



CORPORATE CPD

*Organisational Subscription
Information Pack*



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Meet the Director



Sue Walker

**R.N. BACH NURSING (ADMIN), M.P.H.C.
(PALLIATIVE CARE), M.A.C.N.**

Sue Walker is the Director and co-founder of the Nurses for Nurses Network and the Nursing CPD Institute. As a Nurse Education Consultant Sue is a member of the Education Governance Committee of the Institute as well as a key contributor to the online education platform Continuing Professional Development library.

As a Registered Nurse Sue holds Degrees in Nursing and Health Administration, a Master's Degree in Primary Health Care majoring in Palliative Care, as well as a number of certificate courses in Psychiatry of Ageing, Gerontology, Chemotherapy Administration, Training and Assessment, and is also an Accredited Mental Health First Aid Trainer.

Sue has extensive experience both as a clinician, educator, and senior manager in the acute, aged care, community, and palliative care settings. Sue is passionate about making a difference to the way in which people experience the health care system.

“Healthcare should be delivered by competent, knowledgeable individuals to ensure the best possible experience for the recipient of that care. Nursing is a fabulous profession – the backbone of the healthcare system, it is the knowledge and skill of the individual Nurse that will have the greatest influence on the happiness and health outcomes of each and every client.”



Message from the Directors

Every Organisation struggles with the requirement to provide quality education for their clinical staff whilst operating within the fiscal constraints of the current healthcare environment.

As a risk minimisation strategy Organisations realise they need to meet the requirement to ensure their clinical staff are working within the current best practice guidelines, as well as meeting the criteria for education in the accreditation standards and, from a HR perspective, being seen to be an employer of choice.

A number of Organisations utilise the Nursing CPD Institute to assist their staff in meeting their Continuing Professional Development Annual Registration requirement.

These Organisations have extended their use of the Nursing CPD Institutes platform to create their own education portal for their staff and have tailored additional education sessions to reflect the unique knowledge requirements of their service.

Executive Summary

The Nursing CPD Institute is an established education portal that provides over 300 continuing professional development sessions for Nurses.

It was established in 2011 and has evolved to become one of the largest online Nurse education portals in Australia.

It was created by and continues to be staffed by specialist Nurse educators, who continue to work within the tertiary and health industry sectors.

Customer feedback confirms that Nurses find the portal simple, effective and easy to use whilst the education sessions reflect current best practice legislation and clinical guidelines.

The portal can be accessed via computer or smart device.

The simplicity ensures ease of access and ongoing utilisation by staff.

Organisational subscription includes the capacity to create education sessions specific to your service's individual requirements that only your staff have access to.

There is the capacity to house your Organisations orientation presentation/s on this platform so that the services can focus on site induction and competency assessment.

The platform is not limited by geography – if the site has the internet they have the same access to education irrespective of where they are located in Australia, or indeed overseas.

There are no time constraints – it is available 24 hours a day – 7 days a week irrespective of the shift the staff member is rostered.

Staff can access the sessions in the work area so the requirement to backfill staff who traditionally would have gone to a designated training location can be negated.

Executive Summary Continued

It is not limited by the availability, skill and/or knowledge base of the Service Educator, the portal provides staff access to over 250 educators.

The portal creates a certificate for each session completed therefore your administration staff do not need to spend time creating certificates and filing same.

Your contracted service providers can create sessions on the use of their product for staff to access at any time, so knowledge is not limited by the availability of the Company Rep to physically travel and provide a session at every service.

There is the capacity to monitor the activities of staff on the system via the education matrix.

The site is maintained and administered by the Nursing CPD Institute so there are no ongoing costs to the Organisation for specialised staff.

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The Directors of the Nursing CPD Institute have created an education platform based on their experience as Health Care Managers, balancing the need for staff education and the budget available for same.

They are also qualified and highly skilled Nurse educators researching the most effective way to provide Nurses the education they require in an easy to access platform at a time that suits their needs.

We would welcome the opportunity to take you through a tour of the site via an online teleconference at a time that suits you. We promise it won't take more than 10 minutes of your time.



Membership provides your staff:

Over 400 one hour CPD sessions covering a large variety of Nursing topics

CPD activities provided 24 hours a day, 7 days per week – so staff can attend an education session irrespective of their rostered shift

A certificate for each CPD session completed – the staff member has an immediate electronic copy for their records.

Should they leave the organisation a copy is also retained on the platform for access by the organisations platform administrator

Capacity to access the site from anywhere on a computer or mobile device

Each staff member has a unique login as their identifier so their education activity can be monitored for compliance with organisation requirements

Access to education that is not limited by geography, time of day, the shift staff are rostered, or the availability of the Organisations Educator

Best practice clinical updates to ensure that their practice is always up to date

An Electronic Evidence Portfolio to house their certificates of completion should the be audited

The opportunity to engage and Network with Nursing colleagues

First and Foremost


The online platform provides the opportunity to centralise the Organisations education program via a single portal which allows staff access across multiple sites and geographical locations 24/7.

Online CPD is far more cost effective than traditional CPD education in a classroom. Employees can undertake their CPD at any time during their shift and can even pause a session and return to it later. This flexibility supports employees utilising the platform at any time; it reduces the requirement to back fill staff, negates the costs and time associated with employees having to travel to attend specific education, and removes the need for specialist education personnel to coordinate the activity.

This versatile education platform can assist with your Organisations Orientation Program. Rather than delivering the same lecture each time new members of staff are orientated, the organisations orientation content, including key policies, can be incorporated into a webinar and/or quiz format which new employees can access.

This can be extended to other sessions that you wish to roll out across the organisation.

It guarantees consistency with content and delivery which can be difficult to achieve with different personalities creating, interpreting, and delivering sessions.



In house education staff can focus on targeted policy and procedure driven education to meet specific Organisational activities.

Administrator Access

With an Organisation subscription each service can nominate one or more staff to become the Service Administrator. The Administrator can add and delete staff to the subscription, utilise the inbuilt Education Matrix to monitor staff activity, and download and print attendance certificates and reports as they choose; there is no need to wait for a third party as your nominated staff have control.

Membership Management

As the Service Administrator, you have the added functionality to manage the individual learning seats within your Organisational Subscription. Depending on your Organisations requirements, you can add, remove and swap staff as required, giving you the flexibility to manage your teams learning requirements up to the total number of subscriptions purchased. If you need to increase your available subscriptions, a quick email to the office (enquiries@ncpdi.com.au) is all that is needed to make the change.



Learning Plan

There is the capacity for you to create a Learning Plan for your staff to complete and monitor their compliance.

Education Matrix

The Education Matrix is a very useful tool to provide concurrent evidence for accreditation purposes or to assist with Human Resource Management.

The Education Matrix allows the Administrator to monitor an individual staff member, a group of staff, or the entire workforce and the sessions that are being completed for a specified date range via an automated process.

Should there be an unannounced accreditation visit, there is no concern that the records are not up to date. The Administrator/ nominated 'super-users' can view the Matrix at any time and can see at a glance what activities have been completed by an individual or group of staff by date or by topic.

The Administrator / nominated super-users can also add other education sessions that have been provided at the site (outside of the NCI framework) so that all education activity is housed online in one automatically updated document. The Education Matrix can be filtered by individual employee, session and date range with reports able to be exported and printed.

The Administrator can create an organisation wide learning plan from the sessions available and monitor staff completion of same.

There are 13 categories of CPD that have been created based on Nurse and organisational feedback. These include, but are not exclusive to Aged Care, Diabetes, Palliative Care, Infection Control, Law, Mental Health & Psychology, General Nursing, Wound Care, Professional Fundamentals, Pharmacology and Drug Calculations.



CPD Library

Your employees will have 24/7 access to over 300 CPD sessions. New sessions are being added each month. All content is provided by key organisations/ experts in their chosen field from around Australia and the content is monitored so you can be confident that your employees are receiving concurrent and Best Practice information.

To support the principles of adult learning the CPD sessions are provided in a variety of different ways including Live Webinars, Webinar Recordings, Read + Quiz and Video + Quiz. There is also an online Video library of short Nursing Task Videos'. The content is geared towards the practical application by Nurses in the Workplace. CPD Webinars and Webinar Recordings are an hour duration as are the majority of Quizzes.

Annual competency education sessions are now available and we are continuing to add to the library.

The Pharmacology section includes 15+ different Drug Calculation Quizzes, which are changed on an annual basis and could form the basis of your annual medication competency review for Registered Nursing Staff.



The viewing of sessions are timed and employees are unable to obtain the auto generated CPD session certificate until they have completed their reflection / correctly answered the quiz questions.

Customised CPD Sessions

Part of the Organisational subscription is the ability to create specific CPD sessions to reflect your organisations unique requirements.

The organisation provides the content and the Nursing CPD Institute provide the specialist staff to host the webinar or create the quiz based on that content. You may choose to direct your suppliers to utilise this customised platform to create sessions to provide consistent and easily accessible sessions for your staff.

The number of unique sessions available with the organisational subscription is based on the number of member subscriptions the Organisation requires.



Whilst the Institute was established to meet the requirements of Nurses registered with AHPRA a number of the education sessions are applicable to Care staff and more sessions could be created for Care staff using the customised CPD offer.

Each month a Practical Top Tips for Nurses clinical information sheet is available for download, and is provided to your organisation's staff as part of your Corporate subscription. These information sheets are straight to the point practical reminders for Nurses on a variety of clinical practices.

These sheets can be downloaded and placed in clinical areas for ease of quick reference.



Professional Portfolio

To support Nurses in the provision of evidence should they be audited by AHPRA, each employee has access to a Professional Portfolio on the website. This Portfolio is stored securely and the employee can add and alter information as they choose. The Portfolio upon completion is auto compiled into a PDF for ease of email/ printing.

“Absolutely brilliant information and content. All information relevant and useful.” ...Belinda



Support & Help Desk

The site is simple to use with help information contained on the site, however, should it be required support staff are available via email or telephone. You would also be allocated an Organisational Subscription Support Manager to personally assist with specific queries from the Site Administrator.

Pricing & Payment Structure

Organisational pricing is based on the number of staff subscriptions required.

Please note this annual fee includes:

Full membership of the Nursing CPD Institute for each of your nominated staff members

Administrator Access for each service (larger services can be provided a number of Administrator subscriptions). The Administrator has full access to add and delete staff to the system, monitor staff completion of education activities, create learning plans for staff to follow, create an education matrix as evidence of what education sessions an individual staff member has completed over a specific date range or what all staff have completed over a specific date range, is able to reactivate deleted staff as required

Maintenance of the Education Matrix to monitor staff activity and utilization

Ability to create service specific education sessions that only your staff will have access to

Maintenance and upgrade of the website system

Continual creation of new best practice education sessions by webinar or online quiz

We offer straight forward annual pricing to meet the needs of the Organisations of every scale.

We guarantee to be the most cost-effective option for your Organisation.

10 - 30 Staff

15% DISCOUNT

\$84.15
(incl GST)

PRICES ARE PER STAFF MEMBER

31 - 50 Staff

17.5% DISCOUNT

\$81.67
(incl GST)

PRICES ARE PER STAFF MEMBER

51 - 100 Staff

20% DISCOUNT

\$79.20
(incl GST)

PRICES ARE PER STAFF MEMBER

If you have 100+ employees additional discounts are available



The Directors of the Nursing CPD Institute have created an education platform based on their experience as a Health Care Managers and their experience as specialist Nurse educators to create the most effective way to provide Nurses the education they require in an easy to access platform at a time that suits their needs.

"NPAQ was launched in May 2014.

We had identified the importance of relevant CPD learning tools for Nurses and were very pleased to have located the Nursing CPD Institute

Giving our members access to a platform which is available online 24/7 and maintains their CPD Training records is a real benefit.

We appreciate the effort the NCI team have put into the creation of the content and its ongoing development."

Cath Seaver, NPAQ

We would welcome the opportunity to take you through a tour of the site via an online teleconference at a time that suits you.

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CONTACT US



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