# Mandatory training: Patient Support Services Staff – indirect patient contact

Staff who have in direct patient contact do not regularly interact with patients and families. Staff included in this category are PSS management, PSS admin, food services and mailroom.

This checklist is to be included with your annual performance development and review. Please review the mandatory training framework for up to date information on requirements and relevancy: [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.

## Annual requirements

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Format** | **Date completed** |
| Emergency management - theory | EL |  |
| Emergency management - Code Orange walkthrough | EL/F2F |  |
| Emergency management - warden training | F2F |  |
| Essential cybersecurity training | EL |  |
| Hand hygiene - non-clinical module | EL |  |

## 3 yearly requirements

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Format** | **Date completed** |
| Accountable and ethical decision making refresher | EL |  |
| BFHI Group 3 breastfeeding education | EL |  |
| Manager/supervisor OSH and injury management training | F2F |  |

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

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Format** | **Date completed** |
| Aboriginal cultural eLearning | EL |  |
| Recordkeeping awareness | EL |  |

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

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