Education Options for Nurses e-Booklet 2009
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Austin Health is one of Victoria’s largest health care providers.

Comprised of Austin Hospital, Heidelberg Repatriation Hospital and Royal Talbot Rehabilitation Centre, Austin Health is a major teaching and research centre with numerous university and research institute affiliations.

Catering to diverse multicultural and veteran communities, Austin Health delivers vital statewide services to Victorians and a vast array of specialty services to the people of Melbourne’s north-eastern corridor in a safety-focussed, team-orientated and stimulating work environment.

The new 400 bed Austin Hospital Tower opened mid 2005 and further redevelopment is underway.

Austin Health employs professional specialist educators and invites specialist from around Victoria to provide the best possible nursing education.
Clinical Nursing Education Department

The Clinical Nursing Education Department (CNED) offers an extensive range of high calibre clinically relevant education opportunities.

CNED staff can provide you with assistance with planning an individual program to meet your needs.

We also offer consultancy services geared to meet the needs of your organisation. We can design an education program and deliver it on-site if required.

The programs offered by CNED are

- Postgraduate Studies
- Advanced Practice Programs
- Clinical Skills Courses
- Clinical Skills Courses with competency assessment
- Clinical Skills Competencies
- Flexible Learning Options
- Supported Learning Programs
  - Graduate Nurse Year Program
  - Practice Advancement Program
  - Return to Practice Program

Other Areas Offering Education to Nurses at Austin Health

- Respecting Patient Choices
- Learning and Organisational Development
- Occupational Health & Safety
- Information Technology
Teaching, training and research at Austin Health is multi-faceted and occurs through the affiliations with universities. The Clinical Nursing Education Department (CNED) offers a variety of postgraduate courses which provide extensive clinical experience in your preferred specialty. The theoretical components of our courses are offered through two of Victoria’s most prestigious universities; La Trobe University and RMIT University.

Clinical requirements of all postgraduate courses are completed at Austin Health. We offer a graduate diploma award with the opportunity to exit at graduate certificate level. A range of electives are available with the university to complete the Graduate Diploma. A variety of employment options are offered subject to individual course requirements.

CNED provide flexibility within the study programs. Extensive support is available from Nurse Educators, Course Coordinators, Clinical Support Nurses and peers.

Division 1 Nurses registered in Victoria are encouraged to explore these opportunities and to realise their potential as staff members of Austin Health.

Entry requirements are specified for each course. You will need to meet with university pre-requisites to be eligible for these Austin Health courses.

**NOTE**: Courses will only run upon sufficient enrolment numbers
Postgraduate Courses offered at Austin Health with multiple exit points:

- **Acute Care** – Medical, Surgical or Orthopaedic Nursing (La Trobe University)
- **Cancer Nursing** (La Trobe University)
- **Cardiac Care** (La Trobe University)
- **Emergency Nursing** (RMIT University)
- **Intensive Care Nursing** (RMIT University)
- **Neuroscience Nursing** (RMIT University)
- **Perianaesthesia Nursing** (La Trobe University)
- **Perioperative Nursing** (La Trobe University)
- **Renal Nursing** (La Trobe University)
- **Spinal Nursing** (La Trobe University)

**Application information**
Postgraduate Study
Austin Health Staff Only

MASTERS OF NURSING (ACUTE CARE)

IN AFFILIATION WITH

LA TROBE UNIVERSITY

This course will provide participants with in-depth knowledge and skills necessary to practice in contemporary acute care nursing settings. Participants undertake two core subjects during the year plus one elective subject in second semester that allows students to specialise in their chosen field. Speciality streams are: medical, surgical or orthopaedic nursing.

Rotations for the medical stream include MAPU, General Medicine/Toxicology, the Emergency Department, Respiratory Unit (including Ventilation Weaning Unit), Renal, Spinal, Neuroscience and ICU. In addition a clinical visits week will provide insight into the workings of areas such as Care Coordination, Continence Nursing, Diabetes, Endoscopy Suite, Radiology, Respiratory Function Lab, Nuclear Medicine, Infection Control and Aged Care Services.

The surgical stream includes rotations through a variety of clinical specialities, such as colorectal, urology, liver transplant, upper gastrointestinal, breast and gynaecological surgery. Short rotations to the Post Anaesthetic Recovery Unit and the orthopaedic ward are also included. A clinical visits week provides insight into the workings of the ambulatory care centre, the liver transplant unit, radiology, endoscopy suite and the roles of the stomal therapy nurse consultant and the surgical discharge co-ordinator.

The orthopaedic stream rotations include the Post-Anaesthetic Care Unit and the two general surgical wards. A clinical visits week will provide insight into the workings of areas including: orthotics and prosthetics, pre-admission clinic, orthopaedic outpatients, hand clinic and the fracture clinic.
**Entry Requirements:**
Registered nurse (Div 1) with at least 12 months experience in acute medical, surgical or orthopaedic nursing is highly desirable
A desire to develop professionally and to pursue a career in medical, surgical or orthopaedic nursing
A desire to engage in self-directed learning

**Further Information**
Please contact the course coordinator Medical/Surgical
Name    Angela Tremayne
Telephone    03 9496 4754
Email:     acutecare.cned@austin.org.au
Postgraduate Study

Masters of Nursing (Cancer/Palliative Care Nursing)  
OR  
Cancer/Palliative Care Nursing (Graduate Certificate)

IN AFFILIATION WITH

This program, offers clinical experience in one of the largest cancer treatment and research facilities in the country. Course participants rotate through clinical placements in acute oncology/haematology, palliative care, radiation therapy, day oncology and associated treatment and research units.

The Masters of Nursing program is structured over three years with the first year offered co-jointly by La Trobe University and Austin Health. Satisfactory completion of the first year entitles students to automatic entry into the second year of the Masters program or to exit with a Graduate Certificate in Cancer/Palliative Care.

Entry Requirements:
Registered nurse (Div.1)  
Minimum one year of nursing experience.  
Demonstrated interest and commitment to cancer/palliative care nursing

Further Information
Please contact the course coordinator
Telephone  9496 4459  
Email cancer.cned@austin.org.au
The aim of this course is to offer nurses an opportunity to develop an understanding of intensive cardiac and cardiothoracic nursing through a combination of specialised clinical experience and critical care theoretical knowledge. Students will gain an overview of the continuum of care of the patient with cardiac disease from home (MICA), during the acute phases (hospital) and through the rehabilitation process. A weekly clinical tutorial program and clinical rotations into various specialty units support the course. Clinical rotations throughout the year include: Ward 5 East; incorporating critical care, cardiac and thoracic, Ward 5 North; the Cardiac Catheterisation Laboratory, the Intensive Care Unit, and the Emergency Department. A department week also incorporates clinical visits to the following specialty services: Cardiac Operating Suite, Cardiac Surgery HITH, Cardiac Rehabilitation Outpatients program and MICA.

**Entry Requirements:**
Registered nurse (Div.1) with at least one year’s recent acute nursing experience, who have a keen interest in Cardiac nursing and are motivated to develop advanced skills and knowledge in this dynamic specialty

Short course and/or seminar in ECG’s is advantageous but not essential

Further information:
Please contact the course coordinator
Name Robyn Purcell
Telephone 9496 4757
Email cardiac.cned@austin.org.au
Graduate Certificate in Emergency Nursing

In affiliation with

RMIT University

The Austin Hospital Emergency Department services approximately 60,000 patients per year; we see a wide spectrum of clients. The course will encompass rotations through ICU, CCU, Paediatric Ward, CATT Team, and mobile intensive care ambulance. Clinical support, in all areas of the department, is provided by the course coordinators and critical care trained staff.

Clinical skills gained include care of the critically ill patient, IV Cannulation, plastering, suturing, ABG sampling, adult and paediatric advanced life support, ventilation and ECG skills.

Entry Requirements:
Registered nurse (Div 1) with one year minimum experience in acute nursing
A keen desire to develop professionally and pursue a career in the specialty
Suitability for acceptance at an RMIT University

Further Information
Please contact the course coordinators
Name Yasmin Ellis
Telephone 9496 4729
Email emerg.cned@austin.org.au
Postgraduate Study

Graduate Certificate in Intensive Care Nursing

In affiliation with

This program provides an acute clinical experience opportunity in an adult ICU, supported by 2 educators and clinical ICU staff. Specialist experience is also gained in cardiac surgery, coronary care, and emergency. This well established program has been affiliated with RMIT University since 1993. Graduates from the course are eligible for award salary increase and have skills/knowledge appropriate for any adult ICU setting.

Entry Requirements:
Registered nurse (Div.1) with at least 2 years experience in acute medical or surgical nursing
Short course or seminar in ECG, respiratory care or HDU is desirable
A high standard of interview performance and reference check
Suitability for acceptance at an RMIT University

Further Information
Please contact the course coordinator
Name Prof Ian Baldwin
Telephone 9496 4831
Email icu.cned@austin.org.au
Postgraduate Study

GRADUATE DIPLOMA IN NEUROSCIENCE NURSING
OR
GRADUATE CERTIFICATE IN NEUROSCIENCE NURSING

IN AFFILIATION WITH

The aim of this course is to provide nurses with the opportunity to become a clinical expert in neuroscience nursing.

A variety of specialty clinical experiences is available including neurosurgery, neurology, acute spinal cord injuries, spinal rehabilitation and acquired brain injury. Participants have access to paid study days at Austin Health and supernumerary days to experience related areas of the course – Intensive Care Unit, Operating Suite and Emergency Department. Participants have access to a dedicated course coordinator and unit based preceptorship program.

Entry Requirements:
Registered Nurse (Div 1) with at least 12 months experience in acute medical or surgical nursing
A desire to develop professionally and pursue a career in the neuroscience nursing area

Further Information
Please contact the course coordinator
Name Belinda Ford
Telephone 9496 4749
Email neuro.cned@austin.org.au
Postgraduate Study

Masters of Nursing (Perianaesthesia Care) 
or 
Post graduate Diploma of Nursing Science in Perianaesthesia Nursing 
or 
Graduate Certificate in Perianaesthesia Nursing

in affiliation with LA TROBE UNIVERSITY

This course provides participants with in-depth knowledge and skills in the area of Perianaesthesia Nursing. The clinical component is undertaken at Austin Health, where emphasis is placed upon assisting participants to develop skills and expertise in the areas of anaesthesia, post anaesthesia and high dependency nursing.

The clinical program involves rotation through anaesthesia, post anaesthesia care, intensive care, coronary care, cardiac catheter laboratory, preoperative clinic, day surgery, pain services and perioperative nursing. The Mercy Hospital for Women participants have the support of the Course Coordinator, Clinical Support Nurses and Anaesthesia and Post Anaesthesia Recovery Unit nursing staff to assist in the development of clinical skills and competence.

Entry Requirements
Registered Nurse (Div. 1) with at least 12 months experience in acute medical or surgical nursing
Previous experience in perianaesthesia is desirable but not essential

Further Information
Please contact the course coordinator
Name Fiona Hull 
Telephone 9496 4752 
Email perian.cned@austin.org.au
Postgraduate Study

Masters of Nursing Science (Perioperative Care)  
OR
Perioperative Nursing Science (Postgraduate Diploma)  
OR
Perioperative Nursing (Graduate Certificate)

IN AFFILIATION WITH

LA TROBE UNIVERSITY

This course aims to assist the student in developing skills and expertise in the area of perioperative nursing. Experience is gained by rotations through a wide range of surgical specialities and also includes rotations through anaesthesia, recovery, Mercy Hospital operating suite, liaison nursing and endoscopy. Clinical support, in all areas, is provided by the course coordinator, clinical support nurse and perioperative nursing staff.

Entry Requirements:
Registered nurse (Div.1) with at least 12 months experience in acute medical or surgical nursing
Perioperative experience not essential but an advantage

Further Information
Please contact the course coordinator
Name    Ann Parkman
Telephone  9496 4753
Email    periop.cned@austin.org.au
Postgraduate Study

Masters of Nursing (Renal)
With the option to exit at
Graduate Certificate in Renal Nursing
Or
Postgraduate Diploma in Renal Nursing

In affiliation with

La Trobe University

The Department of Nephrology at Austin Health consists of an in-patient renal ward, a peritoneal dialysis unit, an acute haemodialysis unit, four satellite haemodialysis units and a renal transplantation program. As a student you will rotate through all these areas and gain new skills and knowledge with the support of the course coordinators, clinical support nurse and an active preceptorship program.

Entry Requirements:
Registered nurse (Div 1) with at least 12 months experience in acute medical or surgical nursing
A keen interest in renal care nursing

Further Information
Please contact the course coordinators
Names Megan Sandiford
Robyn Peel
Telephone 9496 4761
Email renal.cned@austin.org.au
Postgraduate Study

Masters of Nursing (Spinal Cord Injury)

IN AFFILIATION WITH

La Trobe University

This course has been designed to promote and develop the role of the nurse in the management of spinal cord injuries (SCI). Nurses are expected to provide care of increasing complexity in specialist spinal units from the early stages of acute management through to rehabilitation and into the community. The course offers advanced education and training in comprehensive assessment of a relatively young patient population learning to cope with a sudden lessening of independence and the acquisition of a wide repertoire of new life skills.

The clinical component of the program allows the student to work in an approved Spinal Cord Injuries centre in Australia and should provide experience in both the acute and rehabilitation settings. The skills developed will allow the nurse to care for a spinal cord injured person from the acute phase through to rehabilitation and community follow up.

**Entry Requirements:**
Registered nurse (Div 1. Grade 2) with at least 12 months experience
An interest in the area of spinal cord injury nursing

**Further Information**
Please contact the course coordinator

Name       Anna Brown or Kathy Carmuciano
Telephone  9496 4759/9496 4760
Email      spinal.cned@austin.org.au

Telephone  9496 4759/ 9496 4760
Email      spinal.cned@austin.org.au

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Postgraduate Study

Application Process
(Australian and New Zealand students)

- Applications must be received by mid-September for enrolment in the following academic year
- Submit a letter of application and CV to the relevant course coordinator at Austin Health
- Acceptance into a course will follow an interview process
- Application to the appropriate university will need to be lodged concurrently

International Students

Upon application to Austin Health contact The Australian Embassy within your resident country. You will need to complete Form 1066 (application for Long Stay Business Visa). This application cannot be completed without a formal letter of appointment from Austin Health. You will receive formal notification of employment upon successful interview.

The Australian Embassy will be able to help you with your visa application.
Introduction

The Advanced Practice Programs are designed to increase clinical knowledge and skill and may attract credits towards a formal award within the higher education sector.

Health professionals are able to increase their practical knowledge while building on their formal credentials in the form of either a speciality or generic postgraduate qualification.

Available Courses

- Ageing—The Physiological & Psychological Changes
- Clinical Education
- High Acuity Nursing
- Orthopaedic Nursing
- Patient Assessment
- Rehabilitation Nursing
- Respiratory Nursing
- Tissue Transplant

Enrolment Information

Application Form
Advanced Practice Programs

Ageing
The Physiological & Psychological Changes

Knowledge and skills specific to the care of older adults are becoming key elements of general nursing practice with the increase in the aged population of Australia. This program is essential for understanding the physiological and psychological changes in the aged and the related care issues. This course will cover the normal course of ageing as well as age related pathologies and the prevalence, impact, and management of dementia, depression and delirium.

Course Content

- Ageing Australia
- Dementia-incidence, impact, & behavioural management
- Delirium
- Depression
- Wounds
- Cardiac conditions
- Common Orthopaedic conditions
- Dehydration
- Limitation of treatment issues
- Respiratory conditions
- Polypharmacy
- Ethical considerations
- Discharge planning
- Continence
- Falls & restraint
- Renal conditions

Learning Outcomes

- Demonstrate an understanding of the physiological and psychosocial changes associated with ageing
- Develop an awareness of the ageing population and its impact for the health care system
- Identify and manage older patients risk factors and needs when undergoing medical and surgical interventions
- Identify and discuss the impact of technological interventions on the elderly
Advanced Practice Programs

Ageing
The Physiological & Psychological Changes

**Targeted Group**
The course is suitable for Division 1 and 2 nurses working in the acute sector or residential care.

**Prerequisites**
No

**Pre-reading**
No

**Assessment**
Participants will be required to complete a self-directed learning package
Deliver a 10 minute presentation
Undertake Reflective Journalling

**Duration**
5 days
40 hours

**Times**
8.30am—5.00pm

**Dates**
10/11, 19/11, 26/11, 03/12 and 10/12/2009

**Charges**
Austin Health Staff $160.00
External Applicants $550.00

This course has been endorsed by APEC No 05021071 as authorised by RCNA according to approved criteria

CNE – 25 points
Clinical Education

For clinicians interested in clinical education. This course provides theoretical concepts on the principles of teaching and learning. It promotes the application of these in the planning and implementation of clinical education in a variety of learning environments.

Course Content

- Philosophies, theories and principles of clinical education
- Teaching methods and technologies
- Clinical competencies
- Design of learning packages
- Clinical evaluation and performance review
- Preparation of an education session

Learning Outcomes

- Develop an understanding of selected philosophies and theories of teaching and learning
- Understand features of the clinical environment that present opportunities to teach
- Develop an increased appreciation of their own personal styles of interpersonal interaction and the effect of those styles on the teaching and learning environment
- Identify and correctly interpret indicators of competence in clinical performance
- Understand alternative technologies and methods of clinical teaching
- Prepare and deliver a clinical education session
- Write a learning package for use by clinicians
Advanced Practice Programs

Clinical Education

Targeted Group  Division 1 nurses only

Prerequisites  Nurses working in, or desiring to work in, the field of nursing education

Pre-reading  No

Assessment  Participants will be required to write a Self Directed Learning Package (3,000 words – due within 2 weeks of course completion)
            Deliver a 30 minute presentation (50% of total mark)

Duration  5 days
            40 hours

Times  8.30am—5.00pm

Dates  13/07, 20/07, 10/08, 21/08, 28/08/2009

Charges  
            Austin Health Staff  $160.00
            External Applicants  $550.00

This course has been endorsed by APEC No 05021071 as authorised by RCNA according to approved criteria

CNE – 25 points
Advanced Practice Programs

High Acuity Nursing

This course will provide an introduction to critical care nursing concepts in patient care by promoting the development of theoretical knowledge in high acuity nursing. Information presented will provide a theoretical and practical basis for advanced clinical practice in a variety of acute settings within nursing.

Course Content

- Cardiac rhythm management
- Cardiac arrhythmias and pathophysiology
- Chest pain management
- The O₂HB dissociation and O₂ therapies
- Underwater seal drainage
- Chest X-ray interpretation
- APO/PE/Pneumonia
- Tracheostomy care
- Neurological observations and assessments
- Neurological conditions
- Fluid and electrolyte balance
- Acute renal failure
- Arterial blood gas interpretation
- Assessment of blood results
- Patient assessment
- Haemodynamic monitoring
- Nursing research
- Priorities of HDN patient care
- Overview of pharmacology in HDU
- Drug calculations and infusions

Practical sessions

- Respiratory/CPAP/BiPAP/High Flow
- Patient monitoring
- Arterial/CVC lines
- Intubation/Airway management
Advanced Practice Programs

High Acuity Nursing

Targeted Group  Suitable for Division 1 nurses only

Prerequisites
Rhythm Recognition Course and completion of self-directed learning package prior to undertaking the course

Pre-reading  Self-directed learning package

Assessment  Self-directed learning package,
            A presentation
            An essay

Duration  4 days
            32 hours & 8 hours for completion of the self-directed learning package

Times  8.30am-5.00pm

Dates
Program 1  01/04, 08/04, 15/04 and 22/04/2009
Program 2  29/09, 06/10, 13/10 and 20/10/2009

Charges  Austin Health Staff  $160.00
         External Applicants  $550.00

This course has been endorsed by APEC No 05021071 as authorised by RCNA according to approved criteria

CNE – 25 points
Advanced Practice Programs

Orthopaedic Nursing

In this course, students will develop their knowledge and ability to perform advanced care of patients with orthopaedic conditions. A systems approach will be utilised and practical and theoretical components will be incorporated into the content. Strategies for managing the unwell orthopaedic patient will be discussed. Assessment will reflect demonstration of critical practical and theoretical skills.

Course Content
- Musculoskeletal structure and function
- Physiology, Biochemistry
- Functional Anatomy
- Regional Examination of the Musculoskeletal system
- Diagnostic Procedures
- Degenerative disease processes
- Auto-immune and inflammatory disease processes
- Metabolic disease processes
- Neoplastic disease processes
- Infective disease processes
- Trauma
- Complications of Orthopaedic Trauma and Surgery
- Appendicular and Axial Skeleton Surgical Procedures
- Conservative Modalities
- The Orthopaedic Continuum of care in Elective and Emergency systems

Learning Outcomes
- Outline diagnostic procedures and the nursing management required for patients with orthopaedic conditions
- Demonstrate the correct use and care of equipment required for various orthopaedic conditions or surgeries
- Understand the theory applied to nursing practice when care for orthopaedic patients

This unit attracts credit points at La Trobe University for the Masters in Acute Care
Orthopaedic Nursing

**Targeted Group**  Designed for Division 1 & 2 nurses

**Prerequisites**  Nil

**Pre-reading**  Yes

**Assessment**  2 hour examination (50%)
Completion of a self-directed learning package (25%)
20 minute seminar presentation (25%)

**Duration**  5 days
50 hours including an exam and written assessment

**Times**  8.30am–5.00pm,

**Dates**  30/07, 06/08, 13/08, 20/08, 27/08/2009

**Charges**  Austin Health Staff $160.00
External Applicants $550.00
Patient Assessment

This program is designed for nurses who want to develop advanced patient assessment skills. At the conclusion of this program participants will be able to demonstrate a full comprehensive systems assessment of a patient.

Course Content
- Communication and history taking skills
- Techniques and tools of physical examination
- Pain assessment
- Assessment of the paediatric patient
- Assessment of the abdomen and GIT
- Assessment of the musculoskeletal system
- Assessment of the cardiovascular system
- Assessment of the respiratory system
- Assessment of the central nervous system
- Assessment skills in mental health evaluation
- Assessment of the renal system
- Assessment of the geriatric patient
- Diabetes assessment
- Family and social assessment

Learning Outcomes
- Define terms and identify purposes associated with patient assessment
- Demonstrate advanced patient assessment skills using the acquired techniques of inspection, palpation, percussion and auscultation
- Utilise a systematic approach to physical assessment to establish patient health status
- Accurately interpret and report assessment findings
- Identify abnormal findings and initiate further assessment of patient based on data obtained.
## Advanced Practice Programs

### Patient Assessment

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<tr>
<th>Targeted Group</th>
<th>Designed for Division 1 &amp; 2 nurses</th>
</tr>
</thead>
<tbody>
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<td><strong>Prerequisites</strong></td>
<td>Completion of self-directed learning package <em>prior</em> to attending lectures</td>
</tr>
<tr>
<td><strong>Pre-reading</strong></td>
<td>Self-directed learning package</td>
</tr>
<tr>
<td><strong>Assessment</strong></td>
<td>2.5 hours written exam</td>
</tr>
<tr>
<td></td>
<td>30 min practical assessment</td>
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<tr>
<td><strong>Duration</strong></td>
<td>5 days</td>
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<tr>
<td></td>
<td>32 hours plus an exam, practical assessment &amp; SDLP</td>
</tr>
<tr>
<td><strong>Times</strong></td>
<td>8.30am–5.00pm,</td>
</tr>
<tr>
<td><strong>Dates</strong></td>
<td>22/07, 29/07, 05/08 and 12/08/2009 Exam 19/08/2009</td>
</tr>
<tr>
<td><strong>Charges</strong></td>
<td>Austin Health Staff $160.00</td>
</tr>
<tr>
<td></td>
<td>External Applicants $550.00</td>
</tr>
</tbody>
</table>

*This course has been endorsed by APEC No 05021071 as authorised by RCNA according to approved criteria*

*CNE – 25 points*
Advanced Practice Programs

Rehabilitation Nursing

This course will be advertised once dates have been finalised

Watch this space………………..

Targeted Group  Designed for Division 1 & 2 nurses

Prerequisites

Pre-reading

Assessment

Duration

Times

Dates TBA

Charges

This course has been endorsed by APEC No 05021071 as authorised by RCNA according to approved criteria

CNE – 25 points
Advanced Practice Programs

Respiratory Nursing

Are you interested in advancing your practice in respiratory nursing? The content of this program prepares participants to provide care for the individual with a respiratory disorder and those with a respiratory component to their illness. Focus is on the provision of care to the patient through all phases of their condition.

Further details of the course content / outcomes are available from:

Course co-ordinator: Mara Manfrin
Telephone: 9496 4764
Email: mara.manfrin@austin.org.au

This unit attracts credit points at La Trobe University for the Graduate Certificate in Acute Nursing.
Advanced Practice Programs

Respiratory Nursing

Targeted Group  Suitable for Division 1 & 2 nurses

Prerequisites  No

Pre-reading  No

Assessment  One self-directed learning package (25%)
Two hour examination (50%)
20 minute seminar presentation (25%)

Duration  5 days
50 hours

Times  8.30am—5.00pm

Dates  08/10, 15/10, 22/10, 29/10 and 05/11/2009

Charges  
Austin Health Staff  $160.00
External Applicants  $550.00

This course has been endorsed by APEC No 05021071 as authorised by RCNA according to approved criteria

CNE – 25 points
Effective clinical management of people who have undergone organ transplantation is fundamental to the day-to-day experience of the client. This course offers you an opportunity to improve your knowledge and will assist you in assessment and care of patients who have undergone transplantation.

Course Content

- Pathology & diagnostics — liver & renal
- The organ donation process
- The Caring Continuum: client selection process, client preparation for transplantation, expected outcomes
- Preoperative, intraoperative and postoperative management
- Intensive care management of the liver transplant client
- A systems approach to assessment of postoperative complications
- Pharmacological management
- The Caring Continuum II: discharge planning, rehabilitation, community resources and outcome evaluation
- Ethical and legal issues for nurses
- The roles of the staff in the multidisciplinary team: dietician, physiotherapy, social work, chaplaincy

Learning Outcomes

- Outline diagnostic procedures and the nursing management required for individuals undergoing these procedures
- Discuss the legal and ethical implications associated with organ donation
- Understand the criteria that will determine suitability for organ transplantation and the long term outcomes for these clients

This unit attracts credit points at La Trobe University for the Graduate Certificate in Acute Care.
Advanced Practice Programs

Tissue Transplant

**Targeted Group**  
Suitable for Division 1 & 2 nurses

**Prerequisites**  
No

**Pre-reading**  
No

**Assessment**  
One self-directed learning package
3,000 word essay
A presentation

**Duration**  
5 days
40 hours

**Times**  
8.30am—5.00pm

**Dates**  
25/09, 02/10, 09/10, 16/10, and 23/10/2009

**Charges**  
Austin Health Staff  \$160.00
External Applicants  \$550.00

*This course has been endorsed by APEC No 05021071 as authorised by RCNA according to approved criteria*

*CNE – 25 points*
Clinical Skills Courses

The Clinical Skills Courses are designed to ground theory in clinical practice. These courses offer both mandatory education and optional skill-based education to health professionals wishing to further their careers. Some of these courses are available only to Austin Health staff.

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Clinical Skills Courses

Breast Cancer Study Day

Description
This study day will provide an introduction to breast cancer nursing in the surgical setting. It is designed to provide an insight into aspects of nursing which are specific to breast cancer. The content will cover basic terminology, the genetics of breast cancer development, screening methods, pathology including receptor positivity and negativity, and management of breast cancer patients in the surgical setting.

Format
Study day

Targeted Group
Recommended for surgical nurses working in areas with breast cancer patients

Prerequisites
No

Pre-reading
No

Duration
1 day
8 hours

Times
8.30am—5.00pm

Dates
20/11/2009

Charges
Austin Health Staff Free
External Applicants $130

Allocation of CNE points for this course pending
Clinical Skills Courses

Introduction to Cancer

| Description | The course will provide an introduction to cancer care in Acute Oncology, Haematology, Radiotherapy and Palliative Care settings. Recommended for any clinical staff member interested in learning any more about cancer, its treatment and its effects on the body. |
| Format | Study day |
| Targeted Group | Nurses starting in cancer services, or those with an interest in the area |
| Prerequisites | No |
| Pre-reading | Yes |
| Duration | 1 day |
| | 8 hours |
| Times | 8.30am—5.00pm |
| Dates | 29/05/2009 |
| Charges | Austin Health Staff Free |
| | External Applicants $130 |

*Allocation of CNE points for this course pending*
Clinical Skills Courses

Oncological Emergencies

**Description**
The course will cover the common oncology emergencies seen in patients with cancer. They include: Disseminated Intravascular Coagulation, hypercalcaemia, Tumour Lysis Syndrome, SVC obstruction, septic shock and spinal cord compression.

**Format**
Study day

**Targeted Group**
Designed for Division 1 and 2 nurses caring for patients with cancer

**Prerequisites**
No

**Pre-reading**
Yes

**Duration**
1 day
8 hours

**Times**
8.30am—5.00pm

**Dates**
24/07/2009

**Charges**
Austin Health Staff Free
External Applicants $130

*Allocation of CNE points for this course pending*
Clinical Skills Courses

Promoting Wellness in Cancer

Description
Do you wish to develop skills and knowledge that will improve your care of patients living with a chronic or a life threatening illness? Designed to provide an insight into the problems faced by patients and their families and to promote an environment that enhances their quality of life. The content aims to explore ways to promote wellness, by utilising support services for patient and families and providing strategies to recognize and relieve symptoms of chronic illness.

Format
Study day

Targeted Group
Anyone involved in the care of patients with cancer

Prerequisites
No

Pre-reading
No

Duration
1 day
8 hours

Times
8.30am—5.00pm

Dates
12/10/2009

Charges
Austin Health Staff Free
External Applicants $130

Allocation of CNE points for this course pending
Clinical Skills Courses

Intermediate Cardiac Life Support

Description
For nurses who work in acute clinical areas (non critical care) without formal critical care qualifications. To provide confidence during Code Blue & MET calls. To increase understanding of cardiac arrest management.

Format
½ day workshop
½ day simulation practice

Targeted Group
Designed for Division 1 nurses

Prerequisites
Rhythm Recognition Course preferred but not essential

Pre-reading
No

Duration
1 day =
(4 hours lectures)
(4 hours simulation)

Times
8.30am—5.00pm

Dates
Course 1 – 01/05/2009
Course 2 – 04/09/2009

Charges
Austin Health Staff Free
External Applicants $130

Allocation of CNE points for this course pending
Clinical Skills Courses

Introduction to Cardiac Nursing

Description
The aim of this course is to examine the continuum of care for patients with cardiac disease. It will cover cardiac anatomy and physiology, pathophysiology, current trends in management of cardiac disorders, cardiac pharmacology, cardiac catheter lab, reperfusion therapies and electrocardiography.

Format
Short Course

Targeted Group
Designed for Division 1 nurses

Prerequisites
No

Pre-reading
No

Duration
3 days
24 hours

Times
8.30am—5.00pm

Dates
26/06, 03/07 and 10/07/2009

Charges
Austin Health Staff Free
External Applicants $390

This course has been endorsed by APEC No 05021071 as authorised by RCNA according to approved criteria

CNE – 17 points
Clinical Skills Courses

Introduction to Cardiac Pacing

Description
This course is designed to provide an overview of the cardiac conduction system, basic pacing concepts, pre-procedural and post-procedural nursing care and basic interpretation of paced rhythms.

Format
Study Day

Targeted Group
Designed for Division 1 nurses with an interest in temporary cardiac pacing

Prerequisites
Rhythm Recognition or ECG short course

Pre-reading
No

Duration
2 days
8 hours

Times
8.30am—12.30pm

Dates
24/07 and 31/07/2009

Charges
Austin Health Staff  Free
External Applicants  $130

Allocation of CNE points for this course pending
Clinical Skills Courses

Advanced Cardiac Pacing

Description
This course will provide an overview of the interpretation of paced rhythms and common troubleshooting problems associated with temporary cardiac pacing.

Format
Study Day

Targeted Group
Designed for Division 1 nurses who care for patients with temporary cardiac pacing in-situ.

Prerequisites
Must have completed Intro to Cardiac Pacing or a postgraduate course of study incorporating basic pacing concepts.

Pre-reading
No

Duration
2 days
8 hours

Times
8.00am—12.30pm

Dates
07/08 and 14/08/2009

Charges
Austin Health Staff Free
External Applicants $130

Allocation of CNE points for this course pending
Clinical Skills Courses

Introduction to Complementary Therapies

Description
The Complementary Therapy Study Day is an informative day filled with lots of activities exploring:

- Information regarding the energy systems, such as the acupuncture system;
- A variety of complementary therapies such as Australian Bush Flower essences, Essential oils;
- Acupressure techniques to manage stress and promote well-being

Format
Workshop

Targeted Group
Designed for Division 1 & 2 nurses

Prerequisites
No

Pre-reading
No

Duration
1 day
8 hours

Times
9.00am—5.00pm

Dates
23/07/2009

Charges
Austin Health Staff Free
External Applicants $130
Clinical Skills Courses

Dementia, Delirium and Depression in the Older Patient

Description
This study day provides an overview of the principles of nursing assessment and management of the older patient. An excellent introduction into aged care for nurses from all clinical settings.

Format
Study day

Targeted Group
Designed for Division 1 & 2 nurses

Prerequisites
No

Pre-reading
No

Duration
1 day
8 hours

Times
8.30am—5.00pm

Dates
12/03/2009
16/07/2009
12/11/2009

Charges
Austin Health Staff Free
External Applicants $130

Allocation of CNE points for this course pending
Clinical Skills Courses

Diabetes

**Description**
This course will interest those who wish to increase their knowledge and assessment skills of people diagnosed with diabetes.

**Format**
Short Course

**Targeted Group**
Designed for Division 1 & 2 nurse

**Prerequisites**
No

**Pre-reading**
No

**Duration**
2 days
16 hours

**Times**
8.30am—5.00pm

**Dates**
Course 1 – 24/06/2009 and 01/07/2009

**Charges**
Austin Health Staff       Free
External Applicants       $260

*Allocation of CNE points for this course pending*
Clinical Skills Courses

Emergency Nursing (revised)

Description  This course provides an overview of emergency nursing. Topics include common clinical presentations and their management as well as patient assessment.

Format  Study Day

Targeted Group  Suitable for Division 1 nurses only

Prerequisites  No

Pre-reading  No

Duration  1 day
          8 hours

Times  8.00am—4.30pm

Dates  10/09/2009

Charges  Austin Health Staff  Free
         External Applicants  $130

Allocation of CNE points for this course pending
Clinical Skills Courses

Ethical and Legal Issues for Nurses

**Description**
Ever wondered about ethical and legal issues related to your practice as a nurse? Come along to uncover some myths and explore the realities of the legal obligations and boundaries of nursing practice. The day will also touch on the ethics of nursing practice and look at the Code of Ethics for Nurses.

**Format**
Study Day

**Targeted Group**
Designed for Division 1 & 2 nurses

**Prerequisites**
No

**Pre-reading**
No

**Duration**
1 day
8 hours

**Times**
8.30am—5.00pm

**Dates**
06/10/2009

**Charges**
Austin Health Staff Free
External Applicants $130

*This course has been endorsed by APEC No 05021071 as authorised by RCNA according to approved criteria

CNE ~ 6 points
Falls and Pressure Ulcer Minimisation Workshop

Description
This day has been designed to raise awareness of pressure ulcer prevention and falls prevention across the nursing division of Austin Health. The aim of the day is to ensure that these two issues are on everyone’s radar and to demonstrate the impact of both of these issues for patients, families, staff, budgets, length of stay, etc.

Format
Study day

Targeted Group
Limited to Division 1 & 2 nurses at Austin Health

Prerequisites
No

Pre-reading
No

Duration
1 day
8 hours

Times
8.30am—5.00pm

Dates
16/02, 19/06, 14/09/2009

Charges
Austin Health Staff  Free
External Applicants  N/A
Clinical Skills Courses

Haematology

Description
Designed for nurses who are involved in the care and management of patients with a haematological malignancy. This study day provides an overview of the common haematological malignancies encountered in the clinical setting such as leukaemia and lymphoma and the treatment regimes utilized in the management of such malignancies, including Peripheral Blood Stem Cell Transplantation.

Format
Study day

Targeted Group
Designed for Division 1 and 2 nurses working within cancer services

Prerequisites
No

Pre-reading
Yes

Duration
1 day
8 hours

Times
8.30am—5.00pm

Dates
30/04/2009

Charges
Austin Health Staff Free
External Applicants $130
Clinical Skills Courses
Austin Health Staff Only

Infection Control Liaison Nurses Program

Description  Be part of an expanding Infection Control Team and become a valuable resource for your ward. This action packed inter-active 6-week course will add to your professional development and increase your knowledge of how to beat those nasty bugs.

Format  Short Course

Targeted Group  Limited to Division 1 & 2 Nurses at Austin Health

Please note that the Royal Talbot session is open to nurses and allied health staff

Prerequisites  No

Pre-reading  No

Duration  12 hours

Times  2.00pm – 4.00pm

Dates and times

**Course 1, Royal Talbot** – 19/02, 05/03, 19/03 and 02/04/2009
Time: **12.30pm – 3.30pm**

**Course 2, Austin** – 06/05, 13/05, 20/05, 27/05, 03/06 and 10/06/2009
Time: **1.30pm – 3.30pm**

**Course 3, Repatriation Hospital** - 15/10, 22/10, 29/10 and 05/11/2009
Time: **12.30pm – 3.30pm**

Charges  
Austin Health Staff  Free
External Applicants  N/A

*Allocation of CNE points for this course pending*
Clinical Skills Courses

Laser Safety for Nursing Professionals

Description
This course will introduce participants to:
- Laser physics
- Laser technology
- Optical and other hazards
- Safety requirements and procedures
- Safety documentation

The lectures will be followed by a practical demonstration, incorporating set-up, laser effects on tissue, operating suite set-up & safety assessment.

Format
Workshop

Targeted Group
Designed for Division 1 & 2 nurses

Prerequisites
No

Pre-reading
No

Duration
1 day

Times
8.30am – 5.00pm

Date(s)
22/06/09

Charges
Austin Health Staff Free
External Applicants $130

Allocation of CNE points for this course pending
Clinical Skills Courses

Mental and Physical Health Interface

Description
Mental health problems are common in the medically–ill, can be difficult to diagnose and manage, and contribute substantially to disability and health care costs. Similarly, medical co morbidity in patients with a chronic severe mental disorder is increasingly recognised as a major challenge to all health care practitioners and to both the public and private care sectors.

This study day will interest all clinicians in health care in the interface between mental and physical health.

Format
Short Course

Targeted Group
Designed for Division 1 & 2 nurses

Prerequisites
No

Pre-reading
No

Duration
8 hours

Times
8.30am—4.30pm

Dates
07/05/2009
21/08/2009
30/10/2009

Charges
Austin Health Staff Free
External Applicants $130

Allocation of CNE points for this course pending
Clinical Skills Courses

Neuroscience Nursing

Description
Designed for those with an interest in neuroscience nursing. The course provides an overview of anatomy and physiology; promotes the understanding of common neurological disease processes; neurosurgical management and enhances patient assessment skills.

Format
Short Course

Targeted Group
Designed for Division 1 & 2 nurses

Prerequisites
No

Pre-reading
No

Duration
2 days
16 hours

Times
8.30am—5.00pm

Dates
08/10 and 09/10/2009

Charges
Austin Health Staff  Free
External Applicants  $260

Allocation of CNE points for this course pending
Clinical Skills Courses
Austin Health Staff Only

Night Staff Study Day - Permanent

Description
These study days allow permanent night staff to complete in an annual education update within one day. The sessions include new information relevant to Austin Health and lectures on current developments in health, particularly focusing on night staff.

Format
Study Day

Targeted Group
Limited to nursing staff at Austin Health

Prerequisites
No

Pre-reading
No

Duration
1 day
8 hours

Times
8.30am—5.00pm

Dates

Charges
Austin Health Staff Free
External Applicants N/A
# Clinical Skills Courses

**Austin Health Staff Only**

## Introduction to Nursing Inquiry

### Description

This self-paced program is designed to provide an introduction to nurse led inquiry. There are four key themes within the program:

- Introduction to Quantitative Research
- Introduction to Qualitative Research
- Introduction to Evidence Based Practice
- Introduction to working with research literature

Within each of these themes there will be an in-depth exploration of related issues, including but not limited to, the following:

- Systematic review and clinical audit
- Getting ideas into practice
- Data collection and analysis
- Writing a research paper
- Developing a research question

### Format

Self directed pace on-line

### Targeted Group

Limited to nursing staff at Austin Health

### Prerequisites

No

### Support

To assist you to work through the material two nurse educators are available via telephone or email to support you.

Kathryn Salamone – ext 2817 or email [Kathryn.salamone@austin.org.au](mailto:Kathryn.salamone@austin.org.au)

Anne-Marie Mahoney – ext 4748 or email [anne-marie.mahoney@austin.org.au](mailto:anne-marie.mahoney@austin.org.au)

### Charges

- Austin Health Staff: Free
- External Applicants: N/A

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2009 60
Clinical Skills Courses

Introduction to Orthopaedic Nursing

Description
Designed for those with an interest in Orthopaedic Nursing. The course contents include an overview of the impact of musculoskeletal disease on our patients with relevant anatomy and physiology. The management of patients undergoing joint reconstructive and replacement procedures will also be addressed.

Format
Short Course

Targeted Group
Designed for Division 1 & 2 nurses

Prerequisites
No

Pre-reading
No

Duration
1 day
8 hours

Times
8.30am—5.00pm

Dates
20/10/2009

Charges
Austin Health Staff Free
External Applicants $130

Allocation of CNE points for this course pending
Clinical Skills Courses

Palliative Care

Description

**Day 1** Provides the participant with an insight into the philosophy of palliative care and its application in a variety of clinical settings. The course aims to provide strategies to improve patient care.

**Day 2** Provides an overview of symptom management using both pharmacological and nonpharmacological methods will be explored. Legal and ethical issues at end of life will be examined.

Format

Study day

Targeted Group

Designed for Division 1 and 2 nurses who care for terminally ill patients

Prerequisites

To attend Day 2 participants must have attended Day 1

Pre-reading

No

Assessment

No

Duration

1 day = 8 hours
Day 1 and 2 = 16 hours

Times

8.30am—5.00pm

Dates

16/06/2009 or 16/06/ and 23/06/2009

Charges

Austin Health Staff Free
External Applicants $130 or $260

Allocation of CNE points for this course pending
Clinical Skills Courses

Plastics and Reconstructive Surgery

Description
These two study days will provide participants with an overview of many areas where plastic surgical interventions are performed. Clinical applications will include the care of patients undergoing breast reconstruction, head and neck surgery, limb trauma and skin lesions. Flap and skin graft management will also be addressed.

Format
Lectures

Targeted Group
Registered Nurses Divisions 1 and 2

Prerequisites
No

Pre-reading
No

Duration
2 days
16 hours

Times
8.30am—5.00pm

Dates
23/11/09 and 02/12/2009

Charges
Austin Health Staff Free
External Applicants $260

Allocation of CNE points for this course pending
Clinical Skills Courses

Preceptorship

Description
Designed to provide nurses with the skills required to give practical clinical support and guidance to colleagues in their transition to new nursing roles, as graduates, new employees or those taking on new work responsibilities.

Format
Workshop

Targeted Group
Designed for Division 1 & 2 nurses—not suitable for nurses currently participating in the Graduate Nurse Year Program

Prerequisites
No

Pre-reading
No

Duration
1 day
8 hours

Times
8.30am—5.00pm

Dates

Charges
Austin Health Staff Free
External Applicants $130

Allocation of CNE points for this course pending
Clinical Skills Courses

Radiotherapy

Description
This course provides an overview of radiotherapy in the treatment of common malignancies. Included in the nursing management of patients receiving radiotherapy and brachytherapy.

Format
Workshop

Targeted Group
Designed for Division 1 and 2 nurses who work within cancer services

Prerequisites
No

Pre-reading
No

Duration
1 day
8 hours

Times
8.30am—5.00pm

Dates
22/09/2009

Charges
Austin Health Staff Free
External Applicants $130

Allocation of CNE points for this course pending
Clinical Skills Courses

Reflective Practice

Description  The aim of this workshop is to enable participants to gain a better understanding of the concept of clinical supervision and debriefing. The workshop provides the opportunity to observe and participate in demonstration sessions with feedback and critique.

Format  Workshop

Targeted Group  Designed for Division 1 & 2 nurses

Prerequisites  No

Pre-reading  No

Duration  1 day
8 hours

Times  9.00am—5.00pm

Dates  22/05/2009 or 16/10/2009

Charges  Austin Health Staff  Free
External Applicants  $130

Allocation of CNE points for this course pending
Clinical Skills Courses

Introduction to Renal Nursing

**Description**
This course provides an overview of the management of patients with renal disease. It covers renal anatomy and physiology, acute and chronic renal failure, renal diseases, renal replacement therapies (dialysis and transplantation) and complications of renal disease.

**Format**
Short Course

**Targeted Group**
Designed for Division 1 & 2 nurses

**Prerequisites**
No

**Pre-reading**
No

**Duration**
4 days
32 hours

**Times**
8.30am—5.00pm

**Dates**
17/08, 24/08, 03/09 and 10/09/2009

**Charges**
Austin Health Staff Free
External Applicants $520

Allocation of CNE points for this course pending
Clinical Skills Courses

Nursing Rostering Workshop

**Description**
This is a workshop recommended for all nurses who hold the rostering portfolio. The sessions will include Best Practice rostering principles, available resources, Nurses Award information and negotiation and communication skills.

**Format**
2 X 2 hour sessions

**Targeted Group**
Nurses who hold the rostering portfolio

**Prerequisites**
No

**Pre-reading**
No

**Duration**
4 hours 2 X 2 hour sessions

**Times**
1.30pm – 3.30 pm

**Dates**
Session 1 : 21/04 and 30/04/2009
Session 2 : 14/07 and 21/07/2009
Session 3 : 9/10, 1-3.30 pm and 16/10/2009, 1.30-3.30 pm

**Charges**
Austin Health Staff Free
Clinical Skills Courses

Sexual Health Workshop

Description  Sexual Health is an important part of everyday life. The effects on Sexual Health following an illness, injury or disability are rarely spoken about. This workshop is designed to explore the concept of sexuality and to discuss the factors, sexual changes and difficulties that may affect one’s sexuality. Participants will have an opportunity to role play to further explore sexual health issues as well as explore ways of increasing their own comfort levels.

Format  Workshop

Targeted Group  Suitable for Division 1 & 2 nurses who are interested in furthering their knowledge on sexual health

Prerequisites  No

Pre-reading  No

Duration  1 day

Times  8.30am—4.30PM

Dates  13/05/2009 or 18/11/2009

Charges  Austin Health Staff  Free
          External Applicants  $130
Clinical Skills Courses

Introduction to Spinal Cord Injuries Nursing

Description
This course provides an overview of the management of the spinal cord injured person from initial trauma through acute, rehabilitation and community care.

Participants will develop an understanding of the types of spinal cord injuries and the implications to the spinal cord injured person's functional ability. Participants will also be able to apply the principles of bladder, bowel & skin management to a range of conditions in a variety of settings and competently provide care for the spinal cord injured person.

Format
Short Course

Targeted Group
Designed for Division 1 & 2 nurses

Prerequisites
No

Pre-reading
No

Duration
3 days
24 hours

Times
9.00am—5.00pm

Dates
Course 1 – 05/05, 12/05 and 20/05/2009
Course 2 – 29/09, 06/10 and 13/10/2009

Charges
Austin Health Staff Free
External Applicants $390

This course has been endorsed by APEC No 05021071 as authorised by RCNA according to approved criteria

CNE – 15 points
Clinical Skills Courses

Tracheostomy Care Skills Development
An Interdisciplinary Workshop

Description
This skills interdisciplinary development course is offered as part of specialist training in tracheostomy care. This workshop will provide nurses and clinicians with an enhanced understanding and practical skills in interdisciplinary tracheostomy care.

Registration
Registration through TRAMS - limited to 40 only
For registration form visit TRAMS intranet site or visit www.tracheostomyteam.org (select education tab)
Mail completed registration form to:
TRAMS Austin Health
PO Box 5555 Heidelberg Vic 3084
Or Fax to 9496 3280
For further queries please contact 9496 5549

Format
Workshop - short lecture format with emphasis on practical, hands on stations, small group learning

Targeted Group
Division 1 & 2 nurses, allied health, medical staff and others involved in the care of patients who have tracheotomy tubes

Prerequisites/reading
Yes. Self directed learning package
Austin Health :: Tracheostomy Learning Packages or visit www.tracheostomyteam.org to order (external staff)

Duration
1 day

Times
8.30am (registration opens)
9:00—4.00pm Workshop

Dates
Course 1 – 01/05/09
Course 2 – 16/10/09

Charges
Austin Health Staff  Free
External Applicants  $250 (Early bird prior to 01/04/09 $200.00)
Clinical Skills Courses

Vascular Nursing

Description
Designed for those with an interest in vascular nursing. The course contents include anatomy and physiology, pre-operative and post-operative nursing care, surgical options and some wound management techniques specific to vascular patients. It is also recommended for staff working with vascular patients to attend the Wound Management Study Day.

Format
Study Day

Targeted Group
Designed for Division 1 & 2 nurses

Prerequisites
No

Pre-reading
Vascular Anatomy and Physiology—Self Directed Learning Package

Duration
1 day
8 hours

Times
8.30am—5.00pm

Dates
14/05/2009

Charges
Austin Health Staff  Free
External Applicants  $130

Allocation of CNE points for this course pending
Wound Management

**Description**
Interested in gaining theoretical and practical knowledge in all aspects of the principles of wound management? Then this study day is for you.

**Format**
Study day

**Targeted Group**
Limited to Division 1 & 2 nurses at Austin Health

**Prerequisites**
No

**Pre-reading**
No

**Duration**
1 day
8 hours

**Times**
8.30am—5.00pm

**Dates**
31/03/2009 or 29/10/2009

**Charges**
Austin Health Staff Free
External Applicants N/A
Clinical Skills Courses
With Competency Assessment

Advanced Life Support

Description
For nurses who work in an acute clinical area with cardiac monitored patients, without formal critical care qualifications, or for those with a critical care background, who are seeking a refresher program.

Format
Workshop

Targeted Group
Suitable for Division 1 nurses only

Prerequisites
Rhythm Recognition Course
BLS competent in the past 12/12

Pre-reading
Yes

Assessment
Theory and practical assessment on Day 4

Duration
4 days
24 hours plus exam

Times
Days 1 & 2 - 8.30am—5.00pm
Days 3 & 4 - 8.30am—12.30pm

Dates
Course 1 – 16/04, 21/04, 23/04 and 28/04/2009
Course 2 – 09/07, 14/07, 16/07 and 21/07/2009
Course 3 – 27/10, 04/11, 10/11 and 12/11/2009

Austin Health Staff Free
External Applicants $360

Allocation of CNE points for this course pending
Clinical Skills Courses
With Competency Assessment

Chemotherapy Course
(Safe Handling & Administration of Cytotoxic & Biotherapies)

| Description | The nurses who wish to learn about, and achieve competency, in the safe handling, administration and management of cytotoxic and anti-cancer chemotherapy. |
| Format | Short Course |
| Targeted Group | Only available for Division 1 nurses working within Cancer Services |
| Prerequisites | No |
| Pre-reading | Yes |
| Assessment | Yes |
| Duration | 2 days
16 hours |
| Times | 8.30am—5.00pm |
| Dates | 16/03/ and 23/03/2009 |
| Charges | Austin Health Staff Free
External Applicants $260 |

*Allocation of CNE points for this course pending*
Clinical Skills Courses
With Competency Assessment
Austin Health Staff Only

Cytotoxic Safe Handling

Description
For nurses who are administering cytotoxics (e.g. Ganciclovir, Azathioprine, Methotrexate) in the ward setting and who need to achieve competency in their safe handling, administration and management. The course comprises a theoretical component and practical assessment. The theoretical component covers the cellular basis of cytotoxic medications and OH&S issues including exposure risk and requirements for administration.

Format
Workshop

Targeted Group
Designed for Division 1 nurses not working within Cancer Services

Prerequisites
No

Pre-reading
Yes

Assessment
Assessment will comprise a take home exam and a practical assessment which will be arranged on your ward

Duration
2 hours

Times
1.30pm— 3.30pm

Dates
30/03/2009 and 07/09/2009

Charges
Austin Health Staff Free
External Applicants N/A

Allocation of CNE points for this course pending
Clinical Skills Courses
With Competency Assessment
Austin Health Staff Only

Epidural and Patient Controlled Analgesia

Description
This informative day introduces you to the latest trends in pain management. You explore current drugs, drug safety and the means to provide balanced analgesia to post-operative patients. Learn the different modalities of pain management — take the mystery out of pain management, increase your confidence and be able to troubleshoot by the bedside.

Format
Workshop

Targeted Group
Limited to Division 1 & 2 nurses at Austin Health

Prerequisites
No

Pre-reading
Yes

Duration
1 day
8 hours plus a 2 hour assessment

Times
8.30am—5.00pm

Dates
Workshop – GNYP only – 05/02/2009, 05/03/2009 or 16/07/2009
Assessment – to be completed within 3 months of workshop
26/02/2009, 26/03/2009, 16/04/2009, 21/05/2009, 18/06/2009,
or 03/12/2009

Charges
Austin Health Staff Free
External Applicants N/A
Clinical Skills Courses
With Competency Assessment

Rhythm Recognition

Description For who wish to develop their practical skills in rhythm recognition. This course does not cover performance or interpretation of a 12 lead ECG but rather provides the participant with the necessary introduction and basic skills to build on.

Format Workshop

Targeted Group Designed for Division 1 nurses

Prerequisites It is assumed that participants have a basic understanding of ECG concepts however, prior knowledge of ECG interpretation is not required. This course is a pre-requisite for ALS.

Pre-reading Yes

Duration 3 days
16 hours plus a 2 hour assessment and written exam

Times Days 1 & 2 – 8.30am—5.00pm
Day 3 (Assessment) – 9am—12pm

Dates Course 1 – 05/03 and 12/03/2009. Assessment 18/03/2009
Course 2 – 04/06 and 11/06/2009. Assessment 17/06/2009

Charges Austin Health Staff Free
External Applicants $260

Allocation of CNE points for this course pending
ENROLMENT INFORMATION

Advanced Practice Course
Clinical Skills Courses
Clinical Skills Competencies for Div 2 Nurses

When to Enrol

Applications for 2009 courses will be accepted from **08 December 2008**

Courses may fill quickly; therefore you are encouraged to consider carefully which courses you plan to enrol for and to enrol early. Three or fours courses per year are considered a realistic course load for full time staff. Enrolments are processed on a ‘first-come-first-served’ basis.

How to Enrol

1. **Electronically**
   Go to Austin Health Intranet site
   Select Clinical Nursing Education Department
   Select Short and Advanced Practice Courses
   Apply on line
   Submit your fee payment within 48 hours

2. **By Mail**
   Complete the application form, enclose your fee payment and send to
   Clinical Nursing Education Dept
   Austin Health
   PO Box 5555
   Heidelberg VIC 3084

3. **Over the Telephone**
   Phone the CNED Administration Office on ext 3311 or 3682
   The office accepts application between the hours of 8.30am and 5.00pm
   Submit your fee payment within 48 hours

4. **In Person**
   Come to the CNED Administration Office, Education Centre, Level 4, Austin Tower
   The office accepts application between the hours of 8.30am and 5.00pm
   Payment by cash, cheque or credit card (Mastercard or Visa) is required at time of enrolment

5. **Email**
   You will receive notification by internal email confirming your enrolment.
ENROLMENT INFORMATION

Advanced Practice Course
Clinical Skills Courses
Clinical Skills Competencies for Div 2 Nurses

Fees

Fees quoted are correct at the time of publication; however, fees are subject to change at the discretion of Austin Health. All fees quoted are inclusive of GST. Fees can be paid by cash, cheque, money order or credit card (MasterCard or Visa only). Cheques and money orders should be made payable to CNED Austin Health.

Fees must be paid on or within 48 hours of enrolment. Applications will not be processed without payment of fees.

Application successful?

No news is good news—if you do not hear from the CNED Administration Office then your application has been successful. You will be notified only if your application is unsuccessful. You can check on your application by looking on the Intranet via Workbench—Training Courses — CNED Training Schedule.

Unsuccessful applications

If your application is unsuccessful you will be notified by CNED either by telephone or by mail to the address indicated on your application form.
ENROLMENT INFORMATION
Advanced Practice Course
Clinical Skills Courses
Clinical Skills Competencies for Div 2 Nurses

Course Cancellations

CNED will notify participants of any changes to advertised courses, where necessary. Austin Health reserves the right to cancel any scheduled course. Course fees will be fully refunded in the event of the cancellation of a course.

Withdrawing from a course

Where a fee was paid
An administration fee of 20% of the course fee will be charged if you withdraw from a course up to five days before course commencement. After that withdrawals are subject to the entire course fee. Any refund of course fees following withdrawal due to illness, injury or other special circumstance will be considered on an individual basis.

Where no fee was paid
You are encouraged to advise the CNED Administration Office if you are not able to undertake a course for whatever reason, this allows for others to take up the place, better planning by the course co-ordinator and a better use of resources within the Education Centre.

Leave Entitlements

Registered nurses are entitled to 2 days paid Study Leave and 3 days Conference Leave per annum. In addition, full-time registered nurses are entitled to 3 days Professional Development Leave. Part time staff have a pro rata entitlement to Professional Development Leave.

Course Information

Course information, including any pre-reading, self-directed learning packages, details of venue etc, will be emailed to your Austin Health email address 3 weeks prior to commencement of your course. Nurse Bank staff will have this information sent to their home address.

Venue details can also be checked on Meeting Room Manager on the Education Centre site, see the link on the Austin Health intranet home page.

2009
APPLICATION FORM

Applicant Details

Title: Prof / Dr / Mr / Miss / Ms / Mrs

First/Preferred Name ……………………Surname ……………………………………………

Provide postal address only if you want your correspondence forwarded there,
otherwise all correspondence will be forwarded to your Austin Health internal email address

Postal address……………………………………………………………………………………………

City………………………………..State: …………………..Postcode ⊙ ⊙ ⊙ ⊙

Employer: Austin Health / Other please specify……………………………………………………

If Austin Health

Ward………………………………………………………………………………………………………

Employee Number as on payslip ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙

If not Austin Health

Current Position…………………………………………………………………………………………

Course Details

Course Name please print………………………………………………………………………………

Course Commencement Date ……./……./……

Payment Details

☐ Cheque ☐ Money Order Amount $ ⊙ ⊙ ⊙:

payable to Clinical Nursing Education Department — Austin Health

☐ MasterCard ☐ Visa

Credit Card Number ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙ ⊙

Expires ⊙ ⊙ / ⊙ ⊙ Authorised Amount $ ⊙ ⊙ ⊙:

Name on Card : …………………………..Signature : ………………………………………

Applications will not be processed without payment of fees

Submit to: Clinical Nursing Education Department

Level 4, Austin Tower, Austin Hospital
PO Box 5555,
HEIDELBERG VIC 3084

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Clinical Skills Competencies

ALS Re-accreditation

For Advanced Life Support Re-accreditation contact the Clinical Nurse Educator within your area or Clinical Nursing Education Department on 9496 3311 or 9496 3682.

ALS packages can be downloaded from the Resuscitation Committee website—see link under Staff Information on CNED site on the Austin Health intranet home page.

Basic Life Support Re-accreditation

For Basic Life Support assessment please contact the Clinical Nurse Educator within your area or Clinical Nursing Education Department on 9496 3311 or 9496 3682.

Basic Life Support packages can be downloaded from the Resuscitation Committee website—see link under Staff Information on CNED site on the Austin Health intranet home page.

BiPAP Accreditation

Available to Division 1 nurses who wish to become accredited for BiPAP at Austin Health.

See your ward educator
Clinical Skills Competencies
Division 2 Nurses

In 2009 as part of Austin Health Division 2 Enhanced Scope of Practice Project, there will be a series of clinical skills competencies available for Division 2 nurses. The competencies will include those listed below.

Further details will be included on this page as they become available.

**Catheter Management Skills**
See page 85

**Tracheostomy Care Skills Development**
An Interdisciplinary Workshop
See page 71

**Venepuncture Skills Development**
Contact Nonie Rickard on Ext: 3825

**Wound Management**
Wound Management Course – Page 73

**ENROLMENT**
Enrolment Information Page 79-81
Application Form Page 82
Clinical Skills Competencies
Division 2 Nurses
Austin Health Staff Only

Catheter Management Skills

Description
This skills development course is offered as part of specialist training in catheter management and is relevant for both Division 1 and 2 nurses. Evidence based lectures will occur in conjunction with practical hands on training.

Offered as part of the Austin Health Division 2 Enhanced Scope of Practice Project. Participants will receive a certificate following the successful completion of their competency assessment.

Format
Workshop

Targeted Group
Designed for Division 1 and 2 nurses requiring clinical skills in catheter management

Prerequisites
It is preferable that staff complete the catheter management self-directed learning package, available on the CNED intranet site prior to attending the course.

Pre-reading
No

Duration
2 hours plus a 30 minutes assessment

Times
1.30 - 3.30pm

Dates
11/02/2009, 17/06/2009 or 14/10/2009

Charges
Austin Health Staff: Free
External Applicants: N/A
Flexible Learning Options

Paediatric Life Support
Self-Directed Learning Packages

Self-Directed Learning Packages
There are over 50 self-directed learning packages available under Staff Information on CNED site on the Austin Health intranet home page.

Basic Life Support — Self-Directed Learning Package
For Division 1 & 2 nurses at Austin Health
Available on the Resuscitation Committee website. See the link under Staff Information on CNED site on the Austin Health intranet home page

Combined Basic Life Support & Advanced Practice Life Support
For Division 1 nurses at Austin Health who are ALS accredited
Available on the Resuscitation Committee website
See link under Staff Information on CNED site on the Austin Health intranet home page

Assessments
Assessments can be arranged by contacting CNED on 9496 3311 or 9496 3682
Or one of the clinical educators

Charges
All the above staff programs are free of charge
Supported Learning Programs

Graduate Nurse Year Program

Austin Health accepts between 110-130 graduates into this program each year. Graduates have access to a comprehensive orientation program and have the benefit of full time Clinical Support Nurses to assist them in their transition from student to registered nurse.

Each graduate has three rotations at any of our three campuses, and four full day study days are provided throughout the year. There are two intakes each year and overseas nurses are welcome to apply.

Practice Advancement Program

The Practice Advancement Program is a 12-month program for Grade 2 Year 1 nurses employed at Austin Health. This program offers graduate nurses the opportunity to experience clinical rotations in 2 further areas of interest. A variety of clinical rotation options is available.

The program includes 2 paid study days, which are aimed at professional development. The aims of the program include promotion of a wider range of knowledge and skills to enhance flexibility of practice and the facilitation of career path development.
Supported Learning Programs

Introduction to Practice Program

A six-month ‘Introduction to Practice Program’ will be offered in mid 2009 to recently registered Division 2 nurses, as an opportunity to commence their career with a formalised educational program, which includes the support of our Clinical Nursing Education Department.

The program consists of:

- An extensive orientation program to the hospital
- A dedicated coordinator for the Introduction to Practice Program
- Continued clinical support throughout the program
- Study days to acquire relevant clinical knowledge
- Enhanced skill development through competency based assessment
- Clinical supervision
- 4-week elective clinical placement on completion of the program

Criteria:

- Registered as Division 2 registered nurse with the Nurses Board of Victoria.
- Must have completed Division 2 course within last 18 months
- Must be endorsed to administer medication with the Nurses Board of Victoria with recognised proof of same.

Applications:

- One-page letter stating why you want to work at Austin Health
- Include a brief resume of no more than 3 pages outlining relevant experience
- Provide an official transcript of course results to date with key code of results
- Include two relevant clinical appraisal summaries verified by the institution where course completed
- Include documentation to verify successful completion of a recognised medication endorsement course. **Contact details** overleaf.
Contact:

Vivian Yong
Program Coordinator,
Clinical Nursing Education Department,
Austin Health,
P O Box 5555,
Heidelberg, Vic. 3084.
Phone: 03 9496 4746 E-mail: cned@austin.org.au
Supervised Learning Programs
Return to Practice Programs

Refresher Program

For nurses who are registered but wanting to update skills at an acute hospital. Participants in this program are paid at the rate of a grade 1, year 1 nurse for the shifts worked in relation to the program.

This program at Austin Health allows participants to complete 25 shifts 'buddied' with another staff member.

Participants have access to a coordinator, clinical support nurse and various self-directed learning packages to help meet their learning needs.

Supervised Practice Program

Re-entry Program

These programs are for Division 1 and 3 nurses.

- The Supervised Practice Program is for nurses who have not practiced for over 5 years and whose registration with the Nurses Board of Victoria has lapsed.

- The Re-entry Program is for nurses who have not practiced for over 10 years and whose registration with the Nurses Board of Victoria has lapsed.

These programs provide full clinical support.

For further information on contact the course co-ordinator on 9496 3311 or 9496 3682.
Do you currently work in an area that is undertaking the Respecting Patient Choices Program? If yes, would you like to become a Respecting Patient Choices Consultant?

Would you like to facilitate discussions with your patients on the choices they would like to make about their health care?

By undertaking the RPC consultant training course you will be asked to assist with advance care planning in your area.

The Respecting Patient Choices program has 5 aims:

1. Initiate conversations with adults regarding views about future medical care
2. Skillfully facilitate planning with each individual
3. Make sure all advance care plans are clear to all involved and specific to each person
4. Make sure that plans are available when needed
5. Appropriately follow plans in a thoughtful and respectful way

The Course delivery has changed recently and now involves completing an on-line education module that you complete at your own pace. Following successful completion of the on line component you will attend a one day workshop that aims to improve your skills in starting conversations about advance care planning and working with the documentation involved. These workshops will be conducted monthly and will be advertised through the RPC intranet site.

For further information on this course contact
Your Nurse Unit Manager
or the Respecting Patient Choices Office
Telephone: 9496 5660
Email: rpcoffice@austin.org.au
The Learning and Organisation Development Team (LOD) is a team of highly skilled and experienced consultants totally committed to assisting Austin Health in meeting its business goals and objectives. We do this by providing management and organisational consultancy services to all managers and staff at Austin Health. The unit is part of the Human Resources Division and works closely with the Employee Relations Unit, the Occupational Health and Safety Unit and other service providers in ensuring that work and organisational goals are achieved.

Typically, managers and staff call on LOD for assistance in these 4 broad situations:

**Developing higher functioning teams**
- Pulling teams together or building new work teams
- Conflict between and within work teams and departments (trouble in the club)
- Debriefing workplace incidents and events
- Working with dysfunctional teams
- Coaching individual managers
- Promoting and supporting a team based approach to service delivery
- Facilitating and supporting teams to review and redesign their work practices and processes to ensure optimum efficiencies and patient care are achieved

**Leadership**
- Providing leadership programs for executives, senior and middle managers and frontline managers (administrative and clinical).
- Promoting and supporting excellence in leadership
- Small but dedicated budget provided for management development
- Ensuring effective performance processes are in place
Learning and Organisation Development

Organisational Transformation

- Providing assistance to managers who wish to introduce improvements and changes including innovative thinking
- Designing new work processes both clinical and administrative
- Aligning systems/departments so they are better integrated and more patient focused
- Translating policy initiatives into workplace action
- Coaching project managers
- External networking
- Review and realignment of service to focus on key Austin Health strategic priorities
- Ensure that when working with external bodies e.g. TAFE Colleges and other external training providers that programs are designed and conducted in accordance with the National Competency Standards Framework.
- Take a proactive approach to seeking constructive feedback
- Conduct pilots to ensure processes adopted are appropriate.

Brokering Specific Skills Training

- Submission and report writing
- Project management
- Customer service
- Performance counselling
- Interpersonal skills
- Identifying and progressively closing strategic skill/competency gaps

LOD staff provide these services in a variety of ways depending on the need of the client. This can be through consulting with individual managers and assisting them to develop strategies, coaching individuals or groups, identifying and clarifying issues, designing and facilitating planning and other forums, doing a ‘needs analysis’ for a ‘diagnosis’, facilitating and supporting project teams, brokering specialist external facilitators and trainers, coaching and mentoring.
Learning and Organisation Development

Programs Scheduled for 2009

- Frontline Management
- Advanced Management for ANUM’s
- Emerging Leaders
- Coaching for Improved Performance
- Leading People and Change
- First Contact
- Effective Writing Skills
- Presentation Skills
- Dealing with Difficult People
- Project Management

LOD asks that your Manager approve all applications to participate in these programs and they will then be assessed by LOD based on the needs of the position and the individual.

For further information contact
Sarah Powell
Consultant
Learning and Organisational Development
Ph 9496 2853
Email: sarah.powell@austin.org.au

Ann Lafferty
Consultant
Learning and Organisational Development
Ph 9496 2876
Email: ann.lafferty@austin.org.au

Anne Wright
Consultant
Learning and Organisational Development
Ph 9496 2745
Email: anne.wright@austin.org.au
The Occupational Health and Safety Unit provides training for Austin Health staff to assist them to work safely and without risk to their health.

During 2009 the OH&S Unit will be offering the following training sessions
- Induction Training
- OH&S Training for Front Line Managers
- Fire Warden Training
- Workstation Wizards
- No-Lift Trainers

All sessions can be booked via the Workbench site on the Austin intranet home page.

For further information or enquiries contact
OH&S Training and Support
Telephone 9496 2716
IT Training Group

The IT Training Group provides all types of computer training to all staff at Austin Health. Austin Health recognises the importance of computer training for its staff. Computers and appropriate software are valuable tools to reduce the workload of staff. However, it can be a burden for staff not skilled up properly on how to use the system.

Training is important to both the organisation and staff. In the past, decision makers have overlooked the importance of employee confidence as a component in achieving organisational success. The demands and requirements of computer technology can erode one’s confidence to perform as well as any desire to undertake computer-related activities. With proper steps taken, training can educate staff to use of computers and software systems to their full potential, thus promoting self-confidence in their work-practice as well as increasing work efficiency in the organisation.

Training Objectives

Our aims are to:

- Increase computer skill and knowledge
- Increase awareness of computer training availability
- Making computer training accessible to all staff
- Standardise computer training within the organisation
- Records staff participation of training within Austin Health
- Once the benchmark has been reached, help staff ensure their skills remain up to date
Information Technology

Training sessions are conducted across 3 campuses:

**Austin Campus** – Computer Training Room, Level 4, HSB (next to the Finance Department)
**Repat Campus** – Computer Training Room, Tobruk Building, Level 3, IT Department
**Royal Talbot** – Computer Training Room, Level 1

For further information contact the IT Training Group

**Andrew Chong**
IT Training Manager
Ext 4097
andrew.chong@austin.org.au

**Anna Brazzale**
Trainer/training Coordinator
Ext 2903/Pager 2768
anna.brazzale@austin.org.au

Refer to the IT Department site on the Austin intranet home page.