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HSE Improvement Notice  
Joint Implementation Group

~~Handwritten scribbles~~

File HSE improvement  
notice

**Irene Dix - PA (Nursing Clinical Governance)**

**From:** Claire Brookes - Health & Safety / Emergency Planning Officer  
**Sent:** 14 December 2004 15:53  
**To:** Jane Clements - Secretary; Mark Wagstaff; Fiona Cameron - Director of Nursing & Clinical Governance; Pam Phipps - Moving and Handling Nurse Specialist; Rosie Lake - Moving and Handling Nurse Specialist; Richard Jarczyk - Podiatry Clinical Co-ord/ Home Loans Manager; Ian Taylor - Contracts & Compliance Manager; Sue Crane - Education Adviser; Amanda Hughes - Quality Information Officer; Neil Stubbs - Operational Director; Ben Smith - Contracts & Compliance Monitoring Officer  
**Subject:** PRINTED AND PUT IN POST ACTION FILE - PASSPORT

Manual Handling

Dear All,

Please find a copy of the Passport as per requested. All comments/amendments etc ASAP.

Regards

Claire



PASSPORT.doc

**SPECIALISED EQUIPMENT**

NAME OF EQUIPMENT	TYPE OF EQUIPMENT	DATE TRAINED	TRAINERS SIGNATURE

**TRAINING PASSPORT**



STAFF ID NO

SURNAME

FIRST NAME

JOB TITLE

DIRECTORATE

SERVICE

HOLDER SIGNATURE

ISSUE NUMBER

DATE OF ISSUE

TRAINING COURSE/EVENT ATTENDED	TYPE OF TRAINING i.e. Induction Refresher Update	DATE ATTENDED	TRAINERS / MANAGERS NAME	TRAINERS / MANAGERS SIGNATURE
CORPORATE INDUCTION				
LOCAL INDUCTION				
IPR and PDP				
HEALTH & SAFETY				
FIRE SAFETY				
CONFLICT RESOLUTION				
MOVING & HANDLING				
MOVING & HANDLING (Non Patient) CASE STUDY				
MOVING & HANDLING (Non Patient) WORK PLACE REVIEW				
MOVING & HANDLING (Service Specific)				
MOVING & HANDLING (Service Specific) CASE STUDY				
MOVING & HANDLING (Service Specific) WORK PLACE REVIEW				
MOVING & HANDLING (Heavy Loads)				
MOVING & HANDLING (Heavy Loads) CASE STUDY				
MOVING & HANDLING (Heavy Loads) WORK PLACE REVIEW				
CARE & RESPONSIBILITY				
FOOD HYGIENE				
CPR BASIC				
OTHER - Specify				