



Regional Education and Required Courses Guidelines

DEFINITIONS

Healthcare Workers (HCW): Includes all employees of Southern Health-Santé Sud. This may not apply to all physicians.

Specialized Nursing Skills Fund (SNS): The Specialized Nursing Skills Fund is a budget within the Staff Development portfolio that covers the registration fees and time in attendance (not mileage) for nurses who are renewing their certifications in courses required by their job description and if conditions are met.

Provider Course (P): A course intended for healthcare workers who have never taken the course before and require certification.

Renewal Course (R): A course intended for healthcare workers who have taken the course before and require recertification.

Course	Frequency	Training Required	Course Length (approx.)	Course Registrant Minimum	Expenses	Funded By	Required By
Advanced Cardiac Life Support (ACLS) Provider Course	Recertification required every 2 years	<i>All RNs, LPNs and Physicians working in ERs and designated Intensive Care Units/Special Care Units including Acute Care facilities with open Emergency Rooms (ER).</i>	2 days	6	<ul style="list-style-type: none"> • HCWs are responsible for course costs however, SNS will cover course registration fee for nurses hired into positions as an underfill and their facility/program will pay for their time in attendance, if nurse is successful. • If a nurse is current in ACLS and chooses to re-take the provider course, SNS covers the equivalent of a renewal course only (day 2 time in attendance and Renewal course fee), if nurse is successful. • HCWs with an expired certification are responsible for course costs. 	Specialized Nursing Skills, facility/program	Licensing body, job description, credentialing, CRNM, and RHPA
Advanced Cardiac Life Support (ACLS) Provider Renewal Course	Recertification required every 2 years	<i>All RNs, LPNs and Physicians working in ERs and designated Intensive Care Units/Special Care Units including Acute Care facilities with open Emergency Rooms (ER).</i>	1 day	6	<ul style="list-style-type: none"> • SNS covers course registration fee and salary (time in attendance) for nurses who require course for their position, if nurse is successful. 	Specialized Nursing Skills	Licensing body, job description, credentialing, CRNM, and RHPA
Advance Care of the At Risk Neonate (ACoRN)	Suggested every 3 years	<i>All obstetrical staff</i>	2 days		<ul style="list-style-type: none"> • Cost of course covered by participant; any other associated costs not covered by registration fee are covered by Staff Development Program 		Course is not required, yet offered in the region
Applied Suicide Intervention Skills Training (ASIST):	Recertification required every 3 years	<i>All Mental Health Liaison Nurses within Southern Health-Santé Sud</i>	2 days		<ul style="list-style-type: none"> • SNS covers course registration fee, manual and salary (time in attendance) for nurses who require course for their position, if nurse is successful. 	Specialized Nursing Skills	Job description

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Basic Life Support	Recertification required annually	<i>All RNs, LPNs, Physicians, EMS, Midwives and other healthcare professionals as per job description</i>	Max 3 hrs	3	<ul style="list-style-type: none"> SNS or Staff Development covers registration fees for the PDF Heart & Stroke cards for staff who require the course. Participants may request a physical card, but will be responsible for the cost. Facility/programs pays for time in attendance for staff who are off-duty. 	Specialized Nursing Skills, Staff Development (Registration fees) and facility/program (time in attendance)	Job description, pre-requisite for ACLS and PALS
Canadian Triage and Acuity Scale (CTAS)	Recommended every 2 years	<i>All RNs and LPNs working in all Acute Care facilities with open Emergency Rooms.</i>	1 day	6	<ul style="list-style-type: none"> SNS covers salary (time in attendance) for nurses attending for the first time. and every 2 years after the initial course. 	Specialized Nursing Skills	Job description
Fetal Health Surveillance in Labour (FHSL)	Recertification required every 2 years	<i>All RNs, LPNs, and Midwives working in Obstetrics.</i>	P - 1 day R – 2-3 hour course		<ul style="list-style-type: none"> SNS covers course registration, pre-test and salary (time in attendance). Time in attendance for FHSL courses within Regional Obstetrical Orientation are paid for the facility/program. 	Specialized Nursing Skills, facility/program	Job description, CRNM, RHPA
Food Handlers Training	Recertification required every 5 years	<i>Staff working in nutrition and food services, and activity/recreation</i>	P - 1 day R – exam only		<ul style="list-style-type: none"> Staff are responsible for all costs associated with the course when taking it for the first time. Staff Development pays the fee for the challenge exam for staff re-certifying. Staff Development oversees the exams. 	Staff Development	Job description
MoreOB – Core Teams only	Annually	<i>Requirement for the MoreOB core teams at Obstetrical sites. Facilitated by Salus Global</i>	1 day/year		<ul style="list-style-type: none"> License comes out of SNS (1-year contract renewal date Oct 2024) 		Region
MoreOB – All obstetrical staff	Annually	<i>Requirement for all obstetrical staff at Obstetrical sites.</i>	1 day/year		<ul style="list-style-type: none"> License comes out of SNS (1-year contract renewal date Oct 2024) 		Region
Neonatal Resuscitation Program (NRP) Provider and Renewal	Recertification required every 2 years	<i>All RNs, LPNs, Physicians and Midwives working in Obstetrics.</i>	P– 4 hrs R - 4 hrs	2	<ul style="list-style-type: none"> HCWs are responsible for course costs however, SNS will cover course registration fee for nurses hired into positions as an underfill and their facility/program will pay for their time in attendance, if nurse is successful. HCWs with an expired certification are responsible for course costs. 	Specialized Nursing Skills, facility/program	Job description, CRNM, RHPA

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Pediatric Advanced Life Support (PALS) Provider and Renewal	Recertification required every 2 years	<i>All Emergency Room Physicians (open to RNs, LPNs, and EMS)</i>	P – 2 days R – 1 day	6			Credentialing
Safe Client Handling Injury Prevention Program (SCHIPP)	Refresher required every 3 years of applicable modules	<i>All staff involved in direct patient care</i>	Time frame varies depending on content		<ul style="list-style-type: none"> • Facility/program covers salary of actual time in attendance 	Facility/program	Provincial policy/WS&H Legislation
The Toronto Bedside Swallowing Screening Test (TOR-BSST)	Renewal required every 2 years	<i>Nursing staff from Medical, Rehab, and Emergency Departments from Acute Care Facilities.</i>	4 hours		<ul style="list-style-type: none"> • Facility/program covers salary of actual time in attendance 	Facility/program	Stroke Strategy
Training in Test of Texture Modified Diets Revised (TTMD-R) Nurses (TTMD-R Testers)	Renewal required every 2 years	<i>Nursing staff or Registered Dietitians working in Personal Care Homes (PCH) who are the designated TTMD Testers. (There will be a minimum ratio of one full time equivalency (1 FTE) TTMD Tester per 15 residents).</i>	1 day for new testers ½ day for renewal		<ul style="list-style-type: none"> • Facility/program covers salary of actual time in attendance 	Facility/program	Policy
Training in Test of Texture Modified Diets Revised (TTMD-R) Meal Screeners (Health Care Aides)	Renewal required every 2 years	<i>Health Care Aides working in Personal Care Homes (PCH) who are requested to be Meal Screeners.</i>	½ day		<ul style="list-style-type: none"> • Facility/program covers salary of actual time in attendance 	Facility/program	Policy
Trauma Nursing Core Course (TNCC) Provider and Recertification	Recertification required every 4 years	<i>All RNs and LPNs working in all Acute Care facilities with open Emergency Rooms.</i>	P – 2 days R – 2 days	8	<ul style="list-style-type: none"> • P - SNS will cover course registration fee for nurses hired into positions as an underfill and their facility/program will pay for their time in attendance, if nurse is successful. • R – SNS will cover course registration fee and time in attendance for nurses who require for their position, if they are successful. • HCWs with an expired certification are responsible for course costs. 	Specialized Nursing Skills, facility/program	Job description
Violence Prevention Program (VPP)	Required every 3 years	<i>All staff</i>	3 hours for online training		<ul style="list-style-type: none"> • Facility/program covers salary of actual time in attendance 	Facility/program	Provincial policy/WS&H Legislation, Accreditation ROP
Workplace Hazardous Material Information System (WHMIS)	Program/Department Required annually LMS WHMIS required every 3 years	<i>All staff</i>	Up to 30 minutes		<ul style="list-style-type: none"> • Expectation to be completed during work time 	Facility/program	Provincial policy/WS&H Legislation, Accreditation ROP