

Verification of statutory & mandatory and clinical/care core training checks

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|-------------------------|-----------------------------|
| Policy Contact | Subhash Goswami |
| Date Issued | 21 st April 2019 |
| Amended | |
| Next Review Date | 18 th Nov 2022 |
| Target Audience | Agency Workers |
| Approved by | Inna Care Policy Team |

Inna Care's aim is to ensure that all temporary staffed placed by them are sufficiently experienced, skilled and trained. In order to do this, proof of mandatory training is asked for and obtained as part of the initial recruitment process.

Evidence of training completed by the candidate is asked for within the Application Form and also required to be supplied as part of the Employment History/CV – full detailing what training has been completed and when.

Candidates will be asked to supply all original certificates of training completed in line with the job role and the job role they are applying for. At all times, Inna Care comply with latest Skills for Health UK Core Skills Training Framework (see www.skillsforhealth.org.uk/services/item/146-core-skills-training-framework). Certificates will be checked against the information supplied within the CV and Application Form.

Only original certificates will be accepted. These will be scanned onto the system, signed and dated as original seen by Inna Care. Inna Care will then proceed to contact the issuing bodies in order to establish:

- Course content
- Module levels completed
- Online or practical training
- Confirmation of issue/expiry dates
- Authenticity of the training certificates
- Alignment to the Skills for Health Framework

All verification received from a training provider in writing will be retained within the agency worker's personnel file. This information will be made readily available to auditors during the audit process.

Where any discrepancies arise, these will be escalated to the relevant bodies and may delay or stop the recruitment process. This includes:

- Framework
- Authority
- Participating Authority
- NHS Protect

Should there be any gaps identified within the candidate's training, skills and/or expertise, Inna Care will look to offer and provide the necessary assistance to ensure that the candidate is fully



compliant to a standard that meets the customer's requirements. This can include setting up additional mandatory training for the candidate or refresher training depending on the need.

All candidates will be required to complete the following training modules:

| Subject | Level | Once on recruitment and then followed by CSFT recommended proposed refresher period, although refresher training may be needed based upon local risk assessment |
|------------------------------------|-------------------------|---|
| Equality, Diversity & Human Rights | | Three (3) Years |
| Health, Safety & Welfare | | Three (3) Years, although further job specific training may be needed based upon local risk assessment |
| NHS Conflict Resolution | | Three (3) Years |
| Fire Safety (practical) | | Two (2) Years |
| Infection Prevention & Control | Level one | Three (3) Years |
| | Level two | Annual |
| Moving and Handling | Level one | Three (3) Years |
| | Level two | Annual, although refresher training may be needed based upon local risk assessment |
| Safeguarding Adults | Level one | Three (3) Years |
| | Level two | Three (3) Years |
| | Level three | Three (3) Years |
| Safeguarding Children | Level one | Three (3) Years |
| | Level two | Three (3) Years |
| | Level three | Three (3) Years |
| Resuscitation (Practical) | Level one | Once on recruitment |
| | Level two | Annual |
| | Level three | Annual |
| Information Governance | | Annual |
| Preventing Radicalisation | Basic Prevent Awareness | Three (3) Years |
| | Awareness of Prevent | Three (3) Years |
| Counter Fraud | | Annual |
| Lone worker training | | Annual |
| Complaints | | Annual |

In addition to this, as required by the normal duties expected to be performed by the Temporary Agency Worker on the Assignment

| Subject | Level | Once on recruitment and then followed by CSFT recommended proposed refresher period, although refresher training may be needed based upon local risk assessment |
|-----------------------------|---|---|
| Your healthcare career | | Once on recruitment |
| Duty of care | | Once on recruitment |
| Person-centred care | | Once on recruitment |
| Communication | | Once on recruitment |
| Consent | | Once on recruitment |
| Privacy and dignity | | Once on recruitment |
| Fluids and nutrition | | Once on recruitment |
| Dementia Awareness | | Once on recruitment |
| Blood component transfusion | Decision to Transfuse | Three (3) Years |
| | Administration of blood components | Three (3) Years |
| | Blood Sampling | Three (3) Years |
| | Collection of blood components from storage and delivery to the clinical area | Three (3) Years |

Training will also be offered as required by the normal duties expected to be performed by the Temporary Agency Worker on the Assignment:

| Subject | Once on recruitment and then followed by Participating Authority recommended proposed refresher period, although refresher training may be needed based upon local risk assessment |
|----------------------------------|--|
| Food hygiene & hygiene awareness | Annual |
| Medicine Management | Annual |
| Tissue Viability | Annual |
| Mental Health Act | Annual |
| Mental Capacity Act | Annual |

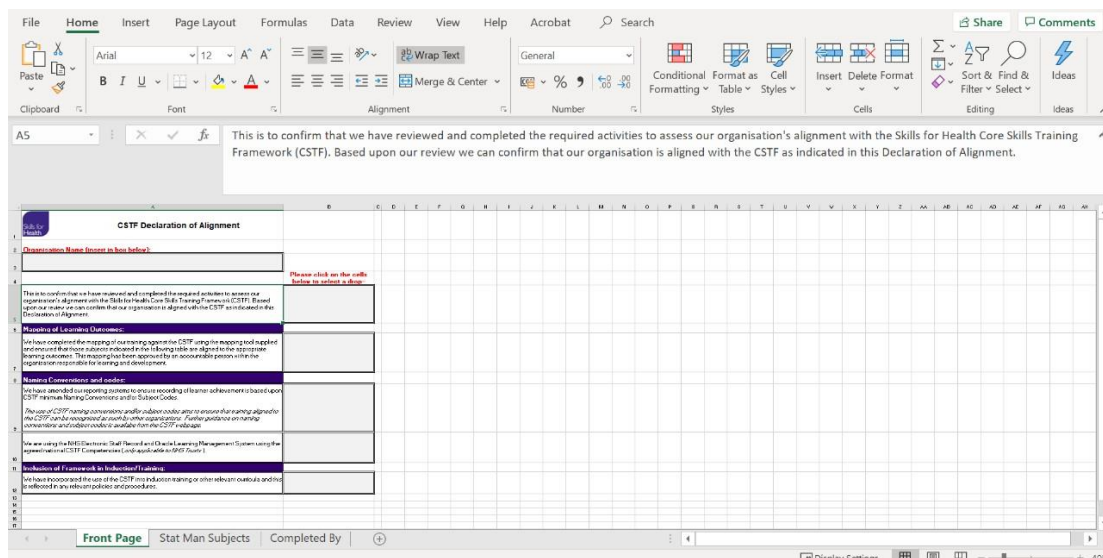
| | |
|---|--------|
| Physical restraint skills and techniques, including personal safety and control & restraint (PMVA / MAPA / Breakaway etc) | Annual |
| Interpretation of cardiographs | Annual |
| Any additional statutory & mandatory or clinical/care or other training that the Participating Authority considers necessary and [or] as required by the relevant Professional Body relevant to the role required to be performed and identified in the individual Order and the Call-off Contract from time to time. | Annual |

Verification

Guidance as to what levels of training our agency workers require is found utilising the Skills for Health subject guide (currently v1.7).

When in receipt of a training certificate, Inna Care Recruitment will be tasked to confirm that the training is aligned to the Core Skills Training Framework (CSTF). This can be done user a number of methods, including the below:

- CSTF Declaration of Alignment – fully completed by the training provider (template below)



Inna Care Verification of Statutory & Mandatory and Clinical/Care Core Training Checks

UK Statutory/Mandatory CSTF : Alignment Status by Subject

| Subject | Learning Outcomes Met Identify which subjects you have reviewed and are aligned | Format of Delivery Identify format of Delivery e.g classroom, e-learning or other (please state) | Recommended Refresher Period within Framework | Agreed Organisation Identify any refresher period agreed by your organisation. | Sign Off Agreed by Identify the role of the accountable person confirming alignment e.g. Subject Expert, Head of Learning Development etc. | Date of alignment Identify the date from when this subject was aligned to the CSTF. |
|--|--|---|--|---|---|--|
| Equality and Diversity and Human Rights | | | 3 years | | | |
| Equality and Diversity and Human Rights (Scotland) | | | 3 years | | | |
| Health, Safety and Welfare | | | On induction, followed by every 3 years | | | |
| NHS Conflict Resolution (England) | | | 3 years | | | |
| Fire Safety | | | Annual/2 Years | | | |
| Infection Prevention and Control Level 1 | | | 3 years | | | |
| Infection Prevention and Control Level 2 | | | Annual | | | |
| Moving and Handling Level 1 | | | Based upon local risk assessment | | | |
| Moving and Handling Level 2 | | | Based upon local risk assessment | | | |
| Safeguarding Adults Level 1 | | | On induction, followed | | | |

UK Statutory/Mandatory CSTF : Alignment Status by Subject

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|--|--|---|--|---|---|--|
| Safeguarding Adults Level 1 (Version 2) | | | On induction, followed by every 3 years | | | |
| Safeguarding Adults Level 2 (Version 2) | | | 3 years | | | |
| Safeguarding Adults Level 3 (Version 2) | | | 3 years | | | |
| Preventing Radicalisation: Basic Prevent Awareness | | | 3 years | | | |
| Preventing Radicalisation: Parent Awareness | | | 3 years | | | |
| Safeguarding Children Level 1 (Version 3) | | | On induction, followed by every 3 years | | | |
| Safeguarding Children Level 2 (Version 3) | | | 3 years | | | |
| Safeguarding Children Level 3 (Version 3) | | | 3 years | | | |
| Reconciliation Level 1 | | | On induction, followed by local risk | | | |
| Reconciliation Level 2 - Adult Basic Life Support | | | Annual | | | |
| Reconciliation Level 2 - Pediatric Basic Life Support | | | Annual | | | |
| Reconciliation Level 2 - Newborn Basic Life Support | | | Annual | | | |
| Reconciliation Level 2 - Adult Intermediate Life Support | | | Annual | | | |
| Reconciliation Level 2 - Pediatric Intermediate Life Support | | | Annual | | | |
| Reconciliation Level 2 - Newborn Intermediate Life Support | | | Annual | | | |
| Information Governance and Data Security (England) | | | Annual | | | |
| Information Governance (Scotland) | | | Based upon local risk assessment | | | |
| Information Governance (Wales) | | | 2 years | | | |
| Violence and Aggression (Wales) | | | On induction, followed by local risk | | | |

UK CSTF Declaration of Alignment

This declaration has been completed by:

Name: _____
 Title: _____
 Organisation: _____
 Contact Email: _____
 Contact Telephone: _____
 Date: _____

Please complete the information below:

1. Have you completed the mandatory CSTF training for the last 3 years? (Yes/No/Not applicable)
 2. If based on England identify the appropriate refresher period agreed by your organisation? _____
 3. Organisation type: _____
 4. Your Organisation Data Security (GDPR) policy is applicable (check/insert name here): _____
 5. Your Refresher (if applicable, otherwise leave blank): _____

Submission and use of Information

Headline providers: This relates to the location when this InnaCare Training/Handbook will be used in alignment to the CSTF. Data for training on this declaration to share information with InnaCare will be stored on InnaCare servers and will be used for training purposes only. InnaCare will not share your information with any other third party.

Training providers and staff responsible: conducting their own and assessment of alignment are not required to provide the documents to InnaCare, but also needed to do so if they are applying for InnaCare's CSTF Alignment.

Email to: compliance@innacare.co.uk



Or:

- Review of Directory of Aligned Healthcare Providers

| Organisations | Equality, Diversity | Health Safety & Welfare | COVID-19 Resolution | Fire Safety | Infection Prevention - L1 | Infection Prevention - L2 | Moving & Handling L1 | Moving & Handling L2 | Safeguarding Adults L1 | Safeguarding Adults L2 | Safeguarding Adults L3 | Basic Patient Awareness | Patient Awareness | Safeguarding Children L1 | Safeguarding Children L2 | Safeguarding Children L3 | Resus L1 | Resus L2 - Adult | Resus L2 - Newborn | Resus L2 - Paediatric | Resus L3 - Adult | Resus L3 - Newborn | Resus L3 - Paediatric | Info Governance (England) | Info Governance (Scotland) | Info Governance (Wales) | Violence & Aggression (Wales) |
|--|---------------------|-------------------------|---------------------|-------------|---------------------------|---------------------------|----------------------|----------------------|------------------------|------------------------|------------------------|-------------------------|-------------------|--------------------------|--------------------------|--------------------------|----------|------------------|--------------------|-----------------------|------------------|--------------------|-----------------------|---------------------------|----------------------------|-------------------------|-------------------------------|
| Zgether NHS Foundation Trust | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Abertawe Bro Morgannwg University Health Board | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Aintree University Hospital NHS Foundation Trust | ✓ | | | | | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Airedale NHS Trust | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Alder Hey Children's NHS Trust | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Aneurin Bevan University Health Board | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Anglian Community Enterprise | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

- **CSTF Aligned Healthcare Providers**

Healthcare providers on this Directory have submitted a Declaration of Alignment, confirming which of their Statutory/Mandatory **in-house staff training programmes** are aligned to the CSTF. By sharing this information, employer organisations can recognise where training delivered in other organisations is in compliance with the CSTF and thereby help to prevent unnecessary duplication of training as staff move between roles and organisations.

The Statutory/Mandatory CSTF is also available for any other organisation to access and some may choose to complete a self-assessment of alignment to the Statutory/Mandatory CSTF by completing the CSTF mapping tool. When such organisations have identified that their training aligns with the CSTF then they may describe their training provision as 'aligned to the CSTF' – as required by various staff agency procurement frameworks. However, organisations which have only completed their own self-assessment or mapping are not permitted to state or imply any assurance or endorsement from Skills for Health and are not included on this directory.

The above confirmation can be further supported with the CSTF Mapping Tool – fully completed by the training provider.

Unless the above forms of proof are obtained/checked – then the training records obtained cannot be utilised for the candidate who is providing them. Additional training will therefore need to be completed by the agency worker – via a training provider who is able to sufficiently confirm their alignment to the Core Skills Training Framework. Confirmation of training will be provided to the client as part of the booking/assignment confirmation. All training certificates will be retained on file, signed and dated as original seen.

Scheduling Training

Our Compliance Manager is responsible for scheduling training and ensuring that all healthcare professionals have completed the requisite training prior to assignment. They are also responsible



for notifying workers on assignment about when refresher training is due and ensuring that it has been completed within the timescale deadline. It is mandatory to input training dates to our system and it is not possible to assign or pay a healthcare professional who does not have up to date training in place. The system provides the recruitment team and the compliance team with a notification 2 months in advance of training expiry, enabling us to make the worker aware of the deadline and schedule the modules accordingly. Healthcare Professionals working through Inna Care Recruitment will be made aware that failure to complete the training by the deadline will mean that they will be suspended from their assignment until the training has been completed.

Audits

We will meet the requirements of the NHS' pre-employment and safer recruitment checks by the using robust safeguarding and compliance procedures underpinned by our recruitment software. This guarantees the screening of each candidate to the specification and prevents mandatory parts of the process from being missed out or circumnavigated. No worker is able to begin an assignment with Inna Care Recruitment before all compliance actions are completed in line with the specification, current policy and legislation.

We conduct regular internal audits of all our compliance processes, and these are carried out by our Compliance Manager on a regular basis to demonstrate that we adhere to legislative, contractual and industry best practice. We are also subject to external audits. We also welcome client audits.

