**Mandatory Education & Training Checklist for Patient Support Services**

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| **Name:** | | **Date:** | | | |
| **Position:** | | **Department:** | | | |
| **ANNUAL** | | | | | |
| **Requirement** | **Format** | | **Role** | | **Date completed/**  **NA** |
| Donning and doffing assessment | F2F | | Orderlies,PCA’s | |  |
| Emergency management - Code Orange walk through | F2F | | ALL | |  |
| Emergency management - theory | E-L | | ALL | |  |
| Hand Hygiene | E-L | | ALL | |  |
| Infection control | F2F | | ALL | |  |
| Manual tasks – theory | E-L | | ALL | |  |
| Manual tasks – practical | F2F | | ALL | |  |
| MRI safety | E-L | | PCA | |  |
| Warden training | E-L/F2F | | Wardens only | |  |
| WAVE update | E-L | | Cleaner, PCA, Orderly | |  |
| **EVERY 2 YEARS** | | | | | |
| WAVE update | E-L | | Catering, Cooks | |  |
| **EVERY 3 YEARS** | | | | | |
| BFHI - Breastfeeding education – Group 3 | E-L | | ALL | |  |
| Occupational Safety & Health - Training for Supervisors | F2F | | ALL | |  |
| **ONCE ONLY** | | | | | |
| Aboriginal cultural e-learning | E-L | | ALL | |  |
| Accountable & ethical decision making | E-L | | ALL | |  |
| Allergen training | F2F/E-L | | Cooks, E-L Managers and Supervisors only | |  |
| Blood transport training | F2F | | PCA, Orderly | |  |
| Clinical cleaning | F2F | | Cleaner, PCA | |  |
| Food safety training | F2F | | Catering, Cooks | |  |
| HACCP training | F2F | | Cooks | |  |
| Record keeping training | E-L | | ALL | |  |
| Speaking Up For Safety | IND/F2F | | ALL | |  |
| **RECOMMENDED ONLY** | | | | | |
| Computer ergonomics (if applicable) | E-L | | ALL |  | |

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| **Key** | |
| F2F | Face to face |
| E-L | E-learning |
| IND | Induction |