# New staff mandatory training: Corporate and Administrative Staff

Staff included in this category include Executive, admin support staff, medical illustrations, chaplaincy, library, medical records, clerical, ward clerks, project officers, breastscreen admin, data entry, data analysists.

Please review the mandatory training framework for up to date information: [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.

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Format** | **Date completed** |
| **New staff - requirements within 6 weeks** | | |
| NMHS Induction | EL |  |
| WNHS Induction | EL , F2F |  |
| Code of conduct – workplace bullying | EL |  |
| Hand hygiene - non-clinical module | EL |  |
| Emergency management - Code Orange walkthrough | EL |  |
| Emergency management - theory | EL |  |
| Preventing and managing workplaces aggression and violence | EL |  |
| Manual tasks | EL |  |
| Prevention of bullying, harassment and discrimination in the workplace | EL |  |
| **New staff - requirements within 6 months** | | |
| Aboriginal cultural eLearning | EL |  |
| Accountable and ethical decision making | EL |  |
| Essential cyber security training | EL |  |
| Recordkeeping awareness | EL |  |

## Department specific requirements

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

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Format** | **Date completed** |
| Computer workstation set up | EL |  |
| NMHS clerical outpatients introduction | EL |  |
|  |  |  |

## Systems orientation

|  |  |  |
| --- | --- | --- |
| **Requirement** | **Format** | **Date completed** |
| DMR – Clerical full course | EL |  |
| Enterprise bed management (EBM) | Documents |  |
| iProcurement (iProc) | F2F |  |
| MyHr | Documents |  |
| Rostar | EL |  |
| Webpas | Documents |  |
| Theatre management system (TMS) | Documents |  |

|  |  |
| --- | --- |
| **Legend** | |
| EL | eLearning |
| F2F | Face to face session |

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

© North Metropolitan Health Service 2024