> <td>Occupational health</td> </tr> <tr> <td>PALS</td> <td>PALS</td> </tr> <tr> <td>NHS Project Supervision</td> <td>NHS Project Supervision</td> </tr> <tr> <td>Clinical Governance</td> <td></td> </tr> </table>	Clinical	Non-Clinical	Claims	Claims	Complaints Handling	Complaints Handling	Environmental aware	Environmental aware	Fraud awareness	Fraud awareness	Introduction to learning disabilities	Introduction to learning disabilities	Library services	Library services	Joint staff forum	Joint staff forum	Occupational health	Occupational health	PALS	PALS	NHS Project Supervision	NHS Project Supervision	Clinical Governance		All staff	E-Learning	E-learning	Not required for staff returning after more than one year.	Once	<p>364 induction clinical OLM (year)</p> <p>364 induction non-clinical OLM (year)</p>
Clinical	Non-Clinical																														
Claims	Claims																														
Complaints Handling	Complaints Handling																														
Environmental aware	Environmental aware																														
Fraud awareness	Fraud awareness																														
Introduction to learning disabilities	Introduction to learning disabilities																														
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Occupational health	Occupational health																														
PALS	PALS																														
NHS Project Supervision	NHS Project Supervision																														
Clinical Governance																															
3	<p>Basic Life Support (including AED) CSTF Adult Resuscitation levels 1&2</p>	All clinical community Adult, Mental Health and Paediatric staff excluding Scientists. Mental Health and Learning Disability community staff complete BLS in PS1.	Classroom	Half day	Yearly																										
4	<p>Fire Safety CSTF Fire Safety Category 1</p> <p>Category 2</p>	<p>All staff based on inpatient wards and staff required to assist in evacuating patients from wards.</p> <p>All other staff</p>	<p>Classroom</p> <p>Cascade/ E-learning</p>	<p>2 hour</p> <p>1 hour E-learning</p>	<p>Yearly</p> <p>Alternative years classroom/ E-learning</p>		364 Fire safety OLM (year)																								

Mandatory Training Matrix

5	Fit for Work <i>CSTF Health and Safety, Welfare</i> Slips, trips and falls Reporting procedure Moving and Handling inanimate loads Display screen equipment Health & Safety	All staff	E-Learning	E-learning	Yearly		364 Fit for work OLM (year)
6	Information Governance <i>CSTF Information Governance England</i>	All staff	E-Learning	E-Learning	Yearly		364 Information governance OLM (year)
7	Safeguarding Safeguarding Adult and Children Level 1 <i>Intercollegiate Guidance for Adult & Children</i> <i>CSTF Safeguarding Adults, CSTF safeguarding children</i> Safeguarding Adult and Children Level 2 (including MCA, DOLS and PREVENT) Safeguarding Adults level 3 (including MCA, DOLS and PREVENT WRAP) <i>Intercollegiate Guidance for Adults and Children</i> <i>CSTF Preventing Radicalisation (Awareness of PREVENT)</i> <i>CSTF Safeguarding Adults level 3</i> Safeguarding Children level 3 (including LAC and PREVENT WRAP) <i>Intercollegiate Guidance for Adults and Children</i> <i>CSTF Preventing Radicalisation (Awareness of PREVENT)</i> <i>CSTF Safeguarding Children level 3</i> Safeguarding Children level 4 <i>Intercollegiate Guidance for Adults and Children</i> <i>CSTF Preventing Radicalisation (Awareness of PREVENT)</i> <i>CSTF Safeguarding Children level 4</i> <i>CSTF Safeguarding Adults level 4</i>	All staff All clinical staff and non-clinical staff who have contact with adults, children or young people All registered clinical staff (excluding scientists) working in Mental Health , Learning Disability and Adult services All registered clinical staff (excluding scientists) working in Adult and Children's Mental Health, Learning Disability and Children services. All registered clinical staff (excluding scientists) Band 6 and above in Older People's Mental Health. All safeguarding team	E-Learning E-Learning Classroom Classroom Classroom	E-Learning E-Learning 1 day 1 day 1 day	3 yearly 3 yearly 3 yearly 3 yearly	Initially at corporate induction Initially at corporate induction Sourced externally	364 safeguarding adults and children level 1 OLM (year) 364 safeguarding adults and children level 2 OLM (year)

ESSENTIAL TRAINING INDEX

Code	Training	Staff Category	Delivery Method	Duration	Update interval	Notes	Name on OLM
1	<u>Anaphylaxis</u>	All registered nursing and associate practitioners working in community and inpatient services who administer medication.	E- Learning	E-learning	3 yearly		364 Anaphylaxis OLM (year)
2	<u>Being open: Duty of candour</u>	All staff	E-Learning	E-Learning	3 yearly		364 being open: duty of candour OLM (year)
3	<u>Care Certificate</u>	All clinical Healthcare Assistant Support Workers with direct patient care new to the trust or who have employed in the trust after 1 st April 2015	Portfolio	6 months to complete	Nil		
4	<u>Care Program Approach</u>	All care co-ordinators	E-Learning	E-Learning	3 yearly		364 care program approach OLM (year)
5	<u>Conflict Resolution</u> <i>CSTF NHS Conflict Resolution Community Healthcare service</i>	All staff in Adult and Paediatric services with patient contact.	Classroom	Half day	3 yearly		
6	<u>Clinical Risk</u>	All clinical staff in Mental Health and Learning Disability services	Classroom	1 day registered, Half day non-registered	3 yearly		
7	<u>Consent</u>	All clinical staff (excluding medics) in Adult services	E-Learning	E-learning	3 yearly		364 consent OLM (year)
8	<u>Dementia Awareness</u> <i>National Dementia Standards Tier One</i>	All Staff (not doing Tier 2 or 3)	E-Learning	E-Learning	Once		000 Dementia: Dementia Awareness
	Tier Two	All clinical staff based on Dementia specialist ward, Frailty services, Community Adult services and Older Adult wards. Non-registered clinical staff on Memory Assessment service.	E-learning	E-learning	Once		364 Dementia Tier two OLM (year)

Mandatory Training Matrix

	Tier Three	Dementia specialist, Bands 6 and 7 on dementia wards. Bands 5 and above in Memory Assessment service.	Portfolio		3 yearly	Supervisor approves and notifies training department 3 yearly.	
9	Diabetes <i>National Diabetes Guidance</i> Diabetes level 1	Healthcare Assistant Support Workers, all pharmacy staff, and all registered nurses that do not administer medicines	E-Learning	E-Learning	3 yearly		364 diabetes level 1 OLM (year)
	Diabetes level 2	All registered nurses administering medicines	E-Learning	E-learning	3 yearly		364 diabetes level 2 OLM (year)
	Diabetes level 3	All medic and non-medical prescribers	E-learning	E-learning	3 yearly		364 diabetes level 3 OLM (year)
10	<u>Dual Diagnosis</u>	All registered nursing MH staff and clinical IAPT staff	E-learning	E-learning	3 yearly		364 dual diagnosis OLM (year)
11	<u>Enhanced Emergency Skills</u> <u>Grab bag training</u>	All registered nursing staff, health care assistants and medics in Mental Health and Learning Disability inpatient services	Classroom	1 day	Yearly		
12	<u>Positive Culture</u> (incorporating Equality and Inclusion and Bullying and Harassment CSTF Equality, Diversity and Human Rights	All staff	E-learning	E-learning	Yearly	Initially at corporate induction	364 Positive cultures OLM (year)
13	<u>Falls Prevention</u> OLM 364 Preventing falls in hospital	All inpatient registered nursing and AHP staff (excluding CAMHS)	E-learning	E-learning	3 yearly		364 Preventing falls in hospital
	OLM 364 CAREFALL	Medics grades FY1&2, CT1,2&3, ST 1,2,3&4	E-learning	E-learning	3 yearly		000 CAREFALL
14	<u>Food Hygiene</u>	All staff who handle food as part of their job role	Classroom	Half day	3 yearly		
15	<u>Infection Prevention</u> CSTF Infection Prevention and Control	All staff clinical and non-clinical with patient contact	E-learning	E-learning	Yearly		364 infection prevention and control OLM (year)
	CSTF Infection Prevention and Control	All other staff	E-Learning	E-learning	3 yearly		364 infection prevention and control OLM (year)

Mandatory Training Matrix

16	Medicine Management Medicine Mgt study day for Registered nurses	All registered nursing and associate practitioners working in community and inpatient services who administer medication. There are 3 separate courses 1) Mental Health and Learning Disability in-patient , 2) Mental Health and Learning Disability community, 3) community healthcare services.	Classroom	1 day	3 yearly		
	Medicine Mgt OLM drug test for Registered nurses	All registered nursing and associate practitioners working in community and inpatient services who administer medication.	E-Learning	E-learning	3 yearly		364 medicine management OLM drug test for Registered nurses
	Medicine Mgt observed assessment for registered nurses	All registered nursing working in MH and LD inpatient services	Trolley assessment	On ward	3 yearly	Inpatient staff only	Managers to confirm date with training team
17	Mental Health Act	All clinical Mental Health staff and non-clinical staff working as part of the Mental Health Act team	E-Learning	E-learning	3 yearly		364 Mental health act OLM (year)
18	Moving and Handling <i>CSTF Moving and Handling level 1 and 2</i>						
	Basic Moving and Handling (Fit for Work)	All staff	E-learning	E-learning	Yearly		364 Fit for Work OLM (year)
	Moving and Handling Induction (Once)	All new starters for Adult, MH, LD community and inpatient nursing, healthcare assistants, support workers, OT, podiatry, paediatric and physiotherapists	Classroom	Full day	Once		
	Group 1 Community practical	All community teams except Adult Mental Health	Classroom or Link worker	2 hr	3 yearly		
	Group 2 Inpatient practical	Adult, MH, LD nursing, healthcare assistants, OT working inpatient services	Classroom or Link worker	Half day	3 yearly		
	Group 3 Physiotherapy practical	All Physiotherapists community	Classroom or	Half day	3 yearly		

Mandatory Training Matrix

	Group 4 Paediatrics practical	and inpatient services Paediatric nursing, healthcare assistant, Paediatric OT staff	Link worker Classroom	2hr	3 yearly		
19	<u>Engagement and Supportive Observation</u>	All inpatient Mental Health nursing and medical staff	E-learning	E-learning	3 yearly		364 Observation and Engagement OLM (year)
20	<u>Make every contact count & physical health Screening</u>	All nursing and Healthcare assistant Support Worker staff bands 3-5 in MH inpatient services and bands 3-6 in MH community services	E-learning	E-learning	Yearly		364 Make Every Contact Count and Physical Health Screening OLM (year)
21	<u>Pressure Care</u>	All nursing and Healthcare assistant Support Worker staff working in Adult services and inpatient Mental Health and older adult services	E-learning	E-learning	3 yearly		364 Pressure care OLM (year)
22	<u>Preventing suicide by Ligature</u>	All inpatient Mental Health staff (including facilities)	E-learning	E-learning	3 yearly		364 Preventing suicide by ligature OLM (year)
23	<u>Restrictive Practices</u> TASI Personal Safety 1 (including Basic Life support and AED) Personal Safety 2	All nursing and working in inpatient Mental Health and Learning Disabilities services All other clinical/registered with patient contact in Mental Health and Learning Disabilities services All non-clinical staff with patient contact in Mental Health and Learning Disabilities services	Classroom Classroom Classroom	5 day induction 2 day update 1 day Half day	Yearly Yearly 3 yearly		
24	<u>Security</u> Clinical training Non clinical training 1	Staff who work with patients and search/ handcuff which is all grades nursing staff and security team in the following units, Brockfield House, Edward House, Poplar ward, Robin Pinto unit, Security staff, St Aubyns centre. Any staff that access the clinical area , wards, courtyard, canteen, tribunal room etc. but don't search	Classroom E-Learning Classroom E-Learning	1 day E-Learning 3 hours E-Learning	Yearly Yearly Yearly Yearly	 Initially on employment	364 Security OLM (year) 364 Security OLM (year)

Mandatory Training Matrix

	Non clinical training 2	All other staff based at a secure unit that do not access any clinical area	Classroom E-Learning	3 hours E-Learning	Once Yearly		364 Security OLM (year)
25	<u>Transfusion Process</u>	Inpatient nursing staff working on Avocet ward (Saffron Waldron Community Hospital) Poplar, Plain & Beech ward (St Margaret's Hospital Epping)	Classroom	Half day	Yearly	External training provider	Book with Matron
26	<u>Trust Values and Service Standards</u>	All staff	E-Learning	E-learning	3 yearly	Initially at Corporate Induction	364 Trust values and Service standards OLM (year)
27	<u>Venous Thromboembolism</u>	Registered nursing staff working in Adult community services, Mental Health and Learning Disabilities inpatient services and all Older Adult services	E-learning	E-learning	3 yearly		364 Venous Thromboembolism OLM (year)