

## Role Specific TNA

Subject Title	Required Refresher Frequency	Who Needs to Attend/Audience
<b>Inclusion &amp; Diversity – level 2</b>	Once only	Included in all Recruitment and selection training
<b>Manual Handling (Load)</b>	3 yearly ( <b>N.B</b> exception is Porters, Mortuary, Podiatry and Umbrella staff who must attend <b>2 yearly</b> )	<p>Non-clinical staff who handle inanimate loads in excess of 4kgs as follows: Porters; Mortuary Technicians; Catering staff; Housekeepers; Warehouse staff; Healthcare Scientists; Laboratory Technicians; Pharmacy Technicians; Medical Records staff; Admin staff who handle in excess of 4kg, e.g., Finance staff; Ward Administrators.</p> <p>Also suitable for clinical staff working in the following services only: Umbrella; Neonatal; Podiatry.</p>
<b>Manual Handling (Patient)</b>	2 Yearly	<p>Clinical staff who handle patients as part of their duties as follows:</p> <p>Registered Nurses and Midwives; Nursing Associates; Nursing and Midwifery Assistants; Nursery Nurses (if working on post-natal wards).</p> <p>AHP's - Therapy staff; Imaging staff; Theatre ODP's</p> <p>Junior Doctors - FY1 and 2; CT and ST 1&amp;2</p> <p>Pharmacy Technicians (if ward based)</p>
<b>Clinical Resuscitation</b>		
<b>Level 1</b>	Annual	Porters
<b>Level 2</b>	Annual	Clinical staff with direct clinical care responsibilities including qualified healthcare professionals require Level 2 resuscitation training as a minimum E.g. All doctors, nurses, midwives and allied health professionals
<b>Level 3</b>	Annual	Clinical staff - Registered healthcare professionals with a responsibility to participate as part of the adult, paediatric or neonatal resuscitation team, working in acute areas such as ED, CCU, acute medicine, cardio physiology, interventional radiology and administering sedation in the care of dental or podiatric patients.
<b>Level 4</b>	4 yearly with Annual update	Clinical staff - Registered healthcare professionals with a responsibility to lead or be part of the trauma, adult, paediatric or neonatal resuscitation team, should undertake Advanced Life Support level training in the appropriate speciality group.
<b>Infection Prevention &amp; Control Level 2</b>	Annual	All healthcare staff groups involved in direct patient care or services
<b>Safeguarding Adults and Children</b>		
<b>Safeguarding Adults and Children Level 2</b>	Rolling 3 yearly	All Healthcare staff – staff who undertake assessment, care, treatment, procedures, Non-clinical and clinical staff who have some degree of contact with children and young people and/or parents/carers.
<b>Level 3 Children</b>	Rolling 3 yearly	Clinical staff working with children, young people and/or their parents/carers and who could potentially contribute to assessing, planning, intervening and evaluating

<b>Level 3 Adults</b>	Rolling 3 Yearly	the needs of a child or young person and parenting capacity where there are safeguarding/child protection concerns. Senior qualified nurses who are involved in the assessment; referral and care planning for Adults, engaging in multi-disciplinary and multi-agency Adult safeguarding work. These senior qualified nurses include all ADN's and Deputies; Matrons; Senior Ward sisters and charge nurses. Site leads and safeguarding Champions across all hospital sites. All Qualified nurses working in ED, including ACP's; Qualified Midwives; Sexual Health staff; Norman Power staff and Community Nurses Band 6 & above.
-----------------------	------------------	---