

Flow Chart 4 - MH/PMH Fitness to Participate Process – See Also FAQ:020 and 021

Manager requires MH or PMH training for an employee who may have a ***“fitness to participate”*** issue, or is pregnant

If a ***“fitness to participate”*** issue has been identified it may be possible to accommodate the employee subject to reasonable adjustments / tailoring

However, depending on the risk identified and the controls implemented within the employee work, further information may be required by way of a medical report or Occupational Health referral before the person is permitted to attend

Note: Pregnant staff should notify their line manager as early as possible, in accordance with NHSF FAQ:005 – Pregnant Employees.

If an employee has made you aware that she is pregnant, you must ensure that a pregnancy risk assessment has been undertaken with the employee before they attend practical training (see NHSF SAGN:001 – Completing a Pregnant Employee Risk Assessment and CF:009 – Pregnancy Risk Assessment Form)

If an issue has been identified through the RA process or the pregnant employee informs you of any other issue which will impact on their ability to fully participate in the practical then this must be identified in Section 3b of the LCTRF

Line Manager documents issue in section 3b of the LCTRF (CF:046)

Instructor receives the request for training via the LCTRF (CF:046) and notes the ***“fitness to participate issue”*** under Section 3b

Instructor:

- Contacts Line Manager/Coordinator to discuss the employee’s specific training needs
- Documents any practical techniques to be omitted on section 4 of LCTRF and returns a copy of the updated form to the Line Manager or MH Training Coordinator as applicable

Staff Attend Training

- Instructor records all techniques explained, demonstrated and practiced on the Practical Techniques Record (CF:037 or CF:043 as applicable)

Certificates issued by instructor as per local procedure (include details of techniques omitted)

Maintain training records (LCTRF, attendance sheets, practical technique records, etc.)

Submit training data as per local procedures and submit Performance Reporting Form (CF:044) and Evaluation Form (CF:027) to NHSF