



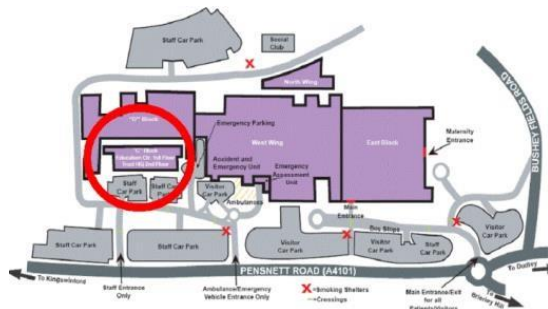
**Two-Day Statutory and Mandatory Training (SMT) Schedule
January 2024 to December 2024**

The Two-Day Statutory and Mandatory Training (SMT) Programme allows staff to complete up many of their statutory and mandatory training requirements over two days. Staff may attend for the full programme, or just those sessions they require. It is open to both new and existing staff.

Sessions are in the Lecture Theatre of Russells Hall Hospital Clinical Education Centre, which offers three visual display units, wheelchair access, and hearing loop audio facilities.

To book attendance for yourself or a member of your team, please e-mail dgft.learning@nhs.net with your full name, job role, ward or department of practice, and your preferred choice of dates as shown below.

Learning and Development Department, 1st Floor Clinical Education Centre, Russells Hall Hospital, Dudley, DY1 2HQ



Day 1 of 2

Weds 10th Jan, Tues 6th Feb, Mon 19th Feb, Tues 5th March, Tues 19th March, Weds 3rd April, Weds 17th April, Mon 20th May, Tues 11th June, Tues 2nd July, Tues 16th July, Mon 5th Aug, Tues 20th Aug, Mon 2nd Sep, Tues 24th Sep, Tues 8th Oct, Tues 22nd Oct, Weds 6th Nov, Tues 3rd Dec, Tues 17th Dec

09:00-10:00	Fire Safety and Prevention	Annual for All Staff
10:00-10:05	5-minute break	
10:05-10:50	Health, Safety, and Welfare	Tri-Annual for All Staff
10:50-11:05	Concessionary Break	
11:05-12:05	Information Governance & Data Security	Annual for All Staff
12:05-12:10	5-minute break	
12:10-12:40	Introduction to Trust Safeguarding Team	New Staff Only – This is an introduction to the team, please follow link to the Safeguarding page for training requirements Click Here
12:40-13:40	Lunch Break	
13:45-14:30	Equality & Diversity	Tri-annual for All Staff
14:30-14:35	5-minute break	
14:35-15:35	Infection Control	Annual for Clinical Staff / Tri-Annual for Non-Clinical Staff

Dependent upon your job role and area of practice, you may require further Trust-specific or additional training requirements, including Moving and Handling, Clinical Governance and Risk, and additional scope of practice Clinical Skills.

Day 2 of 2

Thurs 11th Jan, Weds 7th Feb, Tues 20th Feb, Weds 6th March, Weds 20th March, Thurs 4th April, Thurs 18th April, Tues 21st May, Weds 12th June, Weds 3rd July, Weds 17th July, Tues 6th Aug, Weds 21st Aug, Tues 3rd Sep, Weds 25th Sep, Weds 9th Oct, Weds 23rd Oct, Thurs 7th Nov, Weds 4th Dec, Wed 18th Dec

09:00-11:00	Resuscitation Skills for New Clinical Staff	New Clinical Staff Only – Existing Staff via Resuscitation Dept Click Here
11:00-11:15	Concessionary Break	
11:15-12:30	Mental Health Law	Tri-Annual for Clinical Staff
12:30-13:30	Lunch Break	
13:30-14:15	End of Life Care	Tri-Annual for Clinical Staff and Ward Clerk A&C Staff Roles
14:15-14:20	5-minute break	
14:20-15:20	Tissue Viability and Pressure Ulcer Prevention	Tri-Annual for Clinical Staff
15:20-15:25	5-minute break	
15:25-16:25	Pharmacy and Medicines Management	Tri-Annual for Hospital-Based RNs, Midwives, Pharmacy Staff, Nurse Associates