



australian nursing federation  
continuing professional education online

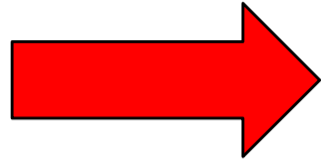
# Australian Nursing Federation

## CPE Tutorials

## Access to the ANF CPE tutorials.

- Log on to the ANF CPE site either via your State/Territory or Federal ANF website.

Find the CPE button on the website  
(opposite)



and then left click on it with your mouse.



The following page will appear

[ANF, NSWNA and QNU members enter here](#)

As an ANF, NSWNA or QNU member you can access online Continuing Professional Education [topics](#) at a reduced rate and you can maintain a record of all topics you have undertaken through the ANF and from other sources.

All Continuing Professional Education online [topics](#) for members are \$7.70 each.

View an example [Continuing Professional Education Record](#)

View the list of available [topics](#)

Left click your mouse where it says [ANF, NSWNA and QNU members enter here.](#)

[Non-members enter here](#)

As a non ANF member you can access all online Continuing Professional Education [topics](#).

Continuing Professional Education online [topics](#) are \$30.00 each for non-members.

NOTE: **ONLY ANF, NSWNA and QNU members** can maintain a record of ANF and other topics on the Continuing Professional Education database. Why not join now and benefit?

View the list of available [topics](#)

**This will take you to the following page**

<b>ANF Members</b>
Please select your state or territory
<a href="#"><u>ACT</u></a>
<a href="#"><u>NSW</u></a>
<a href="#"><u>NT</u></a>
<a href="#"><u>QLD</u></a>
<a href="#"><u>SA</u></a>
<a href="#"><u>TAS</u></a>
<a href="#"><u>VIC</u></a>
<a href="#"><u>WA</u></a>

**Click on your State/Territory**

**The following will appear**

**ANF Member Login (ACT, NT, TAS, VIC and WA) QNU members see next page**

First Name	<input type="text"/>	This name will appear on your Continuing Professional Education Record  <b>IMPORTANT: You must contact technical support if your name changes.</b>
Surname	<input type="text"/>	
ANF Membership Number	<input type="text"/>	

**Enter your details and then click on Continue** 

Continue >

**For QNU members the following will appear.**

**Your login is your membership number and your password is your name.**

Members Entry	
Not currently logged in.	
Access to this page is restricted.	
Login:	<input type="text"/>
Password:	<input type="password"/>
<input type="button" value="Log In"/>	

**The following will appear**

Please check the following information you just entered

Name: Jane Bloggs  
ANF Membership Number: 111110  
State: QLD

**Is this information correct?**

Click on **yes** or **no**. If your details are not correct the same page will reappear asking you to re-enter your details.

When you click on **yes** the following will appear.

Main Menu	CPD GUIDE
<a href="#">View Topics</a>	<b>Registrations</b>  Registered Nurse = 20 hours/year  Registered Midwife = 20 hours/year  Enrolled Nurse = 20 hours/year  Click <a href="#">here</a> for more information>
<a href="#">Vote for New Topics</a>	
<b>Your C.P.E. Record</b>	
<a href="#">View / Print</a>	
<a href="#">Edit</a>	
<a href="#">Add a new entry</a>	
<a href="#">Help / User Guide</a>	
<a href="#">Contact Technical Support</a>	
<a href="#">Send Feedback</a>	
<a href="#">Logout</a>	

To view topics click on the corresponding wording.

If you experience problems click on 'technical support' and you will be contacted via e-mail with instructions.

The CPD Guide explains the Nursing and Midwifery Board of Australia's CPD requirements for continuing registration along with a list of relevant CPD.

## View Topics:

Available Topics	CPE Points	Preview	Buy / View
Advanced Life Support Update (updated March 2011)	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Asthma Management	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Basic Life Support Update (updated March 2011)	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Blood Transfusion Safety	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Cardiac 1 - Chest Pain Assessment and Management	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Cardiac 2 - Acute Coronary Syndrome	NEV	<a href="#">Preview</a>	<a href="#">VIEW</a>
Diabetes Mellitus	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Drug Calculations and Administration	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
ECG and Rhythms 1	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
ECG and Rhythms 2	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Emergency Drugs	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Fire and Emergency Training	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Hand Hygiene REE !	1	<a href="#">Preview</a>	<a href="#">VIEW</a>
Infection Control	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Manual Handling	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Occupational Violence and Aggression	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Oral Health	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Palliative Care	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Respiratory 1 - Upper Airway Obstruction	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Respiratory 2 - Respiratory Failure	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Vision Care	5	<a href="#">Preview</a>	<a href="#">VIEW</a>
Wound Care Update	5	<a href="#">Preview</a>	<a href="#">VIEW</a>

**Directions:** Topics can be purchased for \$7.70 for ANF members and \$30.00 for non-members. You can then undertake the self directed learning involved with each topic of your choice. Each topic consists of a quick reference tutorial paired with a randomly generated assessment quiz. If you are a current ANF member, your highest assessment attempt will appear on your ANF Continuing Education Record. You are allowed three attempts to achieve the highest score. After your three attempts, the assessment link will become inactive, however you will be able to view the tutorial while it is still an active course on this site. If you require more than three attempts, please purchase the topic again.

**CPE Points:** These are Continuing Professional Education points that represent approximately one hour of self directed learning for each point. We acknowledge that not all states require CPE points to maintain registration.

[< Return to the Main Menu](#)

**When you click on BUY, you will be directed to an area where you can enter your credit card details.**

**Once a topic has been purchased the word VIEW will replace the word BUY.**

**Click on VIEW and you are taken directly to the tutorial.**

- You may PREVIEW tutorials if you wish. Preview offers you a quick outline of the tutorial and one or two pages of the tutorial to look at.

Each tutorial has 5 CPE points allocated to it except the FREE hand hygiene tutorial which attracts 1 CPE point. These points are valid professional development points for your CPD portfolio and resume.

Registered and Enrolled nurses and midwives are required to accumulate professional development points to prove their commitment to ongoing education. The Nurses and Midwives Board of Australia (NMBA) requires all Registered, Nurses and Midwives to acquire 20 CPD hours per year from date of registration to date of registration. A full CPD guide is available on the main menu.

### **Vote for New Topics**

You can vote for topics you would like to have added to the site by clicking on Vote for New Topics.

The following will appear.

Vote for a topic by selecting it from this list **or** suggest a topic by entering it into the text box. Then **click vote**

Vote for a topic that the ANF is considering adding	<input type="text" value="Select a topic"/>
	<b>OR</b>
Suggest a topic that you would like added	<input type="text"/>

**Vote >**

Your **CPE Record** or Professional Portfolio Builder can be accessed by clicking on the entries below.

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The image shows a screenshot of a web application interface. On the left is a 'Main Menu' with a dark blue header and light blue background. The menu items are: [View Topics](#), [Vote for New Topics](#), [Your C.P.E. Record](#), [View / Print](#), [Edit](#), [Add a new entry](#), [Help / User Guide](#), [Contact Technical Support](#), [Send Feedback](#), and [Logout](#). A large red arrow points to the 'Your C.P.E. Record' link. On the right is a dark blue box titled 'CPD GUIDE' containing the following text: 'Registrations', 'Registered Nurse = 20 hours/year', 'Registered Midwife = 20 hours/year', 'Enrolled Nurse = 20 hours/year', and 'Click [here](#) for more information>'. The 'here' link is underlined.

Click on View if you wish to see what is listed on your record.

Click on Print if you wish to print your record.

To enter your learning need and outcome click on Edit.

To add education you have attended elsewhere e.g. attending a First aid course, click on Add a new entry.

## See an example of a typical CPE RECORD below.

Name: Mary Smith

State: NSW

### Continuing Professional Education activities completed on-line via the ANF C.P.E. website:

Date	Topic	Description	Need	Outcome	Evidence	CPE Points*
27-03-10	Wound Care Update	Understanding the healing process, classification of wounds, wound assessment & management, wound cleansing & contemporary dressings, wound pain & key practice issues.	To increase my knowledge and skills in wound management and to investigate available products and techniques to assist in providing best practice wound care.	I have achieved a greater awareness of wound management principles and available products and resources.	Score 10/10	5
10-12-10	Vision Care	A & P, 5 main eye conditions, visual acuity testing, medications, investigations, treatment options, resources, patient education	To increase my awareness of vision problems in adults so that I can better assist my patients.	Improved understanding of services and resources available to patients suffering with vision problems.	Score 9/10	5

\* **CPE Points:** These are Continuing Professional Education points that represent approximately one hour of self directed learning for each point.

### Other Continuing Professional Education activities undertaken:

Date	Topic	Provider	Description	Need	Outcome	Evidence Available	Hours/ Points
27-02-09	IV Cannulation Workshop-	Central Hospital	How to perform venipuncture & IV cannulation, legal aspects, A&P, request forms, pt. Identification, specimen identification, cannula selection, process & complications	To acquire cannulation skills to enable me to contribute to the work team in the area of IV cannulation	Achieved the knowledge and skills required to perform venipuncture and IV cannulation.  Competence achieved	Certificate of Attendance & competence achieved	6 hours
1-03-10	SFA	Red Cross	Senior First Aid certificate	Mandatory requirement	Competence achieved	Certificate of competence	16 hours

## Technical support

Should you experience problems with the site, click on [technical support](#) and the service will contact you via e-mail to rectify the problem.

## Paying for tutorials by other methods

Members costs are \$7.70 per tutorial and non-members costs are \$30.00 per tutorial and can be paid for by Debit card, Mastercard or Visa on-line.

or

You may forward a cheque to our Melbourne office along with the following details:

- Full name
- Membership number
- State/Territory you are a member in.
- Tutorials you wish to purchase.
- Cheque for the full amount.
- Address and phone number and e-mail address.

Make out the cheque to Australian Nursing Federation

Address it to:

Attention. Federal Finance Officer

Australian Nursing Federation

Level 1, 365 Queen St

Melbourne VIC 3000

- Once your cheque has cleared you will be notified via e-mail that your system has been set up for you to access the purchased tutorials.

## Tutorials

- Once you have access to a tutorial, you will continue to have access to that course for 12 months from date of purchase or until you have completed the third attempt at the assessment.
- This means that you do not have to rush through it but rather take your time and enjoy the learning.
- You may take notes to help you when you attempt the assessment.
- Do NOT print the tutorials as it is a breach of copyright and will be detected by the security on the website. **Heavy fines apply.**
- You may however, print your CPE record.
- Each tutorial is made up of a series of power point slides. At the bottom of each slide is a forward or backward arrow to enable you to go back to a slide or move on to the following slide.
- Some slides have “hyperlinks”. Hyperlinks will take you to another website. These are used to provide you with further knowledge on a particular topic.



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### Fungi

n A fungus is a primitive vegetable which can be found in air, soil, water and on plants. There are many types of fungus including yeasts and moulds. Some fungi are beneficial to humans e.g. Penicillin and other antibiotics are produced from fungi. Similarly, the process of fermenting yeast is essential for bread and cheese making.

n In general fungi do not normally cause infections in healthy individuals. However people in poor health such as those that are immune deficient, have cancer, organ transplant recipients and/or those who are critically ill are more susceptible to fungal infections.

n Fungal infections of the skin are commonly spread from person to person through direct contact with contaminated articles such as toiletries, hairbrushes, clothing and/or hats. Others are spread to humans through inhaling spores or entry through broken skin.

**Hyperlink to:** <http://www.freerepublic.com/focus/f-chat/2031237/posts>

**E.g. by clicking on the hyperlink on the above slide (highlighted in blue ink at the bottom of the slide) you will be taken to a website that goes into detail about various types of fungi.**

## Assessment

- You will be given 3 attempts at the assessment for each tutorial.
- Scores are out of 10.
- When doing the assessment you will be given the opportunity to go back and review your answers before locking them in for marking.
- Your assessment will be marked instantaneously once you have locked in your answers.
- If you get answers wrong you will be allowed to see the correct answers.
- NOTE: Although you get 3 attempts at the assessment each assessment will be different from the one you have already done. So you will not have the same questions. (This prevents cheating).
- Your highest score will be logged on your CPE record.

If you require further information or assistance, please contact;

Jodie Davis

Federal Education Officer

[cpe@anf.org.au](mailto:cpe@anf.org.au)

or

Ph: 02 6232 6533