



Australian Government

Department of Education, Employment and Workplace Relations

PMAOHS420B Develop First Aid procedures and manage resources

Revision Number: 1

PMAOHS420B Develop First Aid procedures and manage resources

Modification History

Not applicable.

Unit Descriptor

Unit descriptor	This competency unit encompasses the management of procedure development and the implementation of effective systems for human and physical resources to ensure that First Aid can be effectively and efficiently provided in the workplace.
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Application of the Unit

Application of the unit	
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Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Prerequisite units		
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Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Develop effective organizational systems	1.1. Coordinate participative processes to identify and agree on outcomes 1.2. Initiate processes to plan, implement and control systems to achieve identified outcomes 1.3. Implement/develop policies and procedures consistent with procedures 1.4. Develop and maintain processes for effective conduct of First Aid responsibilities 1.5. Distribute changes in policy and procedures to relevant personnel using appropriate communication channels 1.6. Undertake review of procedures/policy, and report recommendations as required.
2. Implement effective First Aid training and practice.	2.1. Maintain links with First Aid bodies and professionals and clinical organisations/bodies 2.2. Maintain currency of First Aid and personal qualifications in accordance with industry and organisational requirements 2.3. Review and validate risks against procedures 2.4. Coordinate, plan, implement and evaluate additional training in a timely manner to meet the needs of individuals and the work site 2.5. Ensure practices are consistent with current standards and policies 2.6. Coordinate planning for response to major incidents and make known to the work group in readiness for implementation.
3. Maintain up-to-date professional development of knowledge and skills.	3.1. Undertake self education process in accordance with workplace principles and opportunities 3.2. Access links with various professional First Aid bodies and organisations to maintain currency in the field 3.3. Access and communicate promptly relevant information to work group, and maintain certification in accordance with workplace procedures and legislation.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Required skills

- oral and written communication skills.

Required knowledge

Knowledge and understanding of policy development and systems for human and physical resources sufficient to ensure that First Aid can be effectively and efficiently provided in the workplace. These include:

- national training agenda
- use of referral network
- legal requirements
- duty of care
- State and Territory regulations relating to currency of skills and knowledge.

Knowledge of training and assessment processes and methods.

First Aid principles and practices.

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 the Training Package.

Overview of assessment	Assessment of this unit should include demonstrated competence on actual plant and equipment in a work environment. The unit will be assessed in as holistic a manner as is practical and may be integrated with the assessment of other relevant units of competency. Assessment will occur over a range of situations that will include disruptions to normal, smooth operation. Where applicable, assessment should replicate workplace conditions as far as possible. Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	Competence may be demonstrated working individually, under supervision or as part of a First Aid team.
Context of and specific resources for assessment	Assessment will require access to an operating plant over an extended period of time, or a suitable method of gathering evidence of operating ability over a range of situations. A bank of scenarios/case studies/what-ifs will be required as will a bank of questions which will be used to probe the reasoning behind the observable actions.
Method of assessment	Competence may be assessed in conjunction with other industry units of competency dealing with things such as: • workplace safety • workplace training • manufacturing practice/competitive manufacturing
Guidance information for assessment	Assessment processes and techniques must be culturally appropriate and appropriate to the oracy, language and literacy capacity of the assessee and the work being performed.

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. Bold italicised wording, if used in the Performance Criteria, is detailed below. 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.

Codes of practice/ standards	Where reference is made to industry codes of practice, and/or Australian/international standards, the latest version must be used.
Systems	Systems may include: • ordering, eg magazines, books • skills updating, eg attending conferences/workshops, reading publications • networking • communication • technological • training and assessment.
Accessing relevant information	Access relevant information may include: • meetings • seminars • log books (personal development) • conferences • alignment with professional First Aid bodies.
First Aid Bodies and Clinical Organisations	First Aid bodies and professional and clinical organisations/bodies could include: • Australian Resuscitation Council (ARC) • International Liaison Committee on Resuscitation (ILCOR) • support groups • registered providers/authorities.
Procedures	Procedures may be from organisations such as: • Australian Resuscitation Council (ARC) • National Health and Medical Research Council • Australian standards • company Standard Operating Procedures (SOPs) • risk management standards • legislation and regulation.
Education	Self education processes may include:

RANGE STATEMENT	
	• attendance at relevant seminars and conferences • maintenance of professional library • membership of other First Aid bodies • formal training • supervised or unsupervised practice to maintain currency of competence.
Health, safety and environment (HSE)	All operations to which this unit applies are subject to stringent health, safety and environment requirements, which may be imposed through State or Federal legislation, and these must not be compromised at any time. Where there is an apparent conflict between Performance Criteria and HSE requirements, the HSE requirements take precedence.

Unit Sector(s)

Unit sector	HSE
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Competency field

Competency field	
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Co-requisite units

Co-requisite units		
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