**Portsmouth Hospitals University NHS Trust Mandatory Training**

Information for GP Trainees

**As a GP Trainee you are an Employees of Portsmouth Hospitals University NHS Trust**

* First year of training will be completed at PHT induction
* There are on going requirements which are YOUR RESPONSIBILTY to keep up to date with annually
  + PHT Booklet – will be sent out each April
  + Face to face training
  + Online modules
* A reminder email will be sent out each month about any expiring competencies – Please make sure this is an email address you use. When HR are chasing anything to do with your essential skills training at PHT they use the personal email you have provided to them.
* If you do not keep up to date you will be contacted by PHT and/or the patch office – this is a huge burden on them.
* Worst Case scenario:
  + PHT reserve the right to suspend work if training is incomplete
  + On-going non-compliance will be noted in ePortfolio

**Annual Requirements**

* PHT Booklet  [Essential Skills Handbook 2020/21](https://www.porthosp.nhs.uk/departments/library%20and%20elearning/Documents/Essential%20Skills%20Staff%20booklet%202020-21.pdf) and Online Quiz (covers many areas and takes 20-30 minutes)
* Face to Face Training:
  + Fire Safety (must be done in place of work)
  + Basic Life Support (most practices arrange annual training for all staff)
* Online Training:
  + Safeguarding Adults (Level 2)
  + Safeguarding Children (Level 3)
  + Mental Capacity Act and Deprivation of Liberty Safeguards (Level 2)
  + Information Governance and Data Security Awareness

**Where to access?**

* All training can be accessed on site at PHT, throughout training
* Alternatives in the community include:
  + In practice training for Fire/BLS
  + Other face to face BLS training – speak to your TPD if unsure of options
  + Remote Access to PHT online training (preferred)
  + Alternative online platforms eg Bluestream Academy, eLearning for Health
    - Certificates must me emailed to Learning and Development

**Allocated time for completing mandatory training**

* Portsmouth Hospital University NHS Trust policy is that mandatory training should be done in work time and it is up to the individuals’ manager to ensure that adequate time is given. When in the GP setting, this would be completed during personal study time.
* For those trainees working in other trusts who require completion of mandatory training, the majority of the subjects covered would be transferrable to PHU and therefore you do not need to do it twice.  If you send in evidence of completion the learning and development team can take it from there.

**Checklist**

* Download PHT app: Search for ‘MyESR’
* Update your preferred contact email via : [Learning.development@porthosp.nhs.uk](mailto:Learning.development@porthosp.nhs.uk)
* Access your training record to activate it within 30 days
  + Confusingly it is called the ESR – Electronic Staff Record
  + (Not to be confused with Educational Supervisors Report!)
* Remember to check regularly
  + eg at every change of post? Write a log entry at every self rating?
  + If you have problems with accessing ESR or the e-learning contact the e-learning support team on 023 9228600 ext 1241 or [elearning@porthosp.nhs.uk](mailto:elearning@porthosp.nhs.uk)

**Email communication**

* Postgrad/L&D team use the porthosp emails when doing general communications.
* For induction the L&D team use the email that has been recorded on the HR New Starter Spreadsheet, the majority of which were personal emails and some were nhs.net (please note this might not be used long term)
* \*\* Please put a re-direction on your porthosp email address when you leave the acute trust so you get your rotas/information in a timely fashion for the duration of your training \*\* (you cannot access porthosp emails from GP practice computers as they work on a different computer system)

Additional specific information:

**Mental Health Awareness “we need to talk about suicide” module details:**

**The trainees need to subscribe to the 192 Mental Health Awareness – Level 2 Certification and select the We Need To Talk About Suicide e-learning module. On the learner homepage change the search category to Certification and search for 192 Mental Health Awareness – Level 2.   This is also available on e-learning for health platform, if any trainee has previously completed it via eLfH please ask them to forward a copy of the certificate and we will update their competency from that evidence.   Likewise if they have attended any Mental Health First Aid training.**