



Centre for Education
and Workforce Development



What's on 2018 July to December Course Handbook



Health
Sydney
Local Health District

DIRECTOR'S MESSAGE

I am pleased to present the second installment of the *CEWD Course Handbook 2018 (July-December)*. 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.

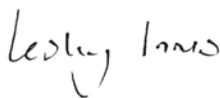
Please contact us if you have any specific education requests that you would like to discuss further. We can also provide managers and educators with support in both conducting an educational needs analysis in the workplace and developing strategies to address identified needs.

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

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.

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

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

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

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.

CLINICAL SKILLS			
COURSE NAME	2018 DATES	DURATION	LOCATION
AGED CARE AND REHABILITATION			
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
CRITICAL CARE			
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 (EMSIC)	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

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CLINICAL SKILLS			
COURSE NAME	2018 DATES	DURATION	LOCATION
GENERAL			
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

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COURSE NAME	2018 DATES	DURATION	LOCATION
MENTAL HEALTH			
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

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COURSE NAME	2018 DATES	DURATION	LOCATION
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
SPECIALITY CLINICAL COURSES			
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
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

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CLINICAL SKILLS			
COURSE NAME	2018 DATES	DURATION	LOCATION
VIOLENCE PREVENTION AND MANAGEMENT -			
Please refer to My Health Learning (LMS) for workshop focus			
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
WOMEN AND BABIES			
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

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COURSE NAME	2018 DATES	DURATION	LOCATION
Perineal Care and Repair (Refresher)	15/10	2 Hours	CAN
Speculum Workshop for midwives	24/08	2 Hours	CAN
	11/10	2 Hours	RPA
WOUND CARE AND PRESSURE INJURY MANAGEMENT			
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

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EDUCATION AND RESEARCH

COURSE NAME	2018 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
Basic Life Support Workplace Trainer Refresher	9/08	2 Hours	CON
	4/09	2 Hours	RPA
	14/11	2 Hours	RPA
How to setup and run a successful journal club	6/09	4 Hours	RPA
	30/10	4 Hours	CON
Public Speaking and Presentation Skills	31/10	4 Hours	ROZ
Teaching on the Run	18/09, 19/09, 26/09	2 1/2 Days	ROZ
	15/11, 16/11, 23/11	2 1/2 Days	ROZ
Teaching on the Run - Module 1 - Planning Learning	12/09	2 Hours	ROZ

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EDUCATION AND RESEARCH

COURSE NAME	2018 DATES	DURATION	LOCATION
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

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INNOVATION

COURSE NAME	2018 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

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ENGAGEMENT			
COURSE NAME	2018 DATES	DURATION	LOCATION
Respecting the Difference - Face to Face Training	13/11, 3/12	3 1/2 Hours	CAN
Respecting the Difference - Face to Face Training	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
Respecting the Difference - Face to Face Training	14/08	3 1/2 Hours	CCHC
Respecting the Difference - Face to Face Training	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
Respecting the Difference - Face to Face Training	14/09	3 1/2 Hours	ROZ
Respecting the Difference - Face to Face Training	25/09	3 1/2 Hours	SDH
Cultural Competency Training	20/12	1 Day	RPA
Engagement, motivation and sustainability - Masterclass for Patient Care Initiative Facilitators	11/10	1 Day	RPA
Essentials of Care - Workshop 2	13-14/09	2 Days	RPA

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ENGAGEMENT			
COURSE NAME	2018 DATES	DURATION	LOCATION
Essentials of Care - Workshop 3	6/12	1 Day	CON
Managing Patient and Carer Feedback	4/09	2 Hours	CCHC
	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

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TECHNICAL SKILLS

COURSE NAME	2018 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

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GOVERNANCE			
COURSE NAME	2018 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

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MANAGEMENT AND LEADERSHIP			
COURSE NAME	2018 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		RPA
Management Efficiency	7/11 + 5/12	2 Days	ROZ
Managing Conflicts and Grievances in the Workplace	31/10	1 Day	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	5/12	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

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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

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>

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Centre for Education
and Workforce Development

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