**GDoc clinician training & CPD policy June 2017**

|  |  |
| --- | --- |
| Last revised | June 2017 |
| Last reviewed | Jan 2018 |
| Owner | JB/MW |

**Introduction**

This policy applies to clinicians employed by GDoc in a clinical role.

GDoc supports all clinicians to undertake continuing professional development. All clinicians’ training needs will be assessed, as a minimum:

* When first employed,
* At annual appraisal,
* When a role changes,
* When a clinical base changes
* Whenever needed to support the clinician’s role

Clinicians are encouraged to make their line manager aware of any training needs.

**Statutory and Mandatory Training**

All staff must undertake the statutory and mandatory training appropriate to their role, as laid out in the Statutory & Mandatory Training Schedule.

Clinicians’ statutory and mandatory training needs will be assessed (at a minimum) when first employed and at annual appraisal.

Many GDoc clinicians also undertake clinical work for other employers so may have already undergone some of the necessary statutory and mandatory training with these employers. In most cases, this training need not be repeated, provided there is evidence that the training meets the required standards. Examples of training that will usually be portable include child safeguarding training and training on the Mental Capacity Act 2005. At induction, their line manager will assess whether this training is appropriate for their GDoc role or whether additional training is required. Some training is site-specific and so all clinicians are required to undertake it, for example fire safety and infection control training.

When GDoc clinicians require statutory or mandatory training for their GDoc role, this will be funded by GDoc. However it is expected that clinicians who work for other employers will undertake proportionate amounts of statutory and mandatory training with those employers. If there are any concerns about achieving this, clinicians should let their line manager know.

**Other Training and CPD**

All other training and CPD needs are assessed on an individual basis. If clinicians believe that they have an unmet training need for the role they are currently undertaking, they must let their line manager know immediately. Training needs are assessed before each new clinical placement or change of role. Clinicians wishing to undertake training as part of professional development should make their line manager aware. Each case will be considered on its individual merits. Criteria used in the assessment will include (but not be confined to):

* Value to clinician’s professional development
* Value to safe and effective patient care
* Value to GDoc’s strategic aims and objectives