

## Suggested Online Learning Modules – DPET Orientation

Name	Description	Length
1. Assessment and Feedback for Junior Medical Offices	This course is designed for Junior Medical Officers (JMOs) and Term Supervisors. It explains what the assessment process is, and practical tips on how to make the assessment process as effective and helpful as possible.	90
2. Making meetings work	to learn how to conduct productive, effective meetings to ensure good use of participant's time.	20
3. An Introduction to Mentoring	an overview of the principles for successful mentoring from the perspectives of the mentor, the mentee and the organisation overall.	50
4. Introduction to Medical Supervision	For doctors who want to become better supervisors.	20 to 30
5. Manage Grievance Early	Outline the system that managers can use to appropriately and consistently respond to and manage workplace grievances, with the key objective of speedy and effective resolution.	30
6. Effective Workplace Conversations	an overview to support effective workplace conversations. It can assist in ensuring that our conversations support a harmonious work environment, which can contribute to better patient outcomes. The module will review three fundamental skills used to support effective workplace conversations: (1) choosing the right time and place; (2) preparing for the conversation; and (3) applying communication skills.	30
7. Adult Learning Theories and Principles	The module encourages educators to apply adult learning theories and principles to foster a learner-centred approach to education delivery.	20
8. Evaluating Education & Training	this module aims to provide educators at a proficient level with the skills and knowledge necessary to develop and review evaluation tools and processes for education and training programs; and to use evaluation to review and modify resources and improve practice.	15
9. Supporting the Learner	This program introduces NSW Health employees to the concepts and principles associated with supporting colleagues and staff who are learning on the job.	30
10. Exploring Educational Delivery Methods.	Assist educators to choose a variety of teaching strategies to support learner centred education and foster learner interaction and reflection.	30

<b>11. Supporting the Learner</b>	Enable NSW Health staff to become skilled at facilitating learning in the workplace. This module is for experienced educators who would like to enhance their knowledge and skills at adapting teaching strategies to facilitate learning and support learners in difficulty.	30
<b>12. NSW prevocational accreditation program: module 1-overview</b>	This module introduces the HETI Prevocational Accreditation Program. It will give NSW Health staff the opportunity to explore, why and how HETI accredits prevocational training providers, the prevocational accreditation cycle, the components of the accreditation process and the role of the Medical Board of Australia and the Australian Medical Council in prevocational accreditation.	30
<b>13. NSW prevocational accreditation program: module 2-standards and rating scale</b>	This module provides a description of the NSW Prevocational Accreditation Standards and rating scale.	30
<b>14. NSW prevocational accreditation program: module 3-preparing for a HETI survey visit</b>	This module provides information for hospitals and health facilities (prevocational training providers) on how to prepare for a HETI prevocational accreditation survey.	45