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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**

|  |  |
| --- | --- |
| 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* Superseded job description (if applicable)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* Superseded CVs (if applicable)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**

|  |  |
| --- | --- |
| 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 V1.0Change of author and approverAdded location of induction documents |

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