

CEWD 2018 COURSE CALENDAR – January to June

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 My Health Learning via the CEWD website or the CEWD Interactive Calendar for up to date information about all courses and programs.

LOCATION KEY: BAL = Balmain Hospital; CAN = Canterbury Hospital; ROZ = Building 301 Callan Park Campus, Gate A, Cnr of Balmain Rd & Cecily St, Lilyfield; CON = Concord Repatriation General Hospital; CCHC = Croydon Community Health Centre; MCHC = Marrickville Community Health Centre; RCHC = Refern Community Health Centre; RPA = Royal Prince Alfred Hospital; SDH = Sydney Dental Hospital



Centre for Education and Workforce Development

GOVERNANCE

| COURSE NAME | 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 |

ENGAGEMENT

| COURSE NAME | 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 |
| Cultural Competency Training | 26/06 | 2 hours | RPA |
| | 15/03 | 1 Day | CAN |
| Essentials of Care - Workshop 1 | 20/06 | 1 day | RPA |
| | 16/04 | 1 Day | RPA |

TECHNICAL

| COURSE NAME | 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 |

CLINICAL SKILLS

| COURSE NAME | 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 (EMSC) | 13/02 | 1 Day | CAN |
| | 1/05 | 1 Day | CON |
| | 1/03 | 1 Day | CAN |
| Essentials in Emergency Nursing | 23/05 | 1 Day | CON |
| | 6/02 + 20/02 + 6/03 | 3 Days | RPA |
| Trauma Nursing | 31/01 | 1 Day | CON |
| Triage Nursing | 8/05 | 1 Day | RPA |
| Triage Nursing | 11/04 | 1 Day | CON |
| Tracheostomy Care | 24/05 | 1 Day | RPA |
| GENERAL | | | |
| Chronic Disease Self-Management | 15/05 | 1 Day | CON |
| Contingency 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 |
| Introduction to management of Borderline Personality Disorder Module 2 | 17/04 | 1 Day | ROZ |
| State Mental Health Triage Assessment Line 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 |

CLINICAL SKILLS

| COURSE NAME | DATES | DURATION | *LOCATION |
|---|---|-------------|-----------|
| 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 |
| | | | |
| 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 |

EDUCATION AND RESEARCH

| COURSE NAME | 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 |
| | 27/02 | 2 Hours | CON |
| Basic Life Support Workplace Trainer Refresher | 2/03 | 2 Hours | RPA |
| | 13/06 | 2 Hours | RPA |
| | 9/02 | 4 Hours | RPA |
| How to setup and run a successful journal club | 27/03 | 4 Hours | CON |
| Public Speaking and Presentation Skills | 11/04 | 4 Hours | ROZ |
| 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 |
| | 2/04 | 4 Hours | RPA |
| Critical Analysis of Research Papers - How to appraise specific types of studies II: Systematic reviews | 3/04 | 4 Hours | CON |
| | 14/05 | 4 Hours | RPA |
| Critical Analysis of Research Papers - How to appraise specific types of studies III: Qualitative studies | 15/05 | 4 Hours | CON |
| | | | |

INNOVATION

| COURSE NAME | 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 |

MANAGEMENT & LEADERSHIP

| COURSE NAME | DATES | DURATION | *LOCATION |
|---|---|----------|-----------|
| Clinical Supervision - Foundations | 28/09 | 1 Day | CAN |
| 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 |
| | 26/02 | 1 Day | RPA |
| Work Health & Safety (WHS) for Managers and Supervisors | 12/04 | 1 Day | CON |
| | 25/05 | 1 Day | CAN |
| | 7/02 + 7/03, 20/06 + 11/07 | 2 Days | ROZ |
| Provide workplace coaching – coaching in the workplace | 6/04 + 4/05 | 2 Days | RPA |
| | 9/05 + 30/05 | 2 Days | CON |
| | 29/01 + 5/02, 20/04 + 27/04 | 2 Days | ROZ |
| Challenging conversations | 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 |
| 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 |
| | 8/02 | 1 Day | CON |
| | 3/05 | 1 Day | ROZ |
| Support the recruitment, selection and induction of staff | 15/03 + 16/03 | 2 Days | ROZ |
| | 2/05 + 3/05 | 2 Days | CON |
| The Performance Development Process | 15/02 + 2/03, 12/04 + 19/04, 29/05 + 31/05, 21/06 + 28/06 | 2 Days | ROZ |
| | | | |
| Mental Health First Aid | 8/03 | 1 Day | CON |
| Facilitation on the Run | 8/03 | 1 Day | CON |
| Financial Management Essentials (FME) Module 1 | 15/03 + 26/04 | 2 Days | ROZ |

ONLINE COURSES

There are in excess of 200 online courses available to SLHD employees, these can be accessed through the State-wide Learning Management System via the CEWD website.

SLHD QUALIFICATIONS AND PROGRAMS



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.

QUALIFICATIONS

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.

BSBS1915 Diploma of Leadership and Management
Target Audience: Managers or aspiring managers.

BSBS1415 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



Health Sydney Local Health District