Staff Training Matrix

December 2024

The Staff Training Matrix provides a structured overview of the training requirements for various roles within the organisation, ensuring that all employees receive the necessary training to fulfill their responsibilities effectively. This matrix includes mandatory training, additional skill development, and ongoing professional development opportunities.

Training Categories

1. Mandatory Training
   - Health and Safety
   - Fire Safety
   - Safeguarding Vulnerable Adults/Children
   - Infection Control
   - Equality, Diversity, and Inclusion
   - Data Protection and Confidentiality
   - Basic Life Support/First Aid
   - Medication Management

2. Role-Specific Training
   - Person-Centered Care Planning (for care staff)
   - Crisis Intervention and De-escalation Techniques (for support staff)
   - Mental Health Awareness (for relevant staff)
   - Risk Assessment and Management (for managers)

3. Continuous Professional Development (CPD)
   - Leadership and Management Training
   - Advanced Clinical Skills
   - Coaching and Mentoring
   - Specialised Training (e.g., Dementia Care, Palliative Care)

4. Refresher Training
   - Annual updates on Mandatory Training
   - Periodic reviews of Role-Specific Training

<u>Staff Training Matrix</u>

Training Category	Staff Role	Frequency	Responsible Party
Mandatory Training			
Health and Safety	All Staff	Annual	Health and Safety Officer
Fire Safety	All Staff	Annual	Health and Safety Officer
Safeguarding Vulnerable Adults/Children	All Staff	Annual	Safeguarding Lead
Infection Control	All Staff	Annual	Infection Control Lead
Equality, Diversity, and Inclusion	All Staff	Annual	HR Manager
Data Protection and Confidentiality	All Staff	Annual	Data Protection Officer
Basic Life Support/First Aid	All Staff	Every 3 Years	First Aid Trainer
Medication Management	Care Staff	Annual	Medication Lead
Role-Specific Training			
Person-Centered Care Planning	Care Staff	Initial and Every 2 Years	Training Coordinator
Crisis Intervention	Support Staff	Annual	Training Coordinator
Mental Health Awareness	Relevant Staff	Every 2 Years	Training Coordinator
Risk Assessment and Management	Managers	Annual	Quality Assurance Lead
Continuous Professional Development			
Leadership and Management Training	Team Leaders/Managers	Every 2 Years	HR Manager
Advanced Clinical Skills	Clinical Staff	Every 3 Years	Clinical Lead
Coaching and Mentoring	Senior Staff	Every 3 Years	HR Manager
Specialised Training (e.g., Dementia)	Relevant Staff	Every 2 Years	Training Coordinator
Refresher Training			
Refresher Training	All Staff	As required	Various Trainers

<u>Implementation Plan</u>

1. Assessment of Training Needs: Conduct a training needs analysis to identify gaps and prioritise training requirements.
2. Scheduling and Delivery: Develop a training schedule to ensure all staff have access to required training within the designated timeframes.

3. Monitoring and Evaluation: Regularly evaluate the effectiveness of training programs through feedback and assessments to ensure objectives are met.
4. Documentation: Maintain records of training attendance, certification, and performance to comply with regulatory requirements.

Conclusion

This Staff Training Matrix serves as a comprehensive guide for ensuring that all employees are equipped with the necessary skills and knowledge to provide high-quality care. By fostering a culture of continuous learning and development, we enhance our service delivery and support the personal and professional growth of our staff.