

Covid-19 Essential Training Process

Manager advises staff member of need to complete, by 5th May 2020, the elements of essential training **COVID-19** awareness PPE, donning & doffing NEWS2 FFP3 mask Staff member confirms to manager if any training has already been undertaken and which is to be completed Staff member arranges and undertakes training (e-learning, local trainer, Webex session) BY 5th MAY 2020 Training in all 4 Not all training elements have been completed. elements completed Staff member completes on-line essential Covid-19 training record accessed via following link: https://forms.office.com/Pages/ResponsePage.aspx?id=slTDN7CF9Ueylge0jXdO41rJ-XG qMVKtBkpex1uuTdUN01UWDdCSk5KRFE0Wjk2RkMwRjhNQVINUCQlQCN0PWcu Weekly report generated Manager informed of compliance Targeted training arranged to meet compliance

If you require any further assistance in helping your teams complete the training please do not hesitate to contact Debbie.buck@nhs.net (Bedfordshire/Luton), C.ogunsola@nhs.net (London)

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