

Welcome to this information leaflet about the changes with mandatory training and induction now we are UHD.

BEAT VLE

The BEAT Virtual Learning Environment (VLE), also known as the 'Green Brain', launched at Poole hospital on 4 January 2021.



This system allows all staff to access their training record and complete eLearning for mandatory core skills. The VLE has a traffic light system so you can monitor when you need to complete your training, and your Brain will turn green when you are in date.

It replaces training on eLearning for Healthcare, which we no longer accept certificates for from January 2021. Any certificates for training completed prior to this date will be accepted – email certificates to mandatory.training@uhd.nhs.uk

Most of the mandatory subjects are aligned through this eLearning system and we are working to sort out anomalies that may exist, e.g. people doing a higher or lower level of training depending on their job role or having courses on their 'brain' that are not applicable, e.g. staff with Dementia Tier 2

If this subject remains red on your 'brain' this is because we have not yet made the changes in the system please email e.Learning@uhd.nhs.uk who will provide an email as evidence to say why this is the case.

Some subjects that appear on the BEAT VLE will require you to undertake face-to-face training. When you click on these subjects it will tell you how to book a place on a class. [Click here](#) for more information.

Additional courses on BEAT VLE for Poole

There are some additional courses that Poole staff can search for in the catalogue:

- EPR
- ICE Requesting
- An Overview of Medical Terminology
- Get Moving, Get Healthy
- Freedom to Speak Up - LISTEN UP
- Freedom to Speak Up - SPEAK UP
- Safeguarding Children Level 3 eLearning (due out later this month)



Requests for e-learning

We get lots of requests for new eLearning courses to be created and for new topics to be added to the BEAT VLE. In order for us to process these requests effectively please complete a Training Request eForm, available on the eForms Portal – go to Managed Bookmarks in Chrome, then select Clinical Systems, then Electronic Forms (eForms). If you have any problems with the form or you'd like to discuss your project with us please contact us at course.administration@uhd.nhs.uk

The image shows a screenshot of a web form titled "Training request form". At the top, there is a small logo for "BEAT" and three small icons of coffee cups. Below the logo, there is a section for "Your details" with fields for "Your name", "Your job title", and "Your email address". There are also fields for "Project / Training course name" and "Head of Department/Manager email address". At the bottom of the form, there are four buttons: "Submitting a new course", "Make changes to an existing course", "Make an existing training course mandatory", and "Add existing training to BEAT VLE".

Competencies

Individual risk assessment

We ask that only the following competency is updated in ESR for Poole staff following the completion of the [Individual Employee Risk Assessment](#):

- [428|LOCAL|Risk Assessment - Completed|Core](#)

Covid-19 Safer Working Toolkit

We no longer ask managers to update the Covid-19 Safer Working Toolkit in ESR as it is now available for all staff to complete via the BEAT VLE.

Local Induction

We also no longer ask managers to update the [Local Induction Workbook](#). The checklist for local induction is now included within the BEAT VLE along with instructions on how to update it.

Fit Testing

We are looking at how we keep up to date records of FIT testing across the Trust in one place. We will be recording this on ESR. If you FIT tested staff at Poole or have done in the last 12 months, please forward details of the staff name, date of test and their employee (assignment) number to mandatory.training@uhd.nhs.uk

Fit testing will have a two-yearly competency attached to it which the education department, across both sites, will record the details in the member of staff's records (as we do with all training records). Work is in progress for this to be on the BEAT VLE which will then remind staff when to update.

Mandatory Training

Face-to-face training has restarted, but still with limited numbers due to social distancing. Please book through ESR self service if based at RBCH or via the [intranet](#) at Poole. Some of the face-to-face training includes dementia tier 2, conflict resolution, breakaway, etc. When staff see their training on the BEAT VLE they will be able to see if training is face-to-face by clicking on the topic.

Face to Face Mandatory training classes include:

- Blood transfusion
- Breakaway (previously conflict resolution training level 2)
- Clinical skills
- Conflict resolution
- Dementia tier 2
- Moving and handling level 2
- Resuscitation level 2

Induction

As of October 2020 we have aligned our **trust induction day 1** which is our opportunity to welcome new starters to the Trust. This runs across both sites and in time this will run on alternate days of the month but we are not there yet. We have four trust inductions per month – two at the beginning of the month and two mid-month and we look to amalgamate the mid-month one if the numbers of attendees are low.

- Health Care Support Workers (HCSW) induction comes from the main induction and from April 2021 these will operate on alternate times of the month. This induction at Poole will be at the beginning of the month and the Bournemouth induction will take place in the middle of the month. We would recommend that new staff complete their induction at their home site but we can be flexible as the inductions are aligned.
- NOT all our mandatory subjects are fully aligned, this is work in progress with the subject matter experts but we will inform staff what they need to do differently if they attend an Induction day at the other site to their main workplace. E.g. Bloods face to face talk and some subjects not yet aligned on the BEAT VLE have to be delivered differently.
- Trust Induction day one is for ALL staff to attend, even if they have other inductions to go to after, that are role specific e.g. HCSW/medical (for doctors in training).

- Due to on-going Covid restrictions we are still asking some staff to access their induction from home but this will change as we can make use of more space in the lecture theatre following Government guidance on social distancing.

[Click here](#) for more information.

New topics

Since the merger last year and the introduction of the BEAT VLE, there have been some changes to the renewal period of training. Please [click here](#) for full training requirements.

Topic	Notes	Audience	Renewal period	Learning method
Basic Life Support - Level 1	New topic	All non-clinical staff	3 yearly	eLearning
Display Screen Equipment	New topic for PGH	All staff	2 yearly	eLearning
Security, Violence & Fraud (includes Basic Prevent Awareness)	New topic For PGH	All staff	3 yearly	eLearning
Fire Safety	Change in frequency for PGH	All staff	2 yearly (previously 3 yearly)	eLearning
Moving and Handling Level 2 - practical	Change in frequency for PGH	All staff whose role involves patient handling activities	2 yearly (previously 3 yearly)	Face-to-face
Dementia Tier 2	Change in frequency for PGH	All clinical staff that are patient facing that have the potential to encounter patients living with dementia	3 yearly (previously one off)	Face-to-face
Local Induction	Existing	All staff	Once upon joining the trust and again for any role change	Checklist to be completed with supervisor and sent to Education and Training
Covid19 Safer Working Toolkit	Existing	All staff	One off	eLearning

Apprenticeship programme

Career progression advice sessions

If you would like some career progression advice, please attend one of our drop in sessions. These sessions are held weekly in the Poole education department. Please email ApprenticeshipVocationalEnquiries@uhd.nhs.uk if you would like to attend.

[Dates can be found here](#)

UHD Workforce App



The Trust has launched a new app portal for UHD to bring together useful information and resources at your fingertips, wherever you are, from your mobile phone.

The @UHD app is available to download free to your smartphone and includes quick links to our latest news, ESR, e-Roster, wellbeing support, our networks and much more. It also gives you access to your work emails.



To download the app, please go to <http://www.uhd.nhs.uk/news/workplace-app> on your phone, or scan the QR code (right) with your QR reader or camera. Then click on the link to download.

Going forward

Role specific training

Work is underway to further align our training with RBCH to include role specific modules on the VLE – details to follow

Booking Training via Employee Self Service (ESS)

As part of the ESS rollout to staff at Poole, the BEAT team is working towards staff at Poole assessing and booking training direct – details to follow later in the year

General

Contact us

BEAT VLE	e.learning@uhd.nhs.uk
Induction	Induction.education@uhd.nhs.uk
Mandatory training	Mandatory.training@uhd.nhs.uk
Corporate training	Corporate.training@uhd.nhs.uk
Clinical training	Clinical.training@uhd.nhs.uk

Meet the Poole BEAT SystemTeam

Deborah McFarland	Education Systems Manager
Keigha McCarthy	Education coordinator
Richard Gold	Education coordinator
Lola Randall	eLearning coordinator

We are **caring** **one team** **listening to understand** **open and honest** **always improving** **inclusive**