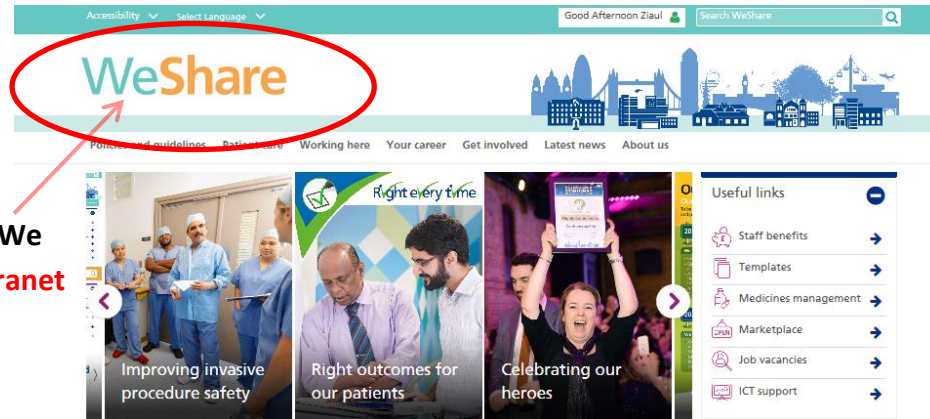


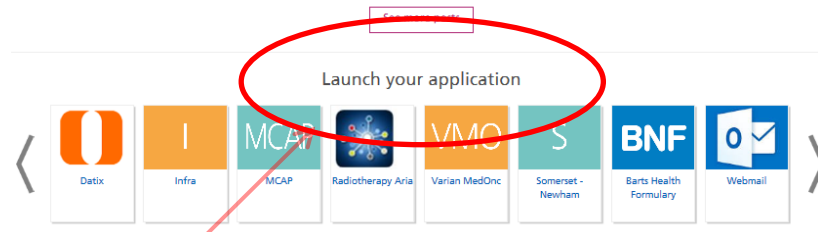
# Statutory and Mandatory training

## User guide

1)

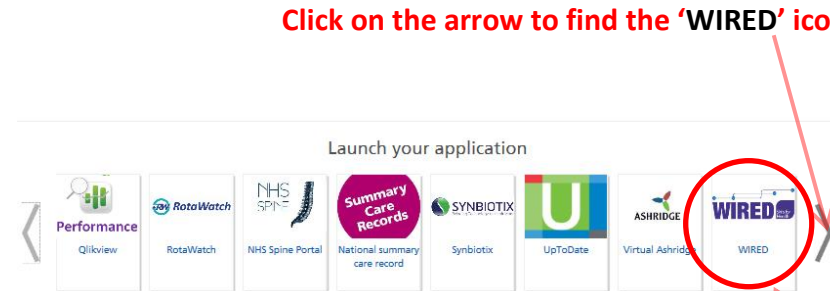


Load the 'We Share' intranet page



Go to 'Launch Your Application'

2)

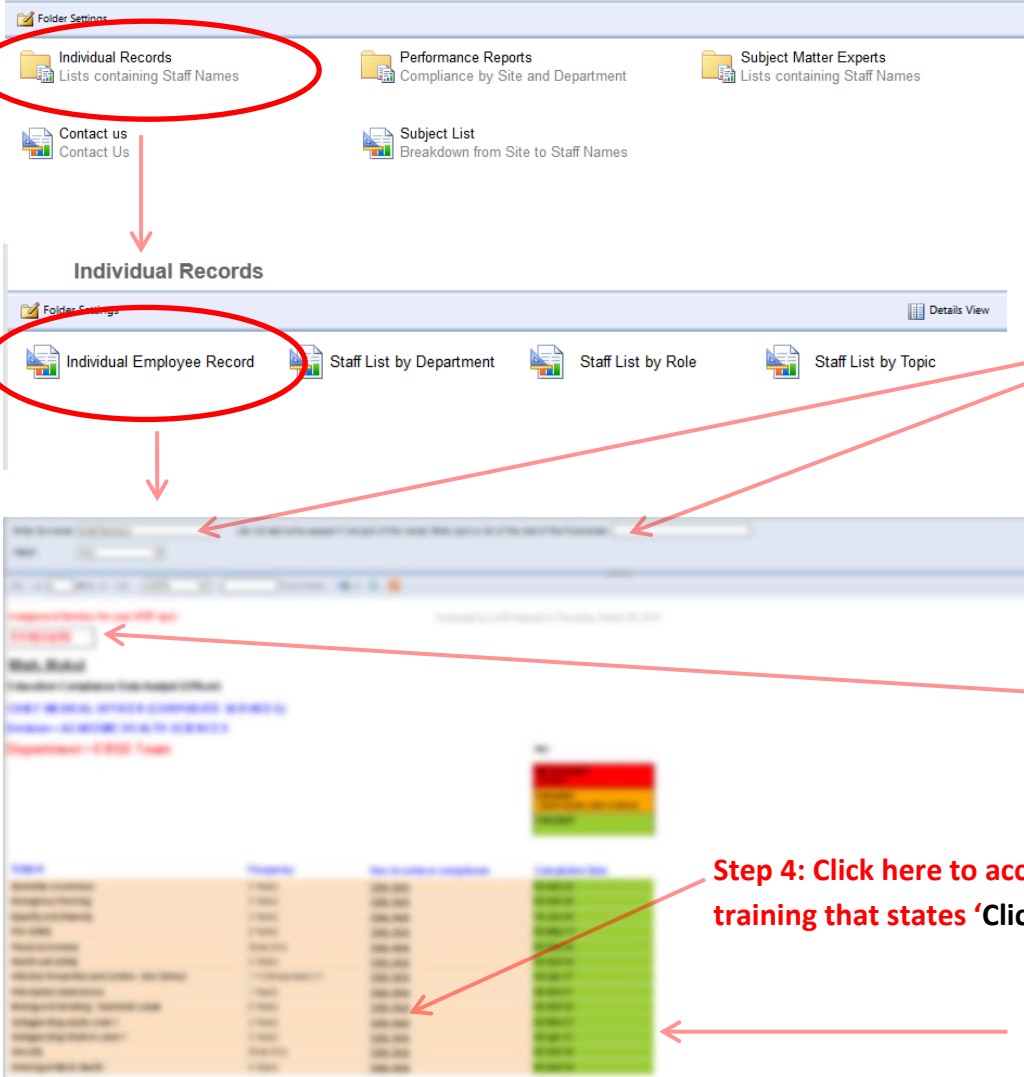


Click on the arrow to find the 'WIRED' icon

Select 'WIRED' icon to launch the reporting tool

# Individual Report

## 1.) Individual Employee Reports



The screenshot shows a web interface for Barts Health NHS Trust. It includes a top navigation bar with folders like 'Individual Records', 'Performance Reports', and 'Subject Matter Experts'. Below this, a sub-section 'Individual Records' contains options like 'Individual Employee Record', 'Staff List by Department', 'Staff List by Role', and 'Staff List by Topic'. A search bar is visible on the right. The main content area shows a list of staff records with columns for Name, Role, and Location. A 'Click Here' link is highlighted in the training text.

**Step 1: Enter Surname and First name**

**Step 2: Click on this button to view your profile**

**Step 3: This is your 'Assignment number'**

**Step 4: Click here to access the online training that states 'Click Here'**





**Your record will appear like example on the left hand side.**

## 2.) Staff List by Department

This report will show the staff that are compliant or non-compliant in your department

**Individual Records**

Folder Settings Details View

 Individual Employee Record
  **Staff List by Department**
 Staff List by Role
  Staff List by Topic

Site: [Dropdown] CAG: [Dropdown] Service Group: [Dropdown] Department: [Dropdown]

Competent: [Dropdown]

Legend:  
■ Green - Compliant  
■ Yellow - Compliant - requires action  
■ Red - Not Compliant  
■ Not Reported (No applicable Competent Role applied)

CAG = CHRYST MEDICAL OFFICERS & COMPLIANCE SERVICES  
 Service Group = CHRYST TEAM OF ACCOUNTANTS, MEDICAL SERVICES  
 Department = CHRYST Team

Name and Position (sorted by Topic Alpha)		Compliant	Compliant	Compliant	Compliant
Topic	Role	Yes	No	Yes	No
Medical Staff	Medical Officer - Compliance Services	Yes		Yes	
Medical Staff	Medical Officer - Compliance Services	Yes		Yes	
Medical Staff	Medical Officer - Compliance Services	Yes		Yes	
Medical Staff	Medical Officer - Compliance Services	Yes		Yes	
Medical Staff	Medical Officer - Compliance Services	Yes		Yes	
Medical Staff	Medical Officer - Compliance Services	Yes		Yes	
Medical Staff	Medical Officer - Compliance Services	Yes		Yes	
Medical Staff	Medical Officer - Compliance Services	Yes		Yes	
Medical Staff	Medical Officer - Compliance Services	Yes		Yes	
Medical Staff	Medical Officer - Compliance Services	Yes		Yes	

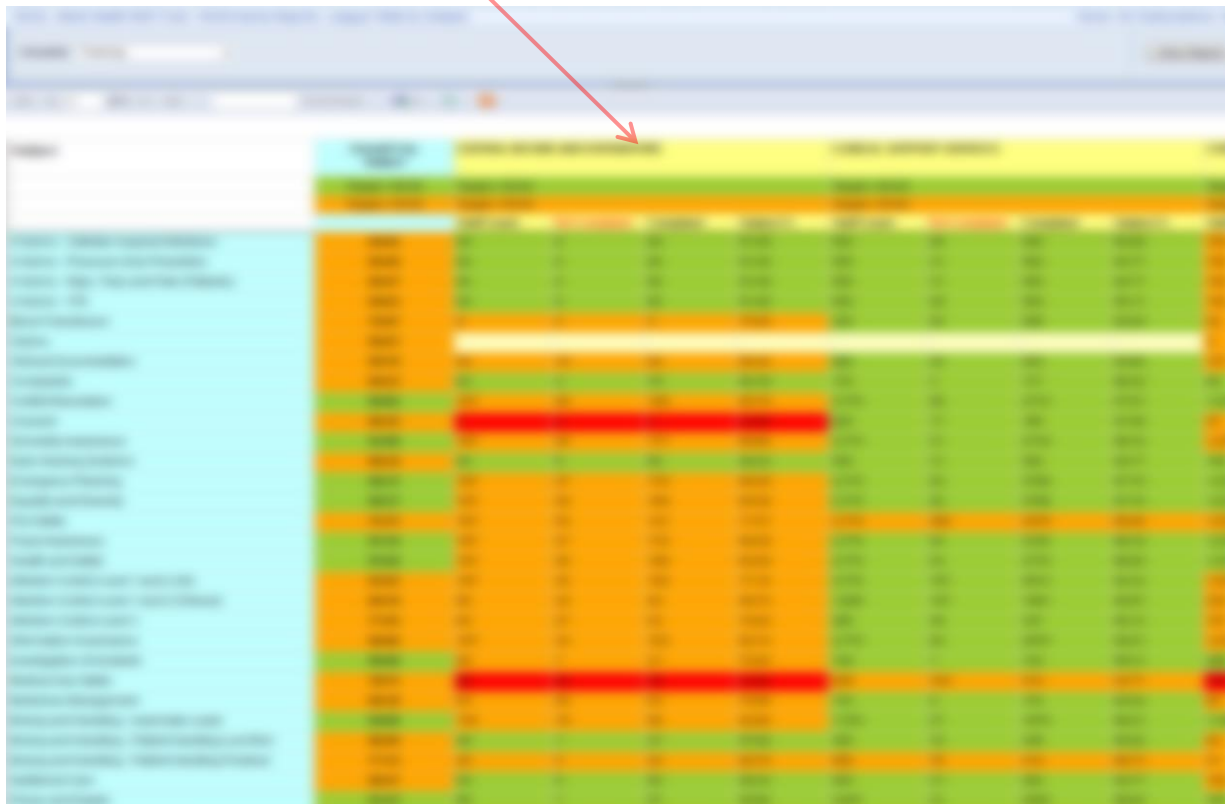
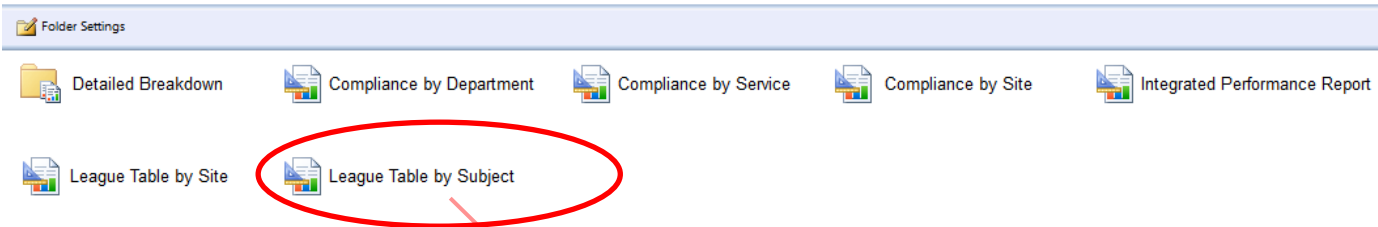
Using the drop down options select the site, CAG, Service Group, Department and then click view report.

You can also further drill down by 'Competent'



#### 4.) League Table by Subject and Site

This report shows the compliance by subject and site and number of staff who are required to complete the training and number outstanding.

A preview of the "League Table by Subject" report. It shows a grid of data with columns for subject, site, and compliance status. The cells are color-coded: green for compliant, orange for partially compliant, and red for non-compliant. The report is organized into sections by subject, with a light blue header for each section. The data is presented in a tabular format with multiple rows and columns.

# Subject List

Subject List is a breakdown of compliance by each subject and service group, you can drill down further to the Department and staff names

Folder Settings

- Individual Records  
Lists containing Staff Names
- Performance Reports  
Compliance by Site and Department
- Subject Matter Experts  
Lists containing Staff Names
- Contact us  
Contact Us
- Subject List**  
Breakdown from Site to Staff Names

Home > Barts Health NHS Trust > Subject List

Viewable: Training

1 of 1

Subject (Integrated Performance Report Subjects in Yellow)	How to Complete	Frequency	Subject
<u>4 Harms - Catheter Acquired Infections</u>	E-learning	3 Yearly	Debbie.J
<u>4 Harms - Pressure Ulcer Prevention</u>	E-learning	3 Yearly	Debbie.J
<u>4 Harms - Slips, Trips and Falls (Patients)</u>	E-learning	3 Yearly	Debbie.J
<u>4 Harms - VTE</u>	E-learning	3 Yearly	Debbie.J
<u>Blood Transfusion</u>	E-learning	1 Yearly	Pascal.W
<u>Claims</u>		Once Only	Claire.Kk
<u>Clinical Documentation</u>	E-learning	3 Yearly	Debbie.J
<u>Complaints</u>	E-learning	3 Yearly	Paula.Jc
<u>Conflict Resolution</u>	E-learning	3 Yearly	Rebairo.
<u>Consent</u>		Once Only	Claire.Kk
<u>Dementia Awareness</u>		3 Yearly	Michelle
<u>Early Warning Systems</u>	E-learning	3 Yearly	Pamela.l
<u>Emergency Planning</u>	E-learning	3 Yearly	Steve.ju
<u>Equality and Diversity</u>	E-learning	3 Yearly	Oyebanj
<u>Fire Safety</u>	E-learning	2 Yearly	Jonathar
<u>Fraud Awareness</u>	E-learning	Once Only	Sarah.Cc
<u>Health and Safety</u>	E-learning	3 Yearly	Sarah.Dt
<u>Infection Control Level 1 and 2 (All)</u>	E-learning	1 Y Clinical else 3 Y	Deborah
<u>Infection Control Level 1 and 2 (Clinical)</u>	E-learning	1 Yearly	Deborah
<u>Infection Control Level 3</u>	E-learning	1 Yearly	Deborah
<u>Information Governance</u>	E-learning	1 Yearly	Matthew.
<u>Investigation of Incidents</u>		3 Yearly	Natalie.r
<u>Medical Gas Safety</u>	E-learning	1 Yearly	Mary.Cac
<u>Medicines Management</u>	E-learning	1 Yearly	Gary.Cau
<u>Moving and Handling - Inanimate Loads</u>	E-learning	5 Yearly	Valerie.F
<u>Moving and Handling - Patient Handling Low Risk</u>		3 Yearly	Valerie.F
<u>Moving and Handling - Patient Handling Practical</u>		3 Yearly	Valerie.F
<u>Nutritional Care</u>	E-learning	3 Yearly	Barbara.
<u>Privacy and Dignity</u>		3 Yearly	Debbie.J
<u>Resuscitation - Basic Life Support</u>		2 Yearly	Dot.Timr
<u>Risk Assessment for Managers</u>		3 Yearly	Sarah.Dt
<u>Safeguarding Adults Level 1</u>	E-learning	3 Yearly	Jane.Cal
<u>Safeguarding Adults Level 2</u>	E-learning	3 Yearly	Jane.Cal
<u>Safeguarding Children Level 1</u>	E-learning	3 Yearly	Pat.Opa
<u>Safeguarding Children Level 2</u>	E-learning	3 Yearly	Pat.Opa
<u>Safeguarding Children Level 3</u>	E-learning	3 Yearly	Pat.Opa

Compliance Report Table (Partial View):

Subject	Completion Status	Compliance %
4 Harms - Catheter Acquired Infections	Completed	100%
4 Harms - Pressure Ulcer Prevention	Completed	100%
4 Harms - Slips, Trips and Falls (Patients)	Completed	100%
4 Harms - VTE	Completed	100%
Blood Transfusion	Completed	100%
Claims	Completed	100%
Clinical Documentation	Completed	100%
Complaints	Completed	100%
Conflict Resolution	Completed	100%
Consent	Completed	100%
Dementia Awareness	Completed	100%
Early Warning Systems	Completed	100%
Emergency Planning	Completed	100%
Equality and Diversity	Completed	100%
Fire Safety	Completed	100%
Fraud Awareness	Completed	100%
Health and Safety	Completed	100%
Infection Control Level 1 and 2 (All)	Completed	100%
Infection Control Level 1 and 2 (Clinical)	Completed	100%
Infection Control Level 3	Completed	100%
Information Governance	Completed	100%
Investigation of Incidents	Completed	100%
Medical Gas Safety	Completed	100%
Medicines Management	Completed	100%
Moving and Handling - Inanimate Loads	Completed	100%
Moving and Handling - Patient Handling Low Risk	Completed	100%
Moving and Handling - Patient Handling Practical	Completed	100%
Nutritional Care	Completed	100%
Privacy and Dignity	Completed	100%
Resuscitation - Basic Life Support	Completed	100%
Risk Assessment for Managers	Completed	100%
Safeguarding Adults Level 1	Completed	100%
Safeguarding Adults Level 2	Completed	100%
Safeguarding Children Level 1	Completed	100%
Safeguarding Children Level 2	Completed	100%
Safeguarding Children Level 3	Completed	100%

Using the dropdown you can filter by

Y = Compliant

N = Non-Compliant

A = Expire within 3 months

Home > Barts Health NHS Trust > WIRED Records

Trained (A)mber (N)o (Y)es ALL

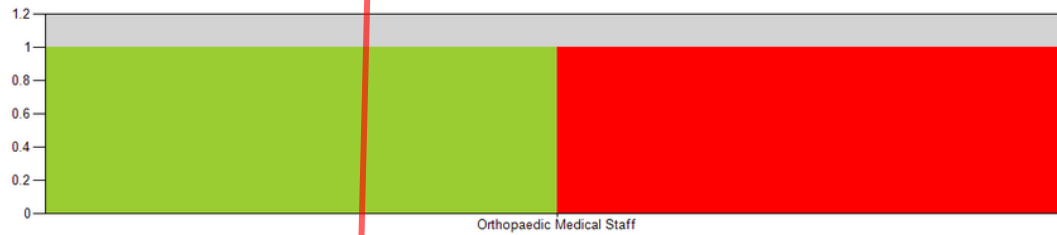
2.) 3.) 1.)

View Report

This small arrow will give you the option to open up this menu to see the drop down list

RLH ORTHOPAEDICS AND PLASTICS (2 staff) ALL Compliance is 50.00%

Safeguarding Children Level 3 updated to Monday, February 22, 2016 at which point the Trust Compliance was 77.14%



Department	Name	Position	Topic Date	Compliant
Orthopaedic Medical Staff	2			

Opening WIRED Records.xls

You have chosen to open:

**WIRED Records.xls**  
which is: Microsoft Excel 97-2003 Worksheet  
from: http://wired

What should Firefox do with this file?

Open with Microsoft Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

You can export the report to Excel by clicking on the floppy disc icon