

WELCOME TO THE LEARNING CENTRE

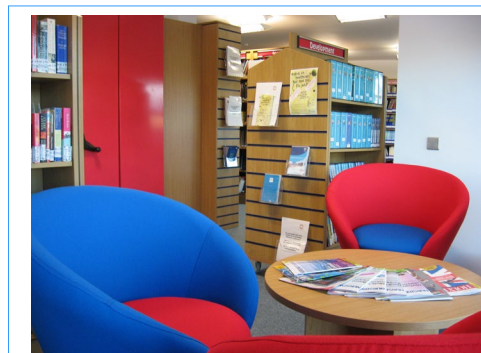
We operate as a central learning hub and offer a range of opportunities to facilitate access to learning, develop our workforce, and assist individuals in achieving their potential.

Our purpose is to provide training and education, for patients and staff, to support personal and professional development and to equip staff with the knowledge and skills they require to deliver safe, effective, person-centred care.

Learning resources and services

The Learning Centre operates as a 'one-stop' support hub for all staff. All internal training courses are co-ordinated through the Learning Centre and information on external development opportunities is promoted by Learning Centre staff through the staff bulletins and on the Learning Centre section of the Hospital intranet.

Within the Learning Centre there are eight computers with Internet access that any staff can use.



There are also books, journals and DVDs which can be accessed and used whilst here or taken out on loan. Additionally, there are laptops, projectors, and flip charts that can be booked out on loan for training purposes.

Opening hours

The Learning Centre is staffed between 8.30am to 5.00pm Monday to Thursday, and from 8.30am to 4.00pm on a Friday.

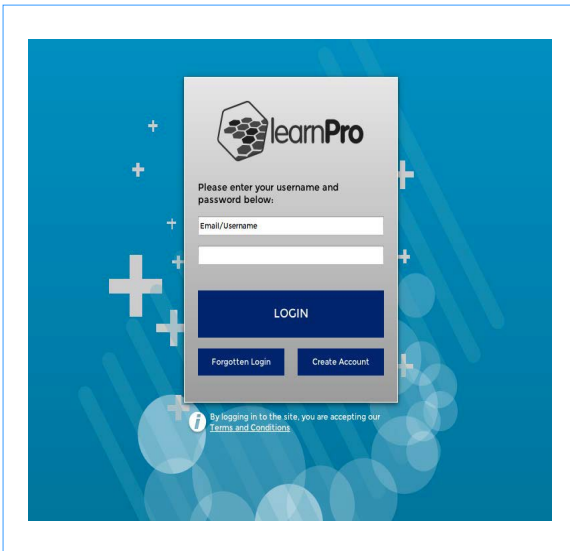
The Centre, however, is available for use 24 hours a day and outwith the standard opening hours you can gain entry using your Hospital security key (silver key).

Learning Centre staff

- Sandra Dunlop, Training & Professional Development Manager.
- Sharon Corrigan, Learning Centre Manager.
- Rebecca N Hart, Librarian.
- Lynne Cockburn, Learning Centre Administrator.
- Nicole Cavanagh, OD & Learning Secretary.

Mandatory training

As an employee of the State Hospital, there is a range of mandatory training that all staff are required to complete. This training is delivered through attendance at classroom-based courses or through completion of online learning modules on learnPro NHS, which is the Hospital's elearning management system.



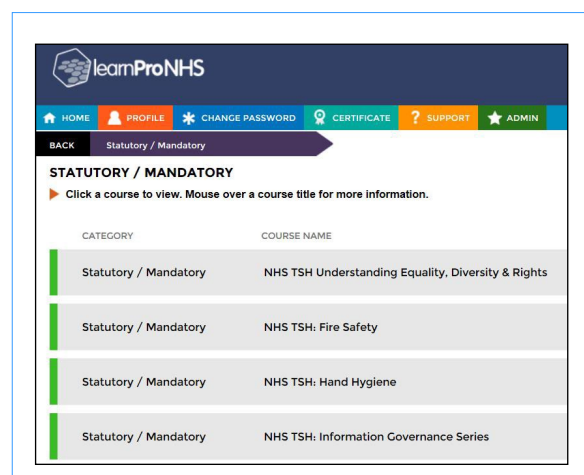
The Learning Centre co-ordinates all mandatory training and maintains individual staff training records to ensure that training is complete and kept up-to-date. For classroom-based courses you will be contacted by the Learning Centre when initial training (or mandatory refresher training) is due and notified of the dates allocated for you to attend.

For online modules, you will be issued with your learnPro username and password, and given instructions on how to access learnPro, as part of the Learning Centre induction.

The learnPro system can be accessed at any time from any computer with an Internet connection. **When accessing LearnPro, please ensure it is launched through Google Chrome.** This includes from your desktop at work, from the Learning Centre, or from a computer in your local library or at home. There is also a 'quick link' learnPro icon on the Hospital Intranet homepage.

Within learnPro, all of the modules that are mandatory for your specific job role will be preassigned to your user account and will be visible when you log into learnPro and click on the 'Statutory/Mandatory' tab (plus the 'Clinical' tab for staff in clinical roles).

The system will track your progress and record the modules that you complete. It will also send you email reminders when the validation period for individual modules has expired, and refresher training is due.



An overview of the core mandatory training that all staff are required to complete is included for information in Appendix 1. For more information on the additional training that is mandatory for your specific job role, please consult the 'Core Training Matrix' located in the Learning Centre section of the Hospital Intranet.

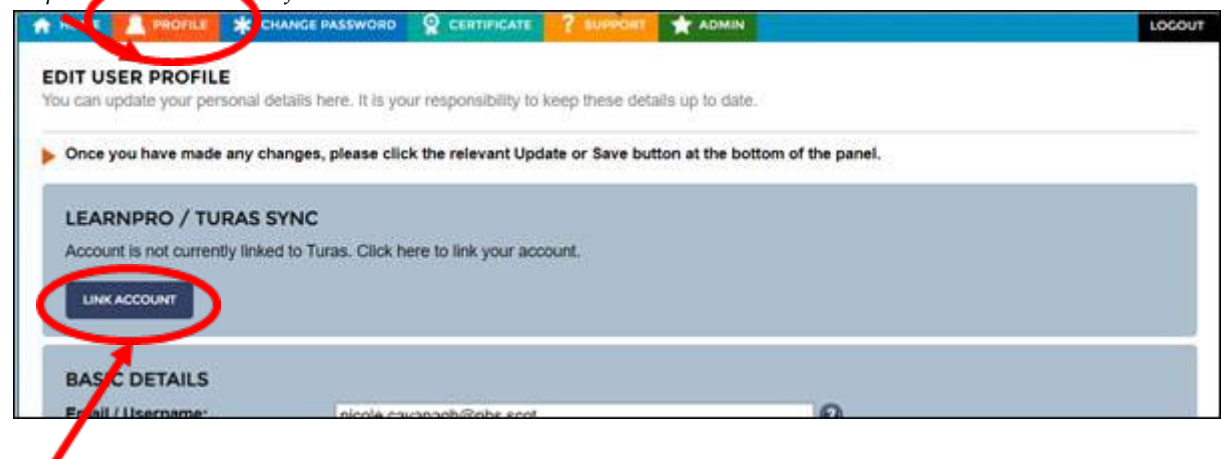
In addition to mandatory training, you can also use learnPro to access learning on a broad range of topics to support your personal development and / or CPD.

This includes learning programmes and resources developed by NHS Education for Scotland and the modules available cover topics relating to clinical knowledge and skills, quality and patient safety, IT skills, and other diverse topics such as bereavement, human trafficking, gender-based violence, and much more.

How to sync your learnPro and Turas account

From the homepage in learnPro, click the 'Profile' tab, then click the 'Link Account' button (as highlighted in the image below) to link the accounts.

Step 1 – Click on the 'Profile' tab



Step 2 – Click on 'Link Account'

Other learning and development opportunities

As well as co-ordinating mandatory training, the Learning Centre is accredited by a number of qualification awarding bodies and can help you to access a range of accredited courses and learning programmes to support your personal and professional development.

This includes:

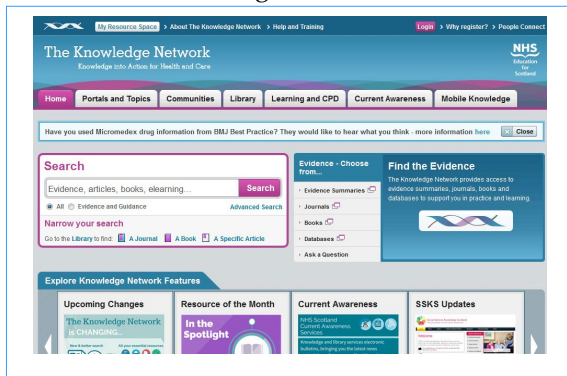
- Clinical skills.
- Leadership and management development.
- Open and distance learning programmes.
- Scottish Vocational Qualifications.
- Computer / IT qualifications.
- MS Teams and Office 365 Training.
- Further education.



For more information on what is available, please contact the Learning Centre or visit the Learning Centre section on the Intranet.

NHS Knowledge Network

The NHS Knowledge Network is the national knowledge management platform for health and social care.



It holds over 12 million information and learning resources from more than 100 providers. The Knowledge Network aims to support all staff to FIND, SHARE and USE current evidence and best practice guidance in day-to-day work and learning.

Learning resources that you can access through the Knowledge Network include books, journals, national

best practice standards and guidelines, policy documents, resources for patients and service users, links to other websites, portals, and community websites.

The Knowledge Network is available 24 hours a day and can be accessed via the Internet at www.knowledge.scot.nhs.uk. The website can be accessed from your computer at work or from elsewhere on any computer connected to the Internet (e.g. from home or your local library).

If you would like training on how to access and use the resources available on the Knowledge Network, the librarian can provide one-to-one or group training sessions.

Further information

The Learning Centre staff are here to support you with all aspects of your learning and ongoing development. For further information on learning and development opportunities available, and how you can access them, please contact the Learning Centre.

October 2023

Core Mandatory Training

Training Subject/ Title	Delivery Method	Indicative Completion Timescale for New Staff	Refresher Frequency (where applicable)
Security and key induction	Course	On day 1	-
Fire safety	Online	Within 1 week	Annual
Information governance essentials	Online	Within 1 week	Annual
Personal safety in the workplace	Online	Within 1 week	Every 2 years
Cyber security	Online	Within 1 month	-
DSE awareness (DSE users) *	Online	Within 1 month	-
Infection Prevention & Control core modules (four core modules)	Online	Within 1 month	-
Manual handling essentials	Online	Within 1 month	Every 2 years
PMVA (Level 1 or 2 depending on role)	Course	Within 1 month	Every 2 years
Safeguarding from harm	Online	Within 1 month	-
Adult support & protection – Level 1 awareness (clinical staff) *	Online	Within 2 months	Every 2 years
Blood borne viruses (clinical staff) *	Online	Within 2 months	Every 2 years
Equality, diversity & rights awareness	Online	Within 2 months	-
Health and safety	Course	Within 2 months	-
Health & safety essentials	Online	Within 2 months	-
Infection Prevention & Control core modules (role specific) *	Course	Within 2 months	-
Information governance – confidentiality	Online	Within 2 months	-
Introduction to food safety	Online	Within 2 months	-
Keeping children safe – Level 1 awareness (clinical staff) *	Online	Within 2 months	Every 2 years
Duty of Candour (clinical staff) *	Online	Within 3 months	-
Information governance - Data protection	Online	Within 3 months	-
Information governance - Records management	Online	Within 3 months	-
NHS counter-fraud (fraud awareness)	Online	Within 3 months	Every 3 years
Practical manual handling	Course	Within 3 months	-
Responding to medical emergencies (registered nurses) *	Online	Within 3 months	Annual
Safe administration of medicines (registered nurses) *	Online	Within 3 months	Every 2 years
See, think, act: relational security (all staff with patient contact) *	Online	Within 3 months	-
Tackling bullying & harassment	Online	Within 3 months	Every 2 years
Adult support and protection – Level 2 (clinical staff) *	Course	Within 6 months	-
Complaints and feedback	Online	Within 6 months	-
Equality, diversity & rights (attitudes, values, and behaviours)	Course	Within 6 months	-
Keeping children safe – Level 2 (clinical staff) *	Course	Within 6 months	-
Physical health issues in forensic care	Online	Within 6 months	-
Suicide awareness (clinical staff) *	Online	Within 6 months	-
Firefighting equipment	Course	Within 12 months	-
Workshop to raise awareness of Prevent (WRAP)	Course	Within 12 months	-

(* Denotes training that is only mandatory for certain staff groups.)

For more information on training that is mandatory for your specific job role, please consult the 'Core Training Matrix' located in the Learning Centre section of the Hospital Intranet.