



INDUCTION AND MANDATORY TRAINING POLICY

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Contents

1	INTRODUCTION	1
2	PURPOSE	1
3	POLICY STATEMENT	2
4	SCOPE	2
4.1	DEFINITIONS.....	2
5	DUTIES AND RESPONSIBILITIES WITHIN THE ORGANISATION	3
5.1	RESPONSIBILITY OF THE EXECUTIVE TEAM.....	3
5.2	RESPONSIBILITY OF THE WORKFORCE DEPARTMENT.....	3
6	PROCESS FOR CORPORATE INDUCTION, ROLE SPECIFIC INDUCTION & MANDATORY TRAINING	4
6.1	CORPORATE INDUCTION	4
6.2	ROLE SPECIFIC INDUCTION (CONTRACTED, BANK AND SELF-EMPLOYED STAFF).....	5
7	MANDATORY TRAINING	5
8	ONGOING/CONTINUOUS MANDATORY TRAINING	5
9	MONITORING	5
10	APPENDIX 1 - BADGER MANDATORY TRAINING ROLE PROFILES	6
10.1	CLINICIANS	7
10.2	HEALTHCARE SUPPORT WORKER/CLINICAL RECEPTIONISTS AND RECEPTIONISTS.....	8
10.3	CLINICIAN SUPPORT TECHNICIAN.....	9
10.4	MANAGEMENT & ADMIN STAFF GROUPS & CALL CENTRE WORKERS.....	10
10.5	TEAM LEADERS	11
10.6	ROLE SPECIFIC	12
10.7	LINE MANAGERS (OPTIONAL)	13

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Approval

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Glossary

Term	Description

1 INTRODUCTION

Starting a new job can be a demanding and stressful experience. Apart from the obvious challenge of tackling new tasks, there is also the need to become accustomed to a new organisation, a new environment and new colleagues.

Attending a Badger Induction and completing a Role Specific Induction is only the first part of a continuing process of learning. Badger must ensure that all staff are trained and kept up to date with legislation, recommendations and guidance appropriate to their role from recruitment and during their career at Badger. This type of training is “Mandatory”, which is training deemed as essential by Badger for all staff, or for specific groups of staff according to their job role.

Mandatory Training includes Health and Safety and Other Care Quality Commission (CQC) and Information Governance (IG) legislative requirements, as well as healthcare professional standards and other guidance. This policy covers the requirements of both Induction and Mandatory Training, and is important for the safety of all of our staff, people using our services, and those visiting our premises.

Delivery of a comprehensive Badger Induction and Role Specific Induction indicates a high level of commitment to new employees, ensuring that they feel confident and competent in delivery of high quality care and services. Insistence upon completion of relevant mandatory training demonstrates Badgers commitment to a culture of staff development, patient safety and high quality services.

Badger is committed to ensuring that:

- All managers adhere to set start dates for recruitment.
- All staff complete the Badger Corporate Induction.
- Staff complete a work based Role Specific Induction within the first six months.
- All staff receive Mandatory Training according to their role.
- All Mandatory Training meets Health and Safety and Other CQC and IG legislative requirements and best practice in terms of recruitment, retention.
- Staff are able to access Mandatory Training according to Equality and Diversity guidelines.

2 PURPOSE

This policy will ensure that:

All managers and staff within Badger realise the importance of adhering to this policy, and implement it rigorously when recruiting, and when supporting staff and others to develop.

Workforce will ensure all new starters are aware of the Induction and Mandatory Training Policy.

The delivery of high quality and valued care and treatment for patients is at the heart of what we do, with the minimisation of risk being an integral part. Badger and its staff will improve the quality of patient care/services, and reduce risks for all who come into contact with the organisation through induction and mandatory training.

3 POLICY STATEMENT

Badger will ensure that:

- Badger Induction, Job Specific Induction Worksheet/Checklist, & Mandatory Training is fit for purpose, compliant with all legislation/ recommendations and provided in sufficient capacity to meet need.
- Full staff compliance with Health & Safety and Fire Safety awareness and compliance with all other Mandatory Training and professional requirements.
- Currently the Workforce Department ensures that staff complete the required Mandatory Training for their job role according to this policy, and that staff where necessary are given the time to attend as part of the working week, paid time, or as time paid back in lieu.
- The Workforce Department will email all new starters with Blue Stream log in details and information supporting the required training.
- All staff are made aware of their Mandatory Training needs in respect of their job role and will take personal responsibility for fulfilling requirements according to this policy.
- Self-employed personnel will be requested to provide evidence to fulfil their mandatory requirements.
- Mandatory Training attendance or evidence of Badger requirements are monitored and reported.
- Managerial action is taken where staff fail to comply or consistently fail to provide evidence in the case of self- employed staff.
- Persons who do not complete their required training within the timescales of this policy for example, if an individual consistently fails to comply with Mandatory Training required of them, then such failure may lead to disciplinary action.

4 SCOPE

This policy applies to all staff, in all staff groups and all contract types, including bank workers. All staff that change roles within Badger must undergo a Role Specific Induction.

4.1 Definitions

Corporate Induction - Taught generic programme suitable for all employees.

Role Specific Induction - Generic workbook which must be completed within the six months.

Permanent staff - All staff (permanent and temporary, including bank workers) under a contract of employment or terms & conditions of engagement with the organisation.

Training Needs Analysis - A breakdown, usually presented in the form of a spreadsheet or table, which contains as a minimum: all staff groups; all training required by each group; and the frequency of training required by each group.

Mandatory Training - refers to training and or action, which has been approved and deemed as essential by Badger, after taking into account all current legislation and guidance.

5 DUTIES AND RESPONSIBILITIES WITHIN THE ORGANISATION

5.1 Responsibility of the Executive Team

- Responsibility for ratifying the Induction & Mandatory Training Policy rests with the Executive Team.
- The Executive Team is committed to ensuring that all new employees attend the Badger Induction, receive Role Specific Induction, and comply with required Mandatory Training.

5.2 Responsibility of the Workforce Department

- The Workforce Department has overall accountability for Induction and Mandatory Training.
- To provide regular reports in relation to compliance with Badger Induction and Mandatory Training and discuss progress against targets.
- To review the Badger Induction, the Induction Workbook/Checklist, and all Mandatory Training to ensure fit for purpose, and compliance with legislation/guidelines.
- Agree additional professional/role specific Mandatory Training and include in the Department/Corporate Business Plan.
- Ensure all staff attend the Badger Induction, complete Induction Workbooks/Checklists and are supported to do so.
- Be responsible for cascading this policy, ensuring that arrangements are in place to comply with this policy, particularly dissemination and communication, and any updates to all staff.
- Monitor compliance with this policy, alerting the Executive Team to any difficulties, and make suggestions for improvements.
- Assign workplace mentor/buddy/clinical supervisor to new employees to explain the work of the department, how it fits into Badger, ensuring that Induction Workbooks/Checklists are available.
- Ensure Induction Workbooks/Checklists are completed and signed, that the individual has a copy and a copy is placed in personnel files.
- Ensure that all staff are allocated dates for Mandatory Training compliance.
- Monitor compliance and non-compliance of Mandatory Training.
- Undertake pre-employment procedures and correspond with new employees detailing the Statement of Terms and Conditions of Employment/Engagement, which includes a requirement to attend the Badger Induction and complete all Mandatory Training required for the role.
- Advise new employees on the date(s) on which they will be expected to attend the Badger Induction.
- Ensure all administration and records are accurate and timely.

5.2.1 Department Managers will

- Ensure follow up managerial action takes place resulting from non-compliance.

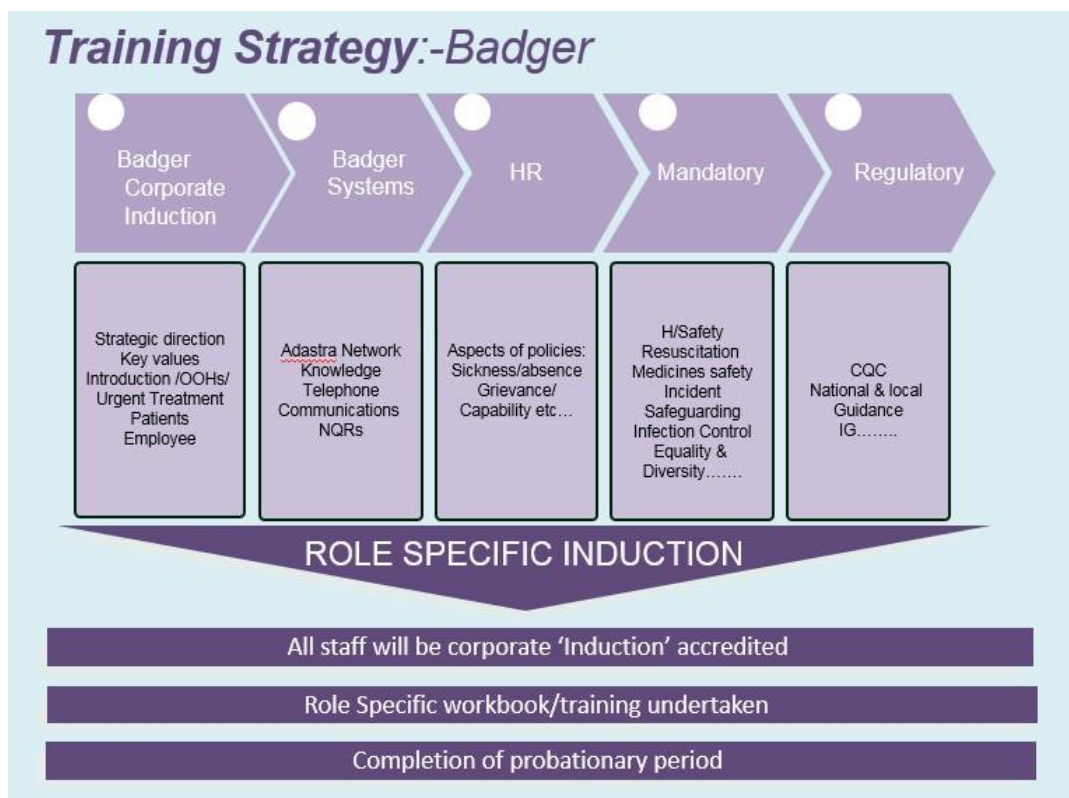
5.2.2 All Staff will

- Complete the full Badger Induction programme.
- Complete the Induction Worksheet/Checklist as directed.
- Give full commitment to comply with all Mandatory Training within the recommended timescales.
- Apply the knowledge and skills acquired through Mandatory Training at all times, alerting the line manager if any aspect of practice contravenes the advice and guidance provided on Mandatory Training.

6 PROCESS FOR CORPORATE INDUCTION, ROLE SPECIFIC INDUCTION & MANDATORY TRAINING

6.1 Corporate Induction

The aim of the Badger Induction programme is to ensure that all new members of staff, regardless of grade or profession, are given an overview of the structure, values and objectives of Badger, together with key facts so they are quickly integrated into their team and Badger. The Badger Induction programme ensures that immediate health and safety needs are met.



Induction starts with an introduction to Badger, followed by a “pathway” according to the individual’s job role.

6.2 Role Specific Induction (Contracted, Bank and Self-Employed staff)

A generic Induction Worksheet & Role Specific Workbooks is provided by Badger on day one of the Badger Induction, which covers general information suitable for all new employees. It is expected that all new staff complete this workbook within the first three months of their employment. A record of completion of the worksheet and workbook will be kept in personnel files along with any other induction documentation. Staff should retain their own copy.

7 MANDATORY TRAINING

Mandatory Training is defined by Badger as an essential requirement for staff. Some Mandatory Training will be the same for all groups of staff, other types of Mandatory Training are only required by certain groups of staff, and some will be tailored according to need and specific job roles. Mandatory Training requirements according to staff groups and frequency of updates are set out in the Badger Mandatory Training Matrix (see appendix 1)

8 ONGOING/CONTINUOUS MANDATORY TRAINING

All staff are expected to complete all mandatory training as and when they are due for renewal. Attendance or Completion of Mandatory Training sessions forms part of your terms and conditions. Failure to comply could result in HR intervention. Mandatory Training requirements according to staff groups and frequency of updates are set out in the Badger Mandatory Training Matrix (see appendix 1)

9 MONITORING

The Workforce Department will monitor and maintain a central training record of attendance on Induction & all Mandatory Training. Targets will be agreed each year, and progress reports will be provided on a monthly basis. Non-compliance will be dealt with by line managers for action. The central training record will be the primary source of evidence for Badger to ensure compliance with external/internal assessments, performance monitoring and audits.

10 APPENDIX 1 - BADGER MANDATORY TRAINING ROLE PROFILES**BADGER MANDATORY TRAINING ROLE PROFILES
CG-13 INDUCTION AND TRAINING POLICY**

- 10.1 Clinicians
- 10.2 HCSW/Clinical Receptionists/Receptionists
- 10.3 Clinical Support Technicians
- 10.4 Management & Admin and Call Centre Workers
- 10.5 Team Leaders
- 10.6 Role Specific
- 10.7 Line Managers (optional)

BADGER MANDATORY TRAINING ROLE PROFILES

10.1 Clinicians

Retake	Module	Module Time
Annual	Adult Basic Life Support Level 2	1 hour
Annual	Paediatrics Basic Life Support Level 2	1 hour and 30 mins
Annual	Information Governance	45 mins
Annual	Fire Safety	45 mins
Annual	Supporting People with Learning Disability	1 hour and 30 mins
Annual	Privacy & Dignity	20 mins
Annual	Mental Capacity Act	1 hour
Annual	GDPR Awareness	10 mins
Annual	Equality & Diversity	20 mins
Annual	Infection & Prevention Control Tier 2	1 hour and 30 mins

Retake	Module	Module Time
Every 2 years	Whistleblowing	1 hour

Retake	Module	Module Time
Every 3 years	Principles of H&S	20 mins
Every 3 years	Prevent	30 mins
Every 3 years	Safeguarding Adults L3	3 hours
Every 3 years	Safeguarding Childrens L3	4 hours
Every 3 years	Autism Awareness Tier 2	4 hours
Every 3 years	DSE	25 mins

BADGER MANDATORY TRAINING ROLE PROFILES

10.2 Healthcare Support Worker/Clinical Receptionists and Receptionists

Retake	Module	Module Time
Annual	Basic Life Support Level 1	1 hour and 30 mins
Annual	Information Governance	45 mins
Annual	Fire Safety	45 mins
Annual	Supporting People with Learning Disability	1 hour and 30 mins
Annual	Privacy & Dignity	20 mins
Annual	Mental Capacity Act	1 hour
Annual	GDPR Awareness	10 mins
Annual	Equality & Diversity	20 mins
Annual	First Aid	1 hour and 30 mins

Retake	Module	Module Time
Every 2 years	Whistleblowing	1 hour
Every 2 years	Chaperoning	45 mins

Retake	Module	Module Time
Every 3 years	Infection & Prevention Control Tier 1	30 mins
Every 3 years	Principles of H&S	20 mins
Every 3 years	Prevent	30 mins
Every 3 years	Safeguarding Adults L1	1 hour
Every 3 years	Safeguarding Childrens L1	2 hours
Every 3 years	Autism Awareness Tier 1	2 hours
Every 3 years	DSE	25 mins

BADGER MANDATORY TRAINING ROLE PROFILES

10.3 Clinician Support Technician

Retake	Module	Module Time
Annual	Basic Life Support Level 1	1 hour and 30 mins
Annual	Information Governance	45 mins
Annual	Fire Safety	45 mins
Annual	Supporting People with Learning Disability	1 hour and 30 mins
Annual	Privacy & Dignity	20 mins
Annual	Mental Capacity Act	1 hour
Annual	GDPR Awareness	10 mins
Annual	Equality & Diversity	20 mins

Retake	Module	Module Time
Every 2 years	Whistleblowing	1 hour
Every 2 years	Chaperoning	45 mins

Retake	Module	Module Time
Every 3 years	Infection & Prevention Control Tier 1	30 mins
Every 3 years	Principles of H&S	20 mins
Every 3 years	Prevent	30 mins
Every 3 years	Safeguarding Adults L1	1 hour
Every 3 years	Safeguarding Childrens L1	2 hours
Every 3 years	Autism Awareness Tier 1	2 hours
Every 3 years	DSE	25 mins

BADGER MANDATORY TRAINING ROLE PROFILES

10.4 Management & Admin Staff Groups & Call Centre Workers

Retake	Module	Module Time
Annual	Information Governance	45 mins
Annual	Fire Safety	45 mins
Annual	Supporting People with Learning Disability	1 hour and 30 mins
Annual	Privacy & Dignity	20 mins
Annual	Mental Capacity Act	1 hour
Annual	GDPR Awareness	10 mins
Annual	Equality & Diversity	20 mins

Retake	Module	Module Time
Every 2 years	Whistleblowing	1 hour

Retake	Module	Module Time
Every 3 years	Infection & Prevention Control Tier 1	30 mins
Every 3 years	Principles of H&S	20 mins
Every 3 years	Prevent	30 mins
Every 3 years	Safeguarding Adults L1	1 hour
Every 3 years	Safeguarding Childrens L1	2 hours
Every 3 years	Autism Awareness Tier 1	2 hours
Every 3 years	DSE	25 mins

BADGER MANDATORY TRAINING ROLE PROFILES

10.5 Team Leaders

Retake	Module	Module Time
Annual	Information Governance	45 mins
Annual	Fire Safety	45 mins
Annual	Supporting People with Learning Disability	1 hour and 30 mins
Annual	Privacy & Dignity	20 mins
Annual	Mental Capacity Act	1 hour
Annual	GDPR Awareness	10 mins
Annual	Equality & Diversity	20 mins
Annual	First Aid	1 hour and 30 mins
Annual	Fire Warden	1 hour

Retake	Module	Module Time
Every 2 years	Whistleblowing	1 hour

Retake	Module	Module Time
Every 3 years	Infection & Prevention Control Tier 1	30 mins
Every 3 years	Principles of H&S	20 mins
Every 3 years	Prevent	30 mins
Every 3 years	Safeguarding Adults L1	1 hour
Every 3 years	Safeguarding Childrens L1	2 hours
Every 3 years	Autism Awareness Tier 1	2 hours
Every 3 years	DSE	25 mins

BADGER MANDATORY TRAINING ROLE PROFILES

10.6 Role Specific

Job Role	Retake	Module	Module Time
Audit & Compliance Officer	Every 2 years	Complaints	20 mins
IT Officers	Annual	Cyber Security	30 mins
Head of Performance & Quality	Every 2 years	Risk Management	20 mins
Head of Performance & Quality	Every 2 years	Records Management	20 mins
Head of Performance & Quality	Annual	GDPR	1 hour
Head of Performance & Quality	Every 3 years	Safeguarding Children Level 2	
Head of Performance & Quality	Every 3 years	Safeguarding Adults Level 2	
SIRO	Annual	GDPR	1 hour
Director of Workforce	Annual	GDPR	1 hour
Caretaker/Facilities Meds Team	Every 3 years	Moving & Handling	25 mins
EO – Operations Management	Every 3 years	Legionella	20 mins
Caretaker/Facilities	Every 3 years	Legionella	20 mins
Safeguarding Leads	Every 3 years	Safeguarding Adults Level 3	3 hours
Safeguarding Leads	Every 3 years	Safeguarding Children Level 3	4 Hours
Fire/First Aid – Badger House and ABR Meds Team	Annual	First Aider	1 hour and 30 mins
Fire/First Aid – Badger House and ABR Meds Team	Annual	Fire Warden	1 hour

BADGER MANDATORY TRAINING ROLE PROFILES

10.7 Line Managers (Optional)

Job Role	Retake	Module	Module Time
Line Manager	2 years	Absence Management	30 min
Line Manager	2 years	Appraisee – Appraiser	20 mins
Line Manager	3 years	Bullying & Harassment	30 mins
Line Manager	Annual	Performance Management	20 mins
Line Manager	Annual	Recruitment	20 mins