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**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
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March 2017 Workforce Training and Development News

Programs

Congratulations to the following Graduates who successfully completed Programs at CAH during 2016.

Graduate Nurse Program: Hannah Absalom, Jessica Finch, Virginia Gubbins, Melanie LeLievre-Watt and Bridget O'Sullivan

Post Graduate Certificate of Emergency Nursing

Anne Ditty, Emmy Perkins

Post Graduate Diploma Midwifery

Susan Langridge

CAH welcome 2017 Graduate Nurse Program participants, Kelly Backhouse, Leanne Howard, Gayle McNabb, Maddy Mahoney, Kristen Pietsch and Sara Roche who have settled in well to their areas, gaining valuable knowledge and assistance.

We also wish Rebecca McLachlan, Post Graduate Diploma Midwifery success with her studies.

Student Placements and Work Experience

Special thanks to everyone who assisted with students, work experience, facilitating and presenting throughout 2016.

During 2017 Colac Area Health will be welcoming around 210 students on various placements throughout Colac Area Health. Students will be from 16 varied Education Providers.

MANDATORY TRAINING

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

2017 CONFIRMED TRAINING COURSES (so far)

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.

CENTRAL VENOUS ACCESS DEVICES (CVAD)

Judy Forsyth from Peter Mac will present an interactive workshop for nursing staff.

The workshop will cover:

- CVAD Positions statements for use/clinical care issues and discrepancies/competency assessment
- Indications for use - focus on the Oncology/Haematology setting
- Common complications and troubleshooting
- CVAD management, practical demonstration of CVAD equipment

Date: **Tuesday 28 March 2017**

Time: 10.00 am to 2.00 pm

Location: Conference Room 1 and 2

Enrolment Cost: \$25.00



WORKFORCE TRAINING AND DEVELOPMENT EDUCATION AND TRAINING

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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 30 March, Thurs 27 April, Tues 30 May, 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

MATERNITY AND NEWBORN EMERGENCIES (MANE)

Paediatric Infant Perinatal Emergency Retrieval (PIPER) and Maternity Services Education Program (MSEP) will be facilitating a **2 Day** Newborn and Maternity Emergency Education Workshop

- Simulated perinatal emergencies
- Practical workstations
- Principles of teamwork resource management
- Site specific initiatives to improve clinical care & outcomes
- Action list development

Date: **Wednesday 3 May and Thursday 4 May**

Time: 8.00 am to 4.30 pm, 8.00am to 3.00pm

Location: Otway Tutorial Room

Enrolment Cost: \$66.00

CRITICAL INCIDENT SUPPORT TEAM: FIRST RESPONDER TRAINING

This course is conducted by Rob Gordon, Clinical Psychologist and a specialist in disaster management. The format of the day involves a mixture of lectures, small group work and exercises.

Date: **Tuesday 9 May and Wednesday 10 May**

Time: 8.00 am to 4.30 pm, 8.00 am to 3.00 pm

Location: Otway Tutorial Room

Enrolment Cost: *Nil Cost:* CAH Staff who are required to attend this workshop have been selected by the Critical Incident Support Team

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 June and Wednesday 28 June**

Tuesday 28 November and Wednesday 29 November

Time: 8.30 am to 4.30 pm

Location: Otway Tutorial Room

Presenter: Ronan O'Sullivan

Enrolment Cost: \$66.00



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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

There are two workshops being held, please select one of the below dates to enrol:

Dates: **Thursday 11 May**
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

COURSES CURRENTLY BEING NEGOTIATED- more details soon

- PIPER NeoResus First Response: 14 September
- Breastfeeding
- Women's Alcohol and Drug Training
- Medico Legal
- No Lift Train the Trainer
- Effective Minute Taking
- Interviewing Skills
- Mental Health
- Positive Culture Leadership

EDUCATION SESSIONS

PALLIATIVE CARE WORKSHOP

Presented by Myra McRae, Palliative Care Support Nurse, Barwon South Western Region Palliative Care – An overview of the three key processes required to deliver a palliative approach in residential aged care: Advance Care Planning, Palliative Care Case Conferencing, End of Life Care Pathway for Residential Aged Care

Dates: **Tuesday 21 March 2017**

Time: 9.00 am to 3.30 pm

Location: Otway Tutorial Room

Enrolment: Free – RSVP to: myra.mcrae@barwonhealth.org.au

Date	Time	Topic
Tue 7 March	12.15 pm – 1 pm	Community Nursing Inservice – Anam Cara
Tue 7 March	2 pm–3 pm	Cytotoxic Handling and Precautions
Thurs 23 March	9.30 am–10.30 am	Post Partum Haemorrhage Simulation scenario
Tue 28 March	2 pm–2.30 pm	Interpreter Services Strengthening Session

Fire Extinguisher Training

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

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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

Word Intermediate	9 March 2017
Word Advanced	23 March 2017
Excel Introduction	27 April 2017
Excel Intermediate	11 May 2017
Excel Advanced	25 May 2017
Outlook	15 June 2017
PowerPoint Introduction	8 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

Working with tables in Word	14 March 2017
Working with long documents in Word	4 April 2017
Getting started in Excel	11 April 2017
Creating formulas in Excel	18 April 2017
Charting in Excel	2 May 2017
Working with Large Worksheets	9 May 2017
Working with Multiple Worksheets and Workbooks in Excel	16 May 2017
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