

Guide for new starters on how to transfer mandatory core skills training to Imperial

Transfer training to us and save yourself time in have to re-do topics. If you are joining us and would like to transfer mandatory core skills topics to us, you may be able to do this for training you completed at another NHS organisation, which has nationally agreed content. There are currently 12 topics that this applies to.

We have a separate process for our resident doctors. If you are a resident doctor who would like to transfer training please contact imperial.coreskills@nhs.net.

Transferring your training

To transfer training from another organisation:

1. Open your [LEARN](#) account and go to your 'Courses I have to do' page and check to see if any of the topics are on the list of topics which can be transferred shown below.
2. Obtain evidence of your training from your previous employer. Evidence should include:
 - The name of the organisation you would like to transfer records from
 - The name of the topic, level (if higher than level 1) and the training date
3. Upload your evidence to the 'Add my learning' tab in LEARN. Please note this will not record the date and make you compliant for that topic.
4. Email imperial.coreskills@nhs.net to let us know that you have uploaded records:
 - We will check your records (this can take up to 5 working days).
 - For records we can accept, we will add a record to your 'Training I have done' record, and inform you of the topics we can accept, and that your records have been added to LEARN. This will make you compliant for that topic.
 - Records we cannot accept are usually because the topic is not transferable or is out of date (based on the compliance periods listed).

Which topics can be transferred?

We can accept evidence of the following topics from other NHS trusts, the UK resuscitation council, ALSG, skills for health or e-learning for healthcare:

○ Conflict resolution	3 years
○ Equality and diversity	3 years
○ Fire safety	2 years
○ Health and safety at work	3 years
○ Information governance	1 year
○ Infection prevention and control level 1	3 years
○ Infection prevention and control level 2	1 year
○ Moving and handling level 1 and level 2	3 years
○ Oliver McGowan training on learning disability and autism – part 1	3 years
○ Oliver McGowan training on learning disability and autism – part 2	3 years
○ Patient safety essentials	once only
○ Resuscitation level 1 and 2 (basic life support)	3 years
○ Immediate life support (ILS)	2 years
○ Advanced life support (ALS)	4 years
○ Safeguarding adults level 1 or 2	3 years
○ Safeguarding children level 1, 2 or 3	3 years

You should complete any remaining topics on your 'Courses I have to do' page within your first month in post, or before the training expiry date.