



Unit Outline Manual

Education & Training @ ReGen

HLTAID001: Provide CPR

Education & Training
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Introduction	3
Understanding Units of Competency.....	3
Training Delivery	8
Assessment	8
Assessment Processes	9

Authorized by: Manager Workforce Development and Diversion Programs	Version No: 2	Controlled Copy, Uncontrolled When Printed.	Training Package: HLT07
Issue Date: May 2016	Review Date: May 2017	Page 2 of 15	Unit:HLTAID001

Introduction

Welcome to the unit of competency, HLTAID001 Provide CPR

This resource has been designed to give you information about the content of HLTAID001 Provide CPR and explain the training and assessment process that you are about to undertake.

If after you have read this document you have any questions or queries either speak to your trainer or contact RTO Admin at rtoadmin@regen.org.au

While we have your attention, when you attend for your scheduled training attendance, it is recommended you wear comfortable clothes and footwear, as you will be undertaking practical exercises on the floor.

Course Information

This unit of competency is delivered and assessed through your attendance and participation at a 4 hr training program.

Purpose of the course

The purpose of the training course is to provide participants with the skills and knowledge to perform CPR. It is recommended that this unit of competency be undertaken every 12 months to ensure competency in performing CPR.

It is important to be aware that First Aid guidelines recommend upgrading this qualification every three years.

Understanding Units of Competency

The following pages provide details of HLTAID001 Provide CPR

Please take your time to read about this unit of competency. Doing so will help you to understand what the training covers and the type of evidence which must be gathered in order for you to demonstrate competency.

All units of competency have the same basic layout; below you will find a brief explanation of the headings that you will come across.

Authorized by: Manager Workforce Development and Diversion Programs	Version No: 2	Controlled Copy, Uncontrolled When Printed.	Training Package: HLT07
Issue Date: May 2016	Review Date: May 2017	Page 3 of 15	Unit:HLTAID001

Unit descriptor

Provides a more detailed description which adds clarity to the title of a particular unit of competency.

Elements

Are the activities (skill outcomes) that when combined, make up each unit of competency.

Performance criteria

The criteria against which an assessment can be made for each element. They outline the required level of performance.

Required Skills and Knowledge

Describe the essential skills and knowledge required to effectively perform in the workplace

Employability Skills

Are non-technical skills and competencies which play a significant part in contributing to an individual's effective and successful participation in the workplace

Evidence Guide

Specifying the evidence to be gathered to demonstrate competence (related to the performance criteria). Also specifying the context of assessment, access and equity considerations and identifies any related units.

HLTAID001 Provide CPR

Unit Descriptor

Application

This unit describes the skills and knowledge required to perform cardiopulmonary resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines.

This unit applies to all workers who may be required to provide CPR, in a range of situations, including community and workplace settings.

Authorized by: Manager Workforce Development and Diversion Programs	Version No: 2	Controlled Copy, Uncontrolled When Printed.	Training Package: HLT07
Issue Date: May 2016	Review Date: May 2017	Page 4 of 15	Unit:HLTAID001

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes. Performance criteria specify the level of performance needed to demonstrate achievement of the element.

- | | |
|--|---|
| 1. Respond to an emergency situation | 1.1 Recognise an emergency situation
1.2 Identify, assess and minimise immediate hazards to health and safety of self and others
1.3 Assess the casualty and recognise the need for CPR
1.4 Seek assistance from emergency response services |
| 2. Perform CPR procedures | 2.1 Perform cardiopulmonary resuscitation in accordance with ARC guidelines
2.2 Display respectful behaviour towards casualty
2.3 Operate automated external defibrillator (AED) according to manufacturer's instructions |
| 3. Communicate details of the incident | 3.1 Accurately convey incident details to emergency response services
3.2 Report details of incident to workplace supervisor as appropriate
3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies |

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage c

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and

Authorized by: Manager Workforce Development and Diversion Programs	Version No: 2	Controlled Copy, Uncontrolled When Printed.	Training Package: HLT07
Issue Date: May 2016	Review Date: May 2017	Page 5 of 15	Unit:HLTAID001

REQUIRED SKILLS AND KNOWLEDGE

performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.

There must be evidence that the candidate has completed the following tasks in line with state/territory regulations, first aid codes of practice, Australian Resuscitation Council (ARC) guidelines and workplace procedures:

Followed DRSABCD in line with ARC guidelines, including:

performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor

performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface

responded appropriately in the event of regurgitation or vomiting

managed the unconscious breathing casualty

followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions

followed the prompts of an automated external defibrillator (AED)

Responded to at least one simulated first aid scenario contextualised to the candidate's workplace/community setting, including:

demonstrated safe manual handling techniques

provided an accurate verbal or written report of the incident

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

State/Territory regulations, first aid codes of practice and workplace procedures including:

- ARC Guidelines relevant to the provision of CPR
- safe work practices to minimise risks and potential hazards
- infection control principles and procedures, including use of standard precautions
- requirements for currency of skill and knowledge

Legal, workplace and community considerations, including:

- awareness of potential need for stress-management techniques and available support following an emergency situation

Authorized by: Manager Workforce Development and Diversion Programs	Version No: 2	Controlled Copy, Uncontrolled When Printed.	Training Package: HLT07
Issue Date: May 2016	Review Date: May 2017	Page 6 of 15	Unit:HLTAID001

REQUIRED SKILLS AND KNOWLEDGE

- duty of care requirements
- respectful behaviour towards a casualty
- own skills and limitations
- consent
- privacy and confidentiality requirements
- importance of debriefing

Considerations when providing CPR, including:

- airway obstruction due to body position
- appropriate duration and cessation of CPR
- appropriate use of an AED
- chain of survival
- standard precautions

Basic anatomy and physiology relating to:

- how to recognise a person is not breathing normally
- chest
- response/consciousness
- upper airway and effect of positional change

Authorized by: Manager Workforce Development and Diversion Programs	Version No: 2	Controlled Copy, Uncontrolled When Printed.	Training Package: HLT07
Issue Date: May 2016	Review Date: May 2017	Page 7 of 15	Unit:HLTAID001

Training Delivery

Attendance

Participants will be required to attend the full 3.5 hour session & undertake assessment activities to be deemed competent in this unit.

Delivery Mode and Strategy

Presentation of information within the national competency standards for the identified competency, by an appropriately qualified trainer utilising a range of learning strategies including:

- Practical tasks
- Group discussion
- Activities

Assessment

Assessment Process

The assessment process provides you with an opportunity to demonstrate competency through:

- Written work – in class questions
- Oral questions
- Demonstration of skills and knowledge

Overview of Assessment Tasks for HLTAID001 Provide CPR

UnitingCare ReGen will gather evidence of competency by asking you to complete 5 assessment tasks, 4 of these are in class demonstrations of skill and one is a short written test conducted in class. If you have any questions or concerns about any of the assessments, we encourage you to talk to your Trainer/Assessor.

These tasks have been designed to provide you with the opportunity to demonstrate your competency in relation to HLTAID001 Provide CPR, however if you are unable to demonstrate your skills and knowledge, a reassessment will be needed.

Authorized by: Manager Workforce Development and Diversion Programs	Version No: 2	Controlled Copy, Uncontrolled When Printed.	Training Package: HLT07
Issue Date: May 2016	Review Date: May 2017	Page 8 of 15	Unit:HLTAID001

Assessment Tasks are all completed within the training session and will be undertaken after you have been provided with demonstrations, discussions and the opportunity to practice the skills. The following assessments will be undertaken:

Assessment task 1a: Perform CPR (Observation)

- In this task you will demonstrate performing CPR for 2 minutes on an adult manikin

Assessment task 1b: Perform CPR (Observation)

- In this task you will demonstrate performing CPR for 2 minutes on an infant manikin

Assessment task 2: Perform CPR & use an AED (Observation) including transition from single operator to two operators CPR

- In this task you will demonstrate performing CPR on a manikin, attaching and AED and following the prompts of the AED & transitioning from a single operator to working with two people providing CPR in turn.

Assessment task 3: In class EXAM

- In this task you will be required to respond to a series of short answer, multiple choice or true and false questions that provide evidence of your knowledge. The pass rate is 80%.

Assessment task 4: Workplace Scenario – responding to an unconscious casualty with suspected Drug overdose(Observation)

- In this task you will demonstrate an appropriate response to an unconscious casualty

Assessment Processes

Assessment Submission

All assessments are completed during class time. In this instance participants will be required to submit assessment tasks/be prepared to demonstrate their skills to their trainer/assessor. Participants must comply with the requirements of completing assessments and the submission in order to receive a result on each assessment task.

If participants are unable to submit the assessment tasks by the relevant due date they **must** apply for an extension. The Extension Form **must** be submitted on or before the assessment due date.

Authorized by: Manager Workforce Development and Diversion Programs	Version No: 2	Controlled Copy, Uncontrolled When Printed.	Training Package: HLT07
Issue Date: May 2016	Review Date: May 2017	Page 9 of 15	Unit:HLTAID001

Applying for an Extension

Extensions are not automatic. Participants seeking an extension of time for submitting an assessment are expected to complete and submit an extension/special consideration form to Administration at ReGen Head Office. Extension/special consideration forms are available at the back of this handbook.

Extensions will usually be granted unless there are extenuating circumstances preventing this from being possible – for instance if there are certain Training Authority requirements that ReGen must fulfill (such as working within a set timeframe)

PLEASE NOTE: If no extension/special consideration form has been received by the due date, and the evidence/homework is integral to the unit, the participant will be assessed as Not Yet Competent.

The participant will be notified by their assessor if extension has been granted.

Special Consideration

UnitingCare ReGen offers the opportunity to participants for special consideration of units of competency within the context of extenuating circumstances.

A participant whose work during the time of study or whose performance or assessment has been affected by illness or other serious cause may apply for Extension/Special Consideration form. Written applications must be lodged with UnitingCare ReGen Education and training Service immediately following the occurrence or no later than 2 working days after the day of the assessment deadline.

Assessment Feedback

You will be provided with verbal feedback as you progress through the course.

At the end of the course your assessor will look at all the assessment tasks in your evidence portfolio and provide you feedback. This feedback will tell you if you have provided sufficient information to demonstrate competency.

If at this stage there is insufficient evidence to warrant a result of competency achieved (CA) you will be given the opportunity to resubmit work or given an additional assessment task.

Authorized by: Manager Workforce Development and Diversion Programs	Version No: 2	Controlled Copy, Uncontrolled When Printed.	Training Package: HLT07
Issue Date: May 2016	Review Date: May 2017	Page 10 of 15	Unit:HLTAID001

Resubmitted Work/Additional Assessment Task

If any submitted assessment task is assessed as not meeting the criteria for competency the participant will be:

- Provided with feedback from the educator/trainer/assessor
- Given ONE opportunity to provide additional evidence or resubmit work or given an additional assessment task.
- The assessor will add this new information to your evidence portfolio before making a final assessment and issuing a Record of Assessment.
- If after the resubmission the assessable task(s) does not demonstrate competency, a final result of "Not Yet Competent" will be recorded for that assessment task.

Issuing Statements of Attainment and Qualifications

Upon satisfactory completion of course requirements and assessments, participants will be issued with a Statement of Attainment/Certificates.

Statement of Attainment is defined as follows:

"A statement of attainment recognises that one or more accredited units has been achieved." AQF Framework, 2013

Contact Details

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Authorized by: Manager Workforce Development and Diversion Programs	Version No: 2	Controlled Copy, Uncontrolled When Printed.	Training Package: HLT07
Issue Date: May 2016	Review Date: May 2017	Page 11 of 15	Unit:HLTAID001

Training and Assessment Plan for HLTAID001 Provide CPR

Element	Performance Criteria	Topic	Activities & Formative Assessment	Summative Assessment
1. Respond to an emergency situation	1.1 Recognise an emergency situation	Emergency Response	Discussion – what are Hazards	AT1a) AT2 AT4
	1.2 Identify, assess and minimize immediate hazards to health and safety of others	Emergency Response	Discussion How to reduce hazards	AT1a AT2 AT3 AT4
	1.3 Assess the casualty and recognize the need for CPR	Emergency Response		AT1a AT1b AT2 AT3 AT4
	1.4 Seek assistance from emergency services	Emergency Response		AT1a AT1b AT2 AT3 AT4

Element	Performance Criteria	Topic	Activities Formative Assessment &	Summative Assessment
2. Perform CPR procedures	2.1 Perform CPR in accordance with ARC Guidelines	Perform CPR	CPR Practice on Adult Manikin & practice on infant manikin	AT1a AT1b AT2 AT3
	2.2 Display respectful behavior towards casualty	Perform CPR	CPR Practice on Adult Manikin & practice on infant manikin Managing unconscious casualty	AT1a AT1b) AT2 AT3 AT4
	2.3 Operate automated external defibrillator (AED) according to manufacturers instructions	Perform CPR		AT2 AT3

Authorized by: Manager Workforce Development and Diversion Programs	Version No: 2	Controlled Copy, Uncontrolled When Printed.	Training Package: HLT07
Issue Date: May 2016	Review Date: May 2017	Page 13 of 15	Unit:HLTAID001

Element	Performance Criteria	Topic	Formative Assessment	Summative Assessment
3. Communicate details of the incident	3.1 Accurately convey incident details to emergency response services	Seeking Medical assistance and communication		AT1a & AT1b AT2 AT3 AT4
	3.2 Report details of incident to workplace supervisor as appropriate	Seeking Medical assistance and communication Legal and Statutory Issues		AT2 AT3 AT4
	3.3 Maintain confidentiality of records and information in line with statutory and/or organizational policies	Seeking Medical assistance and communication Legal and Statutory Issues		AT2 AT4

Authorized by: Manager Workforce Development and Diversion Programs	Version No: 2	Controlled Copy, Uncontrolled When Printed.	Training Package: HLT07
Issue Date: May 2016	Review Date: May 2017	Page 14 of 15	Unit:HLTAID001

Extension/Special Consideration Form

ReGen

Name: _____

Unit/Course: _____

Contact Number: _____

Contact Email: _____

Original Date for Submission of Homework: __/__/__

Requested Date for Submission of Homework: __/__/__

I wish to apply for:

Extension ..or

Special Consideration

Reason for Extension/Special Consideration:

Signature _____

Date: __/__/__

Office Use Only

Extension Granted: Yes No

Participant Notified: Yes No

Date Participant Notified __/__/__

Assessors Name: _____

Assessors Signature: _____