Centre for Education
and Workforce Development

Course Handbook
March – June 2022

Education and Training for Sydney Local Health District

Face-to-face Education and Development for all Sydney LHD Staff

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Contents

Enrolment Information

Applying for a course

Unless indicated otherwise, all application for courses and programs is via the Learning Management System (My Health Learning). You can locate My Health Learning through the CEWD website. You must have an employee number to log on, and this eight digit number becomes your username. Your password is initially the word 'password'. When you log in for the first time you will then be prompted to change this.

Approval process

Your manager needs to approve your application in My Health Learning before your place in face-to-face training can be confirmed. Please discuss this with your manager to ensure that they are happy to support and approve your application. You will not be considered to be enrolled in a course until your manager has approved your application via My Health Learning.

Cost of courses and programs

The majority of courses and programs delivered by CEWD are **free of charge for District staff.** Competitive rates are charged to external applicants, for more information see the CEWD website.

Cancellation

Participants can cancel their application for a course in the LMS under the My Current Learning tab. Select "unenroll" from the course you wish to cancel.

Contact CEWD

Phone
9562 5900

Email
SLHD-CEWD@health.nsw.gov.au

Website
slhd.nsw.gov.au/cewd

Staff Intranet
slhd-intranet.sswahs.nsw.gov.au/CEWD_SLHD

Clinical Skills – Assisting you to develop the clinical skills you need to be safe, effective practitioners.

Clinical Skills

Course	Dates	Venue	Duration
Adult Venepuncture & Cannulation Pre-accreditation – RPAH	Mar 2	RPA	2.5 hours
	Mar 9		
	Mar 16		
	Mar 23		
	Mar 30		
	Apr 6		
	Apr 13		
	Apr 20		
	Apr 27		
	May 4		
	May 11		
	May 18		
	May 25		
	Jun 1		
	Jun 8		
	Jun 15		
	Jun 29		

Tip: You can view in-depth course details on My Health Learning

Clinical Skills

Course	Dates	Venue		Duration
Advanced Emergency Practice (AEP)	Jun 7	RPA		3 days
	Jun 21			
	Jul 15			
Advanced Life Support (ALS) workshop	Apr 6	CRGH		1 day
	Jun 2	RPA		
Aged Health - Holistic Assessment and Management	Apr 21	CRGH		2 days
	Jun 2			
Balmain Hospital Wound Care Workshop (Balmain Hospital Staff only)	Mar 23	BLMN		1 day
	Jun 16			
Basic Life Support Workplace Trainer	Apr 14	RPA		3 hours
Basic Life Support Workplace Trainer Refresher	Apr 14	RPA	CRGH	2 hours
	Mar 15			

Clinical Skills

Course	Dates	Venue	Duration
Breastfeeding SCORPIO NGSD	Apr 22	RPA	1 day
Breastfeeding Basics SCORPIO	Mar 18	RPA	1 day
	May 13		
	Mar 25	CAN	
	Jun 16		
Counselling for Non Counsellors	Mar 23	CEWD	2 days
	Mar 24		
Diabetes in Pregnancy SCORPIO	May 18	RPA	1 day
Discharge Assessment of The Well Neonate (DAWN)	Apr 7	RPA	3.5 hours
	May 27	CAN	
Drug Health Services MasterClass: Series 1	Jun 15	RPA	1 day
EDVPM Physical Skills Emergency Department Workshop	Mar 4	CRGH	1 day
	Apr 8		
	May 6		
	Jun 3		

Clinical Skills

Course	Dates	Venue		Duration
Emergency Management of the Seriously Ill Child (EMSIC)	Apr 6	CRGH	RPA	1 day
	Jun 1			
Essential Youth Healthcare Skills Workshop	May 19	RPA		1 day
Essentials in Emergency Nursing	Mar 2	CEWD		1 day
	Jun 29	CRGH		
Gastroenterology: Medical & Surgical Nursing	May 2	CRGH		1 day
Implanon Insertion Workshop	Apr 21	CAN		3.5 hours
Mental Health Assessment	Mar 28	CEWD		2 days
	Mar 29			
	Jun 27			
	Jun 28			

Clinical Skills

Course	Dates	Venue		Duration
Mental Health Telephone Triage - Refresher	Apr 14	CEWD		1 day
Perinatal Safety Education - Fetal and Maternal Team Training Workshop	Mar 17	CAN		1 day
	Mar 29			
	Apr 12			
	Apr 29	RPA		
	Jun 2			
	Jun 21			
Perinatal Safety Education - Fetal and Maternal Team Training Workshop - virtual (ZOOM)	Mar 11	ZOOM		1 day
	May 16			
Perineal Care and Repair	Mar 23	RPA	CAN	3 hours
	May 20			
	Jun 7			
SafeSide Suicide Prevention Training	Mar 2	CEWD		1 day
Speculum Examination Workshop	Apr 11	CAN		2 hours
	May 6	RPA		

Clinical Skills

Course	Dates	Venue	Duration
Tracheostomy Care	Mar 31	RPA	1 day
Urinary Catherisation	Mar 23	CRGH	1 day
Violence Prevention and Management - Personal Safety - Community	Mar 11 Apr 29	CRGH	1 day

Clinical Skills

Course	Dates	Venue	Duration
Violence Prevention and Management - Personal Safety - CRGH GradStart	Mar 18	CRGH	1 day
	May 13		
Violence Prevention and Management - Personal Safety - RPAH GradStart	Mar 25	RPA	1 day
	Apr 22		
	May 20		
Violence Prevention and Management - Personal Safety	Apr 1	CRGH	1 day
	Apr 22		
	May 19		
	Jun 16		
Virtual Breastfeeding Education Series Module 1.The importance of BFHI and the WHO code to create an environment where breastfeeding is the "norm" (Zoom)	Mar 4	ZOOM	1 hour
Virtual Breastfeeding Education Series Module 2. Facilitating early breastfeeding (Zoom)	Mar 18	ZOOM	1 hour

Clinical Skills

Course	Dates	Venue	Duration
Virtual Breastfeeding Education Series Module 3. Supplementary feeding (Zoom)	Apr 1	ZOOM	1 hour
Virtual Breastfeeding Education Series Module 4. Managing breastfeeding for premature, low birth-weight or sick infants (Zoom)	May 6	ZOOM	1 hour
Virtual Breastfeeding Education Series Module 5. Sustaining exclusive breastfeeding (Zoom)	May 20	ZOOM	1 hour
Virtual Breastfeeding Education Series Module 6. The management of breastfeeding challenges (Zoom)	Jun 3	ZOOM	1 hour
Virtual Breastfeeding Education Series Module 7. The importance of transition from hospital to home (Zoom)	Jun 17	ZOOM	1 hour

Clinical Skills

Course	Dates		Venue	Duration
Wound Care Module 2 (2 days)	Jun 1	Jun 2	CRGH	2 days
Wound Cleansing and Debridement	Jul 1		CRGH	4 hours

Education and Research – A culture of learning, education and research to inspire others and drive innovation.

Education and Research

Course	Dates	Venue	Duration
Basic Life Support Workplace Trainer - CRGH	Mar 21	CRGH	3.5 hours
Basic Life Support Workplace Trainer - RPAH	Apr 14	RPAH	3.5 hours
Basic Life Support Workplace Trainer Refresher - CRGH	Mar 15	CRGH	2 hours

Education and Research

Course	Dates		Venue	Duration
Basic Life Support Workplace Trainer Refresher - RPAH	Apr 14		RPA	2 hours
TCH: Basic Life Support Assessment (Canterbury staff only)	Mar 3		CAN	1 hour
	Mar 24			
	Apr 7			
	May 16			
	Jun 23			
Teaching on the Run – 2 ½ day Workshop	Mar 23	Apr 6	CEWD	2.5 days
	Apr 13	Apr 21		

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Engagement – Supporting patient and family centred care and experience through education.

Engagement

Course	Dates	Venue	Duration
Going back to basics in order to improve: Connecting to ourselves and connecting to others	Mar 31	CEWD	4.25 hours
The Neurobiology of Human Connection	Apr 8	CEWD	1 day
The Neurobiology of Stress: Working with People who are Up-regulated	May 21 May 22 Jun 3	CEWD	1 day

Innovation – Building a health workforce that delivers excellence in healthcare today and for generations to come.

Innovation

Course	Dates		Venue	Duration
AIM (Accelerating Implementation Methodology)	May 30	May 31	CRGH	2 days

Management and Leadership – Building confidence, supporting our managers and leaders to manage our health services well.

Management and Leadership

Course	Dates	Venue	Duration
Centre for Education and Workforce Development (CEWD) - who we are and what we do - an Introduction for managers in SLHD - virtual (ZOOM)	Mar 29 May 10 Jun 21	ZOOM	1 hour

Management and Leadership

Course	Dates		Venue			Duration
Challenging Conversations	Mar 7	Mar 14	CRGH	CEWD	RPA	2 days
	Apr 13	Apr 20				
	May 12	May 19				
	Jun 17	Jun 24				
	Jun 23	Jun 30				
Clinical governance - who we are and what we do - an Introduction for managers in SLHD - virtual	Mar 8		ZOOM			1 hour
	Apr 19					
	May 31					
Clinical Supervision - Foundations	Mar 16		Olympic Park Vaccination Hub Education Centre			1 day
Clinical Supervision - Foundations virtual ZOOM	Jun 28		ZOOM			1 day
Clinical Supervision - Intermediate	Jun 9		CEWD			1 day
Clinical Supervision for Allied Health Supervisees	Mar 29		RPA			1 day

Management and Leadership

Course	Dates		Venue		Duration
Coaching conversations for managers - virtual (Zoom)	Mar 22		ZOOM		1 hour
	Apr 21				
	Jun 21				
Coaching conversations in the workplace	Mar 10	Apr 14	ZOOM		2 days
	May 12	Jun 9			
Conflict Resolution	Apr 1		CEWD	Olympic Park Vaccination Hub Education Centre	2 days
	Jun 28				
Emotional intelligence - what is it and how to use it? - Virtual (Zoom)	Mar 18		ZOOM		1 hour
	Apr 13				
	May 20				
	Jun 14				
Giving feedback- virtual (Zoom)	Apr 6		ZOOM		1 hour
	May 31				
	Jun 30				
Group Clinical Supervisor Training (Tier 1)	May 13		CEWD		4 days
	May 20				
	May 27				
	Jun 3				

Management and Leadership

Course	Dates		Venue	Duration
Leadership and management - what is the difference? - Virtual (Zoom)	Apr 4		ZOOM	1 hour
	Jun 1			
MAF What is it and how can we support you? virtual (Zoom)	Mar 21		ZOOM	1 hour
	Apr 18			
	May 17			
	Jun 23			
Managing Conflicts and Grievances in the Workplace	Mar 2		CEWD	1 day
	May 11			
Mental Health First Aid	Mar 10	Mar 15	CEWD	2 days
	Apr 5	Apr 12		
	May 12	May 18		
	Jun 24	Jul 1		
The art of writing interview questions: recruiting the best candidate - virtual (Zoom)	Apr 5		ZOOM	1 hour

Management and Leadership

Course	Dates	Venue	Duration
The Finance Department - who we are and what we do - an Introduction for managers in SLHD	Mar 10	ZOOM	1 hour
	Apr 14		
	May 12		
	Jun 9		
Trauma Informed Leadership	Mar 3	CEWD	4 hours
Unpacking the roles of the interview panel - virtual (Zoom)	Apr 5	ZOOM	1 hour
	May 31		
WHS- who we are and what we do - an Introduction for managers in SLHD - virtual	Apr 26	ZOOM	1 hour
	Jun 15		
Work Health & Safety (WHS) Consultation Training	Jun 22	CRGH	1 day
		RPA	

Management and Leadership

Course	Dates	Venue	Duration
Work Health & Safety (WHS) for Managers and Supervisors (via Zoom)	Mar 18	ZOOM	1 day
	May 24		
Workforce - who we are and what we do - an Introduction for managers in SLHD	Mar 4	ZOOM	1 hour
	Apr 4		
	May 6		
	Jun 6		

Governance – Working with you to provide safe, high quality services.

Governance

Course	Dates	Venue					Duration
Child Protection (1 Day) targeted training - Identify and Respond to Children and Young People at Risk	Mar 14	RPA	CCHC	CAN	SDH	Olympic Park Vaccination Hub Education Centre	1 day
	Mar 25						
	Apr 5						
	Apr 6						
	May 17						
	May 31						
	Jun 10						
	Jun 15						
Standard hand hygiene auditor training workshop - Concord	Apr 8	CRGH					1 day
	Jun 10						

Technical Skills – Delivering non-clinical skills that are important to our health service.

Technical Skills

Course	Dates	Venue	Duration
Computer Essentials	Mar 1	CEWD	3 hours
Lunch & learn: Introduction to Zoom	Apr 5	ZOOM	1 hour
Microsoft 2013 Excel Macros	Jun 7	CEWD	4 hours
Microsoft Excel Foundations	May 3	CEWD	1 day
Microsoft Excel Intermediate: Formulas, Functions and Lists	Mar 22 / May 24	CEWD	3.5 hours
Microsoft Excel Intermediate: Pivot tables and Charts	Mar 22 / May 24	CEWD	3.5 hours
Microsoft Outlook and MS Teams	Mar 29 / Jun 28	CEWD	4 hours

Technical Skills

Course	Dates	Venue	Duration
Microsoft Publisher	May 31	CEWD	3.5 hours
MS Teams: An Introduction - Virtual (Zoom)	May 26	ZOOM	1 hour
	Jun 9		
My Health Learning - Manager & Manager Delegate Role - virtual (Zoom)	Mar 17	ZOOM	1 hour
My Health Learning - Operational Assessor Role - virtual (Zoom)	Mar 8	ZOOM	1 hour
My Health Learning - Scheduler Role - virtual (Zoom)	Mar 15	ZOOM	2 hours
	Apr 12		