



# Handbook

# 2019

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](http://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.**



## Table of Contents

<b>How to Enrol .....</b>	<b>2</b>
<b>Training through Adventist HealthCare (AHCL) .....</b>	<b>5</b>
<b>Workshops, Courses and Conferences .....</b>	<b>5</b>
<b>RTO Courses.....</b>	<b>5</b>
<b>Enrolment.....</b>	<b>6</b>
<b>Prerequisites.....</b>	<b>6</b>
<b>Booking Fee .....</b>	<b>6</b>
<b>San eLearning.....</b>	<b>7</b>
<b>COURSES AND WORKSHOPS.....</b>	<b>8</b>
Advanced Life Support (ALS) - Adult.....	8
Advanced Life Support (ALS) - Adult - Refresher.....	8
Paediatric Life Support.....	9
Paediatric Life Support - Refresher.....	9
Airway and Intubation Workshop.....	9
Cancer Care Workshop.....	10
Cannulation Workshop.....	10
Delirium Workshop.....	10
Dementia Workshop.....	11
ECG Course (Basic).....	11
ECG Course (Advanced).....	11
Diploma of Nursing (Clinical) HLT54115.....	12
First Aid and Reaccreditation.....	12
Graduate Nurse Program.....	13
Graduate Nurse Program - Perioperative.....	13
Leadership Training Program.....	14
Medical Terminology.....	14
Newborn Resuscitation Workshop.....	14
Obstetric Emergency Workshop.....	15
Pain Management Workshop.....	15
Pharmacology Refresher.....	16
Preceptor Program (RN/RM) Course Code 4073.....	16
Recruitment Workshop.....	16

Refresher Course for Nurses .....	17
Renal Workshop.....	17
Stroke Workshop.....	17
Team Leader Program .....	18
Certificate IV in Training & Assessment .....	18
Wound Management Workshop .....	20
<b>SAFETY &amp; RELIABILITY IMPROVEMENT PROGRAM .....</b>	<b>21</b>
Leading Reliability Improvement for Safer Healthcare (LRISH) .....	21
Mastering Safer & Reliable Practice (MSRP) .....	21
Speaking Up For Safety (SUFS) .....	21
<b>CHOICES IN CHILDBIRTH .....</b>	<b>22</b>
Pre-natal Classes.....	22
Caesarean Section Evening Classes.....	22
Ante-natal Classes.....	22
Babycare .....	22
Breastfeeding.....	22
Grandparent Classes.....	22
<b>CONFERENCES .....</b>	<b>23</b>
<b>San College of Education - Policy and Procedure .....</b>	<b>24</b>

## 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).

## **Prerequisites**

AHCL staff attending workshops must complete any pre-requisites listed prior to attendance.

## **Booking Fee**

Commencing February 2019, a \$25 booking fee will be required for AHCL staff to book into a San Education workshop. The booking fee will be refunded within 7 working days of attending the workshop. There will be no refund in cases of non-attendance.



## San eLearning

Access Anywhere Anytime on Any Device

Step 1. Go to the San eLearning website ([www.saneducation.org.au](http://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](mailto:elearning.support@sah.org.au)



## COURSES AND WORKSHOPS

### Advanced Life Support (ALS) - Adult

**Target Audience:** Current practicing clinicians working in ICU, CCU, EC, CCL, Recovery/Anaesthetics

**Prerequisite:** Completion of ALS pre reading package and be competent in rhythm recognition.

**Dates:** Tuesday 19 March, Thursday 23 May, Tuesday 20 August, Thursday 17 October

**Times:** 0830 – 1600

**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 incl. GST incl. lunch

AHCL Staff: \$25.00 incl. GST (refunded on attendance)

NB – External applicants requiring assessments annually should contact

San Education on 02 9487 9211 or [education@sah.org.au](mailto:education@sah.org.au)

Assessment fee - \$75.00 incl. GST

### Advanced Life Support (ALS) - Adult - Refresher

**Target Audience:** AHCL clinicians working in critical areas ICU, CCU, EC, CCL, Recovery/Anaesthetics

**Prerequisite:** Completion of full day ALS workshop within the last 3 years. Completion of ALS pre reading package and be competent in rhythm recognition.

**Dates:** TBA

**Times:** TBA

**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: \$25.00 incl. GST (refunded on attendance)



## Paediatric Life Support

**Target Audience:** AHCL clinicians working with children in EC, PACU, ICU, Childrens Ward.

**Prerequisite:** Completion of eLearning module - TBC

**Dates:** TBA

**Times:** TBA

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

**Course Content:** Workshop includes hands on and scenario based learning.

**Course Fee:** AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## Paediatric Life Support - Refresher

**Target Audience:** AHCL clinicians working with children in EC, PACU, ICU, Childrens Ward.

**Prerequisite:** Completion of eLearning module - TBC

**Dates:** TBA

**Times:** TBA

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

**Course Content:** Workshop includes hands on and scenario based learning.

**Course Fee:** AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## Airway and Intubation Workshop

**Target Audience:** AHCL clinicians working in critical areas EC, PACU, ICU, Day Procedure. Also suitable for staff in non-critical areas interested in advanced airway management.

**Prerequisite:** Completion of eLearning Module - TBC

**Dates:** TBA

**Times:** TBA

**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:** AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## Cancer Care Workshop

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

**Dates:** Wednesday 13 March, Thursday 20 June, Thursday 15 August

**Times:** 0830 –1200

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

**Course Content:** Topics may include Palliative Care, Oncology & Radiation, and Intervention Radiology & Haematology

**Course Fee:** \$155.00 incl. GST AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## Cannulation Workshop

(this is not a venepuncture course)

**Target Audience:** Current registered practicing clinicians

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

**Prerequisite:** Completion of eLearning package – Aseptic Technique & IV Cannulation

**Dates:** Wednesday 6 February, Thursday 16 May, Thursday 18 July, Tuesday 19 November

**Times:** 0830 – 1200

**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 Intravenous Cannula Insertion – Training and Assessment

**Certification:** Attendees will receive a certificate of attendance.

**Course Fee:** \$155.00 incl. GST AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## Delirium Workshop

**Target Audience:** Nursing and Allied Health Professionals and carers

**Prerequisite:** Completion of eLearning package – Care of a Confused Patient

**Dates:** Tuesday 14 May, Tuesday 20 August

**Times:** 0830 - 1200

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

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

**Course Fee:** \$155.00 incl. GST AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## Dementia Workshop

**Target Audience:** Nursing and Allied Health Professionals and carers

**Prerequisite:** Completion of eLearning module – Care of a Confused Patient

**Dates:** Tuesday 18 June, Tuesday 15 October

**Times:** 0830 - 1600

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

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

**Course Fee:** \$295.00 incl. GST incl. lunch

AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## ECG Course (Basic)

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

**Dates:** Thursday 7 March, Thursday 9 May, Thursday 15 August, Thursday 7 November

**Times:** 0830 – 1600

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

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

**Course Fee:** \$295.00 incl. GST incl. lunch

AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## ECG Course (Advanced)

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

**NB:** Completion of Basic ECG course is recommended.

**Dates:** Thursday 21 March, Thursday 22 August

**Times:** 0830 – 1600

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

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

**Course Fee:** \$295.00 incl. GST incl. lunch

AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## 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 <http://www.sah.org.au/diploma-of-nursing> 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:** 11 February, 19 March, 24 April, 20 May, 17 June, 15 July, 13 August  
9 September, 14 October, 18 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 incl. GST AHCL Staff \$128.00 incl. 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](mailto:education@sah.org.au)

### Orientation Dates:

Monday 11 February (2019 A group)  
Monday 3 June (2019 B group)  
Monday 23 September (2019 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](mailto:education@sah.org.au)

## Graduate Nurse Program - Perioperative

**Target Audience:** Registered Nurses

The twelve (12) month, fulltime, Perioperative Graduate Nurse Program consists of three stages within the perioperative environment as an instrument and circulating nurse (scrub/scout) role.

- Stage One: Introduction to circulating nurse role
- Stage Two: Transition to the instrument role
- Stage Three: Development in all surgical specialities

The Perioperative Graduate Nurse Program also offers the opportunity for graduate nurses to complete the Clinical Accreditation Program in partnership with the University of Technology Sydney where the graduate nurse on completion will gain six (6) credit points towards a Post Graduate Certificate in Perioperative Nursing.

**Program coordinator:** Phone: 0429 892 307/ 0429 883 188  
Email: [theatreeducation@sah.org.au](mailto:theatreeducation@sah.org.au)

## Leadership Training 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

**Dates:** TBA

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

## 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:** 30 April, 7 May, 14 May, 21 May, 28 May, 4 June, 11 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:** \$465.00 incl. GST AHCL Staff: \$327.00 incl. GST

## Newborn Resuscitation Workshop

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

**Prerequisite:** Completion of eLearning module - 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: \$25.00 incl. GST (refunded on attendance)

## 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:** TBA

**Time:** 0900 – 1330 (Registration from 0830)

**Location:** TBA

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

**Course Fee:** \$155.00 incl. GST AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## Pain Management Workshop

**Target Audience:** Nursing staff and Allied Health Professionals

**Prerequisite:** Completion of eLearning module - Pain Management

**Dates:** Tuesday 5 March, Tuesday 3 September

**Times:** 0830 – 1200

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

**Course Content:** Topics may 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 incl. GST AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## Pharmacology Refresher

**Target Audience:** Nursing staff involved in medication administration

**Prerequisite:** Completion of eLearning module – NPS Medicine Wise

**Dates:** Tuesday 13 August

**Times:** TBA

**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 incl. GST AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## 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 15 Feb 2019.

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 incl. 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 12 March, Thursday 24 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 \$218.00 incl. GST





## Refresher Course for Nurses

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

**Dates:**

Course 1:	18 February to 14 March
Course 2:	6 May to 30 May
Course 3:	22 July to 15 August
Course 4:	19 August to 12 September

**Applications Close:** Two weeks prior to course commencement

**Times:** Classroom 0830 – 1530; Clinical 0700 - 1530  
4 days per week over 4 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](mailto:Fiona.Blades@sah.org.au)

**Course Fee:** see website - [www.sah.org.au](http://www.sah.org.au)

For further information and application details go to: [www.sah.org.au](http://www.sah.org.au)

## Renal Workshop

**Target Audience:** Nursing staff and Allied Health Professionals

**Date:** Wednesday 23 October

**Time:** 0830 - 1200

**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 incl. GST AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## Stroke Workshop

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

**Prerequisite:** Completion of eLearning module – TBC

**Date:** Tuesday 21 May, Wednesday 23 October

**Time:** TBA

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

**Course Content:** TBA

**Course Fee:** \$155.00 incl. GST AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## Team Leader Program

**Target Audience:** AHCL Registered Nurses and Midwives

**Dates:** Wednesday 6 March, Wednesday 11 September

**Times:** 0830 – 1600

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

**Maximum Participants:** 46

Application form and program prerequisites must be submitted to San Education prior to enrolment. Please complete Team Leader Program Application Form (EDU-SEM-S07)

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) and submit to your Manager for approval.

**Course Fee:** No fee

## Certificate IV in Training & Assessment

TAE40116



### Target Audience:

The **Certificate IV in Training and Assessment TAE40116** is tailored for healthcare workers, especially those employed as clinical facilitators, team leaders, nurse educators, CNS's and Preceptors, VET Trainers and Assessors.

### Entry Requirements:

- Demonstrate vocational competency in their proposed teaching and assessing area
- Demonstrate an appropriate level of Language, Literacy and Numeracy
- Have access to the internet
- Use Microsoft PowerPoint (or similar)
- Ability to assess actual VET Learners in the workplace
- Organisational support to enable delivery of training sessions (such as in-services) in the workplace

### Course Content:

This course consists of 10 units of competency. Participants complete classroom learning in small groups with focused training presented by Expert Trainers with Health Care qualifications.

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 and mentoring.

**Structure:**

This course is delivered over a 3 month period (14 days in total, 1 day per week spread over 20 weeks) in the classroom. It is expected that participants will require 6 months to complete the learning and assessment requirements (course duration = 9 months in total).

**Dates:** Course One - 4 Mar to 27 May 2019  
Course Two - 5 Aug to 28 Oct 2019  
Course Three - 4 Nov 2019 to 17 Feb 2020

**Times:** Classes are held each Monday 0830 to 1530

**Location:** San Education Training Rooms, Beattie Complex

**Support:** Email, telephone and face to face support available.

**Course Fee:** \$2,995.00 incl. GST (fortnightly payment plans available. Please call San College of Education on 02 9487 9244 to discuss)

*Please Note:*

- On enrolment, a non-refundable deposit of \$895 is required
- You will need a valid credit card (Mastercard and Visa ONLY) and an email address
- **Important Note:** Once the course has commenced, 100% of the course fee (full amount) is payable regardless of the student's progression.

## Wound Management Workshop

**Target Audience:** Nursing and Allied Health Professionals

**Prerequisite:** Completion of eLearning module - TBC

**Dates:** Tuesday 26 March, Tuesday 27 August

**Times:** 0830 - 1200

**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 incl. GST AHCL Staff: \$25.00 incl. GST (refunded on attendance)

## 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](http://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.

### 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](http://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.

### 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](http://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.

## CHOICES IN CHILDBIRTH

### Pre-natal Classes

<b>Dates:</b>	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](mailto:MaternityEnquiries@sah.org.au)

### Caesarean Section Evening Classes

**Dates:** Wednesday 16 January, Wednesday 20 February, Wednesday 27 March 2019

**Time:** 1800 – 2100

**Location:** San Education Training Rooms, Beattie Complex

### Ante-natal Classes

**Dates:** Friday 0930 - 1300

**Location:** San Education Training Rooms, Beattie Complex

### Babycare

**Dates:** Contact SAH Maternity bookings for further information [MaternityEnquiries@sah.org.au](mailto:MaternityEnquiries@sah.org.au)

### Breastfeeding

**Dates:** Contact SAH Maternity bookings for further information [MaternityEnquiries@sah.org.au](mailto:MaternityEnquiries@sah.org.au)

### Grandparent Classes

**Dates:** Contact SAH Maternity bookings for further information [MaternityEnquiries@sah.org.au](mailto:MaternityEnquiries@sah.org.au)

## CONFERENCES

Conference programs will be available on-line: [www.sah.org.au/conferences](http://www.sah.org.au/conferences)

### WOUND CONFERENCE

**Date:** Friday 28 June 2019

### NEUROSCIENCE CONFERENCE

**Date:** TBA

### ORTHOPAEDIC CONFERENCE

**Date:** TBA

### CANCER CONFERENCE

**Date:** Friday 15 November 2019



## San College of Education - 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](http://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



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