**Mandatory Education & Training Checklist for Medical Staff**

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| **Name:** | | **Date:** | | | |
| **Position:** | | **Department:** | | | |
| **ANNUAL** | | | | | |
| **Requirement** | **Format** | | **Role** | | **Date completed** |
| Basic life Support – practical assessment | F2F | | ALL (except anaesthetists) | |  |
| Cleaning/management of reusable medical devices (Trophon/Tristel/Chronos) | E-L | | ALL obs/gynae | |  |
| Donning and doffing assessment | F2F | | ALL clinical | |  |
| CTG Update (Fetal surveillance education) | E-L or F2F | | ALL obstetric | |  |
| Clinical Emergency Update – (Preferred format -Simulation) | F2F | | ALL | |  |
| Emergency management - Code Orange walk through | F2F | | ALL | |  |
| Emergency management - theory | E-L | | ALL | |  |
| Hand Hygiene | E-L | | ALL | |  |
| Infection prevention and management | E-L | | ALL | |  |
| Neonatal resuscitation – practical assessment | F2F | | Mental Health | |  |
| WAVE update (Management of Aggression) | E-L | | ALL | |  |
| **EVERY 2/3 YEARS** | | | | | |
| ALS | F2F | | Anaesthetists every 3 years |  | |
| BFHI - Breastfeeding education | F2F or E-L | | ALL,  (Group 2 or Group 3) | BFHI - Breastfeeding education | |
| Mandatory reporting of child sexual abuse | E-L | | ALL – every 3 years |  | |
| Manual tasks – theory | E-L | | ALL every 2 years |  | |
| Occupational Safety & Health - Training for Supervisors | F2F | | HOD – every 3 years |  | |
| **EVERY 5 YEARS** | | | | | |
| NRP | F2F | | ALL RMOs  ALL registrars | |  |

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| **ONCE ONLY** | | | |
| **Requirement** | **Format** | **Role** | **Date Completed** |
| Aboriginal cultural e-learning *(a healthier future)* | E-L | ALL |  |
| Accountable & ethical decision making | E-L | ALL |  |
| Activity based funding and management | E-L | Managers and HoDs only |  |
| Aseptic technique – practical assessment | F2F | Medical staff performing invasive procedures |  |
| Aseptic technique - theory | E-L | Medical staff performing invasive procedures |  |
| Basic life support - theory | E-L | ALL |  |
| Mandatory reporting of child sexual abuse | E-L | ALL |  |
| Mental health act | E-L | Working in mental health |  |
| MRI safety | E-L | Anaesthetists only |  |
| My health record | E-L | ALL |  |
| National standard medication charts course | E-L | Medical staff who prescribe |  |
| Neonatal resuscitation - theory | E-L | Mental Health |  |
| Open disclosure | E-L | ALL |  |
| Radiation safety | E-L | ALL (except genetics, mental health, GPs,SARC) |  |
| Record keeping training | E-L | ALL |  |
| Safe Infant Sleeping | E-L | All Obstetric |  |
| Speaking Up For Safety | F2F | ALL |  |

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| **RECOMMENDED ONLY** | | | |
| **Requirement** | **Format** | **Role** | **Date completed** |
| Advance Health Directive | E-L | ALL |  |
| Bloodsafe - Clinical transfusion practice module | E-L | ALL Obs, gynae, anaethetists |  |
| Computer ergonomics (if applicable) | E-L | ALL |  |
| High risk medicines | E-L | ALL |  |
| Language services policy | E-L | ALL |  |
| Safer baby bundle | E-L | Obstetrics |  |
| Voluntary assisted dying – essential information for staff | E-L | ALL |  |

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| **Key** | |
| F2F | Face to face |
| E-L | E-learning |