HLTAMB010 Manage and coordinate resources for emergency operations

Release: 1

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Modification History

Release	Comments
Release 1	This version was released in *HLT Health Training Package release 3.0* and meets the requirements of the 2012 Standards for Training Packages. Minimal changes to the elements and performance criteria. New evidence requirements for assessment including volume and frequency requirements. Removal of pre-requisites Supersedes HLTAMBMA601D

Application

This unit of competency describes the skills and knowledge to manage, monitor and coordinate emergency service operations and resources controlling the use of emergency resources.

This unit applies to pre-hospital/out-of-hospital health care workers.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Elements define the essential outcomes	Performance criteria describe the performance needed to demonstrate achievement of the element.
1. Maintain operations to meet quality standards	1.1 Ensure supplies necessary for operations are available and meet organisation requirements
	1.2 Ensure operations within the area of responsibility meet service delivery specifications
	1.3 Provide accurate information and advice to staff, members of the public and related organisations in line with organisation policy and within the own area of responsibility
	1.4 Communicate operational information to the appropriate people in a manner and at a level and pace to

ELEMENT	PERFORMANCE CRITERIA
	promote understanding
	1.5 Ensure systems to monitor quality, time and cost specifications for service provided are fully and correctly implemented and maintained
	1.6 Recognise factors that may disrupt operations and take appropriate action to minimise their effects
	1.7 Maintain complete and accurate records of operations in own area of responsibility in accordance with established clinical guidelines and protocols
	1.8 Promptly communicate recommendations for improving efficiency of operations and quality of service to the appropriate people
	1.9 Ensure the scene is secure for emergency personnel in consultation with the incident controller for emergency operations
2. Create and maintain conditions conducive to productive work and quality service	2.1 Ensure the work environment is as conducive to work activity as possible
	2.2 Establish and maintain a sufficient supply of resources to meet community needs
	2.3 Ensure staff working conditions and use of resources satisfy current legislation and organisation guidelines
	2.4 Ensure frequency of maintenance and the use of equipment conform to established clinical guidelines/protocols
	2.5 Where resources do not meet requirements, refer the matter to appropriate person
	2.6 Promptly report workplace accidents and incidents to appropriate person and record as required
	2.7 Promptly refer recommendations for improving conditions to appropriate person
	2.8 Ensure all necessary records are complete, accurate and legible and available to authorised person when required
	2.9 Review records to ensure completeness and accuracy in accordance with organisation policy and procedures
3. Monitor and control use of	3.1 Maintain expenditure within agreed budgets, ensuring

ELEMENT	PERFORMANCE CRITERIA
resources	it conforms to organisation procedures and does not compromise future spending requirements
	3.2 Clearly explain the contribution each team member can make to control of resources
	3.3 Ensure records of expenditure are complete, accurate and legible
	3.4 Ensure prompt corrective action is taken in response to actual or potential significant deviations from plans
	3.5 Promptly refer requests for expenditure outside own responsibility to the appropriate person

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential *to performance.*

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No Equivalent Unit

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705