VM3COP27.55 Training Manager Procedure

All training courses internal and external should be added to the training manager. This can be found in the Employees section of Intrastats, Under "Training Admin" – "Training Manager".

Add a New Course

1. Click "Add New Course" at the top of the Training Admin Page
2. Complete the "Course Name"
3. Select the type of training being completed from the drop-down menu
4. Type the validity period of the training
5. Click "Add New Course"

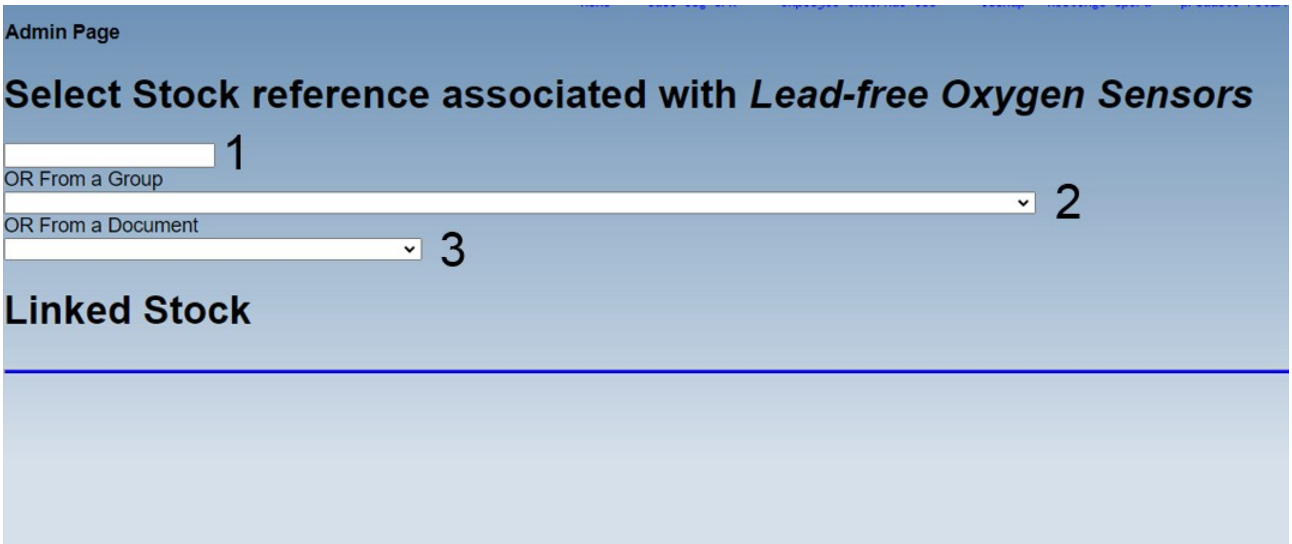
Once a new course is added you will need to link stock relevant to that course.

Linking Stock

Return to the Training Admin page and select the "Stock" link against the training course.

The following page will be show.

To add stock, you have 3 options.
1. Individual part numbers can be added.
2. Stock Groups can be added
3. Stock linked to a Document can be added.



When one of the options above is selected, the stock will show underneath like this…

Add/Remove	Stock	Description	Superceed Code
Add/Remove	Stock	Description	Superceed Code
☐		United Kingdom MHRA - Registration of Products	
☐	0100172	Mounting stand for AX300 & MX300	

Using the tick boxes to the left of the stock line, the stock can be added and removed. Ticked items are now linked to your training course.

When you refresh the page by either pressing F5 or clicking on the browser. This will then show the stock linked to the training course.

Return to the Training Admin page by clicking “Admin Page” at the top of the page.

Adding People

When setting up a training course you need to assign “People” to the course whom are expected to attend. Click “People” against the Training Course you are setting up.

The list will show all active employees like this:

Link	Name	Provided Feedback
☐	Steve Nixon	
☐	Derek Lamb	
☐	Helen Lamb	
☐	Steve Hardaker	
☐	Catherine Spence	
☐	Ryan Swaine	
☐	Jean Lamb	
☐	Philip Crossley	
☐	Michael Green	
☐	Linda Shearing	
☐	Catrin Hird	
☐	Michael Lamb	
☐	Robert Connor	
☐	Sophie Lines	
☐	Xhibition	
☐	Emily Hanson	
☐	Emma Clark	
☐	Training	
☐	Human Med	
☐	Zoey Teal	
☐	Kate Griffiths	
☐	BANK HOLIDAY	
☐	Janine Gill	
☐	Aqib Majeed	
	Confirm	

To select the employees, you tick the box to the left of their name. Once all required employees have been added, click confirm.

Once the confirm button has been pressed, the employee is then linked to the Training Course. An extra box to the right of the name will now show, this is to keep track of feedback/competency questions being returned.

☑ Sophie Lines ☐

Return to the Training Admin page by clicking “Admin Page” at the top of the page.

Signing off Training

Once you have completed training with staff, you must sign this off against the course. Click “Signoff” against the course you have provided.

Complete the table:

- Duration – Units must also be added, i.e., 30 minutes or 6 months.
- Location – If provided by us it would be “Viamed Ltd.”, if it was completed on an external site such as Craven College, it would be “Craven College”
- Training Method:
    - School – Up to the age of 18 education
    - University – BA, BSc, PhD for example
    - Audio/Visual – Video Training
    - Hands On
    - Training Course i.e. provided by Tyro Training or Medilink
    - 1 to 1 Training
    - In House – Training provided by Viamed staff regarding Viamed products or procedures.
    - Manufacturer Training Course – i.e. New Products training or Servicing Training from Manufacturer.
    - Government Approved Training Course

    - Seminar
- Trained by – Name of trainer
- Date Completed

Once the table has been completed, tick the boxes to the right of the names who have completed the training for the above date.

Click Add. Once this is done, the page will show the “Last Trained” date against the names you have selected.

Sophie Lines	☐	20/02/23

Repeat this for each different date the training has been provided, for the relevant employees.

Adding Documentation

Please note: It is advised to only link documentation to the training course once the course has been completed. This is because the material is then provided as a “Required Reading” document to all employees who have been linked to the training course.

Click “Documentation” against the course you are administering.

All documents must have already been added to the document index to be able to link to the training course. For Internal Training materials we suggest added to section “F 9” of the relevant Technical file.

To link to the training course, add the “Document ID / Version Control” number or part of the document name and click “Search to Add”. Using the tick boxes next to the documents, click the ones you wish to link to the course. When you return to this page, the page will show which documents have been linked.

Complete List Training Documents

104879	TOF 3D Accessories Leaflet (High)	30 Nov 2022	**Remove**
111418	TOF3D Neuromuscular Transmission Monitor In-House Introduction Training Information	20 Feb 2023	**Remove**

Return to the Training Admin page by clicking “Admin Page” at the top of the page.

Competency Questions and Feedback Forms

When any type of training is completed, a “Training Feedback Form” must be completed and returned to either your Trainer or HR. These documents are scanned and linked to the employee’s employment record.

Competency questions are to be written and provided to employees who attend Internal Training courses, for example Product Training.

Once questions and feedback forms are completed, they must be returned to the trainer (if internal training course) or HR, if external. The competency questions will be marked and provided to HR to link to the employee’s record. A record of returned forms should be kept within the Training Manager.

Record of Return Feedback/Competency Questions

Go to the “People” section of the training record and tick the tick box to the right of the employee’s names to state they have provided feedback.

Employees Who Are Unable to Attend Training

Should an employee be unable to attend a training session, but is required to be aware due to their job role, a copy of the training materials is to be provided to the employee along with the competency questions and feedback questionnaire.

A note should be added to the feedback form/questions stating that the employee did not attend the training session due to ***.