

# HLT47715 Certificate IV in Medical Practice Assisting

CLINICAL SKILLS INFORMATION



 **unepartnerships**  
creating professional success

The Education & Training Company of the University of New England

## Introduction

This document aims to provide information to the practice managers or supervisors about the clinical skills your Medical Practice will learn through the completion of the Certificate IV in Medical Practice Assisting course.

It only contains information relevant to the clinical training they will undertake.

In the full HLT47715 Medical Practice Assisting course there are 23 units of competency requiring assessment evidence at AQF level 4 standard to achieve competency to be awarded the qualification.

© This work is copyright. No part may be reproduced by any process without written permission from the course Program Manager, UNE Partnerships Pty Ltd.

UNE Partnerships Pty Ltd The Education & Training Company  
of the University of New England  
PO Box U199, University of New England 2351



MPA Course Unit: HLTHPS005 - Handle medical specimens

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTHPS005</b> <b>Handle medical specimens</b></p> <p>There are:</p> <ul style="list-style-type: none"> <li>• 3 Topics to read and study</li> <li>• 6 Assessment tasks to complete</li> </ul>	<p><b>The Aim</b></p> <p>This unit introduces you to the skills and knowledge required to handle specimens including organising off-site testing and performing certain on-site tests and is relevant to any health worker handling medical specimens.</p> <p><b>Learning Outcomes</b></p> <p>On completion of this unit, you should be able to:</p> <ul style="list-style-type: none"> <li>• Follow standard procedures for handling specimens</li> <li>• Organise off-site testing of specimens</li> <li>• Conduct on-site testing of specimens</li> </ul>	<p><b>Topic 1: Follow standard procedures for handling medical specimens</b></p> <p>In this first topic, we will consider the legal and ethical considerations for specimen handling, relevant standards, and standard procedures for handling specimens.</p> <p><b>Topic 2: Handle Medical specimen's</b></p> <p>There are a range of medical specimens collected within medical practices. This unit of competency requires you to handle medical specimens and to conduct on-site testing of specimens that have been collected, and you may be asked by the practitioner to prepare the equipment for specimen collection and handle the specimen after collection. A range of specimens are collected for testing within a Medical Practice. The most common of these are urine and blood, but as a minimum this unit of competency also requires you understand the handling procedures for oral fluids and skin scrapings. Once a specimen is collected and labelled, its preservation is paramount. You need to know the correct method of preserving and storing various types of specimens as well as the length of time a given specimen can remain in storage before it becomes unusable.</p>	<p>Three clinical skill observation tasks for this course. You are required to handle at least four different types of medical specimens, and to conduct on-site testing for some of these specimens.</p> <p><b>Clinical skill 1:</b> On-site testing.</p> <p><b>Clinical Skill 2:</b> Handling specimens for off-site testing.</p> <p><b>Clinical skill 3:</b> Responding to adverse events.</p>

*Continued over*

MPA Course Unit: HLTHPS005 - Handle medical specimens - (continued)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTHPS005</b> <b>Handle medical specimens</b></p>		<p>While the information in the study guide on my.unep can be used as a general guide, you should always ask your supervisor or the pathology company if you are not sure about the correct method of storage for a particular specimen.</p> <p><b>Topic 3: Testing of medical specimens</b></p> <p>Testing of medical specimens may occur on-site or off-site. For on-site test, you may be required to conduct the tests. For off-site testing, you will learn how to organise off-site testing of specimens including packaging and preparing specimens for transport as well as documentation requirements for certain off-site tests.</p>	

MPA Course Unit: HLTHPS003 - Maintain medication stocks

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTHPS003 Maintain medication stocks</b></p> <p>There are:</p> <ul style="list-style-type: none"> <li>• 3 Topics to read and study</li> <li>• 3 Assessment tasks to complete</li> </ul>	<p><b>The Aim</b></p> <p>This unit introduces you to the skills and knowledge required to order, store and monitor medication stock levels and complete associated documentation to meet regulatory</p> <p><b>Learning Outcomes</b></p> <p>On completion of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• conduct an inventory of medication stocks</li> <li>• order medications as required</li> <li>• store medications according to manufacturer’s instructions</li> <li>• ensure expired medications are not used</li> <li>• appropriately dispose of medications</li> <li>• monitor and maintain the cold chain.</li> </ul>	<p><b>Topic 1: Maintain medication stocks</b></p> <p>In this topic you will learn how to maintain medication stocks in a medical practice including:</p> <ul style="list-style-type: none"> <li>• conducting an inventory of medication stocks</li> <li>• ordering medications as required</li> <li>• storing medications according to manufacturer’s instructions</li> <li>• ensuring expired medications are not used</li> <li>• appropriately disposing of medications</li> <li>• monitoring and maintaining the cold chain.</li> </ul> <p>Although the Medical Assistant is not legally able to administer scheduled medications, they still have an important role to play in handling medications in a medical practice and therefore must be familiar with the wide variety of medications commonly used in medical practices. Remember to ask the doctor, nurse or other supervisor if you have any questions or are not sure about how to perform your duties in relation to maintaining medication stocks. Whenever you are dealing with any task in your practice, but particularly when dealing with medication, always remember to keep within your scope of practice.</p>	<p>UNE Partnerships recognises that the maintenance of medication stocks may not be a core part of the Medical Assistants role, but the qualification requires them to understand and demonstrate these skills. If they do not carry out these tasks as a normal work role, please support them to complete the clinical tasks in a simulated capacity in the practice so that they can demonstrate their skills.</p> <p><b>Clinical skill 1:</b> Maintain medication stocks.</p>

Continued over

MPA Course Unit: HLTHPS003 - Maintain medication stocks - (continued)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTHPS003</b> <b>Maintain medication stocks</b></p>		<p>It is extremely important your supervisor knows the extent of your scope of practice to ensure you are not asked to undertake any task that is outside your scope.</p> <p><b>Topic 2: Maintain documentation</b></p> <p>In this section you will learn the importance and proper methods of keeping appropriate documentation for the administration, storage and disposal of medications. You will also explore the 'cold chain' process.</p> <p><b>Topic 3: Medication information</b></p> <p>In this topic you will learn about the importance of staying within your scope of practice as a Medical Assistant, particularly when it comes to involvement with medications. You will also learn about the major classifications of drugs and poisons in Australia and other useful information related to medication.</p>	

MPA Course Unit: HLTHPS001 - Take clinical measurements

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTHPS001 Take clinical measurements</b></p> <p>There are:</p> <ul style="list-style-type: none"> <li>• 10 Topics to read and study</li> <li>• 12 Assessment tasks for students to complete</li> </ul>	<p><b>The Aim</b></p> <p>This unit introduces you to taking clinical measurements.</p> <p><b>Learning Outcomes</b></p> <p>On completion of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• prepare for clinical measurement</li> <li>• obtain clinical measurements</li> <li>• finalise clinical measurement process.</li> </ul> <p><b>Students will study these 10 topics and are required to complete 12 assessment tasks</b></p> <p><b>Topic 1: Cultural and religious factors; to be considered</b></p> <p>Will complete various measurements that assist in the monitoring of a patient’s specific and overall condition and why monitoring is important for the effective management of the patient’s condition. You will also learn about associated cultural issues that must be considered, the need to follow correct safety procedures, and your legal and ethical obligations.</p> <p><b>Topic 2: Clinical measurement practices</b></p> <p>Topic 2 continues with preparing for the clinical measurement. We will introduce preparing the patient and preparing the equipment using precaution as well as safe approaches.</p> <p><b>Topic 3: Measuring blood glucose levels</b></p> <p>You will learn how to measure a patient’s blood sugar level using a glucometer, as well as gain an understanding of the different types of diabetes and why monitoring blood glucose is important for management of the patient’s condition.</p>	<p><b>Task 5: Clinical skills - measure vital signs</b></p> <p>Measure vital signs and recording notes, using correct equipment efficiently and following process on communicating to clinician and or patients: blood pressure, temperature, pulse, respirations, optional pulse oximetry.</p> <p><b>Task 6: Clinical skills - measure height, waist circumference and BMI.</b></p> <p>For this task you are required to demonstrate that you can measure height, waist circumference and BMI to at least three (3) different patients or individuals.</p> <p>You are required to undertake a series of practical tasks associated with recording height, waist measurement and BMI. Included in the observation will be your ability to comply with established protocols, infection control, safety requirements and documentation.</p> <ul style="list-style-type: none"> <li>• Cleaning equipment as required after use</li> <li>• Follow procedures of taking and recording measurements and calculating BMI,</li> <li>• Documents it returns equipment cleans equipment.</li> </ul>	<p><b>Clinical skill 1: Measuring vital signs</b></p> <ul style="list-style-type: none"> <li>• blood pressure</li> <li>• temperature</li> <li>• pulse</li> <li>• respirations</li> <li>• optional pulse oximetry.</li> </ul> <p><b>Clinical skill 2: Measure height, weight, waist circumference and BMI.</b></p>

Continued over

MPA Course Unit: HLTHPS001 - Take clinical measurements - (continued)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTHPS001</b> <b>Take clinical measurements</b></p>	<p><b>Topic 4: Measuring height, weight and BMI</b></p> <p>You will learn how to collect data on a patient’s height, weight and waist circumference to calculate the patient’s body mass index (BMI) and gain an indication of their overall health. Although a patient’s weight may be taken regularly, there is often no need to frequently measure a patient’s height or waist circumference unless requested by the doctor. Patients with osteoporosis, spinal trauma or other medical conditions which can affect their height may need to have their height measured more regularly.</p> <p>Measuring waist circumference requires close contact with the patient and may be a sensitive matter for some patients. Good interpersonal skills are required. Topic 1 discussed issues to be considered here. Although measuring waist circumference is a low risk procedure, as with all clinical patient interactions due caution and safety procedures must be strictly followed.</p> <p><b>Topic 5: Urinalysis</b></p> <p>You will learn how to collect and test a urine specimen in a medical practice setting. You will learn why examination of urine is indicative of not just renal system disturbances but other metabolic disorders within the body. This unit will call on your knowledge of anatomy, physiology and pathophysiology and will allow you to put into practice specimen handling and infection control techniques. While the testing, or analysis, of urine is not typically considered a physically invasive procedure, it does involve handling of potentially contaminated bodily fluids. Due caution is necessary and safety procedures must be strictly followed.</p>	<p><b>Task 7: Clinical Skills - measure blood glucose level</b></p> <p>For this task demonstration is required to measure blood glucose levels at least three (3) times.</p> <p>You are required to undertake a series of practical tasks associated with recording blood glucose levels signs. Included in the observation will be your ability to comply with established protocols, infection control, safety requirements and documentation.</p> <p><b>Task 8: Clinical Skills - conduct chemical reagent strip urinalysis</b></p> <p>For this task you are required to demonstrate that you can conduct chemical reagent strip urinalysis on at least three (3) different people. Additionally to undertake a series of practical tasks associated with conducting chemical reagent strip urinalysis. Included in the observation will be your ability to comply with established protocols, infection control, safety requirements and documentation.</p>	<p><b>Clinical skill 3:</b> Measure blood glucose levels.</p> <p><b>Clinical skill 4:</b> Conduct chemical reagent strip urinalysis.</p>

*Continued over*



MPA Course Unit: HLTHPS001 - Take clinical measurements - (continued)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTHPS001</b> <b>Take clinical measurements</b></p>	<p><b>Topic 6: Testing hearing and vision</b></p> <p>You will learn how to check for hearing and colour blindness in a patient and how to assess a patient’s visual acuity in a medical practice setting. You will learn about the different types of equipment and tools to be used and the reasons for completing these procedures.</p> <p>This topic will call on your knowledge of anatomy, physiology and pathophysiology and will allow you to put into practice the application of infection control measures.</p> <p><b>Topic 7: Measuring vital signs</b></p> <p>This is a complex topic, you will learn how to:</p> <ul style="list-style-type: none"> <li>• measure a patient’s temperature using a thermometer</li> <li>• monitor their pulse rate through palpation</li> <li>• count respirations</li> <li>• measure both the patient’s blood oxygen saturation level and pulse rate by using a pulse oximeter.</li> </ul> <p>You will learn why assessment of these vital signs is necessary for identifying health problems and why correct reporting of changes in vital signs can assist the doctor with diagnosing, planning or changing treatment for the patient. This topic will include knowledge of anatomy, physiology and pathophysiology and will allow you to put into practice the provision of accurate clinical information.</p>	<p><b>Task 9: Clinical Skills - perform colour blindness testing</b></p> <p>Perform colour blindness testing required to demonstrate that you perform colour blindness testing on at least three (3) different people.</p> <p>You are required to undertake a series of practical tasks associated perform colour blindness testing. Included in the observation will be your ability to comply with established protocols, infection control, safety requirements and documentation and returns room to as previously found, Informs clinician of results in notes.</p> <p><b>Task 10: Clinical Skills - measure visual acuity</b></p> <p>Obtains instructions from the doctor through verbal instructions, written instructions or standing orders.</p> <p>Follows, document and communicate the procedure. Return equipment and room to as previously found.</p>	<p><b>Clinical skill 5:</b> Perform colour blindness testing.</p> <p><b>Clinical skill 6:</b> Measure visual acuity.</p>

*Continued over*

MPA Course Unit: HLTHPS001 - Take clinical measurements - (continued)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTHPS001</b> <b>Take clinical measurements</b></p>	<p><b>Topic 8: Measuring blood pressure</b></p> <p>You will learn how to measure a patient’s blood pressure and why monitoring of blood pressure is important for managing the health of the patient. You will learn about physical and physiological factors that affect blood pressure readings and why obtaining an accurate reading is so important. This unit will call on your knowledge of anatomy, physiology and pathophysiology and will allow you to put into practice measuring and monitoring of vital signs and infection control measures. Taking blood pressure is not an invasive procedure but due caution and safety procedures must still be strictly followed.</p> <p><b>Topic 9: Measuring spirometry and peak flow</b></p> <p>You will learn how to measure a patient’s respiratory function by using a spirometer and peak expiratory flow rate (PEFR) using a hand held peak flow meter. You will learn why these measurements are important for management of the patient’s respiratory condition especially in patients with airway obstruction (e.g. COPD). This unit will call on your knowledge of anatomy, physiology and pathophysiology and will allow you to put into practice measuring respiratory function and infection control procedures.</p> <p><b>Topic 10: Work legally and ethically</b></p> <p>There are a number of legal and ethical considerations (national, state/territory, local) for taking clinical measurements, including:</p> <ul style="list-style-type: none"> <li>• children in the workplace</li> <li>• duty of care</li> <li>• informed consent, what it means, and the limitations of obtaining consent by workers who are not health professionals</li> <li>• mandatory reporting</li> </ul>	<p><b>Task 11: Clinical Skills - perform screening audiometry</b></p> <p>Perform screening audiometry required to demonstrate that you perform screening audiometry on at least three (3) different people.</p> <p>You are required to undertake a series of practical tasks associated with performing screening audiometry. Included in the observation will be your ability to comply with established protocols, infection control, safety requirements and documentation.</p> <p><b>Task 12: Clinical Skills - perform spirometry testing</b></p> <p>Perform spirometry testing. Undertake a series of practical tasks associated with performing spirometry testing. Included in the observation will be your ability to comply with established protocols, infection control, safety requirements and documentation.</p>	<p><b>Clinical skill 7:</b> Perform screening audiometry.</p> <p><b>Clinical skill 8:</b> Perform spirometry testing.</p>

*Continued over*

MPA Course Unit: HLTHPS001 - Take clinical measurements - (continued)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTHPS001</b> <b>Take clinical measurements</b></p>	<ul style="list-style-type: none"> <li>• records management</li> <li>• privacy, confidentiality and disclosure</li> <li>• industry standards</li> <li>• rights and responsibilities of workers, employers and clients</li> <li>• work role boundaries – responsibilities and limitations.</li> </ul> <p>Understanding your compliance obligations involves knowing where to obtain information about compliance requirements and being able to undertake a self-evaluation of your own practice to ascertain the extent to which you meet compliance requirements. The following topic examines how you might access the information you need relating to legal and ethical compliance and what some of the potential penalties associated with non-compliance.</p>		

## MPA Course Unit: HLTCAR001 - Perform electrocardiography (ECG)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLT CAR001</b> <b>Perform electrocardiography (ECG)</b></p> <p>There are:</p> <ul style="list-style-type: none"> <li>• 2 Topics to read and study</li> <li>• 3 Assessment tasks for students to complete</li> </ul>	<p><b>The Aim</b></p> <p>This unit introduces you performing electrocardiography (ECG).</p> <p><b>Learning Outcomes</b></p> <p>On completion of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• prepare electrocardiography machine for use</li> <li>• prepare for ECG procedure</li> <li>• prepare client for ECG procedure</li> <li>• produce and ECG trace</li> <li>• complete ECG process.</li> </ul> <p><b>Students will study these 2 topics and are required to complete 3 assessment tasks</b></p> <p><b>Topic 1: Understanding the heart and the ECG process</b></p> <p>In this section, you will learn the theory behind the ECGs why they are taken and the preparation and equipment required for an ECG. You will learn how taking an ECG evaluates cardiac structure and function and how changes to these indicate cardiac abnormalities and disturbances to the circuitry of the heart. This unit will call on your knowledge of anatomy, physiology and pathophysiology and will allow you to put into practice recording of a vital sign and infection control measures. Although this is a non-invasive procedure, it's necessary for the patient to uncover their chest while the ECG is performed. Due caution and safety procedures must be followed while privacy and discretion must be strictly maintained.</p>	<p><b>Task 3: Clinical skills - Perform ECG</b></p> <p>Students are required to demonstrate the practical skills required for this unit, showing they can follow established technical, infection control and safety requirements and produce at least three (3) different ECG traces that are satisfactory for diagnostic purposes. If it is not possible to demonstrate this during their workshop sessions, they may need to demonstrate this skill one or more times in the workplace.</p> <p>For this unit of competency, 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:</p> <ul style="list-style-type: none"> <li>• use of suitable facilities, equipment and resources, including: - ECG machine and associated leads/electrodes - client furniture - documented procedures for the candidate to follow</li> <li>• modelling of industry operating conditions, including: - interaction with clients - presence of situations requiring problem solving.</li> </ul>	<p><b>Clinical skill 1:</b> Perform ECG.</p>

*Continued over*

MPA Course Unit: HLTCAR001 - Perform electrocardiography (ECG) - (continued)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTCAR001</b>  <b>Perform</b>  <b>electrocardiography</b>  <b>(ECG)</b></p>	<p>Topic 2: Taking an ECG</p> <p>Topic will cover the process of performing the ECG. Students enrolled in the unit HLTCAR001 Perform electrocardiography (ECG) are required to demonstrate the practical skills required for this unit, showing they can follow established technical, infection control and safety requirements and produce at least three (3) different ECG traces that are satisfactory for diagnostic purposes.</p>		

MPA Course Unit: HLTINF001 - Comply with infection prevention control policies

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTINF001 Comply with infection prevention control policies</b></p> <p>There are:</p> <ul style="list-style-type: none"> <li>• 4 Topics to read and study</li> <li>• 4 Assessment tasks for students to complete</li> </ul>	<p><b>The Aim</b></p> <p>This unit introduces you to the skills and knowledge required to follow and comply with infection prevention and control procedures in a health care context.</p> <p><b>Learning Outcomes</b></p> <p>On completion of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Follow standard and additional precautions for infection prevention and control</li> <li>• Identify infection hazards and assess risks</li> <li>• Follow procedures for managing risks associated with specific hazards.</li> </ul> <p><b>Students will study these 4 topics and are required to complete 4 assessment tasks</b></p> <p><b>Topic 1: The chain of infection</b></p> <p>This topic contains information on the chain of infection and basic microbiology including reproduction, survival and modes of transmission of bacteria, viruses, fungi and parasites.</p> <p><b>Topic 2: Follow standard infection control guidelines</b></p> <p>Topic 2 continues with infection control policies and regulations that all health care facilities must implement policies, regulations and guidelines in accordance to state and territory regulations, policies and acts that relate to the control of infectious diseases and their transmission. Queensland Health has a very detailed website containing this information – we will refer to this later in this topic. The underpinnings of all state and territory infection control policies are hinged upon the NHMRC’s publication. Health care facilities strive to provide an environment in which the health care worker, patients/clients and visitors have minimal exposure to infectious diseases. The implementation of appropriate infection control policies is an essential element in providing a safe and healthy living and working environment in any health care facility.</p>	<p><b>Task 3: Clinical skills - ABHR and PPE</b></p> <p>This task will be conducted in the Workshop setting and allows you to observe a range of behaviours associated with infection prevention procedures and policy, focusing specifically on the scenario below that covers aseptic technique, hand hygiene and PPE.</p> <ol style="list-style-type: none"> <li>1. Identifies that hands are not visibly soiled and therefore it is OK to use ABHR</li> <li>2. Gathers the correct equipment and ensures adequate amount of ABHR available</li> <li>3. Ensures short sleeves or rolled up sleeves</li> <li>4. Ensures they are wearing no hand or wrist jewellery (a plain metal wedding ring is permissible)</li> <li>5. Applies a palmful of the product in a cupped hand, covering all surfaces.</li> <li>6. Demonstrates the correct technique including: <ul style="list-style-type: none"> <li>• Rubs hands palm to palm</li> <li>• Then rubs right palm over left dorsum with interlaced fingers and vice versa</li> <li>• Then rubs palm to palm with fingers interlaced</li> </ul> </li> </ol>	<p><b>Clinical skill 1:</b> ABHR (Alcohol based hand rub) and PPE (personal protective equipment).</p> <p><b>Clinical skill 2:</b> Comply with infection prevention procedures in the workplace.</p> <ul style="list-style-type: none"> <li>• Hand and personal hygiene &amp; safety</li> <li>• Removes spills of blood or body fluids such as vomit</li> <li>• Environment clearing</li> <li>• General infection prevention and control.</li> <li>• Number of times performed.</li> </ul>

*Continued over*

MPA Course Unit: HLTINF001 - Comply with infection prevention control policies - (continued)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTINF001</b>  <b>Comply with infection prevention control policies</b></p>	<p><b>Topic 3: Measuring Identify and respond to infection hazards and assess risks</b></p> <p>Identification of infection control risks is a component of your role. In direct patient contact you will need to be aware of what constitutes an infection control risk and also how to document and report incidents that occur to ensure that the issue/s are addressed. The key principles underpinning risk management are to identify hazards and their associated risks before they occur and identify and implement processes to prevent the risk occurring. Infection prevention is part of an overall risk management strategy and will lead to better health outcomes than controlling infections after they have occurred.</p> <p><b>Topic 4: Managing risk of infection</b></p> <p>In this topic we look at the importance of maintaining personal hygiene within the workplace to protect the health and safety of employees as well as clients and others they may come in contact with.</p>	<ul style="list-style-type: none"> <li>• Backs of finger to opposing palms, with fingers interlocked.</li> <li>• Rotational rubbing, backwards and forwards, with clasped fingers of right hand palm in left palm and vice versa.</li> </ul> <p>7. Ensures that duration of the process was 20-30 seconds              8. Ensures hands are completely dry              Donning and removing PPE</p> <p><b>Task 4: Clinical skills - Observation Report Skills - perform</b></p> <p>They must demonstrate the ability to manage and complete tasks associated with complying with infection prevention procedures and to manage contingencies in the context of the job role. Their actions must follow established protocols, infection control and safety requirements and include the documentation of accurate, valid and reliable infection prevention.</p>	

MPA Course Unit: HLTAAP002 - Confirm physical health status

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTAAP002 Confirm physical health status</b></p> <p>There are:</p> <ul style="list-style-type: none"> <li>• 4 Topics to read and study</li> <li>• 5 Assessment tasks for students to complete</li> </ul>	<p><b>The Aim</b></p> <p>This unit introduces you to obtaining, checking and identifying variations from normal physical health status.</p> <p><b>Learning Outcomes</b></p> <p>On completion of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Obtain information about physical health status</li> <li>• Check physical health status</li> <li>• Identify variations from normal physical health status.</li> </ul> <p><b>Students will study these 4 topics and are required to complete 12 assessment tasks</b></p> <p><b>Topic 1: Anatomy and physiology</b></p> <p>Before you can obtain information about the physical health status of a client you will need to understand the medical, anatomical and physiological terminology used to describe, label, and give direction regarding the body and its conditions. This section will introduce you to some of the common terms used to describe the human anatomy and physiology.</p> <p><b>Topic 2: Human body systems</b></p> <p>This section introduces you to the different levels of structure and complexity that exist in the body. They come from the most basic forms of chemicals and life: atoms, molecules and cells, to form our complex and fascinating interconnected, interrelated and interdependent systems.</p>	<p><b>Task 5: Clinical skills - Confirm physical health status</b></p> <p>The student must demonstrate the skills associated with this task on at least three (3) different clients presenting with different conditions.</p> <p>The MA's Assessor may have already observed them performing the skills associated with this task on one or more occasions. Your MA will need to let you know how many more times they must demonstrate the skills on to meet the requirements of the task.</p> <p>There are 30 check points the RN will check for each demonstration.</p> <p>Students enrolled in the unit HLTAAP002 Confirm physical health status are required to demonstrate the practical skills required for this unit.</p>	<p><b>Clinical skill 1:</b></p> <p>Task 5 Clinical skills: Confirm physical health status.</p> <ul style="list-style-type: none"> <li>• TPR, BP, Pulse Oximetry, height and weight Urinalysis.</li> </ul>

Continued over



MPA Course Unit: HLTAAP002 - Confirm physical health status - (continued)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTAAP002</b> <b>Confirm physical health status</b></p>	<p><b>Topic 3: Systems interrelationships</b></p> <p>This topic covers the skills and knowledge required to understand how the body systems inter-relate along with health body regulation, causes of disease and basic pharmacology.</p> <p><b>Topic 4: Check physical health status and identify variations</b></p> <p>This section demonstrates how to evaluate the vital signs of your client to check their physical health status, identify any variations and to refer potentially serious issues. It covers:</p> <ul style="list-style-type: none"> <li>• Temperature, pulse, respirations (TPR)</li> <li>• Blood pressure</li> <li>• Pulse oximetry (oxygen saturations)</li> <li>• Urinalysis</li> <li>• Accurate interpretation of information collected.</li> <li>• Normal ranges and response to abnormalities (reporting)</li> <li>• How to perform and read a urinalysis</li> <li>• Documentation of vital signs and referrals.</li> </ul>	<p>They must demonstrate the ability to manage and complete the following skills associated with confirming the physical health status of clients in the context of the job role:</p> <ol style="list-style-type: none"> <li>1. TPR, BP, Pulse Oximetry, height and weight</li> <li>2. Urinalysis.</li> </ol> <p>Included (embedded) in the assessment will be the following criteria:</p> <ul style="list-style-type: none"> <li>• Hand hygiene and standard precautions to minimise the risk of infection to the client</li> <li>• Introduction of self to client</li> <li>• Appropriate communication</li> <li>• Inform client about nursing care procedure and ensure their consent is valid</li> <li>• Safe manual handling</li> <li>• Awareness of infection control principles and workplace health and safety procedures</li> <li>• Follow legal framework and professional standards of practice</li> <li>• Compliance with current infection control practices and guidelines</li> <li>• Maintain the privacy and dignity of your client with all your cares</li> <li>• Work within a cost-effective framework.</li> </ul>	

MPA Course Unit: HLTHPS002 - Support health professional in the delivery of care

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTHPS002</b> <b>Support health professional in the delivery of care</b></p> <p>There are:</p> <ul style="list-style-type: none"> <li>• 4 Topics to read and study</li> <li>• 4 Assessment tasks for students to complete</li> </ul>	<p><b>The Aim</b></p> <p>This unit introduces you to the skills and knowledge to provide assistance to health professional in your practice when they are providing care to patients or clients.</p> <p><b>Learning Outcomes</b></p> <p>On completion of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• prepare the environment and equipment</li> <li>• prepare the client</li> <li>• follow the health professional’s directions to provide assistance and support during the delivery of care</li> <li>• complete follow-up tasks associated with the delivery of care, assisting and advising</li> <li>• store equipment and consumables in accordance with clinical guidelines.</li> </ul> <p><b>Students will study these 4 topics and are required to complete 12 assessment tasks</b></p> <p><b>Topic 1: Prepare environment and equipment</b></p> <p>Following instructions, prescription for treatment and procedures. Follow standards for infection control and hand hygiene.</p> <ul style="list-style-type: none"> <li>• Personal hygiene and infection protection</li> <li>• Skin sterilisation and preparing a site for invasive treatment</li> <li>• Disease information</li> <li>• Notification of infectious diseases</li> <li>• Protect equipment. Asepsis. Housekeeping, cleaning, sharps. Workflows</li> </ul>	<p><b>Task 3: Clinical skills - Providing assistance in the delivery of care</b></p> <p>Obtains instructions from the doctor</p> <p>Complies with standard infection control procedures.</p> <p>Assesses the environment selected for the minor procedure and either corrects any problems, or discusses concerns with the RN or GP to resolve identified problems. Gathers the required equipment.</p> <p>Confirms, with the RN or GP as required, readiness of equipment, emergency resources, consumables and environment, before use. Perform appropriate hand hygiene pre-and post-procedure. Reads patient information.</p> <p>Discusses procedure with patient, confirming patient’s understanding, reports details of any contraindications, and obtains consent for medical assistant’s involvement, providing an opportunity to ask questions. Uses polite and courteous language when talking with the patient.</p> <p>Uses a calm and reassuring tone of voice when talking with a patient, especially if the patient is showing signs of distress or concern about the procedure, or is in pain.</p>	<p><b>Clinical skill 1:</b> Providing assistance in the delivery of care.</p> <p><b>Clinical skill 2:</b> Provide assistance to health professional performing a range of tests and procedures.</p>

*Continued over*

MPA Course Unit: HLTHPS002 - Support health professional in the delivery of care - (continued)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTHPS002</b> <b>Support health professional in the delivery of care</b></p>	<ul style="list-style-type: none"> <li>• Assistive equipment</li> <li>• Assist health professionals and the environment</li> <li>• Safety and your duty of care</li> <li>• Assisting with emergencies.</li> </ul> <p><b>Topic 2: Prepare the client</b></p> <p>You will learn how to check the identity, through clear communication. Understand the information on the treatment to keep patients fully informed. Keep within guidelines when answering questions. Understand the different types of consent and the limitations that may surround consent. Suspending treatments and procedures.</p> <ul style="list-style-type: none"> <li>• Assist with client comfort</li> <li>• Caution and safety</li> <li>• Providing reassurance.</li> </ul> <p><b>Topic 3: Follow the Health Professional</b></p> <p>Boundaries and scope of practice Following procedures and directions monitoring reporting and adverse incidents. Privacy procedures and protocol. Records management.</p> <p><b>Topic 4: Complete follow up tasks</b></p> <ul style="list-style-type: none"> <li>• Assisting with the client and their family, what information to explain, duty of care.</li> <li>• Monitoring clients vital signs, pain and time periods for monitoring checks.</li> <li>• Cleaning equipment and room</li> <li>• Dealing with waste management</li> <li>• Asepsis</li> <li>• Waste removal- particularly infectious items Chemical waste</li> <li>• Consumables</li> </ul>	<p>Discusses procedure with patient, confirming patient’s understanding, reports details of any contraindications, and obtains consent for medical assistant’s involvement, providing an opportunity to ask questions. Uses polite and courteous language when talking with the patient.</p> <p>Uses a calm and reassuring tone of voice when talking with a patient, especially if the patient is showing signs of distress or concern about the procedure, or is in pain. Advises patient of any clothing to remove and provides gown, sheet or drape for privacy.</p> <p>Confirms the required patient positioning with GP and assists or advises patient of the correct positioning, making sure the patient is comfortable but also safe and accessible for the GP.</p> <p>Accurately documents details of the procedure in the clients record in line with organisational protocols and confidentiality requirements, satisfying all of the following:</p> <ul style="list-style-type: none"> <li>• Procedures for two (2) patients were documented</li> <li>• Correct details were entered into the records, including date and time and correct patient identification</li> <li>• Clear details of the encounter.</li> </ul>	

*Continued over*

MPA Course Unit: HLTHPS002 - Support health professional in the delivery of care - (continued)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTHPS002</b>  <b>Support health professional in the delivery of care</b></p>		<ul style="list-style-type: none"> <li>• Name of the person (student) completing the documentation</li> <li>• What occurred</li> <li>• Outcomes</li> <li>• Any follow-up organised by the health professional.</li> </ul> <p>Uses problems solving skills in the process of providing assistance with minor operations.</p> <p>Cleans and tidies the area on completion of the procedures, including all of the following:</p> <ul style="list-style-type: none"> <li>• Cleans reusable items and arranges for sterilisation or appropriate cleaning</li> <li>• Disposable items are disposed of in the correct manner for the type of item</li> <li>• Area is cleaned in accordance with the practices infection prevention and control protocols</li> <li>• Equipment and consumables are stored in correct locations and in correct manner</li> <li>• Any issues or problems with cleaning, storing or equipment are discussed with RN, GP or relevant practice staff member.</li> </ul>	

## MPA Course Unit: HLTINF002 Process reusable medical devices and equipment

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTINF002</b> <b>Process reusable medical devices and equipment</b></p> <p>There are:</p> <ul style="list-style-type: none"> <li>• 5 Topics to read and study</li> <li>• 3 Assessment tasks for students to complete</li> </ul>	<p><b>The Aim</b></p> <p>This unit introduces you to processing reusable medical devices and equipment.</p> <p><b>Learning Outcomes</b></p> <p>On completion of this course, you should be able to:</p> <ul style="list-style-type: none"> <li>• Prepare to clean used items</li> <li>• Clean and dry used items</li> <li>• Prepare and pack items for sterilisation</li> <li>• Sterilise loads</li> <li>• Comply with quality management requirements.</li> </ul> <p><b>Topic 1: Prepare to clean used items</b></p> <p>In this topic you will learn how, in your role as Medical Assistant (MA), you need to prepare to clean used instruments in a medical practice setting. This topic covers appropriate disposal of sharps and the segregation and disposal of wastes into appropriate bins. After reading this topic, you should be able to discuss standard precautions, safe work practices and the appropriate standards relating to sterilising.</p> <p><b>Topic 2: Clean and dry used items</b></p> <p>In this topic you will learn the work flow protocols for a treatment room where instruments are prepared for sterilisation. You will also learn how to prepare instruments for cleaning, select and safely use the appropriate cleaning agents for the task, use cleaning methods that avoid generation of aerosols (particles going into the air from splashing or spattering), and dry and inspect instruments for damage and any remaining dirt or debris.</p>	<p><b>Task 3: Clinical skills - Process reusable medical devices and equipment</b></p> <p>Students enrolled in the unit HLTINF002 Process reusable medical devices and equipment are required to demonstrate the practical skills required for this unit.</p> <p>They must demonstrate the ability to manage and complete tasks associated with a given range of processing reusable medical devices and equipment, and to manage contingencies in the context of the job role. Their actions must follow established protocols, infection control and safety requirements and include the documentation of accurate, valid and reliable clinical measurements.</p> <p>The student must be observed successfully completing each process on at least 3 different occasions, and operating and monitoring reprocessing equipment (steriliser or autoclave) on at least 1 occasion.</p> <p>Included in the observation will be your ability to comply with established protocols, infection control, safety requirements and documentation.</p>	<p><b>Clinical skill 1:</b></p> <p>Task 3 Clinical skills – Process reusable medical devices and equipment.</p> <ul style="list-style-type: none"> <li>• Preparing to clean used items</li> <li>• Cleans and dries used items</li> <li>• Prepares and packs items for sterilisation</li> <li>• Sterilise loads</li> </ul> <p>Maintain sterilisation equipment and comply with quality requirements Times, repetitions and problem solving.</p>

*Continued over*

MPA Course Unit: HLTINF002 Process reusable medical devices and equipment - (continued)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTINF002</b> <b>Process reusable medical devices and equipment</b></p>	<p>Once you have completed this topic, you should be able to monitor the cleaning process to make sure the items to be sterilised have been cleaned and inspected properly. Before undertaking any instrument cleaning, it is imperative that you use appropriate personal protective equipment (PPE). Non-disposable gloves should be the correct size and extend to the upper part of the forearm, goggles should be worn at all times and a plastic apron should be worn to protect clothing. It is also advisable to wear a mask or full-length face shield. The provision of appropriate PPE is part of the obligation for your employment under the Workplace Health and Safety Act. It is also your responsibility to wear the correct clothing, including closed toe shoes.</p> <p><b>Topic 3: Prepare and pack items for sterilisation</b></p> <p>In this topic you will learn how important it is to correctly prepare and package instruments for sterilisation. You will learn what is meant by ‘critical site instruments’ and how to package these instruments to avoid any damage. You will understand what is meant by a chemical indicator and how to use the correct indicators in accordance with current Australian/New Zealand Standards and workplace protocols. You will also learn the importance of labelling packs and recording batch control data. The preparation and packaging of items for sterilisation is an extremely important process which must be done correctly and in accordance with legislative requirements, standard precautions and safe work practices to ensure the patients in your practice are receiving safe, quality care.</p> <p><b>Topic 4: Sterilise loads</b></p> <p>In this topic you will learn how to interpret and apply manufacturer recommendations for cleaning and checking of steriliser ready to sterilise loads and the importance of assigning cycle and batch control numbers as well as loading and unloading the steriliser and releasing the load for use in your practice.</p>	<p><b>Task 3: Clinical skills - Process reusable medical devices and equipment</b></p> <p>Students enrolled in the unit HLTINF002 Process reusable medical devices and equipment are required to demonstrate the practical skills required for this unit.</p> <p>They must demonstrate the ability to manage and complete tasks associated with a given range of processing reusable medical devices and equipment, and to manage contingencies in the context of the job role. Their actions must follow established protocols, infection control and safety requirements and include the documentation of accurate, valid and reliable clinical measurements.</p> <p>The student must be observed successfully completing each process on at least 3 different occasions, and operating and monitoring reprocessing equipment (steriliser or autoclave) on at least 1 occasion.</p> <p>Included in the observation will be your ability to comply with established protocols, infection control, safety requirements and documentation.</p>	

*Continued over*

MPA Course Unit: HLTINF002 Process reusable medical devices and equipment - (continued)

Unit	Explanation	Clinical skills task information	Clinical skill
<p><b>HLTINF002</b> <b>Process reusable medical devices and equipment</b></p>	<p><b>Topic 4: Sterilise loads</b></p> <p>In this topic you will learn how to interpret and apply manufacturer recommendations for cleaning and checking of steriliser ready to sterilise loads and the importance of assigning cycle and batch control numbers as well as loading and unloading the steriliser and releasing the load for use in your practice.</p> <p><b>Topic 5: Comply with quality management requirements</b></p> <p>In this topic you will learn the importance of routine maintenance of your steriliser, including daily cleaning and checking. The vital process of validation of the sterilisation process including the concept of “challenge loads” will also be covered in detail.</p>	<p><b>Task 3: Clinical skills - Process reusable medical devices and equipment</b></p> <p>Students enrolled in the unit HLTINF002 Process reusable medical devices and equipment are required to demonstrate the practical skills required for this unit.</p> <p>They must demonstrate the ability to manage and complete tasks associated with a given range of processing reusable medical devices and equipment, and to manage contingencies in the context of the job role. Their actions must follow established protocols, infection control and safety requirements and include the documentation of accurate, valid and reliable clinical measurements.</p> <p>The student must be observed successfully completing each process on at least 3 different occasions, and operating and monitoring reprocessing equipment (steriliser or autoclave) on at least 1 occasion.</p> <p>Included in the observation will be your ability to comply with established protocols, infection control, safety requirements and documentation.</p>	



 **unep**partnerships  
creating professional success

1800 066 128

[ask@unep.edu.au](mailto:ask@unep.edu.au) | [unep.edu.au](http://unep.edu.au)