

Graduate RN / EN Job Profile Sheet

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

Recognition of Prior Learning

Have you completed training elsewhere? You may be eligible for Recognition of Prior Learning.

Check the RPL section at the back of this document.

How should I read this document?

This document details the training you must complete. Your Required Learning will be listed across three sections:

Orientation Learning

is to be completed during your Orientation.

Onboarding Learning

is to be completed during your first 12 weeks.

Ongoing Training

is training to be completed on a repeating basis.

Please ensure you check each section carefully, including the Specific Learning.

How can I check my training history?

You can check your training history by searching for and running the "My Transcript" report in Workday.

You are able to print certificates for your training by searching for and running the "Print Learning Certificates" report in Workday. Leaving the Course section of this report blank will allow you to print all of your most recent training.

Where can I find this document online?

This document, along with other Job Profile Sheets, is available on the Intranet at:

<http://intranet/education/Pages/Job-profile.aspx>



Orientation Learning

The following lists out your Orientation Learning, which should be completed during Orientation Study Days.

This includes both Online Learning and in-person Practical Learning.

Online Learning

The below Online Learning should be completed as a once off during Orientation.

- SVHM Nursing Orientation (Online)
- SVHM General Hospital Orientation (Online)
- SVHA Basic Life Support (Online)
- SVHM Venepuncture (Online)

Please also complete the following external learning and provide your certificate.

- SVHM NPS National Standard Medication Chart (Online)
- SVHA NPS Medication Safety (Online)

Practical Learning

The following learning will be completed as Face to Face Training during your Orientation.

- SVHM Personal Protective Equipment (PPE) (Practical Assessment)
- SVHM Basic Life Support (BLS) (Practical Assessment)
- SVHM Move Smart Training - Module 1 & Module 2 - Graduate Nurses (Practical)

Supernumerary Time

In your Supernumerary Time, you are to complete the following, whose documents will be supplied.

The first component, an Online Learning Package, is to be completed every 5 years.

- Orientation Objectives
- 1 Supervised Medication Rounds
- 3 Supervised Venepuncture Practicals (to be completed in the first 2 weeks)

Please submit these documents to SVHM.Education.RequiredLearning@svha.org.au or hand them to your Practice Development Nurse



Onboarding Learning

The following learning should be completed within the specified time frames.

Please be aware that some required SVHM courses may have an SVHA counterpart with the same name, or vice-versa. Please ensure you are completing the correct course as listed below.

Within 4 Weeks

The below training is to be completed within 4 weeks of commencement.

- SVHA Hand Hygiene
- SVHA Aseptic Technique
- SVHM Emergency Training
- SVHM Aggression Prevention and Management
- SVHM Patient Identification and Procedure Matching

Within 8 Weeks

The below training is to be completed within 8 weeks of commencement.

- SVHA Falls Prevention
- SVHA Safety in the Workplace
- SVHA Preventing Pressure Injuries
- SVHM ECG competency for Graduate Nurses
- SVHM ISBAR – Strengthen Communication

Within 12 Weeks

The below training is to be completed within 12 weeks of commencement.

- SVHA Aboriginal Cultural Awareness
- SVHM Waste Management
- SVHA Culture
- SVHM Culturally Responsive Care
- SVHA Open Disclosure – Introduction to Open Disclosure

- SVHM Family Violence and Child Information Sharing Scheme
- SVHM Family Violence - MARAM Foundational and Sensitive Practice Training
- SVHM Family Violence - MARAM Intermediate Training



Ongoing Training

After your graduate year has finished, you will have ongoing training requirements.

These are primarily required refreshers for the training completed during on boarding.

Annual Online Learning

The below Online Learning should be repeated on an annual basis.

- SVHA Hand Hygiene
- SVHM Aggression Prevention and Management
- SVHM Emergency Training
- SVHA Culture
- SVHA Safety in the Workplace

Move Smart Learning

Low Risk Staff and High Risk Staff have differing requirements for Move Smart.

If you do not complete Patient Manual Handling in your role, you are Low Risk and must complete:

- SVHM Move Smart Training (Online)

If you do perform Patient Manual Handling, you are High Risk and must complete:

- SVHM Move Smart Training - Refresher Training (Practical)

Basic Life Support

Basic Life Support at SVHM is made up of two components – an Online Learning Package and an in person Practical Assessment. To be deemed competent, you must recomplete these both at their required intervals.

The Practical Assessment must be completed on an annual basis with your local trainer.

- SVHM Basic Life Support Practical (Completion Record)

The Online Learning Package must be completed every 5 years to remain competent.

- SVHA Basic Life Support (BLS) (Online)



Recognition of Prior Learning

If you have completed some of your Required Learning at an external health service, or at a Registered Training Organisation (RTO), you may be eligible for Recognition of Prior Learning (RPL).

You will need to ensure the RPL you are applying for is on the below list of approved courses for RPL, which details which Required Learning courses are eligible for an RPL application.

Approved Courses for RPL

The following lists which of your Required Learning courses can be applied for to have your prior learning recognised.

- SVHA Basic Life Support (BLS) (Online)
- SVHM Basic Life Support (BLS) (Practical Assessment)
- SVHA Hand Hygiene
- SVHM Patient Identification and Procedure Matching
- SVHA Aseptic Technique
- SVHA BloodSafe - Clinical Transfusion Practice
- SVHM NPS National Standard Medication Chart
- SVHM NPS Medication Safety
- SVHM NPS Introduction to Antimicrobial Prescribing

- SVHM Family Violence and Child Information Sharing Scheme (Vic Govt.)
- SVHM Family Violence - MARAM Foundational and Sensitive Practice Training (Vic Govt.)
- SVHM Family Violence - MARAM Intermediate Training (Vic Govt.)

How to Apply

In order to apply for Recognition of Prior Learning, please complete the following steps.

1. Collect evidence of your training, typically in the form of training certificates.
2. Separate evidence for each RPL course you wish to apply for.
3. For each course you which you wish to apply, send an individual email to SVHM.Education.RequiredLearning@svha.org.au with the relevant certificate. Ensure that you state that you are applying for RPL, as well as the course you are applying for RPL for.

If accepted, your RPL will be valid from the date your training was initially conducted. For example, a Hand Hygiene application for learning completed 01/01/2023, would provide you with SVHM competency until 01/01/2024.