



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **CHCAC410B Collect technical data to support client health care plan**

**Release: 1**

## CHCAC410B Collect technical data to support client health care plan

### Modification History

CHC08 Version 3	CHC08 Version 4	Comments
CHCAC410A Collect technical data to support client health care plan	CHCAC410B Collect technical data to support client health care plan	ISC upgrade changes to remove referenc OHS legislation and replace with referenc new WHS legislation. No change to co outcome.

### Unit Descriptor

#### Descriptor

This unit of competency describes the skills and knowledge required to collect information to support a client's health care plan using basic technical skills under *delegation* and *supervision* of a health professional

### Application of the Unit

#### Application

The worker operates within the scope of their defined roles and responsibilities and under supervision of a health professional  
Competency requires an awareness of and practice consistent with health legislative requirements and codes of practice and enterprise safe workplace practices  
The unit must be applied strictly in accordance with relevant state/territory legislation and industry *guidelines*  
For training and assessment pathways, experience in workplace application of the skills and knowledge identified in this unit of competency should be provided as required to support health professionals

### Licensing/Regulatory Information

Not Applicable

## Pre-Requisites

### Pre-requisite

This unit must be assessed after achievement of:

- HLTAP301B Recognise healthy body systems in a health care setting

## Employability Skills Information

### Employability Skills

This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

1. Prepare to collect technical data according to individualised plan

- 1.1 Apply understanding of organisation's policies, protocols and procedures in relation to the individualised planning process
- 1.2 Check and confirm details of the client's individualised plan in relation to the technical data to be collected
- 1.3 Obtain and confirm understanding of *instructions* from delegating *health professional* about collection of required technical data
- 1.4 Prepare and check safety and efficiency of equipment and materials required to collect technical data
- 1.5 Clarify and confirm own role in implementing individualised plan and seek appropriate support for any aspects outside scope of own knowledge/skills or job role

**ELEMENT****PERFORMANCE CRITERIA**

2. Undertake and monitor technical *data collection* according to individualised plan
  - 2.1 Discuss with the client the technical *data collection* to be undertaken and ascertain their readiness to proceed
  - 2.2 Use relevant equipment efficiently and in accordance with specified safety and operating instructions
  - 2.3 Undertake specific technical *data collection* according to the individualised plan and instructions from delegating *health professional*, with consideration for client's preferences
  - 2.4 Maintain interaction with client and ensure support is provided to promote the client's participation and independence
  - 2.5 Ensure support provided promotes client safety, involvement and confidence and adheres to their cultural and spiritual beliefs and preference
  - 2.6 Provide ongoing constructive feedback to client about their involvement in the collection processes
  - 2.7 Seek immediate support from *delegating health professional* if client becomes distressed, is in pain and/or communicates their desire to stop
  - 2.8 Monitor client response in line with *delegation by supervising health professional* and seek immediate support if client shows any adverse response
  
3. Comply with organisation's procedures for handling the range of contingencies which may arise
  - 3.1 Notify *delegating health professional* of any difficulty with *data collection* according to organisation procedures and protocols
  - 3.2 Identify and address any inconsistencies observed during *data collection* processes in line with *delegation by supervising health professional*
  - 3.3 Document all inconsistencies in line with *delegation by supervising health professional*
  
4. Clean and store materials and equipment
  - 4.1 Clean and store any equipment according to manufacturer's requirements, infection control requirements and organisation protocols
  - 4.2 Report equipment faults to appropriate person
  
5. Document client information
  - 5.1 Use accepted protocols to record data and document information relating to collection processes in

**ELEMENT****PERFORMANCE CRITERIA**

line with organisation requirements

5.2 Provide prompt feedback to the client's care team in line with *delegation by supervising health professional*

5.3 Use appropriate terminology to document any identified problems related to the *data collection* processes

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

#### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

These include:

- Codes of practice for delegated work
- Legal and organisation requirements on equity, diversity, discrimination, rights, confidentiality and sharing information when providing technical support to clients
- Specific health issues associated with delegated work, including:
  - chronic health problems
  - acute health problems with older people
  - acute health problems relevant to specific disabilities
- Confidentiality and privacy requirements
- Pain management principles
- Infection control principles
- Knowledge of anatomy and physiology to underpin delegated work
- A range of data collection processes (as listed in the Range Statement)
- Legal frameworks/requirements associated with delegated work
- Work health and safety (WHS) policies and procedures that relate to delegated data collection processes
- Infection control policies and procedures that relate to delegated data collection processes
- Delegation, supervisory and reporting protocols of the organisation

#### *Essential skills:*

It is critical that the candidate demonstrate the ability to:

- Read and accurately interpret delegated responsibilities from the health care plan or other written instructions
- Ensure all work is in accordance with supervising health professional's instructions
- Follow instructions for delegated data collection processes
- Observe and record changes in the client's condition during and after delegated data collection processes and report to delegating/supervising health professional
- Identify requirements outside scope of role, responsibility, knowledge and skill

## REQUIRED SKILLS AND KNOWLEDGE

- Communicate effectively with clients, supervisors and co-workers
- Work within a multi-disciplinary team
- Establish priorities, manage time effectively and demonstrate well-developed personal organisation skills

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

*Critical aspects for assessment and evidence required to demonstrate this unit of competency:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Observation of workplace performance is essential for assessment of this unit
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible

## EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in community services should be aware of access, equity and human rights issues in relation to their own area of work
  - All workers should develop their ability to work in a culturally diverse environment
  - In recognition of particular issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on Aboriginal and Torres Strait Islander people
  - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on Aboriginal and/or Torres Strait Islander clients and communities
- Context of and specific resources for assessment:*
- Assessment must be completed in the workplace and reflect specific delegation by supervising health professional
  - Resources essential for assessment include:
    - equipment and materials for undertaking data collection
    - infection control procedures
    - workplace health and safety guidelines
    - relevant organisation and legislative guidelines, standards and procedures
- Method of assessment:*
- In cases where the learner does not have the opportunity to cover all relevant aspects in the work environment, the remainder should be assessed through realistic simulations, projects, previous relevant experience or oral questioning on 'What if?' scenarios
  - Assessment of this unit of competence will usually include observation of processes and procedures, oral and/or written questioning on Essential knowledge and skills and consideration of required attitudes
  - Where performance is not directly observed and/or is required to be demonstrated over a 'period of time' and/or in a 'number of locations', any evidence should be authenticated by colleagues, supervisors, clients or other appropriate persons



## Range Statement

### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

*Delegation by supervising health professional refers to:*

- Conferring of authority to provide specific health technical support to a worker who has been determined as competent and appropriate for the task by the delegating health professional
- Delegation is within the context of a health care plan or other written instruction
- Where delegation is provided verbally it must be confirmed as soon as practicable according to organisation procedures in writing and incorporated in the care plan
- The authority is specific to an individual client within a specific care context and is not transferable
- Delegation instructions must include:
  - specific instruction relating to the data collection requirements for particular client
  - any other relevant instructions or information, especially information specific to the client

## RANGE STATEMENT

*Supervision refers to:*

- Instructing, advising, and monitoring another person in order to ensure safe and effective performance in carrying out the duties of their position
- Supervision may be conducted by various means including:
  - in person
  - through use of electronic communications media such as telephone or video conferencing, where necessary
- Frequency of supervision will be determined by factors such as:
  - the task maturity of the person being supervised
  - the need to review and assess client conditions and progress in order to establish or alter treatment plans
- The need to correct and develop non-clinical aspects such as time management, organisation requirements, communication skills, and other factors supporting the provision of health care and working within a team

*Health professional may include:*

- Registered nurse
- General practitioner
- Community nurse
- Allied health professional (relevant to allied health aspects of client health care plan)

## RANGE STATEMENT

*Data collection processes may include:*

Data collection processes delegated by a health professional, and in which the worker has had training specific to the needs of each client, including:

- Taking and recording a temperature
- Taking and recording a pulse rate
- Taking and recording a respiratory rate
- Taking and recording blood pressure
- Taking and recording a blood sugar level
- Measuring and recording weight
- Collecting a urine, sputum or faecal specimen
- Monitoring and recognising changes in cognitive ability
- Urinalysis
- Monitoring pain and sleep

*Document all inconsistencies may include:*

- Incident reports
- Medical charts
- Progress notes
- Health care plans

*Environment may include:*

- Home
- Hospital
- Mental health services
- Other community setting
- Palliative care units
- Rehabilitation setting
- Residential settings

*Checks include:*

- Checking client details
- Checking the chart
- Checking for authorisation
- Checking the health plan

*Relevant guidelines may include:*

- Organisation policies and procedures
- WHS policies and procedures
- Manufacturer specifications

## **Unit Sector(s)**

Not Applicable