



HLTSS00064 Infection Control Skill Set

A set of skills to follow organisational infection prevention and control policies and procedures, including implementing standard and transmission-based precautions and responding to infection risks in the workplace.

This course comprises the unit of competency HLTINF001 Comply with infection prevention and control policies and procedures.

PROGRAM AT A GLANCE

Commencement period	1/11/2020 – 14/11/2020	Students must commence no later than 7 November 2020 in order for UNEP to collect and upload commencement data within this timeframe.
End date	31/12/2020	Students must complete the learning requirements and upload all assessment tasks no later than 24 December 2020 in order for UNEP to carry out assessment and award the testamur within this timeframe.
Regions	Students must live and/or work in one of the following NSW regions: Central Coast; Central West; Illawarra; Far West; Hunter Valley; Lake Macquarie; Mid North Coast; New England; Northwest; Orana; Richmond Tweed; Shoalhaven; Southern Highlands; Sydney.	

Course duration and study commitment

This course is delivered over a seven-week study period. Students will need to devote approximately 13 hours to complete the learning and assessment requirements of the course over this period. Please check the course study timetable overpage to ensure that you can make this commitment.

Delivery mode

This course is delivered online through the UNEP student learning portal. Students will need to use a range of technology to complete the learning and assessment requirements. **Please read the important information on technology requirements later in this document.** You will not be able to complete this course if you do not have access to the required equipment.

Practical skills

In addition to the knowledge tasks, this course requires students to demonstrate practical skills on three occasions. You will need to demonstrate these skills through any of the following methods:

1. Real time demonstration to an approved clinical supervisor.

If you work in General Practice or another service where there is a Registered Nurse or GP on staff you can ask this person to observe and confirm that you have satisfactorily demonstrated the necessary skills through completion of an observation checklist. You will then need to upload each completed checklist to My.unep where your allocated UNEP Assessor will review the submissions and contact you with any questions to confirm your competency.

2. Video demonstration to your allocated UNEP assessor

You can upload videos of yourself performing the required skills to My.unep where your allocated UNEP Assessor will review your submission and contact you with any questions to confirm your competency.

3. Real time demonstration to your Assessor via a video call.

Your allocated UNEP Assessor can observe and confirm that you have satisfactorily demonstrated the necessary skills through completion of an observation checklist. Your assessor will email you a copy of the completed observation checklist that you will then need to upload to My.unep. Approximately 20 minutes. Students using this option will need to register for video calls by week 3.

Eligibility and fees

This training is subsidised by the NSW Government. There are no fees attached to participation in this course for eligible applicants. You are eligible to enrol in this government-subsidised course if you have answered 'yes' to all four of the eligibility funding criteria below:

- ✓ Living and/or working in NSW (see eligible regions for this training)
- ✓ Aged 15 years or older
- ✓ Have left school
- ✓ Australian citizen, permanent resident, humanitarian visa holder or New Zealand citizen

You will be asked to provide evidence of eligibility during the enrolment process. (Please provide evidence such as your NSW Drivers License and green Medicare Card).

Student support

- ✓ Weekly live Zoom support sessions with the trainer
- ✓ 24 hour access to My.unep online learning platform
- ✓ Friendly and effective support from the UNEP student services team during business hours

Pathways Information

Successful students can apply for credit towards HLT47715 Certificate IV in Medical Practice Assisting and a range of other training package qualifications that include the unit HLTINF001.

Unique Student Identifier

Students undertaking nationally recognised training are required to have a Unique Student Identifier (USI). If you don't have a USI we will be unable to issue your testamur when you complete the course.

If you don't already have a USI, or have forgotten it, please visit this site – <https://www.usi.gov.au/>

Please make sure you enrol using the name your USI is registered for, your name must match your USI registration.

Enrolment process

UNE Partnerships uses an online enrolment application process. **A link to the application portal is included below.**

Once you have completed the application we will check your eligibility for funding with NSW State Training Services and advise you of the outcome.

APPLY NOW

Suggested Study Timetable

The NSW Government has set a strict timeframe for completion of this course. The following study timetable is provided as a guide so that you can understand the commitment you need to make. There is no penalty for early completion, however we will be unable to provide an extension of time.

Please do not apply for enrolment in this course if you cannot commit to this timeframe.

Infection Control Skill Set Study Timetable		
Week	Activity	Detail
1	Welcome and induction	You will receive via email, log on details for the online course site at My.unep <ul style="list-style-type: none"> Log onto the site and review the course information. Liaise with UNEP student services team for optional Course Induction and Orientation briefing.
	Lesson 1	Complete Lesson 1 learning activities and readings online at My.unep <ul style="list-style-type: none"> Approximately 1 - 1 ½ hours To be completed no later than 7 November 2020
2	Lesson 2	Complete Lesson 2 learning activities and readings online at My.unep <ul style="list-style-type: none"> Approximately 1 - 1 ½ hours To be completed no later than 13 November 2020
3	Lesson 3 & 4	Complete Lesson 3 learning activities and readings online at My.unep <ul style="list-style-type: none"> Approximately 1 - 1 ½ hours
		Complete Lesson 4 learning activities and readings online at My.unep <ul style="list-style-type: none"> Approximately 1 - 1 ½ hours Both to be completed no later than 20 November 2020
4	Task 1	Complete Task 1 knowledge questions online at My.unep <ul style="list-style-type: none"> Approximately 1 - 1 ½ hours Due no later than 27 November 2020
5	Task 2	Complete Task 2 short answer research questions online at My.unep <ul style="list-style-type: none"> Approximately 1 - 1 ½ hours Due no later than 4 December 2020
6	Task 3	Complete Task 3 practical demonstration and upload to My.unep <ul style="list-style-type: none"> Approximately 1 - 1 ½ hours Due no later than 11 December 2020
7	Task 4	Complete Task 4 practical skill demonstration event 1 and upload to My.unep <ul style="list-style-type: none"> Approximately 1 - 1 ½ hours
		Complete Task 4 practical skill demonstration event 2 and upload to My.unep <ul style="list-style-type: none"> Approximately 1 - 1 ½ hours Both events due no later than 18 December 2020
8	Certification	Completion of study. Assessment of final task. Administrative processes and compliance check. No later than 24 December 2020 Certificate sent to successful students via mail.



IMPORTANT INFORMATION ABOUT TECHNOLOGY REQUIREMENTS

This course is delivered through the UNE Partnerships online learning platform. To successfully complete your course, you will need ready access to an internet enabled computer with the following configurations.



Operating system

- Mac OS 10.11 or later.
- Windows 7, Windows 8.1 or Windows 10.



Software

- Microsoft Office 2016 or higher OR other equivalent office suite
- Adobe Acrobat Reader
<https://get.adobe.com/reader/otherversions/>



Bandwidth

You will need an internet connection with a recommended download speed of 3Mbps (minimum 1.5Mbps) and upload speed of 1.5Mbps.

- Run the bandwidth check at SpeedTest
<https://www.speedtest.net>



Internet browser

At least one from the list below:

- Microsoft - Edge
<https://www.microsoft.com/en-us/edge>
- Microsoft - Internet Explorer 11
<https://www.microsoft.com/en-us/download/details.aspx>
- Mozilla - Firefox
<https://www.mozilla.org/en-US/firefox/new/>
- Google - Chrome
<https://www.google.com/chrome/>
- Apple - Safari
https://support.apple.com/en_AU/downloads/safari



Peripherals

You will need a headset with microphone, speakers and camera (for webinars, recording audio or video assessments and/or Skype discussions with your assessor)