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**Version Control & Document History**

|  |  |  |
| --- | --- | --- |
| **Date** | **Summary of Modifications** | **Version** |
| 25 January 2023 | Version 1.0 released for publishing | 1.0 |

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# Introduction

The assessments in this workbook are divided into two categories: the Knowledge Assessment and the Practical Assessment.

The **Knowledge Assessment** is a set of general and workplace questions testing your knowledge and understanding of the general theory behind the unit.

**You must answer all Knowledge Assessment Questions using your own words.** However, you may refer to your Learner Guide and other relevant resources and learning materials to complete this assessment.

Some questions cover processes you will likely encounter in a workplace setting. Ideally, you should be able to answer these questions based on the processes that are currently in place in your workplace. However, if you do not currently have access to a workplace, then answer the questions based on processes that should be implemented in a typical workplace setting.

The **Practical Assessment** is made up of the **Practical Assignment and Workplace Assessment.** This assessment tests your practical skills with respect to the requirements of the relevant unit of competency.

The Practical Assessment requires you to complete and submit workplace documents and other documentation relevant to the unit of competency.

**The evidence you submit must be your own work except where due reference is made and where you are required to submit supplementary workplace documents such as policies and procedures.**

**When completing the assessments included in this workbook:**

1. Read the instructions provided in each task carefully before attempting to complete the task. The instructions will guide you on how to answer the question or complete the task satisfactorily.
2. Follow the steps provided in each task.
   * If the question instructs you to describe, provide a description as your response. If the question instructs you to list, provide a list as your response.
   * Where there is a number of required responses, provide the required number of responses. For example, if you are asked to list three responses, provide three responses.
3. Ensure that all your submissions for this assessment indicate your first and last name and that these submissions have been named according to the file naming convention prescribed in each task.

# Competency-Based Assessments

**Definition of Competency**

Assessment in this context can be defined as the fair, valid, reliable, and flexible gathering and recording of evidence to support the judgement on whether competency has been achieved. Skills and knowledge (developed in a structured learning situation, at work, or in some other context) are assessed against national standards of competence required by industry rather than compared with the skills and knowledge of other candidates.

**The features of a competency-based assessment system are:**

* It is focused on what candidates can do and whether it meets the criteria specified by the industry as competency standards.
* Assessment should mirror the environment the candidate will encounter in the workplace.
* Assessment criteria should be clearly stated to the candidate at the beginning of the learning process.
* Assessment should be holistic. That is, it aims to assess as many elements and/or units of competency as is feasible at one time.
* In competency assessment, a candidate receives one of only two outcomes – ‘competent’ or ‘not yet competent.’
* The basis of assessment is in applying knowledge for some purpose. In a competency system, knowledge for the sake of knowledge is seen to be ineffectual unless it assists a person in performing a task to the level required in the workplace.
* The emphasis in assessment is on assessable outcomes that are clearly stated for the trainer and candidate. Assessable outcomes are tied to the relevant industry competency standards where these exist. Where such competencies do not exist, the outcomes are based upon those identified in a training needs analysis.

# Assessing Nationally-Recognised Training

Developing and conducting assessment in an Australian Vocational Education and Training (VET) context is founded on the Principles of Assessment and the Rules of Evidence:

**Principles of Assessment**

1. **Assessment must be valid**
   * Assessment must include the full range of skills and knowledge needed to demonstrate competency.
   * Assessment must include the combination of knowledge and skills with their practical application.
   * Assessment, where possible, must include judgements based on evidence drawn from a number of occasions and across a number of contexts.
2. **Assessment must be reliable**
   * Assessment must be reliable and must be regularly reviewed to ensure that assessors are making decisions in a consistent manner.
   * Assessors must be trained in national competency standards for assessors to ensure reliability.
3. **Assessment must be flexible**
   * Assessment, where possible, must cover both the on- and off-the-job components of training within a course.
   * Assessment must provide for the recognition of knowledge, skills, and attitudes regardless of how they have been acquired.
   * Assessment must be made accessible to candidates through a variety of delivery modes, so they can proceed through modularised training packages to gain competencies.
   * Assessment must be mutually developed and agreed upon between the assessor and the assessed.
   * Assessment must be able to be challenged. Appropriate mechanisms must be made for reassessment as a result of challenge.
4. **Assessment must be fair**
   * The assessment process must consider the individual needs of the candidate.
   * Assessment must provide for reasonable adjustments, where appropriate, to consider the individual candidate’s needs.

*(Source: Standards for RTOs 2015, Clauses 1.8 – 1.12)*

**Rules of Evidence**

When collecting evidence, certain rules apply to that evidence. All evidence must be valid, sufficient, authentic, and current:

1. **Valid**

Evidence gathered should meet the requirements of the unit of competency. This evidence should match, or at least reflect, the type of performance that is to be assessed, whether it covers knowledge, skills, or attitudes.

1. **Sufficient**

This rule relates to the amount of evidence gathered. Enough evidence must be gathered to satisfy the requirements that the candidate be competent in all aspects of the unit of competency.

1. **Authentic**

When evidence is gathered, the assessor must be satisfied that evidence is the candidate’s own work.

1. **Current**

This relates to the recency of the evidence and whether the evidence relates to current abilities.

*(Source: Training in Australia by M Tovey, D Lawlor)*

# Dimensions of Competency

The national concept of competency includes all aspects of work performance and not only narrow task skills. The four dimensions of competency are:

1. Task skills
2. Task management skills
3. Contingency management skills
4. Job or role environment skills

# Reasonable Adjustment

‘Reasonable adjustment’ in VET is the term applied to modifying the learning environment or making changes to the training delivered to assist a candidate with a disability. A reasonable adjustment can be as simple as changing classrooms to be closer to amenities or installing a particular type of software on a computer for a person with vision impairment.

**Why make a reasonable adjustment?**

We make reasonable adjustments in VET to make sure that candidates with disabilities have:

* The same learning opportunities as candidates without disabilities, and
* The same opportunity to perform and complete assessments as those without disabilities.

**Reasonable adjustment applied to participation in teaching, learning, and assessment activities can include:**

* Customising resources and assessment activities within the training package or accredited course
* Modifying the presentation medium
* Learner support
* Use of assistive/adaptive technologies
* Making information accessible both before enrolment and during the course
* Monitoring the adjustments to ensure candidate needs continue to be met

**Assistive/Adaptive Technologies**

Assistive/adaptive technology means ‘software or hardware that has been specifically designed to assist people with disabilities in carrying out daily activities’ (World Wide Web Consortium - W3C). It includes screen readers, magnifiers, voice recognition software, alternative keyboards, devices for grasping, visual alert systems, and digital note-takers.

*(Adapted Reasonable Adjustment in teaching, learning and assessment for learners with a disability - November 2010 - Prepared by - Queensland VET Development Centre)*

**IMPORTANT:**

**Reasonable adjustments made for collecting candidate assessment evidence must not impact the standard expected by the workplace, as expressed by the relevant unit/s of competency. For example, if the assessment were gathering evidence of the candidate’s competency in writing, allowing the candidate to complete the assessment verbally would not be a valid assessment method. The method of assessment used by any reasonable adjustment must still meet the competency requirements.**

# The Unit of Competency

The units of competency specify the standards of performance required in the workplace.

This assessment addresses the following unit of competency:

**HLTINF006 - Apply basic principles and practices of infection prevention and control (Release 1)**

1. Contribute to workplace procedures for identifying hazards and controlling risks.
2. Follow standard and transmission-based precautions for infection prevention and control in the work setting.
3. Respond to potential and actual exposure to infection risks.

**A complete copy of the above unit of competency can be downloaded from the TGA website:**

<https://training.gov.au/Training/Details/HLTINF006>

# The Context of Assessment

To complete the assessments in this workbook, students need to have access to their learning materials, the Internet, and a workplace (or similar environment).

The Knowledge Assessment may be completed wholly at the candidate’s home or chosen place of study.

The Practical Assessment must be completed in a workplace or a simulated environment.

# Assessment Methods

This workbook uses the following assessment methods:

1. **Knowledge Assessment**

A set of general and workplace questions testing the candidate’s general knowledge and understanding of the general theory behind the unit.

1. **Practical Assignment**

A series of written practical tests assessing the candidate’s practical knowledge and understanding of the unit of competency.

1. **Workplace Assessment**

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit. These tasks and activities require you to have access to a workplace or a similar environment.

# Resources Required for Assessment

**The Training Organisation to provide the candidate with access to/organise the following for the candidate:**

* Assessor to supervise and observe the candidate as they complete assessments, where required.
* Workplace, or a similar environment, where the candidate can complete the assessments, and that will allow them access to organisational policies and procedures relating to:
  + Managing exposure incidents
  + Recording and documenting risks and incidents
  + Reporting risks and incidents
  + Parties to whom reports may be made:
    - Supervisor
    - General practitioner
    - Health care professional
    - Carer
    - Responsible person
    - Responsible authority

**The candidate will need access to:**

* Computer with Internet, email access, and a working web browser
* Installed software: MS Word, Adobe Acrobat Reader

# Accessing External Links

Throughout this workbook, you will sometimes be required to access certain websites. Links to these websites are formatted in Blue Underlined Text.

To access these, hold the **Ctrl key and click the link for Windows users**, or simply **click on these blue links for** **Mac users**.

# Assessment Workbook Cover Sheet

**To the candidate:** Print this cover sheet and complete it by filling in all the required information and signing in the space provided. Your signature must be handwritten. Scan the completed cover sheet and submit it along with your evidence submissions. Use the filename: **HLTINF006 Cover Sheet**

|  |  |
| --- | --- |
| Workbook | HLTINF006 |
| Title | Apply basic principles and practices of infection prevention and control (Release 1) |
| First and Last Name |  |
| Phone |  |
| Email |  |

|  |  |  |
| --- | --- | --- |
| **Please read the Candidate Declaration below, and if you agree to the terms of the declaration, sign and indicate the date in the spaces provided.**  **By submitting this work, I declare that:**   * I have been advised of the assessment requirements, have been made aware of my rights and responsibilities as an assessment candidate, and choose to be assessed at this time. * I am aware that there is a limit to the number of submissions that I can make for each assessment, and I am submitting all documents required to complete this Assessment Workbook. * I have organised and named the files I am submitting according to the instructions provided. I am aware that my assessor will not assess work that cannot be identified and may request the work be resubmitted according to the correct process. * This work is my own and contains no material written by another person except where due reference is made. I am aware that a false declaration may lead to the withdrawal of qualification or statement of attainment. * I am aware that there is a policy of checking the validity of qualifications that I submit as evidence, as well as the qualifications/evidence of parties who verify my performance or observable skills. I give my consent to contact these parties for verification purposes. | | |
| **Name:** | **Signature:** | **Date signed:** |

# Knowledge Assessment

|  |  |  |  |
| --- | --- | --- | --- |
| **Preliminary Task**  Question 36 of this Knowledge Assessment require you to refer to procedures for disposal of contaminated waste of your state/territory.  For your assessor’s reference, indicate below which state/territory you are currently based or located in by ticking the box that corresponds to your answer.  When answering Questions 36, you must refer to the procedures for disposal of contaminated waste of the state/territory you ticked below. | | | |
|  | | | |
| The state/territory where you are currently based or located in: | | | |
|  | Australian Capital Territory |  | South Australia |
|  | New South Wales |  | Tasmania |
|  | Northern Territory |  | Victoria |
|  | Queensland |  | Western Australia |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Access and review the [National Safety and Quality Health Service (NSQHS) Standards](https://www.safetyandquality.gov.au/sites/default/files/2021-05/national_safety_and_quality_health_service_nsqhs_standards_second_edition_-_updated_may_2021.pdf) and answer the following questions. |
|  | |
| 1. What are the five aims of Standard 3: Preventing and Controlling Infections? | |
| 1. Briefly explain the purpose of each NSQHS Standard 3 criteria provided below.  | **Criteria** | **Purpose** | | --- | --- | | 1. Clinical governance and quality improvement systems |  | | 1. Infection prevention and control systems |  | | 1. Reprocessing reusable equipment and devices |  | | 1. Antimicrobial stewardship |  | | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Access and review the [Australian Guidelines and the Prevention and Control of Infection in Healthcare (2019)](https://www.safetyandquality.gov.au/sites/default/files/2021-08/australian_guidelines_for_the_preventionnd_control_of_infection_in_health_care_-_current_version_-_v11.9_21_july_2021.pdf)and answer the following questions. |
|  | |
| 1. Explain the aim of the Guidelines in relation to infection control and prevention. | |
| 1. Identify five standard precautions relevant to infection control based on the guidelines. | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Listed below are common sources of infectious risks in the workplace. Complete the table by:    1. Identifying one example of an infectious risk from each source provided.    2. Describe the harm the infectious risk you identified may cause.    3. Identify one way you can prevent the harm identified.    4. Identify one way you can reduce the harm identified. |

| **Source of Infectious Risk** | **Example of infectious risk** | **Harm the infectious risk may cause** | **How to prevent harm** | **How to reduce harm** |
| --- | --- | --- | --- | --- |
| 1. Human blood |  |  |  |  |
| 1. Animals |  |  |  |  |
| 1. Human waste product (e.g. faeces, urine, etc.) |  |  |  |  |
| 1. Respiratory discharge (e.g. cough droplets) |  |  |  |  |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about causes of infection. |
|  | |
| 1. Differentiate bacteria and viruses based on each criterion listed below.  |  |  |  | | --- | --- | --- | | **Criterion** | **Viruses** | **Bacteria** | | 1. Type of infection it causes |  |  | | 1. How do they cause infection? |  |  | | 1. One example of an illness it may cause. |  |  | | 1. Can it be treated with antibiotics? Yes or No. |  |  | | |
| 1. What are fungi? | |
| 1. How do fungi cause infection? | |
| 1. What are parasites? | |

|  |
| --- |
| 1. How do parasites cause infection? |
| 1. What are protozoa? |
| 1. How do protozoa cause infection? |
| 1. What are helminths? |
| 1. How do helminths cause infection? |
| 1. Infectious agents may go through the following processes. Differentiate the four by explaining how each occurs.  |  |  |  |  | | --- | --- | --- | --- | | **Exposure** | **Colonisation** | **Infection** | **Disease** | |  |  |  |  | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about the chain of infection. |
|  | |
| 1. What is the chain of infection? | |
| 1. Complete the chain of infection diagram below, by identifying the five remaining elements of the chain in their correct order.   Write your answers in the spaces provided below:   1. Causative agent | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the questions below about infectious agents. |
|  | |
| 1. Identify the two factors that can increase the likelihood of a person getting an infection if they are exposed to an infectious agent. | |
| 1. What is the relationship between a pathogen’s infective dose and its virulence? | |
| 1. List two ways that you can help limit your exposure to pathogens. | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about reservoirs of infection. |
|  | |
| 1. What is a reservoir of infection? | |
| 1. Below are common reservoirs of infection. Complete the table by: 2. Identifying an infectious agent commonly found in the given reservoir 3. Explaining how the identified infectious agent is transmitted to a susceptible host.   Scientific names must follow writing conventions. They must always be italicized if using word processor or underlined if hand-written. The genus must be written in full when used for the first time in the document. | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| | **Reservoir** | **Infectious agent commonly found in the identified reservoir** | **How the infectious agent is transmitted to a susceptible host** | | --- | --- | --- | | 1. People |  |  | | 1. Animal |  |  | | 1. Birds |  |  | | 1. Blood |  |  | | 1. Bodily fluids |  |  | | 1. Food |  |  | | 1. Water |  |  | | 1. Soil |  |  | | 1. Waste |  |  | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about portal of entry and portal of exit. |
|  | |
| 1. What is a portal of exit? | |
| 1. What is a portal of entry? | |
| 1. Complete the table by identifying one of the following for each of the infectious agent given below: 2. Portal of entry 3. Portal of exit   Scientific names must follow writing conventions. They must always be italicized if using word processor or underlined if hand-written. The genus must be written in full when used for the first time in the document.   |  |  |  | | --- | --- | --- | | **Infectious Agent** | **Portal of entry** | **Portal of exit** | | 1. Varicella zoster virus |  |  | | 1. *Sarcoptes scabiei* (itch mite) |  |  | | 1. *Entamoeba histolytica* |  |  | | |

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| --- | --- | --- |
| Application  Description automatically generated with low confidence | 1. Below are the direct means of transmission of infection. Provide one example of how infection can happen in the workplace through each of the direct means given. | |
|  | | |
| **Direct means of transmission** | | **Example** |
| 1. Contact transmission | |  |
| 1. Droplet transmission | |  |
| 1. Airborne transmission | |  |

|  |  |
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| Application  Description automatically generated with low confidence | 1. Complete the table below by:    1. Identifying two types of vectors for each of the categories below    2. Providing one type of infectious pathogen transmitted by the identified vector    3. Identifying the disease associated with the infectious pathogen    4. Explaining how the identified vector transmits the identified pathogen   Scientific names must follow writing conventions. They must always be italicized if using word processor or underlined if hand-written. The genus must be written in full when used for the first time in the document. |

| **Category** | **Vector** | **Infectious pathogen transmitted by the identified vector** | **Disease caused by the identified pathogen** | **How the vector transmits the identified infection** |
| --- | --- | --- | --- | --- |
| 1. Animal |  |  |  |  |
|  |  |  |  |
| 1. Insect |  |  |  |  |
|  |  |  |  |
| 1. Parasite |  |  |  |  |
|  |  |  |  |

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| --- | --- | --- |
| Application  Description automatically generated with low confidence | 1. Below are the indirect means of transmission of infection. Provide one example of how infection can happen in the workplace through each of the indirect means given. | |
|  | | |
| **Indirect means of transmission** | | **Example** |
| 1. Surface contamination | |  |
| 1. Object contamination | |  |
| 1. Penetrating injuries | |  |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about susceptibility to infection. |
|  | |
| 1. What is a susceptible host? | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Explain how each factors listed below can affect a person’s susceptibility to infection.  |  |  | | --- | --- | | **Factor** | **How it affects a person’s susceptibility to infection** | | 1. Wounds |  | | 1. Immune status |  | | 1. Devices |  | | 1. Medications, e.g. immunosuppressive drugs |  | | 1. Comorbidities |  | | 1. Age |  | |
| 1. Identify two general ways that can help reduce the transmission of infectious diseases to a susceptible individual. |

|  |  |
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| Application  Description automatically generated with low confidence | 1. Answer the following questions about personal hygiene practices. |
|  | |
| 1. List five examples of personal care practices for maintaining good personal hygiene. | |
| 1. Explain how keeping the workplace cleanliness contributes to personal cleanliness. | |
| 1. List three ways you can contribute to workplace cleanliness. | |
| 1. Explain why it is important that you do not attend work when ill. | |

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| --- |
| 1. List the seven steps in respiratory hygiene and cough etiquette as mentioned in the [Guideline Australian Guidelines for the Prevention and Control of Infection in Healthcare (2019)](https://www.safetyandquality.gov.au/sites/default/files/2021-08/australian_guidelines_for_the_preventionnd_control_of_infection_in_health_care_-_current_version_-_v11.9_21_july_2021.pdf). |
| 1. Why must you cover your mouth and nose when coughing or sneezing? |
| 1. What must you do after sneezing, coughing or using tissues to prevent the spread of infection? |
| 1. Identify four general laundry management practices for contaminated work clothes. |
| 1. Identify three measures you must take when washing clothes to minimise the risk of contamination or spread of infectious diseases. |

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| --- |
| 1. Why is it important to use clean clothing or uniform in the context of infection control? |
| 1. List two ways you can ensure that the clothes you use at work are clean. |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. List the six steps for handwashing in their correct order. |
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| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about hand care. |
|  | |
| 1. List five important considerations for hand washing. | |
| 1. Identify five ways you can take care of your fingernails. | |
| 1. Why is it important to maintain intact skin? | |
| 1. List three ways that help maintain intact skin. | |

|  |  |
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| Application  Description automatically generated with low confidence | 1. Identify the five instances when hand hygiene must be performed (also called ‘five moments of hand hygiene’) to prevent and control infection based on the [Australian Guidelines for the Prevention and Control of Infection in Healthcare (2019)](https://www.nhmrc.gov.au/about-us/publications/australian-guidelines-prevention-and-control-infection-healthcare-2019). |
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| --- | --- |
| Application  Description automatically generated with low confidence | 1. List the seven steps for alcohol-based hand rubbing. |
|  | |
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|  | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. What is the recommended alcohol concentration for hand rubbing? |
|  | |
|  | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the questions below about hand hygiene. |
|  | |
| 1. What is the difference between using soap and water versus alcohol-based hand rub when used for hand hygiene? | |
| 1. List four instances where soap and water are recommended to be used for hand hygiene. | |
| 1. List two instances where an alcohol-based hand rub is recommended to be used for hand hygiene. | |
| 1. What must be done with arm/hand jewellery and watches when performing hand hygiene? | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Identify two hand hygiene precautions to be followed for each of the following situations:    1. When there are breaks in the skin    2. When there are skin conditions present |
|  | |
| **Hand hygiene precautions to be followed when there are breaks in the skin** | |
|  | |
|  | |
| **Hand hygiene precautions to be followed when there are skin conditions present** | |
|  | |
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| Application  Description automatically generated with low confidence | 1. Listed below are personal protective equipment (PPE) commonly used in the workplace. For each PPE: 2. Explain what it is used for 3. Provide one scope/application | | |
|  | | | |
| **PPE** | | **Use** | **Scope/application**  (Provide only one) |
| 1. Masks | |  |  |
| 1. Gloves | |  |  |
| 1. Protective eyewear | |  |  |

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| --- | --- | --- |
| **PPE** | **Use** | **Scope/application**  (Provide only one) |
| 1. Face shields |  |  |
| 1. Particulate filter respirators (PFRs) |  |  |
| 1. Powered air-purifying respirators (PAPRs) |  |  |
| 1. Gowns and aprons |  |  |

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| Application  Description automatically generated with low confidence | 1. List one way you can prevent contamination while applying each of the following PPE:    * Masks    * Face shields | |
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| **PPE** | | **How to prevent contamination while applying the PPE** |
| 1. Masks | |  |
| 1. Face shields | |  |

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| Application  Description automatically generated with low confidence | 1. List one way you can prevent contamination while wearing each of the following PPE:    * Aprons    * Gloves | |
|  | | |
| **PPE** | | **How to prevent contamination while wearing the PPE** |
| 1. Aprons | |  |
| 1. Gloves | |  |

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| Application  Description automatically generated with low confidence | 1. List one way they can prevent contamination while removing each of the following PPE:    * Gowns    * Protective eyewear | |
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| **PPE** | | **Guidelines while removing** |
| 1. Gowns | |  |
| 1. Protective eyewear | |  |

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| Application  Description automatically generated with low confidence | 1. Listed below are different types of PPE. Arrange them in the correct order in which they are worn and removed:    * Masks    * Gloves    * Protective eyewear and face shields    * Gowns and aprons |
|  | |
| **Correct order for wearing PPE** | |
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| **Correct order for removing PPE** | |
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| Application  Description automatically generated with low confidence | 1. List the three steps for correct fitting of masks. |
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| Application  Description automatically generated with low confidence | 1. List the three steps for removing and disposing of masks. |
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| Application  Description automatically generated with low confidence | 1. List the five steps for putting on gloves. |
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| Application  Description automatically generated with low confidence | 1. List the five steps for removing and disposing of gloves. |
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| Application  Description automatically generated with low confidence | 1. List the three steps for putting on face shield. |
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| Application  Description automatically generated with low confidence | 1. List the three steps for putting on protective eyewear. |
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| --- | --- |
| Application  Description automatically generated with low confidence | 1. List the three steps for removing and disposing of protective eyewear and face shield. |
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| Application  Description automatically generated with low confidence | 1. Answer the following questions about routine environmental cleaning. |
|  | |
| 1. List four best practices for environmental cleaning of surfaces. | |
| 1. In what order must environmental cleaning be done? | |
| 1. What are the six general steps for surface cleaning? | |

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| 1. List the two essential cleaning supplies for surface cleaning. |
| 1. List the three essential cleaning supplies for floor cleaning. |
| 1. Complete the table below by:    1. Identifying the recommended frequency of cleaning for the given areas    2. Identifying the recommended method for cleaning the given areas (e.g. cleaning vs. disinfecting)    3. Identifying the recommended process for cleaning the given areas (e.g. surfaces that must be cleaned)  |  |  |  |  | | --- | --- | --- | --- | | **Area** | **Frequency of cleaning** | **Method of cleaning** | **Process of cleaning** | | 1. Waiting area |  |  |  | | 1. Consultation area |  |  |  | | 1. Inpatient wards |  |  |  | | 1. Public toilets |  |  |  | |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions about routine equipment cleaning. |
|  | |
| 1. What are noncritical patient care equipment? | |
| 1. Explain why the cleaning of critical and semi-critical equipment do not fall under the responsibility of the environmental cleaning staff. | |
| 1. List five best practices for cleaning noncritical patient care equipment. | |
| 1. Below are two disinfectants commonly used when cleaning equipment. For each disinfectant, identify one material compatibility consideration and one best practice for cleaning noncritical patient care equipment.  |  |  |  | | --- | --- | --- | | **Disinfectant** | **Material compatibility consideration** | **Best practice for cleaning noncritical patient care equipment** | | 1. Chlorine/hypochlorite-based |  |  | | 1. Alcohol (60-80%) |  |  | | |
| 1. How often must noncritical care equipment be cleaned and disinfected? | |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions about management of linen and clothing. |
|  | |
| 1. Identify the five general principles for handling linen used for all patients according to the [Australian Guidelines for the Prevention and Control of Infection in Healthcare (2019)](https://www.safetyandquality.gov.au/sites/default/files/2021-08/australian_guidelines_for_the_preventionnd_control_of_infection_in_health_care_-_current_version_-_v11.9_21_july_2021.pdf). | |
| 1. Identify two practices that must be followed when handling a patient’s personal items (e.g. clothing) according to the [Australian Guidelines for the Prevention and Control of Infection in Healthcare (2019)](https://www.safetyandquality.gov.au/sites/default/files/2021-08/australian_guidelines_for_the_preventionnd_control_of_infection_in_health_care_-_current_version_-_v11.9_21_july_2021.pdf). | |
| 1. Explain why soiled linen and clothing must be carefully rolled up and not shaken when collected. | |
| 1. When hot water is not available, what must be done to soiled linens? | |
| 1. List the three steps for manually reprocessing soiled linens. | |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions about enhanced cleaning. |
|  | |
| 1. Explain what makes enhanced cleaning different from normal routine cleaning. | |
| 1. Identify one instance when enhanced cleaning is usually done. | |
| 1. Explain how enhanced cleaning prevents the spread of infection. | |
| 1. List five items that must be disinfected when performing enhanced cleaning. | |
| 1. List three areas that must be disinfected when performing enhanced cleaning. | |

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| Application  Description automatically generated with low confidence | 1. List six important guidelines for managing blood and body fluid spills. |
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| Application  Description automatically generated with low confidence | 1. List the five steps for managing blood and body fluid spills. |
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| Application  Description automatically generated with low confidence | 1. Access the [Principles of aseptic technique: Information for healthcare workers](https://www.safetyandquality.gov.au/publications-and-resources/resource-library/principles-aseptic-technique-information-healthcare-workers). Complete the table below by:    1. Identifying your job role    2. Listing two principles of asepsis relevant to your job role    3. Explaining how each principle applies to your job role. | |
|  | | |
| **Your job role:** | |  |
| **Principle of asepsis** | | **Relevance of the principle to the job role** |
|  | |  |
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| Application  Description automatically generated with low confidence | 1. Answer the questions below about the safe handling and disposal of contaminated waste. |
|  | |
| 1. List three important guidelines for handling contaminated waste. | |

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| 1. List four physical characteristics of containers that you must use for storing clinical wastes for disposal. |
| 1. Listed below are common clinical wastes. Identify the recommended treatment method prior to disposal for each according to your state/territory requirements.   State/territory document used as reference:   |  |  | | --- | --- | | **Clinical waste** | **Method of treatment** | | 1. Human tissue |  | | 1. Contaminated sharps |  | | 1. Recognisable anatomical body parts |  | |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Access and review the [Australian Guidelines and the Prevention and Control of Infection in Healthcare (2019)](https://www.safetyandquality.gov.au/sites/default/files/2021-08/australian_guidelines_for_the_preventionnd_control_of_infection_in_health_care_-_current_version_-_v11.9_21_july_2021.pdf)and answer the following questions. |
|  | |
| 1. List the four principles for reprocessing reusable medical devices. | |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Listed below are categories of items for patient care. Complete the table below by: 2. Providing a description of items for each category identified 3. Providing one example of a medical device for each category identified.  |  |  |  | | --- | --- | --- | | **Category of items** | **Description** | **Example** | | 1. Critical |  |  | | 1. Semi-critical |  |  | | 1. Non-critical |  |  | |
| 1. Identify the four actions required for reprocessing critical reusable medical devices. |
| 1. Identify the three actions required for reprocessing semi-critical reusable medical devices. |

|  |
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| 1. Identify the two actions required for reprocessing non-critical reusable medical devices. |
| 1. Identify the minimum required reprocessing method for each category of reusable medical devices below.  |  |  | | --- | --- | | **Category** | **Reprocessing method** | | 1. Critical |  | | 1. Semi-critical |  | | 1. Non-critical |  | |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions regarding guidelines to be followed when picking up needles or syringes. |
|  | |
| 1. What instrument should you use to pick up needles or syringes? | |
| 1. If your answer to the previous question is not available, what should be your alternative? | |
| 1. Which part of the needle or syringe should you hold when handling them? | |
| 1. How should you handle needles or syringes? | |

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| Application  Description automatically generated with low confidence | 1. List four characteristics of containers that you must use for storing needles and syringes for disposal. |
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| --- | --- |
| Application  Description automatically generated with low confidence | 1. List four things that must be avoided when handling needles and syringes. |
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| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions regarding guidelines to be followed when disposing of general waste. |
|  | |
| 1. List five items that are considered general waste. | |
| 1. In which wheelie bins must general waste items be disposed of? | |

# Practical Assessment

## Candidate Instructions

The Practical Assessment is a set of tasks that must be completed in a workplace or in an environment with conditions similar to that of a real workplace.

This assessment will help you demonstrate skill requirements relevant to applying basic principles and practices of infection prevention and control.

The Practical Assessment includes the following:

1. **Practical Assignment**

A series of written practical tests assessing the candidate’s practical knowledge and understanding of the unit of competency.

1. **Workplace Assessment**

A set of tasks or activities completed according to set instructions and guidelines to meet the requirements of the relevant unit. These tasks and activities require you to have access to a workplace or a similar environment.

## Your State/Territory

|  |  |  |  |
| --- | --- | --- | --- |
| Some tasks in this Practical Assessment require you to refer to waste disposal guidelines applicable to the state/territory where your workplace is based or located.  For your assessor’s reference, indicate below which state/territory your workplace is based on or located by ticking the box that corresponds to your answer.  When completing these tasks, refer to waste disposal guidelines applicable to the state/territory you ticked below. | | | |
|  | | | |
| he state/territory where your workplace is based or located. | | | |
|  | Australian Capital Territory |  | South Australia |
|  | New South Wales |  | Tasmania |
|  | Northern Territory |  | Victoria |
|  | Queensland |  | Western Australia |

# Practical Assignment

## Overview

|  |
| --- |
| **The goal of this practical assignment is to assess your practical knowledge and skills in organisational policies and procedures for:**   * Managing exposure incidents * Recording and documenting risks and incidents * Reporting risks and incidents * Parties to whom reports may be made: * Supervisor * General practitioner * Health care professional * Carer * Responsible person * Responsible authority   **This assessment is divided into 15 tasks:**   1. Task 1 – Organisational Policies and Procedures for Managing Exposure Incidents 2. Task 2 – Organisational Policies and Procedures for Recording and Documenting Infection-Related Risks 3. Task 3 – Organisational Policies and Procedures for Recording and Documenting Infection-Related Incidents 4. Task 4 – Organisational Policies and Procedures for Reporting Infection Risks 5. Task 5 – Organisational Policies and Procedures for Reporting Infection-Related Incidents 6. Task 6 – Organisational Policies and Procedures for Reporting to the Following Relevant Parties: 7. Task 6.1 – Supervisor 8. Task 6.2 – General Practitioner 9. Task 6.3 – Health Care Professional 10. Task 6.4 – Carer |

|  |
| --- |
| 1. Task 6.5 – Responsible Person 2. Task 6.6 – Responsible Authority 3. Task 7 – Standards Relevant to Own Role and Work Setting 4. Task 8 – Guidelines Relevant to Own Role and Work Setting 5. Task 9 – Roles and Responsibilities of Self and Others 6. Task 10 – Infection Risks and Hazards Associated with Own Role and Work Setting   For these tasks, assume that you are a worker required to apply basic infection prevention and control principles in your workplace.  **You are required to:**   * Access and review your organisation’s policies and procedures. * Review the instructions in each task included in this Practical Assignment. * Record your responses as required in the instructions for each task.   **Resources required for assessment:**   * Organisational policies and procedures relating to: * Managing exposure incidents * Recording and documenting risks and incidents * Reporting risks and incidents * Parties to whom reports may be made:   + Supervisor   + General practitioner   + Health care professional   + Carer   + Responsible person   + Responsible authority   Contact your Assessor/Training Provider to get some assistance in accessing the resources required for the assessment listed here. |

## Task 1 – Organisational Policies and Procedures for Managing Exposure Incidents

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Access and review your organisation’s policies and procedures for managing exposure incidents.  Provide the following information:   * The title of the policy relevant to managing exposure incidents * Overview of the policy * Procedures followed under the policy   Record your responses in the spaces provided.  Submit a copy of the policies and procedures you referred to when answering this question for your assessor’s reference.  **If the policies and procedures are used for several tasks, e.g. the policies and procedures for reporting risks and incidents are the same, only one set of policies and procedures for these tasks must be submitted.** |
|  | |
| 1. Title/name of relevant policy: | |
| 1. Overview of policy: | |
| 1. Procedures under this policy: | |

## Task 2 – Organisational Policies and Procedures for Recording and Documenting Infection-Related Risks

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Access and review your organisation’s policies and procedures for recording and documenting infection-related risks.  Provide the following information:   * The title of the policy relevant to responding to recording and documenting infection-related risks. * Overview of the policy * Procedures followed under the policy   Record your responses in the spaces provided.  Submit a copy of the policies and procedures you referred to when answering this question for your assessor’s reference.  **If the policies and procedures are used for several tasks, e.g. the policies and procedures for reporting risks and incidents are the same, only one set of policies and procedures for these tasks must be submitted.** |
|  | |
| 1. Title/name of relevant policy: | |
| 1. Overview of policy: | |
| 1. Procedures under this policy: | |

## Task 3 – Organisational Policies and Procedures for Recording and Documenting Infection-Related Incidents

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Access and review your organisation’s policies and procedures for recording and documenting infection-related incidents.  Provide the following information:   * The title of the policy relevant to recording and documenting infection-related incidents. * Overview of the policy * Procedures followed under the policy   Record your responses in the spaces provided.  Submit a copy of the policies and procedures you referred to when answering this question for your assessor’s reference.  **If the policies and procedures are used for several tasks, e.g. the policies and procedures for reporting risks and incidents are the same, only one set of policies and procedures for these tasks must be submitted.** |
|  | |
| 1. Title/name of relevant policy: | |
| 1. Overview of policy: | |
| 1. Procedures under this policy: | |

## Task 4 – Organisational Policies and Procedures for Reporting Infection Risks

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Access and review your organisation’s policies and procedures for reporting infection risks.  Provide the following information:   * The title of the policy relevant to reporting infection risks. * Overview of the policy * Procedures followed under the policy   Record your responses in the spaces provided.  Submit a copy of the policies and procedures you referred to when answering this question for your assessor’s reference.  **If the policies and procedures are used for several tasks, e.g. the policies and procedures for reporting risks and incidents are the same, only one set of policies and procedures for these tasks must be submitted.** |
|  | |
| 1. Title/name of relevant policy: | |
| 1. Overview of policy: | |
| 1. Procedures under this policy: | |

## Task 5 – Organisational Policies and Procedures for Reporting Infection-Related Incidents

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Access and review your organisation’s policies and procedures for reporting infection-related incidents.  Provide the following information:   * The title of the policy relevant to reporting infection-related incidents. * Overview of the policy * Procedures followed under the policy   Record your responses in the spaces provided.  Submit a copy of the policies and procedures you referred to when answering this question for your assessor’s reference.  **If the policies and procedures are used for several tasks, e.g. the policies and procedures for reporting risks and incidents are the same, only one set of policies and procedures for these tasks must be submitted.** |
|  | |
| 1. Title/name of relevant policy: | |
| 1. Overview of policy: | |
| 1. Procedures under this policy: | |

## Task 6 – Organisational Policies and Procedures for Reporting to the Following Relevant Parties

### Task 6.1 – Supervisor

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Access and review your organisation’s policies and procedures for reporting infection-related risks and incidents to your supervisor.  Provide the following information:   * The title of the policy relevant to reporting infection-related risks and incidents to your supervisor. * Overview of the policy * Procedures followed under the policy   Record your responses in the spaces provided.  Submit a copy of the policies and procedures you referred to when answering this question for your assessor’s reference.  **If the policies and procedures are used for several tasks, e.g. the policies and procedures for reporting risks and incidents are the same, only one set of policies and procedures for these tasks must be submitted.** |
|  | |
| 1. Title/name of relevant policy: | |
| 1. Overview of policy: | |
| 1. Procedures under this policy: | |

### Task 6.2 – General Practitioner

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Access and review your organisation’s policies and procedures for reporting infection-related risks and incidents to a general practitioner.  Provide the following information:   * The title of the policy relevant to reporting infection-related risks and incidents to your supervisor. * Overview of the policy * Procedures followed under the policy   Record your responses in the spaces provided.  Submit a copy of the policies and procedures you referred to when answering this question for your assessor’s reference.  **If the policies and procedures are used for several tasks, e.g. the policies and procedures for reporting risks and incidents are the same, only one set of policies and procedures for these tasks must be submitted.** |
|  | |
| 1. Title/name of relevant policy: | |
| 1. Overview of policy: | |
| 1. Procedures under this policy: | |

### Task 6.3 – Health Care Professional

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| --- | --- |
| Application  Description automatically generated with low confidence | Access and review your organisation’s policies and procedures for reporting infection-related risks and incidents to a health care professional, e.g. nurses.  Provide the following information:   * The title of the policy relevant to reporting infection-related risks and incidents to a health care professional. * Overview of the policy * Procedures followed under the policy   Record your responses in the spaces provided.  Submit a copy of the policies and procedures you referred to when answering this question for your assessor’s reference.  **If the policies and procedures are used for several tasks, e.g. the policies and procedures for reporting risks and incidents are the same, only one set of policies and procedures for these tasks must be submitted.** |
|  | |
| 1. Title/name of relevant policy: | |
| 1. Overview of policy: | |
| 1. Procedures under this policy: | |

### Task 6.4 – Carer

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Access and review your organisation’s policies and procedures for reporting infection-related risks and incidents to a carer.  Provide the following information:   * The title of the policy relevant to reporting infection-related risks and incidents to a carer * Overview of the policy * Procedures followed under the policy   Record your responses in the spaces provided.  Submit a copy of the policies and procedures you referred to when answering this question for your assessor’s reference.  **If the policies and procedures are used for several tasks, e.g. the policies and procedures for reporting risks and incidents are the same, only one set of policies and procedures for these tasks must be submitted.** |
|  | |
| 1. Title/name of relevant policy: | |
| 1. Overview of policy: | |
| 1. Procedures under this policy: | |

### Task 6.5 – Responsible Person

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Access and review your organisation’s policies and procedures for reporting infection-related risks and incidents to a responsible person.  Provide the following information:   * The title of the policy relevant to reporting infection-related risks and incidents to a responsible person, e.g. those with duties and responsibilities related to health and safety in the workplace * Overview of the policy * Procedures followed under the policy   Record your responses in the spaces provided.  Submit a copy of the policies and procedures you referred to when answering this question for your assessor’s reference.  **If the policies and procedures are used for several tasks, e.g. the policies and procedures for reporting risks and incidents are the same, only one set of policies and procedures for these tasks must be submitted.** |
|  | |
| 1. Title/name of relevant policy: | |
| 1. Overview of policy: | |
| 1. Procedures under this policy: | |

### Task 6.6 – Responsible Authority

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Access and review your organisation’s policies and procedures for reporting infection-related risks and incidents to a responsible authority.  Provide the following information:   * The title of the policy relevant to reporting infection-related risks and incidents to a responsible authority, e.g. those with duties and responsibilities related to overseeing health and safety in the workplace * Overview of the policy * Procedures followed under the policy   Record your responses in the spaces provided.  Submit a copy of the policies and procedures you referred to when answering this question for your assessor’s reference.  **If the policies and procedures are used for several tasks, e.g. the policies and procedures for reporting risks and incidents are the same, only one set of policies and procedures for these tasks must be submitted.** |
|  | |
| 1. Title/name of relevant policy: | |
| 1. Overview of policy: | |
| 1. Procedures under this policy: | |

## Task 7 – Standards Relevant to Own Role and Work Setting

|  |  |  |
| --- | --- | --- |
| Application  Description automatically generated with low confidence | Access and review one set of guidelines relevant to your role and work setting. Complete the table below by providing:   * The title of the document * All standards included in the identified set of standards * The purpose of the identified set of standards | |
|  | | |
| **Title of Document** | | Link: |
| **Standards** | | *Add other rows as necessary.* |
| **Purpose** | |  |

## Task 8 – Guidelines Relevant to Own Role and Work Setting

|  |  |  |
| --- | --- | --- |
| Application  Description automatically generated with low confidence | Access and review one set of standards relevant to your role and work setting. Complete the table below by providing:   * The title of the document * All guidelines included in the identified set of standards * The purpose of the identified set of guidelines | |
|  | | |
| **Title of Document** | | Link: |
| **Guidelines** | | *Add other rows as necessary.* |
| **Purpose** | |  |

## Task 9 – Roles and Responsibilities of Self and Others

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Answer the following questions about roles and responsibilities of self and others in relation to infection prevention and control. |
|  | |
| 1. Identify your role in your organisation and provide one example of your responsibilities in relation to infection prevention and control.  | **Role** | **Responsibility** | | --- | --- | |  |  | | |
| 1. Complete the table by:    1. Identifying two examples of other roles in your organisation (aside from your own)    2. Providing one example of responsibilities in relation to infection prevention and control for each of the roles identified.  | **Role** | **Responsibility** | | --- | --- | |  |  | |  |  | | |

## Task 10 – Infection Risks and Hazards Associated With Own Role and Work Setting

|  |  |  |
| --- | --- | --- |
| Application  Description automatically generated with low confidence | Complete the table below by identifying:   1. Three infection hazards in your work setting 2. One infection risk relevant to your own role for each of the infection hazard identified | |
|  | | |
| **Infection Hazard** | | **Infection Risk** |
|  | |  |
|  | |  |
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# Workplace Assessment

## Overview

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| **The goal of this assessment is to assess your practical knowledge and skills in:**   * Contributing to workplace procedures for identifying hazards and controlling risks * Following standard and transmission-based precautions for infection prevention and control in the work setting * Responding to potential and actual exposure to infection risks.   **The workplace assessment is divided into nine tasks:**   1. Task 1.1 – Apply Control Measures to Manage Blood Spills 2. Task 1.2 – Dispose of Infectious Waste 3. Task 1.3 – Document and Report the Incident 4. Task 2.1 – Apply Control Measures to Manage Infection Risk 5. Task 2.2 – Dispose of Infectious Waste 6. Task 2.3 – Document and Report the Incident 7. Task 3.1 – Apply Control Measures to Manage Infection Risk 8. Task 3.2 – Dispose of Infectious Waste 9. Task 3.3 – Document and Report the Incident   For these tasks, assume that you are a worker required to apply basic infection prevention and control principles in your workplace.  Each task comes with a set of instructions. You are to follow and perform these instructions while being observed by the assessor and submit any required documentation.  Before starting this assessment, your assessor will also discuss these tasks with you, as well as instructions and guidance for satisfactorily completing them. They will also organise the resources required for this assessment (listed below).  **You are required to:**   * Complete the tasks within the time allowed, as scheduled in-class roll. * Review the instructions in each task included in this Workplace Assessment. * Contribute to workplace procedures for identifying hazards and controlling risks. |

|  |
| --- |
| * Follow standard and transmission-based precautions for infection prevention and control in the work setting. * Respond to potential and actual exposure to infection risks.   **Resources required for assessment:**  To complete this assessment, you will need a workplace or a similar environment that will provide you access to the following:   * Opportunities for managing:   + Blood spills   + Other bodily fluid spills   + Other infection risks * Records, materials and equipment to be stored * Cautionary signages * Hand hygiene facilities and equipment * Resources needed to clean blood and bodily fluid spills and to perform enhanced cleaning:   + Areas for cleaning and storing   + Equipment for cleaning   + Supplies for cleaning * Resources needed for disposing infectious waste, including but not limited to:   + Biohazard bags   + Colour-coded waste containers   + Supplies for cleaning * Organisation’s template for reporting breaches in infection control * Individuals to report the incident to, including:   + Supervisor   + Manager   + Responsible authorities. |

## Task 1 – Manage Blood Spills

### Task 1.1 – Apply Control Measures to Manage Blood Spills

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | While being observed by your assessor, you must apply control measures to manage blood spills and prevent the spread of infection.  **STEPS TO TAKE**   1. Identify the incident and assess the risk of contamination. 2. Alert people at risk as soon as possible. 3. Designate clean and contaminated areas to reduce the risk of contamination to people, materials and equipment. 4. Remove the spill. 5. Follow protocols for care after exposure to blood.   **YOU WILL BE ASSESSED ON YOUR**   * Practical knowledge of national standards and guidelines relevant to infection control * Practical skills relevant to responding to breaches in infection control * Practical skills relevant to using personal protective equipment, practicing hand hygiene and cleaning spills   **OBSERVATION FORM**  Before starting this task, review the **Workplace Assessment Task 1.1 – Observation Form** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.  **YOUR ASSESSOR WILL**   * Organise workplace resources required for you to complete this assessment. * Advise you on the time and location of the assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task. |

|  |  |
| --- | --- |
|  | **EVIDENCE TO BE SUBMITTED**  After completing this task, submit the following to your assessor a copy of the national standards and guidelines for managing blood spills followed for this task. |

#### Supplementary Questions

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Answer the following questions relevant to risk control. |
|  | |
| 1. Identify the title/s of the national standards used as reference in this task for risk minimisation. | |
| 1. Identify the title/s of the national guidelines used as reference in this task for risk minimisation. | |
| 1. List all the control measures you followed to minimise the risk of infection related to blood spills. These control measures must be consistent with the national standards and guidelines you referred to for this task. | |

### Task 1.2 – Dispose of Infectious Waste

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | While being observed by your assessor, you must dispose of infectious waste following waste management procedures.  **YOU WILL BE ASSESSED ON YOUR**   * Practical knowledge of national standards and guidelines relevant to infection control * Practical knowledge of waste management procedures * Practical skills relevant to disposing of infectious waste   **OBSERVATION FORM**  Before starting this task, review the **Workplace Assessment Task 1.2 - Observation Form** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.  **YOUR ASSESSOR WILL**   * Organise workplace resources required for you to complete this assessment. * Advise you on the time and location of the assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task.   **EVIDENCE TO BE SUBMITTED**  After completing this task, submit to your assessor a copy of the state/territory requirements for waste management that you followed for this task. |

### Task 1.3 – Document and Report the Incident

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | While being observed by your assessor, you must document the incident and meet with relevant individuals to report it.  **STEPS TO TAKE**   1. Accomplish an incident report form.   Use your organisation’s template for reporting incidents related to breaches in infection control. You may also use the **Infection** **Incident Report** template provided along with this workbook.   1. Meet with your supervisor, manager or responsible authorities to report the incident. 2. Seek advice from your supervisor, manager or responsible authorities for other actions you must take to address the incident.   **YOU WILL BE ASSESSED ON YOUR**   * Practical knowledge of procedures relevant to documenting and reporting breaches in infection control * Practical skills relevant to reporting breaches in infection control   **OBSERVATION FORM AND ASSESSOR’S CHECKLIST**  Before starting this task, review the following checklists provided along with this workbook.   * **Workplace Assessment Task 1.3 - Observation Form**   This form lists all the practical skills you need to demonstrate while completing this task.   * **Workplace Assessment Task 1.3 - Assessor’s Checklist**   This form lists the criteria your submission must address to complete this task satisfactorily. |

|  |  |
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|  | **YOUR ASSESSOR WILL**   * Organise workplace resources required for you to complete this assessment. * Advise you on the time and location of the assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task.   **EVIDENCE TO BE SUBMITTED**  After completing this task, submit the following to your assessor:   * Completed Infection Incident Report * A copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control |

## Task 2 – Manage Other Body Fluid Spills

### Task 2.1 – Apply Control Measures to Manage Infection Risk

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| --- | --- |
| Application  Description automatically generated with low confidence | While being observed by your assessor, you must apply control measures to manage other bodily fluid spills and prevent the spread of infection.  **STEPS TO TAKE**   1. Identify the incident and assess the risk of contamination. 2. Alert people at risk as soon as possible. 3. Designate clean and contaminated areas to reduce the risk of contamination to people, materials and equipment. 4. Remove the spill. 5. Follow protocols for care after exposure to blood.   **YOU WILL BE ASSESSED ON YOUR**   * Practical knowledge of national standards and guidelines relevant to infection control * Practical skills relevant to responding to breaches in infection control * Practical skills relevant to using personal protective equipment, practicing hand hygiene and cleaning spills   **OBSERVATION FORM**  Before starting this task, review the **Workplace Assessment Task 2.1 - Observation Form** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.  **YOUR ASSESSOR WILL**   * Organise workplace resources required for you to complete this assessment. * Advise you on the time and location of the assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task. |

|  |  |
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|  | **EVIDENCE TO BE SUBMITTED**  After completing this task, submit to your assessor a copy of the national standards and guide for managing bodily fluid spills followed for this task. |

#### Supplementary Questions

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Answer the following questions relevant to risk control. |
|  | |
| 1. Identify the title/s of the national standards used as reference in this task for risk minimisation. | |
| 1. Identify the title/s of the national guidelines used as reference in this task for risk minimisation. | |
| 1. List all the control measures you followed to minimise the risk of infection related to blood spills. These control measures must be consistent with the national standards and guidelines you referred to for this task. | |

### Task 2.2 – Dispose of Infectious Waste

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | While being observed by your assessor, you must dispose of infectious waste following waste management procedures.  **YOU WILL BE ASSESSED ON YOUR**   * Practical knowledge of national standards and guidelines relevant to infection control * Practical knowledge of waste management procedures * Practical skills relevant to disposing of infectious waste   **OBSERVATION FORM**  Before starting this task, review the **Workplace Assessment Task 2.2 - Observation Form** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.  **YOUR ASSESSOR WILL**   * Organise workplace resources required for you to complete this assessment. * Advise you on the time and location of the assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task.   **EVIDENCE TO BE SUBMITTED**  After completing this task, submit to your assessor a copy of the state/territory guidelines for waste disposal that you followed for this task. |
|  |

### Task 2.3 – Document and Report the Incident

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | While being observed by your assessor, you must document the incident and meet with relevant individuals to report it.  **STEPS TO TAKE**   1. Accomplish an incident report form.   Use your organisation’s template for reporting incidents related to breaches in infection control. You may also use the **Infection** **Incident Report** template provided along with this workbook.   1. Meet with your supervisor, manager or responsible authorities to report the incident. 2. Seek advice from your supervisor, manager or responsible authorities for other actions you must take to address the incident.   **YOU WILL BE ASSESSED ON YOUR**   * Practical knowledge of procedures relevant to documenting and reporting breaches in infection control * Practical skills relevant to reporting breaches in infection control   **OBSERVATION FORM AND ASSESSOR’S CHECKLIST**  Before starting this task, review the following checklists provided along with this workbook.   * **Workplace Assessment Task 2.3 - Observation Form**   This form lists all the practical skills you need to demonstrate while completing this task.   * **Workplace Assessment Task 2.3 - Assessor’s Checklist**   This form lists the criteria your submission must address to complete this task satisfactorily. |

|  |  |
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|  | **YOUR ASSESSOR WILL**   * Organise workplace resources required for you to complete this assessment. * Advise you on the time and location of the assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task.   **EVIDENCE TO BE SUBMITTED**  After completing this task, submit the following to your assessor:   * Completed Infection Incident Report * A copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control |

## Task 3 – Manage Other Infection Risks

### Task 3.1 – Apply Control Measures to Manage Infection Risk

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | While being observed by your assessor, you must apply control measures to manage another infection risk and prevent the spread of infection.  **STEPS TO TAKE**   1. Identify the incident and assess the risk of contamination 2. Alert people at risk as soon as possible. 3. Designate clean and contaminated areas to reduce the risk of contamination to people, materials and equipment. 4. Apply transmission-based procedures or enhanced cleaning as required. 5. Follow protocols for care after exposure to the infection risk.   **YOU WILL BE ASSESSED ON YOUR**   * Practical knowledge of national standards and guidelines relevant to infection control * Practical skills relevant to responding to breaches in infection control * Practical skills relevant to using personal protective equipment, practicing hand hygiene and cleaning spills   **OBSERVATION FORM**  Before starting this task, review the **Workplace Assessment Task 3.1 - Observation Form** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.  **YOUR ASSESSOR WILL**   * Organise workplace resources required for you to complete this assessment. * Advise you on the time and location of the assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task. |

|  |  |
| --- | --- |
|  | **EVIDENCE TO BE SUBMITTED**  After completing this task, submit to your assessor a copy of the relevant standards or guidelines for managing an infection risk followed for this task. |

#### Supplementary Questions

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | Answer the following questions relevant to risk control. |
|  | |
| 1. Identify the title/s of the national standards used as reference in this task for risk minimisation. | |
| 1. Identify the title/s of the national guidelines used as reference in this task for risk minimisation. | |
| 1. List all the control measures you followed to minimise the risk of infection related to the identified infection risk. These control measures must be consistent with the national standards and guidelines you referred to for this task. | |

### Task 3.2 – Dispose of Infectious Waste

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | While being observed by your assessor, you must dispose of infectious waste following waste management procedures.  **YOU WILL BE ASSESSED ON YOUR**   * Practical knowledge of national standards and guidelines relevant to infection control * Practical knowledge of waste management procedures * Practical skills relevant to disposing of infectious waste   **OBSERVATION FORM**  Before starting this task, review the **Workplace Assessment Task 3.2 - Observation Form** provided along with this workbook. This form lists all the practical skills you need to demonstrate while completing this task.  **YOUR ASSESSOR WILL**   * Organise workplace resources required for you to complete this assessment. * Advise you on the time and location of the assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task.   **EVIDENCE TO BE SUBMITTED**  After completing this task, submit to your assessor a copy of the state/territory guidelines for waste disposal that you followed for this task. |

### Task 3.3 – Document and Report the Incident

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | While being observed by your assessor, you must document the incident and meet with relevant individuals to report it.  **STEPS TO TAKE**   1. Accomplish an incident report form.   Use your organisation’s template for reporting incidents related to breaches in infection control. You may also use the **Infection** **Incident Report** template provided along with this workbook.   1. Meet with your supervisor, manager or responsible authorities to report the incident. 2. Seek advice from your supervisor, manager or responsible authorities for other actions you must take to address the incident.   **YOU WILL BE ASSESSED ON YOUR**   * Practical knowledge of procedures relevant to documenting and reporting breaches in infection control * Practical skills relevant to reporting breaches in infection control   **OBSERVATION FORM AND ASSESSOR’S CHECKLIST**  Before starting this task, review the following checklists provided along with this workbook.   * **Workplace Assessment Task 3.3 - Observation Form**   This form lists all the practical skills you need to demonstrate while completing this task.   * **Workplace Assessment Task 3.3 - Assessor’s Checklist**   This form lists the criteria your submission must address to complete this task satisfactorily. |

|  |  |
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|  | **YOUR ASSESSOR WILL**   * Organise workplace resources required for you to complete this assessment. * Advise you on the time and location of the assessment. * Discuss with you the practical skills listed in the Observation Form prior to the assessment. * Address your queries and concerns regarding this task.   **EVIDENCE TO BE SUBMITTED**  After completing this task, submit the following to your assessor:   * Completed Infection Incident Report * A copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control |

# Assessment Workbook Checklist

|  |  |
| --- | --- |
| **TO THE CANDIDATE**  When you have completed this assessment workbook, review your work, and ensure that: | |
|  | |
|  | You have completed all the Knowledge Assessments Questions. |
|  | You have completed the Practical Assessments in this workbook: |
|  | Practical Assignment Task 1 |
|  | Practical Assignment Task 2 |
|  | Practical Assignment Task 3 |
|  | Practical Assignment Task 4 |
|  | Practical Assignment Task 5 |
|  | Practical Assignment Task 6.1 |
|  | Practical Assignment Task 6.2 |
|  | Practical Assignment Task 6.3 |
|  | Practical Assignment Task 6.4 |
|  | Practical Assignment Task 6.5 |
|  | Practical Assignment Task 6.6 |
|  | Practical Assignment Task 7 |
|  | Practical Assignment Task 8 |
|  | Practical Assignment Task 9 |
|  | Practical Assignment Task 10 |

|  |  |
| --- | --- |
|  | Workplace Assessment Task 1.1 |
|  | Workplace Assessment Task 1.1 – Supplementary Questions |
|  | Workplace Assessment Task 1.2 |
|  | Workplace Assessment Task 1.3 |
|  | Workplace Assessment Task 2.1 |
|  | Workplace Assessment Task 2.1 – Supplementary Questions |
|  | Workplace Assessment Task 2.2 |
|  | Workplace Assessment Task 2.3 |
|  | Workplace Assessment Task 3.1 |
|  | Workplace Assessment Task 3.1 – Supplementary Questions |
|  | Workplace Assessment Task 3.2 |
|  | Workplace Assessment Task 3.3 |
|  | You have saved and submitted the following evidence: |
|  | This completed workbook |
|  | Assessment Workbook Cover Sheet signed and scanned |
|  | Practical Assignment Task 1 – Organisational policies and procedures for managing exposure incidents |
|  | Practical Assignment Task 2 – Organisational policies and procedures for recording and documenting infection-related risks |
|  | Practical Assignment Task 3 – Organisational policies and procedures for recording and documenting infection-related incidents |
|  | Practical Assignment Task 4 – Organisational policies and procedures for reporting infection risks |
|  | Practical Assignment Task 5 – Organisational policies and procedures for reporting infection-related incidents |

|  |  |
| --- | --- |
|  | Practical Assignment Task 6.1 – Organisational policies and procedures for reporting to |
|  | Practical Assignment Task 6.2 – Organisational policies and procedures for reporting to |
|  | Practical Assignment Task 6.3 – Organisational policies and procedures for reporting to |
|  | Practical Assignment Task 6.4 – Organisational policies and procedures for reporting to |
|  | Practical Assignment Task 6.5 – Organisational policies and procedures for reporting to |
|  | Practical Assignment Task 6.6 – Organisational policies and procedures for reporting to |
|  | Workplace Assessment Task 1.1 – National standards and guidelines for managing blood spills |
|  | Workplace Assessment Task 1.2 – State/territory requirements for waste disposal |
|  | Workplace Assessment Task 1.3 – Infection Incident Report |
|  | Workplace Assessment Task 1.3 – A copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control |
|  | Workplace Assessment Task 2.1 – National standards and guidelines for managing bodily fluid spills |
|  | Workplace Assessment Task 2.2 – State/territory requirements for waste disposal |
|  | Workplace Assessment Task 2.3 – Infection Incident Report |
|  | Workplace Assessment Task 2.3 – A copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control |

|  |  |
| --- | --- |
|  | Workplace Assessment Task 3.1 – National standards and guidelines for managing an infection risk |
|  | Workplace Assessment Task 3.2 – State/territory requirements for waste disposal |
|  | Workplace Assessment Task 3.3 – Infection Incident Report |
|  | Workplace Assessment Task 3.3 – A copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control |

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| --- |
| **IMPORTANT:**  **You must achieve a satisfactory result in ALL assessment tasks to be deemed COMPETENT for the unit/s relevant to this workbook.**  To be deemed satisfactory in the assessments contained in this workbook, you must successfully complete all the requirements listed above according to the prescribed benchmarks provided to the assessor. |

|  |  |
| --- | --- |
| **TO THE ASSESSOR**  When you have completed assessing the assessment workbook, review the candidate’s submissions against the checklist below: | |
|  | |
|  | The candidate has completed all the Knowledge Assessments Questions. |
|  | The candidate has completed the Practical Assessments in this workbook: |
|  | Practical Assignment Task 1 |
|  | Practical Assignment Task 2 |
|  | Practical Assignment Task 3 |
|  | Practical Assignment Task 4 |
|  | Practical Assignment Task 5 |
|  | Practical Assignment Task 6.1 |
|  | Practical Assignment Task 6.2 |
|  | Practical Assignment Task 6.3 |
|  | Practical Assignment Task 6.4 |
|  | Practical Assignment Task 6.5 |
|  | Practical Assignment Task 6.6 |
|  | Practical Assignment Task 7 |
|  | Practical Assignment Task 8 |
|  | Practical Assignment Task 9 |
|  | Practical Assignment Task 10 |

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| --- | --- |
|  | Workplace Assessment Task 1.1 |
|  | Workplace Assessment Task 1.1 – Supplementary Questions |
|  | Workplace Assessment Task 1.2 |
|  | Workplace Assessment Task 1.3 |
|  | Workplace Assessment Task 2.1 |
|  | Workplace Assessment Task 2.1 – Supplementary Questions |
|  | Workplace Assessment Task 2.2 |
|  | Workplace Assessment Task 2.3 |
|  | Workplace Assessment Task 3.1 |
|  | Workplace Assessment Task 3.1 – Supplementary Questions |
|  | Workplace Assessment Task 3.2 |
|  | Workplace Assessment Task 3.3 |
|  | The candidate has saved and submitted the following evidence: |
|  | This completed workbook |
|  | Assessment Workbook Cover Sheet signed and scanned |
|  | Practical Assignment Task 1 – Organisational policies and procedures for managing exposure incidents |
|  | Practical Assignment Task 2 – Organisational policies and procedures for recording and documenting infection-related risks |
|  | Practical Assignment Task 3 – Organisational policies and procedures for recording and documenting infection-related incidents |
|  | Practical Assignment Task 4 – Organisational policies and procedures for reporting infection risks |
|  | Practical Assignment Task 5 – Organisational policies and procedures for reporting infection-related incidents |

|  |  |
| --- | --- |
|  | Practical Assignment Task 6.1 – Organisational policies and procedures for reporting to |
|  | Practical Assignment Task 6.2 – Organisational policies and procedures for reporting to |
|  | Practical Assignment Task 6.3 – Organisational policies and procedures for reporting to |
|  | Practical Assignment Task 6.4 – Organisational policies and procedures for reporting to |
|  | Practical Assignment Task 6.5 – Organisational policies and procedures for reporting to |
|  | Practical Assignment Task 6.6 – Organisational policies and procedures for reporting to |
|  | Workplace Assessment Task 1.1 – National standards and guidelines for managing blood spills |
|  | Workplace Assessment Task 1.2 – State/territory requirements for waste disposal |
|  | Workplace Assessment Task 1.3 – Infection Incident Report |
|  | Workplace Assessment Task 1.3 – A copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control |
|  | Workplace Assessment Task 2.1 – National standards and guidelines for managing bodily fluid spills |
|  | Workplace Assessment Task 2.2 – State/territory requirements for waste disposal |
|  | Workplace Assessment Task 2.3 – Infection Incident Report |
|  | Workplace Assessment Task 2.3 – A copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control |

|  |  |
| --- | --- |
|  | Workplace Assessment Task 3.1 – National standards and guidelines for managing an infection risk |
|  | Workplace Assessment Task 3.2 – State/territory requirements for waste disposal |
|  | Workplace Assessment Task 3.3 – Infection Incident Report |
|  | Workplace Assessment Task 3.3 – A copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control |

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| --- |
| **IMPORTANT:**  **The candidate must achieve a satisfactory result in ALL assessment tasks to be deemed COMPETENT for the unit/s relevant to this workbook.**  To be deemed satisfactory in the assessments contained in this workbook, the candidate must successfully complete all the requirements listed above according to the prescribed benchmarks. |

# Record of Assessment (Assessor’s Use Only)

|  |  |
| --- | --- |
| **RECORD OF ASSESSMENT** | |
| **Candidate’s Name** |  |
| **RTO Name** |  |
| **RTO Contact Number** |  |
| **RTO Email Address** |  |
| **Assessor’s Name** |  |
| **Unit of Competency** | HLTINF006 - Apply basic principles and practices of infection prevention and control (Release 1) |

| **Knowledge Assessment** | **S** | **NYS** |
| --- | --- | --- |
| Question 1 |  |  |
| Question 2 |  |  |
| Question 3 |  |  |
| Question 4 |  |  |
| Question 5 |  |  |
| Question 6 |  |  |
| Question 7 |  |  |
| Question 8 |  |  |
| Question 9 |  |  |
| Question 10 |  |  |
| Question 11 |  |  |
| Question 12 |  |  |
| Question 13 |  |  |

| **Knowledge Assessment** | **S** | **NYS** |
| --- | --- | --- |
| Question 14 |  |  |
| Question 15 |  |  |
| Question 16 |  |  |
| Question 17 |  |  |
| Question 18 |  |  |
| Question 19 |  |  |
| Question 20 |  |  |
| Question 21 |  |  |
| Question 22 |  |  |
| Question 23 |  |  |
| Question 24 |  |  |
| Question 25 |  |  |
| Question 26 |  |  |
| Question 27 |  |  |
| Question 28 |  |  |
| Question 29 |  |  |
| Question 30 |  |  |
| Question 31 |  |  |
| Question 32 |  |  |
| Question 33 |  |  |
| Question 34 |  |  |
| Question 35 |  |  |

| **Knowledge Assessment** | **S** | **NYS** |
| --- | --- | --- |
| Question 36 |  |  |
| Question 37 |  |  |
| Question 38 |  |  |
| Question 39 |  |  |
| Question 40 |  |  |
| Question 41 |  |  |
| Question 42 |  |  |
| Question 43 |  |  |
| Question 44 |  |  |
| Question 45 |  |  |

| **Practical Assessment** | | |
| --- | --- | --- |
| **Practical Assignment** | **S** | **NYS** |
| Task 1 |  |  |
| Task 2 |  |  |
| Task 3 |  |  |
| Task 4 |  |  |
| Task 5 |  |  |

| **Practical Assignment** | **S** | **NYS** |
| --- | --- | --- |
| Task 6.1 |  |  |
| Task 6.2 |  |  |
| Task 6.3 |  |  |
| Task 6.4 |  |  |
| Task 6.5 |  |  |
| Task 6.6 |  |  |
| Task 7 |  |  |
| Task 8 |  |  |
| Task 9 |  |  |
| Task 10 |  |  |
| **Workplace Assessment** | **S** | **NYS** |
| Task 1.1 |  |  |
| Task 1.2 |  |  |
| Task 1.3 |  |  |
| Task 2.1 |  |  |
| Task 2.2 |  |  |
| Task 2.3 |  |  |
| Task 3.1 |  |  |
| Task 3.2 |  |  |
| Task 3.3 |  |  |

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| --- | --- | --- |
| **Rules of Evidence** | **S** | **NYS** |
| All knowledge and skills evidence submissions are valid |  |  |
| All knowledge and skills evidence submissions are authentic |  |  |
| All knowledge and skills evidence submissions are sufficient |  |  |
| All knowledge and skills evidence submissions are current |  |  |

|  |  |
| --- | --- |
| **Signature Authentication Checklist**  This checklist will guide you in authenticating the signatures provided by the candidate in their assessment workbook and evidence submissions.  Read each checklist item and tick the box only if you confirm that the item is a true and accurate reflection of the signature authentication you have conducted. | |
| **Checklist** | **Completed** |
| I have checked the signature provided by the candidate in the Assessment Workbook Cover Sheet against the signature they provided to the Training Provider. |  |
| I confirm the signature provided by the candidate in the Assessment Workbook Cover Sheet matches the signature they provided to the Training Provider. |  |
| I confirm ALL signatures provided by the candidate in their evidence submissions match with the signature they provided to the Training Provider. |  |

|  |
| --- |
| **Third-Party Verification Log**  **Instructions for the Assessor:**  You are required to contact all third-party personnel involved in the candidate’s assessment to verify the candidate’s performance and evidence submissions and to confirm with them whether the candidate’s evidence submissions are true and accurate.  Complete this Third-Party Verification Log to document your completion of this process. When completing this log, provide all of the following required information for each third-party personnel:   1. Name of third-party personnel contacted 2. Role in the candidate’s assessment (e.g. workplace supervisor, observer, or candidate) 3. Contact details (phone number or email address) 4. Date contacted   You must also confirm that third-party personnel have verified the candidate’s evidence submissions are true and accurate. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of Third-party Contacted** | **Role in the Candidate’s Assessment** | **Contact Details (Phone number or email address)** | **Date contacted** | **Third-Party verifies evidence submissions of the candidate are true and accurate?** |
|  |  |  |  | Yes  No  Assessor’s Notes |
|  |  |  |  | Yes  No  Assessor’s Notes |
|  |  |  |  | Yes  No  Assessor’s Notes |
|  |  |  |  | Yes  No  Assessor’s Notes |

|  |  |  |
| --- | --- | --- |
| **Overall Result for the Relevant Workbook/s** | **Satisfactory** | **Not yet satisfactory** |
| Assessment Workbook |  |  |

|  |  |  |
| --- | --- | --- |
| **Overall Result for this Unit of Competency**  **IMPORTANT: To be deemed competent in the following unit of competency, the candidate must be marked Satisfactory in all the relevant workbook/s listed above.** | **Competent** | **Not yet competent** |
| HLTINF006 - Apply basic principles and practices of infection prevention and control (Release 1) |  |  |

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| --- |
| **Assessor’s comments/feedback** |
|  |

|  |  |
| --- | --- |
| **Assessor Declaration**  I declare that the results recorded in this *Record of Assessment* are true and accurate. | |
| Assessor’s name | Assessor’s signature |
| Date signed |

End of Record of Assessment (For the Assessor’s Use Only)

**End of Document**