



Centre for Education
and Workforce Development

Courses Guide

June 2022 | CEWD

In-person and Virtual Courses

Education and Development for all
Sydney Local Health District Staff.

Your Centre for Education and
Workforce Development.

Email: SLHD-CEWD@health.nsw.gov.au

Phone: 9562 5900

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Enrolment Information

Applying for a course

Unless indicated otherwise, all application for courses and programs is via the Learning Management System (My Health Learning). You can locate My Health Learning through the CEWD website. You must have an employee number to log on, and 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 My Health Learning before your place in a course 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 My Health Learning.

Cost of courses and programs

The majority of courses and programs delivered by CEWD are **free of charge for District staff**. Competitive rates are charged to external applicants, for more information see the [CEWD website](#).

Cancellation

Participants can cancel their application for a course in the LMS under the My Current Learning tab. Select "unenroll" from the course you wish to cancel.

Contact CEWD

Phone

9562 5900

Email

SLHD-CEWD@health.nsw.gov.au

Website

slhd.nsw.gov.au/cewd

Staff Intranet

slhd-intranet.sswahs.nsw.gov.au/CEWD_SLHD

CEWD Programs

CEWD coordinates a number of development programs that run over six to 12 months. These programs aim to up skill staff in their existing position and prepare them for career progression within the District.

For further information about either of the programs please contact the listed program coordinator.

Leaders of the Future (LOTF)

Program Coordinator: Rehana Khan

Starting: June 17th

rehana.khan@health.nsw.gov.au

Transition to Perioperative Practice Program (T2PP)

Program Coordinator: Fiona Oulis

Starting: June 30th

fiona.oulis@health.nsw.gov.au

Clinical Skills – Assisting you to develop the clinical skills you need to be safe, effective practitioners.

Tip: You can view in-depth course details on My Health Learning

Clinical Skills

Course	Dates			Venue	Duration	Course Link
17th NSW Hepatology Nurse Masterclass	Jun 21			RPA	6.5 hours	View Course on My Health Learning
Adult Venepuncture & Cannulation Pre-accreditation	Jun 24			CANTB	2.5 hours	View Course on My Health Learning
	Jun 9			CRGH		
	Jun 1			RPA		
Advanced Emergency Practice (AEP)	Jun 7	Jun 21	Jul 5	RPA	21 hours	View Course on My Health Learning
Advanced Life Support (ALS) workshop	Jun 2			RPA	8 hours	View Course on My Health Learning
Domestic Violence Routine Screening	Jun 7			CRGH	4 hours	View Course on My Health Learning
Drug Health Services MasterClass: Series 1	Jun 15			RPA	8 hours	View Course on My Health Learning
EDVPM Physical Skills Emergency Department Workshop	Jun 3			CRGH	8 hours	View Course on My Health Learning

Clinical Skills

Course	Dates		Venue	Duration	Course Link
Emergency Management of the Seriously Ill Child (EMSIC)	Jun 1		Sydney Olympic Park Vaccination Hub Education Centre	7 hours	View Course on My Health Learning
Mental Health Assessment	Jun 27	Jun 28	CEWD	14 hours	View Course on My Health Learning
Perinatal Safety Education - Fetal and Maternal Team Training Workshop - virtual (ZOOM)	Jun 9		RPA	6 hours	View Course on My Health Learning
Perineal Care and Repair	Jun 7		CANTB	4 hours	View Course on My Health Learning
Suicide Detection, Assessment and Management for Mental Health Clinicians	Jun 29	Jun 30	CEWD	14 hours	View Course on My Health Learning
Suicide Prevention Pilot Workshop	Jun 9		CEWD	5 hours	View Course on My Health Learning

Tip: CEWD courses are offered year-round for staff. My Health Learning has a list of all available course offerings.

Clinical Skills

Course	Dates		Venue	Duration	Course Link
Transition into Emergency Nursing Program - Specific Populations (Part III)	Jun 16		CRGH	8 hours	View Course on My Health Learning
Violence Prevention and Management - Personal Safety- Mental Health Staff ONLY	Jun 22		CRGH	8 hours	View Course on My Health Learning
Violence Prevention and Management Refresher Workshop - SLHD Mental Health INPATIENT Services	Jun 8		CRGH	7 hours	View Course on My Health Learning
Virtual Breastfeeding Education Series Module 6. The management of breastfeeding challenges (Zoom)	Jun 3		VIRTUAL	1 hour	View Course on My Health Learning
Virtual Breastfeeding Education Series Module 7. The importance of transition from hospital to home (Zoom)	Jun 17		VIRTUAL	1 hour	View Course on My Health Learning
Wound Care Module 2 (2 days)	Jun 1	Jun 2	CRGH	16 hours	View Course on My Health Learning

Management and Leadership – Building confidence, supporting our managers and leaders to manage our health services well.

Management and Leadership

Course	Dates		Venue	Duration	Course Link
Being Assertive in the workplace	Jun 9		VIRTUAL	1 hour	View Course on My Health Learning
Centre for Education and Workforce Development (CEWD) - who we are and what we do - an Introduction for managers in SLHD	Jun 21		VIRTUAL	1 hour	View Course on My Health Learning
Challenging Conversations	Jun 23	Jun 30	RPA	17 hours	View Course on My Health Learning
Clinical Supervision – Foundations	Jun 28		VIRTUAL	8 hours	View Course on My Health Learning
Clinical Supervision - Intermediate	Jun 9		CEWD	8 hours	View Course on My Health Learning

Management and Leadership

Course	Dates	Venue	Duration	Course Link
Coaching conversations for managers	Jun 1	VIRTUAL	1 hour	View Course on My Health Learning
Communication Styles in Challenging Conversations	Jun 7	VIRTUAL	1 hour	View Course on My Health Learning
Conflict Resolution	Jun 28	Sydney Olympic Park Vaccination Hub Education Centre	7.5 hours	View Course on My Health Learning
Conflict Resolution - Tips and Tricks	Jun 6	VIRTUAL	1 hour	View Course on My Health Learning
Customer Service Skills in Public Health	Jun 7	VIRTUAL	1 hour	View Course on My Health Learning
Dealing with unsatisfactory employee performance - PM Session	Jun 21	VIRTUAL	1 hour	View Course on My Health Learning
Doing Employee Performance Development Reviews	Jun 20	VIRTUAL	1 hour	View Course on My Health Learning

Management and Leadership

Course	Dates		Venue	Duration	Course Link
Emotional intelligence - what is it and how to use it?	Jun 14		VIRTUAL	1 hour	View Course on My Health Learning
Fundamentals of project management	Jun 21		VIRTUAL	8 hours	View Course on My Health Learning
Giving feedback	Jun 30		VIRTUAL	1 hour	View Course on My Health Learning
Leading and managing change - Masterclass for Leaders with Culture and Leadership Initiatives	Jun 16		CRGH	8 hours	View Course on My Health Learning
Lunch & Learn: An introduction to MS Teams	Jun 9		VIRTUAL	1 hour	View Course on My Health Learning
MAF What is it and how can we support you? virtual (Zoom)	Jun 23		VIRTUAL	1 hour	View Course on My Health Learning
Mental Health First Aid	Jun 24	Jul 1	CEWD	14 hours	View Course on My Health Learning

Management and Leadership

Course	Dates		Venue	Duration	Course Link
Preceptor Workshop	Jun 28	Jun 29	CEWD	15 hours	View Course on My Health Learning
Preparing for and having a challenging conversation for New Managers	Jun 7		VIRTUAL	1 hour	View Course on My Health Learning
Recruitment Training for Convenors and Panel Members	Jun 2		Sydney Olympic Park Vaccination Hub Education Centre	8 hours	View Course on My Health Learning
The 5 C's. Writing emails for results	Jun 7		VIRTUAL	1 hour	View Course on My Health Learning
The Finance Department - who we are and what we do - an Introduction for managers in SLHD	Jun 9		VIRTUAL	1 hour	View Course on My Health Learning
The Performance Development Process	Jun 15	Jun 16	Sydney Olympic Park Vaccination Hub Education Centre	18 hours	View Course on My Health Learning

Management and Leadership

Course	Dates	Venue	Duration	Course Link
WHS- who we are and what we do - an Introduction for managers in SLHD	Jun 15	VIRTUAL	1 hour	View Course on My Health Learning
Workforce - who we are and what we do - an Introduction for managers in SLHD	Jun 6	VIRTUAL	1 hour	View Course on My Health Learning

Education and Research – A culture of learning, education and research to inspire others and drive innovation.

Education and Research

Course	Dates	Venue	Duration	Course Link
TCH: Basic Life Support Assessment (Canterbury staff only)	Jun 23	CANTB	1 hour	View Course on My Health Learning
Teaching on the Run	Jun 8 Jun 9 Jun 10	CEWD	18 hours	View Course on My Health Learning

Governance – Working with you to provide safe, high quality services.

Governance

Course	Dates	Venue	Duration	Course Link
Child Protection (1 Day) targeted training - Identify and Respond to Children and Young People at Risk	Jun 10	RPA	8 hours	View Course on My Health Learning
Evidence Preparation for National Safety and Quality Health Service Standards Assessment	Jun 16	VIRTUAL	1.5 hours	View Course on My Health Learning
OHS1219 Manual Handling Train The Trainer	Jun 23	CRGH	8 hours	View Course on My Health Learning
OHS1221 Manual Handling Patient Moving: Canterbury (TCH staff only)	Jun 23	CANTB	1.5 hours	View Course on My Health Learning

Governance

Course	Dates	Venue	Duration	Course Link
OHS1222 Manual Handling Object Moving: Canterbury (TCH staff only)	Jun 23	CANTB	1 hour	View Course on My Health Learning
Refreshing on second edition National Safety and Quality Health Service Standards - virtual (Zoom)	Jun 15	VIRTUAL	1.5 hours	View Course on My Health Learning
Standard hand hygiene auditor training workshop - Concord	Jun 10	CRGH	7 hours	View Course on My Health Learning
Work Health & Safety (WHS) Consultation Training	Jun 22	RPA	8 hours	View Course on My Health Learning

Engagement – Supporting patient and family centred care and experience through education.

Engagement

Course	Dates	Venue	Duration	Course Link
Respecting the Difference	Jun 6	VIRTUAL	4 hours	View Course on My Health Learning

Technical Skills – Delivering non-clinical skills that are important to our health service.

Technical Skills

Course	Dates	Venue	Duration	Course Link
Microsoft 2013 Excel Macros	Jun 7	CEWD	3 hours	View Course on My Health Learning
Microsoft Outlook and MS Teams	Jun 28	CEWD	4 hours	View Course on My Health Learning
My Health Learning - Manager & Manager Delegate Role	Jun 21	VIRTUAL	1 hour	View Course on My Health Learning
My Health Learning - Operational Assessor Role - virtual (Zoom)	Jun 16	VIRTUAL	1 hour	View Course on My Health Learning
My Health Learning - Scheduler Role - virtual (Zoom)	Jun 15	VIRTUAL	2 hours	View Course on My Health Learning