


2018 Cerebral Palsy Alliance Staff Training Guide

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REGISTER NOW	 Register: trainingalliance.edu.au  Call: 02 9975 8715  Email: training@cerebralpalsy.org.au

Tips for using this Training Guide

TIPS FOR USING THIS GUIDE

- ✓ Check  for prerequisite and tips
- ✓ Click on course name to register online

TIPS WHEN YOU REGISTER

- ✓ Check the location of the training is this close to your place of work or home?
- ✓ Try to book two half day trainings on the same day - morning and afternoon.
- ✓ For most courses you need to bring your own lunch - locations may not be close to shops!

TIPS FOR ONLINE LEARNING

- ✓ You do not need to register for online courses. You have access when you log in.
- ✓ New staff - online learning login details will be sent to you following Corporate Orientation
- ✓ If new staff commence work and need to complete online learning prior to Corporate Orientation, contact onlinelearning@cerebralpalsy.org.au
- ✓ Existing staff - If you have not been provided login details for the online learning system, please contact onlinelearning@cerebralpalsy.org.au

Recognition of Prior Learning

Application for recognition of prior learning (RPL) can be made to the Training Alliance Learning and Development Manager as per the Professional Development policy

PRACTICAL SKILLS

FOR DISABILITY SUPPORT PRACTITIONERS

- ✓ Online learning:
3 courses - Back Yourself Assist with medication; Infection prevention and control
- ✓ Face to face Practical skills workshop
1 day including manual handling, medication, infection prevention and control

FOR ALLIED HEALTH THERAPIST AND ASSISTANTS

- ✓ Online learning:
1 course - Back Yourself
- ✓ Face to face WHS Practical workshop
Half day including manual handling

Please note: WHS Advanced workshop for occupational therapists and physiotherapists (see details pages 5-6)

The online learning courses are compulsory and must be completed prior to attending face to face



Cerebral Palsy Alliance orientation program

All Cerebral Palsy Alliance employees

Course	Face to face or Online	Compulsory activity for	Completion
Corporate orientation	Corporate orientation	All Cerebral Palsy Alliance employees	First day
Back yourself: Unpacking manual tasks	Online	All Cerebral Palsy Alliance employees	First month
Delivering an unrivalled customer experience	Online	All Cerebral Palsy Alliance employees	0 - 6 months
DisabilityAware: An awareness and inclusion program	Online	All Cerebral Palsy Alliance employees	0 - 6 months
Fire, safety and emergency response	Online	All Cerebral Palsy Alliance employees	First month
Good working relations or Good working relations for managers and supervisors	Online	All Cerebral Palsy Alliance employees	0 - 6 months
WHS awareness and duty of care	Online	All Cerebral Palsy Alliance employees	First month



Cerebral Palsy Alliance induction program – Disability Support

Disability Support

(Includes new employees from Community Living, Lifestyle Support, Respite, Packforce)

Course	Compulsory activity for	Completion
Assist with medication: Online course 🔗 Please note: This course must be completed before attending <i>Practical skills workshop</i>	Disability support practitioners who are required to administer medication as part of their duties	0 - 3 months
Bowel care 🔗 Pre-requisite: <i>Assist with medication: Online course</i> <i>Infection prevention and control: Online course</i> <i>Practical skills workshop</i> 🔗 Please note: Scheduled same day as <i>Mealtime assistance</i>	Disability support practitioners who are required to administer suppositories and/or enemas as part of their duties	0 - 3 months
Certificate III in Individual Support (Disability) or Certificate IV in Disability 🔗 Pre-requisite: All orientation/ induction training must be completed	Permanent disability support practitioners who have reached their qualifying period. (Certificate III in Individual Support is a highly desirable minimum qualification)	Sign up for program within 6 - 12 months
Documentation 🔗 Please note: Scheduled on same day as <i>Transport people with disability</i>	Disability support practitioners who are required to make official client notes/records	0 - 3 months
Infection prevention and control: Online course 🔗 Please note: This course must be completed before attending <i>Practical skills workshop</i>	Disability support practitioners who are required to uphold infection prevention as part of their duties	0 - 3 months
Mealtime assistance 🔗 Please note: Scheduled same day as <i>Bowel care</i>	Disability support practitioners who are required to assist clients with their meals as part of their duties	0 - 3 months
Nutrition and swallowing	On request for all disability support practitioners completing the Nutrition and Swallowing checklist as a part of their duties	As required
Positive approaches to behaviour support for people with disability: Adult client services	Disability support managers and nominated Disability support practitioners	0 - 6 months
Practical skills workshop for disability support practitioners (Includes practical for Back yourself, Medication, Infection control and Epilepsy), 🔗 Pre-requisite: <i>Assist with medication: Online course</i> <i>Back yourself: Unpacking manual tasks: Online course</i> <i>Infection prevention and control: Online course</i>	Disability support practitioners	First month
Preventing and responding to abuse, assault and risk of harm. A blended course of online and workshop 🔗 Please note: <i>Preventing and responding to abuse, assault and risk of harm: Online course</i> must be completed prior to attending the face to face session	Disability support practitioners	0 - 3 months
Promoting health for people with disability: Online course	Disability support practitioners	0 - 6 months
Transport people with disability 🔗 Please note: Scheduled on same day as <i>Documentation</i>	Disability support practitioners responsible for driving any Cerebral Palsy Alliance accessible vehicle as part of their duties	0 - 3 months
Tube feeding 🔗 Pre-requisite: <i>Assist with medication: Online course</i> <i>Infection prevention and control: Online course</i> <i>Practical skills workshop</i>	Disability support practitioners who are required to assist clients with feeding tube as part of their duties	0 - 3 months



Cerebral Palsy Alliance induction program – Therapy Services

All Therapy Services employees who work directly with clients (including managers / team leaders)

Course	Compulsory activity for	Completion
Advanced communication and coaching: Online course	Therapy Services employees	0 - 6 months
Client Management System (brian): Online course – Managers, Client Service Consultants and Global Users – Practitioners – Resource Coordination/ Scheduling/ Administrators Please note: Above three courses are available to all Therapy Services employees. You must complete one course specific to your role.	Therapy Services employees	0 - 2 weeks
CP Check-Up™ Orientation and Accreditation Program: Online course – Compulsory module all disciplines: “CP Check-Up™? CP Register and CP Check-Up™ Database” – General health – Other modules: as per discussion with your manager and role requirement	Therapy Services employees	0 - 6 months
Designing and implementing effective home programs	Therapy Services employees	6 - 12 months
Disability dynamic: Online course - Working with clients - Case studies	Therapy Services employees	0 - 3 months
NDIS prep and support tool: Online course	Therapy Services employees required to undertake NDIS prep and support sessions	0 - 3 months
Preventing and responding to abuse, assault and risk of harm. A blended course of online and workshop Please note: <i>Preventing and responding to abuse, assault and risk of harm: Online course must be completed prior to attending the face to face session</i>	Therapy Services employees	0 - 3 months
Positive approaches to behaviour support for people with disability: Therapy Services	Therapy Services employees	0 - 6 months
WHS practical workshop for allied health therapists and assistants Pre-requisite: <i>Back yourself: Unpacking manual tasks: Online course</i>	Therapy Services employees	0 - 3 months

Occupational therapists

Course	Compulsory activity for	Completion
Assistive technology: An introduction	Occupational therapists	6 - 18 months
Prescribing postural supports: Online course	Occupational therapists	0 - 6 months
Powered mobility: Setting the wheels in motion	Occupational therapists	6 - 12 months
Pulling it all together for therapists: An advanced workshop on movement disorders and evidence based practice	Occupational therapists	6 - 12 months
Seating and positioning: A blended course of online and practical workshop	Occupational therapists	0 - 12 months
Splinting and casting for people with cerebral palsy	Occupational therapists	6 - 12 months
WHS advanced workshop for occupational therapists and physiotherapists Please note: Scheduled and must be completed on the same day as <i>WHS practical workshop for allied health therapists and assistants</i>	Occupational therapists	0 - 3 months

Cerebral Palsy Alliance induction program – Therapy Services

Physiotherapists

Course	Compulsory activity for	Completion
An introduction to aquatic therapy for therapists working with people with a disability	Physiotherapists	6 - 12 months
Powered mobility: Setting the wheels in motion	Physiotherapists	6 - 12 months
Pulling it all together for therapists: An advanced workshop on movement disorders and evidence based practice	Physiotherapists	6 - 12 months
Seating and positioning: A blended course of online and practical workshop	Physiotherapists	0 - 12 months
Splinting and casting for people with cerebral palsy	Physiotherapists	6 - 12 months
WHS advanced workshop for occupational therapists and physiotherapists 🔍 Please note: Scheduled and must be completed on the same day as <i>WHS practical workshop for allied health therapists and assistants</i>	Physiotherapists	0 - 3 months

Exercise physiologists

Course	Compulsory activity for	Completion
An introduction to aquatic therapy for therapists working with people with a disability	Exercise physiologists	6 - 12 months
Pulling it all together for therapists: An advanced workshop on movement disorders and evidence based practice	Exercise physiologists	6 - 12 months

Speech pathologists

Course	Compulsory activity for	Completion
Assistive technology: An introduction	Speech pathologists	0 - 6 months
Dysphagia and cerebral palsy	Speech pathologists	0 - 6 months
Pulling it all together for therapists: An advanced workshop on movement disorders and evidence based practice	Speech pathologists	6 - 12 months

Psychologists and Social workers

Course	Compulsory activity for	Completion
Pulling it all together for therapists: An advanced workshop on movement disorders and evidence based practice	Psychologists and social workers	6 - 12 months

All Allied Health Assistants

Course	Compulsory activity for	Completion
Splinting and casting practical workshop (day 2)	Allied Health Assistants	6 -12 months

Other



Course	Compulsory activity for	Completion
Hydrotherapy rescue award	Aquability employees	As required



Cerebral Palsy Alliance induction program – Support Team

All Support Team employees

(Including Client Service Consultants, Resource Coordinators)

Course	Compulsory activity for	Completion
Advanced communication and coaching: Online course	Support Team employees	0 to 6 months
Client Management System (brian): Online course – Managers, Client Service Consultants and Global Users – Practitioners – Resource Coordination/ Scheduling/ Administrators  Please note: Above three courses are available to all Support Team employees. You must complete one course specific to your role.	You must complete one course specific to your role.	0 - 2 weeks
CP Check-Up™ Orientation and Accreditation Program: Online course – Module 1 “CP Register and CP Check-Up™ Database” – Other modules: as per discussion with your manager and role requirement	Support Team employees	0 - 6 months
Disability dynamic: Online course – Working with clients – Case studies - 1 - 2 case studies to be determine with your manager	Support Team employees	0 to 3 months
NDIS prep and support tool: Online course	Support Team employees required to undertake NDIS prep and support sessions	0 - 3 months
Preventing and responding to abuse, assault and risk of harm. A blended course of online and workshop  Please note: <i>Preventing and responding to abuse, assault and risk of harm: Online course must be completed prior to attending the face to face session</i>	Support Team employees	0 - 3 months
Positive approaches to behaviour support for people with disability: Therapy Services	Support Team employees	0 to 6 months



Cerebral Palsy Alliance induction program – Management

Management

(All managers and team leaders who have employees directly reporting to them)

Course	Compulsory activity for	Completion
A guide for recruiting managers and administrators	Managers responsible for recruitment and administrators who assist with the recruitment process	0 to 6 months
Certificate IV in Leadership and Management Apply within 12 months, except if you hold an equivalent or higher qualification	Managers and team leaders	Apply within 12 months
Conflict and coaching	Managers and team leaders	0 to 6 months
Employee relations	Managers and team leaders	0 to 6 months
Good working relations for managers and supervisors: Online course	Managers and team leaders	0 - 6 months
Leadership forum	Corporate Support and Client Services managers	As required
NDIS prep and support tool: Online course	Managers and team leaders as required	
Online course: CP Check-Up™ orientation and accreditation program – First module – ‘What is CP Check-Up™?’ – CP Register and CP Check-Up™ database.	Managers and team leaders as required	0 to 3 months
Stepping up: Program for new managers	Managers and team leaders	0 to 6 months



Cerebral Palsy Alliance Refresher Programs

All managers, supervisors and team leaders (who have employees directly reporting to them)

Course	Delivery mode	Compulsory activity for	Completion
Good working relations for managers and supervisors	Online	All managers	Annual
Refresher back yourself: Unpacking manual tasks	Online	All managers	Annual
Refresher on preventing and responding to abuse, assault and risk of harm	Online	All managers	Annual

Disability support managers

(including managers from Community Living, Respite, Lifestyle Support, Packforce)

Course	Delivery mode	Compulsory activity for	Completion
CPR annual refresher (if you hold a first aid certificate)	Face to face	All site managers	Annual
First Aid (includes CPR)	Face to face	All site managers	Every 3 years
Good working relations for managers and supervisors	Online	All site managers	Annual
Refresher Back yourself: Unpacking manual tasks	Online	All site managers	Annual
Refresher Fire safety and emergency response	Online	All site managers	Annual
Refresher Preventing and responding to abuse, assault and risk of harm	Online	All site managers	Annual
Refresher update for disability support managers	Face to face	All site managers	Annual

Disability support practitioners

(including managers from Community Living, Respite, Lifestyle Support, Packforce)

Course	Delivery mode	Compulsory activity for	Completion
CPR annual refresher (if you hold a first aid certificate)	Face to face	All disability support practitioners	Annual
First Aid (includes CPR)	Face to face	All disability support practitioners	Every 3 years
Refresher Back yourself: Unpacking manual tasks	Online	All disability support practitioners	Annual
Refresher Fire safety and emergency response	Online	All disability support practitioners	Annual
Refresher Preventing and responding to abuse, assault and risk of harm	Online	All disability support practitioners	Annual
Refresher for disability support practitioners	Face to face	All disability support practitioners	Every 3 years

Allied Health

Course	Delivery mode	Compulsory activity for	Completion
First Aid (Rural)	Face to face	All rural allied health employees	Every 3 years
Refresher Back yourself: Unpacking manual tasks	Online	All allied health employees who work with clients	Annual
Refresher Fire safety and emergency response	Online	All allied health employees who work with clients	Annual
Refresher Preventing and responding to abuse, assault and risk of harm	Online	All allied health employees who work with clients	Annual



Cerebral Palsy Alliance Refresher Programs

For Nurse, Dental, Aquability and Pool employees

Course	Delivery mode	Compulsory activity for	Completion
First Aid	Face to face	All nurses, dental, aquability and pool employees	Every 3 years
Hydrotherapy rescue award	Face to face	All pool employees	Every 3 years
CPR Refresher for nurses and aquability staff	Face to face	All nurses and pool employees	Annual
Refresher oxyviva for nurses and aquability staff	Face to face	All nurses and pool employees	Annual
Refresher Back yourself: Unpacking manual tasks	Online	All nurses, dental, aquability and pool employees	Annual
Refresher Fire safety and emergency response	Online	All nurses, dental, aquability and pool employees	Annual
Refresher Preventing and responding to abuse, assault and risk of harm	Online	All nurses, dental, aquability and pool employees	Annual

Other

Course	Delivery mode	Compulsory activity for	Completion
CPR annual refresher (if you hold a first aid certificate)	Face to face	Nominated First Aid Officer	Annual
First Aid (includes CPR)	Face to face	Nominated First Aid Officer	Every 3 years



Professional Development

Course	Recommended activity for
An introduction to working with people with disability in the water (Hydrotherapy)	Disability support practitioners, carers and families
Anaphylaxis	Any employee who supports a person with a known anaphylactic risk.
Asthma	Any employee who supports a person with asthma.
Catheter care	Any employee who supports a client with a urinary catheter.
Certificate III in Individual Support (Disability)	Any employee who works in a disability support practitioner role.
Certificate IV in Disability	Any employee who works in a disability support practitioner role.
Certificate IV in Leadership and Management	Any employee who works in a management role.
Computer skills training - A range of courses and coaching available from an introductory to advanced level	Any employee to further develop their computer application skills.
Conflict and coaching	Any employee to develop their conflict and coaching skills.
Disability Dynamic: Online course	Allied health and disability support practitioners to learn about disability and delivering services within the disability sector.
Epilepsy	Any disability support practitioners or therapy employees who support clients with epilepsy
Gait assessment and AFO prescription in cerebral palsy	For physiotherapists working with children and adults with neurological disabilities
Key word sign	Any employee required to use KWS and AAC with children or adults with communication difficulties
Male incontinence sheaths / uridomes	Available on request to any disability support practitioners whose role it is to apply and remove male incontinence sheaths
Mental health first aid	Any employee who works with clients with mental health issues
NDIS preparation and support sessions for clients: Online	Client relationship managers and nominated staff
Nutrition and swallowing	This training is suggested for managers and employees who will be completing the Nutrition and Swallowing Checklist as part of their duties
Nutrition for people with disability: Online course	Any employee who supports people with disability
Nutrition care process for dietitians working in disability: Online course	Any employee who is a dietitian or student dietitian
Pressure injury prevention	Any employee who supports clients requiring pressure area management
Understanding autism and behaviour support	Any employee to learn more about autism and positive behavior support to assist them in their role.



