

STAFF TRAINING

CRITERION 3.2

All doctors in the practice are appropriately qualified and trained, and participate in quality assurance and continuing medical education.

Non-medical staff involved in clinical care are appropriately trained and qualified and participate in continuing education and quality assurance activities. All administrative staff participate in on-going training.

The practice GP's, nurses and administrative staff employed by this practice and involved in clinical care:

- are appropriately qualified, trained and competent.
- are able to provide evidence of training qualifications and of appropriate current national medical or nursing registration
- participate in continuing education relevant to their roles and can provide evidence of this.
- have undertaken training in CPR within the last 3 years and in the case of GPs this training must be in accordance with the RACGP QI&CPD recommendations

Staff have appropriate inter-personal skills for working in a medical practice.

- All staff are required to undertake further training as part of their employment conditions (see Employment of Staff). Staff are to provide evidence of training undertaken.
- Administration staff each have a development programme which is linked to the appraisal process (see Employment of Staff). This enables the staff to gain appropriate 'on the job' training as well as training by organisations such as the Adelaide Hills Division of General Practice, RACGP and AMA.
- Part of the training process involves regular discussion of and training in inter-personal skills.
- A record is kept of training attended for Accreditation purposes.
- Administration and nursing staff are paid for meeting attendance at the following rates:
 - Usual hourly rates for nurses, admin and receptionist staff
 - Mileage is paid according to the appropriate Award
- Staff are to claim for meetings by means of their fortnightly pay sheet.

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