

A Clinical Policy for Maternity Staff Training Needs Analysis

For Use in:	Maternity Services
By:	Midwives/ Obstetricians
For:	Midwives, Maternity Care Assistants (MCA's) and Obstetricians
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Name and job titles of document author:	Charles Bircher, Consultant Obstetrician Rosie Goodsell, Practice Development Midwife
Name and job title of document author's Line Manager:	Jo Nieto, Chief of Division Emma Hardwick, Head of Midwifery
Supported by:	Richard Smith
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Compliance links: <i>(is there any NICE related to guidance)</i>	National maternity Review Better Births 2016 NHS England Saving babies Lives 2016 DoH Safer Maternity care 2016 MBRRACE-UK Nov 2018 NHS Resolution Safety action 8 Unicef Baby Friendly standards 2017
If Yes - does the strategy/policy deviate from the recommendations of NICE? If so why?	

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4.5	27/02/2020	Reducing Preterm Birth –‘ The importance and timing of PReCept and Corticosteroids use during pre-term birth is reinforced during PROMPT update, amended’	Charles Bircher, Rosie Goodsell

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1. Quick Reference

This document offers advice to staff on their mandatory training needs and how they may seek to undertake the training required. The training is set out to meet the demands of ensuring safe and effective provision of care putting the patient at the centre of care. This Training Needs analysis (TNA) is specific to midwives of all grades, Obstetricians at all levels, Maternity Care Assistants (MCA's)

This document is not a standalone document but compliments the NNUH Staff Mandatory Training Policy [Trustdocs Id: 710](#) and Guidelines for Clinical Skills [Trustdocs Id: 1606](#)

2. Rationale

The Government has set a target of halving the rates of stillbirths, neonatal and maternal deaths and brain injuries associated with delivery, by 2025. The first milestone in the process of achieving that target is an expectation of a 20% reduction by 2020. The National Maternity Review Better Births Report (2016) recommends that those who work together should train together. It is recognised that multi-professional education and training can break down barriers and lead to the provision of safer care. Multi-professional training within the NNUH is a standard part of professionals' continuous professional development, both in routine situations and in emergencies.

The aim is to reduce incidents, and create an environment where all staff learn from error through reporting incidents, reviewing case notes and feeding back in a non-blame culture.

This TNA identifies the training identified by the maternity services to equip the staff with the knowledge and skills required to deliver safe and effective care putting the patient at the centre of care, and implement the Saving Babies Lives care bundle developed by Each Baby Counts.

Sessions will be offered via a blended approach to learning and teaching

- Classroom based – Trainer led
- Workshops - Trainer led
- E-learning-
- Simulation training

The aim of the NNUH is to achieve a attendance rate of at least 90% of the Multi-disciplinary maternity staff group at the Practical Obstetric Multi-Professional Training (PROMPT) (excluding staff on long term sickness and maternity leave) as set out in the NHS Resolution Maternity Incentive Scheme Safety standard 8.

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3. Training Leads for Relevant Staff Groups

Midwives and Maternity Care Assistants – Practice Development Midwives (PDM's)
Obstetric Medical Staff- Lead (or Deputy) Consultant for Risk Management and Delivery Suite or their nominated deputy and college tutor and educational supervisors.

3.1 Mandatory training

All new staff must attend the corporate induction.

Midwives must comply with the Guidelines for Clinical Skills ID 1606 and seek advice from the PDM team if they require further training.

Maternity care assistants must attend the two week Health care assistant course prior to commencing on the wards and complete the care certificate.

All maternity staff must complete the mandatory training as set out in the Staff Mandatory Training Policy [Trustdocs Id: 710](#)

Maternity staff must complete the training specific to the maternity department as set out in the maternity staff training guide see *appendix3*

The maternity services aim is never to cancel training due to high clinical activity staffing shortages or other adverse conditions, however, if this does occur, this should be agreed by one of the Matrons/HOM and the database amended accordingly.

3.2 PROMPT

The training is facilitated by a multidisciplinary team of staff who have attended the PROMPT train the trainer's workshop and have cascaded the training to other faculty members. This training includes human factors, fetal monitoring in labour (intermittent auscultation and CTG interpretation) and integrated team-working with relevant simulated emergencies. The training syllabus follows the PROMPT course and uses the materials and resources provided which are based on current evidence, national guidelines/recommendations.

These are adapted to take into account relevant local audit findings, risk issues and lessons learned from serious incidents (SI's) and case review feedback. NNUH charts, emergency boxes, algorithms and proformas are used within the scenarios. (*See programme for 2020*).

The programme is interwoven with human factors training led by faculty members who have received training via Atrainability. An interactive session specifically relating to human Factors is also accommodated within the programme. Elements of PROMPT will encompass the homebirth environment. One scenario will begin at a homebirth to help refresh community midwives and those in attendance to homebirths.

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4. Saving Babies Lives Care Bundle (v2)

The 4 elements of the care bundle are covered within the training offered at the NNUH.

4.1 Reducing smoking in pregnancy - Session running on Mandatory training 2020 programme for Midwives and MCAs, alongside Masterclasses to continue to run facilitated by Smokefree Norfolk. ***Training has been delivered to all community teams***

4.2 Risk assessment and surveillance for growth restriction - NNUH adopted the GAP programme in 2012. All midwives are required to do the Perinatal institute online e-learning annually and competencies must be achieved when working in the community.

4.3 Raising awareness of reduced fetal movements - This is covered in PROMPT within the fetal monitoring session.

4.4 Fetal monitoring in labour – this training has been incorporated within PROMPT including an assessment. It includes CTG interpretation and intermittent auscultation. We assess CTG and Intermittent Auscultation competence annually at the Prompt update, pass mark is 80%. *Those staff who score in the 70's they will have the feedback when we go through answers on the day. Staff who score <70% we offer 1-2-1 and only pass as compliant once this has been completed, ideally within a month.* In addition all midwives and junior doctors complete the FIGO CTG interpretation, antenatal CTG interpretation and cord blood gas chapters on K2 biannually.

All new obstetric medical staff in training and SAS non training grade doctors receives a formal training session on continuous electronic fetal monitoring as part of their induction to the department.

4.5 Reducing Preterm Birth – The importance and timing of PReCept and Corticosteroids use during pre-term birth is reinforced during PROMPT update.

Doctors are encouraged to attend in house Friday afternoon teaching program and attend the regional deanery teaching.

5. Infant feeding Training

NNUH Trust is fully accredited as having a Baby Friendly Initiative (BFI) maternity service and is guided by the Unicef BFI Standards for maternity and neonatal care. This includes Practical Skills Reviews, 1:1 audits and practical support.

- All staff will complete a 2 day BFI accredited breastfeeding management course.
- New staff will be orientated to the Infant feeding policy and have an assessment of their training needs within 6 weeks of starting in post.
- Ongoing training is 1 hour mandatory update annually and 1 day mandatory training triennially.

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- The infant feeding team maintains a database so we can monitor attendance both of training and triennial reviews.
- Staff knowledge audits (randomised) are also undertaken annually.

6. Roles and Responsibilities

It is the responsibility of all staff, whether employed whole or part-time to:

- Comply with mandatory training requirements as identified in the Trust Mandatory Training Policy TNA and those identified locally in maternity.
- Identify when updating is required and agree a date for this with their manager.
- Give priority to mandatory training and make every effort to attend training sessions arranged for this purpose.
- Alert their line manager and the provider of the training if they are unable to attend and rebook within a *3 month period*.
- Sign the attendance record for the session/programme.
- Partake in evaluation of session/programme in order to influence future provision.
- Maintain a record of their mandatory training for the purposes of appraisal and revalidation
- Apply the learning to their area of work/role

6.1 Midwifery Matrons for inpatients and community services

Midwifery Matrons have the responsibility for ensuring the Midwives and Maternity Care Assistants attend training as indicated in the training needs analysis. Ensuring that all new staff attend the corporate induction training and any staff new to the maternity services receives a local induction programme and maternity mandatory training sessions as described in the training needs analysis.

6.2 Risk Management Midwife

Chairs the weekly risk management meeting and works with the PDM identifying new training requirements identified through complaints, PALS, incidents and claims, and receives quarterly reports on the compliance with training.

6.3 Responsibility of training Leads

- Must inform their staff of the training expected in the TNA
- They must ensure training sessions are available for staff and report urgently any shortfall in provision to the maternity directorate meeting.
- Staff are required to sign an attendance sheet at all mandatory training sessions. Signed attendance sheets are scanned and sent to the training department and used to update individual training matrix on Electronic Staff Records (ESR).

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- If attendance sheets are not signed or the signature is not legible, individual staff training records will not be updated.

6.4 Practice Development Midwife (PDM)

The PDM team has the responsibility for the planning and coordinating of the education and training sessions for midwives and MCA's. They will ensure that midwives and MCA's are rostered to attend the mandatory training on the health e-roster. They will also follow up non-attendance and recalls (See Appendices 1, 1a, 2, 2a). The Mandatory training department are responsible for providing managers with regular reports on compliance.

The PDM works in liaison with the Professional Midwifery Advocate (PMA) supporting midwives in their practice and preparedness for midwives in appraisal and professional revalidation. All preceptorship midwives will receive one session of Restorative Clinical Supervision in their first year following qualifying.

6.5 Team leaders/ward managers

Team leaders are responsible for ensuring that their team members attend mandatory Training. Non-attendance at a mandatory training session, due to unexpected clinical need, must be agreed through the Matron. Team leaders will be informed of any non-attendance at training and will ensure attendance at the next available session.

7. Summary of Development and Consultation Process Undertaken Before Registration and Dissemination

The authors listed above drafted this document on behalf of The Maternity Services Guidelines Committee who has agreed the final content. During its development it has been circulated for comment to: Senior staff and managers within the Maternity Services.

This version has been endorsed by the Maternity Guidelines Committee

8. References

Maternity Incentive scheme (2019) Safety Action 8 NHS Resolution

MBRRACE-UK (2019)

NHS Resolution Maternity Incentive year 2

Safer Maternity care (2016) DOH

Saving babies Lives a care bundle for reducing stillbirth (v2)(2019) NHS England

The National Maternity Review england.maternityreview@nhs.net

Unicef Baby Friendly standards (2017)

www.england.nhs.uk/ourwork/futurenhs/mat-review

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9. Appendices*

Appendix 1.

Invitation to attend Mandatory Training

Dear Colleague

MANDATORY TRAINING

According to records, you are due to attend Mandatory Training. You have been allocated a place on the above dates and have been E-Rostered accordingly. If you find you *haven't* been E-Rostered, please immediately inform your line manager.

Day 1 Thursday - **Midwives and MCAs 08:30 – 16:30** Bob champion

Day 2 Friday - **Midwives only 08:30 – 13:00** Bob Champion followed by essential e-learning

MCAs have a separate 2nd training day allocated with your e-learning time.

Please ensure you read the attachments prior to arrival. Here is a link to the A-E assessment plan for the deteriorating patient. It is useful if you look at this before the resus session. <http://resus.org.uk/pages/alsABCDE.htm>

If for any reason you are unable to attend on these dates please discuss with your line manager and **swap** with someone in your area prior to contacting the Practice Development Team.

If you are off sick or cannot attend please inform the PDM's as soon as possible. We will allocate you a place on an alternative date where we can accommodate you. This may mean you will be non-compliant with your training until that time.

Yours sincerely
PDM team

CC line manager

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Appendix 1a.

Invitation to attend PROMPT Training

Dear Colleague

You are invited to attend your annual PROMPT training day.

Date: _____

Time: 08.30 – 17.00 hours

Location: The Centrum Building. Norwich Research Park.

(Parking available in the long stay car park outside but please remember to enter car reg details on the tablet next to reception)

It is a mandatory requirement that you attend a PROMPT training day within a twelve month period each year. Your e-roster will have this date programmed into it.

If for any reason you are unable to attend the dates rostered please discuss with your Line Manager and **swap** with a staff member of your grade in your clinical area. Please contact the PDMs to inform them of the change. Please inform us at the earliest opportunity if you are not attending for any reason (i.e. sickness or maternity leave). If you do not attend we cannot guarantee when the next available session will be so you may be non-compliant for a while.

If you are not due to attend, please contact us as soon as possible.

We look forward to seeing you on the day; please ensure you read the presentations which are attached.

Yours sincerely

Practice Development Midwives
CC Line manager
Ext 2028

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Appendix 2.

Recall letter for Mandatory Training

Maternity Services

Date:

Dear _____

According to our records you did not attend the Mandatory Training session you were booked on for: _____ Due to: _____

We have therefore booked you onto the next session which is: _____

Please ensure your team leader/ manager has these details so she can arrange cover for your shifts while you attend and ensure it is on e-roster.

It is Trust policy that all midwives attend Mandatory Training sessions within each 12 month period and unfortunately you are likely to be non-compliant with Trust policy until a session is completed.

A copy of this letter has been sent to your line manager and placed on your personal file as part of the routine process for recalls to missed sessions.

Yours sincerely

Practice Development Midwife
CC line manager

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Appendix 2a.

Recall letter for PROMPT

Date:

Dear

According to our records you did not attend the PROMPT session you were booked on for _____ Due to _____

We have therefore booked you onto the next session which is _____

Please ensure your team leader/ manager has these details so she can arrange cover for your shifts while you attend and ensure it is on e-roster.

It is Trust policy that all midwives attend PROMPT within each 12 month period and unfortunately you are likely to be non-compliant with Trust policy until a session is completed.

A copy of this letter has been sent to your line manager and placed on your personal file as part of the routine process for recalls to missed sessions.

Yours sincerely

Practice Development Midwifery Team
CC line manager

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Appendix 3. Midwives and MCA's Mandatory Training Requirements (includes Core requirements)

Training Course	Course Aimed At	To Be Updated	New Staff Accessed	Existing Staff Accessed	E-Learning Accessed /Comments
Induction Corporate/ Medical	All Staff	One Off	Classroom Based	N/A	 Invite - 8th January 2018 Corporate Induc
Maternal and adult resus/ MEOWS	All Clinical and Medical Staff	Annual	Classroom Based/ Workshop	Classroom Based/ Workshop	Completed on Mandatory Training 60mins
Neonatal Resus	Midwives and MCA's	Annual	Classroom Based/ Workshop	Classroom Based/ Workshop	Completed on Mandatory Training 60 mins
Safeguarding Children and Adult Level 3	All staff	Triennial	Classroom Based	Classroom Based	Book using the online Mandatory Training System 7.5 hours
PROMPT Obstetric Emergencies	All Midwives, MCAs and medical staff. Including obstetric theatres, anaesthetics, ODP	Annual	Classroom Based	Classroom Based	7.5 hours Classroom based PROMPT incorporating obstetric emergencies, human factors and fetal monitoring
Information Governance	All Staff	Annual	E-Learning Introduction	E-learning Refresher	http://intranet/ESR/ 234 Introduction to Information Governance 234 Information Governance – Refresher Module
Infection Prevention and Control - Level 2	Midwives and MCA's	Biennial	Classroom Based	E-learning Refresher	Completed on Mandatory Training 60 mins
PREVENT Level 3	All Staff	Triennial	Classroom/ E-learning	E-learning	http://intranet/ESR/ 234: PREVENT awareness level 3 60 mins

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Training Course	Course Aimed At	To Be Updated	New Staff Accessed Via	Existing Staff Accessed	E-Learning Accessed/Comments
Mental Capacity Act/ Deprivation of Liberty Safeguard (MCA/DoLS) Level 2/3	All staff	Triennial	Classroom Based/ E-Learning	Classroom Based/ E-Learning	http://intranet/ESR/ 60 mins 234 Mental Capacity Act and Deprivation of Liberty safeguards eLearning Assessment
Manual Handling (Patient Contact)	All Staff	Biennial	Classroom Based/ Workshop	Classroom Based/ Workshop	Completed on Mandatory Training 60 mins
Antenatal and Newborn Screening	All midwives	Annual	Classroom	Classroom	Classroom session completed in Mandatory Training 45 mins
Health and Safety	All Staff	Triennial	Classroom Based	E-Learning	http://intranet/ESR/ 234 Health and Safety Clinical 234 Health and Safety Non Clinical
Equality and Diversity and Human Rights	All Staff	Triennial	E-learning	E-learning	http://intranet/ESR/ 234 Equality, Diversity and Human Rights -Level1
Fire Safety	All Staff	Annual	Classroom Based	E-Learning/ classroom	http://intranet/ESR/ 234 Fire Safety Training 30 mins
Measuring and fitting of Anti-embolism stockings (VTE)*	Midwives and MCA's	One Off	Department/ Ward Based	Department/ Ward Based	15 mins
Health Record Keeping/Risk management	Midwives and MCA's	Annual	Classroom Based	Classroom Based/Elear ning	Completed on Mandatory Training 60 mins http://intranet/ESR/ 234 Record Keeping
Diabetes Core	Midwives	Annual	Classroom	Classroom	Completed on Mandatory Training Not mandatory
Safe Use of Insulin (The Six Steps to Insulin Safety)	Midwives and Medical staff	Biennial	E-learning	E-learning	http://intranet/ESR/ ESR 234 Safe use of Insulin e-learning
Training Course	Course Aimed At	To Be Updated	New Staff Accessed Via	Existing Staff Accessed	E-Learning Accessed/Comments

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Medicines Management	Midwives and junior doctors	Biennial	Classroom Based	E-Learning/ Classroom	Face-to-face or ESR http://intranet/ESR/ 234 Medicines Management –Midwives 60 mins
Venous Thromboembolism (VTE)	Midwives and Junior Drs	Biennial	E-learning	E-learning	http://intranet/ESR/ 234 VTE – Venous Thromboembolism Prevention/ 15 minutes
Infection Prevention and Control - Level 3	All Medical Staff	Biennial	Classroom Based	Classroom Based	60 mins
Aseptic non touch techniques	Midwives and MCA's	Biennial	E learning	E-learning	http://intranet/ESR/ 30 mins
Learn Pro modules 1 and 2 plus the anti D module –	Midwives	triennial	E learning	E-learning	Access via Learn pro https://nhs.learnpro.uk.com - soon to be on ESR http://intranet/ESR/
Blood Transfusion core	All Registered Staff	Biennial	Classroom Based	E-Learning	http://intranet/ESR/ 234 Blood Transfusion Modules (if unable to attend face-to-face session) 45 mins
Hypoglycaemia Update	Midwives and NICU doctors	Triennial	E-learning	E-learning	http://nnvmwebapps01/TMS/Account/Login?ReturnUrl=%2ftms Log in and Select Hypoglycaemia Update
Breastfeeding management (BFI)	Midwives and MCA's	Triennial	Classroom Unicef Baby Friendly 2 days	Classroom	BF team
CTG interpretation K2 CTG modules, acid base /	Midwives	Biennial	E-learning/classroom	E-learning/classroom	K2 system http://training.k2ms.com 6 hours
CTG interpretation and assessment Core	Midwives	Annual	Classroom	classroom	Completed during PROMPT training 90 mins
Respect training	All maternity staff	One off	E- Learning	E-Learning	http://intranet/depart/respect/index.asp
Training Course	Course Aimed At	To Be Updated	New Staff Accessed Via	Existing Staff Accessed	E-Learning Accessed/Comments

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Mentor "Education" Update-	Registered Midwives	Annual	Classroom Based/on line learning	Classroom Based	90 min Completed on Mandatory Training http://intranet/ESR/ 234 Mentor update (elearning) 60 mins (if you miss face-to-face MT session)
Fit testing /Train the trainer (selected staff only)	All maternity staff	One off	One-to-one	One-to-one	All staff to be fit tested
GAP / GROW	Midwives	Annual	E-learning	E-learning	https://elearning.perinatal.org.uk/login/index.php 30 minutes
Perinatal Mental Health	Midwives	Biennial	Classroom	Classroom	Completed on Mandatory Training or https://portal.e-lfh.org.uk/Catalogue/Index?HierarchyId=0_212andprogrammeId=212
NIPE update	For Midwife NIPE examiners	Biennial	E-learning/ Classroom	E-learning	https://portal.e-lfh.org.uk
IR(ME)R for non-medical referrers	For all midwives referring for USS	Triennial	E-learning	E-learning	http://intranet/ESR/ ESR 234 Radiation Protection and IR(ME)R Training for Non-Medical Referrers (45 mins)
Display Screen Equipment (DSE)	Specifically identified staff	Biennial	E-learning Introduction	E-learning Refresher	http://intranet/ESR/ 40 minutes 234 Display Screen Equipment - Introduction 234 Display Screen Equipment-Refresher
Risk Awareness for Senior Managers	Board Members and Senior Managers 8a and above	One Off	E-learning	E-learning	http://intranet/ESR/ 234 Risk Awareness for Senior Managers (e-Learning)
Prevention Management of Aggression (Violence and Aggression)	Specifically identified staff	Triennial	N/A	Classroom Based	
NEWS2	All doctors	One off	E-learning		Mandatory for Doctors

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REQUIREMENTS FOR BLOOD TRAINING

To obtain **100%** for your Blood Competency you will need to complete the following:-

As written on Individual Compliance Matrix

234 Local Blood Transfusion Competency Assessment General
There is a new Competency form under review available soon from Trust Docs.
Assessment to be done with Ward Link Nurse or cascade trainers
Only needs to be done once

As written on Individual Compliance Matrix

234 Local Blood Transfusion Core
Hospital Trust e-learning or
Face to face session in some areas
Every Two Years

Contact details :- Blood Transfusion Practitioners
Janet Pring; Alison Rudd or Kathy Ford
Ext 3863: Bleep 0852 / 0663

As written on Individual Compliance Matrix

234 Local Learn Pro (<https://nhs.learnpro.uk.com>)
General Nurses & Midwives
Module 1 & Module 2
Midwives also to do Anti D Module
Paediatric Nurses
Paediatric Module 1 & Module 2
Every 3 years

EBTS "One Off Training"

If you do not use your bar code in 9 months you will receive a letter inviting you to attend an EBTS session within the next 3 months. Failure to attend a session will disable your Bar Code
Training dates can be found on intranet:- (Departments - Blood Line - Education).
Damaged Bar Codes can be replaced by contacting Blood Transfusion Practitioners

16th January 2017

LEARN PRO

Staff can now access the Learnpro modules on ESR through the competency requirement search icon where it shows red for Learnpro and select relevant certification depend on your job role.

To gain Learnpro competency, staff need to complete ALL modules attached to the certification.

Certification: 234 Learnpro for Midwives and Junior Medical Staff eLearning

1. 000 Blood Transfusion 01: Safe Transfusion Practice
2. 000 Blood Transfusion 02: Blood Components and Indications for Use
3. 000 Blood Transfusion 05: Anti-D Clinical Module