

MANDATORY TRAINING AND CHIEF EXECUTIVE DIRECTIVE POLICY®

DOCUMENT SUMMARY/KEY POINTS

This Mandatory Training and Chief Executive (CE) Directive Training Policy outlines the mandatory training requirements of all SCHN employees and other staff groups working within SCHN, in order to promote a safe care delivery and work environment. It sets out the roles and responsibilities of staff in relation to completing the courses, manager's responsibilities to ensuring their staff compliance and the obligation for record keeping.

- Compliance with this policy is mandatory. Non-compliance is subject to performance management processes.
- All NSW Health staff must complete the mandatory training modules as determined by the NSW Health Mandatory Training Standing Committee (MTSC). Additional occupation, role or department specific mandatory training modules will be required for certain staff groups as determined by NSW Health MTSC. These modules are mandatory to meet legislative obligations.
- Fulfils the National Safety and Quality Health Standards and complies with a NSW Ministry of Health Policy Directive.
- The CE of a Local Health District/Speciality Health Network has the discretion to determine a course for local mandatory training.
- Online mandatory training modules are accessed through the NSW Health Learning Management System – My Health Learning (MHL). All SCHN employees are to access MHL using their 8 Digit StaffLink ID/Payroll number and Password.
- Managers are accountable for ensuring their employees have time allocated, access to MHL and understand the NSW Health and SCHN mandatory training requirements.
- For general MHL and mandatory training queries, please email the Education Centre on: SCHN-Education@health.nsw.gov.au.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

Approved by:	SCHN Policy, Procedure and Guideline Committee	
Date Effective:	1 st April 2021	Review Period: 3 years
Team Leader:	Manager	Area/Dept: Education and Training Services

CHANGE SUMMARY

- Replaces the SCHN Mandatory Training Policy, 15th December 2016.
- This policy will outline the mandatory training requirements for SCHN staff members as per NSW Health.
- All SCHN employees must comply with this policy and are responsible for ensuring their mandatory training is up to date by accessing the online Learning Management System (LMS), My Health Learning (MHL). MHL guides staff to training which they must complete and maintains records of training completion.
- Managers are responsible for ensuring their employees are allocated time to reach compliance with mandatory training requirements as directed by NSW Health and/or the SCHN Chief Executive.

READ ACKNOWLEDGEMENT

- All SCHN employees are to read and acknowledge this document.

This document reflects what is currently regarded as safe practice. However, as in any clinical situation, there may be factors which cannot be covered by a single set of guidelines. This document does not replace the need for the application of clinical judgement to each individual presentation.

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1 NSW Health Mandatory Training Overview

According to the NSW Ministry of Health Policy Directive: [Mandatory Training - Criteria for Approval as a NSW Health Requirement \(PD2016_048\)](#), Mandatory Training is a defined subject matter that must be undertaken by specified staff of a NSW Health entity due to:

- A legislative requirement
- A requirement to be accredited under the National Safety and Quality Health Services Standards (NSQHSS)
- An organisational requirement.

Completion of mandatory training helps maintain a safe working and care-delivery environment that supports staff in meeting their obligations as an employee of NSW Health.

The NSW Ministry of Health Policy Directive [Mandatory Training - Criteria for approval as a NSW Health Requirement \(PD2016_048\)](#) details the evidence required against six criteria in order for a training requirement

There are 14 core training areas that are mandatory for all employees of NSW Health excluding medical staff. For SCHN Medical Staff Mandatory Training please refer to pages 10 & 11.

Additional targeted occupation, role or department specific mandatory training modules will be required for certain staff groups as outlined in the Mandatory Training Matrix which is located on the HETI website under Education & Training.

1.1 Employment groups within SCHN

Individuals working within SCHN required to comply with this policy include:

- Executive unit and senior management
- All clinical and non-clinical staff
- All casual staff including nurses and visiting medical officers
- Junior medical staff, including those on rotational training programs
- Honorary medical officers and medical staff on short-term contracts
- Students: students are to complete mandatory training modules as determined by NSW Health through My Health Learning.
- Contingent Workers and External Contractors: mandatory training to be locally determined by SCHN taking into account length of contract, legal obligation and risk factors associated with the tasks performed
- Volunteers
- Agency nurses (modules as determined by the SCHN Executive)

2 Responsibility for mandatory training completion

- All NSW Health employees are personally accountable for complying with the NSW Health mandatory training requirements.
- Non-compliance is subject to performance management processes.
- All SCHN employees must comply with this policy and are responsible for ensuring their mandatory training is up to date by accessing the online Learning Management System (LMS), My Health Learning (MHL). MHL guides staff to training which they must complete and maintains records of training completion.
- Managers are responsible for ensuring their employees maintain compliance and are allocated time to reach compliance with mandatory training requirements as directed by NSW Health and/or the SCHN Chief Executive.
- The SCHN Education Services are responsible for:
 - The local management and administration of the LMS.
 - Providing SCHN staff with support in the use of LMS.
 - Providing reports to the Board, Chief Executive, senior executives and accrediting bodies in relation to organisational compliance with Mandatory Training requirements.

2.1 Mandatory training and orientation

SCHN requires all new starters to attend corporate and/or professional orientation within three months of commencing employment. It is the Managers responsibility to ensure new staff receive ongoing induction to their workplace.

2.1.1 Capturing attendance at orientation in My Health Learning (MHL)

- Attendance and completion of orientation must be captured in MHL
- All attendees must sign in noting their employee number.
- The orientation facilitator is responsible for ensuring all attendees have signed the attendance sheet.
- Uploading of attendance at orientation in MHL is the responsibility of the SCHN Education Services (Corporate and Nursing Orientations), Office of the Chief Resident Medical Officer (JMO Orientation) and Allied Health directorate.
- Managers are responsible for capturing local department induction completion in MHL.
- Signed attendance sheets must be stored electronically for seven years for auditing purposes ^[1].

2.2 Completing Online Mandatory Training Modules

- Mandatory training modules to be undertaken during the orientation period require completion within the period outlined in tables below as outlined in the [NSW Health Mandatory Training Matrix](#).
- Completion of mandatory training undertaken during SCHN orientation will be recorded in MHL.
- All NSW Health Employees can access MHL using their 8 Digit StaffLink ID/Payroll number and password. MHL will automatically display the outstanding or completed mandatory training requirements for each individual employee with a red flag or blue flag.
- Employees can access MHL though the SCHN Intranet Network or externally from personal computers through: <http://MHL.health.nsw.gov.au>.
- Employees can view and print a transcript of their completed learning from MHL. Managers are able to generate reports through MHL for their employees.

2.3 Completing face-to-face Mandatory Training Modules

The following Mandatory Training Courses involve a face-to-face component:

- Aboriginal Culture: Respecting the Difference (Local Practical)
- Child Protection - Targeted Training
- Fire Safety and Evacuation - Practical
- Between the Flags (Detect Junior, or Detect Junior for Allied Health)
- Basic Life Support (Resus4Kids Practical, or Infant, Child and Adult Basic Life Support)
- Personal Protective Equipment (PPE)
- Violence Prevention and Management (VPM)
 - Personal Safety
 - Team Restraint

Face-to-face sessions are available across the SCHN. Staff can view available sessions using the Search Catalogue in MHL. Session dates and times can be viewed and booked through MHL. Fire safety and evacuation practical does not require booking in advance for CHW staff. SCH staff book via MHL.

Manager approval is required for employees attending face-to-face mandatory training during work hours.

2.3.1 Capturing attendance at face-to-face training in My Health Learning (MHL)

Attendance and completion of all face-to-face mandatory training sessions must be captured in MHL.

- Attendance sheets must be used at all face-to-face mandatory training sessions and attendees must all sign in noting their employee number. The session facilitator is responsible for ensuring all attendees have signed the attendance sheet.
- Ensuring attendance at face-to-face core mandatory training is captured in MHL is the responsibility of the course facilitator.
- Signed attendance sheets must be stored electronically for seven years for auditing purposes ^[1].

3 Mandatory Training Modules

PLEASE NOTE: All training modules listed below are mandated at the discretion of the NSW Ministry of Health Mandatory Training Standing Committee and are subject to change. MHL provides the most accurate and reliable information regarding an individual employee's mandatory training requirements.

3.1 All Staff Core Training (excluding Medical staff)

All NSW Health staff must complete the following mandatory training modules:

Training Module	Delivery Mode	Initial completion of training	Frequency
Aboriginal Culture - Respecting the Difference	Online via MHL	Within 6 months	Once only
Aboriginal Culture - Respecting the Difference (Local Practical)	Face to Face	Within 6 months	Once only
Child Wellbeing and Child Protection – Learning Path 1 <u>OR</u> 2	Online via MHL	As soon as possible	Once only
Fire Safety and Evacuation	Online via MHL	Within 4 weeks	Annual
Fire Safety and Evacuation – Practical (including Evacuation Exercise)	Face to Face	Within 4 weeks	Annual
Hand Hygiene (provided by Hand Hygiene)	Online via MHL	Within 4 weeks	Every 5 years

Hazardous Manual Tasks	Online via MHL	Within 4 weeks	Once only
ims+: How to Notify an Incident	Online via MHL	Within 4 weeks	Once only
Infection Prevention and Control Principles – Non Clinical Staff <u>OR</u> Infection Prevention and Control Principles – Clinical Staff	Online via MHL	Within 4 weeks	Every 5 years
Introduction to Health Emergency Management and Procedures*	Online via MHL	Within 4 weeks	Once only
Introduction to Work Health and Safety	Online via MHL	Within 4 weeks	Once only
Personal Protective Equipment for combined transmission-based precautions	Online via MHL	Within 4 weeks	Once only
Privacy Module 1: Know your boundaries	Online via MHL	Within 6 months	Once only
Violence Prevention and Management (VPM) in the Workplace: Awareness	Online via MHL	Within 6 months	Once only
VPM in the Workplace: Promoting Acceptable Behaviour in the Workplace	Online via MHL	Within 6 months	Once only
Waste Management	Online via MHL	Within 6 months (Contractors prior to commencement)	Every 5 years

*included in all staff core modules since 2017 for all new NSW Health employees, NSW Health staff employed prior to this date do not need to complete

3.2 Mandatory Training for Medical Staff

Junior Medical Officers Mandatory Training Modules

All Junior Medical Officers working within NSW Health facilities (determined by ANSZCO Code)

Training Module	Delivery Mode	Initial completion of training	Frequency
Aboriginal Culture – Respecting the Difference	Online via MHL	Within 6 months	Once
Aboriginal Culture – Respecting the Difference (Local Practical)	Face to Face	Within 6 months	Once
Basic Life Support Assessment Tool **	Face to Face	Within 4 weeks	Annual
Basic Life Support eLearning**	Online via MHL	Within 4 weeks	Every 2 Years
Care Coordination for Medical Officers	Online via MHL	Within 4 weeks	Once
Fire Safety and Evacuation	Online via MHL	Within 4 weeks	Annual
Fire Safety and Evacuation – Practical	Face to Face	Within 4 weeks	Annual
Hand Hygiene for Medical Officers	Online via MHL	Within 4 weeks	Every 5 years
ims+: How to Notify an Incident	Online via MHL	Within 4 weeks	Once
Infection Prevention Strategies for Medical Officers	Online via MHL	Within 4 weeks	Once
Open Disclosure	Online via MHL	Within 4 weeks	Once
Personal Protective Equipment for combined transmission based precautions	Online via MHL	Within 4 weeks	Once
Privacy Module 1: Know your boundaries	Online via MHL	Within 6 months	Once
Safety and Quality for Medical Officers	Online via MHL	Within 4 weeks	Once
Violence Prevention and Management for Medical Officers	Online via MHL	Within 6 months	Once
Work Health and Safety for Medical Officers	Online via MHL	Within 4 weeks	Once
Child Wellbeing and Child Protection - Learning Path 2	Online via MHL	As soon as possible	Once
Child Protection – Targeted Training ^	Face to Face	As soon as possible	Once
Between the Flags – Tier 1 and 2 (Paediatric Pathway)	Online and Face to Face	Within 6 months	Once

Additional targeted mandatory training may be required depending on the role (e.g. management position).

** RESUS4KIDS eLearning and practical is the mandatory Basic Life Support training required for clinicians working in the paediatric setting.

^Child Protection – Targeted Training must be completed in addition to the eLearning by SCHN medical staff working directly with children and young people.

Targeted Junior Medical Officers training within SCHN

Targeted training modules for Junior Medical Officers, dependent on role, service or location

Training Module	Delivery Mode	Initial completion of training	Frequency	Target Audience
Local Induction to Personal Protective Equipment	Face to face	Within 4 weeks	Every 5 Years	TBC
Newborn Basic Life Support Assessment Tool	Face to Face	Within 4 weeks	Annual	JMOs working in Neonatal Intensive Care Units or Maternity units
Newborn Basic Life Support eLearning	Online via MHL	Within 4 weeks	Every 5 Years	JMOs working in Neonatal Intensive Care Units or Maternity units

Senior Medical Officers Mandatory Training Modules

All Senior Medical Officers working within NSW Health facilities (determined by ANSZCO Code)

Training Module	Delivery Mode	Initial completion of training	Frequency
Basic Life Support Assessment Tool**	Face to Face	Within 4 weeks	Annual
Basic Life Support eLearning**	Online via MHL	Within 4 weeks	Every 2 Years
Care Coordination for Medical Officers	Online via MHL	Within 4 weeks	Once
Fire Safety and Evacuation	Online via MHL	Within 4 weeks	Annual
Fire Safety and Evacuation – Practical	Face to Face	Within 4 weeks	Annual
Hand Hygiene for Medical Officers	Online via MHL	Within 4 weeks	Every 5 years
ims+: How to Notify an Incident	Online via MHL	Within 4 weeks	Once
Infection Prevention Strategies for Medical Officers	Online via MHL	Within 6 months	Once
Open Disclosure	Online via MHL	Within 4 weeks	Once
Personal Protective Equipment for combined transmission based precautions	Online via MHL	Within 4 weeks	Once

Privacy Module 1: Know your boundaries	Online via MHL	Within 6 months	Once
Safety and Quality for Medical Officers	Online via MHL	Within 4 weeks	Once
Violence Prevention and Management for Medical Officers	Online via MHL	Within 6 months	Once
Work Health and Safety for Medical Officers	Online via MHL	Within 4 weeks	Once
Child Wellbeing and Child Protection - Learning Path 2	Online via MHL	As soon as possible	Once
Child Protection – Targeted Training	Face to Face	As soon as possible	Once
Between the Flags – Paediatric Pathway	Online and Face to Face	Within 6 months	Once

Targeted Senior Medical Officers training within SCHN

Targeted training modules for Senior Medical Officers, dependent on role, service or location

Module	Mode	Initial Completion of Training	Frequency	Target Audience
Fetal Safety Education Pathway	Online via MHL	Within 4 weeks	Annual	All SMOs working in Neonatal Intensive Care Units or Maternity units
FONT – Fetal Welfare Assessment and Obstetric Emergency and Neonatal Resuscitation Training Pathway	Online and Face to Face	Within 4 weeks	Every 3 Years	All SMOs working in Neonatal Intensive Care Units or Maternity units
Local Induction to Personal Protective Equipment	Face to face	Within 4 weeks	Every 5 Years	TBC
Newborn Basic Life Support Assessment Tool	Face to Face	Within 4 weeks	Annual	All SMOs working in Neonatal Intensive Care Units or Maternity units
Newborn Basic Life Support eLearning	Online via MHL	Within 4 weeks	Every 2 Years	All SMOs working in Neonatal Intensive Care Units or Maternity units

3.3 Volunteers

Training Module	Mode	Initial completion of training	Frequency
Child Wellbeing and Protection	Online via MHL	As soon as possible	Once only
Hand Hygiene	Online via MHL	Within 4 weeks	Every 5 years
Hazardous Substances (Hazardous Chemicals and Dangerous Goods)	Online via MHL	Within 4 weeks	Once only
Introduction to Work Health and Safety	Online via MHL	Within 4 weeks	Once only
Fire Safety and Evacuation	Online via MHL	Within 4 weeks	Annual
Fire Safety and Evacuation – Practical	Face to Face	Within 4 weeks	Annual
Privacy Module 1: Know your boundaries	Online via MHL	Within 6 months	Once only
Local Induction to Personal Protective Equipment PPE – Volunteers who enter environments with exposure to blood, bodily fluids, infections or hazards.	Face to Face	Within 4 weeks	Once only
Hazardous Manual Tasks	Online via MHL	Within 4 weeks	Once only
Security – All staff	Online via MHL	Within 4 weeks	Once only
Aboriginal Culture - Respecting the Difference	Online via MHL	Within 6 months	Once only

* Facilitated, group-based eLearning can be offered within SCHN. Managers to contact the Education Department for more information.

4 Targeted Mandatory Training Modules

PLEASE NOTE: All training modules listed below are mandated at the discretion of the NSW Ministry of Health Mandatory Training Standing Committee and are subject to change. MHL provides the most accurate and reliable information regarding employee's outstanding training requirements.

4.1 All Managers

Targeted training modules for NSW Health staff in manager roles (in addition to mandatory training as identified above)

Module	Mode	Initial Completion of Training	Frequency
Injury Management	Online via MHL	Within 4 Weeks	Once
Safety and Quality Advanced	Online via MHL	Within 4 Weeks	Once

4.2 Nominated Groups Targeted Training (excluding Medical Staff)

Targeted training modules for identified NSW Health staff (excluding Medical Officers), dependent on role, service or location

Module	Mode	Initial completion of Training	Frequency	Target Audience
Aseptic Technique	Online via MHL	Within 4 Weeks	Every 5 years	All SCHN clinical staff using aseptic technique
Basic Life Support Assessment Tool – RESUS4KIDS Practical OR Infant Child and Adult Basic Life Support (INFCA)	Face to Face	Within 4 Weeks	Annual	SCHN Clinical staff with direct patient contact R4K Practical Targeted to all Nursing, Midwives, Medical and Physiotherapists. INFCA targeted to all Allied Health clinical staff and clinical staff not included above.
Basic Life Support eLearning - RESUS4KIDS eLearning	Online via MHL	Within 4 Weeks	Every 2 years	SCHN Clinical staff with direct patient contact
Between the Flags – Tier 1 & 2 Paediatric Pathway (Nursing or Allied Health) Between the Flags – Child and Family Health	Online and Face to Face	Within 4 Weeks	Once	SCHN nursing staff who work with paediatric patients SCHN Allied Health staff who work directly with paediatric patients. See table... Child and Family Health Nursing staff
Bloodsafe: Clinical Transfusion Practice	Online via MHL	Within 4 Weeks	Once	SCHN staff involved in transfusion related activities, transfusion laboratories, or transfusion processes
Bloodsafe: Transporting Blood This module does not need to be completed by staff who complete the Bloodsafe: Clinical Transfusion Practice.	Online via MHL	Within 4 Weeks	Once	SCHN staff in transfusion laboratories or involved in transfusion processes
Breastfeeding Promotion, Protection and Support	Online via MHL	Within 4 Weeks	5 years	SCHN clinical staff providing care to pregnant women, mothers and/or infants

Care Coordination	Online via MHL	Within 4 Weeks	Once	All SCHN clinical staff
Child Protection – Targeted Training	Face to Face	Within 4 Weeks	Once	All SCHN clinical staff working directly with children and young people, or adults who have children in their care
COPSETI for Mental Health Clinicians Pathway	Online via MHL	Within 6 months	Once	SCHN mental health clinicians
Decontamination of Reusable Medical Devices	Online via MHL	Within 4 Weeks	Once	SCHN staff who decontaminate reusable medical devices
Designated Officer Pathway Following: Designated Officer Re-Accreditation Pathway	Online via MHL	Within 4 Weeks	Once Following Bi-Annually	Designated Officers
Emergency Department Violence Prevention and Management Program	Online and Face to face	Within 6 months	Once	All SCHN Clinical Staff working in emergency departments
Environmental Cleaning	Online via MHL	Within 4 Weeks	Every 5 years	SCHN staff undertaking cleaning tasks as their primary role
Fetal Safety Education Pathway	Online via MHL	Within 6 months	Annually	SCHN Midwives and clinical staff working in Obstetrics/Gynaecology
FONT: Obstetric emergencies and Neonatal resuscitation Training	Online and Face to Face	Within 6 months	Every 3 Years	SCHN midwives and clinical staff working in Obstetrics/Gynaecology
Asking the Question: Improving the Identification of Aboriginal People	Online via MHL	Within 4 Weeks	Once	SCHN patient and client registration/intake staff
Introduction to Safety and Quality	Online via MHL	Within 4 Weeks	Every 5 years	All SCHN Clinical Staff SCHN staff working in Quality and Safety role or with Quality and Safety Responsibilities
Invasive Device Protocols	Online via MHL	Within 4 Weeks	Once	SCHN Clinical staff who perform procedures with invasive medical devices

Local Induction to Personal Protective Equipment	Face to face	Within 4 Weeks	Every 5 Years	SCHN staff required to wear PPE for: (1) Blood/body substance protection or care of patients/environments with infections (2) Hazardous environments (3) Food Safety
Newborn Basic Life Support Assessment Tool	Face to Face	Within 4 Weeks	Annual	SCHN Midwives and clinical staff working in Obstetrics/Gynaecology
Newborn Basic Life Support eLearning	Online via MHL	Within 4 Weeks	Every 5 Years	SCHN Midwives and clinical staff working in Obstetrics/Gynaecology
Open Disclosure	Online via MHL	Within 4 Weeks	Once	All SCHN clinical staff
Sexual Safety Policy Training Pathway	Online and Face to Face	Within 6 months	Once	SCHN staff working in mental health services
Sharps Injury – Clinical OR Sharps Injury – Non Clinical	Online via MHL	Within 4 Weeks	Every 5 years	All SCHN staff exposed to risk of sharps injury
Smoking Cessation: Brief Intervention at Chairside	Online via MHL	Within 4 Weeks	Every 3 years	SCHN oral health services clinicians
Violence Prevention and Management – Personal Safety	Face to Face	Within 6 months	Once	SCHN staff working in high risk environments, including: Critical Care, Mental Health, Community Health Staff working in security and duress responses
Violence Prevention and Management: An Introduction to Legal and Ethical Issues	Online via MHL	Within 4 Weeks	Once	Staff working in high risk environments, including: Emergency, Mental Health, Community Health Staff working in security and duress responses
Violence Prevention and Management: Team Restraint Techniques	Face to Face	Within 6 months	Once	Staff working in high risk Mental Health environments Staff working in security and duress responses

5 SCHN Chief Executive directed training

The Chief Executive of a Local Health District / Specialty Health Network has the discretion to determine a course for local mandatory training. This is termed CE Directive training and is marked with a blue flag adjacent to the course name in MHL. SCHN CE Directives are outlined in previous tables.

The training is directed to the local LHD to enable staff to maintain a safe working and care-delivery environment. The training can be directed to specific groups based on their occupation, role or department and to support NSQHS, NSW Ministry of Health policy directive or additional professional obligation the CE may deem mandatory.

To propose CE directive training, an application must be made to the Chief Executive through the SCHN Education Services using the Application for the Endorsement of CE Directive Mandatory Training template. The template is located on the SCHN Education intranet pages and also located [here](#). It is recommended that prior to commencing the CE directive application, contact is made with the SCHN Education Services to assist in development of the application.

Chief Executive Directive Mandatory Training for SCHN Staff

Chief Executive Targeted training modules for SCHN Staff, some are dependent on role, service or location (in addition to mandatory training as identified above)

Module	Mode	Initial completion of Training	Frequency	Target Audience
Fire Safety and Evacuation – Local Evacuation	Face to Face	Within 4 weeks	Annual	All SCHN staff
Security Awareness	Online via MHL	Within 4 weeks	Once	All SCHN staff
Security Awareness for Security Staff	Online via MHL	Within 4 weeks	Once	SCHN security staff
Work Health and Safety for Managers	Online via MHL	Within 4 weeks	Once	SCHN managers

6 Equivalencies

6.1 Recognition of Prior Learning

6.1.1 Transferring between NSW Health districts/specialty networks

If an employee has transferred to SCHN from another NSW Health district/ network, any completed mandatory training recorded in MHL will remain valid with the exception of training that has expired. Additional mandatory training may be required to meet the SCHN requirements for working in a paediatric organisation. If mandatory training has been completed but is not recorded in MHL, the employee will need to provide evidence of completion. Rotating staff members (e.g. Junior Medical Officers) are expected to have all mandatory training modules completed in line with NSW Health requirements.

6.1.2 External courses

Completion of equivalent training may be granted for certain mandatory training modules, pending the following criteria:

- The external course or learning has been deemed equivalent by the Health Education & Training Institute (HETI) Mandatory Training Equivalency Panel.
- The staff member has documented evidence of completion of the external course that has been deemed equivalent by SCHN to the module under consideration.

E.g. Advanced Paediatric Life Support or ACCON BLS = 1 year of RESUS4KIDS eLearning and Practical – certificate of completion must be supplied to the Education Department. (NOTE – one year equivalent is calculated from the date of completion).

Please contact the SCHN Education and Training Department if you believe an external course may be eligible for mandatory training equivalence via schn-education@health.nsw.gov.au

6.2 Course Equivalencies

While HETI has identified the availability of a State endorsed mandatory training resource for mandated training requirement, HETI is aware that Local Health Districts (LHDs), Specialty Health Networks (SHNs) and Health Agencies (HAs) have previously developed or purchased education and training resources to meet NSW Health mandatory training requirements and specific organisational needs.

For a training resource to be considered as equivalent to a State endorsed mandatory training requirement, a submission must be made to the [HETI Mandatory Training Equivalency Panel](#) using the [Request for Mandatory Training Resource Equivalency Cover Sheet](#). Please contact the Education and Training Department for further information.

7 Mandatory Compliance Reporting

A SCHN mandatory training compliance report is generated monthly and disseminated to the Health Care Quality Council as well as the SCHN Board. SCHN annual compliance with mandatory training is reviewed by the NSW Ministry of Health.

8 References

1. NSW State Archives & Records. Staff Development (GA 28) [Internet]. NSW: NSW Government; [updated 2019]. Available from: <https://www.records.nsw.gov.au/recordkeeping/rules/gdas/ga28-part-1/staff-development#18.11.0-training>
2. NSW Health (2016). NSW Health Policy Directive *Mandatory Training – Criteria for Approval as a NSW Health Requirement*, PD2016_048. Retrieved from: https://www1.health.nsw.gov.au/pds/Active/PDSDocuments/PD2016_048.pdf
3. *Application for the Endorsement of CE Directive Mandatory Training*. Available from https://intranet.schn.health.nsw.gov.au/files/attachments/403/application-endorsement-ce-directive-mandatory-training_0.pdf

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