Recognising & Responding to Acute Deterioration (RRAD)

Serious adverse events, such as unexpected death and cardiac arrest, are often preceded by observable physiological and clinical abnormalities. Other serious events, such as suicide and aggression, are also often preceded by observed or reported changes in a person’s behaviour or mood that can indicate deterioration in their mental state.

Early identification of deterioration may improve outcomes and lessen the intervention required to stabilise patients whose condition deteriorates in a health service organisation.

The Q-ADDS is an observation tool designed to detect deterioration and prompt an appropriate response. This tool is very powerful for both the clients and clinicians. As a clinician, the Q-ADDS gives us a simplified approach to measuring client acuity and deterioration. It also assists us in effectively communicating patient status and the response required.

It empowers us as clinicians to advocate for our clients, assisting us to determine an appropriate response and escalation so that we can achieve the best possible health outcomes for our clients. See page 6 for more information on Q-ADDS and a Q-ADDS quiz.

In Community and Oral Health, all services use the ‘HITH’ Q-ADDS tool, as the escalation processes are aligned to those that are utilised within our COH clinical services.

Preceptor Training for Nurses

ALL NUMs and relevant Team Leaders are asked to reflect on the number of trained Nurse Preceptors they have in their units. As a minimum, you require 2 preceptors for each Graduate RN, and additional preceptors for new employees. If you have ENs in your unit, you may consider also having ENs trained as preceptors to support new ENs.

The dates for upcoming training will be announced in the November edition. Training will be in February and March to ensure all services are ready to support our Graduate RNs who commence in March 2020.

PRECEPTOR REFRESHER will be a 2-hour course (for staff who have previously completed a one or two day preceptor course)

PRECEPTOR COURSE (for new preceptors) will be 2 days.
Introducing ... 
Naomi Roder ... 
Nurse Educator

I am excited to introduce myself to everyone in Community and Oral Health as a new Nurse Educator. I joined the team in May from TPCH. I have a strong clinical background in paediatrics and am have been excitedly learning all about Community Health and how I can transfer my skills and knowledge across the COH services. My teams are PACS, CPI, CRU, Nurse Navigators and Safety and Quality Unit.

Something you don’t know about Naomi

Outside of work I love to be active and take long walks and run or ride along the Brighton/Sandgate foreshore. I live locally with my partner and 3 sons. I am passionate about social justice and anti-bullying. I lived in Indonesia in the homes of locals as a 17-year-old exchange student and this taught me so much and ignited in me a love and respect for difference.

If you see me around I am the one with the big smile and dreadlocks and I would love to say hi. My desk at Brighton is the one with the dreadlock doll on it – a gift from my colleagues at TPCH.

For ALL Community and Oral Health Staff

Dates:
- Wednesday 16th October
- Tuesday 12th November
- Monday 9th December

Venue: Brighton Auditorium

Time: 8am to 4.30pm

Bookings via LMS

Upcoming Metro North Workshops

AIN / EN / ENAS / AO / Dental Officer Workshop

8am to 1pm: (AINs, ENs, ENASs, AOs, DOs)
This workshop will include “The Power of Joy” presentation by keynote speaker Amanda Gore. This presentation will provide you with strategies on how to be resilient; how to be your best version; how to re-focus on what matters and take responsibility for your choices and behaviour.

1pm to 4pm: (for AINs, ENs & ENASs Only)
The afternoon will talk about excellence and how do we help make our organisation the biggest, the best and the nicest.

<table>
<thead>
<tr>
<th>Date</th>
<th>Venue</th>
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<tbody>
<tr>
<td>2nd October</td>
<td>Brighton Auditorium</td>
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<tr>
<td>8th October</td>
<td>RBWH, Education Centre</td>
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<tr>
<td>9th October</td>
<td>RBWH, Education Centre</td>
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<tr>
<td>27th November</td>
<td>RBWH, Education Centre</td>
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<tr>
<td>4th December</td>
<td>RBWH, Education Centre</td>
</tr>
</tbody>
</table>

CN CF Workshop

(Clinical Nurse – Clinical Facilitator)

Date Claimer: Monday 18th November
Send completed application form to: MN-Nursing-Midwifery-Education@health.qld.gov.au

Nurse Educator Workshop

Monday 28th October
Library website update

The library website has been revamped, making it quicker and easier to access information you need to make informed decisions. Highlights include:

- **Electronic books**: Discover new titles or browse eBooks by subject.
- **Literature searches**: Database searches done for you! Click on the links to discover research on diabetes, geriatrics, stroke, and more.
- **Journals**: Article alerts for journals from each discipline and clinical area.

Plus, the homepage has been updated to make it easier to request information and keep up-to-date with the latest library news.

Check it out at:  
[https://sas.health.qld.libguides.com/home](https://sas.health.qld.libguides.com/home)

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Research showcase

The new online Community and Oral Health staff publications collection showcases research published by Community and Oral Health staff. The collection can be freely viewed via the library catalogue. Library members can also access the full text articles - register today at:  

Is your article missing? Let the Librarian know:  
COH-Library@health.qld.gov.au

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CKN top tip!

Searching for information in CKN? Make sure you untick the ‘Search CKN resources only’ box before you hit search – otherwise you could miss out on vital information. If there’s no full text available, follow the prompts to request the document from the library.

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What can the Community and Oral Health Library do for you?

- **Document Delivery**: Provide access to books and articles not on CKN.
- **Training**: Learn literature searching or citation software.
- **Literature Searching**: Find the evidence via medical databases.
- **Search alerts**: Get research updates straight to your inbox.

Email COH-Library@health.qld.gov.au to find out more!
SHAPE Training

Brighton Health Campus
- 23/10/19 (Wed) 2:45pm – 3:45pm: Large Education Room
- 20/11/19 (Wed) 2:45pm – 3:45pm: Large Education Room

Caboolture Hospital
- 25/10/19 (Fri) 2:30pm - 3:30pm: Education Centre, Lecture Theatre
- 06/12/19 (Fri) 2:30pm - 3:30pm: Education Centre, Lecture Theatre

Redcliffe Hospital
- 10/10/19 (Thurs) 1:30pm - 2:30pm: Education Centre, Lecture Room 4
- 14/11/19 (Thurs) 8:00am - 9:00am: Education Centre, Lecture Room 4
- 12/12/19 (Thurs) 9:00am - 10:00am: Education Centre, Lecture Room 4

The Prince Charles Hospital
- 25/10/19 (Fri) 2:30pm - 3:30pm: Education Centre, Mark O’Brien Auditorium
- 29/11/19 (Fri) 2:30pm - 3:30pm: Education Centre, Mark O’Brien Auditorium

A Message from Phil

Throughout 2019, the MNHHS Health and Safety Unit, in consultation with work areas, Health and Safety Representatives (HSR) and Work Area Safety Champions (WASC), will focus proactively on the key target areas outlined in the MNHHS Health and Safety Activity Calendar.

The theme for August and September was Hazardous Chemicals. In the past year, Metro North workers reported almost 150 incidents resulting from the use of, or exposure to, hazardous chemicals. Around 30% of all hazardous chemical incidents were due to process related issues, such as not following procedures, breakdown in communication, or inadequate risk assessment.

For further information please visit our Hazardous Chemical information page on QHEPS or contact the Health and Safety Unit via email at MNHHShealthandsafety@health.qld.gov.au

Contact: Phil Hermans
Safety Advisor, Community & Oral Health
Mobile: 0436 836 448
philip.hermans@health.qld.gov.au

Attention Managers:

Book your own SHAPE session/s
Managers are invited to contact Phil directly to have a session at your site, at a time that suits you. A minimum of 10 attendees is required.

What is SHAPE?
SHAPE (Safety Has a Place Everywhere) is a MNHHS health and safety initiative. It is aimed at promoting a proactive safety culture throughout MNHHS workplaces.

The objective of the program is to embed safety in everything we do, to reduce the risk of injury and illness, and enhance wellbeing and performance.

This interactive SHAPE session is an introduction to the SHAPE program. The session covers the four key elements of the overarching SHAPE program and gives participants practical ‘takeaways’ to enhance safety management and culture in the workplace.

ALL MNHHS employees must complete this program once only.

NOTE: The sessions detailed above are open to all MNHHS workers i.e. any worker from any facility can attend location.
HAZARDOUS CHEMICALS

What is a Hazardous Chemical?
These are chemicals that can cause acute or chronic health effects and can pose a physiochemical risk through inappropriate handling or use, e.g. they could result in a fire, explode, corrode something or react in another dangerous way.

How do I identify a hazardous chemical?
In general, hazardous chemicals are identified by one or more of the following pictograms being present on a container:

- Explosive
- Flammable
- Oxidizer
- Under Pressure
- Toxic
- Low Level Toxity
- Corrosive
- Health Hazard
- Enviro. Hazard

Signal words such as ‘Danger’ and/or ‘Warning’ may also be on a container - these words also indicate a hazardous chemical. The Safety Data Sheet (SDS) for the chemical will also say if it is hazardous.

Work Area Duties
- Maintain an accurate register of all Hazardous Chemicals.
- Ensure a Safety Data Sheet (SDS) for each Hazardous Chemical is obtained and readily accessible to workers.
- Assess any risks associated with the storage, safe use and clean up of each Hazardous Chemical.
- Provide information, training, instruction and/or supervision about Hazardous Chemicals to workers.

Hazardous chemicals are a priority enforcement area for the Workplace Health and Safety QLD (WHSQ) Regulator. This means WHSQ inspectors will issue an immediate ‘on the spot’ fine if a duty has not been fulfilled, e.g. if the chemical register is not accurate, if SDSs are not readily accessible.

How does MNHHS support work areas to manage their hazardous chemicals
- By providing you support and advice through the MNHHS Health and Safety Unit.
- By providing you access to ChemAlert - all work area managers will be given access to ChemAlert so they can take control of their chemical registers.

What is ChemAlert and how do I access it
- ChemAlert is a specialist chemical management system. It allows users to search and find information about chemicals, it provides a quick and easy way to access and download an SDS for a chemical, and it enables the creation and maintenance of chemical registers.
- ChemAlert can be accessed by opening the icon on a MNHHS computer or searching ‘ChemAlert’ on QHEPS.
- Online training in using ChemAlert can be found on iLearn. Alternatively, the MNHHS Health and Safety Unit can be contacted for help in how to use ChemAlert.

For further information on hazardous chemicals or ChemAlert please contact your local Health and Safety Unit on:

North: 3139 4540
RBWH: 3646 0738
Email: MNHHShealthandsafety@health.qld.gov.au

Keep yourself, your team and our patients safe
STOP
Say NO to unsafe tasks involving hazardous chemicals

V1.0 Effective: July 2019 Review: July 2020 Doc No. 0129
Q-ADDS (QLD Adult Deterioration Detection System)

Q-ADDS is an observation chart designed to detect deterioration. A total score is calculated with each set of observations which triggers a response algorithm (actions required). This guides clinicians in their decision making and assists in advocating and escalating for increased interventions.

Clinicians are required to correctly complete the Q-ADDS (see example below) and follow the ‘actions required’ for each total score calculated. Documentation of interventions is completed on the rear page and where necessary in the progress notes.

All COH services use the ‘HITH’ Q-ADDS tool, as the escalation processes are aligned to those that are utilised within our COH clinical services.
All Clinicians are asked to take the “Q-ADDS Quiz”

(Answers on page 13)

WHY Q-ADDS?

Question 1
Why do we need the Q-ADDS tool?
A) Assist staff statewide by using the same system to recognise and manage a deteriorating patient.
B) Standardise information and documentation for recording responses for all adult patients
C) Is an essential component of meeting the National Safety and Quality Standards for acute healthcare facilities.
D) All of the above

Question 2
By calculating a total Q-ADDS correctly and filling out the interventions on the rear page staff are completing legal responsibilities of the position
A) True
B) False

Question 3
How would Q-ADDS assist clinicians to overcome possible anxiety about contacting senior staff about clinical deterioration?
A) Clinicians are acting on the actions listed which have prompted a particular response
B) The score calculated clearly indicates the level of deterioration experienced by the patient
C) Clinicians can more confidently relay the evidence as depicted on the Q-ADDS when speaking to senior staff.
D) All of the above

Question 4
The Q-ADDS chart includes systems and algorithms aimed to improve the early recognition and response to clinical deterioration.
A) True
B) False

HOW TO COMPLETE Q-ADDS?

Question 5
What observations make up a total Q-ADDS score?
A) Respiratory Rate, Oxygen Saturations, Oxygen Flow Rate, Blood Pressure, Heart Rate, Temperature and Pain Score
B) Temperature, Pulse, Respiration, Oxygen Saturations and Blood Pressure
C) Respiratory Rate, Oxygen Saturations, Oxygen Flow Rate, Blood Pressure, Heart Rate, Temperature and Level of Consciousness
D) Heart Rate, Sedation Score, Temperature, Pain Score, Level of Consciousness, Oxygen Saturations, and Oxygen Flow Rate

Question 6
You are required to plot the observations on the chart and join the dots to demonstrate trends in observations?
A) True
B) False

Q-ADDS ACTIONS & INTERVENTIONS

Question 7
Upon completion and plotting of the observations you are required to calculate a total score and document in the column the observations were plotted?
A) True
B) False

Question 8
The total score calculated correlates to an ‘actions required’ box where the score is aligned to actions. The purpose of these actions is:
A) To provide optional actions for staff to choose from that may or may not benefit the patient
B) To give hospitals only guidance of how to action Q-ADDS scores and is not relevant in the community
C) To provide staff with required actions resulting from the score calculated so that all patients receive standardised actions in response to deterioration.

Question 9
The interventions row on the bottom of the Q-ADDS is optional for Q-ADDS scores of greater than 1.
A) True
B) False

Question 10
SBAR communication should occur when communicating clinical deterioration verbally and documenting in progress notes.
A) True
B) False

Do you want to learn more?

COH Back to Basics Guide: (Via COH Education Libguide)
Recognising & Responding to Acute Deterioration

Recognising & Responding to Clinical Deterioration 2019
Patient Safety & Quality Improvement Service (via iLearn)
3 hours duration, split into 5 modules

Recognising and Responding to Clinical Deterioration in Adults (CSDS)

Q-ADDS Adult Deterioration Detection System
Patient Safety Unit Online Training for Emergency Departments
Patient and Manual Handling

New Program from October 2019

Patient Handling is a high-risk activity and often contributes to many workplace and patient injuries. As part of Values in Action, MNHHS has committed to improving and maintaining safety for all people interacting with our services no matter who they are. A new model of patient handling training and assessment has been introduced to help us make sure the right people are trained the right way with the right equipment for each clinical area. This model will be launched in October 2019.

Manual Handling versus Patient Handling

Manual handling is involved in everything we do whether you are a clinician or non-clinician. If you provide direct patient care, the manual handling training and assessment requirements of your role will be completed through annual patient handling assessments.

Each unit is required to have a minimum of 1 coach for every 15 workers.

2. What does the new process look like and what tools will I need to use?

Two new tools have been developed:

a) Patient Handling Transfer Table: This tool is used to risk assess clinical areas and determine Patient Handling assessment requirements. The HaSARD tool will continue to be used to assess non-patient handling risks.

b) Patient Handling Assessment Tool: This tool will be used by COACHES to document completion of theory and practical assessments.

Lead Trainers and Patient Handling Coaches have been introduced to the new tools and will work with the clinical areas to support the transition.

All patient handling assessment tools must be kept in the personnel file of each staff member. Staff members will be instructed to return patient handling assessment tools to their line managers after attending Orientation or Mandatory Blitz sessions.

What has changed?

1. Naming conventions for trainers

   • The MNHHS PATIENT HANDLING COORDINATOR oversees the implementation and integration of the new model across MNHHS.

   • LEAD TRAINERS are located at all facilities within MNHHS and have been trained to embed and support the program. The LEAD TRAINERS are responsible for training the COACHES.

   • COACHES (previously known as Ward Unit Trainers), implement the new model within our clinical areas, by providing annual training to staff within their work unit.

Please note, MANUAL HANDLING processes within MNHHS are also under review and will be updated over the coming months. We will keep you posted as we know more.

All enquiries to Sharon Hodby, Nurse Educator – 3631 7582
3. Training & Assessment Requirements

In a nutshell, all staff still need to be trained and assessed on commencement of employment and annually. The schedule of training for patient handling is on page 10.

Staff should be trained and assessed in all hazardous tasks. If you are unsure regarding whether to train and assess your staff in a particular manual handling task, you should consult with your local Health and Safety team.

Training and assessment may also be required in the following circumstances:
- Staff returning to work after an extended absence
- Introduction of a new or redesigned task
- Variations to usual work procedures
- Work performance indicates a need

4. Changes to Naming conventions for annual practical & theory certifications.

Until now annual patient handling assessments were documented using three classifications;
- Manual Tasks - Patient Handling Practical
- Manual Tasks - Patient Handling Theory AND
- Manual Tasks - Manual Handling Theory

For staff providing clinical care these will ALL now be recorded under the classification Patient Handling.

5. Other key points

- All units are to complete the required risk assessment Patient Handling Transfer Table to determine unit specific patient handling needs. Coaches are to access completed risk assessments to ensure appropriate training and assessments are conducted.
- Practical skills assessments as determined by the clinical area risk assessment, can be completed over several days to allow coaches on the unit to assess skills as they arise in the workplace. More than one coach from a clinical area can contribute to the assessments. The completion date recorded on LMS will reflect the date of the first practical assessment recorded on the patient handling skills assessment record.
- Line managers or their proxy are to update the LMS after ALL elements of patient handling requirements are complete. These are as identified by clinical area risk assessment, and have been successfully demonstrated and recorded on the patient handling skills assessment record.
- Mandatory Blitz will cover Patient Handling theory as per the minimum training content and generic equipment and manoeuvres as time permits. All remaining practical assessments to be conducted by the clinical area COACH. Staff members attending Mandatory Blitz or Orientation are to keep originals and return to line managers for storage in personnel file.
- Clinical units with specific manual handling needs can liaise with the Community and Oral Health Manual Handling Portfolio Holder and the MNHHS Patient Handling Coordinator to negotiate alternative arrangements.

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### Patient Handling Requirements (from October 2019)

<table>
<thead>
<tr>
<th>Component</th>
<th>Frequency</th>
<th>How</th>
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<tbody>
<tr>
<td>Health &amp; Safety Orientation</td>
<td>On commencement of employment - ONCE ONLY</td>
<td>All Staff Orientation</td>
</tr>
<tr>
<td>Healthcare Ergonomics Theory</td>
<td>Within 2 weeks of commencing employment - ONCE ONLY</td>
<td>All Staff Orientation</td>
</tr>
<tr>
<td>Patient Handling Theory</td>
<td>On commencement of employment &amp; ANNUALLY</td>
<td>Clinical Orientation (initial) &amp; Clinical Area Patient Handling Coach (Annually)</td>
</tr>
<tr>
<td>Patient Handling Practical Assessment</td>
<td>Within 6 weeks of commencement &amp; ANNUALLY</td>
<td>Clinical Orientation (generic components*) &amp; Clinical Area Patient Handling Coach (clinical area specific tasks as per risk assessment tool)</td>
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</table>

* some limited generic manoeuvres and equipment will be assessed at clinical orientation.
Patient and Manual Handling
New Program from October 2019

The following Community and Oral Health Staff are Coaches and Lead Trainers

<table>
<thead>
<tr>
<th>Brighton Based Coaches and Lead Trainers</th>
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<tbody>
<tr>
<td>Joanna Tierney</td>
<td>Physiotherapist</td>
</tr>
<tr>
<td>Dorica Chan</td>
<td>Physiotherapist</td>
</tr>
<tr>
<td>Caren Foley</td>
<td>Allied Health Assistant</td>
</tr>
<tr>
<td>Ashika Mani</td>
<td>Enrolled Nurse</td>
</tr>
<tr>
<td>Nathan Tritton</td>
<td>Physiotherapist</td>
</tr>
<tr>
<td>Ara Saggers</td>
<td>Physiotherapist</td>
</tr>
<tr>
<td>Carol Lister</td>
<td>Enrolled Nurse</td>
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<tr>
<th>North Lakes Based Coaches and Lead Trainers</th>
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</thead>
<tbody>
<tr>
<td>Tara Smith</td>
<td>Occupational Therapist</td>
</tr>
<tr>
<td>Anton Nguyen</td>
<td>Physiotherapist</td>
</tr>
<tr>
<td>Leisa Harris</td>
<td>Physiotherapist</td>
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<table>
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<tr>
<th>Chermside Based Coaches and Lead Trainers</th>
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<tbody>
<tr>
<td>Teagan Harris</td>
<td>Occupational Therapist</td>
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<tr>
<th>Cooinda Based Coaches and Lead Trainers</th>
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<tbody>
<tr>
<td>Andrew Markula</td>
<td>Clinical Nurse</td>
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<tr>
<th>Nurse Educators and Clinical Nurse - Student Clinical Facilitators</th>
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<tbody>
<tr>
<td>Yvette Greig</td>
<td>Nurse Educator</td>
</tr>
<tr>
<td>Sharon Hodby</td>
<td>Nurse Educator</td>
</tr>
<tr>
<td>Cecelia Boyd Orford</td>
<td>Nurse Educator</td>
</tr>
<tr>
<td>Naomi Roder</td>
<td>Nurse Educator</td>
</tr>
<tr>
<td>Flor Katrina Graham</td>
<td>Clinical Nurse – Student Clinical Facilitator (CN-SCF)</td>
</tr>
<tr>
<td>Peter Kemp</td>
<td>Clinical Nurse – Student Clinical Facilitator (CN-SCF)</td>
</tr>
<tr>
<td>Marianne Piekalla-Fletcher</td>
<td>Clinical Nurse – Student Clinical Facilitator (CN-SCF)</td>
</tr>
<tr>
<td>Jefferson Ylarde</td>
<td>Clinical Nurse – Student Clinical Facilitator (CN-SCF)</td>
</tr>
</tbody>
</table>

Each work unit is required to have a minimum of 1 coach for every 15 workers.

If you need more Coaches for your clinical area the following Patient Handling Coach and Lead Trainer courses are scheduled for the remainder of 2019. From 2020 all Coach courses will be delivered over a full day (the ½ day refresher will no longer be available).

Upcoming Training

Patient Handling Coach – Refresher
(Previously Ward Unit Trainer Refresher)
0800-1200 (Brighton)
Tues 5th Nov & Tues 21st Nov
Bookings: via COH-Education@health.qld.gov.au
This is a refresher course for current Ergonomics Ward Unit Trainers and will not be available from December

Patient Handling Coach
0800-1630 (Brighton)
25th Oct
Bookings: via LMS, Class ID 0001 1653
For new Coaches (trainers)

Lead Trainer Course
0800-1630 (Brighton)
15th Oct
Bookings: via LMS, Class ID 0001 2174
For new Lead Trainers

Expressions of Interest

Clinical Nurse – Student Clinical Facilitators (CN-SCFs)

This is an opportunity to become a member of our Community and Oral Health Education Team.

A number of temporary full-time contracts will be available in the period up to 20th December 2020.

The purpose of this role is to provide clinical facilitation for undergraduate student nurses, who are undertaking clinical practicum within the Directorate. The Clinical Nurse (Student Clinical Facilitator) will assist students to develop the knowledge, attitudes and skills necessary for practice within the clinical environment as a beginning level practitioner.

CNs and RNs are invited to apply.

Salary: Nurse Grade 6.1 (4)

Contact Person: Cecelia Boyd Orford (3631 7971) who will provide details of how to apply

Closing Date: Midnight, Sunday 20th October
MENTAL HEALTH WEEK
5TH to 13th October

Access learning and awareness resources: https://www.qldmentalhealthweek.org.au/

Queensland Mental Health Week (QMHW) is an annual event that aims to improve community awareness and interest in mental health and wellbeing across the state.

The theme for 2019 is to take time with six steps:

Be Active
Physical activities like walking can positively influence the way you think, feel and function.

Keep Learning
Our well-being can improve by taking up a new hobby or practicing the piano.

Give
Practicing random acts of kindness or volunteering time can work wonders for your well-being.

Connect
Close relationships with friends and family can add up to 7 years to our lives.

Take Notice
Savouring our surroundings gives us, quite literally, more breathing space.

Care
Keeping our blue planet in tip-top shape is the best recipe for world well-being.

To get involved go to: www.qldmentalhealthweek.org.au
Cytotoxic Safety

Chemotherapy is classified as a ‘high risk medicine, which means this drug group has an increased risk of causing significant adverse clinical outcomes if used incorrectly or if errors occur. Therefore, additional steps are required to maintain the safety of consumers and staff. These are outlined in the COH High-Risk Medicines Procedure:


Cytotoxic training provides awareness and training in the safe handling of cytotoxic drugs and related waste at induction and ongoing, based on the Risk Management Process and subsequent Cytotoxic Training Categories (See below)

**CYTOTOXIC SAFETY TRAINING CATEGORY 1**

Any worker who may inadvertently be exposed to cytotoxic drugs &/or related waste (e.g. Cytotoxic Spill).

**Areas include but are not limited to:**
- Public Areas, e.g. Atrium, Rest Rooms
- Food & beverage outlets
- Pharmacy

Workers include but not limited to:
- Admin., Catering & Volunteers
- Maintenance
- Protective Services
- Medical Officers
- RNs, ENs and AINs

This is completed “once only” by staff of all occupations on day one of employment at “All Staff Orientation.”

**CYTOTOXIC SAFETY TRAINING CATEGORY 2**

Workers involved in the administration of oral cytotoxic drugs, handling cytotoxic related waste or decontamination of a cytotoxic spill.

Workers may include but are not limited to:
- Registered and Enrolled Nurses
- Relief Pool

Every RN and EN in COH who administer any oral medication, and/or cytotoxics by any other route is to complete the Category 2 Training (once only – within 2 months of commencement)

Complete your category 2 training via:
- a presentation by your Nurse Educator, or
- online via evIQ Education. Course name: “Antineoplastic drug administration for the non-cancer setting” – 5.75 hours

https://education.eviq.org.au/courses/antineoplastic-drug-administration-for-the-non-can

SaFE
Child Safety Awareness Training

All staff are required to complete Child Safety Awareness Training annually as part of their mandatory training.

Metro North have recently implemented a new on-line program: “SaFE – Child Safety Awareness Training.”

There are 2 courses to choose from:
- **SaFE – Child Safety Awareness Non-Clinical (15 minutes)**
  - This module is available to all Non-Clinical Health Staff
  - LMS Class ID: 0000 4961
- **SaFE – Child Safety Awareness Clinical (25 minutes)**
  - This module is available to all Clinical Health Professionals, specifically those who deliver services to children, young people and adults who have parental/carer responsibilities in relation to children and young people
  - LMS Class ID: 0000 04960
  - The courses are online and available via the LMS.

OVP
Occupational Violence Prevention Training

Queensland Health has recently purchased a new program, that will be launched December / January.

In the interim, it is business as usual for all staff in maintaining their OVP training.

Visit the Occupational Violence Prevention home page on QHEPS for information about OVP, training plans detailing the level of training required by various staff members and information about the training. All training is booked via the LMS.
## LMS Training

Choose the sessions and site that suit you!

Any COH staff member may attend at any site

Each of these 4 LMS sessions is 30 minutes in duration

(5 it will take you 2 hours if you attend all 4 sessions)

### Level 1: Beginner
- Access from a PC using the shared log in option
- Viewing your ME tab
- Learning catalogue search

### Level 2: Intermediate
- Registering for and Completing a course
- Certifications and courses – the difference between the two
- Updating a Certification

### Level 3: Advanced
- Attaching evidence to your LMS profile
- Managing your LMS learning using “To Do Lists”

### Manager & Manager’s Proxy
- (for managers, their LMS proxy’s & those who backfill the manager)
  - Where does the data come from – explained
  - Viewing My Team – Direct and additional
  - Assigning learning
  - Course registrations – viewing and approving employees bookings
  - Reporting – DI Hub

### Drop-In Sessions
- Drop-in anytime during this session if you require one on one support.

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Site</th>
<th>Room</th>
<th>Beginner (30 mins)</th>
<th>Intermediate (30 mins)</th>
<th>Advanced (30 mins)</th>
<th>Managers (30 mins)</th>
<th>Drop-In Sessions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues</td>
<td>8 Oct</td>
<td>Oral Health Centre</td>
<td>Level 4, Room 4316</td>
<td>9.30 am</td>
<td>10.00 am</td>
<td>10.30 am</td>
<td>11.00 am</td>
<td>12.30pm – 2pm</td>
</tr>
<tr>
<td>Thur</td>
<td>10 Oct</td>
<td>Transition Care Prog, 25 Kolberg St, Zillmere</td>
<td>tba</td>
<td>10.00 am</td>
<td>10.30 am</td>
<td>11.00 am</td>
<td>11.30 am</td>
<td>12.30pm-2pm</td>
</tr>
<tr>
<td>Mon</td>
<td>14 Oct</td>
<td>Aspley</td>
<td>Meeting Room 46</td>
<td>10.00 am</td>
<td>10.30 am</td>
<td>11.00 am</td>
<td>11.30 am</td>
<td>3pm-4pm</td>
</tr>
<tr>
<td>Tues</td>
<td>15 Oct</td>
<td>North West</td>
<td>Meeting Room 28</td>
<td>8.30 am</td>
<td>9.00 am</td>
<td>9.30 am</td>
<td>10.00 am</td>
<td>11am-1pm</td>
</tr>
<tr>
<td>Wed</td>
<td>16 Oct</td>
<td>Caboolture CHC McLean Street</td>
<td>Blue &amp; Yellow Rooms</td>
<td>9.00 am</td>
<td>9.30 am</td>
<td>10.00 am</td>
<td>10.30 am</td>
<td>11.30am-1pm</td>
</tr>
<tr>
<td>Thur</td>
<td>17 Oct</td>
<td>Brighton</td>
<td>Lge Education Rm, Room GF, Dolphin House</td>
<td>10.30 am</td>
<td>11.00 am</td>
<td>11.30 am</td>
<td>Midday</td>
<td>9am-10am</td>
</tr>
<tr>
<td>Thur</td>
<td>24 Oct</td>
<td>Chermside CHC</td>
<td>Room 26</td>
<td>8.00 am</td>
<td>8.30 am</td>
<td>11.00 am</td>
<td>11.30 am</td>
<td>1pm-2pm</td>
</tr>
<tr>
<td>Wed</td>
<td>30 Oct</td>
<td>Brighton</td>
<td>Lge Education Rm, Room GF, Dolphin House</td>
<td>10.00 am</td>
<td>10.30 am</td>
<td>11.00 am</td>
<td>11.30 am</td>
<td>3pm-4pm</td>
</tr>
<tr>
<td>Tues</td>
<td>5 Nov</td>
<td>Caboolture CHC McLean Street</td>
<td>Blue &amp; Yellow Rooms</td>
<td>8.30 am</td>
<td>9.00 am</td>
<td>9.30 am</td>
<td>10.00 am</td>
<td>11am-12.30pm</td>
</tr>
<tr>
<td>Thur</td>
<td>7 Nov</td>
<td>Pine Rivers CHC</td>
<td>Meeting Room 76</td>
<td>1.00 pm</td>
<td>1.30 pm</td>
<td>2.00 pm</td>
<td>2.30 pm</td>
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<tr>
<td>Tues</td>
<td>19 Nov</td>
<td>Halwyn Centre</td>
<td>Small Meet Room, GF</td>
<td>8.30 am</td>
<td>9.00 am</td>
<td>9.30 am</td>
<td>10.00 am</td>
<td>11am-12.30am</td>
</tr>
<tr>
<td>Thur</td>
<td>21 Nov</td>
<td>North Lakes</td>
<td>Tutorial Room 4311, Level 4</td>
<td>8.30 am</td>
<td>9.00 am</td>
<td>9.30 am</td>
<td>10.00 am</td>
<td>11am-12.30pm</td>
</tr>
<tr>
<td>Wed</td>
<td>27 Nov</td>
<td>Oral Health Centre</td>
<td>Meeting Room 15</td>
<td>2.00 pm</td>
<td>2.30 pm</td>
<td>3.00 pm</td>
<td>3.30 pm</td>
<td>1pm-2pm</td>
</tr>
</tbody>
</table>

## Q-ADDS Quiz

1-D | 2-True | 3-D | 4-True | 5-C | 6-True | 7-True | 8-C | 9-False | 10-True

## Infection Prevention Quiz

1-D | 2- | 3-H | 4-B | 5-G | 6-I | 7-C | 8-A | 9-F
Safe Work Month
1-31 October

Work safe. Home safe.
Keep the whole picture in mind

Shane Webcke
Queensland Safety Ambassador
Additional learning and awareness resources: http://professionals.site.apic.org/iipw/promotional-toolkit/

Take the Infection Prevention Quiz! (Answers on Page 13)

1. This is the best way to prevent the spread of germs.
2. You need to get this vaccination every year
3. These are the minimum infection prevention practices that should be used in the care of patients
4. This is a yeast that can lead to invasive infections
5. This is sometimes referred to as the “stomach flu” even though it isn’t a flu
6. The “ancient” disease has seen a recent comeback
7. Antibiotics can cause this gut germ to grow out of control
8. Using these improperly may cause superbugs to grow
9. This vaccine-preventable disease has seen increase in recent years

A. Antibiotics
B. Candida auris
C. Clostridium difficile
D. Hand Hygiene
E. Influenza
F. Measles
G. Norovirus
H. Standard Precautions
I. Tuberculosis
Domestic & Family Violence – Advanced Training
For All Clinical Staff
Bookings: Via LMS - Class ID 00011279 (North Lakes)
21 Nov, 1230-1630
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 & Family Violence module
• Clinical response to Domestic & Family Violence module

Professional Supervision Training
Audience: All Clinicians
31st Oct, 8.30am to 4.30pm (North Lakes)
Bookings: via LMS, Class ID 00011253
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

Peer Group Supervision
27th Nov, 1230 to 1630 (North Lakes)
Bookings: via LMS, Class ID 00011651
Participants will demonstrate increased knowledge and skills of how to participate in peer group supervision (PGS) using specific PGS tools.

Basic Life Support Adult Resource Person Update and Assessment
All BLS trainers are required to complete this annual update.
7th Nov, 2.30 pm to 3.30pm
Bookings: via LMS - Class ID - 000 133 79 (Brighton)
26th Nov, 2.30pm to 3.30pm
Bookings: via LMS - Class ID - 000 133 80 (Brighton)

Chronic Disease Management – Respiratory & Cardiac Conditions – Be quick ... only a few places left!
30th Oct, 0800 – 1200 (Brighton)
Bookings: via LMS, Class ID 000011660

Continence Day
28th Nov, 8am to 4.30pm (Brighton)
Bookings: via COH-Education@health.qld.gov.au
- Preventing & Managing IAD – Incontinence Associated Dermatitis
- Person Centred Care around Continence Management
- Bladder / Bowel Re-Training
- Back to basics – A & P Urinary Git systems
- Person Centred Care for Bowel Management for the Elderly Client
- Incontinence Products Available
- Person Centred Care for Preserving Dignity & Privacy around Incontinence

Allied Health Induction Day
For all HP’s & AHA’s
25th Nov, 8am to 4.30pm (Brighton)
• Bookings via LMS - Class: ID 00010416

WHAT’S NEW?
New Metro North Documents
• Corrupt Conduct – Reporting Complaints involving the Chief Executive (Policy)
• Medicines – Safe Storage, Handling and Disposal of (Procedure)
• AS/NZ 4187:2014 – Reprocessing of Reusable Medical Devices (Policy)
• AS/NZ 4187:2014 – Validation, Qualification of Equipment & Documentation of Cleaning, Disinfecting and Sterilising Process (Procedure)
• AS/NZ 4187:2014 – Classification of Reusable Medical Devices (RMD’s) into Product Families (Procedure)
• AN/NZ 4187:2014 – Reusable Medical Devices (RMDs) Non-conforming Recall Process (Procedure)

Updated Metro North Documents
• Revenue: Worker’s Compensation Patient (Procedure)
• Special Payments (Procedure)

EDUCATION TEAM
Contact us
Ph: 3631 7437
COH-Education@health.qld.gov.au

Submissions & Suggestions to:
Karen Lush
Nursing Director, Education

Catch up on previous editions!
Learning4you is available on the COH Education Libguide.
Access via our training and education page (QHEPS).