

## Mandatory Online Training for Monash Doctors

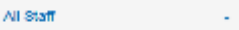
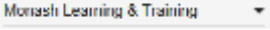

All Monash Health Doctors are required to complete a series of training packages. These are available from Monash Health learning also known as the LMS (Learning Management System).

Course		National Standard	Senior Medical Staff	Junior Medical Staff
<b>New Employees at Monash Health</b>				
1	Fire training	National standard 1	Annually	
	iBelong		Annually	
	Using Social Media		Once-off	
	Occupational Health and Safety		Once-off	
	Managing Challenging Behaviours (OVA)		Once-off	
2	Open discussion (Disclosure) online training	National standard 1	Once-off	
3	Clinical Incident Reporting	National standard 1	Once-off	
4	Hand Hygiene	National standard 3	Every 3 years	
5	Aseptic Technique	National standard 3	Every 3 years	
6	Peripheral Intravenous Cannulation	National standard 3	N/A	Once-off for interns and new staff to MH only
7	Medication Safety** (see notes below)	National standard 4	Every 3 years	
8	Allergies and Adverse Drug Reaction (ADR) Training	National standard 4	Every 3 years	
9	Patient identification and procedure matching	National standard 5	Every 3 years	
10	Introduction to Clinical Handover	National standard 6	N/A	
11	Blood Transfusion – Monash Doctors	National standards 7	Every 3 years for all staff who prescribe blood and/or blood products	Once-off
12	Preventing and managing pressure injuries	National standards 8	Every 3 years	
13	Hospital Adult Basic Life Support	National standard 9	<p><b>Critical care specialties (anaesthetics, intensive care, emergency, and cardiology) required to maintain ALS accreditation by their College and/or commonly utilise such skills in their daily work.</b> Unit Heads required to sign off / certify that each SMS in their unit is competent in advanced life support skills. Maintenance of ALS accreditation is not required to satisfy Monash Health requirements, unless required by specialist college</p> <p><b>All other specialties</b> To complete online BLS training every 5 years. Practical skills training will be available, if SMS wish to attend. Individual Unit Heads may impose higher standards on SMS within their unit.</p>	
14	Delirium and Dementia: The Basics	National standard 9	Once-off	<p><b>PGY1-3</b> Online and practical training BLS training is required annually.</p> <p><b>PGY4+</b> Online and practical training BLS training every 3 years, unless they have met a higher criteria, such as ALS accreditation.</p> <p><b>All other JMS</b> Complete online BLS every 3 years. Individual unit heads may impose higher standards on JMS within their unit.</p>

15	Preventing Falls & Harm from Falls	National standards 10	Every 3 years

How to access the Monash Health Learning system.

Via a hospital based computer

1. Open web browser
2. Select "All staff" tab 
3. Go to "Monash Learning & Training" tab 
4. Select "Go to Full Monash Learning site" 
5. Login and enter your user name (employee number) and password
6. Search for the course (using exact wording listed above), enrol in course and complete as instructed.
7. Make sure you pay attention to the completion requirements, some courses require 100% pass rate on the assessments. You will need to repeat assessment until this is achieved to complete requirements.

Via home based/external computer

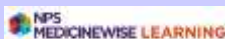
1. Open web browser
2. Go to <https://learning.monashhealth.org/>
3. Login and enter your user name (employee number) and password
4. Search for the course (using exact wording listed above), enrol in course and complete as instructed.
5. Make sure you pay attention to the completion requirements, some courses require 100% pass rate on the assessments. You will need to repeat assessment until this is achieved to complete requirements.

OR

1. Open web browser
2. Go to <https://monashhealth.org/>
3. Hover over the HEALTH PROFESSIONALS Tab in the top banner
4. Select Employee Self Service – Staff Portals
5. Select Monash Health Learning
6. Login and enter your user name (employee number) and password
7. Search for the course (using exact wording listed above), enrol in course and complete as instructed.
8. Make sure you pay attention to the completion requirements, some courses require 100% pass rate on the assessments. You will need to repeat assessment until this is achieved to complete requirements.

National standard courses completed during IPO or medical orientation sessions.

Course	National Standard	Senior Medical Staff	Junior Medical Staff
Corporate induction	National Standard 1	Once off at induction (completed at IPO)	
Patient Centred Care	National standard 2	N/A	Once-off at induction (no online module)
Safe Prescribing Competency (workshop)	National standard 4	N/A	Once-off for interns only
Clinical handover workshop	National standard 6	Once-off (completed during IPO)	



\*\*PROFILE update instructions – Prior to completing medication safety module

Course	National Standard	Requirement
Medication safety	National Standard 4	<p>Prior to completing the medication safety module, please ensure that you edit your profile to reflect your updated details.</p> <ol style="list-style-type: none"> <li>1. Work/study details: nominate <b>Monash Health</b> as your organisation</li> <li>2. Employee ID: enter your Monash Health <b>employee number</b></li> <li>3. AHPRA number: record your <b>provisional registration number</b> here</li> <li>4. Prescriber number: record your new <b>prescriber number</b> here</li> </ol> <p>Completion reports are sent to the hospital based on the details provided here. If they are not updated, Monash Health will be unable to verify that you have completed the requirements and details will be sent to your previous employer.</p>