

## Mandatory Training Equivalency Matching Submission Dates and Process for 2020

Date
16 March 2020
11 May 2020
13 July 2020
14 September 2020
16 November 2020

### Recognition for Equivalency of Alternative Mandatory Training Resources

#### Purpose

The Mandatory Training Equivalency Matching Panel's (the Panel) purpose is to determine that alternate mandatory training resources used within Local Health Districts (LHDs), Specialty Health Networks (SHNs) and Health Agencies (HAs) meet the NSW Health Statewide mandatory training requirements.

#### Context

An operational support component of the NSW Health Mandatory Training statewide implementation is a process to validate alternate training resources as being equivalent to the mandatory training resources endorsed by the Mandatory Training Standing Committee (MTSC) and available through My Health Learning. This is to ensure standardised mandatory training practices across the NSW Public Health System.

State endorsed resources, available through My Health Learning, have been developed in consultation with subject matter experts (SMEs) and the NSW Ministry of Health to meet the mandatory training requirement of:

- A Statute (legislation);
- A National Safety and Quality Health Service Standard (NSQHSS); and/or
- A Ministry of Health Policy Directive for training.

It is acknowledged that LHDs/SHNs and HAs have developed or purchased training resources to meet their NSW Health mandatory training obligations and specific organisational needs. The Mandatory Training Equivalency Matching process, administered by the Panel, is to ensure that the local training resource matches that of the MTSC endorsed offering and adheres to the mandatory training requirements within Legislation, NSQHSS and/or Policy Directives.

## Process

### Submission of the Request

- Local Health Districts (LHDs), Specialty Health Networks (SHNs) and Health Agencies (HAs) are requested to submit their training resources for matching against the requirements of the relevant Legislation, National Safety and Quality Health Service Standard and/or Ministry of Health Policy Directives by the listed Submission Due Dates.
- The submission must include:
  - The *Request Form for Mandatory Training Resource Equivalency* as a cover page.
  - Chief Executive (or authorised delegate) sign-off on the submission for equivalency to ensure a robust governance procedure at the Local Health District (LHD), Specialty Health Network (SHN) or Health Agency (HA)
  - A clear *Statement of Learning Objectives/Outcomes* mapped to the State endorsed offering for panel review.
  - A copy of *slides for eLearning modules* mapped to the Statement of Learning Objectives/Outcomes
  - A *Lesson Plan/Instructor's Guide* for face-to-face training sessions
  - A copy of Local Training Resources including *Presentations* and *Participant's Handout(s)*.

### Panel assessment and recommendation

The Mandatory Training Equivalency Matching Panel (the Panel) convenes as required from March to November to assess submitted alternative mandatory training resources.

Equivalency for alternative mandatory training resources is assessed against State endorsed resources, relevant Legislation, National Safety and Quality Health Service Standard and/or Ministry of Health Policy Directives.

- Should the Panel's assessment be that further expert opinion is required, subject matter experts and/or policy authors are consulted and invited via CE correspondence to review the alternative resources with feedback to the Panel.
- Should the Panel's assessment be that equivalency is matched a recommendation is submitted to the Chief Executive (CE) HETI for endorsement.
- Should the Panel's determination be that equivalency is not matched a recommendation with rationale for the decision is submitted to the CE HETI for endorsement.
- The Panel's assessment is communicated to the LHD/SHN or HA through CE correspondence.
- A copy of the Panel's decision is also sent to eHealth NSW Corporate IT, LMS Team Leader as a record.

### Mandatory Training Equivalency Matching Panel Members

- Executive Director, Professional Practice and Interprofessional Collaboration, HETI
- Executive Director Medical Portfolio, HETI
- Senior Program Managers, Professional Practice and Interprofessional Collaboration, HETI
- Program Officer, Professional Practice and Interprofessional Collaboration, HETI
- NSW Health Subject Matter Experts (as required - related to the training requirement submitted)

## Flow Chart representation of Process

