# Nursing and Midwifery Mandatory training checklist

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/nursing) (activites not you are not required to complete mark as NA)

Please add this checklist to your annual PDR documents. The once only page can be re-used. It is recommended that this be completed digitally.

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

## Annual requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Format** | **Role** | **Date completed/NA** |
| Cleaning/management of reusable medical devices | F2F | Mid (EC,MFM) |  |
| Compulsory in-service (CI)* Hospital based life support - assessment
* Neonatal resuscitation - assessment
* Manual tasks practical training
* RRAD – assessment
* PPE assessment
 | EL, F2F | ALL |  |
| Hospital based life support - theory **(CI-TBA)** | EL | ALL |  |
| Emergency management - theory  | EL | ALL |  |
| Emergency management – Code orange | F2F/EL | ALL |  |
| Emergency management - warden training **(Wardens only)** | F2F  |  |  |
| Essential cyber security training | EL  | ALL |  |
| Hand hygiene - clinical module | EL | ALL |  |
| Infection prevention and management | EL | ALL |  |
| Manual tasks | EL | ALL - clinical |  |
| Preventing and managing workplaces aggression and violence | EL | ALL - clinical |  |
| Neonatal resuscitation - theory refresher **(CI - TBA)** | EL | ALL  |  |
| Obstetric/gynaecology emergency training (simulation) | F2F | ALL |  |
| OFSEP | EL | Mid responsible for CTG |  |
| PART training | F2F | MH |  |

## 2 yearly requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Format** | **Role** | **Date completed/NA** |
| Preventing and managing workplaces aggression and violence | EL | NC |  |
| Manual tasks training | EL | NC -education |  |

## 3 yearly requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Format** | **Role** | **Date completed/NA** |
| Neoresus 1st responder | F2F | Mid (LBS,MGPCMP) |  |
| Accountable and ethical decision making refresher | EL | ALL |  |
| BFHI Group 1 breastfeeding education | EL, F2F | Mid,RNMS |  |
| BFHI Group 2 breastfeeding education | EL | Mid – NC, AIN-M |  |
| BFHI Group 3 breastfeeding education | EL | AIN-N,RN,EN,MH |  |
| FSEP | F2F | Mid-CTG |  |
| Manager/supervisor OSH and injury management training **(Managers and supervisors only)** | EL |  |  |
| Mandatory reporting of child sexual abuse | EL | All except EN, AIN |  |
| Mini PROMPT/PROMPT |  | Mid (LBS,MGPCMP) |  |
| Safe infant sleeping | EL | Mid,RNMS,AIN-M,MH |  |

## 4 yearly requirements

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Format** | **Role** | **Date completed/NA** |
| ALS 1 | F2F | HCM,CNMS,EC,ASCU,CMC/S,CNC/S,Level 2 |  |

## Once only requirements (if not completed as new staff)

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirement** | **Format** | **Role** | **Date completed/NA** |
| Aboriginal cultural eLearning | EL | ALL |  |
| Accountable and ethical decision making | EL | ALL |  |
| Aseptic technique theory | EL  | EN,RN,RNMS,Mid |  |
| Aseptic technique practical assessment | F2F | EN,RN,RNMS,Mid |  |
| Bloodsafe - Clinical transfusion practice module | EL | EN,ASCU,Periop |  |
| Cleaning/management of reusable medical devices | EL | EC,MFM |  |
| FDV Introduction | EL | RNMS,MH,Mid |  |
| FDV - screening and responding – maternity/EC | EL | RNMS,Mid |  |
| FDV – screening and responding – mental health | EL | MH |  |
| Mental Health Act | EL | MH |  |
| MRI safety | EL | RN,RNMS,Mid |  |
| My Health record | EL | RN,MH,Mid |  |
| National standard medication charts course | EL | Mid-End,NP |  |
| Neonatal resuscitation theory | EL | RNMS,MH,Mid |  |
| Open disclosure | EL | Senior staff |  |
| Recordkeeping awareness | EL | ALL |  |
| Voluntary assisted dying | EL | Ward 6 |  |

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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 |



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