

Fiona Cameron - Director of Nursing Clinical Governance

From: Sue Crane [Code A]
Sent: 05 November 2004 07:03
To: Fiona Cameron - Director of Nursing & Clinical Governance; claire.brooks [Code A]
Cc: Janice Jones - Education; Ben Smith - Contracts & Compliance Monitoring Officer; Neil Stubbs - Operational Director
Subject: RE: PRINTED AND PUT IN POST ACTION FILE - FW: Training Passport

I think that we will have to pilot one at passport size - I think that the original focus has got a bit lost - and it might be that we do that for F&G and EH if Portsmouth is determined to go with a book approach. I spoke with Janice re this yesterday and we have a designer working on another project with us and we thought we could ask him if he could look at this for us - both the big version and a pocket size version for the wards and bank.....I did draft out a simple version some time ago with Ben and I will dig that out. As useful as it will be to have a complete record, the real purpose is to have it to hand when starting to work in a new area. A record of training could be a section in the A4 PDP that is being developed. Janice thinks that something like the old driving licence would be cheaper to produce - one sheet folded into plastic wallet size about 4 x 3 " might work for manual handling and equipment. We could tell HSE that we have a draft passport ...because we do, but it is not the format they approved of.....so we do need something else....
x

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-----Original Message-----

From: Fiona Cameron - Director of Nursing & Clinical Governance
[mailto:[Code A]]
Sent: 04 November 2004 11:52
To: 'Sue Crane'; claire.brooks [Code A]
Cc: Janice Jones - Education; Ben Smith - Contracts & Compliance Monitoring Officer; Neil Stubbs - Operational Director; Fiona Cameron - Director of Nursing & Clinical Governance
Subject: RE: PRINTED AND PUT IN POST ACTION FILE - FW: Training Passport

Agree probably to cumbersome for our needs. Could we reduce the manual handling bit to passport size?

FIONA

-----Original Message-----

From: Sue Crane [mailto:sue.crane@btopenworld.com]
Sent: 03 November 2004 12:37
To: claire.brooks [Code A]
Cc: Janice Work; Ben Smith - Contracts & Compliance Monitoring Officer; neil.stubbs [Code A]; fiona.cameron [Code A]
Subject: PRINTED AND PUT IN POST ACTION FILE - FW: Training Passport

Claire

Many thanks for sending me this as it is clearly a 'labour of love' and it might well be good as a filofax model or as a section in the Personal Development Portfolio, but, as it stands it is not likely to meet the requirements of the HSE Improvement notice as I don't think that it will be taken to wards by bank staff nor looked at by staff on the wards, unless it is more user-friendly - which might well be a summary record in a proper 'passport' format rather than the model here which is more of a recording

log.
 I am not sure what Neil and Fiona think re the signing off of the HSE Action Plan as this example is so far away from what was discussed by the group responsible for meeting the requirements of the action plan.
 sue

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-----Original Message-----
 From: Sue Crane - Education Adviser [mailto:Sue.Crane@codea.com] Code A
 Sent: 02 November 2004 16:29
 To: 'sue.crane@codea.com' Code A
 Subject: FW: Training Passport

> -----Original Message-----
 > From: Claire Brookes - Executive Assistant
 > Sent: 02 November 2004 11:36
 > To: Janice Jones - Education; Sue Crane - Education Adviser
 > Subject: Training Passport
 >
 > Dear Janice & Sue,
 >
 > Please find attached the training passport, I know it has been delayed but
 > it has been a labour of LOVE? Anyway, please feel free to make any
 > changes, add to etc if there are any course which need to be added then
 > please let me know.
 >
 > The idea, is to have it in a file fax form -so that when new courses are
 > added especially Statutory, then new sheets can be added - also, each
 > service area can add there own - spare sheets. I suspect that this is
 > wishful thinking but know that there is some money available.
 >
 > The colour coding is to help staff to recognise what they must have
 > regarding training requirements - Red - all staff Amber - mandatory for
 > some staff Green - available for all but neither mandatory or statutory.
 >
 > Have not completed the contents page as yet, if not loose leaf then pages
 > will be double sided.
 >
 > I await your feedback with eager anticipation!! - please note sarcasm - no
 > really, all comments are necessary - just not too soon.
 >
 > Regards
 >
 > Claire
 >
 > <<tTRAINING pASSPORT.doc>>