



OCTEC
Incorporated

Qualification HLT32507 Certificate III in Health Services Assistance (acute care nursing)

Attendance:

Participants will be required to undertake 335 nominal hours study including classroom sessions, self-directed study and workplace assessments. Workplace assessment will be arranged by the RTO for those students who are unemployed or employed in another industry.

Course Overview:

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.

Occupational Names may include

- | | | |
|----------------------------------------------------|-------------------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Assistant in nursing | <input type="checkbox"/> Nursing assistant | <input type="checkbox"/> Nursing support worker |
| <input type="checkbox"/> Patient service attendant | <input type="checkbox"/> Patient support assistant | <input type="checkbox"/> Patient care assistant |
| <input type="checkbox"/> Orderly | <input type="checkbox"/> Operating theatre technician | <input type="checkbox"/> Theatre support |
| <input type="checkbox"/> Ward assistant | <input type="checkbox"/> Ward person | <input type="checkbox"/> Ward support |

Entrance Requirement:

PRE REQUISITE for this course is HTLFA301B Apply first aid

A Year 10 language, literacy and numeracy skills assessment will need to be undertaken prior to commencement of this qualification.

Articulation:

People who complete the course may be eligible for advanced standing in a Bachelor of Nursing or Enrolled Nursing course. This course aligns with the Health Services Training Package and has recognition across a range of Community Service sectors, including aged care, health and community services.

See attached a list of potential Health Services Job Pathways produced by the Industry Skills Council of Australia

Packaging Rules

Total course units are 15 10 compulsory and 5 electives

Units of Competency

Compulsory

HLTHIR301A	Communicate and work effectively in health
HLTIN301A	Comply with infection control policies and procedures in health work
HLTOHS200A	Participate in OHS processes
BSBFLM303B	Contribute to effective workplace relationships
BSBMED201A	Use basic medical terminology
HLTAP301A	Recognise healthy body systems in a health care context

Electives

HLTCSD305B	Assist with client movement
HTLCSD306B	Respond effectively to difficult or challenging behaviour
HLTCSD208B	Transport clients
HLTAIN301A	Assist nursing team in an acute care environment
HTLAIN302A	Provide support in an acute care environment
HLTCSD201B	Maintain high standard of client services
HLTCSD304B	Support the care of clients
HLTCSD203B	Prepare and maintain beds
CHCMH1B	Orientation to mental health work

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Information Sheet



Employability Skills

- Communication
- Teamwork
- Problem solving
- Initiative and enterprise
- Planning and organisation
- Self-management
- Learning
- Technology

<http://employabilityskills.training.com.au>

Legislative Framework

People who work in the Health Services sector must comply with a range of legislation and regulations, including the Occupational Health and Safety Act 2000, the Privacy Act 1988, the Aged Care Act 1997, the Disability Services Act 1993, the Poisons Act 1964 and the Therapeutic Goods Act 1989. These have been passed to protect the rights of the aged and disabled who may be in care or who require services in their home. They also serve to guide workers behaviour to ensure a safe and equitable work environment.

People who work in the Health Services Sector are subject to a Criminal Record Check and this will be completed before they can participate in workplace assessments. A copy of the CRC will be given to the facility and the participant will retain the original.

Process for Assessing Learning Needs

It is the policy of OCTEC to ensure an assessment of learning needs is undertaken prior to the start of training. This will include possible self identification of special learning needs, the completion of an enrolment form to ascertain literacy and numeracy skills with an OCTEC staff member present, discussion with the relevant supervisor and if required, the giving of a short literacy and numeracy test.

Course Fees and Refund Policy

The standard course fee varies for full fee paying students. However, you may be exempt from this fee if the course is Government-funded. Alternatively, you may be able to use Government funding available to you personally if you are an unemployed job seeker or are returning to work, e.g. Job Seeker Account, Training Credits or Transition to Work funding.

If you need to pay the course fee, OCTEC will invoice you on commencement of the program or during the term of the program. Where you are unable to complete the program, you will be refunded on a pro-rata basis, i.e. The refund will be based on the amount of training you have actually completed. Alternatively, with your agreement, OCTEC will create a training credit for the remainder of the course or to the value of the pro-rata refund, for use by you in a future OCTEC course. The refund or training credit will depend on you providing a valid reason for the withdrawal from the program.

For further information please telephone the Operations Manager during office hours on (02) 63627973 or go to the OCTEC Website at www.octec.org.au.