



HLT41007 Certificate IV in Health Care (Ambulance)

The **HLT41007 Certificate IV in Health Care (Ambulance)** is offered by ASPA which is a Registered Training Organisation (RTO) in Australia. This course has been designed for the practitioner who is providing pre-hospital emergency care within Australia and is based upon Australian Resuscitation Council Guidelines and common ambulance practice.

The course is designed and delivered by Paramedics who all have extensive experience as Paramedics working in various public and private organisations throughout Australia.

This qualification covers workers employed by Ambulance authorities, non-emergency transport companies and private organisations who provide emergency and non-emergency patient care and transport services.

This qualification covers work involving delivery of limited direct client care in an emergency response context.

The qualification focuses on work in the ambulance industry done by volunteers or workers who provide a basic emergency response and transport roles in areas where there is a relatively low workload. This qualification is suited to Australian Apprenticeship pathways.

Occupational titles may include:

- Volunteer ambulance officer
- Ambulance community officer
- Ambulance attendant
- Honorary ambulance officer
- Casual ambulance officer
- Ski Patrol Emergency Medical Technician
- Emergency patient transport officer
- Industrial medic
- Community Ambulance Officer and
- First Responder.



PACKAGING RULES

19 competency units are required for this qualification, including:

- All 11 **compulsory** units
- 8 **elective** units

A wide range of elective units is available and may include:

- Relevant electives listed below the compulsory units for this qualification
- Competency units available at Certificate IV level or higher in the Health and/or Community Services Training Packages
- A competency unit may be selected from other relevant Training Package units available at Certificate IV (or higher)
- ASPA does not offer all electives, but where obtained elsewhere (from another RTO) will be recognised as forming part of the qualification

Compulsory units (11 Units)

HLTHIR301A Communicate and work effectively in health

BSBFLM303B Contribute to effective workplace relationships

HLTOHS300A Contribute to OHS processes



HLTIN301A Comply with infection control policies and procedures in health work
HLTAP401A Confirm physical health status
HLTAMBAE403B Follow procedures for routine safe removal of client
HLTAMBSC401A Manage routine scene and promote public safety
HLTAMBFC301B Communicate with clients and colleagues to support health care
HLTAMBCR401A Deliver basic clinical care
HLTHIR402B Contribute to organisational effectiveness in the health industry
HLTAMBPD401B Manage personal stressors in the work environment

Elective units (8 Units)

Elective competency units may be selected in line with the Packaging Rules outlined above. The following groups of electives may address the needs of specific work environments.

Work in culturally diverse and Indigenous communities

HLTHIR404B Work effectively with Aboriginal and Torres Strait Islander people
HLTHIR403B Work effectively with culturally diverse clients and co-workers

General ambulance work

HLTAMBT301A Transport non-emergency clients under operational conditions
HLTAMBFC402B Communicate in complex or difficult situations
CHCCS301A Work within a legal and ethical framework
HLTAMBC403B Coordinate resources

Emergency work

HLTAMBSC503A Contribute to managing the scene of an emergency
HLTAMBAE501B Implement safe access and egress in an emergency
HLTAMBT402B Transport emergency clients
HLTAMBAE504B Follow procedures for safe extrication of clients in life threatening situations

PUASAR001A Participate in a rescue operation

(**Please note** PUASAR001A has the following pre-/co-requisites:

PUAEME001A Provide emergency care (Pre-requisite)

PUATEA001A Work in a team (Co-requisite)

PUAFIR201A Prevent injury (Fire Specific requirement) (Pre-requisite for PUAEME001A)

Assessment of competence

TAAASS301A Contribute to assessment
TAAASS401A Plan and organise assessment
TAAASS402A Assess competence
TAAASS404A Participate in assessment validation

Entry Requirement:

To qualify for admission to the course, applicants are required to demonstrate to the satisfaction of the Training Manager that they:

- Are capable of successfully completing the course.
- Hold a current full, unrestricted Australian State or Territory Drivers Licence.
- Have a Police check undertaken.
- Have no known physical restrictions.

Applicants may be required to undertake a medical and/or physical capacity test prior to some subjects and/or practical components.

Recognition of prior learning may be available based on skills and knowledge acquired by the



applicant through previous study, as in articulation, formal and informal learning, or from work and/or life experiences.

The student is responsible for all costs incurred in providing the required information for entry into the course, the medical and/or physical capacity if required.

Selection Procedures/Selection Criteria:

Applicants are to provide the following:

- Completed Application / Enrolment Form
- A letter of no more than 750 words outlining your reasons for wishing to undertake this course
- Certified copies of relevant qualifications
- 3 Referees

Application must be received 30 days prior to the commencement of the course.

Course Delivery:

This course will be delivered and assessed via a number of methods which may include:

- DVD/CD ROM
- Simulation – Computer and live
- Lectures
- Practicums
- Workbooks
- Assignments
- Presentations

It is highly recommended that the student have a reliable computer, printer, internet access (preferably broadband), MS Office and a PDF reader. Subject's fees do not include computers, printers, software and internet access.

Students will be advised one (1) month prior to the commencement of a subject of the dates and location of compulsory lectures for each subject.

Required Textbooks and Equipment:

The following textbooks and personal equipment that is required by the student are:

- Mosby's Paramedic Textbook by Saunders (Ed.)
- Stethoscope
- Blood Pressure Cuff

The following textbooks and personal equipment that is recommended by the student are:

- Human Body Health and Disease by Thirbodeau Patton
- Harvard's Nursing Guide to Drugs by Tiziani
- Physical Examination and Health Assessment by Jarvis
- History and Examination at a Glance by Gleadle
- ECGs Made Easy by Barbara Aehlert



Students will be advised prior to the commencement of a subject of additional resources required for that subject.

Textbooks, personal equipment and first aid items can be purchased from ASPA at our special discount student rates

Course Structure and Cost:

The course is offered as outlined below in the Subject Timetable over **780 nominal hours**.

This qualification consists of 11 compulsory and 8 elective units that may be selected from either the Health Training Package units available at Certificate IV or other endorsed industry Training Packages available at Certificate IV. Not all Units are offered by ASPA. See the program in red above for units offered by ASPA.

Subject Cost \$ per Subject Compulsory Units

Subject Code	Subject	Cost	Hours
HLTHIR301A	Communicate and work effectively in health	175	16
BSBFLM303B	Contribute to effective workplace relationships	175	16
HLTOHS300A	Contribute to OHS processes	200	18
HLTIN301A	Comply with infection control policies and procedures in health work	200	18
HLTAP401A	Confirm physical health status	800	*72
HLTAMBAE403B	Follow procedures for routine safe removal of client	410	37
HLTAMBSC401A	Manage routine scene and promote public safety	510	46
HTLAMBFC301B	Communicate with clients and colleagues to support health care	175	*16
HLTAMBCR401A	Deliver basic clinical care	600	*54
HLTHIR402B	Contribute to organisational effectiveness in the health industry	280	25
HLTAMBPD401B	Manage personal stressors in the work environment	200	18
HLTAMBT301A	Transport non-emergency clients under operational conditions	800	73
HLTAMBFC402B	Communicate in complex or difficult situations	250	*23
CHCCS301A	Work within a legal and ethical framework	500	*45
HLTAMBC403B	Coordinate resources	200	18
HLTAMBSC503A	Contribute to managing the scene of an emergency	520	47
HLTAMBAE501B	Implement safe access and egress in an emergency	410	37
HLTAMBT402B	Transport emergency clients	600	54
HLTAMBAE504B	Follow procedures for safe extrication of clients in life threatening situations	620	56

Total Course Fee

\$7,650

* Clinical placement (135 Hrs) is built into these minimum times (689 Hrs) and makes up 20% of the program. The program can be completed in 6 months by a combination on external study, clinical placement, on-site lecturers and tutorials, computer-based theory and scenario training and assessment.



REWORK

BSBFLM303A Contribute to Effective Workplace Relationships	96
HLTAMBAE1A Enable Safe Access and Egress in an Emergency	192
HLTAMBAE2A Implement Specialist Access and Egress Procedures	192
HLTAMBAE3A Follow Procedures for Routine Safe Extrication of Patient	192
HLTAMBAE4A Follow Procedures for Routine Safe Extrication of Patient in a Life Threatening Situation	288
HLTAMBCR1A Deliver Basic Patient Care	288
HLTAMBFC1A Communicate within an Ambulance Environment	148
HLTAMBFC2A Communicate in Complex or Difficult Situations	140
HLTAMBPD1A Manage Personal Stressors	77
HLTAMBSC1A Manage Routine Scene	288
HLTAMBSC3A Manage the Scene of an Emergency	388
HLTAMBT1A Transport Non-Emergency Patients	548
HLTAMBT1A Transport Emergency Patients	288
HLTHIR1A Work Effectively in the Health Industry	77
HLTHSE1A Follow Organisation's OH & S Policies	77
HLTIN1A Comply with Infection Control Policies	148
PUACOM005A Foster a Positive Organisational Image in the Community	77
PUAVEH001A Drive Vehicles Under Operational Conditions	484

Patrollers may be eligible for subsidies and/or discounts at the determination of the Education Committee.

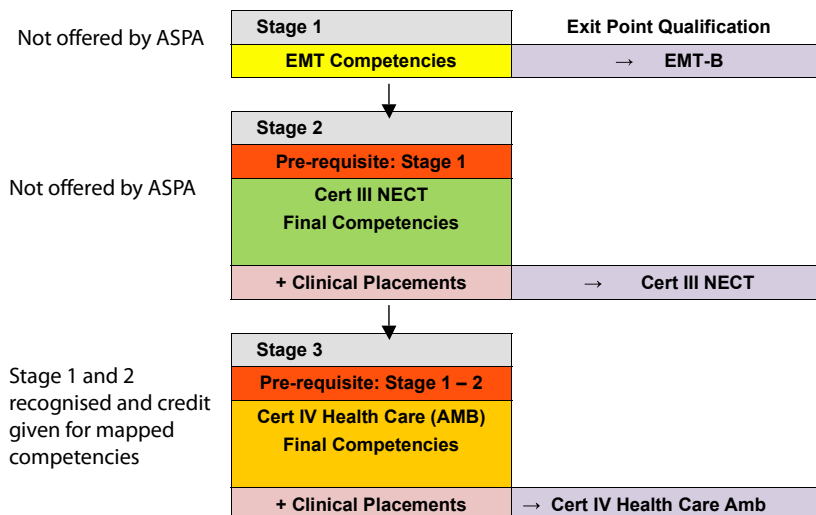
* Where Training and Education is required outside of a Metropolitan City a Travel Surcharge will be applied.

Recognition of Prior Learning:

For students seeking Recognition of Prior Learning (RPL) for this course you are required to submit an RPL application for each subject with a detailed portfolio and fee. The fee for students who are submitting an RPL application is 50% of the price listed per subject. Depending on the outcome of the RPL application further charges may apply. Students will be notified of this when they receive the outcome of their RPL application and the requirements if any to complete the subject.

RECOGNITION PATHWAY

CERT IV EMR – CERTIFICATE IV IN HEALTH CARE (AMBULANCE)





Subject Information:

HLTHIR301A Communicate and work effectively in health	This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements.
BSBFLM303B Contribute to effective workplace relationships	This unit specifies the outcomes required to gather information and maintain effective working relationships and networks, with particular regard to communication and representation.
HLTOHS300A Contribute to OHS processes	This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is responsibility for own work outputs and possibly limited responsibility for the work output of others
HLTIN301A Comply with infection control policies and procedures in health work	This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian and New Zealand Standards for maintaining infection control and the policies and procedures of the organisation.
HLTAP401A Confirm physical health status	This unit of competency describes a detailed level of knowledge of anatomy and physiology required to confirm physical health status
HLTAMBAE403B Follow procedures for routine safe removal of client	This unit involves following procedures to ensure safe removal of the client under <i>routine conditions</i> as part of ambulance work
HLTAMBSC401A Manage routine scene and promote public safety	This unit involves the routine management of a non-emergency situation to ensure safety at the scene and provision of information to support public awareness and addressing of public safety issues
HLTAMBFC301B Communicate with clients and colleagues to support healthcare	This unit covers the skills required to exercise effective communication skills with clients and colleagues to support the delivery of client care services within the health industry
HLTAMBCR401A Deliver basic clinical care	This unit describes the knowledge and skills required to deliver 'basic' client care in the out-of-hospital (or equivalent) environment by planning and administering procedures and monitoring the state of the client based on assessment of client needs
HLTHIR402B Contribute to organisational effectiveness in the health industry	This unit of competency describes the skills and knowledge required to effective organisation outcomes in the health industry by practising and promoting legal and ethical work practices to protect client safety and enhance outcomes for the organisation and its clients in the broader health industry context
HLTAMBPD401B Manage personal stressors in the work environment	This unit describes the skills and knowledge required to recognise stress in the work environment and develop a personal stress management plan
HLTAMBT301A Transport non-emergency client under operational conditions	This unit describes the skills and knowledge required to prepare and drive vehicles safely to transport non-emergency clients, including checking the ambulance vehicle and equipment, remedying faults, communicating using associated equipment and techniques and loading and unloading clients safely.



CHCCS301A Work within a legal and ethical framework	This unit describes the knowledge and skills required by the workers to work within a legal and ethical framework that supports duty of care requirements.
TAADEL403A Facilitate individual learning	This unit specifies the competency required to facilitate individual learning through a one-on-one relationship between a learner and facilitator.
HLTAMBSC503A Contribute to managing the scene of an emergency	This unit involves management of procedures involving client care at the scene of an emergency
HLTAMBAE501B Implement safe access and egress in an emergency	This unit describes the skills and knowledge required to implement specialised procedures necessary to overcome major obstacles to safe access and egress at the scene of an incident
HLTAMBT402B Transport emergency clients	This unit describes the skills and knowledge required to transport clients and other appropriate personnel under emergency circumstances
HLTAMBAE504B Follow procedures for safe extrication of clients in life threatening situations	This unit describes the skills and knowledge required to follow procedures to ensure safe extrication of the client at the scene of an incident that may be life threatening
HLTAMBFC402B Communicate in complex or difficult situations	This unit involves communication where there are special difficulties in conveying or receiving information in the context of providing health care services

Enrolment

Following your application, you will be notified by email that we have received your application. As your application proceeds and if successfully admitted to the course you will receive a further email with information on how to login to our on-line web site which will contain all the relevant information about the course.

Application must be received 30 days prior to the commencement of the course.

Assessment

All assessments conducted by ASPA will be consistent with the requirements of the Australian Quality Training Framework (AQTF).

All assessment tools and methods will be valid, reliable, fair and flexible.

Participants will be informed of the context and purpose of the assessment and the assessment process.

Feedback will be provided to participants about the outcomes of the assessment process and guidance given on future options.

Assessment strategies are designed to:

- cover a range of skills and knowledge required to demonstrate achievement of the course aim,
- collect evidence on a number of occasions and in a variety of contexts and situations,
- be appropriate to the knowledge, skills, methods of delivery and needs/characteristics of the learners,
- assist assessors to interpret evidence consistently,
- recognise prior learning,
- be equitable to all groups of learners , and



- Where possible, an integrated approach to assessment is utilised.

Course Timetable 2011

This course will be offered commencing April 2011 only if sufficient enrolments are received by 30 March 2011. Assessment for RCC/RPL will be received throughout the year.

Course Co-ordination

Course Assessor and Administrator: Dr Richard Hemsworth

Assistant Coordinator and Assessor: Anthony Simon (Paramedic - ACT Ambulance Service)

Check Assessor: Wayne Bolitho (NSW Police Rescue Squad)

Course Adviser and Assessor: Dr Rowena Christiansen

Course Adviser: Dr Mark Zagorski

Course Adviser: Dr Steve Breathour (Director Thredbo and Perisher Medical Centres)