*Staff Training Policy*

*31/03/24*

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Policy Aims

The aim of Anele Health and Beauty Clinic's training policy, utilizing Careskills Academy, is to ensure continuous professional development of our staff, keeping them informed and compliant with the latest healthcare legislation and best practices, thereby guaranteeing the highest standards of patient care and safety.

# **Staff Training Policy**

**Introduction:** Anele Health and Beauty Clinic is committed to ensuring the highest standards of patient care and safety. This training policy, utilizing Careskills Academy, an online training portal, is designed to provide our staff with essential annual training.

**Objective:** The aim of this policy is to keep our staff informed and up-to-date with the latest legislation and guidance, ensuring that our patients receive safe and effective care.

**Use of Careskills Academy:**

* Careskills Academy will be used as our primary platform for online training.
* The platform offers a range of courses pertinent to healthcare practices, ensuring comprehensive training coverage.

**Annual Training:**

* Staff are required to complete annual training modules pertinent to their roles.
* Training includes Basic Life Support, Infection Control, Safeguarding, Data Protection, Health and Safety, among others.
* Additional modules may be included as per healthcare standards and legislative changes.

**Generic Training**

For staff working at Anele there are several standard training courses that are typically required to ensure effective, safe, and up-to-date practice. These courses often encompass both clinical and non-clinical areas and include:

1. **Infection Control:** Training on how to prevent the spread of infections in the healthcare setting, including hand hygiene and the use of personal protective equipment (PPE).
2. **Safeguarding Children and Vulnerable Adults:** Understanding the signs of abuse and neglect, legal responsibilities, and procedures for reporting concerns.
3. **Fire Safety Training:** Essential for all staff to understand fire safety procedures, evacuation plans, and the use of fire extinguishers.
4. **Data Protection and Confidentiality:** Training on handling patient data, understanding patient confidentiality, and compliance with data protection laws like GDPR.
5. **Equality and Diversity:** Understanding and promoting equality, diversity, and inclusion within the practice and in patient care.
6. **Health and Safety:** General health and safety training, including risk assessments and safe working practices.
7. **Information Governance:** Managing information correctly and legally, particularly patient information and records.
8. **Complaints Handling and Communication Skills:** Dealing with patient complaints effectively and honing communication skills for patient interaction.
9. **Clinical Coding and Record Keeping:** Accurate coding and record-keeping for patient records, which is essential for the smooth operation of the practice.

**Advance Training Requirements**

Additional training may also be required, dependent on the role, these advanced training requirements will be discussed as part of the staff members induction, and thereafter annual review. These may include:-

1. **Basic Life Support (BLS) / Cardiopulmonary Resuscitation (CPR):** Essential for all healthcare staff, this training covers life-saving techniques and is usually updated annually.
2. **Medicine Management:** For nursing staff, training on safe medicine management, prescription, and administration is crucial.
3. **Clinical Skills Update:** Regular updates on clinical skills relevant to the roles of nursing staff, such as wound care, immunizations, chronic disease management, and basic diagnostics.
4. **Mental Health Awareness:** Understanding mental health issues, including identifying symptoms and providing appropriate support or referrals.
5. **Anaphylaxis Training:** How to recognize and respond to severe allergic reactions, including the use of auto-injectors like EpiPens.
6. **Advanced Life Support (ALS) / Immediate Life Support (ILS):** More advanced than BLS, these courses are often required for certain clinical roles.

**Legislation and Guidance Compliance:**

* Careskills Academy’s courses are regularly updated to reflect current healthcare legislation and best practice guidelines.

**Continuous Professional Development:**

* Our policy encourages continuous professional development for all staff.
* Staff are encouraged to undertake additional training modules relevant to their professional growth and clinic needs.

**Monitoring and Compliance:**

* Careskills Academy will provide an annual report of training completion for all staff.
* This report enables Anele Health and Beauty Clinic’s leadership to monitor training compliance and address any instances of non-compliance.
* Regular discussions will be held with staff who have not met their training requirements to understand and resolve any barriers to compliance.

**Access and Flexibility:**

* Staff have access to Careskills Academy both at the clinic and remotely.
* Regular reminders and support will be provided to complete training modules.

**Feedback and Evaluation:**

* Staff feedback on training modules and learning experiences will be regularly sought and evaluated.
* Feedback will inform improvements to our training approach and identify additional training needs.

**Authorisation and Signature**

This Policy is the authorised version agreed by the Directors of Anele Health & Beauty Clinic*.* All employees are expected to follow this policy and failure to do so could result in disciplinary action.

SIGNATURE

Elena Caraman March 2024

**Director**

March 2024