



Registration and payment fact sheet

The NEXUS training course aims to address the current training deficiency in Human Performance and Non-Technical Skills (NTS) that exists across Healthcare. These unique sessions provide participants with the knowledge and skills, which have become so deeply integrated into other industries and are fundamental to the leadership, teamwork and safety culture it creates

There are 3 levels to NEXUS, which are required to be completed in order. Each level is designed to build upon the previous, gathering skills and tools to participate in practical sessions, which assist in the translation of concepts to the Healthcare work environment.

Each participant is requested to adhere to the following guidelines when registering and/or making payments for each NEXUS level.

Key definitions:

Term	Definition
NEXUS Course	Comprises of the complete NEXUS Human Performance Training Program and the individual level components: Level 1: A foundation in Non-Technical Skills (NTS) Level 2: Skills Development Level 3: NTS Practitioner
Level	Individual components that comprise of the NEXUS Course modules completed consecutively over 3 separate sessions to qualify a participant as a NEXUS Practitioner.
Non-Technical Skills (NTS)	Competencies in areas inclusive of, but not limited to, Awareness, Communication, Teamwork, Leadership/Followership, Workload Management, Error Management, Human Performance - Fatigue, Situational Awareness and Decision Making.
EMHS	East Metropolitan Health Service
WA Health system staff	Comprises of Department of Health, South Metropolitan Health Service, North Metropolitan Health Service, Child and Adolescent Health Service, and WA Country Health Service employees.

Registration

It is the responsibility of all participants to ensure their manager or supervisor supports attending the training, prior to registering for the NEXUS course on their preferred date.

Each level requires an individual registration. Levels must be completed in order 1, 2 and 3. For registration of Levels 2 and 3 the participant is required to have completed the previous Level/s on dates prior to, or is registered (not waitlisted) for the previous Level/s on dates prior to that registration. Being waitlisted for a Level does not automatically qualify as a registration. Participants that have been waitlisted will still be required to complete a registration, once notified via email that a place is available.

Payment

The below information outlines registration fees for all participants.

Note: NEXUS course fees are determined by the individual participants physical work location at the time of the course date, and not a participants contracted health service or worksite.

Internal participants relates to those individuals working at an EMHS site, at the time of the course date. In this instance a subsidised course fee applies, participants in this category please refer to the NEXUS Hub page for details.

External participants relates to any individual that, at the date for the course registration, is employed by or currently working at any organisation that does not fall under the governance of EMHS.

Participants external to EMHS are eligible to register for and attend the NEXUS course, however an external fee applies, payable by the individual or their employer (subject to approval). Participants in this category are required to complete an Invoicing form.

External participants will incur a fee of:

- Other WA Health system staff – \$275
- Private hospitals/organisations – \$375 inc. GST (course fee: \$340.91 + GST: \$34.09)

Cancellations

Any cancellation must be received no less than **48 hours** prior to the date of the participants' registered training session. This will allow waitlisted participants appropriate notice to attend in the event of a cancellation. Eligible participants that have registered to be waitlisted for a course will be notified via email as soon as a cancellation has been received.

An SMS will be sent to participants a minimum of **72 hours** prior to the registered training sessions with date, time and location information. Confirmation of attendance is required with a reply 'Yes' SMS. Should the participant wish to cancel they are required to call the number indicated in the SMS.