

Training and Development Policy

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Training and Development Policy

The Medical Room is committed to the ongoing training and development of both our internal staff and our external working contractors. This is our policy towards the training needs of our staff and contractors respectively to ensure that they are constantly monitored, measured, appraised and responded to.

Internal Staff Training:

1. Induction Training:

The Medical Room operates comprehensive induction programme for all new employees. This includes among others, Company History, Social and Ethical responsibilities, Policies and Procedures, Relevant Legislation, Information technology and Customer Care training. This list is not exhaustive.

2. Induction Booklet:

During induction all staff receive a detailed company handbook to refer to as a reference guide throughout their employment. A copy of this is available upon request.

3. Professional Training:

We are committed to providing high quality training and development for all our staff regardless of their position in the company. The company offers, where relevant, the opportunity to study for professional qualifications. This is offered to all employees once the probationary period has been successfully completed.

4. Specialist Recruitment Training:

We actively encourage our Recruitment Consultants to undertake and achieve accreditation with the REC (Recruitment and Employment Confederation). The course provides vital knowledge of recruitment best practice and up to date legal requirements.

5. Performance Monitoring – Staff Appraisals:

All staff are subject to performance appraisals on a three monthly basis. Prior to the appraisal, consideration is given to the employees training requirements in order to achieve future objectives. Methods of training are also considered by both the employee and the Manager.

During the appraisal, any training undertaken in the previous twelve months is evaluated in order to show how it has contributed to the company's performance and benefited the individual. Where any training needs are identified, a 'Training Plan' is agreed by both the Employee and the Manager. This is evaluated and assessed in conjunction with the Company's objectives and available funding.



External Working Contractors Training:

1. Training & Continued Professional Development (CPD):

All contractors prior to the commencement of their assignment will undertake mandatory training concerning:

Health and Safety at Work

Manual Handling

COSHH

RIDDOR

Infection Control

Basic Life Support

In addition we actively encourage all our Contractors to undertake regular CPD activities and maintain an ongoing record of this. This ensures that our workforce are kept abreast of the latest developments, techniques and technology within their fields In addition.

2. Contractors Feedback Report (ongoing performance monitoring):

The Medical Room constantly monitors the performance of its working contractors. Upon completion of each assignment our 'End of Contract Reference' will be forwarded for completion to the relevant Line Manager. This enables us to keep an exhaustive record of all Contractors performances. Any adverse report will be investigated and could result in further training or the contractor being removed from our register.

3. Regular Client meetings – Contractors Performance:

Our recruitment Consultants meets with their contractor's direct supervisor(s) at regular intervals to obtain feedback regarding their performance levels and to identify any possible training requirements.

4. On-Site Contractors Visits:

In addition, we also visit our working Contractors 'on-site' during their placements on a regular basis to appraise their performance against their employer's requirements and to identify any possible future training needs.