

ACSA CONTINUOUS PROFESSIONAL DEVELOPMENT/HEALTHCARE SETTING PACK

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BIOLOGICAL HAZARDS HAZARD GUIDE

Course Duration

10 minutes

Subject Matter Expert

Greencap

This course has been developed to provide the learner with an understanding of the controls that should be applied to biological hazards in the workplace.

Target Audience

This course is aimed at workers who are already competent and is used as a sign off to confirm competence.

Learning Outcomes

This course will provide you with information about:

- what biological hazards are and the activities that can expose you to them
- minimum safety requirements
- risk control review, and
- controls that should be applied to reduce the risk associated with biological hazards.

WORKPLACE VIOLENCE AND AGGRESSION IN HEALTHCARE

Course Duration

95 minutes

Subject Matter Expert

Frontline Care Solutions

This course has been developed to provide you with an understanding of workplace violence and aggression in healthcare and the associated risks, what to do during an incident, and steps that can prevent and minimise violence and aggression.

Target Audience

This course is suitable for professionals who work in health care.

Learning Outcomes

This course will provide an understanding of:

- the nature of workplace violence and aggression in healthcare settings, including prevalence, scope and cost
- the associated legal and policy frameworks concerning violence and aggression in healthcare settings
- steps you can take to prepare for and prevent incidents of violence or aggression, including the environment-situational-patient (ESP) risk assessment framework
- the assault cycle
- steps you can take to manage a person progressing through each phase of the assault cycle
- things you can do to help manage violent individuals, and
- the key responsibilities of employees and employers in the event of an incident.

SAFE MEDICATION MANAGEMENT

Course Duration

60 minutes

Subject Matter Expert

Frontline Care Solutions

The Safe Medication Management course is designed to provide relevant health professionals with training in safe administration of medication.

The safe administration of medication is a crucial skill and key professional development in healthcare. Administering medication is an obviously important task. The goal of this course is to provide suitably qualified nurses and midwives with an understanding of best practice for safe medication management, medication administration and medication calculation.

Improve Patient Safety by Eliminating Medication Errors

All nurses and midwives need to be familiar with the current standards of practice for their level of registration. Unfortunately, the reality is that medication administration is a task with a known high rate of error. While there are numerous contributing factors, the responsibility lies with nurses and midwives to make sure medication administration is safe.

The 7 rights of safe medication administration are:

- Right patient
- Right medication
- Right dose

- Right time
- Right route
- Right season
- Right documentation.

In addition; the right prescription, the right indication for administering a medication, the right response to a medication - and the person's right to refuse medication all contribute to improving patient safety and preventing errors.

Australian Safety and Quality Standards

This training package assists clinicians' understanding of selected aspects of the following Australian safety and quality standards.

National Safety and Quality Health Service (NSQHS) Standards (2017)

- Standard 4 - Medication Safety

Aged Care Quality Standards (2019)

- Standard 2 - Ongoing assessment and planning with consumers
- Standard 3 - Personal care and clinical care

National Standards for Mental Health Services (2010)

- Standard 2 - Safety
- Standard 10.5 - Treatment and Support

Learning Outcomes for Safe Medication Management

Safe Medication Management is designed to train the learner in the following.

- Understand the responsibility to safely administer medication and reduce the risk of a medication or adverse drug event occurring.
- The ability to identify key risk points in the medication administration process, as well as strategies to minimise these risks.
- Accurately calculate drug and medication dosages, including tablets, mixture and solutions, and intravenous flow and drip rates.

This online course covers risk, responsibilities, how to reduce risk and how to reduce risk. The is divided into the following sections.

Risks in medication management

- Your responsibility
- Reducing the risk of medication errors
- Calculating medications
- Calculating tablet doses
- Calculating mixtures and solutions
- Calculating intravenous fluid volumes and rates.

The course also contains a comprehensive menu of non-mandatory further resources. This is divided into the following.

Common terms in medication management

- Legislation regarding management
- The 7 rights (printable poster)
- Steps to perform a calculation (printable poster)
- Terms and abbreviations - measurements (table)
- Terms and abbreviations - times (table)
- Terms and abbreviations - routes (table)
- Course reference list

Target Audience

The course is designed for qualified nurses and midwives whose scope of practice includes the administration of medications and intravenous (IV) therapy.

This course compliments a healthcare organisation's existing training and may be used for CPD.

Course features

Safe Medication Management is a focused online training course featuring the following.

- 60 minutes course duration (excludes Further resources section)
- Interactive activities
- Calculation practice case studies
- Downloadable posters
- Homepage with chunked sections and intuitive usability
- Accessibility functions. WCAG AA compliance with customisable features
- Full course voiceover
- Assessments at the end of each section
- Certificate of completion
- [Adaptics](#) - Kineo's pre-assessment technology

PERIPHERAL INTRAVENOUS CANNULATION

Course Duration

90 minutes

Subject Matter Expert

Sue Atkins, Victorian Department of Health and Human Services
Regional Infection Control Advisor

This course has been developed to provide an understanding of how to insert a peripheral intravenous cannula (PIVC) into an adult patient and to prevent and control healthcare associated infections (HAIs) associated with this procedure.

Target Audience

You should complete this course if you're a clinician whose scope of practice includes the insertion and maintenance of PIVCs. It should be completed prior to any clinical assessment of peripheral intravenous cannulation skills and then used regularly in ongoing refresher training.

Learning Outcomes

This course will provide an understanding of:

- how the National Safety and Quality Health Service (NSQHS) Standards are applicable to invasive device management
- the risk of infection posed by PIVC insertion and the measures that need be taken to prevent and minimise this
- what equipment is required to successfully insert a PIVC
- how to prepare a patient for PIVC insertion
- the recommended processes for inserting, maintaining and removing a PIVC, and
- the complications that can occur.

MEDICATION CALCULATION COMPETENCY

Course Duration

20 minutes

Subject Matter Expert

Frontline Care Solutions

Medication Calculations Competency provides a baseline for nurses and midwives to practice and assess their medication calculation competency. This covers oral tablets and capsules, oral mixtures and solutions, intramuscular and subcutaneous injections, and IV therapy fluid volumes and rates. It also reviews metric calculations and conversions.

Drug calculations is a crucial area, and this training is designed to help prevent medication errors in medication administration.

This course is a practical assessment of skills. Successful completion of the course requires a 100% accuracy rate.

Medication Calculations Competency Learning Objectives

This competency course assesses the learner's ability to:

- perform metric calculations and conversions
- calculate oral tablet and capsule doses
- calculate oral mixture and solution doses
- calculate intramuscular and subcutaneous injection doses
- calculate IV therapy fluid volumes and rates.

A score of 100% is required in order to successfully complete the Medication Calculation Competency course. The learner has unlimited attempts at each section of the competency assessment.

Target Audience

This resource has been developed to provide a competency assessment for nurses and midwives whose scope of practice includes the administration of medications and intravenous (IV) therapy. The competency assessment provides a baseline by which nurses and midwives can assess their skills with performing medication and IV fluid volume and rate calculations.

It may be appropriate to use this training for continuing professional development (CPD) points.

Course Features

- 20 minutes course duration
- Assessments

- Homepage
- Accessibility. WCAG AA compliance with customisable features.
- Certificate upon successful completion

INFECTION PREVENTION AND CONTROL – STANDARD PRECAUTIONS

Course Duration

70 minutes

Subject Matter Expert

Sue Atkins, Victorian Department of Health and Human Services
Regional Infection Control Advisor

Infection Prevention and Control: Standard Precautions is targeted at healthcare workers in clinical or acute care. The goal of this training is to reduce the incidence of infection in the clinical workplace. This online course forms part of infection prevention professional development. This course is primarily focused on healthcare associated infections (HAIs). These are infections that are acquired in healthcare settings or that occur as a result of care or treatment. HAIs are the most common complication affecting hospital patients. They are also common in other healthcare settings, such as GP clinics, dental clinics and long-term care facilities - for example residential aged care facilities.

This course has been developed to give the learner an understanding of how to apply standard precautions in your workplace, as well as the role they play in reducing the risk of infection.

Target Audience

This course may be suitable for all healthcare workers. It is specifically designed for clinical staff.

Learning Outcomes

This course provides training in the following areas.

- Standard precautions used in healthcare environments to prevent and control infection
- How to maintain effective hand hygiene
- The need for respiratory hygiene and cough etiquette
- The importance of maintaining a clean environment
- How to use personal protective equipment (PPE) safely
- The importance of reprocessing reusable instruments and equipment, and
- Asepsis and aseptic technique.

Course features

Infection Prevention and Control - Standard Precautions is a focused online training course featuring the following.

- 70 minutes course duration
- Interactive activities
- Video content
- Look and feel specific to a healthcare environment
- Accessibility functionality for WCAG AA compliance
- Full course voiceover
- Assessments at the end of each section
- Certificate of completion
- [Adaptics](#) - Kineo's pre-assessment technology

INFECTION PREVENTION AND CONTROL – THE BASICS

Course Duration

35 minutes

Subject Matter Expert

Sue Atkins, Victorian Department of Health and Human Services
Regional Infection Control Advisor

Infection Prevention and Control - The Basics course is targeted at healthcare workers in clinical or acute care. The goal of this training is to reduce healthcare associated infections as a part of infection prevention professional development.

This course is primarily focused on healthcare associated infections (HAIs). These are infections that are acquired in healthcare settings or that occur as a result of care or treatment. HAIs are the most common complication affecting hospital patients. They are also common in other healthcare settings, such as GP clinics, dental clinics and long-term care facilities - for example residential aged care facilities.

This course has been developed to give the learner an understanding of what infection is, how infection occurs in healthcare settings, and some of the steps they can take to start controlling the risk of infection.

Target Audience

This course may be suitable for all healthcare workers. It is specifically designed for clinical staff.

Learning Outcomes

This course provides training in the following areas.

- Basic microbiology.
- What an infection is.
- The body's defense mechanisms against infection.
- What healthcare associated infections are.
- The chain of infection.
- An introduction to infection prevention and control measures used to minimise. infection transmission risk.

Course features

Infection Prevention and Control - The Basics is a focused online training course featuring the following.

- 35 minutes course duration
- Interactive activities
- Video content
- Look and feel specific to a healthcare environment
- Accessibility functionality for WCAG AA compliance
- Full course voiceover
- Assessments at the end of each section
- Certificate of completion
- [Adaptics](#) - Kineo's pre-assessment technology

INFECTION PREVENTION AND CONTROL – TRANSMISSION BASED PRECAUTIONS

Course Duration

30 minutes

Subject Matter Expert

Sue Atkins, Victorian Department of Health and Human Services
Regional Infection Control Advisor

Infection Prevention and Control - Transmission Based Precautions course is targeted at healthcare workers in clinical or acute care. The goal of this training is to reduce the incidence of

infection in the clinical workplace. This online course forms part of infection prevention professional development.

This course is primarily focused on healthcare associated infections (HAIs). These are infections that are acquired in healthcare settings or that occur as a result of care or treatment. HAIs are the most common complication affecting hospital patients. They are also common in other healthcare settings, such as GP clinics, dental clinics and long-term care facilities - for example residential aged care facilities.

This course has been developed to give the learner an understanding of how to apply transmission-based precautions, contact precautions and droplet precautions, airborne precautions. It also looks at other additional factors.

Target Audience

This course is specifically designed for clinical staff.

Learning Outcomes

This course provides training in the following areas.

- Transmission-based precautions used in healthcare environments to prevent and control infection
- What contact precautions are and how to use them against contact with infectious agents
- What droplet precautions are and how to use them to prevent infection transmission
- What airborne precautions are and how to use them against infectious agents.

Transmission-based precautions are used alongside standard precautions. You should have a good understanding of basic microbiology and standard precautions used in infection prevention and control, before completing this course.

Course features

Transmission Based Precautions is a focused online training course featuring the following.

- 30 minutes course duration
- Interactive activities
- Video content
- Look and feel specific to a healthcare environment
- Accessibility functionality for WCAG AA compliance
- Full course voiceover
- Assessments at the end of each section

- Downloadable mask poster
- Certificate of completion
- [Adaptics](#) - Kineo's pre-assessment technology

HEALTHCARE EMERGENCY PREPAREDNESS

Course Duration

20 minutes

Subject Matter Expert

Chubb

This course is designed to train the learner in how to recognise and respond to an emergency code in a healthcare setting.

Target Audience

This course is suitable for professionals who work in health care.

Learning Outcomes

Healthcare Emergency Preparedness course is a short, behaviourally-focused course, designed so that when the worst happens, healthcare workers can respond quickly and appropriately. Throughout the training, learners are provided with clear training regarding each colour code – what it's called for, when it should be called, and how to respond to it. Each colour code is reinforced with clear, visual styling. Case studies and videos are used to ensure engagement throughout.

The course also contains filtered learner-specific content regarding Code Grey. Code Grey is a healthcare emergency code used in Victoria, for a threatening incident that can be handled internally – without referring to exterior Emergency Services.

This course will give you an understanding of:

- which colour codes are used for which specific emergencies
- when to initiate an emergency code, and
- how to behave in specific emergency situations.

HEALTH SERVICES INDUCTION

Course Duration

45 minutes

Subject Matter Expert

Sue Atkins, Victorian Department of Health and Human Services
Regional Infection Control Advisor

This course provides an understanding of some of the key requirements of workers in the health services industry.

Target Audience

This course is designed for workers in the health services industry.

Learning Outcomes

This course provides an understanding of:

- patient safety
- infection control
- workplace safety
- fire safety and emergency management
- Infection prevention and control
- professional conduct in the workplace and what to do if you are being bullied or harassed
- managing occupational violence and aggression, and privacy and confidentiality.

HAND HYGIENE FOR HEALTHCARE WORKERS

Course Duration

20 minutes

Subject Matter Expert

Sue Atkins, Victorian Department of Health and Human Services
Regional Infection Control Advisor

Hand Hygiene for Healthcare Workers course has been developed as infection prevention training for workers in healthcare environments. Hand hygiene is a standard precaution against healthcare associated infections for all healthcare facilities. The likelihood of somebody becoming infected is drastically reduced when people perform hand hygiene correctly and at the right times.

The training aims to encourage hand hygiene practices that stop and control the spread of infection and prevent healthcare associated infections.

Target Audience

The Hand Hygiene for Healthcare Workers training course is appropriate for all staff working in health care settings.

Learning Outcomes

This course provides healthcare workers with the following behaviourally focused training.

- The role hand hygiene plays in preventing and controlling infection.
- How to perform hand hygiene according to the World Health Organisation (WHO) guidelines.
- When to use alcohol-based hand rub (ABHR) or soap and water.
- When hand hygiene is necessary.

Course features

Hand Hygiene for Healthcare Workers is a focused online training course featuring the following.

- 15 minutes course duration
- Homepage
- Interactive activities
- Video content
- Extra resources, including handwash video and printable posters
- Look and feel specific to a healthcare environment
- Accessibility functionality for WCAG AA compliance
- Full course voiceover
- Assessments at the end of each section
- Certificate of completion
- [Adaptics](#) - Kineo's pre-assessment technology

BASIC LIFE SUPPORT

Course Duration

55 minutes

Subject Matter Expert

Michelle Smith, Clinical Nurse Educator and Deterioration and Resuscitation Coordinator, Djerriwarrh

The **Basic Life Support** (BLS) course is developed to provide healthcare professionals with a general understanding of how to respond in an emergency situation.

The course is designed to be consistent with the Australian and New Zealand Committee on Resuscitation (ANZCOR) guidelines. Basic Life Support teaches based on the DRSABCD structure, as outlined by ANZCOR.

Basic Life Support covers the skills required to respond to an emergency situation, particularly an unconscious casualty. The training package respects the learner's existing skills and knowledge. The course is designed to be short and highly engaging. Interactive activities include simulated rhythm training for compressions, AED placement on an unconscious casualty and scenarios specific to a healthcare setting.

Target Audience

The Basic Life Support course is designed specifically as refresher training for healthcare professionals.

This is vital training for professionals with an obligation to respond to emergency life-and-death situations. The course aligns to ANZCOR and Australian Resuscitation Council (ARC) guidelines.

Upon successful completion of this online learning course, the learner will receive a statement of attainment in the form of a certificate.

Learning Outcomes

This course provides healthcare professionals training in:

- How to provide basic emergency basic life support, in line with ANZCOR.
- Assessing a situation, identifying dangers and calling for help.
- Identifying airway obstructions and managing breathing.
- Why and how cardiopulmonary resuscitation (CPR) is performed.
- The safe use of an automated external defibrillator (AED).

This course is an ideal lead-in course for advanced life support training.

Course features

Basic Life Support is a focused online training course featuring the following.

- 55 minutes course duration
- Interactive activities
- Look and feel specific to a healthcare environment
- Accessibility functionality for WCAG AA compliance
- Full course voiceover
- Assessments at the end of each section
- Certificate of completion
- Printable DRSABCD poster
- Adaptics - Kineo's pre-assessment technology

COVID-19 CORONAVIRUS PREVENTION

Course Duration

5 minutes

Subject Matter Expert

University of South Australia

This course has been developed to provide learners with an understanding of what the COVID-19 Coronavirus is, some of the common myths surrounding the pathogen and what you can do to help reduce the risk of infection.

Target Audience

This new course is designed for all workers; but of particular importance to anyone interacting with older people or those who have recently been overseas.

Learning Outcomes

This course provides an understanding of:

- What the COVID-19 Coronavirus is.
- Some of the common myths surrounding the pathogen.
- What you can do to help reduce the risk of infection.