



# Mandatory and Core Requirement Training Framework

## Child and Adolescent Health Service

Updated: 29<sup>th</sup> October 2020

Version: 1.5

*Printed copies are not controlled. Always refer to the latest version via CAHS Healthpoint.*



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# Background

The [Mandatory and Core Requirement Training \(CAHS\) Policy](#) details definitions, principles, roles and responsibilities, record keeping and compliance and should be read in relation to this Framework.

This Framework outlines the minimum standards of mandatory and core requirement training for each employment group and how frequently the training must occur. The Framework ensures a standardised approach to the core content and delivery and will also:

- Provide clarity and consistency in training provisions and requirements;
- Improve reporting and compliance monitoring;

It is recognised that there will be additional core requirements and other training applicable to sites, wards, services and positions as deemed necessary. Whilst most courses are offered through the Learning Management System (iLearn), it is acknowledged that to meet the needs and variances between occupational groups that specific tailored courses may be required to ensure the training is kept relevant to the audience.

## How to use the Framework

The Framework is divided into four sections:

1. **Mandatory Training** table which outlines the training required by all CAHS employees.
2. **Core Requirement Training (Role Specific)** table which details the training required in relation to employment group, service or location.
3. **Employment Group** table which provides a further breakdown of the occupations considered in each of the overarching employment groups – Clinical, Non-Clinical and Management.
4. **Training Program Descriptions** provides detail as to the course title, description, time requirement\* and whether it's policy, legislative or Standard driven.

*\*Time requirements are indicative. The time it takes to complete a course will depend on the individual, the size of the group being trained, course delivery method (face to face or eLearning) and the number of competencies being assessed.*

## Completing the courses

To locate the appropriate courses visit the iLearn website and log in with your username and password.

# Governance of the Framework

The CAHS Executive Committee (CEC) has responsibility for reviewing and endorsing the Mandatory Training Programs on advice from the Learning, Development and Capability Committee (LDCC), formerly called Education Strategic Oversight Committee (ESOC).

The LDCC has responsibility for governing the annual review of this Framework and making recommendations to CEC. LDCC also is required to review, approve and endorse core requirement training requests.

## Version Control

This framework will be reviewed annually at a minimum, in line with the Policy or as required to ensure relevance and currency.

Version	Effective From	Endorsed by	Amendment(s)
1.0	15 January 2018	Tony Loiacono, A/ED Corporate Services	First version
1.1	2 February 2018	Mary Miller, Chair of Education and Strategic Oversight Committee	Inclusion of missing program descriptions and mistake on Medication Safety training program corrected
1.2	20 November 2018	HSEC	Inclusion of SUFS program as mandatory training
1.3	4 October 2019	HSEC	Annual review- Revisions to training requirement descriptions and audience allocations
1.4	21 May 2020	Valerie Jovanovic, ED People Capability and Culture	Review of audience allocation for Infection Control package.
1.5	29 October 2020	CEC Committee	Review of audience description and frequency for completion for Blood Safe eLearning packages.

## Approval

This framework has been approved by the Learning Development and Capability Committee (LDCC) and endorsed by the CAHS Executive Committee (CEC).

<b>Approved by:</b>	Learning, Development & Capability Committee	Date:	13th October 2020
<b>Endorsed by:</b>	CAHS Executive Committee	Date:	29th October 2020
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# 1. Mandatory Training for ALL EMPLOYEES

Training Title	Target Audience	Frequency Required	Priority Rating*
Aboriginal Cultural eLearning	All employees	Once**	3
Accountable and Ethical Decision Making	All employees All board members	Once**	3
Aiming for Zero Harm	All employees	Once	2
Basic Life Support- (except PCH Medical, Nursing and Anaesthetic Technicians) OR Hospital Paediatric Life Support (PCH Medical, Nursing and Anaesthetic Technicians only)	All employees	Annual	Nursing, Medical & Anaesthetic Technicians– 2 Allied Health- 3 All other staff- 4
CAHS Corporate Induction	All employees	Once	3
Emergency Management (Theory)	All employees	Annual	1
Emergency Management (Walkthrough)	All employees	Annual	2
Hand Hygiene	All employees	Annual	1
Infection Control Principles	All employees	Once	Clinical staff- 1 All other staff- 3
Manual Tasks (Theory)	All employees	Annual	3
Speaking Up For Safety	All employees	Once	3
Workplace Aggression and Violence Education	All employees	Annual	3
Record Keeping Awareness	All employees	Once*	3

Refer Training Program Descriptions section of this framework for details on the training programs.

\*Mandatory Training Priority Scale

<b>Priority Rating</b>	<b>Timeframe for Completion</b>
1	Within 1 week following commencement of employment or prior to annual renewal
2	Within 1 month following commencement of employment or prior to annual renewal
3	Within 2 months following commencement of employment or prior to annual renewal
4	Within 3 months following commencement of employment or prior to annual renewal
5	Within 6 months following commencement of employment or prior to annual renewal

\*\*Recognition of Prior learning will be accepted for *Aboriginal Cultural eLearning, Accountable and Ethical Decision Making, and Record Keeping Awareness*. The relevant certificate of completion for these courses can be uploaded into iLearn.

## 2. Core Requirement Training (Role Specific)

Training Title	Frequency Required	Clinical Staff			Non-Clinical Staff		Management/ Leadership	
		Medical	Nursing	Allied Health and Other Clinical	Patient Support Services	Administrative, Corporate and other Non-Clinical	Service Managers	Executive
<b>Aseptic Technique (Standard Aseptic Technique- Clinician Competency)</b>	Once	CAMHS/ PCH					Frontline clinically based managers	
<b>Australian Mental Health Care Classification</b>	Once	CAMHS					CAMHS Managers only	CAMHS Executive only
<b>Blood Safe Australia-Clinical Transfusion Practice Course</b>	Every 2 years	All Medical	All ward based nurses	Anaesthetic Technicians and laboratory scientists/ assistants			Frontline clinically based managers	
<b>Blood Safe Australia-Transporting Blood Course</b>	Every 2 years				All staff responsible for the transportation of blood transfusion			
<b>Central Vascular Access Device: EviQ- Modules 1-3</b>	Once		All nurses responsible for care of					



Training Title	Frequency Required	Clinical Staff			Non-Clinical Staff		Management/ Leadership	
		Medical	Nursing	Allied Health and Other Clinical	Patient Support Services	Administrative, Corporate and other Non-Clinical	Service Managers	Executive
			patient with Vascular Access Device					
<b>Central Vascular Access Device: PCH CVAD Competency Assessment</b>	Every 3 years		All nurses responsible for care of patient with Central Vascular Access Device					
<b>Clinical Alerts</b>	Once	All PCH Medical and Nursing		PCH Pharmacists		PCH Staff who have Clinical Coding responsibilities	PCH Staff who have Clinical Coding responsibilities	
<b>Clinical Handover</b>	Once	All					Frontline clinically based Managers Clinical only	
<b>EviQ (ADAC for the Non- Cancer Setting)- Modules 1-3</b>	Once		All nurses caring for patients receiving antineoplastic drugs					
<b>EviQ (Paediatric Anti-Neoplastic Drug Administration</b>	Once		All nurses caring for patients in a					

Training Title	Frequency Required	Clinical Staff			Non-Clinical Staff		Management/ Leadership	
		Medical	Nursing	Allied Health and Other Clinical	Patient Support Services	Administrative, Corporate and other Non-Clinical	Service Managers	Executive
Course)- Modules 1-7			Cancer setting					
Food Safety	Annually		Employees that handle food only	Employees that handle food only	Employees that handle food only			
iMRI Safety	Once		Theatre only	Anaesthetic Technicians and Medical Imaging only				
Language Services	Once	All					All	
Mandatory Reporting of Child Sexual Abuse	Once	All					Medical and Nursing only	
Manual Tasks (Practical)	Annual	All				Loads based training	Loads based training (once)	
Medication Safety (NPS MedicineWise- Modules 1-7)	Once	Those who prescribe or administer medication only						
National Standard Medication Charts Course (NPS MedicineWise- Modules 1-4)	Once	Those who prescribe or administer medication only						
National Standard Medication Charts Course (Paediatric National Inpatient		Those who prescribe or administer medication only (PCH staff only)						

Training Title	Frequency Required	Clinical Staff			Non-Clinical Staff		Management/ Leadership	
		Medical	Nursing	Allied Health and Other Clinical	Patient Support Services	Administrative, Corporate and other Non-Clinical	Service Managers	Executive
Medication Chart)								
OSH Training for Managers	3 yearly						All	All
OSH training for Representatives	Once	Occupational Health and Safety Representatives only						
Open Disclosure	Once	All					Clinically based Managers	
Patient and Family/ Consumer Centred Care	Once	All					Clinically based Managers	
Safe Infant Sleeping	Once	All health professionals engaged in paediatric and child health services for children up to 12 months					Clinically based Managers	
Therapeutic Crisis Intervention	6 monthly	CAMHS					CAMHS	
WA Mental Health Act	Once	CAMHS					CAMHS	

## 3. Employment Categories

### Clinical Staff

These are health care professionals who provide or lead others who provide direct clinical care to patients. The following are examples and cover most position types in CAHS.

Medical		
Clinical Academic Consultant Medical Fellow	Paediatrician Psychiatrist Registrar	Resident Medical Officer

  

Nursing		
Assistant in Nursing Case Coordinator Case Manager Clinical Coordinator Clinical Nurse Clinical Nurse Consultant	Clinical Nurse Manager Clinical Nurse Specialist Discharge Coordinator Enrolled Nurse Intake Coordinator Mental Health Nurse	Nurse Educator Nurse Practitioner Paediatric Nurse Educator Registered Nurse Registered Mental Health Nurse Staff Development Nurse

  

Allied Health and Other Clinical		
Aboriginal Health Worker Anaesthetic Technician Audiologist Case Coordinator Case Manager Child Care Worker Clinical Perfusionist Clinical Psychologist Dental Assistant Dentist	Diabetes Educator Dietitian Echo-cardiographer Ethnic Health Worker Intake Coordinator Medical Imaging Technologist Occupational Therapist Orthoptist Orthotist	Pharmacist Physiotherapist Podiatrist Scientist Sleep Technologist Social Worker Sonographer Speech Pathologist Therapy Assistant

## Non-Clinical Staff

These are employees who do not provide clinical care to patients. The following are examples and cover most position types in CAHS.

Patient Support Services		
Agility Dispatchers	Kitchenhand	Transport Officers/ Drivers
AGV Operators	Linen Room Assistant	Sterilisation Technician
Cleaner	Loading Dock Support	Store-person
Cook/ Chef	Officers	
Courier / Driver	Orderly	
Food Service Assistant	Patient Care Assistant	
Infant Formula Room Assistant	Quality Assurance & Training Officers	

Administrative, Clerical, Corporate and Other		
Aboriginal Liaison Officer	Communications Officer	PIMS Officer
Accounts Clerk	Coordinator- no supervisory functions	Policy Officer
Administrative Assistant	Customer Liaison Officer	Program Officer
Administrative Officer	Data Entry Clerk	Quality Coordinator
Analyst	Executive Assistant	Receptionist
Admissions Officer	Health Promotion Officers	Research Assistant
Biomedical Technician	Interpreter	Secretary
Biostatistician	Librarian	Training & Development Officer
Booking Clerk	Medical Photographer	Telehealth Coordinator
Clerical Officer	Medical Typist	Theatre Clerk
Clerk	Outpatient Clinical Officer	Ward Clerk
Clinical Coder	Pharmacy Technician	

## Management

These are clinical and/or administrative leaders with organisational responsibilities who manage and lead employees including supervisory positions that have direct reports. The following are examples and cover most position types.

Executive and Managers		
Area Manager	Deputy Director	Nursing Director
Business Manager	Director	Program Manager
Chairperson	Executive Director	Senior Legal Advisor
Coordinator – with supervisory function	Manager – with Supervisory function	Supervisor
		Team Leader

## 4. Training Program Descriptions

### a) Mandatory Training Program Descriptions

Course Title	Policy, Legislative or Health Standard	Target Audience	Course Description	Frequency Required	Time (mins)	Performance Indicator
Aboriginal Cultural eLearning	<a href="#">Aboriginal Cultural eLearning (WA Health Policy) MP0065/17</a>	All employees	To build the cultural knowledge of the WA health system workforce and strengthen its capacity to provide health care that is culturally respectful and non-discriminatory. ACeL training is one step towards improving the cultural effectiveness of the WA health system and its interaction with Aboriginal clients and colleagues.	Once	90	100%
Accountable and Ethical Decision Making	<a href="#">PSCs Commissioner's Instruction No.8 Code of Conduct Integrity Training</a>	All employees All Board members	To assist employees in making accountable and ethical decisions by improving awareness and understanding of public sector accountability requirements.	Once	150	100%
Aiming for Zero Harm	NSQHSS 1: Governance for safety and quality in health service organisations	All employees	Aiming for Zero Harm aims to provide staff with a clear understanding of the CAHS safety and quality framework and will assist staff in ensuring patient / client safety always comes first.	Once	30	100%
Basic Life Support-Community Clinical (eLearning)	NSQHSS Standards for Community Health Standard 8 (Ed. 2)	Community Health employees- All Nursing, Allied Health Workers, Medical and Allied Health	Ensures community based clinicians are aware of local systems and processes for recognising and responding to of a person's acute deterioration and appropriate action is taken. Acute deterioration includes physiological changes, as well as acute changes in cognition and mental state. Provides competency- based training for basic life support.	Annual	20	100%

Course Title	Policy, Legislative or Health Standard	Target Audience	Course Description	Frequency Required	Time (mins)	Performance Indicator
Basic Life Support- Non Clinical (eLearning)	NSQHSS 8: Recognising and responding to acute clinical deterioration <a href="#">Clinical Deterioration (WA Health) Policy</a>	All employees (except PCH Medical, Nursing and Anaesthetic Technicians, who must complete Hospital Paediatric Life Support package; and Nursing, Aboriginal Health Workers, Medical and Allied Health Community Health employees )	Provides training in recognition and response to the deteriorating patient or client, escalation of care and emergency management, and includes assessment and interventions for basic life support. Policy requires all WA Health sites must have an education program in place.	Annual	30	100%
Basic Life Support (Practical demonstration of skills)	NSQHSS 8: Recognising and responding to acute clinical deterioration <a href="#">Recognising and Responding to Acute Deterioration Policy MP0086/18</a>	All clinical staff with direct patient care (except PCH Medical, Nursing and Anaesthetic Technicians, who must complete Hospital	Provides training in recognition and response to the deteriorating patient or client, escalation of care and emergency management, and includes assessment and interventions for basic life support. Policy requires all WA Health sites must have an education program in place.	Annual	15	100%

Course Title	Policy, Legislative or Health Standard	Target Audience	Course Description	Frequency Required	Time (mins)	Performance Indicator
		Paediatric Life Support package)				
CAHS Corporate Induction	<a href="#">Employee Induction and Orientation (CAHS) Policy</a>	All employees	All new employees complete a CAHS corporate (generic) service based induction program. The induction includes: CAHS Vision and Values; OSH; Safety, Quality & Risk; Emergency Procedures; Employee Accountability and Responsibilities.	Once	240	100%
Emergency Management (Theory)	<a href="#">Emergency Management (CAHS) Policy;</a> <a href="#">Emergency Preparedness Training - AS 4083/2010</a> <a href="#">Planning for Emergencies for healthcare facilities</a>	All employees	To provide employees information to understand the fire safety, evacuation and emergency procedures used in the health service. This includes the use of emergency codes.	Annual	30	100%
Emergency Management Evacuation Walkthrough	<a href="#">Emergency Management (CAHS) Policy;</a> <a href="#">Emergency Preparedness Training - AS 4083/2010</a> <a href="#">Planning for Emergencies for healthcare facilities</a>	All employees	Annual training. Course includes training in alarm activation, testing of fire systems, and evacuation of staff, patients and/ or clients safely in a staged approach.	Annual	15	100%
Hand Hygiene	NSQHSS 3: Preventing and controlling healthcare associated infections <a href="#">Hand Hygiene Policy</a>	All employees	Training in defining hand hygiene and rationale for practice, 5 moments of Hand Hygiene and common products used.	Annual	20	100%
Hospital Paediatric	NSQHSS 8: Recognition	PCH Medical,	Provides training in recognition and response	Annual	30	100%



Course Title	Policy, Legislative or Health Standard	Target Audience	Course Description	Frequency Required	Time (mins)	Performance Indicator
Life Support (Lecture or eLearning)	and responding to clinical deterioration in acute health care. <a href="#">Recognising and Responding to Acute Deterioration Policy</a>	Nursing and Anaesthetic Technicians	to the deteriorating child, escalation of care and emergency management, and includes assessment and interventions for basic life support. Policy requires all WA Health sites must have an education program in place.			
Hospital Paediatric Life Support (Practical competency assessment)	NSQHSS 9: Recognition and responding to clinical deterioration in acute health care <a href="#">Recognising and Responding to Acute Deterioration Policy</a>	PCH Medical, Nursing and Anaesthetic Technicians	Provides training in recognition and response to the deteriorating child, escalation of care and emergency management, and includes assessment and interventions for basic life support. Policy requires all WA Health sites must have an education program in place.	Annual	15	100%
Infection Control Principles	NSQHSS 3: Preventing and controlling healthcare associated infections	All CAHS employees	Provides training in infection control principles, standard precautions and transmission based precautions.	Once	30	100%
Manual Tasks (Theory)	<a href="#">Manual Tasks (CAHS) Policy</a>	All employees	Provides training in principles of manual tasks, basic anatomy and injury causation and the legislative framework. Key aims are to skill the worker in safe postures and actions which can be applied in both the workplace and in everyday activities.	Annual	15	100%
Speaking Up For Safety	NSQHSS 1: Governance for safety and quality in health service organisations	All employees	Provides training in graded assertiveness communication using common language via the Safety CODE. Aims to provide staff with the language, skills and a framework to provide feedback and respectfully raise concerns.	Once	60	100%
Prevention of Workplace	<a href="#">Aggressive, Offensive and Inappropriate Behaviour</a>	All employees	Provides training in identification and triggering causes of aggressive behaviours; relevant	Annual	30	100%

Course Title	Policy, Legislative or Health Standard	Target Audience	Course Description	Frequency Required	Time (mins)	Performance Indicator
Aggression and Violence	<a href="#">Management</a>		policies; legislation and Code of Conduct; strategies to prevent and manage bullying and aggressive behaviours; and reporting of incidents.			
Record Keeping Awareness	<a href="#">PSCs Commissioner's Instruction No.8 Code of Conduct Integrity Training</a>	All employees	Informs employees about good recordkeeping practices and explains their responsibilities under the State Records Act 2000.	Once	30	100%

## b) Core Requirements Training Program Descriptions

Course Title	Policy, Legislative or Health Standard	Target Audience	Course Description	Frequency Required	Time (mins)	Performance Indicator (% of Target Audience)
Aseptic Technique	NSQHSS 3: Preventing and controlling health care associated infections <a href="#">Aseptic Technique Policy</a>	Clinicians who perform invasive procedures	This competency is performed in conjunction with the Infection Control Principles package. Clinicians will demonstrate knowledge and skills regarding Aseptic Technique.	Once	30	100%
Australian Mental Health Care Classification		Mental Health	This material supports the introduction of the Australian Mental Health Care Classification (Phases of Care) into practice.	Once	120	100%
Blood Safe Australia- Clinical Transfusion Practice Course	NSQHSS 7: Blood Management Standard	All medical staff and all ward based nurses	Provides staff with knowledge of safe transfusion practice and appropriate use of blood	Every 2 years	60	100%
Blood Safe Australia- Transporting Blood Course	NSQHSS 7: Blood Management Standard	All Support Services staff responsible for transporting blood	Provides staff with knowledge of the requirements for picking up, transporting and storing blood products in a hospital setting.	Every 2 years	30	100%
Central Vascular Access Device: EviQ- Modules 1-3	<a href="#">The Vascular Access Education Framework for Nurses</a>	All nurses responsible for care of patient with Central Vascular Access Device	In order to reduce and prevent complications, all nurses involved in the care and management of patients with a Vascular Access Device must have the necessary training, knowledge and skills to competently provide care.	Once	90	100%

Course Title	Policy, Legislative or Health Standard	Target Audience	Course Description	Frequency Required	Time (mins)	Performance Indicator (% of Target Audience)
Central Vascular Access Device: PCH CVAD Competency Assessment	<a href="#">The Vascular Access Education Framework for Nurses</a>	All nurses responsible for care of patient with Central Vascular Access Device	In order to reduce and prevent complications, all nurses involved in the care and management of patients with a Vascular Access Device must have the necessary training, knowledge and skills to competently provide care.	Every 3 years	Variable	100%
Clinical Alerts	<a href="#">CAHS Clinical Alerts Policy</a>	All medical staff, nurses & pharmacists; and clerical and clinical coding staff.	This training package outlines the principles, definitions and processes for clinical alert notification.	Once	45	100%
Clinical Handover	NSQHSS 6: Clinical Handover <a href="#">Clinical Handover Policy</a>	All clinical staff	Training in policies, procedures and protocols for clinical handover, iSoBAR, transfer of responsibility and accountability of care and documentation.	Once	60	100%
EviQ (Antineoplastic Drug Administration Course for the Non- Cancer Setting)- Modules 1-3	<a href="#">The Vascular Access Education Framework for Nurses</a>	All nurses caring for patients receiving antineoplastic drugs	The Paediatric Antineoplastic Drug Administration Course (ADAC) supports health professionals develop the necessary knowledge and clinical skills to administer antineoplastic drugs and handle related waste safely.	Once	90	100%
EviQ (Paediatric Anti- Neoplastic Drug Administration Course)- Modules 1-7	<a href="#">The Vascular Access Education Framework for Nurses</a>	All nurses caring for patients in a Cancer setting	The Paediatric Antineoplastic Drug Administration Course (ADAC) supports health professionals develop the necessary knowledge and clinical skills to administer antineoplastic drugs and handle related waste safely.	Once	210	100%

Course Title	Policy, Legislative or Health Standard	Target Audience	Course Description	Frequency Required	Time (mins)	Performance Indicator (% of Target Audience)
Family and Domestic Violence	Western Australia's Family and Domestic Violence Prevention Strategy to 2022	All Community Health nurses and Aboriginal Health Workers	This workshop provides training on FDV, impact on families and the wider communities and assists clinicians to make safe and effective interventions with victims of violence and abuse and the children.	Once	45	100%
Food Safety	Standard 3.2.2 Food Safety Practices and General Requirements	Employees that handle food	Staff will gain knowledge in the purpose and principles of a Food Safety Program. This includes important food hygiene and food safety standards as well as appropriate food handling and cleaning techniques.	Annual	30	100%
iMRI Safety	<a href="#">Intraoperative Magnetic Resonance Imaging Protocol</a>	PCH iMRI & Perioperative staff	This training package is aims to ensure staff achieving demonstrable skills, techniques and overall competency in the Zone 2 safety in theatres with iMRI.	Once	30	100%
Language Services	<a href="#">WA Language Services Policy 2014</a>	All staff with direct care responsibilities	This training package aims to ensure that WA public sector staff have the skills to determine when interpreters and translators should be used, based on the legislative requirement, particular service provided, the duty of care to a client and the level of risk to clients' rights, health or safety.	Once	30	100%
<a href="#">Mandatory Reporting of Child Sexual Abuse</a>	<a href="#">Guidelines for Protecting Children (WA Health) OD 0606/15</a>	Doctors, nurses, midwives	Provides training in legislation, responding and reporting of child sexual abuse and the protection of children.	Once	30	100%

Course Title	Policy, Legislative or Health Standard	Target Audience	Course Description	Frequency Required	Time (mins)	Performance Indicator (% of Target Audience)
Manual Tasks - Practical	<a href="#">Manual Tasks (CAHS) Policy</a>	All (role specific)	Provides hands on practical training in manual handling procedures and techniques.	Annual	30	100%
Medication Safety (NPS MedicineWise- Modules 1-7)	NSQHSS: 4: Medication Safety <a href="#">Medication Safety (CAHS) Policy</a>	Clinical staff who prescribe or administer medication only	This course explores the various causes of medication errors and equips staff with the knowledge and skills to help prevent errors from occurring in the workplace. The course focuses on what staff can do to increase safety for patients.	Once	210	100%
National Standard Medication Charts Course (NPS MedicineWise- Modules 1-4, plus Paediatric National Inpatient Medication Chart)	NSQHSS: 4: Medication Safety <a href="#">Medication Safety (CAHS) Policy</a>	Clinical staff who prescribe or administer medication only	This training course provides staff with knowledge of the principles of safe prescribing and demonstrates how to complete the National Standard Medication Charts correctly.	Once	240	100%
Occupational Safety and Health for Managers	<a href="#">Occupational Safety and Health Act 1984</a>	All managers and supervisors	Provides training in the process of managing workplace injury of staff, including policy and legislation, employee assistance and referral.	Every 3 years	120	100%
OSH training for Representatives	<a href="#">Occupational Safety and Health Act 1984. s.51</a>	OSH Reps	An externally provided training program for elected Safety and Health Representatives as per OSH Act and Regulations.	Once	5 days initially. 2 day refresher (every 2 years)	100%

Course Title	Policy, Legislative or Health Standard	Target Audience	Course Description	Frequency Required	Time (mins)	Performance Indicator (% of Target Audience)
Open Disclosure	<a href="#">WA Open Disclosure Policy OD0592/15</a> <a href="#">Open Disclosure (CAHS) Policy</a>	Healthcare workers, Executive	This package focuses on the essential principles of Open Disclosure and describes how and when it applies in the WA Health context.	Once	30	100%
Patient and Family Centred Care	NSQHSS 2: Partnering with Consumers (2.6)	All clinical staff	Covers patient, family and consumer centred care, partnerships in care and consumer engagement.	Once	60	100%
Protection of Children	<a href="#">Guidelines for Protecting Children (WA Health) OD 0606/15</a>	All Community Health clinical staff	A workshop and lecture providing training on the protection of children, health needs of children in care, prevention of child abuse and neglect and professional and legal obligations	Once	150	100%
Safe Infant Sleeping	<a href="#">Safe Infant Sleeping Policy (WA Health) MP0106/19</a>	All health professionals employed or engaged in providing maternity and/or paediatric and child health services	Safe infant sleeping practices and messages are used across the Western Australian health system to reduce the risk and incidence of Sudden Unexpected Death in Infancy (SUDI). This package provides information to ensure that health professionals are trained in best safe infant sleeping practices and risk management strategies during the antenatal and postnatal period, including during home visits; and up to the infant age of one year.	Once	30	100%
Therapeutic Crisis Intervention (TCI)	<a href="#">De-escalation Policy</a> <a href="#">Physical Restraint Policy</a> <a href="#">Seclusion Policy</a>	Mental Health Clinical only	The purpose of the TCI system is to provide a crisis prevention and intervention model for residential child care organizations that will assist in: Preventing crises from occurring, de-escalating potential crises, effectively managing acute crises, reducing potential and actual injury to children and staff, learning	6 monthly	360	100%

Course Title	Policy, Legislative or Health Standard	Target Audience	Course Description	Frequency Required	Time (mins)	Performance Indicator (% of Target Audience)
			constructive ways to handle stressful situations, and developing a learning circle within the organization.			
WA Mental Health Act	<a href="#">Mental Health Act 2014</a> <a href="#">Physical Restraint Policy</a> <a href="#">Seclusion Policy</a>	Mental Health only	This training covers how the WA Mental Health Act applies to mental health service staff.	Once	60	100%



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