

Client request for mandatory training

Please see below for a menu of topics that Atlantic can deliver in mandatory training sessions. We recognise that organisational needs are varied, so please check the items that you would like to have incorporated into your session(s).

Atlantic will discuss the format and scheduling of the requested delivery once your areas of need have been identified.

Organisational policies and procedures

If your organisation likes to reinforce specific policy and procedure information each year, we can include information provided by you into the mandatory training session. This may include but is not limited to:

	Code of conduct information
	Dress codes
	Organisational Values / Mission Statements, etc
	Important policies and procedures (eg: injury reporting, social media policy, etc)
	Other:

Manual Handling

Manual Handling training can be adapted to a wide variety of settings: residential care, private home, hospital, community centres, etc. This is a sample of what we can offer. If your organization has a particular need that is not identified on this checklist, please feel free to add.

	Overview of basic anatomy of the spine and soft tissues related to manual handling
	Overview of how correct manual procedures maintain integrity of the spine and soft tissues
	Identifying manual handling risks (including assessment of the environment, the load, procedural risks, etc)
	Identifying safe procedures and postures for manual handling
	Theory relating to safe use of manual handling equipment including but not limited to: <ul style="list-style-type: none"> ○ Wheelchairs ○ Standing hoists ○ Full hoists ○ Slide sheets

	<p>Practical session including (but not limited to):</p> <p>Equipment</p> <ul style="list-style-type: none"> ○ Safe use of beds ○ Slide sheet ○ Wheelchair ○ Hoist <p>Client movement</p> <ul style="list-style-type: none"> ○ Rolling in bed ○ Moving up the bed ○ Moving lying to sitting and sitting to lying ○ Sit to stand transfer ○ Chair-to-chair transfer ○ Hoist transfer <p>Other</p> <ul style="list-style-type: none"> ○ Assisting a mobile client on/off a bus ○ Assisting client movement within the bus (eg: moving across seats) ○ Using bus hoist ○ Assisting a client off the ground (eg: post-fall) ○ _____ ○ _____
--	--

Workplace Safety and Health

	Overview of OSH legislation including obligations of the employee and employer
	Bullying in the workplace
	Employee reporting obligations (eg: pregnancy, infectious disease, injury, etc)
	Dressing safely for work
	Risk identification and management
	<p>Infection control</p> <ul style="list-style-type: none"> ○ Hand hygiene ○ Modes of transmission ○ Standard precautions
	Self care in health care (eg: managing stress)
	Personal safety considerations for community care workers
	Other:

Elder abuse and mandatory reporting

	Elder Abuse - Mandatory reporting obligations
	Identifying individuals at risk for elder abuse
	Identifying signs of elder abuse
	Resources available to assist in management of elder abuse

Other:

If your organisation has training needs (mandatory or otherwise) that were not identified above, please provide information:

Requested by**Name:****Organisation:****Email:****Phone:****Date:****Please return request to:**

Therapy Administration Assistant

training@atlantichhealth.com.au**Phone:** 9388 3577**Fax:** 9388 3578

