

How to use the new Foundational Training Dashboard

Kellie McWilliam

Acting NUM 3B

Western Health MaP Report Index

MaP REPORT INDEX [How to create a list of my favourite reports](#)

OPTION 1: SEARCH REPORT Displaying 1 of 72 items Filter Active

APP	Category	Report Name	Keywords
Quality & Safety	Infection Prevention	IPC Screening & Overdue Devices	Infection Prevention and Control, Current Inpatients, Pending Screening, ID Admission Screening, Covid Screening, IPC Screening & Overdue Devices
Quality & Safety	Infection Prevention	IPC VICNISS SABs	SAB Rates, IV Device Types, Resistance Types, SAB Definitions, IPC VICNISS SABs
Quality & Safety	Medication Management	Medication Safety	Medication Incidents, Medication Records, Health Roundtable, Medication Safety
BMM Transition	Community	MPV Report	MPV Report, Waitlist, Referral
BMM Transition	Community	NDIS Report	NDIS
Access & Flow	Emergency Department	NEAT Performance	NEAT %, NEAT Performance, Patients Departing Emergency Department
Quality & Safety	Comprehensive Care	Nutrition	Nutrition Metrics, Malnutrition, Weighed Patients
People & Culture	Mandatory Training	Occupational Violence and Aggression	Occupational Violence and Aggression, OVA, Mandatory Training
Quality & Safety	Comprehensive Care	OVA Incidents Code Grey & Black	OVA Incidents Code Grey & Black, OVA, Occupational Violence and Aggression
Access & Flow	Today's Access & Flow Overview	Overview	ED Demand, Bed Management, Long Stay Patients, Elective Admissions and Emergency Surgery
People & Culture	Foundational Training	Overview Foundational Training	Overview Foundational Training
People & Culture	Mandatory Training	Overview Mandatory Training	General Manual Handling (Back 4 Life), Basic Life Support BLS (Incl Paediatric), Fire and Emergency Procedures (FEP), Occupational Violence and Aggression (OVA), Overview Mandatory Training, Expiry Status, MT, Advanced Life Support (ALS), Patient Handling (B4L), Chemotherapy, Fetal Surveillance, Neonatal Life Support, General, Specialist
Quality & Safety	Comprehensive Care	Patient Falls	Patient Falls, Inpatient Fall, ED Falls, Managed Roll Outs, Patient Falls Data Errors
Operational Activity	Inpatients	Patient List	Current Inpatients, Patient List

OPTION 2: OPEN APP

ACCESS & FLOW BEST CARE FINANCE & PERFORMANCE OPERATIONAL ACTIVITY PEOPLE & CULTURE QUALITY & SAFETY

Mobile-optimised report The content displayed on reports will depend on your access permissions. Please email map@wh.org.au to request a change to your access.

1. Log onto Power Bi

2. From the list choose overview foundation training



1. choose your division

2. Choose your cost centre (your ward)

3. Choose labour category nursing

The screenshot shows a Power BI report interface for 'Western Health' with the title 'FOUNDATIONAL TRAINING OVERVIEW'. The report is updated daily and was last refreshed on 21-Feb-24. It features several filter sections: 'Employee Search' (set to 'All'), 'Directorate' (set to 'All'), 'Division' (set to 'All'), 'Cost Centre' (set to 'All'), 'Labour Category' (set to 'All'), 'Award' (set to 'All'), and 'Employment Status' (set to 'All').

The report is divided into two main tables:

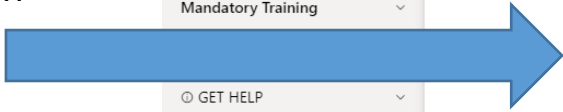
- COMPETENCY TABLE:** A table with columns for 'TRAINING', 'STANDARD', 'Completed', and '%'. It shows a total of 729 employees. The table is categorized into 'Training on commencement - all staff' and 'Training on commencement - clinical staff'. A vertical label 'COLUMN SELECTION FOR EMPLOYEE TABLE' is visible on the left side of this table.
- EMPLOYEE TABLE:** A table with columns for 'Employee Name' and 'Employee Start Date'. It lists individual employees and their start dates. A note above the table states: 'The training date displayed is when it was last completed'. A button 'STEPS TO EXPORT TABLE DATA' is located at the top right of this table.

Blue arrows from the text on the left point to the 'Division' dropdown, the 'Cost Centre' dropdown, and the 'Labour Category' dropdown, respectively.

TRAINING	STANDARD	Completed	%
TOTAL EMPLOYEES: 729			
Training on commencement - all staff			
Aboriginal Cultural Awareness	188	25.8%	
Hand Hygiene	648	88.9%	
Western Health Orientation Package	693		
Training on commencement - clinical staff			
Respiratory Technique	614	84.2%	
Blood Transfusion Practice for Medical Offic...	22	3.0%	
Blood Transfusion Practice for Nurses and ...	443	60.8%	
Electronic Medical Record	573	78.6%	
Epidural anaesthetic (non-obstetric)	23	3.2%	
Medication Safety for Nurses and Midwives	507	69.5%	
Obstetric Epidural Anaesthesia	1	0.1%	
Statutory Duty of Candour	40	5.5%	
Transmission Based Precautions	548	75.2%	
Focused Training			
Adult Deteriorating Patient (Non Obstetric)	46	6.3%	
A-E Assessment	52	7.1%	
Clinical Handover	95	13.0%	
Delirium Prevention and Management	330	45.3%	
Falls Prevention and Management	383	52.6%	
Indwelling catheterisation	18	2.5%	
Intravenous Cannulation	151	20.7%	
Malnutrition Prevention and Management	296	40.6%	
Pressure Injury Prevention and Management	343	47.1%	
Self-harm and Suicide Risk Assessment	27	3.7%	

Employee Name	Employee Start Date
ABBOUSHI, MAHMOUD (00118873)	27-Jan-11
ABERA, KIRK (001036925)	25-Apr-05
ABERKANE, ANIKA (00114692)	11-Oct-21
ADAM, SUSAN (00127252)	10-Jul-23
ACHARYA, ASMITA (00125028)	27-Mar-23
ADHIKARI, SMRITI (00105702)	15-Apr-20
ADONGO, BETTY (00118492)	14-Mar-22
AFARI, KOFI (00130437)	05-Feb-24
AGHARIA, SIMMY (00125642)	05-May-23
AJING, MARY (00114877)	18-Oct-23
AKINOLA, ANTHONIA (00121334)	07-Feb-23
AKTAR, YEASMIN (00121704)	05-Oct-22
AL SALEH, HANIN (00128256)	02-Aug-23
ALCANTARA, ALICIA (00055162)	18-Jan-10
ALEAMOTUA, ELENOA (00118410)	21-May-18
ALINEA, CHAUNICE (00068648)	26-Nov-12
ALMURAZ, KRISTAL (00119699)	27-Jun-22
ALVIEDO, CHRISTOPHER (00072702)	28-Oct-13
AMRIT PAL KAUR, AMRIT PAL KAUR (00125340)	05-May-23
ANG, NOOI HOAY (00104338)	03-Feb-20
ANGELINI, MIA (00129722)	30-Nov-23
ANGPUTRA, MICHAEL (00123177)	06-Feb-23
ANNETT, SARAH (00129421)	30-Oct-23
APPIAH-KUBI, LINDA (00061176)	07-Feb-11
APPIAH-KUBI, LINDA (00038753)	15-Nov-05

Click anywhere on the blue column selection bar



Western Health Overview Foundational Training

FOUNDATIONAL TRAINING OVERVIEW
REPORT UPDATED DAILY

Reset Filters Last Refreshed 21-Feb-24

Directorate: All Division: All Cost Centre: All Labour Category: All Award: All Employment Status: All

COMPETENCY TABLE			EMPLOYEE TABLE	
TRAINING	STANDARD		Employee Name	Employee Start Date
All	All	Completed	%	
TOTAL EMPLOYEES: 729				
Training on commencement - all staff				
Aboriginal Cultural Awareness	188	25.8%	ABBOUSHI, MARIA (00059873)	27-Jan-11
Hand Hygiene	648	88.9%	ABERA, KIBREBAL (00036925)	25-Apr-05
Western Health Orientation Package	693	95.1%	ABESAMIS, ANIKA (00114692)	11-Oct-21
Training on commencement - clinical staff				
Aseptic Technique	614	84.2%	ABUBAKER, SUSAN (00127252)	10-Jul-23
Blood Transfusion Practice for Medical Offic...	22	3.0%	ACHARYA, ASMITA (00125028)	27-Mar-23
Blood Transfusion Practice for Nurses and ...	443	60.8%	ADHIKARI, SMRITI (00105702)	15-Apr-20
Electronic Medical Record	573	78.6%	ADONGO, BETTY (00118492)	14-Mar-22
Epidural anaesthetic (non-obstetric)	23	3.2%	AFARI, KOFI (00130437)	05-Feb-24
Medication Safety for Nurses and Midwives	507	69.5%	AGHARIA, SIMMY (00125642)	05-May-23
Obstetric Epidural Anaesthesia	1	0.1%	AJING, MARY (00114877)	18-Oct-21
Statutory Duty of Candour	40	5.5%	AKINOLA, ANTHONIA (00121334)	03-Oct-22
Transmission Based Precautions	548	75.2%	AKTAR, YEASMIN (00121704)	03-Oct-22
Focused Training				
Adult Deteriorating Patient (Non Obstetric)	46	6.3%	AL SALEH, HANIN (00128256)	02-Aug-23
A-E Assessment	52	7.1%	ALCANTARA, ALICIA (00055162)	18-Jan-10
Clinical Handover	95	13.0%	ALEAMOTUA, ELENOA (00095410)	21-May-18
Delirium Prevention and Management	330	45.3%	ALINEA, CHAIN KEE (00068648)	26-Nov-12
Falls Prevention and Management	383	52.5%	ALMARAZ, KRystal (00119699)	27-Jun-22
Indwelling catheterisation	18	2.5%	ALVIEDO, CHRISTOPHER (00072702)	28-Oct-13
Intravenous Cannulation	151	20.7%	AMRIT PAL KAUR, AMRIT PAL KAUR (00125340)	05-May-23
Malnutrition Prevention and Management	296	40.6%	ANG, NOOI HOAY (00104338)	03-Feb-20
Pressure Injury Prevention and Management	343	47.1%	ANGELINI, MIA (00129722)	30-Nov-23
Self-harm and Suicide Risk Assessment	27	3.7%	ANGPUTRA, MICHAEL (00123177)	06-Feb-23
			ANNETT, SARAH (00129421)	30-Oct-23
			APPIAH-KUBI, LINDA (00061176)	07-Feb-11
			APPIAH-KUBI, LINDA (00061176)	07-Feb-11

Column Selection for Employee Table

STEPS TO EXPORT TABLE DATA

108% 3:35 PM 21/02/2024

Western Health

FOUNDATIONAL TRAINING OVERVIEW
REPORT UPDATED DAILY

Employee Search: All

COLUMN SELECTION FOR EMPLOYEE TABLE

All columns will be added to the table if no selection is made

- 1. Attribute Columns
 - Directorate
 - Division
 - Cost Centre
 - Labour Category
 - Award
 - Employee Hours (F/N)
 - Employee Start Date
 - Employment Status
- 2. Training on commencement- all staff
 - Western Health Orientation Package
 - Aboriginal Cultural Awareness
 - Hand Hygiene
- 3. Training on commencement- clinical staff
 - Aseptic Technique
 - Comprehensive Care Overview
 - Electronic Medical Record
 - Epidural anaesthetic (non-obstetric)
 - Medication Safety for Nurses and Midwives
 - Obstetric Epidural Anaesthesia
 - Statutory Duty of Candour
 - Transmission Based Precautions
 - Blood Transfusion Practice for Medical Officers
 - Blood Transfusion Practice for Nurses and Midwives
 - Blood Transfusion Practice for Neonatal and Paediatric
- 4. Focussed Training
 - Self-harm and Suicide Risk Assessment
 - Delirium Prevention and Management
 - Falls Prevention and Management
 - Indwelling Catheterisation
 - Intravenous Cannulation
 - Malnutrition Prevention and Management
 - Pressure Injury Prevention and Management
 - Adult Deteriorating Patient (Non Obstetric)
 - A-E Assessment
 - Clinical Handover

Cost Centre: All, Labour Category: All, Award: All, Employment Status: All

Employee Name	Employee Start Date
ABBOUSHI, MARIA (00059873)	27-Jan-11
ABERA, KIBREBAL (00036925)	25-Apr-05
ABESAMIS, ANIKA (00114692)	11-Oct-21
ABUBAKER, SUSAN (00127252)	10-Jul-23
ACHARYA, ASMITA (00125028)	27-Mar-23
ADHIKARI, SMRITI (00105702)	15-Apr-20
ADONGO, BETTY (00118492)	14-Mar-22
AFARI, KOFI (00130437)	05-Feb-24
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AKINOLA, ANTHONIA (00121334)	03-Oct-22
AKTAR, YEASMIN (00121704)	03-Oct-22
AL SALEH, HANIN (00128256)	02-Aug-23
ALCANTARA, ALICIA (00055162)	18-Jan-10
ALEAMOTUA, ELENOA (00095410)	21-May-18
ALINEA, CHAIN KEE (00068648)	26-Nov-12
ALMARAZ, KRISTAL (00119699)	27-Jun-22
ALVIEDO, CHRISTOPHER (00072702)	28-Oct-13
AMRIT PAL KAUR, AMRIT PAL KAUR (00125340)	05-May-23
ANG, NOOI HOAY (00104338)	03-Feb-20
ANGELINI, MIA (00129722)	30-Nov-23
ANGPUTRA, MICHAEL (00123177)	06-Feb-23
ANNETT, SARAH (00129421)	30-Oct-23
APPIAH-KUBI, LINDA (00061176)	07-Feb-11
APPIAH-KUBI, LINDA (00061176)	07-Feb-11
APPIAH-KUBI, LINDA (00061176)	07-Feb-11

1. Unselect start date
2. Select Training on commencement all staff
3. Select Training on Commencement clinical staff items that apply to your staff
4. Then click the cross in the corner of the blue box to close

This leaves you with a list of who has completed their training!

You can export this to excel by following the directions here

The screenshot shows a Power BI report interface for 'Western Health' with the title 'FOUNDATIONAL TRAINING OVERVIEW'. The report is updated daily and was last refreshed on 21-Feb-24. It features several filter sections: Employee Search (set to All), Directorate (All), Division (All), Cost Centre (All), Labour Category (All), Award (All), and Employment Status (All). The main content is divided into two tables:

- COMPETENCY TABLE:** A table with columns for TRAINING, STANDARD, Completed, and %. It lists various training modules and their completion rates for 729 total employees. For example, 'Aboriginal Cultural Awareness' has 188 completions (25.8%), and 'Transmission Based Precautions' has 548 completions (75.2%).
- EMPLOYEE TABLE:** A table with columns for Employee Name, Western Health Orientation Package, Aseptic Technique, Aboriginal Cultural Awareness, Hand Hygiene, and Comprehensive Care. It lists individual employees and their completion dates for various training modules. A blue arrow points to the 'STEPS TO EXPORT TABLE DATA' link in the header of this table.

The interface includes a left-hand navigation pane with options like 'People & Culture', 'Employee Management & ...', 'Foundational Training', 'Overview Foundation...', 'Mandatory Training', and 'REPORT INDEX'. The bottom of the screen shows the Windows taskbar with the time 4:13 PM on 21/02/2024.