|  |  |  |  |
| --- | --- | --- | --- |
| 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 conduct Once 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%3A%5CNURSING%5CSpecialist%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:///%5C%5CGy-gym-fs1%5Cdata1%5CNurse_Ed%5CProgrammes%5CRequisite%20Education%20Frameworks%5CGympie%20HS%20Requisite%20Education%20Frameworks%5CSOPS%5CRequisite%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**  |