# Qualification template

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| **Qualification code** | HLTXXXXX  |
| **Qualification title** | Certificate XXX in Health Services Assistance |
| **Qualification description** | This qualification reflects the role of a variety of workers who use a range of factual, technical and procedural knowledge to provide assistance to health professional staff for the care of clients. Health services assistance involves the worker in direct client contact under supervision. No licensing, legislative, regulatory or certification requirements apply to this qualification at the time of publication. |
| **Entry requirements** | N/A |
| **Packaging Rules**  | **Total number of units = 15*** 7 core units
* 8 elective units, consisting of:
* at least 6 units from the electives listed below,
* up to 2 units from any endorsed Training Package or accredited course – these units must be relevant to the work outcome.

All electives chosen must contribute to a valid, industry-supported vocational outcome.Any combination of electives that meets the rules above can be selected for the award of the Certificate III in Health Services Assistance. Where appropriate, electives may be packaged to provide a qualification with a specialisation.Packaging for each specialisation:* All Group A electives must be selected for award of the Certificate III in Health Services Assistance (Operating theatre technician)
* All Group B electives must be selected for award of the *Certificate III in Health Services Assistance* *(Assisting in nursing work in acute care), and All* Group C electives must be selected for award of the *Certificate III in Health Services Assistance* *(Maternity Support)* To achieve this qualification with this specialisation, the candidate must have completed at least XX hours of work as detailed in the Assessment Requirements of the unit of competency.
* All Group D electives must be selected for award of the Certificate III in Health Services Assistance (Ward clerk)
* All Group E electives must be selected for award of the Certificate III in Health Services Assistance (Ward assistant)

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| Core units |
| CHCCOM005 | Communicate and work in health or community services |
| CHCDIV001 | Work with diverse people |
| HLTAAP001 | Recognise healthy body systems |
| HLTINF006 | Apply basic principles and practices of infection prevention and control |
| HLTWHS001 | Participate in workplace health and safety |
| BSBMED301 | Interpret and apply medical terminology appropriately |
| BSBPEF301 | Organise personal work priorities |

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| Elective units |
| Group A electives – OPERATING THEATRE TECHNICIAN specialisation  |
| HLTTHE001 | Handle and care for operating theatre equipment |
| HLTTHE002 | Assist with preparation of clients for operative procedures |
| HLTTHE003 | Provide intra-operative equipment and technical support  |
| Group B electives – ASSISTING IN NURSING WORK IN ACUTE CARE specialisation |
| CHCCCS002 | Assist with movement |
| CHCCCS020 | Respond effectively to behaviours of concern |
| CHCCCS026 | Transport individuals |
| HLTAIN001 | Assist with nursing care in an acute care environment |
| HLTAIN002 | Provide non-client contact support in an acute care environment |
| Group C electives – Maternity Support specialisation |
| CHCCCS002 | Assist with movement |
| HLTXXX | Support health and wellbeing in pregnancy |
| HLTXXX | Support health and wellbeing in the postnatal period |
| HLTAIN001 | Assist with nursing care in an acute care environment |
| HLTAIN002 | Provide non-client contact support in an acute care environment |
| Group D electives – Ward Clerk specialisation |
| BSBINS201 | Process and maintain workplace information |
| BSBMED302 | Prepare and process medical accounts |
| BSBMED303 | Maintain patient records |
| BSBTEC201 | Use business software applications |
| HLTADM011 | Manage health billing and accounting system |
| Group E electives – Ward Assistant specialisation |
| CHCCCS002 | Assist with movement |
| CHCCCS020 | Respond effectively to behaviours of concern |
| CHCCCS026 | Transport individuals |
| BSBMED303 | Maintain patient records |
| HLTADM010 | Facilitate a coordinated approach to client care |

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| Other electives |
| CHCCCS038 | Facilitate the empowerment of older people |
| CHCAGE011 | Provide support to people living with dementia |
| CHCAOD001 | Work in an alcohol and other drugs context |
| CHCAOD002 | Work with clients who are intoxicated |
| CHCCCS009 | Facilitate responsible behaviour |
| CHCCCS010 | Maintain a high standard of service |
| CHCCCS012 | Prepare and maintain beds |
| CHCCCS031 | Provide individualised support  |
| CHCCCS038 | Facilitate the empowerment of people with disability |
| CHCDIV002 | Promote Aboriginal and/or Torres Strait Islander cultural safety  |
| CHCMHS001 | Work with people with mental health issues |
| CHCPRP005 | Engage with health professionals and the health system |
| CHCSET003 | Work with forced migrants |
| CHCSOH013 | Work with people experiencing or at risk of homelessness |
| HLTAHA045 | Assist with the management of medical imaging clients |
| HLTAHA046 | Support the medical imaging professional |
| HLTAID009 | Provide cardiopulmonary resuscitation |
| HLTAID010 | Provide basic emergency life support |
| HLTAID011 | Provide first aid |
| HLTOUT007 | Transport non-emergency patients under operational conditions |
| HLTFSE001 | Follow basic food safety practices |
| HLTFSE002 | Provide ward or unit based food preparation and distribution services |
| HLTFSE003 | Perform kitchenware washing |
| HLTFSE004 | Serve cafeteria customers |
| HLTFSE005 | Apply and monitor food safety requirements |
| HLTFSE006 | Prepare foods suitable for a range of client groups |
| HLTFSE007 | Oversee the day-to-day implementation of food safety in the workplace |
| HLTFSE008 | Conduct internal food safety audits |
| HLTFSE009 | Apply cook-freeze and reheating processes |
| HLTHSS009  | Perform general cleaning tasks in a clinical setting |
| HLTHSS010  | Handle and move equipment, goods and mail |
| HLTHSS012  | Handle medical gases safely |
| HLTOHC004 | Provide or assist with oral hygiene |
| HLTSTE001 | Clean and disinfect reusable medical devices |
| SITXFSA007 | Transport and store food |
| SITXFSA006 | Participate in safe food handling practices |
| BSBXTW301 | Work in a team |
| BSBSTR401 | Promote innovation in a team environment |
| CPPCLO4022 | Organise and monitor cleaning operations  |

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| **Qualification mapping information** | *No equivalent qualification.* |
| **Links** | <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |