

What's On

2019

Course Handbook

January - June



Centre for Education
and Workforce Development



Health
Sydney
Local Health District

Director's message

I am pleased to present the first installment of the Centre for Education and Workforce Development (CEWD) Course Handbook 2019 (January-June). All courses and programs are now open for enrolment via the Learning Management System

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

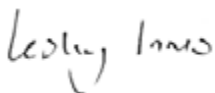
Please contact us if you have any specific education requests that you would like to discuss further. We can also provide managers and educators with support in both conducting an educational needs analysis in the workplace and developing strategies to address identified needs.

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

Internet: www.slhd.nsw.gov.au/cewd

Intranet: 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 Sydney Local Health District.



Courses and programs are grouped under domains so staff can 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.

Our domains:

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.

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.

Technical skills - Delivering non-clinical skills that are important for our health service.

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

Introduction



Your Learning Management System (LMS)

The statewide Learning Management System - called 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 provided by Health Education and Training Institute (HETI). Local management of My Health Learning is provided by CEWD. Your training transcript will move with you if you transfer into a different LHD or specialty network.

When you log onto My Health Learning you can access your training dashboard. The dashboard provides information about mandatory training that is due and any upcoming courses that you have enrolled in. My Health Learning is accessible via the CEWD website. You need to use your StaffLink username and password.



NSW Health Registered Training Organisation (RTO)

CEWD is a major delivery site for NSW Health Registered Training Organisation Number 90198. We award qualifications ranging from Certificate III to Graduate Diploma level.

These qualifications 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.

CEWD Registered Training Organisation
Number 90198

Our partners

Education and training in the District 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 District's workforce. Our partners include:

Internal partners

- Governance unit
- Clinical Redesign unit
- Clinical research centre
- District 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
- LHDs and Networks
- Department of Education
- Health Education and Training Institute (HETI)
CEWD collaborates with HETI in a number of ways. We contribute significant resources under the District HETI Education Model. This has supported the development of an extensive suite of statewide online learning modules and other educational resources.

Online education

More than 800 online courses are available to District staff through My Health Learning. These courses cover a wide range of both clinical and non-clinical topics including:

- Clinical practice
- Communication and relationships
- Corporate governance
- Emergency management
- Leadership
- Management
- Nationally recognised training
- Orientation
- People, culture and values
- Quality and safety standards
- Teaching, training and research
- Technology
- Work health safety

Please visit the CEWD website for more information about online courses

www.slhd.nsw.gov.au/cewd



Mandatory training



Every employee of NSW Health is required to complete mandatory training.

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 Learning Management System, My Health Learning, the 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 the District.

The vast majority of mandatory training is available online, however there are some face-to-face courses that individual employees need to book. Each facility runs mandatory training sessions onsite for their staff.

Please visit the CEWD website for more information about these sessions.

www.slhd.nsw.gov.au/cewd



Sydney Local Health District 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. There are three core components to orientation:

1. Online modules

These can be found on your training dashboard in My Health Learning

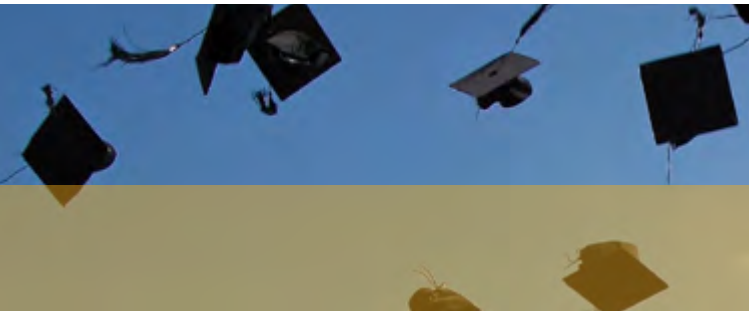
2. Getting started

A one-day District orientation program

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 this page.

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. These qualifications are delivered through the NSW Health RTO (Registered Training Organisation Number 90198)

For more detailed information about any of the qualifications listed below, including intake and application dates, please visit the CEWD website.

Applications for the 2019 qualifications open in December 2018.

HLT33115 Certificate III in Health Services Assistance

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

HLT54115 Diploma of Nursing

Target audience: Non-District employees with an interest in entering the nursing workforce, or District employees who are interested in progressing to a nursing career.



BSB41415 Certificate IV in Work Health and Safety

Target audience: Staff who take responsibility for work health and safety 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.

BSB51918 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 six to 12 months. These programs aim to up skill staff in their existing positions and prepare them for career progression within the District. 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 the District.



Development programs

Clinical Nurse Educator Professional Development Program

This program is for existing District CNE/CME staff. It aims to provide participants with the knowledge, skills and tools to perform the role of a clinical educator. Participants must complete the Teaching on the Run course 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 the District. Participants will be expected to complete workplace activities over the duration of the program.

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

Face-to-face education

Clinical skills - Assisting you to develop the clinical skills that you need to be safe, effective practitioners.

Clinical skills

Course	Dates	Venue	Duration
AGED HEALTH AND REHABILITATION			
Rehabilitation – Promoting Optimal Independence	Feb 27 Mar 27	CEWD	2 days
CRITICAL CARE			
Advanced Emergency Practice (AEP)	Mar 5 Mar 19 Apr 9	RPA	3 days
	Jun 11 Jun 25 Jul 9	RPA	3 days
Advanced Life Support (Level 1)	Mar 7	RPA	1 day
	Apr 10	CRGH	1 day
	Jun 13	RPA	1 day
Emergency Management of the Seriously Ill Child (EMSIC)	Feb 20	RPA	1 day
	Apr 2	CRGH	1 day
Essentials in Emergency Nursing	Feb 22	CAN	1 day
	May 7	CRGH	1 day
Trauma Nursing	Apr 30 May 14 May 28	RPA	3 days

Clinical skills

Course	Dates	Venue	Duration
Triage Nursing	Mar 7	CRGH	1 Days
	May 29	RPA	1 Day
Tracheostomy Care	Mar 27	CRGH	1 Day
	Jun 6	RPA	1 Day
GENERAL			
Chronic Disease Self-Management	May 14	CRGH	1 Day
Continence and Catheterisation Workshop	Mar 19	RPA	1 Day
Counselling for Non-Counsellors	Apr 3 Apr 10	RPA	2 days
Domestic Violence Routine Screening Training	Feb 14	RPA	4 hours
	Mar 7	RPA	4 hours
	Apr 2	RPA	4 hours
	May 7	RPA	4 hours
	May 23	CEWD	4 hours
	Jun 20	CEWD	4 hours
Drug Health Services MasterClass Series One	Mar 13	RPA	1 day
Drug Health Services MasterClass Series Two	Jun 19	RPA	1 day

Face-to-face education

Clinical skills

Course	Dates	Venue	Duration
Introduction to Drug Health Nursing	Feb 27	RPA	1 day
	May 1	RPA	1 day

GENERAL

Mindfulness Grief and Loss for Health Professionals	Apr 2	CHC	1 Day
Pain Management	Jun 17 Jun 18	CRGH	2 Days
Recognising Delirium Improving Patient Care for Better Outcomes	Mar 6	RPA	1 Day
Recognising Delirium Improving Patient Care for Better Outcomes	May 30	CAN	1 Day
Urinary Catheterisation	Mar 12	CRGH	1 Day

MENTAL HEALTH

Clinical Utility of Standardised Outcome Measures in Mental Health Services	Feb 7	CCMH	1 Day
	Apr 4	CCMH	1 Day

Clinical skills

Course	Dates	Venue	Duration
Introduction to management of Borderline Personality Disorder Module 1	Mar 21	CEWD	1 day
	May 16	CEWD	1 day
Introduction to management of Borderline Personality Disorder Module 2	Apr 12	CEWD	1 day
	May 30	CEWD	1 day
Mental Health Assessment	Mar 12 Mar 13	CEWD	2 days
	Jun 4 Jun 5	CEWD	2 days
Mental Health First Aid	Feb 28 Mar 14	CEWD	2 days
	Mar 28 Apr 16	CEWD	2 days
	May 13 May 28	CEWD	2 days
Mental Health Telephone Triage - Refresher	Jun 13	CEWD	1 day
State Mental Health Triage Assessment Line Training	Feb 26 Feb 27	CEWD	2 days
	Apr 2 Apr 3	CEWD	2 days
	Jun 18 Jun 19	CEWD	2 days

Face-to-face education

Clinical skills

Course	Dates	Venue	Duration
Suicide Detection, Assessment and Management for Mental Health Clinicians	Feb 12 Feb 13	CEWD	2 days
	Mar 5 Mar 6	CEWD	2 days
	Mar 19 Mar 20	CEWD	2 days
	Apr 9 Apr 10	CEWD	2 days
Suicide Detection, Assessment and Management for Non Mental Health Clinicians	Apr 4	CEWD	1 day
	May 21	CEWD	1 day
Understanding Mental Illness	Mar 13	CEWD	1 day
	May 1	CEWD	1 day

SPECIALTY CLINICAL COURSES

Diabetes Management	May 8	CRGH	1 day
Essential Youth Healthcare Skills Workshop	Feb 26	CRGH	1 day
	May 23	RPA	1 day
Introduction to Transplant Nursing	Mar 28	RPA	1 day
Respiratory Nursing	Feb 7 Mar 7 Apr 4	CEWD	3 days
Vascular Nursing Module 1	May 9	RPA	1 day
EDVPM Physical Skills Emergency Department Workshop	Mar 8	CRGH	1 day
	Apr 10	CRGH	1 day
	May 10	CRGH	1 day
	May 23	CRGH	1 day

Clinical skills

Course	Dates	Venue	Duration
Violence Prevention and Management - Personal Safety	Feb 6	CRGH	1 day
	Feb 15	CRGH	1 day
	Feb 28	CRGH	1 day
	Mar 28	CRGH	1 day
	Apr 16	CRGH	1 day
	May 13	CRGH	1 day
	May 15	CRGH	1 day
	Jun 26	CRGH	1 day
Youth at Risk Workshop	May 2	RPA	1 day
WOMEN AND BABIES			
Diabetes in Pregnancy SCORPIO	Jun 12	RPA	1 Day
Discharge Assessment of The Well Neonate (DAWN)	Apr 5	CAN	1 Day
FONT - Fetal Welfare Assessment (F) -	May 3	CAN	1 day
	Jun 27	RPA	1 day
FONT - Obstetric Emergency and Neonatal Resuscitation Training (ONT)	Feb 13	RPA	1 day
	Apr 3	RPA	1 day
	May 15	RPA	1 day

Face-to-face education

Clinical skills			
Course	Dates	Venue	Duration
Perineal Care and Repair for Midwives (Beginners)	May 17	CAN	4 hours
Perineal Care and Repair (Refresher)	Mar 22	CAN	2 hours
Speculum Workshop for Midwives	Apr 4	CAN	2 hours
Supporting the Breastfeeding Relationship - The Basics	Jun 3	RPA	1 day
WOUND CARE AND PRESSURE INJURY MANAGEMENT			
Graduated Compression Therapy	Apr 9	CRGH	4 hours
Wound Care Module 1	Mar 18 Mar 19	CRGH	2 days
Wound Care Module 2	Apr 29 Apr 30	CRGH	2 days
Wound Cleansing and Debridement	Apr 9	CRGH	4 hours
Wound Management for Hand Therapy Course	May 24	RPA	1 Day

Education and research - A culture of learning, education and research to inspire others and drive innovation in healthcare.

Education and Research

Course	Dates	Venue	Duration
Basic Life Support Workplace Trainer	Feb 12	CRGH	4 hours
	Mar 6	RPA	4 hours
	Jun 12	RPA	4 hours
Basic Life Support Workplace Trainer Refresher	Feb 7	CRGH	2 Hours
	Mar 20	RPA	2 Hours
	Jun 14	RPA	2 Hours
Critical Analysis of Research Papers - How to Appraise Specific Types of Studies I: Randomised Trials	Feb 13	CAN	4 hours
	Feb 18	RPA	4 hours
	Apr 4	CRGH	4 hours
Critical Analysis of Research Papers - How to Appraise Specific Types of Studies II: Systematic reviews	Feb 27	CAN	4 hours
	Feb 28	RPA	4 hours
	Apr 12	CRGH	4 hours
Critical Analysis of Research Papers - How to Appraise Specific Types of Studies III: Qualitative Studies	Feb 4	RPA	4 hours
	Feb 11	CRGH	4 hours
	Apr 2	RPA	4 hours

Face-to-face education

Education and Research			
Course	Dates	Venue	Duration
Critical Analysis of Research Papers - How to Appraise Specific Types of Studies IV: Explaining Evidence to Patients	Feb 1	CRGH	4 hours
	Apr 9	RPA	4 hours
How to Setup and Run a Successful Journal Club	Feb 7	CAN	4 hours
	Apr 1	RPA	4 hours
Introduction to Research for Nurses and Midwives Involved with Patient Care Initiatives	May 9	RPA	1 Day
Manual Handling Workplace Assessor Training	Jan 21	CRGH	1 Day
	Mar 28	CRGH	1 Day
Manual Handling Workplace Assessor Refresher Training	Feb 6	CRGH	4 hours
Nursing Professional Development in SLHD (DHS)	Apr 10	RPA	1 Day



Education and Research

Course	Dates	Venue	Duration
Patient Education: Delivery, Getting it Right	May 16	CEWD	1 Day
Public Speaking and Presentation Skills	Mar 28	CRGH	4 hours
	May 15	CEWD	4 hours
Teaching on the Run (Full Course)	Mar 13 Mar 20 Mar 27	CEWD	2.5 days
	Apr 2 Apr 8 Apr 9	CEWD	2.5 days
	May 7 May 8 May 9	CEWD	2.5 days
	Jun 5 Jun 12 Jun 19	CEWD	2.5 days
Teaching on the Run Blended Format - Clinical Supervision Module	Jun 24	CEWD	2 hours
Teaching on the Run Blended Format - Planning Learning Module	Jun 24	CEWD	2 hours

Face-to-face education

Engagement - Supporting patient and family centred care through education.

Engagement

Course	Dates	Venue	Duration
Counselling for Non Counsellors	Apr 3 Apr 10	RPA	2 days
Cultural Competency Training	Mar 28	CAN	1 Day
Essentials of Care - Workshop 1	Apr 11	CRGH	1 Day
Managing Patient and Carer Feedback	Mar 6	CCMH	2 hours
	Mar 19	SDH	2 hours
	Apr 9	RPA	2 hours
	May 14	BAL	2 hours
Patient Centred Care for Patients with Complex Drug and Alcohol Issues	Mar 27	RPA	1 Day
Respecting the Difference	Jan 23	CAN	4 hours
	Feb 21	CAN	4 hours
	Mar 14	CAN	4 hours
	Apr 15	CAN	4 hours
	Apr 18	CAN	4 hours
	May 22	CAN	4 hours

Engagement

Course	Dates	Venue	Duration
Respecting the Difference	Jan 30	RPA	4 hours
	Feb 5	RPA	4 hours
	Feb 13	RPA	4 hours
	Feb 19	RPA	4 hours
	Feb 27	RPA	4 hours
	Mar 12	RPA	4 hours
	Mar 22	RPA	4 hours
	Mar 27	RPA	4 hours
	Apr 17	RPA	4 hours
	Apr 30	RPA	4 hours
	May 16	RPA	4 hours
	May 21	RPA	4 hours
	May 30	RPA	4 hours
	June 13	RPA	4 hours
	June 18	RPA	4 hours
	June 27	RPA	4 hours
Respecting the Difference	Feb 8	SDH	4 hours
	Feb 12	SDH	4 hours

Face-to-face education



Engagement			
Course	Dates	Venue	Duration
Respecting the Difference	Feb 25	CRGH	4 hours
	Mar 19	CRGH	4 hours
	May 14	CRGH	4 hours
	May 28	CRGH	4 hours
	Jun 11	CRGH	4 hours
	Jun 20	CRGH	4 hours
	Jun 24	CRGH	4 hours
The Neurobiology of Human Connection	Feb 19	CEWD	1 day
	Mar 14	CEWD	1 day
	Apr 5	CEWD	1 day

Innovation - Building a health workforce that delivers excellence in healthcare today and for generations to come.

Innovation

Course	Dates	Venue	Duration
AIM (Accelerating Implementation Methodology) 2-Day Course	Feb 21 Feb 22	CRGH	2 days
	May 9 May 10	CRGH	2 days
Introduction to Project Management	Mar 13	CEWD	1 day
	Jun 18	CEWD	1 day

Management and leadership -

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

Management and leadership

Course	Dates	Venue	Duration
Challenging Conversations	Feb 1 Feb 8	CEWD	2 days
	Mar 22 Mar 29	CRGH	2 days
	Apr 29 Apr 30	RPA	2 days
	May 20 May 27	CEWD	2 days
	Jun 21 Jun 28	CRGH	2 days

Face-to-face education

Management and leadership

Course	Dates	Venue	Duration
Clinical Supervision - Foundations	Mar 15	RPA	1 day
	Jun 13	CRGH	1 day
Clinical Supervision for Allied Health Supervisees	Feb 26	RPA	4 hours
	Apr 18	CRGH	4 hours
Conflict Resolution	Feb 12	CEWD	1 day
	Apr 30	CRGH	1 day
Facilitation on the Run	Mar 7	CRGH	1 day
FME - Financial Management Essentials	Mar 8 Apr 24	CEWD	2 days
	Jun 14 Jul 22	CEWD	2 days
Group Clinical Supervisor Training (Tier 1)	May 3 May 10 May 17 May 24	CEWD	4 days
In-Charge Workshop for Registered Nurses and Midwives	Feb 5	CEWD	1 day
	Apr 3	CEWD	1 day
	Jun 11	CEWD	1 day

Management and leadership

Course	Dates	Venue	Duration
Managing Conflicts and Grievances in the Workplace	Feb 20	CEWD	1 day
	Apr 3	CRGH	1 day
	Jun 26	RPA	1 day
Managing Health Resources: A Foundation	Mar 28	CEWD	4 hours
Mental Health First Aid	Feb 28 Mar 14	CEWD	2 days
	Mar 28 Apr 16	CEWD	2 days
	May 13 May 28	CEWD	2 days
Preceptor Program	Mar 5 Mar 6	CEWD	2 days
	Apr 11 Apr 12	CEWD	2 days
	May 1 May 2	CEWD	2 days
Promoting Quality Clinical Supervision (intermediate)	May 15	CEWD	1 day

Face-to-face education

Management and leadership

Course	Dates	Venue	Duration
Provide Workplace Coaching	Feb 13 Mar 13	CEWD	2 days
	Apr 3 Apr 24	RPA	2 days
	May 8 Jun 5	CRGH	2 days
	Jun 26 Jul 24	CEWD	2 days
Support the Recruitment, Selection and Induction of Staff	Mar 7	CEWD	1 day
	Jun 24	RPA	1 day
The Performance Development Process	Feb 6 Feb 7	CEWD	2 days
	Apr 16 Apr 17	CEWD	2 days
	Jun 12 Jun 13	CEWD	2 days
Work Health and Safety (WHS) for Managers and Supervisors	Mar 5	CRGH	1 day
	May 15	RPA	1 day
	Jun 27	CAN	1 day

Technical skills - Delivering non-clinical skills that are important for our health service.

Technical skills

Course	Dates	Venue	Duration
Computer Essentials	Mar 14	CAN	2.5 hours
	Apr 2	RPA	2.5 hours
	Jun 20	CRGH	2.5 hours
Microsoft 2010 Excel Advanced	May 1	CEWD	1 day
Microsoft 2010 Excel Foundations	Mar 1	CEWD	1 day
	Apr 30	CEWD	1 day
	Jun 26	CEWD	1 day
Microsoft 2010 Excel Intermediate: Formulas, Functions and Lists	Mar 26	CEWD	3.5 hours
	May 23	CEWD	3.5 hours
Microsoft 2010 Excel Intermediate: Pivot Tables and Charts	Mar 26	CEWD	3.5 hours
	May 23	CEWD	3.5 hours
Microsoft 2010 Outlook for Efficiency	Apr 9	CEWD	3.5 hours
Microsoft 2010 PowerPoint	Jun 4	CEWD	4 hours
Microsoft 2010 Word Intermediate	Jun 13	CEWD	1 day
Work Health and Safety Consultation Training	Feb 28	CRGH	1 Day
	Apr 15	RPA	1 Day
	May 31	CAN	1 Day
Minute Taking for Beginners	Mar 7	RPA	3 hours
	May 23	CEWD	3 hours

Face-to-face education

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

Governance

Course	Dates	Venue	Duration
Aboriginal Health Actions – Everybody’s Business	(TBA)	(TBA)	(TBA)
National Hand Hygiene Initiative Workshop for Auditors	Feb 22	RPA	1 day
	Mar 22	CRGH	1 day
	Apr 5	RPA	1 day
	May 31	CRGH	1 day
	Jun 28	RPA	1 day
Preparing for National Safety and Quality Health Service Standards Assessment	Feb 14	CEWD	2 hours
	Mar 12	CEWD	2 hours
	Apr 16	CEWD	2 hours
	May 9	CEWD	2 hours
RCA Awareness training	May 17	CEWD	1 day
Understanding the second edition NSQHS Standards	(on request)		

Course locations

BAL Balmain Hospital

29 Booth St, Balmain 2041

CAN Canterbury Hospital

575 Canterbury Rd, Campsie 2194

CCMH Concord Centre for Mental Health

Hospital Road, Concord 2139

CEWD Centre for Education and Workforce Development

Building 301 Callan Park Campus, Gate A
cnr Balmain Rd and Cecily St, Lilyfield 2040

CRGH Concord Repatriation General Hospital

Hospital Rd, Concord, 2139

CHC Croydon Health Centre

24 Liverpool Rd, Croydon, 2132

RPA Royal Prince Alfred Hospital

50 Missenden Rd, Camperdown, 2050

SDH Sydney Dental Hospital

2 Chalmers St, Surry Hills, 2010

Enrolment information



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.

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 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 My Health Learning.



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 LMS.

Some programs also require the approval of CEWD staff. 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 enrolment in a course or program. No approval is required to complete any of the online learning courses.

Contact us

Phone (02) 8755 3500 **Fax** (02) 8755 3510

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

Internet www.slhd.nsw.gov.au/cewd

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

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 us

Phone

(02) 8755 3500

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Centre for Education
and Workforce Development



Health
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