

Mandatory Training

Registered Nurses Job Profile

This document outlines the mandatory training requirements for those working as Registered Nurses.

If you have previously completed any of this training at another workplace, you may be eligible for [Recognition of Prior Learning \(RPL\)](#). For more information, see the RPL section at the end of this document.

This document is available on the intranet, at <https://svhaorg.sharepoint.com/sites/Melbourne-Public-Education-Learning/SitePages/Mandatory-Training.aspx#mandatory-training-job-profile-sheets>

Orientation Training

The following training is to be completed during Orientation.

Orientation Training

	REPEAT PERIOD	HYPERLINK
Welcome to St Vincent's: Melbourne Public (SVHM)	N/A	Link
Welcome to St Vincent's Only required to be completed if you've been employed on or after 29 November 2024.	N/A	Link
SVHM Basic Life Support (Practical Assessment)	Annual	Link
SVHA Basic Life Support (Online)	5 Years	Link
SVHM PPE Training (Practical Assessment) or (Online) If you are new to Healthcare, you must complete the Practical Assessment, otherwise please complete either a Practical Assessment or the Online module	N/A	Link
SVHM Move Smart Training - Module 1 & Module 2 (Practical) Applicable only for Clinical Staff with a high or medium risk profile: Staff that participate in regular patient manual handling (bed-based and/or ambulatory) as part of their job requirement. You will have a predetermined risk profile allocated to you through Workday.	N/A	Link

Ongoing Training

The following training is required to be recompleted on a continuous basis in order to maintain competency. Refer to the 'Repeat Period' to ascertain the recompletion interval for each course.

Continuous Training

	REPEAT PERIOD	HYPERLINK
SVHM Anaphylaxis Training (Online)	5 Years	Link
SVHM Aggression Prevention and Management (Online)	2 Years	Link
SVHM Emergency Training (Online)	Annual	Link
Living Our Values: Our behaviours at work	2 Years	Link
SVHA Safety in the Workplace (Online)	2 Years	Link
SVHA Hand Hygiene (Online)	Annual	Link
SVHA Basic Life Support (Online)	5 Years	Link
SVHM Advanced Life Support (Online) Critical Care Areas Only	5 Years	Link
SVHM Basic Life Support (Practical Assessment)	Annual	Link
SVHM Advanced Life Support (Practical Assessment) (Refresher) Critical Care Areas Only If you have not completed an ALS Study Day or ARC ALS 1/2, you must complete one prior to the refresher. Enrol into the ALS Study Day Program here: SVHM Advanced Life Support Study Day (Program)	Annual	Link
SVHM Move Smart Training - Refresher Training (Practical) Applicable only for Clinical Staff with a high or medium risk profile: Staff that participate in regular patient manual handling (bed-based and/or ambulatory) as part of their job requirement. You will have a predetermined risk profile allocated to you through Workday.	High Risk: 1 Year Medium Risk: 2 years	Link
SVHM Move Smart Training (Online) Applicable only for staff with a low risk profile: Staff that provide occasional assistance to patients. You will have a predetermined risk profile allocated to you through Workday	2 Years	Link
SVHA BloodSafe – Clinical Transfusion Practice (External) Submit certificate to SVHM.Education.mandatorytraining@svha.org.au Applicable only if you're involved in the administration of blood	5 Years	Link
SVHA BloodSafe – Collecting Blood Specimens (External) Submit certificate to SVHM.Education.mandatorytraining@svha.org.au Applicable if you are not involved in the administration of blood	5 Years	Link
SVHM Medication Competency Additional Questions Required for those working in specialty areas. Can be found by searching Workday. - Anaesthetics & PACU - Cardiothoracics - Coronary Care - Department of Critical Care Medicine - Emergency Department - Medical Imaging - Perioperative - St Vincents at Home	Annual	Link

Once-Off Training

The following training is to be completed upon commencement of employment, as a once-off.

Once-Off Training

	REPEAT PERIOD	HYPERLINK
SVHA Falls Prevention (Online)	N/A	Link
SVHA Preventing Pressure Injuries (Online)	N/A	Link
SVHA Aseptic Technique (Online)	N/A	Link
SVHA Aboriginal Cultural Awareness (Online)	N/A	Link
SVHM Patient Identification and Procedure Matching (Online)	N/A	Link
SVHM ISBAR (Online)	N/A	Link
SVHM Culturally Responsive Care (Online)	N/A	Link
SVHM Waste Management (Online)	N/A	Link
SVHM Advanced Life Support (Practical Assessment) (Study Day) Critical Care Areas Only If you have previously completed an ARC ALS1/2 Study Day, you will only need to complete the ALS Practical Refresher	N/A	Link
SVHA Open Disclosure - Part 1 (Online) Managers, HOU's, Supervisors only	N/A	Link
SVHM Family Violence - MARAM Sensitive Practice Training (Online)	N/A	Link
SVHM Family Violence - MARAM Workplace Support Training (Online) Managers, HOU's, Supervisors only	N/A	Link
SVHA NPS National Standard Medication Chart (External) Mandatory unless you work solely at St Thomas PPP, Berengarra, Cambridge, Riverside, Auburn, Ellerslie or Community	N/A	Link
SVHA NPS Medication Safety (External) Mandatory if you work at St Thomas PPP, Berengarra, Cambridge, Riverside, Auburn, Ellerslie or Community	N/A	Link
Privacy and Confidentiality in Healthcare (Online)	N/A	Link

Checking Your Training History

You are able to check your Training History in Workday by searching for and running the "My Transcript" report, available [here](#).

You are also able to print your whole Learning Transcript [here](#). Alternatively, you may print individual Training Certificates using the "Print Learning Certificates" report in Workday, available [here](#).

Recognition of Prior Learning (RPL)

To apply for RPL, send a separate email for each course you are applying to, along with its certificate to Mandatory Learning (SVHM.Education.mandatorylearning@svha.org.au).

Recognition of Prior Learning (RPL) is able to be applied for at SVHM only for the courses listed below.

Your prior learning must have been completed within the repeat period of the course you're applying for.

Eligible Courses

Basic Life Support (BLS) (Online and/or Practical Assessment)	
Advanced Life Support (BLS) (Online and/or Practical Assessment)	
SVHA Hand Hygiene	
SVHM Patient Identification and Procedure Matching	
SVHA Aseptic Technique	
SVHA BloodSafe - Clinical Transfusion Practice	
SVHA BloodSafe – Collecting Blood Specimens	
SVHM NPS Medication Modules	
SVHM Family Violence - MARAM Foundational and Sensitive Practice Training	
SVHM Family Violence - MARAM Workplace Support Training	
SVHM Move Smart	