# New staff mandatory training: Patient support services

**Direct patient contact:** Hotel services, supervisors, hospital service assistants, patient support assistants, orderlies.

**Indirect patient contac**t: PSS management, PSS admin, food services, mailroom.

Please review the mandatory training framework for up to date information: [PSS\_MT\_200624.pdf (health.wa.gov.au)](https://www.kemh.health.wa.gov.au/~/media/HSPs/NMHS/Hospitals/WNHS/Documents/Professionals/Education/MT2024/PSS_MT_200624.pdf)

**Name**: Click or tap here to enter text.

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| **Requirement** | **Format** | **Date completed/NA** |
| **New staff - requirements within 6 weeks** |
| NMHS Induction | EL  |  |
| WNHS Induction | E-L , F2F |  |
| Code of conduct – workplace bullying | EL |  |
| Hand hygiene - non-clinical module | EL |  |
| Emergency management - code Orange walkthrough | EL/F2F |  |
| Emergency management - theory | EL |  |
| Preventing and managing workplaces aggression and violence | EL |  |
| Manual tasks | EL |  |
| PPE training/assessment | EL/F2F |  |
| WA Health Language services | EL |  |
| **New staff - requirements within 6 months** |
| Aboriginal cultural eLearning | EL |  |
| Accountable and ethical decision making | EL |  |
| Essential cyber security training | EL  |  |
| Recordkeeping awareness | E-L |  |

## Once only requirements

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| **Requirement** | **Format** | **Date completed/NA** |
| MRI safety (PSA, orderlies, HSA, HS) | EL  |  |

## Department specific requirements

To be updated by managers to meet local requirements. (e.g. local orientation)

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| **Requirement** | **Format** | **Date completed** |
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| **Legend** |
| EL | eLearning |
| F2F | Face to face session |
| HS | Hotel services |
| HSA | Hospital services assistants |
| PSA | Patient support assistants |

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

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