

## A guide to eRecruit (CPA's online recruitment system) for recruiting managers and administrators

Is this course suitable for you or your organisation?

This course is available

- for Cerebral Palsy Alliance employees only

Why choose this course?

This course has been designed to provide **managers responsible for recruitment** and **administrators who assist with the recruitment process** with the necessary skills and knowledge required to use **eRecruit**, Cerebral Palsy Alliance's online recruitment system.

What content does the program cover?

eRecruit streamlines the recruitment process across the organisation. In completing this course you will gain an understanding of the role of a **recruiting manager** and **administrators** in the recruitment process along with a range of practical skills in how to use eRecruit to:

- create a recruitment request
- obtain approval to advertise
- review applications
- establish selection panels
- set up interviews
- select preferred applicants
- request a contract of employment to be raised

What is the cost?

There is no cost for this course.

How long is the course?

**Duration:** 3.5 hours

**Time:** Please see scheduled times or enquire below.

Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

### December 2018

Date	Course	Start time	Finish time	Location
Thu 13	A guide to eRecruit (CPA's online recruitment system) for recruiting managers and administrators	9:30AM	1:00PM	Allambie

## Advanced Communication & Coaching - online

Is this course suitable for you or your organisation?

This course is available for:

- Cerebral Palsy Alliance employees only via the Online learning system

### Why choose this course?

The advanced communication and coaching online module supports Allied Health staff, students and disability professionals to consider their use of communication and coaching skills in the course of their work.

### What content does the program cover?

The course covers:

- key principles of communication
- micro skills of communication
- responding to difficult conversations
- the goals of coaching
- skills reflection activities

This online module is to be completed with the support of your supervisor.

### What is the cost?

There is no cost for this course.

### How long is the course?

Duration: 3-4 hours (inclusive of supervision time)

### Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## An introduction to aquatic therapy for therapists working with people with a disability

Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire
- for group bookings at your venue or ours and can be customised to suit your organisation's training needs.

Why choose this course?

This course is designed to support physiotherapists and exercise physiologists to develop their assessment, clinical reasoning and intervention skills in working with people with disabilities within the aquatic environment. This course will enable therapists to use aquatic therapy as another medium in which their clients can achieve their goals. It will develop knowledge on the unique properties of water and help therapists identify when aquatic therapy is appropriate for their clients and how to design an individualised goal directed program for those clients and progress it safely.

### For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is a compulsory induction activity for all Physiotherapists and Exercise Physiologists.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

This learning activity aims to provide the participant with knowledge and skills to lead an aquatic therapy session. It will provide current research and evidence of best practice in planning and implementing a strength, fitness or skill development program for an individual or group. This course aims at assisting therapists working with clients of all ages within a hydrotherapy pool.

A combination of formats including formal teaching, small group work, case studies and practical sessions within the pool are used to enhance the learning of participants.

Topics covered includes:

- Physiology and mechanics of water: how this affects movement and can be used practically to assist intervention and provide progressions to programs
- Current research and evidence based practice
- Contraindications and precautions to aquatic therapy
- Equipment and flotation devices
- Manual handling and assisting clients within the pool environment
- Interventions and exercises to achieve goals of strength, fitness and gross motor skill development.

Does the program have any pre requisites?

Bring swimming costume and a towel.

Course completion requires:

Observation of participation and contribution towards the learning objectives of the course.

What is the cost?

Cost: \$400 incl. GST for individuals

How long is the course?

# Training Alliance

## Leaders in Disability Training



**Duration:** 1 day

Please see scheduled times or enquire below.

Please BYO lunch

**Where can I get more information?**

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## An introduction to emails, CPA Intranet and internet

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only
- on the scheduled dates below or please enquire

### Why choose this course?

This course is designed for workers who are beginners at using a computer and want to learn how to use emails, CPA intranet and the internet.

### What content does the program cover?

The course covers

- Creating, sending and formatting messages in Outlook
- Using address book in Outlook
- Creating folders and organise your messages in Outlook
- Using categories and flags
- Setting-up auto signatures
- Accessing CPA intranet
- Accessing the internet

### What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

### How long is the course?

**Duration:** Half a day

### Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

## An introduction to working with people with disabilities in the water (Hydrotherapy)

Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire.
- for group bookings at your venue or ours and can be customised to suit your organisation's training needs.

Why choose this course?

This course is designed to support disability workers, carers and families to develop their confidence in supporting people with disabilities in the pool and basic manual handling skills, including safe pool entry and exits. The information from this course is designed to help support the implementation of aquatic therapy programs.

### For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is a recommended activity for disability support practitioners, carers and families.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

This learning activity aims to provide:

- a basic understanding of the effects of water on the body
- an introduction to basic water skills that can be utilised when working with people in the water
- practical sessions to demonstrate:
  - handling and positioning of clients in the water
  - methods of safe pool entry/exit
  - the use of flotation aids
  - the use of the aquatic hoist

Does the program have any prerequisites?

Bring swimming costume and a towel.

Course completion requires:

Observation of participation and contribution towards the learning objectives of the course.

What is the cost?

Cost: \$190 incl. GST for individuals

How long is the course?

**Duration:** Half day

**Time:** Please see scheduled times or enquire below.

Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## Anaphylaxis

### Is this course suitable for you or your organisation?

This course is available for Cerebral Palsy Alliance employees only.

### Why choose this course?

This course is recommended for employees who support a person with a known anaphylactic risk. The course will equip participants with the knowledge and skills to provide a prompt and effective response to a person having an anaphylactic reaction.

### What content does this course cover?

The learning content covered in this course includes:

- what is anaphylaxis
- signs of anaphylaxis and how to recognise them
- first aid treatment and use of auto injector
- common causes and prevention of anaphylaxis
- long term management strategies

### Does the course have any prerequisites?

To enrol in this course you must have successfully completed the following:

- a current First Aid Certificate
- a current annual Cardiopulmonary Resuscitation (CPR) Certificate
- Assist with Medication- Online course
- Practical Skills Workshop for Disability Support Practitioners
- Annual workplace practical assessment in medication

### What is the cost?

There is no cost for this course.

### How long is the course?

**Duration:** 2 hours

This learning activity is delivered as required please enquire below.

### Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.



## Assist with medication - online

Is this course suitable for you or your organisation?

This course is available for:

- individual purchase
- a group, under a licence agreement

Why choose this course?

This online course is recommended for anyone who, as part of their work role, is required to assist clients with medications. This course will provide learners with the essential knowledge required to safely prepare and effectively assist clients with medications, complete medication documentation and handle medication contingencies in the workplace.

### For Cerebral Palsy Alliance Staff

- At Cerebral Palsy Alliance this course is compulsory for all disability support practitioners and can be accessed via the online learning login. Employees who work directly with clients must also enrol in the **Practical skills workshop** for disability support practitioners with this online learning as a prerequisite.
- Cerebral Palsy Alliance employees are exempt from the course fee

What content does the course cover?

This online course provides learners with the essential knowledge required to safely and effectively assist clients with medications and manage medication contingencies in the workplace. This includes knowledge of:

- The legal framework that supports safe medications and the roles and responsibilities of those involved
- Basic medication terminology including abbreviations, naming conventions and instructions
- Different forms of medications and how they are handled, administered and stored in the workplace
- The characteristics of commonly prescribed medications in the workplace
- The 10 rights of medication safety
- Applying safe work practices when assisting with medications
- Assisting clients who self-administer their own medications
- Managing medication incidents, contingencies, reporting and documentation requirements

Course completion requires:

Successful completion of the compulsory online quizzes included throughout the course.

For staff who work directly with clients we recommend that this online course is supported by practical skills training.

Talk to the Training Alliance team for further information.

What is the cost?

**For individuals:** the cost is \$38.50 including GST.

To pay online go to ?Register for Online Learning? below. The registration fee allows access for 6 months.

Please note there will be a delay of up to 1 business day between course registration and receiving course access.

**For groups:** we sell the course by licence agreement for large groups. This is very cost effective especially if several online courses are purchased and even more on a multiyear payment plan.

# Training Alliance

## Leaders in Disability Training



How long is the course?

**Duration:** Approximately 2 hours

Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [Training@cerebralpalsy.org.au](mailto:Training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Please enquire regarding available dates.

## Assistive technology: An introduction

Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire. **Note: session on 22 October 2018 is for Cerebral Palsy Alliance staff only.**
- for group bookings at your venue or ours and can be customised to suit your organisation's learning needs.

Why choose this course?

This course is recommended for occupational therapists and speech pathologists who have an interest in assistive technology.

### For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is a compulsory induction activity for occupational therapists and speech pathologists.
- Cerebral Palsy Alliance employees are exempt from the course fee.

What content does the program cover?

This course will provide participants with the principles of the assistive technology assessment and evaluation process, including goal-setting, identifying appropriate technology and supporting the use of assistive technology in the client's natural environment.

Assistive technology options will include switches, speech generating devices, software and environmental control systems.

Participants will have the opportunity to explore 'hands-on' some of the solutions presented.

Does this program have any pre-requisites?

Pre-reading will be provided to participants. Please complete all pre-reading prior to attending training.

What is the cost?

Cost: \$400 incl. GST for individuals

How long is the course?

**Duration:** 1 day

**Times:** Please see scheduled times or enquire below

Please BYO lunch

Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

# Training Alliance

Leaders in Disability Training



## October 2018

Date	Course	Start time	Finish time	Location
Mon 22	Assistive technology: An introduction	9:30AM	4:30PM	Allambie

## Asthma

This course is available for Cerebral Palsy Alliance employees only

### Why choose this course?

This course is recommended for employees, who as part of their work role, support a person with asthma. This course is designed to equip learners with the essential knowledge and skills to safely and effectively prevent and manage asthma in the workplace. The practical component of this course focuses on following asthma management plans, effectively responding to asthma emergencies, and safely assisting with prescribed emergency medications.

### What content does the program cover?

This face to face course includes the essential knowledge, skills and training to effectively prevent and manage asthma in the workplace. This includes:

- understanding what happens in asthma
- knowledge of common asthma triggers
- identifying the signs and symptoms of well controlled, worsening, severe and life threatening asthma
- safely assisting a person to follow their asthma management plan
- effectively providing asthma first aid

### Does the course have any prerequisites?

To enrol in this course you must have successfully completed the following:

- A current First Aid Certificate
- A current annual Cardiopulmonary Resuscitation Certificate (CPR)
- Assist with Medication - Online course
- Practical Skills Workshop for Disability Support Practitioners
- Annual workplace practical assessment in medication

### Course completion requires:

Successful completion of this course includes an informal assessment contained within group activities, discussions and simulated workplace asthma first aid scenarios. Practical skills in the administration of regular prescribed asthma medications is included in the workplace annual medication assessment.

### What is the cost?

There is no cost for this course.

### How long is the course?

**Duration:** Approximately 2 hours

This learning activity is delivered as required please enquire below.

### Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## Computer Coaching

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only.
- on the scheduled dates below or please enquire

Why choose this course?

Individual coaching is designed for workers who want support in any area of computer training, including Microsoft Excel, Word, PowerPoint and Outlook.

What content does the program cover?

The session is based on your needs. You are asked to bring to the session an example of the work you need support with and any questions. The facilitator will work with you to develop your knowledge and skills to achieve your learning goal.

What is the cost?

The course is offered free for Cerebral Palsy Alliance employees.

How long is the course?

**Duration:** 1 - 1.5 hours

**Time:** Please see scheduled times below or enquire

Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

### November 2018

Date	Course	Start time	Finish time	Location
Thu 01	Computer Coaching	1:00PM	2:00PM	Allambie
Thu 15	Computer Coaching	2:00PM	3:00PM	Allambie
Thu 29	Computer Coaching	1:00PM	2:00PM	Allambie

### December 2018

Date	Course	Start time	Finish time	Location
Thu 13	Computer Coaching	10:30AM	11:30AM	Allambie

## CPR refresher for nurses and aquability staff

### HLTAID001 - PROVIDE Cardiopulmonary Resuscitation (CPR) Annual Refresher

This accredited training course is delivered in partnership with ? Healthcorp - RTO ID 91222 who issue the certificate.

#### Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only

#### Why choose this course?

This is a compulsory annual refresher for all registered nurses, enrolled nurses and Aquability staff.

#### What content does the program cover?

The learning content and activity covers the following:

- unit of competency - HLTAID001 Provide CPR.
- a combination of theory and practical demonstrations covering all aspects of CPR in line with Australian Resuscitation Council Guidelines.
- hands on experience performing CPR.
- a focus on administering CPR to a person with a disability.

#### Does the program have any prerequisites?

Participants must have a current First Aid Certificate

#### Course completion requires:

Competency is assessed via:

- written quiz questions
- assessment questions
- class participation
- practical application of CPR in a simulated environment (includes responding to simulated scenarios)

All participants deemed competent in CPR are issued a certificate which is valid for 12 months and must be renewed prior to expiring.

#### What is the cost?

Cerebral Palsy Alliance employees are exempt from the course fee however will be required to pay a nominal fee for materials.

#### How long is the course?

**Duration:** 2.5 hours

**Time:** Please see scheduled times or enquire below

#### Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

Phone: +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.



# Training Alliance

Leaders in Disability Training



## CPR refresher: Annual Refresher

### HLTAID001 - PROVIDE Cardiopulmonary Resuscitation (CPR) Annual Refresher 2016

This accredited training course is in partnership with ? Healthcorp - RTO ID 91222 who issue the certificate.

#### Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire.
- for group bookings at your venue or ours and can be customised to suit your organisation's learning needs.

#### Why choose this course?

This is an essential refresher activity for many work roles such as employees who provide personal care to clients and those employed in a disability support practitioner role.

#### For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this course is a compulsory annual refresher activity for all Disability support practitioners needing to update their CPR Certificate.
- Cerebral Palsy Alliance employees are exempt from the course fee however will be required to pay a nominal fee for materials.

#### What content does the program cover?

The learning content and activity covers the following:

- unit of competency - HLTAID001 Provide CPR.
- a combination of theory and practical.
- demonstrations covering all aspects of CPR in line with Australian Resuscitation Council Guidelines.
- hands on experience performing CPR.
- a focus on administering CPR to a person with a disability.

#### Does the program have any prerequisites?

A current First Aid Certificate is an essential prerequisite for this course.

#### Course completion requires:

Competency is assessed via:

- written quiz questions
- assessment questions
- class participation
- practical application of CPR in a simulated environment (includes responding to simulated scenarios)

All participants deemed competent in CPR are issued a certificate which is valid for 12 months and must be renewed prior to expiring.

#### What is the cost?

Please enquire below

#### How long is the course?

**Duration:** 2.5 hours

# Training Alliance

Leaders in Disability Training



**Time:** Please see scheduled times or enquire below.

**Where can I get more information?**

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

## November 2018



Date	Course	Start time	Finish time	Location
Wed 28	CPR refresher: Annual Refresher	1:00PM	3:30PM	Prairiewood

## Medication policy and practice

Is this course suitable for you or your organisation?

- This interactive course is available for group bookings at your venue or ours and can be customised to suit your organisation's learning

Why choose this course?

This course is recommended for anyone who, as part of their work role, is required to assist clients with medications. This course will provide participants with the essential knowledge required to safely assist clients with medications, completing medication documentation and handle medication contingencies in the workplace. This course specifically addresses legislative and industry standards.

What content does the course cover?

This course provides participants with the essential knowledge required to safely and effectively assist clients with prescribed medications and manage medication incidents in the workplace.

This includes knowledge of:

- The legal framework that supports medications safety
- The 10 rights of medication safety
- The specific roles and responsibilities of those involved in medications
- Basic medication terminology, abbreviations, naming conventions and instructions
- Different forms of medications and how they are safely handled, administered and stored in the workplace
- The characteristics of commonly prescribed medications
- Applying safe work practices when assisting with medications including documentation and reporting requirements
- managing medication incidents
- Assisting clients who self-administer their prescribed medications

Course completion requires:

Active participation in all learning activities throughout the course which can include tailored workplace scenarios and problem solving activities. Participants will have an opportunity to demonstrate practical skills in medication safety in a simulated classroom environment.

What is the cost?

Please enquire below.

How long is the course?

**Duration:** Half day

**Times:** Please enquire below

Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [Training@cerebralpalsy.org.au](mailto:Training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

Please enquire regarding available dates.

# Training Alliance

Leaders in Disability Training



## NDIS preparation and support Sessions for Clients- online

### Is this course suitable for you?

- for Cerebral Palsy Alliance employees only
- At Cerebral Palsy Alliance this is a compulsory orientation activity for staff nominated by their Managers to undertake NDIS Preparation and Support meetings with clients, including (but not limited to) Client Relationship Managers (CRMs), Community Service Consultants (CSC) and therapists.
- Please discuss your suitability for this course with your manager.

### What content does the program cover?

This course will equip staff to deliver NDIS preparation and support sessions to clients.

The course will include:

- Familiarisation with the CPA digital tool now available for staff to help clients identify their needs, goals and current supports
- How to help clients make the most of the services they can access through their tailored NDIS funded plan
- Tips on how to 'market' our services

### What happens after completion of the course?

Training Alliance will notify the Web and Digital team who will create a login and email details to you, so that you can commence utilising the tool in Preparation and Support sessions with clients.

### How long is the course?

**Duration:** 45 mins (approximately)

### Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Please enquire regarding available dates.



## Our People - Effective people management at Cerebral Palsy Alliance

This course is available:

- for Cerebral Palsy Alliance employees only.

### Why choose this course?

This essential 2 day workshop will ensure all new team leaders, managers, mentors and supervisors are skilled and competent in applying a range of leading-edge people management tools, resources and practices ? from getting our roles right, to acquiring and retaining the right-fit talent, managing performance and understanding CPA?s remuneration philosophy, strategy and frameworks.

### What content does the program cover?

This 2 day essential training course will enable you to effectively manage your team and includes:

- aligning the workforce with the organisation?s strategic direction;
- effectively writing role descriptions;
- the dos and don?ts of talent acquisition including preparing for and conducting interviews; obtaining health, reference and probity checks; understanding the right time to contact candidates, and much more;
- the ?how to? of CPA?s remuneration philosophy, strategy and frameworks;
- the essentials in managing employee performance from conducting regular catch-ups and providing formal and informal feedback, to preparing for performance appraisals, developing formal development and career plans, etc.

### Course completion requires:

This activity includes informal assessment, which involves participation in discussions and group activities.

### What is the cost?

There is no cost for this course.

### How long is the course?

**Duration:** 2 days

**Time:** Please see scheduled times or enquire below.

Please BYO lunch

### Where can I get more information?

**Contact:** The Training Alliance Team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

### October 2018

Date	Course	Start time	Finish time	Location
Mon 29	Our People - Effective people management at Cerebral Palsy Alliance	9:30AM	More than 1 day	Ryde

## Practical skills workshop for disability support practitioners and managers

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only

### Why choose this course?

This is a compulsory induction activity for all disability support practitioners and managers. It is part of a blended training program with prerequisite online learning.

### What content does the program cover?

This practical workshop includes hands-on application of skills relevant to their roles in:

- manual handling
- medical simulations
- infection prevention and control
- epilepsy and emergency medication

It supports the learning from three online courses **Back Yourself: Unpacking manual tasks, Assist with medication and Infection prevention and control**.

Cerebral Palsy Alliance employees working with clients must complete the online courses followed by this practical component to complete their training in these modules.

This training has physical demands for completion. Please discuss any pre-existing injuries with your manager and facilitator before completing this course.

Participants should wear comfortable clothing and must wear closed-toe shoes.

### Does the program have any prerequisites?

The following three online learning courses **must be completed 1 business day prior to attending** this course. These courses can be accessed via the [Online Learning System](#).

- Back yourself (theory): Unpacking manual tasks - online
- Assist with medication - online
- Infection prevention and control - online

Employees must also have read the CPA **Medication policy** (NS6-5-4) and **Infection Control policy** (NS6-5-2).

### Course completion requires:

Completion of the three (3) online learning modules in addition to participation in the practical activities of manual handling, medication and infection control scenarios and epilepsy training.

For participants required to complete Certificate III Individualised Support or Certificate IV in Disability, this practical workshop contributes to your formal assessment for the unit of competency 'Follow safe work practices for direct client care - HLTWHS002'.

### How long is the course?

**Duration:** 1 day

**Time:** Please see scheduled times below or enquire

BYO Lunch



# Training Alliance

## Leaders in Disability Training



Where can I get more information?

**Contact:** Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

### October 2018

Date	Course	Start time	Finish time	Location
Wed 31	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Ryde

### November 2018

Date	Course	Start time	Finish time	Location
Mon 05	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Ryde
Tue 13	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Croudace Bay
Fri 23	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Ryde
Wed 28	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Allambie

### December 2018

Date	Course	Start time	Finish time	Location
Tue 11	Practical skills workshop for disability support practitioners and managers	9:30AM	4:30PM	Ryde

## Preventing and responding to abuse, assault and risk of harm: - for Cerebral Palsy Alliance

A blended course of online and a practical workshop

Is this course suitable for you or your organisation?

This course is available:

- for Cerebral Palsy Alliance employees only

Why choose this course?

This course is Part 2 of a compulsory induction activity for employees working directly with clients of all ages. This course is to be attended after completing **Part 1 Preventing and responding to abuse, assault and risk of harm – online**.

What content does the program cover?

This one day course on prevention and response to abuse and assault and risk of harm equips participants to have an awareness of the issues and to understand their responsibilities and organisational procedures. Participants will have the opportunity to discuss:

- The differences in relation to children, young people and adults.
- Attitudes, myths and facts associated with abuse, assault and risk of harm.
- Indicators of abuse.
- The power of the grooming process and offender behaviours.
- Phases of disclosure.
- The role of the contact team.
- Your responsibilities and legislation requirements and organisational policy. and procedures in relation to disclosure of abuse, assault or risk of harm of people with disability.

Does the program have any prerequisites?

The following online learning course must be completed prior to attending Preventing and responding to abuse, assault and risk of harm face to face training.

- **Preventing and responding to abuse, assault and risk of harm – Online**

This online course **must be completed at least 1 business day prior** to attending the face to face workshop and can be accessed via the [Online Learning System](#).

How long is the course?

**Duration:** One day

**Time:** Please see scheduled times below or enquire

Where can I get more information?

**Contact:** Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

# Training Alliance

Leaders in Disability Training



## November 2018

Date	Course	Start time	Finish time	Location
Fri 09	Preventing and responding to abuse, assault and risk of harm: - for Cerebral Palsy Alliance	9:30AM	4:30PM	Prairiewood

## December 2018

Date	Course	Start time	Finish time	Location
Tue 04	Preventing and responding to abuse, assault and risk of harm: - for Cerebral Palsy Alliance	9:30AM	4:30PM	Ryde
Thu 06	Preventing and responding to abuse, assault and risk of harm: - for Cerebral Palsy Alliance	9:30AM	4:30PM	Allambie

## Tube Feeding

### Is this course suitable for you or your organisation?

This course is available:

- on the scheduled dates below or please enquire
- as a group booking which can be customised to suit your training needs and delivered at your venue or ours.

### Why choose this course?

This course is recommended for disability support practitioners, allied health professionals, nurses and others who assist clients with the delivery of nutrition and /or medication via tube feeding.



ACN

ENDORSED  
COURSE

This course is endorsed by ACN according to our Continuing Professional Development (CPD) Endorsed Course Standards. It has been allocated CPD hours according to the *Nursing and Midwifery Board of Australia – Continuing Professional Development Standard.*

### For Cerebral Palsy Alliance Employees

- At Cerebral Palsy Alliance this is a compulsory activity for all employees who assist clients with the delivery of nutrition and /or medication via a gastrostomy and/or jejunostomy.
- **Prerequisites** - Cerebral Palsy Alliance employees must have completed the online modules for **Assist with medication** and **Infection prevention and control**, read the **Medication policy (NS6-5-4)** and **infection control policy (NS6-5-2)** as well as the enteral nutrition information in the **Client health support procedure (NS6-5-1-Pr1)**. You must also have attended the **Practical skills workshop for disability support practitioners and managers**.
- In addition to this course and practical simulated workplace scenario, employees are also required to be assessed in the workplace within one month of this course, by a CPA clinical nurse specialist.
- Cerebral Palsy Alliance employees are exempt from the course fee.

### What content does the course cover?

This course provides learners with the essential knowledge, skills and practical training required to safely and effectively assist clients with prescribed nutrition and medications delivered via a gastrostomy and/or jejunostomy. This course includes the following topics:

- Basic anatomy and physiology of the digestive system.
- Reasons a person may require medications and food to be delivered via a tube.
- How to recognise different types of ostomies and their associated feeding tubes and equipment.
- Safe work practices to prevent and control infection including how to safely maintain tube feeding equipment.
- Demonstration and practice in a simulated environment with administering medications and nutrition via a tube.
- How to trouble shoot common contingencies.
- Documentation.

### Does the program have any prerequisites?

It is important that participants have current Medication training prior to attending the course. If participants have not had prior Medication training, their Certificate of Attendance will make clear that they are not endorsed to administer medication via the tube. It is our strong recommendation that staff providing tube feeding should have medication training and first aid training that is refreshed annually.

### Course completion requires:

Participants to actively engage in class discussion and a simulated practical experience. Participants' knowledge and practical skills in administering medications and feeds via a gastrostomy and/or jejunostomy tube are concept assessed during the simulated workplace scenario component of the course.

### What is the cost?

Cost: \$320 incl. GST for individuals

How long is the course?

**Duration:** 1 day

**Time:** Please see scheduled times or enquire below

BYO lunch

Where can I get more information?

**Contact:** The Training Alliance team

**Email:** [training@cerebralpalsy.org.au](mailto:training@cerebralpalsy.org.au)

**Phone:** +61 2 9975 8715

Cancellation conditions apply

## October 2018

Date	Course	Start time	Finish time	Location
Tue 23	Tube Feeding	9:30AM	3:30PM	Ryde
Wed 24	Tube Feeding	9:30AM	3:30PM	Croudace Bay

## November 2018

Date	Course	Start time	Finish time	Location
Fri 09	Tube Feeding	9:30AM	3:30PM	Allambie

## December 2018

Date	Course	Start time	Finish time	Location
Mon 17	Tube Feeding	9:30AM	3:30PM	Allambie