



## Training and Development Policy

Reviewed May 2025

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Atrium Clinic is committed to the training and development of all practitioners, employees and trainees irrespective of whether they are employed or self-employed to ensure our service offer is delivered to the highest standard. Induction training is given to every practitioner and trainee to fulfil their role. We offer an induction checklist to support new starters in navigating essential reading and setting up key appointments with other team members. Training is designed to improve effectiveness at work by allowing employees to acquire the skills and knowledge needed to meet personal, group and organisational objectives. Employees and practitioners are encouraged to discuss with their manager, the relevant training which enables them to carry out their job more efficiently and personal development plans are provided as required. Training is also context specific, and individuals may be required to do mandatory training to comply with specific service pathway requirements. Your manager will advise you. Training and Development will also be discussed at contract reviews and practitioners can access the Community of Practice portal (COP) to be updated on training opportunities and to access key resources for learning. Atrium recognises that many of our practitioners also have private practices or other jobs, and we need to be informed of their updated CPD and skills within our training records. Atrium records do not replace the requirements for practitioners to manage their own CPD records for professional body compliance purposes.

The Company undertakes to:

- Provide induction training for all new practitioners and employees and refresher courses for established practitioners/employees whenever possible. We offer peer buddies to practitioners too and access to peer networks.

## Atrium Clinic training Policy

- Ensure that all future training needs are discussed at interviews and reviews/supervision sessions and that plans agreed are followed up
- Provide information in relation to the Company, any opportunities for advancement within it and training opportunities available.
- Publish an annual training programme for all staff and invite attendance unless deemed mandatory.
- Allow employees to take time off with pay to attend training or learning events that are related to their job requirements and are approved by senior management. Some supervision consultations may fall outside working days or hours.
- Facilitate resource sharing, for continued professional development.
- Maintain records of CPD activity and professional interests/strengths to support our development of services.
- Monitor and evaluate training and learning networks and share feedback with our community.
- Collect data on our training and development practices as a company so we can improve how we support and develop all staff and practitioners.