



# Training & Development Program Information 2020

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# WELCOME

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## Joondalup Health Campus' Training and Development team is proud to present the program information for 2020.

Our Training and Development department is committed to providing Ramsay employees with appropriate learning opportunities to assist them to deliver safe, quality, patient centred care. This booklet contains education opportunities for both Clinical and Non-clinical employees

We have a creative and innovative team that strives to be responsive to and supportive of the learning needs of our staff as well as maintaining excellence in best practice.

In the words of BB King....."The beautiful thing about learning is that no one can take it away from you"

### **Gill Reid**

Training & Development Manager

## The Training & Development Philosophy

Training & Development is committed to supporting a culture of excellence by encouraging lifelong learning for all staff.

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This booklet is available in electronic format through  
the Joondalup Health Campus website:  
[www.joondaluphealthcampus.com.au](http://www.joondaluphealthcampus.com.au)

**ADDITIONAL JHC EMPLOYEE COURSE INFORMATION IS ALSO LOCATED ON  
THE JHC SHAREPOINT SITE**

- Click on the JHC Sharepoint site on the desktop.
- Click on the Training & Development link on the left hand side.
- Click on the Education Calendar link on the left hand side.
- Use arrow key to move across to the month you would like to view.
- Click on the education session you would like to view.
- Click on the attachments to view.
- Joondalup Health Campus reserves the right to alter any course or topic contained herein without prior notice

**FOR ADDITIONAL INFORMATION CONTACT THE TRAINING & DEVELOPMENT OFFICE:**

(08) 9400 9417

Monday to Friday 08:30- 16:30 hrs

Email: [T&DEnquiries.JHC1@ramsayhealth.com.au](mailto:T&DEnquiries.JHC1@ramsayhealth.com.au)

**PLEASE ADDRESS MAIL TO:**

**Training & Development**

Joondalup Health Campus  
PO Box 242  
Joondalup WA 6919

The information in this publication was correct at the time of preparation (January 2020)

# STUDY DAYS / COURSES

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- Selection of course participants is conducted in a fair and responsible manner that complies with all relevant legislation.
- Study days with insufficient applicants will be cancelled. The Applicant and/or Manager/SSDN/CDN/ Team Leader will be informed.
- 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 turned to silent/vibrate.
- Applicants to supply contact email address to assist with notifications of last minute changes or course cancellation.

## Feedback

- Your feedback and evaluation is important to us as it assists us to continually review and improve the education offered. If you wish to make any suggestions, please consider completing an evaluation form and return it to the facilitator.

## 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 (JHC Staff only) are available and provide refreshments at a reasonable cost.
- JHC is a smoke free site. Smoking is not permitted anywhere within hospital grounds. This includes all garden and car park areas.

## Training delivery & assessment

- All services offered are based on the principles of adult learning. Recognition of prior learning RPL – may be applicable for certain programs, please contact the Training & Development office to discuss.
- All trainers hold relevant teaching/assessing qualifications and/or industry experience.

## Rooms & Locations

- Public Conference Room (CR) is located on the ground floor of the main building along the northern corridor.
- H2 Private Conference Room is located on the second floor of Joondalup Private Hospital.
- Regents Park Road Meeting Room is located at 1/9 Regents Park Road.
- Community Clinical School located adjacent to
- Joondalup Private Hospital.

## Grievance

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

## Consumer Involvement

- Some of our sessions may involve a consumer participating. Please be open to their experiences as the sharing of their journey is a key component of our education.

## Priority

- All JHC staff are welcome to attend any of the course/ study days listed within this program. Where some of the courses are already filled or in high demand, priority may be given to those staff members requiring that particular skill/knowledge level as a necessity for their role.

## Cancellations

- Any study day can be cancelled if the required minimum number isn't met. We endeavour to do this at least one week in advance.
- Joondalup Health campus (JHC) reserves the right to cancel planned courses, even at short notice if essential conditions change.



# MAP OF CAMPUS

This map is subject to change due to continuing redevelopment.



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## General criteria for Ramsay applicants (Internal)

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

- All applicants must be up to date with all their Mandatory requirements ie: E-Learning and/or practical assessments, to apply for any internal study leave, unless approved by their Manager or Team Leader.
- 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 Sharepoint site under Training & Development/Education calendar.
- No fees will be charged for Joondalup Health Campus/ Ramsay Health employees.
- Joondalup Health Campus internal education process is outlined in the Work Practice located on the JHC Sharepoint site under – Policy & Procedures.
- 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.
- Some courses can be physically challenging. It is your responsibility to contact us and discuss with the presenter any physical limitations you may have prior to attending the session. Please be aware that you may not be able to attend the course as a result.
- Applicants are expected to behave in a co-operative and respectful manner that doesn't affect any of the other attendees learning. Should these behaviours be repeatedly be displayed the applicant may be asked to leave the study session.

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## 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

## 8 National Standards

Joondalup Health Campus is committed to providing the highest quality care to our patients, in accordance with the 8 National Safety and Quality Health Service Standards. The Training & Development team ensure staff are offered educational opportunities in accordance with these standards.



**STANDARD 1**  
Clinical Governance



**STANDARD 6**  
Communicating for safety



**STANDARD 2**  
Partnering with Consumers



**STANDARD 7**  
Blood Management



**STANDARD 3**  
Preventing and Controlling  
Healthcare Associated Infections



**STANDARD 8**  
Recognising and Responding to  
Acute Deterioration



**STANDARD 4**  
Medication Safety



**STANDARD 5**  
Comprehensive Care





## Aboriginal Cultural Learning Education

### RECOMMENDED FOR:

Mandatory for all hospital staff

### TOPICS INCLUDE:

- Linking History with Today
- Poor Health Outcomes
- Overcoming Differences
- The effects of History

### PRE-READING:

NIL

### TIME:

Please see flyer for session times

### DATES:

- 6 January
- 10 February
- 11 March
- 3 April
- 15 May
- 15 June

July – December TBA

### BOOKINGS:

No bookings are required – Drop in Session



## Adult and Paediatric Respiratory Support Study Day

### RECOMMENDED FOR:

Nursing, Allied Health and Medical staff

### TOPICS INCLUDE:

- Understanding humidity
- Physiology of the Airway
- Optiflow and Optiflow Junior
- Airvo 2
- Setting up your system
- Troubleshooting.

### PRE-READING:

NIL

### TIME:

TBA

### DATES:

- 18 March

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development



## Adult Pain Management Workshop

### RECOMMENDED FOR:

Registered Nurses, Enrolled Nurses, Midwives

### TOPICS INCLUDE:

- Pain Physiology
- Pharmacology
- Patient Management Scenarios
- Pain Delivery Devices

### PRE-REQUISITES:

NIL

### PRE-READING:

NIL

### TIME:

08.00 – 13.30

### DATES:

- 24 September

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development

### COST:

**Internal Applicants:** Nil cost



## Advanced ECG Course

### RECOMMENDED FOR:

Nursing staff who have a sound understanding of ECG interpretation and want to further their knowledge in advanced concepts

### TOPICS INCLUDE:

- ECG's in AMI
- AV/SA blocks
- Hemi blocks
- VT vs SVT
- AVRT/AVNRT.

### PRE -REQUISITES:

- Completion of the Basic Cardiac Course is recommended.

### PRE-READING:

Will be sent to participants by facilitator one week prior.

### TIME:

08.00 – 12.00

### DATES:

- 19 February and 4 March
- 20 August and 3 September

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development.



# 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
- External Pacing
- Defibrillation
- Synchronised Cardioversion.

## PRE -REQUISITES:

- Online E-Learning – ALS
- Manual defibrillation competency – unless certificate of previous ALS provided.

## PRE-READING:

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

## TIME:

08.00 - 16.30

## DATES:

**This is a one day program:**

- 3 February
- 14 April
- 19 June
- 3 August
- 13 October

## BOOKINGS:

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



# Bariatric Patient Manual Handling Program

## RECOMMENDED FOR:

Clinical and non clinical staff with patient contact.

## TOPICS INCLUDE:

- Greater understanding of the epidemiology of obesity
- Appreciation of the functional limitations of obesity
- Understanding the role of the Bariatric Assessment Team
- Safe Techniques to assist moving a patient and equipment available
- Documentation.

## PRE-READING:

NIL

## TIME:

08.30 – 15.30

## DATES:

- 4 March
- 27 May
- 3 August
- 29 October

## BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development.



## Basic Fire Extinguisher Training

### RECOMMENDED FOR:

All staff

### TOPICS INCLUDE:

- CO2 Extinguisher
- Dry Powder
- Fire Blanket
- Foam
- Types of fires and how they burn.

### PRE-READING:

NIL

### TIME:

10.30 - 11.30

### DATES:

- 6 February
- 5 March
- 2 April
- 7 May
- 4 June
- 2 July
- 6 August
- 3 September
- 1 October
- 5 November
- 3 December

### BOOKINGS:

There are no bookings required for this training.



## Basic Life Support (BLS) with Semi Automated Defibrillator (SAED) Refresher Day

### RECOMMENDED FOR:

All staff who are BLS with SAED Train the Trainer competent and need to update their skills.

### TOPICS INCLUDE:

- Policy Updates
- Competency assessments and scenarios
- Practical demonstrations of JHC equipment and maintenance
- Role requirements

### PRE-READING:

NIL

### TIME:

Please see flyer for session times

### DATES:

- 6 February
- 6 April
- 7 July
- 16 September
- 2 November

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development



## Basic Life Support (BLS) with Semi Automated Defibrillator (SAED) New Assessor Day

### RECOMMENDED FOR:

All staff who are interested in teaching and assessing Basic Life Support with SAED

### RECOMMENDED FOR:

All staff interested in teaching and assessing Basic Life Support with SAED

### TOPICS INCLUDE:

- Role of the trainer
- Organising and delivering an education session
- Caring for equipment

### PRE-READING:

NIL

### TIME:

Please see flyer for session times

### DATES:

- 3 March
- 26 June
- 15 September

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development



## Cardiac Course – Basic

### 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.

### PRE-READING:

NIL

### TIME:

08.00 – 12.00

### DATES:

Four hours over 4 consecutive weeks

- 24 March to 14 April
- 15 September to 6 October

### BOOKINGS:

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



## Care of the Oncology Patient

### RECOMMENDED FOR:

All hospital staff who care for Oncology patients at any stage of their care.

### TOPICS INCLUDE:

- What is Cancer
- What is Chemotherapy and care of the Cytotoxic patient
- What is Neutropenia and care of the Neutropenic Patient
- Common Side Effects of Cytotoxic drugs and management
- Targeted therapies/Immunotherapy/Monoclonal antibodies – side effects and management.

### PRE-READING:

NIL

### TIME:

08.30 – 12.30

### DATES:

- 16 March
- 21 September

### BOOKINGS:

Registration form/internal study application must be forwarded to Training & Development



## CGU & WH&S Drop in Morning

### RECOMMENDED FOR:

All staff.

### TOPICS INCLUDE:

- Clinical Risk
- Consumer Liaison
- Continence Service
- Infection Control
- Patient Blood Management
- Quality
- WH&S

### PRE-READING:

NIL

### TIME:

10.00 – 13.00

### DATES:

21 April

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development.





## Clinical Coding

### RECOMMENDED FOR:

Clinical and Medical staff

### TOPICS INCLUDE:

- Importance of good documentation
- What happens to the patient record after discharge
- How does good documentation affect correct reimbursement for JHC
- How can you make a difference.

### PRE-READING:

NIL

### TIME:

12.30 – 13.30

### DATES:

- 23 January
- 29 May
- 13 August
- 11 November

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development.



## Clinical Enhancement Program ENROLLED NURSE

### AIM/DESCRIPTION:

To assist the transition of Enrolled Nurses into an area in which they have limited or no experience

- 12 month program.
- Available in mental health, emergency, peri-operative, critical care, paediatrics, obstetrics & gynaecology and special care nursery.
- Preceptor and CDN support in each area.
- Structured education program.

### RECOMMENDED FOR:

Enrolled Nurses wishing to work in an area in which they have limited or no experience.

### PRE-REQUISITE:

- Registration with the NMBA
- Minimum 56 hour per fortnight contract.

### TIME & DATES:

As advertised.

Clinical Enhancement Programs are a 12 month fixed term contract.

### COORDINATOR:

Julie Jackson CEP Coordinator

Tel: 9400 9275

Email: jacksonj@ramsayhealth.com.au

### RECRUITMENT:

Apply online by clicking on current vacancies on the website: [www.amazingcareers.com.au](http://www.amazingcareers.com.au)

### ACKNOWLEDGEMENT:

Certificate of completion



## Clinical Enhancement Program REGISTERED NURSE

### AIM/DESCRIPTION:

To assist the transition of Registered Nurses into an area in which they have limited or no experience

- 12 month program.
- Available in mental health, emergency, peri-operative, critical care, paediatrics.
- Preceptor and CDN support in each area.
- Structured education program.

### RECOMMENDED FOR:

Registered Nurses wishing to work in an area in which they have limited or no experience

### PRE-REQUISITE:

- Registration with the NMBA
- Minimum 56 hour per fortnight contract.

### TIME & DATES:

As advertised.

Clinical Enhancement Programs are a 12 month fixed term contract.

### COORDINATOR:

Julie Jackson CEP Coordinator  
Tel: 9400 9275  
Email: [jacksonj@ramsayhealth.com.au](mailto:jacksonj@ramsayhealth.com.au)

### RECRUITMENT:

Apply online by clicking on current vacancies on the website: [www.amazingcareers.com.au](http://www.amazingcareers.com.au)

### ACKNOWLEDGEMENT:

Certificate of completion



## Communicating with People with Dementia

### RECOMMENDED FOR:

Any staff member dealing with patients with Dementia

### TOPICS INCLUDE:

- Types of Dementia
- Changes to the brain and how they affect communication
- Common changes in communication
- Communication aids

### PRE-READING:

NIL

### TIME:

Please see flyer for session times

### DATES:

- 10 March
- 19 June
- 15 September

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development



## Coronary Obstructive Pulmonary Disease Study Day

### Recommended for:

Nursing staff

### Topics include:

- What is COPD ?
- Respiratory Assessment
- Oxygen
- COPD therapies
- Breathlessness management strategies

### Pre-reading:

NIL

### Time:

09.00 – 16.00

### Dates:

- 19 May
- 22 September

### Bookings:

Registration form/Internal study application must be forwarded to Training & Development



## CVAD Workshop Central Venous Access Device

### RECOMMENDED FOR:

All Clinical staff caring for patients with CVAD's or Clinicians who would like to update their knowledge of CVAD's

### TOPICS INCLUDE:

- Care of CVAD's including PICC, CVC and Infusaports
- Accessing blood via CVAD's
- Administering Prescriptions via CVAD's
- Removal of CVAD's
- Troubleshooting CVAD's

### TIME:

09.00 – 12.00

### DATES:

- 23 March
- 22 June
- 14 September
- 7 December

### BOOKINGS:

Registration form/internal study application must be forwarded to Training & Development two weeks prior to the date of the workshop



## Dementia Care in Hospital workshop

### RECOMMENDED FOR:

Clinical and Non Clinical staff

### TOPICS INCLUDE:

- Dementia vs Delirium
- Types of Dementia
- Behaviour Management
- Patient Journey
- Documentation at JHC
- Pain Management.

### Pre-reading:

NIL

### TIME:

TBA

### DATES:

- TBA

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development.



## DET 2 MET Workshop

### RECOMMENDED FOR:

Nursing staff, Midwives, Allied Health and Medical staff

### TOPICS INCLUDE:

- Role requirements relating to Airway Management
- Medications
- Resuscitation Trolley
- Skills stations

### Pre-reading:

Knowledge of the A-E patient assessment would be an advantage

### TIME:

08.00 – 12.00

### DATES:

- 14 February
- 9 June
- 17 September
- 16 December

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development



## Deteriorating Patient Workshop

### RECOMMENDED FOR:

Ward based Clinicians

### TOPICS INCLUDE:

- JHC Clinical Risk Assessments
- A-E Assessment and related Interventions
- Escalation of Care
- Assertiveness and Empowerment
- Case Studies
- Simulated Scenarios

### TIME:

08.30 – 16.00

### DATES:

- 24 February
- 20 April
- 29 June
- 24 August
- 19 October

### BOOKINGS:

Registration form/internal study application must be forwarded to Training & Development two weeks prior to the date of the workshop



## Diabetes Workshop

### RECOMMENDED FOR:

All nursing staff

### TOPICS INCLUDE:

- 'Back to Basics'
- Hyperglycaemia & Hypoglycaemia
- Insulin delivery devices
- Dietary management
- Oral medications.

### PRE-READING:

Diabetes SDLP to be completed prior

### TIME:

08.30 - 15.00

### DATES:

- 23 April
- 2 September

### BOOKINGS:

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



## Drug & Alcohol Withdrawal Workshop

Presented by Greg Gordon, Clinical Specialist from North Metro Community Alcohol and Drug Services

### RECOMMENDED FOR:

All Clinical Staff

### TOPICS INCLUDE:

- Psychoactive drugs – what are they and what do they do
- Risks of substance abuse and withdrawal

### PRE-REQUISITES:

NIL

### PRE-READING:

NIL

### TIME:

08.30 – 15.30

### DATES:

- 10 February
- 18 May
- 10 August
- 23 November

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development



## Functional Independence Measure (FIM) Study Day

### RECOMMENDED FOR:

All nursing and allied health staff working in rehabilitation

### TOPICS INCLUDE:

- In depth information about AROC (Australasian Rehabilitation Outcomes Centre)
- The FIM assessment and it's scoring system over the 18 individual functional areas
- First stage of becoming a credentialed FIM assessor

### PRE-REQUISITES:

NIL

### PRE-READING:

NIL

### TIME:

08.30 – 16.00

### DATES:

- 30 January
- 26 March
- 28 May
- 30 July
- 24 September
- 26 November

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development





# Ramsay Training Institute e-Learning Modules (Mandatory)

## Online Mandatory annual updates

All Ramsay staff members have access to complete their annual mandatory training online.

Your online mandatory training is available in “My Learning” when you log in to <http://ramsayhealth.janison.com/jportal>

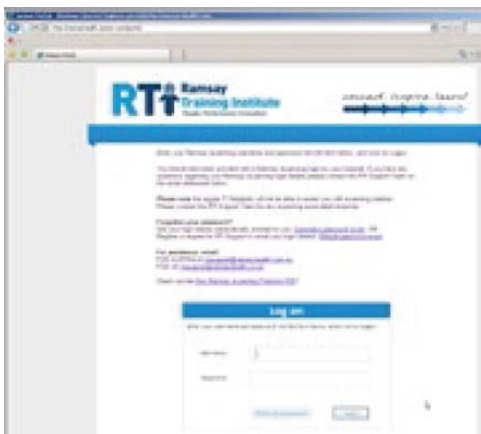
To complete each test, you must answer all the questions, and achieve 100%. Each time you submit your test attempt for marking, any questions you have answered correctly will be removed from the test. You can keep attempting the questions you answered incorrectly and resubmitting the test as many times as required until you get all of the questions correct. (Exception is National Medication Competency Test – three attempts allowed).

An accompanying e-Learning module can be used to review the content before attempting the assessment although this is not compulsory.

Please read the instructions included in the assessment carefully.

### Computers are available for staff use in the:

- Library
- Staff Dining Room.



# Ramsay Training Institute e-Learning Opportunities

## THERE ARE MANY ELEARNING OPPORTUNITIES FOR RAMSAY STAFF SOME OF WHICH ARE REQUIRED AS PART OF THE HOSPITAL ORIENTATION PROCESS

Below are a few examples


- Emergency Management
- Safety
- Materials Manual Handling
- Patient Manual Handling
- Infection Control
- Hand Hygiene
- Customer Service
- Anti-Discrimination, Bullying and Harassment
- Basic Life Support
- Falls Prevention
- Chemical Safety
- Bloodsafe Administration: Clinical Transfusion
- Bloodsafe Administration: Collecting Blood Samples
- Bloodsafe Administration: Transporting Blood
- National Medication Competency Test
- Medication Administration Tests for Neonatal and Advanced
- Workplace Safety Responsibilities & Accountabilities (for Managers)
- Privacy Law
- Competition Law
- Managing and Preventing Discrimination, Bullying and Harassment (for Managers)
- Aseptic Non Touch Technique
- Information Security

## Ramsay Training Institute Non Mandatory Courses


To register go to your RTI home page and use 'Search for Courses' to self-enrol



**Advanced Life Support**



**Aseptic Non Touch Technique**



**Back to Basics Documentation**



**Communication Series**



**Cultural Diversity**



**eviQ Antineoplastic Drug Administration Course (ADAC)**



**Injury Management**



**Legal Compliance Online**



**Manager Development Pathways**



**Cath Lab Learning Centre**



**Chemical Safety**



**Clinical Scene Investigations**



**Fundamentals of Rehabilitation**



**HICMR Infection Control Modules**



**Human Factors**



## Ramsay Training Institute Non Mandatory Courses

To register go to your RTI home page and use 'Search for Courses' to self-enrol



RESUS4KIDS



Risk Assessment



Wound Management



Managing Aggressive Behaviour



Maternity Fundamentals



Mental Health: Self & Others



National Medication Competency Test



National Standards Learning Tools



Nursing Skills



Obstetric Emergency Education



Pain Management for Pharmacists



Perioperative Fundamentals



Pressure Injuries



Quickshot Learning







Radiation Safety for General Staff



A selection of Self Directed Learning Packages (SDLP's)  
are available on the

## JHC Intranet/ Training and Development/Self Directed Learning tab

For further SDLP's contact T&D

-  [Blood transfusion SDLP.doc](#)
-  [Blood Transportation SDLP.pdf](#)
-  [Care of the patient with PCA SDLP.pdf](#)
-  [Catering Production Team Dysphagia SDLP .pdf](#)
-  [Clinical handover SDLP .pdf](#)
-  [Clinical Staff Dysphagia Self-Direct Learning Package.pdf](#)
-  [Continuous and Manual Bladder Irrigation SDLP.pdf](#)
-  [CVAD SDLP.pdf](#)
-  [Diabetes SDLP.pdf](#)
-  [Diabetic Ketoacidosis for ED and Wards SDLP .pdf](#)
-  [Falls prevention and management SDLP.pdf](#)
-  [Implantable Vascular Access Device SDLP .pdf](#)
-  [Introduction to Epidural Analgesia SDLP.pdf](#)
-  [IV Cannulation Venepuncture SDLP.pdf](#)
-  [Nursing Assistants Dysphagia Self-Direct Learning Package.pdf](#)
-  [Nursing ChefMax SDLP .pdf](#)
-  [Nursing Management of a Patient with a Cervical Spinal Injury SDLP.pdf](#)
-  [Preventing Managing Pressure Injuries SDLP.pdf](#)
-  [Preventing Medication Error SDLP.pdf](#)
-  [Scope of Nursing Practice and Decision Making Framework SDLP.pdf](#)
-  [Tracheostomy Care SDLP.pdf](#)
-  [Urinary Catheterisation.pdf](#)
-  [VTE SDLP-.pdf](#)

## Fractionated Blood Products Administration

### RECOMMENDED FOR:

Nursing and Medical staff

### TOPICS INCLUDE:

- IVIG
- Prothrobix
- Albumin.

### PRE-READING:

NIL

### TIME:

13.00 – 14.00

### DATES:

- 5 May
- 28 October

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development



## Graduate Program

### ENROLLED NURSE

### PROGRAMS:

#### General Nursing:

- Medical
- Surgical
- Rehabilitation

#### Specialty Nursing:

- Paediatrics
- Perioperative
- Mental Health

### DATES:

Intakes as Advertised

### PRE-REQUISITES:

- Must be a newly graduated enrolled nurse
- Registration with the NMBA
- Minimum 56 hour per fortnight contract.

### CONTRACT:

Fixed term 12 month

### COORDINATOR:

Julie Jackson – WA State GradPlus Coordinator  
Tel: 9400 9275  
Email: [jacksonj@ramsayhealth.com.au](mailto:jacksonj@ramsayhealth.com.au)

### RECRUITMENT:

Ramsay Jobs Website

### ACKNOWLEDGEMENT:

Certificate of completion



## Graduate Program

### REGISTERED MIDWIFE

#### ROTATIONS ACROSS:

- Ante/Post Natal
- Labour Wards
- Neonatal Unit

#### DATES:

Intakes as Advertised

#### PRE-REQUISITES:

- Must be a newly graduated registered midwife
- Registration with the NMBA
- Minimum 56 hour per fortnight contract.

#### COORDINATOR:

Julie Jackson – WA State GradPlus Coordinator  
Tel: 9400 9275  
Email: jacksonj@ramsayhealth.com.au

#### RECRUITMENT:

Ramsay Jobs Website

#### ACKNOWLEDGEMENT:

Certificate of completion

## Graduate Program

### REGISTERED NURSE

#### PROGRAMS:

##### General Nursing:

- Medical
- Surgical
- Rehabilitation

##### Specialty Nursing:

- Paediatrics
- Perioperative
- Mental Health

#### DATES:

Intakes as Advertised

#### PRE-REQUISITES:

- Must be a newly graduated Registered Nurse from a tertiary based undergraduate nursing program
- Registration with the NMBA
- Minimum 56 hour per fortnight contract.

#### COORDINATOR:

Julie Jackson – WA State GradPlus Coordinator  
Tel: 9400 9275  
Email: jacksonj@ramsayhealth.com.au

#### RECRUITMENT:

Ramsay Jobs Website

#### ACKNOWLEDGEMENT:

Certificate of completion





# Hospital Orientation

## DAY ONE

### RECOMMENDED FOR:

Mandatory for all new staff to Joondalup Health Campus

### TOPICS INCLUDE:

Refer to Orientation Program on the day.

### PRE-READING:

- Hospital Orientation Booklet

### TIME:

08.30 – 15.45 – Nursing

08.30 – 14.00 – Allied Health

08.30 – 14.15 – Medical

08.30 – 12.15 – Non Clinical

### DATES:

- 13 January
- 24 February
- 23 March
- 20 April
- 25 May
- 22 June
- 20 July
- 24 August
- 21 September
- 19 October
- 16 November
- 14 December

# Hospital Orientation

## DAY TWO

### RECOMMENDED FOR:

All nursing staff, allied health and housekeeping staff

### TOPICS INCLUDE:

- Patient manual handling assessments
- Basic life support assessments.

### PRE-READING:

- Hospital Orientation Competency Booklet
- Patient Manual Handling SDLP

### TIME:

08.30 – 12.00

### DATES:

- 14 January
- 25 February
- 24 March
- 21 April
- 26 May
- 23 June
- 21 July
- 25 August
- 22 September
- 20 October
- 17 November
- 15 December



## Human Factors Human Errors Workshop

### RECOMMENDED FOR:

Patient Facing staff

### TOPICS INCLUDE:

- Introduction
- Communication
- Cognitive skills
- Error, Wisdom and Foresight.

### PRE-READING:

NIL

### TIME:

10.00 – 12.00

### DATES:

- 11 March
- 5 August

### Bookings:

Registration form/Internal study application must be forwarded to Training & Development



## Identifying and Managing Conflict

### RECOMMENDED FOR:

Suitable for all staff – clinical and non-clinical

### TOPICS INCLUDE:

- Definition of conflict
- Types of conflict
- Communication skills
- Giving feedback

### PRE-READING:

Suggested reading – RTI Communication “Quick shot” education.

### TIME:

09.00 - 16.00

### DATES:

- 26 March
- 10 June
- 24 September
- 11 November

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development two weeks prior to the date of the workshop



## Intravenous Cannulation & Venepuncture

### RECOMMENDED FOR:

All nursing staff

### TOPICS INCLUDE:

- Anatomy and physiology
- Practice session.

### PRE-READING:

- A self directed learning package will be emailed to participants on registration of their booking. Please complete the package prior to attendance and bring with you for assessment on the day.
- Practical competency is gained post course.

### TIME:

09.30 – 12.00 AND

13.00 – 15.30

### DATES:

- 5 February
- 22 April
- 6 July
- 23 September
- 2 November

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development two weeks prior to date of the workshop.



## Introduction to Creating or Editing a Policy, Guideline or Procedure

### RECOMMENDED FOR:

Clinical and Non Clinical staff

### TOPICS INCLUDE:

- JHC document templates
- Microsoft Word editing skills
- Coaching while working on a policy, guideline or procedure document of your choice.

### PRE-READING:

NIL

### TIME:

Times vary

### DATES:

- 23 January 14.00 – 16.00
- 24 March 14.00 – 16.00
- 29 April 09.00 – 11.00

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development.



## Keeping Yourself Safe

### RECOMMENDED FOR:

Suitable for all staff – Clinical and Non Clinical

### TOPICS INCLUDE:

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

### PRE-READING:

NIL

### TIME:

09.00 - 13.00

### DATES:

- 12 February
- 9 March
- 16 April
- 20 May
- 29 June
- 16 July
- 14 August
- 30 September
- 15 October
- 9 November
- 3 December

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development two weeks prior to date of the workshop.



## Library Training Courses

### RECOMMENDED FOR:

Staff employed in clinical areas

### TOPICS INCLUDE:

- Library orientation
- Conducting a literature search
- Specific databases – eg. Medline, Cinahl, UptoDate, NRC+, JBI
- Evidence based searching for a procedure
- Referencing and Endnote
- Copyright Awareness
- Literature reviews
- Finding an article on your reading list
- Finding and Using eBooks

### PRE-READING:

NIL

### BOOKINGS:

**Can be made for individual or group sessions.**

Contact Library staff on 9400 9487



## Mandatory Competencies

### RECOMMENDED FOR:

All staff working at JHC requiring revalidation

### TOPICS INCLUDE:

- Patient Manual Handling Assessment
- Basic Life-Support Assessment
- Material Manual Tasks Assessment – this is done in the relevant work area at a convenient day and time

### PRE-READING:

- Online mandatory modules must be completed prior to attendance
- Mandatory Competency booklet
- Basic Life Support with SAED video if needed

### TIME:

12.30 – 14.00

### DATES:

- 24 January
- 17 February
- 17 March
- 17 April
- 19 May
- 15 June
- 17 July
- 17 August
- 29 September
- 27 October
- 27 November
- 11 December

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development two weeks prior to date of the workshop.



## Manual Defibrillation Workshop

### 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:

- ALS Algorithm
- Defibrillation
- Scenario practice
- Practical assessment..

### PRE-READING:

A manual defibrillation workbook will be sent to participants on registration of their booking.

### TIME:

08.00 – 11.00 or 13.00 – 16.00

### DATES:

- 14 January
- 10 March
- 25 May
- 17 July
- 8 September
- 4 November

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development two weeks prior to date of the workshop.



## Materials Manual Tasks Refresher Day

### RECOMMENDED FOR:

Non clinical staff who have completed the Materials Manual Tasks New Assessor Day

### TOPICS INCLUDE:

- Policy Updates
- Competency Assessments
- Compliance monitoring, forms and data
- Practical demonstrations of JHCequipment
- Safe Operating Procedures (SOP)

### PRE-READING:

Staff will have completed the Material Manual Tasks New Assessor Day.

### TIME:

09.00 – 13.00

### DATES:

- 11 March
- 10 September

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development two weeks prior to the date of the workshop.



## Medication Administration Assessor Education

### RECOMMENDED FOR:

All RN/RM'S interested in assessing Medication Competency

### TOPICS INCLUDE:

- Medication assessments for RN/RM/EN
- Role of assessor
- Principles of assessment

### PRE-READING:

NIL

### TIME:

Please see flyer for session times

### DATES:

- TBA

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development





## Medication Administration Assessor Refresher

### RECOMMENDED FOR:

RN/RM'S already Medication Administration Assessors every 2 years.

### TOPICS INCLUDE:

- Review medication assessments for RN/RM/EN
- Discuss reoccurring issues.

### PRE-READING:

NIL

### TIME:

Please see flyer for session times

### DATES:

- TBA

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development



## Multispecialty Study Day

### RECOMMENDED FOR:

Nursing Staff.

### TOPICS INCLUDE:

- Stroke Management
- Palliative Care
- Infection Control
- Blood Management
- Continence.

### PRE-READING:

NIL

### TIME:

08.30 – 16.30

### DATES:

- 19 February
- 17 June
- 28 October

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development



# Nursing Assistant Dysphagia Competency Training

## RECOMMENDED FOR:

Nursing Assistants

## TOPICS INCLUDE:

- What is Dysphagia
- What is aspiration
- What are modified diet and fluids
- Who is part of a dysphagia team
- Signage
- What is feeding recommendations handover sheet
- Safe feeding strategies
- Safe operating procedure for feeding patients

## PRE-REQUISITES:

NIL

## PRE-READING:

Nursing Assistant Dysphagia SDLP

## TIME:

08.30 – 13.00

## DATES:

- 10 February
- 21 September

## BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development



# Ostomy Workshop

## RECOMMENDED FOR:

All nursing staff caring for patients with stomas

## TOPICS INCLUDE:

- Bowel surgery & types of stomas
- Post-operative care of stomas
- Dietary considerations
- Colorectal surgery
- Pharmacology and stomas
- Management of problem stomas.

## PRE-READING:

Details will be emailed to participants prior to workshop.

## TIME:

08.30 - 12.30

## DATES:

- 7 July

## BOOKINGS:

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



## Palliative Care Study Day

### RECOMMENDED FOR:

All RN's/EN's – 12th March

Allied Health – 10th September

### TOPICS INCLUDE:

- Patient Assessment
- Advanced Care Planning
- Clinical decisions
- The dying patient and bereavement
- Professional practice (including self-care)

### PRE-READING:

NIL

### TIME:

08.00 – 16.00

### DATES:

- 12 March
- 10 September

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development



## Patient Blood Management Understanding Immunoglobulins

### RECOMMENDED FOR:

All nursing staff

### TOPICS INCLUDE:

- Understanding Immunoglobulins

### PRE-READING:

NIL

### TIME:

13.00 - 14.00

### DATES:

- 2 April
- 16 September

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development



## Patient Blood Management Neonatal & Paediatric Transfusion

### RECOMMENDED FOR:

All nursing staff

### TOPICS INCLUDE:

- Neonatal & Paediatric Transfusion

### PRE-READING:

NIL

### TIME:

13.00 - 14.00

### DATES:

- 10 March
- 8 September

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development



## Patient Blood Management – ROTEM

### RECOMMENDED FOR:

All nursing staff

### TOPICS INCLUDE:

- Thromboelastometry made easy

### PRE-READING:

NIL

### TIME:

13.00 - 14.00

### DATES:

- 25 February
- 1 September

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development



## Patient Blood Management – VTE

### RECOMMENDED FOR:

All nursing staff

### TOPICS INCLUDE:

- Risk Assessment and Management of VTE
- Supporting World Thrombosis Day

### PRE-READING:

NIL

### TIME:

13.00 - 14.00

### DATES:

- 4 March
- 15 Thursday

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development



## Patient Manual Handling System (PMHS) Refresher Day

### RECOMMENDED FOR:

All staff who are patient manual handling competent and need to update/refresh their skills

### TOPICS INCLUDE:

- Policy updates
- Competency assessments
- Compliance monitoring, forms and data
- Practical demonstration of JHC equipment
- Safe Operating Procedures (SOP)
- Role requirements.

### PRE-READING:

NIL

### TIME:

09.00 -13.00

### DATES:

- 18 February
- 24 April
- 12 June
- 7 September
- 24 November

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development two weeks prior to date of the workshop.



# Patient Manual Handling System (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 PMHS
- Compliance monitoring, forms and data
- Risk management
- Competency assessments
- Safe operating procedures
- Practical demonstration of JHC equipment
- Role requirements.

## PRE-READING:

NIL

## TIME:

09.00 - 16.00

## DATES:

- 13 March
- 14 September

## BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development two weeks prior to date of the workshop.



# Peritonectomy Study Day

## RECOMMENDED FOR:

Staff that care for patients receiving Peritonectomy services or have an interest in Peritonectomy services at JHC

## TOPICS INCLUDE:

- Explanation of peritonectomy surgery
- Patient selection
- Psychological considerations
- Nutritional considerations
- The future for peritonectomy surgery.

## PRE-READING:

NIL

## TIME:

9.00 – 15.30

## DATES:

- 2 June

## BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development two weeks prior to the date of the workshop



# Pressure Injury Prevention Workshop

## RECOMMENDED FOR:

Nursing staff

## TOPICS INCLUDE:

- Surgical Management of Pressure Injuries
- Nutritional Support
- Occupational Therapist and Seating Assessment
- Case Study.

## PRE-READING:

NIL

## TIME:

08.30 – 12.30

## DATES:

- 17 November

## BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development



# Resus4kids Workshop

## RECOMMENDED FOR:

All nursing staff or allied health staff working with children

## TOPICS INCLUDE:

- Review of paediatric specific resuscitation techniques
- Recognising and providing initial management of shockable and non-shockable cardiac rhythms
- Knowledge of safe defibrillation
- Scenarios and skill stations.

## PRE-READING:

Elearning component is required to be completed prior to attending the workshop. This is available on the Ramsay Training Institute (RTI) platform. Information will be emailed to participants on registration of their booking.

## TIME:

08.00 – 11.00 or 14.00 – 17.00

## DATES:

- 11 February
- 18 March
- 23 April
- 20 May
- 18 June
- 22 July
- 19 August
- 24 September
- 14 October
- 18 November
- 9 December

## BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development two weeks prior to the date of the workshop



## Riskman and Outcomes from Riskman Reporting

### RECOMMENDED FOR:

All staff

### TOPICS INCLUDE:

- How and when to report Clinical incidents
- You can create a login at the session if you do not have one
- Riskman do's and don'ts
- Choosing the right classification/severity rating
- Your questions answered
- What happens to your riskman reports

### PRE-REQUISITES:

NIL

### PRE-READING:

NIL

### TIME

10.00 – 10.30

### DATES:

- 26 February
- 22 April
- 17 June
- 26 August
- 21 October

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development



## RN Transition Program

### RECOMMENDED FOR:

ENs at JHC who have qualified as an RN

To assist the transition into the RN role for the RN with previous EN experience

- 6 month program
- Preceptor and CDN support in each area
- Structured education programs

### TOPICS INCLUDE:

- Scope of Nursing Practice
- Delegation
- Communication

### PRE-REQUISITES:

- Must have worked at JHC as an EN
- Must have an RN contract on a ward/dept
- Registration with the NMBA
- Minimum contract 14 hours per fortnight for 6 months

### DATES:

No set intakes

### COORDINATOR:

Julie Jackson – WA State GradPlus Coordinator  
Tel: 9400 9275  
Email: [jacksonj@ramsayhealth.com.au](mailto:jacksonj@ramsayhealth.com.au)

### RECRUITMENT:

Express your interest in the program to the RN Graduate Facilitator at least 6 months before intended commencement.

### ACKNOWLEDGEMENT:

Certificate of completion





## SUPS and PPA Refreshers

### RECOMMENDED FOR:

All patient facing staff

### TOPICS INCLUDE:

Speak Up For Safety is about fostering and promoting safety attitudes and behaviours. It teaches clinical team members how to speak up professionally and respectfully for patient safety, using a communication framework called PACE. PACE is a technique for advocating (and/or escalating) a concern until either you are satisfied that the patient is safe; or you are dissuaded, put on hold, or overruled in order to regain control when you know something is not right.

- To define Situation Awareness (SA) and its 3 levels
- Understand why individual Situation Awareness and team Situation Awareness is important
- Understand the factors that contribute to lost or absent Situation Awareness
- Discuss the reasons why people fail to speak up for patient safety
- Understand Graded Assertiveness and the PACE model, rules and behaviours
- Discuss attitudes and behaviours that foster a safety culture

### PRE-READING:

NIL

### TIME:

1 hour sessions will vary between morning and afternoon – refer to T&D calendar on Sharepoint

### DATES:

- 18 February
- 19 June
- 1 September
- 27 November

### BOOKINGS:

Registration form/Internal study application must be forwarded to Training & Development



## Supporting New Staff as a Mentor, Buddy or Preceptor

### RECOMMENDED FOR:

Any staff member working with new employees, both clinical & non clinical

### TOPICS INCLUDE:

- Adult learning styles and application
- Communication & feedback
- Competency assessments
- Addressing poor performance
- Roles & responsibilities
- Reality shock
- Measuring new employees' progress.

### PRE-READING:

NIL

### TIME:

Non Clinical 08.30 – 12.30

Clinical 08.30 – 15.00

### DATES:

- 27 May
- 22 October

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development two weeks prior to date of the workshop.



## Tracheostomy Workshop

### RECOMMENDED FOR:

All nursing staff

### TOPICS INCLUDE:

- Types of tracheostomy tubes
- Reasons for tracheostomies
- Care of a patient post tracheostomy
- Complications
- Dressing, securement and suctioning
- Changing an inner tube
- Humidification
- Decannulation.

### PRE-READING:

NIL

### TIME:

See flyer for session times

### DATES:

- 16 April
- 7 October

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development two weeks prior to date of the workshop.



## Wound Workshop

### 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
- Appropriate dressing selection.
- Negative Pressure (RENASYS) and PICO NPWT.

### PRE-READING:

NIL

### TIME:

8.30 - 12.30 hrs

### DATES:

- 13 May

### BOOKINGS:

Registration form/Internal Study Application must be forwarded to Training & Development two weeks prior to date of the workshop.







Cnr Grand Blvd & Shenton Ave

Joondalup WA 6027

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