

Dear Colleague

We are looking forward to you joining us at Frimley Health NHS Foundation Trust and welcoming you to Trust Induction, where we will share our organisational ethos and values, outlining our ambitions and exploring the role you play in achieving these.

In addition to attending Trust Induction you will be required to complete any mandatory and statutory training (MaST) for your role.

Please click this link <https://learning.fhft.nhs.uk> to access the online learning portal. We have attached to this email a guide on how you can complete your access or 'ID profile', you will need to have your National Insurance number to hand when you do this, and please use your personal or work email address when required. You do not need to enter your employee number.

We encourage you to look through this prior to your induction and get started on the training you are required to complete.

Please complete all MAST sessions within 6 weeks of your start date. If not completed within 6 weeks, study leave won't be authorised. Your department will allocate time (2 half days or 1 full day) for you to complete MAST training during your working hours. Please liaise with your rota-coordinators.

As a **clinical** member of the team you will need to complete the following training online:

- Conflict Resolution
- Dementia Level 2
- Emergency Planning
- Fraud Prevention
- Health, Safety and Welfare
- Infection Control Level 2
- Information Governance
- Moving and Handling Level 1
- Moving & Handling Level 2 (once completed The Moving & Handling level 1, please contact k.sutton@nhs.net to book in a face to face training session)
- Prevent WRAP level 3 (Registered staff only)
- Adult Resuscitation Level 2
- Paediatric Resuscitation Level 2 – (for those working in Paediatrics, outpatients, theatres, Emergency Department and Doctors who work specifically with children)
- Risk and Patient Safety Level 2
- Safeguarding Adults level 3
- Safeguarding Children level 2
- Blood Transfusion (see additional information at the end of this page regarding this transfusion training)
- Oliver McGowan
- Equality and Diversity

Please note if you are required to complete level 2 of a subject you are then not required to complete level 1 also, unless otherwise stated.

When completing the e-assessments on the online training portal it is important to read the study guide provided and answer all questions as instructed. For example if you are asked to identify 3 correct answers, you will need to do this. If you only identify 2, this will be marked as incorrect. If you fail the e-assessment on a third occasion, you will be locked out of attempting another retake for 48 hours.

If you have a certificate in – ILS, ALS, APLS, EPLS please email a copy of them to kim.williamson@nhs.net

The **Moving & Handling** team will contact you regarding local skills training sessions covering level 2. Until you have completed this, **do not** attempt to move patients or use equipment unsupervised.

During your Induction session, you will be attending training sessions on the below modules:

- **Fire Safety**
- **Safeguarding** Level 1 (but please complete the OLP online assessment)

Whilst on these sessions you will be asked to register your attendance using the CATQR app, through scanning our QR codes. The CATQR app requires you to log in using your “Profile ID” (the same Profile ID we mentioned earlier in this document).

If you have created your Profile ID via the Online Learning Portal **PRIOR** to attending your Trust Induction session, then please use this to log into the CATQR App (instructions on how to download the CATQR App are also attached above).

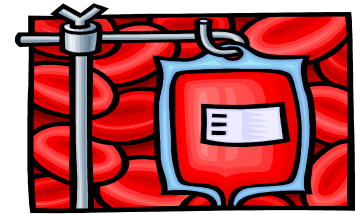
If you have not yet created your Profile ID, or are doing so **DURING** the Trust Induction session, please refer back to the “Profile ID guide” attached to this email. These instructions outline exactly how to create a Profile ID in order to complete your MaST training. Once you have created your Profile ID, you will use this to also log into the CATQR app

If you have completed any training with InHealth, please email the certificates to fhft.learningandod@nhs.net for us to check if these can be accepted.

If you are transferring from another NHS trust and have completed training there, please email fhft.learningandod@nhs.net. Please note you will need to ensure that this needs to include your name, your trust, level gained, and date of completion within the evidence.

If you have any problems with creating your ID profile, accessing or understanding the system, being locked out, or any other concerns please email fhft.learningportal@nhs.net

Dear Colleague



Blood Transfusion

Welcome to the Trust, and apologies that the Blood Transfusion Team will not be able to meet you in person during your Induction process.

If you have any questions relating to accessing the training material mentioned below, please contact us via

fhft.fphtransfusionpractitioneradministrator@nhs.net or
fhft.hwphtransfusionpractitioneradministrator@nhs.net

Your job role may mean you being involved in some aspect of transfusion (taking transfusion samples, collecting blood from the fridges, administering transfusions, care of a patient during a transfusion including dealing with transfusion reactions, prescribing blood components/products). If you are unsure whether any of these elements apply to you please speak to your Line Manager, Training Lead or Transfusion Practitioner who will be able to advise you.

What training will I need to take part in Blood Transfusion?

Step 1 - Blood Transfusion Induction training material

Step 2 - Blood Competency Assessment

Step 3 - E-assessment Blood Updates (3 yearly)

Step 1

In order to assist you with your role in Blood Transfusion we have attached the link to the Blood Transfusion Intranet page with some training material for you to look through (this can only be accessed from onsite). Please review the correct booklets/presentation for your role and site (see Table 1). If you feel that your role does not fit neatly into these staffing groups or you are unsure what training material to read please contact your Line Manager, Training Lead or Transfusion Practitioner.

<https://ourplace.xfph-tr.nhs.uk/patient-care/clinical-department-information-and-advice/blood-transfusion/>

Table 1:

Staff Group	FHFT Blood Transfusion Induction Presentation	FHFT Blood Transfusion – Administration, Sampling, Massive Haemorrhage, Anti D, Booklet	HWPB Blood Collection Booklet	FPH Blood Collection Booklet
HWPB Registered Nurses/Midwives	Optional	Yes	Yes	No
FPH Registered Nurses/Midwives	Optional	Yes	No	Yes
HWPB Unregistered	No	No	Yes	No
FPH Unregistered staff	No	No	No	Yes
All Medical Staff	Yes	Anaesthetics to read Admin section	No	No
<i>Temporary Staffing – Nurses, Midwives, ODP's, MCA's, MSW's and Emergency Department HCA's are required to take part in the Blood Transfusion. For all other HCA's Blood Transfusion is not applicable.</i>				

If you are exempt from taking part in Blood Transfusion you do not need to move to step 2 and step 3.

Step 2

Once you have read through the training material in Step 1, and have familiarised yourself with the process you can now arrange your Blood Transfusion Competency Assessment.

How do I arrange this?

HWPH All Staff (including Medical Staff) - email your Transfusion Practitioner Administrator Sara River

fhft.hwphtransfusionpractitioneradministrator@nhs.net

FPH Non-Medical Staff - contact your Line Manager, Training Lead, Temporary Staffing Clinical Lead or email your Transfusion Practitioner Administrator Jacque Koniotes fhft.fphtransfusionpractitioneradministrator@nhs.net

FPH Medical Anaesthetics & Medical Obstetrics- email your Transfusion Practitioner Administrator

fhft.fphtransfusionpractitioneradministrator@nhs.net

FPH Other Medical Staff complete the E-assessment via this link <https://learning.fhft.nhs.uk/> - *Mandatory & Statutory Training - Clinical Staff - Blood Transfusion Medical Staff only - Prescription & Appropriate Use of Blood & Blood Components*

Please be aware that until you have completed your Blood Transfusion Competency you must not take part in any elements of Blood Transfusion.

Step 3

In 3 years' time to keep your Blood Transfusion Competency valid, you must complete the online assessments applicable to your role via this link (see Table 2). Please read the on line Study Guide associated with each assessment before you start.

<https://learning.fhft.nhs.uk/> - Mandatory & Statutory Training - Clinical Staff -

Table 2:

Staff Group	- Blood Transfusion Medical Staff -Prescription & Appropriate Use of Blood & Blood Components	-Blood Update Collection (for all staff that collect blood from a blood fridge)	-Blood Update Sampling	-Blood Update Administration	-Blood Update Anti-D (Midwives)
Registered Nurses	No	Yes- site specific	Yes	Yes	No
Registered Midwives	No	Yes – site specific	Yes	Yes	Yes
Unregistered staff	No	Yes – site specific	If applicable	No	No
All Medical Staff	Yes	No	No	Anaesthetics only	No

If you are unsure which e-assessments to complete, please check your MAST profile which will guide you through.

Kind regards

Transfusion Practitioners Team.

Useful contacts/reference

Blood Transfusion Intranet Site

<https://ourplace.xfph-tr.nhs.uk/patient-care/clinical-department-information-and-advice/blood-transfusion/>

Heatherwood & Wexham Transfusion Practitioners Team – ex 15 3414

fhft.hwphtransfusionpractitioneradministrator@nhs.net

Frimley Park Transfusion Practitioners Team – ex 13 6532

fhft.fphtransfusionpractitioneradministrator@nhs.net

Blood Transfusion Laboratories - HWPH, 15 3409, FPH, 13 4408

New Employee FAQ Document – Frimley Health NHS Foundation Trust

Training

You will be given full training as part of your role, whether you are new to the Trust, returning, or transferring. Each department will have their specific training that you are required to complete, and this will be part of your Local Departmental Induction.

If you have any questions with regards to any role specific training, please contact your rota manager directly.

Is there any training I need to complete before I start?

Every employee will be required to complete a selection of Mandatory and Statutory Training (also known as MaST). You will receive an email from the Learning and Development team a week prior to your Trust Induction with the list of training you are required to complete for your role. The email will also contain an attachment containing a guide to our Online Learning Portal which you can access outside of the Trust. You will be given a timeframe to have your training completed by in order for you to become compliant prior to starting your job role with Frimley Health.

If you have any questions with your MaST training please contact the Learning and Organisational Development team on fhft.learningandod@nhs.net.

Inductions

You will have 2 inductions when you start your role with Frimley Health – a Trust Induction to welcome you to the Trust, and a Local Departmental Induction. Please read on for more information about both. Your Trust Induction will be run by the Medical Education team in postgrad centre. Here you will learn about Frimley Health's ethos and values, our ambitions and you will explore the role you play in achieving these.

When is my Trust Induction?

Medical HR will be in contact to agree a date for your Trust Induction. Once this is agreed you will receive an automated email from TRAC (our recruitment system) confirming the date of your induction and induction information.

If you have any questions prior to attending your Trust Induction, please contact Medical Education Team.

Local Induction

Your Local Departmental Induction will be organised by your rota manager and/or Supervisor within your department. This may include for example: a tour of your department, explanation of local policies and risk assessments, a chance to meet your team, and role specific training.

If you have any questions with regards to your Local Departmental Induction, please contact your Rota manager directly.

IT access/ NHS email & EPIC Logins

Most new employees will be given both log in details for a Windows log in (to allow access to Trust computers) and an NHS.net email account. This is created by our IT team and given to your rota manager who will send it to you via email before the induction day.

Internal systems

ESR – Electronic Staff Record: The Trust uses the national Electronic Staff Record (ESR) for HR and payroll.

ESR is used to maintain the personal details as well as employment, training and pay records of all staff, with management reports being provided on issues such as workforce profile, absence, staff turnover and census information.

Once you have started your role and you have your NHS email please contact the ESR team on fhft.esrsupport@nhs.net who will be able to provide your log-in details.

Health Roster - eRostering is an electronic rostering system.

Allocate HealthRoster (eRostering) is the system used to plan staffing requirements, report on enhanced hours, overtime, sickness, time off in lieu and annual leave.

You can use Employee Online (EOL) to submit your expenses, book leave, request shifts and view electronic timesheets. You can access EOL within the Trust and at home with any internet connected device, tablet or mobile phone. Once you have started your role and you have your NHS email please contact the Health Roster team on fhft.eRostering@nhs.net who will be able to provide your log-in details.