

# CEWD 2018 COURSE CALENDAR – July to 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 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; RCHC = Redfern Community Health Centre; RPA = Royal Prince Alfred Hospital; SDH = Sydney Dental Hospital; LIV = Liverpool Hospital.



## Centre for Education and Workforce Development

### MANAGEMENT & LEADERSHIP

COURSE NAME	DATES	DURATION	*LOCATION
Challenging conversations	30-31/07, 19/10 + 26/10	2 Days	ROZ
	16-17/08, 22-23/11	2 Days	CON
	21/09 + 28/09, 17-18/12	2 Days	RPA
Clinical Supervision - Foundations	25/09	1 Day	ROZ
	22/11	1 Day	ROZ
Clinical Supervision for Allied Health Supervisees	5/10	1/2 Day	CAN
Clinical Supervisor Professional Development Day	7/12	1 Day	ROZ
Conflict Resolution	29/11	1 Day	RPA
FME Module 1 face-to-face education session	19/07	1 Day	ROZ
	18/10	1 Day	ROZ
FME Module 3 face-to-face education session	12/09	1 Day	ROZ
	29/11	1 Day	ROZ
Group Clinical Supervisor Training (Tier 1)	5/10 + 12/10 + 19/10	3 Days	ROZ
In-charge workshop for registered nurses and midwives	28/09	1 Day	ROZ
Leading and managing change - Masterclass for managers in all Patient Care Initiatives	8/11	1 Day	RPA
Management Efficiency	7/11 + 5/12	2 Days	ROZ
Managing Conflicts and Grievances in the Workplace	31/10	1 Day	ROZ
	5/12	1 Day	RPA
Mental Health First Aid	28/08 + 20/9	2 Days	ROZ
Minute Taking for Beginners	6/09	3 Hours	CON
Preceptor Program	17/07	1 Day	ROZ
Promoting Quality Clinical Supervision (intermediate)	8/10	1 Day	CON
Provide workplace coaching – coaching in the workplace	19/09 + 17/10	2 Days	CON
	14/11 + 5/12	2 Days	ROZ
Support the recruitment, selection and induction of staff	15/11	1 Day	CON
The Performance Development Process	9-10/07	2 Days	RPA
	21-22/11	2 Days	ROZ
Work Health & Safety (WHS) for Managers and Supervisors	16/07	1 Day	RPA
	18/09	1 Day	CON

### GOVERNANCE

COURSE NAME	DATES	DURATION	*LOCATION
iCS in the Hospital Setting	17/07	4 Hours	ROZ
	25/09	4 Hours	CON
Major Incident Medical Management and Support (MIMMS) Team provider	18/09	1 Day	RPA
National Hand Hygiene Initiative Workshop for Auditors	20/07	4 Hours	CON
	21/09	4 Hours	CON
	26/10	4 Hours	RPA
	23/11	4 Hours	CON
Preparing for Surveyor Interviews	5/07	2 Hours	CON
	25/07	2 Hours	CAN

### CLINICAL SKILLS

COURSE NAME	DATES	DURATION	*LOCATION
<b>AGED CARE AND REHABILITATION</b>			
Aged Health - Holistic Assessment and Management	1/11 + 8/11	2 Days	CON
Behavioural Challenges in Aged Care Nursing	24/10 + 21/11 + 12/12	3 Days	CON
<b>CRITICAL CARE</b>			
Advanced Emergency Practice (AEP)	16/10 + 23/10 + 6/11	3 Days	RPA
Advanced Life Support (Level 1)	23/08, 6/12	1 Day	RPA
	16/10	1 Day	CON
Emergency Management of the Seriously Ill Child (EMSC)	11/09	1 Day	RPA
	4/12	1 Day	CAN
Essentials in Emergency Nursing	20/09	1 Day	CAN
	20/11	1 Day	CON
Tracheostomy Care	13/09	1 Day	CON
	15/11	1 Day	RPA
Trauma Nursing	7/08 + 21/08 + 4/09	3 Days	RPA
Triage Nursing	26/07	1 Day	CAN
	10/10	1 Day	CON
<b>GENERAL</b>			
Chronic Disease Self-Management	19/09	1 Day	ROZ
	21/11	1 Day	RPA
Counselling for Non Counsellors	25/07 + 1/08	2 Days	CON
	17-18/10	2 Days	ROZ
Domestic Violence Routine Screening Training	24/07 + 18/09 + 17/10	4 Hours	ROZ
Drug Health Services MasterClass Series Two: Drug and Alcohol Clinical Issues	22/08	1 Day	RPA
Health conversations: advance care planning	9/10	1 Day	RPA
Introduction to Drug Health Nursing	26/09	1 Day	RPA
Mindfulness Grief and Loss for Health Professionals	9/10	1 Day	CCHC
Pain Management	6/09 + 13/09	2 Days	RPA
Recognising Delirium – Improving Patient Care for Better Outcomes	14/11	1 Day	RPA
Urinary Catheterisation	13/11	1 Day	CON
<b>MENTAL HEALTH</b>			
Brief Interventions in tobacco cessation: enhancing clinical care	4/07	1 Day	CON
	7/11	1 Day	ROZ
Clinical Utility of Standardised Outcome Measures in Mental Health Services	9/08, 29/08, 11/10, 6/12	1 Day	CON
Introduction to Management of Borderline Personality Disorder Module 1	30/08	1 Day	ROZ
Introduction to Management of Borderline Personality Disorder Module 2	5/07, 27/09	1 Day	ROZ
Mental Health Assessment	14-15/11	2 Days	ROZ
State Mental Health Triage Assessment Line Training	3-4/07, 4-5/09, 6-7/11	2 Days	ROZ
State Mental Health Triage Assessment Line Training - Refresher	10/07, 13/09	1 Day	ROZ
Suicide Detection, Assessment and Management for Mental Health Clinicians	7-8/08, 25-26/09	2 Days	ROZ
Suicide Detection, Assessment and Management for Non Mental Health Clinicians	12/07, 11/09	1 Day	ROZ
Understanding Mental Illness	18/07, 10/10	1 Day	ROZ
<b>SPECIALITY CLINICAL COURSES</b>			
The ABC of Palliative Care	11-13/07	3 Days	RCHC
	7-9/11	3 Days	CON
Diabetes Management	24/10	1 Day	CON
Essential Youth Healthcare Skills	20/08	1 Day	RPA
	16/11	1 Day	CAN

### CLINICAL SKILLS

COURSE NAME	DATES	DURATION	*LOCATION
Gastroenterology: Medical & Surgical Nursing	25/10	1 Day	CON
Introduction to Orthopaedics	9/11	1 Day	CON
Neuroscience Nursing	17-18/10	2 Days	RPA
Transplant Immunology	26/09	1 Day	RPA
Vascular Nursing Module 2	5/07	1 Day	LIV
Vascular Nursing Module 3	26/07	1 Day	CON
<b>VIOLENCE PREVENTION AND MANAGEMENT - Please refer to My Health Learning (LMS) for workshop focus</b>			
EDVPM Physical Skills Emergency Department Workshop	27/07, 20/09, 26/10, 22/11, 14/12	1 Day	CON
Violence Prevention and Management - Personal Safety	4/07, 2/08, 10/08, 31/08, 6/09, 14/09, 26/09, 18/10, 2/11, 8/11, 16/11, 29/11, 5/12	1 Day	CON
<b>WOMEN AND BABIES</b>			
Antenatal Workshop	20/09	1 Day	RPA
Breastfeeding with complex issues	13/11	1 Day	RPA
Diabetes in Pregnancy SCORPIO	24/10	1 Day	RPA
Discharge Assessment of The Well Neonate (DAWN)	27/09	1 Day	CAN
	20/11	1 Day	RPA
Fetal Welfare Assessment (F) - face to face workshop	9/08	1 Day	RPA
	19/10	1 Day	CAN
Obstetric Emergency and Neonatal Resuscitation Training (ONT) - face to face workshop	5/07, 5/09, 27/11	1 Day	RPA
Perineal Care and Repair for midwives (Beginners)	24/07	3 1/2 Hours	RPA
	17/09	3 1/2 Hours	CAN
	6/12	3 1/2 Hours	RPA
Perineal Care and Repair (Refresher)	15/10	2 Hours	CAN
	24/08	2 Hours	CAN
Speculum Workshop for midwives	11/10	2 Hours	RPA
<b>WOUND CARE AND PRESSURE INJURY MANAGEMENT</b>			
Graduated Compression Therapy	11/09	4 Hours	CON
Wound Care Module 1	22-23/10	2 Days	CON
Wound Care Module 2	19-20/11	2 Days	CON
Wound Cleansing and Debridement	11/09	4 Hours	CON

### INNOVATION

COURSE NAME	DATES	DURATION	*LOCATION
Accelerating Implementation Methodology (AIM)	9-10/08, 8-9/11	2 Days	CON
Introduction to Project Management	5/07, 13/09, 8/11	1 Day	ROZ

### TECHNICAL

COURSE NAME	DATES	DURATION	*LOCATION
Computer Essentials	8/10	2 1/2 Hours	BAL
	4/12	2 1/2 Hours	CON
Microsoft 2010 Excel Foundations	16/10, 6/12	1 Day	ROZ
Microsoft 2010 Excel Intermediate: Formulas, Functions and Lists	10/07, 29/11	3 1/2 Hours	ROZ
Microsoft 2010 Excel Intermediate: Pivot tables and Charts	10/07, 29/11	3 1/2 Hours	ROZ
Microsoft 2010 Outlook for Efficiency	19/07, 22/11	3 1/2 Hours	ROZ
Microsoft 2010 PowerPoint	31/10	4 Hours	ROZ
Microsoft 2010 Word Intermediate	13/11	1 Day	ROZ
Work Health & Safety Consultation Training	31/07	1 Day	CON

### EDUCATION AND RESEARCH

COURSE NAME	DATES	DURATION	*LOCATION
Manual Handling Workplace Assessor Refresher Training	16/08, 8/11	3 Hours	CON
Manual Handling Workplace Assessor Refresher Training - Object Handling	4/07, 18/10	3 Hours	RPA
Manual Handling Workplace Assessor Refresher Training - Patient Handling	31/07, 22/10	3 Hours	RPA
Manual Handling Workplace Assessor Training	20/07	1 Day	CON
	12/11	1 Day	CON
	20/08	1 Day	RPA
	8/11	1 Day	RPA
Basic Life Support Workplace Trainer	22/08, 8/11	4 Hours	RPA
	9/08	2 Hours	CON
Basic Life Support Workplace Trainer Refresher	4/09	2 Hours	RPA
	14/11	2 Hours	RPA
	6/09	4 Hours	RPA
How to setup and run a successful journal club	30/10	4 Hours	CON
Public Speaking and Presentation Skills	31/10	4 Hours	ROZ
	18/09, 19/09, 26/09	2 1/2 Days	ROZ
Teaching on the Run	15/11, 16/11, 23/11	2 1/2 Days	ROZ
Teaching on the Run - Module 1 - Planning Learning	12/09	2 Hours	ROZ
Teaching on the Run - Module 2 - Clinical Teaching	12/09	2 Hours	ROZ
Teaching on the Run - Module 3 - Assessment Foundations	14/11	2 Hours	ROZ
Teaching on the Run - Module 4 - Supporting Learners	14/11	2 Hours	ROZ
Teaching on the Run - Module 5 - Skills Teaching	31/10	2 Hours	ROZ
Teaching on the Run - Module 6 - Effective Group Teaching	31/10	2 Hours	ROZ
Teaching on the Run - Module 7 - Clinical Supervision	12/12	2 Hours	ROZ
Teaching on the Run - Module 8 - Inter-professional Learning	12/12	2 Hours	ROZ

### ENGAGEMENT

COURSE NAME	DATES	DURATION	*LOCATION
Respecting the Difference - Face to Face Training	13/11, 3/12	3 1/2 Hours	CAN
	5/07, 10/07, 17/07, 7/08, 9/08, 23/08, 4/09, 4/10, 8/10, 16/10, 19/10, 7/11, 14/11, 20/11	3 1/2 Hours	CON
	14/08	3 1/2 Hours	CCHC
	13/07, 19/07, 26/07, 10/08, 20/08, 28/08, 31/08, 7/09, 12/09, 27/09, 10/10, 17/10, 23/10, 25/10, 6/11, 22/11, 23/11, 28/11	3 1/2 Hours	RPA
Cultural Competency Training	14/09	3 1/2 Hours	ROZ
	25/09	3 1/2 Hours	SDH
Engagement, motivation and sustainability - Masterclass for Patient Care Initiative Facilitators	20/12	1 Day	RPA
Essentials of Care - Workshop 2	13-14/09	2 Days	RPA
Essentials of Care - Workshop 3	6/12	1 Day	CON
	4/09	2 Hours	CCHC
Managing Patient and Carer Feedback	13/11	2 Hours	CON
	20/11	2 Hours	CAN
PFCC - Strategies to engage and support Carers	30/08	2 Hours	RPA
	25/10	2 Hours	CAN

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.

Please note that applications for the 2018 qualifications have now closed. Applications for the 2019 qualifications will open in December 2018.

#### 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.
- 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.
- 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.

#### 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](mailto:etienne.kitto@health.nsw.gov.au)  
**Emergency Nursing Transition Program**  
Program Coordinator: Martin Robinson, [martin.robinson@health.nsw.gov.au](mailto:martin.robinson@health.nsw.gov.au)  
**Concord Critical Care Rotation Program**  
Program Coordinator: Karina Griffiths, [karina.griffiths@health.nsw.gov.au](mailto: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](mailto: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](mailto:nigel.cronin@health.nsw.gov.au)



Health Sydney Local Health District