

# Orientation

## Welcome to Western Sydney Local Health District

To support you in your new role, we have developed a comprehensive Orientation Program that includes the completion of twelve (12) online learning modules via the [My Health Learning \(MHL\)](#) website.

For employees new to NSW Health, your StaffLink number will be provided to you by your Manager. If you are transferring from within NSW Health, you will retain your current StaffLink number (including staff who attended a NSW public hospital as an undergraduate student).



Before you can log into [MHL](#) new employees must activate their StaffLink password by calling the state-wide Service Desk on: 1300 28 55 33.



Once activated, log into MHL to complete the mandatory modules by opening the link ⇒ <https://hetionline.cit.health.nsw.gov.au/> Check your profile under 'My Details' to ensure your details are correct and familiarise yourself with MHL's functions by accessing the 'Learner's User Guide'.

It is encouraged that you complete the mandatory training within the first two weeks of your commencement date.

*If you are a nurse or midwife, you are also required to complete the Nursing and Midwifery Orientation. Details overleaf.*



# Orientation

## Nursing and Midwifery orientation

The Nursing and Midwifery Orientation Program has been designed to help and support you in transitioning to your new role and equip you with the skills and knowledge to deliver modern healthcare to the people of Western Sydney and beyond.

There are three (3) components to your orientation –

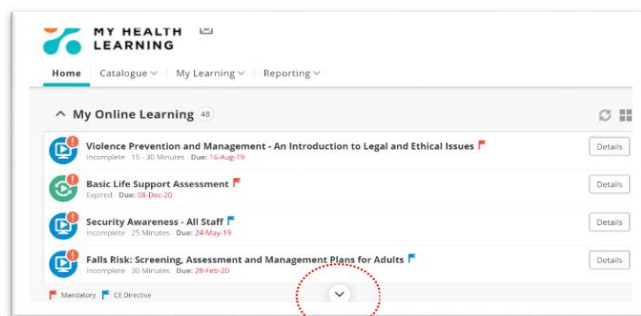
1. e-Learning: completion of on-line modules via MHL.
2. eMR and eMeds training: face-to-face training
3. Skills assessment: simulated skills assessment

### 1. eLearning



- Log into MHL
- The MHL home page will be displayed. Scroll through the options until you locate the *Nursing and Midwifery District Wide Orientation RN RM EN\_21* or *Nursing and Midwifery Orientation AIN/AIM* (as applicable).

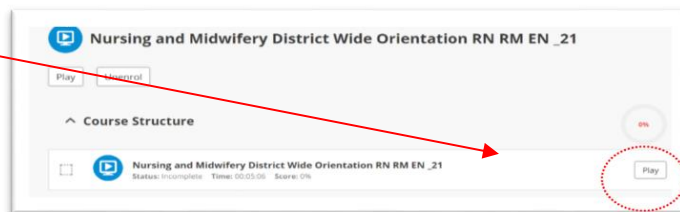
*You may need to click on the down arrow to expand the window to view all options.*



- Click onto the *play* button to access the orientation modules.



- Following the 'Welcome' and 'Instructions and Expectations' pages, sequentially work through all modules.



# Orientation



## 2. eMR and eMeds training



Check the date and time of your eMR and eMeds training with your line Manager or Clinical Nurse/Midwifery Educator. If you are an AIN/AIM you are only required to complete the eMR component of the training.

## 3. Simulated skills assessment



Simulated skills assessments will be conducted for basic life support, personal protective equipment (PPE), hand hygiene and manual handling. The MHL modules for these skills will assist you in completing the assessment tasks. Please ensure they have been completed prior to the assessment.

The orientation program and skills assessments must be completed within the first two (2) days of your employment. Evidence of completion must be provided to your line Manager at the beginning of your next work day.

If you have any questions about your orientation, please contact your Manager or your facility's orientation coordinator.

Facility/Service	Contact details
Auburn Hospital	Anuja.Robbins@health.nsw.gov.au
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Auburn Hospital: Midwifery	Jawaher.Masri@health.nsw.gov.au
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