

# CYWHs Education and Training 2010 Calendar

July - December

Partnership between education and practice

## Administration and Computing

### Chairing Meetings

21 July, 4 August.  
Level 2, Samuel Way Building, 9.30am - 11.00am.  
Must attend 2 x 90 minute sessions

Learn how to prepare for, conduct and follow up meetings, TAFE accreditation provided.

### Excel – Intermediate level

TAFE accreditation provided. Courses run subject to demand and sufficient participants. Register your interest

### Filing systems, electronic and paper

How to collect, process and maintain electronic and paper based information. TAFE accredited training. Courses run subject to demand and sufficient participants. Register your interest

### Organise Meetings

Learn how to make meeting arrangements, prepare documentation and produce minutes of meetings. TAFE accreditation provided. Courses run subject to demand and sufficient participants. Register your interest

### Use CYWHs templates to write simple workplace documents

22, 29 July.  
Level 2, Samuel Way Building, 9.30am - 11.00am.

Use CYWHs templates to format workplace documents such as minutes and letters. TAFE accredited training. Maximum 11 participants per group. Courses run subject to demand and sufficient participants. Register your interest

### Word Intermediate level

TAFE accreditation provided. Courses run subject to demand and sufficient participants. Register your interest

## All Staff

### Becoming Unstuck

Courses run on demand, contact Staff Counselling Services.

### Building Resilience and Managing Stress

Courses run on demand, contact Staff Counselling Services.

### Chairing Meetings

21 July, 4 August  
Level 2, Samuel Way Building, 9.30am - 11.00am  
Must attend 2 x 90 minute sessions

Learn how to prepare for, conduct and follow up meetings, TAFE accreditation provided. Cost: CYWHs participants \$70.00

### Corporate Orientation 2010

26 July, 23 August, 20 September, 25 October, 29 November  
Book online

A brief formal introduction to the CYWHs.

### Decision Making in Teams

Courses run on demand, contact Staff Counselling Services.

### Filing Systems, Electronic and Paper

This program will cover how to collect, process and maintain electronic and paper based information. TAFE accredited training. Courses run subject to demand and sufficient participants. Register your interest.

### Grand Round Wednesday

12.30pm - 1.30pm every Wednesday  
Queen Victoria Lecture Theatre

Seminars for all hospital employees on a variety of topics including clinical services, education, nursing, midwifery and medical.

### Maintaining Professional Boundaries

Courses run on demand, contact Staff Counselling Services.

### Managing Conflict

Courses run on demand, contact Staff Counselling Services.

### Manual Handling - For All Staff/Back to Basics

23 August, 8 September, 28 October  
Level 2, Samuel Way building, 2.00pm - 4.00pm

Identify safe posture, use muscles efficiently and prevent musculo-skeletal injuries.

### Manual Handling - Office Safety & Ergonomics

Identify safe posture, set up your workstation to improve safety, efficiency and prevent musculo-skeletal injury. Courses run subject to demand and sufficient participants. Register your interest.

### Organise Meetings

Learn how to make meeting arrangements, prepare documentation and produce minutes of meetings. TAFE accreditation provided. Courses run subject to demand and sufficient participants. Register your interest.

### Shift workers - How to Reduce the Impact

Courses run on demand, contact Staff Counselling Services.

### Use CYWHs Templates to Write Simple Workplace Documents

22, 29 July  
Level 2, Samuel Way building, 9.30am - 11.00am

Use CYWHs templates to format workplace documents such as minutes and letters. TAFE accredited training. Maximum 11 participants per group. Courses run subject to demand and sufficient participants. Register your interest.

### Vicarious Trauma and Self Care Issues

Courses run on demand, contact Staff Counselling Services.

### Win that job – CV writing and interview preparation

28 October  
Level 2 Samuel Way Building, 2.00pm - 4.00pm

This workshop has been designed to assist job-hunters and career-changers to further develop their skills in writing job applications and succeeding in job interviews. The workshop is delivered by Lorenzo Pizza, Human Resources Consultant.

### Writing a report... that someone will want to read

13, 29 September  
Level 2 Samuel Way Building, 2.00pm - 4.00pm

Develop your knowledge and skills to plan, structure, write and present a report. Facilitated by Dr Jenny Fereday and Dr Alison Russell over two sessions

## Nursing and Midwifery

### Annual Paediatric Emergency and Trauma Day

3 November  
Queen Victoria Lecture Theatre, 8.00am - 5.00pm

To provide an educational forum on Paediatric Emergency & Trauma to any health professional involved in Emergency & Trauma Care. Fees apply.

### Baby Friendly Health Initiative Education - E-Learning

26 August, 2 December  
Level 2, Samuel Way Building, 9.00am - 5.00pm

Accredited training as part of the BFHI, promoting best start through promotion of breastfeeding. The education program is completed online under supervision by program coordinator.

### Getting research into practice

29 October  
Level 2, Samuel Way Building, 9.15am - 3.00pm

A one day seminar offering a practical introduction to help staff develop their research ideas into a proposal. Facilitated by Dr Jenny Fereday and Susan Dyer, Department of Nursing Midwifery Research and Practice Development.

[See next column for more courses for Nursing and Midwifery.](#)

## Nursing and Midwifery cont...

### Multi-Disciplinary Neonatal Resuscitation Program

Part 1 - must be completed online first, Part 2 - 1st Wednesday monthly, Part 3 - 3rd Wednesday monthly  
Level 4, Queen Victoria Building, 2.00pm - 3.00pm

For Nursing, Midwifery and Medical staff. This 3 part program consists of e-learning component (part 1), skills component (part 2) and advanced skills and scenario (part3).

### Neonatal Intensive Care (NIC)

Refer to intranet for session information.

Hospital Certificate Course for Neonatal Intensive Care nursing is offered in collaboration with Flinders Medical Centre. Enrolments for 2011 close 8 November.

### Neonatal Special Care Nursing (NSC)

3 August, 7, 14 September  
Level 2, Samuel Way Building

Hospital Certificate Course for Neonatal Special Care nursing is offered in collaboration with Flinders Medical Centre. To advance theory and practice in neonatal special care nursing. Expressions of interest for 2011 close 6 December.

### Nursing/Midwifery Orientation 2010

27 July, 24 August, 21 September, 26 October, 30 November  
Formal introduction to nursing and midwifery at CYWHs. Book online.

### Nursing/Midwifery Night Duty Professional Development

15 July, 3 August, 9, 28 September, 21 October, 9 November, 9 December  
Queen Victoria Lecture Theatre, 8.30pm - 10.30pm.

Presentation on a variety of topics for night duty staff.

### Paediatric Critical Care Nursing Studies – Module Two

Commences 5 August  
Level 2, Samuel Way Building

Prepares a competent paediatric critical care nurse to care for critically ill children and their families. Provides the participant with learning experiences which will encourage personal and professional growth.

### Paediatric Foundation Studies

Refer to intranet for session information.

The course gives nurses who are new to paediatrics, the basic skills in nursing children. Comprising 5 modules, taken in entirety or as individual modules. Download course flyer from intranet for session details and fees

### Paediatric Nursing Studies

Refer to intranet for session information.

The program aims to broaden reflective practice, critical thinking, problem solving and clinical reasoning skills of Registered/Enrolled Nurses caring for infants, children, young people and their families. The program consists of a number of modules that can be undertaken as part of a hospital certificate or individually. Download course flyer from intranet for session details and fees

### Paediatric Palliative Care Course 2010

18, 19, 20 October  
Level 2, Samuel Way Building

This inter-disciplinary course aims to increase awareness about paediatric palliative care and introduce health care professionals to the resources available to support, children, young people and their families. The course is based on adult learning principles and includes clinical scenarios and group work. Cost: CYWHs participants \$200, External participants: \$500.

### Paediatric Tracheostomy and Nasopharyngeal Tube (NPT) Workshops

25 August, 24 September, 16 December  
Level 2, Samuel Way Building

Workshops will provide theory and an opportunity to practice skills. For registered and enrolled nurses.

### Supporting Workplace Learning

Refer to intranet for session information.

This program is conducted as a three-part program to support nursing and midwifery staff to develop and expand their skills in facilitating work-based learning.

Session 1: How do we learn, understanding your own learning style.  
Session 2: Working with other learners, creating a positive learning experience.  
Session 3: Communicating with the learner.

Download flyer from intranet for session details

### Teaching – on - the - Run

29 June, 6, 13 July

Gain knowledge in teaching and giving feedback to junior staff. For Allied Health professionals, Doctors & Nurses in the hospital and community based. Expressions of interest for 2011 from November 2010.

## Managers and Supervisors

### Building Optimistic Teams

Courses run on demand, contact Staff Counselling Services.

### Classification Submissions and Job and Person Specification Development

Session will cover how to develop Job and Person Specifications and how to prepare a classification submission. Courses run subject to demand and sufficient participants. Register your interest.

### CYWHs HR Forum

24 August, 26 October  
Queen Victoria Lecture Theatre, 3.30pm - 5.00pm

An opportunity for professional development, networking and sharing information about latest HR developments.

### Human Resources (HR) for Managers

19 July, 1 September, 2 November  
Level 2, Samuel Way Building, 9.30am - 12.00pm

This session is aimed at new or acting Managers / Team Leaders / Supervisors or a refresher for existing managers. Covers how to manage individuals and teams from a HR perspective.

### Managing Poor Work Performance

15 September, 15 November  
Level 2, Samuel Way Building, 9.30am - 12.30pm

Highly recommended training for all staff who are responsible for managing an employee's performance. Provides an overview of the Department of Health framework for addressing poor performance.

### OHSW Training for Managers and Supervisors

28 July (fully booked), 27 October, 28 January 2011  
Level 2, Samuel Way Building

Essential Training for Managers and Supervisors with delegation L4 and below. Module 1: Injury Prevention and Module, 9.00am - 12.00pm, 2: Injury Management, 1.00pm - 3.30pm.

### Performance Review and Development

26 July, 7 September, 9 November  
Level 2, Samuel Way Building, 9.30am - 12.30pm

This course provides a model for good people management and an understanding of all stages of the PR&D process. Presented by Kathy Krieg, CYWHs HR Consultant.

### Recruitment and selection – selecting the best person for the job

9 August, 9.30am - 1.00pm, 15 October, 1.00pm - 4.30pm  
Level 2, Samuel Way Building

A session for new managers or staff members who may be involved in recruitment and selection for the first time. Presented by Josie McInerney CYWHs HR Consultant

[See next column for more courses for Managers and Supervisors.](#)

## Managers and Supervisors cont...

### Writing a report...that someone will want to read

13, 29 September  
Level 2 Samuel Way Building, 2.00pm - 4.00pm

Develop your knowledge and skills to plan, structure, write and present a report. Facilitated by Dr Jenny Fereday and Dr Alison Russell over two sessions

## Mandatory Training

### Aboriginal Cultural Respect Training

Refer to intranet for session information.

Delivered as a series of three sessions that build on one another, to support staff to gain a better understanding and knowledge about issues that impact on the health of Aboriginal people. Attendance at all three sessions is mandatory. Staff are welcome to attend optional "Questions and Answers" sessions for further discussion and reflection. 1x3 hour sessions will also be scheduled

### BLS Instructors Subsequent Update Course

31 August  
Level 2, Samuel Way Building

The CET offers a Basic Life Support Train the Trainer course. A component of this course is a subsequent update designed for experienced CYWHs BLS instructors who have completed their Initial and Update accreditation.

### BLS Mandatory Update

19 August, 12 October, 7 December  
Level 2, Samuel Way Building

Bookings taken for any staff unable to access training through the WCH Ward trainers and CYH trainers. Other BLS sessions can be arranged at external sites.

### BLS Train the Trainer Workshop - Initial

8 September  
Level 2, Samuel Way Building

To provide health care professionals with the training required to teach other health care professionals in Basic Life Support. Includes practical assessment, AED module.

### BLS Train the Trainer Workshop Annual Update

17 August, 16 September, 20 October, 23 November  
Level 2, Samuel Way Building

BLS Trainers are required to attend an update annually.

### BLS teaching CPR and Choking management to parents

7 September  
Level 2, Samuel Way Building

### Child-Safe Environments - Reporting Child Abuse and Neglect previously Mandated Notifier

Online course available on CYWHs intranet or [www.wch.sa.gov.au/education](http://www.wch.sa.gov.au/education). How to report concerns of child abuse and neglect.

### Fire Safety and Evacuation

Refer to intranet homepage for dates and times.

Available as online course or face to face sessions in Queen Victoria Lecture Theatre.

### Manual Handling for Nursing & Midwifery Staff

Part A: 1, 27 September, 6 December  
Part B: 3, 30 September, 13 December  
Level 2, Samuel Way Building, 2.00pm - 3.00 pm

Two hour session has been broken down into Part A & Part B. Staff are required to attend both sessions.

### SA Health Prevention and Management of Workplace Violence and Aggression

6 July, 3 August, 7 September, 8 December - Grand Round  
Queen Victoria Lecture Theatre, unless otherwise indicated

Refer to intranet for session times

Share information and review knowledge, skills and attitudes about managing aggressive behaviours.

## Medical Education

### Annual Paediatric Emergency and Trauma Day

3 November  
Queen Victoria Lecture Theatre, 8.00am - 5.00pm

To provide an educational forum on Paediatric Emergency & Trauma to any health professional involved in Emergency & Trauma Care. Fees apply.

### Diploma in Child Health

6.00pm - 8.00pm every Wednesday  
Commencing early March 2011  
Maxwell Seminar Room

To develop the knowledge, skills and attitudes suitable for independent practice appropriate to the provision of primary health care for children. Online expressions of interest for 2011 commence November 2010

### Getting research into practice

29 October  
Level 2, Samuel Way Building, 9.15am - 3.00pm

A one day seminar offering a practical introduction to help staff develop their research ideas into a proposal. Facilitated by Dr Jenny Fereday and Susan Dyer, Department of Nursing Midwifery Research and Practice Development.

### Monday Medical Round

12.30pm - 1.30pm every Monday  
Queen Victoria Lecture Theatre

Seminars for staff on a variety of topics including, medical, clinical services and education.

### Multi-Disciplinary Neonatal Resuscitation Program

Part 1 - must be completed online first, Part 2 - 1st Wednesday monthly, Part 3 - 3rd Wednesday monthly  
Level 4, Queen Victoria Building, 2.00pm - 3.00pm

For Nursing, Midwifery and Medical staff. This 3 part program consists of e-learning component (part 1), skills component (part 2) and advanced skills and scenario (part3).

### Obstetric and Gynaecology Grand Round

12.30pm - 1.30pm every Wednesday  
Telehealth Conference Room/Maxwell Seminar Room

Weekly Registrar presentations for Obstetric and Gynaecology TMO's.

### Obstetric and Gynaecology Registrar Training

4.00pm every Friday  
Telehealth Conference Room

South Australian RANZCOG Registrar Training sessions.

### Paediatric Palliative Care Course 2010

18, 19, 20 October  
Level 2, Samuel Way Building

This inter-disciplinary course aims to increase awareness about paediatric palliative care and introduce health care professionals to the resources available to support, children, young people and their families. The course is based on adult learning principles and includes clinical scenarios and group work.

Cost: CYWHs participants \$200, External participants: \$500.

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## On-Line Education

[www.wch.sa.gov.au/education](http://www.wch.sa.gov.au/education)

Check out the Centre for Education intranet site for access to the following e-learning programs or electronic learning packages:

**Child Safe Environments - Reporting Child Abuse and Neglect**  
(Previously Mandated Notifier training)

**Clinical Transfusion Practice**

**Electronic Fetal Monitoring Program**

**Fire Safety and Evacuation**

**Handling Difficult Client Behaviour**

**Managing Difficult Clients**

**Safe Use of PPE**

**Hand Hygiene Australia**

Coming soon

**Managing a Power Failure**

**Manual Handling**

**Medication Management**

**Infection Control**

Other online course

**Baby Friendly Health Initiative Education**

Online course provided by TAFE. Access available by contacting CET Administration on 8161 7140.

**BloodSafe**

[www.bloodsafelearning.com.au](http://www.bloodsafelearning.com.au)

**Clinical Skills Site**

[inside.cywhs.sa.gov.au/web/CET/learning\\_packages/clinical-skills/intranet.htm](http://inside.cywhs.sa.gov.au/web/CET/learning_packages/clinical-skills/intranet.htm)

**Midwifery/Gynaecology Learning Packages and Accreditation**

[inside.cywhs.sa.gov.au/webs/CET/nursing-midwifery/learning\\_packages/midwife-gynae-learning.html](http://inside.cywhs.sa.gov.au/webs/CET/nursing-midwifery/learning_packages/midwife-gynae-learning.html)

**Neonatal Assessment**

[www.wch.sa.gov.au/digital\\_media/public/elearning](http://www.wch.sa.gov.au/digital_media/public/elearning)

Online calendar now available

[www.wch.sa.gov.au/digital\\_media/public/webcalendar//index.php](http://www.wch.sa.gov.au/digital_media/public/webcalendar//index.php)

## Contact Us

**Centre for Education and Training,  
Children, Youth and Women's Health Service**

**Phone:** 08 8161 7140

**Email:** [cywhs.educationcentre@health.sa.gov.au](mailto:cywhs.educationcentre@health.sa.gov.au)

**For more detailed course information and online bookings:** [inside.cywhs.sa.gov.au](http://inside.cywhs.sa.gov.au)

Look under 'Learning more'  
(accessible from anywhere in health).



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