

# Certificate IV in Health Care (Ambulance)

Course Code: HLT41007

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

Occupational titles may include:

- Volunteer Ambulance Officer
- Ambulance Community Officer
- Ambulance Officer
- Industrial Paramedic
- Casual Ambulance Officer



## 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.

V1.01/2010



## **Selection Procedures/Selection Criteria:**

Applicants are to provide the following:

- Completed Application / Enrolment Form
- Certified copies of relevant qualifications
- 3 Referees
- A letter no more than 500 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)

**Note: 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:**

The following textbooks are included in the course fee:

- Mosby's Paramedic Textbook by Saunders (Ed.)
- Human Body Health and Disease by Thirbodeau Patton
- Harvard's Nursing Guide to Drugs by Tiziani

**35 Bakehouse Road, Lloyd Street Business Estate  
Kensington Victoria 3031**

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- Physical Examination and Health Assessment by Jarvis
- ECG's 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 First Intervention at our special discount student rates

### Course Structure and Cost:

This qualification consists of 11 compulsory and 8 elective units.

Subject Code	Subject	Cost \$ per person
HLTHIR301A	Communicate and work effectively in health	175
BSBFLM303B	Contribute to effective workplace relationships	175
HLTOHS300A	Contribute to OHS processes	200
HLTIN301A	Comply with infection control policies and procedures in health work	200
HLTAP401A	Confirm physical health status	800
HLTAMBAE403B	Follow procedures for routine safe removal of client	410
HLTAMBSC401A	Manage routine scene and promote public safety	510
HTLAMBFC301B	Communicate with clients and colleagues to support health care	175
HLTAMBCR401A	Deliver basic clinical care	600
HLTHIR402B	Contribute to organisational effectiveness in the health industry	280
HLTAMBPD401B	Manage personal stressors in the work environment	200
HLTAMBT301A	Transport non-emergency clients under operational conditions	800
CHCCS301A	Work within a legal and ethical framework	500
TAADEL403A	Facilitate individual learning	200
HLTAMBSC503A	Contribute to managing the scene of an emergency	520
HLTAMBAE501B	Implement safe access and egress in an emergency	410
HLTAMBT402B	Transport emergency clients	600
HLTAMBAE504B	Follow procedures for safe extrication of clients in life threatening situations	620
HLTAMBFC402B	Communicate in complex or difficult situations	250
	<b>Total Course Fee</b>	<b>\$7650</b>

**Note: All costs are valid for 2010**

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## Skills Recognition:

### Including Recognition of Prior Learning (RPL) Recognition of Current Competency (RCC) and Credit Transfer

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 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 credit transfer (CT) will incur a charge of \$50 per unit. Assessment of 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.
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

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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 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
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 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.
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
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## 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 or correspondence with information relevant on course commencement.

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 **\$950.00** 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 four (4) 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,

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- 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.

## Course Co-ordinator

Course Co-ordinator  
Certificate IV  
First Intervention  
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Email: [info@firstintervention.com.au](mailto:info@firstintervention.com.au)