

**CONFIDENTIAL**

<b>Electro Diagnostics Unit</b>
---------------------------------

<b>Document No. : ED/PER/01</b>							
<b>Title : Training records</b>							
<b>Effective Date :</b>							
<b>Review date: :</b>							
<b>Revision History : First version</b>							
<b>Training Requirements</b>				<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
✓							
<b>A = New procedure requiring documented assessment of competence</b>							
<b>B = Modified procedure requiring documented reassessment of competence</b>							
<b>C = Familiarity with new procedure required (no assessment of competence necessary)</b>							
<b>D = Familiarity with changes required (no assessment of competence necessary)</b>							
	<b>Signature</b>	<b>Name (print)</b>	<b>Date</b>				
<b>Prepared by</b>							
<b>Reviewed and approved by</b>							

## CONFIDENTIAL

<b>Document No.</b> : <b>ED/PER/01</b>
<b>Version</b> : <b>1.0</b>
<b>Title</b> : <b>Training records</b>

### 1. **INTRODUCTION**

- 1.1. This SOP describes the requirements for qualifying and training personnel within the Electrodiagnostics Unit (EDU).
- 1.2. In order to meet quality requirements all EDU personnel must be able to demonstrate that they are competent to carry out their duties safely and effectively.
- 1.3. The demonstration of competence for all personnel requires a record of training which indicates an individual's level of expertise and confirms their capability to perform various functions.
- 1.4. For this reason, all personnel working within the EDU, University of XXXXXXXX must complete the EDU induction programme before commencing work.
- 1.5. Certain activities will require specific training and be limited to specific personnel e.g. consenting of patients. Only personnel who have received specialised training and have all necessary authorisations in place from the relevant Trust / Clinic will be allowed to work in these areas.
- 1.6. Personnel must also sign off, in an ongoing fashion, relevant SOPs as required to carry out their duties.

### 2. **SCOPE**

- 2.1. This SOP applies to all personnel working in the EDU, University of XXXXXXXX.

### 3. **RESPONSIBILITIES**

- 3.1. The Individual:
  - 3.1.1. To ensure that adequate training has been given and competence achieved before undertaking a task.
  - 3.1.2. To ensure that the EDU induction programme has been completed and recorded in the Training Folder.
  - 3.1.3. To read and understand documents relevant to the duties and tasks to be executed.
  - 3.1.4. To update and sign training records when he/she fully understands a new or changed procedure (relevant to his/her area).
- 3.2. EDU Management
  - 3.2.1. To ensure that their personnel are appropriately trained to perform necessary tasks.

## CONFIDENTIAL

<b>Document No.</b> : <b>ED/PER/01</b>
<b>Version</b> : <b>1.0</b>
<b>Title</b> : <b>Training records</b>

- 3.2.2. To ensure that all new personnel in EDU undergo an induction training programme and that a record of the process is kept in the individual's Training Folder.
- 3.2.3. To ensure that the review of training records is performed and recorded once per 12 month period or prior to formal performance review.

#### 4. **RELATED DOCUMENTS**

- 4.1. Records of training maintained using form ED/PER/F01.
- 4.2. Records of training record review recorded at appraisal.
- 4.3. Documentation of job description and previous experience by curriculum vitae in SOP ED/PER/002.
- 4.4. Guidelines issued by BARQA (March 2003) on Good Clinical Laboratory Practice.
- 4.5. University of XXXXXXXX Health and Safety policy / manual.

#### 5. **PROCEDURE**

- 5.1. Induction process:  
New personnel beginning work within the EDU will complete the following induction process
  - 5.1.1. Tour of facilities and explanation of what they need to know in relation to their work.
  - 5.1.2. Explanation of health and safety rules within EDU.
  - 5.1.3. Explanation of basic principles of CQC outcomes (as appropriate).
  - 5.1.4. Allocation of EDU induction programme sheet with specific list of general SOPs that they should be familiar with before commencing work.
  - 5.1.5. Working alongside mentor so that practices and procedures within EU become familiar.
  - 5.1.6. Working independently under supervision by mentor.
  - 5.1.7. Working independently.
- 5.2. Staff will be trained in unfamiliar techniques using one or more of the following:
  - 5.2.1. Relevant SOPs.
  - 5.2.2. Explanation or example.
  - 5.2.3. Training course.
  - 5.2.4. Briefing session.

**CONFIDENTIAL**

<b>Document No.</b> : <b>ED/PER/01</b>
<b>Version</b> : <b>1.0</b>
<b>Title</b> : <b>Training records</b>

- 5.3 Training requirements are documented on the front cover of each SOP. The list of current SOPs in circulation will be up-dated regularly and new SOPs requiring signing off will be notified to individuals by the EDU Manager. Once training requirements have been completed relevant personnel will update and sign their training records.
- 5.4 Those responsible for training will sign and date the training record as appropriate.
- 5.5 Instruction in a procedure may be performed by any personnel who are classified as competent to train.
- 5.6 Personnel must ensure that their induction training / on going training is appropriately documented.
- 5.7 For routine organisation administration and management procedures, instruction is given but assessment that training is complete is not considered appropriate (training requirements documented as C or D on the front cover of SOPs).
- 5.8 When personnel leave the EDU, management will collect the individual's training record and archive it for a period of not less than five years.
- 5.9 Training (including health and safety training) is to be reviewed at least once every twelve months. This review will be documented and included in the annual appraisal/performance review.
- 5.10 All personnel are encouraged to take part in continuing professional development (CPD) which may include Conferences, Courses and Training Seminars. Records of all such external CPD activity will also be documented in training folders.