


TRAINING POLICY

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The purpose of this Statutory Training Policy is to outline the statutory and mandatory training requirements for all carers and Registered General Nurses (RGNs) placed by Cucumber Recruitment. This policy ensures that all staff meet the necessary legal and regulatory standards to provide safe, effective, and high-quality care to individuals and patients, while complying with the requirements of healthcare authorities, including the Care Quality Commission (CQC) and Health and Safety Executive (HSE).

Scope

This policy applies to all carers and RGNs employed or placed by Cucumber Recruitment, whether full-time, part-time, temporary, or on a contract basis. It includes all statutory training required by law for the safe and competent delivery of care.

Objectives

- To ensure that carers and RGNs understand and meet the statutory and regulatory training requirements.
- To guarantee the health, safety, and well-being of both staff and individuals in care through effective training.
- To ensure ongoing professional development and compliance with relevant laws and best practices.
- To maintain accurate records of training for auditing and compliance purposes.

Statutory Training Requirements

Carers and RGNs must complete the following statutory training as per regulatory requirements. **Cucumber Recruitment** ensures that all staff members are fully trained before placement and that they receive updates regularly.

For Carers:

- **Health and Safety:** Understanding of health and safety policies, risk assessments, and accident reporting.
- **Manual Handling:** Safe techniques for lifting, transferring, and moving patients.
- **Fire Safety:** Knowledge of fire evacuation procedures and fire prevention.
- **Safeguarding Adults and Children:** Identifying and responding to signs of abuse or neglect, understanding legal requirements for reporting.
- **Infection Control:** Training in preventing and controlling infections, including hand hygiene and the use of personal protective equipment (PPE).
- **Basic First Aid and CPR:** Basic life-saving skills and how to respond to emergencies.
- **Medication Administration:** Safe handling and administration of medication (if applicable).
- **Food Hygiene:** Understanding safe food handling practices and patient nutrition.
- **Care Certificate**

For Registered General Nurses (RGNs):

- **Clinical Procedures and Skills:** Detailed knowledge and skills for clinical procedures, patient assessment, and clinical judgment.
- **Medications and Prescribing:** Understanding drug interactions, safe prescribing, and administration of medications.
- **Wound Care and Management:** Advanced training in wound dressing and infection control.
- **Advanced Life Support (ALS) / Basic Life Support (BLS):** Advanced and basic life support training for emergency situations.
- **Safeguarding Adults and Children:** Understanding safeguarding protocols for vulnerable adults and children.
- **Infection Control and Prevention:** Advanced infection control practices, particularly in healthcare settings.
- **Mental Health Awareness:** Recognizing mental health conditions and how to manage challenging behaviours.

Training Delivery

Training will be provided through a variety of methods to ensure accessibility and compliance:

- **Face-to-Face Training:** Practical, in-person training sessions for manual handling, fire safety, and clinical skills.

- **E-Learning Modules:** Online training for core statutory topics such as infection control, safeguarding, and health and safety.
- **Workshops and Seminars:** Group sessions for more interactive or complex training topics, such as medication administration.
- **On-the-Job Training:** Supervisors and experienced staff will provide on-the-job guidance and mentoring for new staff.

Training Frequency and Updates

- **Initial Training:** All carers and RGNs must complete the required statutory training before beginning their placement with Cucumber Recruitment.
- **Refresher Training:** Statutory training must be refreshed annually or in accordance with the latest legislative updates. Some modules may require more frequent training, depending on changes in laws or clinical guidelines.
- **Ongoing Development:** Additional training may be provided to update staff on new care practices, technologies, or regulations.
- **Record Keeping: Cucumber Recruitment** will maintain an up-to-date record of all completed training, including the dates and content of training sessions. These records will be regularly reviewed to ensure compliance.

Responsibilities

- **Cucumber Recruitment:**
 - Ensure that all carers and RGNs are offered the required statutory training before placement.
 - Track and record training completion for all staff members.
 - Provide ongoing access to necessary training resources and refresher courses.
- **Carers and RGNs:**
 - Attend and complete all required statutory training before beginning their placement and throughout their employment.
 - Maintain knowledge of their responsibilities regarding patient care and safety.
 - Notify Cucumber Recruitment of any difficulties in completing training or any upcoming training needs.
- **Managers/Supervisors:**
 - Ensure that carers and RGNs understand and complete their statutory training requirements.
 - Monitor staff performance during placements to ensure application of training.
 - Provide support for additional or specialized training if needed.

Monitoring and Compliance

- Cucumber Recruitment will conduct regular audits to ensure that all statutory training is up to date for staff members.
- Feedback will be collected from staff regarding the training experience, ensuring it is relevant and effective.
- Failure to complete required statutory training may result in disciplinary action, as it is essential for legal compliance and the safety of both staff and clients.