



## Safety Skills Training for all Medical Staff

### Accessing eLearning Modules on the Internet

#### Safety Skills eLearnings are now available on the internet

Accessible from home / portable devices



#### Accessing eLearning on the internet:

1. Check what modules your position is required to complete from the list below.
2. Access the eLearnings from [www.rph.wa.gov.au/For-health-professionals/Medical-Safety-Skills](http://www.rph.wa.gov.au/For-health-professionals/Medical-Safety-Skills)
3. Read the reference material.
4. Complete the quiz – ensuring at the end the module states ‘Pass’. Otherwise re-complete until passed.
5. Save and/or Print the final ‘pass’ screen as proof of completion - keep for your own records.
6. The record of your successful completion will be automatically recorded within one (1) week and will appear on the Safety Skills Dashboard no later than seven (7) days following completion.

#### Important Things to Know about completing the internet-based modules:

You must **retain a copy of your proof of completion**. You may be required to present this for record checking purposes.

**Reporting of Child Sexual Abuse** is the only mandated eLearning module **not available externally**. This must be accessed from a WA Health computer.

**Clinical Services can assist** if you have concerns about whether your module has been marked as complete. Contact [RPH.MandatoryTraining@health.wa.gov.au](mailto:RPH.MandatoryTraining@health.wa.gov.au)

For the **DoH modules** you are required to login. If you are unsure of your password it can be reset via this [link](#). The reset link will be sent to your WA Health email account. Access WA Health Webmail via this [link](#).

#### Requirements

*All Medical Staff are required to complete all of the below eLearning modules, at frequency as noted in the second column*

Accessible OFFSITE	Infection Prevention & Management Principles eLearning <a href="#">[external LINK]</a>	<i>Every year eLearning</i>
Accessible OFFSITE	Emergency Procedures <a href="#">eLearning &amp; evacuation drill</a> OR <a href="#">lecture</a> <a href="#">[external LINK]</a>	<i>Every year <a href="#">eLearning &amp; evacuation drill</a> OR <a href="#">lecture</a></i>
Accessible OFFSITE	Prevention of bullying in the workplace <a href="#">[external LINK]</a>	<i>Every two years</i>
Accessible OFFSITE	DoH Accountable and Ethical Decision Making <a href="#">[external LINK]</a>	<i>Once only</i>
Accessible OFFSITE	DoH Record Keeping Awareness Training <a href="#">[external LINK]</a>	<i>Once only</i>
Accessible OFFSITE	DoH Aboriginal Cultural eLearning <a href="#">[external LINK]</a>	<i>Once only</i>
Not Accessible offsite	Reporting of Child Sexual Abuse <a href="#">[only available internally - LINK]</a>	<i>Once only (intranet) eLearning</i>