

CORPORATE BROCHURE



Aged Care Training Room



Australian
Nursing &
Midwifery
Federation



Managed Learning Solutions for Aged Care Providers

Ongoing learning and development is central to the CQI process that underpins Residential Care accreditation and Home Care quality reporting, as well as key objectives of the 'Living Longer. Living Better Aged Care Reform Package.'

It is essential for all staff members to continue to learn so they have the relevant knowledge and skills to meet consumer expectations, deliver evidence based safe care and services and to ensure that your organisation complies with regulatory and legislative requirements.

The Australian Nursing and Midwifery Federation Aged Care Training Room (ANMF ACTR) is an online solution to effectively manage:

- Mandatory and other relevant education
- Workplace competencies
- Staff induction
- Performance management
- Access to proprietary information and documentation. For example policies and procedures
- Accreditation or quality reporting requirements relating to learning and development
- Audit outcomes, complaints or Department concerns.
- Accreditation and quality reporting.



Learning Management System

The ANMF ACTR easily and effectively manages staff learning and development via a learning management system. A learning management system is simply a central place to administer, deliver and report on learning and development.

A secure training department will be created and 'fully loaded' with 77 online educational activities (including mandatory education). The system also has the capacity to manage workplace competencies. Staff access is via a unique user name and password.

Your training department in the ANMF ACTR will become the "go to" place when staff members need to update or refresh their knowledge, undertake workplace competency assessments, meet any continuing professional development requirements or have access to relevant proprietary information.



Customisation

Each organisation has its unique challenges when it comes to disseminating information, providing staff education and managing workplace competency.

Our learning activities can be customised to ensure that your staff are delivering care and services in line with your policies, procedures and expectations. Our learning activities can be customised with your organisation's policies and procedures, other specific content and related assessment questions.

Our "News" function area is a communication area which can be customised with your organisations specific documents and other information which can be uploaded to the LMS to facilitate easy access.

The ANMF ACTR consultants will work with you to customise a response for the needs of your organisation. The ANMF ACTR has a solution for every aged care organisation.



Compliance with Mandatory and Other Education

Our online libraries include mandatory and other continuing education for residential and home aged care services.

1. Learners are automatically enrolled each month in the ANMF ACTR annual program
2. Organisations also have the option of customising their annual program from over 60 aged care specific online learning activities
3. Learning activities have been developed to meet the learning needs of work groups. For example registered nurses, direct care staff, support staff
4. Any associated workplace competencies can also be administered in the LMS
5. Learning activities can be customised with your policies and procedures, specific assessment questions or other relevant content
6. Enrolment notification and reminder emails are sent to learners
7. Progress reports are automatically emailed to you fortnightly and learner progress and completion can be tracked in real time
8. Evidence of compliance is accurate and requires no manual data entry.



Responding to an Audit, Complaint or Department Issue

Reviewing policies and procedures, checking for knowledge or competency gaps and providing relevant education or training should be part of your action plan when responding to an audit result, complaint or Department issue.

Manager functionality allows you to enrol individual staff, groups of staff or all staff in any learning activities at any time. This is in addition to the automatic enrolment in the annual education program.

Completion and exception reports can be generated in real time for any learning activity. Scheduled completion reports are also sent by email each month.

We also provide a document that can be tailored to assist with providing evidence for accreditation or quality reporting in relation to training and education.



Customised Online Induction Programs

Every aged care provider should seriously consider the savings, care and service benefits of an ANMF ACTR online induction program.

Our consultants will work with you to develop an induction program that incorporates:

- Your content (policies, procedures, staff handbook and other proprietary information)
- Relevant workplace competencies for different work groups and
- Your choice of our learning activities customised with your policies and procedures.

Completion milestones will be determined by your needs. Learners and managers will receive scheduled automated email reminders.

Progress can be easily monitored and learner activity and completion can be checked at any time.

The ANMF ACTR online induction program is the right choice for individual or group inductions across all work groups for your organisation.



Managing Staff Performance

Aged Care Learning Solutions provides a tangible, objective and equitable response to staff performance management.

Agreed annual staff education requirements for each staff member can be easily monitored over the year to keep learners on track to meet KPI's.

Individual learning plans can be developed by your organisation via manager rights access to the LMS.

Individual staff members can be enrolled in any education or competency assessment at any time in response to a performance issue.

For example: unsafe manual handling, breaching privacy and confidentiality, unsafe medication management.

ANMF ACTR CPD Solution

The ANMF ACTR CPD Solution will mitigate the risk of your registered and enrolled nurses not meeting their CPD requirements for national registration.

The provision of continuing professional development is highly valued by nurses and has been recognised as an effective recruitment and retention strategy.

The ANMF ACTR CPD Solution will ensure that your nurses meet all of the national registration continuing professional development requirements.

CPD requirements for NMBRegistration	ACTR resources to meet the CPD standard requirements
Minimum 20 practice specific hours of CPD per year	The ANMF ACTR provides 20 hours of aged care specific CPD per year via the annual learning plan as well as a catalogue with over 77 online learning activities.
Learning outcomes for all CPD activity	Record of learning outcomes for all ANMF ACTR learning activities and other CPD activities.
Reflection on value and effectiveness of CPD activity	Reflection evaluation attached to all ANMF CPD learning activities. You can also record your reflection in "Activities" for other CPD activities.
Annual learning needs analysis	Online CPD Learning Needs and Plan to complete in preparation for the coming registration period.
Annual learning plan	ANMF ACTR Learning Plan with a minimum 20 hours of online learning activity.
Evidence of CPD activities	Your CPD hours will be collated and recorded with the name of the activity, date and hours and reflection. 'Activities' can be used to record other CPD activities. This information can then be added to your ANMF Continuing Professional Education Record.



ANMF ACTR CPD Learning Plan 2022

January

Depression: ACQS Standard 3

Overview; Myths and facts; Risk factors; Signs and symptoms; Respectful and effective care; Range of effective treatments/therapies for older people; Responding to and respecting diversity.

February

Look and Act Toolkit – Restrictive Practices: ACQS Standard 3 and 8

Overview; Risk; Signs and symptoms of harm; Actions. Included updates from 2021.

Documentation, Collaboration and Communication: ACQS Standard 2

Overview; Reasons for documentation; Responsibilities; “Do’s and “don’ts” of documentation; Principles of collaboration; Communication for safe and quality care and service delivery.

March

Dementia: ACQS Standard 3

Overview; Progression; Respect and dignity; Supporting independence, communication and safety; Recognising and responding to unmet needs, responses, actions and reactions.

April

Fire Safety – ACQS Standard 8

Overview; Fire safety and risk management; Emergency fire equipment and procedures; Firefighting equipment and safety; Evacuation and risk management; Security risk management.

May

IDDSI Framework and Older People: ACQS Standard 5

Overview of Dysphagia; Descriptions, Ability and Indications and Testing for Levels 0 -7, Transitional Foods, High Risk Foods.

Look and Act Toolkit – Malnutrition and Dehydration: ACQS Standard 3

Overview; Risk; Signs and symptoms; Actions.

June

COVID -19 Health Care Video – ACQS Standard 3

Provides current information about the protection strategies for health care/aged care workers. Updated July 2021.

COVID -19 Health Care Quiz – ACQS Standard 3

Scenario based assessment. Update July 2021.

ANMF ACTR CPD Learning Plan 2022

July

Workplace Resilience: ACQS Standard 7

Principles of resilience and learnings from 2021.

August

Serious Incident Response Scheme (SIRS): ACQS Standard 8

Overview of the SIRS, Reportable incidents; Mandatory reporting; Incident management systems.

Open Disclosure: ACQS Standard 6

Overview; Open Disclosure and the Charter of Aged Care Rights; Doing Open Disclosure; Organisational support for Open Disclosure.

September

Cultural Diversity and Safety: ACQS Standard 1

Overview; Peoples rights; Respecting culture and diversity; Cultural competence; Communication; Supporting individual wants and preferences.

October

Antimicrobial Stewardship: ACQS Standard 3

Overview; Misuse and overuse of antimicrobials; Principles and strategies to achieve antimicrobial stewardship; Relevance to the aged care sector; Everyday practice to reduce antimicrobial resistance.

November

Oral and Dental Care: ACQS Standard 3

Overview; Assessing, planning oral and dental care; Supporting independence with oral care; Caring for older people's teeth and dentures; Oral care and dementia.

Restrictive Practices - New Requirements: ACQS Standard 3 and 8

Overview; Updated requirements in response to the 2021 legislative changes.

December

Bullying and Harassment: ACQS Standard 7

Overview; Signs of bullying and harassment in the workplace; Responding to workplace bullying and harassment; Strategies for communication and conflict resolution.



ANMF Aged Care Training Room List of Learning Activities
An annual subscription gives your staff access to all of the following
learning activities and so much more

Older Peoples Physical and Mental Health Issues

1. Nutrition; Older People
2. Medication Management; Older People
3. Culturally and Linguistically Diverse Older People
4. Person Centered Dementia Care
5. Advanced Dementia and Palliative Care
6. Type 2 Diabetes; Older People
7. Parkinson's Disease
8. Mental Health and Depression; Older People
9. Musculoskeletal Conditions; Older People
10. Advanced Dementia and Palliative Care
11. Post-Traumatic Stress Disorder; Older People
12. Aboriginal and Torres Strait Islander Older People
13. Physical Activity; Older People
14. Respiratory Disease; Older People
15. Sensory Loss; Older People
16. Cardiac Disease; Older People
17. Older Peoples Mental Health Issues and Personality Disorder
18. Schizophrenia; Older People
19. Carer Issues
20. Building Service User Independence

Residential Aged Care

1. Elder Abuse
2. Fire Safety, Evacuation, Other Emergencies
3. Hazardous Manual Tasks; Manual Handling
4. Living Environment, Infection Control
5. Work Health and Safety
6. Food Services to Vulnerable Persons
7. Bullying and Harassment, Conflict Resolution
8. Aggression Minimisation, Restraint
9. Medication, Pain, Palliative Care, Sleep
10. Quality Care: Older People's Skin, Pressure Sores, Wound Management
11. Resident Rights and Responsibilities, Emotional Support, Leisure, Cultural and Spiritual Life
12. Depression, Dementia, Delirium
13. Nutrition and Hydration, Continence, Oral and Dental Care
14. Mobility and Dexterity, Rehabilitation; Falls; Sensory Loss



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Community Aged Care

1. Elder Abuse
2. Home Fire Safety; Fire Fighting and Emergency Control; Evacuation; Security; Other Emergencies
4. CPR Update
5. Hazardous Manual Tasks; Manual Handling
6. Infection Control
7. Work Health and Safety
8. Bullying and Harassment; Conflict Resolution
9. Aggression Minimisation; Restraint
10. Older People's Skin; Pressure Sores, Wounds
11. Rights and Responsibilities; Emotional Support; CALD Older People
12. Mental Health; Depression; Dementia; Delirium; Behavioural Management
13. Nutrition & Hydration; Oral Care; Dental Care; Continence Management
14. Mobility and Dexterity; Falls; Rehabilitation; Sensory Loss
15. Medication Management; Pain Management; Palliative Care; Sleep
16. Building Service User Independence
17. Regulatory Compliance
18. Privacy and Confidentiality
19. Community Understanding and Engagement
20. Complaints and Service User Feedback
21. Service User Access and Referral
22. Service User Assessment and Reassessment
23. Effective Management
24. Care Plan Development and Delivery
25. Continuous Improvement
26. Information Provision
27. Advocacy



Contact Details

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