



Essential Training HLNT Guideline

Purpose

It is our duty of care to provide a safe and professional environment for our clients, program participants and colleagues. Our quality is reflected in the level of safety and professionalism we apply to all our practices. We owe it to our clients and ourselves to do all that we can to minimise risks and maximise quality.

This guideline is intended to inform all Healthy Living NT (HLNT) employees of the Essential Training that is required to ensure their ability to provide safe, high quality, client focused services, the frequency of updates necessary for all employees and reporting mechanisms. It includes Essential Training required for HLNT employment and specific to HLNT programs and services as described below. It should be read in conjunction with OHS policies and procedures and Governance policies and procedures.

The Essential Training is prescribed by policy or legislative requirements. Compliance with Essential Training is a requirement of employment. This guideline does not cover:

- other training that is position or program specific,
- a requirement for employment eg Working with Children Clearance,
- professional registration eg AHPRA Registration, or
- training or currency that may be expected to be maintained by an individual practitioner based on their particular qualifications.

Table 1 describes the types of programs and services delivered by HLNT and the minimum essential training required to deliver these programs. It does not address minimum training requirements by qualification or profession because of the multi-disciplinary model adopted by HLNT in delivering programs and services.

Table 2 describes the mode and frequency of training.

Essential Training is recognised as part of your annual CPD hours.

This Essential Training Guideline represents a minimum requirement. Additional training may be:

- Directed by the CEO, Manager Education Services or Manager Finance and Administration
- An expectation of position specific or program specific requirements
- Required by individual practitioners to maintain their currency and/or professional registration or endorsements



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Table 1: Essential Training Matrix

Essential Training	Orientation	Ethical and Legal Practice	Site Specific Induction	OHS Induction	Emergency Procedures	Cyclones	Flood	Cross Cultural Awareness	Hand Hygiene	Infection Control	Client Medical Events	Dealing with Difficult Clients	Resuscitation	Cardiac Defibrillation	First Aid	Food Safe Practice	Remote Orientation	4WD Training	Remote Reporting	
HLNT Program or Activity																				
Urban Diabetes (Health Professional)	●	●	●	●	●	●D	●A	●	●	●	●	●	●	●D	●	●	●	●	●	●
Urban Cardiac (Health Professional)	●	●	●	●	●	●D	●A	●	●	●	●	●	●	●D	●	●	●	●	●	●
Urban Administration Services	●	●	●	●	●	●D	●A	●	●	●	●	●	●	●	●	●	●	●	●	●
Remote MOICD Services	●	●	●	●	●	●D	●A	●	●	●	●	●	●	●	●	●	●	●	●	●
Healthy Territory Kids	●	●	●	●	●	●D	●A	●	●	●	●	●	●	●	●	●	●	●	●	●
Health Promotion Urban (LBII)	●	●	●	●	●	●D	●A	●	●	●	●	●	●	●	●	●	●	●	●	●
Health Promotion Remote (LBII)	●	●	●	●	●	●D	●A	●	●	●	●	●	●	●	●	●	●	●	●	●
Legend	●	Essential			●	Situational – see Management					●	Not Essential								
	D	Darwin Office Only				A	Alice Springs Office only													

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Table 2: Mode and frequency of training

Essential Training For HLNT Employees							
Topic	What/ Why		Delivery/Frequency		How	Mode	Reporting
Orientation	What:	Organisational understanding	How:	Face to face	Face to Face	Internal	Induction Checklist
	Why:	To have an understanding of HLNT HLNT Policy	When:	Within 30 days of commencement or returning after 12 months or more leave			
			Cycle:	Once	Once		
Ethical and Legal Practice	What:	Organisational understanding	How:	Face to face	Face to Face	Internal	Induction Checklist
	Why:	To have an understanding of HLNT expectations and legal requirements HLNT Policy and Legislation	When:	Within 30 days of commencement or returning after 12 months or more leave			
			Cycle:	Once	Once		
Site Specific Induction	What:	Site Specific Induction	How:	Face to face induction	Face to Face	Internal	Induction Checklist
	Why:	To maintain a safe working environment NT Work Health & Safety Regulations	When:	Within 30 days of commencement or returning after 12 months or more leave			
			Cycle:	Once	Once		
OHS	What:	OHS Orientation	How:	Face to face induction	Face to Face	Internal	Induction Checklist
	Why:	To maintain a safe working environment NT Work Health & Safety Regulations	When:	Within 30 days of commencement or returning after 12 months or more leave			
			Cycle:	Once	Once		
Emergency procedures	What:	Fire Safety & Emergency Procedures	How:	Face to face	Face to Face	Internal Plus Staff Meeting Standing Item (6 monthly)	Induction Checklist Staff Meeting Agenda and Minutes
	Who:	All staff	When:	Within 30 days of commencement			
	Why:	To provide protection for staff and clients from fire & other emergencies NT Work Health & Safety Regulations	Cycle:	Six monthly	Six monthly		

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Topic	What/Why		Delivery/Frequency		How	Mode	Reporting
Cyclones	What:	Cyclone Action Plan	How:	Face to face	Face to face	Internal – Staff Meeting Standing Item in November	Staff Meeting Agenda and Minutes
	Why:	To provide protection for staff and HLNT assets from a cyclone HLNT Policy	When:	November, and on commencement of new staff during the cyclone season			
			Cycle:	Annually	Annual		
Flood	What:	Flood Action Plan	How:	Face to face	Face to face	Internal	Induction Checklist
	Why:	To provide protection for staff and HLNT assets from a flood HLNT Policy	When:	Within 3 months of commencement			
			Cycle:	Once	Once		
Cross cultural awareness	What:	Cross Cultural Orientation	How:	Online / Face to face	Face to face	External course	Documentation confirming attendance or completion
	Why:	To promote a culturally safe environment for clients and staff HLNT Policy	When:	Within 3 months of commencement			
			Cycle:	Once for urban administrative staff 3-yearly for all other staff	Once 3-yearly		
Hand Hygiene Hand Hygiene	What:	Hand Hygiene	How:	Online (choose related discipline course)	Online	Online	Certificate of Completion on Personnel file
	Why:	To prevent staff and clients from acquiring an infection NSQHS Standard 3.5.1, 3.11.2	When:	Within 3 months of commencement			
			Cycle:	Once for urban administrative staff 3-yearly for all other staff	Once 3-yearly		
Infection Control Hand Hygiene	What:	Infection Control Procedures <ul style="list-style-type: none"> Blood / blood products, Handling and disposal of sharps Product Demonstrations, Needle Stick Incidents 	How:	Face to face Online (choose related discipline course)	Face to face / online	Internal and/or Online	Induction Checklist and/or Certificate of Completion on Personnel file
	Why:	To maintain a safe working environment and prevent acquired infections NT Work Health & Safety Regulations	When:	Within 3 months of commencement			
			Cycle:	Face to face once for urban administrative staff 3-yearly for all other staff	Once 3-yearly		

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Essential Training For HLNT Employees								
Topic	What/Why		Delivery/Frequency		How	Mode	Reporting	
Client Medical Events	What:	Response Procedures Roles and Responsibilities	How:	Face to Face	Face to Face	Internal	Induction Checklist	
	Why:	To provide protection for staff and clients when managing a medical emergency NT Work Health & Safety Regulations	When:	Within 30 days of commencement			Once Annual	Staff and Education Meeting Agenda and Minutes
			Cycle:	Once for urban administrative staff Annual for all other staff				
Dealing with Difficult Clients	What:	Response Procedures Roles and Responsibilities	How:	Face to Face	Face to Face	Externally through Registered Training Organisation	Certificate of Completion on Personnel file	
	Why:	To enhance skills for client interaction HLNT Policy	When:	Within first 12 months				
			Cycle:	Once	Once			
Resuscitation	What:	CPR Training	How:	Face to Face	Face to Face	Externally through Registered Training Organisation	Certificate of Completion on Personnel file	
	Why:	To maintain skills for emergency situations HLNT Policy	When:	Annual				
			Cycle:	Annual	Annual			
Cardiac Defibrillation	What:	Use of Automated Cardiac Defibrillator		Face to Face	Face to face	Externally through Registered Training Organisation	Certificate of Completion on Personnel file	
	Why:	To maintain skills for emergency situations HLNT Policy	When:	Annual				
			Cycle:	Annually	Annual			
First Aid	What:	First Aid Training	How:	Face to Face	Face to Face	Externally through Registered Training Organisation	Certificate of Completion on Personnel file	
	Why:	To maintain skills for emergency situations HLNT Policy	When:	Annual				
			Cycle:	Three-yearly	Annual			

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Topic	What/ Why		Delivery/Frequency		How	Mode	Reporting
Food Safe Practice	What:	Food Safe Training	How:	Face to face	Face to face / Online	Externally/ Online through Registered Training Organisation	Certificate of Completion on Personnel file
	Why:	To have an understanding of safe practices for preparation, cooking and storing food HLNT Policy	When:	Within 6 months			
			Cycle:	Once	Once		
Remote Orientation	What:	Remote Service Orientation	How:	Face to face	Face to Face	Internal	Induction Checklist
	Why:	To have an understanding of remote policies & procedures HLNT Policy	When:	Within 3 months			
			Cycle:	Once	Once		
4WD	What:	4WD operation	How:	Face to face	Face to Face	Externally through Registered Training Organisation	Certificate of Completion on Personnel file
	Why:	To have an understanding of remote policies & procedures HLNT Policy	When:	Within 3 months			
			Cycle:	Once	Once		
Remote Emergency	What:	Location Device Use and Reporting	How:	Face to face	Face to Face	Internal	Induction Checklist
	Why:	To obtain skills and understand procedures for emergency situations and cyclical reporting HLNT Policy	When:	Within 3 months			
			Cycle:	Once	Once		

