

# Mandatory Training

## Graduate - Registered and Enrolled Nurses Job Profile

This document outlines the mandatory training requirements for those working as Graduate - Registered and Enrolled 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
SVHM Nursing Orientation (Practical)	N/A	<a href="#">Link</a>
SVHM Basic Life Support (Practical Assessment)	Annual	<a href="#">Link</a>
SVHA Basic Life Support (Online)	5 Years	<a href="#">Link</a>
SVHM PPE Training (Practical Assessment)	N/A	<a href="#">Link</a>
SVHM Move Smart Training - Module 1 & Module 2 (Practical) Applicable only for Clinical Staff with a high or medium risk profile: <ul style="list-style-type: none"> <li>Staff that participate in regular patient manual handling (bed-based and/or ambulatory) as part of their job requirement.</li> </ul> You will have a predetermined risk profile allocated to you through Workday.	N/A	<a href="#">Link</a>

## 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 Aggression Prevention and Management (Online)	2 Years	<a href="#">Link</a>
SVHM Emergency Training (Online)	Annual	<a href="#">Link</a>
Living Our Values: Our behaviours at work	2 Years	<a href="#">Link</a>
SVHA Safety in the Workplace (Online)	2 Years	<a href="#">Link</a>
SVHA Hand Hygiene (Online)	Annual	<a href="#">Link</a>
SVHA Basic Life Support (Online)	5 Years	<a href="#">Link</a>
SVHM Basic Life Support (Practical Assessment)	Annual	<a href="#">Link</a>

SVHM Move Smart Training - Refresher Training (Practical) Applicable only for Clinical Staff with a high or medium risk profile: <ul style="list-style-type: none"> <li>Staff that participate in regular patient manual handling (bed-based and/or ambulatory) as part of their job requirement.</li> </ul> You will have a predetermined risk profile allocated to you through Workday.	High Risk: 1 Year Medium Risk: 2 years	<a href="#">Link</a>
SVHM Move Smart Training (Online) Applicable only for staff with a low risk profile: <ul style="list-style-type: none"> <li>Staff that provide occasional assistance to patients.</li> </ul> You will have a predetermined risk profile allocated to you through Workday	2 Years	<a href="#">Link</a>
SVHA BloodSafe – Clinical Transfusion Practice (External) Submit certificate to <a href="mailto:SVHM.Education.mandatorytraining@svha.org.au">SVHM.Education.mandatorytraining@svha.org.au</a> Applicable only if you're involved in the administration of blood	5 Years	<a href="#">Link</a>
SVHA BloodSafe – Collecting Blood Specimens (External) Submit certificate to <a href="mailto:SVHM.Education.mandatorytraining@svha.org.au">SVHM.Education.mandatorytraining@svha.org.au</a> Applicable if you are not involved in the administration of blood	5 Years	<a href="#">Link</a>

## 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	<a href="#">Link</a>
SVHA Preventing Pressure Injuries (Online)	N/A	<a href="#">Link</a>
SVHA Aseptic Technique (Online)	N/A	<a href="#">Link</a>
SVHM Venepuncture Competency (Online and Practical)	N/A	<a href="#">Link</a>
SVHM ECG Competency for Graduate Nurses (Online)	N/A	<a href="#">Link</a>
SVHA Aboriginal Cultural Awareness (Online)	N/A	<a href="#">Link</a>
SVHM Patient Identification and Procedure Matching (Online)	N/A	<a href="#">Link</a>
SVHM ISBAR (Online)	N/A	<a href="#">Link</a>
SVHM Culturally Responsive Care (Online)	N/A	<a href="#">Link</a>
SVHM Waste Management (Online)	N/A	<a href="#">Link</a>
SVHM Family Violence - MARAM Sensitive Practice Training (Online)	N/A	<a href="#">Link</a>
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	<a href="#">Link</a>
SVHA NPS Medication Safety (External) Mandatory if you work at St Thomas PPP, Berengarra, Cambridge, Riverside, Auburn, Ellerslie or Community	N/A	<a href="#">Link</a>

## 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](mailto: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)	
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 Move Smart	