

# Training Policy



1.Purpose: The purpose of this policy is to ensure that all employees of the healthcare agency receive mandatory training to provide safe, high-quality care to clients

2.Scope: This policy applies to all Agency Staff employed by the Xander Recruitment Group

3.Training Requirements: The following mandatory training requirements will be established:

- Effective Record Keeping and their Legal Requirements
- Care Plans
- Communication and Effective Relationship Building with Residents/Service Users, Colleagues and Managers
- Mental Health and Dementia Awareness
- Dignity, Respect and Privacy
- Data Protection and Confidentiality (including GDPR and the Data Protection Act)
- Equality, Diversity, Inclusion and Anti-Discrimination
- Mental Capacity Act and Deprivation of Liberty Safeguards (MCA and DoLS)
- Medication Awareness
- Whistleblowing Procedures
- Complaints Handling
- Safeguarding Adults and Children, including Recognising and Reporting Suspected Abuse
- Health and Safety, including Risk Assessments, CoSHH, RIDDOR and Lone Working
- Fire Safety and Regulatory Reform Act (Fire Safety) 2005
- Food Safety and Hygiene Principles
- Infection Prevention and Control, including Effective Hand Washing, PPE, Surface Preparation and Disposal of Infectious Products
- Practical Basic Life Support in line with principles directed by the Resuscitation Council UK, including Heart Attack, Choking and Anaphylaxis
- People and Inanimate Object Moving & Handling – Refresher (Practical, including the use of Hoists, Slings and other Transfer Equipment and Methods)

Frequency of Training: The mandatory training requirements will be reviewed on an annual basis to ensure that they remain up to date and relevant. Each employee will be required to complete the mandatory training courses within the specified timeframe.

4.Other Training requirements: At Xander Recruitment Group we can tailor courses as required to fit the needs of our client's criterion these can be delivered via the clinical training company we use or recognised industry standard E-Learning Providers. Examples of some extra courses we can provide.

- Autism Training
- Tracheostomy Training
- P.E.G Training
- Ventilation and Suction Training
- Epilepsy Training
- Diabetes

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5. Training Certificates from other providers can be taken by Xander Recruitment Group as long as they are from a Certified and Industry Standard recognised provider of healthcare training and have not expired and still valid and fit for the purpose of the role the agency staff member is undertaking. The agency staff member will then have to attend update mandatory training on expiry of this training and failure to comply will bring into force section 8 of this policy.

6. Training Delivery: Xander Recruitment Group will provide training through a combination of online modules, classroom sessions, and practical exercises. Employees will be provided with access to training materials, and their progress will be tracked to ensure that they have completed all mandatory training requirements.

7. Documentation: Xander Recruitment Group will maintain accurate records of employee training and ensure that all employees receive certificates or other documentation to demonstrate that they have completed the mandatory training requirements.

8. Consequences of Non-Compliance: Agency Staff who fail to complete mandatory training requirements within the specified timeframe may be subject to disciplinary action, up to and including termination of employment.

By implementing this mandatory training policy for Xander Group, we can ensure that our agency staff have the necessary knowledge and skills to provide safe, high-quality care to our clients. This can help to maintain the reputation and success of Xander Recruitment Group, while also complying with relevant regulations and guidelines in the UK.

**Alex Stockley - Managing Director – XANDER RECRUITMENT GROUP LIMITED**

A handwritten signature in black ink that reads "Alex Stockley".

**Date: March 2024**