

# Practice training policy

We are committed to ensuring that people have the right skills for the duties that they are to undertake. Wherever possible, we will appoint people with the right skills, but we will provide training when necessary to ensure that staff are competent and confident to carry out their work responsibilities.

This policy describes our responsibilities towards our employees, the training that we will provide and the responsibilities of employees who are undertaking training. Individual circumstances vary, however, and it is possible that not all training needs will be met by this policy. If you are unsure how the policy might work in your situation, please seek advice from Yasmin Begum Practice Manager.

We keep records of all training undertaken by those who work here, including training provided by the practice (in whole or in part) and, wherever possible, training undertaken independently. This helps us to identify the skills available within the practice, when update training may be required, and where skills may be lacking (and, therefore, when further training may be required). Everyone working at the practice should also keep their own personal training log.

## New recruits

We require all new recruits to the practice, both employees and self-employed contractors, to complete the practice induction training programme, which aims to provide an understanding of:

- The general day-to-day systems that are in place
- Procedures specific to the role of the new employee or self-employed contractor
- Essential health and safety requirements, including the practice risk assessment and the procedures for foreseeable emergencies
- Confidentiality of patient information
- Other formal practice policies.

Induction training may take place over a period and will depend on the nature of the post and the existing skills of the new recruit. Throughout the induction period, we will hold regular one-to-one reviews to identify progress and further training requirements.

## Training needs

We consider individual and practice-wide training needs at annual appraisal and development reviews. Patient complaints and adverse incidents may also reveal the need for individual and practice-wide training.

Depending on the training required, we will explore the most appropriate way of providing it – for example, at a practice event, an attended seminar or workshop, or a formal training course involving assessments and/or examinations.

## Participation in training

Training should improve or update knowledge and skills. We expect anyone taking part in training to endeavour to complete it successfully.

Training will take place during normal working hours, wherever possible. Where training is provided outside normal working hours, we will grant time off in-lieu. We expect staff to attend training sessions; non-attendance may be a disciplinary matter.

To help employed DCPs who are registered with the GDC meet their CPD requirements, we provide paid leave to attend two sessions of formal training per year (see below).

## Training fees

There will be no cost to employees for in-house training provided by other members of the practice team or for practice-wide training.

Where training is provided externally, we may agree to pay the necessary tuition fees, in full or in part, depending on individual circumstances. The amount paid by the practice may be recovered from the employee, if the employee does not complete the training course, or the employee's employment is terminated (by either party) within 12 months of completing the training. Where we agree to fund or contribute towards the cost of training, we will provide a separate agreement.

## Personal development

You may identify other training that you wish to undertake and can apply to the practice for support. We will consider each request on its merits. If the training is essential to your job, we may agree to provide support (in whole or in part), subject to the above conditions of participation and fees. Where you identify training that we do not feel is essential to your job, we may, at our discretion, contribute towards fees or allow time off for the course, but we are under no obligation to do so. We will consider all requests for non-essential training on an individual basis.

## Professional responsibilities

If you are registered with the GDC, you are responsible for meeting your CPD requirements. As you know, non-compliance may lead to suspension or removal from the GDC register. This may affect your position at the practice and we may take disciplinary action.

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