



Handbook

2017

Conferences

New Graduate Programs

Courses & Workshops

Accredited Training Courses

Traineeships

How to Enrol

Applicants must complete the following steps:

1. Go directly to the Sydney Adventist Hospital Course and Workshop URL www.sah.org.au/courses-and-workshops
2. Select your course and click on the link at the end of the course description.
3. You will be taken to wise.net to confirm details and to complete the enrolment process.
4. Wise.net will guide you through all the steps required to ensure your place in the course selected.

Please note:

- All courses must be prepaid unless stated otherwise
- You will need a valid credit card and an email address to complete your enrolment
- Only MasterCard and Visa accepted
- Course enrolments are confirmed via email with a tax receipt
- All SAH staff must provide their hospital employee number on the day of course attendance
- Certificates of attendance are available through eLearning / eCommunity post completion of courses / workshops.

**** This handbook may be updated at any time. Please view the online handbook for the latest version.**



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Training through Adventist HealthCare (AHCL)

Comprehensive educational programs have been designed to support AHCL staff, the community and other healthcare organisations.

Workshops, Courses and Conferences

San Education offers a broad range of relevant courses, workshops and conferences. Certificates of attendance and statements of attainment will be provided for your portfolio via eLearning.

RTO Courses

San College of Education is a 'Registered Training Organisation' (RTO). This RTO provides nationally recognised training offering specific Qualifications and individual 'Units of Competency', (short courses) within its scope.

RTO courses listed within this handbook are accompanied by their official course name and code. Participants who successfully complete an official RTO course will graduate with a nationally recognised qualification complying with the standards set by the Vocational Education and Training (VET) Quality Framework.

All students undertaking nationally recognised training must have a Unique Student Identifier (USI).

San College of Education requires your USI before issuing a Nationally Recognised Certificate or Statement of Attainment.

Follow this link to learn to create your USI:

<http://www.usi.gov.au/Pages/default.aspx>

Enrolment

San Education programs will be filled in chronological order upon completion of enrolment and full payment (where applicable).

AHCL Orientation (Mandatory)

On receiving your letter of offer the following steps must be completed prior to commencing online orientation

1. All paperwork must be completed and returned to Human Resources
2. An employee number and eLearning username and password will be issued
3. On receiving your eLearning username and password online orientation can commence

Clinical Staff Orientation (Mandatory)

As per letter of offer nursing staff orientation will commence in San Education Level 2, Beattie Complex. Orientation time: 0830 – 1700

Manual Handling sessions will commence in San Education Level 2, Beattie Complex
Orientation time: 1330 – 1700

NB – Manual Handling is compulsory for all clinical staff.

San eLearning

Access Anywhere Anytime or Any Device

Step 1. Go to the San eLearning website (www.saneducation.org.au)

Step 2. Enter your San eLearning username and password.

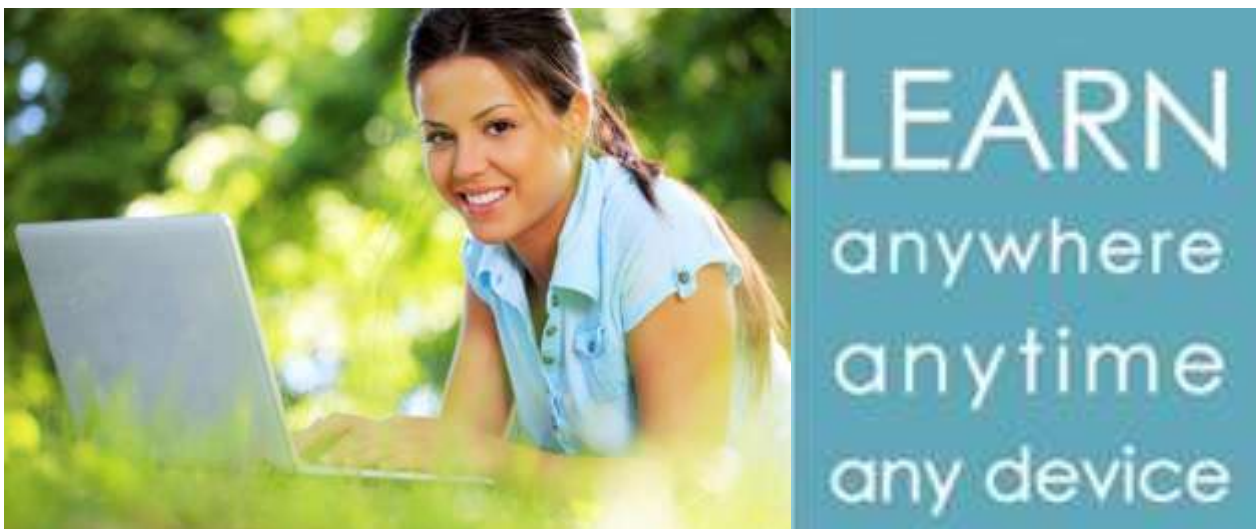
Step 3. Click on the course category.

You are now ready to commence your online learning.

eLearning support:

Phone: (02) 9487 9021

Email: elearning.support@sah.org.au



COURSES AND WORKSHOPS

Advanced Life Support (ALS) - Adult

Target Audience: Current practicing clinicians working in critical areas.

Prerequisite: Completion of pre reading package. AHCL staff must complete Between the Flags – Deteriorating Patient eLearning – Adult Patients, and be competent in rhythm recognition.

Dates: Thursday 16 March, Thursday 25 May, Thursday 17 August

Times: 0800 – 1630

Location: ICU Conference Room Level 7 – Clark Tower

Course Content: Based on Australian Resuscitation Council's (ARC) guidelines. Workshop includes hands on skill stations and scenario based learning.

Certification: Attendees will receive a certificate of attendance.

Course Fee: \$295.00 inc GST AHCL Staff: No cost

Lunch is included

NB – External applicants requiring assessments annually should contact

San Education on 02 9487 9211 or education@sah.org.au

Assessment fee - \$75.00 inc GST.

Advanced Life Support (ALS) - Adult - Refresher

Target Audience: AHCL clinicians working in critical areas.

Prerequisite: Completion of full day ALS workshop within the last 3 years

Dates: TBA

Times: 0800 – 1230

Location: ICU Conference Room Level 7 – Clark Tower

Course Content: Based on Australian Resuscitation Council's (ARC) guidelines. Workshop includes skill stations and scenario based learning.

Certification: Attendees will receive a certificate of attendance.

Course Fee: AHCL Staff: No cost

Advanced Life Support (ALS) – Paediatric

Target Audience: Current practicing clinicians working in critical areas.

Prerequisite: Completion of pre-reading package. AHCL staff must complete Between the Flags – Deteriorating Patient eLearning - Child

Dates: TBA

Times: 0800 – 1630

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Lecture topics include: paediatric patient assessment, resuscitation including intubation, vascular access, defibrillation, fluids and pharmacology.

Workshop includes skill stations and scenario based learning.

Course Fee: \$295.00 inc GST AHCL Staff: No cost

Lunch is included

Advanced Life Support (ALS) - Paediatric - Refresher

Target Audience: AHCL clinicians working in critical areas.

Prerequisite: Completion of full day ALS Paediatric workshop within the last 2 years.

Dates: TBA

Times: 0800 – 1230

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Lecture topics include: paediatric patient assessment, resuscitation including intubation, vascular access, defibrillation, fluids and pharmacology. Workshop includes skill stations and scenario based learning.

Course Fee: AHCL Staff: No cost

Airway and Intubation Workshop

Target Audience: Current practicing clinicians working in critical areas. Also suitable for staff in non-critical areas interested in advanced airway management.

Prerequisite: AHCL Staff must complete Between the Flags – Deteriorating Patient eLearning – Adult Patients if not already completed

Dates: TBA

Times: 0800 -1230

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: This half day workshop aims to enhance skills in airway management. Topics include basic / difficult intubation and emergency airway management. Workshop includes skill stations and scenario based learning.

Course Fee: \$155.00 inc GST AHCL Staff: No cost

Cancer Care Workshop

Target Audience: Nursing and Allied Health Professionals caring for cancer patients in an acute care setting.

Dates: Thursday 16 February, Wednesday 30 August

Times: 0800 –1230

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Workshops designed to cover Palliative Care, Oncology & Radiation, and Intervention Radiology & Haematology

Course Fee: \$155.00 inc GST AHCL Staff: No cost

Cannulation Workshop

Target Audience: Current registered practicing clinicians

Note: This training is only for the cannulation of patients over 14 years of age.

Dates: Tuesday 21 February, Wednesday 10 May, Thursday 20 July, Wednesday 20 September, Tuesday 21 November

Times: 0800 – 1230

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Half day workshop designed to provide the participant with knowledge and skills required in cannulation.

AHCL staff accreditation process see policy document EDU-SEM-S06-D004

Course Fee: \$155.00 inc GST AHCL Staff: No cost

Crisis Management Simulation Workshop

Target Audience: AHCL Nurses, Doctors and Allied Health professionals caring for patients within an acute care setting

Dates: TBA

Times: TBA

Location: TBA

Course Content: Workshop based on the Australian Resuscitation Council's (ARC) scenario based learning guidelines using a high fidelity manikin.

Course Fee: AHCL Staff: No cost

Delirium Workshop

Target Audience: Nurses and Allied Health professionals caring for patients within a hospital setting.

Dates: Tuesday 30 May, Wednesday 23 August

Times: 0800 - 1230

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Assessment & Primary Management; Consent; Restraints; Dealing with Challenging Behaviours and Case Studies

Course Fee: \$155.00 inc. GST AHCL Staff: No cost

Dementia Workshop

Target Audience: Nurses and Allied Health professionals caring for dementia patients within a hospital setting.

Dates: Wednesday 21 June, Tuesday 17 October

Times: 0800 - 1630

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Caring for a Dementia Patient in a Hospital Setting; Non-Verbal Communication; Understanding Challenging Behaviours.

Course Fee: \$295.00 inc GST AHCL Staff: No cost

ECG Course (Basic)

Target Audience: Nurses, Ambulance Officers, Cardiac Technicians, Medical Students

Dates: Thursday 2 March, Thursday 11 May, Thursday 24 August, Thursday 9 November

Times: 0800 – 1630

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Introduction to Electrocardiography; Sinus Rhythm; Sinus; Atrial; Junctional and Ventricular Arrhythmias; Atrioventricular Blocks; Ischaemia and the ECG

Course Fee: \$295.00 inc GST AHCL Staff: No cost

Lunch is included

ECG Course (Advanced)

Target Audience: Nurses, Ambulance Officers, Cardiac Technicians, Medical Students

NB: Completion of Basic ECG course is recommended.

Dates: Thursday 9 March, Thursday 31 August 2017

Times: 0800 – 1630

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Cardiac Axis, Pacing; Bundle Branch Block & Hemiblocks; ECG Concepts; Infarction; Wide Complex Tachycardias; Accessory Pathways.

Course Fee: \$295.00 inc GST AHCL Staff: No cost

Lunch is included

Diploma of Nursing (Clinical) HLT54115



Target Audience: Diploma of Nursing students enrolled with Meadowbank TAFE

Prerequisites: Higher School Certificate or Certificate III qualification; First Aid Certificate; Literacy and numeracy tests; National Police check; Immunisation records.

Dates: Three intakes. See www.sah.org.au/Education for more details.

Location: Meadowbank TAFE and Sydney Adventist Hospital

Course Content: Students will be required to fulfil specific course objectives and complete the minimum number of clinical hours while working under supervision. On completion students will be eligible to apply for registration as an Enrolled Nurse with the Australian Health Practitioner Regulation Agency (AHPRA). All SAH students will be offered an interview with the potential to be accepted into the SAH graduate nurse program.

Course Fee: on application

Enrolment: All applications and interviews will be coordinated by Meadowbank TAFE

First Aid and Reaccreditation

Provide First Aid HLTAID003



Target Audience: All SAH staff, special interest groups and the wider community NB. Minimum age 14 years.

Compulsory pre-course reading: This is a one day course. Completion of online learning required, unless for reaccreditation where a valid certificate must be sighted. Certificates are valid for 3 years from date of issue. Instructions and passwords regarding how to access online learning will be emailed to you post registration.

Dates: 13 February, 21 March, 26 April, 22 May, 19 June, 17 July, 15 August
11 September, 16 October, 20 November

Times: 0830 – 1630

Location: San Education Training Rooms Level 2, Beattie Complex

Group bookings for off-site courses: All enquiries for schools or special group bookings please call (02) 9487 9207.

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 workplace 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: \$154.00 inc. GST AHCL Staff \$128.00 inc. GST

Graduate Nurse Program

Target Audience: Registered Nurses, Registered Midwives and Enrolled Nurses.

The new graduate program offers:

- Three clinical rotations
- Extensive range of specialties
- Clinical skill based development program
- Individually tailored program
- Supportive learning culture
- Educational support
- Great long term career prospects

Program coordinator: Phone: (02) 9487 9654
Email: education@sah.org.au

Orientation Dates:

Monday 13 February (2017 A group)
Monday 5 June (2017 B group)
Monday 25 September (2017 C group)

Location: San Education Training Rooms Level 2, Beattie Complex

Note: For information on study day schedule and rotations consult New Graduate Coordinator
Phone: 9487 9654 or email education@sah.org.au

Leader and Manager Development Program

Target Audience: AHCL Leadership Group

This program will equip participants with the necessary tools and skills to achieve positive leadership and management results.

Topics and session times will be sent to leadership.

Location: San Education Training Rooms Level 2, Beattie Complex

Course Fee: No cost

Medical Terminology

Interpret & Apply Medical Terminology Appropriately



BSBMED301

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

Dates: 27 April, 4 May, 11 May, 18 May, 25 May, 1 June, 8 June

Times: 1800 – 2000

Location: San Education Training Rooms Level 2, 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. 7 x 2 hour sessions.

Course Fee: \$455.00 inc. GST AHCL Staff: \$320

Newborn Resuscitation Workshop

Target Audience: AHCL Midwives, Medical staff and Health Professionals involved in Newborn Resuscitation

Prerequisite: Completion of DETECT Junior - Between the Flags

Date: TBA

Time: TBA

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Theory and Update on Newborn Resuscitation with Interactive Workstations

Course Fee: AHCL Staff: No cost

Neuroscience Workshop

Target Audience: Nursing and Allied Health Professionals caring for neuro patients

Prerequisite:

Date: TBA

Time: 0800 - 1230

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content:

Course Fee: \$155.00 inc. GST AHCL Staff: No cost

Obstetric Emergency Workshop

Target Audience: Midwives, Medical staff and Health Professionals involved in obstetric care.

Prerequisite: AHCL staff must complete Between the Flags – Deteriorating Patient eLearning – Adult Patients

Dates: Wednesday 10 May

Time: 0900 – 1330 (Registration from 0830)

Location: Level 2 Conference Room

Course Content: Foetal Welfare Assessment; Hypertension and Preeclampsia in pregnancy; Premature labour; Shoulder Dystocia; Antepartum and Postpartum Haemorrhage.

Course Fee: \$155.00 inc. GST AHCL Staff: No cost

Pain Management Workshop

Target Audience: Nursing staff and Allied Health professionals

Dates: Tuesday 21 February, Tuesday 19 September, Tuesday 28 November

Times: 0800 – 1230

Location: San Education Training Rooms Level 2, Beattie Complex

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

Course Fee: \$155.00 inc. GST AHCL Staff: No cost

Pharmacology Refresher

Target Audience: Nursing staff involved in medication administration

Dates: Tuesday 7 February

Times: 1230 – 1530

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Topics may include legal requirements; diabetes management; antibiotics; antimicrobials; anticoagulants; antithrombolytics and the use of complementary medicines.

Course Fee: \$155.00 inc. GST AHCL Staff: No cost

Preceptor Program (RN/RM) Course Code 4073

Target Audience: AHCL Registered Nurses / Registered Midwives.

Prerequisite: Supported by Manager and approved by area Director.

Dates/Times: Applications close Feb 2017.

Course duration one university semester (thirteen weeks)

Location: Avondale College of Higher Education

Course Content: Self-directed learning framework with face to face lectures available.

Course Fee: AHCL staff \$240.00 inc. GST



Recruitment Workshop

Support the recruitment, selection and induction of staff

BSBHRM405

Target Audience: This unit is compulsory for Adventist Health Care staff involved with the recruitment, selection and induction of new staff.

Dates: Tuesday 7 March, Thursday 12 October

Times: 1100 – 1600

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Determining job specifications; writing and preparing job descriptions; assessing and selecting applicants; interview techniques & mock interview; policies and procedures, identifying selection criteria.

Course Fee: AHCL staff \$212.00 inc GST

Re-Entry Course for Registered Nurses

Target Audience: The Re-entry Program is specifically tailored for Registered Nurses returning to the Acute Care nursing environment.

This program is open to eligible nurses previously registered in Australia who have not practiced within the last five years, but whose time away from the profession does not exceed 10 years.

Prerequisite: Letter of Referral for Re-entry (AHPRA)

Dates: First intake: 30 January – 6 April

Second intake: 17 July – 21 September

Times: Class room 08:30 - 15:30; Clinical 07:00 - 15:30

4 days per week over 10 weeks

Location: San Education Training Rooms Level 2, Beattie Complex Course

Course Content: Theory - 160 hours of self-directed learning packages, classroom presentation and clinical simulation activities.

Clinical - 160 hours of professional experience across a variety of medical, surgical and specialty areas under supervision.

Course Coordinator: Fiona Blades
 Phone: 9487 9206
 Email: Fiona.Blades@sah.org.au

Course Fee: see website - www.sah.org.au

Scholarships: Application for scholarships and subsequent funding is the responsibility of the student.

Scholarship Enquiries: Australian College of Nursing.

Email: Scholarships@acn.edu.au Freecall: 1800 11 72 62

For further information and application details go to: www.sah.org.au

Refresher Course for Nurses

Target Audience: Nurses wishing to achieve personal goals associated with returning to the acute care setting.

Dates: First intake: 30 Jan to 9 March
 Second intake: 17 July - 14 August

Applications Close: Two weeks prior to course commencement

Times: Classroom 0830 – 1530; Clinical 0700 - 1530

4 days per week over 6 weeks

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Theory - self-directed learning packages, classroom presentation and clinical simulation activities.
 Clinical - professional experience across a variety of medical, surgical and specialty areas under supervision.

Course co-ordinator: Fiona Blades
 Phone: 9487 9206
 Email: Fiona.Blades@sah.org.au

Course Fee: see website - www.sah.org.au

For further information and application details go to: www.sah.org.au

Renal Workshop

Target Audience: Nursing staff and Allied Health Professionals caring for renal patients

Date: Wednesday 25 October

Time: 0830 - 1230

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Understanding renal failure patients and dialysis patients; case study of renal diet and dialysis patients; medications used in renal dialysis; how to prolong the progress of chronic renal disease.

Course Fee: \$155.00 inc. GST AHCL Staff: No cost

Stroke Workshop

Target Audience: Nursing staff and Allied Health Professionals caring for stroke patients

Prerequisite: TBA

Date: TBA

Time: 0800 - 1230

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: TBA

Course Fee: \$155.00 inc. GST AHCL Staff: No cost

Team Leader Workshop

Target Audience: AHCL Registered Nurses and Midwives

Dates: Wednesday 1 March, Wednesday 13 September

Times: 0800 – 1630

Location: San Education Training Rooms Level 2, Beattie Complex

Maximum Participants: 24

Please complete the following prior to attending the workshop:

San eLearning

1. The National Safety and Quality Health Service Standards (clinical)
2. Safe Administration of Oral Antineoplastic (chemotherapy) Medication in Non-Oncology

Skill Assessments

1. Administration of Oral Cytotoxics (Antineoplastic Drugs)

Cognitive Institute

1. Speaking up for Safety (SUFS) session

Nursing staff supported by Management will be paid an education day to attend. Please complete a Conference – Seminar – Workshop – Business Travel Application – Form (HRD-AHC-S06-D002) and submit to your Manager for approval.

Course Fee: AHCL Staff: No cost

Team Leader Workshop - Refresher

Target Audience: AHCL Registered Nurses and Midwives.

Dates: TBA

Times: 0800 – 1630

Location: San Education Training Rooms Level 2, Beattie Complex

Maximum Participants: 24

Prerequisite: Previous attendance at Team Leader Workshop

Course Fee: AHCL Staff: No cost

Nursing staff supported by Management will be paid an education day to attend. Please complete a Conference – Seminar – Workshop – Business Travel Application – Form (HRD-AHC-S06-D002) and submit to your Manager for approval.

Certificate IV in Training & Assessment

TAE40110



Target Audience: The TAE40110 Certificate IV in Training and Assessment is a Nationally Recognised qualification required by trainers and assessors to teach and assess in Registered Training Organisations (RTOs).

Please note: The TAE40110 qualification has been superseded at a national level, by a newer qualification: TAE40116 - Certificate IV in Training and Assessment. San College of Education is in the process of applying to run the TAE40116, and plans to change over from the TAE40110 to the TAE40116 qualification sometime in 2017.

Dates: Course One – 1 May to 26 June 2017

Times: Classes are held each Monday 0830 to 1530 over 8 weeks

Location: San Education Training Rooms Level 2, Beattie Complex

Course 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. Course includes group facilitation skills, design and execution of competency based assessments, interpretation of training packages, managing diversity, language, literacy and numeracy practices.

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 time to undertake 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: \$1,980.00 inc. GST

Scholarship Enquiries: AHCL staff can apply for scholarship through San Education

Enquiries: re course content: Daniel Gallagher, ext. 9487 9244

Assess Competence Workshop

TAEASS402A



Target Audience: Nursing staff and Allied Health Professionals

Dates: Wednesday 15 March, Thursday 22 June, Thursday August 10

Times: 0830 – 1230

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: This workshop is designed to formalise skills in assessing competence. Attendees who successfully complete this course will receive a Nationally Recognised Statement of Attainment.

Course Fee: \$150.00 inc. GST

Enquiries: re course content: Daniel Gallagher 02 9487 9244

Wound Management Workshop

Target Audience: Nursing and Allied Health Professionals

Dates: Thursday 26 October

Times: 0830 - 1230

Location: San Education Training Rooms Level 2, Beattie Complex

Course Content: Each seminar will be constructed around a specific theme. Possible topics may include but are not limited to lower limb compression, pressure injury, surgical site infection, traumatic wounds and skin tears. Presentations will be practical in their orientation and designed for ready application in the clinical arena.

Course Fee: \$155.00 inc. GST AHCL Staff: No cost

COGNITIVE INSTITUTE

SAFETY & RELIABILITY IMPROVEMENT PROGRAM



Leading Reliability Improvement for Safer Healthcare (LRISH)

Mandatory Training

Target Audience: AHCL Leadership group

Date: Refer to website www.sah.org.au/courses-and-workshops

Time: TBA

Location: San Education Training Rooms Level 2, Beattie Complex unless advertised otherwise

Course Content: This eight hour workshop has been designed by Cognitive Institute to provide clinical leaders with the knowledge, insights and essential strategies to lead the delivery of more reliable and safer clinical care and to minimise preventable patient harm in their team or unit.

Course Fee: No cost

Mastering Safer & Reliable Practice (MSRP)

Mandatory Training

Target Audience: SAH Clinical NUM's, Discharge Planners, Breast Navigators, Educators and Team Leaders (not part of the Leadership group).

Date: Refer to website www.sah.org.au/courses-and-workshops

Time: TBA

Location: San Education Training Rooms Level 2, Beattie Complex unless advertised otherwise

Course Content: This three hour workshop has been designed by Cognitive Institute to assist all clinical and non-clinical staff with the knowledge, insights, essential strategies and practical tools to maximise their delivery of reliable and safer clinical care.

Course Fee: No cost

Speaking Up For Safety (SUFS)

Mandatory Training

Target Audience: SAH Staff – Clinical & Non-Clinical

Date: Refer to website www.sah.org.au/courses-and-workshops

Time: TBA

Location: San Education Training Rooms Level 2, Beattie Complex unless advertised otherwise

Course Content: This one hour workshop has been designed by Cognitive Institute to assist all clinical and non-clinical staff in speaking up for patient safety.

Course Fee: No cost

CHOICES IN CHILDBIRTH

Pre-natal Classes

Dates: Monday 1900 – 2100
Thursday 1900 – 2100
Sunday 0900 – 1300 or 1400 – 1800

Location: San Education Training Rooms, Beattie Complex

Course Content: Information on relaxation, labour and choices in childbirth, Newborn behaviour, feeding and postnatal care.

Contact: SAH Maternity Bookings
Phone: 9480 4154
Email: maternityenquiries@sah.org.au

Caesarean Section Evening Classes

Dates: Wednesday 25 January, Wednesday 1 March 2017

Time: 1730 – 2130

Location: San Education Training Rooms, Beattie Complex

Ante-natal Classes

Dates: Friday 0930 - 1230

Location: San Education Training Rooms, Beattie Complex

Babycare

Dates: Contact SAH Maternity bookings for further information

Breastfeeding

Dates: Contact SAH Maternity bookings for further information

Grandparent Classes

Dates: Contact SAH Maternity bookings for further information

CONFERENCES

Conference programs will be available on-line: www.sah.org.au/conferences

WOUND CONFERENCE

Date: Friday 23 June 2017

ORTHOPAEDIC CONFERENCE

Date: Friday 28 July 2017

ICU CONFERENCE

Date: Friday 10 November 2017

CANCER / ONCOLOGY CONFERENCE

Date: Friday 17 November 2017



Policy and Procedure

Access to Services

- Participants have equitable access to all programs irrespective of their gender, culture, linguistic background, race, location, socio-economic background or disability.
- Programs have a limited number of vacancies. These will be filled in a chronological order upon completion of an enrolment application and payment of course fees (if applicable)
- A strict 'No' fee, 'No' booking applies to reserve a position in any courses /workshops study days via Wisenet.
- Applications for courses are held until the closing date.

San Education Training Rooms

- Participants should dress for air-conditioned facilities. Room venue temperatures vary. Please wear layered clothing for your comfort.
- Workplace Health and Safety requires course participants and trainers to wear closed in shoes.

Recognition of Prior Learning (RPL)

- The procedure for RPL is available upon request. (fees may apply).
- San College of Education will recognise qualifications/statements of attainment issued by other RTOs.

Fees and Refunds

- All Fees must be paid in full upon enrolment into a course
- The course fees listed in this Handbook include a 20% non-refundable administration fee
- Courses with insufficient applicants may be cancelled.
- If a course is cancelled you will receive a full refund

Please note: San College of Education refund's policy differs from the above, and is available in our student handbook (available for download at www.sah.org.au/education).

Certification (Nationally Recognised Training only)

- Certificates will be issued to participants detailing Nationally Recognised qualifications completed.
- A statement of attainment will be provided to participants who have only completed part of a Nationally Recognised Qualification.
- Records of Nationally Recognised Qualifications issued are held for 30 years and can be accessed by writing to the RTO Administrator.
- A \$65 fee applies for all reissued qualifications and statements of attainment.
- No nationally recognised certificates or statements of attainments will be issued without a USI having been submitted to San College of Education.

- Nursing transcripts provided on request. Cost \$300

Appeals

- Appeals should be submitted in writing to San College Education within 14 days of receiving results.
- Each trainee will be sent a written statement of the appeal outcome, which will include the rationale for the decision made.
- A further appeal may be made within 14 days of notification of the decision and an independent arbiter will then assess the case.
- Should the outcome not be acceptable the participant will be informed in writing. The applicant may then choose to lodge a complaint with the National Registration Authority.



Educate
&
Grow



SYDNEY
ADVENTIST
HOSPITAL

**San Education
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