


## SALHN Mandatory Training Schedule – August 2024

**Mandatory training** is mandated by relevant Commonwealth or State legislation; Codes of Practice or Regulations linked to legislation; Government or SA Health Directives; Industry or Accreditation Standards or as determined by SALHN to meet the organisation's needs.



Note: For existing employees 'On commencement only' means that the course must be completed once if this didn't occur on commencement of employment with SALHN.



| NSQHS   | Mandatory Training  | Requirement                                | Targeted Employees  | Mode of Delivery   | Frequency                         | Responsible Officer/<br>Program Owner |
|---|---|--|---|--|-----------------------------------|---------------------------------------|
|  <b>Standard 1:<br/>Clinical<br/>Governance</b> | Corporate orientation (half-day)  | SA Health Induction and Orientation Policy | All employees   | SAH Education (Moodle)   | On commencement only              | Chief Workforce Officer, SALHN        |
|   | Local area induction (varies depending on requirements of unit)         |  | All employees   | Face to face   | On commencement only              | Chief Workforce Officer, SALHN        |
|   | Code of Ethics for the SA Public Sector                                 | Public Sector Act 2009                     | All employees   | SAH Education (Moodle)   | On commencement                   | Chief Workforce Officer, SALHN        |
|   | WHS basics for workers  | WH&S Act 2012                              | All employees, volunteers, and contractors  | SAH Education (Moodle)   | On commencement and every 3 years | Manager WH&S & IM Services SALHN      |
|   | Emergency Awareness   |  | All employees, volunteers, contractors, students and Patient and Family Representatives | Face to face   | On commencement only              | Corporate Services Manager, SALHN     |
|   |   |  |   | SAH Education (Moodle)   | Annual                            |                                       |
|   | Manual Tasks Theory   | SA Health Manual Tasks at Work Policy;     | All employees and Patient and Family Representatives                                    | SAH Education (Moodle)   | On commencement only              | Workfit Services SALHN                |
|   | Manual Tasks Practical  |  | All workers in high-risk areas (as determined by Workfit Services process)              | Face to face training delivered by Manual Task Local Facilitator | Annual                            | Workfit Services SALHN                |
|   | Work Health and Safety and Injury Management for Managers & Supervisors | WH&S Act 2012                              | Managers, Supervisors and Team Leaders  | Face to face   | On Commencement and every 3 years | Manager WH&S & IM Services SALHN      |
|   | Emergency Control Organisation Wardens                                  |  | Fire wardens, Chief and Deputy Chief Fire Wardens                                       | Foundation (face to face)  | One off                           | Manager Corporate Services SALHN      |
|   |   |  |   | Refresher (online)   | Every 6 months                    |                                       |
|   |   |  | Refresher drill   | Every 2 years  |                                   |                                       |
| SALHN Incident Management Team  |   | Members of SALHN Incident Management Team  | AIIMS or equivalent course and 60 minute induction (face to face)                       | On commencement  |                                   |                                       |



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|   |  |  | Refresher (face to face)                                    | Annual  |  |
| WHS Defined Officer Training  |  | SALHN Executive  | SAH Education (Moodle)                                      | On appointment and every 2 years                    | Manager WH&S & IM SALHN  |
| SALHN Hazardous Substance Management                                    |  | Managers operating within the 117 Departments utilising these materials as per list from WHISM                     | SAH Education (Moodle)                                      | On appointment and every 3 years                    | Manager WH&S & IM SALHN  |
| Food Safety   | Food Act 2001  | Food handlers, volunteers, health ancillary workers  | Face to face  | Annual  | Manager Corporate Services SALHN   |
| Disability Awareness  | SA Health Disability Awareness Policy  | All employees  | SAH Education (Moodle)                                      | On commencement                                     | Executive Director Allied Health, Intermediate Care and Aboriginal Health Services |
| Protecting children is everyone's business                              | SA Health Child Safe Environments (Child Protection) Directive and SA Health Child Protection Mandatory Reporting Policy Directive | All employees, volunteers and Patient and Family Representatives   | SAH Education (Moodle)                                      | On commencement only                                | Clinical Director, Women and Children Division, SALHN                              |
| Child Safe Environments (three modules)                                 | SA Health Child Protection Mandatory Reporting Policy Directive  | All employees working in Women's & Children's and ED, and Allied Health workers with regular contact with children | Face to face (initial) SAH Education (Moodle) every 3 years | Every 3 years                                       | Clinical Director, Women and Children Division, SALHN                              |
| Reporting deaths to the State Coroner                                   | SA Health Directive Coronial Process and the Coroners Act 2003   | All medical staff  | SAH Education (Moodle)                                      | On commencement only and all existing medical staff | Executive Director Medical Services, SALHN   |
| Ombudsman course: Sharing Guidelines for Promoting Safety and Wellbeing | SA Health Information Sharing Guidelines for Promoting Safety and Wellbeing Policy Directive                                       | Senior Managers (as defined)   | SAH Education (Moodle)                                      | On commencement and every 3 years                   | Executive Director Finance and Corporate Services                                  |
| Understanding men's violence against women (1 module)                   | White Ribbon Accreditation   | All employees  | SAH Education (Moodle)                                      | On commencement and every 3 years                   | Chief Workforce Officer  |
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|  |  | Preventing and responding to men's violence against women (2 modules) |  | All managers  | SAH Education (Moodle) | On commencement and every 3 years | Chief Workforce Officer                    |
|  |  | Patient incident management and open disclosure                       | SA Health Patient incident management and open disclosure Policy | All employees | SAH Education (Moodle) | On commencement only              | Executive Director Medical Services, SALHN |


**SALHN Mandatory Training Schedule (Cont.)**

| NSQHS  |   | Mandatory Training                      | Requirement   | Targeted Employees  | Mode of Delivery                         | Frequency   | Responsible Officer/<br>Program Owner  |
|--|---|---|---|---|--|---|--|
|  | <b>Standard 2:<br/>Partnering<br/>with<br/>Consumers</b>  | Aboriginal Cultural Awareness           | SA Health Aboriginal Cultural Learning Framework                              | All employees, volunteers, students and Patient and Family Representatives  | SAH Education (Moodle)                   | On commencement   | Executive Director Allied Health, Intermediate Care and Aboriginal Health Services |
|  |   | Partnering with consumers and community | SA Health A Framework for Active Partnership with Consumers and the Community | All Medical, Nursing & Midwifery, and Allied Health workers, Client Support Services workers, Executives and Patient and Family Representatives     | At orientation<br>SAH Education (Moodle) | On commencement only<br>On commencement and every 3 years | Manager Consumer Engagement SALHN  |
|  | <b>Standard 3:<br/>Preventing<br/>and<br/>Controlling<br/>Healthcare<br/>Associated<br/>Infection</b> | Hand Hygiene                            | SA Health Hand Hygiene Policy Directive                                       | All employees, volunteers, contractors and Patient and Family Representatives   | Face to face                             | On commencement only                                      | Executive Director Medical Services, SALHN   |
|  |   |   |   |   | SAH Education (Moodle)                   | On commencement only                                      |  |
|  |   | PPE Theory                              | SA Health PPE Policy Guideline  | All medical, nursing & midwifery, and allied health staff<br>Client Support Services staff in clinical areas  | SAH Education (Moodle)                   | On commencement   | Executive Director Nursing and Midwifery Services                                  |
|  |   | PPE Practical                           |   |   | Face to Face training or demonstration   | On commencement and every three years                     |  |
|  |   | Aseptic Technique Practical             | SA Health Aseptic Technique Clinical Directive                                | All Medical, Nursing & Midwifery workers.<br>All Allied Health workers in clinical roles which involve performing procedures with invasive devices. | Face to face                             | On commencement and every 3 years                         | Executive Director Medical Services, SALHN   |
| Aseptic Technique Theory   | SAH Education (Moodle)  |   |   |   |  |   |  |

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|    | <b>Standard 4: Medication Safety</b> | Medication Administration   | NSQHS Standard 4  | All nurses and midwives in clinical roles involved in medication administration  | SAH Education (Moodle)                                | Annual   | Executive Director Nursing and Midwifery                         |
|  |                                      | Get it right: taking the best possible medication history             | NSQHS Standard 4  | All nursing and allied health staff in clinical roles within Community Mental Health   | SAH Education (Moodle)                                | Annual   | Executive Director Nursing and Midwifery                         |
|  |                                      | High Risk Medicines – Clozapine                                       | NSQHS Standard 4  | All Nursing, Medical and Allied Health staff in clinical roles across all Mental Health Services   | Link to WCHN Digital Media via SAH Education (Moodle) | On commencement and every 3 years  | Co-Director Mental Health Services                               |
|  |                                      | Safe handling of cytotoxic drugs and related waste (low risk workers) | Handling of Hazardous Drugs and Related Wastes in South Australian Health Services Policy Directive | All Medical, Nursing & Midwifery, and Client Support Services workers involved in handling cytotoxic drugs and related waste   | SAH Education (Moodle)                                | Every 2 years  | Clinical Director of WHS Clinical, WorkFit and Infection Control |
|  |                                      | Anti-Neoplastic Drugs Administration                                  |   | All staff who administer cytotoxic medication who have previously completed ADAC modules 1-6 Administering oral antineoplastic drugs, or ADAC modules 1-7 Administering intravenous neoplastic drugs | SAH Education (Moodle)                                | Every 2 years  | Clinical Director of WHS Clinical, WorkFit and Infection Control |
|  | <b>Standard 5 Comprehensive Care</b> | Introduction to preventing and responding to challenging behaviour    | Preventing and Responding to Challenging Behaviour Policy Directive                                 | All employees a in Mental Health Services, ED, Specialised Advanced Dementia Unit and Patient and Family Representatives   | SA Health Digital Media via SAH Education (Moodle)    | On commencement only<br>Except annually for employees in Mental Health Services                    | Executive Director Nursing and Midwifery SALHN                   |
|  |                                      | Safety Intervention Foundation Training (Theory only)                 |   | All administrative staff employed within frontline clinical areas of Mental Health Services  | SA Health Digital Media via SAH Education (Moodle)    | On commencement and then 2 yearly  | Executive Director Nursing and Midwifery SALHN                   |
|  |                                      | Safety Intervention Foundation Training                               |   | Medical, Nursing and Allied Health workers in Mental Health Services and , Specialised Advanced Dementia Unit. All PSA staff within RNBU.  | Face to face  | On commencement and then 2 yearly<br>Safety Intervention Foundation Refresher training             | Executive Director Nursing and Midwifery SALHN                   |
|  |                                      | Safety Intervention Advanced Training                                 |   | All nursing staff working within high-risk areas in Mental Health Services including Mental Health ED at FMC and Noarlunga, Margaret Tobin Centre  | Face to Face  | On commencement following completion of Safety Intervention Foundation Training, and then 2 yearly | Executive Director Nursing and Midwifery SALHN                   |

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|--|---|--|--|--|--|-----------------|--|
|  |   |  |  | (5H/5K/5J), Morier Ward/Morier HDU, RNBU, Short Stay Unit, Southern Intermediate Care Centre, Ward 18V General/HDU.<br><br>Clinicians within the Code Black Team |  |                 |  |
|  | <b>Standard 6: Communicating for Safety</b> | Clinical Handover                                  | NSQHS Standard 6<br><br>SA Health Clinical Communication and Patient Identification Clinical Directive | All medical, nursing & midwifery, and allied health staff  | SAH Education (Moodle)                               | On commencement | Executive Director Medical Services, SALHN |
|  | <b>Standard 7: Blood Management</b>         | BloodSafe e-Learning Clinical Transfusion Practice | SA Health Blood Supply Stewardship Policy Directive  | All Medical, Nursing & Midwifery workers involved in transfusion processes.  | E Learning Module (via link in SAH Education Moodle) | Every 2 years   | SALHN BloodSafe Nurse Consultant           |

**SALHN Mandatory Training Schedule (Cont.)**

| NSQHS  | Mandatory Training                                       | Requirement  | Targeted Employees   | Mode of Delivery               | Frequency          | Responsible Officer/<br>Program Owner      |
|--|--|--|--|--------------------------------|--------------------|--|
|  <p><b>Standard 8:<br/>Recognising<br/>and<br/>Responding<br/>to Acute<br/>Deterioration</b></p> | Basic Life Support Practical Assessment                  | SA Health Recognising and Responding to Clinical Deterioration Policy Directive, and SALHN requirement | All Clinical staff <ul style="list-style-type: none"> <li>• Medical</li> <li>• Nursing</li> <li>• Midwifery</li> <li>• Allied Health workers</li> <li>• Aboriginal Health Workers</li> </ul>   | Face to face skills assessment | Annual             | Executive Director Medical Services, SALHN |
|  | ARC Advanced Life Support 1 (or equivalent)*             |  | Medical Emergency Team (MET) and Local MET teams medical and nursing staff (excludes interns and temp junior staff in training) working in: <ul style="list-style-type: none"> <li>• ICCU</li> <li>• PACU</li> <li>• ED (RN allocated 'airway' or above roles)</li> <li>• Anaesthetics</li> <li>• CCU/6DC (Senior and Progressive Care nurses)</li> <li>• 6B-CTSU senior nursing staff</li> <li>• Endoscopy RNs FMC</li> </ul> | Face to face Course manual     | Every 4 years      | Executive Director Medical Services, SALHN |
|  | ARC Advanced Life Support 2 (or equivalent)*             |  | MET Team Leaders <ul style="list-style-type: none"> <li>• All medical staff who may be required to lead a medical emergency response team (MET or Local emergency response team)</li> </ul>  | Face to face Course manual     | Every 4 years      | Executive Director Medical Services, SALHN |
|  | Paediatric Resuscitation (Resus 4 Kids or equivalent)*   |  | All Medical, Nursing & Midwifery workers in ICCU, Paediatrics, PACU, Anaesthetics and ED (excludes interns and temp junior staff in training)  | Face to face and e-learning    | Every 2 years      | Executive Director Medical Services, SALHN |
|  | Advanced Paediatric Life Support (APLS) (or equivalent)* |  | All Emergency Medicine Consultants. Paediatric Registrars and Consultants.   | Face to face                   | Within 6 months of | Executive Director Medical Services, SALHN |

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|  |   |  |  |                         | commencement and every 5 years              |  |
|  | Fetal Surveillance Education Program    | SA Health Perinatal Emergency Education Strategy Policy Directive 2021 | Midwifery and Medical staff in the Maternity Unit  | Online and Face to face | Annual (Online)<br>Face to face (once only) | Executive Director Medical Services, SALHN |
|  | Maternal Safety Education               |  |  | Face to face            | Every 2 years                               |  |
|  | Practical Newborn Life Support          |  | Midwifery, Nursing and Medical staff in the Maternity Unit and Neonatal Special Care Unit  | Face to face            | Every 2 years                               |  |
|  | Practical Newborn Advanced Life Support |  | Nursing, Midwifery and Medical staff in the Neonatal Intensive Care Unit   | Face to face            | Every 2 years                               |  |
|  | Newborn Advanced Life Support           |  |  | On line                 | Every 2 years                               |  |
|  | Newborn Life Support                    |  | All Medical, Nursing & Midwifery staff in AWHS, 4SMG, SMGP, 4C, BAS, NNU, WAS** (excludes interns and temp junior staff in training) | On line                 | Every 2 years                               |  |

\*Equivalent courses need approval from SALHN Resuscitation Subcommittee/SALHN Deteriorating Patient (Standard 8) Committee

\*\*AWHS: Ambulatory Women's Health Service (incorporates Maternity Outreach Service and Women's Health clinics at FMC and NH. SMGP: Southern Midwifery Group Practice. WAS: Women's Assessment Service.

Additional accreditation requirements will be as per individual unit and respective College requirement.



## SALHN Mandatory Training Schedule (Cont.)

The following courses are not mandatory but are highly recommended. *(Recommended courses will be listed in each category 'tile' on SAH Education)*

| Course  | Targeted employees  | Mode of delivery                                      | Frequency  | Responsible Officer                               |
|---|---|---|--|---|
| <b>Respectful Behaviours</b><br>Creating safe and supportive workplaces<br>or<br>Managing unacceptable behaviours | Creating safe and supportive workplaces<br>(General Staff)<br>Or<br>Managing unacceptable behaviours<br>(Managers)  | SAH Education (Moodle)                                | On commencement  | Chief Workforce Officer, SALHN                    |
| Introduction to preventing and responding to challenging behaviour  | All employees (apart from those nominated in the 'Mandatory' section)<br>All volunteers in Mental Health Services   | SA Health Digital Media via SAH Education (Moodle)    | On commencement  | Executive Director Nursing and Midwifery<br>SALHN |
| Managing actual and potential aggression<br>(Foundation course)   | Medical, Nursing and Allied Health workers in the Emergency Department  | Face to face  | On commencement and then 2 yearly<br>Foundation course<br>refresher training                                 | Executive Director Nursing and Midwifery<br>SALHN |
| Introduction to Information Sharing Guidelines for Promoting Safety and Wellbeing                                 | All employees   | SAH Education (Moodle)                                | On commencement  | Executive Director Finance and Corporate Services |
| Manual Tasks Theory   | All employees.  | SAH Education (Moodle)                                | It is recommended that this is undertaken annually, following the initial session undertaken on commencement | Workfit Services<br>SALHN                         |
| Minimising Restrictive Practices  | All clinical staff (medical, nursing, allied health) in Mental Health Services.<br>Clinical staff in ED, AMU, Specialised Advanced Dementia Unit, and GEM wards | Link to WCHN Digital Media via SAH Education (Moodle) | On commencement and every 2 years  | Co-Director Mental Health Services                |
| Introduction to Cardiometabolic Syndrome  | All clinical nursing staff in Mental Health Services  | SAH Education (Moodle)                                | On commencement  | Co-Director Mental Health Services                |

|  |   |  |   |   |
|--|---|--|---|---|
| Advanced MAPA – 1 day course                               | All clinical staff working in Acute in-patient Mental Health Units/Services                 | Face to Face and booked via SAH Education (Moodle) | 2 yearly after attendance at MAPA Foundation (1 day course) | Co-Director Mental Health Services                |
| Connecting with people –suicide response Part 1 and Part 2 | All clinical staff in Mental Health Services  | Face to Face and booked via SAH Education (Moodle) | On commencement   | Co-Director Mental Health Services                |
| Sensory approaches in clinical care – Foundational course  | All clinical staff in Mental Health Services  | SAH Education (Moodle)                             | On commencement   | Clinical Director Mental Health Services          |
| PPE Theory   | Staff who are not able to correctly demonstrate donning and doffing of PPE and hand hygiene | SAH Education (Moodle)                             | As required (following initial completion of this course)   | Executive Director Nursing and Midwifery Services |