



calendar and handbook

Conferences and Seminars
New Graduate Programs
Courses and Workshops
Accredited Training
Competency Days
Traineeships



CALENDAR AND HANDBOOK

Table of Contents

Learning and Development at Sydney Adventist Hospital	1
Accredited Training	1
Courses and Workshops	1
Which course should I attend?	1
Enrolment	2
Recognition of Prior Learning	2

Orientation Programs

General Hospital Orientation	3
Nursing Staff Orientation Day One	3
Nursing Staff Orientation Day Two	3
Nursing Staff Orientation Day Three	4
Orientation Calendar	5

SAH E-learning Program

Adult Basic Life Support - clinical staff	7
Medication Administration	7
Infection Prevention and Control - Hand Hygiene	8
Fire Awareness	8
Evacuation Theory and Scenarios	8

Courses and Workshops

Acute Care Course	8
Adult Basic Life Support Mandatory Competency Assessment Sessions	9

Advanced Life Support - Adult	10
Advanced Life Support - Paediatric	10
Airway and Intubation Workshop	11
Anti Harassment Training	11
Assistant in Nursing Workshop	11
Blood and Specimen Collection	12
Cancer Care Workshop	13
Cannulation Workshop	13
Cash Handling	14
Clinical Skills Workshop for Enrolled Nurses	14
CPR Course	15
ECG Course (Basic)	15
ECG Course (Advanced)	16
Educators Formal Meetings and Inservice Training	16
Enrolled Nursing - SAH Clinical Component Diploma of Nursing	17
First Aid and First Aid Re-accreditation	18
Food Allergies and Anaphylaxis Management	18
Graduate Nurse Program	19
Harassment and Bullying Prevention	20
Leadership and Management Program	20
Obstetric Emergency Workshop	21
Medical Terminology	21
Newborn Resuscitation Workshop	22
Pain Management Workshop	22
Palliative Care Workshop	22
Pharmacology Refresher For Registered Nurses and EN (Medication)	23
Preceptor Program	23
Recruitment Workshop	24

Renal Workshop	24
Refresher Course for Nurses	25
Risk and Quality Management Workshop	25
Skills Training for Grievance Contact Officers	26
Team Leader Workshop	26
Training And Assessment - Certificate IV	27
Women's Health Workshop	28
Wound Management Workshop	28

Traineeships

Certificate III in Health Services Assistance	29
Certificate III in Pathology	30

Conferences

Cancer Care Conference	31
Surgical Conference	31
Critical Care Conference	31
Cardiovascular Conference	31
Orthopaedic Conference	32

Pre-natal Classes

Pre-natal Health and Child Birth	32
----------------------------------	----

Appendix

Enrolment Policy	33
Access and Equity Policy	34
Recognised Prior Learning Policy	35
CPD points for Health Professionals	36
Sydney Adventist Hospital Map	37



San Education is a department of Sydney Adventist Hospital. The comprehensive education provided by this department has been designed to support both the needs of our hospital staff and members of the wider community. To enhance and support the work of this department the 'San College of Education' operates as a fully functioning 'Registered Training Organisation' (RTO) to provide nationally recognised training where applicable. San College of Education offers specific Training Packages, Qualifications, Courses or individual 'Units of Competency' within it's scope. These particular courses are all listed within this calendar accompanied by their official course name and code as listed on www.training.gov.au

Courses, Workshops and Conferences

San Education offers a broad range of relevant courses, workshops and conferences to suit continuing professional development needs. Certificates and statements of attainment will be provided for your portfolios. One CPD point is awarded for health professionals for every hour of instruction.

RTO Courses

Participants who successfully complete a course will graduate with a nationally recognised qualification complying with the standards set by the VET Quality Framework.

Which course should I attend?

All learning and development opportunities are offered to support your professional development, personal competence and confidence in the work place. Please discuss your individual needs with a San Education staff member, your Manager or Workplace Trainer/Educator.

National Registration for Health Practitioners

Sydney Adventist Hospital health practitioners are expected to take individual responsibility for all of the requirements associated with the national registration and accreditation scheme introduced 1 July 2010 by the Australian Health Practitioner Regulation Agency (AHPRA). Courses meet the requirements associated with AHPRA's expectations for continuous improvement in patient care and qualify for CPD points.

Enrolment

San Education accepts enrolments from any potential student. Some programs may have a limited number of vacancies and these will be filled in a chronological order upon completion of the appropriate enrolment form and full payment of any course fees (if applicable).

The San College of Education RTO Enrolment Policy and Enrolment Form for all traineeships, workshops and courses, can be found on line.

Recognition of Prior Learning

For all RTO courses the San College of Education recognises skills and knowledge gained through work, educational and other life experience. Recognition for these skills and knowledge may be given towards courses currently offered. The full RTO policy for recognition of prior learning is found in the appendix at the back of this handbook.

Contact Details

San Education Manager
185 Fox Valley Road, Wahroonga NSW 2076
Ph: 02 9487 9211 Fax: 02 9487 9215
Email: education@sah.org.au
Website: www.sah.org.au

ORIENTATION PROGRAMS

General Hospital Orientation

Target Audience: All hospital staff

Time: 8.30am – 4.30pm. Held every second Tuesday - see calendar page 5,6

Location: San Education Training Rooms, Beattie Complex

Program Content:

Hospital Mission, Privacy, Occupational Health and Safety, Staff Health, Infection Prevention and Control, Public Relations, Human Resources, Harassment Free Workplace, Quality Management, Security and Emergency Procedures

Nursing Staff Orientation - Day One

Target Audience: All nursing staff

Time: 8.00am – 4.30pm. Held every second Wednesday after General Hospital Orientation - see calendar page 5,6

Location: San Education Training Rooms, Beattie Complex

Program Content: Introduction to the Professional Recognition Program, medication calculation review paper, blood glucose levels, chest pain management, cardio pulmonary resuscitation theory, CPR demonstration, infusion pumps, legal issues, medication package, documentation, blood transfusions, patient controlled analgesia theory and the practical application of TrendCare®.

Nursing Staff Orientation - Day Two

Target Audience: All nursing staff

Time: 7.00am – 3.30pm. Thursdays after Nursing Staff Orientation Day One

Location: Report to clinical area at 7.00am for ward orientation.

Report to Avondale College Faculty of Nursing and Health, Level 2,
Tutorial Room 2 at 12.30pm for manual handling.

Program Content: Ward Orientation

Manual Handling Tutorial Room 2 School of Nursing Level 2

Nursing Staff Orientation Day - Three

Target Audience: All nursing staff

Time: 7.00am – 3.30pm. Fridays after Nursing Staff Orientation Day Two

Location: TBC

Program Content: Supernumerary day for full time and part time staff only,
unless arranged otherwise with ward NUM

ORIENTATION CALENDAR 2012

January

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29			

March

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- General Hospital Orientation: NB all hospital staff
- Nursing Staff Orientation Day 2

- Nursing Staff Orientation Day 1
- Nursing Staff Orientation Day 3

July

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

E-LEARNING PROGRAM

San E - learning is available via the Sydney Adventist Hospital intranet where staff can click on the San E - learning icon underneath the Education Calendar heading on the Intranet home page. This action will take you to the San E - learning front page where you will need to take the following steps:

Step 1. Click on the required course category (eg. Mandatory Training)

Step 2. Enter your user name and password. You will be issued with a user name and password during your orientation.

Step 3. You are now ready to commence your learning packages.

E - learning support available Ext 9777 and via email: issupport@sah.org.au or log a help desk enquiry via the intranet.

All E - learning for mandatory competencies is free of charge to staff.

Courses currently offered as follows:

Annual Mandatory Competencies

Adult Basic Life Support

Target audience: All Clinical Staff and Wardsmen

NB. All participants must complete the San E-Learning learning package and attend a compulsory practice session with an SAH accredited CPR assessor prior to final competency assessment. Mandatory Competency Sessions must be pre-booked on Ex 9211.

Adult Basic Life Support Mandatory Competency Session times on Page 9.

Infection Prevention and Control

Target Audience: All SAH staff (both clinical and non-clinical)

Fire Awareness

Target Audience: Annual mandatory assessment for all SAH staff

Evacuation Exercise

Target Audience: All SAH staff

COURSES AND WORKSHOPS

Acute Care Course

Target Audience: Registered and Enrolled Nurses

Dates: Please note this is an eight day course.

Course commences Thursday 5 April 2012.

Subsequent course dates as follows:

Thursday 14 April, Thursday 3 May, Thursday 24 May,
Wednesday 6 June, Thursday 26 July, Thursday 9 August,
Wednesday 19 September, Thursday 11 October 2012

Times: 8.00am – 4.30pm

Location: Beattie Complex, San Education training rooms

Course Content: Eight full study days. A comprehensive systems approach to patient assessment. Presentation of clinical indicators that identify early deterioration of patients, Management of unstable patients and a multi-disciplinary approach to patient care. Course includes: A Basic ECG course, Case Studies, workshops in wound care, pain, pharmacology, mock arrest and group interactions conducted in a fun and supportive learning environment. Those who have attended the Basic ECG course previously will receive recognition of prior learning (RPL) for this part of the course.

Course Fee: \$850.00 - SAH Staff \$150.00 includes lunch

Adult Basic Life Support

Mandatory competency assessment sessions

Target Audience: All nurses

Pre-Admission Requirements: Nurses must pre-book their mandatory assessment after completing the SAH E-learning CPR package. The E-learning package requires a compulsory practice session with an educator prior to the mandatory assessment session.

Dates:	Jan	Wed 25th	1500 -1700	Beattie Training Rm 2
	Feb	Wed 8th	1500 -1700	Beattie Training Rm 2
	Feb	Tues 21st	0730 - 0930	Maternity Conf Rm
	Mar	Thurs 8th	1100 -1300	Beattie Training Rm 1
	Mar	Mon 26th	1300 -1500	Level Two Foyer
	April	Thurs 5th	1500 -1700	Beattie Training Rm 2
	April	Fri 27th	0730 - 0930	Level Two Foyer
	May	Thurs 3rd	1100 -1300	Beattie Training Rm 1
	May	Tues 22nd	1500 -1700	Beattie Training Rm 2
	June	Thurs 7th	1100 -1300	Maternity Conf Rm
	June	Tues 26th	0730 - 0930	Beattie Training Rm 1
	July	Wed 25th	1300 -1500	Beattie Training Rm 2
	Aug	Mon 6th	1100 -1300	Maternity Conf Rm
	Sept	Wed 12th	1300 -1500	Maternity Conf Rm
	Oct	Thurs 11th	1500 -1700	Level Two Foyer
	Nov	Fri 2nd	0730 - 0930	Beattie Meeting Rm 3

Times and Location: As above

Bookings: All bookings to be made through Education Secretary Ex 9211

Course Content: SAH E-learning CPR package plus Practice session and mandatory assessment

Course Fee: No Charge for SAH mandatory training

Advanced Life Support - Adult

Target Audience: Registered nurses with ALS experience currently practising in critical care areas.

Prerequisite: Currently competent in basic life support skills (assessed in the past twelve months) and rhythm recognition.

Dates: 24 April, 24 July, 9 October 2012

Times: 8.30am - 5.00pm

Location: San Education Training Rooms, Beattie Complex

Course Content: Course work based upon the Australian Resuscitation Council's guidelines. The package assists the participant to prepare for nursing ALS situations in their current workplace by reviewing the requisite theoretical knowledge and providing procedural guidelines for the application of theory to practice.

Course Fee: \$160.00 pp Re-accreditation \$100.00 - SAH Staff \$70

Advanced Life Support - Paediatric

Target Audience: Nurses and Doctors with ALS experience currently practising in critical care areas.

Prerequisite: Currently competent in basic life support skills (assessed in the past twelve months). NB SAH EC staff receive priority placement.

Dates: Thursday 21 June, Thursday 20 September 2012

Times: 8.00am - 4.30pm

Location: San Education Training Rooms, Beattie Complex

Course Content: This is a one day workshop with a compulsory pre-reading package. Lecture topics include: assessment, intubation, fluids and pharmacology, vascular access and defibrillation. Workshop includes skill stations and scenario based learning.

Course Fee: \$160.00 – includes lunch - SAH Staff \$70.00

Airway and Intubation Workshop

Target Audience: Medical and Nursing staff from Critical Care areas.

NB SAH EC staff receive priority placement.

Dates: Wednesday 5 March 2012 and Wednesday 27 August 2012

Times: 8.00am -12.00pm

Location: San Education Training Rooms, Beattie Complex

Course Content: This is a half day workshop to enhance skills in managing basic intubation, difficult intubations and emergency airway management.

The format will include lectures, scenarios and skill stations.

Note: Confirmation of placement dependant on numbers.

Further course details available from EC Educator - Ph: 9487 9199

Course Fee: \$80.00 \$35.00 SAH Staff

Fee includes pre-reading package

Anti Harassment Training

Respond Effectively to Difficult or Challenging Behaviour HLTCSD306B

Target Audience: All ward and department staff

Dates: On request



Location: San Education Training Rooms, Beattie Complex

Course Content: A one day course providing an approach to issues associated with workplace diversity along side the dynamics surrounding group and individual responsibility. This workshop empowers staff who may need to manage threatening, abusive or violent behaviour.

Course Fee: \$160.00 includes lunch SAH Staff \$70.00

Assistant in Nursing Workshop

Target Audience: AIN's at Sydney Adventist Hospital only

Date: 6 March 2012

Times: 12.00 pm - 2.30 pm and 2.30 pm – 5.00 pm (two identical sessions)

Location: San Education Training Rooms, Beattie Complex

Course Content: This workshop covers a range of topics which may include such subjects as dysphagia, skin tears, pressure ulcers, diabetes and responding to the deteriorating patient

Course Fee: No charge to SAH Staff

Blood and Specimen Collection

Perform Blood Collection HLTPAT306C

Collect Pathology Specimens Other Than Blood HLTPAT304B

Target Audience: Nursing Staff, Trainees for blood collection.

Dates: Course One: 20 - 23 Feb and 27 - 29 Feb 2012

Course Two: 21 - 24, 28 - 31 May 2012

Course Three: 30, 31 July and 1, 2, 6 - 8 August 2012

Times: 6.00pm – 9.00pm

Location: San Education Training Rooms, Beattie Complex

Course Content: This course is designed for people who wish to learn skills relating to blood collection in a medical practice, collection centre or a pathology environment. The course includes nationally endorsed units of competency 'Perform Blood Collection' HLTPAT306C and 'Collect Pathology Specimens Other Than Blood' HLTPAT304C from the HLT07 Health Training Package. At the end of the course participants will be able to: Greet client and apply pre-test criteria, Prepare for blood collection procedure, Perform relevant routine blood collection procedure, Perform post-blood collection procedures, Care for patient. **NB** This course fulfils the requirements of elective modules from the Certificate III in Pathology HLT32607 and a statement of attainment will be issued to those completing and fulfilling course requirements.

7 x 3 hour sessions, time includes all assessments

Course Fee: \$695.00 - SAH Staff \$480.00

Australian
Qualifications
Framework



Cancer Care Workshop

Target Audience: This professional development workshop is designed for nurses and health care personnel working with cancer patients in an acute care setting. Course includes an introduction to chemo-safety to meet SAH core competencies.

Dates: 23 February, 22 March, 3 April, 14 June, 11 September, 18 October 2012

Times: 8.45am – 1.00pm

Location: San Education Training Rooms, Beattie Complex

Course Content: Radiation Therapy, Myeloma, Medical emergencies, Case reviews and symptom control, Terms associated with cancer chemotherapy, The cell cycle, The cytotoxic check list, Extravasation, Common side effects, Safe handling of cytotoxic spills

Course Fee: \$80.00 SAH Staff \$35.00

Cannulation Workshop

Target Audience: Workshop designed to update knowledge and skills for all cannulators. New cannulators require approval from their Nursing Unit Managers. Note: This training is only for the cannulation of patients over 14 years of age.

Dates: 1 March, 4 October 2012

Times: 8.45am - 4.30pm

Location: San Education Training Rooms, Beattie Complex

Course Content: One day workshop with pre-reading package.

Accreditation Process:

1. Attend workshop and gain a greater than 80% pass for written test
2. Commence 8 successful cannulations
supervised by SAH IV Assessor - within 3 months
3. Final paperwork handed into San Education for submission to the San Education committee for accreditation.

Course Fee: \$160.00 includes lunch SAH Staff \$70.00

Cash Handling

Target Audience: All SAH staff members whose job description states that they handle any form of cash as part of their role. Attendance and competency is mandatory to comply with SAH policy.

Dates: 12 April, 10 July, 10 October 2012

Time: 10.30am -12.00pm

Location: San Education Training Rooms, Beattie Complex

Course Content: A one and a half hour workshop with the basic cash handling principles staff are required to perform at SAH. Includes topics such as processing payments and issuing receipts, reconciling and balancing, GST, petty cash, armed hold up procedures and reporting discrepancies.

Participants receive a certificate of attendance

Course Fee: No charge to SAH Staff

Clinical Skills Workshop

Advanced Course for Enrolled Nurses

Target Audience: Enrolled nurses wishing to upgrade their clinical skills and knowledge to an advanced level.

Dates: 29 March, 19 June, 27 September, 22 November 2012

Times: 8.30am - 12.30pm

Location: San Education Training Rooms, Beattie Complex

Course Content: Four workshops covering a range of topics which may include Removal and Shortening of Drains, Nasogastric Tubes, Central Venous Access Devices , ECG, PCA Management, Fluid and Electrolytes, Blood Transfusions, Patient Assessment, Pain Management, Drug Therapy, Abnormal Clinical Findings, Wound Management, Pain Management and Cancer Care. Topics may be added or removed on a needs basis.

Course Fee: \$80.00 includes lunch SAH Staff \$35.00

CPR Course

Perform CPR HITCPR201B



Target Audience: For all persons who require the skills and knowledge of CPR. Course work adapted according to specific need to suit all health care practitioners including doctors, ambulance officers and registered nurses. This training has been approved by the RACGP QA&CPD Program for all GP's. Total CPD Points: 5 (Category 2)

Dates and Times: All dates and times by appointment.

Note: For SAH Adult Basic Life Support mandatory competency session times and dates see page 9.

Location: San Education Training Rooms, Beattie Complex

Course Content: A comprehensive course, time dependent on group skill level (2 hours), includes theory and practical scenarios required for Cardio Pulmonary Resuscitation competence. This course is conducted in line with the Australian Resuscitation Council (ARC) guidelines and does not address other aspects of resuscitation, life support or first aid. This course is an elective module from the Cert III in Allied Health Assistance and an elective from the Cert III in Health Services Assistance.

Course Fee: \$80.00 - SAH Staff \$35.00

ECG Course (Basic)

Target Audience: Ambulance Officers, Registered Nurses, Cardiac Technicians.

Dates: 8 March, 16 May, 23 August, 7 November 2012

Times: 8.00am - 4.30pm

Location: San Education Training Rooms, Beattie Complex

Course Content: A comprehensive one day course includes: Introduction to Electrocardiography, Sinus Rhythm, Sinus, Atrial, Junctional and Ventricular Arrhythmias, Atrioventricular Blocks, Ischaemia and the ECG

Course Fee: \$160.00 SAH Staff \$70.00

Fee includes: Tuition, course notes, pre-reading package, morning tea, lunch.

ECG Course (Advanced)

Target Audience: Ambulance Officers, Registered Nurses, Cardiac Technicians.

Dates: 15 March, 6 September 2012

Times: 8.00am - 4.30pm

Location: San Education Training Rooms, Beattie Complex

Course Content: Comprehensive one day course which develops topics including axis, pacing and intraventricular blocks introduced in the basic course.

Prerequisite: Completion of Basic ECG course

Course Fee: \$160.00 SAH Staff \$70.00

Fee includes: Tuition, course notes, morning tea and lunch.

Educator's Formal Meetings

Target Audience: All Clinical Ward Educators

Dates: As advised by San Education Clinical Manager

Time: As advised by San Education

Locations: T1 - San Education Training Room 1, Beattie Complex

T2 - San Education Training Room 2, Beattie Complex

B1, B2, B3 - Beattie meeting Rooms, Beattie Complex

Educator's Inservice Training

Target Audience: All Clinical Ward Educators

Dates: As advised by San Education Clinical Manager

Time: As advised by San Education

Locations: T1 - San Education Training Room 1, Beattie Complex

T2 - San Education Training Room 2, Beattie Complex

B1, B2, B3 - Beattie meeting Rooms, Beattie Complex

Enrolled Nursing SAH Clinical Component

Diploma Of Nursing (Enrolled/Division 2 Nursing) HLT51607

Target Audience: Diploma of Nursing students enrolled with Meadowbank Tafe

Prerequisites: First Aid Certificate, Literacy and numeracy tests as required by the Nurses and Midwives Board, Clear criminal record check, Working with children check, Certificate of immunisation status

Dates/Times: Applications from January 2012.

Application close 1 August 2012. Course commences September 2012

Location: San Education Training Rooms, Beattie Complex

Course Content: Students will be required to fulfil specific course objectives and complete their minimum number of clinical hours while working under the supervision of a Registered Nurse.

Participants completing the course will be eligible for registration as an Enrolled Nurse with APRA

Course Fee: Fee for clinical placement on application

First Aid and Reaccreditation

Apply First Aid HLTF301C

Target Audience: A one day course for all SAH staff

Special interest groups and the wider community NB. Minimum age 14 years. Compulsory pre-course reading and completion of workbook required, unless for reaccreditation where a valid certificate must be sighted. Certificates valid for 3 years from date of issue.

Dates: Monday 20 February, Tuesday 27 March, Monday 23 April, Monday 14 May, Monday 25 June, Monday 23 July, Tuesday 21 August, Monday 17 September, Monday 15 October, Monday 12 November 2012

Times: 8.30am - 4.30 pm

Location: San Education Training Rooms, Beattie Complex



Group bookings for off site courses: All enquiries for schools or special group bookings please call 9487 9207 and ask about our group concessions for ten people or more.

Course Content: A one day course covering essential first aid for an emergency using basic life support measures. In this unit it is assumed the First Aider in the work place is working under supervision and/or according to established workplace first aid procedures and policies. Participants who successfully complete this nationally endorsed unit of competency will be awarded a Statement of Attainment valid for 3 years.

Course Fee: ONE DAY COURSE \$120.00 SAH staff \$70.00

Food Allergies and Anaphylaxis Management

Target Audience: Healthcare Workers, Childcare Workers, Parents and family members.

Dates: As arranged

Times: 7.00pm - 9.00pm

Location: San Education Training Rooms, Beattie Complex

Group bookings for off site courses: All enquiries for schools or special group bookings please call 9487 9211 and ask about group concessions for 10 people or more.

Course Content: A 2 hour workshop, utilising a case study approach to encompass the pathophysiology, presentation and treatment of this phenomenon. Course designed to create awareness of specific food allergies and assist in updating knowledge and skills required to effectively manage a patient or family member with anaphylactic shock

Course Fee: \$50.00 SAH staff \$20.00

Group discount applicable for groups of 10 or more

Graduate Nurse Program

Target Audience: A twelve month (RN) or six month (EN) competency program for new graduate nurses

Contact Person: Karen Jessop, phone 9487 9654,
email: karen.jessop@sah.org.au

Graduate Nurse Orientations:

Group	Hospital Orientation	Clinical Orientation
A	7-10 February 2012	13-16 February 2012
B	29-31 May 2012, 1 April 2012	4-7 April 2012
C	2-5 October 2012	8-11 October 2012

Location: San Education Training Rooms, Beattie Complex

Study Days and Rotations:

7 February	Group 2011 B & C	Rotate with study day
20 March	Group 2012 A	Full study day
29 May	Group 2012 A & 2011 C	Rotate with study day
19 July	Group 2012 A & B	Full study day
2 October	Group 2012 A & B	Rotate with study day
13 November	Group 2012 B & C	Full study day

Location: San Education Training Rooms, Beattie Complex
or Level 2 Conference Centre

Note: For more detail on study day schedule and each rotation consult
New Graduate Coordinator Ex 9654

Harassment and Bullying Prevention

Ward and Department Specific Training

Target Audience: Ward and department staff

Dates: All ward and department specific training on request

Times: As organised for individual groups

Location: San Education Training Rooms, Beattie Complex

Course Content: Broad spectrum approach to key issues relating to hospital policy. Specific material may be developed in consultation with NUM and educators to meet areas of particular need. All bookings and contact to be arranged with San Education Manager.

Leadership and Management Program

Target Audience: The program provides a comprehensive appreciation of the theory of leadership and management and the practical components that are required for effective performance at this level.

Pre-Admission Requirements: All participants in this course must be nominated by management. Applicants will be advised of attendance dates.

Applications close: 30 March 2012 **Pre brief:** 22 May 2012

Dates: 18, 19, 23 July; 1, 15, 30, August; 7 September 2012

Refresher Course A: TBA Refresher Course B: TBA

Times: 8.30pm - 4.30pm

Location: San Education Training Rooms, Beattie Complex

Course Content: Participation in the program will equip you with the necessary tools and models that will assist in achieving great results and building relationships. The program will develop your leadership and management skills through life style inventories (self survey and also feedback from others), coaching for superior performance, change management and stress management.

Course Fee: \$2500 pp No charge for approved applicants

Obstetric Emergency Workshop

Target Audience: A professional development workshop for doctors and midwives.

Dates: TBA

Time: 8.30am – 1.45pm

Location: SAH Level 2 Conference Centre

Registration: Maternity Educator Ex 9455

Course Content: Foetal welfare assessment, Hypertension and preeclampsia in pregnancy, Premature labour, Shoulder dystocia, Antepartum haemorrhage and postpartum haemorrhage.

Course Fee: No charge for SAH Staff

Medical Terminology



Interpret and Apply Medical Terminology Appropriately BSBMED301B

Target Audience: People working in health care who are required to communicate effectively with doctors, nurses, allied health workers and patients.

Pre-Admission Requirements: English reading, writing and oral communication skills.

Dates: Course One: 1, 8, 15, 22, 29, March, 26, April 3, 10, 17, May 2012

Course Two: 30 August; 6, 13, 20, September; 11, 18, 25, October; 1, 8, Nov 2012

Times: 6.00pm – 8.00pm

Location: San Education Training Rooms, Beattie Complex

Course Content: Use of appropriate medical terminology when communicating orally or in writing to patients, fellow workers and other health professionals.

Fundamental word structure used in medical terms, common medical conditions, medical investigations and procedures, medical abbreviations, basic medical equipment, instruments and medications, basic systems of the body, medico-legal terminology and referrals, policy guidelines protocols and procedures in a medical setting.

9 x 2 hour sessions includes 2 x assessment sessions

Course Fee: \$325.00 SAH Staff \$225.00

Newborn Resuscitation Workshop

Target Audience: Workshop designed to update midwives who wish to further advance their knowledge and practical skill.

Dates: TBC

Location: San Education Training Room, Beattie Complex

Course Content: Facilitated by Prof Jefferies and the RPAH team

Course Fee: Pre-booked SAH maternity only. No cost to SAH staff.

Pain Management Workshop

Target Audience: Clinical staff

Dates: 14 February, 2 May, 7 August 2012

Times: 9.00am - 12.30pm

Location: San Education Training Rooms, Beattie Complex

Course Content: Topics covered will include neurophysiology of pain, assessment of acute and chronic pain, pain types and principles of management, pharmacology, consequences of inadequate pain management.

Course Fee: \$80 SAH staff \$35.00

Palliative Care Workshop

Target Audience: Nurses and health care personnel working with palliative patients in an acute care setting.

Dates: 2 August, 27 November 2012

Times: 8:45am – 1.00pm

Location: San Education Training Rooms, Beattie Complex

Course Content: introduction to palliative care, service provision, care concepts, psychosocial care of the patient and family, contemporary issues in palliation, advances in palliative medicine.

Course Fee: \$80 SAH Staff \$35.00

Pharmacology Refresher for Nurses and Enrolled Nurses - Medication Qualified

Target Audience: Clinical Staff

Dates: 21 February, 15 May, 14 August 2012

Times: 12.30pm - 3.30pm

Location: San Education Training Rooms, Beattie Complex

Course Content: A series of half day workshops designed to update nursing staff involved in medication administration. Topics may include legal requirements, diabetes management, antibiotics and antimicrobials, anticoagulants and antithrombolytics and the use of complementary medicines. New topics will be included and introduced as required and advertised accordingly.

Course Fee: \$80 SAH staff \$35.00

Preceptor Program (RN)

Target Audience: As part of the Professional Recognition Program this course offers every Registered Nurse the opportunity to upgrade their status to preceptor which is required as a prerequisite for all Clinical Nurse Specialists. Course completion will earn three post-graduate credit points.

Dates/Times: Applications close 27 Jan 2012 for March 2012 intake

Course duration one university semester (thirteen weeks)

Location: Avondale College Faculty of Nursing and Health, Level 2 for any classroom times, otherwise self - directed learning.

Course Content: Clinical teaching with in the nursing environment, psychology of learning, adult learning theory, creative teaching strategies, planning learning experiences, presentation methods, motivating and maintaining interest in learning, the role of mentors and preceptors

Work Load: Self directed learning framework. Includes 12 hours face to face lectures, small group workshop sessions and preparation of assignments.

Course Fee: \$1,200.00 SAH Employees \$150.00 with approved scholarship

Recruitment Workshop

Recruit, Select and Induct Staff BSBSHRM402A



Target Audience: This unit is compulsory for individuals with a role in recruitment, selection and induction.

Dates: 2 April, 3 September 2012

Times: 9.00am - 4.30pm

Location: San Education Training Rooms, Beattie Complex

Course Content: One day course with major topics including determining job specifications, writing and preparing job descriptions, recruiting staff, assessing and selecting applicants, understanding of the policies and procedures relating to employment, advertising positions. Identifying selection criteria, interview techniques, what constitutes a legal or illegal question, principles of equity, diversity and relevant legislation, informing candidates of the result of the interview and induction practices and processes within the organisation. Participants in this course will receive a statement of attainment as evidence that they have completed unit of competency BSBSHRM402A Recruit, Select and Induct Staff from the Certificate IV in Business BSB40207

Course Fee: \$160.00 includes lunch. Applicable SAH staff \$60.00

Renal Workshop

Target Audience: Registered and enrolled nurses, health practitioners

Dates: 4 September 2012

Times: 8.30am - 12.30pm

Location: San Education Training Rooms, Beattie Complex

Course Content: Topics covered for this half-day workshop will include: Overview of Kidney function, renal failure: acute, chronic and end stage, care of a dialysis patient on the ward including fluid balance, access care, medications and diet, end of life issues

Course Fee: \$80 includes workshop materials and morning tea.

SAH staff \$35.00

Refresher Course for Nurses

Target Audience: Nurses wishing to achieve personal goals associated with returning to the acute care setting. This 25 day course is held over eight weeks with a total of 14 clinical days and 11 classroom days

Dates: Course One: 6 February - 30 March, 2012

Course Two: 23 April - 15 June, 2012

Course Three: 31 July - 21 Sept, 2012

Applications Close: Two weeks prior to course commencement

Times: Classroom 8.30am - 3.30pm, Clinical 7.00am - 3.30pm

Location: San Education Training Rooms, Beattie Complex

Course Content: This course is designed to support and encourage the participant in achieving optimal personal and professional development.

This is done through a program of supernumerary clinical work and classroom study which will focus on the acute care setting.

Course Fee: Price on Application

Risk and Quality Management Workshop

Target Audience: Three separate modules designed for managers and directors

Dates: TBA

Times: 12.30pm - 3.00pm

Location: TBA

Course Content: Three modules updating and reviewing accountability of managers in the field of Corporate and Clinical governance. Modules as follows:

Module One: Legal compliance, Governance, Risk management, Incidents and Claims.

Module Two: Infection Control, Occupational Health and Safety

Module Three: Complaints, Feedback and CQI

Course Fee: No cost to SAH staff

Skills Training for Grievance Contact Officers

Target Audience: A one day course for training nominated staff who may need to provide support and options to co-workers who have a grievance.

Course conducted by training officers from the Anti Discrimination Board specifically for Sydney Adventist Hospital.

Dates: TBA

Times: 8.30am - 4.00pm

Location: San Education Training Rooms, Beattie Complex

Course Content: Contact officers are trained to provide advice and support to other staff members to help them resolve workplace problems. Participants are trained to advise staff of their rights, responsibilities and the content of the SAH grievance policy.

Course Fee: No charge for staff nominated by department managers

Team Leader Workshop

Target Audience: Sydney Adventist Hospital team leaders.

Day One: Training for all SAH department team leaders.

Day Two: Training extended for Registered Nurses only

Dates: 10, 17 May; and 31 October; 8 November 2012

Times: 8.30am - 4.30pm

Location: San Education Training Rooms, Beattie Complex

Content: Day One: Leadership and Team Building, Change Management, Payroll, Conflict Management, Cultural Diversity, OHS Responsibilities, Communication and Problem Solving, Risk Management.

Day Two: Training for Registered Nurses only. Topics include legal issues, patient flow, medical emergencies, role of the career medical officer, trouble shooting in the clinical environment, staffing and rosters, case management, escalation policy.

Course Fee: Two Day course for nurses \$140.00 - SAH staff applicants only.

One Day course for non nursing participants \$70.00

Training and Assessment Certificate IV TAE40110

Target Audience: The TAE40110 Certificate IV in Training and Assessment is a qualification required by trainers and assessors to teach and assess in TAFE, Registered Training Organisations (RTOs) and other vocational education providers.

Dates: Course One begins 13 February 2012

Monday 13, 20, 27 February

Monday 5, 12, 19, 26 March

Monday 2 April

Course Two begins 7 May 2012

Monday 7, 14, 21, 28 May

Monday 4, 18, 25 June

Monday 16 July

Course Three begins 8 October 2012

Monday 8, 15, 22, 29 October

Monday 5, 12, 19, 26 November

Times: 9.00am - 3.30pm

Location: San Education Training Rooms, Beattie Complex

Content: Participants will be instructed and assessed on the skills required for the use of training packages and the design and development of effective learning programs. Group facilitation skills, design and execution of competency based assessments, interpretation of training packages, managing diversity issues and implementation of OH&S vocational education policy.

Course Delivery: San College of Education will deliver this course using a flexible and blended approach combining intensive classroom and self paced learning, assessment, and individual support. Outside of allocated class time participants should plan on up to 190 hours of self paced learning.

Support: Email and telephone support as required for communication with trainers and assessors where flexible tuition, guidance, and feedback are required.

Course Fee: All course costs will be advised on application.



Women's Health Workshop

Target Audience: A professional development workshop for SAH nurses and midwives.

Dates: TBC

Time: 6.00pm – 9.00 pm

Registration: Maternity Educator Ex 9455

Location: Level 2 Conference Room

Course Content: Workshop topics and speakers to be advised

Course Fee: No charge for SAH Staff

Wound Management Workshop

Target Audience: A professional development workshop for all nurses. Each workshop is designed to upgrade knowledge and practical skills with topics covering a wide spectrum of patient needs including the specific treatments for degenerative and case related incidents.

Dates: Five workshops in the series.

26 April; 24 May; 28 June; 25 October; 29 November 2012

Times: Registration 8.30am. Course 9.00am -12.30pm

Location: Level 2 Conference Room or Beattie Complex training rooms

Course Content: Each workshop deals with a different range of topics such as determining objectives for intervention, patient priorities and assessment, wound repair, data collection, skin tears and pressure ulcers, controlling contributing factors to chronicity and the art and science of bandaging

Course Fee: \$80.00 SAH Staff \$35.00

Accredited on-the-job training is offered to Sydney Adventist Hospital employees only

Certificate III in Health Services Assistance HLT32507

Target Audience: SAH Ward's Persons and Operating Theatre Assistants

Course Content: Completed over a 24 month period.

HLTHIR301B	Communicate and work effectively in health
HLTIN301C	Comply with infection control policies and procedures in health work
HLTOHS200B	Participate in OH&S processes
BSBFLM303C	Contribute to effective workplace relationships
BSBMED301B	Use basic medical terminology
HLTAP301B	Interpret and apply Medical Terminology Appropriately

Mandatory Electives:

HLTCSD201C	Maintain high standard of client services
HLTCSD304C	Support the care of clients
HLTCSD305C	Assist with client movement
HLTCSD208C	Transport clients

Ward's Person Electives:

HLTFA301B	Apply First Aid
HLTCPR201B	Perform CPR
BSBFLM312C	Contribute to team effectiveness
HLTCSD306C	Respond effectively to difficult or challenging behaviour
HLTAMBT301B	Transport non-emergency clients under operational conditions (must be over 25 years and employed as a patient transport driver)
HLTMT303C	Maintain a mortuary service
HLTMS207C	Handle medical gases safely

Theatre Electives:

HLTTH301C	Provide theatre support services
HLTTH302C	Provide equipment support in an acute care environment
HLTTH303C	Identify and move to maintain a sterile field
HLTTH308C	Handle waste in a health care environment

Course Fee: \$2,800 No charge for staff entering a traineeship contract.

Certificate III in Pathology HLT32607



Target Audience: Blood and Specimen Collectors working on the job in San Pathology at Sydney Adventist Hospital.

Course Content: 14 competency units (6 core units, 8 elective units, including: Mandatory electives as identified for specific roles). A 24 month course

Core units:

BSBFIM303C Contribute to effective workplace relationships

HLTHIR301B Communicate and work effectively in health

HLTOHS300B Contribute to OH & S processes

HLTIN301C Comply with infection control policies and procedures in health work

BSBMED301C Interpret and apply medical terminology appropriately

HLTFA301B Apply first aid

Mandatory electives (Blood Collection)

HLTPAT305C Operate efficiently within a pathology and specimen collection environment

HLTPAT306C Perform blood collection

HLTPAT308C Identify and respond to clinical risks associated with pathology specimen collection

Mandatory electives (Pathology Assistance)

BSBCUS301A Deliver and monitor a service to customers

HLTPAT305C Operate efficiently in a pathology / specimen collection environment

HLTPAT317B Operate effectively within a pathology testing environment

MSL953001A Receive and prepare samples for testing

MSL973002A Prepare working solutions

Electives:

HLTPAT304B Collect pathology specimens other than blood

HLTPAT301B Receive and prepare pathology specimens

BSBCMN204A Work effectively with others

BSBCMN205A Use business technology

HLTPAT303B Transport specimens and blood products

Course Fee: \$2,800 - No charge for staff enter a traineeship contract

CONFERENCES

Cancer Care Conference

Date: Friday 4 May 2012

Time: 8.00am – 4.00pm

Location: Fox Valley Community Centre

Cost: Full fee \$225. SAH Staff \$185. Early Bird Registration \$175. SAH Staff \$125

Surgical Conference

Date: Friday 18 May 2012

Time: 8.00am – 4.00pm

Location: Fox Valley Community Centre

Cost: Full fee \$225. SAH Staff \$185. Early Bird Registration \$175. SAH Staff \$125

Critical Care Conference

Date: Monday 25 June 2012

Time: 8.00am – 4.00pm

Location: Fox Valley Community Centre

Cost: Full fee \$225. SAH Staff \$185. Early Bird Registration \$175. SAH Staff \$125

Cardiovascular Conference

Date: Friday 14 September 2012

Time: 8.00am – 4.00pm

Location: Fox Valley Community Centre

Cost: Full fee \$225. SAH Staff \$185. Early Bird Registration \$175. SAH Staff \$125

Orthopaedic Conference

Date: TBA

Time: 8.00am – 4.00pm

Location: Fox Valley Community Centre

Cost: Full fee \$225. SAH Staff \$185. Early Bird Registration \$175. SAH Staff \$125

Conference Applications

On the web www.sah.org.au

PRE-NATAL CLASSES

Target Audience: New mums and dads to be. Bookings for these classes to be made through SAH maternity booking.

Dates: Sunday, Monday, Wednesday and Thursday classes as per maternity bookings schedule.

Time: Weeknights 7.00pm, Weekends 9.00am and 2.00pm

Location: San Education Training Rooms, Beattie Complex

Content: Pre-natal health and child birth

Cost: Included with San maternity bookings

APPENDIX

San College of Education Enrolment Policy

San College of Education accepts enrolments from any potential participant. Programs may have a limited number of vacancies and these will be filled in a chronological order upon completion of the enrolment form and full payment of any course fees (if applicable)

If an individual does not meet entry requirements of a particular course, all attempts are made to assist them to identify alternative courses of action.

This procedure is designed to ensure that every aspect of the training and assessment process is transparent to the participant. It also ensures that every participant is informed of both San Education and San College of Education processes prior to commencing a program of study.

Every effort is made to identify and accommodate any participant's learning difficulties. Items, which may be negotiated, can include venue, timetable, session times and duration, delivery methodology, assessment methodology.

Prospective participants are encouraged to access the SAH website (www.sah.org.au) for further details relating to:

1. Client selection, enrolment and induction and orientation procedures
2. Course information including vocational outcomes
3. Fees and Charges Policy including the refund policy and exemption clauses
4. Provision for language, literacy and numeracy assistance.
5. Client support including support external to the RTO
6. Flexible learning and assessment procedures
7. Welfare and guidance services
8. Appeals and complaints procedures

9. Disciplinary procedures
10. Staff responsibility for access and equity as provided for in the RTO's code of conduct
11. RPL Application form and "Quick Guide"
12. Recognition of Qualifications issued by another RTO

If enrolling in a traineeship with San College of Education and SAH, then the relevant Australian Apprenticeship Centre (AAC) will also discuss with the trainee information relating to: Purpose and role of the AAC in the training process, National Code of Practice for AAC, Requirements of the Training contract and explanation of the contract, Guide to apprenticeships and traineeships in NSW and AAC contact details.

San College of Education Trainers and Assessors are required to discuss as part of student orientation the following topics at the first session of any training program: Explain venue safety and toilet facilities, Facility arrangements, Evacuation policy and procedures, Ensure all participants have access to a copy of the San College of Education code of practice and student handbook, Distribute trainee logbook and explain its purpose and use, Explain all aspects of the training program and also the procedures relating to assessments, Negotiate any changes to arrangements with the participants.

Access and Equity Policy

1. San College of Education endorses the National Equity Strategy by incorporating the Principles of Equity into all programs.
2. Staff is instructed in their responsibilities with regards to Access and Equity principles.
3. Clients have equitable access to all programs irrespective of their gender, culture, linguistic background, race, location, socio-economic background or disability.
4. Some programs may have a limited number of vacancies and these will be filled in a chronological order upon completion of enrolment.

5. Admission procedures will, therefore, be free of discrimination, and if an individual does not meet entry requirements, all attempts are made to assist them to identify alternative courses of action.
6. San College of Education will discuss, consider, negotiate with participants any reasonable adjustments that may be needed to be made to San College of Education facilities and or learning materials or assessments.

Every client who meets the entry requirements (if applicable) as prescribed by the appropriate training package will be accepted into any training or assessment program within the scope of registration including operations in other States or Territories and outside Australia.

For further information see San College of Education Enrolment and Induction Policy, your trainer, assessor or a member of the administration team.

Recognised Prior Learning Policy

The purpose of Recognised Prior Learning (RPL) is to help trainees or potential trainees to claim credit towards national competency standards that form part of the Certificate III or IV course they are undertaking.

San College of Education recognises that skills and knowledge are gained through work, educational, and life experience. Credit for these skills and knowledge may be given by San College of Education towards courses it currently offers.

Also, credit will be given to any applicant who has successfully completed modules or units of competency, which give equivalence into training programs offered by San College of Education, and which have been gained with another recognised training organisations, e.g. TAFE.

When completed, you will need to present the completed paperwork, as well as copies of your achievements to your trainer. You should keep a copy for your own records. You will be contacted by a representative of San College of Education

to discuss your application for RPL. Remember to supply copies of any certificates or awards with your CV to support your application.

San College of Education will allow trainees or students 4 weeks from the date of receiving the RPL application and quick guide relevant to their certificate or course to submit the application to their trainer or assessor.

The relevant trainer and assessor will inform the trainee of the results of the RPL assessment process, and is also able to help the trainee determine any future options in relation to the outcome of the RPL application or assessment process.

If the RPL application and quick guide is not returned within this time, the trainee will be deemed to not want to apply for RPL. It will then be mandatory for them to attend any set training sessions or tutorials that form part of their chosen course.

San College of Education will provide reassessment on appeal to RPL applicants.

Continuing Professional Development Points

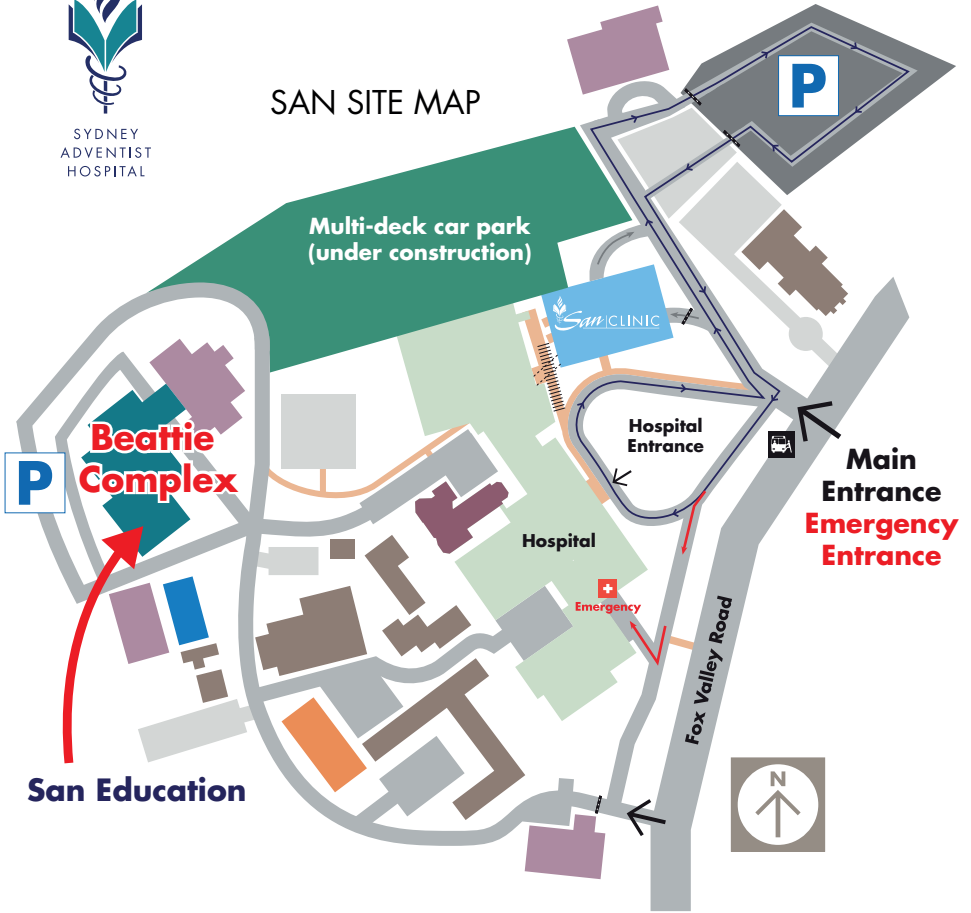
Continuing Professional Development statements, Inservice records and CPD point details can be obtained from Margaret Defries on Ext: 9227.

One CPD point is awarded for every hour of professional development.



SYDNEY
ADVENTIST
HOSPITAL

SAN SITE MAP



Training Rooms are located in the Beattie Complex





185 Fox Valley Road, Wahroonga NSW 2076

Ph: 02 9487 9211 Fax: 02 9487 9215

Email: education@sah.org.au

Website: www.sah.org.au