

## Corporate and Administrative Staff

**Direct patient contact:** Chaplaincy, consumer library, ward clerks, breastscreen admin

**Indirect patient contact:** Executive, admin support staff, medical illustrations, medical library, medical records, clerical, project officers, data entry, data analysts

**MyLearning links:** Links to activities in Mylearning may change without notification, if the link does not work you may need to log into MyLearning first. If you are still having issues finding the correct package navigate using the MyLearning menu > My Learning> Learning status - WNHS packages will display.

Requirement	Format	Time (hr)	Link	Direct patient contact	Indirect patient contact
<b>New staff - requirements within 6 weeks</b>					
NMHS Induction/WNHS Induction	E-L	4	<a href="#">MyLearning</a>	✓	✓
Hand hygiene - non-clinical module	E-L	0.25	<a href="#">MyLearning</a>	✓	✓
Emergency management - theory and Code Orange	E-L	0.5	<a href="#">MyLearning</a>	✓	✓
Preventing and managing workplaces aggression and violence	E-L	0.5	<a href="#">MyLearning</a>	✓	✓
Manual tasks	E-L	0.5	<a href="#">MyLearning</a>	✓	✓
Orientation - site (may include a range of additional requirements)	F2F			✓	✓
PPE training	E-L	0.25	<a href="#">MyLearning</a>	✓	✓
Code of Conduct - Workplace Bullying	E-L	0.5	<a href="#">MyLearning</a>	✓	✓
<b>New staff - requirements within 6 months</b>					
Aboriginal cultural eLearning	E-L	1.5	<a href="#">MyLearning</a>	✓	✓
Accountable and ethical decision making	E-L	2	<a href="#">MyLearning</a>	✓	✓
Essential cyber security training	E-L	0.5	<a href="#">MyLearning</a>	✓	✓
Recordkeeping awareness	E-L	0.5	<a href="#">MyLearning</a>	✓	✓
<b>Annual requirements</b>					
Emergency management - theory and Code Orange	E-L	0.5	<a href="#">MyLearning</a>	✓	✓
Emergency management - warden training ( <b>Wardens</b> )	F2F	1	<a href="#">Book</a>	✓	✓
Essential cyber security training	E-L	0.5	<a href="#">MyLearning</a>	✓	✓
Hand hygiene - non-clinical module	E-L	0.25	<a href="#">MyLearning</a>	✓	✓
PPE training	E-L	0.25	<a href="#">MyLearning</a>	✓	
<b>2 yearly requirements</b>					
Preventing and managing workplaces aggression and violence	E-L	0.5	<a href="#">MyLearning</a>	✓	
<b>3 yearly requirements</b>					
Accountable and ethical decision making refresher	E-L	0.5	<a href="#">MyLearning</a>	✓	✓
<b>BFHI Group 3 breastfeeding education</b>	E-L	0.5	<a href="#">MyLearning</a>	✓	✓
Manager/supervisor OSH and injury management training ( <b>Managers and supervisors only</b> )	E-L	0.50	<a href="#">Book</a>		