



OCDEM Training File

Name:.....

Group:.....

Supervisor:.....

Start date:.....

Training of OCDEM staff, students and visitors and appropriate records

Training files

Every member of staff, student or long term visitor working in OCDEM will be provided with an OCDEM Training File – this file will comprise:

- Training Syllabus.
- A copy of SOP OCDEM I 11: Induction program for New Staff.
- Information of training available within OCDEM and throughout the University.
- Training Log.
- Safety Registration and Supervision Form.
- OCDEM Local Rules and SOPs relevant to the type of work to be undertaken.

Training Syllabus

Training	Date	Complete Yes/No		
All Staff				
University Card				
NHS swipe card				
Registration with OUCS and MSD IT Services				
Receipt of Training File				
Walk round with fire marshal				
			Training given by	
			Name:	Signature
Health and Safety Induction				
Introduction to laboratory hazards for non-lab workers				
Fire lecture				
DSE assessment				
Laboratory Staff and Research Nurses	Date	Complete Yes/No		
Safety Registration and Supervision Form completed and copy to Personnel				
OCDEM Local Rules and OCDEM Standard Operating Procedures 1-4. Training Completed with supervisor and copy of 'Sign off' to Personnel				
	Date	Trainee initials	Supervisor to confirm	Supervisor name and signature
Laboratory Training Program received and training arranged with supervisor				

OCDEM Training File v3.0

Specific Training Courses provided by University Safety Office (some require supplementary in house training)	Supervisor to tick if required	Date of attendance	Confirmation from Safety Office
Introduction to Biological Safety and Genetic Modification	Mandatory for laboratory workers and research nurses/doctors		
Safe use of Cryogenic Liquids: University Safety Office Training			
In-house Training			
Chemical Safety & COSHH			
Risk Assessment			
Introduction to Manual Handling			
Manual Handling Risk Assessment			
Compressed Gas Safety			
Introduction to Laser Safety			
Carriage of Diagnostic & Infectious Substances			
Supervisors' Responsibilities			
Coping with Challenging Behaviour			
Registration for work with Radioactive Substances			
Training for registered radiation workers:			
University Safety Office Training Radiation Safety for Laboratory Workers (Open sources).			
Safe Use of X-Ray Generators, Sealed Sources and Accelerators In-house Training (required for those using the iDXA).			

In –house Specific Training Requirements	Supervisor to tick if required	Date	Complete Yes/No	Training received and understood, (signature)	Training given by (signature):
Risk assessment, Code of practice and familiarisation of OCDEM Liquid nitrogen facilities.					
Radiation worker training for open sources					
iDXA training – IRMER training is also required					
Using Xenon for adipose tissue blood flow, IRMER training is required for administration.					

Identify training required for specific work procedures below and record details in Training Log

Obligatory Safety Lectures

All laboratory workers must attend the University of Oxford Safety Office lectures on biological safety plus other courses relevant to their work, for example: cryogenic liquids, CoSHH assessment.

All those working with radiochemicals must register with the University Safety Office (forms are available from the Senior Radiation Protection Supervisor) and attend one of the lectures run by the University of Oxford Radiation Safety Officer followed by in-house training before work starts.

Timetables for the training available from the Safety Office can be found at <http://www.admin.ox.ac.uk/safety/safetytraining/>

A fire lecture must be attended annually; these are available from either the Oxford University Hospitals Trust or the University of Oxford Safety Office. The senior fire marshal can provide information; see the OCDEM Statement of Health and Safety Organisation to find who the fire marshals are.

All workers running studies in the Clinical Research Unit must attend Basic Life Support training annually.

All workers preparing test meals or food for studies must undergo a food hygiene training course.

Other Training

Other University training courses are available at the following links:

OUCS IT Learning Programme: <http://www.it.ox.ac.uk/do/training-and-facilities>

Staff Gateway - lists a range of training provided by the University:

http://www.ox.ac.uk/staff/working_at_oxford/training_development/index.html

NB Please ask the relevant person to sign your training records **immediately** after you have attended courses or lectures.

OCDEM Academic seminars and lectures

- All OCDEM staff, students and visitors are welcome to attend the Research Club on Friday lunchtime. In general data from staff or students working in OCDEM is presented at these meetings.
- All OCDEM staff, students and visitors are welcome to attend the Clinical Endocrine and Metabolic meetings on Wednesday lunchtime in term time. These seminars are usually presented by visitors from other Academic Institutions.
- Laboratory meetings are held periodically for each Group; attendance at these meeting is obligatory.

Requests for training

Any member of staff can make a request to the Head of Group for further training (either internal or external).

Requests for funding to attend conferences should also be made to the Head of Group

Notes:

Training Log

Name:.....

Position:.....

Description or procedure/hazard	Date training completed	Signature of Trainee:	Signature of Trainer	Signature of Supervisor	Is worker competent to work alone Yes/No

Training Log

Name:.....

Position:.....

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**Oxford Centre for Diabetes, Endocrinology & Metabolism
Safety Registration and Supervision Assessment Form**

Name:		Date:
	To be completed by all new staff, students or visitors who intend to work in the laboratories	To be completed by Supervisor
	Will your work involve any of the following: Delete as appropriate and supply brief details	Supervision category and name of immediate supervisor if cat. A
Radioactive isotopes	Yes/No	
Human blood, tissue or body fluids	Yes/No	
Using centrifuges	Yes/No	
Using liquid nitrogen	Yes/No	
Biological hazards	Yes/No	
Dangerous pathogens	Yes/No	
Genetic modification	Yes/No	
Animal handling	Yes/No	
Lasers	Yes/No	
Work outside the department	Yes/No	
Supervisor to confirm:		
Name:	Signature	Date:

Supervision Categories:

- A Where work may not be undertaken without senior supervision.
- B Where work may not be started without advice from a senior supervisor. Advice should include the method of work and the safeguards to be used.
- C Where the risks (other than those in categories A & B) are such that care must be observed, but where it is considered that the worker is adequately trained and competent in the procedures involved.

Update History

Version	Date	Reason for update	Updated/reviewed by :	Date next review due
1.0	Oct 2011	Guidelines written to cover training requirements for OCDEM to replace individual group files	SMH	
2.0	02/04/2012	Re-written to include more information and logs	SMH	April 2014
3.0	29/05/2015	Major changes to include lists of University courses, and update training log	SMH	June 2017