

2020-2021 Incentivising Better Patient Safety Training Tracker Tool



VMIA has developed the Incentivising Better Patient Safety (IBPS) Training Tracker Tool to help our clients record their Birth Suite clinicians' training. Please note that using this tool is optional. Health services may also choose to use their own records.

What are the changes?

We developed the Training Tracker Tool to answer our clients' needs. We've improved and simplified the tool to give you a wider range of features to suit your health service.

Key changes include:

- unlocked features so that your IT team can add columns to enter additional data to tailor your health service's needs
- unlocked cells that can be sorted by alphabetical order
- simplified version requiring less time to enter data
- the ability to copy/paste cells and columns (including names columns) for better efficiency
- collects the necessary information for the attestation form
- training dates column are unlocked for more flexibility (any dates entered are valid)
- easy to read with standard screen-sized Excel sheets.

How to use the Training Tracker Tool

First sheet: Birth Suite staff

All Birth Suite clinicians' names must be entered in this sheet, in column A.

They must train in multidisciplinary maternity emergency training and fetal surveillance.

Every entry in column A (first name) will calculate Cell J4, number of Birth Suite clinicians.

Column C: enter the position of the Birth Suite clinicians for your own records

Column D and F: there are only two options: YES or NO. Every YES in column D will calculate I10, the number of Birth Suite clinicians trained in multidisciplinary maternity emergency. Every YES in column F will calculate K10, the number of Birth Suite clinicians trained in fetal surveillance.

Column E and G: enter the date the clinician trained. You can add another column if you want to record past education sessions or scheduled education sessions.

Column H: enter the level of practitioner gained after 30 June 2019.

VMIA is the Victorian
Government's insurer
and risk adviser

Level 10 South,
161 Collins Street
Melbourne VIC 3000

P (03) 9270 6900
F (03) 9270 6949
contact@vmia.vic.gov.au

vmia.vic.gov.au
© Victorian Managed
Insurance Authority



Second sheet: Neonatal resuscitation staff

We created a second sheet for neonatal resuscitation staff as some Birth Suite staff may not be included in the neonatal resuscitation training. The staff that will be required to be included in this sheet will depend on your health service organisation.

Any clinical staff in the list of Birth Suite staff defined by your health service to be first responders for a neonatal resuscitation must be included in this sheet. For example, you must train your GP obstetricians in neonatal resuscitation if your hospital's Policy and Guideline includes GP obstetricians in the team of first responders at birth. If your hospital's Policy and Guideline indicates obstetric consultants are responsible to lead the mother's care and not the newborn's resuscitation at birth, you don't need to enter their names in this sheet.

Column A: every entry (first name) will calculate Cell I4, the number of neonatal resuscitation staff.

Column C: enter the position of the neonatal resuscitation staff for your own record

Column D and F: there are only two options: YES or NO. Every YES in column D and F combined will calculate H10, the number of neonatal resuscitation staff trained in both theory and practical neonatal resuscitation First Response

Column E and G: enter the date the clinician trained. You can add another column if you want to record past education sessions or scheduled education sessions.

Third sheet: shifts record

On this sheet, record the shifts only when a senior clinician COULD NOT be accessed to review CTG. Since we expect you to record less shifts of this occurring (compared to shifts when a senior clinician could be accessed), this could substantially save you time.

The total number of shifts when a senior clinician COULD NOT be accessed to review CTG will be calculated in D5.

The total number of shifts when a senior clinician could be accessed to review CTG will be calculated in D10 and will calculate the percentage of shifts when a senior clinician could be accessed in D15.

Why use the Training Tracker Tool?

The Tool collects all the information needed to complete the attestation form and may be handy for many health services wanting to document their clinicians' training records.

VMIA accepts any supporting documents for audit purposes.