

Training Program

Complete Training Program Schedule: August 2004 to June 2005

Course	Presenter and Date
<p>Patient Confidentiality (Aged Care Focus)</p> <p><i>This course will cover the ethical and legal basis for the obligation to keep patient information confidential, including the Aged Care Principles.</i></p>	<p>Suzie Linden, Senior Consultant 9.30am - 4.30pm, 7 September 2004</p>
<p>Documentation and incident reporting: the importance of keeping good notes (Private and public hospital focus)</p> <p><i>This course will cover why keeping good notes is important, how to write good notes, why have incident reports and various legal issues associated with documentation and incident reporting.</i></p>	<p>Suzie Linden, Senior Consultant 9.30am – 12.30pm: 13 September 2004</p>
<p>Understanding effective conciliation</p> <p><i>This course will cover understanding negotiations and the negotiating process. In addition, this course will examine how to enhance communication skills, deal with difficult clients and conciliation in the workplace.</i></p>	<p>David Lescun, External Consultant 9.30am – 12.30pm: 22 September 2004</p>
<p>Regulatory requirements for the conduct of clinical trials</p> <p><i>This course will cover the NHMRC, insurance and indemnity requirements, consent issues, tissue banks and use of human tissue, multi-centre research and mutual acceptance, recruitment issues and genetic research.</i></p>	<p>Suzie Linden, Senior Consultant 9.30am - 12.30pm: 27 September 2004</p>
<p>The Coroner's Court and the Conduct of an Inquest (Aged Care Focus)</p> <p><i>This course will cover the role of the Coroner and the conduct of inquests, responding to a resident's death and preparing appropriate documentation.</i></p>	<p>Suzie Linden, Senior Consultant David Ruschena, Solicitor 9.30am - 4.30pm, 28 September 2004</p>
<p>Introduction to the handling of FOI requests</p> <p><i>This course provides a general overview of the Freedom of Information Act and how to handle a Freedom of Information request.</i></p>	<p>Suzie Linden, Senior Consultant 9.30am - 12.30pm: 29 September 2004</p>
<p>Advanced FOI training</p> <p><i>This course will cover advanced Freedom of Information issues including, refusal of access decisions, the review process when your decision goes to VCAT, key FOI decisions and other FAQ.</i></p>	<p>Suzie Linden, Senior Consultant 1.30pm - 4.30pm: 29 September 2004</p>

Consent and Limitation of Treatment Decisions

(Aged Care Focus)

This course will cover the legal requirements and ethical basis for consent and informed decision-making and limitation of treatment decisions.

Suzie Linden, Senior Consultant
9.30am to 12.30pm, 5 October 2004

Introducing proactive Risk Management to your organisation

This course will cover risk management requirements, including identifying, analysing, evaluating, managing and documenting risk.

Therese Caine, External Risk Management Consultant
9.30am – 12.30pm: 6 October 2004

Privacy in research

This course will provide an overview of relevant legislation, including private principles governing the conduct of research and statutory guidelines, balancing competing public interests, obligations of HRECs and emerging issues.

Suzie Linden, Senior Consultant
9.30am - 12.30pm: 11 October 2004

Developing the clinical risk management systems

This course will examine the guidelines for managing risk in the health care sector.

Therese Caine, External Risk Management Consultant
9.30am – 12.30pm: 12 October 2004

Duty of care

(Private and public hospital focus)

This course will cover the key principles of negligence, what is reasonable care, what should you do if you disagree with instructions, what type of damage will be compensated and when have doctors and nurses been found to be negligent.

Suzie Linden, Senior Consultant
9.30am to 12.30pm: 13 October 2004

Complaint Handling

(Private and public hospital focus)

This course will cover the 10 steps in successful complaint handling.

David Lescun, External Consultant
9.30am – 12.30pm: 20 October 2004

Clinical Trial Agreements

This course will cover basic contract principles, insurance and indemnity issues, Medicines Australian indemnity requirements, governing law, contracting entities, confidentiality and privacy issues.

Suzie Linden, Senior Consultant
9.30am - 12.30pm: 25 October 2004

Documentation and Incident Reporting – The importance of keeping good notes

(Aged Care Focus)

This course will cover how good notes can be kept and the National Framework for Documenting Care in Residential Aged Care Homes.

Suzie Linden, Senior Consultant
9.30am to 12.30pm, 26 October 2004

Legal and insurance issues in the conduct of clinical trials

This course will provide an overview of regulatory requirements, clinical trial agreements, consent and emergency issues.

Suzie Linden, Senior Consultant
9.30am - 12.30pm: 27 October 2004

Developing Root Cause Analysis skills

(Private and public hospital focus)

This course will examine models of root cause analysis including, developing causal statements and identifying risks, developing the action plan to manage the identified risks and record keeping tools.

Therese Caine, External Risk Management Consultant
9.30am – 4.30pm: 10 November 2004

Involuntary Treatment Orders and Community Treatment Orders

This course will cover what is an involuntary treatment order/community treatment order, what are the criteria for making an involuntary treatment order/community treatment order and how do these differ from the existing regime, how long are the orders valid and when can a community treatment order be revoked.

Suzie Linden, Senior Consultant
9.30am - 12.30pm: 15 November 2005

The Coroner's Court and the Conduct of an Inquest

(Private and public hospital focus)

This course will cover the role of the Coroner and the conduct of inquests, responding to a patient death and preparing appropriate documentation.

Suzie Linden, Senior Consultant
9.30am - 4.30pm: 17 November 2004

Access to Records – Health Records Act

(Private Hospital focus)

This course will cover the process governing requests for access to medical records, refusal of access decisions, how to deal with voluminous requests and other frequently asked questions.

Suzie Linden, Senior Consultant
9.30am - 12.30pm: 22 November 2004

Duty of Care and Risk Management

(Aged Care Focus)

This course will cover the key principles of negligence, what is reasonable care, what should you do if you disagree with instructions, medication and restraint, complaints and fall risk management.

Suzie Linden, Senior Consultant
9.30am to 12.30pm, 23 November 2004

Residential Care Standards and Accreditation

This course will cover the key legislation, standards and codes of practice in a residential care environment.

David Ruschena, Solicitor
9.30am to 12.30pm, 30 November 2004

Undertaking Risk Assessment

This course will examine proactive and retrospective risk assessments utilising case studies to practice techniques.

Therese Caine, Risk Management Consultant
9.30am – 12.30pm: 1 December 2004

Occupational Health and Safety Issues

(Private and public hospital focus)

This course will cover the responsibilities of employers under the Occupational Health and Safety Act and Accident Compensation Act and duties owed to patients.

David Ruschena, Solicitor
9.30am to 12.30pm, 2 December 2004

Privacy Laws

(Private and public hospital focus)

This course provides an overview of relevant Commonwealth and State legislation and privacy principles and latest developments in this area.

Suzie Linden, Senior Consultant
9.30am - 12.30pm: 8 December 2004

Occupational Health and Safety Issues

(Aged Care Focus)

This course will cover the responsibilities of employers under the Occupational Health and Safety Act and Accident Compensation Act and duties owed to residents.

David Ruschena, Solicitor
9.30am to 12.30pm, 1 February 2005

Open Disclosure

(Private and public hospital focus)

This course provides a review of the Standard and legal perspective, how to respond to a patient/family following an adverse event and maintaining the evidence and notification requirements.

Therese Caine, External Risk Management Consultant
9.30am – 12.30pm: 2 February 2005

Corporate and Clinical Governance

(Aged Care Focus)

This course will examine board governance and governance, common law duties of directors, clinical governance, legal compliance and risk management issues.

Suzie Linden, Senior Consultant
9.30am to 12.30pm, 8 February 2005

Patient Confidentiality

(Private and public hospital focus)

This course examines the ethical and legal basis for the obligation to keep patient information confidential and when confidential patient information can be disclosed.

Suzie Linden, Senior Consultant
9.30am - 12.30pm: 9 February 2005

Privacy – Raising staff awareness of this obligation

(Aged Care Focus)

This course provides an overview of relevant Commonwealth and State legislation and Privacy Principles.

Suzie Linden, Senior Consultant
9.30am to 12.30pm, 15 February 2005

Coroner's Court and the conduct of an Inquest

(Private and public hospital focus)

This course examines coronial investigations and coronial hearings from a health agency's perspective.

David Lescun, External Consultant
9.30am – 12.30pm: 16 February 2005

Corporate and Clinical Governance

(Private and public hospital focus)

This course will cover board governance issues and governance including issues regarding common law duties of Directors, practicalities of Boards in ensuring they meet their governance obligations and risk management issues.

Suzie Linden, Senior Consultant
9.30am – 12.30pm: 22 February 2005

Private Practice Arrangements

(Public hospital focus)

This course will cover how private practice arrangements can be legally set up to ensure bulkbilling can occur, doctors are insured by VMIA, compliance with GST Act and income tax legislation.

Natalie Franks, Principal
9.30am - 12.30pm: 23 February 2005

Occupational Health and Safety

(Disability Services & Community Health Centres Focus)

This course will cover the responsibilities of employers under the Occupational Health and Safety Act and Accident Compensation Act, responsibilities for contracted service providers and relationships between Occupational Health and Safety Act and other legislation

Suzie Linden, Senior Consultant
9.30am – 12.30pm, 1 March 2005

Consent and informed decision making

(Private and public hospital focus)

This course covers the legal requirements and ethical basis for consent and informed decision making.

Suzie Linden, Senior Consultant
9.30am - 12.30pm: 2 March 2005

Consent and informed decision making

(Disability Services & Community Health Centres Focus)

This course covers the legal requirements and ethical basis for consent and informed decision making.

Suzie Linden, Senior Consultant
9.30am – 12.30pm, 8 March 2005

Introduction to contract law

This course examines the fundamental principles behind a contract.

Simon Cooke, Solicitor
9.30am - 12.30pm: 9 March 2005

Regulatory issues

(Disability Services & Community Health Centres Focus)

This course will review the Disability Services Act and Intellectually Disabled Persons Act, the legislative framework for disability, statement of principles/standards and role of the Intellectual Disability Review Panel, including an update on the current review of disability legislation.

Suzie Linden, Senior Consultant
9.30am – 12.30pm, 15 March 2005



As a nurse – how accountable are you?

(Private and public hospital focus)

This course examines adverse events, the importance of keeping good documentation, mandatory reporting, open disclosure, duty of care and drug obligations negligence from a nurses perspective.

Suzie Linden, Senior Consultant
9.30am - 4.30pm: 16 March 2005

Duty of care

(Disability Services & Community Health Centres Focus)

This course will cover the key principles of negligence, what is reasonable care, what should you do if you disagree with instructions, what type of damage will be compensated and restraint, seclusion and other restrictive practices

Suzie Linden, Senior Consultant
9.30am – 12.30pm, 22 March 2005

Advanced Contract Law

This course covers repudiation, termination of contract, non-performance of obligations, requiring performance of contractual terms, dispute resolution provisions and indemnity clauses.

Simon Cooke, Solicitor
9.30am - 12.30pm: 23 March 2005

Corporate Governance

(Disability Services & Community Health Centres Focus)

This course will examine board governance and governance, common law duties of board members/Committees of Management, including clinical governance, legal compliance and risk management issues.

Suzie Linden, Senior Consultant
9.30am – 12.30pm, 29 March 2005

Introduction to the tendering process

This course will examine what is a tender, what is probity and why it is important, how to ensure probity, common tendering problems and how then can be overcome.

Natalie Franks, Principal
9.30am – 12.30pm: 30 March 2005

People without decision making capacity

(Disability Services & Community Health Centres Focus)

This course will cover the legal requirements for decision making capacity and powers and duties of Powers of Attorney (Financial and Medical).

Suzie Linden, Senior Consultant
9.30am – 12.30pm, 5 April 2005

Contract management

This course examines the issues surrounding contract management.

Natalie Franks, Principal
9.30am – 12.30pm: 6 April 2005

Privacy Laws

(Disability Services & Community Health Centres Focus)

This course provides an overview of relevant Commonwealth and State legislation and privacy principles and latest developments in this area.

Suzie Linden, Senior Consultant
9.30am – 12.30pm, 12 April 2005



Prices:

Half day course: 9.30am to 12.30pm (includes refreshments) or
1.30pm to 4.30 pm (includes refreshments)

VHIA members: \$165 per person (incl. GST) Non-members: \$181.50 per person (incl. GST)

Full day course: 9.30am to 4.30pm (includes lunch and refreshments)

VHIA members: \$330 per person (incl. GST) Non-members: \$363 per person (incl. GST)

Payment should be forwarded to Health Legal, Level 1, 499 St Kilda Road, Melbourne Vic 3004

We would be pleased to conduct our courses in your local area or at your premises, if there is sufficient interest.

Registration:

A completed registration form should be forward to:

Fax: (03) 9867 8580

Email: monique.ralston@healthlegal.com.au

Registration and cancellation policy

1. All registrations must be in writing using the Registration Form. available. To assist Health Legal, we request you advise us prior to the start of the course.
2. Registrations will be accepted up to 7 working days prior to the start of the course.
3. Registrations may be cancelled up to 7 working days prior to the start of the course with a full refund. Any cancellation which occurs between 5 to 7 working days notice will incur a 30% cancellation fee to cover administration costs. Fees will not be refunded for cancellations given less than 5 working days notice.
4. Organisations may send alternative candidates to attend training if the original candidate is not
5. All training is devised for minimum participant numbers and Health Legal reserves the right to cancel or defer courses. Any fees paid will be refunded, or an alternative course will be offered.
6. All materials, notes and content are subject to copyright and may not be reproduced, copied or otherwise duplicated, in part or in full, without permission

The Royal Australasian College of Surgeons has approved this educational activity as part of the RACS CPD programme. Fellows who attend can claim 1 point per hour, with a maximum of 7 hours per day, in Category 8 *Medico Legal Workshops – Maintenance of Knowledge and Skills*.