

Mandatory Training - eGuide

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How do I know what training I need to do?

Your **MyESR** record will show what training requirements have been allocated to you. These requirements are set according to your job role according to national guidance and some requirements local to the Trust.

You can access **MyESR** via [the link on the front page of the Trust intranet](#) or from home at: <https://my.esr.nhs.uk/>

Click on 'My Compliance & Competency' in the side menu to view your record

To make sure you are seeing *only* the training you are required to do please tick the 'Required Competencies Only' box and then 'Go'.

Required Competencies Only

TIP To view required competencies only, tick the checkbox and press Go

Training by Staff Group

Training by Subject

Go

You will see your current compliance compared to the requirements for your role.

Your current compliance is shown by colour

Green = you are currently compliant for this requirement

Amber = your compliance for this training is due to expire within the next three months,

Red = non-compliant, or out of date or never held.

If you see **Blue** against training requirements you have missed selecting the 'Required Competencies Only' box. **Blue** indicates training that is not required for your role

Compliance Status



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If you have questions

MyESR is a live record of your compliance, but you should allow up to 3 working days for any face to face training to be updated on your record.

If you believe that your Compliance Status does not reflect the training you have completed please contact the Education Support Team at papworth.education@nhs.net with details of any missing training.

For training that can be completed as e-Learning, you can link directly into the e-Learning package by using the 'Find Learning' option located next to your non-compliant competence (a full list of e-Learning packages can be found on the intranet: <http://papsvrintra/papworthonline/learning/index.asp?id=1447>)

You will receive 'Workflow Notifications' emails. These are system generated notifications– e.g. when a competence is due to expire, or when training has been successfully completed.

If you believe that the Mandatory Training Requirement is inaccurate for your role please refer to the [full Mandatory Training Matrix](#), or contact [Mike Magowan, Training & Development Manager](#)



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I have done eLearning at another Trust

Royal Papworth is implementing the national Streamlining agenda that is looking to make the movement of staff between NHS Trusts as seamless as possible.

The Trust accepts Inter-Authority Transfers (IATs) which is a transfer of individual training records between Trusts. Your previous Trust would need to be using the NHS Electronic Staff Record (ESR) to hold your training record for this to be possible.

Royal Papworth accepts and transfers in to your Royal Papworth training record most Core Skills Training Framework (CSTF) aligned training. The only two exceptions being Moving & Handling Level 2 and Fire Safety training, both of which require local familiarisation.

If you are working at Royal Papworth on a Temporary Staffing / Bank contract any CSTF aligned mandatory training you complete either at Royal Papworth or your 'home' Trust will be updated in both Trusts' records. This is done via Multi-Authority Transfers (MATs) which are generated automatically when a training record is updated.

Find out about
the CSTF

CSTF

Skills for Health Better Skills Better Jobs Better Health

Core Skills Training Framework (England)

Statutory/Mandatory Subject Guide

Version: CSTF (England) v1.0

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Equality, Diversity & Human Rights

How do I enrol on
MyESR
eLearning?

All staff in all staff groups must be current for this training.

This training is delivered by:

Playing ESR
eLearning

eLearning via MyESR Learning Certification

eLearning Package: 175 Equality and Diversity (e Learning)
35 minutes

This training must be refreshed every: 3 years



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Health, Safety & Welfare

How do I enrol on
MyESR
eLearning?

All staff in all staff groups must be current for this training.

This training is delivered by:

Playing ESR
eLearning

eLearning via MyESR Learning Certification

eLearning Package: 175 Health, Safety and Welfare Level 1 – (e Learning)
35 minutes

This training must be refreshed every: 3 years



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Information Governance

How do I enrol on
MyESR
eLearning?

All staff in all staff groups must be current for this training.

Playing ESR
eLearning

This training is delivered by:

Induction and then
eLearning via MyESR Learning Certification

eLearning Package: 175 Information Governance (e Learning)
60 minutes

This training must be refreshed every: 1 year



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Conflict Resolution

How do I enrol on
MyESR
eLearning?

All staff in all staff groups must be current for this training.

Playing ESR
eLearning

This training is delivered by:

eLearning via MyESR Learning Certification

eLearning Package: 175 Conflict Resolution (e Learning)
40 minutes

This training must be refreshed every: 3 years



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Fire Safety

All staff in all staff groups must be current for this training.

This training is delivered by:

Induction (currently eLearning)

Then in alternate years:

- 1) eLearning via MyESR Learning Certification
175 Fire Safety (e Learning) 60 minutes
- 2) Face to Face training via [MS Teams](#) 60 minutes

[The MS Teams link can be accessed via LearnZone](#)

This training must be refreshed every: 1 year

How do I enrol on
MyESR
eLearning?

Playing ESR
eLearning

Booking a Face to
Face / MS Teams
Session

Accessing
Training on MS
Teams

Royal Papworth Hospital

LearnZone.



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Infection, Prevention & Control

Infection Prevention
and Control
Levels 1 & 2

All Staff
(except Admin & Clerical
Staff
Estates & Ancillary - not
including Housekeepers
& Porters)

Infection
Prevention and
Control Level 1

Admin & Clerical Staff
Estates & Ancillary
(except Housekeepers &
Porters)



Infection Prevention & Control Levels 1 and 2

All staff in all staff groups (except Admin & Clerical Staff, Estates & Ancillary - not including Housekeepers & Porters) must be current for this training.

This training is delivered by:

Induction – Levels 1 & 2 when you are a new starter. Thereafter:

eLearning via MyESR Learning Certification

Level 1

eLearning package: 175 Infection Prevention and Control Level 1 (e Learning)
40 minutes

This training must be refreshed every: 3 years

Level 2

eLearning package: 175 Infection Prevention and Control Level 2 (e Learning)
40 minutes

This training must be refreshed every: 1 year

How do I enrol on MyESR eLearning?

Playing ESR eLearning



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Infection Prevention & Control Level 1

Admin & Clerical Staff, Estates & Ancillary (except Housekeepers & Porters) must be current for this training.

This training is delivered by:

Induction – Levels 1 when you are a new starter. Thereafter:

eLearning via MyESR Learning Certification

Level 1

eLearning package: 175 Infection Prevention and Control Level 1
40 minutes

This training must be refreshed every: 3 years

How do I enrol on
MyESR
eLearning?

Playing ESR
eLearning



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Moving & Handling

All staff in all staff groups

Moving &
Handling Level 1

All staff whose role involves patient
handling activities *

Moving &
Handling Level 2

*

Medical – all except Histopathologists

Nursing – all

Allied Health Professionals – all except Radiology Directorate
Manager and Cath Lab Manager

Additional Professional, Scientific & Technical – Practitioners
and Technicians, except Pharmacy & Research Pharmacy
roles

Healthcare Scientists – all except Technical support services,
ICT Information Systems, Pathology, Histopathology and
Research staff

Additional Clinical Services – all except Ward Clerks / Ward
Sister's Administrators and Medical Devices Technician posts,
and Departments of Pharmacy, Technical Support Services,
Pathology, Social Work and Research staff

Admin & Clerical – none

Estates & Ancillary - none



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Safeguarding Adults & Children

Safeguarding
Level 1

All Staff

Safeguarding
Level 3

Registered health care staff who engage in assessing, planning, intervening and evaluating the needs of adults where there are safeguarding concerns (as appropriate to role).

Safeguarding
Level 2

All staff who have regular contact with patients, their families or carers, or the public (follow the link for more detail)

Safeguarding
Levels 4 / 5

Named Professionals /
Designated Professionals

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Safeguarding Adults & Children Level 1

All staff in all staff groups must be current for this training.

How do I enrol on MyESR eLearning?

This training is delivered by:

Playing ESR eLearning

Induction

eLearning via MyESR Learning Certification

eLearning Package: 175 Safeguarding Adults Level 1 (e Learning)
45 minutes AND
175 Safeguarding Children Level 1 (e Learning)
45 minutes

These training modules must be refreshed every: 3 years



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Safeguarding Adults & Children Level 2

All staff who have regular contact with patients, their families or carers, or the public must be current for this training *

This training is delivered by:

eLearning via MyESR Learning Certification

eLearning Package: 175 Safeguarding Adults Level 2 (e Learning)
 45 minutes AND
 175 Safeguarding Children Level 2 (e Learning)
 45 minutes

These training modules must be refreshed every: 3 years

*

Medical – all

Nursing – all

Allied Health Professionals – all

Additional Professional, Scientific & Technical – all

Healthcare Scientists – all except pathology staff

Additional Clinical Services – all except pathology and Tissue Bank

Admin & Clerical – Band 7 and above staff, plus all staff in PALS, Clinical Governance, Fundraising, Social Work, Research & Sleep Lab, and team leader in clerical administration, MDT staff, HR Advisers and Managers

Estates & Ancillary – all except linen room

How do I enrol on
MyESR
eLearning?

Playing ESR
eLearning



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Safeguarding Adults & Children Level 3

All registered health care staff who engage in assessing, planning, intervening and evaluating the needs of adults where there are safeguarding concerns (as appropriate to role) must be current for this training *

This training is delivered by:

Safeguarding Passport – Level 3

Part A – Initial compliance to be completed within 12 months of start date

Evidence of training or reflection from a variety of face to face contexts and Level 3 eLearning. Total of 8 hours

Part B – Ongoing compliance – due 3 years after completing Part A, 3 year ongoing refresh

Evidence of training or reflection from a variety of face to face contexts and Level 3 eLearning. Total of 8 hours

*

Medical – Consultants

Nursing – Band 7 & above

Allied Health Professionals – Band 7 & above

Additional Professional, Scientific & Technical – Band 7 & above

Healthcare Scientists – Band 7 & above

Additional Clinical Services – none

Admin & Clerical – none

Estates & Ancillary – none

Safeguarding
Passport Level 3

Additional
information on the
Safeguarding
Passport Level 3

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Safeguarding Adults & Children Levels 4 & 5

Training for Safeguarding Adults and Children at Levels 4 & 5 is delivered by the Safeguarding Subject Matter Expert (SME) and through attendance at conferences and other specialist events

Safeguarding Adults & Children Level 4 - Named Professionals for Safeguarding

Safeguarding Adults & Children Level 5 - Designated Professionals for Safeguarding

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Preventing Radicalisation

Basic Prevent
Levels 1 & 2

All staff in Admin & Clerical, and
Estates & Ancillary staff groups.
All staff in clinical staff groups*
Band 4 and below

Preventing
Radicalisation
Levels 3, 4 & 5

All medical staff and staff in
clinical staff groups* Band 5 and
above

*

Clinical Staff Groups

Nursing

Allied Health Professionals

Additional Professional, Scientific & Technical

Healthcare Scientists

Additional Clinical Services



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Basic Prevent Levels 1 & 2

All staff in Admin & Clerical, and Estates & Ancillary staff groups, and all staff in clinical staff groups* Band 4 and below must be current for this training.

How do I enrol on MyESR eLearning?

This training is delivered by:

Playing ESR eLearning

eLearning via MyESR

eLearning Package: 175 Basic Prevent Awareness (e Learning)
45 minutes

These training modules must be refreshed every: 3 years



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Preventing Radicalisation Levels 3, 4 & 5

All medical staff and staff in clinical staff groups Band 5 and above must be current for this training.

This training is delivered by:

eLearning via MyESR

eLearning Package: 175 Preventing Radicalisation (e Learning)
60 minutes

These training modules must be refreshed every: 3 years

How do I enrol on MyESR eLearning?

Playing ESR eLearning



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Resuscitation

Resuscitation Level 1

Non-clinical staff, dependent upon local risk assessment or work context

Resuscitation Level 2

Staff with direct clinical care responsibilities including all qualified healthcare professionals – includes coverage of Level 1

Resuscitation Level 3

Registered healthcare professionals with a responsibility to participate as part of the adult resuscitation team should undertake adult immediate life support training – includes coverage of Levels 1 & 2

Immediate Life Support Level 3

Advanced Practitioners (excluding Alert Team and SCPs), Cardiac Physiologists – Band 5 & above

CALS Level 3

Surgery & Anaesthesia Registrars, Anaesthetic Nurses, ODPs

ALS Level 3

Surgery, Cardiology, Thoracic, Anaesthesia Registrars, and Alert Team

Resuscitation Level 1

Staff with a requirement to complete Resuscitation Level 2 training will be compliant for Level 1 through completion of their Level 2 training.

All staff in the Admin & Clerical staff group will complete Level 1

This training is delivered by:

Induction

eLearning via MyESR

eLearning Package: 175 Resuscitation Level 1 (e Learning)
25 minutes

These training modules must be refreshed every: 1 year

How do I enrol on MyESR eLearning?

Playing ESR eLearning



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Resuscitation Level 2 – Adult Basic Life Support

Staff with a requirement to complete Resuscitation Level 3 ILS training will be compliant for Levels 1 and 2 through completion of their ILS training.

All staff in all groups except the Admin & Clerical staff group will complete Level 2

This training is delivered by:

Induction, then in alternate years:

- 1) eLearning Package: 175 Adult Resuscitation Level 2 (e Learning)
35 minutes
- 2) Face to Face Classroom 60 minutes

An assessment only session will be available as an alternative to a full classroom session. An unsatisfactory assessment will have to be followed by attendance at a full classroom session

This training must be refreshed every: 1 year

How do I enrol on MyESR eLearning?

Playing ESR eLearning

Booking a Face to Face / Classroom Session



Resuscitation Level 3

Immediate Life Support Level 3

Advanced Practitioners (excluding Alert Team and SCPs), Cardiac Physiologists – Band 5 & above

Face to face course

Annual Refresh

Covers Levels 1, 2, 3

CALS Level 3

Surgery & Anaesthesia Registrars, Anaesthetic Nurses, ODPs

Face to face course

Refresh every two years

Covers Levels 1, 2, 3 – There is no need to do Resuscitation Level 2 **in the year that CALS is refreshed**

ALS Level 3

Surgery, Cardiology, Thoracic, Anaesthesia Registrars, and Alert Team

Face to face course

Refresh every four years

Covers Levels 1, 2, 3 – There is no need to do Resuscitation Level 2 **in the year that ALS is refreshed**

Book Resuscitation Level 3 courses by emailing: papworth.resus@nhs.net

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Blood Transfusion

Blood Transfusion training is required for staff in these groups:

Medical – All

Nursing – All

Allied Health Professionals – none

Additional Professional, Scientific & Technical – Transplant - Donor Care Practitioners, Theatres Departments – Practitioners and Research Practitioners

Healthcare Scientists – TCCA specialist scientists practitioners

Additional Clinical Services – All except – Pharmacy, Physiotherapy, Dietetics, OT, Social Work, Technical Support Services, Cardiac Physiology and Pathology departments

Admin & Clerical – none

Estates & Ancillary – Theatre porters

Booking a Face to
Face / Classroom
Session

This training is delivered by:

Induction on starting with the Trust, then:

eLearning on the [LearnZone](#) site
30 minutes

This training must be refreshed every: 1 year

Royal Papworth Hospital
LearnZone.

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Royal Papworth Hospital
NHS Foundation Trust

Medicines Management

Medicines Management training is required for staff in these groups:

Medical – All staff

Nursing – All staff

Allied Health Professionals – Physiotherapists, Radiology

Additional Professional, Scientific & Technical – Pharmacists,
Technicians and Transplant Donor Care Practitioners

Healthcare Scientists – All staff

Additional Clinical Services – All except Occupational Therapy,
Pathology and Technical support services

Admin & Clerical – none

Estates & Ancillary – Theatre porters

Booking a Face to
Face / Classroom
Session

This training is delivered by:

Induction when starting with the Trust then

eLearning on the [LearnZone](#) site
30 minutes

This training must be refreshed every: 1 year

Royal Papworth Hospital
LearnZone.

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Medical Gases

Medical Gases training is delivered within Medicines Management training.

Booking a Face to
Face / Classroom
Session

It is required for staff in these groups:

Medical – All staff

Nursing – All staff

Allied Health Professionals – Physiotherapists, Radiology

Additional Professional, Scientific & Technical – Pharmacists, Technicians and
Transplant Donor Care Practitioners

Healthcare Scientists – All staff

Additional Clinical Services – Apprentice, Assistant/Associate Practitioner, Pre-
Registration Pharmacist, Trainee Healthcare Scientist/Practitioner (except Pathology)

Admin & Clerical – none

Estates & Ancillary – Porters and support workers/apprentices in Theatres and Wards
(excludes housekeepers)

This training is delivered by:

Induction when starting with the Trust then

eLearning on the [LearnZone](#) site

30 minutes

This training must be refreshed every: 1 year

Royal Papworth Hospital
LearnZone.

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Food Hygiene

All Housekeepers must be current for this training.

This training is delivered by:

eLearning completed on local induction within the department

This training must be refreshed every: 1 year

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Medical

	1 Year	2 Year	3 Year	4 Year
Equality, Diversity & Human Rights			eLearning 35 min	
Health, Safety and Welfare			eLearning 35 min	
Conflict Resolution			eLearning 40 min	
Fire Safety	Classroom 60 min OR eLearning 60 min			
Infection, Prevention & Control	eLearning 40 min Level 2		eLearning 40 min Level 1	
Information Governance	eLearning 60 min			
Moving & Handling	.	Classroom 120 min Level 2 exc Histopath eLearning 40 min Level 1		
Resuscitation	Classroom 60 min L 2 OR eLearning 35 min	Surgery & Anaesthesia Registrars only - CALS - Classroom		Surgery, Cardiology, Thoracic, Anaesthesia Registrars only - ALS - Classroom
Safeguarding Children & Adults			eLearning Levels 1 & 2 - 3 hrs Consultants - Passport Level 3 - 8 hours	
Prevent			eLearning or Classroom 60 min Level 3-5	
Medicines Mgt and Med Gases	eLearning 30 min			
Blood Transfusion	eLearning 30 min			

Please note
eLearning times are
guides. Many modules
allow you to go directly
to assessment, so
times can be
considerably shorter.

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Nursing	1 Year	2 Year	3 Year	4 Year
Equality, Diversity & Human Rights			eLearning 35 min	
Health, Safety and Welfare			eLearning 35 min	
Conflict Resolution			eLearning 40 min	
Fire Safety	Classroom 60 min OR eLearning 60 min			
Infection, Prevention & Control	eLearning 40 min Level 2		eLearning 40 min Level 1	
Information Governance	eLearning 60 min			
Moving & Handling		Classroom 120 min L2 eLearning 40 min L1		
Resuscitation	Class 60 min L 2 OR eLearning 35 min (Adv. Practitioners Level 3) Alert team - Paed. ALS	Anaesthetic Nurses - CALS - Classroom		Alert team Adult ALS
Safeguarding Children & Adults			eLearning Levels 1 & 2 - 3 hrs Band 7 and above - Passport Level 3 - 8 hours	
Prevent			eLearning or Classroom 60 min Level 3-5	
Medicines Mgt and Med Gases	eLearning 30 min			
Blood Transfusion	eLearning 30 min			

Please note
eLearning times are guides. Many modules allow you to go directly to assessment, so times can be considerably shorter.

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Allied Health Professionals	1 Year	2 Year	3 Year
Equality, Diversity & Human Rights			eLearning 35 min
Health, Safety and Welfare			eLearning 35 min
Conflict Resolution			eLearning 40 min
Fire Safety	Classroom 60 min OR eLearning 60 min		
Infection, Prevention & Control	eLearning 40 min Level 2		eLearning 40 min Level 1
Information Governance	eLearning 60 min		
Moving & Handling		Classroom 120 min Level 2 (except Rad Dir Mgr & Cath Lab Mgr) eLearning 40 min Level 1	
Resuscitation	Classroom 60 min Level 2 OR eLearning 35 min		
Safeguarding Children & Adults			eLearning Levels 1 & 2 - 3 hrs Band 7 and above - Passport Level 3 - 8 hours
Prevent			eLearning or Classroom 60 min Level 3-5
Medicines Mgt and Med Gases	eLearning 30 min		
Blood Transfusion	eLearning 30 min		

Please note eLearning times are guides. Many modules allow you to go directly to assessment, so times can be considerably shorter.

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Additional Professional, Scientific & Technical	1 Year	2 Year	3 Year
Equality, Diversity & Human Rights			eLearning 35 min
Health, Safety and Welfare			eLearning 35 min
Conflict Resolution			eLearning 40 min
Fire Safety	Classroom 60 min OR eLearning 60 min		
Infection, Prevention & Control	eLearning 40 min Level 2		eLearning 40 min Level 1
Information Governance	eLearning 60 min		
Moving & Handling		Classroom 120 min Level 2 Practitioner & Technician excluding Pharmacy & Research Pharm roles eLearning 40 min Level 1	
Resuscitation	Classroom 60 min L2 OR eLearning 35 min		
Safeguarding Children & Adults			eLearning Levels 1 & 2 - 3 hrs Band 7 and above - Passport Level 3 - 8 hours
Prevent			eLearning or Classroom 60 min Level 3-5
Medicines Mgt inc Med Gases	eLearning 30 min		
Blood Transfusion	eLearning 30 min		

Please note eLearning times are guides. Many modules allow you to go directly to assessment, so times can be considerably shorter.

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Healthcare Scientists	1 Year	2 Year	3 Year
Equality, Diversity & Human Rights			eLearning 35 min
Health, Safety and Welfare			eLearning 35 min
Conflict Resolution			eLearning 40 min
Fire Safety	Classroom 60 min OR eLearning 60 min		
Infection, Prevention & Control	eLearning 40 min Level 2		eLearning 40 min Level 1
Information Governance	eLearning 60 min		
Moving & Handling		Classroom 120 min Level 2 See subject link for exclusions eLearning 40 min Level 1	
Resuscitation	Classroom 60 min Level 2 OR eLearning 35 min (ILS Cardiac Phys B5 +)		
Safeguarding Children & Adults			eLearning Levels 1 & 2 - 3 hrs (Path staff not L2) Band 7 + - Passport Level 3 - 8 hours
Prevent			eLearning or Classroom 60 min Level 3-5
Medicines Mgt and Med Gases	eLearning 30 min		
Blood Transfusion	eLearning 30 min		

Please note
eLearning times are guides. Many modules allow you to go directly to assessment, so times can be considerably shorter.

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Additional Clinical Services	1 Year	2 Year	3 Year
Equality, Diversity & Human Rights			eLearning 35 min
Health, Safety and Welfare			eLearning 35 min
Conflict Resolution			eLearning 40 min
Fire Safety	Classroom 60 min OR eLearning 60 min		
Infection, Prevention & Control	eLearning 40 min Level 2		eLearning 40 min Level 1
Information Governance	eLearning 60 min		
Moving & Handling		Classroom 120 min Level 2 See subject link for exclusions eLearning 40 min Level 1	
Resuscitation	Classroom 60 min L2 OR eLearning 35 min		
Safeguarding Children & Adults			eLearning Levels 1 & 2 - 3 hrs (Pathology & Tissue Bank staff not L2) Band 7 + - Passport Level 3 - 8 hours
Prevent			eLearning or Classroom 60 min Level 1,2 (Band 5+ Level 3-5)
Medicines Mgt and Med Gases	eLearning 30 min See subject link for exclusions		
Blood Transfusion	eLearning 30 min See subject link for exclusions		

Please note
eLearning times are guides. Many modules allow you to go directly to assessment, so times can be considerably shorter.

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Admin & Clerical

	1 Year	2 Year	3 Year
Equality, Diversity & Human Rights			eLearning 35 min
Health, Safety and Welfare			eLearning 35 min
Conflict Resolution			eLearning 40 min
Fire Safety	Classroom 60 min OR eLearning 60 min		
Infection, Prevention & Control			eLearning 40 min Level 1
Information Governance	eLearning 60 min		
Moving & Handling		eLearning 40 min Level 1	
Resuscitation	eLearning 60 min Level 1		
Safeguarding Children & Adults			eLearning Level 1 45 min eLearning Level 2 45 min (L2 Band 7 and above + and see subject link)
Prevent			eLearning 60 min Level 1,2

Please note
eLearning times are
guides. Many modules
allow you to go directly
to assessment, so
times can be
considerably shorter.

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Estates & Ancillary	1 Year	2 Year	3 Year
Equality, Diversity & Human Rights			eLearning 35 min
Health, Safety and Welfare			eLearning 35 min
Conflict Resolution			eLearning 40 min
Fire Safety	Classroom 60 min OR eLearning 60 min		
Infection, Prevention & Control	eLearning 40 min Level 2 Housekeepers & Porters only		eLearning 40 min Level 1
Information Governance	eLearning 60 min		
Moving & Handling		eLearning 40 min Level 1	
Resuscitation	eLearning 60 min Level 1		
Safeguarding Children & Adults			eLearning Level 1 45 min eLearning Level 2 45 min (L2 – all except Linen room)
Prevent			eLearning 60 min Level 1,2

Please note
eLearning times are guides. Many modules allow you to go directly to assessment, so times can be considerably shorter.

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Students

The Mandatory Training requirements for students will be identical to those of Additional Clinical Services staff.

Additional Clinical
Services

Core Skills Training Framework (CSTF)

The Core Skills Training Framework (CSTF) was introduced in 2013 with the aim of avoiding the repetition of training when individuals move between UK healthcare employers. It allows employers to recognise and accept statutory/mandatory training completed with other healthcare employers.

The Statutory/Mandatory CSTF is maintained and updated by Skills for Health.

Organisations must declare their alignment to the statutory/mandatory CSTF. By sharing this information, employer organisations can recognise where training delivered in other organisations is in compliance with the Statutory/Mandatory CSTF and thereby help to prevent unnecessary duplication of training as staff move between roles and organisations.

In the NHS the recording of CSTF aligned training has been streamlined within the Electronic Staff Record (ESR) system allowing records of individual CSTF aligned training compliance to be transferred between Trusts.

The learning objectives for each CSTF Subject cover current legal and relevant expert guidance, including that of the leading regulatory bodies for each area.

The current full Core Skills Training Framework document can be downloaded from [Skills for Health](#)

Core Skills Training Framework (England)

Statutory/Mandatory Subject Guide

Version: CSTF (England) v1.0

Enrolling on eLearning on MyESR

Setting up eLearning for mandatory training is a two stage process:

1. Subscribing to the eLearning
2. Enrolling on the eLearning

1. Go to MyESR and click on the 'My Learning'
Change the 'Search' option to 'Learning Certification', type '175' into the text box and click **Go**
You will see a list of eLearning courses
Click on the course you need to do
Click on **Subscribe** and then **Finish** on the next screen.
2. Then click on the small briefcase icon to enrol on the eLearning
On the following screen click **Apply**

How do I enrol on MyESR eLearning?

Full and detailed user guides to enrolling can be found on the Intranet by following the link above

The Trust moved to the automatic enrolment for eLearning for all staff joining the Trust from January 2020. Colleagues who applied to join the Trust from this point have been automatically enrolled on relevant eLearning modules when they started with the Trust.



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Booking a Face to Face / Classroom Session

Booking a place on a course

In many areas of the Trust booking on to a Face to Face / Classroom session is done for you by the administrators who manage your rotas. Please do not request a place on a course if this is the case, but book instead via your local ward / team administrator.

Booking directly via MyESR

If your rota is managed NOT managed by a manager or team administrator you may request places on classroom sessions directly via MyESR. Local teams must continue to be able to efficiently plan and manage their rotas and the release of staff for training – please do not book directly on ESR unless you manage your own schedule

Fire Safety via MS Teams – there is no need to book places. Access the training via clicking on the link hosted on LearnZone

If you book training for colleagues in your team

To book places for a number of colleagues for one or more courses please go to the [‘Course Bookings’](#) page on the intranet. Use the [‘course bookings for staff’](#) link to open the email pro forma to be used.

Education Timetable

Current Courses offered by the Education Department
Mandatory courses are marked in green

- Royal Papworth Hospital
- Royal Papworth House
- External to Royal Papworth

January 2020

- + Tuesday, 7 - **Mandatory Training - Fire Safety Level 1** - 09:00 - 10:00 - Ground Floor Seminar Room, Royal Papworth Hospital (Near Outpatients) - book course
- + Tuesday, 7 - **Mandatory Training - Fire Safety Level 1** - 13:30 - 14:30 - Ground Floor Seminar Room, Royal Papworth Hospital (Near Outpatients) - book course
- + Tuesday, 7 - **Mandatory Training - Resuscitation Level 2 - Clinical Staff only** - 13:00 - 14:15 - Please meet outside 4th Floor North West until collected by a member of the Clinical Education team - book course
(From the 1st January 2020 all non-clinical staff now just complete the Level 1 eLearning package – search for 175 Resuscitation Level 1) The Resuscitation Level 2 competency from 1st January 2020 for all clinical staff will be a blended approach of both Level 2 eLearning and a 1 hour face to face practical session. The eLearning can be found via self-service portal by searching 175 Resuscitation Level 2
- + Tuesday, 7 - **Mandatory Training - Moving and Handling Level 2** - 14:15 - 16:15 - Please meet outside 4th Floor North West until collected by a member of the Clinical Education team - **FULL**
Mandatory for all staff who move patients from one place to another to attend once a year. Please meet outside 4 North West until a member of the team will collect you and take you to the bed space.
- + Tuesday, 7 - **Mandatory Training - Medicines Management and Medical Gases** - 15:00 - 15:30 - 1st Floor offices - Meeting Room 3 & 4 - book course
- + Tuesday, 7 - **Mandatory Training - Blood Transfusion** - 14:30 - 15:00 - 1st Floor offices - Meeting Room 3 & 4 - book course
- + Thursday, 9 - **Mandatory Training - Fire Safety Level 1** - 10:30 - 11:30 - 3rd Floor Seminar Room 1 & 2 - book course
- + Tuesday, 14 - **Mandatory Training - Medicines Management and Medical Gases** - 15:00 - 15:30 - 1st Floor offices - Meeting Room 3 & 4 - book course
- + Tuesday, 14 - **Mandatory Training - Blood Transfusion** - 14:30 - 15:00 - 1st Floor offices - Meeting Room 3 & 4 - book course
- + Thursday, 16 - **Mandatory Training - Resuscitation Level 2 - Clinical Staff only** - 09:30 - 09:45 - Please meet outside 4th

**Accessing
Training on MS
Teams**

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Moving & Handling Level 1

All staff must be current for this training.

This training is delivered by:

Induction

Level 1

eLearning package: 175 Moving and Handling Level 1 (eLearning)
40 minutes

This training must be refreshed every: 2 years

How do I enrol on
MyESR
eLearning?

Playing ESR
eLearning



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Moving & Handling Level 2

All staff in the required staff groups must be current for this training (see subject home page).

How do I enrol on MyESR eLearning?

This training is delivered by:

Induction

Playing ESR eLearning

Face to Face Classroom Session

Booking a Face to Face / Classroom Session

120 minutes

This training must be refreshed every: 2 years

Sessions are tailored to staff groups and may be shorter than the full 120 minutes in many cases

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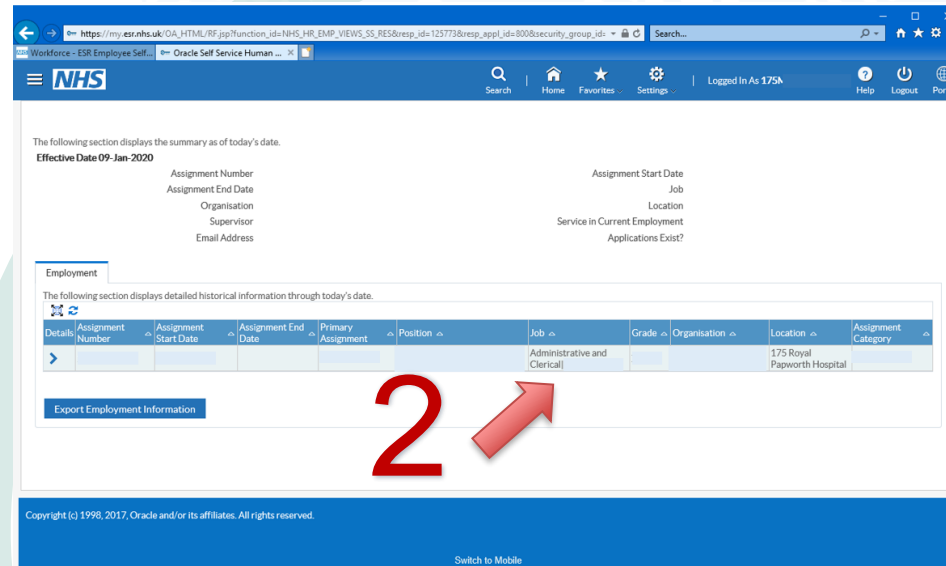
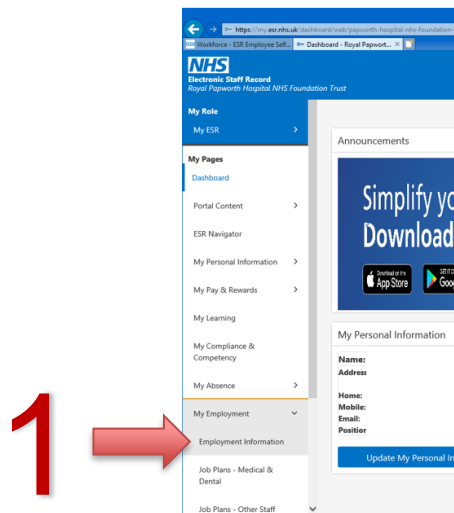
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How do I find out my staff group?

You can find out which Staff Group your role is in by going to the Employment Information page on MyESR

- 1 – Click on: My Employment > Employment Information
- 2 – Your Staff Group will be shown under the 'Job' heading



I've done my eLearning - but my Compliance still shows as red?

Set up eLearning
as Learning
Certifications

eLearning for mandatory training needs to be set up and completed as a 'Learning Certification'. This links your completion of the eLearning to your mandatory training requirement. eLearning that is not set up in this way will show as complete but will not be linked to your mandatory training requirement and may still show as red under 'Compliance & Competency' on MyESR.

How can I resolve this problem?

If you have completed eLearning without setting it up as a 'Learning Certification' and need to have this corrected please contact the Education Support team papworth.education@nhs.net.

The Trust moved to the automatic enrolment for eLearning for all staff joining the Trust from January 2020. Colleagues who applied to join the Trust from this point have been automatically enrolled on relevant eLearning modules when they started with the Trust.

It is unfortunately not currently possible to do this retrospectively for staff at the Trust before that date



Setting up eLearning

Log on to ESR and choose the 'My Learning' option

If your eLearning shows a certificate icon next to it then it is set up and ready to use
If this is not the case:

- 1 Select 'Learning Certification' from the drop down, Type in 175 *Subject* in the search box and then click on 'Go'



The screenshot shows the ESR interface with three navigation tabs: 'Current Learning' (highlighted in blue), 'Requested Learning', and 'Forums and Chats'. Below the tabs is a search box containing the text 'Learning Certification' with a dropdown arrow. To the right of the search box is a text input field containing '175 Fire'. Further right is a blue 'Go' button. Below the search box, there is a table with one visible row containing the text 'E-Learning Enrolments'.

Setting up eLearning

2

Click on the blue coloured text for the subject to begin the subscription and enrolment process.

Learning: Current Learning >

Learning Certifications

Click the links to see details. For different r

Certification Name
175 Fire Safety (e-Learning)

Click through on the blue buttons to first 'Subscribe' and 'Finish' and then 'Enrol'

Subscription and enrolment ensures that when you complete the eLearning it counts on your record against your competency for the subject

Completing eLearning without first setting it up via Subscription & Enrolment will mean that completing the eLearning will not make your compliance go green



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Playing eLearning

Log on to ESR and choose the 'My Learning' option

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The screenshot shows the NHS Electronic Staff Record (ESR) dashboard. The URL in the browser is <https://my.esr.nhs.uk/dashboard/web/papworth-hospital-nhs-foundation-trust>. The page features a blue header with the NHS logo and a search bar. The main content area is divided into several sections: 'My Role' (My ESR), 'My Pages' (Dashboard, Portal Content, ESR Navigator), 'Announcements' (Welcome to Your ESR banner), 'My Compliance' (Assignments: All - Assignments, Percentage Compliance: 100%), 'My e-Learning' (Show mandatory learning only: YES), 'My Payscale and P60' (View My Payslips, View My P60s), 'Local Links' (Employee Online (HealthRoster), ESR Employee Self Service How To Guides, Mandatory Training e-Guide), and 'My ESR Calendar' (Friday March 6, 2020). A large blue arrow points to the 'My Learning' option in the ESR Navigator menu.



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Play eLearning by clicking on the small blue play icon on the right side of the screen

E-Learning Enrolments Enrolments Certifications Learning Paths External Learning

E-Learning Enrolments

All current e-Learning enrolments are displayed in this section. To view more detail about each enrolment, click your enrolment status. Click the play button to play the course or be directed to the relevant screen.

Rows 1 to 11

Course Name ^	Status ^	Item in	Enrolment Status ^	Completion Date ^	Score ^	Move to History	Unenrol	Evaluate	Play
000 Conflict Resolution Level 1	Passed		Completed	06-Sep-2019					
000 Data Security Awareness Level 1	Passed		Completed	06-Mar-2020					
000 Health, Safety and Welfare Level 1	Passed		Completed	06-Sep-2019					
000 Equality and Diversity and Human Rights Level 1	Passed		Completed	06-Sep-2019					
000 Safeguarding Children Level 2	Passed		Completed	06-Sep-2019					
000 Safeguarding Adults Level 2	Passed		Completed	06-Sep-2019					
			Completed	18-Nov-2019					

2

Make sure that the Certification icon appears next to eLearning for Mandatory Training

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When you have finished running an eLearning package it is very important that you click on the Home icon to ensure that your progress is recorded.

If you need to pause your progress through an eLearning package please click on the Home icon to ensure that your progress is recorded

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Click the Close icon to exit the course correctly >>>



If you need to pause your progress through an eLearning package please click on the Home icon to ensure that your progress is recorded

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Training delivered via MS Teams

Meeting links for Mandatory training delivered via Microsoft Teams can be accessed via the [LearnZone site](#).

There is no need to book to join these sessions, you should click on the meeting link at the start time of the training session.

You can access Microsoft Teams from your own smartphone or tablet. NHS Wifi is available on the Hospital and House sites

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Royal Papworth Hospital

LearnZone.

LearnZone is a virtual learning environment (VLE) that can be accessed on or off site from any internet enabled device

It was established as a resource to support Training and Education delivery during the COVID pandemic.

Royal Papworth Hospital

LearnZone.