# Mandatory training: Corporate and Administrative staff – indirect patient contact

Staff who have indirect patient contact do not regularly interact with patients and families. Staff included in this category are executive, admin support staff, medical illustrations, medical library, medical records, clerical, project officers, data entry, data analyists.

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: [Corp\_MT\_200624.pdf (health.wa.gov.au)](https://www.kemh.health.wa.gov.au/~/media/HSPs/NMHS/Hospitals/WNHS/Documents/Professionals/Education/MT2024/Corp_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 |  |
| Manual tasks | EL |  |
| PPE training | EL |  |
| Preventing and managing workplaces aggression and violence | EL |  |

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

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