





HETI Online Content Objects

Content Object Type	Purpose of the Education	Who can deliver the education?	Who can enter data?	How the content object can be used	Reporting	Risk	Auditing timeframes
Mandatory / Required Training 	<p>Education required by:</p> <ul style="list-style-type: none"> • Federal or State Legislation • HNE Health Policy • NSW Health Policy Directive • Accreditation Standard <p>To provide education to ensure safety, responsible behaviour and professional conduct for all HNE staff, patients and visitors.</p>	Educators / Instructors who have skills and have current expertise in the appropriate specialty area.	Any designated staff member who has attended HETI Online Scheduler training and has Scheduler access in HETI Online.	<p>The title of these programs has been predetermined by the rules of naming conventions that are informed by policy and Standards. Most titles will have been determined at the state level.</p> <p>The titles cannot be altered.</p>	<p>050.1 Organisation Mandatory Training Matrix.</p> <p>050 Mandatory Training Report</p> <p>250 Manager Mandatory Training Report</p> <p>Reports will be scheduled for managers to be received by email at regular intervals.</p>	<p>Inability to report accurately to Ministry of Health compliance with Mandatory Education requirements</p> <p>Requirement for staff to repeat training already completed as there is no record of compliance</p>	<p>Bi Monthly</p> <p>Any changes to content object structure will be reversed.</p>
Structured Curriculum / Role specific education 	<p>Education specific to the roles of individuals in HNE. Structured curriculum education will align with credentialing requirements.</p> <p>Education or training required to perform a specific clinical or corporate role. Education is about the job not the person/profession.</p>	Educators / Instructors who have skills and have current expertise in the appropriate specialty area.	Any designated staff member who has attended HETI Online Scheduler training and has Scheduler access in HETI Online.	<p>The title of these programs has been predetermined by the rules of naming conventions that are informed by policy and Standards.</p> <p>These titles cannot be altered.</p>	<p>001 Content Object Status</p> <p>002 Classroom Enrolments and Current Status</p> <p>003 Online and Certification Offering Enrolments Status</p> <p>Based on completions.</p>	<p>Quality and Safety implications particularly.</p> <p>Inability to deliver accurate reporting data for credentialing purposes.</p>	<p>Audited every 6 months.</p> <p>Any changes to content object structure will be reversed.</p>

HETI Online Content Objects

Content Object Type	Purpose of the Education	Who can deliver the education?	Who can enter data?	How the content object can be used	Reporting	Risk	Auditing timeframes
Inservice 	<p>Short training or information delivery events (approx. 20 min to 2 hours).</p> <p>Education about localised implementation of new policy, practices, equipment, localise etc.</p>	Any relevant team member or external deliverer with the appropriate skills or information base.	Any designated staff member who has attended HETI Online Scheduler training and has Scheduler access in HETI Online.	<p>The titles of these training events can be modified to suit the training event or information delivery.</p> <p>Naming convention: <i>Inservice – {name of inservice}</i> e.g. <i>Inservice – Preventing Secondary Brain Injury</i></p>	<p>001 Content Object Status</p> <p>002 Classroom Enrolments and Current Status</p> <p>003 Online and Certification Offering Enrolments Status</p> <p>Based on completions.</p> <p>Appears on Learning History</p>	If Required / mandatory training data is entered under these codes the result will be inaccurate Required training compliance data.	These templates will not be audited.
Professional Development / Forums / Conferences 	<p>Longer education, training or information delivery events (Usually 1 -2 days).</p> <p>Education to maintain registration, improve practice, and further career.</p>	<p>Any relevant team member or external speaker or educator with the appropriate skills, background or information base.</p> <p>The events are usually characterised by a program of speakers or workshops.</p>	Any designated staff member who has attended HETI Online Scheduler training and has Scheduler access in HETI Online.	The titles of these training events can be modified to suit the event.	<p>001 Content Object Status</p> <p>002 Classroom Enrolments and Current Status</p> <p>003 Online and Certification Offering Enrolments Status</p> <p>Based on completions.</p>		These templates will not be audited.