

Mandatory Competencies Reimbursement Form

Nurse's Name: _____ Phone: _____

Email: _____

Designation: RN EN AIN Other

Effective from 20 June 2011 Oxley will only re-imburse (for mandatory competencies) a maximum of \$50.00 as a contribution towards mandatories completed. In order to be eligible to receive reimbursement for any of the following mandatory competencies, please indicate which competencies you have **recently** completed and attach the **original** receipt on the back of this form. This **receipt** needs to specify the title of the competency, the course provider, and the date the competency was completed. Please remember that the courses must be relevant to the work you are currently undertaking with Oxley Health Services. Please assist Oxley by providing one (1) form only which details all of the mandatory competencies you have completed. Proof of successful completion of mandatory competencies as well as the receipt must be provided to Oxley.

Annual:

- CPR / Advanced Life Support
- Medication Calculations & Administration (RN & EN only)
- Fire Safety
- Manual Handling and Back Care
- Infection Control
- Workplace Health and Safety

**MANDATORY
COMPETENCY MUST
HAVE BEEN
SUCCESSFULLY
COMPLETED WITHIN
THE LAST 2 MONTHS**

Every 2 years:

- Managing Aggressive Behaviours
- Medication Assist (AIN only)

Every 3 years:

- First Aid (AIN only)

For other courses, please complete an Application for Pre-approval, which is located on www.oxleytraining.com.au under Professional Development.

On Joining Oxley, or, if a change:

- ACFI Cultural Awareness Training (Rural and Remote)
- Elder Abuse Continuous Professional Development Competencies*

*(Please note Oxley may re-imburse for other CPD competencies subject to pre-approval.)

Links to on-line providers are on www.oxleytraining.com.au

1. Medication Calculations Test or Medication Assist requires 100% attainment.
2. All other mandatory competencies will be re-imbursed to the value of the pass percentage at 80% or higher. 80% pass = 80% re-imbursement, 90% pass = 90% re-imbursement.

OFFICE USE ONLY:

Re-imbursement approved?	<input type="checkbox"/> Yes Full \$ _____ <input type="checkbox"/> Yes Part \$ _____ <input type="checkbox"/> 80% <input type="checkbox"/> 90% <input type="checkbox"/> No	Initials:
Nurse Emailed:	<input type="checkbox"/> Yes <input type="checkbox"/> No Advised Date: 	Initials:
	Date: _____	Cost: _____

Notes: