

## HLT21020

### Certificate II in Medical Service First Response

As you have worked in Industry we are establishing your Skills Recognition. You may have gained competency in the units we are delivering to be eligible to attend the HLT21020 Certificate II in Medical Services First Response for the Mining Sector.

This will assist in:

- Reducing or eliminate the need for any training in skills and knowledge you already have
- Save time by not needing to complete unnecessary training
- Complete a qualification in a shorter time
- Possibly advance to a higher level qualification in a shorter time if desired
- Gain greater recognition of the skills and experience you already have, which could assist with transfer or promotion to a role that makes better use of your skills and interests

This information ensures that our Training and Assessment Strategy for your cohort of Students and the individual Student Planner are appropriate to meet the Students needs, qualification requirements and industry requirements.

#### Competence

Competence is the demonstration of skills and knowledge that you have gained through life and work experiences as well as any training that you have successfully completed and that can be matched against industry performance standards. These standards are called units of competency. Units can be grouped together to form specific industry qualifications.

You can have someone assist you with the Skills Recognition process (e.g. interpreter, colleague)

You can have someone with you to assist you with the Skills Recognition process (e.g. interpreter or colleague to advocate for you). Assessment techniques should also accommodate different literacy levels, cultural and educational backgrounds and experiences. If English is not your first language, or if you have had limited formal education, your assessor should consider the fact that you may not be familiar with local workplace jargon and some of the terms used in vocational education and training

What is the assessor looking for in the evidence?

The assessor is looking for evidence that is authentic, genuine and current, and that matches the requirements of the Performance Evidence that is eventually mapped to each unit of competency and knowledge evidence.

HLT21020 Certificate II in Medical Service First Response units (Mining Sector)

Code	Title	Core	Elec
CHCDIV001	Work with diverse people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HLTAID011	Provide First Aid	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HLTINF001	Comply with infection prevention and control policies and procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HLTWHS002	Follow safe work practices for direct client care	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HLTWHS006	Manage personal stressors in the work environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HLTAAP001	Recognise healthy body systems	<input type="checkbox"/>	<input checked="" type="checkbox"/>
BSBMED301	Interpret and apply medical terminology appropriately	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HLTAID015	Provide advanced resuscitation and oxygen therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
HLTAID014	Provide advanced first aid	<input type="checkbox"/>	<input checked="" type="checkbox"/>

<b>Skills Recognition Form HLT21020</b>												
<b>Date of form:</b>	<b>Student name:</b>											
<b>Assessors name :</b>	<b>Date of Birth:</b>											
<b>Mobile:</b>	<b>Address:</b>											
<b>Employer details:</b>												
<b>Position held:</b>												
<b>Evidence for Skills Recognition that can be provided</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr><td style="padding: 5px;">• Qualifications</td></tr> <tr><td style="padding: 5px;">• Work Experience</td></tr> <tr><td style="padding: 5px;">• Employment (history)</td></tr> <tr><td style="padding: 5px;">• Enrolment by employer - confirming employment</td></tr> <tr><td style="padding: 5px;">• Duty Statement</td></tr> <tr><td style="padding: 5px;">• C.V.</td></tr> <tr><td style="padding: 5px;">• Clinical Work experience document</td></tr> <tr><td style="padding: 5px;">• Letter from employer</td></tr> <tr><td style="padding: 5px;">• Demonstration of Skills and Knowledge</td></tr> <tr><td style="padding: 5px;">• Short courses / personal development</td></tr> <tr><td style="padding: 5px;">• Other</td></tr> </tbody> </table>	• Qualifications	• Work Experience	• Employment (history)	• Enrolment by employer - confirming employment	• Duty Statement	• C.V.	• Clinical Work experience document	• Letter from employer	• Demonstration of Skills and Knowledge	• Short courses / personal development	• Other
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<b>Assessors Report</b>	
<b>Individual Training Plan recommendation information</b>	
<b>Comments</b>	
Date:	Assessor Name:
Signature:	
Date:	Student signature:

## Performance Evidence in the HLT21020 Certificate II in Medical Service First Response

<b>CHCDIV001 Work with Diverse People</b>	<b>Ability to complete tasks, and manage contingencies</b> Yes No	<b>Evidence eg: CV, Duty statement, letter employer Qual, clinical hours log, job description, experience on the job</b>
Undertaken a structured process to reflect on own perspectives on diversity		
Recognised and respected the needs of people from diverse social and cultural backgrounds in at least 3 different situations:		
Selected and used appropriate verbal and non verbal communication		
Recognised situations where misunderstandings may arise from diversity and formed appropriate responses		
<b>HLTAID011 Provide First Aid</b>	<b>Ability to complete tasks, and manage contingencies</b> Yes No	<b>Evidence</b>
Followed DRSABCD in line with ARC guidelines, including:  Performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor  Performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface  Responded appropriately in the event of regurgitation or vomiting		

<p>managed the unconscious breathing casualty</p> <p>Followed single rescue procedure, including the demonstration of a rotation of operators</p> <p>Followed the prompts of an Automated External Defibrillator (AED)</p> <p>Responded to at least two simulated first aid scenarios contextualised to the candidate s workplace/community setting, including:</p> <p>Conducted a visual and verbal assessment of the casualty</p> <p>Demonstrated safe manual handling techniques</p> <p>Post-incident debrief and evaluation</p> <p>Provided an accurate verbal or written report of the incident</p> <p>Applied first aid procedures for the following:</p> <ul style="list-style-type: none"> <li>▪ allergic reaction</li> <li>▪ anaphylaxis</li> <li>▪ bleeding control</li> <li>▪ choking and airway obstruction</li> <li>▪ envenomation, using pressure immobilisation</li> <li>▪ fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation techniques</li> </ul>		
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<ul style="list-style-type: none"> <li>respiratory distress, including asthma and shock</li> </ul>		
<p><b>HLTINF001 Comply with infection prevention and control policies and procedures</b></p>	<p><b>Ability to complete tasks, and manage contingencies</b></p> <p>Yes No</p>	<p><b>Evidence</b></p>
<p>Followed established organisation infection prevention and control procedures on at least 3 separate occasions</p>		
<p>Followed established organisation infection prevention and control procedures at least once for each of the following:</p> <ul style="list-style-type: none"> <li>-hand hygiene and care of hand</li> <li>-use of personal protective equipment</li> <li>-handling of waste</li> <li>-enforcing clean and contaminated zones</li> <li>-limitation of contamination</li> <li>-surface cleaning</li> </ul>		
<p><b>HLTWHS002 Follow Safe work practices for direct client care</b></p>	<p><b>Ability to complete tasks, and manage contingencies</b></p> <p>Yes No</p>	<p><b>Evidence</b></p>

<ul style="list-style-type: none"> <li>-Contributed to a workplace WHS meeting or inspection</li> <li>-Conducted a workplace risk assessment and recorded the results</li> <li>-Consistently applied workplace safety procedures in the day-to-day work activities required by the job role, including:             <ul style="list-style-type: none"> <li>-infection control</li> <li>-hazardous manual tasks</li> <li>-use of personal protective equipment</li> <li>-reporting incidents</li> </ul> </li> <li>followed workplace procedures for at least one simulated emergency situation</li> </ul>		
<p><b>HLTAID014 Provide Advanced First Aid</b></p>	<p><b>Ability to complete tasks, and manage contingencies</b></p> <p style="text-align: center;">Yes    No</p>	<p><b>Evidence</b></p>
<p>Australian Resuscitation Council (ARC) guidelines and workplace procedures:</p> <p>Followed DRSABCD in line with ARC guidelines, including:</p> <p>Performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor</p> <p>Performed at least 2 minutes of uninterrupted single rescuer CPR (5</p>		



<p>cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface performed at least 2 minutes of Bag-valve-mask ventilation and at least 2 minutes of compression during a two rescuer procedure on an adult resuscitation manikin placed on the floor</p> <p>Responded appropriately in the event of regurgitation or vomiting managed the unconscious breathing casualty</p> <p>Followed the prompts of a Automated External Defibrillator (AED)</p> <p>Followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions</p> <p>Responded to at least three simulated first aid scenarios contextualised to the candidate s workplace/community setting, including:</p> <p>Demonstrated safe manual handling techniques</p> <p>Conducted a visual and verbal secondary survey assessment of the casualty</p> <p>Assessed vital signs (respirations, pulse and temperature)</p> <p>Communicated effectively with a first aid team providing direction and coordination of other first aiders</p> <p>post-incident debrief and evaluation</p>		
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<p>provided an accurate verbal and written report of the incident</p> <p>Applied first aid procedures for the following:</p> <p>allergic reaction</p> <p>anaphylaxis</p> <p>bleeding control</p> <p>choking and airway obstruction</p> <p>conducted a basic triage for multiple casualty incident</p> <p>envenomation (using pressure immobilisation)</p> <p>fractures, sprains and strains (using arm slings, roller bandages or other appropriate immobilisation principles)</p> <p>head, neck and spinal injuries (using immobilisation principles)</p> <p>respiratory distress - including asthma</p> <p>seizures - including epilepsy</p> <p>shock</p> <p>located and interpreted workplace policies and procedures</p>		
<p><b>HLTAID015 Provide Advanced Resuscitation and Oxygen Therapy</b></p>	<p><b>Ability to complete tasks, and manage contingencies</b></p> <p>Yes No</p>	<p><b>Evidence</b></p>
<p>Followed DRSABCD in line with ARC guidelines, including:</p> <p>Performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5</p>		

<p>cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor</p> <p>Performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface</p> <p>Performed at least 2 minutes of bag-valve-mask ventilation and at least 2 minutes of compression on an adult resuscitation manikin placed on the floor</p> <p>Responded appropriately in the event of regurgitation or vomiting</p> <p>managed the unconscious breathing casualty</p> <p>Followed the prompts of an Automated External Defibrillator (AED)</p> <p>followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions</p> <p>Conducted a visual and verbal secondary survey assessment of the casualty</p> <p>assessed vital signs (respirations, pulse and temperature)</p> <p>responded to at least three simulated first aid scenarios contextualised to the candidate s workplace/community setting, including:</p> <p>Demonstrated safe manual handling techniques</p>		
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<p>Clearing the airway using a suction device</p> <p>Post-incident debrief and evaluation provided an accurate verbal and written report of the incident</p> <p>Selected and inserted an oropharyngeal airway adjunct administered oxygen to an unconscious/conscious casualty, including:</p> <p>Selected and prepared correct oxygen equipment administered oxygen safely at correct flow rate</p> <p>Monitored and coordinated maintenance of resuscitation equipment</p> <p>dismantling storage disposal cleaning and decontamination checking and diagnosis of faults</p> <p>located and interpreted workplace policies and procedures</p>		
<p><b>HLTAAP001 Recognize Health Body Systems</b></p>	<p><b>Ability to complete tasks, and manage contingencies</b></p> <p>Yes No</p>	<p><b>Evidence</b></p>
<p>Worked effectively with information about the human body and its healthy functioning in at least 3 different situations</p>		

<b>BSBMED301 Interpret and apply medical terminology appropriately</b>	<b>Ability to complete tasks, and manage contingencies</b> Yes No	<b>Evidence</b>
Evidence of the ability to: <ul style="list-style-type: none"> <li>-Interpret and follow written instructions containing medical terminology</li> <li>-Produce documents containing correct medical terminology according to organisational requirements</li> <li>-Use medical terminology correctly in oral communications</li> <li>identify and use appropriate abbreviations for medical terms and associated processes.</li> </ul>		
<b>HLTWHS006 Manage personal stressors in the work environment</b>	<b>Ability to complete tasks, and manage contingencies</b> Yes No	<b>Evidence</b>
<ul style="list-style-type: none"> <li>-Developed, implemented and reviewed 1 personal stress management plan that includes identified sources, triggers and responses to stress</li> <li>-Used strategies from personal stress management plan to manage 2 stressful situations in the workplace involving colleagues and/or clients</li> </ul>		

**Sufficient, current performance evidence has been provided for participant named below to be eligible to attend Certificate II in Medical Service First Response course – Cohort Mining.**

**Student Name:**

**Assessor Name:**

**Signature:**

**Date:**

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