



TOOLKIT 26 · CREDENTIALING & COMPETENCE · TOOL 4 OF 4

Mandatory Training Matrix — Who Needs What, How Often

One grid: every role against every mandatory topic, with the renewal interval — and the department compliance sheet the board sees quarterly

Topic	Renew every	Doctors	Nurses / midwives	Allied health / technicians	Reception / admin	Cleaners / porters / catering	Managers
Basic life support (AED)	1 yr	X	X	X	X	X	X
Infection prevention and hand hygiene	1 yr	X	X	X	X	X	X
Fire safety and evacuation	1 yr	X	X	X	X	X	X
Safeguarding children and vulnerable adults	3 yr (1 yr if direct)	X	X	X	X	X	X
Patient identification and safe communication	2 yr	X	X	X	X		X
Medicines safety (per role)	2 yr	X	X	X (if handling)			
Incident reporting and Just Culture	3 yr	X	X	X	X	X	X
Confidentiality and data protection	2 yr	X	X	X	X	X	X
Moving and handling	2 yr	X	X	X		X	
Violence, aggression and de-escalation	2 yr	X	X	X	X	X	X
Equality, language access, trauma-informed care	3 yr	X	X	X	X	X	X
Sepsis recognition	2 yr	X	X	X			
Emergency preparedness and incident command	2 yr	X	X				X
Open disclosure	3 yr	X	X				X

Quarterly compliance by department

Department	Staff	BLS %	IPC %	Fire %	Safeguarding %	All mandatory complete %	Overdue (names to manager)

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Rules. Training is recorded with the date, the provider and the assessment result; attendance without assessment is not competence. Below 90 % in any department → the manager reports the plan to the board. ASF-accredited CPD (Toolkit at /cpd/) counts where the topic matches. Learning is recommended by ASF, never required by it, and never affects an accreditation decision — the facility sets its own matrix from this template.

ASF standards: Governance — mandatory training (means of verification: matrix, compliance reports)