# New staff mandatory training: Nursing and Midwifery

Staff included in this category are registered nurses, midwives, enrolled nurses, assistants in nursing, nurse practitioners.

Please review the mandatory training framework for up to date information on requirements and relevancy: [King Edward Memorial Hospital - Nursing and Midwifery - Mandatory training checklist (health.wa.gov.au)](https://www.kemh.health.wa.gov.au/For-Health-Professionals/Education-hub/Mandatory/NM2024) (activites not you are not required to complete mark as NA)

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| **Requirement** | **Format** | **Role** | **Date completed/NA** |
| **New staff - requirements within 6 weeks** |
| NMHS Induction | EL  | All |  |
| WNHS Induction | EL , F2F | All |  |
| WNHS Compulsory in-service | F2F | All |  |
| Code of conduct – workplace bullying | EL | All |  |
| Hand hygiene | EL  | All |  |
| Emergency management – theory | EL | All |  |
| Emergency management - Code Orange walkthrough | EL/F2F | All |  |
| FDV Introduction | EL | MH,Mid |  |
| FDV - screening and responding – maternity/EC | EL | MH,Mid |  |
| FDV – screening and responding – mental health | EL | MH,Mid |  |
| Mandatory reporting of child sexual abuse | EL | MH,  |  |
| Preventing and managing workplaces aggression and violence | EL | All |  |
| Manual tasks | EL | All |  |
| Medication calculations | EL | EN,Mid,RN,RNMS |  |
| PART training | F2F | MH |  |
| PPE training/assessment | F2F | All |  |
| **New staff - requirements within 6 months** |
| Aboriginal cultural eLearning | EL | All |  |
| Accountable and ethical decision making | EL | All |  |
| Essential cyber security training | EL  | All |  |
| Recordkeeping awareness | EL | All |  |

## Once only requirements

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| **Requirement** | **Format** | **Role** | **Date completed/NA** |
| Aseptic technique theory | EL  | Mid,RN,RNMS |  |
| Aseptic technique practical assessment | F2F | Mid,RN,RNMS |  |
| Bloodsafe - Clinical transfusion practice module | EL | Mid,RN,RNMS (ASCU,Periop) |  |
| Cleaning/management of reusable medical devices | EL | Mid (EC,MFM) |  |
| Mental Health Act | EL | MH |  |
| MRI safety | EL | Mid,RN,RNMS |  |
| My Health record | EL | Mid,RN,MH,NP,NC |  |
| National standard medication charts course | EL | EM,NP |  |
| Neonatal resuscitation theory | EL | AIN,Mid,RNMS, NP, NC(education) |  |
| Open disclosure (Senior staff) | EL | Mid,RN,MH,NP |  |
| Sherloc discrepancy training | EL | Mid,RN,MH,NP |  |
| Voluntary assisted dying | EL | RN (ward 6) |  |

## Systems Orientation

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| **Requirement** | **Format** | **Role** | **Date completed** |
| Booking assistance scheduling engine (Base) | F2F | Pre-admission clinic |  |
| Datix CIMS | EL | Mid,RN,MH,NP |  |
| Digital medical record (DMR) | EL | All |  |
| Enterprise medical imaging platform (EMIP) | EL | Midwives |  |
| Enterprise Bed Management (EBM) | F2F | Midwives (LBS MFAU, EC) |  |
| EDIS | EL | Mid(EC) |  |
| eReferral | EL | Mid,RN,MH,NP |  |
| iCM CPOE | EL | Mid,RN,MH,NP |  |
| Philips IntelliSpace Perinatal (PiP) | F2F | Mid |  |
| RedCap | F2F | ASCU |  |
| Stork  | F2F | Mid |  |
| Theatre management System (TMS) | F2F | RN (Periop) |  |

## Department specific requirements

To be updated by staff development to meet clinical requirements. (e.g. new staff fetal surveillance checklist, local orientation)

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| **Requirement** | **Format** | **Date completed** |
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| **Legend** |
| AIN | Assistant in Nursing |
| EL | eLearning |
| EM | Endorsed midwife |
| EN | Enrolled nurses |
| F2F | Face to face session |
| MH | Mental Health nurses |
| Mid | Midwives |
| NC | Non-clinical |
| NP | Nurse practitioner |
| RN | Registered nurse |
| RNMS | Registered nurse midwifery student |

This document can be made available in alternative formats on request.

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