Welcome to Learning4you, a newsletter for every employee of CISS. CISS employs many people across its diverse services, each of whom is pursuing a range of personal, academic and career goals. We are all adult learners, irrespective of where we work or what our job is. The purpose of Learning4you is to celebrate the accomplishments of those pursuing their goals and aspirations, and to highlight the many available learning opportunities in CISS.

How Are Your Mandatories?

All staff are required to comply with mandatory training requirements. Mandatory training is determined by legislation and policy, and compliance is therefore essential.

Each staff member is responsible for ensuring their own mandates are up to date.

You can do this by:

- Using the CISS Education LibGuide
- Identifying your local workplace trainers and requesting assistance (e.g. Ward Unit Trainer, BLS Trainer, Fire Warden)
- Discussing with your line manager
- Discussing with your educator

In the month of July, all staff are to ensure they are current with the following five:

1. Child Safety
2. Elder Abuse
3. First Response Evacuation Instructions (FREI)
4. General Evacuation Instructions (GEI)
5. PDP (Performance Development and Planning)

If you are unsure if you are up to date, your line manager or educator can check on MTR. We are in the transition process of implementing the LMS. However, for the moment, MTR data is the most practical way to find out. MTR data is current up to the last week in June.

Learning Management System (LMS) Update

The implementation of the LMS has commenced. Elements of the LMS will be implemented incrementally over the next 12 to 18 months. It will provide us many exciting opportunities! At present the MNHHS LMS team are focusing on how the LMS can collect mandatory training data and produce reports. As could be expected with the implementation of such a system, there are a few teething problems that are being rectified. Updates will be provided as they become available.

—Michael Jordan
Introducing …

**Billie (Virginie) Billaut**  
**Nurse Educator**

On the 1st Oct 1987 I had my first real job as a Medic in the Royal Australian Navy and had 11 of the best years of my life. I would go back tomorrow!! The passion I have for teaching and the regard I feel for my colleagues stems from the unwavering mateship I experienced during this time. Always striving to be and do better. The pride of wearing my country’s flag on my back is the pinnacle of my career!

Everything from working as a Parachute Training School Medic to working with the Australian Army Field Hospital and the Airforce Air Transportable Hospital, and many years in the Operating Theatre.

I grew up in the far reaches of the Gulf of Carpentaria, Normanton! Yes, the place with the Purple Pub, which still stands today!! Have lived in the Solomon Islands, Vanuatu, Torres Strait Islands and throughout the Southern States. My nomadic folks gave me an incredibly rich diverse lifestyle.

Most proud of my background as an immigrant! My multicultural background, life and experiences have shaped me into who I am today!

The light bulb moment is what drives what I do!! That moment when they just get it!! Where it all just snaps into focus and all the mish mash of technical terms and explanations make sense.

Knowledge is so powerful and imparting it to enhance the next generation of health professionals to better the lives of others, I can’t think of anything more gratifying!

**Something you don’t know about Billie …**

Billie is fluent in French and loves soccer!
Medication Matters

from Kerry Feilding
your Director of Pharmacy

Are you mindful of Methotrexate Misadventure ... mmm???

What is methotrexate? It is a medication that blocks DNA synthesis and cells replicating, it does this by blocking folic acid in the cell. In Australia, methotrexate tablets are marketed as Methoblastin and Ledertrexate. Methotrexate has cytotoxic, immunosuppressive and anti-inflammatory actions. These actions define how methotrexate is used. Firstly, as a cytotoxic in many forms of cancer, acute leukaemia and Non-Hodgkin’s lymphoma. Secondly as an immunosuppressive for diseases such as Rheumatoid Arthritis, Psoriasis, Crohn’s disease, Polymyositis and Dermatomyositis. Therefore, you may ask where is the misadventure?

The misadventure around methotrexate is that for all other conditions other than cancer treatments the dose is given at WEEKLY intervals. Inadvertent overdose of oral methotrexate - usually from accidental daily administration of a weekly dose - can lead to serious and potentially fatal toxicity.

A search of our Australian adverse event database (DAEN), up to March 2018, identified 28 cases involving a weekly dose of oral methotrexate being taken incorrectly. Most cases identified incorrect daily dosing (dose range 2.5-30 mg). The most frequent duration was for one week or longer. The lowest fatal dose recorded was 2.5mg daily, which was taken for at least 1 week.

The most frequently reported adverse effects were haematological (pancytopenia, thrombocytopenia, neutropenia), stomatitis, mucosal inflammation or ulceration, and gastrointestinal effects.

So what were the common causes of error identified in the reports:

- patient confusion with another medicine - the most common medicine that patients confused methotrexate with was folic acid. Remember also that these are both yellow small round tablets (which are commonly co-prescribed) including one fatal case.

  Can you identify which is methotrexate and which is folic acid? (Answer in the next edition in Learning4you)

- non-English speaking background

- pharmacist dispensing practices were found to have contributed in five non-fatal cases and two fatal cases

- health professional administration or instructions (all professions).

Four of six people reported with a medication misadventure to methotrexate were more than 70 years old and three of them misunderstood clear written instructions about taking the drug weekly, instead of daily. One patient took extra doses to relieve arthritic symptoms. Two of the cases were patients in a hospital and the methotrexate dose was incorrectly charted and/or dispensed daily, instead of weekly. Sensory and cognitive impairment may also increase the chance of patient harm through errors in administration. The medication is also cleared by the kidneys and therefore may accumulate with impaired kidney function, which is common with elderly patients.

These causes are consistent with those published in medical literature, both Australian and international and despite the large quantity of literature available (case reports, retrospective studies and safety alert guidance), serious toxicity associated with low-dose methotrexate still occurs.

So, what can both the prescriber and ‘the system’ do to reduce the chance of adverse effects due to errors? Measures include the following:-

- give clear written instructions that name a specific weekday for taking the tablet

- prepare instructions in big print to assist people with poor eyesight

- have a clear protocol for monitoring appropriate clinical and blood parameters such as full blood count, liver and renal function tests

- take special care in those with known renal/hepatic impairment

- ensure the patient has a good understanding of how and when to take the drug and the dangers of taking too much

- explain that extra or irregular doses are dangerous, and it is not to be used as needed to treat symptoms

- advise the patient not to take a catch-up dose if one dose is missed; the flare-up of disease is unlikely

- make a carer responsible for giving the drug if the patient appears to have cognitive or severe sensory difficulties

- keep the strength of the tablets supplied to the patient consistent to avoid the confusion over the number of tablets they need to take.

- Be aware of Methotrexate toxicity and intolerance e.g. dry consistent cough, nausea and vomiting, bruising, or infection

- If patient is an inpatient make sure on the medication chart for the methotrexate, the dose for 6 days is crossed out so that the dose may only be given ONE day per week.

- This is a high-risk medication, make sure on administration another clinician checks the dose (if an inpatient – double signing is required). Methotrexate is a high alert drug and extra safeguards are needed whenever it is prescribed, dispensed or administered regardless of the setting, dose or indication for use. Remember Mindfulness about Methotrexate Matters.
These online courses are free, and have no entry requirements: Anyone can participate!

**Professional and Personal Development**

**Understanding the Australian Health Care System**
Understand and navigate the complexities of Australia’s world-leading health care system by following patient journeys.
- University of Queensland: 9 weeks: 1 to 2 hours / week
- Enrol now
- [https://www.edx.org/course/understanding-australian-health-care-uqx-health101x-0](https://www.edx.org/course/understanding-australian-health-care-uqx-health101x-0)

**Introduction to Data Analysis using Excel**
You will learn how to perform data analysis using Excel’s most popular features. You should have a basic understanding of creating formulas and how cells are referenced by rows and columns within Excel to take this course.
- Create flexible data aggregations using pivot tables
- Represent data visually using pivot charts
- Calculate margins and other common ratios using calculation on pivot table
- Filter data using slicers in multiple pivot tables
- Create aggregate reports using formula based techniques
- Microsoft: 2 to 4 hours / week for 4 weeks
- Enrol now

**Team Coaching**
- Learn how to use a range of coaching principles and strategies to create a positive and supportive team culture
- Deakin University: Total 6 hours
- Enrol now
- [https://www.futurelearn.com/courses/team-coaching](https://www.futurelearn.com/courses/team-coaching)

**Understanding Obesity**
In this course, we’ll look at the facts and misconceptions around obesity and discuss key physiological and psychological concepts around the brain’s control of appetite and body weight. We’ll consider the biological and environmental pressures that make it easy to gain weight (and hard to lose it!). Most importantly, we’ll give you the opportunity to reflect on your own knowledge and assumptions around the subject.
- The University of Edinburgh: Total 8 hours
- Enrol now
- [https://www.coursera.org/learn/understanding-obesity](https://www.coursera.org/learn/understanding-obesity)

**Critical Thinking & Problem-Solving**
The most successful professionals are able to assess the environment, analyze a situation, design a solution, and ultimately win in a competitive scenario.
- RIT (Rochester Institute of Technology): 3 weeks: 6-8 hours/week
- Enrol now
- [https://www.edx.org/course/critical-thinking-problem-solving-ritx-skills103x-0](https://www.edx.org/course/critical-thinking-problem-solving-ritx-skills103x-0)

**Successful Negotiation: Essential Strategies and Skills**
Through this course you’ll learn and practice the strategies and skills that will help you become a successful negotiator in your personal life and business transactions. After completing this module, you'll be able to state the four key stages of negotiation and what you need to do successfully complete this course.
- University of Michigan: Total 14 hours
- Enrol now

**Why Planning Your Research Matters**
Learn how to plan your research effectively and define your research question.
- Deakin University and Griffith University: 2 weeks: 3 hours / week
- Enrol now

To search the 1000’s of amazing free online courses available, search (google): ‘MOOC’
Hobbies and Personal Interest

Astronomy: Discovering the Universe
Explore the evolution of the universe, the future of astronomy & the role technology plays in new discoveries.
- Curtin University. 4 weeks: 2-4 hours / week. Enrol by 31/07/18.

Dog Behaviour: Problems and Solutions
Have you ever wondered why your dog behaves a certain way? Learn the science behind a dog’s behavior and how to critically evaluate different techniques of dog training.
- Arizona State University. 3 weeks: 4-10 hours / week. Enrol now.

World of Wine: From Grape to Glass
This is for anyone who loves wine and wine tasting. Learn about the principles and practices of how grapes are grown and wine is made. Whether you’re a wine novice or a seasoned oenophile, you’ll learn to confidently describe wine appearance, aroma, flavour and taste.
- The University of Adelaide. 6 weeks: 2-3 hours / week. Enrol now
- https://www.edx.org/course/world-wine-grape-glass-adelaide-x-wine101

Science & Cooking: From Haute Cuisine to Soft Matter Science (physics)
You will be visited by world-famous chefs who use a number of different styles and techniques in their cooking. Each chef will demonstrate how they prepare delicious and interesting creations, and will explore how fundamental scientific principles make them possible. Become an experimental scientist in your very own laboratory — your kitchen! By following along with the recipes of the week, taking precise measurements, and making skillful observations, you will learn to think like both a chef and a scientist.
- Harvard University. 6 weeks: 5 to 7 hours per week. Enrol now.

Basic Spanish 1: Getting Started
Learn Spanish and explore Spanish culture in this introductory language course, designed for English speakers. The course introduces everyday language and includes activities to practice all four language skills: reading comprehension, writing, listening comprehension and speaking
- Universitat Politècnica de Valencia Logo (Spain)
- 7 weeks: 4-5 hours / week. Enrol now.
  https://www.edx.org/course/basic-spanish-1-getting-started

What is MOOC?
Massive Open Online Courses (MOOCs) are an affordable and flexible way to acquire new knowledge and skills, and advance your career. The online courses deliver education through lectures, videos, study materials and examples.

The courses are developed mostly by Australian and international universities, and some other training organisations e.g. Microsoft. They are hosted on one of several major MOOC platforms (Coursera, edX, Futurelearn and Udacity).

The courses are free and there are no entry requirements. There is usually an optional upgrade available.

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<thead>
<tr>
<th>Free</th>
<th>Optional Upgrade</th>
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<tr>
<td>- $0</td>
<td>- Usually between $40 &amp; $99</td>
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<tr>
<td>- Course access for limited time (usually 5 to 12 weeks)</td>
<td>- Unlimited course access</td>
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<td>- May include additional learning materials</td>
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<td>- Generates a certificate or statement of participation</td>
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There is something for everyone! Areas of study include:

- Agriculture
- Art & culture
- Business & management
- Communications
- Computing & information technology
- Data analysis & statistics
- Education & training
- Environmental studies
- Food & nutrition
- Health services & support
- Humanities & social sciences
- Languages
- Landscape Design
- Literature
- Medicine
- Music
- Nursing
- Paralegal studies
- Psychology
- Science

The courses are always changing. Courses are made available for specific periods of time, and then archived, while new courses are being loaded. Check regularly to see what is available.
Learning Opportunities … from your Education Team

Administration Induction Training
On Demand: Administration Officers
- CISS – who, what, how & where
- Email management
- Calendar management
- Medical records management
- Corporate records management
- Effective meeting management
- Finance – delegation, general purpose vouchers etc
- Technology – video & teleconferencing booking & setup, & overview of other equipment

Administration Support Officer Training Program (2 parts)
Attend both sessions: 28th Sept & 5th Oct, 0830-1230:
Administration Officers
- Email management
- Calendar management
- Meeting management
- Agendas & minutes
- Standards: HR process management; BCS filing & finance

Clinical Response to Domestic and Family Violence
26th July, or 19th Sept, 1230-1630: For All Clinical Staff
An interactive workshop where participants will:
- Increase knowledge of the legislation that underpins D&FV
- Increase knowledge of the indicators & risk factors of D&FV
- Build capacity to sensitively & skilfully ‘Recognise, Respond & Refer’
Participant must have completed 2 on-line training programs at time of booking in:
- Understanding Domestic and Family Violence module
- Clinical response to Domestic and Family Violence module

Train the Trainer Courses
- BLS Instructors Course: 29th Aug, 0830 – 1230
- BLS Instructor Refresher Course: 29th Aug, 1300-1400
- Pt Handling Ward Unit Trainer Orientation: 4th Sept, 0800-1630
- Pt Handling Ward Unit Trainer Refresher: 8th Aug or 9th Oct, 0800-1200

Professional Supervision Training
1st August, 0830-1630: For All Clinical Staff
An interactive workshop focused on one-to-one supervision:
- Establish an effective supervisory relationship
- Policies, procedures & evidence based principles
- Goal-setting, reflection & providing feedback
- Confidentiality & ethics
- Problem identification & management
- Evaluating supervision & concluding the supervision relationship

Continence Management Workshop
9th August, 0800-1630: For All Clinical Staff
- Anatomy & physiology of the urinary & gastrointestinal systems
- Recognise, prevent & manage incontinence associated dermatitis
- Engage with a consumer as they share their thought provoking personal experience around supra pubic catheterisation & ileostomy management
- Support effective bowel care in the elderly
- The causes of the various types of urinary incontinence, & management strategies
- Bladder & bowel retraining programs
- Engage with professional continence advisors
- How to navigate QHEPS, LMS & the Lib Guide to develop learning and professional practice.

Fundamentals of Enteral Nutrition
3rd September, 0800-1630: For All Clinical Staff
- Anatomy & physiology of the gastrointestinal system & disease pathology
- Supplementary dietary feeds & formula, & their application to disease pathology
- Engage with professional staff from the Eating Disorders Mental Health Team & learn how the principles of enteral feeding are used to manage eating disorders
- Engage with a recovered consumer as they share their personal experience with enteral feeding
- Learn from Endoscopy Nurses about the complexities of PEG tube insertions & management
- Assessment & management of stoma
- Relevant MNHHS procedure documents
- Scope of practice
- Infection control practices when managing invasive devices
- Medication administration using nasogastric & PEG feeding tubes
- Troubleshoot & manage ENFIT supplies

Contact us
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