

Guide to Online Orientation and Corporate Mandatory Training

Online Orientation Module

We would like to take this opportunity to warmly welcome you to Metro South Health (MSH). Our commitment to supporting our employees starts with this on-boarding program.

We believe that by helping you feel connected with the organisation, your work unit, your colleagues, and your job, we are setting you up to be a successful member of our team. We encourage you to make the most of your employee on-boarding experience and hope you will find your journey here immensely rewarding.

MSHLearn is the online learning platform for Metro South Health. MSHLearn is where you will complete all corporate and profession-specific mandatory training, along with other learning and development activities. The learning platform provides a user-friendly interface with an interactive dashboard, the ability to access the platform across all of your devices, and a faster, real-time reporting capacity.

You will have your MSHLearn account automatically created when the relevant HR Forms are processed by the payroll office.

To access your Online Orientation and your Corporate Mandatory Training modules you will need to log into MSHLearn by following the instructions within the [How to Log in to MSHLearn Quick Reference Guide](#).

Corporate Mandatory Training

The table below lists the minimum requirements for mandatory training across the 90 days of the onboarding program. You will need to determine if there are any additional training requisites specific to your new employee's job, or your work unit.

All mandatory training can be located on [MSHLearn](#)

On First Day of Commencement		
Course	Access	Frequency
Infection Prevention and Control	Face to Face	Once Only

Within 2 Days of Commencement		
Course	Access	Frequency
General Evacuation Instructions training module	Face to Face	Annually

Within 14 Days of Commencement		
Course	Access	Frequency
Cyber Security Essentials	Online	Annually
Work Health, Safety and Wellbeing Induction	Face-to-face	Once Only
Work Health, Safety and Wellbeing Induction for Managers	Face-to-face	Once Only

Within 30 Days of Commencement		
Course	Access	Frequency
Code of Conduct <i>Includes Bullying, Harassment and Discrimination</i>	Face-to-face Online Combination of face-to-face/ online	Annually
Code of Conduct for Managers	Face-to-face Online Combination of face-to-face/ online	Annually
Fraud Control Awareness	Online	Every 2 Years
First-Response Evacuation instructions (FREI) - annually	Face-to-face Online Combination of face-to-face/ online	Within 30 days of commencing in a new building
Prevention and Management of Musculoskeletal Disorders (MSD)	Face-to-face Online Combination of face-to-face/ online	Once Only

Within 90 Days of Commencement		
Course	Access	Frequency
Orientation – MSH Orientation	Online	Once Only
Aboriginal and Torres Strait Islander Cultural Practice Program	Face-to-face Online Combination of face-to-face/ online	Once Only
Occupational Violence Orientation - MAYBO <i>Within 90 days or prior to commencement of duties that expose the person to risk</i>	Online	Every 2 Years
Recognise, Respond, Refer <i>Domestic and family violence training</i>	Online	Every 3 Years
Public Interest Disclosure (PID)	Face-to-face Online Combination of face-to-face/ online	Every 2 Years
Health, Safety and Wellbeing Due Diligence (Executive officers) <i>Within 90 days or prior to commencement of duties that expose the person to risk.</i>	Online	Every 2 Years

Local Area Induction Checklist

The Local Area Induction Checklist is completed in association with your Line Manager. The checklist provides for a comprehensive induction into your new work area. Please click the following link to download your checklist: [Local Area Induction Checklist](#)

For any questions or concerns, please email us at Organisational Development MSHR: MSHR_OrganisationalDevelopment@health.qld.gov.au.

Thank you, and welcome to Metro South Hospital and Health Service.

Metro South Health