



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.

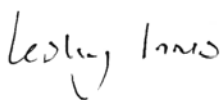
Please contact us if you have any specific education requests that you would like to discuss further. We can also provide managers and educators with support in both conducting an educational needs analysis in the workplace and developing strategies to address identified needs.

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](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](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)

# 2018 EDUCATION ROADSHOW

We would be delighted  
if you could join us!

| Hospital            | Date<br>(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](mailto: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](mailto: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.

| <b>CLINICAL SKILLS</b>                                  |  |                 |                 |
|---|--|-----------------|-----------------|
| <b>COURSE NAME</b>                                      | <b>2018 DATES</b>                        | <b>DURATION</b> | <b>LOCATION</b> |
| <b>AGED CARE AND REHABILITATION</b>                     |  |                 |                 |
| Rehabilitation – Promoting Optimal Independence         | 28/02 + 28/03                            | 2 Days          | CON             |
| <b>BLOOD AND BLOOD PRODUCT</b>                          |  |                 |                 |
| 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             |
| <b>CRITICAL CARE</b>                                    |  |                 |                 |
| 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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# FACE TO FACE EDUCATION

| <b>CLINICAL SKILLS</b>  |                         |                 |                 |
|---|-------------------------|-----------------|-----------------|
| <b>COURSE NAME</b>  | <b>2018 DATES</b>       | <b>DURATION</b> | <b>LOCATION</b> |
| Triage Nursing  | 8/05                    | 1 Day           | RPA             |
| Tracheostomy Care   | 11/04                   | 1 Day           | CON             |
|   | 24/05                   | 1 Day           | RPA             |
| <b>GENERAL</b>  |                         |                 |                 |
| 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             |
| <b>MENTAL HEALTH</b>  |                         |                 |                 |
| 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

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

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# FACE TO FACE EDUCATION

| <b>CLINICAL SKILLS</b>  |                   |                 |                 |
|---|-------------------|-----------------|-----------------|
| <b>COURSE NAME</b>  | <b>2018 DATES</b> | <b>DURATION</b> | <b>LOCATION</b> |
| <b>WOMEN AND BABIES</b>   |                   |                 |                 |
| Diabetes in Pregnancy<br>SCORPIO  | 9/05              | 1 Day           | RPA             |
| Fetal Welfare Assessment(F)<br>- face to face workshop  | 20/02, 24/06      | 1 Day           | RPA             |
|   | 27/04             | 1 Day           | CAN             |
| Obstetric Emergency and<br>Neonatal Resuscitation<br>Training(ONT) - face to face<br>workshop | 22/03, 5/04       | 1 Day           | RPA             |
| Perineal Care and Repair for<br>midwives (Beginners)  | 11/05             | 3 1/2 Hours     | CAN             |
| Perineal Care and Repair<br>(Refresher)   | 23/03             | 2 Hours         | CAN             |
| Postnatal Workshop  | 28/06             | 1 Day           | RPA             |
| Speculum Workshop for<br>midwives   | 16/04             | 2 Hours         | CAN             |
|   | 3/05              | 2 Hours         | RPA             |
| Supporting the<br>Breastfeeding Relationship -<br>the basics                                  | 10/04             | 1 Day           | RPA             |
| <b>WOUND CARE AND PRESSURE INJURY<br/>MANAGEMENT</b>  |                   |                 |                 |
| Graduated Compression<br>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<br>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<br>+ 21/03  | 2 1/2 Days | ROZ      |
|   | 16/04 + 17/04<br>+ 24/04 | 2 1/2 Days | RPA      |
|   | 3/05 + 10/05<br>+ 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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# FACE TO FACE EDUCATION

| INNOVATION                                    |                             |          |          |
|---|-----------------------------|----------|----------|
| COURSE NAME                                   | 2018 DATES                  | DURATION | LOCATION |
| Accelerating Implementation Methodology (AIM) | 15/02-16/02,<br>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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# FACE TO FACE EDUCATION

| 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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# FACE TO FACE EDUCATION

| 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,<br>12/04 + 19/04,<br>29/05 + 31/05,<br>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](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:**

[SLHD-CEWD@health.nsw.gov.au](mailto:SLHD-CEWD@health.nsw.gov.au)

## **Phone:**

8755 3500

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Centre for Education  
and Workforce Development

*It's your career,  
your opportunities  
and your development.*