

## Example of a mandatory training programme

The table below provides an example of a mandatory training programme. You will need to find out what the individual requirements are for your primary care trust (PCT) and practice. It would be expected, however, that all staff, for example involved in immunisations, should be trained and updated with cardiopulmonary resuscitation and anaphylaxis training annually.

You should fill in any training that you have had from your previous employment, then send this form to your head of nursing or practice nurse facilitator in the PCT to complete. This form will then be sent back to you so you know where you can access all the mandatory training requirements, and can fit this into your overall learning and development plan.

| Training areas                            | When and where these can be accessed and duration of individual courses | Frequency of which to be undertaken (eg annually) | Date training course accessed and where |
|---|---|---|---|
| Fire safety                               |   |   |   |
| Health and safety awareness               |   |   |   |
| Patient handling                          |   |   |   |
| Manual handling                           |   |   |   |
| Basic life support                        |   |   |   |
| Paediatric life support                   |   |   |   |
| Child protection                          |   |   |   |
| Infection control                         |   |   |   |
| Protection of vulnerable people awareness |   |   |   |
| Anaphylaxis BBT                           |   |   |   |
| Incidents and complaints/customer care    |   |   |   |
| Violence and aggression, personal safety  |   |   |   |
| Freedom of information                    |   |   |   |