

Manual handling Training

State Enterprise Training offers the National Qualification HLTHSE204B - Follow safe manual handling practices in a **NEW** workshop format.

Ideal for staff from the following sectors:

- The Disability sector
- The Aged care and Community Services sector
- The Health care sector

This is a **full day accreditation course**.

Commencing 9am to 4pm incorporating the following activities:

- Course outline
- Talk on back care
- Warm up exercises
- Rolling a client in bed
- Assist a client from laying to sit on the side of the bed demonstration x2
- Assist a client to transfer from a wheelchair to a bed
- Assist a client back into bed demonstration x2
- Assist a client up the bed – use of slide sheet 1 person
- Sit a client up in bed – use of slide sheet 2 person
- Place a client into a car - use of slide sheet
- Reposition a client in a wheelchair demonstration x2
- Walk a client
- Rescue a client from the floor
- Safety of hoists
- Placing a client in a wheelchair using a hoist
- Paper work – Q&A inclusive of OH&S
- Assessment of tasks

All tasks are demonstrated by trainers, and then trainees use role play to try and understand how it feels to be both a client and a carer.

Lead trainer & Assist trainer program.

Cost per participant \$250 (GST exempt)

Customised Manual Handling Training

Choose your own manual handling session to suit your needs, a minimum of 2 hour session applies, the following are typical sessions that have been put together to demonstrate the customised program:

2 hour (120 minute) session-cost \$88 per person

- Talk on back care
- Warm up exercises
- Walk a client
- Rescue a client from the floor
- Assist a client into a car
- Put a wheelchair into a car boot
- Reposition a client in a wheelchair

3 hour (180 minute) session cost \$132 per person

- Talk on back care
- Warm up exercises
- Walk a client
- Rescue a client from the floor
- Assist a client into a car
- Put a wheelchair into a car boot
- Reposition a client in a wheelchair
- Assist a client from bed to wheelchair
- Assist a client from wheelchair to bed

4 hour (240 minute) session cost \$ 176 per person

- Talk on back care
- Warm up exercises
- Walk a client
- Rescue a client from the floor
- Assist a client into a car
- Putting a wheelchair into a car boot
- Reposition a client in a wheelchair
- Assist a client from bed to wheelchair
- Assist a client to transfer from a wheelchair to bed
- Assist a client into bed
- Assist a client from lying to sitting on the side of the bed
- Talk and demonstration of hoist safety

**Select your customised manual handling session
from the following 'menu' options:
A minimum of 2 hour session applies**

20 min Talk on back care – Compulsory

10 min Warm up exercises – Compulsory

20 min Roll a client in bed

30 min Assist a client from lying to sitting on the side of the bed–
controlled

30 min Assist a client from lying to sitting on the side of the bed – with
dementia

30 min Assist a client into bed with spasms / heavy legs

20 min Assist a client into bed - less controlled

30 min Assist a client to transfer from a wheelchair to bed

10 min Assist a client to stand

10 min Assist a client with pressure care

10 min Assist a client to sit

10 min Assist a client to stand using a walking frame

20 min Assist a client to walk

10 min Assist a client up the bed – use of slide sheet 1 person

30 min Assist a client to sit up in bed – use of slide sheet 2 person

10 min Rolling a client in bed - use of slide sheet

20 min Rescue a client from the floor

20 min Talk and demonstration on hoist safety

20 min Putting client into a sling and placing into a wheelchair

120min Transport safety - feel what it's like to travel in a wheelchair on a
bus

20 min Assisting a client into a car – use of slide sheet

20 min Putting a wheelchair into a car boot

10 min Reposition a client in a wheelchair

_____ : Total Minutes

- All tasks can be selected by placing a tick in the boxes the time and cost will automatically be quoted a standard cost of \$44.00 including GST per person per hour with a minimum of 10 people per session. This is a customised training session and can be held at your workplace or at an arranged venue that may incur a hire cost.

Our Manual handling trainers

Lynn Corbett (lead trainer) and June Smith (Assist trainer) have both combined years of professional caring & clinical experience in community services including the role of manual handling trainer which has included extensive professional development in this specialised area to be able to offer all training participants an enjoyable and highly effective learning experience.

Enrolment

All participants wishing to participate in our Manual handling programs need to complete an enrolment form & submit to State Enterprise Training. Enrolment forms are available from State Enterprise Training.

Phone: (03) 6343 6600

Email: bec.spencer@setraining.com.au

Or visit our website on www.setraining.com.au

Payment terms

Individuals that are self-funding will be required to pay in full at the time of a submitting their enrolment form to State Enterprise Training.

Service organisations funding their staff will be invoiced for their staff on the first day of the selected course. Please ensure your staff attend as the charge will occur for all enrolments unless we receive prior notice according to the cancellation policy below. Payment will be required 14 days from invoice date.

Please note accreditation (statement of attainment or statement of attendance) will not be issued to training participants until all course fees have been paid.

Cancellation & refund policy

If in the unlikely event any program is cancelled by state enterprise training then a full refund of all fees paid up until that point will be refunded. Cancellation notice for all enrolments will be accepted up until 5.00pm on the Wednesday before course commencement day. A cancellation fee of \$35.00 will be charged. Once the first day of a course commences then all enrolled participants will be charged. There are no refunds after the commencement day of each course.

A self-funded participant or service organisation can receive a credit note to attend a future course based on availability of places, including the \$35.00 cancellation fee.

Manual Handling 2010

Program schedule – Statewide

North: Location Advanced Life Care Training Room, Wellington Street, Launceston			
Code	Program	Date	Time
MHN1	Full day accreditation	25 th January	9.00am to 4.00pm
MHN2	Full day accreditation	11 th February	9.00am to 4.00pm
MHN3	Full day accreditation	25 th March	9.00am to 4.00pm
MHN4	Full day accreditation	19 th April	9.00am to 4.00pm
MHN5	Full day accreditation	6 th May	9.00am to 4.00pm
MHN6	Full day accreditation	19 th July	9.00am to 4.00pm
MHN7	Full day accreditation	23 rd August	9.00am to 4.00pm
MHS8	Full day accreditation	9 th September	9.00am to 4.00pm
MHS9	Full day accreditation	25 th October	9.00am to 4.00pm
MHS10	Full day accreditation	11 th November	9.00am to 4.00pm
MHS11	Full day accreditation	13 th December	9.00am to 4.00pm

South: Location Calvary Hospital Education Centre, Augusta Road, Lenah Valley			
Code	Program	Date	Time
MHS1	Full day accreditation	22 nd February	9.00am to 4.00pm
MHS2	Full day accreditation	26 th April	9.00am to 4.00pm
MHS3	Full day accreditation	17 th May	9.00am to 4.00pm
MHS4	Full day accreditation	2 nd August	9.00am to 4.00pm
MHS5	Full day accreditation	13 th September	9.00am to 4.00pm
MHS6	Full day accreditation	15 th November	9.00am to 4.00pm