

Training & Development Program Information 2012



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Welcome

Joondalup Health Campus' Training & Development team is proud to present the Program Information for 2012.

Our department is committed to providing Ramsay employees and the wider health community with appropriate learning opportunities to meet their needs. In turn, these opportunities to grow and develop skills and knowledge support the delivery of safe, quality care and improved patient outcomes. During 2011 we have continued to expand and develop courses and learning opportunities to meet the health providers learning needs.

Please share with us any ideas or training needs that you may have to assist us in providing programs suited to your learning requirements.

Welcome to you all.

Come along and join us through our collective journey in lifelong learning.

Gill Reid

Training & Development Coordinator

This publication is proudly sponsored by



A better wa to bank.

**This booklet is available in electronic format through the Joondalup Health Campus Website:
www.joondaluphealthcampus.com.au**

Additional JHC Employee course information is also located on the JHC Intranet

- Click on the JHC Intranet on the desktop
- Click on the Training & Development link on the left hand side
- Click on the Education Calendar link on the right hand side
- Click on the month you would like to view
- Click on the education session you would like to view

For additional information contact the Training & Development office:

(08) 9400 9417

Monday to Friday 08:30 - 16:30

Please address mail to:

Training & Development

Joondalup Health Campus

PO Box 242

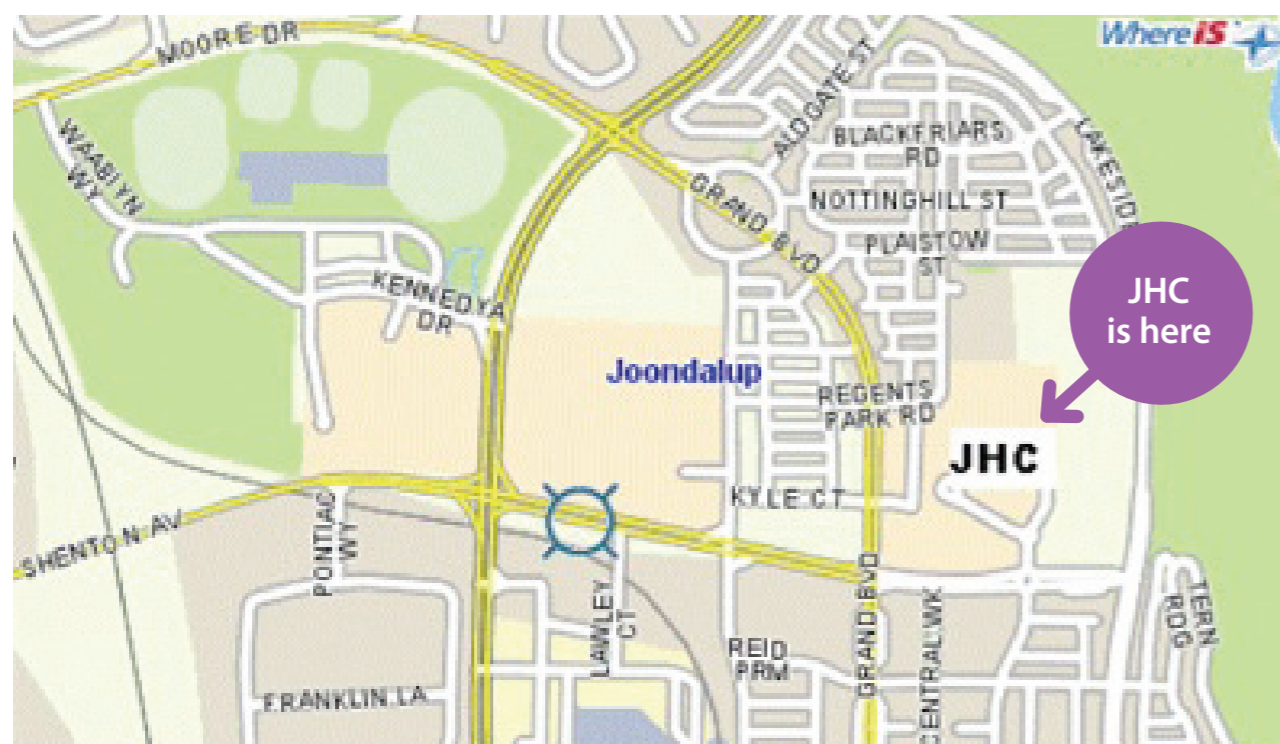
Joondalup WA 6919

The Training & Development Philosophy

To provide excellence in training & development by fostering, supporting and maintaining a positive learning culture throughout the organisation.

Location of Campus

Joondalup Health Campus is located approx. 25 kilometres north of Perth city in Joondalup. The entrance to the campus is located on Shenton Avenue between Grand Boulevard and Lakeside Drive – see map below.



Parking

The City of Joondalup has paid parking in the CBD and “resident’s only” parking in the side streets around the Hospital grounds. Please observe parking signs to avoid an infringement.

Public Transport

Joondalup Health Campus is accessible via train and bus. Visit Transperth website www.transperth.com.au or contact **13 62 13** for further information.

Study Days/Courses

- Selection of course participants is conducted in a fair and responsible manner that complies with all relevant legislation.
- Applicants for study days are considered as received until allocated positions are filled.

- All Ramsay staff when attending an in house study day / course are required to park off site.
- Names and contact details of additional applicants are taken and held on file in the event of cancellations.
- Those who do not secure a place will be offered the opportunity to attend the next planned study day.
- Study days with insufficient applicants will be cancelled.
- It is expected that participants will register 15 minutes prior to advertised commencement time to ensure programs keep to time.
- As a courtesy to the presenter and other participants, it is requested that mobile phones are turned off or turn to silent/vibrate.

Learning Facilities

- The campus offers comfortable training facilities which are conducive to learning. Participants need to dress for an air-conditioned environment.
- Pause Coffee Shop and the Staff Dining Room are available and provide refreshments at a reasonable cost.
- External applicants must present to Front Reception
- Smoke Free

JHC is a smoke free site. Smoking is not permitted anywhere within hospital grounds. This includes all garden and car park areas.

Training Delivery and Assessment

- All services offered are based on the principles of adult learning.
- All trainers hold relevant teaching/assessing qualifications and/or industry experience.

Rooms & Locations

- Conference Room (CR) is located on the ground floor of the main building along the northern corridor.
- Suite 110 is located on the west side of the hospital on the first floor in the private consulting suite building. Turn left out of the elevator and the room is located half way down the corridor.
- Simulation Venue 1 (SV1) is located at 3/5 Regent Park Road which is across the road from P6 on the map of campus
- Simulation Venue 2 (SV2) is located at 2/2 Moorgate Court

Recognition of Prior Learning

- RPL may be applicable for certain programs, please contact the Training & Development office to discuss.

Certification

- Certificates will be issued to participants detailing course completion and content.

Fees/Funds

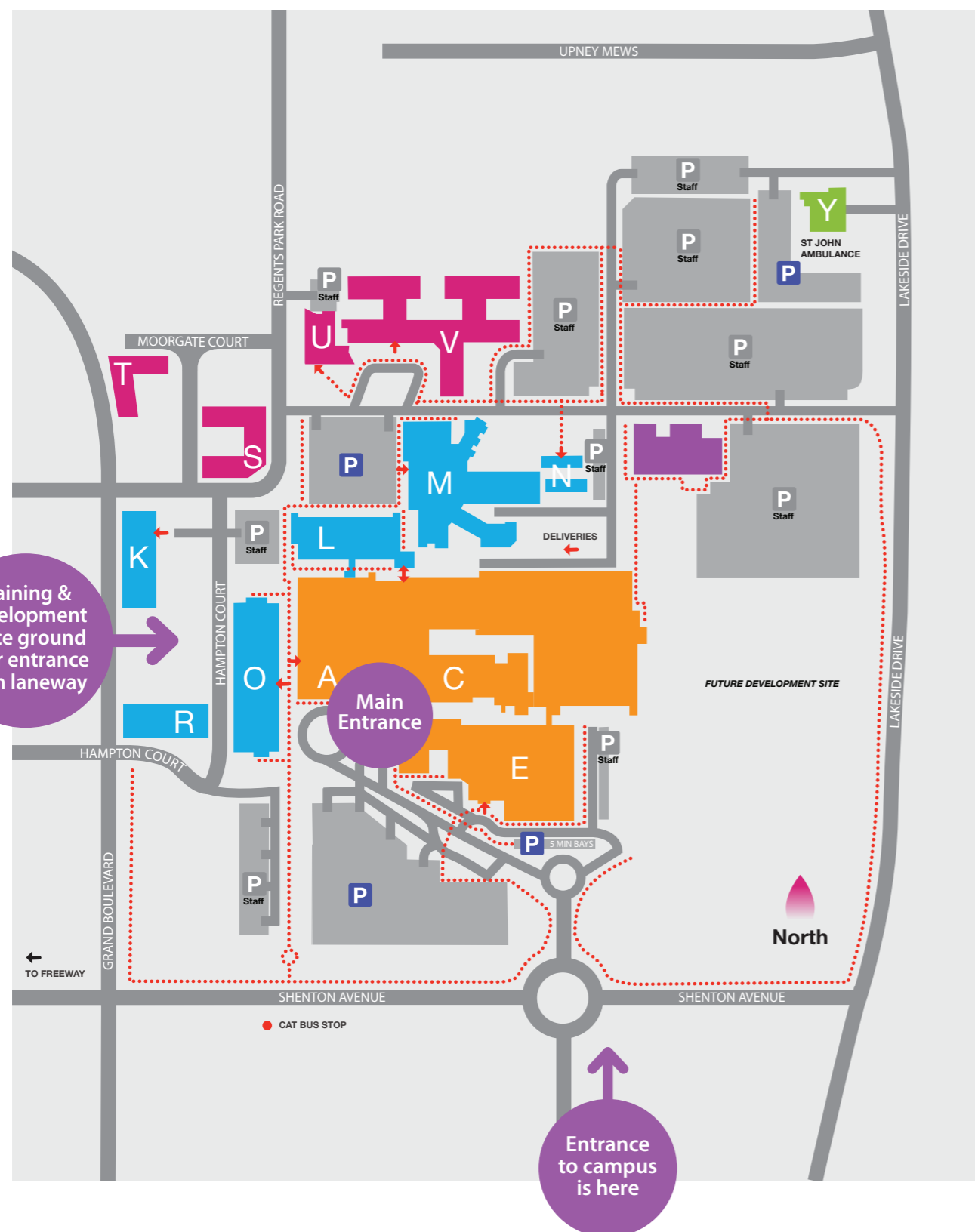
- Where a cost is incurred for training, payment is required at the time of application.
- Refunds are granted to participants who give at least 7 days notice of their withdrawal prior to commencement of a study day and four weeks notice for courses. If the programme is cancelled by Joondalup Health campus, full payment is refunded. All fees are received and protected until training is completed.

Grievance

- Customer complaints, appeals and grievances in relation to education and training will be handled by the Training & Development Co-ordinator.

Map of Campus

This map is subject to change due to continuing redevelopment.



General Criteria for Ramsay Applicants

The General Criteria listed below are the same for all mandatory and non mandatory sessions.

- The participant must be available to attend the training on the given dates.
- The participant must want to attend training and understand the expected benefits and outcomes required as a result of participating.
- Applications must be approved by an individual's Manager / Team Leader and should be forwarded to Training & Development.
- Internal application forms are available on the Joondalup Health Campus Intranet under Training & Development / Education calendar or from the Training & Development office.
- No fees will be charged for Joondalup Health Campus / Ramsay Health employees.
- Joondalup Health Campus internal education process is outlined in the Workpractice located on the JHC intranet under – Policy & Procedure Index, (H)
- (HR) Education – Internal.
- The participant must not be nominated for training as punishment for poor performance or in the hope that the training will motivate him/her to improve performance levels. These are performance manager/coaching issues and should be dealt with by the employee's supervisor/manager.
- The effectiveness of our scenarios relies partly on the element of surprise and this will be diminished for future groups if you discuss the program specifics, although we encourage you to discuss the problem solving approaches, knowledge and skills you have learnt on the course.

General Criteria for External Applicants

Registration and payment

To register for course attendance, complete an external applicant registration form and forward to Training & Development with payment.

Full payment is required on registration for the course. Your registration form is your Tax Invoice. Receipt of your registration and payment will be acknowledged in writing.

Cancellations

- 1 All cancellations must be advised in writing a minimum of 7 days prior to the commencement of a study day or four weeks for a course. Substitutions can be made, please advise Training & Development prior to attendance.
- 2 A refund will not be granted if a registrant fails to attend a session or cancels less than one week before the study day or four weeks for a course.
- 3 If a trainer cannot take a course because of other commitments or illness, another member of the faculty will substitute him/her. In the event of a cancellation on the part of JHC, all paid course fees will be refunded.
- 4 Joondalup Health Campus reserves the right to cancel planned courses and workshops, even at short notice, in particular if:
 - a) The minimum number of participants has not been reached, or
 - b) Other essential conditions for course or workshop change.

Privacy Statement

Joondalup Health Campus is committed to protecting your privacy and the confidentiality and security of personal information provided by you to us. The personal information you provide in this form will be used by Joondalup Health Campus to:

- a) Process your registration form, which may include updating your record and profile information;
- b) Contact you in the event of a cancellation.

Program Information

Advanced Life Support

Recommended for:

All staff working in areas that require knowledge of manual defibrillation and advanced life support skills, such as Critical care, Emergency and Theatre.

Topics include:

- Arrhythmia Analysis
- Advanced Airway Management
- Emergency Pharmacology
- Defibrillation and Synchronised Cardioversion
- External Pacing

Pre-reading:

This will be sent to you on confirmation of booking 4 weeks prior to course commencement.

Time:

08:00 – 16:00 hrs for 2 days

Dates:

This is a 2 day program:

January 17th & 18th	July 5th & 6th
February 23rd & 24th	September 17th & 18th
April 12th & 13th	November 1st & 2nd

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 4 weeks prior to date of the workshop.

This Advanced Life Support program is nationally accredited by the Australian Resuscitation Council.

Costing:

Internal Applicants: Nil cost
External Applicants: \$495 (GST Inclusive)

Airway & Ventilation Workshop

Recommended for:

Registered Nurses seeking knowledge in the practice of advanced airway management, who are either progressing towards or managing invasive and non-invasive positive pressure ventilation.

Topics include:

- Indications for Advanced Airway Management
- Intubation
- Non-invasive Positive Pressure Ventilation (CPAP & BiPAP)
- Invasive Ventilation
- Transport Ventilator Troubleshooting (Oxylog)
- Practical Oxylog 3000/3000

Pre-requisite:

An understanding of non-invasive and invasive ventilation principles.

Time:

4 hour workshop from 08:00 – 12:00 hrs

Dates:

February 28th
May 30th
August 7th
November 1st

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Costing:

Internal Applicants: Nil cost
External Applicants: \$100 (GST Inclusive)

Basic Life Support

Recommended for:

All staff

Topics include:

- Common conditions that may need EAR or CPR
- Hazards that may threaten the rescuer or victim
- The sequence of skills to be employed in relation to the care of the collapsed person based on the Australian Resuscitation Council Guidelines
- Potential complications of CPR
- Demonstration of effective technique for one and two person EAR & CPR
- Correct procedures for emergency response measures
- CPR competency assessment

Pre-reading:

A self directed learning package will be forwarded to participants on registration of their booking. Please read through the learning package prior to attendance and bring with you for assessment on the day.

Time & Dates:

Workshop is a one hour session, dates to be organised with interested participant groups – please contact the Training & Development Co-Ordinator on 9400 9417 to discuss options.

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: \$96 (GST Inclusive)

Cardiac Course

Recommended for:

All clinical staff working in areas where cardiac monitoring and 12 lead ECG interpretation is required.

Topics include:

- The Cardiac Cycle
- ECG Analysis
- Cardiac Anatomy and Physiology
- Cardiac Conduction
- Myocardial Ischaemia & Infarct
- 12 Lead ECG Recording/Lead Placement
- Atrial & Ventricular ectopics/arrhythmia's
- 1st, 2nd & 3rd degree Block
- Assessment & Management of the Patient with Chest Pain
- STEMI vs Non STEMI & Treatment options
- Cardiac Risk Factors & Patient Education
- Drugs in cardiovascular Disease

Pre-reading:

Nil

Time & Dates:

A five week program on one day a week from 09:00 – 12:00 hrs commencing:

- Wednesday 8th February
- Tuesday 1st May
- Thursday 2nd August
- Tuesday 6th November

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: \$355 (GST Inclusive)

Computer Courses

Recommended for:

All staff

Topics include:

- Excel – Introduction and Intermediate
- Word – Introduction & Intermediate
- Outlook
- Power Point
- Introduction to Computers

Pre-reading:

Nil

Time:

These are 3 hour workshops

Dates:

TBC

Bookings:

Registration form/Internal study application must be forwarded to the Education Unit 2 weeks prior to date of the workshop.

If you have additional computer learning requirements please contact the Training & Development office to discuss further.

Cost:

Internal Applicants: Nil cost
External Applicants: Not Available

Conflict Resolution Skills

Recommended for:

All staff

Topics include:

- Self Awareness
- Assault Cycle
- Safety measures
- De escalation skills
- Communication skills

Pre-reading:

Nil

Time:

This is 3 hour workshop from 13:00 -16:00 hrs

Dates:

April 10th
June 14th
September 11th
November 15th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: \$100 (GST Inclusive)

Dementia Workshop

Effective Dementia Care in Hospitals

Recommended for:

Nursing staff, nursing assistants, Allied Health staff and other hospital staff likely to interact with patients diagnosed with Dementia/Alzheimer's.

Topics include:

- Improve understanding and communication
- Recognise the effects of unfamiliar hospital settings
- Reduce negative behaviour responses for improved assessment, planning and care for patients with dementia
- Continence
- Mobility
- Pain management
- Palliative care

Pre-reading:

Nil

Time:

This is an all day program 08:30 – 15:30 hrs

Dates:

26th September

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: Nil Cost

Diabetes Workshop

Recommended for:

All nursing staff

Topics include:

- 'Back to Basics'
- Hyperglycaemia
- Insulin Delivery Devices
- Dietary Management

Pre-reading:

Nil

Time:

This is a half-day program 8:00 – 13:00 hrs

Dates:

May 28th
November 13th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil Cost
External Applicants: \$92 (GST Inclusive)

Educating & Assessing in the Workplace

Recommended for:

All staff who are required to provide education to their colleagues and assess knowledge / skill competence in work related tasks.

Topics include:

- Adult Learning Principles
- Adult Learning Principles - Practical
- Session Planning
- Assessment Skills & Scenario's
- Presentation Skills

Pre-reading:

Nil

Time:

This is an all day program 08:30 - 16:30 hrs

Dates:

February 21st
July 31st

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: \$185 (GST Inclusive)

Emergency Department

Physical Assessment Workshop

Recommended for:

Emergency Department Enrolled and Registered Nursing Staff.

Topics include:

This programme includes the following sessions:

- Secondary Assessment
- Abdominal Assessment
- Respiratory Assessment
- Cardiovascular Assessment
- Neurological Assessment
- Neurovascular Assessment

Pre-reading:

Nil

Time:

This is a half day workshop from 08:00 – 12:00 hrs

Dates:

April 27th
June 29th
August 30th
October 30th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil Cost
External Applicants: \$100 (GST Inclusive)

Enteral Feeding, Dysphagia and Speech & Language Workshop

Recommended for:

Nursing staff, nursing assistants, Allied Health staff and other hospital staff likely to interact with patients with dysphagia.

Topics include:

Presented by Speech Pathologist & Dieticians

- Enteral feeding regimens and protocols, products and troubleshooting
- Gastrostomy tubes: tube types, care and maintenance
- Everything you need to know about swallowing
- When and how to use the Nursing Dysphagia Screen
- Thickened Fluids & Modified Diets
- Videofluoroscopies
- Dysphasia, Dyspraxia, Dysarthria

Pre-reading:

Nil

Time:

This is an all day program 08:00 – 16:00 hrs

Dates:

June 20th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil Cost
External Applicants: \$150 (GST Inclusive)

Epidural Management Workshop

Recommended for:

All nursing staff working within areas caring for patient with epidural pain management.

Topics include:

Practical workshop including

- demonstration of equipment
- opportunities for 'hands on' practice
- trouble shooting scenarios
- learning materials provided

Pre-reading:

Self directed learning package to be completed prior to attendance at workshop.

Time:

One hour workshop from 13:00 – 14:00 hrs

Dates:

February 23rd	July 26th
March 22nd	August 23rd
April 26th	September 27th
May 24th	October 25th
June 28th	November 22nd

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil Cost
External Applicants: Not applicable

Fast Track Course

Emergency Department

Recommended for:

Enrolled and registered Nursing Staff requiring suturing and plastering competence for their workplace.

Topics include:

- Introduction to Fast track principles
- Suturing workshop
- Below Limb Plaster Workshop
- Upper Limb Plaster Workshop

Pre-reading:

Reading Packages and Competencies (Suturing and Plastering) will be provided on commencement of the Fast Track Course.

Time:

This course is scheduled over 4 x Half Day Workshops 08:00 – 12:00 hrs

Dates:

March 1st to 22nd	– each Thursday
May 3rd to 24th	– each Thursday
September 6th to 27th	– each Thursday
November 22nd to December 13th	– each Thursday

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: \$280 (GST Inclusive)

Humidification Workshop

Recommended for:

All nursing staff.

Topics include:

- Understanding Humidity
- Physiology of the Airway
- Humidification for your patients
- Topical Clinical Issues
- New applications for non-invasive therapies, high flow nasal prongs and tracheotomies
- Hands on humidification setup
- Troubleshooting

Pre-reading:

Nil

Time:

09:00 – 12:00 hrs

Dates:

June 26th
August 15th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: Not applicable

Intermediate Life Support

Recommended for:

All nursing staff

Topics include:

- Review of the Semi-Automatic Defibrillator and defibrillation safety
- Review of the Resuscitation trolley contents and the equipment use
- Resuscitation Scenarios

Pre-reading:

A self directed learning package will be forwarded to participants on registration of their booking. Please complete the package prior to attendance and bring with you for assessment on the day.

Time:

This is a 2-hour session. Times will vary from morning to afternoon sessions.

Dates:

February 14th:	13:00 – 15:00
March 21st:	10:00 – 12:00
May 2nd:	13:00 – 15:00
June 19th:	13:00 – 15:00
August 17th:	10:00 – 12:00
September 24th:	13:00 – 15:00
October 24th:	13:00 – 15:00
November 23rd:	10:00 – 12:00

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: \$110 (GST Inclusive)

Intravenous Cannulation & Venepuncture

Recommended for:

All nursing staff

Topics include:

- Anatomy and Physiology
- Practice session

Pre-reading:

A self directed learning package will be forwarded to participants on registration of their booking. Please complete the package prior to attendance and bring with you for assessment on the day.

Time:

This is a 2 hour session. Times will vary from morning to afternoon sessions.

Dates:

February 14th:	10:00 – 12:00
March 21st:	13:00 – 15:00
May 2nd:	10:00 – 12:00
June 19th:	10:00 – 12:00
August 17th:	13:00 – 15:00
September 24th:	10:00 – 12:00
October 24th:	10:00 – 12:00
November 23rd:	13:00 – 15:00

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: \$110 (GST Inclusive)

Keeping Yourself Safe

Recommended for:

All staff

Topics include:

- Practice interpersonal skills aimed to reduce aggressive behaviour and respond appropriately to episodes of actual aggression.
- Increase awareness of self protective behaviours
- Demonstrate effective practical breakaway techniques
- Demonstrate correct posture and balance when in breakaway situations

Pre-reading:

Nil

Time:

This is a 4 hour workshop from 08:00 – 12:00 hrs

Dates:

March 2nd
June 6th
September 28th
December 7th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: \$110 (GST Inclusive)

KPI Training

Recommended for:

All staff who are involved with KPI's

Topics include:

- An overview of Ramsay business rules
- KPI definitions and reporting
- Work Hours input into WaSCT / TM1 / Calumo

Pre-reading:

Nil

Time:

14:00 – 15:00 hrs

Dates:

February 9th
May 10th
August 9th
November 8th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: Not applicable

Mandatory Competencies

Recommended for:

All staff working at JHC and agency nursing staff requiring revalidation.

Topics include:

- Smartmoves – Manual Handling assessment
- Basic Life-support Assessment

Pre-reading:

Ramsay employees - online mandatory assessments must be completed prior to attendance

External applicants – Manual handling and BLS self directed learning package will be forwarded to participants on registration of their booking. Please complete the package prior to attendance and bring with you for assessment on the day.

Time:

1½ hr session, 12.30 – 14:00 hrs

Dates:

February 1st	August 14th
March 27th	September 7th
April 4th	October 19th
May 25th	November 13th
June 20th	December 5th
July 25th	

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: \$80 (GST Inclusive)

Patient Manual Handling (PMHS) Assessor and Competency Refresher Day

Recommended for:

All Smart Moves + Assessors.

Topics include:

- Policy Updates
- Competency Assessments
- Compliance monitoring, forms and data
- Practical demonstration of JHC equipment
- Smart Moves + Safe Operating Procedures (SOP)
- Role requirements

Pre-reading:

Nil

Time:

08.30 – 16.30 hrs

Dates:

August 21st

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: Not Applicable

Patient Manual Handling (PMHS) New Assessor Training Day

Recommended for:

Clinical and Non Clinical staff with patient contact, nominated by NUM, Team Leaders to fulfil department requirements.

Topics include:

- Introduction of implementation and maintenance of Smart Moves + (PMHS)
- Compliance monitoring, forms and data
- Risk Management
- Competency Assessments
- Safe Operating Procedures
- Practical demonstration of JHC equipment
- Role requirements

Pre-reading:

Nil

Time:

08.30 – 16.30 hrs

Dates:

May 1st

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: Not Applicable

Paediatric Emergency Course

Recommended for:

Enrolled and Registered Nurses working in Paediatric care.

Topics include:

- Anatomical and physiological differences between paediatric and adult patients
- Structured assessment of the paediatric patient (neonate to adolescent)
- Recognising the sick child
- Common paediatric medical, surgical and trauma presentations
- Management strategies for identified problems
- Paediatric emergency management
- Application of theoretical concepts in practice

Assessment:

Theory – Pre course multi choice questionnaire
Theory – multi choice questionnaire
Practical assessment – Management of the unwell paediatric patient following a structured ABCD approach

Pre-reading:

Emergency paediatric care manual will be forwarded participants on confirmation of booking 2 weeks prior to course commencement

Time:

08:00 – 16.30 hrs

Dates:

This is a 2 day program:
February 15th & 16th
June 6th & 7th
August 21st & 22nd
November 6th & 7th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: \$360 (GST Inclusive)

Palliative Care Workshop

Recommended for:

All Registered Nurses & Enrolled Nurses and Allied Health staff working in Palliative Care.

Topics include:

- Symptom Management – Pain (Opiates, Doses, Conversions)
- Other symptoms – Delirium, Nausea
- Use of Syringe Drivers
- Communication
- Community Care – Seamless care
- Discharge Planning

Pre-reading:

Nil

Time:

08.30 – 16:00

Dates:

TBC

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: Not Applicable

Preceptor Program

Recommended for:

Registered & Enrolled Nurses and Midwives

Topics include:

- Preceptorship
- Reflective Practice
- Adult learning principles & teaching in the workplace
- Planning, undertaking & documenting assessments
- Communication & feedback

Pre-reading:

A self directed learning package will be forwarded to participants on registration of their booking. Please complete the package prior to attendance and bring with you for assessment on the day.

Time:

Held over a three hour session

Dates:

January 24th
June 25th
October 25th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: \$110 (GST Inclusive)

R U Aware

R U Acting on Warning Signs and Recognising Events?

Recommended for:

All nursing staff

Topics include:

- Clinical Antecedents
- Assessment of the deteriorating Patient (Airway, Breathing, Circulation, Disability and Exposure)
- Practical Clinical Scenarios

Pre-reading:

A manual will be forwarded to participants on registration of their booking. Please read the manual prior to attendance and bring with you for utilising on the day.

Time:

This is an all day program 08.30 - 16:00 hrs

Dates:

February 20th
May 16th
August 29th
October 30th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: \$220 (GST Inclusive)

Self Directed Learning Online

For Ramsay employees only:

Ramsay Training Institute

<http://swidc41/sites/corporate/rti/default.aspx>



Team Restraint

Recommended for:

For clinical staff working in high risk areas such as Emergency Department, Mental Health Unit, Hotel Services (Orderlies) and Security.

Topics include:

- Origins and development of control and restraint
- Differing levels of intervention
- Awareness of policies / procedures and legal aspects of restraint
- Personal limitations and safety requirements
- Debriefing
- Individual responsibilities and roles relating to patient restraint
- The Team approach

Pre-reading:

Nil

Time:

This is a 2 day program from 08:00 – 16:00 hrs

Dates:

February 9th & 10th
 May 30th & 31st
 August 27th & 28th
 November 8th & 9th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
 External Applicants: \$370 (GST Inclusive)

Team Restraint Refresher

Recommended for:

Refresher for those staff having completed Team Restraint training.

Topics include:

- Revision of techniques and processes utilised in Team Restraint

Pre-reading:

Nil

Time:

This is a 4 hour workshop from 08:00 – 12:00 hrs

Dates:

February 27th	August 9th
March 15th	September 24th
April 23rd	October 29th
May 14th	November 28th
July 24th	December 17th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
 External Applicants: \$110 (GST Inclusive)

Train the Trainer

Basic Life Support & Advanced Life Support

Recommended for:

All staff interested in teaching and assessing Basic Life Support and / or Advanced Life Support.

Topics include:

- Role of the Trainer
- Organising and delivering an Education Session
- Caring for Equipment

Pre-reading:

Nil

Time:

08.30 – 16.30 hrs

Dates:

March 23rd
 September 25th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
 External Applicants: Not Applicable

Triage Study Day

Recommended for:

Registered Nurses new to Triage (< 6 months) or preparing for the triage role within the next 3-6 months.

Topics include:

- Communication & Customer Service
- Australasian Triage Score and it's application
- Trauma presentations
- Disaster Triage
- Obstetrics and Gynaecology presentations
- Paediatric Triage
- Medico-Legal issues related to Triage

Pre-reading:

Triage Self Directed Learning Package to be forwarded to you on confirmation of booking 2 weeks prior to course commencement.

Time:

08:00 – 16.30 hrs

Dates:

May 23rd
 September 12th
 December 5th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
 External Applicants: \$180 (GST Inclusive)

Wound Management Study Day

Recommended for:

All nursing staff to refresh and enhance your clinical practice skills in wound management.

Topics include:

- Holistic wound assessment
- Effective wound bed preparation, and
- Appropriate dressing selection

Pre-reading:

Smith & Nephew Global Wound Academy
<http://www.globalwoundacademy.com>

Complete the pre-reading of two modules:

1. Skin Structure and Blood composition
2. Mechanisms of Wound Healing

Time:

This is a full day workshop from 08.30 – 16:00 hrs

Dates:

June 7th

Bookings:

Registration form/Internal study application must be forwarded to Training & Development 2 weeks prior to date of the workshop.

Cost:

Internal Applicants: Nil cost
External Applicants: Not applicable

External Applicant Registration Form – Tax Invoice

Name: _____

Position: _____ Place of work: _____

Home Address: _____

_____ Postcode: _____

Phone: Home: _____ Work: _____ Email: _____

Program Title: _____

Date(s) of Program: _____

Registration Fee: \$ _____ (All fees include 10% GST)

Payment Method: Cheque (Please make payable to Joondalup Health Campus)

Credit: Visa Mastercard

Card Number:

Card No. Expiry Date: _____ / _____

Cardholders Name: _____ Signature _____

NB: A booking process of No payment, No booking applies. Registration will be processed ONLY when payment has been received. Notification of cancellation is required. Refunds will only be made if 4 weeks notice is given for courses, or 1-week notice for study days.

Privacy Statement: the primary purpose of collecting personal information you supply on this form is to process your registration.

Tax Receipt

Joondalup Health Campus, Ramsay Health Care Australia Pty Ltd ABN 61 106 723 193

Applicant: _____

Program: _____

Commences: _____ / _____ / _____ Amount Received (includes 10% GST): \$ _____

Date Received: _____ / _____ / _____ Signed: _____



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JOONDALUP
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People caring for people