

WORKFORCE TRAINING AND DEVELOPMENT EDUCATION AND TRAINING



June 2017 Workforce Training and Development News

To enrol or find out more on courses and Education sessions please log onto SOLLE



Workforce Training and Development Unit Contacts

Ronan:
Ext 25378
Mon - Fri

Erika:
Ext 25377
Mon - Wed

Anne:
Ext 25374
Thurs, Fri

Glenda:
Ext 25466
Mon, Tues
Thurs, Fri

Cathy:
Ext 25305
Mon, Tues, Fri

MANDATORY TRAINING

Your Mandatory Training is accessible from the **MY LEARNING** Button on your Home Page on SOLLE

2017 CONFIRMED EDUCATION SESSIONS/TRAINING COURSES

Education courses, sessions/forums/broadcasts are added to SOLLE regularly for all staff, graduates and students.

Please check SOLLE regularly by clicking on the **WHAT'S ON** button on your SOLLE Home page for information and enrolment.

You must **enrol on SOLLE** to attend internal courses and education sessions. **Please ensure** you print off enrolment forms, manuals that are applicable to courses.

KNOW YOUR INSULIN

Presented by Anne Grogan, Registered Nurse, Credentialed Diabetes Educator, Colac Area Health

Topics covered: Introduction, Prevalence and consequences, Insulin therapy
Right insulin, Right device and route, Right technique, Right dose, Right time
Right patient

Date: Tuesday 6 June 2017
Time: 1.00pm to 4.00pm
Location: Otway Tutorial Room
Enrolment: Nil cost

RECOGNISING AND RESPONDING TO CLINICAL DETERIORATION

A key challenge for any hospital is to ensure that patients at risk of critical illness or a serious adverse event receives appropriate and timely care. To ensure this occurs, it is incumbent on staff working in these areas to continually maintain and update their knowledge and skills.

This course is perfectly suited for any nurse needing to refresh their knowledge and skills and has been designed to enhance the professional development of nurses working in acute clinical settings who may be faced with patients who show signs of clinical deterioration.

Date: Tuesday 20 June 2017
Time: 8.30 am to 4.30 pm
Location: Otway Tutorial Room
Presenter: Simon Plapp, (RN, BHSc., Post Grad Dip (ICU), M.Hlth Ethics,,MACCCN) Education Consultant (ICU) and Resuscitation Coordinator, Western Private Hospital, Vic ACCCN's Rep on the Australian Resuscitation Council (ARC).

Enrolment: \$33.00 (only a few enrolment spots left)

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ADVANCED LIFE SUPPORT 2 DAY WORKSHOP

Pre-requisites

- Registered Nurse Division 1
- Current Basic Life Support competency
- Successful completion of Learning Resource Manual
- Must attend both days of workshop

There are two workshops being held, one in June and the other in November

Dates: Tuesday 27 and Wednesday 28 June (FULL)

Tuesday 28 and Wednesday 29 November

Time: 8.30 am to 4.30 pm

Location: Otway Tutorial Room

Presenter: Ronan O'Sullivan

Enrolment Cost: \$66.00

ADVANCED LIFE SUPPORT RECERTIFICATION

A one day comprehensive recertification course for current competent Advanced Life Support (ALS) trained Registered Nurses.

Enrol in one of the following days:

**Dates: Thurs 27 July, Tues 29 August, Wed 27 September,
Tues 31 October**

Time: 8.30 am to 4.30 pm

Location: Otway Tutorial Room

Facilitator: Ronan O'Sullivan

Enrolment Cost: \$33.00

POSITIVE CULTURE LEADERSHIP TRAINING

Creating a positive culture, tough love leadership

Date: Tues 11 July 2017

Time: 9.00am to 5.00pm

Location: Conference Room 1 & 2

Facilitator: Proteus Leadership

Enrolment Cost: Nil – Invitation only training

EFFECTIVE MINUTE TAKING

This half-day course teaches key skills to people required to take minutes at meetings, techniques of quickly and accurately recording the proceedings of meetings, as appropriate for the situation.

Date: Tues 25 July 2017

Time: 9.30am to 12.30pm

Location: Otway Tutorial Room

Facilitator: Merv Neal, Victorian Hospitals' Industrial Association (VHIA)

Enrolment Cost: Nil cost for CAH staff

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INTERVIEW SKILLS

Selecting the best person for a role is a critical skill for those involved in the hiring process. Hiring decisions can impact the organisation's performance and the cost of a poor hire is more than just a person's salary. Managers need to understand how to create a reliable and valid selection process which is effective and adds value to their business. This course offers a practical and informed approach to the interview and selection process.

The course is suitable for managers, team leaders, line supervisors and those seeking an introductory course on interviewing skills.

Date: **Tues 8 August 2017**
Time: 9.00am to 4.30pm
Location: Otway Tutorial Room
Facilitator: Australian HR Institute –Ignition Management Training
Enrolment Cost: Nil cost for CAH staff

FETAL SURVEILLANCE EDUCATION PROGRAM (FSEP)

The Fetal Surveillance Education Program (FSEP) focuses on improving understanding, interpretation and management of the cardiotocograph (CTG) and associated fetal monitoring techniques.

The following topics:

- Fetal physiology, the utero-placental unit, heart rate control & hypoxia
- The normal CTG, the abnormal CTG, interpretation, management, maternal monitoring and the complete clinical picture
- CTG workshop & discussion time, Multiple choice assessment & feedback

Date: **Wednesday 23 August**
Time: 8.00 am to 3.00 pm
Location: Otway Tutorial Room
Presenter: The Royal Australian and New Zealand College of Obstetricians and Gynaecologists
Enrolment Cost: \$33.00. Pre-reading recommendations

CARDIAC RHYTHM and 12 LEAD ECG

This course will simplify cardiac rhythm recognition so that you can quickly & easily identify rhythm changes (why they occur, their clinical relevance and how to manage them), You will then be guided through the process of performing a systematic 12 lead ECG interpretation to assist in identifying the patient having or had an AMI.

- Principles of Electrophysiology
- Cardiac Rhythm Recognition - Normal & Variations of normal, Atrial Arrhythmias, Junctional Arrhythmias, Ventricular Arrhythmias
- 12 Lead ECG Interpretation - Understanding lead placement and groupings. Recognizing ischaemic and infarction changes (old & new), Advanced concepts such as RV & Posterior wall AMI, Bundle Branch blocks and Axis determination etc may be covered depending on group's learning pace and availability of Advanced ECG course being offered

Date: **Tuesday 5 September 2017**
Time: 8.30 am to 4.30 pm
Location: Otway Tutorial Room
Presenter: Simon Plapp, (RN, BHSc., Post Grad Dip (ICU), M.Hlth Ethics,,MACCCN) Education Consultant (ICU) and Resuscitation Coordinator, Western Private Hospital, Vic ACCCN's Rep on the Australian Resuscitation Council (ARC).
Enrolment Cost: \$33.00

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NeoRESUS – FIRST RESPONSE

First Response comprises a theoretical (web based) learning component and a practical (skills based) training program.

The 3 hour skills based training will cover the following components:

Demonstration of a mock newborn resuscitation
Discussion and analysis of the resuscitation scenario
Review of major principles of newborn resuscitation
Demonstration and Practice Sessions

Date: Thursday 14 September 2017

Time: 10.00am to 1.00pm

Location: Otway Tutorial Room

Presenter: PIPER-Neonatal Education (NETS Education)

Enrolment: \$15.00

BREASTFEEDING

This Workshop is based on the WHO 10 steps of Successful Breastfeeding, the Baby Friendly Health Initiative, basic revision of Anatomy and Physiology and covering topics such as:

- How does Breastfeeding work-Endocrine and Autocrine Control of Lactation
- Establishing Breastfeeding and supporting Lactation when Mother and Infant are separated
- The non-attaching infant or "Failure to Launch"
- The late premature Infant
- Management of Nipple and Breast Issues
- Supply Issues – too much too little
- Use of lactation aids
- Supplementation of the breastfed Infant
- Medication, Alcohol and Drugs
- Resources for Health Care Professionals and Parents
- Case Studies

Date: Tuesday 14 November

Time: 8.00 am to 4.30 pm

Location: Otway Tutorial Room

Presenter: The Mercy Hospital for Women

Enrolment Cost: \$33.00

Fire Extinguisher Training

Held on the first Thursday of second month from 3 pm to 3.15 pm in OT Room

Date	Time	Topic
Thurs 20 July	9.30am – 10.30am	SOLLE Training for Child First and Family Services staff

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COMPUTER TRAINING

3 HOUR TRAINING

Location: Computer Training Room
Presenter: Glenda Harrison
Enrolment: Nil cost for CAH Staff

All courses held on a Thursday between 9.30 am and 12.30 pm

PowerPoint Introduction	8 June 2017
Outlook	15 June 2017
PowerPoint Advanced	22 June 2017
Publisher	29 June 2017

1 HOUR TRAINING

Location: Computer Training Room
Presenter: Glenda Harrison
Enrolment: Nil cost for CAH Staff

All courses held on a Tuesday between 2.00 pm and 3.00 pm

File Management	6 June 2017
Outlook – Messaging and Contacts	13 June 2017
Outlook – Calendar, Contacts and Signatures	20 June 2017
Getting started in PowerPoint	27 June 2017
Formatting in PowerPoint	4 July 2017
Animation in PowerPoint	11 July 2017

More Computer Training Dates currently being organised

COURSES CURRENTLY BEING NEGOTIATED- more details soon

- Medico Legal
- No Lift Train the Trainer
- Women's Alcohol and Drug Training

Don't forget if you are organising education sessions in your own Department and want the session and attendance recorded on SOLLE, please complete the [Internal Education Information for SOLLE](#) form and [Attendance Record](#) and forward to Workforce Training and Development Unit