

Welcome to St John of God Health Care

Preparing for your Professional and Technical Orientation

Step 1: Complete your online induction on MyLearning.
<http://mylearning.sjog.org.au>

As you will be assessed on your first day, please ensure you:

- Complete your **Manual Handling** online course (All Caregivers)
- Complete your **Occupational Health & Safety for Caregivers** online course (All Caregivers)
- Bring your certificate for **Infection Control & Prevention** (Nurses/Midwives only)
- Bring your certificate for **Mandatory Reporting of Child Sexual Abuse** or email it to Midland.LODAdmin@sjog.org.au (Nurses/Midwives only)

Human Resources can provide assistance to caregivers requiring computer access. Please contact them on 1300 629 079.

NB: If you have difficulties logging on to My Learning, please contact the Service Desk: 9382 6800

**Step 2: Come to your Professional and Technical Orientation
Time 0800 (0745 registration)**

Conference Centre Level 1, Main Hospital Building
St John of God Midland Public & Private Hospitals
1 Clayton Street, Midland

Parking is available in the car parks located at the rear of the hospital. Enter from the roundabout on Clayton Street.

Morning tea and lunch will be provided for you.

Step 3: Wear clothes suitable to perform Manual Handling tasks

You will be required to participate in our Manual Handling program (squatting, bending, and kneeling) and asked to **dress appropriately** to carry out your manual handling assessment.

Uniforms are ideal, but if you do not have a uniform please dress in suitable dark slacks/trousers, short-sleeve blouse/shirt, and suitably safe enclosed shoes. Please refer to the schedule below and feel free to contact the Learning and Development Office 9462 4615 during business hours should you have any questions.

Kind regards
Allen Finley

Clinical Educator - Corporate
St John of God Midland Public and Private Hospital
T: 9462 5293 | E: Allen.Finley@sjog.org.au

Professional and Technical Orientation

Arrive: **0745** Allow 15 minutes to park, find the location and register

Start: **0800** Conference Centre Level 1 Midland Hospital

Time	Trainer	Room	Subject
0800-0810	L&D	SR 4A+B	Welcome, Registration & Housekeeping
0810-0910	MHT	SR 4A+B	Manual Handling Basic Principles & Practice <i>(all Caregivers)</i>
0910-1010	MHT	ECT Suite	Manual Handling – Clinical <i>(including PCAs)</i>
1010-1025			Morning Tea
1025-1155	MHT	ECT Suite	Manual Handling – Clinical <i>(including PCAs)</i>
1155-1225			Lunch
1225-1305	Security	SR 4A+B	Caregiver Security & Safety and Emergency Procedures <i>(including PCAs)</i>
1305-1315	L&D	SR 4A+B	DASH (including PCAs)
1315-1530	L&D	CSR	BLS <i>(clinical caregivers only)</i>
1530			Completion of Session

Non-Clinical Stream

Time	Trainer	Room	Subject
0800-0810	L&D	SR 4A+B	Welcome, Registration & Housekeeping
0810-0910	MHT	SR 4A+B	Manual Handling Basic Principles & Practice <i>(all Caregivers)</i>
0910-1010	L&D	T3	Excellence of Service <i>(all non-clinical Caregivers)</i>
1010-1025			Morning Tea
1025-1105	Security	T3	Caregiver Security & Safety and Emergency Procedures <i>(does not include PCAs)</i>
1105-1155	L&D	T3	DASH, Basic Hospital Software <i>(does not include PCAs)</i>
1155-1225			Lunch
1225			Clerical/Admin/Housekeeping - Report to Managers
1315-1530	L&D	T3	PCA's - Dysphagia, INHALO Portable Gas & Cylinders, Cleaning Equipment/Materials, Bloods/Blood Products & Transporting Blood
1530			Completion of Session