

Mutual recognition

Human Resources Guideline G6 (QH-GDL-183-1)

1 Statement

This guideline documents the agreed suite of mandatory training courses that have been endorsed for mutual recognition across Queensland Health entities.

2 Application

This guideline applies to all existing Queensland Health (the department and hospital and health service) employees and others (as defined) such as contractors, consultants, students and volunteers, where there is a requirement to complete mandatory training.

Mutual recognition for the endorsed mandatory training courses is to be applied when it meets the frequency requirements (listed in Attachment 1) to:

- existing employees that are appointed, promoted or transferred to a different Queensland Health entity
- Others (as defined) engaged by multiple Queensland Health entities.

3 Mutual recognition

To reduce duplication and onboarding delays, a number of mandatory training courses in *Mandatory training HR Policy G6* have been identified to be mutually recognised across all entities.

Mutual recognition acknowledges the mandatory knowledge and skills taught, acquired or learnt in one Queensland Health entity to be equivalent to the mandatory knowledge and skills required to work in a different Queensland Health entity.

Attachment 1 outlines the agreed suite of mandatory training courses that have been endorsed for mutual recognition across Queensland Health entities.

If an employee has a current record of completion of a mutually recognised mandatory training course, it is to be recognised by the new Queensland Health entity. A mutually recognised mandatory training course is only to be repeated when the current completion certificate expires and requires renewal based on frequency of training requirements.

Employees may be required to complete additional mandatory training as required in *Mandatory training HR Policy G6* or as determined by different Queensland Health entities and/or specific work locations.

4 Legislation

- Hospital and Health Boards Act 2011
- Public Sector Act 2022

5 Supporting documents

- Mandatory Training HR Policy G6 (QH-POL-183)

Definitions

Term	Definition
Queensland Health Entity	For the purposes of this guideline, Queensland Health Entity refers to the department and each Hospital and Health Service (HHS) as a separate entity within Queensland Health. For example, if an existing employee is appointed, promoted or transferred to a different HHS, this would be considered a movement to another Queensland Health entity.
Others	For the purposes of this guideline others includes contractors, consultants, students and volunteers.
Queensland Health	Queensland Health includes the department, and all hospital and health services established under the Hospital and Health Boards Act 2011.

History

Date	Change
7 August 2024	New guideline

Attachment 1 –Mutually recognised courses/topics

Course	Frequency
Code of Conduct	Yearly
Code of Conduct for Managers	Yearly
Cyber Security Essentials	Yearly
Domestic and family violence awareness training - Recognise, Respond, Refer	3-Yearly
Fraud Control Awareness	2-Yearly
Prevention and Management of Musculoskeletal Disorders	Once
Public Interest Disclosure	2-Yearly
Work Health, Safety and Wellbeing Induction	Once
Work Health, Safety and Wellbeing Induction for Managers	Once
Health, Safety and Wellbeing Due Diligence (for executives)	2-Yearly