




DASSA Mandatory Training Schedule – June 2023


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. Staff are able to undertake any of this training on a voluntary basis, even if they are not listed under the mandatory learning.



NSQHS	Training subject	Requirement	Targeted employees, volunteers, or community representatives.	Delivery mode	Frequency	Training sponsor	Report coordinator*
Standard 1: Clinical Governance 	Child safe environments and mandatory reporting	SA Health Policy Directive Children’s Protection Act 1993 Repealed by Children and Young People (Safety) Act 2017	Targeted clinical staff including <ul style="list-style-type: none"> • Obstetric staff • DCP coordinator • Homeless sector coordinator • ACP • ADIS 	Online via SAH Education	During induction Then every three years.	DCP coordinator	EA RCO
	Clinical supervision in practice	Sa Health Policy DASSA CP	Clinical Staff undertaking Clinical Supervision	Online via SAH Education	During induction	Director RCO	EA RCO
	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
	Code of Ethics for the South Australian Public Sector	Public Sector Act 2009	All employees, volunteers or community representatives	Online via SAH Education	During induction	Director RCO	EA RCO
	Disability awareness	SA Health Policy	All employees, volunteers or	Online via SAH Education	During induction	Director RCO Report from	EA RCO



NSQHS	Training subject	Requirement	Targeted employees, volunteers, or community representatives.	Delivery mode	Frequency	Training sponsor	Report coordinator*
Standard 1: Clinical Governance 			community representatives			WCHN	
	Emergency and fire safety	Work Health and Safety Act 2012 and SA Legislation	All employees, volunteers or community representatives	Online via SAH Education	During induction Then annually.	Director Business services	EA RCO & Business services
	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
	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.	Director Business Services	Business Services EA RCO
	Health and Safety Reps Lvl 1-3.	Work Health and Safety Act 2012 and SA Legislation	Elected Health and Safety Representatives	Face to face Certificate to be provided to EA RCO for RPL	Within six-months of commencement, then annually as per legislation.	WHS Consultant - Filio Vogiatzis	WHS Consultant - Filio Vogiatzis EA RCO
	Information asset classification	SA Health Policy Directive	All employees	Online via SAH Education	During induction	Director 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
	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	Director Business services	EA RCO

NSQHS	Training subject	Requirement	Targeted employees, volunteers, or community representatives.	Delivery mode	Frequency	Training sponsor	Report coordinator*			
Standard 1: Clinical Governance 	Manual tasks at work - Theory	SA Health Policy Directive	All employees, volunteers or community representatives	Online via SAH Education	During induction	Director RCO	EA RCO			
	Manual tasks at work - Practical	SA Health Policy Directive	Face to face Withdrawal Services.	Face to face – DASSA trainer	every 2 years	Manager Withdrawal Services	EA RCO			
	My Health Record		Medical Officers	Online	On induction	Office State Director	EA RCO			
	Patient Incident Management and Open Disclosure	SA Health Directive	All employees	Online via SAH Education	During induction	Director RCO	EA RCO			
	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			
	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 employees	Online via SAH Education	During induction	Business services	EA RCO			
	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="1164 1268 1512 1436"> <thead> <tr> <th>Survey Monkey Question</th> <th>Instruction what to enter or select.</th> </tr> </thead> <tbody> <tr> <td>Question 2: select your</td> <td>Department for Health</td> </tr> </tbody> </table>	Survey Monkey Question	Instruction what to enter or select.	Question 2: select your	Department for Health	Once every 2 years.	WHS Consultant - Filio Vogiatzis
Survey Monkey Question	Instruction what to enter or select.									
Question 2: select your	Department for Health									




NSQHS	Training subject	Requirement	Targeted employees, volunteers, or community representatives.	Delivery mode	Frequency	Training sponsor	Report coordinator*
Standard 1: Clinical Governance 				local Health Network 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			
	Simple Procurement Processes Training	SA Health Policy	Delegated staff only (Who, What delegation level?)	For booking details CLICK HERE Certificate to be provided to EA RCO for RPL	As required	Director Business services	Business services EA RCO
	WHS basics for workers	Work Health and Safety Act 2012 and SA Legislation	All employees, volunteers or community representatives	Online via SAH Education Included in the Induction and orientation documentation process checklist with Manager	During induction	Filio Vogiatzis	EA RCO
	WHS - managers and supervisors	Work Health and Safety Act 2012 and SA Legislation SA Health	Managers and supervisors	Online via SAH Education It is a requirement to complete the survey monkey questionnaire on completion of each eLearning module.	Once every 3 years.	WHS Consultant - Filio Vogiatzis	EA RCO

NSQHS	Training subject	Requirement	Targeted employees, volunteers, or community representatives.	Delivery mode	Frequency	Training sponsor	Report coordinator*								
<p>Standard 1: Clinical Governance</p> 		WHSIM Training Framework		<p>See instructions for survey monkey questions 2, 3 and 5 below:</p> <table border="1" data-bbox="1167 424 1514 1074"> <thead> <tr> <th data-bbox="1167 424 1344 523">Survey Monkey Question</th> <th data-bbox="1344 424 1514 523">Instruction what to enter or select.</th> </tr> </thead> <tbody> <tr> <td data-bbox="1167 523 1344 663">Question 2: select your local Health Network</td> <td data-bbox="1344 523 1514 663">Department for Health and Ageing</td> </tr> <tr> <td data-bbox="1167 663 1344 868">Question 3: Please enter your Health Service e.g. SADS, RAH, LMH, FMC</td> <td data-bbox="1344 663 1514 868">System Performance and Service Delivery</td> </tr> <tr> <td data-bbox="1167 868 1344 1074">Question 5: What is your Department / Ward / Work area?</td> <td data-bbox="1344 868 1514 1074">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			
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														
	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								

NSQHS	Training subject	Requirement	Targeted employees, volunteers, or community representatives.	Delivery mode	Frequency	Training sponsor	Report coordinator*
Standard 1: Clinical Governance 	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
	White Ribbon Training	SA Health Directive	All employees, volunteers or community representatives	Online via SAH Education	During induction	Director RCO	EA RCO
Standard 2: Partnering with Consumers 	Aboriginal cultural awareness - Face to Face	SA Health Aboriginal Cultural Learning Framework	All employees, volunteers or community advisory council members	Face to face, with sessions scheduled and advertising periodically.	<u>Not mandatory</u> but encouraged to attend after induction -	Manager Aboriginal Community Engagement	EA RCO
	Aboriginal cultural learning Mandatory requirement	SA Health Aboriginal Cultural Learning Framework	All employees, volunteers or community advisory council members	Online via SAH Education	During induction	Manager Aboriginal Community Engagement	EA RCO
	Community partnerships program	SA Health Framework for Partnering with Consumers and the Community	All employees, volunteers or community advisory council members	Face to face DASSA trainer email dassacpp@health.sa.gov.au	Within six months of employment.	CPP coordinator	EA RCO
	Emergency Officer (Fire Warden)	Work Health and Safety Act 2012 and SA Legislation	Emergency Officers	Face to face Certificate to be provided to EA RCO for RPL	Annually	Director Business services	Business services EA RCO
	Inclusive Communities Benefit Everyone	DASSA Executive Group Directive	All employees	Online via SAH Education	During induction	Director RCO	EA RCO

NSQHS	Training subject	Requirement	Targeted employees, volunteers, or community representatives.	Delivery mode	Frequency	Training sponsor	Report coordinator*
Standard 2: Partnering with Consumers 	Partnering with consumers and the community (Consumer centred care)	SA Health Directive	All employees, volunteers or community advisory council members	Online via SAH Education	During induction	CPP Coordinator	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.	Director Business Services	Business Services EA RCO
Standard 3: Preventing and Controlling Healthcare Associated Infection 	Hand hygiene	SA Health Hand Hygiene Policy Directive	All employees, volunteers or community advisory council members	Online via SAH Education Allied Health Medical Non-clinical Nursing	All staff During induction Then Annually for all staff	IC Consultant	EA RCO
	Aseptic Technique (Theory) -	SA Health, IC standards	Clinical nurses and medical officers	Online via SAH Education	During induction	Director RCO	EA RCO
	Aseptic Technique (Manual) -	SA Health, IC standards	Clinical nurses and medical officers	Face to face by DASSA trainer	Commencement and every	Director RCO	EA RCO

NSQHS	Training subject	Requirement	Targeted employees, volunteers, or community representatives.	Delivery mode	Frequency	Training sponsor	Report coordinator*
					3 years		

<p>Standard 5 Comprehensive Care</p> 	<p>Prevention and de-escalation of challenging behaviours</p> <p>Safety intervention Foundation training - FACE to FACE</p>	<p>Preventing and Responding to Challenging Behaviour Policy Directive</p>	<p>All employees</p> <p>Clinical and front line administrative staff working within Clinical Areas</p>	<p>Online via SAH Education</p> <p>face to face training via DASSA trainer</p> <p>RPL from MAPA training or other LHN training</p>	<p>During induction</p> <p>Full day training - after induction</p> <p>Half day refresher if full day completed</p>	<p>Director RCO</p> <p>Director RCO</p>	<p>EA RCO</p> <p>EA RCO</p>
<p>Standard 4 : Medication Safety</p> 	<p>Medication safety (includes drug calculations)</p>	<p>*NSQHSS</p> <p>*AHPRA Registration</p>	<p>All nursing staff</p>	<p>Online via SAH Education</p>	<p>During induction then annual accreditation (use the current year module)</p>	<p>Manager Withdrawal Services</p>	<p>EA RCO</p>
<p>Standard 8: Recognising and Responding to Acute Deterioration</p> 	<p>Basic Life Support (BLS)</p>	<p>DASSA Executive Determination Medical and Nursing credentialing</p>	<p>All clinical staff and those administrative staff who have contact with clients</p>	<p>Stage 1 BLS theory - online via SAH Education</p> <p>Stage 2 Face to face practical session – DASSA trainer</p> <p>Book via Moodle</p>	<p>Annual accreditations – use the module for the current year</p>	<p>DASSA Trainers (coordinated by who?)</p>	<p>EA RCO</p>