

Chief Executives
Local Health Districts and Specialty Networks

Dear Chief Executive

Medical Officers Mandatory Training

The Medical Officers Mandatory Training Working Group was convened in 2015 to review the mandatory training requirements for medical officers. Based on recommendations from the working group the Ministry of Health, HETI and eHealth have been working to streamline the requirements for medical officers. The attached document provides details of the current training requirements for medical officers.

Table 1 provides a summary of the September 2015 Communique, these remain current.

Table 2 provides a list of the training requirements that are mandatory for local determination.

Table 3 provides a list of the revised and amalgamated medical officers Mandatory Training modules for Phase 2 implementation. These have been redeveloped in line with the recommendations from the Medical Officers Mandatory Training Working Group and included updating content and amalgamating 11 modules into the revised 5. The revised training modules will be available on My Health Learning for Medical Officers from 4 September 2017.

As detailed in the attachment, Medical Officers that have completed all the previous modules that align with the revised training module will not be required to do the revised module. Instead they will be marked as autocomplete via a data migration process that will occur from 21 to 25 August 2017. A Learner Process Flow chart is also included, providing diagrammatic detail of the Phase 2 training requirements.

Please note that the Directors of Medical Services met on 23 June 2017 and agreed that a 6 month time-frame should be adequate for medical officers to achieve the approved 80% compliance rate for the Phase 2 Mandatory Training requirements.

Should you have any questions in relation to this correspondence please contact Ms Tamara Lee, Director Workforce Policy and Development by email: talee@moh.health.nsw.gov.au or by Phone: 9391 9883.

Yours sincerely



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Executive Director
Workforce Planning & Development
CC: Directors of Medical Services

21.7.17

Mandatory Training for Medical Officers – August 2017

Table 1 - September 2015 Communique – Targeting is state-wide by ANSZCO Code

SMOs (including VMOs)	JMOs	Frequency
Fire Safety and Evacuation (only for staff working in Healthcare Facilities)	Fire Safety and Evacuation (Online and Practical)	Annual
Privacy: Know your boundaries	Privacy: Know Your Boundaries	Once only
Open Disclosure	Open Disclosure	Once only
Hand Hygiene for Medical Officers	Hand Hygiene for Medical Officers	Every 5 years
Basic Life Support & Life Support Assessment Tools	Basic Life Support & Life Support Assessment Tools	eLearning: Every 5 years Assessment: Annual
Between the Flags (Online)	Between the Flags (Online)	Once
Fetal Welfare Assessment and Obstetric Emergencies and Neonatal Resuscitation Training (FONT) (only for staff in Obstetrics/Gynaecology)	Fetal Welfare Assessment and Obstetric Emergency and Neonatal Resuscitation Training (FONT) (only for staff in Obstetrics/Gynaecology)	Every 3 years
	Work Health and Safety	Once only
	Respecting the Difference (Online and Face to Face (where available))	Once only

Table 2 - Mandatory Training for local determination based on role, service or location

Identification of staff required to do this training occurs at a local level and targeting is achieved via submitting the HETI Proforma to eHealth.

Locally Determined Training	Frequency
PPE Local Induction to Personal Protective Equipment	Every 5 years
Violence Prevention & Management- Personal Safety	Once only
Violence Prevention & Management- Team Restraint	Every 5 years
Child Protection- Targeted 1 day Training	Once only
Designated Officer Training	Every 2 years
Recruitment & Selection Convenor Learning Pathway	Within the last 3 years
Injury Management	Once
COPSETI for Mental Health Medical Officers eLearning	Once

Table 3 - Phase 2 Mandatory Training for all Medical Officers

Targeting is state-wide by ANZSCO Code – frequency is once only

All Medical Officers will be targeted to complete the revised training modules from 4 September 2017

Revised Training Modules for Phase 2	Previous modules
Work, Health and Safety for Medical Officers	Introduction to Work Health and Safety Hazardous Manual Tasks
Infection Prevention Strategies for Medical Officers	Infection Prevention and Control Practices Aseptic Technique Sharps Injury for Clinical Staff Waste Management
Safety and Quality for Medical Officers	Introduction to Safety and Quality Safety and Quality – Advanced
Violence Prevention and Management for Medical Officers	Violence Prevention and Management – Awareness Violence Prevention and Management: An Introduction to Legal and Ethical Issues
Care Coordination for Medical Officers	Care Coordination

For Medical Officers that have completed all the previous modules that align with the revised training module will not be required to do the revised module. Instead they will be marked as autocomplete via a data migration process that will occur from 21 to 25 August 2017.

Please note if a medical officer has not completed ALL of the previous modules that align with the revised training module, they will be targeted to complete the revised module.

Learner Process Flow for Phase 2 Medical Officer Mandatory Training Pathway.

- Users are directed to an overarching challenge test (15 questions), which, if successfully completed, will autocomplete for all 5 modules
- If unsuccessful in completing the overarching challenge test, users will be directed to complete a challenge test for each module (5 questions)
- For each module, if successful in completing the pre-module challenge test, they will autocomplete the module or, if unsuccessful, will be required to complete the entire module.

A Learner process flow chart detailing this process is included below

Learner Process Flow Chart for Phase 2 Medical Officer Mandatory Training Pathway

