



Centre for Education
and Workforce Development



What's on 2018 January to June Course Handbook



Health
Sydney
Local Health District

DIRECTOR'S MESSAGE

I am pleased to present the first installment of the *CEWD Course Handbook 2018 (January-June)*. All courses and programs are now open for enrollment via the Learning Management System (My Health Learning).

We continue to offer an extensive range of courses and programs to meet the needs of all segments of the SLHD workforce and to support the provision of patient and family centred care.

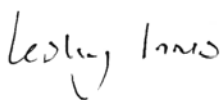
Please contact us if you have any specific education requests that you would like to discuss further. We can also provide managers and educators with support in both conducting an educational needs analysis in the workplace and developing strategies to address identified needs.

Visit the CEWD website for up to date information about all of our services and educational initiatives.

Internet: <http://www.slhd.nsw.gov.au/cewd>

Intranet: http://slhd-intranet.sswahs.nsw.gov.au/CEWD_SLHD

It's your career, your opportunities and your development



Lesley Innes

Director, Centre for Education and Workforce Development

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INTRODUCTION

Our Model

Our education model is comprised of seven domains that are aligned to the strategic direction of SLHD. Courses and programs are grouped under the domains so that staff can easily find courses to suit their career needs and goals. The domains are interdependent: education and training in one domain will have an impact on knowledge and understanding in another domain.



- Governance** - Working with you to provide safe, high quality services.
- Engagement** - Supporting patient and family centred care through education.
- Innovation** - Building a health workforce that delivers excellence in healthcare today and for generations to come.
- Management and Leadership** - Building confidence, supporting our managers and leaders to manage our health services well.
- Clinical Skills** - Assisting you to develop the clinical skills that you need to be safe, effective practitioners.
- Education and Research** - A culture of learning, education and research to inspire others and drive innovation in healthcare.
- Technical Skills** - Delivering non-clinical skills that are important for our health service.

Our Partners

Education and training in SLHD is delivered in collaboration with various partners and subject matter experts. We are very grateful for the contribution that these services and individuals make to the development of the SLHD workforce. Our partners include:

Internal Partners

- Governance Unit
- Clinical Redesign Unit
- Clinical Research Centre
- SLHD subject matter experts
- Child Protection
- Workforce Services
- Sydney South West Surgical Skills Network
- Nursing and Midwifery Directorate
- Allied Health Directorate
- Medical Directorate
- Sydney Dental Hospital
- Employee Assistance Program
- Aboriginal Health.

Other Partners

- NSW Health RTO Office
- NSW Health Education Centre Against Violence
- Justice Health
- Yarn'n Aboriginal Employment Services
- NSW Ministry of Health
- Health Education and Training Institute
(CEWD collaborates with HETI in a number of ways, we also contribute significant resources under the District HETI Education Model. This has supported the development of an extensive suite of State-wide online learning modules and other educational resources).
- LHDs and Networks
- Department of Education.

Your Learning Management System (LMS)

The State-wide LMS (My Health Learning) has been implemented in all public hospitals across NSW. At a State level this system is managed and supported by eHealth NSW with governance being provided by HETI. Local management of the LMS is provided by CEWD. As a result of this system being implemented across NSW Health, your training transcript will move with you if you transfer into a different LHD or specialty network.

When you log onto the LMS you will have access to your training dashboard that will provide information about mandatory training that is due and any upcoming courses that you have enrolled in. The LMS is accessible via the CEWD website. You need to use your Staff Link username and password when logging on to the LMS.

NSW Health Registered Training Organisation (RTO)



CEWD is a major delivery site for the NSW Health RTO. As such we have the ability to award qualifications ranging from Certificate III to Graduate Diploma level. The key benefits of undertaking these qualifications are that they build on existing skills and knowledge, provide on the job training and well defined career and study pathways.

Nationally recognised courses are indicated in this handbook by the Nationally Recognised Training logo.

MANDATORY TRAINING

Every employee of NSW Health is required to complete mandatory training based on their role within the organisation.

Allocations for each professional group are detailed in the NSW Health Mandatory Training Matrix. A link to this matrix can be found on the CEWD website.

When employees log on to the Statewide LMS (My Health Learning) their training dashboard will indicate which courses are mandatory and require completion. These will be indicated with either a red flag (training allocated at a State level based on occupation) or a blue flag (training which has been allocated as mandatory by SLHD).

The vast majority of mandatory training is available online however there are some face to face courses that individual employees need to book in for. Examples of this include (but is not limited to): fire safety training, basic life support and manual handling training. Each facility runs mandatory training sessions on site for their staff. Please visit the CEWD website for more information about these sessions.

ORIENTATION

SLHD has a robust orientation program which is designed to ensure that all new staff are 'work ready' and have a good understanding of what is expected of them as employees of SLHD. There are three core components to orientation:

- 1. Online orientation**
- 2. Facility orientation**
- 3. Departmental orientation**

Nurses and midwives are also required to attend an additional day of orientation. We now have an online booking system for facility orientation that can be accessed via the CEWD website under the orientation tab. More information about the orientation requirements, including scheduled dates for facility orientation, can be found on the CEWD website.

QUALIFICATIONS



There are a range of Nationally Recognised Qualifications that you can complete through CEWD. Some of these qualifications are considered to be an entry point to employment in the health workforce. For more detailed information about any of the qualifications listed below, including intake and application dates, please visit the CEWD website.

HLT32507 Certificate III in Health Services Assistance

Target Audience: People with an interest in entering the nursing workforce under traineeships.

HLT51612 Diploma of Nursing

Target Audience: Non-SLHD employees with an interest in entering the nursing workforce, or SLHD employees who are interested in progressing a nursing career

Cost: Sponsorship available, an administration fee is charged.

10458NAT Graduate Diploma of Essential Surgical Skills

Target Audience: Doctors with an interest in a surgical career.

Cost: Fees apply, please see CEWD website for more information.

HLT37315 Certificate III in Health Administration (Clinical Coding)

Target Audience: People with an interest in becoming a clinical coder.

Cost: Fees apply, please see CEWD website for information.

BSB41415 Certificate IV in Work Health and Safety

Target Audience: Staff who take responsibility for WHS activities in the workplace.

HLT37315 Certificate III in Health Administration (Clinical Support Officers)

Target Audience: Administrative staff.

BSB40515 Certificate IV in Business Administration

Target Audience: Administrative staff.

BSB42015 Certificate IV in Leadership and Management

Target Audience: Actual and aspiring supervisors and team leaders.

Cost: Free for SLHD employees.

BSB51915 Diploma of Leadership and Management

Target Audience: Managers or aspiring managers.

BSB51415 Diploma of Project Management

Target Audience: Staff involved in the management and delivery of projects in their workplace.

Cost: Free for SLHD employees.

PROGRAMS

CEWD coordinates a number of development programs that run over 6-12 months. These programs aim to up skill staff in their existing positions and prepare them for career progression within SLHD. **For further information about any of the programs listed below please visit the CEWD website.**

Transition into Nursing and Midwifery Practice Programs

These programs are available for registered nurses and midwives who are newly employed in speciality services. Programs are coordinated and delivered by CEWD staff in collaboration with frontline clinical experts and the Directors of Nursing and Midwifery Services.

For more information please contact the transition program coordinators:

Mental Health Transition Program

Program Coordinator: Etienne Kitto,
etienne.kitto@health.nsw.gov.au

Emergency Nursing Transition Program

Program Coordinator: Martin Robinson,
martin.robinson@health.nsw.gov.au

Concord Critical Care Rotation Program

Program Coordinator: Karina Griffiths,
karina.griffiths@health.nsw.gov.au

CEWD also provides a comprehensive general new graduate nursing and midwifery program at each facility in SLHD.

Development Programs

Clinical Nurse Educator Professional Development Program

This program is for existing SLHD CNE/CME staff; this program aims to provide participants with the knowledge, skills and tools to perform the role of a clinical educator. Participants must complete Teaching on the Run prior to enrolment.

Program Coordinator: Nigel Cronin,
nigel.cronin@health.nsw.gov.au

Leaders of the Future

This interprofessional program is for junior clinicians who have leadership potential and would like to start shaping their career in SLHD. Participants will be expected to complete workplace activities over the duration of the program.

Program Coordinator: Nigel Cronin,
nigel.cronin@health.nsw.gov.au

2018 EDUCATION ROADSHOW

We would be delighted
if you could join us!

Hospital	Date (10:30am-14:30pm)	Location
Balmain	Monday 12 February	Library
Royal Prince Alfred	Tuesday 13 February	Front Foyer, Level 5
Concord	Wednesday 14 February	Foyer of Cafeteria
Canterbury	Thursday 15 February	Outside Cafeteria
Sydney Dental	Friday 16 February	Staff Lunch Room

This event is a great opportunity for you to find out what courses and programs will be on offer for the coming year.

CEWD staff will also be on hand to discuss your specific learning needs and to assist you with identifying the courses or programs that are appropriate for you. You can also let us know if there are any education gaps or new courses that we should consider running.

If, at any time during the year, you would like a representative from CEWD to come to your department meeting and provide an overview of educational opportunities in 2018 please contact us on:
slhd-cewd@health.nsw.gov.au

It's *your* career, *your* development, *your*
opportunities... it's *your* local health district.

SLHD Education and Training Forum



Save the Date!
Thursday 31 May
2018

This important forum fosters collaboration and innovation between colleagues who play a major role in the delivery of education and training.

For more information on the forum email
SLHD-CEWD@health.nsw.gov.au

FACE TO FACE EDUCATION

The face to face courses listed are scheduled for the first six months of 2018 (January - June). A new calendar and handbook will be issued for courses run in the second half of the year (July - December).

All courses below were correct at the time of printing however unforeseen changes do occur that may impact on rooms, venues or dates of a course/program. Please consult the State-wide LMS via the CEWD website or the CEWD interactive calendar for up to date information about all courses and programs.

CLINICAL SKILLS			
COURSE NAME	2018 DATES	DURATION	LOCATION
AGED CARE AND REHABILITATION			
Rehabilitation – Promoting Optimal Independence	28/02 + 28/03	2 Days	CON
BLOOD AND BLOOD PRODUCT			
Adult Cannulation & Venepuncture - CRGH	22/02, 29/03, 19/04, 17/05	2 1/2 Hours	CON
	16/01, 21/02, 21/03, 12/04, 16/05, 20/06	2 1/2 Hours	RPA
CRITICAL CARE			
Advanced Emergency Practice (AEP)	20/03 + 3/04 + 17/04	3 Days	RPA
	5/06 + 19/06 + 3/07	3 Days	RPA
Advanced Life Support (Level 1)	1/03	1 Day	RPA
	4/04	1 Day	CON
	7/06	1 Day	RPA
Emergency Management of the Seriously Ill Child (EMSIC)	13/02	1 Day	CAN
	1/05	1 Day	CON
Essentials in Emergency Nursing	1/03	1 Day	CAN
	23/05	1 Day	CON
Trauma Nursing	6/02 + 20/02 + 6/03	3 Days	RPA
Triage Nursing	31/01	1 Day	CON

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CLINICAL SKILLS			
COURSE NAME	2018 DATES	DURATION	LOCATION
Triage Nursing	8/05	1 Day	RPA
Tracheostomy Care	11/04	1 Day	CON
	24/05	1 Day	RPA
GENERAL			
Chronic Disease Self-Management	15/05	1 Day	CON
Continence Management	5/06	1 Day	CON
Counselling for Non Counsellors	11/04 + 18/04	2 Days	RPA
Domestic Violence Routine Screening Training	8/02, 6/03, 9/04, 17/05	4 Hours	ROZ
Drug Health Masterclass - Series One	14/03	1 Day	RPA
Health conversations: advance care planning	17/04	1 Day	ROZ
Introduction to Drug Health Nursing	21/02	1 Day	RPA
Mindfulness Grief and Loss for Health Professionals	22/03	1 Day	CCHC
Pain Management	30/04 + 1/05	2 Days	CON
Recognising Delirium – Improving Patient Care for Better Outcomes	6/03	1 Day	RPA
	15/03	1 Day	CON
	31/05	1 Day	CAN
Urinary Catheterisation	13/03	1 Day	CON
MENTAL HEALTH			
Clinical Utility of Standardised Outcome Measures in Mental Health Services	1/02, 5/04, 7/06, 9/06	1 Day	CON
Introduction to management of Borderline Personality Disorder Module 1	8/03, 7/06	1 Day	ROZ

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FACE TO FACE EDUCATION

CLINICAL SKILLS			
COURSE NAME	2018 DATES	DURATION	LOCATION
Introduction to management of Borderline Personality Disorder Module 2	17/04	1 Day	ROZ
State Mental Health Triage AssessmentLine Training	13/02 + 14/02, 15/05 + 16/05	2 Days	ROZ
Mental Health Assessment	5/06 + 6/06	2 Days	ROZ
Suicide Detection, Assessment and Management for Mental Health Clinicians	20/03 + 21/03, 12/06 + 13/06	2 Days	ROZ
Suicide Detection, Assessment and Management for Non Mental Health Clinicians	27/02	1 Day	ROZ
Understanding Mental Illness	14/03, 9/05	1 Day	ROZ
SPECIALITY CLINICAL COURSES			
Diabetes Management	2/05	1 Day	CON
Introduction to Transplant Nursing	28/03	1 Day	RPA
Respiratory Nursing	1/02 + 1/03 + 5/04	3 Days	ROZ
Vascular Nursing Module 1	24/05	1 day	RPA
VIOLENCE PREVENTION AND MANAGEMENT - Please refer to My Health Learning (LMS) for workshop focus			
EDVPM Physical Skills Emergency Department Workshop	28/02, 28/03, 12/04, 10/05, 15/06	1 Day	CON
Violence Prevention and Management - Personal Safety	2/02, 15/02, 23/02, 8/03, 16/03, 6/04, 4/05, 16/05, 24/05, 8/06, 21/06, 29/06	1 Day	CON

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CLINICAL SKILLS			
COURSE NAME	2018 DATES	DURATION	LOCATION
WOMEN AND BABIES			
Diabetes in Pregnancy SCORPIO	9/05	1 Day	RPA
Fetal Welfare Assessment(F) - face to face workshop	20/02, 24/06	1 Day	RPA
	27/04	1 Day	CAN
Obstetric Emergency and Neonatal Resuscitation Training(ONT) - face to face workshop	22/03, 5/04	1 Day	RPA
Perineal Care and Repair for midwives (Beginners)	11/05	3 1/2 Hours	CAN
Perineal Care and Repair (Refresher)	23/03	2 Hours	CAN
Postnatal Workshop	28/06	1 Day	RPA
Speculum Workshop for midwives	16/04	2 Hours	CAN
	3/05	2 Hours	RPA
Supporting the Breastfeeding Relationship - the basics	10/04	1 Day	RPA
WOUND CARE AND PRESSURE INJURY MANAGEMENT			
Graduated Compression Therapy	10/04	4 Hours	CON
Wound Care Module 1	5/03 + 6/03	2 Days	CON
Wound Care Module 2	23/04 + 24/04	2 Days	CON
Wound Cleansing and Debridement	10/04	4 Hours	CON

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FACE TO FACE EDUCATION

EDUCATION AND RESEARCH

COURSE NAME	2018 DATES	DURATION	LOCATION
Critical Analysis of Research Papers - How to appraise specific types of studies I: Randomised trials	20/02	4 Hours	RPA
	27/03	4 Hours	CON
Critical Analysis of Research Papers - How to appraise specific types of studies II: Systematic reviews	2/04	4 Hours	RPA
	3/04	4 Hours	CON
Critical Analysis of Research Papers - How to appraise specific types of studies III: Qualitative studies	14/05	4 Hours	RPA
	15/05	4 Hours	CON
Manual Handling Workplace Assessor Refresher Training	8/02	3 Hours	CON
Manual Handling Workplace Assessor Training	22/01, 22/03	1 Day	CON
	13/02, 11/05	1 Day	RPA
Basic Life Support workplace Trainer	7/02	4 Hours	CON
	22/02, 6/06	4 Hours	RPA
Basic Life Support Workplace Trainer Refresher	27/02	2 Hours	CON
	2/03	2 Hours	RPA
	13/06	2 Hours	RPA
How to setup and run a successful journal club	9/02	4 Hours	RPA
	27/03	4 Hours	CON
Public Speaking and Presentation Skills	11/04	4 Hours	ROZ

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FACE TO FACE EDUCATION

EDUCATION AND RESEARCH

COURSE NAME	2018 DATES	DURATION	LOCATION
Teaching on the Run	7/03 + 14/03 + 21/03	2 1/2 Days	ROZ
	16/04 + 17/04 + 24/04	2 1/2 Days	RPA
	3/05 + 10/05 + 17/05	2 1/2 Days	CON
Critical Analysis of Research Papers - How to appraise specific types of studies I: Randomised trials	20/02	4 Hours	RPA
	27/03	4 Hours	CON
Critical Analysis of Research Papers - How to appraise specific types of studies II: Systematic reviews	2/04	4 Hours	RPA
	3/04	4 Hours	CON
Critical Analysis of Research Papers - How to appraise specific types of studies III: Qualitative studies	14/05	4 Hours	RPA
	15/05	4 Hours	CON

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INNOVATION			
COURSE NAME	2018 DATES	DURATION	LOCATION
Accelerating Implementation Methodology (AIM)	15/02-16/02, 17/05-18/05	2 Days	CON
Introduction to Project Management	22/03, 17/05	1 Day	ROZ

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FACE TO FACE EDUCATION

ENGAGEMENT			
COURSE NAME	2018 DATES	DURATION	LOCATION
Respecting the Difference - Face to Face Training	7/02, 28/02, 10/04, 19/06	3 1/2 hours	CAN
	23/01, 13/02, 13/03, 27/03, 11/05, 15/05, 25/05, 5/06, 7/06, 15/06, 28/06	3 1/2 hours	CON
	25/01, 31/01, 5/02, 14/02, 19/02, 27/02, 15/03, 21/03, 29/03, 13/04, 24/04, 8/05, 23/05, 29/05, 13/06	3 1/2 hours	RPA
	16/04	3 1/2 hours	SDH
PFCC - Strategies to engage and support Carers	22/02	2 hours	CON
	3/05	2 hours	BAL
Managing Patient and Carer Feedback	9/03	2 hours	CON
	20/03	2 hours	SDH
	8/05	2 hours	BAL
	26/06	2 hours	RPA
Cultural Competency Training	15/03	1 Day	CAN
	20/06	1 day	RPA
Essentials of Care - Workshop 1	16/04	1 Day	RPA

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FACE TO FACE EDUCATION

TECHNICAL SKILLS

COURSE NAME	2018 DATES	DURATION	LOCATION
Microsoft 2010 Excel Advanced	10/05	1 day	ROZ
Microsoft 2010 Excel Foundations	27/02, 30/04, 26/06	1 day	ROZ
Microsoft 2010 Excel Intermediate: Formulas, Functions and Lists	15/03, 24/05	3 1/2 hours	ROZ
Microsoft 2010 Excel Intermediate: Pivot tables and Charts	15/03, 24/05	3 1/2 hours	ROZ
Microsoft 2010 Outlook for Efficiency	17/04	3 1/2 hours	ROZ
Microsoft 2010 PowerPoint	11/04	4 hours	ROZ
Microsoft 2010 Word Intermediate	22/02, 7/06	1 Day	ROZ
Work Health & Safety Consultation Training	9/04	1 Day	RPA

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FACE TO FACE EDUCATION

GOVERNANCE

COURSE NAME	2018 DATES	DURATION	LOCATION
ICS in the Hospital Setting	27/03	4 hours	RPA
Major Incident Medical Management and Support Team	20/03	1 Day	RPA
	19/06	1 Day	CON
National Hand Hygiene Initiative Workshop for Auditors	23/02, 27/04, 22/06	4 hours	RPA
	9/03, 11/05	4 hours	CON
Preparing for Surveyor Interviews	28/02, 28/03, 17/04, 23/05	2 hours	ROZ
RCA Awareness training	12/04	1 Day	ROZ

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MANAGEMENT AND LEADERSHIP			
COURSE NAME	2018 DATES	DURATION	LOCATION
Clinical Supervision - Foundations	16/03	1 Day	RPA
	14/06	1 Day	CON
Clinical Supervision for Allied Health Supervisees	27/02	1 Day	RPA
	19/04	1 Day	CON
Promoting Quality Clinical Supervision (intermediate)	11/05	1 Day	ROZ
Work Health & Safety (WHS) for Managers and Supervisors	26/02	1 Day	RPA
	12/04	1 Day	CON
	25/05	1 Day	CAN
Provide workplace coaching – coaching in the workplace	7/02 + 7/03, 20/06 + 11/07	2 Days	ROZ
	6/04 + 4/05	2 Days	RPA
	9/05 + 30/05	2 Days	CON
Challenging conversations	29/01 + 5/02, 20/04 + 27/04	2 Days	ROZ
	26/02 + 27/02, 24/05 + 31/05	2 Days	CON
	22/03 + 23/03, 27/06 + 4/07	2 Days	RPA
Conflict Resolution	20/02, 22/03	1 Day	ROZ
	14/06	1 Day	CON
Group Clinical Supervisor Training (Tier 1)	4/05 + 11/05 + 18/05	3 Days	ROZ
In-charge workshop for registered nurses and midwives	26/04	1 Day	ROZ
Management Efficiency	7/03 + 4/04	2 Days	ROZ

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MANAGEMENT AND LEADERSHIP			
COURSE NAME	2018 DATES	DURATION	LOCATION
Managing Conflicts and Grievances in the Workplace	5/02, 7/06	1 Day	ROZ
	12/04	1 Day	CON
Minute Taking for Beginners	6/03	3 hours	RPA
Preceptor Program	23/03	1 Day	ROZ
Support the recruitment, selection and induction of staff	8/02	1 Day	CON
	3/05	1 Day	ROZ
The Performance Development Process	15/03 + 16/03	2 Days	ROZ
	2/05 + 3/05	2 Days	CON
Mental Health First Aid	15/02 + 2/03, 12/04 + 19/04, 29/05 + 31/05, 21/06 + 28/06	2 Days	ROZ
Facilitation on the Run	8/03	1 Day	CON
Financial Management Essentials (FME) Module 1	15/03 + 26/04	2 Days	ROZ

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ONLINE EDUCATION

All staff members have access to an extensive range of online modules via My Health Learning. To date there are over 700 online modules available that cover a wide range of clinical and non-clinical topics.

Categories include:

- Clinical practice
- Communication and Relationships
- Corporate Governance
- Leadership
- Management
- Orientation
- People, culture and values
- Quality and Safety
- Teaching, training and research
- Technology
- Work Health Safety

New courses are being developed and released continually based on needs identified by Local Health Districts and Speciality Networks.

Please visit [My Health Learning](#) to view the range of online courses available.

ENROLMENT INFORMATION

Cost of Courses and Programs

The majority of courses and programs delivered by CEWD are free of charge for SLHD staff. Competitive rates are charged to external applicants, for more information about this please go to the CEWD website.

Applying for a Course

Unless indicated otherwise, all application for courses and programs is via the Learning Management System (LMS). You can locate the LMS through the CEWD website. You must have an employee number to log on, this eight digit number becomes your username. Your password is initially the word 'password'. When you log in for the first time you will then be prompted to change this.

Approval Process

Your manager needs to approve your application in the LMS before your place in face-to-face training can be confirmed. Please discuss this with your manager to ensure that they are happy to support and approve your application. You will not be considered to be enrolled in a course until your manager has approved your application via the LMS.

If you are a Junior Medical Officer please contact CEWD if you are having problems with registering in a course as your direct managers/supervisors are not always indicated in the LMS.

Some programs also require the approval of CEWD; this is to ensure that applicants are appropriate and that we have a mechanism for culling applicants. In these situations an applicant can be rejected by CEWD even when a participant's manager has approved the application.

Please contact CEWD with any questions you have about your enrollment in a course or program.

No approval is required to complete any of the online learning courses.

Phone: 8755 3500 **Fax:** 8755 3510

E-mail: SLHD-CEWD@health.nsw.gov.au

Internet: <http://www.slhd.nsw.gov.au/cewd>

Intranet: http://slhd-intranet.sswahs.nsw.gov.au/CEWD_SLHD

Cancellation

Participants can cancel their application through their training schedule in the LMS under the "My Current Learning" tab - select "unenrol" from the course you wish to cancel.

Contact Us

Intranet:

[http://slhd-intranet.sswahs.nsw.gov.au/
CEWD_SLHD](http://slhd-intranet.sswahs.nsw.gov.au/CEWD_SLHD)

Internet:

<http://www.slhd.nsw.gov.au/cewd>

E-mail:

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