**Mandatory Education & Training Checklist for Corporate, Clerical, Chaplain, Library, Breastscreen (BS) admin**

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| **Name:** | **Date:** | | | | |
| **Position:** | **Department:** | | | | |
| **ANNUAL** | | | | | |
| **Requirement** | | **Format** | **Role** | | **Date completed/**  **NA** |
| Emergency management - Code Orange walk through | | F2F | ALL | |  |
| Emergency management - theory | | E-L | ALL | |  |
| Hand Hygiene | | E-L | ALL | |  |
| Warden training | | E-L/F2F | Wardens only | |  |
| **EVERY 2 YEARS** | | | | | |
| Manual tasks – theory | | E-L | ALL | |  |
| WAVE update | | E-L | ALL | |  |
| **EVERY 3 YEARS** | | | | | |
| Occupational Safety & Health - Training for Supervisors | | F2F | Supervisors | |  |
| BFHI - Breastfeeding education – Group 3 | | E-L | ALL | |  |
| **ONCE ONLY** | | | | | |
| Aboriginal cultural e-learning | | E-L | ALL | |  |
| Accountable & ethical decision making | | E-L | ALL | |  |
| Record keeping training | | E-L | ALL | |  |
| Speaking Up For Safety | | IND/F2F | ALL | |  |
| **RECOMMENDED ONLY** | | | | | |
| Computer ergonomics (if applicable) | | E-L | | ALL |  |
| Language services policy | | E-L | | Chaplain |  |

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