Lead Employer Trust

E-Learning for Doctors in Training Policy

POLICY INFORMATION SHEET

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Title	**E-Learning for Doctors in Training Policy**
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Document Type	Policy
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Approving body	LET Management Group
Originating Directorate	LET HR Department
Scope	LET wide
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Reviewing body	LET Management Group
Document Owner	Head of Human Resources for the LET
Equality impact assessed	Yes
Date superseded	
Status	Approved
Confidentiality	Unrestricted
Business Criticality	

Summary of Changes

Date of Change	Changes made	Location of changes	Version Control
07/06/2019	Included Prevent	Page 7	Version 2
24/6/21	Included DSE	Page 7	Version 4
	4.2 added	Page 6	
	5.2 updated	Page 7	
22/12/2022	Section 1 updated with more detail	Page 3	Version 5
	3.4 information on exemptions included	Page 6	Version 5
	4 more detail provided on process	Page 7	Version 5
	5.2 more detail provided on process	Page 8	Version 5
	Overall amendments to wording to include all LEP's	Throughout	Version 5
May 2023	Equality Impact Assessment	Page 11	Version 5

Contents

1. **INTRODUCTION**

Policy Title: ELearning for Doctors in Training
Version 5.0
Author: Laura Sams
Created on: June 2018

The Lead Employer Trust (LET) is committed to a streamlined approach for Doctors and Dentists in Training (DiT) to complete their competencies and learning with regards to Statutory and Mandatory training. The DiT will be employed by the LET for the duration of their training time with HEENE and will be hosted by the Local Education Provider (Trusts, Practice, Local Authority, Dental Practice etc) within the region which they work. Each LEP NHS Trust has an ESR system, please note the LET ESR system VPD number is 441. Within the LET ESR system the DiT has access to personal details held, employment details, payslips and eLearning. Compatible previous e-learning will be transferred to the LET VPD from any previous ESR systems the DiT has used however only modules that are an exact match will transfer.

2. PURPOSE OF THE POLICY

2.1   To set a standard of Statutory and Mandatory training required for all DiT.

2.2   To confirm the agreement across all Local Education Provider (LEP) within the Northeast and North Cumbria to share data on completed training.

2.3   To reduce the time a DiT spends completing Statutory and Mandatory training during each rotational placement.

2.4   This policy applies to **all employees** of the LET.

3. STATUTORY AND MANDATORY MODULES

3.1   The agreed statutory and mandatory modules for all Doctors in Training covered by this policy includes:

MODULE	LEVEL	RENEWAL PERIOD
Conflict Resolution NHS|CSTF|NHS Conflict Resolution (England) – 3 Years|	N/A	3 yearly
Equality, Diversity and Human Rights NHS|CSTF|Equality, Diversity and Human Rights – 3 Years|	N/A	3 yearly
Fire Safety NHS|CSTF|Fire Safety – 1 Year|	N/A	Annually
Health Safety and Welfare NHS|CSTF|Health, Safety and Welfare – 3 Years|	N/A	3 yearly
Infection Prevention and Control NHS|CSTF|Infection Prevention and Control – Level 2 – 1 Year|	Level 2	Annually
Information Governance NHS|CSTF|Information Governance and Data Security - 1 Year|	N/A	Annually

Moving and Handling NHS|CSTF|Moving and Handling – Level 1 – 3 Years|	Level 1	3 yearly *may be required* *more frequently* *by local Trust*
Resuscitation (inc. Adults, Infants and Paediatrics) NHS|CSTF|Resuscitation – Level 2 – Adult Basic Life Support – 1 Year| NHS|CSTF|Resuscitation – Level 2 – Newborn Basic Life Support – 1 Year| NHS|CSTF|Resuscitation – Level 2 – Paediatric Basic Life Support – 1 Year|	Level 2	Annually
Safeguarding Adults NHS|CSTF|Safeguarding Adults (Version 2) - Level 2 - 3 Years|	Level 2	3 yearly
Safeguarding Children NHS|CSTF|Safeguarding Children (Version 2) – Level 2 – 3 Years|	Level 2	3 yearly
Preventing Radicalisation NHS|CSTF|Preventing Radicalisation - Prevent Awareness - 3 Years|	Level 3	3 yearly
Display Screen Equipment (DSE) NHS|MAND|Display Screen Equipment - 1 Year|	N/A	1 yearly
HEE Scenario one: Blood Transfusion and Consent *(Includes Record Keeping & Risk Management throughout)*	N/A	3 yearly
HEE Scenario two: Safe Prescribing and Venous Thromboembolism (VTE) *(Includes Record Keeping & Risk Management throughout)*	N/A	3 yearly
HEE Scenario three: Mental Capacity Act & Death Certification *(Includes Record Keeping & Risk Management throughout)*	N/A	3 yearly

3.2 At your Local Education Provider (LEP) you may be required to receive face to face elements of the above competencies in addition to the eLearning.

3.3 A DiT may be requested to complete specific modules relevant to their LEP or Specialty to comply with local policy of your Local Education Provider (LEP). A DiT must adhere to local policy.

3.4 Exemptions include:
Dental – HEE scenarios and Resuscitation New-born & Paediatrics
Public Health – HEE scenario and Resuscitation New-born & Paediatrics
Psychiatry – HEE scenarios and Resuscitation New-born & Paediatrics

4. COMPLETION PRINCIPLES

4.1 All new DiT must complete all modules prior to commencement of employment with the LET.
Any access issues with ESR, the LET will discuss with the DiT using the eLFH platform providing the LET with a completion certificate and the LET will update ESR.

4.2 Where certificates can be provided, or data provided via ESR of previous completion (within renewal period) the LET will update the DiT's record on ESR. DiT's are advised to take a screenshot of learning or export the learning record once completed. If results do not record on ESR and the DiT does not have evidence of completion the LET is unable to update the ESR record to show completion without evidence.

4.3 All currently employed DiT must comply with the renewal periods as stated above or dictated by their Local Education Provider (LEP). It is the responsibility of the DiT to ensure they monitor their ESR account on renewal on e-learning.

4.4 All DiT must follow the instructions provided by the LET for completion of the modules within their Employee Staff Record (ESR) system. The DiT must use the portal facility within ESR to self-monitor their compliance. Any DiT on statutory leave must be 100% on return to work.

4.5 All DiT must ensure their compliance is always 100% as this may impact on access to desirable courses or learning. DiT must be 100% compliant before study leave may be approved. This is a contractual responsibility to ensure DiT is compliant at all times with e-learning.

4.6 Time off in lieu will be given to all DiT who complete the learning prior to commencement and/or in their own time, this will be a half day (3.5 hours) when all modules are completed. It would then be applied again on completion of all modules (at 3yrs) but only if completed in the DiT's own time (non-work time). When the DiT is in employment and renewals are due the LEP must ensure time is provided in work hours for completion.

4.7 Time off in lieu must be taken within a DiT first placement after completion of the eLearning. This will be facilitated by the LEP.

5. **FAILURE TO COMPLETE**

5.1 Any DiT that fails to complete the eLearning by the day of commencement into the Local Education Provider (LEP) will discuss and agree a completion plan locally.

5.2 The escalation process will be applied to trainees that refuse to complete the learning and continue to ignore reminders.
The escalation process includes:
- Local chasing and time given by LEP to ensure DiT aware of responsibility and given a deadline.
- LET emailing the DiT to ensure that we have the correct email address and a discussion regarding any technical issues accessing ESR.
- An Agreement with DiT for completion date must be agreed. This must be within a mutually agreed timescale.
- If learning still not completed within the agreed extension the LET will make further contact with the DiT before escalation to the Deputy Head of HR and Director of Medical Education (DME).

5.2 Further failure to complete will be managed through the LET Disciplinary Policy as it is a contractual obligation to ensure all e-learning is completed and not expired.

6. REPORTING AND COMPLIANCE

All DiT will complete the Statutory and Mandatory training within the LET ESR system and a record of this will remain on the system. If available (NHS Trusts only) LEP will run an Inter Authority Transfer (IAT) from their ESR system to the LET to obtain the training completed. Where the ESR interface is not in place within Local Education Provider (LEP) such as General Practice or Local Authority the LEP should request evidence of completion from the DiT via their ESR account.

7. ADDITIONAL COMPETENCIES

Where the LEP have additional modules they require a DiT to complete this must be recorded on their ESR account with the LET. To enable this to happen the Local Education Provider (LEP) must request the LET to build the specific competency against the position within ESR. If this is not possible, the Local Education Provider (LEP) will allow the DiT to complete the eLearning through their ESR (Honorary or Secondment record) and inform the LET to ensure an IAT is ran to bring the training record across.

8. CONFIDENTIALITY

The LET will be the owner of the DiT training information, and it will be held within the ESR system. When a DiT rotates throughout the LEP within Northeast and North Cumbria their training information will be provided to the Education Centre departments. Where a trainee leaves the organisation and an IAT request is received into the LET the training information will be shared with that organisation.

9. EQUALITY AND DIVERSITY STATEMENT

The LET is committed to providing equality of opportunity, not only in its employment practices but also in all the services for which it is responsible. As such, an Equality Impact Assessment has been conducted on this policy to identify any potential discriminatory impact. The LET also values and respects the diversity of its employees and the wider community it serves. In applying this policy, representatives of the LET will have due regard for the need to:

- Eliminate unlawful discrimination
- Promote equality of opportunity
- Provide for good relations between people of diverse groups

For further information, please refer to the LET's Equality Diversity and Human Rights Policy

10. REVIEW AND MONITORING

The LET Head of Human Resources is responsible for monitoring the application of this policy and to ensure that the policy is reviewed no later than three years from the date of issue. The policy may be amended at any time by joint agreement.

EQUALITY IMPACT ASSESSMENT

Preliminary Assessment Form	**v1/2009**

The preliminary impact assessment is a quick and easy screening process.

It should:

- Identify those policies, procedures, services, functions, and strategies which require a full EIA by looking at:
    - negative, positive or no impact on any of the equality groups
    - opportunity to promote equality for the equality groups
    - data / feedback
- prioritize when a full EIA should be completed
- justify reasons for why a full EIA is not going to be completed

Division/Department

Human Resources

Title of policy, procedure, function, or service

E-learning for Doctors in Training Policy

Type of policy, procedure, function, or service

Existing ☐

New/proposed X

Changed ☐

Q1 - What is the aim of your policy, procedure, project, or service?

Standard setting for induction across the region for all LET Doctors in Training

Q2 - Who is the policy, procedure, project, or service going to benefit?

LET Employees

service have a negative impact on members of the equality groups below?

Group	Yes	No	Unclear
Age		N	
Disability		N	
Race		N	
Gender		N	
Transgender		N	
Sexual Orientation		N	
Religion or belief		N	
Marriage & Civil Partnership		N	
Pregnancy & Maternity		N	
Relationships between groups		N	
Other socially excluded groups		N	

If the answer is "Yes" or "Unclear" complete a full EIA

Q4 – Does, or could, the policy, procedure, project, or service help to promote equality for members of the equality groups?

Group	Yes	No	Unclear
Age	Y		
Disability	Y		
Race	Y		
Gender	Y		
Transgender	Y		
Sexual Orientation	Y		
Religion or belief	Y		
Marriage & Civil Partnership	Y		
Pregnancy & Maternity	Y		
Relationships between groups	Y		
Other socially excluded groups	Y		

Q5 – Do you have any feedback data from equality groups that indicate how this policy, procedure, project, or service may impact upon these groups?

Group	Yes No Impact	Yes Impact	No	Unclear
Age			N	

Disability			N	
Race			N	
Gender			N	
Transgender			N	
Sexual Orientation			N	
Religion or belief			N	
Marriage & Civil Partnership			N	
Pregnancy & Maternity			N	
Relationships between groups			N	
Other socially excluded groups			N	

If the answer is "Yes Impact," "No," "Unclear" or opinion is divided complete a full EIA

Q6 – Using the assessments in questions 3, 4 and 5 should a full assessment be conducted on this policy, procedure, project, or service?

Yes		No	X

If you have answered "Yes" now, follow the EIA toolkit, and complete a full EIA form

Q7 – How have you come to this decision?

No indication that equality groups have been adversely affected by this policy

Q8 – What is your priority for doing the full EIA

High	Medium	Low
		X

Q9 – Who participated in the EIA?

HR Department, Lead Employer Trust

This EIA has been approved by: Head of Human Resources, Lead Employer Trust

Date: 18.5.23   **Contact number:** 0191 275 4768

Please ensure that a copy of this assessment is attached to the policy document to which it relates.

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