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| Form number | **50.013E** | Version  | **4.0** |
| Title | **Training Record** |

**TRAINING RECORD Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Page Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Date of Training** | **Duration of Training\*** | **Education/****Training Event and Instructor** | **How did the course/training affect my practice? Was the course relevant?** | **Additional training needs identified from this course/training?** | *Nurses/Midwives only:* **Link to NMC Code** fety Promote professionalism and trust | **Initials and Date** |
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 \* Key for Nurse/midwife only: T=total hours P=participatory

**Training Record Hints and Tips**

* This is your record of training. It is therefore your responsibility to keep it up to date.
* All training should be documented in this record. Certificates of attendance should be placed in the relevant section as evidence if applicable.
* Enter the page number sequentially as you require additional sheets for more training.
* Training record should be completed for all training events, even if a certificate is provided or training is ‘in-house’
* Training events include:
	+ - Study days
		- 1-1 education sessions
		- Shadowing patient visits with education and training team/managers
		- In house seminars/workshops
		- Study initiation visits
* Only nurses/midwives are required to use key for ‘duration of training’. All others to document total hours.
* Only nurses/midwives are required to complete ‘link to code’. All others to write N/A (Not applicable) in this box.
* Enter how the course affected your practice. Examples might be:
	+ - ‘Updated my knowledge of….GCP ensuring I carry out safe practice’
		- ‘Updated my practice’
		- ‘Understand theory behind…..venepuncture’
		- ‘Able to recognise and treat….cardiac arrest’
		- ‘Improved my ability to….run a CTIMP study’
		- ‘Enabled me to…complete CRFs for new study’
* **Please also use this space to indicate if the course was NOT relevant in order to prevent future staff attending inappropriate courses.**
* Enter, if necessary, any further training needs need to be met. For example:
	+ - ‘need to carry out supervised practices’
		- ‘need to do further reading to fully understand concept’

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