# Workplace Assessment Task 3.1 – Observation Form

*(This form is for the assessor’s use only)*

This *Observation Form* lists the practical skills that the candidate must demonstrate/perform while completing **Workplace Assessment Task 3.1.**

This form is to be completed by the candidate’s assessor to document their observations on the candidate’s performance in Workplace Assessment Task 3.1.

## **Task Overview**

For this task, the candidate is required to apply control measures to manage other bodily fluid spills and prevent the spread of infection while being observed by their assessor.

For this task, the candidate is required to complete the following while being observed by the assessor:

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.

In this task, the candidate will be assessed on their:

* 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

## **Instructions to the Assessor**

### Before the assessment

* Organise workplace resources required for this assessment.
* Contextualise the criteria in this observation form so that they align with:
  + The national standards and guide for infection control
  + The organisational policies and procedures for managing infection risk.
* Advise the candidate on the time and location of the assessment.
* Discuss this assessment task with the candidate, including the practical skills they need to demonstrate during this task and the criteria for satisfactorily demonstrating each skill.
* Review this form with the candidate and address any queries or concerns they may have about it.

### During the assessment

* Observe the candidate as they complete the Workplace Assessment Task.
* For each practical skill listed in this observation form:
  + Tick YES if you confirm you have observed the candidate demonstrate/perform the practical skill.
  + Tick NO if you have not observed the candidate demonstrate/perform the practical skill.
* If you ticked YES, provide the date when you observed the candidate demonstrate the skill.
* Write specific comments on the candidate’s performance in each criterion. Your feedback/insights will help address any area/s for improvement.

### After the assessment

* Complete all parts of the *Observation Form*, including the *Assessor Declaration* on the last page of this form. Your signature must be handwritten.

## **Candidate Details**

|  |  |
| --- | --- |
| Candidate name |  |
| Title/designation |  |

## **Assessor Details**

|  |  |
| --- | --- |
| Candidate is observed and assessed by |  |
| Training Organisation |  |
| Relevant qualifications held |  |

## **Context of the Assessment**

|  |  |  |
| --- | --- | --- |
| Assessment environment | Real workplace/organisation | Simulated environment |
| Mode of observation | Direct observation | Observation via video recording |
| Workplace/organisation |  | |

|  |  |
| --- | --- |
| Resources required for the assessment | A workplace/organisation or similar environment  Opportunities for managing blood spills  Records, materials and equipment to be stored  Cautionary signages  Hand hygiene facilities and equipment  Resources needed for enhanced cleaning, including:  Areas for cleaning and storing  Equipment for cleaning  Supplies for cleaning |
| Contextualisation | Assessor to specify below contextualisation they have done to this observation form.  Commonwealth state or territory legislation  Industry frameworks  Workplace systems, policies, and procedures  Equipment, tools, and facilities available in the candidate’s workplace/training organisation  Transmission-based precautions  Summary:  Assessor to provide a summary of the contextualisation done here |

## **Candidate Assessment Briefing**

|  |  |
| --- | --- |
| Date of assessment briefing |  |

|  |  |
| --- | --- |
| **The assessor confirms:** | **YES/NO** |
| 1. They have discussed with the candidate the workplace task they are required to complete for this assessment. | YES  NO |
| 1. The candidate understands they will be assessed while completing this workplace task, as well as any document(s) they will complete as part of this task. | YES  NO |
| 1. They have discussed with the candidate instructions on how they are to undertake the workplace task. | YES  NO |
| 1. They have provided the candidate guidance on how to satisfactorily complete the task. | YES  NO |
| 1. They have discussed with the candidate the practical skills (listed below) they are required to demonstrate while completing this task. | YES  NO |
| 1. They have addressed the candidate’s questions or concerns about the workplace task and the assessment process. | YES  NO |

# Observation Form

## **Part I. Identify the Incident and Assess Risk of Contamination**

**Instructions to the Assessor:** Before the assessment, the criteria listed below must be contextualised further to reflect the organisational processes for managing an infection risk. Adapt or add more criteria below to ensure it reflects the organisational processes for managing an infection risk. The criteria below are contextualised to processes for managing COVID-19.

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate identifies the infection risk as soon as it occurs.   Infection risk identified: COVID-19 | YES  NO |  |  |
| 1. The candidate assesses the risk posed by the infection risk. This includes assessing the: |  |  |  |
| 1. Consequence of the infection risk   Consequence: | YES  NO |  |  |
| 1. Likelihood of each identified consequence from occurring, e.g. almost certain, likely, possible, etc.   Likelihood: | YES  NO |  |  |
| 1. Control measures that must be implemented to minimise the consequences of infection risk   Control measures:      *Add other rows as necessary.* | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate takes immediate action to minimise the risks associated with the infection risk.   For a satisfactory performance, the candidate must take actions in accordance with industry and organisational guidelines.  This includes: |  |  |  |
| 1. Limiting access to the site to healtcare workers and staff only | YES  NO |  |  |
| 1. Postponing non-urgent appointments | YES  NO |  |  |
| 1. Advise people in the vicinity about the breach in infection control   *Add other rows as necessary.* | YES  NO |  |  |

## **Part II. Alert People**

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate alerts the people in the area about the infection risk. This includes: |  |  |  |
| 1. Informing them that a a breach in infection occurred | YES  NO |  |  |
| 1. Informing them where the bodily fluid spill occurred | YES  NO |  |  |
| 1. Informing them that the area will be inaccessible until it is cleaned or disinfected | YES  NO |  |  |
| 1. Asking if anyone was contaminated by the spill, e.g. got exposed to the substance | YES  NO |  |  |
| 1. The candidate communicates effectively with others, e.g. clients, carers, staff, etc. . This includes: |  |  |  |
| 1. Communicating the facts of the incident | YES  NO |  |  |
| 1. Keeping a calm demeanour during conversations | YES  NO |  |  |
| 1. Avoiding medical jargon when explaining the situation to non-medical personnel | YES  NO |  |  |
| 1. Asking the other person if they have questions or concerns | YES  NO |  |  |
| 1. Answering any questions or concerns raised | YES  NO |  |  |

## **Part III. Designate Clean and Contaminated Areas**

**Instructions to the Assessor:** Before the assessment, the criteria listed below must be contextualised further to reflect the records, materials and equipment selected for this assessment and the organisation's systems and processes for storing them in clean and contaminated areas. The criteria must also be adapted to reflect the national standards and guidelines for selecting and using PPE. Adapt or add more criteria below to ensure that these reflect the relevant systems, processes, national standards and guidelines.

|  |  |
| --- | --- |
| Records | Client records |
| Materials | Cotton balls |
| Equipment | Used needles |

|  |  |
| --- | --- |
| National standards relevant to selecting and using PPEs |  |
| Guidelines relevant to selecting and using PPEs |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate wears the required PPE prior to removing the spill.   PPE required: |  |  |  |
| 1. Gown or apron | 🞏 YES 🞏 NO |  |  |
| 1. Mask | 🞏 YES 🞏 NO |  |  |
| 1. Protective eyewear or face shield | 🞏 YES 🞏 NO |  |  |
| 1. Gloves | 🞏 YES 🞏 NO |  |  |
| 1. The candidate wears the required PPE properly.   For a satisfactory performance, the candidate’s use of the PPE must follow current national standards and guidelines for correct use of PPE, e.g. apron was worn first before the mask. |  |  |  |
| 1. Gown or apron | 🞏 YES 🞏 NO |  |  |
| 1. Mask | 🞏 YES 🞏 NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. Protective eyewear or face shield | 🞏 YES 🞏 NO |  |  |
| 1. Gloves | 🞏 YES 🞏 NO |  |  |
| 1. The candidate selects a clean zone.   The clean zone must be located away from the contaminated zone. | YES  NO |  |  |
| 1. The candidate places a signage in the clean area.   Signage placed: | YES  NO |  |  |
| 1. The candidate stores uncontaminated items in this area. This includes: |  |  |  |
| 1. Records | YES  NO |  |  |
| 1. Materials | YES  NO |  |  |
| 1. Equipment | YES  NO |  |  |
| 1. The candidate ensures that no contaminated items enter this area. This includes not bringing: |  |  |  |
| 1. Records contaminated with infectious substance in this area | YES  NO |  |  |
| 1. Materials contaminated with infectious substance in this area | YES  NO |  |  |
| 1. Equipment contaminated with infectious substance in this area | YES  NO |  |  |
| 1. The candidate selects a contaminated zone.   The contaminated zone must be located away from the clean zone. | YES  NO |  |  |
| 1. The candidate places a signage in the contaminated area.   Signage placed: | YES  NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate stores contaminated items in this area. This includes: |  |  |  |
| 1. Records contaminated with infectious substance in this area | YES  NO |  |  |
| 1. Materials contaminated with infectious substance in this area | YES  NO |  |  |
| 1. Equipment contaminated with infectious substance in this area | YES  NO |  |  |
| 1. The candidate ensures that clean items do not enter this area. This includes not bringing: |  |  |  |
| 1. Uncontaminated records | YES  NO |  |  |
| 1. Uncontaminated materials | YES  NO |  |  |
| 1. Uncontaminated equipment | YES  NO |  |  |
| 1. The candidate implements the control measures identified during risk assessment.   For a satisfactory performance, the control measures implemented must be consistent with the control measures identified during the risk assessment in Part I.  Control measures implemented:       *Add more rows as necessary.* | YES  NO |  |  |

## **Part IV. Applying Transmission-based Precautions and Enhanced Cleaning**

**Instructions to the Assessor:** Before the assessment, the criteria listed below must be contextualised further to reflect the national standards and guidelines for followed for addressing the infection risk. The standards or guidelines must also reflect the transmission-based precautions followed to address the infection risk. Adapt or add more criteria below to ensure that these are reflected.

The current criteria are contextualised to reflect the transmission-based precautions followed for COVID-19 outbreak.

|  |  |
| --- | --- |
| Infection risk | COVID-19 |
| National standards or guidelines followed to address infection risk | Australian Guidelines for the Prevention and Control of Infection in Healthcare (2019) |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate selects the required PPE prior to performing enhanced cleaning   PPE required: |  |  |  |
| 1. Gown or apron | 🞏 YES 🞏 NO |  |  |
| 1. Mask | 🞏 YES 🞏 NO |  |  |
| 1. Protective eyewear or face shield | 🞏 YES 🞏 NO |  |  |
| 1. Gloves | 🞏 YES 🞏 NO |  |  |
| 1. The candidate wears the required PPE properly.   For a satisfactory performance, the candidate’s use of the PPE must follow current national standards and guidelines for correct use of PPE, e.g. apron was worn first before the mask. |  |  |  |
| 1. Gown or apron | 🞏 YES 🞏 NO |  |  |
| 1. Mask | 🞏 YES 🞏 NO |  |  |
| 1. Protective eyewear or face shield | 🞏 YES 🞏 NO |  |  |
| 1. Gloves | 🞏 YES 🞏 NO |  |  |

| **During this workplace task:** | **YES/NO** | **Date observed** | **Assessor’s comments** |
| --- | --- | --- | --- |
| 1. The candidate follows enhanced cleaning procedures to prevent the spread of infection.   This includes: | YES  NO |  |  |
| 1. Cleaning high-traffic areas at least two or three times daily | YES  NO |  |  |
| 1. Cleaning high-touch areas at least two or three times daily | YES  NO |  |  |
| 1. Cleaning visibly soiled areas with a warm detergent solution, using disposable cloth or sponge. | YES  NO |  |  |
| 1. Wiping the area with an approved disinfectant, e.g. sodium hypochlorite. | YES  NO |  |  |
| 1. The candidate follows transmission-based precautions.   For a satisfactory performance, the precautions followed must be aligned with the accepted precautions for the infection risk identified in Part I.  This includes: | YES  NO |  |  |
| 1. Putting mask on patient | YES  NO |  |  |
| 1. Ensuring appropriate patient placement in an airborne infection isolation room (AIIR) | YES  NO |  |  |
| 1. Restricting susceptible healthcare personnel from entering the room   *Add more rows as necessary.* | YES  NO |  |  |

## **Part V. Follow Protocols for Care After Exposure to Infection Risk**

**Instructions to the Assessor:** Before the assessment, the criteria listed below must be contextualised further to reflect the national standards and guidelines for practicing hand hygiene when exposed to the identified infection risk. Adapt or add more criteria below to ensure that these reflect the national standards and guidelines for practicing hand hygiene when exposed to the identified infection risk.

|  |  |
| --- | --- |
| National standards relevant to practicing hand hygiene |  |
| Guidelines relevant to practicing hand hygiene |  |

| **During this workplace task:** | **YES/NO** | | **Date observed** | | **Assessor’s comments** | |
| --- | --- | --- | --- | --- | --- | --- |
| 1. The candidate removes the PPE in the correct order.   For a satisfactory performance, the candidate must remove each PPE one at a time according to how they are listed below: |  | |  | |  | |
| * + 1. Gloves | 🞏 YES 🞏 NO | |  | |  | |
| * + 1. Face shield or protective eyewear | 🞏 YES 🞏 NO | |  | |  | |
| * + 1. Gown or apron | 🞏 YES 🞏 NO | |  | |  | |
| * + 1. Mask | 🞏 YES 🞏 NO | |  | |  | |
| 1. The candidate properly disposes of the contaminated PPE.   This includes: |  | |  | |  | |
| 1. Not touching the outer part of the gloves | | 🞏 YES 🞏 NO | |  | |  |
| 1. Not touching the front part of the protective eyewear or face shield | | 🞏 YES 🞏 NO | |  | |  |
| 1. Turning the gown or apron inside out | | 🞏 YES 🞏 NO | |  | |  |

| **During this workplace task:** | **YES/NO** | | **Date observed** | | **Assessor’s comments** | |
| --- | --- | --- | --- | --- | --- | --- |
| 1. Rolling the gown or apron into a bundle | | 🞏 YES 🞏 NO | |  | |  |
| 1. Only touching the ties of the mask | | 🞏 YES 🞏 NO | |  | |  |
| 1. Immediate throwing the PPE in the appropriate waste container | | 🞏 YES 🞏 NO | |  | |  |
| 1. The candidate performs hand hygiene.   Hand hygiene performed: handwashing  This includes: |  | |  | |  | |
| * 1. Wetting their hands with clean, running water | YES  NO | |  | |  | |
| * 1. Turning off the tap while applying soap on hands |  | |  | |  | |
| * 1. Applying soap on both hands | YES  NO | |  | |  | |
| * 1. Lathering their hands by rubbing them together with the soap | YES  NO | |  | |  | |
| * 1. Lathering the palm of their hands with soap | YES  NO | |  | |  | |
| * 1. Lathering the backs of their hands with soap | YES  NO | |  | |  | |
| * 1. Lathering the spaces between their fingers with soap | YES  NO | |  | |  | |
| * 1. Including the skin under their nails when lathering soap | YES  NO | |  | |  | |
| * 1. Scrubbing their hands for at least 20 seconds | YES  NO | |  | |  | |
| * 1. Rinsing their hands well under clean, running water | YES  NO | |  | |  | |
| * 1. Drying their hands using clean towel | YES  NO | |  | |  | |

|  |  |
| --- | --- |
| **Assessor Declaration**  By signing here, I confirm that I have observed the candidate whose name appears above, apply control measures to manage infection risk.  I confirm that the information recorded on this *Observation Form* is true and accurately reflects the candidate’s performance during their completion of the workplace task. | |
| Assessor’s signature |  |
| Assessor’s name |  |
| Date signed |  |

End of Workplace Assessment – Observation Form

**Version Control & Document History**

|  |  |  |
| --- | --- | --- |
| **Date** | **Summary of Modifications** | **Version** |
| 25 January 2023 | Version 1.0 released for publishing | 1.0 |
| 16 August 2023 | Version 1.1 released for publishing   * Modified some items under Parts III, IV and V | 1.1 |