NUFFIELD DEPARTMENT OF
PRIMARY CARE
HEALTH SCIENCES

UNIVERSITY OF OXFORD

Staff Training Policy

Intent

All employees in the Department should have fair and equitable access to training that will enhance their skills and productivity, promote their career development and support their wellbeing.

Scope

This policy applies to all staff in the Department: academic, research, teaching, professional and support roles. It applies to both part time and full-time staff and casual staff at manager's discretion. It does not apply to contractors, consultants, visitors, or those on honorary contracts.

Personal Development Review

All staff must have the opportunity to have an annual Personal Development Review and training needs should be reviewed at this point as well as when needs or opportunities arise.
- **Technical Skills**: Specialized subjects to develop technical skills and knowledge according to the job/function/research field.
- **Managerial Skills**: Skills necessary for employees of managerial levels to manage their function and employees.
- **Soft Skills**: To develop personal attributes that enhance an employee's interactions effectively with other employees internally or externally.
- **Professional Certification**: Training programs that certify an employee in a certain specialty.

Mandatory Training

All members of the Department **must** undertake the following training:

Training	Frequency	Reason
Information Security and Data Privacy Awareness course (available on the Cosy application)	Annual	To protect the data assets of the department, enable public confidence in our research and to meet the standards of the NHS Data Security and Protection Toolkit (which enables us to access patient data)
Quiz on IG policies and SOPs	Annual	To promote understanding of key data security and privacy controls as set out in the Departmental IG policies and SOPs
Equality and Diversity Briefing	Triennial	To ensure that the Department is not held back by explicit or unconscious biases and that everyone benefits from an inclusive environment
Health and Safety Basics	Once	To understand H&S structures in the University and basic health and safety good practice

[Bullying and Harassment Training for Employees](#)	Once	To ensure everyone is able to identify, prevent and tackle bullying and harassment, in order to create a respectful inclusive culture in the workplace.

In addition research staff must undertake the following training:

Training	Frequency	Reason
[Research Integrity: Introductory Core Course](#)	Once	Introduction to research integrity and good practice for research students and research staff
[Research Integrity Refresher](#)	Every 5 years	Refresher for more experienced researchers

Chairs of recruitment panels **must** and other members of recruitment panels **should** undertake the following training:

Training	Frequency	Reason
[Recruitment and Selection course](#)	Every 4 years	To ensure that candidates are recruited fairly on the basis of skills and suitability, and to promote diversity
[Implicit bias training](#)	Every 4 years	To understand implicit bias, how it impacts people in the workplace and how to minimise the negative consequences

Managers and supervisors **must** undertake the following training:

Training	Frequency	Reason
[Managing people: key processes (E-learning course) (ox.ac.uk)](#)	Once	To ensure that managers are familiar with basic procedures
[Health and Safety for Managers & Supervisors](#)	Once	To ensure managers and supervisors understand their safety responsibilities

Researchers

The University of Oxford is a [signatory](#) to [The Concordat to Support the Career Development of Researchers](#).

Under the Concordat researchers are expected to take ownership of their career, identifying opportunities to work towards career goals, including engaging in a minimum of 10 days professional development pro rata per year.

Those 10 days should be regarded as an allowance for researchers to develop their professional competencies and gain experience to support their future career. Examples might include attending a training course or workshop, on the job training, workplace shadowing, participating in a mentoring scheme (as mentor or mentee), committee membership, participating in policy development, public engagement, or knowledge exchange activities (including conferences).

Managers

In accordance with the Concordat managers of researchers must:
- Undertake relevant training and development opportunities related to equality, diversity and inclusion, and put this into practice in their work.
- Undertake relevant training and development opportunities so that they can manage researchers effectively and fulfil their duty of care.
- Allocate a minimum of 10 days pro rata, per year, for their researchers to engage with professional development, supporting researchers to balance the delivery of their research and their own professional development

Professional and support staff

Professional and support staff **must** undertake such training as is necessary to maintain any professional qualification that is required for their contractual role. Beyond this, professional and support staff should continuously look to develop rounded skill sets in technical, managerial, soft skills and (non-compulsory) professional certification.

Where Professional Certification is sought it should be of benefit to both the individual and the Department. Individuals and managers must agree on both time commitment and cost in advance. Professional and support staff should also aim for 10 days of training for personal development and are encouraged to attend research seminars as well as the UAS P&S Conference to broaden their outlook and understanding of the work of the Department.

Recording and monitoring training

Information Governance training is recorded and monitored in the CoSy application and via MS Forms. Other training should be recorded in ePDR records. Managers must ensure that mandatory training is up to date as part of the PDR.

Resources

Career Development — Nuffield Department of Primary Care Health Sciences, University of Oxford

Researcher Hub | University of Oxford

Personal & professional development | University of Oxford

MSD Skills Training — University of Oxford, Medical Sciences Division

Home | People and Organisational Development (ox.ac.uk)

Home | Centre for Teaching and Learning (ox.ac.uk)

Home | IT Learning Centre (ox.ac.uk)

Recruitment and Selection for Chairs of panels and members (E-learning course) (ox.ac.uk)

Training & mentoring | Equality and Diversity Unit (ox.ac.uk)

Researcher professional development (vitae.ac.uk)

Budgeting and funding

Under the Concordat funders are also expected to support training and development and so it is important that reasonable costs are included, and well justified, in funding applications for staff at all levels and in all categories. Reasonable training costs to promote development should be

regarded as part of the cost of employing a member of staff.

The Department expects that training will be funded from the same source of funding that funds the individual's salary. Where that is categorically not possible then individuals and managers may apply to the [Staff Development Fund](). Staff may also look to college funds, divisional schemes, NIHR courses for academy members and other small funding opportunities.

Where the cost of the training exceeds £3,000 then an individual may be expected to repay the cost of the training on a sliding scale if they leave within two years of completing the training. This commitment will be agreed in writing in advance of any such arrangement.

Policy approved by People and EDI Committee 03 October 2024. Next review by October 2027