



Australian Government

Department of Education, Employment and Workplace Relations

HLT32512 Certificate III in Health Services Assistance

Release: 1

HLT32512 Certificate III in Health Services Assistance

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLT32507 Certificate III in Health Services Assistance	HLT32507 Certificate III in Health Services Assistance	ISC upgrade HLTWHS200A Participate in WHS processes changed from OHS to WHS in the core units

Description

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 elective groups for specific work functions in operating theatre support and assisting in nursing work in acute care. In addition the qualification supports multiskilling requirements of smaller and rural/remote work settings.

This qualification is suited to Australian Apprenticeship pathways.

Occupational titles may include:

- Assistant in nursing
- Nursing assistant
- Nursing support worker
- Patient service attendant
- Patient support assistant
- Patient care assistant
- Orderly
- Operating theatre technician
- Theatre support
- Ward assistant
- Wardsperson
- Ward support

Pathways Information

Not Applicable

Licensing/Regulatory Information

Not Applicable

Entry Requirements

Not Applicable

Employability Skills Summary

Refer to the Topic: Introduction to the Employability Skills Qualification Summaries

Packaging Rules

PACKAGING RULES

15 units of competency are required for award of this qualification, including:

- 6 core 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 may be selected from:

- Group A electives which are required for operating theatre technician work
- Group B electives which are recommended for assisting in nursing work in acute care
- Group C electives which are required for a more 'generic' qualification to address all other relevant work functions
- Group D electives which are recommended for culturally aware and respectful practice
- Other relevant electives listed below
- Units of competency to address workplace requirements and packaged at the level of this qualification or higher in Health and/or Community Services Training Packages

continued ...

PACKAGING RULES (contd)

Elective units may be selected from:

- Where appropriate, to address workplace requirements, up to 3 units of competency packaged at the level of this qualification or higher in other relevant Training Packages or accredited courses where the details of those courses are available on the TG or other public listing

Core units

BSBFLM303C	Contribute to effective workplace relationships
BSBMED301B	Interpret and apply medical terminology appropriately
HLTAP301B	Recognise healthy body systems in a health care context
HLTHIR301C	Communicate and work effectively in health
HLTIN301C	Comply with infection control policies and procedures
HLTWHS200A	Participate in WHS processes

Relevant electives

HLT32507 Certificate III in Health Services Assistance enables workplaces to select a range of electives that reflect the functions of workers (occupational titles may vary from workplace to workplace). In addition to the core units listed above, there are certain requirements and recommendations applying to the selection of electives.

Group A electives - required for operating theatre technician work

The following four units of competency are **required** for operating theatre technician work:

HLTTH301D Provide theatre support services

HLTTH302D Provide equipment support in an acute care environment

HLTTH303D Identify and move to maintain a sterile field

(Note pre-requ: HLTIN301C)

HLTTH405D Assist with preparation of clients for operative procedures

(Note pre-requ: HLTAP401B)

Group B electives - recommended for assisting in nursing work in acute care

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

HLTCSD305D Assist with client movement

HLTCSD306D Respond effectively to behaviours of concern

HLTCSD208D Transport clients

HLTAIN301C Assist nursing team in an acute care environment

(Note pre-requs: HLTAP301B, HLTFA311A)

HLTAIN302C Provide support in an acute care environment

HLTCSD201D Maintain high standard of client service

Where one of these specified elective groups is achieved, this is to be clearly articulated on the transcript (certification) as:

"This qualification includes Group A electives required for operating theatre technician work" or

"This qualification includes Group B electives recommended for assisting in nursing work in acute care"

Group C electives - required for a more 'generic' qualification to address other relevant work functions

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

HLTCSD201D Maintain high standard of client service

HLTCSD304D Support the care of clients

HLTCSD305D Assist with client movement

HLTCSD208D Transport clients

The importance of culturally aware and respectful practice

All workers undertaking work in health need foundation knowledge to inform their work with Aboriginal and/or Torres Strait Islander clients and co-workers and with clients and co-workers from culturally and linguistically diverse backgrounds. This foundation must be provided and assessed as part of a holistic approach to delivery and assessment of this qualification. Specific guidelines for assessment of this aspect of competency are provided in the Assessment Guidelines for the Health Training Package.

Group D electives - recommended for culturally aware and respectful practice

Where work involves a specific focus on Aboriginal and/or Torres Strait Islander and/or culturally diverse clients or communities, one or both of the following electives is recommended:

HLTHIR403C Work effectively with culturally diverse clients and co-workers

HLTHIR404D Work effectively with Aboriginal and/or Torres Strait Islander people

Other relevant electives

In addition to the core units and elective groups listed above, other elective units of competency are to be selected in line with the Packaging Rules.

Please note that:

- Below is a sample of units of competency 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 units of competency are essential to address specific workplace needs.

Work relationships

BSBFLM312C Contribute to team effectiveness

BSBINN301A Promote innovation in a team environment

BSBWOR301B Organise personal work priorities and development

CHCCS401C Facilitate responsible behaviour

HLTAMBFC301D Communicate with clients and colleagues to support health care

HLTCSD306D Respond effectively to behaviours of concern

Client care

CHCAOD402B Work effectively in the alcohol and other drugs sector

CHCAOD406D Work with clients who are intoxicated

CHCMH301B Work effectively in mental health

or

CHCMH411A Work with people with mental health issues

CHCOHC303A Use basic oral health screening tools

HLTCOM406C Make referrals to other health care professionals when appropriate

HLTCSD201D Maintain high standard of client service

HLTCSD203D Prepare and maintain beds

HLTCSD302D Assist with lifestyle and social support needs

HLTCSD304D Support the care of clients

HLTCSD305D Assist with client movement

HLTCSD307D Care for the home environment of clients

Transport

HLTAMBT301B Transport non-emergency clients under operational conditions

HLTCSD208D Transport clients

Operating theatre support

HLTSTE301D Clean reusable medical equipment (Note pre-requ: HLTIN301C)

HLTTH301D Provide theatre support services

HLTTH302D Provide equipment support in an acute care environment

HLTTH303D Identify and move to maintain a sterile field

(Note pre-requ: HLTIN301C)

Medical imaging assistance

HLTMI301B Contribute to client flow and client information management in medical imaging

HLTMI302B Support the medical imaging professional

Mortuary practice

HLTMT303D Maintain a mortuary service

HLTMT304D Assist with autopsy

HLTMT305D Maintain and record tissue sample collection

HLTMT310D Collect, preserve and store post mortem samples

HLTSTE301D Clean reusable medical equipment (Note pre-requ: HLTIN301C)

Miscellaneous support

HLTMS204D Handle and move equipment, goods, mail and furniture

HLTMS207D Handle medical gases safely

HLTMS208D Handle waste in a health care environment

PRMCL22B Organise and monitor cleaning operations

First aid

HLTCPR211A Perform CPR

HLTFA211A Provide basic emergency life support

HLTFA311A Apply first aid