

Memo

SWD19/49380

TO Clinical Stream Managers
Site & Service Directors Nursing & Midwifery Services
SWSLHD N&M Directorate
Director, SWSCEWD

FROM Director Nursing, Midwifery & Performance

SUBJECT Competency Assessment workflow changes

The SWSLHD Nursing and Midwifery team and South Western Sydney Centre for Education and Workforce Development (SWSCEWD) will be transitioning Nursing and Midwifery Competencies to My Health Learning (MHL) over the next 12 to 18 months. As such a SWSLHD Competency Assessment Working Group (CAWG) has been formed.

The aim will be to provide a standardised approach to the location and management of nursing competencies for all facilities and services. The competencies placed on MHL will be standardised across the district with any facility or service based competencies being rescinded or developed into a SWSLHD competency. Exception will be made for competencies that are only required for a specific purpose that is unique to the facility/unit.

To minimise the risk during transition, the following strategies will be applied:

Competencies that are current (not due for review) (refer to Workflow in the attached document):

1. Appropriate local representatives will be identified by facility and service Directors of Nursing & Midwifery Services (DNMS). It is suggested that each site/service develops their own working groups if not already one in place that will work with the identified key representatives.
2. The representatives will be responsible for reviewing competencies owned by their facility or service and determine whether the competency:
 - is unique to the facility/service and needs to be maintained
 - can be converted or deferred to LHD competency

A recommendation outlining this decision will be emailed by the key stakeholder/s to the SWSLHD Competency Assessment working group via email at: SWSLHD-Competency.Assessments@health.nsw.gov.au.

3. If LHD or HETI competency already exists, it will automatically supersede facility/service competency and the facility/service competency will be rescinded.
4. A monthly competency assessment newsletter will be circulated to provide information related to the availability of the competency in MHL and the timeframe allocated to transitioning local data to MHL.

5. Facility/service teams to follow the workflow outlined in the attached document to ensure local (legacy) data is migrated to MHL.

New or existing Competencies that are due for review (refer to Workflow in the attached document):

1. Local representative/s contact the CAWG for new or review of an existing facility/service/LHD competency.
2. The outcome of the review / new competency process will be communicated to the requestor directly and to the wider Nursing and Midwifery staff via the monthly newsletter.
3. Facility/service teams to follow the workflow outlined in the attached document to ensure local (legacy) data is migrated to MHL.

Access to record ongoing competency progress in MHL:

1. Access will be granted upon request sent to the SWSCEWD mailbox at SWSLHD-CEWD@health.nsw.gov.au. This access is called 'Operational Assessor' role in MHL.
2. A user guide will be provided with additional support (if required) by the MHL System Administrator.
3. For After Hours Nurse Managers (AHNM) that require access to MHL to check Staff member's competencies please be advised:
 - All AHNM's can apply for a 'Local Reporting Role' access. This gives access to run an individual transcript report for any staff member in their facility or service.
 - There is no limit to the number of people who can apply for the Local Reporting Role access.

Contact details

If you have any enquiries, please use the below contact details depending on your query:

development/transcribing of existing or new competencies	SWSLHD-Competency.Assessments@health.nsw.gov.au
transfer of existing data to MHL contact	SWSLHD-CEWD@health.nsw.gov.au
Access queries or requests to MHL	SWSLHD-CEWD@health.nsw.gov.au



Sonia Marshall
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