

Certificate III in Non-Emergency Client Transport

Course Code: HLT30207

This qualification covers workers who provide non-emergency transport and care of clients. Transport services of this kind are usually pre-arranged/booked and time of response is not given a high priority in comparison to emergency transport. Clients are those requiring transport and/or client care for non-acute or chronic illness or disability.

Occupational titles for this role may include:

- Ambulance Transport Officer
- Patient Transport Officer
- Patient Transport Attendant



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, and
- 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.

V2. 2010



Selection Procedures/Selection Criteria:

Applicants are to provide the following:

- Completed Application / Enrolment Form,
- Certified copies of relevant qualifications, (if applying for National Recognition)
- A letter of no more than 250 words outlining your reasons for wishing to undertake this course.
- Copies of a current full, unrestricted Australian State or Territory Drivers Licence and Police check (note this can take up to 4 weeks to complete)

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:

- Online
- DVD/CD ROM
- Simulation – Computer and live
- Lectures
- Practicum's
- 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 are supplied within the course cost:

- *The Basic EMT* by Norman E. McSwain Jr. & James L. Paturas
- *Medical Terminology for Health Care* by Andrew R. Hutton



Students will be advised prior to the commencement of a subject if additional resources are required for that subject. Additional textbooks, personal equipment and first aid items can be purchased from First Intervention at our special discount student rates.

Course Structure and Cost:

This qualification consists of the following subjects:

Subject Code	Subject	Cost \$ per person
HLTHIR301A	Communicate and work effectively in health	175
HLTOHS200A	Participate in OHS processes	200
HLTIN301A	Comply with infection control policies and procedures in health work	200
HLTAMBFC301B	Communicate with clients and colleagues to support health care	175
HLTAMBT301A	Transport non-emergency clients under operational conditions	800
HLTAP301A	Recognise healthy body systems in a health care context	540
HLTFA301B	Apply first aid	150
HLTFA402B	Apply advanced first aid	200
BSBMED201A	Use basic medical terminology	200
BSBFLM303B	Contribute to effective workplace relationships	175
CHCCS301A	Work within a legal and ethical framework	500
BSBMED301A	Use advanced medical terminology	300
CHCAC3C	Orientation to aged care work	500
HLTHIR402B	Contribute to organisational effectiveness in the health industry	280
HLTAMBPD401B	Manage personal stressors in the work environment	200
	Total Course Fee	\$4595

Note: All costs indicated are valid for 2010.

Skills Recognition:

Including National Recognition (NR), Recognition of Prior Learning (RPL), Recognition of Current Competency (RCC) and Credit Transfer (CT).

At First Intervention we have developed a *Skills Recognition Pathway* aimed at making this a quick, simple and cost effective process. At the same time, we aim to provide a process that is valid, reliable and authentic. First Intervention invites all students to explore their Skills Recognition options when enrolling in any of our programs.

For students seeking Skills Recognition for any single unit of competency delivered in this course, or for this qualification as a whole, you must request a *Skills Recognition Information Kit* which will include important information about the process and an application form.

Fees for submitting an RPL/ RCC application are 75% of the unit price listed in this course brochure for **each** individual unit of competency you are claiming skills recognition for.



A detailed invoice will be issued once your application form has been received, and all fees are required to be paid up-front before formal assessment of your application takes place. Depending on the outcome of your application, further fees and charges may apply to achieve a full subject/course exemption.

Applications for NR or CT will incur a charge of \$50 per unit. Assessment of national recognition or credit transfer will not commence until this fee has been paid.

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.
HLTOHS200A Participate in OHS processes	This unit specifies the workplace performance required for an entry level employee to participate in OHS processes in the workplace, in order to ensure their own health and safety at work, as well as that of others in the workplace who may be affected by their actions.
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.
HLTAMBFC301B Communicate with clients and colleagues to support health care	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
HLTAMBT301A Transport non-emergency clients 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.
HLTAP301A Recognise health body systems in a health care context	This unit of competency describes the basic knowledge of anatomy and physiology required to recognise body systems and their components and to identify and refer alterations associated with the functioning of the human body in the context of health care work
HLTFA301B Apply first aid	This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.
HLTFA402B Apply advanced first aid	This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers.



BSBMED201A Use basic medical terminology	This unit covers understanding and responding to instructions, carrying out routine tasks and communicating with a range of internal/external clients in a Medical Office, using appropriate basic medical terminology
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
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.
CHCAC3C Orientation to aged care work	This unit describes the roles and responsibilities by the worker in their role as a carer to perform work that reflects an understanding of the structure and profile of the residential aged care sector and key issues facing older people in the community
BSBMED301A Use advanced medical terminology	This unit covers understanding and responding to instructions, carrying out routine tasks and communicating with a range of internal/external clients in a Medical Office, using appropriate advanced medical terminology.
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

Enrolment

Following your application and subsequent receipt of all required documentation, 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 or correspondence with information relevant on course commencement and course fee deposit required and terms of payment.

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

Course Fees

Initial Deposit to confirm enrolment:

Upon acceptance into the course you will be required to pay an initial course deposit fee of **\$595.00** which is part of the total course fees outlined above. This fee is payable within 7 days of receipt of invoice and is non-refundable if cancellation is received less than 14 days prior to the course commencement date or after course commencement.



Balance of Course Fees

Upon commencement of the Course, the balance of fees must be paid over two (2) equal instalments for which invoices will be issued for payment within the specified terms.

Assessment

All assessments conducted by First Intervention will be consistent with the requirements of Standard 1 (Elements 1.1 to 1.5 inclusive) of the Australian Quality Training Framework (AQTF 2007) Standards for Registered Training Organisations. 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

Please enquire for upcoming training dates in your area.

For further information

Course Administrator
First Intervention

Ph: 03 9376 7900
Email: info@firstintervention.com.au