

| Owning Department         | Course Tutor     | Target Audience   | PD hours awarded        | Course Completion timeframes |
|---------------------------|------------------|---|-------------------------|------------------------------|
| Oncology                  | Annie Walker     | All clinical staff administering chemotherapy IV                                    | 12 hours                | As per EVIQ protocol         |
| Oncology                  | Annie Walker     | All clinical staff administering chemotherapy orally                                | 10 hours                | As per EVIQ protocol         |
| Older Persons Health      | Hayley McElwain  | All clinical staff  | 1.5 hours               | One off course               |
| Nurse Educators           | To be confirmed  | All staff using oxygen  | 30 mins                 | One off course               |
| IV Co-ordinator           | Jodi Miller      | All nurses working in ICU, ED and OT  | 2.5 hours               | One off course               |
| Paediatric Nurse Educator | To be confirmed  | All staff working in Paediatrics or with children                                   | 6 hours                 | One off course               |
| IV Co-ordinator           | Jodi Miller      | All clinical staff involved in prescribing or administering blood or blood products | 3 hours (self recorded) | One off course               |
| Mental Health             | Christine Ball   | All staff   | 1 hour                  | One off course               |
| IV Co-ordinator           | Jodi Miller      | All clinical staff involved in cannulation and venepuncture                         | 1.5 hours               | One off course               |
| IV Co-ordinator           | Jodi Miller      | Staff working in areas where Chemotherapy is used                                   | 1 hour (self recorded)  | One off course               |
| Clinical Governance       | Peter Twamley    | All staff   | 1 hour                  | One off course               |
| IV Co-ordinator           | Jodi Miller      | Nurses required to be on CVAD register  | 4 hours                 | One off course               |
| Nurse Educators           | To be confirmed  | Clinical staff  | 1.5 hrs                 | One off course               |
| Primary Health            | Elizabeth Wood   | All GP's and nurses who undertake skin examinations, and examine skin lesions       | 4 hours                 | One off course               |
| Nurse Educators           | Margie Burt      | Pre-course for all staff attending Deteriorating Patient Workshop                   | 10 hours                | One off course               |
| Mental Health             | Christine Ball   | All staff   | 0.5 hour                | One off course               |
| Cultural Advisor          | Kereopa Ratapu   | All Staff   | Self Recorded           | One off course               |
| Clinical Support          | Julia Craig      | All Staff, but particularly Clinical Support staff                                  | 0.5 hour                | One off course               |
| ERAS Project              | Carolyn Anderson | Surgical Teams  | 1 hour                  | One off course               |
| Nurse Educators           | Bev Higgie       | All Clinical Staff  | 10 hours                | One off course               |
| Property                  | Allanagh Rivers  | <b>MANDATORY - All Staff</b>  | 1 hour                  | Annually                     |

|                           |                    |   |                         |                      |
|---------------------------|--------------------|---|-------------------------|----------------------|
| Infection Prevention Team | Barb Gibson        | All staff   | 30 mins                 | Annually             |
| Mental Health             | Christine Ball     | All Mental Health Staff   | 1 hour                  | One off course       |
| Cultural Advisor          | Kereopa Ratapu     | All Clinical Staff  | Self Recorded           | One off course       |
| Primary Health            | Judy Jones         | All Practice Nurses   | 4 hours                 | One off course       |
| IV Co-ordinator           | Jodi Miller        | All nurses using Guardrails   | 1 hour                  | One off course       |
| Infection Prevention Team | Barb Gibson        | All Clinical Staff  | 1 hour                  | Every 2 years        |
| Oncology                  | Annie Walker       | All clinical staff caring for patients post chemo or administering chemotherapy | 2 hours                 | As per EVIQ protocol |
| HS&W                      | Sheryl Edwards     | All Staff   | 0.5 hour                | One off course       |
| Smokefree                 | Karen Vis          | All Clinical Staff  | 1 hour (self recorded)  | One off course       |
| Nurse Educators           | Natalie Gallagher  | Staff required to have HCLS qualification                                       | 1 hour                  | Every 2 years        |
| Payroll                   | Renee LeNoel       | All NMDHB Staff   | Nil                     | One off course       |
| IV Co-ordinator           | Jodi Miller        | Nurses and midwives required to access ports                                    | 2 hours                 | One off course       |
| Infection Prevention Team | Barb Gibson        | All Clinical Staff  | 1 hour                  | Every 2 years        |
| Clinical Governance       | Peter Twamley      | All Clinical Staff  | 1 hour                  | One off course       |
| Learning and Development  | Lucinda Lindsay    | All Clinical Staff  | 1 hour                  | One off course       |
| IV Co-ordinator           | Jodi Miller        | All clinical staff especially those in ED, ICU and OT                           | 3 hours (self recorded) | Every 3 years        |
| Pharmacy                  | Annette Egan       | All qualified staff involved in prescribing and administering medications       | 0.5 hour                | One off course       |
| Mental Health             | Christine Ball     | Clinical Mental Health staff and those who work with the Act                    | 1 hour                  | One off course       |
| Mental Health             | Christine Ball     | All Mental Health Staff   | 30 mins                 | One off course       |
| Midwifery/Paediatrics     | Kerensa Leadbetter | All Midwifery and other staff caring for children                               | 6-8 hours               | One-off course       |

|                          |                      |  |                  |                |
|--------------------------|----------------------|--|------------------|----------------|
| Nursing Development Team | Sandra McLean-Cooper | All nursing staff  | 4 hours          | One off course |
| Acute Pain Team          | Irene Minchin        | All clinical staff involved in prescribing, dispensing or administering analgesia      | 1 hour           | One off course |
| Acute Pain Team          | Irene Minchin        | Registered nurses and midwives who care for patients experiencing acute pain           | 2 hours          | One off course |
| Acute Pain Team          | Irene Minchin        | Qualified clinical staff involved in prescribing and/or administering Tramadol         | 1 hour           | One off course |
| IV Co-ordinator          | Jodi Miller          | Nurses required to be on IV register   | 1 hour           | One off course |
| N/A                      | N/A                  | All clinical staff   | N/A              | N/A            |
| Physiotherapy            | Sandra Buyck         | Physiotherapists who do on-call and weekend work                                       | 1 hour           | Annually       |
| Nurse Educators          | Sue Rossiter         | All clinical staff who care for patients at risk of pressure areas                     | 2 hours          | One off course |
| Clinical Governance      | June Johnson         | <b>MANDATORY - All Staff</b>   | 1 hour           | Annually       |
| Clinical Governance      | Peter Twamley        | Staff with specialist responsibilities   | 2.5 hours        | One off course |
| Mental Health            | Christine Ball       | All Mental Health Staff  | 1.5 hours        | One off course |
| Mental Health            | Christine Ball       | All Clinical Staff   | 1 hour           | One off course |
| Mental Health            | Christine Ball       | Any staff who conduct home/community visits  | 1 hour           | One off course |
| Mental Health            | Christine Ball       | Mental Health staff involved in collection, storage or sharing of clinical information | 1 hour           | One off course |
| Smokefree                | Karen Vis            | Mental Health and Addictions staff   | 1.5 hours        | One off course |
| IV Co-ordinator          | Jodi Miller          | Registered nurses providing palliative care and/or pain management                     | 2 hours          | One off course |
| Mental Health            | Christine Ball       | All staff receiving professional supervision, or who plan to do so in the future       | 1 hour           | One off course |
| Nurse Educators          | Dee Emmett           | All theatre nurses. Practical required   | 3 hours          | One off course |
| Learning and Development | Lucinda Lindsay      | All staff directed to by their manager   | 3 hours          | One off course |
| Maori Health             | Kereopa Ratapu       | All staff  | 4 hours          | One off course |
| Nurse Educators          | To be confirmed      | Acute Care Nurses  | 1.5 hours (self- | One off course |

|                 |                |                    |            |                |
|-----------------|----------------|--------------------|------------|----------------|
|                 |                |                    | recorded)  |                |
| Maori Health    | Kereopa Ratapu | All staff          | 1 hour     | One off course |
| Pharmacy        | Annette Egan   | All clinical staff | 30 minutes | One off course |
| IV Co-ordinator | Jodi Miller    | All DSU nurses     | 1.5 hours  | One off course |