Health Research Institute (HRI)
Training & Development Process

PURPOSE

The purpose of this process is to ensure that an effective process is in place for the identification and provision of training requirements for each member of staff in the HRI. The requirements identified for each individual are based on the individual's competence, qualifications and experience.

PROCEDURE

On commencement of employment, the Head of Unit, through the Project's Co-Ordinator, will arrange a general induction programme for all new staff. Typically, induction training for new staff will include:

- Introduction to staff within the Unit.
- Introduction to HR and supply of staff ID number.
- Advice regarding how to request a parking permit from Buildings and Estates.
- Brief tour of the building.
- Overview of the key business processes and associated operational procedures.
- Overview of the quality management system.
- Overview of SharePoint site.
- Request to HR for inclusion in the next HR induction programme.
- Overview of Core Portal and Agresso – if required for role
- Overview of other software as applicable to the role
- Introduction to HRI and other meetings schedule
- Sign posting to important documentation and training requirements

On commencement of employment, a 'Staff Training Record' is compiled for each new member of staff. Any training undertaken in conjunction with HR is automatically recorded on the staff training record on CORE portal. HRI maintains a supplementary record on SharePoint which includes areas that may not be recorded on core portal.

Planning Training / PDRS

The HRI adheres to the Performance and Development Review System (PDRS), details of which are available on the [HR website](). The PDRS is a process defined by HR, which stipulates that the Director/Manager must meet with each staff member, on an annual basis, with a view to improving performance and enhancing professional / career development. Any identified training is included in the PDRS record. Formal training requests are copied to the Learning and Development Manager, HR. Once training has been undertaken, a record of the training is entered into the Staff Training Record. A review of all formal training undertaken is conducted as part of the annual PDRS review.

Training and development opportunities may be identified outside of the formal PDRS process as needs or opportunities arise.

Training records are held on SharePoint. Evaluation of the usefulness of formal training is provided to director/manager at PDRS or in the intervening period, as required.

RECORDS

Individual training needs for a particular year are recorded on individual staff PDRS form, in consultation with the director/manager. The director/manager is responsible for retaining the completed PDRS forms for each member of staff. Each individual keeps a copy of their own form. The HR Division keeps a central record of all training completed by staff members on courses organised by HR (CORE Portal). The HRI Administrator maintains a 'Staff Training Record' in which defined UL/HRI-related formal and informal training is recorded. In the CRSU, there is a Training record for all clinical staff. Any personal data that is used as part of this process is processed in accordance with the General Data Protection Regulation (GDPR) / Data Protection Acts 1988-2018, the University of Limerick Data Protection Policy.

PROCESS VERIFICATION

Evaluation of process effectiveness is carried out using Internal/QMS audits.

REVISION HISTORY

Revision No.	Date	Approved by:	Details of Change	Process Owner
1	Sept. 2021		Initial Release	
2	Dec 2023	Goretti Brady	Pg 1 Procedure • Added that Projects Coordinator arranges Induction Programme for new staff. • Staff ID Card changed to Staff ID Number. • "Request Parking Permit" changed to "Advice on how to request parking permit from B&E". Pg 2 Records • Staff members also keep 'Staff training Record', changed to HRI Administrator maintains 'Staff training Record' • Formal and Informal training changed to UL/HRI related formal and informal training.	Luan Lyons

| | | | Added CRSU training for clinical Staff. Updated link to Data Protection Policy All Pages Footer updated to 'Rev 2' | |