


## SALHN Mandatory Training Schedule – August 2020



**Mandatory training** is mandated by relevant Commonwealth or State legislation; Codes of Practice or Regulations linked to legislation; Government or SA Health Directives; Industry or Accreditation Standards or as determined by SALHN to meet the organisation's needs.





Note: For existing employees 'On commencement only' means that the course must be completed once, if this didn't occur on commencement of employment with SALHN.

| NSQHS   | Mandatory Training  | Requirement   | Targeted Employees  | Mode of Delivery   | Frequency                         | Responsible Officer/<br>Program Owner |
|---|---|---|---|--|-----------------------------------|---------------------------------------|
|  <b>Standard 1:<br/>Clinical<br/>Governance</b> | Corporate orientation (half-day)  | SA Health Induction and Orientation Policy          | All employees   | Face to face   | On commencement only              | Chief Workforce Officer, SALHN        |
|   | Local area induction (varies depending on requirements of unit)                   |   | All employees   | Face to face   | On commencement only              | Chief Workforce Officer, SALHN        |
|   | Code of Ethics for the SA Public Sector   | Public Sector Act 2009                              | All employees   | SAH Education (Moodle)   | On commencement and every 5 years | Chief Workforce Officer, SALHN        |
|   | WHS basics for workers  | WH&S Act 2012                                       | All employees, volunteers and contractors   | SAH Education (Moodle)   | On commencement only              | Manager WH&S & IM Services SALHN      |
|   | Emergency Awareness   |   | All employees, volunteers, contractors, students and Patient and Family Representatives | Face to face   | On commencement only              | Corporate Services Manager, SALHN     |
|   |   |   |   | SAH Education (Moodle)   | Annual                            |                                       |
|   | Manual Tasks Theory   | SA Health Manual Tasks at Work Policy;              | All employees and Patient and Family Representatives                                    | SAH Education (Moodle)   | On commencement only              | Workfit Services SALHN                |
|   | Manual Tasks Practical  |   | All workers in high risk areas (as determined by Workfit Services process)              | Face to face training delivered by Manual Task Local Facilitator | Annual                            | Workfit Services SALHN                |
|   | Work Health and Safety and Injury Management (two courses) Managers & Supervisors | WH&S Act 2012                                       | Managers, Supervisors and Team Leaders  | Face to face   | On Commencement only              | Manager WH&S & IM Services SALHN      |
|   |   |   |   | SAH Education (Moodle)   | Every 3 years                     |                                       |
|   | Emergency Control Organisation Wardens  |   | Fire wardens  | Face to face   | Every 6 months                    | Manager Corporate Services SALHN      |
|   | WHS Defined Officer Training  |   | SALHN Executive   | SAH Education (Moodle)   | On appointment and every 3 years  | Manager WH&S & IM SALHN               |
| Food Safety   | Food Act 2001   | Food handlers, volunteers, health ancillary workers | Face to face  | Annual   | Manager Corporate Services SALHN  |                                       |


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|--|---|--|--|---|---|--|
|  | Disability Awareness  | SA Health Disability Awareness Policy  | All employees  | SAH Education (Moodle)                          | On commencement                                     | Executive Director Allied Health, Intermediate Care and Aboriginal Health Services |
|  | Protecting children is everyone's business                              | SA Health Child Safe Environments (Child Protection) Directive and SA Health Child Protection Mandatory Reporting Policy Directive | All employees, volunteers and Patient and Family Representatives   | SAH Education (Moodle)                          | On commencement only                                | Clinical Director, Women and Children Division, SALHN                              |
|  | Child Safe Environments (three modules)                                 |  | All employees working in Women's & Children's and ED, and Allied Health workers with regular contact with children | Face to face (initial)<br>On-line every 3 years | Every 3 years                                       | Clinical Director, Women and Children Division, SALHN                              |
|  | Reporting deaths to the State Coroner                                   | SA Health Directive Coronial Process and the Coroners Act 2003   | All medical staff  | SAH Education (Moodle)                          | On commencement only and all existing medical staff | Executive Director Medical Services, SALHN   |
|  | Ombudsman course: Sharing Guidelines for Promoting Safety and Wellbeing | SA Health Information Sharing Guidelines for Promoting Safety and Wellbeing Policy Directive                                       | Senior Managers (as defined)   | SAH Education (Moodle)                          | On commencement and every 3 years                   | Executive Director Finance and Corporate Services                                  |
|  | Understanding men's violence against women (1 module)                   | White Ribbon Accreditation   | All employees  | SAH Education (Moodle)                          | On commencement                                     | Chief Workforce Officer  |
|  | Preventing and responding to men's violence against women (2 modules)   |  | All managers   | SAH Education (Moodle)                          | On commencement and every 3 years                   | Chief Workforce Officer  |
|  | Patient incident management and open disclosure                         | SA Health Patient incident management and open disclosure Policy   | All employees  | SAH Education (Moodle)                          | On commencement only                                | Executive Director Medical Services, SALHN   |

**SALHN Mandatory Training Schedule (Cont.)**

| NSQHS  | Mandatory Training  | Requirement   | Targeted Employees  | Mode of Delivery  | Frequency                                  | Responsible Officer/<br>Program Owner                     |  |
|--|---|---|---|---|--|---|--|
|  | <b>Standard 2:<br/>Partnering<br/>with<br/>Consumers</b>  | Aboriginal Cultural Awareness   | SA Health Aboriginal Cultural Learning Framework                              | All employees, volunteers, students and Patient and Family Representatives  | SAH Education (Moodle)                     | On commencement and every 5 years                         | Executive Director Allied Health, Intermediate Care and Aboriginal Health Services |
|  |   | Partnering with consumers and community   | SA Health A Framework for Active Partnership with Consumers and the Community | All Medical, Nursing & Midwifery, and Allied Health workers, Client Support Services workers, Executives and Patient and Family Representatives | At orientation<br>SAH Education (Moodle)   | On commencement only<br>On commencement and every 3 years | Manager Consumer Engagement SALHN  |
|  | <b>Standard 3:<br/>Preventing<br/>and<br/>Controlling<br/>Healthcare<br/>Associated<br/>Infection</b> | Hand Hygiene  | SA Health Hand Hygiene Policy Directive                                       | All employees, volunteers, contractors and Patient and Family Representatives   | Face to face                               | On commencement only                                      | Executive Director Medical Services, SALHN   |
|  |   |   |   |   | SAH Education (Moodle)                     | Annual  |  |
|  |   | PPE Theory  | COVID-19 Incident Management Team   | All medical, nursing & midwifery, and allied health staff<br>Client Support Services staff in clinical areas                                    | SAH Education (Moodle)                     | On commencement and every three years                     | Executive Director Nursing and Midwifery Services                                  |
|  |   | PPE Practical   |   |   | Face to Face training or demonstration     | On commencement and every 6 months                        |  |
| Aseptic Technique Practical  | SA Health Aseptic Technique Policy Directive  | All Medical, Nursing & Midwifery workers.<br>All Allied Health workers in clinical roles which involve performing procedures with invasive devices. | Face to face  | On commencement and every 3 years   | Executive Director Medical Services, SALHN |   |  |

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|--|---|---|---|--|--|--|--|
|    | <b>Standard 4: Medication Safety</b>        | Medication Administration   | NSQHS Standard 4  | All nurses and midwives in clinical roles involved in medication administration  | SAH Education (Moodle)                               | Annual   | Executive Director Nursing and Midwifery                         |
|  |   | Safe handling of cytotoxic drugs and related waste (low risk workers) | Handling of Hazardous Drugs and Related Wastes in South Australian Health Services Policy Directive | All Medical, Nursing & Midwifery, and Client Support Services workers involved in handling cytotoxic drugs and related waste   | SAH Education (Moodle)                               | Every 2 years  | Clinical Director of WHS Clinical, WorkFit and Infection Control |
|  |   | Anti-Neoplastic Drugs Administration                                  |   | All staff who administer cytotoxic medication who have previously completed ADAC modules 1-6 Administering oral antineoplastic drugs, or ADAC modules 1-7 Administering intravenous neoplastic drugs | SAH Education (Moodle)                               | Every 2 years  | Clinical Director of WHS Clinical, WorkFit and Infection Control |
|    | <b>Standard 5 Comprehensive Care</b>        | Introduction to preventing and responding to challenging behaviour    | Preventing and Responding to Challenging Behaviour Policy Directive                                 | All employees and volunteers in Mental Health Services, ED, Myles Ward and Patient and Family Representatives  | SA Health Digital Media via SAH Education (Moodle)   | On commencement only   | Executive Director Nursing and Midwifery SALHN                   |
|  |   | Managing actual and potential aggression (Foundation course)          |   | Medical, Nursing and Allied Health workers in Mental Health Services and Myles Ward  | Face to face   | On commencement and then 2 yearly Foundation course refresher training | Executive Director Nursing and Midwifery SALHN                   |
|  |   | Managing actual and potential aggression (Advanced course)            |   | Clinicians within the Code Black Team  | Face to Face   | On commencement and then 2 yearly                                      | Executive Director Nursing and Midwifery SALHN                   |
|  | <b>Standard 6: Communicating for Safety</b> | Clinical Handover   | NSQHS Standard 6<br>SA Health Clinical Communication and Patient Identification Clinical Directive  | All medical, nursing & midwifery, and allied health staff  | SAH Education (Moodle)                               | On commencement  | Executive Director Medical Services, SALHN                       |
|  | <b>Standard 7: Blood Management</b>         | BloodSafe e-Learning Clinical Transfusion Practice                    | SA Health Blood Supply Stewardship Policy Directive   | All Medical, Nursing & Midwifery workers involved in transfusion processes.  | E Learning Module (via link in SAH Education Moodle) | Every 2 years  | SALHN BloodSafe Nurse Consultant                                 |

**SALHN Mandatory Training Schedule (Cont.)**

| NSQHS  | Mandatory Training                                     | Requirement  | Targeted Employees   | Mode of Delivery               | Frequency     | Responsible Officer/<br>Program Owner      |
|--|--|--|--|--------------------------------|---------------|--|
|  <p><b>Standard 8:<br/>Recognising<br/>and<br/>Responding<br/>to Acute<br/>Deterioration</b></p> | Basic Life Support Practical Assessment                | SA Health Recognising and Responding to Clinical Deterioration Policy Directive, and SALHN requirement | All Clinical staff <ul style="list-style-type: none"> <li>• Medical</li> <li>• Nursing</li> <li>• Midwifery</li> <li>• Allied Health workers</li> <li>• Aboriginal Health Workers</li> </ul>   | Face to face skills assessment | Annual        | Executive Director Medical Services, SALHN |
|  | ARC Advanced Life Support 1 (or equivalent)*           |  | Medical Emergency Team (MET) and Local MET teams medical and nursing staff working in: <ul style="list-style-type: none"> <li>• ICCU</li> <li>• PACU</li> <li>• ED (RN allocated 'airway' or above roles)</li> <li>• Anaesthetics</li> <li>• CCU/6DC (Senior and Progressive Care nurses)</li> <li>• 6B-CTSU senior nursing staff</li> <li>• Endoscopy RNs FMC (excludes interns and temp junior staff in training)</li> </ul> | Face to face Course manual     | Every 4 years | Executive Director Medical Services, SALHN |
|  | ARC Advanced Life Support 2 (or equivalent)*           |  | MET Team Leaders <ul style="list-style-type: none"> <li>• All medical staff who may be required to lead a medical emergency response team (MET or Local emergency response team)</li> </ul>  | Face to face Course manual     | Every 4 years | Executive Director Medical Services, SALHN |
|  | Paediatric Resuscitation (Resus 4 Kids or equivalent)* |  | All Medical, Nursing & Midwifery workers in ICCU, Paediatrics, PACU, Anaesthetics and ED (excludes interns and temp junior staff in training)  | Face to face and e-learning    | Every 2 years | Executive Director Medical Services, SALHN |
|  | Advanced Paediatric Life Support (or equivalent)*      |  | Paediatric Registrars and Consultants  | Face to face                   | Every 5 years | Executive Director Medical Services, SALHN |

|  |  |                      |   |   |                                |               |  |
|--|--|----------------------|---|---|--------------------------------|---------------|--|
|  |  | Newborn Life Support | SA Health Perinatal<br>Emergency Education<br>Strategy Policy<br>Directive 2018 | All Medical, Nursing &<br>Midwifery staff<br>in AWHS, 4SMG, SMGP,<br>4C, BAS, NNU, WAS**<br>(excludes interns and temp<br>junior staff in training) | Face to face and<br>e-learning | Every 2 years | Executive<br>Director Medical<br>Services, SALHN |
|--|--|----------------------|---|---|--------------------------------|---------------|--|

\*Equivalent courses need approval from SALHN Resuscitation Subcommittee/SALHN Deteriorating Patient (Standard 8) Committee

\*\*AWHS: Ambulatory Women's Health Service (incorporates Maternity Outreach Service and Women's Health clinics at FMC and NH. SMGP: Southern Midwifery Group Practice. WAS: Women's Assessment Service.

Additional accreditation requirements will be as per individual unit and respective College requirement.

## SALHN Mandatory Training Schedule (Cont.)

The following courses are not mandatory but are highly recommended. *(Recommended courses will be listed in each category 'tile' on SAH Education)*

| Course  | Targeted employees   | Mode of delivery                                      | Frequency  | Responsible Officer                               |
|---|--|---|--|---|
| Respectful Behaviours   | All employees  | SAH Education (Moodle)                                | On commencement  | Chief Workforce Officer, SALHN                    |
| Introduction to preventing and responding to challenging behaviour                | All employees (apart from those nominated in the 'Mandatory' section)  | SA Health Digital Media via SAH Education (Moodle)    | On commencement  | Executive Director Nursing and Midwifery SALHN    |
| Managing actual and potential aggression (Foundation course)                      | Medical, Nursing and Allied Health workers in the Emergency Department   | Face to face  | On commencement and then 2 yearly Foundation course refresher training                                       | Executive Director Nursing and Midwifery SALHN    |
| Introduction to Information Sharing Guidelines for Promoting Safety and Wellbeing | All employees  | SAH Education (Moodle)                                | On commencement  | Executive Director Finance and Corporate Services |
| Manual Tasks Theory   | All employees.   | SAH Education (Moodle)                                | It is recommended that this is undertaken annually, following the initial session undertaken on commencement | Workfit Services SALHN                            |
| Minimising Restrictive Practices  | All clinical staff (medical, nursing, allied health) in Mental Health Services. Clinical staff in ED, AMU, Myles Ward, and GEM wards | Link to WCHN Digital Media via SAH Education (Moodle) | On commencement and every 2 years  | Co-Director Mental Health Services                |
| Introduction to Cardiometabolic Syndrome  | All clinical nursing staff in Mental Health Services   | SAH Education (Moodle)                                | On commencement  | Co-Director Mental Health Services                |
| High Risk Medicines - Clozapine   | All clinical nursing and medical staff in Mental Health Services   | Link to WCHN Digital Media via SAH Education (Moodle) | On commencement and every 3 years  | Co-Director Mental Health Services                |

|  |   |  |   |  |
|--|---|--|---|--|
| Advanced MAPA – 1 day course                               | All clinical staff working in Acute in-patient Mental Health Units/Services   | Face to Face and booked via SAH Education (Moodle) | 2 yearly after attendance at MAPA Foundation (1 day course) | Co-Director Mental Health Services         |
| Connecting with people –suicide response Part 1 and Part 2 | All clinical staff in Mental Health Services  | Face to Face and booked via SAH Education (Moodle) | On commencement   | Co-Director Mental Health Services         |
| Aseptic Technique Theory                                   | All Medical, Nursing & Midwifery workers.<br>All Allied Health workers in clinical roles which involve performing procedures with invasive devices. | SAH Education (Moodle)                             | On commencement and every 3 years                           | Executive Director Medical Services, SALHN |