



# Staff training matrix

The training matrix is a record of training needs by individual and tracking progress of meeting these needs.

This template should be completed for each departmental team. One row per team member. It should be updated on a quarterly basis after individual reviews.

Team member	Role(s)	Training						
		Course (& supplier)	Start date	Planned completion date	Progress	Revised completion date	Notes	Complete and certificate
JOHN SMITH	<i>Sale of medicines</i>							
	<i>Dispensing</i>							

Examples of 'Roles' from Warman-Freed include: *Sale of medicines*, *Putting away dispensary stock*, *Dispensing*

Note: Pharmacy undergraduates are exempt from training requirements.