The following guidance describes the scoping criteria for the Sharps, Falls and Moving & Handling programmes, that is, who should participate:

| **Topic Area** | **Training Programme** | **Staff In-Scope** | **Purpose** | **Validity Period** |
| --- | --- | --- | --- | --- |
| Management of Sharps Injuries | LearnPro   * Tab – ‘Role Specific Mandatory Modules’ * Module Name – ‘GGC: Management of Needlestick & Similar Injuries’   NB Facilities staff will receive face to face training | All staff who may come in contact with a healthcare related sharp, including those who use them (needles, blades etc) | To inform staff of what they must do if they receive a sharps or body fluid splash injury in the workplace. | 2 years |
| LearnPro:   * Tab – ‘Infection Prevention and Control’ * Course – ‘NES: Scottish IPC Education Pathway’  / * Module – ‘Prevention and Management of Occupational Exposure’ | All staff who **use** healthcare related sharps (needles, blades etc) | To equip staff with the knowledge and skills needed to prevent and minimise the risk of acquiring an infection from blood or body fluids | 2 years |
| Falls Prevention Modules | LearnPro:  NB all 6 modules are required for compliance:   * Tab – ‘Role Specific Mandatory Modules’’ * 1 – all 5 modules within ‘GGC: Falls Prevention Training’ * 2 – module ‘GGC: 221 Bedrails’ | The following staff groups working within adult hospital, inpatient areas:   * Nursing staff * AHP staff * Medical Staff – all Training Grades.   Consultants who respond to and / or are involved in management of patient falls | To equip staff with the knowledge and skills needed to prevent and minimise the risk of falls and actions to be taken after a fall has occurred | 2 years |
| Moving & Handling Competency Assessment | Through locally based Moving and Handling Competency Assessors | Nursing and AHP staff identified as assisting people to move or transfer | To identify skills gaps requiring additional learning | 12-18 months (Dependant on assessment outcome) |

**Training Reports**

There are accompanying reports for each of the programmes. Within these reports staff are described as being:

**In Scope** – this means staff are identified as requiring to participate in the programme. These staff will have a compliance status applied, for example, ‘completed’, ‘Not undertaken’ etc. Some staff will have ‘No Account’, this means that a LearnPro account has not been found for the person. This is normally because the Payroll number entered by the staff member into their account is incorrect (or was temporary and has not been updated); or the Health Board has not been entered as ‘GGC’. Guidance for updating this information is available [here](https://www.nhsggc.org.uk/media/256589/how-to-update-your-personal-details-on-learnpro.docx).

**Out of Scope** – this means staff do not require to participate in the programme. They will have ‘Out of Scope’ against their record.