

06/07/2023

NN-ICB/23/339

Dear Requestor

RE: Freedom of Information Request

With reference to your request for information I can confirm in accordance with Section 1 (1) of the Freedom of Information Act 2000 that we do hold the information that you have requested. A response to each part of your request is below.

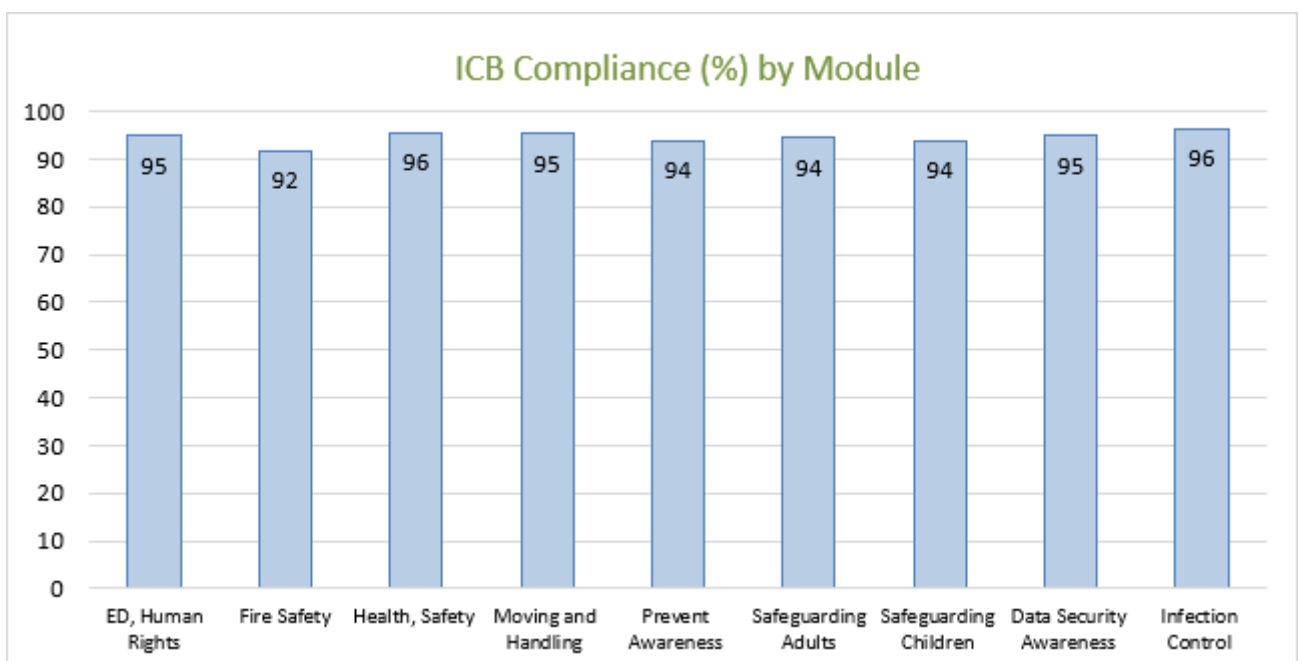
In the request you asked:

1. Please can you provide a list of all mandatory training courses your staff are required to undertake, if different role have different requirements could you please indicate?

This is publicly available via the ICB Website: <https://notts.icb.nhs.uk/wp-content/uploads/sites/2/2022/04/GOV-005-Statutory-and-Mandatory-Training-Policy-v1.1.pdf> - page 6

2. For each course please provide the percent of staff that were in date of each training course as of close of business on 30th April 2023?

The Mandatory Training Compliance reports are ran within the first week of each month and as such the data below is correct as of the 6th May 2023.



3. For each course please detail how this was calculated?

This is publicly available via the ICB Website: <https://notts.icb.nhs.uk/wp-content/uploads/sites/2/2022/04/GOV-005-Statutory-and-Mandatory-Training-Policy-v1.1.pdf> - page 6

4. Please provide detail on how staff are followed up that have not undertaken training for each course?

This is publicly available via the ICB Website: <https://notts.icb.nhs.uk/wp-content/uploads/sites/2/2022/04/GOV-005-Statutory-and-Mandatory-Training-Policy-v1.1.pdf> - page 8

5. How many staff in the last 12 months have been disciplined or had action taken for not completing mandatory training?

Zero.

6. How many of your staff access clinical systems or clinical information and how many are currently complete with mandatory training as of today?

Currently there are approximately 40 pharmacists and technicians in the ICB Medicines Optimisation team who have access to GP clinical systems including SystmOne and/or EMIS Web. The Medicines Optimisation Team are fully compliant in all of the mandatory training modules outlined in the ICB Statutory and Mandatory Training Policy.

7. List all clinical systems any of your staff have access to, internal, external, local national etc.

- SystmOne
- EMIS Web

If you are unhappy with the way in which your request has been handled, NHS Nottingham and Nottinghamshire Integrated Care Board (ICB) have an internal review procedure through which you can raise any concerns you might have. Further details of this procedure can be obtained by contacting Lucy Branson, Associate Director of Governance via lucy.branson@nhs.net or by writing to FOI Team at NHS Nottingham and Nottinghamshire ICB, Sir John Robinson House, Sir John Robinson Way, Arnold, Daybrook, Nottingham, NG5 6DA.

If you remain dissatisfied with the outcome of the internal review, you can apply to the Information Commissioner's Office (ICO), who will consider whether the organisation has complied with its obligations under the Act and can require the organisation to remedy any problems. Generally, the ICO cannot make a decision unless you have exhausted the complaints procedure provided by NHS Nottingham and Nottinghamshire ICB. You can find out more about how to do this, and about the Act in general, on the Information Commissioner's Office website at: <https://ico.org.uk/for-the-public/>

Complaints to the Information Commissioner's Office should be sent to:

FOI/EIR Complaints Resolution, Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone 0303 123 1113 or report a concern via <https://ico.org.uk/concerns/>

Yours sincerely

Freedom of Information (FOI) Officer on behalf of *NHS Nottingham and Nottinghamshire Integrated Care Board*

notts.foi@nhs.net

All information we have provided is subject to the provisions of the Re-use of Public Sector Information Regulations 2015. Accordingly, if the information has been made available for re-use under the [Open Government Licence](#) (OGL) a request to re-use is not required, but the license conditions must be met. You must not re-use any previously unreleased information without having the consent of NHS Nottingham and Nottinghamshire Integrated Care Board. Should you wish to re-use previously unreleased information then you must make your request in writing (email will suffice) to the FOI Lead via notts.foi@nhs.net. All requests for re-use will be responded to within 20 working days of receipt.