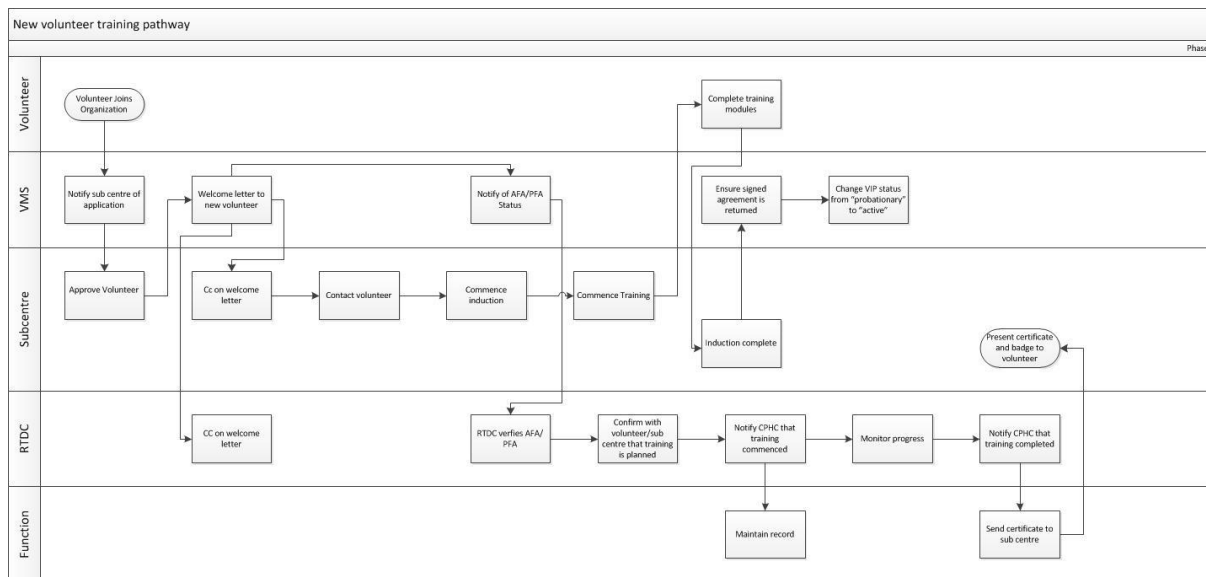


# TRAINING PROJECT TEAM LEADERS WORKSHOP

## Key outcomes

### Session One: Mapping volunteer training journey



PDF document of the above chart is attached to these minutes

BT and JS /JB to meet at a later date to align with EHS processes

The chart documents the desired process. Currently record keeping is manual. This will be amended once LMS is available.

### Session Two: Feedback on Trials

#### ISSUES IN PRIORITY ORDER

1. Lack of VDOs, VDO workload, Availability of CP
2. Availability of RAC instructors



3. IT and internet access, Completion of pre – reading, Complexity of sign off, cultural issues at career sub centres, time frame to complete level one

4. Monitoring progress

#### BRAINSTORM RE VDOS

- Push to train all AAC officers as VDOs
- Go into overkill with VDO recruitment
- Start with allowing them to present or assess only
- Ask them to do CEP only
- Don't require a module per night – allow smaller chunks

## Session Three: Quality Control

Assuming all positions are filled there are currently 5 locations without CP or AP coverage, all in the north east wheat belt.

This area potentially needs to be entirely covered by a Belmont secondment until a new CP position can be secured.

How do we monitor the skill level of our volunteers? By them completing CEP each year, and by monitoring clinical audit data

How do monitor the skill level of our VDOs? CP/AP to sign off on skills annually. Completion of CEP. Ongoing professional development as a trainer/assessor. Audit of training records

How do we monitor the skills of our CPs and APs? Annual CEP. Add one day to CEP specifically to focus on training and assessing skills. Audit of training records

How many secondments do we actually need? Suggest keeping all in place initially to safeguard until new systems are embedded. They can work on ongoing development and review of materials if not required to train.

Eventually a core team (Belmont based) can manage quality control activities, and also act as relief in emergencies.

## Session Four: Equipment

Each CP to have enough equipment to train 6 vols (ie: 2 mannikins etc)

Classify sub centres as small, medium and large



Small sub centres can be trained solely with the CPs equipment

Medium sub centres will need enough equipment to meet the difference between their need and the CPs equipment

Large subcentres to have all training equipment on site

Christmas Island to have all training equipment on site

Need to audit exactly what is at sub centres now.

Keep a "kit" at Belmont for relief use

Consider how existing equipment with S&D can be redeployed

## Other issues

Question re requirement for AFA/PFA. Given that the purpose of this for new recruits is to familiarize them with the emergency medical care environment, a relevant health qualification can be considered "equivalent". I.e: we do not need to require doctors, nurses etc to do PFA before commencing training.

Areas where it is difficult to schedule PFA in a timely manner need further consideration/local management by exception.

We can't RPL first aid from our ambulance qualifications as the skills and knowledge don't map.

RAC Driver Training:

Availability of instructors is a challenge at present. Having this as a requirement may be an obstacle to qualifying new volunteers. Country Operations advise that this is not negotiable at this stage. Charmaine working with RAC to allow more "train the trainer" so that we can get more instructors qualified without excessive cost. In the meantime RTDCs will work together to borrow instructors from other regions to ensure we get volunteers trained.

## Proposed Revisions

CPs to be responsible for training all new volunteers

Focus on VDOs to deliver CEP

Get some data on actual recruitment figures at career locations and determine

- The best mode/frequency of delivery



- cost of delivery using APs on overtime vs secondments.

Give RTDCs control of the training budget at career locations

4 secondments should be adequate in Belmont for QA activities and emergency relief

Allocate one secondment to north east wheat belt in the absence of a CP

Quality Control fo CPs/APs/VDOs probably looks like:

- Annual CEP plus extra day of VDO training
- Regular video conferences
- VDO network
- Professional Development Days

IT – USB sticks pose a risk to intellectual property. Strategy to get ipads into all sub centres.

