



Australian Government

HLTDEF003 Perform the duties of a scribe during casualty resuscitation

Release: 1

HLTDEF003 Perform the duties of a scribe during casualty resuscitation

Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence.

Application

This unit describes the skills and knowledge required to accurately obtain and document casualty information from various sources during a resuscitation.

This unit applies to Australian Defence Force (ADF) personnel working as part of a resuscitation team in an operational context.

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. Prepare for the role of scribe

1.1 Prepare resuscitation documentation prior to arrival of casualty

1.2 Prepare resuscitation area to receive the casualty in accordance with preliminary clinical data obtained and direction from resuscitation team leader

1.3 Prepare own personal protective equipment in accordance with organisation policies and procedures

1.4 Follow guidance from team leader and resuscitation team members in accordance with prescribed role

ELEMENT**PERFORMANCE CRITERIA**

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element

2. Participate as a scribe in the resuscitation

- 2.1 Follow personal hygiene and infection control procedures
- 2.2 Ascertain casualty identity and history and record accurately
- 2.3 Record treatment information and casualty's response to treatment
- 2.4 Maintain chronological record of events and procedures of the resuscitation
- 2.5 Communicate relevant treatment information to other team members to aid in the continuity of care of the casualty

3. Perform post resuscitation duties

- 3.1 Accurately complete all relevant documentation
- 3.2 Provide documentation to team leader for authorisation
- 3.3 Organise ongoing casualty transfer in accordance with procedures
- 3.4 Refurbish resuscitation area in preparation for the next resuscitation
- 3.5 Participate in post event team debrief as applicable

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>

Assessment Requirements for HLTDEF003 Perform the duties of a scribe during casualty resuscitation

Modification History

Release	Comments
Release 1	This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages. Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence.

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- completed the following tasks at least 3 times in line with governing regulations, trauma codes of practice and workplace procedures:
 - interpreted clinical data from multiple resources and accurately recorded details chronologically within emergency time constraints
 - recorded the following clinical information in a legible and clear manner:
 - medication
 - observations
 - assessment outcomes
 - interventions
 - referrals
 - pathology specimens
 - consumables (i.e. traceable with serial numbers)
 - operated/interpreted the following basic resuscitation equipment:
 - vital signs monitoring
 - intra-venous lines and fluids
 - monitors
- used effective communication and teamwork skills:
 - active listening
 - questioning

- feedback
- information sharing
- completed basic arithmetic calculations and recorded numbers

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal, ethical and military requirements for scribe work:
 - codes of practice
 - duty of care
 - infection prevention and control
 - informed consent
 - mandatory reporting
 - privacy, confidentiality and disclosure
 - records management and documentation
 - rights and responsibilities of workers, employers and clients
 - specific information sources that inform work practice:
 - *Primary clinical care manual* (PCCM)
 - organisation/unit standard operating procedures
 - current operational mandate
 - work role boundaries – responsibilities and limitations
 - work health and safety
- documentation used for casualty resuscitation purposes, including associated pathology requirements
- personal protective equipment requirements
- standard resuscitation equipment schedules and operation
- clinical monitoring requirements for resuscitation
- documentation processes relevant to receiving and resuscitating a casualty
- medical terminology
- basic anatomy and physiology of all body systems
- general resuscitation protocols provided by Australian Resuscitation Council (ARC)
- general pathology and investigative requirements pertaining to standard resuscitation processes
- inter-departmental transfer requirements
- role of other resuscitation team members and support services
- storage and security requirement for personal effects (including weapons, explosives and pyrotechnics)

Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions. The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - a resuscitation bay mimicking the work environment
 - casualties (high fidelity simulation, resuscitation mannequins and/or actors)
 - documentation used within the resuscitative environment
 - pathology samples/containers requiring labelling
- modelling of industry operating conditions, including:
 - a minimum of 3 people in the resuscitation team
 - a minimum of 1-2 other personnel supporting the resuscitation

Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors. In addition, assessors must have at least 3 years' experience as a health professional in a resuscitative/emergency department setting.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>