

Training subject	Requirement	Targeted employees	Delivery mode	Frequency	Training sponsor	Report coordinator*
1. ALL STAFF TO COMPLETE...						
Aboriginal cultural learning Mandatory requirement	Department for Health and Ageing Reconciliation Action Plan June 2017 – June 2019	All employees and volunteers	Online via SAH Education	During induction	Aboriginal Workforce manager	EA RCO
Aboriginal cultural awareness - Face to Face <u>Not mandatory</u> but encouraged to attend after induction. THIS TRAINING IS CURRENTLY UNDER REVIEW	DASSA Executive Determination	All employees and volunteers	Face to face, with sessions scheduled and advertising periodically.		Aboriginal Workforce manager	EA RCO
Code of Ethics for the South Australian Public Sector	SA Health Policy	All employees and volunteers	Online via SAH Education	During induction	Director RCO	EA RCO
COVID-19 stopping the spread in the workplace	SA Health Policy	Not required if you have completed annual hand Hygiene mandatory training	Online via SAH Education	Immediately for those who have not completed Mandatory Hand Hygiene module	Director RCO	EA RCO
Disability awareness	SA Health Policy	All employees and volunteers	Online via SAH Education	During induction	Director RCO Report from WCHN	EA RCO

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Emergency and fire safety	Work Health and Safety Act 2012 and SA Legislation	All employees and volunteers	Online via SAH Education	During induction Then annually.	Business services	Business services EA RCO
Hand hygiene	SA Health Policy Directive SA Health Clinical Guideline NSQHS Standard 3	All employees and volunteers	Online via SAH Education Allied Health Medical Non-clinical Nursing	All staff During induction Then Annually for all staff	IC Consultant	EA RCO
Inclusive Communities Benefit Everyone	DASSA Executive Group Directive	All employees	Online via SAH Education	During induction	Director RCO	EA RCO
Information asset classification	SA Health Policy Directive	All employees	Online via SAH Education	During induction	Business Services	EA RCO
Information sharing guidelines for promoting wellbeing for service providers and supervisors (second part only)	SA Health Policy Directive	All employees	Online via SAH Education	During induction	SQ&RM consultant	EA RCO
Manual tasks at work	SA Health Policy Directive	<u>Theory</u> All employees & volunteers <u>Practical</u> Face to face Withdrawal Services and or as directed by manager	Online via SAH Education	During induction Face to Face for high risk areas Then every two years for WS.	Manager Withdrawal Services	EA RCO
Partnering with consumers and the community (Consumer centred care)	SA Health Directive	All staff	Online via SAH Education	During induction	CPP Coordinator	EA RCO
Community partnerships program	SA Health Framework for Partnering with	All staff	Face to face email	Within six months of employment.	CPP coordinator	EA RCO

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	Consumers and the Community NSQHS Standard 2 – Partnering with consumers		dassacpp@health.sa.gov.au			
Patient Incident Management and Open Disclosure	SA Health Directive	All staff	Online via SAH Education	During induction	Director RCO	EA RCO
STAGE1-ONLINE Prevention and de-escalation of challenging behaviours	SA Health Directive	All staff	Online via SAH Education Stage 1 (at induction).	During induction	Director RCO	EA RCO
STAGE 2 - FACE 2 FACE MAPA: Management of Actual and Potential Aggression (stage 2 of Prevention and de-escalation of challenging behaviours)	SA Health Directive DASSA	Clinical and front line administrative staff working within Clinical Areas	Stage 2 The MAPA face to face training.	Full day training - after induction if not completed previously Half day refresher for those who have completed the 1 day MAPA training (every 2 years)		
Risk management	SA Health Risk Management Policy	All managers (staff encouraged to undertake)	Online via SAH Education	During induction	SQ&RM consultant	EA RCO
SA Health Records management	DASSA	All staff	Online via SAH Education	During induction	Business services	EA RCO
WHS basics for workers	Work Health and Safety Act 2012 and SA Legislation	All employees and volunteers	Online via SAH Education Included in the Induction and orientation documentation process checklist with Manager	During induction	Filio Vogiatzis	EA RCO
White Ribbon Training	SA Health Directive	All employees and volunteers	Online via SAH Education	During induction	Director RCO	EA RCO

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2. CLINICAL STAFF (and where required non clinical) ADDITIONAL MANDATORY TRAINING						
Aseptic Technique (Theory) -	SA Health, IC standards	Medical officers & Withdrawal Services Nursing only	Online via SAH Education	During induction	Director RCO	EA RCO
Basic Life Support (BLS)(previously called CPR)	DASSA Executive Determination Medical and Nursing credentialing	All clinical staff and those administrative staff who have contact with clients	<p>Stage 1 BLS theory - online via SAH Education</p> <p>Stage 2 Face to face practical session – book into a session * Help with making bookings</p>	Annual accreditations – use the module for the current year	BLS coordinators- Lauren Caputo & Amanda Kennedy	EA RCO
Advanced Life Support	SALHN and DASSA Clinical Governance	WS Nursing staff Senior Medical officers and Addiction Medicine Consultant	Face to Face via St Johns ALS program delivered at DASSA (unless applied for external attendance) certificate to be provided to EA RCO for RPL	Bi- Annual	Dedicated St Johns sessions via WS	WA RCO
Child safe environments and mandatory reporting	SA Health Policy Directive Children's Protection Act 1993 Repealed by Children and Young People (Safety) Act 2017	All clinical staff (medical, nurses, and classifications with direct client care responsibilities)	Online via SAH Education	During induction Then every three years.	DCP coordinator	EA RCO
Family sensitive practice	DASSA Executive Determination	All clinical staff Medical, nurses, and classifications with direct client care responsibilities	Face to Face Booked through SAH Education	Within 12 months of employment.	DCP coordinator	EA RCO
Medication safety (includes drug calculations)	*NSQHSS *AHPRA Registration	All nursing staff	Online via SAH Education	During induction then annual accreditation	Manager Withdrawal Services	EA RCO

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				(use the current year module) .										
SA Health remote or isolated work health and safety (WHS)	Work Health and Safety Act 2012 and SA Legislation SA Health WHSIM Training Framework	Country staff and APY Lands staff	Online via SAH Education It is a requirement to complete the survey monkey questionnaire on completion of each eLearning module. See instructions for survey monkey questions 2, 3 and 5 below: <table border="1" data-bbox="981 507 1326 1157"> <thead> <tr> <th>Survey Monkey Question</th> <th>Instruction what to enter or select.</th> </tr> </thead> <tbody> <tr> <td>Question 2: select your local Health Network</td> <td>Department for Health and Ageing</td> </tr> <tr> <td>Question 3: Please enter your Health Service e.g. SADS, RAH, LMH, FMC</td> <td>System Performance and Service Delivery</td> </tr> <tr> <td>Question 5: What is your Department / Ward / Work area?</td> <td>Drug and Alcohol Services SA</td> </tr> </tbody> </table>	Survey Monkey Question	Instruction what to enter or select.	Question 2: select your local Health Network	Department for Health and Ageing	Question 3: Please enter your Health Service e.g. SADS, RAH, LMH, FMC	System Performance and Service Delivery	Question 5: What is your Department / Ward / Work area?	Drug and Alcohol Services SA	Once every 2 years.	WHS Consultant - Filio Vogiatzis	EA RCO
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3. CLINICAL SUPERVISORS														
Clinical supervision in practice	Sa Health Policy DASSA CP	Clinical Staff undertaking Clinical Supervision	Online via SAH Education	During induction	Director RCO	EA RCO								

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Advanced clinical supervision	Sa Health Policy DASSA CP	Clinical Staff undertaking Clinical Supervision	Online via SAH Education	During induction	Director RCO	EA RCO
Fundamentals of clinical supervision (not mandatory)	Optional	Clinical Staff undertaking Clinical Supervision	Online via SAH Education	During induction	Director RCO	EA RCO

4. DIRECTORS , MEDICAL OFFICERS, MANAGERS

Reporting deaths to the coroner (via this website - induction or once off)	SA Health Directive DASSA	All Medical Officers Directors, Managers	Online via SAH Education	As delegated	Director RCO	EA RCO
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5. MANAGERS/SUPERVISORS ADDITIONAL MANDATORY TRAINING

WHS - managers and supervisors	Work Health and Safety Act 2012 and SA Legislation SA Health WHSIM Training Framework	Managers and supervisors	Online via SAH Education It is a requirement to complete the survey monkey questionnaire on completion of each eLearning module. See instructions for survey monkey questions 2, 3 and 5 below: <table border="1" data-bbox="981 1034 1326 1441"> <thead> <tr> <th>Survey Monkey Question</th> <th>Instruction what to enter or select.</th> </tr> </thead> <tbody> <tr> <td>Question 2: select your local Health Network</td> <td>Department for Health and Ageing</td> </tr> <tr> <td>Question 3: Please enter your Health Service e.g. SADS, RAH,</td> <td>System Performance and Service Delivery</td> </tr> </tbody> </table>	Survey Monkey Question	Instruction what to enter or select.	Question 2: select your local Health Network	Department for Health and Ageing	Question 3: Please enter your Health Service e.g. SADS, RAH,	System Performance and Service Delivery	Once every 3 years.	WHS Consultant - Filio Vogiatzis	EA RCO
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			LMH, FMC Question 5: What is your Department / Ward / Work area?			
	Drug and Alcohol Services SA					
WHS Injury Management for - managers and supervisors	Work Health and Safety Act 2012 and SA Legislation SA Health WHSIM Training Framework	Managers and supervisors	Online via SAH Education It is a requirement to complete the survey monkey questionnaire on completion of each eLearning module. See instructions for survey monkey questions 2, 3 and 5 above	During induction Once every 3 years.	WHS Consultant - Filio Vogiatzis	EA RCO
6. DIRECTORS AND RELIEVING DIRECTORS						
WHS defined officers Training	Work Health and Safety Act 2012 and SA Legislation SA Health WHSIM Training Framework	Directors and staff identified by Directors that may undertake defined officer duties during director leave.	Online via SAH Education	During induction and every 3 years	WHS Consultant - Filio Vogiatzis	WHS Consultant - Filio Vogiatzis
7. APPOINTED POSITIONS (Delegated positions requiring the mandatory training)						
Introduction to Objective Training	SA Health Directive	DELEGATED STAFF WHO REQUIRE ACCESS TO OBJECTIVE	Online via SAH Education Certificate to be provided to EA RCO for RPL	As delegated	Business services	EA RCO
First aid	First Aid in the Workplace, Code of Practice 2012 Work Health and Safety Act 2012	ELECTED First Aider Officers	Face to face St Johns Red Cross Certificate to be provided to EA RCO for RPL	Prior to commencement, then once every three years.	Business Services	Business Services EA RCO
Health and Safety	Work Health and	Elected Health and Safety	Face to face	Within six-	WHS	WHS

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Reps Lvl 1-3.	Safety Act 2012 and SA Legislation	Representatives	Certificate to be provided to EA RCO for RPL	months of commencement, then annually as per legislation.	Consultant - Filio Vogiatzis	Consultant - Filio Vogiatzis EA RCO
Mental Health First Aid Training	SA Health Worker Health, Wellbeing and Fitness for Work Policy Directive SA Modern Public Sector Enterprise Agreement Salaried 2017 (clause 19.6) HSRs and First Aid Officers are given priority to participate in the Mental Health First Aid Training	First Aid officers/ HSR's and or designated staff	Face to face Must be delivered by an accredited trainer see link below https://mhfa.com.au/instructors Certificate to be provided to EA RCO for RPL	At commencement of role, previous course attendance can be accepted. With half day refresher encouraged every 3 years.	Business Services	Business Services EA RCO
Emergency and fire safety	Work Health and Safety Act 2012 and SA Legislation	Emergency Officers	Face to face Certificate to be provided to EA RCO for RPL	Annually	Business services	Business services EA RCO
Simple Procurement Processes Training	SA Health Policy	Delegated staff only	For booking details CLICK HERE Certificate to be provided to EA RCO for RPL	As required	Business services	Business services EA RCO