

Memo



Health
South Western Sydney
Local Health District

SWD24/150509

TO	Executive Leadership Team, General Managers and Service Directors, CE Direct Reports
Cc	HR Managers & Directors, Executive Assistants
FROM	Director of Education & Organisational Development Service
SUBJECT	Local Induction to Personal Protective Equipment

The Local Induction to Personal Protective Equipment (PPE) is a mandatory requirement that has recently been updated in My Health Learning. It includes raising awareness and compliance with local PPE specifications relevant to the employee's role and work area.

Please review the following information to assist with completing this requirement.

Frequency: Every 5 years.

Target Audience

Employees in various professional groups, including but not limited to medical, nursing and midwifery, allied health, engineering services, food services, and general services.

Completion Process

Employees can fulfill this requirement by communicating with their manager, or workplace educator, or an accredited PPE trainer and assessor. In clinical settings, this includes raising awareness, verifying knowledge, and ensuring correct practice for application, removal and disposal of PPE specific to the employee's role.

A PowerPoint slide deck is attached as Appendix 1 to this memorandum to assist employees and managers in clinical settings to complete this induction process. Managers, if the slide deck does not help you, please facilitate your session based on your local work area requirements.

Updating Completion in My Health Learning (MHL)

Teams conducting local training sessions should maintain an attendance sheet with the date, time, and list of participants. Staff members with Scheduler role access can enter this completion information into MHL.

Enquiries

For further information or to request access to MHL, please contact the Education and Organisational Development Service at SWSLHD-EducationOD@health.nsw.gov.au.

Thank you for your attention to this important training update.

Kind Regards

Jason Lawrence

Director, Education & Organisational Development Service