



Professional and Technical Orientation

Welcome to St John of God Subiaco Hospital

Preparing for your First Day

Step 1: Complete all your online induction modules on Workday within 2 weeks of commencing employment (preferably prior to Professional and Technical Orientation)

Please complete and bring the following certificates on your first day:

- **Hand Hygiene** (ensure you are registered under St John of God Health Care – all divisions)
- **Mandatory Reporting** (Doctors/Nurses/Midwives only)
- **Safe Sleeping** (Midwives only)
- **Food Safety** (Catering only)

HR can provide assistance to Caregivers needing computer access. Please contact them on 1300 629 079.

NB: If you have difficulties logging on to Workday please contact: 9382 6800 or email MyLearning.support@sjog.org.au

Step 2: Come to your Professional and Technical Orientation Time: 08:00 hrs

Lecture Theatre Level 1, Main Hospital Building St
John of God Subiaco Hospital
12 Salvado Road, Subiaco

Parking available in the multistorey car park, entrance via roundabout Salvado Road

Morning Tea will be provided for you. The Pomegranate Cafe will be available to purchase lunch.

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 should **dress appropriately** to carry out your manual handling assessment.

Uniforms are always the best, but if you do not have a uniform please come in suitable dark slacks/trousers, white short-sleeve blouse/shirt, and suitable safe enclosed leather shoes. Please refer to the schedule below and feel free to contact the number provided during business hours should you have any questions.

Kind Regards,

**Clinical Educator Learning
& Development
St John of God Subiaco Hospital**





Professional and Technical Orientation Schedule

Schedule For All Caregivers Lecture Theatre, Level 1		
Time	Topic	Presenter
08:00 - 08:05	Welcome & Housekeeping	Learning and Development
08:05 - 08:15	Parking, Security & ID Badges	Security
08:15 - 08:45	Caregiver Health & Safety	Manual Task Consultant
08:45 - 09:05	IT Systems	Learning and Development
09:05 - 09:30	Infection Prevention and Control	IP&C Dept.
09:30 - 09:45	Morning Tea	
09:45 - 10:15	Quality and Patient Safety	Safety, Quality and Risk
10:15 - 10:45	Emergency Preparedness	Emergency Preparedness Officer
10:45 - 11:30	Hospital Tour	Learning and Development
11:30 - 12:00	Manual Task Training (Non-Clinical Caregivers)	Manual Task Consultant
12:00 - 12:30	PPE Training (ESA/PCA/Allied Health/Catering Service Assistant)	Learning and Development
11:30 - 12:30	Basic Life Support and PPE Training for Clinical Caregivers Non-Clinical Caregivers go to their Department from 12:30 RMO's go to their Department following PPE Training, BLS & ANTT Assessment	
12:30 - 13:00	Lunch - Clinical Caregivers	
13:00 - 15:30	Clinical Manual Handling (RN/EN/PCA/Endoscopy Service Assistant)	Manual Task Consultant

Environmental Service Assistants go to their Department		
Environmental Service Office, Level 1	Environmental Service Assistants (ESA)	
12:00 - 12:30	Waste Management and Introduction to Cleaning	Environmental Services Supervisor