

Emergency Management Education Framework

Summary The purpose of this Information Bulletin is to advise the NSW Health System of the training requirements (internal and external courses) and administrative processes for personnel involved in Emergency Management (Prevention, Preparation, Response and Recovery). The Framework details the training requirements for all categories of personnel.

Document type Information Bulletin

Document number IB2018_031

Publication date 18 July 2018

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Review date 18 July 2023

Policy manual Not applicable

File number H18/42963

Status Active

Functional group Clinical/Patient Services - Incident Management
Personnel/Workforce - Learning and Development
Population Health - Disaster management

Applies to Ministry of Health, Public Health Units, Local Health Districts, Board Governed Statutory Health Corporations, Chief Executive Governed Statutory Health Corporations, Specialty Network Governed Statutory Health Corporations, Affiliated Health Organisations, NSW Health Pathology, Public Health System Support Division, NSW Ambulance Service, Private Hospitals and day Procedure Centres

Distributed to Ministry of Health, Public Health System, NSW Ambulance Service, Private Hospitals and Day Procedure Centres

Audience Staff under disaster management, LHD/Network HSFAC/Disaster Managers, Critical Care and Emergency Dept

EMERGENCY MANAGEMENT EDUCATION FRAMEWORK

PURPOSE

The purpose of this Information Bulletin is to advise the NSW Health System of the training requirements (internal and external courses) and administrative processes for personnel involved in emergency management (Prevention, Preparation, Response and Recovery).

The Framework details the training requirements for all categories of personnel.

KEY INFORMATION

Training and education of personnel working in emergency management is a requirement as detailed in NSW Health Services Functional Area Supporting Plan (NSW HEALTHPLAN) – PD2014_012 and Emergency Management Arrangements for NSW Health PD 2012_067. NSW HEALTHPLAN is a supporting plan of the NSW State Emergency Management Plan.¹

The framework is divided into:

- Expected, Role Dependent and Recommended training
- Prevention, Preparation, Response and Recovery
- Categories of staff identified as having a role in an emergency (key emergency health service position holders and others).

The administrative processes informs personnel of payment responsibilities and requirements for approval.

As identified in NSW Health Services Functional Area Supporting Plan (NSW HEALTHPLAN)² and Emergency Management Arrangements for NSW Health³:

1. NSW Health agencies are responsible for:
 - Implementing emergency management education programs that enhance the knowledge and skills of their staff
 - Ensuring there are adequate numbers of trained personnel to respond to emergencies
 - Informing the targeted staff of the requirement to complete the training dependent on their individual roles or responsibilities.
2. NSW Health Emergency Management Unit (HEMU) is responsible for:
 - Developing and endorsing the Emergency Management Education Framework (as attached)

¹ NSW State Emergency Management Plan (2012) (EMPLAN), pp 22-23,
<https://www.emergency.nsw.gov.au/Documents/publications/EMPLAN.pdf>

² NSW Health Services Functional Area Supporting Plan (NSW HEALTHPLAN) – PD2014_012

³ Emergency Management Arrangements for NSW Health - PD 2012_067

- Ensuring all courses detailed in the framework meet the requirements to address State and Commonwealth directions
- Reviewing the content of each module annually
- Coordinating and/or delivering specific external education courses.

ADDITIONAL INFORMATION

Definitions

Expected means training that is essential for personnel to complete when requesting to work in emergency management.

Recommended means training should be undertaken to maintain best practice within the professional development environment.

Role dependent means training may be required dependent of the duties within the role you are appointed e.g. public health may be required within some LHDs and not others. LHD to risk assess and decide.

NSW Health Agencies means Ministry of Health, all Local Health Districts, Specialty Networks, NSW Ambulance, NSW Health Pathology, Public Health System Support Division and Affiliated Health Organisations.

Education and Training Details

Courses offered externally to NSW Health

As per the Framework, the following courses are provided/managed by external organisations. Whilst some of the trainers are employed by NSW Health, the course content is subject to the requirements provided by the external organisations. The application process to enrol in these courses is detailed in Table 1. Detailed descriptions of the courses and requirements are located on the relevant websites.

HEMU as the agent is responsible for coordinating and/or delivering health specific education courses for Advanced Life Support Group (ALSG - UK), NCCTRC and Emergo Train System Australia & New Zealand.

Courses offered by NSW Department of Justice, Office of Emergency Management are for emergency management workers and are face-to-face and online.

Table 1: Details on External Courses

Course Name	Organisation	Details	Application Process	Funding Arrangements
Team Provider - Major Incident & Medical Management and Support	Advanced Life Support Group (ALSG - UK) In Australia: (ALSG - Australia) - NSW	This is a shortened one-day course. The content includes key aspects from the Advanced course. Further information can be found at: http://www.mimms.org.au/courses	Obtain management endorsement from LHD Disaster Managers and LHD HSFAC if NSW Health employee.	Course fee: Applicant or Employer Accommodation: Applicant or Employer Travel: Applicant or Employer
Advanced - Major Incident Medical Management Support (Team Members and Commanders course)	Advanced Life Support Group (ALSG - UK) In Australia: (ALSG - Australia) - NSW	This is an accredited course and runs over 3 consecutive days. The content includes command, safety, communication, assessment triage, treatment and transport. Further information can be found at: http://www.mimms.org.au/courses	Obtain management endorsement from LHD Disaster Managers and LHD HSFAC if NSW Health employee. Complete HEMU form ⁴ and email to AMBULANCE-HEMU@health.nsw.gov.au	Course fee: Applicant or Employer Accommodation: Applicant or Employer Travel: Applicant or Employer
Major Incident & Medical Management and Support – The practical approach in the hospital (HMIMMS)	Advanced Life Support Group (ALSG - UK) In Australia: (ALSG - Australia) - NSW	This is a 2 day course. The content explores the priorities and responsibilities of clinical and administrative responders facing a mass casualty incident in their hospital. Further information can be found at: http://www.mimms.org.au/courses	Obtain management endorsement from LHD Disaster managers and LHD HSFAC if NSW Health employee	Course fee: Applicant or Employer Accommodation: Applicant or Employer Travel: Applicant or Employer

⁴ HEMU Form is located on the NSW Health Intranet at NSW Health Emergency Management Unit: <http://internal.health.nsw.gov.au/public-health/cdu/>

Course Name	Organisation	Details	Application Process	Funding Arrangements
Generic Instructors Course (GIC)	Advanced Life Support Group (ALSG - UK) In Australia: (ALSG - Australia) - NSW	The GIC is a standardised national course teaching the principles of adult learning. Only candidates who have been recommended as having instructor potential from their provider course can attend. Further information can be found at: http://www.mimms.org.au/courses	Obtain management endorsement from LHD Disaster Managers and LHD HSFAC if NSW Health employee. Complete HEMU form and email to AMBULANCE-HEMU@health.nsw.gov.au	Course fee: Applicant or Employer Accommodation: Applicant or Employer Travel: Applicant or Employer
Australian Medical Assistance Team (AUSMAT)	National Critical Care Trauma Response Centre NCCTRC		Obtain management endorsement from LHD Disaster Managers and LHD HSFAC if NSW Health employee. Complete HEMU form and email to AMBULANCE-HEMU@health.nsw.gov.au	Course fee: NSW HEMU Accommodation: NCCTRC Travel: Applicant or Employer
EmergoTrain System (ETS) Senior Instructor Course	<u>Region Östergötland</u> , Sweden, administered and developed by <u>KMC - Centre for Teaching & Research in Disaster Medicine and Traumatology</u> and the <u>University of Linköping</u> ,	ETS Senior Instructor Course is run over three days. The content is designed for instructors to be able to plan, perform and evaluate a simulation exercise using the ETS. All participants will have the opportunity to prepare and conduct training sessions with evaluation from an experienced faculty member. On successful completion a certificate is issued by the Centre for Research and Education in Disaster	Obtain management endorsement and LHD Disaster Manager and LHD HSFAC if NSW Health employee. Complete HEMU form and email to AMBULANCE-HEMU@health.nsw.gov.au	Course fee: Applicant or Employer Accommodation: Applicant or Employer Travel: Applicant or Employer

Course Name	Organisation	Details	Application Process	Funding Arrangements
	Sweden	Medicine (KMC) at the University of Linköping, Sweden Further information can be found at: https://www.emergotrain.com/ETS-Australia-NSW		
Emergency Management Overview	Office of Emergency Management (OEM)	Further information can be found at: https://www.emergency.nsw.gov.au/	Online	Online – nil cost
Welfare Services Functional Area Overview	Office of Emergency Management (OEM)	Further information can be found at: https://www.emergency.nsw.gov.au/	Online	Online – Nil cost
Design and Manage Exercises (DAME)	Office of Emergency Management (OEM)	DAME is run over three days. It provides a platform for participants to build their knowledge and skills to design, write, manage and evaluate emergency management exercises in line with the National Framework, practice and documentation standards Further Information can be found at: https://www.emergency.nsw.gov.au/	A selection process will be undertaken by NSW HEMU, employer and OEM.	Course fee: NIL Accommodation: OEM for the evenings of Day 1 and Day 2 Travel: Participants or their organisation for transport and any accommodation prior and/or after the conclusion of the course
Introduction to Emergency Management	Office of Emergency Management	One day course Further information can be found at:	Applicant applies on-line to OEM and management approve.	Course fee: NIL Accommodation: Participants or their

Course Name	Organisation	Details	Application Process	Funding Arrangements
		https://www.emergency.nsw.gov.au/		organisation Travel: Participants or their organisation
Emergency Operations Centre Concepts	Office of Emergency Management	One day Further information can be found at: https://www.emergency.nsw.gov.au/	Applicant applies on-line to OEM and management approve.	Course fee: NIL Accommodation: Participants or their organisation Travel: Participants or their organisation
Managing Emergencies	Office of Emergency Management	This course is run over three days. It provides participants with the skills and knowledge to develop and implement a coordinated and responsive approach to applying NSW emergency management arrangements to address the needs of affected communities. Further information can be found at: https://www.emergency.nsw.gov.au/	A selection process will be undertaken by NSW HEMU, employer and OEM	Course fee: NIL Accommodation: Participants or their organisation Travel: Participants or their organisation for transport and any accommodation prior and/or after the conclusion of the course

Courses offered internally by NSW Health

The courses offered by NSW Health are through the My Health Learning portal at <http://myhealthlearning.health.nsw.gov.au>. These consist of both on-line and face-to-face. Enrolment in face-to-face courses offered will require approval by the staff member's manager.

Financial and Administrative Arrangements

The cost of external courses is made up of registration, travel and accommodation. As detailed in Table 1 these can be funded by either the participant, the employer, the training provider, or organisation. With respect to the participant, the employer may choose to support the participant. The participant should negotiate the financial support at the time of the application.

On successful application HEMU is responsible to inform the applicants of the funding arrangements detailed in Table 1.

The costs (including travel and accommodation) associated with face-to-face courses listed with My Health Learning are to be covered by the relevant NSW Health Agency employer.

Framework

Requirements Prevention and Preparedness

NSW Health Emergency Management Education Framework	Prevention											Preparedness				
	Induction						Awareness					Exercising				
	Emergency Procedures Guide (Flip Chart) Introduction (My Health Learning Online) (Under Development)	Introduction to Health Services Functional Area Coordinator (My Health Learning Online) (Under 133766564)	Introduction to HEM & EP (My Health Learning Online - 133766564)	NSW Health Services Emergency Management arrangements (NSW HEALTHPLAN) (My Health Learning Online - 184674532)	Public Health Emergency Management (My Health Learning Online - 184674532)	Emergency Management Overview - Online (OEM)	Introduction to Emergency Management (OEM F2F)	White Level Inspections (My Health Learning Online - 114113696)	CBRN Awareness and CBRN Scene Management (My Health Learning Online - 45949366)	Environmental Health Emergency Responses (GEM Online)	Welfare Services Functional Area Overview - Online (OEM)	LHD Public Health Controllers - Training (Public Health)	Design and Manage Exercises (OEM) Advanced Exercise Writing Course (ANZCTC)	ETS Senior Instructor (HEMU)	Health Protection Network Annual Exercise Program	Hospital EM Response Exercising
State HSFAC	✓		✓	✓	*	✓		✓								
HEMU Staff	✓		✓	✓	*	✓	✓	✓	*		✓		◆	◆		
Public Health																
State Controller	✓		✓	✓	*		✓									
EM Staff / State Controller Support Staff	✓		✓	✓	*	*	✓	*	*			◆		*		
LHD Controllers	✓	*	✓	✓	*			*	*		✓			*	*	
Health Protection NSW and Public Health Unit Staff	✓		✓	◆	◆		✓	*	◆					*	*	
Mental Health																
State Controller	✓		✓	✓	*	✓		✓		*						
EM Staff	✓		✓	✓	*			*		*		◆				
MH Leaders	✓		✓	✓				*		*						
MH Clinical Staff	✓		◆				✓			*						
Local Health Districts / Specialty Networks																
LHD HSFAC	✓	✓	✓	✓	*	✓	*	✓			✓					
Disaster Managers / Disaster Coordinators	✓	*	✓	✓	*	✓	✓	✓	*		✓		✓	*		
Liaison Officer	✓		✓	✓		✓	✓	✓	*							
LHD & Facility Executives	✓	*	✓	✓			✓	✓								◆
LHD Clinical Staff	✓			◆			✓		◆							◆
Other LHD Staff	✓						✓		◆							◆
NSW Ambulance																
Ambulance Controller			✓	✓		✓	✓	✓	*							
Operational Managers/ Executive			✓	✓		✓	✓	✓	◆			◆				
Paramedics			✓	✓		✓	✓	✓	*							
HealthShare NSW & eHealth NSW																
HealthShare NSW & eHealth NSW State Controller	✓	*	✓	✓		✓	✓	✓								
HealthShare NSW Disaster Manager & eHealth Recovery Manager	✓	*	✓	✓		✓	✓	✓				✓	*			
HealthShare /eHealth NSW Liaison Officer	✓		✓	✓		✓	✓	✓	*							
HealthShare NSW & eHealth Staff	✓		◆				✓									
Other Health Agencies/Statewide Health Services																
Controllers	✓	*	✓	✓	*	✓		✓					◆	◆		*
EM Staff	✓		✓	✓	◆	✓	◆	✓					◆	◆		*
Managers/Supervisors	✓		✓	✓			✓		◆							*
All Staff	✓		◆				✓		◆							
Deployable Staff																
Identified for International Deployment			✓				✓	*								
Identified for State Medical Deployment (Team Leader)			✓	✓		✓	✓	*								
Identified for State Medical Deployment (Team Member)			✓	✓		✓	✓	*								
Identified for Mental Health Deployment			✓	✓		✓	✓			✓						
Identified for Public Health Deployment			✓	✓	*		✓		*							

Requirements Response and Recovery

NSW Health Emergency Management Education Framework	Response												Recovery								
	Clinical/ Command						Emergency Operations Centre						Deployment								
	Mass Casualty Triage (My Health Learning Online - 122605247)	Psychological First Aid - F2F (Mental Health)	CBRN - Train the Trainer - F2F (HEMU)	CBRN - Facility Practical Training	Managing Emergencies - F2F (OEM)	Ambulance Forward Commanders Course (My Health Learning Online)	Major Incident Medical Management and Support - F2F (MIMMS)	Hospital Major Incident Medical Management and Support - F2F (H-MIMMS)	SHEMS General User Training (My Health Learning Online - 122605100)	SHEMS Admin Training (HEMU)	Public Health ICS (My Health Learning Online - 184677169)	Introduction to ICS (My Health Learning Online - 133756489)	HealthShare Liaison Officer Workshop	State Health Liaison Officer Training (HEMU)	Emergency Operations Centre Concepts F2F (OEM)	Public Health Commanders Course	Mental Health Workshop	NSW MAT - Team Members	NSW MAT - Team Leaders	AUSMAT Team Members (NCCTRC)	
State HSFAC																					
HEMU Staff	♦	♦	♦		*	*	♦	♦	♦	♦	♦	♦	♦	♦	*						
Public Health																					
State Controller																					
EM Staff / State Controller Support Staff																					
LHD Controllers																					
Health Protection NSW and Public Health Unit Staff																					
Mental Health																					
State Controller																					
EM Staff																					
MH Leaders		✓																			
MH Clinical Staff		✓																			
Local Health Districts / Specialty Networks																					
LHD HSFAC	*																				
Disaster Managers / Disaster Coordinators	♦	*	✓	*	✓	*	✓	♦	♦	♦	♦	♦	♦	♦	♦	♦					
Liaison Officer																					
LHD & Facility Executives																					
LHD Clinical Staff	♦		♦	♦			♦	♦	♦	♦	♦	♦	♦	♦	♦	♦					
Other LHD Staff																					
NSW Ambulance																					
Ambulance Controller	*	*			*				*												
Operational Managers/ Executive	♦	*			✓				♦						*						
Paramedics	✓	*			*																
HealthShare NSW & eHealth NSW																					
HealthShare NSW & eHealth NSW State Controller																					
HealthShare NSW Disaster Manager & eHealth Recovery Manager					*																
HealthShare /eHealth NSW Liaison Officer									*												
HealthShare NSW & eHealth Staff																					
Other Health Agencies/Statewide Health Services																					
Controllers																					
EM Staff																					
Managers/Supervisors				*																	
All Staff																					
Deployable Staff																					
Identified for International Deployment	✓						✓	♦													✓
Identified for State Medical Deployment (Team Leader)	✓						✓	♦													✓
Identified for State Medical Deployment (Team Member)	✓						✓	♦													✓
Identified for Mental Health Deployment	♦	✓					♦	♦								✓		✓			
Identified for Public Health Deployment	♦						♦	♦								♦		♦			♦

Note: The framework as a single A3 document can be obtained from AMBULANCE-HEMU@health.nsw.gov.au.