

Course Name	Course Code	Owning Department	Key Contact	Target Audience	PD hours awarded	Course Completion timeframes
Advance Care Planning (EXT)	N/A	Older Persons Health	Hayley McElwain	All clinical staff	1.5 hours	One off course
Airvo2	ELAIRVO	Nurse Educators	Carol Biggs	All staff using oxygen	30 mins	One off course
ASCI Allergy and Anaphylaxis for Health Professionals (EXT)	N/A	Paediatric Nurse Educator	TBC	All staff working in Paediatrics or with children	6 hours	One off course
CADD-Solis (EXT)	N/A	Pain CNS	Irene Minchin	All clinical staff using the CADD-Solis pump	1 hour	One off course
CALM Communications	ELCALM	Mental Health	Rose Allen	All staff	1 hour	One off course
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
Code of Rights	ELCODE	Clinical Governance	Peter Twamley	<b>MANDATORY - All Staff</b>	1 hour	One off course
Delirium Management	ELDELIMUM	Nurse Educators	Carole Kerr	Clinical staff	1.5 hrs	One off course
Dermatoscopy	ELDERM	Primary Health	Elizabeth Wood	All GP's and nurses who undertake skin examinations, and examine skin lesions	4 hours	One off course
Deteriorating Patient	ELDETPT	Nurse Educators	Carolyn Bennison and Margie Burt	Pre-course for all staff attending Deteriorating Patient Workshop	4 hours	One off course
Disability Responsiveness	ELDISRES	Mental Health	Rose Allen	All staff	0.5 hour	One off course
eCALD - Culturally and Linguistically Diverse Programme	N/A	Cultural Advisor	Ditre Tamatea	All Staff	Self Recorded	One off course
Eligibility for Publicly Funded Healthcare	ELELIG	Clinical Support	Julia Craig	All Staff, but particularly Clinical Support staff	0.5 hour	One off course
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
Enhance Recovery After Surgery (ERAS)	ELERAS	ERAS Project	Carolyn Anderson	Surgical Teams	1 hour	One off course
Epidural Management	ELEPID	Pain CNS	Irene Minchin	All staff caring for consumers with epidural	3 hours	Every three years
<b>EVIQ (all EXT)</b>						
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
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
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
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	
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
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
Paediatric Antineoplastic Drug Administration Course	ELPADA	Oncology	Margaret Doorman	Registered nurses working with children receiving chemotherapy.	16 hours	
Fire Safety	ELFIRE	Emergency Management	Peter Kara	<b>MANDATORY - All Staff</b>	1 hour	Annually
Flu HQ	ELFLU	Infection Prevention Team	Barb Gibson, Bobbye Buckland (NN), Iona Bichan (WR)	All staff	30 mins	Annually

Forensic Mental Health: The Mason Approach	ELMASON	Mental Health	Owen Sinclair (NN), Dot Rooney (WR)	All Mental Health Staff	1 hour	One off course		
Foundation Course in Cultural Competence (EXT)	N/A	Cultural Advisor	Ditre Tamatea	All Clinical Staff	Self Recorded	One off course		
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)	<b>MANDATORY - All Staff</b>	1 hour	Every 2 years		
Hazardous Energy	ELOCHHE	HS&W	HS&W team	All Staff	0.5 hour	One off course		
HoNOS	N/A	Mental Health and Addictions	Rose Allen	All clinical staff undertaking HoNOS assessment	N/A	One off course		
HR Kiosk	N/A	Payroll	Renee LeNoel	All NMDHB Staff	Nil	One off course		
Infection Prevention	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		
Introduction to Demographics and Oracare	ELPTDEM	Clinical Support	Julia Craig	Clinical Support Staff	1 hour	One off course		
Intercultural Capability	ELINTCUL	Learning and Development	Learning and Development team	All Clinical Staff	1 hour	One off course		
<b>IV Courses</b>								
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		
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		
Cannulation and Venepuncture	ELCANVEN	IV Co-ordinator	Jodi Miller	All clinical staff involved in cannulation and venepuncture	1.5 hours	One off course		
CVAD Assessment version 2	ELCVAD	IV Co-ordinator	Jodi Miller	Nurses required to be on CVAD register	4 hours	One off course		
Guardrails	ELGUARD	IV Co-ordinator	Jen Hassloch	All nurses using Guardrails	1 hour	One off course		
Implanted Port - Access and Deaccess	ELPORAD	IV Co-ordinator	Jodi Miller	Nurses and midwives required to access ports	2 hours	One off course		
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		
Peripheral IV Therapy	ELPIV	IV Co-ordinator	Jodi Miller	Nurses required to be on IV register	0.5 hour	One off course		
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		
Venesection	ELVSECT	IV Co-ordinator	Jodi Miller	All DSU nurses	1.5 hours	One off course		
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		
National Vital Signs and Early Warning Score	ELNATVS	Clinical Governance	Carolyn Bennison and Margie Burt	All clinical staff	1 hour	One off course		
Neurotransmission and Mental Health Psychopharmacology	ELMHNEUR	Mental Health	Rose Allen	All Mental Health Staff	0.5 hour	One off course		
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		
NZ Nursing Council Code of Conduct and Professional Boundaries	ELNZNCCC	Nursing Development Team	Sandra McLean-Cooper	All nursing staff	4 hours	One off course		
OT Competency - Electrosurgery	ELESURG	Nurse Educators	Dee Emmett	All staff working in theatre	3 hours	One off course		

OT Competency - Skytron Operating Table	ELOTTAB	Nurse Educators	Dee Emmett	All staff working in theatre	30 minutes	One off course		
OT Competency - Spinal Table	ELSPINOT	Nurse Educators	Dee Emmett	All staff working in theatre	3 hours	One off course		
OT Competency - The Surgical Count	ELSGCNT	Nurse Educators	Dee Emmett	All theatre nurses. Practical required	3 hours	One off course		
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		
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		
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		
PHARMAC Seminar Series (EXT)	N/A	N/A	N/A	All clinical staff	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		
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		
<b>PRIMARY CARE STANDING ORDERS</b>								
Entonox Administration	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	3 hours	Keith Marshall leading project to align these with Lippincott and NM Health Pathways		
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: Intravenous Sodium Chloride 0.9% for treatment of anaphylaxis	N/A	Community and Strategy	Keith Marshall	All Practice Nurses.	1 hour		
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	<b>MANDATORY - All Staff</b>	1 hour	Annually	
Privacy Level 2 (EXT)	ELPRIV2	Clinical Governance	Peter Twamley	Staff with specialist responsibilities	2.5 hours	One off course	
Relapse Prevention Planning	ELRELPP	Mental Health	Rose Allen	All Mental Health Staff	1.5 hours	One off course	
Restraint Minimisation and Safe Practice	ELRMIN	Mental Health	Christine Ball	All Clinical Staff	1 hour	One off course	
Resuscitation Essentials	ELRESUS	Nursing Development Team	Claire Hitchcock	All Clinical Staff	2 hours	Annually	
Safety and Security for Community Health Staff	ELSSCHS	Mental Health	Rose Allen	Any staff who conduct home/community visits	1 hour	One off course	
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	
Smokefree training for the Mental Health and Addiction Workforce	ELMHFS	Smokefree	Karen Vis	Mental Health and Addictions staff	1.5 hours	One off course	
Smoking Cessation - Helping People to Stop Smoking (MOH)	ELASKE	Smokefree	Karen Vis	All clinical staff.	1 hour	One off course	
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	
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	
Thriving Under Fire	ELTUF	Learning and Development	Learning and Development	All staff directed to by their manager	3 hours	One off course	
Tikanga Best Practice	ELTBP	Maori Health	Ditre Tamatea	All staff	4 hours	One off course	
Tracheotomy Care (EXT)	N/A	Nurse Educators	Jodi Miller	Acute Care Nurses	1.5 hours (self-recorded)	One off course	
Treaty of Waitangi	ELTOW	Maori Health	Ditre Tamatea	All staff	1 hour	One off course	
Trendcare for Allied Health Users	ELTREND	Allied Health	Hilary Exton	All allied health staff	1 hour	One off course	
Using the Medication Chart	ELMEDCHT	Pharmacy	Annette Egan	All clinical staff	30 minutes	One off course	
Wound Care	ELWOUND	Wound CNS	Sue Rossiter (NN), Susie Wendelborn (WR)	All clinical staff caring for patients with wounds	3 hours	One off course	