

Course Outline

Certificate III in Health Service Assistance

Code: HLT32507



This qualification covers workers in a range of work roles who provide assistance to health professional staff with the care of clients. Health Services Assistance involves the worker in direct client contact under supervision.

This qualification has been structured with mandatory electives to address requirements of specific work functions in operating theatre support and recommended electives for assisting in nursing work in acute care. In addition the qualification supports multiskilling requirements of smaller and rural/remote work settings.

PACKAGING RULES

15 units must be completed for this qualification including:

- 6 **compulsory** units
- 9 **elective** units

A wide range of electives is available and can be packaged to provide either:

- a generic qualification that covers a range of work functions, or
- a targeted qualification as required for specific work roles

Elective units are to be packaged as follows:

- Select mandatory or recommended electives identified for specific work roles
- or*
- Select mandatory electives identified as required for other work roles
- and*
- Select additional electives from competency units listed below or from units available at Certificate III level or higher in the Health and/or Community Services Training Packages
- A maximum of 2 competency units may be selected from other relevant Training Package units available at Certificate III (or higher)

Compulsory Units

HLTHIR301A	Communicate and work effectively in health
HLTIN301A	Comply with infection control policies and procedures in health work
HLTOHS200A	Participate in OHS processes
BSBFLM303B	Contribute to effective workplace relationships
BSBMED201A	Use basic medical terminology
HLTAP301A	Recognise healthy body systems in a health care context

Elective Units

Mandatory and recommended elective units

Two industry sectors have identified specific elective skill sets of competency units:

- Operating theatre technician work requires four mandatory competency units as listed below
- Assisting in nursing work in acute care recommend six competency units as listed below

Operating theatre technician work

The following four competency units are **mandatory** for Operating theatre technician work:

HLTTH301B	Provide theatre support services
HLTTH302B	Provide equipment support in an acute care environment
HLTTH303B	Identify and move to maintain a sterile field
HLTTH405B	Assist with preparation of clients for operative procedures

Assisting in nursing work in acute care

The following six competency units are **recommended** for assisting in nursing work in acute care:

HLTCSD305B	Assist with client movement
HLTCSD306B	Respond effectively to difficult or challenging behaviour
HLTCSD208B	Transport clients
HLTAIN301A	Assist nursing team in an acute care environment
HLTAIN302A	Provide support in an acute care environment
HLTCSD201B	Maintain high standard of client service

All other work functions

The following four competency units are **mandatory** for award of the qualification *HLT32507 Certificate III in Health Services Assistance* as it applies to all other work functions.

HLTCSD201B	Maintain high standard of client service
HLTCSD304B	Support the care of clients
HLTCSD305B	Assist with client movement
HLTCSD208B	Transport clients

Other elective units

In addition to the compulsory and mandatory electives listed above, other elective competency units are to be selected in line with the Packaging Rules.

Please note that:

- Below is a small sample of competency units that may be selected as electives
- The grouping of these sample electives is intended to facilitate selection. Electives may be selected from one or more groups.
- Employers may specify that certain elective competency units are essential to address specific workplace needs.

Work relationships

HLTHIR404B	Work effectively with Aboriginal and Torres Strait Islander people
HLTHIR403B	Work effectively with culturally diverse clients and co-workers
BSBFLM312A	Contribute to team effectiveness
BSBCMN302A	Organise personal work priorities and development
BSBCMN312A	Support innovation and change
CHCCS401A	Facilitate cooperative behaviour
HLTAMBFC301B	Communicate with clients and colleagues to support health care
HLTCSD306B	Respond effectively to difficult or challenging behaviour

Client care

HLTCSD201B	Maintain high standard of client service
HLTCSD302B	Assist with lifestyle and social support needs
HLTCSD203B	Prepare and maintain beds
HLTCSD304B	Support the care of clients
HLTCSD305B	Assist with client movement
HLTCSD307B	Care for the home environment of clients
HLTCOM406B	Make referrals to other health care professionals when appropriate
CHCAOD2C	Orientation to alcohol and other drugs work
CHCAOD6B	Work with intoxicated clients
CHCMH1B	Orientation to mental health work

Transport

HLTCSD208B	Transport clients
HLTAMBT301A	Transport non-emergency clients under operational conditions

Operating Theatre Support

HLTSTE301B	Clean reusable medical equipment
HLTTH301B	Provide theatre support services
HLTTH302B	Provide equipment support in an acute care environment
HLTTH303B	Identify and move to maintain a sterile field

Mortuary Practice

HLTMT303B	Maintain a mortuary service
HLTMT304B	Assist with autopsy
HLTMT305B	Maintain and record tissue sample collection
HLTMT310B	Collect, preserve and store post mortem samples
HLTSTE301B	Clean reusable medical equipment

Miscellaneous support

PRMCL22B	Organise and monitor cleaning operations
HLTMS204B	Handle and move equipment, goods, mail and furniture
HLTMS207B	Handle medical gases safely
HLTMS208B	Handle waste in a health care environment

First Aid

HLTCPR201A	Perform CPR
HLTFA201A	Provide basic emergency life support
HLTFA301B	Apply first aid

DELIVERY

On-site at your work place (Victoria & Tasmania)

Self-paced Distance Education

For further information on courses or training options please contact us by phoning 1300 739 320 or Email: admin@setraining.com.au