



Australian Government

Department of Education, Employment and Workplace Relations

HLTDEFHC407C Perform basic clinical procedures

Release: 1

HLTDEFHC407C Perform basic clinical procedures

Modification History

HLT07 Version 4.0	HLT07 Version 5.0	Comments
HLTDEFHC407B Perform basic clinical procedures	HLTDEFHC407C Perform basic clinical procedures	Unit updated in V5 - updated references to old OHS legislation with new WHS legislation.

Unit Descriptor

Descriptor

This unit covers the competency required to perform basic clinical procedure for a client as part of a treatment plan or as part of a health promotion program

Application of the Unit

Application

This unit of competency is applicable to Australian Defence Force (ADF) Health Care Providers

Clinical procedures that are outside the health care provider's scope of practice are covered by:

- HLTDEFHC402B Assist with clinical procedures

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

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 for clinical procedure | 1.1 Assess <i>environment</i> for suitability to conduct a clinical procedure |
| | 1.2 Establish sterile field in accordance with aseptic principles and infection control if required |
| | 1.3 Select and assemble <i>equipment, consumables</i> and documentation in accordance with health care practitioner's instructions/preferences, organisation policy, procedures and manufacturer's specifications |
| | 1.4 Arrange <i>equipment</i> in order of use |
| | 1.5 Ensure emergency equipment and procedures are in place and ready for use |
| | 1.6 Use personal protective equipment as required |

ELEMENT**PERFORMANCE CRITERIA****2. Prepare client for clinical procedure**

- 2.1 Explain clinical procedure clearly and simply to the client to clarify its purpose and process
- 2.2 Give client the opportunity to ask questions and discuss concerns
- 2.3 Gain informed consent from client in accordance with *clinical guidelines, organisation policies and procedures*
- 2.4 Assure and maintain *confidentiality of client information*
- 2.5 Prepare client in accordance with health care practitioner's instructions, organisation policies and procedures

3. Perform clinical procedure

- 3.1 Follow *personal hygiene and infection control procedures* to reduce risk of infection in accordance with organisation policy, procedures and manufacturer's specifications
- 3.2 Use *equipment and consumables* safely and in accordance with the needs of the procedure and the maintenance of sterility
- 3.3 Conduct *clinical procedures* in accordance with *clinical guidelines, organisation policies and procedures*
- 3.4 Ensure personal movement around a sterile field conforms with aseptic principles to avoid contamination of the sterile field
- 3.5 Rectify any contamination of sterile field
- 3.6 Realise unsuccessful procedures and refer and or seek assistance
- 3.7 Monitor client for complications during the procedure
- 3.8 Respond to emergency situations in accordance with health care practitioner's instructions, organisation policies and procedures

ELEMENT**PERFORMANCE CRITERIA****4. Conclude clinical procedure**

- 4.1 Explain outcomes of clinical procedure clearly and simply to the client
- 4.2 Record outcomes in a way that can be interpreted readily by others and according to clinic guidelines, organisation policies and procedures
- 4.3 Clean and/or dispose of *equipment* and *consumables* in accordance with manufacturers' requirements and infection control policy
- 4.4 Store *equipment* and *consumables* in accordance with organisation policy and procedures
- 4.5 Make arrangements for client review and document according to *clinical guidelines, organisation policies and procedures*

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

This includes knowledge of:

- Factors affecting clinical procedure
- Performing clinical procedures
- Procedure manuals
- Relevant clinical procedure
- Relevant abbreviations and symbols
- Relevant anatomy and physiology to enable procedure performance to be accurate and of minimum risk to clients
- Pathophysiology and disease processes
- Principles of wound care
- Requirements for accurate performing of clinical procedures

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Accurately record information
- Communicate effectively with client regarding the procedures and the outcomes of the procedures
- Interpret and understand the significance of findings
- Know own limitations in clinical procedures sufficient to safeguard the client
- Perform basic clinical procedures within own scope of practice and limits of authority and to make referral as required

In addition, the candidate must be able 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

REQUIRED SKILLS AND KNOWLEDGE

This includes the ability to:

- Ask questions
- Interpret data and record client results
- Listen to and comprehend workplace instructions, and clarify workplace instructions when necessary
- Operate equipment correctly and in accordance with manufacturers' specifications
- Perform accurate clinical procedures
- Plan daily work routine
- Provide clear information
- Read and document clinical information
- Record information relevant to the procedure
- Relate to a range of people from a range of cultural, linguistic, social and ethnic backgrounds, and a range of physical and intellectual abilities
- Solve problems
- Use available resources
- Work with others and display empathy with client and carers

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 competency unit:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Consistency of performance should be demonstrated over the required range of situations relevant to the work
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the work context, the assessment environment should represent work conditions as closely as possible
- Assessment must be conducted on the following clinical procedures on at least three occasions:

EVIDENCE GUIDE

- establishing intravenous infusion access
- performing basic sterile wound dressing
- performing eye irrigation
- removing wound sutures or staples

Resource implications:

- Assessment requires access to:
 - client requiring a clinical procedure
 - appropriate equipment to conduct the clinical procedure
 - relevant organisation policies, guidelines, procedures and protocols
 - relevant professional bodies' policies and guidelines on the performance of clinical procedures
 - manufacturers' specifications for the use and storage of equipment

Consistency in performance:

- Competency should be demonstrated over time with a range of clinical assessments that could be expected in the workplace

Context of assessment:

- Competency should be assessed in the workplace or in a simulated workplace. Procedure involving establishing intravenous infusion access is to be assessed on a human subject

EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity 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 health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of 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 health of Aboriginal and/or Torres Strait Islander clients and communities
- Related units:*
- This unit may be assessed independently, but holistic assessment with other clinical units is encouraged

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.

RANGE STATEMENT

- Clinical procedures may include:*
- Establishing intravenous infusion access
 - Performing basic sterile wound dressing and bindings
 - Performing eye irrigation
 - Removing wound sutures and staples
 - Shortening and removing wound drains
 - Apply and remove plaster casting (short arm/short leg)
 - Apply preventative sports strapping (ankle/thumbs/fingers)

- Environment is assessed may include:*
- Adequate lighting
 - Health care practitioner's specified needs
 - Suitable climate
 - Suitable client privacy

- Equipment may include:*
- Axillary crutches/forearm crutches
 - Plaster oscillating saws
 - Plaster spreaders
 - Plaster shears
 - Bowl and clinical containers
 - Dressing instruments
 - Dressing trolley
 - Examination bed
 - Pen light torch
 - Surgical lighting

RANGE STATEMENT

Consumables may include:

- Alcohol cleansing wipes
- Bandages and dressing application aids
- Cotton buds
- Disposable gloves
- Examination gowns
- Goggles/protective eyewear
- Half-sheet for draping
- Hazard bags for infection control
- Instrument cleaning supplies
- Irrigation solution
- Ophthalmic irrigation solution
- Pre-packed commercial dressing packs
- Sharps containers
- Sterile gauze
- Stitch cutter/staple remover
- Wound dressings

Confidentiality of client information may be ensured by:

- Adherence to Privacy Act
- Information disclosed to an appropriate person consistent with the responsibility of this position
- Legal and ethical requirements
- Secure location for written records
- Treatment room with privacy

Personal hygiene and infection control procedures may include:

- Australian and state standards and legislation
- Industry standards
- Organisation procedures
- Standard precautions such as hand washing procedures
- Direct instructions from supervisor

Clinical guidelines, organisation policies and procedures may include:

- Clinical standards (state and national)
- Industry professional bodies
- Industry standards (state and national)
- Organisation
- Privacy Act
- Relevant state/territory WHS bodies

RANGE STATEMENT

- Preparing the client may include:*
- Correctly positioning
 - Performing surgical cleanse of the area
 - Performing a surgical prep
 - Removing clothing
 - Removing dressings and bindings

Unit Sector(s)

Not Applicable