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| Form number | **50.013F** | Version | **2.0** |
| Title | **Training File Index** | | |



**TRAINING FILE INDEX**

**SECTION:**

1. **JOB DESCRIPTION**
2. **CV**
3. **QUALIFICATIONS/ NMC -** Renewal date
4. **TRAINING EVENTS / COURSES**
5. **COMPETENCIES** (clinical staff only)
6. **NMC REVALIDATION** (Nurses/Midwives only)

**Appendix 1 – Training File Index Guidance**

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| 1. **Job Description** | * Current job description signed and dated by post holder and line manager * Superseded job description (if applicable) |
| 1. **Curriculum Vitae** | * Current CV signed and dated * Superseded CVs (if applicable) |
| 1. **Qualifications/NMC Renewal** | * Copy of professional registrations (if applicable) * Copy of professional qualifications (if applicable) * Copy of NMC statement of entry (if applicable) |
| 1. **Training/Courses Record** | * List all training events and courses attended * Certificates of attendance (if applicable) agenda or programme attached * Induction documents |
| 1. **Competencies** | * Relevant completed competencies with annual updates |
| 1. **NMC Revalidation (Nurses/Midwives only)** | * NMC Confirmation form |

**Form signatories**

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| --- | --- | --- | --- |
| Prepared by | Nicola Thomson | | |
| Signature |  | Date18/12/2024 |  |
| Approved by | Lynn Prentice | | |
| Signature |  | Date |  |

**Document history**

| **Version** | **Date** | **Description** |
| --- | --- | --- |
| 1.0 | 14/07/2016 | First release |
| 2.0 |  | Update to Form template V1.0  Change of author and approver  Added location of induction documents |

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