

Course Name	Course Code	Owning Department	Key Contact	Target Audience	PD hours awarded	Course Completion timeframes	Course Review Date
Advance Care Planning (EXT)	N/A	Older Persons Health	Hayley McElwain	All clinical staff	1.5 hours	One off course	N/A
Airvo2	ELAIRVO	Nurse Educators	Carol Biggs	All staff using oxygen	30 mins	One off course	Aug-18
ASCIA Allergy and Anaphyllaxis for Health Professionals (EXT)	N/A	Paediatric Nurse Educator	TBC	All staff working in Paediatrics or with children	6 hours	One off course	N/A
CADD-Solis (EXT)	N/A	Pain CNS	Irene Minchin	All clinical staff using the CADD-Solis pump	1 hour	One off course	N/A
CALM Communications	ELCALM	Mental Health	Rose Allen	All staff	1 hour	One off course	Dec-17
Cardiac Life Support	ELRESUS	Resuscitation Co-ordinator	Claire Hitchcock	All staff working in clinical areas, in primary or secondary care	2 hours	Every 2 years	
Chemo 1 - Hazardous Drug Spill Management (EXT)	N/A	IV Co-ordinator	Jodi Miller	Staff working in areas where Chemotherapy is used	1 hour (self recorded)	One off course	N/A
Code of Rights	ELCODE	Clinical Governance	Peter Twamley	MANDATORY - All Staff	1 hour	One off course	May-18
Delirium Management	ELDELIMUM	Nurse Educators	Carole Kerr	Clinical staff	1.5 hrs	One off course	Jan-18
Dermatoscopy	ELDERM	Primary Health	Elizabeth Wood	All GP's and nurses who undertake skin examinations, and examine skin lesions	4 hours	One off course	Sep-17
Deteriorating Patient	ELDETPT	Nurse Educators	Carolyn Bennison and Margie Burt	Pre-course for all staff attending Deteriorating Patient Workshop	4 hours	One off course	Apr-18
Disability Responsiveness	ELDISRES	Mental Health	Rose Allen	All staff	0.5 hour	One off course	Feb-18
eCALD - Culturally and Linguistically Diverse Programme	N/A	Cultural Advisor	Ditre Tamatea	All Staff	Self Recorded	One off course	N/A
Eligibility for Publicly Funded Healthcare	ELELIG	Clinical Support	Julia Craig	All Staff, but particularly Clinical Support staff	0.5 hour	One off course	1/04/2018
End of Life Courses	N/A	Hospice	Annie Wallace and Jane Russell	All staff caring for consumers at end of life	Varies	One off courses	N/A
Enhance Recovery After Surgery (ERAS)	ELERAS	ERAS Project	Carolyn Anderson	Surgical Teams	1 hour	One off course	Mar-18
Epidural Management	ELEPID	Pain CNS	Irene Minchin	All staff caring for consumers with epidural	3 hours	Every three years	
EVIQ (all EXT)							
Handling Antineoplastic Drugs and Waste Safely (Hospital Services Module)	ELADWHS	Oncology	Annie Walker and Cath Christmas	Orderlies, cleaners, laundry staff, laboratory stuff, mortuary staff, pharmacy staff, health care assistants.	0.5 hours	One off course	N/A
Handling Antineoplastic Drugs and Waste Safely (Hospital Administration Staff Module)	ELADWHA	Oncology	Annie Walker and Cath Christmas	Secretaries, ward clerks.	0.5 hours	One off course	N/A
Handling Antineoplastic Drugs and Waste Safely (Clinical Module)	ELADWCL	Oncology	Annie Walker and Cath Christmas	Clinical staff caring for patients receiving chemotherapy but no administering any chemotherapy.	2.5 hours	One off course	N/A
Antineoplastic Drug Administration for the Non-Cancer Setting	ELADANC	Oncology	Annie Walker and Cath Christmas	Registered nurses administering chemotherapy for reasons other than cancer.	5.5 hours		N/A
Antineoplastic Drug Administration Course (ADAC)	ELADAC	Oncology	Annie Walker and Cath Christmas	Registered nurses administering chemotherapy and biotherapy to adults with cancer.	18 hours	One-off course	N/A
Antineoplastic Drug Administration Course (ADAC) Reassessment	ELADACC	Oncology	Annie Walker and Cath Christmas	Registered nurses who have previously completed the ADAC and require reassessment.	1.5 hours	Three yearly	N/A

Paediatric Antineoplastic Drug Administration Course	ELPADA	Oncology	Margaret Doorman	Registered nurses working with children receiving chemotherapy.	16 hours		
Falls Prevention (EXT HQSC)	ELFALL2	Nurse Educators	Bev Higgie	All Clinical Staff	10 hours	One off course	N/A
Fire Safety	ELFIRE	Emergency Management	Peter Kara	MANDATORY - All Staff	1 hour	Annually	Jul-18
Flu HQ	ELFLU	Infection Prevention Team	Barb Gibson, Bobbye Buckland (NN), Iona Bichan (WR)	All staff	30 mins	Annually	Apr-18
Forensic Mental Health: The Mason Approach	ELMASON	Mental Health	Owen Sinclair (NN), Dot Rooney (WR)	All Mental Health Staff	1 hour	One off course	Feb-18
Foundation Course in Cultural Competence (EXT)	N/A	Cultural Advisor	Ditre Tamatea	All Clinical Staff	Self Recorded	One off course	N/A
Fundamental Respiratory	ELRESP	Primary Health	TBC	All Practice Nurses	4 hours	One off course	?
Hand Hygiene	ELHANHG	Infection Prevention Team	Barb Gibson, Bobbye Buckland (NN), Iona Bichan (WR)	MANDATORY - All Staff	1 hour	Every 2 years	Dec-18
Hazardous Energy	ELOCHHE	HS&W	HS&W team	All Staff	0.5 hour	One off course	Dec-17
HR Kiosk	N/A	Payroll	Renee LeNoel	All NMDHB Staff	Nil	One off course	Needs update
Infection Prevention (UNDER CONSTRUCTION)	ELMOHIPC	Infection Prevention Team	Barb Gibson, Bobbye Buckland (NN), Iona Bichan (WR)	All Clinical Staff	1 hour	Every 2 years	
Informed Consent	ELINFCON	Clinical Governance	Peter Twamley	All Clinical Staff	1 hour	One off course	Aug-18
Introduction to Demographics and Oracare	ELPTDEM	Clinical Support	Julia Craig	Clinical Support Staff	1 hour	One off course	Aug-18
Intercultural Capability	ELINTCUL	Learning and Development	Learning and Development team	All Clinical Staff	1 hour	One off course	Jan-18
IV Courses							
Arterial Line Care and Invasive Pressure Monitoring	ELARTL	IV Co-ordinator	Jodi Miller	All nurses working in ICU, ED and OT	2.5 hours	One off course	Dec-17
Blood and Blood Products (EXT)	N/A	IV Co-ordinator	Jodi Miller	All clinical staff involved in prescribing or administering blood or blood products	3 hours (self recorded)	One off course	N/A
Cannulation and Venepuncture	ELCANVEN	IV Co-ordinator	Jodi Miller	All clinical staff involved in cannulation and venepuncture	1.5 hours	One off course	Dec-17
CVAD Assessment version 2	ELCVAD	IV Co-ordinator	Jodi Miller	Nurses required to be on CVAD register	4 hours	One off course	Dec-17
Guardrails	ELGUARD	IV Co-ordinator	Jen Hassloch	All nurses using Guardrails	1 hour	One off course	Feb-18
Implanted Port - Access and Deaccess	ELPORAD	IV Co-ordinator	Jodi Miller	Nurses and midwives required to access ports	2 hours	One off course	Dec-17
Massive Transfusion	N/A	IV Co-ordinator	Jodi Miller	All clinical staff especially those in ED, ICU and OT	3 hours (self recorded)	Every 3 years	Dec-17
Peripheral IV Therapy	ELPIV	IV Co-ordinator	Jodi Miller	Nurses required to be on IV register	0.5 hour	One off course	Dec-17
Subcutaneous Medicines by Syringe Driver	ELSC	IV Co-ordinator	Jodi Miller	Registered nurses providing palliative care and/or pain management	2 hours	One off course	Dec-17
Medication Safety	ELMEDSAF	Pharmacy	Annette Egan	All staff involved in administering medications	0.5 hour	One off course	
Mental Health Act	ELMHACT	Mental Health	Rose Allen	Clinical Mental Health staff and those who work with the Act	1 hour	One off course	Feb-18

National Vital Signs and Early Warning Score	ELNATVS	Clinical Governance	Carolyn Bennison and Margie Burt	All clinical staff	1 hour	One off course	Nov-18
Neurotransmission and Mental Health Psychopharmacology	ELMHNEUR	Mental Health	Rose Allen	All Mental Health Staff	0.5 hour	One off course	Dec-17
Nutrition and Physical Activity in the Early Years for Lifelong Health	ELEYRS	Midwifery/Paediatrics	Ashleigh Foord	All Midwifery and other staff caring for children	6-8 hours	One-off course	Mar-18
NZ Nursing Council Code of Conduct and Professional Boundaries	ELNZNCCC	Nursing Development Team	Sandra McLean-Cooper	All nursing staff	4 hours	One off course	Dec-17
Pain 1: Pain Management	ELPAIN1	Acute Pain Team	Irene Minchin	All clinical staff involved in prescribing, dispensing or administering analgesia	1 hour	One off course	Dec-17
Pain 2: Advanced Pain Management	ELPAIN2	Acute Pain Team	Irene Minchin	Registered nurses and midwives who care for patients experiencing acute pain	2 hours	One off course	Dec-17
Pain Relief with Tramadol	ELPRTRAM	Acute Pain Team	Irene Minchin	Qualified clinical staff involved in prescribing and/or administering Tramadol	0.5 hour	One off course	Dec-17
PHARMAC Seminar Series (EXT)	N/A	N/A	N/A	All clinical staff	N/A	N/A	N/A
Physiotherapy Weekend and On-Call Assessment	ELPHYSIO	Physiotherapy	Sandra Buyck	Physiotherapists who do on-call and weekend work	1 hour	Annually	May-18
Pressure Injury Prevention & Management	ELPRSINJ	Nurse Educators	Sue Rossiter	All clinical staff who care for patients at risk of pressure areas	2 hours	One off course	Jan-18
PRIMARY CARE STANDING ORDERS							
Entonox Administration	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	3 hours		
Oxygen Therapy Administration	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	2 hours		
Standing Order: Introduction	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	0.5 hour		
Standing Order: Acute Asthma Adults	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		
Standing Order: Acute Otitis Media	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		
Standing Order: Adrenaline for Anaphylaxis	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		
Standing Order: Aspirin 300 mg for Acute Coronary Syndrome	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	0.5 hour		
Standing Order: Chlamydia	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		
Standing Order: Codeine Phosphate	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	2 hours		
Standing Order: Croup	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		
Standing Order: Depo Provera	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		
Standing Order: Emergency Contraceptive Pill	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		

Standing Order: Eye Injury	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		
Standing Order: Glyceryl Trinitrate (GTN) Spray for Acute Coronary Syndrome	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		
Standing Order: Ibuprofen	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	2 hours		
Standing Order: Paracetamol	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	2 hours		
Standing Order: Tonsillitis and Sore Throat	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		
Topical Chloramphenicol Eye Drops 0.5% for Bacterial Conjunctivitis	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		
Standing Order: Uncomplicated Urinary Tract Infection in Women	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		
Standing Order: Vulvovaginal Candidiasis	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		
Privacy Level 1	ELPRIV1	Clinical Governance	June Johnson	MANDATORY - All Staff	1 hour	Annually	Dec-17
Privacy Level 2 (EXT)	ELPRIV2	Clinical Governance	Peter Twamley	Staff with specialist responsibilities	2.5 hours	One off course	N/A
Relapse Prevention Planning	ELRELP	Mental Health	Rose Allen	All Mental Health Staff	1.5 hours	One off course	Feb-18
Restraint Minimisation and Safe Practice	ELRMIN	Mental Health	Christine Ball	All Clinical Staff	1 hour	One off course	Dec-17
Safety and Security for Community Health Staff	ELSSCHS	Mental Health	Rose Allen	Any staff who conduct home/community visits	1 hour	One off course	Dec-17
Sharing Information with Family/Whanau	ELSHARE	Mental Health	Rose Allen	Mental Health staff involved in collection, storage or sharing of clinical information	1 hour	One off course	Feb-18
Smokefree training for the Mental Health and Addiction Workforce	ELMHFS	Smokefree	Karen Vis	Mental Health and Addictions staff	1.5 hours	One off course	Dec-17
Smoking Cessation - Helping People to Stop Smoking (MOH)	ELASKE	Smokefree	Karen Vis	All clinical staff.	1 hour	One off course	New to us 2017
Supervisee	ELSUPV	Mental Health	Helen Butler	All staff receiving professional supervision, or who plan to do so in the future	1 hour	One off course	New Jan 17
Supporting Parents: Healthy Children/COPMI	N/A	Mental Health and Addictions	Susan Murray	All staff working with children of parents with mental illness	Varies	One off courses	N/A
The Surgical Count	ELSGCNT	Nurse Educators	Dee Emmett	All theatre nurses. Practical required	3 hours	One off course	New Jan 17
Thriving Under Fire	ELTUF	Learning and Development	Learning and Development	All staff directed to by their manager	3 hours	One off course	New Jan 17
Tikanga Best Practice	ELTBP	Maori Health	Ditre Tamatea	All staff	4 hours	One off course	New 2017
Tracheotomy Care (EXT)	N/A	Nurse Educators	Jodi Miller	Acute Care Nurses	1.5 hours (self-recorded)	One off course	N/A
Treaty of Waitangi	ELTOW	Maori Health	Ditre Tamatea	All staff	1 hour	One off course	New 2017
Trendcare for Allied Health Users	ELTREND	Allied Health	Hilary Exton	All allied health staff	1 hour	One off course	New 2017
Using the Medication Chart	ELMEDCHT	Pharmacy	Annette Egan	All clinical staff	30 minutes	One off course	Needs update
Venesection	ELVSECT	IV Co-ordinator	Jodi Miller	All DSU nurses	1.5 hours	One off course	New 2016

Wound Care	ELWOUND	Wound CNS	Sue Rossiter (NN), Susie Wendelborn (WR)	All clinical staff caring for patients with wounds	3 hours	One off course	
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