


## SALHN Mandatory Training Schedule – April 2022



**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/ Program Owner
 <b>Standard 1: Clinical Governance</b>	Corporate orientation (half-day)	SA Health Induction and Orientation Policy	All employees	SAH Education (Moodle)	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 for Managers & Supervisors	WH&S Act 2012	Managers, Supervisors and Team Leaders	Face to face	On Commencement and every 3 years	Manager WH&S & IM Services SALHN
	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

	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) SAH Education (Moodle) 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/ Program Owner	
	<b>Standard 2: Partnering with 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 SAH Education (Moodle)	On commencement only On commencement and every 3 years	Manager Consumer Engagement SALHN
	<b>Standard 3: Preventing and Controlling Healthcare Associated 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 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 Clinical Directive	All Medical, Nursing & Midwifery workers. 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
		Aseptic Technique Theory			SAH Education (Moodle)		





**Standard 4:  
Medication  
Safety**

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
Get it right: taking the best possible medication history	NSQHS Standard 4	All nursing and allied health staff in clinical roles within Community Mental Health	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




**Standard 5  
Comprehensive  
Care**

Introduction to preventing and responding to challenging behaviour	Preventing and Responding to Challenging Behaviour Policy Directive	All employees a in Mental Health Services, ED, Specialised Advanced Dementia Unit and Patient and Family Representatives	SA Health Digital Media via SAH Education (Moodle)	On commencement only Except annually for employees in Mental Health Services	Executive Director Nursing and Midwifery SALHN
Safety Intervention Foundation Training (Theory only)		All administrative staff employed within frontline clinical areas of Mental Health Services	SA Health Digital Media via SAH Education (Moodle)	On commencement and then 2 yearly	Executive Director Nursing and Midwifery SALHN
Safety Intervention Foundation Training		Medical, Nursing and Allied Health workers in Mental Health Services and , Specialised Advanced Dementia Unit. All PSA staff within RNBU.	Face to face	On commencement and then 2 yearly Safety Intervention Foundation Refresher training	Executive Director Nursing and Midwifery SALHN
Safety Intervention Advanced Training		All nursing staff working within high-risk areas in Mental Health Services including Mental Health ED at FMC and Noarlunga, Margaret Tobin Centre (5H/5K/5J), Morier Ward/Morier HDU, RNBU, Short Stay Unit, Southern	Face to Face	On commencement following completion of Safety Intervention Foundation Training, and then 2 yearly	Executive Director Nursing and Midwifery SALHN

				Intermediate Care Centre, Ward 18V General/HDU.  Clinicians within the Code Black Team			
	<b>Standard 6: Communicating for Safety</b>	Clinical Handover	NSQHS Standard 6  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/ Program Owner
 <p><b>Standard 8: Recognising and Responding to Acute 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 (excludes interns and temp junior staff in training) 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</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 Emergency Education Strategy Policy Directive 2018	All Medical, Nursing & Midwifery staff in AWHS, 4SMG, SMGP, 4C, BAS, NNU, WAS** (excludes interns and temp junior staff in training)	Face to face and e-learning	Every 2 years	Executive Director Medical Services, SALHN
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\*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) All volunteers in Mental Health Services	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, Specialised Advanced Dementia Unit, 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