**W072 OUTREACH EDUCATION**

As the sole tertiary referral centre for obstetric, gynaecology, perinatal mental health and neonatal care in Western Australia the Women and Newborn Health Service (WNHS) provides educational activities that are accessed by internal and external staff. WNHS recognises the advanced clinical expertise of staff within the service and the benefits to patient outcomes that result from the provision of appropriate education to clinicians working in primary and secondary settings.

For the purposes of this document Outreach Education includes all requests for education from agencies or individuals external to WNHS but excludes undergraduate and postgraduate university arrangements that already exist with DNAMER, PGME and allied health services.

The resource implications for WNHS in the provision of Outreach Education should be considered and monitored. This policy outlines the principles, processes and requirements for the coordination of Outreach Education.

The underpinning principle of cost recovery will be applied across all directorates. This enables clinical and education staff to be replaced as required, maintaining safe service delivery at KEMH whilst enabling educational support for other WA Health services.

A number of education activities conducted on site are accessible to participation by external staff and subject to charges that are determined by individual Directorates.

Clinical Care Units with planned outreach education programs will ensure information related to these programs is available under their Department on the WNHS Health Professional/Education Hub section of the WNHS internet page.

Where additional/adhoc requests for education are received these are to be forwarded to the Statewide Obstetric Support Unit (SOSU) for recording and processing as per the attached process map.

A costing template for outreach education based on the Health Accounting Manual will be developed by the Finance and Business service for each Directorate and will be reviewed on an annual basis.

Quotations will be provided to requesting services and accepted by an appropriate delegate before bookings are confirmed.

Once education has been provided the Business Manager will arrange invoicing as per quotation.

The SOSU will maintain a register of unscheduled education requests and provide an annual report, including the outcome of these requests, to the Executive Director Midwifery, Nursing and Patient Support Services.
Processing of Adhoc Outreach Education Sessions

Adhoc request for Outreach Education received by Individual or Unit

- Calendar on SOSU website reviewed – Liaise with SOSU if required
- Individual or Unit forwards details of request to Business Manager
- Quotation and invoice prepared by Business Manager and forwarded to Individual or Unit receiving request
- Individual or Unit forwards quotation to requesting site for approval
- Requesting site accepts quotation and informs Individual or Unit and education session is scheduled
- SOSU informed of scheduled education session and calendar updated
- External site contacts Regional Learning and Development officer to notify of scheduled education session

Is request with the appropriate Individual or Unit?

- YES
- NO

Request forwarded to SOSU is education already scheduled in the region to meet this request?

- YES
- NO

Requestor informed of scheduled session and contact details

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