|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name:  Preceptor:  Commencement date:  **SCHHS Orientations**  SCHHS Orientation:  Date: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  SCHHS Nursing Orientation:  Date: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  **Orientation / induction books**  **SCHHS Induction Part A**  Date given: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  Date returned: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  **SCHHS ward induction Part B**  Date given: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  Date returned: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  **Business Rules for Nursing in SOPD**  Date given: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  Date returned: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  **PAD completed:**  To be completed within first 4 weeks of commencement  Date completed \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  **Reviews with NUM**  1 Month\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  3 Month \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  6 Month\_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  **Mandatory & requisite training**  Date given: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_  Date returned: \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_ | Orientation - Start to 3 months | | Transition period 3 -24months | Continuing & Ongoing Education |
| **Mandatory Training Information contained within the mandatory & requisite training book**  **Annually**  Patient handling techniques Basic life support/SAED Emergency Codes  General evacuation instructions First response evacuation instructions Infection prevention & control  Child Safety  **Bi-annual**  Code of conductOnce only District Orientation  SOPD induction  ATSI cultural practice program  Cultural diversity  Healthcare ergonomics  Occupational health & safety  Occupational violence prevention Whistle blowers & public disclosure  Waste management  Hazardous materials  Ethics Awareness and Fraud Control (new)  Ethics, Integrity and Accountability (new)  **Requisite Training**  **Annual**  Medication safety (NIMC modules) / Medication Calculations  TrendCare Inter related reliability  Life Support  **Bi-annual**  Blood safe e-learning  **Once only**  Cytotoxic waste management  Nursing orientation  **Other**  Venous Thromboembolism SDLP  Falls SDLP  Workplace Bullying (P&C)  Aseptic Non-Touch Technique  IV Labelling  Business Planning Framework introduction | **Forms and paperwork**  Pre & post clinic Instructions  Booking in form  Clinic lists  Consent forms  Referral Management Form  Theatre booking form  VTE Assessment form  Wound Assessment - forms  Falls - associated forms  Workplace Instructions – folder  **Information & Computer Technologies**  Consents  HBCIS – Appointment Scheduling  IMPAX  The viewer  Base page  QHEPS (CATs/Forms/Procedures)  PRIME  Outlook (email)  Unit area of G:\\Nursing drive: [G:\NURSING\Specialist Outpatients Service](file:///G:\NURSING\Specialist%20Outpatients%20Service)  **Equipment**  Mobile oxygen(O2) & suction  Emergency Trolley  Patient Call system  HBa1C Unit  ECG Machine  Spirometry Machine  Colposcope  Plaster Saw  **Processes**  Communication: ISBAR  Falls management  Wound Management  Admission / Transfer  Managing Hypoglycaemia – Hypo kit  5 moments Hand Hygiene  Specimen Sample Management e.g. Histology / Cytology / Blood  Clinic Management:   * + Set up   + Record/results retrieval   + Attending patients   + Unconfirmed patients   + Failure to attend   + Completion of clinic | **Ward Specific Requisite Training**  **Once only (training / assessment)**  Electrocardiography  Wound care Module  Diabetes Module  Spirometry  Synthetic Plastering  GIT procedures  Gynaecology procedures  HBa1C measurement  **Professional development**  Preceptorship workshop  Respiratory Skills Workshop  Other Workshops:  Synthetic Plastering  Wound Management  Communication  **Top 10 CAT Assessments**   1. Aseptic Non- Touch Technique 2. Respiratory assessment 3. ECG recording 4. Basic Life Support – Adult (Annual) 5. Basic Life Support – Child (Annual) 6. Basic Life Support – Infant (Annual) 7. SAED (Annual) 8. Nasopharyngeal Aspirate 9. Spirometry & Peak Flow 10. Blood Glucose Measurement   Others (depending on changes to unit processes):  Bladder Scanner  [Insertion of an Indwelling Urinary Catheter](http://qheps.health.qld.gov.au/schsd/docs/edu/nurs/cat-idc.pdf) | **Career Development**  Acting in positions that support future goals:  Clinical Nurse  Nurse Unit Manager / Clinical Nurse Consultant / Nurse Manager / Nurse Educator  **Professional development**  Independent learning to meet own learning goals and career plan including:  Tertiary studies  Online courses  Conference/ Workshop attendance  Cardiac Skills Workshop  Australian Wound Management Association Conference  ECG & Rhythm Interpretation  IDC Champion  Research  Project participant  Profession Membership  Australian Wound Management Association  Orthopaedic Nurses Association  Australian College of Nursing  ilearn Essential Learning   * + Working in Teams (iLearn)   + Communicating safely   + Clinical Handover   **Skills / work processes**  Shift Coordination  Skills for Nurse Team Leaders workshop  Step Up to ENAP workshop  Participating in ward rounds / journey board meetings  Facilitate the learning of team nurses  Portfolio participation  **Portfolio Participation**  Portfolio:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Education: :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Educational opportunities:**  1.  2.  3.  4.  5.  Document Source: [\\Gy-gym-fs1\data1\Nurse\_Ed\Programmes\Requisite Education Frameworks\Gympie HS Requisite Education Frameworks\SOPS\Requisite Education Framework GHS Template 2014 - SOPS.docx](file:///\\Gy-gym-fs1\data1\Nurse_Ed\Programmes\Requisite%20Education%20Frameworks\Gympie%20HS%20Requisite%20Education%20Frameworks\SOPS\Requisite%20Education%20Framework%20GHS%20Template%202014%20-%20SOPS.docx) |
| A. **Orientation & Induction:** | |
| B. **Unit Based Induction:** Commenced \_\_\_\_/\_\_\_\_\_\_/\_\_\_\_\_ | | |
| 1. **Skill Set Acquisition** | | | |
| D. **Evidence-Based Practice / Professional Development Programs / Leadership and Management Programs** | | | | |