

Online Induction Program

Welcome. This document is designed to help you understand your Online Induction Program. In order to be deemed compliant for the Online Induction Program, you must complete both:

- i** the organisation-wide, **North Metropolitan Health Service (NMHS) Induction**; and
- i** the **Site Specific Induction** related to your hospital/service.

The NMHS and site-specific inductions are expected to be completed within six weeks your employment start date. In addition to the Induction programs, you will also need to complete various mandatory training programs.

- i** Understanding your **Mandatory Training Requirements**

Some mandatory training is included as part of the initial six-week induction period, whilst other courses will be able to be completed over a longer period. Many of our mandatory training programs need to be repeated on an annual or periodic basis to ensuring ongoing competence and compliance.

Mandatory training is determined by your role, occupation type and location. The below information lists mandatory training required to be completed by all staff, when starting at NMHS.

Checklist

The following checklist has been developed to help you understand and keep track of the various training programs and components that you will need to complete when first starting work at NMHS.

01 NMHS Induction

Start with the NMHS Induction as it provides an overall snapshot of who we are as an organisation and the various sites and services which make up North Metro Health.

This program can be completed on the NMHS Moodle Learning Management site, at: <https://nmhs.elearn.net.au/enrol/index.php?id=630>

Complete all of the following:

- **Welcome eLearning**
- **Key Information for new starters eLearning**
- **Human Resources eLearning**
- **Occupational Safety and Health eLearning**
- **Safety, Quality, Governance and Consumer Engagement eLearning**
- **NMHS Employee Values and Perception Questionnaire**
- **NMHS Induction Program Evaluation**
- Plus browser the information in the **Additional Resources** section, as desired.

02 Site Specific Induction

The training requirements for your site specific induction will vary depending on where you are based. Please note, if you are working across two sites, you are required to complete both site specific inductions.

A list of site specific inductions is available on Moodle at: <https://nmhs.elearn.net.au/course/index.php?categoryid=145>

Complete all course components as listed on your specific site induction page:

- **Site specific welcome and other course information as applicable**
- **Face-to-face training if applicable to your site**

03 NMHS Mandatory Training (all-staff)

Links to NMHS mandatory training courses are included on each of the site specific induction pages in Moodle (see section 2. above).

Mandatory training applicable to all staff on-entry includes:

- **Manual Tasks – General** (*once only, available [here](#)*)
- **Emergency Management** (*annual site-specific*)

Links to your relevant site-based Emergency Management training are located on your site specific induction Moodle page (or via directly [here](#))

Emergency Management training is sometimes referred to as “Triple Training” as it has three (3) parts to it. Please note, that all three part are required to be completed in order to be deemed competent for this package, including:

- **Emergency Procedures**
- **Fire Extinguisher Equipment**
- **Code Orange Evacuation**

04 WA Health Mandatory Training (all-staff)

New starters to the WA Health network will also need to complete WA Department of Health (DOH) mandatory training. This training is delivered via the DoH Learning Management System 'ELMO' at: <https://doh.elmotalent.com.au/>

Log-in details will be emailed to your **@health.wa.gov.au** email address automatically by DoH. This can take approximately **2-3 weeks** after starting on-site.

If you experience difficulties logging in, try requesting a password via “Password reset” option on the DoH ELMO site (Note: this will only work if you have already set-up your work @health email / Outlook account). Alternatively, please contact the DoH Training and Development at TrainingandDevelop@health.wa.gov.au

This training must be completed within six months of starting:

- **Aboriginal Cultural Awareness**
- **Accountable and Ethical Decision Making**
- **Record Keeping Awareness**

Other recommended training for all WA Health staff, includes:

- **HSS Information Security** <https://istraining.health.wa.gov.au/login/index.php>

05 Role Specific Mandatory Training

Many staff have additional role / occupation specific management training requirements. Some of these may be once off course to be completed on-entry, whilst others will need to be repeated annually or periodically depending on the competency/compliance requirement.

Please speak with your manager/supervisor to ensure you know where to find information on your additional/ongoing training requirements.

- **Confirm any role specific / ongoing training requirements with your manager**

For assistance with the Online Induction Program: Contact your NMHS Induction Facilitator on 6457 2202 or at NMHS.InductionSupport@health.wa.gov.au

For technical assistance with Moodle: Contact your NMHS Moodle Support Team at NMHS.MoodleSupport@health.wa.gov.au