

EXAMPLE MANDATORY TRAINING PROGRAMME



HEALTHCARE HR SOLUTIONS

This is an example of a mandatory training programme. You will need to find out what the individual training requirements are for your organisation. Fill in any training you had during your previous employment, then send this form to the head of nursing or practice nurse facilitator in your organisation to complete. The form will then be returned to you so that you know where the mandatory training requirements can be accessed, and so that you can schedule this into your overall learning and development plan.

Name:

Job Role:

Organisation:

Course Title	Required?	Date Last Completed	Refresher Due Date
Fire Safety			
Health and Safety Awareness			
Patient Handling			
Manual Handling			
Basic Life Support			
Paediatric Life Support			
Child Protection			
Infection Control			
Safeguarding Vulnerable Adults			
Conflict Resolution			
Incidents and Complaints/Customer Care			
Violence, Aggression and Personal Safety			
Freedom of Information			
Equality and Diversity Awareness			
Equality Impact Assessment			
Grievance and Disputes			
Harassment and Bullying			
Handling Discipline at Work/Managing Performance – Supporting Staff			
Managing Attendance			

