

## Mandatory Reading For Royal Cornwall Hospitals Trust Staff

Topics	NEW STAFF and VOLUNTEERS Pre-Induction	Current staff and volunteers: Pre-Annual Mandatory		
	Click the link to access the training	Clinical	Senior Medical	Non-Clinical
<a href="#">Accessible Information</a>	All New Staff and volunteers	✓	✓	✓
<a href="#">Being Open Statement</a>	All New Staff and volunteers	✓	✓	✗
<a href="#">Counter Fraud</a>	All New Staff and volunteers	✗	✗	✗
<a href="#">Dementia Awareness</a>	All New Staff and volunteers	✓	✓	✓
<a href="#">Emergency Preparedness</a>	All New Staff and volunteers	✓	✓	✗
<a href="#">Health and Safety: What you should know</a>	All New Staff and volunteers	✓	✓	✓
<a href="#">Human Rights in Healthcare</a>	All New Staff and volunteers	✓	✓	✓
<a href="#">Infant Feeding</a>	All New Staff and volunteers	✓	✓	✗
<a href="#">Infection Prevention and Control - Level 1</a>	All New Staff and volunteers	✓	✓	✓
<a href="#">Information Governance - What You Should Know</a>	All New Staff and volunteers	✗	✗	✗
<a href="#">Manual Handling Non-Patient (Inanimate)</a>	All New Staff and volunteers	✓	✓	✓
<a href="#">Medical Gases Awareness</a>	All New Staff and volunteers	✓	✓	✓
<a href="#">PREVENT (Basic)</a>	All New Staff and volunteers	✓	✓	✓
<a href="#">Promoting Diversity, Equality and Human Rights in the Workplace</a>	All New Staff and volunteers	✓	✓	✓
<a href="#">Radiation Protection Awareness</a>	All New Staff and volunteers	✓	✓	✓
<a href="#">Safeguarding Children Level 1</a>	All New Staff and volunteers	✓	✓	✓
<a href="#">Stress Management</a>	All New Staff and volunteers	✓	✓	✓
<a href="#">Supporting People with Learning Disabilities in an Acute Hospital</a>	All New Staff and volunteers	✓	✓	✗
<a href="#">Waste Management</a>	All New Staff and volunteers	✓	✓	✓
<a href="#">Violence &amp; Aggression Awareness</a>	All New Staff and volunteers	✗	✗	✗
<a href="#">IV Fluid Therapy - Adults</a>	Medical Only	✗	✓	✗
<a href="#">ANTT</a>	Clinical & Medical Only	✓	✓	✗
<a href="#">Care of the Dying Person</a>	Clinical & Medical Only	✓	✓	✗
<a href="#">Manual Handling Patient Theory</a>	Clinical & Medical Only	✓	✓	✗
<a href="#">Medical Device Management</a>	Clinical & Medical Only	✓	✓	✗
<a href="#">Medicines Management Awareness</a>	Clinical & Medical Only	✓	✓	✗
<a href="#">Preventing Falls and Harm from Falls for patient when in hospital</a>	Clinical & Medical Only	✓	✓	✗
<a href="#">Preventing Needlestick Injury</a>	Clinical & Medical Only	✓	✓	✗
<a href="#">Safer Sharps</a>	Clinical & Medical Only	✓	✓	✗
<a href="#">Treatment Escalation Plans</a>	Clinical & Medical Only	✓	✓	✗

**New staff and volunteers:** Please **PRINT AND SIGN** this page and hand to reception on arrival for your Induction

**Current Staff and volunteers:** Please **DO NOT PRINT** this page as you will sign an attendance register when you come along to your annual mandatory update session

"I confirm that I have received the required mandatory reading on the subjects above and understand that it is my responsibility to read or watch the documentation and seek further information or clarification of any queries from the relevant 'subject specialist'."

Employee/Volunteer Details	
Name: <small>Please print</small>	Job Title:
Signature:	Department:
Date:	

Reviewed: 27/03/2019  
Review: 27/03/2020  
Reviewer: H Phillips