# Hospital Training Compliance Checklist

20 checks for HR and education teams in hospitals. If any box is unticked, you have a gap an auditor can find.

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## Ownership and planning

- [ ] One named owner of training records (not “whoever has the spreadsheet”)
- [ ] Training needs analysis (TNA/TNI) reviewed at least yearly
- [ ] Mandatory training matrix defined by job role, department and facility

## Onboarding

- [ ] Role-based training auto-assigned on each new hire's first day
- [ ] Every worker type covered: physicians, nurses, therapists, technicians, support staff
- [ ] Orientation and mandatory courses completed within a set window
- [ ] Professional licences verified and recorded before independent duty

## Recurring mandatory training

- [ ] BLS, ACLS, CPR, ABLS, PALS and other certifications tracked with expiry dates
- [ ] Infection control, fire safety and hand hygiene on fixed renewal cycles
- [ ] Staff alerted before due dates, managers alerted after them

## Licences, credentials and CME/CPD

- [ ] Licence expiries tracked in one view, whatever your regulator
- [ ] Alerts at 90, 60 and 30 days before any licence or credential expires
- [ ] CME/CPD hours recorded against each licence renewal requirement

## Assessment and evidence

- [ ] Pre- and post-assessment scores stored with each completion
- [ ] Pass marks enforced before anyone is marked compliant
- [ ] Acknowledgments and attestations captured with name and timestamp

## Reporting and audit readiness

- [ ] Compliance rate visible by facility, department and job role
- [ ] Live overdue list: who, what, and how late
- [ ] Any staff member's full training record retrievable in minutes
- [ ] Reports exportable for accreditation surveys, regulators and internal audit

**Zeed is built to tick every box on this list, automatically.**

Book a 30-minute demo: info@zeed.io · zeed.io

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