

## Training Schedule for Support Workers, Registered Nurses & Enrolled Nurses

Timeframe	Training required	Review timeframe
Induction		
Altura Modules	Assisting clients with medication	1 year
	Manual Handling: Use of Equipment to assist clients	1 year
	Infection control: An introduction	1 year
	Recognising and responding to abuse	1 year
Within 1 month	Restrictive Practices	1 Year
	Professional roles and boundaries	2 years
	Bullying and harassment in the workplace	2 years
	Aged Care Quality Standards	2 years
	Dementia an introduction	3 Years
	Use of Restraints	2 Years
	<b>Classroom training with RN for all SW</b>	<b>This occurs the last Wednesday of each month (3 hours) RN classroom training will be paid</b>
	Manual Handling	1 year
	Infection Control & Waste Management	1 year
	Report Writing	1 year
	Medication assist	1 year
SW Within 3 months		
Altura Modules	Complaints and Incident Management	2 years
	Personal safety when providing care	WHS 2 years
	Privacy & confidentiality	3 years
	Risk assessment in the home	3 years
	How to document in the Homecare setting	3 years
	WHS e-module Comcare	3 years
SW Within 6 months		
	Customer service a five-star experience	3 years
	Consumer directed Care	3 years
	Dignity in care: not an optional extra	3 years
	Recognizing and communicating the changing	3 years

	Sepsis	3 years
For SW caring for clients that have complex needs	<b>All RN's &amp; EN's to complete within 1 month</b>	<b>RN's to oversee clinical competencies of EN's &amp; SW</b>
Altura Modules	Clinical skills for Care staff: Catheter bags	3 years
	Bowel Management	3 years
	Clinical skills: Managing enteral feeds	3 years
	Epilepsy: Understanding the condition	3 years
	Wound Care – skin tears	3 years
	Sepsis	1 year
Recommended for all SW & clinical employees		
	Working with cultural diversity	
	Safe food handling	
	Mental health: Living with the condition	
	Promoting Independence	
	Reablement Aus	
	Palliative Care: End of life care	
	Open Disclosure	
	Diabetes: Everyday care	
	Activities of daily living: Hydration & Nutrition	
Annual Mandatory Training for all SW & Clinical staff:	Note: Every last Wednesday of the Month	
<b>With RN classroom training</b>	Manual Handling	1 year
	Report Writing	1 year
	Infection Control & Waste Management	1 year
	Medication Assistance	1 year
<b>On Altura</b>	Restrictive Practice	1 year
<b>On Altura</b>	Recognising and responding to Abuse	1 year

Every 3 years	First Aid	
P- Training schedule for Support Workers Administration	Printed documents are uncontrolled. View current Version on Intranet	
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