

Community Care Division High Level Training Matrix 2026/27

Core Mandatory Training – All Staff

Subjects	Refresher Period	Lead Time	Method of Completion	KPI
CSTF Conflict Resolution – Level 1 CSTF Health and Safety - Level 1 CSTF Infection Control - Level 1* CSTF Moving and Handling – Level 1* CSTF Safeguarding Adults - Level 1* CSTF Safeguarding Children - Level 1* CSTF Equality Diversity and Human Rights - Level 1 CSTF Prevent Awareness CSTF Fire Safety - Level 1 CSTF Data Security Awareness	3 Yearly 2 Yearly Annual	30 Days	eLearning	95%

*Level 1 not mapped to colleagues completing a higher level of training

CPD – All Staff

Subjects	Refresher Period	Lead Time	Method of Completion	KPI
Adverse Incidents Complaints Dementia Awareness Smoking Cessation Respect and Civility Introduction to Anti Racism Understanding sexual misconduct in the workplace	Once Only	1 Year	eLearning	90%

Oliver McGowan Mandatory Training**

Subjects	Refresher Period	Lead Time	Method of Completion	KPI
eLearning Tier 1 Tier 2	3 Yearly	90 Days	eLearning Webinar Classroom	90%

**Phased rollout for Tier 1 & Tier 2 – 30% of workforce 2026/27, 60% of workforce 2027/28, 90% of workforce 2028/29

Divisional Training – All Staff***

Subjects	Refresher Period	Lead Time	Method of Completion	KPI
Counter Fraud Awareness Freedom to Speak Up Level 1 Freedom to Speak Up Level 2 Freedom to Speak Up - Senior Managers Patient Safety Level 1 Patient Safety Level 2 Suicide L1 Training	3 Yearly	90 Days	eLearning	90%

***FTSU – B5 and below = Level 1, B6&B7 = Level 2, B8a and above = Level 3, Medics = Level 1, Level 2 and Level 3

***Patient Safety – B6 and below (inc B7 and above Non-Clinical) = Level 1, B7 and above Clinical Staff = Level 2

Role Specific Mandatory Training

Competence		Basic Life Support	Immediate Life Support [^]	Infection Control Prevention and Control Level 2	Moving and Handling of Inanimate Objects	Moving and Handling of People Level 2	Moving and Handling of People Level 3	Paediatric Immediate Life Support – PILS [^]	Personal Safety Breakaway ^{^^}	Resuscitation L1	Safeguarding Adults Level 2/3	Safeguarding Children Level 2	Safeguarding Children Level 3	Safeguarding Children Specialist Level 3
Trust KPI		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Target		90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%	90%
Renewal Period		Annual	Annual	Annual	3 Yearly	2 Yearly	2 Yearly	Annual	2 Yearly	Annual	3 Yearly	3 Yearly	3 Yearly	3 Yearly
Method of Delivery		Classroom	Classroom	eLearning	eLearning	eLearning	Classroom	Classroom	Classroom	eLearning	eLearning	eLearning	eLearning	eLearning & Virtual
Staff Group	Add Prof Scientific and Technic	✓	✗	✓	✗	✗	✗	✗	✓	✗	✓	✓	✓	✓
	Additional Clinical Services	✓	✗	✓	✗	✓	✓	✗	✓	✗	✓	✓	✓	✓
	Administrative and Clerical	✓	✗	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗
	Allied Health Professionals	✓	✗	✓	✗	✓	✓	✗	✓	✗	✓	✓	✓	✓
	Estates and Ancillary	✗	✗	✗	✓	✗	✗	✗	✗	✓	✗	✗	✗	✗
	Medical and Dental	✓	✗	✓	✗	✗	✗	✗	✓	✗	✓	✓	✓	✓
	Nursing and Midwifery Registered	✓	✓	✓	✗	✓	✓	✓	✓	✗	✓	✓	✓	✓

[^] Walk in/Urgent Treatment Centres, Special Schools and Longmoor House

^{^^} CAMHS and Talking Therapies Teams

Divisional Training

Staff Group		Competence		Continuing Healthcare CHC	Deprivation of Liberties - Level 1 ^	Eating, Drinking and Swallowing Difficulties*	Eating, Drinking and Swallowing Difficulties**	eRisk ***	Extended PPE ^^	Epilepsy Awareness and Buccal Midazolam Administration^ ^ ^ ^	Falls Prevention and Management	Food Hygiene and Allergens Level 2	Hazardous Materials (HAZmat) classroom training•	Hazardous Materials (HAZmat) elearning••	Health Record Keeping	IR(ME)R Ionising Radiation Medical Exposure Regulations	Leg Ulcer Awareness Training	Leg Ulcer Refresher Theory	MCA/MHA/DoL's Level 2 ^	Medicines Management Awareness^ ^ ^ ^ ^	Mental Capacity Act - Level 1 ^	Mental Capacity Act - Level 1 ^	Module 1 - Introduction to Medicines Management	Module 2 - Administration of Medication	MUST	NEWS2 Part A	Nicotine Management Level 2****	Patient Group Directions (PGD)	Perinatal Mental Health	POPs	Pressure Ulcer Theory	Recognising and Managing Prenatal Sepsis (MEWS)...	Safe Use of Insulin	Syringe Driver Refresher Module	Syringe Driver Awareness Training	Trauma Informed Care	Wound Management Refresher Theory	Wound Management Theory Training - WIC and IITC staff ...				
				Trust KPI	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
				Target %	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90	90
				Renewal Period	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	Once Only	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	Once Only	3 Yearly	3 Yearly	3 Yearly	3 Yearly	Annual	3 Yearly	Annual	Annual	Annual	Annual	3 Yearly	3 Yearly	3 Yearly	
				Method of Delivery	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	Classroom	eLearning	eLearning	Classroom	eLearning	Classroom	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	Classroom	eLearning	eLearning	eLearning	eLearning	Classroom	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning	eLearning
Staff Group		Add Prof Scientific and Technic	x	✓	✓	x	✓	x	x	x	✓	x	✓	x	✓	x	x	x	x	✓	✓	✓	✓	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
		Additional Clinical Services	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	✓	✓	✓	✓	x	x	✓	✓	✓	✓	x	x	✓	✓	✓	x	x	x	x	✓	x	x	x	✓	x	x			
		Administrative and Clerical	x	x	x	x	x	x	x	x	✓	x	✓	✓	✓	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
		Allied Health Professionals	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	x	x	x	✓	✓	✓	✓	x	✓	✓	x	x	x	x	x	✓	x	x	x	x	x	✓	✓		
		Estates and Ancillary	x	x	x	x	x	x	x	✓	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x		
		Medical and Dental	x	✓	✓	x	✓	x	✓	✓	x	✓	✓	x	x	x	✓	x	x	x	✓	x	✓	✓	x	x	✓	✓	✓	x	x	x	x	x	x	x	x	x	x	x		
		Nursing and Midwifery Registered	✓•	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓••	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	

* Community clinical staff bands 3 – 7
 ** Longmoor clinical staff bands 3 – 7
 *** eRisk - Clinical staff from Band 2 - 8a including Medics and Consultants (*Clinicians Banded 8b - 8d may also be required by their managers to complete the training, depending upon their clinical role e.g., Psychology*)
 **** Longmoor, ICRAS, LD teams only

[^] MCA/MHA/DoL's L1 mainly patient facing B4 and below, MCA/MHA/DoL's L2 mainly patient facing B5 and above
^{^^} Walk in / Urgent Treatment Centres, Dental and SaLT teams only
^{^^^} Dental, Longmoor House and School Health Team 4 (SEND) only
^{^^^^} Ex Mid Mersey teams only

• B6&B7 District Nurses, Community Matrons and AHP Team Leaders
 •• Walk in / Urgent Treatment Centres Only
 ••• AHPs in Urgent Care Services Only
 •••• ICRAS/Longmoor House Nurses Only

• Clinical Bands 7&8 and Bands 3&4 Receptionists
 •• Clinical Bands 3 - 6 and Band 2 Receptionists
 ••• Walk in / Urgent Treatment Centres

Note: Training subjects highlighted in yellow in this document are currently part of the “New Training” competency group, where it will remain during its 12-month induction period.

Practical Competency Assessments

Competence		Co-ordination Training	Declines Process Training	DN Calls Training	DN Referrals Training	IV (Intravenous Therapy Pathway) Training	Leg Ulcer OSCE	NEWS2 Part B Sign Off	PPE Fit Mask Testing	Syringe Driver Sign off	Tier 1 Pressure Ulcer Sign Off	Tier 1 Wound Management Sign Off	Tier 2 Pressure Ulcer Sign Off	Tier 2 Wound Management Sign Off	UCR (Urgent Community Response) Training
Trust KPI		x	x	x	x	x	x	x	x	x	x	x	x	x	x
Target %		90	90	90	90	90	90	90	90	90	90	90	90	90	90
Renewal Period		3 Yearly	3 Yearly	3 Yearly	3 Yearly	3 Yearly	Once only	Once Only	Once Only	Once only	Once only	Once only	Once only	Once only	3 Yearly
Method of Delivery		Sign Off	Sign Off	Sign Off	Sign Off	Sign Off	Classroom & Sign Off	Sign Off	Sign Off	Classroom & Sign Off	Classroom & Sign Off	Classroom & Sign Off	Classroom & Sign Off	Classroom & Sign Off	Sign Off
Staff Group	Add Prof Scientific and Technic	x	x	x	x	x	x	x	✓	x	x	x	x	x	x
	Additional Clinical Services	x	x	x	x	x	x	✓	✓	x	✓	✓	x	x	x
	Administrative and Clerical	x	x	x	x	x	x	x	x	x	x	x	x	x	x
	Allied Health Professionals	x	x	x	x	x	x	✓♦	✓	x	x	x	x	x	x
	Estates and Ancillary	x	x	x	x	x	x	x	✓	x	x	x	x	x	x
	Medical and Dental	x	x	x	x	x	x	x	✓	x	x	x	x	x	x
	Nursing and Midwifery Registered	✓♦♦	✓♦♦	✓♦♦	✓♦♦	✓♦♦	✓	✓	✓	✓	x	x	✓	✓	✓♦♦

- ♦ AHPs working in Urgent Care Services Only
- ♦♦ Single Point of Access Only