

Naming your Education (Naming Conventions)

Why are naming conventions important?

The intent of naming conventions is to allow useful information to be accessible more easily as it can be located based on regularities. Essentially well named lists of data make finding information easy to use.

The name you use should be reflective of the learning that the participant will receive. It needs to be relatively specific because it makes it easier for:

- Participants to find the training they are looking for
- Tracking & recording of learning which helps with needs assessment in the future (ie. What have we already done?)
- Reducing duplication (if someone else has already done a similar Course – can we share?)

Appropriately named codes should:

- Avoid acronyms and abbreviations unless they are of the official title (eg. RESUS for kids)
- Include the key term at the beginning of the title
- Avoid the use of:
 - site/location names (e.g John Hunter, Manning)
 - target audience (Nurses, Allied Health)
 - training length (2 day, 4 hour)
 - format/delivery mode (Online, face-to-face, on a boat)
 - Course developer (e.g. NSW Health, Maitland Hospital)

This information is stored in specific fields in HETI Online and if recorded correctly assists in educational records management.

Please note, we are not suggesting how you title your event, rather how you record that event in a transcript (your codes).

Instead of	Use
Stroke Forum	Stroke – Client assessment
Triage Education	Triage – Geriatric
Tamworth Catheterisation training	Catheterisation – Adult Patients
2 Day Paediatric Forum	Be specific about what occurs on the day e.g. Asthma – paediatric assessment
Writing and presentation skills for nurses	Writing – Research Papers for publication Presenting – Client Case Studies
Introduction to Pressure Ulcer Prevention	Pressure Ulcer Prevention – Level 1
Online Privacy Training	Privacy – Legislation