



## Ali's Advice – helping practices navigate Foundation Standards with confidence

### Training Requirements

Date: 18 June 2026

#### Introduction

Certain indicators require completed training records as evidence. In some cases, the College has chosen not to prescribe specific training or frequency of training but encourages practices to identify which training best fits the scope of their individual practice. All training records must be current (in date) at the time of Foundation Standard certification. Having a process to manage all these records will help you prepare for your assessment.

#### Key Information

The RNZCGP has a full list of training requirements here [Foundation Standard - list of training requirements | RNZCGP](#). Save this page and refer back as required. Some notes on specific training below, however this is not a conclusive list.

- Privacy training (Indicator 2) – must be completed through the Office of the Privacy Commissioner. Check RNZCGP page to determine which training is right for your team.
- Te Tiriti o Waitangi (Indicator 3)– training can be determined by the practice. When deciding on training provider, be clear in what is included in the training. Cultural competency may not include Te Tiriti training, but sometimes it does. Te Tiriti o Waitangi training is compulsory for all staff at least once.
- Cultural competency (indicator 4) – Consider your enrolled population in your practice to determine training needs and choose training that will support different cultural groups in your practice. eCALD has some great courses. See below link.
- Annual Clinical drills – ensure all the team participates in these – clinical and non-clinical. Write up report, including a debrief, what went well, what might need to adjustments.
- Training for non-clinical reception team – determined by the practice, in-house training can work well here.
- Infection Control – the new standards for re-sterilising RMD's recommends annual training. Available at ACEHUB, WellSouth eLearn (no cost), or in-house training with a formally training IPC lead.

#### In-House training:

Some training can be completed in-house. To do this, you will need to record the training as per the [Sample training template for Foundation Standard | RNZCGP](#). This form captures trainer's credentials, training content and learning outcomes, as well as date and attendees. In-house training can't be accepted without this information recorded.

#### Induction of Staff:

- All staff should receive all required training when they join the practice. An Induction form ensures this is captured. RNZCGP template here [INDUCTION-PROGRAMME-AND-CHECKLIST.docx](#)

#### Uploading to Smartsheet:

- Training certificates need to be uploaded into the Smartsheet. Grouping these together into logical files helps your assessor determine what is there. E.g. Upload all privacy certificates for nurses in one file. Please clearly label all files.
- If you have over 20 team members, you can choose to adopt the "simplified process" found here [Foundation Standard - list of training requirements | RNZCGP](#)
- A spread sheet to keep track of all the training for staff is a useful tool. If you'd like some help setting this up, ask your Practice Partner for a template.

#### Training Providers:

WellSouth eLearn/LMS <https://elearn.wellsouth.org.nz/plus/dashboard> Free for WellSouth Practices. New modules include Chaparone and Resterilising RMDs.

eCALD [Cultural Competency Training for Culturally Diverse Workplaces | eCALD](#)

#### Feedback/Suggestions:

For any feedback, or suggestions for future Top Tips, please email [alison.wilden@wellsouth.org.nz](mailto:alison.wilden@wellsouth.org.nz) or your Practice Partner.

**NEXT ISSUE:** Indicator 2- Will update all privacy matters once WellSouth has completed a review of the Privacy Statement.