**Mandatory Education & Training Checklist for Corporate, Clerical, Chaplain, Library, Breastscreen (BS) admin**

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| **Name:** | **Date:** |
| **Position:** | **Department:** |
| **ANNUAL** |
| **Requirement** | **Format** | **Role** | **Date completed/****NA** |
| Emergency management - Code Orange walk through | F2F | ALL |  |
| Emergency management - theory | E-L | ALL |  |
| Hand Hygiene | E-L | ALL |  |
| Warden training | E-L/F2F | Wardens only |  |
| **EVERY 2 YEARS** |
| Manual tasks – theory | E-L | ALL |  |
| WAVE update | E-L | ALL |  |
| **EVERY 3 YEARS** |
| Occupational Safety & Health - Training for Supervisors | F2F | Supervisors |  |
| BFHI - Breastfeeding education – Group 3 | E-L | ALL |  |
| **ONCE ONLY** |
| Aboriginal cultural e-learning  | E-L | ALL |  |
| Accountable & ethical decision making | E-L | ALL |  |
| Record keeping training | E-L | ALL |  |
| Speaking Up For Safety | IND/F2F | ALL |  |
| **RECOMMENDED ONLY** |
| Computer ergonomics (if applicable) | E-L | ALL |  |
| Language services policy | E-L | Chaplain |  |

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