

## Electronic Training Folders

### Contents

Training folder overview .....	2
Training folder sub-sections.....	3
1. JRMO Training Folder documents .....	3
2b. JRMO Queen Mary Mandatory Training .....	3
3. Internal Mandatory Training.....	3
4a. JRMO Internal Documents Essential Reading.....	4
4b. JRMO external documents to read and understand.....	4
5. JRMO SOPs and Guidance Document reading log .....	4
6. JRMO Governance Section Internal Training .....	4
7. JRMO GCP team training log (If applicable).....	4
8. Correspondence and Miscellaneous.....	4
Training Reports.....	5
Renewal of training.....	5
Accessing leavers account .....	5

## Training folder overview

The EDGE online training folder can be found via **Home > My Profile > My Training**. The training records have been subdivided into the following sections:

1. JRMO Training Folder documents
- 2a. JRMO Barts Health Mandatory Training
- 2b. JRMO Queen Mary Mandatory Training
3. JRMO Internal Mandatory Training
- 4a. JRMO Internal Documents Essential Reading
- 4b. JRMO external documents to read and understand
5. JRMO SOPs and Guidance Document reading log
6. JRMO Governance Section Internal Training
7. JRMO GCP team training log (If applicable)
8. Correspondence and Miscellaneous

Training options have been added for selection based on mandatory job role requirements. A full list of all required courses and reading material can be found on the JRMO training matrix via **Home > General Documents > For JRMO use only > JRMO Training documents**.

To record your training, click the **Add a new training course** button in the top right-hand side of the screen and select a course type.

## Training folder sub-sections

### 1. JRMO Training Folder documents

This section will allow registering and storage of your CV and Job description. Both documents should be updated every 2 years. The [HRA CV template](#) is recommended for use. Ensure that the date of attendance is completed. An automatic 2 year renewal will be assigned in line with the requirements of SOP 34b JRMO Staff Training and Induction.

Once the document has been registered and saved, upload the actual document by clicking the **Document icon** and selecting the appropriate document from your computer.

### 2a. JRMO Barts Health Mandatory Training

Barts Health mandatory training will be stored on the WIRED database accessible via WeShare. Information on which courses are mandatory for your role can also be found using the WIRED database. For the purpose of JRMO training records, a pdf of mandatory training can be generated from WIRED and uploaded to EDGE. An automatic 2 year renewal will be assigned in line with the requirements of SOP 34b JRMO Staff Training and Induction.

### 2b. JRMO Queen Mary Mandatory Training

This section will allow registering of Queen Mary mandatory training. The role requirements for mandatory training can be found on the [Queen Mary website](#) and also on the JRMO training matrix located on EDGE. An automatic renewal of training will be assigned based on the specified Queen Mary timelines. Any training certificates issued for completion of courses can be uploaded once the training is registered.

### 3. Internal Mandatory Training

This section will allow registering of the JRMO Internal Mandatory Training. The role requirements for internal mandatory training can be found on the training matrix located on EDGE. There are no automatic renewal timelines for this section with the exception of GCP training which is renewed every 2 years. Any training certificates issued for completion of courses can be uploaded once the training is registered.

#### **4a. JRMO Internal Documents Essential Reading**

**This section will allow** registering of the required JRMO Internal Documents for essential reading. The role requirements for this section can be found on the training matrix located on EDGE. There are no automatic renewal timelines for this section.

#### **4b. JRMO external documents to read and understand**

This section will allow registering of the required JRMO external documents to read and understand. The role requirements for this section can be found on the training matrix located on EDGE. There are no automatic renewal timelines for this section.

#### **5. JRMO SOPs and Guidance Document reading log**

**This section will allow** registering of the required JRMO SOP and Guidance Documents to read and understand. The role requirements for this section can be found on the training matrix located on EDGE. An automatic renewal date will be assigned in line with the effectiveness of the SOP.

#### **6. JRMO Governance Section Internal Training**

This section will allow registering of the required the JRMO Governance Section Internal Training. This is an optional section for completion and is not mandated by SOP 34b JRMO Staff Training and Induction. There are no automatic renewal timelines.

#### **7. JRMO GCP team training log (If applicable)**

This section allows the registering of GCP specific training for GCP Managers and Monitors. There are no automatic renewal timelines. Any documents to evidence this training can be uploaded once the training is registered.

#### **8. Correspondence and Miscellaneous**

Upload any pertinent correspondence or miscellaneous documentation which support the training folder.

## Training Reports

Reports can be run for individual team members by their Team Leaders/Line Managers. Reports can be accessed by **Reports > Staff Reports > User Training Report**

Select Add (Users) and search for the team member. Select Add next to the Username and select Run. The query will generate the results for that team member.

## Renewal of training

Where training is due for renewal or has been renewed, a separate entry does not have to be logged. In your training folder, find the training to be renewed and click on the renew icon:



This will allow users to log the renewed training in the same format as the original. The previous training will be stored as part of the training history and accessed by the history icon below:



## Accessing leavers account

When staff members leave, their EDGE account will be deactivated however the records will remain for the purpose of access for inspections etc.