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# Introduction

Assessment is a difficult process. We understand this and have developed a range of assessment kits, such as this, to facilitate a seamless process for both the assessor and the candidate being assessed.

There are a number of characteristics of assessment, ranging from subjective assessment (which is based on opinions and feelings) to objective assessment (which is based clearly on defined processes and specific standards). Nearly all assessments involve a mixture of both types of assessment because it is almost impossible to eliminate the subjectivity people may carry into the process of assessing. The goal in developing and implementing these assessment kits is to work towards the objective end as far as possible and to reduce the degree of opinions and feelings present.

# 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.

# Contextualising the Assessment Tools

Contextualisation is the process of modifying assessment tools to make learning more meaningful for your students and their employers.

Compliant Learning Resources highly recommends that your RTO contextualise the assessment tools before using them.

You must contextualise the assessment tools to suit:

* Your student’s needs
* Your RTO’s training and assessment processes
* The work and industry context in which you operate

**Contextualising for your state/territory**

The contents of this assessment tool are not written for a specific state/territory unless stated otherwise. Where the assessment tool refers to legislation and other industry requirements, which may vary across states/territories, model answers are based on one state/territory.

Should your RTO intend to use this assessment tool for learners from your state/territory, Compliant Learning Resources recommends you to:

* Access and review the legislation and industry requirements applicable in your state/territory.
* Update assessments and benchmark answers to reflect the legislation and industry requirements applicable in your state/territory.

When you are contextualising assessment tools, you must ensure that you retain the integrity of the assessment and the outcomes of the unit of competency.

**Contextualising the generic workplace assessment**

The workplace assessment included in this workbook was designed to be administered in a real workplace. Should your RTO wish to administer the assessment in a simulated environment, the RTO will need to redevelop the existing workplace assessment in this workbook so the candidate can complete it in the simulated environment.

Below are some examples of how the RTO may simulate the workplace assessment:

* Develop role play activities with clear instructions and guidelines to replace existing tasks involving consultation, meetings, discussions, and oral communication.
* Provide the candidate with access to work personnel who will participate in assessment activities, e.g. project stakeholders, clients/customers, or team members.
* Provide the candidate with access to simulated workplace documents and information, such as but not limited to policies and procedures, organisational vision and mission statements, business plans, operational plans, etc.

**A comprehensive guide to contextualising your assessment tools for your RTO can be accessed through this link:**

<https://compliantlearningresources.com.au/blog/simple-guide-to-contextualising-rto-training-resources-and-assessment-tools/>

# 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

# Assessor Instructions

This is a compulsory assessment to be completed by all candidates. This assessment tests the candidate’s knowledge and understanding of the general theory and concepts underpinning the unit of competency, as well as their practical skills in relation to the unit and assessment requirements.

Reasonable adjustment applies here, and while the majority of candidates will complete this assessment as a written assessment, verbal assessment may be an option for those who need it. The assessor must use the marking guide as the principal marking tool unless a reasonable adjustment is demonstrated.

The Assessor Guide provides instructions to the assessor on how to assess the candidate’s responses and performance and criteria for assessing the candidate’s responses and performance. Benchmark answers and benchmark performance are also detailed for each assessment task, setting out which key responses and skills must be included and performed, as well as indicating where flexibility is acceptable.

The number of responses required is specified in each assessment task to avoid ambiguity. In these cases, the model answer will provide a list of possible answers. For instance, if a question requires the candidate to list three examples, then their response must include three of the items listed in the model answer.

**IMPORTANT:**

**Candidates must achieve a satisfactory result in ALL assessment tasks to be deemed COMPETENT for the unit/s relevant to this workbook.**

# Candidate Instructions

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.

# 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**

**Marking guide for the assessor:** The candidate must fill in all the required details of this cover sheet. The completed cover sheet must be printed, completed, contain a handwritten signature, and scanned.

|  |  |
| --- | --- |
| 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. | | | |
|  | | | |
| This task has no mapping. This is a preliminary step for the candidate to complete in connection to Knowledge Assessment Question 36.  **Marking guide**  The candidate must indicate below the state/territory they are currently based in by ticking the box () that corresponds to their response (as shown below).  Knowledge Assessment Question 36 require the candidate to refer to the procedures for disposal of contaminated waste of the state/territory they ticked below.  When assessing the candidate’s responses in Question 36, the assessor must review the candidate’s responses against the procedures for disposal of contaminated waste of the state/territory they ticked below.  The assessor must also ensure that they are accessing the version of the procedures for disposal of contaminated waste that is currently implemented in the candidate’s state/territory, i.e. they are not referring to outdated or superseded information.  For a satisfactory performance in these questions, the candidate’s responses must match the procedures for disposal of contaminated waste from the state/territory they ticked below.  Specific marking guide and benchmark and model answers to Knowledge Assessment Question 36 are provided in each question. | | | |
| 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. |
|  | |
| *Mapping: HLTINF006 KE1.0 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 1, Subchapter 1.1*  **Marking guide**  The candidate must access and review the National Safety and Quality Health Service (NSQHS) Standards and answer the following questions.  Additional marking guides are provided below for the assessor’s reference. | |
| 1. What are the five aims of Standard 3: Preventing and Controlling Infections?       The candidate must identify the five aims of Standard 3: Preventing and Controlling Infections.  For a satisfactory performance, although the wording may slightly vary, their response must be the following (in any order):   * To reduce the risk to patients, consumers and members of the workforce of acquiring preventable infections * To effectively manage infections, if they occur * To prevent and contain antimicrobial resistance * To promote appropriate prescribing and use of antimicrobials as part of antimicrobial stewardship * To promote appropriate and sustainable use of infection prevention and control resources | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Briefly explain the purpose of each NSQHS Standard 3 criteria provided below.   The candidate must briefly explain the purpose of each NSQHS Standard 3 criteria provided below.  Additional marking guide and model answers are provided below for the assessor’s reference.   | **Criteria** | **Purpose** | | --- | --- | | 1. Clinical governance and quality improvement systems | The candidate must briefly explain the purpose of clinical governance and quality improvement systems.  For a satisfactory performance, although wording may slightly vary, the candidate’s response must be a reason why activities and organised framework meant to maintain and improve the quality of the care provided to patients are put in place.  A model answer is provided below:  Systems are in place to support and promote prevention and control of infections, improve antimicrobial stewardship and support appropriate, safe and sustainable use of infection prevention and control resources. | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| | **Criteria** | **Purpose** | | --- | --- | | 1. Infection prevention and control systems | The candidate must briefly explain the purpose of infection prevention and control systems.  For a satisfactory performance, although wording may slightly vary, the candidate’s response must be a reason why organised framework meant to prevent and reduce the risk of pathogens invading and multiplying in a host’s body are put in place.  A model answer is provided below:  Evidence-based systems are used to mitigate the risk of infection. These systems account for individual risk factors for infection, as well as the risks associated with the clinical intervention and the clinical setting in which care is provided. A precautionary approach is warranted when evidence is emerging or rapidly evolving. | | 1. Reprocessing reusable equipment and devices | The candidate must briefly explain the purpose of reprocessing reusable equipment and devices.  For a satisfactory performance, although wording may slightly vary, the candidate’s response must be a reason why treating equipment and devices so that they can be reused are put in place.  A model answer is provided below:  Reprocessing of reusable equipment and devices meets current best practice and is consistent with recurrent national standards. | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| | **Criteria** | **Purpose** | | --- | --- | | 1. Antimicrobial stewardship | The candidate must briefly explain the purpose of antimicrobial stewardship.  For a satisfactory performance, although wording may slightly vary, the candidate’s response must be a reason why measuring and improving antibiotics prescription and use are put in place.  treating equipment and devices so that they can be reused.  A model answer is provided below:  The health service organisation implements systems for the safe and appropriate prescribing and use of antimicrobials as part of an antimicrobial stewardship program. | |

|  |  |
| --- | --- |
| 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. |
|  | |
| *Mapping: HLTINF006 KE1.0 (p)*  *Learner guide reference:*   * *HLTINF006 Learner Guide, Chapter 1, Subchapter 1.1* * *HLTINF006 Learner Guide, Chapter 1, Subchapter 1.3*   **Marking guide**  The candidate must access and review the *Australian Guidelines and the Prevention and Control of Infection in Healthcare (2019)* and answer the following questions.  Additional marking guides are provided below for the assessor’s reference. | |

|  |
| --- |
| 1. Explain the aim of the Guidelines in relation to infection control and prevention.     The candidate must explain the aim of the Guidelines in relation to infection control and prevention.  For a satisfactory performance, the candidate’s response must be an explanation of the objective of the Guidelines in preventing and reducing the risk of pathogens invading and multiplying in a host’s body.  A model answer is provided below for the assessor’s reference.  The Guidelines assists healthcare workers to improve the quality of the care they deliver, with the aim of creating safe healthcare environments through the implementation of evidence-based practices that minimise the risk of transmission of infectious agents. |
| 1. Identify five standard precautions relevant to infection control based on the guidelines.   The candidate must identify five standard precautions relevant to infection control based on the guidelines.  For satisfactory a performance, although wording may slightly vary, their responses must include five of the following:   * Hand hygiene, as consistent with the five moments for hand hygiene * The use of appropriate personal protective equipment * The safe use and disposal of sharps * Routine environmental cleaning * Reprocessing of reusable medical equipment and instruments * Respiratory hygiene and cough etiquette * Aseptic technique * Waste management * Appropriate handling of linen |

|  |  |
| --- | --- |
| 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. |
|  | |
| *Mapping: HLTINF006 KE2.0*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 1, Subchapter 1.2, Section 1.2.6*  **Marking guide**  The candidate must complete the table by:   1. Identifying one example of an infectious risk from each source provided.   For a satisfactory, their response must be:   * A disease or illness that can occur as a result of exposure to the source * Consistent with the source of infectious risk provided  1. Describe the harm the infectious risk they identified may cause.   For a satisfactory, their response must be:   * The negative effect of the infectious risk (e.g. disease or illness) on an individual * Consistent with infectious risk identified  1. Identify one way they can prevent the harm identified.   For a satisfactory, their response must be:   * An example of how they can avoid the negative effect of the infectious risk they identified * Consistent with the infectious risk and the harm identified  1. Identify one way they can reduce the harm identified.   For a satisfactory, their response must be:   * An example of how they can minimise the negative effect of the infectious risk they identified * Consistent with the infectious risk and the harm identified   Model answers are provided below for the assessor’s reference. | |

| **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 | Human immunodeficiency virus (HIV) | When left untreated, HIV can progress to AIDS and damage the immune system. | By using engineering controls, like retractable needles | By wearing personal protective equipment like gloves, gowns, masks, etc. |
| 1. Animals | Q fever | Q fever can result in severe flu-like illness which can also cause patients to develop hepatitis or pneumonia. | By getting the Q fever vaccine | By avoiding contact with animals, especially when they are giving birth |
| 1. Human waste product (e.g. faeces, urine, etc.) | Hepatitis A | Hepatitis A causes liver inflammation and may affect the liver’s ability to function. | By getting Hepatitis A vaccine | Only one is required:   * By regularly practising hand hygiene * By regularly cleaning and disinfecting toilets |

| **Source of Infectious Risk** | **Example of infectious risk** | **Harm the infectious risk may cause** | **How to prevent harm** | **How to reduce harm** |
| --- | --- | --- | --- | --- |
| 1. Respiratory discharge (e.g. cough droplets) | Tuberculosis | Only one is required:   * Tuberculosis affects the lungs, causing chest pain, severe coughing, breathlessness, etc. * Tuberculosis may also attack other parts of the body, like lymph nodes, bones, kidney, brain, spine. * Tuberculosis may cause possible death if not treated. | By getting vaccination against tuberculosis | By practicing proper respiratory and cough etiquette |

|  |  |
| --- | --- |
| Application  Description automatically generated with low confidence | 1. Answer the following questions about causes of infection. |
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| *Mapping: HLTINF006 KE3.1, KE3.2*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 1, Subchapter 1.2, Section 1.2.1*  **Marking guide**  The candidate must answer the following questions about causes of infection.  Additional marking guides and benchmark answers are provided below to guide the assessor in assessing the candidate’s responses. | |
| 1. Differentiate bacteria and viruses based on each criterion listed below.   The candidate must differentiate bacteria and viruses based on each criterion listed below.  For satisfactory performance, the candidate’s answers must be consistent with the benchmarks below. The underlined text must appear in their responses.   |  |  |  | | --- | --- | --- | | **Criterion** | **Viruses** | **Bacteria** | | 1. Type of infection it causes | Viral infection | Bacterial infection | | 1. How do they cause infection? | They invade living, normal cells and use those cells to multiply and produce other viruses like themselves. | When a host is exposed to harmful bacteria (through transmission); when it enters the host’s body and proliferates inside. | | 1. One example of an illness it may cause. | Chickenpox, common cold, flu, etc. (only one answer is required) | Strep throat, pneumonia, urinary tract infection, etc. (only one answer is required) | | 1. Can it be treated with antibiotics? Yes or No. | No | Yes | | |

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| 1. What are fungi?     For satisfactory performance, although wording may slightly vary, candidate’s answers must be consistent with the benchmark answer below:  Fungi are single-celled microorganisms that can grow anywhere in the environment, including on surfaces and human skin. |
| 1. How do fungi cause infection?     For satisfactory performance, although wording may slightly vary, candidate’s answers must be consistent with the benchmark answer below:  Fungi can cause infection when tiny fungal spores in the air are inhaled or when they land on the body/skin. |
| 1. What are parasites?     For satisfactory performance, although wording may slightly vary, candidate’s answers must be consistent with the benchmark answer below:  Parasites are microorganisms that live on or in a host species. They depend on their host for survival. |
| 1. How do parasites cause infection?     For satisfactory performance, although wording may slightly vary, candidate’s answers must be consistent with the benchmark answer below:  Parasites can cause infection when they enter the body through the mouth or by contamination and invade body organs. |

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| 1. What are protozoa?     For satisfactory performance, although wording may slightly vary, candidate’s answers must be consistent with the benchmark answer below:  Protozoa are single-celled organisms which can infect humans and transmit diseases. |
| 1. How do protozoa cause infection?     For satisfactory performance, although wording may slightly vary, candidate’s answers must be consistent with the benchmark answer below:  Protozoa can cause infection when they enter the body through sexual contact, insect bite, or by ingestion of contaminated food or faecal matter from infected person or animal. |
| 1. What are helminths?     For satisfactory performance, although wording may slightly vary, candidate’s answers must be consistent with the benchmark answer below:  Helminths are parasitic worms that depend on their host for survival. They reside in the digestive tract or invade other organs. |
| 1. How do helminths cause infection?     For satisfactory performance, although wording may slightly vary, candidate’s answers must be consistent with the benchmark answer below:  Helminths can cause infection when they enter the body through insect bite, skin penetration or by ingestion of contaminated food or faecal matter from infected person or animal. |

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| 1. Infectious agents may go through the following processes. Differentiate the four by explaining how each occurs.   The candidate must differentiate the three by explaining how each of the below occurs:  For satisfactory performance, the candidate’s answers must be (underlined must appear in their responses):   |  |  |  |  | | --- | --- | --- | --- | | **Exposure** | **Colonisation** | **Infection** | **Disease** | | Exposure occurs when the individual comes in contact with the infectious agent. This includes contact though skin, bodily fluids, infected surface, etc. | Colonisation occurs when infectious agents establish themselves in a host without causing harm. | Infection occurs when an infectious agent enters a host and multiplies inside them to cause harm. Infection may or may not develop into a disease. | The disease occurs when the infection causes damage to the body cells of the body part that has been infected. | |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions about the chain of infection. |
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| *Mapping: HLTINF006 KE4.0*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 1, Subchapter 1.2 Introduction*  **Marking guide**  The candidate must answer the following questions about the chain of infection.  Additional marking guide and benchmark answers are provided below for the assessor’s reference. | |
| 1. What is the chain of infection?     The candidate must explain what chain of infection is.  For satisfactory performance, the candidate’s response must be consistent with the benchmark explanation below (underlined text must appear):  The chain of infection is a diagram that illustrates how the infection is transmitted from the source to the host. | |

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| 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 |
| The candidate must identify the five remaining elements of the chain.  For satisfactory performance, the candidate’s response must be (in the correct order):   1. Reservoir 2. Portal of exit 3. Means of transmission 4. Portal of entry 5. Susceptible host |

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| Application  Description automatically generated with low confidence | 1. Answer the questions below about infectious agents. |
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| *Mapping: HLTINF006 KE4.1.1*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 1, Subchapter 1.2, Section 1.2.1*  **Marking guide**  The candidate must answer the questions below about infectious agents.  Additional marking guide and benchmark answers are provided below for the assessor’s reference. | |
| 1. Identify the two factors that can increase the likelihood of a person getting an infection if they are exposed to an infectious agent.   The candidate must identify the two factors that can increase the likelihood of a person getting an infection if they are exposed to an infectious agent.  For a satisfactory performance, although wording may slightly vary, the candidate’s response must be:   * The infective dose of the pathogen * How much of the infectious agent is available to infect the person | |
| 1. What is the relationship between a pathogen’s infective dose and its virulence?     The candidate must explain the relationship between a pathogen’s infective dose and its virulence.  For a satisfactory performance, although wording may slightly vary, the candidate’s response must be consistent with the benchmark answer below:  In general, a pathogen with a small infective dose has greater virulence, which means that a smaller number of pathogens is needed to cause an infection to a susceptible host. A pathogen with high infective dose would have lesser virulence | |

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| 1. List two ways that you can help limit your exposure to pathogens.   The candidate must list two ways that can help limit their exposure to pathogens.  For a satisfactory performance, the candidate’s responses must be practices that can help reduce the likelihood exposure to pathogens or infectious agents.  Model answers are provided below for the assessor’s reference:   * Wearing personal protective equipment (PPE) * Regularly cleaning and disinfecting high-touch areas and items * Getting immunisation against infectious diseases |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions about reservoirs of infection. |
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| *Mapping: HLTINF005 KE4.2.1, KE4.2.3, KE4.2.4, KE4.2.5*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 1, Subchapter 1.2, Section 1.2.2*  **Marking guide**  The candidate must answer the following questions about reservoirs of infection.  Additional marking guide and benchmark answers are provided below for the assessor’s reference. | |
| 1. What is a reservoir of infection?     The candidate must explain what a reservoir of infection is.  For satisfactory performance, the candidate’s response must be consistent with the benchmark explanation below (underlined text must appear):  The reservoir of infection is the habitat in which an infectious agent typically lives, grows and multiplies. | |

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| 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.  Below are common reservoirs of infection. The candidate must complete the table by:   1. Identifying an infectious agent commonly found in the given reservoir   For a satisfactory performance, their response must be:   * An example of infectious agent (e.g. type of bacteria, virus, fungi, parasite, etc.) that are usually found in the given reservoir * Consistent with the given reservoir  1. Explaining how the identified infectious agent is transmitted to a susceptible host.   For a satisfactory performance, their response must be:   * An explanation of how the infectious agent is transferred from the reservoir to the susceptible host * Consistent with the mode of transmission associated with the infectious agent identified   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.  Model answers are provided below for the assessor’s reference. |

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| | **Reservoir** | **Infectious agent commonly found in the identified reservoir** | **How the infectious agent is transmitted to a susceptible host** | | --- | --- | --- | | 1. People | Variola/smallpox virus | Through direct contact with droplets and fluids from the scabs | | 1. Animal | Escherichia coli | By ingesting contaminated foods like raw or undercooked ground meat products, raw milk and contaminated raw vegetables | | 1. Birds | Influenza A virus | Through direct contact with infected live or dead poultry | | 1. Blood | Human immunodeficiency virus (HIV) | Through direct sexual contact with the infected individual | | 1. Bodily fluids | Herpes simplex virus-1 (HSV) | Through direct oral contact with the infected person | | 1. Food | *Salmonella* | By ingesting contaminated foods like raw or undercooked eggs, raw milk and dairy products and other contaminated raw fruits and vegetables | |

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| | **Reservoir** | **Infectious agent commonly found in the identified reservoir** | **How the infectious agent is transmitted to a susceptible host** | | --- | --- | --- | | 1. Water | *Legionella pneumophila* | By breathing in small droplets of water in the air that contain the bacteria | | 1. Soil | *Clostridium tetani* | Through direct contact with breaks in the skin | | 1. Waste | *Cryptosporidium parvum* | Through ingestion of food and water contaminated with the protozoan | |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions about portal of entry and portal of exit. |
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| *Mapping: HLTINF005 KE4.3, KE4.5*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 1, Subchapter 1.2, Section 1.2.3*  **Marking guide**  The candidate must answer the following questions about reservoirs of infection.  Additional marking guide and benchmark answers are provided below for the assessor’s reference. | |
| 1. What is a portal of exit?     The candidate must explain what a portal of exit is.  For satisfactory performance, the candidate’s response must be consistent with the benchmark explanation below:  The portal of exit is the path by which an infectious agent leaves its host, typically the site where the infectious agent gets out. | |
| 1. What is a portal of entry?     The candidate must explain what a portal of entry is.  For satisfactory performance, the candidate’s response must be consistent with the benchmark explanation below:  The portal of entry is the manner by which an infectious agent enters a susceptible host. | |

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| 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.  The candidate must complete the table by identifying one of the following for each of the infectious agent given below:   1. Portal of entry   For a satisfactory performance, the candidate’s responses must be:   * The manner by which an infectious agent enters a susceptible host. (e.g. respiratory tract, mouth, etc.) * Consistent with the typical portal of entry associated with the infectious agent.  1. Portal of exit   For a satisfactory performance, the candidate’s responses must be:   * The path by which the infectious agent leaves its host, typically the site where the infectious agent gets out (e.g. respiratory tract, urine, etc.) * Consistent with the typical portal of entry associated with the infectious agent.   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.  Model answers are provided below for the assessor’s reference. |

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| |  |  |  | | --- | --- | --- | | **Infectious Agent** | **Portal of entry** | **Portal of exit** | | 1. Varicella zoster virus | Upper respiratory tract or the conjunctiva (mucous membranes) | Fluid-filled blisters | | 1. *Sarcoptes scabiei* (itch mite) | Skin | Scab lesions on skin | | 1. *Entamoeba histolytica* | Mouth, ingestion, oral/anal contact (gastrointestinal) | Gastrointestinal tract (anus/poop) | |

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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. |
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| *Mapping: HLTINF005 KE4.4.1*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 1, Subchapter 1.2, Section 1.2.4*  **Marking guide**  The candidate must provide one example of how infection can happen in the workplace through each of the direct means of transmission given.  For satisfactory performance, the candidate’s response must be:   * An example of how infection can be transmitted or spread in the workplace * Relevant to the workplace context * Consistent with the direct means of transmission provided.   Model answers are provided below for the assessor’s reference. | |

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| **Direct means of transmission** | **Example** |
| 1. Contact transmission | Only one is required:   * A person touches someone who is infected. * A person comes in contact with the infected person’s blood or other bodily fluids. * A person comes in contact with the infected person’s body lesions (e.g. wound). |
| 1. Droplet transmission | Only one is required:   * An infected person coughs or sneezes without observing proper etiquette and respiratory hygiene. * An infected person talks without wearing a facemask. |
| 1. Airborne transmission | Only one is required:   * The ventilation system disperses aerosols containing pathogens. * Dust particles with pathogens are dispersed when a worker shakes linens. |

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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. |
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| *Mapping: HLTINF005 KE4.2.2, KE4.4.2 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 1, Subchapter 1.2, Section 1.2.4*  **Marking guide**  The candidate must complete the table below by:   1. Identifying two types of vectors for each of the categories below   For satisfactory performance, the candidate’s response must be:   * An example of living organisms that transmit pathogens to other living organisms, e.g. humans, other animals * Consistent with the category provided below, i.e. examples for the parasite category must be living organisms that live on or within a host organism and get their nutrients from said host.  1. Providing one type of infectious pathogen transmitted by the identified vector   For satisfactory performance, the candidate’s response must be:   * An example of an organism that causes infection or disease to other living organisms * Consistent with the category provided below * Consistent with the known types of pathogens carried by the identified vector. | |

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| 1. Identifying the disease associated with the infectious pathogen   For satisfactory performance, the candidate’s response must be:   * The name of the condition which harms the infected organism’s body system * A condition associated with the identified pathogen.  1. Explaining how the identified vector transmits the identified pathogen   For satisfactory performance, the candidate’s response must be:   * An example of how the identified living organism spreads the pathogens they carry to other living organisms * Consistent with the category provided below * Consistent with the known means of transmission for the identified vector and 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.  Model answers are provided below for the assessor’s reference. |

| **Category** | **Vector** | **Infectious pathogen transmitted by the identified vector** | **Disease caused by the identified pathogen** | **How the vector transmits the identified infection** |
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| 1. Animal | Dog | Rabies virus | Rabies | An infected dog bites a person and transfers rabies. |
| Snail | *Schistosoma* | Schistosomiasis | The larvae are deposited in freshwater by the snails and penetrate the skin of the person who comes in contact with the infested waters. |
| 1. Insect | Mosquito | West Nile virus | West Nile fever | A disease-carrying mosquito bites a person. |
| *Triatomine* bug or kissing bug | *Trypanosoma cruzi* | Chagas disease | When an infected bug takes a blood meal, it releases trypomastigotes in its feces near the wound site. The trypomastigotes enter the wounds or other mucosal membranes (e.g. eyes). |

| **Category** | **Vector** | **Infectious pathogen transmitted by the identified vector** | **Disease caused by the identified pathogen** | **How the vector transmits the identified infection** |
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| 1. Parasite | Blackflies | *Onchocerca volvulus* | Onchocerciasis or river blindness | An infected blackfly penetrates the skin and introduces larvae into the bite wound. |
| Flea | *Yersinia pestis* | Plague | The disease is transmitted when an infected flea bites the person or when the person handles an animal infected by the plague. |

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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. | |
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| *Mapping: HLTINF005 KE4.4.2 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 1, Subchapter 1.2, Section 1.2.4*  **Marking guide**  The candidate must provide one example of how infection can happen in the workplace through each of the indirect means of transmission given.  For satisfactory performance, the candidate’s response must be:   * An example of how infection can be transmitted or spread in the workplace * Relevant to the workplace context * Consistent with the indirect means of transmission provided.   Model answers are provided below for the assessor’s reference. | | |
| **Indirect means of transmission** | | **Example** |
| 1. Surface contamination | | Only one is required:   * A person with unclean hands touches a surface, like tables, doors, etc. * A person touches a contaminated surface, like tables, doors, etc. |
| 1. Object contamination | | Only one is required:   * An infected person touches an equipment, like telephone, keyboard, etc. * A person touches infected objects, like telephone, keyboard, etc. |
| 1. Penetrating injuries | | Contaminated sharps/needles pierce the skin and enter body tissues. |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions about susceptibility to infection. |
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| *Mapping: HLTINF005 KE4.6, KE4.6.1*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 1, Subchapter 1.2, Section 1.2.5*  **Marking guide**  The candidate must answer the following questions about susceptibility to infection.  Additional marking guide and benchmark answers are provided below for the assessor’s reference. | |
| 1. What is a susceptible host?     The candidate must explain what a susceptible host is.  For satisfactory performance, the candidate’s response must be consistent with the benchmark explanation below:  A susceptible host is the person who is at a risk of developing an infection from the infectious agent. | |
| 1. Explain how each factors listed below can affect a person’s susceptibility to infection.   The candidate must explain how each factors listed below can affect a person’s susceptibility to infection.  For a satisfactory performance, the candidate’s responses must be:   * An explanation of how the given factor can influence the likelihood of a person getting an infection * Consistent with the factor provided.   Model answers are provided below for the assessor’s reference.   |  |  | | --- | --- | | **Factor** | **How it affects a person’s susceptibility to infection** | | 1. Wounds | Individuals who have wounds, including incisions (surgical cuts), burns and skin ulcers are more susceptible to infection as their skin is not intact. When the skin is not intact, it is easier for infecting microorganisms to enter the body tissues and get into the bloodstream. | | |

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| |  |  | | --- | --- | | **Factor** | **How it affects a person’s susceptibility to infection** | | 1. Immune status | The immune system protects the body from infection; if someone is immunocompromised, such as those with HIV or hepatitis, their body finds it harder to fight disease-causing microorganisms. | | 1. Devices | Individuals who have undergone procedures where medical equipment such as urinary catheters, respiratory equipment and drain tube enters the body are susceptible to infection. These devices often remain in the same location for prolonged periods from weeks to months and can result in device-related infections. | | 1. Medications, e.g. immunosuppressive drugs | Those who are taking immunosuppressive drugs, e.g. for cancer and transplant are more susceptible to infection as these drugs suppress their immune system. If the immune system is suppressed, their body finds it harder to fight disease-causing microorganisms. | | 1. Comorbidities | Those who have lung disease, including asthma, pulmonary fibrosis and cystic fibrosis and cardiac conditions like coronary artery disease, heart failure and hypertension are also more susceptible to infections as these conditions are often associated with weakened organs and at times weakened immune system. With weakened organs and immune system, the body finds it harder to fight disease-causing microorganisms. | | 1. Age | Older people, premature babies and younger children face a higher risk of severe consequences from infection because they have relatively weaker immune system than the average adult. With weakened organs and immune system, the body finds it harder to fight disease-causing microorganisms. | |

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| 1. Identify two general ways that can help reduce the transmission of infectious diseases to a susceptible individual.   The candidate must identify two general ways that can help reduce the transmission of infectious diseases to a susceptible individual.  For satisfactory performance, the candidate’s responses must be ways that can lessen the chances of an infectious disease being transmitted to a susceptible individual.  Model answers are provided below for the assessor’s reference:   * The susceptible individual’s exposure to infectious agents is to be reduced. * The susceptible individual’s immunity can be increased or improved. |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions about personal hygiene practices. |
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| *Mapping: HLTINF005 KE5.1, KE5.2, KE5.3, KE5.4, KE5.5*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.1*  **Marking guide**  The candidate must answer the following questions about personal hygiene practices.  Additional marking guide and benchmark answers are provided below for the assessor’s reference. | |

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| 1. List five examples of personal care practices for maintaining good personal hygiene.   The candidate must list five examples of personal care practices for maintaining good personal hygiene.  For satisfactory performance, the candidate’s response must be:   * Examples of activities or practices that ensure cleanliness of one’s body * Relevant to preventing the spread of infection   Model answers are provided below for the assessor’s reference:   * Trimming nails regularly to keep them short and clean. * Washing hands when handling food. * Washing hands before eating. * Washing hands after handling garbage. * Taking a bath every day. * Brushing teeth at least twice a day. |
| 1. Explain how keeping the workplace cleanliness contributes to personal cleanliness.     The candidate must explain how keeping the workplace clean contributes to personal cleanliness.  For a satisfactory performance, the candidate’s response must be an explanation of how keeping the workplace tidy and free of mess help keep oneself clean.  A model answer is provided below for the assessor’s reference:  Personal cleanliness not only involves keeping oneself clean; one must keep their surroundings tidy as well. When a person cleans their surroundings, like their workplace, it means that they are practicing personal cleanliness. |

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| 1. List three ways you can contribute to workplace cleanliness.   The candidate must list three ways they can contribute to workplace cleanliness.  For a satisfactory performance, although wording may slightly vary, the candidate’s responses must be examples of activities or practices that promote cleanliness in one’s workplace.  Model answers are provided below for the assessor’s reference:   * Cleaning up after yourself. * Eating only in designated areas and not in your workstation. * Throwing your trash in the proper bin. * Regularly disinfecting your mouse, keyboard, office chair and other high-touch items in your workstation. * Cleaning your workspace regularly. |
| 1. Explain why it is important that you do not attend work when ill.     The candidate must explain why it is important not to attend work when ill.  For satisfactory performance, the candidate’s response must be (the underlined text must appear):  It is important not to attend work when ill so that you will not risk spreading illness in the workplace. |

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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).   The candidate must 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).  For a satisfactory performance, the candidate’s responses must be the following, in any order:   * Cover the nose/mouth with disposable single-use tissues when coughing, sneezing, wiping and blowing noses. * Use tissues to contain respiratory secretions. * Dispose of tissues in the nearest waste receptacle or bin after use. * If no tissues are available, cough or sneeze into the inner elbow rather than the hand. * Practice hand hygiene after contact with respiratory secretions and contaminated objects/materials. * Keep contaminated hands away from the mucous membranes of the mouth, eyes and nose. * In healthcare facilities, patients with symptoms of respiratory infections should sit as far away from others as possible. If available, healthcare facilities may place these patients in a separate area while waiting for care. |

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| 1. Why must you cover your mouth and nose when coughing or sneezing?     For satisfactory performance, although wording may slightly vary, the candidate’s response must be consistent with the benchmark answer below:  Covering your mouth and nose when coughing or sneezing prevents infected persons from dispersing respiratory secretions into the air and spreading illnesses. |
| 1. What must you do after sneezing, coughing or using tissues to prevent the spread of infection?     For satisfactory performance, although wording may slightly vary, the candidate’s response must be consistent with the benchmark answer below:  You must wash your hands with soap and water for at least 20 seconds or clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol. |
| 1. Identify four general laundry management practices for contaminated work clothes.   The candidate must identify four general laundry management steps for contaminated work clothes.  For satisfactory performance, the candidate’s responses must be:   * Practices that are followed when laundering contaminated work clothes, including those related to handling, washing and storage. * Generally accepted laundry practices relevant to managing contaminated work clothes.   Model answers are provided below for the assessor’s reference:   * Wear gloves when handling contaminated work clothes. * Wash contaminated work clothes using chemicals and hot water set to the right temperature, depending on the fabric type. * Tumble dry or iron clean clothes to eliminate possible pathogens. * Store work clothes separately from your private clothing. |

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| 1. Identify three measures you must take when washing clothes to minimise the risk of contamination or spread of infectious diseases.   The candidate must identify three measures they must take when washing clothes to minimise the risk of contamination or spread of infectious diseases.  For satisfactory performance, the candidate’s responses must be:   * Courses of action that they must take when laundering work clothes to reduce the likelihood of contamination or spread of infectious diseases * Generally accepted courses of action relevant to washing work clothes.   Model answers are provided below for the assessor’s reference:   * People who wash work clothes should not have any infectious disease that could be transmitted to their clothes. * Washing must be done in laundry machines with a temperature between 60–90°C. * Drying must be done in a wash dryer or in a hygienic space. Drying in the toilet, shower or bathroom is not recommended. * Washed work clothes must be stored in a hygienic manner so that they are not contaminated before they are used at the workplace. |

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| 1. Why is it important to use clean clothing or uniform in the context of infection control?     The candidate must explain why it is important to use clean clothing or uniform.  For satisfactory performance, although wording may slightly vary, the candidate’s response must be consistent with the benchmark answer below:  Wearing clean clothing or uniform ensures that various types of contaminants and pathogens found in dirty clothing are not introduced in the workplace. |
| 1. List two way you can ensure that the clothes you use at work are clean.   The candidate must two ways they can ensure that the clothes they use at work are clean.  For satisfactory performance, the candidate’s responses must be examples of ways they can make sure that the clothes they wear at work are clean.  Model answers are provided below for the assessor’s reference:   * Wear work clothes only at work. * Wash work clothes according to the proper guidelines. * Change work clothes on a daily basis. |

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| Application  Description automatically generated with low confidence | 1. List the six steps for handwashing in their correct order. |
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| *Mapping: HLTINF006 KE6.1 (p), KE6.2.3 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.2, Section 2.2.2*  **Marking guide**  The candidate must list the six steps for handwashing in their correct order.  For satisfactory performance, although wording may slightly vary, the candidate’s response must be as follows (in the correct order): | |
| Wet your hands with clean, running water (warm or cold). Turn off the tap and apply soap. | |
| Lather your hands by rubbing them together with the soap. | |
| Lather the backs of your hands, between your fingers and under your nails. | |
| Scrub your hands for at least 20 seconds. | |
| Rinse your hands well under clean, running water. | |
| Dry your hands using a clean towel or air dry them. | |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions about hand care. |
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| *Mapping: HLTINF006 KE6.1 (p), KE6.2.3 (p)*  *Learner guide reference:*   * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.2, Section 2.2.1* * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.2, Section 2.2.2*   **Marking guide**  The candidate must answer the following questions about hand care.  Additional marking guide and benchmark answers are provided below for the assessor’s reference. | |
| 1. List five important considerations for hand washing.   The candidate must list five important considerations for hand washing.  For satisfactory performance, the candidate’s response must be:   * Actions or practices that must be carefully thought about in relation to washing hands * Relevant to any activities related to hand washing, e.g. actual washing of hands, refilling hand washing products, etc.   Model answers are provided below for the assessor’s reference.   * Hand washing should only be performed in designated handwashing basins. Handwashing basins must not be used for any other purpose. * Avoid the practice of ‘topping up’ of containers for liquid soap, cleaners, and disinfectants to avoid contamination. * As a general rule, non-antimicrobial soaps are sufficient for social contact and visibly soiled hands. Antimicrobial soaps are associated with skincare issues. | |

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| * Do not use hot water because this can irritate your skin. Use warm or cold water instead. * Do not immediately use an alcohol-based hand rub (ABHR) after handwashing. This can lead to skin irritation and dryness. |
| 1. Identify five ways you can take care of your fingernails.   The candidate must identify five ways they can take care of their fingernails.  For satisfactory performance, the candidate’s response must be actions or practices for ensuring that one’s fingernails remain healthy, sanitary and intact.  Model answers are provided below for the assessor’s reference.   * Nail polish that is chipped or older than four days must be removed. * Avoid biting or chewing nails. * The tips of your nails must not be more than 0.5 cm long. * Before clipping nails, clean and sterilise all nail grooming tools. * Cuticles should not be cut because they serve as barriers against infection. |
| 1. Why is it important to maintain intact skin?     For satisfactory performance, although wording may vary, the response must be consistent with the benchmark answers below:  Intact skin is a first-line defence mechanism against infection. If the skin is damaged, it may lead to infection. Damaged skin also attracts a higher number of microorganisms, increasing the chances of transmitting these to others |

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| 1. List three ways that help maintain intact skin.     The candidate must list three ways that help maintain intact skin.  For satisfactory performance, the candidate’s response must be actions or practices for ensuring that one’s skin remain healthy and without breaks, scrapes, cuts, or abnormal openings.  Model answers are provided below for the assessor’s reference.   * Avoid using products that may irritate the skin, e.g. fragrances and preservatives, especially in hand sanitizers or alcohol-based hand rub. * Avoid washing hands regularly with soap and water immediately before or after using an alcohol-based hand rub, as this may cause dermatitis. * Ensure that hands are completely dry and clean before donning gloves. * Avoid using hot water for handwashing. * Regularly use moisturisers. |

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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). |
|  | |
| *Mapping: HLTINF006 KE6.2.1, KE6.3*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.2, Section 2.2.3*  **Marking guide**  The candidate must identify the instances when hand hygiene must be performed to prevent and control infection based on the Australian Guidelines for the Prevention and Control of Infection in Healthcare (2019).  For satisfactory performance, although wording may slightly vary, the candidate’s response must be as follows: | |
| Before touching a patient | |
| Before conducting a procedure | |
| After conducting a procedure or an exposure risk to body substances | |
| After touching a patient | |
| After touching a patient’s surroundings | |

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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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| *Mapping: HLTINF006 KE6.2.4*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.2, Section 2.2.2*  **Marking guide**  The candidate must list the seven steps for alcohol-based hand rubbing.  For satisfactory performance, although wording may slightly vary, the candidate’s response must be as follows, in the correct order: | |
| Apply a palmful or the product in cupped hand, covering all surfaces. | |
| Rub hands palm to palm. | |
| Right palm over left dorsum with interlaced fingers and vice versa. | |
| Palm to palm with fingers interlaced. | |
| Backs of fingers to opposing palms with fingers interlocked. | |
| Rotational rubbing of left thumb clasped in right palm and vice versa. | |
| Rotational rubbing, backwards and forwards with clasped fingers of the right hand in left palm and vice versa. | |

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| Application  Description automatically generated with low confidence | 1. What is the recommended alcohol concentration for hand rubbing? |
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| *Mapping: HLTINF006 KE6.2.2*  *Learner guide reference: HLTINF006, Learner Guide, Chapter 2, Subchapter 2.2, Section 2.2.2*  **Marking guide**  The candidate must provide the recommended alcohol concentration for hand rubbing. For satisfactory performance, the candidate’s response must be: | |
| At least 60% | |

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| Application  Description automatically generated with low confidence | 1. Answer the questions below about hand hygiene. |
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| *Mapping: HLTINF006 KE6.1 (p), KE6.2.2 (p), KE6.2.5*  *Learner guide reference:*   * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.2, Section 2.2.1* * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.2, Section 2.2.2*   **Marking guide**  The candidate must answer the questions below about hand hygiene.  Additional marking guides and benchmark answers are provided below for the assessor’s reference. | |

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| 1. What is the difference between using soap and water versus alcohol-based hand rub when used for hand hygiene?     The candidate must explain the difference between using soap and water versus alcohol-based hand rub during hand hygiene.  For a satisfactory performance, although wording may slightly vary, the candidate’s response must be consistent with the benchmark answer below:  Soap and water remove all types of germs, chemicals and visible dirt from hands, while alcohol-based hand rub only kills certain germs on the skin. Hand sanitizers are also less effective at removing certain kinds of germs like norovirus, *Cryptosporidium* and *Clostridioides difficile*. |
| 1. List four instances where soap and water are recommended to be used for hand hygiene.   The candidate must list four instances where soap and water are recommended to be used for hand hygiene.  For a satisfactory performance, although wording may slightly vary, the candidate’s response must be four of the following:   * Before, during, and after preparing food * Before eating food * Before and after caring for someone who is sick with vomiting or diarrhea * Before and after treating a cut or wound * After using the toilet * After changing diapers, or cleaning up a child who has used the bathroom * After touching an animal, animal feed, or animal waste * After handling pet food or pet treats * After touching garbage * If your hands are visibly dirty or greasy |

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| 1. List two instances where an alcohol-based hand rub is recommended to be used for hand hygiene.   The candidate must list two instances where an alcohol-based hand-rub is recommended to be used for hand hygiene.  For a satisfactory performance, although wording may slightly vary, the candidate’s response must be four of the following:   * Before and after visiting a friend or loved one in a hospital or nursing home, unless the person is sick with *Clostridioides difficile* * If soap and water are not readily available |
| 1. What must be done with arm/hand jewellery and watches when performing hand hygiene?   The candidate must indicate what must be done with arm/hand jewellery and watches when performing hand hygiene.  For satisfactory performance, although wording may vary, must be consistent with the below (the underlined must appear in the candidate’s response):  Remove other hand and arm jewellery and watches when performing hand hygiene. |

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| 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 |
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| *Mapping: HLTINF006 KE6.2.6*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.2, Section 2.2.1*  **Marking guide**  The candidate must identify two hand hygiene precautions to be followed for the following situations:   1. When there are breaks in the skin   Responses will vary. For a satisfactory performance, the candidate’s response must be handwashing measures that must be taken when there are breaks in the skin (e.g. wounds).  Model answers are provided below for the assessor’s reference:   * Open cuts, sores, or abrasions should be covered with bandages prior to starting work. * Consider wearing gloves to protect breaks in the skin. * Use barrier creams and lotion to keep skin healthy and hydrated.  1. When there are skin conditions present   Responses will vary. For a satisfactory performance, the candidate’s response must be handwashing measures that must be taken when there are skin conditions present (e.g. eczema). | |

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| Model answers are provided below for the assessor’s reference:   * Wash with soap or with moisturizer and water, then moisturize. * Use an alcohol-based hand gel and then moisturize afterward. Moisturizing at the same time might compromise the anti-microbial properties of the hand gel. * Wash with soap or with moisturizer and water, then moisturize. * Use an alcohol-based hand gel and then moisturize afterward. Moisturizing at the same time might compromise the anti-microbial properties of the hand gel. * Do not over dry your hands. * Use hand hygiene product that contains skin emollient to minimise the risk of skin irritation and drying * Avoid washing hands with soap and water immediately before or after using an alcohol-based hand rub * Wait until hands are dry before donning gloves * Avoid using hot water for handwashing |
| **Hand hygiene precautions to be followed when there are breaks in the skin** |
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| **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 | | |
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| *Mapping: HLTINF006 KE7.1, KE7.2, KE7.3, KE7.4*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.4*  **Marking guide**  Listed below are personal protective equipment (PPE) commonly used in the workplace. For each PPE, the candidate must:   1. Explain what it is used for   For satisfactory performance, the candidate’s responses must be:   * A purpose for which PPEs are used * In the context of infection control  1. Provide one scope/application   For satisfactory performance, the candidate’s responses must be:   * Situations where the provided PPE is used for * In the context of infection control   Model answers are provided below for the assessor’s reference. | | | |
| **PPE** | | **Use** | **Scope/application**  (Provide only one) |
| 1. Masks | | For protection from splashes and droplets to the area of the wearer’s nose, mouth and respiratory tract | Masks must be worn whenever:  (Only one is required)   * Anticipating exposure to blood, body substances, secretions, or excretions (excluding sweat) * Anticipating close contact with patients. |

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| **PPE** | **Use** | **Scope/application**  (Provide only one) |
| 1. Gloves | For protecting hands from germs and helps reduce the spread of germs | Gloves are worn whenever:  (Only one is required)   * Anticipating direct contact with blood or body substances, mucous membranes, non-intact skin, and other potentially infectious materials * Handling visibly soiled or potentially contaminated patient-care equipment * Anticipating potential exposure to toxic drugs during the administration * Exposed to chemicals when cleaning |
| 1. Protective eyewear | For protecting your mucous membranes in your eyes from blood and other bodily fluids. | Protective eyewear must be worn:  (Only one is required)   * During activities can likely generate splashes or sprays of blood, body fluids, secretions, or excretions. * Eye protection must also be worn for any wound irrigation procedure where there is a risk of sprays or splashes. |

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| **PPE** | **Use** | **Scope/application**  (Provide only one) |
| 1. Face shields | For protecting your face, mouth, nose, and eyes from infectious agent and other bodily fluids. | Face shields must be worn:  (Only one is required)   * During activities can likely generate splashes or sprays of blood, body fluids, secretions, or excretions. * Eye protection must also be worn for any wound irrigation procedure where there is a risk of sprays or splashes. |
| 1. Particulate filter respirators (PFRs) | For providing protection against small airborne particles or aerosols. | PFRs must be worn during aerosol-generating procedures on patients confirmed or suspected to be infected with a disease that may be transmitted via the droplet or airborne route |
| 1. Powered air-purifying respirators (PAPRs) | An alternative to PFRs, PAPRs also provide protection against small airborne particles or aerosols. | PFRs must be worn during procedures where there is a risk of the healthcare worker being exposed to aerosolised pathogens that can cause acute respiratory infections |

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| **PPE** | **Use** | **Scope/application**  (Provide only one) |
| 1. Gowns and aprons | For protecting uniforms/ clothing from moisture/ soiling during direct patient care. | Gowns and aprons must be worn when:  (Only one is required)   * Anticipating exposure to blood, body substances, secretions, or excretions (excluding sweat) * Anticipating close contact with patients, materials or equipment that can possibly contaminate skin, uniforms, or other clothing with infectious microorganisms |

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| Application  Description automatically generated with low confidence | 1. List one way you can prevent contamination while applying each of the PPEs listed below.    * Masks    * Face shields | |
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| *Mapping: HLTINF006 KE7.6 (p)*  *Learner guide reference:*   * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.2* * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.3*   **Marking guide**  The candidate must list one way they can prevent contamination while applying each of the following PPE:   * Masks   For a satisfactory performance, the candidate’s response must be an action that they must take to avoid contaminating themselves while applying or putting on masks.   * Face shields   For a satisfactory performance, the candidate’s response must be an action that they must take to avoid contaminating themselves while applying or putting on face shields.  Model answers are provided below for the assessor’s reference. | | |
| **PPE** | | **How to prevent contamination while applying the PPE** |
| 1. Masks | | Ensure not to touch the inside of the mask when putting it on. |
| 1. Face shields | | Hold the face shield on its sides instead of the front when putting it on. |

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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 | |
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| *Mapping: HLTINF006 KE7.6 (p)*  *Learner guide reference:*   * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.1* * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.4*   **Marking guide**  The candidate must list one way they can prevent contamination while applying each of the following PPE:   * Aprons   For a satisfactory performance, the candidate’s response must be an action that they must take to avoid contaminating themselves while wearing aprons.   * Gloves   For a satisfactory performance, the candidate’s response must be an action that they must take to avoid contaminating themselves while wearing gloves.  Model answers are provided below for the assessor’s reference. | | |
| **PPE** | | **How to prevent contamination while wearing the PPE** |
| 1. Aprons | | Do not touch the front of the apron at any point to prevent contamination. |
| 1. Gloves | | Immediately replace torn hand 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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| *Mapping: HLTINF006 KE7.6 (p)*  *Learner guide reference:*   * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.3* * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.4*   **Marking guide**  The candidate must list one way they can prevent contamination while removing each of the following PPE:   * Gowns   For a satisfactory performance, the candidate’s response must be an action that they must take to avoid contaminating themselves when taking off gowns.   * Protective eyewear   For a satisfactory performance, the candidate’s response must be an action that they must take to avoid contaminating themselves when taking off the protective eyewear.  Model answers are provided below for the assessor’s reference. | | |
| **PPE** | | **Guidelines while removing** |
| 1. Gowns | | Do not touch the gown sleeves during removal. |
| 1. Protective eyewear | | Do not touch the front of the eyewear during removal. |

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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 |
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| *Mapping: HLTINF006 KE7.5 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3 Introduction*  **Marking guide**  The candidate must arrange the different types of PPE in the correct order in which they are worn and removed.  *Order for wearing PPE*  For satisfactory performance, the candidate’s responses must be consistent with the benchmark answers below, in order.  *Order for removing PPE*  For satisfactory performance, the candidate’s responses must be consistent with the benchmark answers below, in order. | |
| **Correct order for wearing PPE** | |
| 1. Gowns and aprons | |
| 1. Masks | |
| 1. Protective eyewear and face shields | |
| 1. Gloves | |
| **Correct order for removing PPE** | |
| 1. Gloves | |
| 1. Protective eyewear and face shields | |
| 1. Gowns and aprons | |
| 1. Masks | |

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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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| *Mapping: HLTINF006 KE7.5 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.2*  **Marking guide**  The candidate must the three steps for correct fitting of masks.  For satisfactory performance, although wording may slightly vary, the candidate’s responses must be the steps listed below (in the correct order): | |
| Position the mask over your mouth and nose. | |
| Fasten the ties or tapes above and below your ears at the back of your head. | |
| Fit flexible band to nose bridge. | |

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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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| *Mapping: HLTINF006 KE7.5 (p). KE7.7 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.2*  **Marking guide**  The candidate must list the three steps in removing and disposing of mask.  For satisfactory performance, although wording may slightly vary, the candidate’s responses must be the steps listed below (in the correct order): | |
| Using clean hands, untie or break the ties at the back of your head. | |
| Touch only the ties of the masks and discard it in the designated waste disposal. | |
| Perform hand hygiene. | |

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| Application  Description automatically generated with low confidence | 1. List the five steps for putting on gloves. |
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| *Mapping: HLTINF006 KE7.5 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.1*  **Marking guide**  The candidate must the five steps for putting on gloves.  For satisfactory performance, although wording may slightly vary, the candidate’s responses must be the steps listed below (in the correct order): | |
| Perform hand hygiene. | |
| Remove gloves one at a time from the box or packaging, holding the top of the cuff. | |
| Put your hand through the glove opening and pull it up to the wrist. | |
| Repeat the same procedure with the second hand. | |
| Adjust gloves to cover wrists or gown as required. | |

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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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| *Mapping: HLTINF006 KE7.5 (p), KE7.7 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.1*  **Marking guide**  The candidate must list the five steps for removing and disposing of gloves.  For satisfactory performance, although wording may slightly vary, the candidate’s responses must be the steps listed below (in the correct order): | |
| Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove. | |
| Hold removed glove in gloved hand. | |
| Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove. | |
| Discard gloves in a waste container. | |
| Perform hand hygiene. | |

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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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| *Mapping: HLTINF006 KE7.5 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.3*  **Marking guide**  The candidate must the three steps for putting on face shield.  For satisfactory performance, although wording may slightly vary, the candidate’s responses must be the steps listed below (in the correct order): | |
| Bending forward, hold on to the straps of the face shield with both hands. Do not touch the front of the face shield. | |
| Place the elastic behind your head, so that the foam rests on your forehead. | |
| Check the face shield to make sure it covers the front and sides of the face and no areas are left uncovered. | |

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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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| *Mapping: HLTINF006 KE7.5 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.3*  **Marking guide**  The candidate must list the three steps for putting on protective eyewear.  For satisfactory performance, although wording may slightly vary, the candidate’s responses must be the steps listed below (in the correct order): | |
| Pick up the eyewear using the temples. | |
| Use both hands to open the temples. | |
| Place the eyewear over your eyes, making sure that the bridge rests comfortably on your nose and the temple tips are securely hooked over your ears. | |

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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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| *Mapping: HLTINF006 KE7.5 (p), KE7.7 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.3, Section 2.3.3*  **Marking guide**  The candidate must list the three steps in removing and disposing of protective eyewear and face shield.  For satisfactory performance, although wording may slightly vary, the candidate’s responses must be the steps listed below (in the correct order): | |
| Remove goggles or face shield from the back by lifting head band and without touching the front of the goggles or face shield. | |
| If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container. | |
| Perform hand hygiene afterwards if hands become contaminated during PPE removal. | |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions about routine environmental cleaning. |
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| *Mapping: HLTINF006 KE8.1 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.4, Section 2.4.1*  **Marking guide**  The candidate must answer the following questions about routine cleaning.  Additional marking guides are provided below for the assessor’s reference. | |
| 1. List four best practices for environmental cleaning of surfaces.   The candidate must list four best practices for environmental cleaning of surfaces.  For a satisfactory performance, the candidate’s responses must be procedures that are accepted or prescribed as being correct or most effective for cleaning, disinfecting, and monitoring surfaces.  Model answers are provided below for the assessor’s reference.   * Use fresh cleaning cloths at the start of each cleaning session (e.g., routine daily cleaning in a general inpatient ward). * Change cleaning cloths when they are no longer saturated with solution, for a new, wetted cloth. Soiled cloths should be stored for reprocessing. * For higher-risk areas, change cleaning cloths between each patient zone (i.e., use a new cleaning cloth for each patient bed). For example, in a multi-bed intensive unit, use a fresh cloth for every bed/incubator. * Ensure that there are enough cleaning cloths to complete the required cleaning session. | |

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| 1. In what order must environmental cleaning be done?     The candidate must indicate what order must environmental cleaning be done.  For a satisfactory performance, the candidate’s response must be from cleaner to dirtier areas and from high to low surfaces. |
| 1. What are the six general steps for surface cleaning?   The candidate must indicate the six general steps for surface cleaning.  For a satisfactory performance, the candidate’s response must be the following (in order):   1. Thoroughly wet (soak) a fresh cleaning cloth in the environmental cleaning solution. 2. Fold the cleaning cloth in half until it is about the size of your hand. This will ensure that you can use all of the surface area efficiently (generally, fold them in half, then in half again, and this will create 8 sides). 3. Wipe surfaces using the general strategies as above (e.g., clean to dirty, high to low, systematic manner), making sure to use mechanical action (for cleaning steps) and making sure to that the surface is thoroughly wetted to allow required contact time (for disinfection steps). 4. Regularly rotate and unfold the cleaning cloth to use all of the sides. 5. When all of the sides of the cloth have been used or when it is no longer saturated with solution, dispose of the cleaning cloth or store it for reprocessing. 6. Repeat process from step a. |

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| 1. List the two essential cleaning supplies for surface cleaning.   The candidate must list the two essential cleaning supplies for surface cleaning.  For a satisfactory performance, the candidate’s responses must be the following:   * Portable containers (e.g., bottles, small buckets) for storing environmental cleaning products (or solutions) * Surface cleaning cloths |
| 1. List the three essential cleaning supplies for floor cleaning.   The candidate must list four essential cleaning supplies for floor cleaning.  For a satisfactory performance, the candidate’s responses must be the following:   * Mops or cleaning squeegee with floor cloth * Buckets * Wet floor/caution signs |
| 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)   The candidate must 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. which surfaces must be cleaned) |

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| For a satisfactory performance, the candidate’s responses must be as follows:   |  |  |  |  | | --- | --- | --- | --- | | **Area** | **Frequency of cleaning** | **Method of cleaning** | **Process of cleaning** | | 1. Waiting area | At least once daily | Clean | High-touch surfaces and floors | | 1. Consultation area | At least twice daily | Clean | High-touch surfaces and floors | | 1. Inpatient wards | At least once daily and more frequently in high-intensity and high-traffic areas | Clean and disinfect | All must be given:   * High-touch surfaces and floors * Handwashing sinks | | 1. Public toilets | At least twice daily | Clean and disinfect | All must be given:   * High-touch and frequently contaminated surfaces (e.g., handwashing sinks, faucets, handles, toilet seat, door handles) * Floors | |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions about routine equipment cleaning. |
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| *Mapping: HLTINF006 KE8.1 (p)*  *Learner guide reference:*   * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.4, Section 2.4.2* * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.4, Section 2.4.5*   **Marking guide**  The candidate must answer the following questions about routine cleaning.  Additional marking guides are provided below for the assessor’s reference. | |
| 1. What are noncritical patient care equipment?     The candidate must define what noncritical patient care equipment are.  For a satisfactory performance, the underlined words must appear in the candidate’s response:  Noncritical patient care equipment is used by healthcare workers to touch patients, frequently touched by healthcare workers and patients and often shared between patients. | |
| 1. Explain why the cleaning of critical and semi-critical equipment do not fall under the responsibility of the environmental cleaning staff.     The candidate must explain why the cleaning of critical and semi-critical equipment do not fall under the responsibility of the environmental cleaning staff.  For a satisfactory performance, the candidate’s response must be consistent with the benchmarks below (the underlined words must appear in their response):  The cleaning of critical and semi-critical equipment does not fall under the responsibility of the environmental cleaning staff because critical and semi-critical equipment requires specialised reprocessing procedures. | |

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| 1. List five best practices for cleaning noncritical patient care equipment.   The candidate must list five best practices for cleaning noncritical patient care equipment.  For a satisfactory performance, the candidate’s response must be the following:   1. Clean all equipment using the methods and products available at the facility. 2. All equipment should include detailed written instructions for cleaning and disinfection from the manufacturer, including pictorial instructions if disassembly is required. 3. Train the staff responsible for cleaning equipment on procedures before the equipment is placed into use. 4. In patient care areas, do not purchase, install, or use equipment that cannot be cleaned and disinfected, unless they can be fitted with plastic (or other material) coverings. 5. If plastic coverings are protecting difficult-to-clean equipment, clean these items with the same frequency, inspect coverings for damage on a regular basis, and repair or replace them as needed. |
| 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.   The candidate must identify one material compatibility consideration and one best practice for cleaning noncritical patient care equipment for each disinfectant.  For a satisfactory performance, the candidate’s responses must be the following: |

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| |  |  |  | | --- | --- | --- | | **Disinfectant** | **Material compatibility consideration** | **Best practice for cleaning noncritical patient care equipment** | | 1. Chlorine/hypochlorite-based | Corrosive to metals | Only one is required:   * Concentration of the solution should not exceed 1000 ppm or 0.1% * Equipment must be rinsed with clean water after disinfection | | 1. Alcohol (60-80%) | Only one is required:   * Could deteriorate glues * Could cause damage to plastic tubing, silicone and rubber | Good for disinfecting small equipment or devices that can be immersed (e.g., stethoscopes, thermometers) | |
| 1. How often must noncritical care equipment be cleaned and disinfected?     The candidate must indicate how often must noncritical care equipment be cleaned and disinfected.  For a satisfactory performance, the candidate’s response must be:  Before and after each use or in between patients |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions about management of linen and clothing. |
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| *Mapping: HLTINF006 KE8.5*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.4, Section 2.4.3*  **Marking guide**  The candidate must answer the following questions about management of linen and clothing.  Additional marking guides are provided below for the assessor’s reference. | |
| 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).   The candidate must 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).  For a satisfactory performance, the candidate’s response must be the following:   * Appropriate personal protective equipment is worn during handling of soiled linen to prevent exposure of skin and mucous membrane to blood and body substances. * Used linen is ‘bagged’ at the location of use into an appropriate laundry receptacle. * Used linen must not be rinsed or sorted in patient-care areas or washed in domestic washing machines. * Linen soiled with body substances should be placed into leak-proof laundry bags for safe transport. * Hand hygiene is performed following the handling of used linen. | |

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| 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).   The candidate must 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).  For a satisfactory performance, the candidate’s response must be two of the following:   * Domestic-type washing machines must only be used for a patient’s personal items (not other linen). * Washing must involve the use of an appropriate detergent and hot water. * If hot water is not available, only individual patient loads can be washed at one time. * Clothes dryers should be used for drying. |
| 1. Explain why soiled linen and clothing must be carefully rolled up and not shaken when collected.     The candidate must explain why soiled linen and clothing must be carefully rolled up and not shaken when collected.  For a satisfactory performance, although wording may slightly vary, the candidate’s response must be:  Soiled linens can be contaminated with blood, faeces and other body fluids potentially containing microorganisms like bacteria, viruses or fungi. Shaking linen can disseminate these microorganisms in the air and may spread infection. |
| 1. When hot water is not available, what must be done to soiled linens?     The candidate must indicate what must be done to soiled linens when hot water is not available.  For a satisfactory performance, although wording may slightly vary, the candidate’s response must be:  Soiled linens must be reprocessed manually. |

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| 1. List the three steps for manually reprocessing soiled linens.   The candidate must list the three steps for manually reprocessing soiled linens.  For a satisfactory performance, although wording may slightly vary, the candidate’s response must be the following:   1. Immerse in detergent solution and use mechanical action (e.g., scrubbing) to remove soil. 2. Disinfect by one of these methods: immersing the linen in boiling water, or immersing the linen in disinfectant solution for the required contact time and rinsing with clean water to remove residue. 3. Allowing to fully dry, ideally in the sun. |

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| Application  Description automatically generated with low confidence | 1. Answer the following questions about enhanced cleaning. |
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| *Mapping: HLTINF006 KE8.2*  *Learner guide reference:*   * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.5 Introduction* * *HLTINF006 Learner Guide, Chapter 2, Subchapter 2.5, Section 2.5.3*   **Marking guide**  The candidate must answer the following questions about enhanced cleaning.  Additional marking guides and benchmark answers are provided below for the assessor’s reference. | |

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| 1. Explain what makes enhanced cleaning different from normal routine cleaning.     The candidate must explain what makes enhanced cleaning different from normal routine cleaning.  For a satisfactory performance, although wording may slightly vary, the candidate’s response must be:  Enhanced cleaning involves cleaning and disinfecting high-traffic areas and shared items at least two to three times daily, while normal routine cleaning involves cleaning and disinfecting areas on a scheduled basis (e.g. once a week). |
| 1. Identify one instance when enhanced cleaning is usually done.     The candidate must identify one instance when enhanced cleaning is usually done.  For a satisfactory performance, the candidate’s response must be an occasion where high-traffic areas and shared items must be cleaned and disinfected at least two to three times daily.  Model answers are provided below for the assessor’s reference:   * When there are individuals infected with organisms that can persist for a prolonged time within the environment and which may be relatively resistant to standard disinfectants. * When microorganisms that pose an extreme risk to individuals are present * When there is a disease outbreak and the environment may be contaminated |
| 1. Explain how enhanced cleaning prevents the spread of infection.     The candidate must explain how enhanced cleaning prevents the spread of infection.  Enhanced cleaning ensures that high-touch items and high-traffic areas which may serve as vehicles for disease transmission are frequently disinfected, which reduces the likelihood of the disease spreading. |

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| 1. List five items that must be disinfected when performing enhanced cleaning.   The candidate must list five items that must be disinfected when performing enhanced cleaning.  For a satisfactory performance, the candidate’s response must be high-touch or frequently touched items in public or shared areas that must be disinfected often.  Model answers are provided below for the assessor’s reference.   * Doorknobs or doorhandles * Elevator buttons * Handrails * Faucet handles * Sinks * Toilet flush handles * Touch screens * Counters * Communal tables * Light switches * Cabinet handles |

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| 1. List three areas that must be disinfected when performing enhanced cleaning.   The candidate must list three areas that must be disinfected when performing enhanced cleaning.  For a satisfactory performance, the candidate’s response must be areas or places with high foot traffic or are frequently visited by many people.  Model answers are provided below for the assessor’s reference.   * Stairwells * Washrooms * Canteen * Staff room * Medication room |

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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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| *Mapping: HLTINF006 KE8.4 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.4, Section 2.4.4*  **Marking guide**  The candidate must list six important guidelines for managing blood and body fluid spills.  For a satisfactory performance, the candidate’s response must include six general rules that must be followed when taking care of blood and body fluid spills.  Model answers are provided below for the assessor’s reference. | |
| Blood and body fluid/substance spills should be dealt with as soon as possible. | |
| In operating rooms, or in circumstances where medical procedures are underway, spills should be attended to as soon as it is safe to do so. | |
| Care should be taken to thoroughly clean and dry areas where there is any possibility of bare skin contact with the surface (for example, on an examination couch). | |
| PPE should be used for all cleaning procedures and disposed of or sent for cleaning after use. Hands should be washed and dried after cleaning. | |
| Where a spill occurs on a carpet, shampoo as soon as possible, do not use disinfectant. Steam cleaning may be used instead. | |
| Wash hands thoroughly after cleaning is completed. | |

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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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| *Mapping: HLTINF006 KE8.4 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.4, Section 2.4.4*  **Marking guide**  The candidate must list the five steps for managing blood and body fluid spills.  For a satisfactory performance, the candidate’s responses must be the following, in order: | |
| Wear appropriate PPE. | |
| Confine the spill and wipe it up immediately with absorbent (paper) towels, cloths, or absorbent granules (if available) that are spread over the spill to solidify the blood or body fluid (all should then be disposed as infectious waste). | |
| Clean thoroughly, using neutral detergent and warm water solution. | |
| Disinfect by using a facility-approved intermediate-level disinfectant. | |
| Immediately send all reusable supplies and equipment (e.g., cleaning cloths, mops) for reprocessing (i.e., cleaning and disinfection) after the spill is cleaned up. | |

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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. |
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| *Mapping: HLTINF006 KE9.0*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.4, Section 2.4.9*  **Marking guide**  The candidate must access the *Principles of aseptic technique: Information for healthcare workers*. Then, they must complete the table below by:   1. Identifying their job role   Responses will vary. However, for a satisfactory performance, the candidate’s response must be:   * The candidate’s function or specific job in their organisation * Generally accepted roles of the people working in the candidate’s organisation.  1. Listing two principles of asepsis relevant to their job role   Responses will vary. However, for a satisfactory performance, the candidate’s response must be:   * General guiding concepts that are essential in ensuring the absence of disease-causing microorganisms * Principles of asepsis mentioned in *Principles of aseptic technique: Information for healthcare workers* * Relevant to the candidate’s function or specific job in their organisation.  1. Explaining how each principle applies to their job role   Responses will vary. However, for a satisfactory performance, the candidate’s response must be:   * An explanation of the practical use of the identified general guiding concepts essential in ensuring the absence of disease-causing microorganisms to their function or job in the organisation * Consistent with the purpose identified in the *Principles of aseptic technique: Information for healthcare workers* * Relevant to their job role in the organisation.   Model answers are provided below for the assessor’s reference. | |

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| **Your job role:** | Support worker |
| **Principle of asepsis** | **Relevance of the principle to the job role** |
| Hand hygiene | Hand washing must be done regularly. The five moments of hand hygiene and correct hand washing procedures must be followed as well. Doing so reduces the risk of disease transmission and spread of infection in the workplace. This ensures that clients in my care remain healthy and well. |
| Personal protective equipment (PPE) | PPE must be worn during certain procedures or interactions to protect myself and my client from transmissible diseases. PPEs worn must correspond to the situation, e.g. protective eyewear must be worn when there is a risk of splattering blood or bodily fluids. PPEs must also be worn and removed in the correct order, then disposed accordingly. |

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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. |
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| *Mapping: HLTINF006 KE10.2*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.4, Section 2.4.7*  **Marking guide**  The candidate must answer the questions below about the safe handling and disposal of contaminated waste.  Additional marking guides are provided below for the assessor’s reference. | |
| 1. List three important guidelines for handling contaminated waste.   The candidate must list three important guidelines for handling contaminated waste. | |

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| For a satisfactory performance, the candidate’s response must be:   * General rules that must be followed when storing, collecting, transporting, treating, processing or disposing contaminated waste.   Contaminated waste refers to clinical waste which contain human tissue (other than hair, teeth and nails), body fluids or blood, visibly blood-stained body fluids, materials or equipment, laboratory specimens or cultures, animal tissue, carcasses or other waste from animals used for medical research.   * Consistent with the candidate’s state/territory requirements for handling contaminated waste   Model answers are provided below for the assessor’s reference:   * Wear appropriate PPE when handling contaminated waste. * Plastic bags that contain contaminated waste must never be compacted by hand. * When handling contaminated waste, hold the items away from the body. |
| 1. List four physical characteristics of containers that you must use for storing clinical wastes for disposal.   The candidate must list four physical characteristics of containers that they must use for storing clinical wastes for disposal.  For a satisfactory performance, the candidate’s response must be:   * Required physical features of containers (e.g. plastic bags, garbage bins, etc.) that are used for storing clinical waste that will be thrown away. Clinical waste refers to waste soiled with infectious substances (e.g. bodily fluids, etc.) * Consistent with the candidate’s state/territory requirements for clinical waste containers   Model answers are provided below for the assessor’s reference:   * Plastics bags must be strong enough to safely contain the clinical waste. * Plastics bags and mobile garbage bins must be colour coded according to the type of clinical waste they contain. * Mobile garbage bins must have a smooth and impervious internal surface. |

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| * Mobile garbage bins must have rigid walls that are resistant to rupture and corrosion. * Mobile garbage bins must be washable. * Mobile garbage bins must be leak-resistant. |
| 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:  Listed below are common clinical wastes. The candidate must identify the recommended treatment method prior to disposal for each according to their state/territory requirements.  The candidate must indicate the state/territory document they used as reference. This document must list the requirements followed in the candidate’s state (indicated in the Preliminary Task of this assessment) and relevant to waste management.  For a satisfactory performance, the candidate’s responses must be:   * A suggested and approved method for treating the identified clinical waste (e.g. incineration, autoclave, chemical disinfection) * Consistent with their state/territory requirements for treating the identified clinical waste   Clinical waste is waste that contains human tissue (other than hair, teeth and nails), body fluids or blood, visibly blood-stained body fluids, materials or equipment, laboratory specimens or cultures, animal tissue, carcasses or other waste from animals used for medical research.  Model answers are provided below for the assessor’s reference   |  |  | | --- | --- | | **Clinical waste** | **Method of treatment** | | 1. Human tissue | Incineration | | 1. Contaminated sharps | Autoclave or steam sterilisation | | 1. Recognisable anatomical body parts | Incineration | |

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| 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. |
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| *Mapping: HLTINF006 KE8.3*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.4, Section 2.4.5*  **Marking guide**  The candidate must access and review the Australian Guidelines and the Prevention and Control of Infection in Healthcare (2019) and answer the following questions.  Additional marking guides are provided below for the assessor’s reference. | |
| 1. List the four principles for reprocessing reusable medical devices.   The candidate must list the four principles for reprocessing reusable medical devices.  For a satisfactory performance, the candidate’s response must include all the following, in any order:   * Only Therapeutic Goods Administration (TGA)-included reusable medical devices should be used; before purchase, healthcare facilities should ensure that manufacturer’s reprocessing instructions are provided and are able to be followed by the healthcare facility. * All reusable medical devices and patient-care equipment used in the clinical environment must be reprocessed according to their intended use and manufacturer’s advice. * Single-use medical devices must not be reprocessed. * If a healthcare facility makes a decision to reprocess single-use devices, the facility must be licensed by the TGA and will be considered a manufacturer under section 41BG(2) of the Therapeutic Goods Act 1989 and will be subject to audit for conformance | |

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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.   Listed below are three categories of items for patient care. The candidate must complete the table below by:   1. Providing a description of items in each category identified   For a satisfactory performance, the candidate’s response must be consistent with the benchmark answers below.   1. Providing one example of a medical device for each category identified   For a satisfactory performance, the candidate’s response must be:   * + Examples of equipment or devices used in the healthcare setting   + Consistent with the category of items identified   + Consistent with the description of the category of items identified.   Model answers are provided below for the assessor’s reference.   |  |  |  | | --- | --- | --- | | **Category of items** | **Description** | **Example** | | 1. Critical | These items confer a high risk for infection if they are contaminated with any microorganism. | Laparoscope | | 1. Semi-critical | These items come into contact with mucous membranes or non-intact skin. | Transvaginal probe | | 1. Non-critical | These items come into contact with intact skin but not mucous membranes. | Intravenous pump | |

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| 1. Identify the four actions required for reprocessing critical reusable medical devices.      The candidate must identify the four actions required for reprocessing critical reusable medical devices.  For a satisfactory performance, the candidate’s responses must be the following, in any order:   * Clean thoroughly as soon as possible after using. * Sterilise after cleaning by steam under pressure. * If heat or moisture sensitive, sterilise through an automated low temperature chemical sterilant system, other liquid chemical sterilants or ethylene oxide sterilisation. * Ensure critical items are sterilised between each patient use. |
| 1. Identify the three actions required for reprocessing semi-critical reusable medical devices.     The candidate must identify the three actions required for reprocessing semi-critical reusable medical devices.  For a satisfactory performance, the candidate’s responses must be the following, in any order:   * Clean thoroughly as soon as possible after using. * Steam sterilisation is preferable. * If the equipment will not tolerate steam use a high level TGA-included chemical or thermal sterilant or medical device disinfectant. |

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| 1. Identify the two actions required for reprocessing non-critical reusable medical devices.    The candidate must identify the two actions required for reprocessing non-critical reusable medical devices.  For a satisfactory performance, the candidate’s responses must be the following, in any order:   * Clean as necessary with detergent solution. * If decontamination is necessary, disinfect with compatible low or intermediate level TGA-included sterilant or medical device disinfectant after cleaning. |
| 1. Identify the minimum required reprocessing method for each category of reusable medical devices below.   The candidate must identify the minimum required reprocessing method for each category of reusable medical devices below.  For a satisfactory performance, the candidate’s responses must be consistent with the benchmark answers below.   |  |  | | --- | --- | | **Category** | **Reprocessing method** | | 1. Critical | Cleaning followed by sterilisation. | | 1. Semi-critical | Cleaning, followed by high level disinfection. | | 1. Non-critical | Thorough cleaning is sufficient for most non-critical items after each individual use, although either intermediate or low-level disinfection may be appropriate in specific circumstances. | |

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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. |
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| *Mapping: HLTINF006 KE10.3 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.4, Section 2.4.7*  **Marking guide**  The candidate must answer the following questions regarding guidelines to be followed when picking up needles or syringes.  Additional marking guide and benchmark answers are provided below for the assessor’s reference when evaluating the candidate’s responses. | |
| 1. What instrument should you use to pick up needles or syringes?     The candidate must indicate what instrument they should use to pick up needles or syringes.  For satisfactory performance, the candidate’s response must be tongs (or other similar instruments). | |
| 1. If your answer to the previous question is not available, what should be your alternative?     The candidate must indicate the alternative if tongs are not available.  For satisfactory performance, the candidate’s response must be gloves. | |
| 1. Which part of the needle or syringe should you hold when handling them?     The candidate must indicate the part of the needle or syringe they should hold when handling them.  For satisfactory performance, the candidate’s response must be by the barrel. | |

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| 1. How should you handle needles or syringes?     The candidate must explain how they should handle needles or syringes.  For satisfactory performance, the candidate’s response must be away from the fingers and body. |

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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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| *Mapping: HLTINF006 KE10.3 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.4, Section 2.4.7*  **Marking guide**  The candidate must list four characteristics of containers that they must use for storing needles and syringes for disposal.  For satisfactory performance, the candidate’s responses must be the following:   * Made of heavy-duty plastic * Can be closed with a tight-fitting, puncture-proof lid * Sharps should not be able to come out or stick out * Leak-resistant and properly labelled | |
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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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| *Mapping: HLTINF006 KE10.3 (p)*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.4, Section 2.4.7*  **Marking guide**  The candidate must list four things that must be avoided when handling needles and syringes.  For satisfactory performance, the candidate’s responses must be the following:   * Re-cap or bend used needles. * Remove the needle from the syringe because the needles could fall, fly off or get lost. * Place them in areas that can be reached by children. * Throw sharps in the general trash or put them in the recycle bin. | |
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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. |
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| *Mapping: HLTINF006 KE10.1*  *Learner guide reference: HLTINF006 Learner Guide, Chapter 2, Subchapter 2.4, Section 2.4.7*  **Marking guide**  The candidate must answer the following questions regarding guidelines to be followed when disposing of general waste.  Additional marking guide and benchmark answers are provided below for the assessor’s reference when evaluating the candidate’s responses. | |

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| 1. List five items that are considered general waste.   The candidate must list five items that are considered general waste.  For satisfactory performance, the candidate’s response must be:   * Waste items that are not recyclable or hazardous * Generally accepted general waste items.   Model answers are provided below for the assessor’s reference.   * Styrofoam cups * Styrofoam containers * Pens * Pencils * Tissues, napkins and paper towels * Disposable utensils * Disposable straws * Food waste * Plastic bags, packaging and wrappers * Disposable coffee cups |
| 1. In which wheelie bins must general waste items be disposed of?     The candidate must indicate in which wheelie bins must general waste items be disposed of.  For satisfactory performance, the candidate’s response must be dark green wheelie bins with a red lid. |

# Practical Assessment

## Assessor 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 the candidate 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.

## 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

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| 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. | | | |
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| *This task has no mapping. This is a preliminary step for the candidate to complete in connection to the tasks in this practical assessment.*  **Marking guide**  The candidate must indicate below the state/territory where their workplace is based or located by ticking the box () that corresponds to their response (as shown below).  The tasks in this practical assessment require the candidate to refer to the waste disposal guidelines of the state/territory they ticked below.  When assessing the candidate’s responses to the tasks in this practical assessment, the assessor must review the candidate’s responses against the waste disposal guidelines of the state/territory they ticked below.  For satisfactory performance in these questions, the candidate’s responses must match the waste disposal guidelines from the state/territory they ticked below.  Specific marking guide, benchmark answers, and model answers to practical assessment tasks are provided in each question. | | | |
| The 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

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| **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 |

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| 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. |

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| *Mapping: Provided in each Practical Assignment task below.*  **Marking guide**  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:      1. Task 6.1 – Supervisor      2. Task 6.2 – General Practitioner      3. Task 6.3 – Health Care Professional      4. Task 6.4 – Carer      5. Task 6.5 – Responsible Person      6. Task 6.6 – Responsible Authority   7. Task 7 – Standards Relevant to Own Role and Work Setting   8. Task 8 – Guidelines Relevant to Own Role and Work Setting   9. Task 9 – Roles and Responsibilities of Self and Others   10. Task 10 – Infection Risks and Hazards Associated with Own Role and Work Setting   For these tasks, the candidate will assume that they are a worker required to apply basic infection prevention and control principles in their workplace.  Each task comes with a set of instructions. The candidate is to follow and perform these instructions. These tasks do not require the assessor to observe. However, the assessor/training provider must provide the candidate access to the resources required for this assessment.  The candidate is required to:   * Access and review their 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. |

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| **Resources required for assessment:**  To complete this assessment, the candidate will need access to the following:  **IMPORTANT: The assessor/training provider must provide the candidate access to these resources.**   * 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 |

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

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| 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.** |
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| *Mapping: HLTINF006 KE11.1*  **Marking guide**  The candidate must access and review their organisation’s policies and procedures relating to documentation. They must also provide the following information:   * Title or name of the policy relevant to managing exposure incidents * Overview of the policy * Procedures followed under the policy   Their response must include steps or actions to be taken when an individual is exposed to a potentially infectious substance or organism.  They must also submit a copy of the policy and procedures they referred to when answering this question for the 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.  Responses will vary. For a satisfactory performance, the candidate’s responses must be consistent with the policies and procedures of their organisation. To assess this, the assessor must review the candidate’s responses below against the policy and procedures documents they submitted.  Model answers are provided below for the assessor’s reference. | |

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| 1. Title/name of relevant policy:     Employee Health Policy |
| 1. Overview of policy:     The Employee Health Policy sets out the employees' and service staff’s responsibilities and obligations to exercise due caution to protect themselves from exposure to infectious agents or, in the case of exposure, to manage their condition. |
| 1. Procedures under this policy:     Every staff employee must:   * Wear the appropriate personal protective equipment (PPE) when they are expected to work with potentially infectious substances. * Immediately inform their supervisor if they suspect they have been infected with a disease. They must also provide relevant information about their condition and possible exposure to others. * Obtain a medical clearance before returning to work. The medical clearance must confirm that the employee is no longer contagious and is able to return to work. |

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

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| 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.** |
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| *Mapping: HLTINF006 KE11.2 (p)*  **Marking guide**  The candidate must access and review their organisation’s policies and procedures relating to recording and documenting infection-related risks. They must also provide the following information:   * Title or name of the policy relevant to recording and documenting infection-related risks * Overview of the policy * Procedures followed under the policy   Their response must include steps or actions to be taken to ensure that any infection-related risks (e.g. communicable disease) are taken note of.  They must also submit a copy of the policy and procedures they referred to when answering this question for the 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. | |

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| Responses will vary. For a satisfactory performance, the candidate’s responses must be consistent with the policies and procedures of their organisation. To assess this, the assessor must review the candidate’s responses below against the policy and procedures documents they submitted.  Model answers are provided below for the assessor’s reference. |
| 1. Title/name of relevant policy:     Recording and Documentation Policy |
| 1. Overview of policy:     The Recording and Documentation Policy ensures that all infection-related risks and incidents are identified, recorded, and documented consistently and accurately to minimise the spread of disease and infection in the workplace. |
| 1. Procedures under this policy:     Employees have an obligation to:   * Identify and report any potential infection-related risks to their supervisor or other concerned personnel. This includes, but is not limited to, potential exposure to infectious diseases, unsanitary conditions, or other potential health hazards. * Record the risk in the organisation’s risk register. The register must include information such as the location of the risk, the type of risk, and any known or potential exposures. * Document all infection-related incidents in an incident report. The report must include information such as a description of the risk, the likelihood of it occurring, the potential impact, and any mitigation measures in place. * Infection-related incidents must be reported to the health and safety department to determine their cause and to apply any necessary actions for infection control. |

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

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| 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.** |
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| *Mapping: HLTINF006 KE11.2 (p)*  **Marking guide**  The candidate must access and review their organisation’s policies and procedures relating to recording and documenting infection-related incidents. They must also provide the following information:   * Title or name of the policy relevant to recording and documenting infection-related risks * Overview of the policy * Procedures followed under the policy   Their response must include steps or actions to be taken to ensure that any infection-related incidents (e.g. outbreak) are taken note of.  They must also submit a copy of the policy and procedures they referred to when answering this question for the 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. | |

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| Responses will vary. For a satisfactory performance, the candidate’s responses must be consistent with the policies and procedures of their organisation. To assess this, the assessor must review the candidate’s responses below against the policy and procedures documents they submitted.  Model answers are provided below for the assessor’s reference. |
| 1. Title/name of relevant policy:     Recording and Documentation Policy |
| 1. Overview of policy:     The Recording and Documentation Policy ensures that all infection-related risks and incidents are identified, recorded, and documented consistently and accurately to minimise the spread of disease and infection in the workplace. |
| 1. Procedures under this policy:     Employees have an obligation to:   * Identify and record any potential infection-related risks. This includes, but is not limited to, potential exposure to infectious diseases, unsanitary conditions, or other potential health hazards. * Record the risk in the organisation’s risk register. The register must include information such as the location of the risk, the type of risk, and any known or potential exposures. * Document all infection-related incidents in an incident report. The report must include information such as a description of the risk, the likelihood of it occurring, the potential impact, and any mitigation measures in place. |

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

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| 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.** |
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| *Mapping: HLTINF006 KE11.3 (p)*  **Marking guide**  The candidate must access and review their organisation’s policies and procedures relating to reporting infection risks. They must also provide the following information:   * Title or name of the policy relevant to reporting infection risks * Overview of the policy * Procedures followed under the policy   Their response must include steps or actions to be taken when communicating to relevant individuals the existence of infection risks.  They must also submit a copy of the policy and procedures they referred to when answering this question for the 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. | |

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| Responses will vary. For a satisfactory performance, the candidate’s responses must be consistent with the policies and procedures of their organisation. To assess this, the assessor must review the candidate’s responses below against the policy and procedures documents they submitted.  Model answers are provided below for the assessor’s reference. |
| 1. Title/name of relevant policy:     Reporting Infection Risks and Incidents in the Workplace Policy |
| 1. Overview of policy:     The Recording and Documentation Policy sets out the responsibilities of employees and staff to ensure that details of the infection risks and incidents are properly communicated to relevant parties (e.g. supervisor, health care professionals, etc.) and other stakeholders (e.g. clients, their families and carers, etc.). |
| 1. Procedures under this policy:     Employees have an obligation to:   * Identify and report any potential infection-related risks to their supervisor or other concerned personnel (e.g. health care professional, general practitioner, etc.). This includes, but is not limited to, potential exposure to infectious diseases, unsanitary conditions, or other potential health hazards. * Report to the responsible authority (e.g. health and safety department) all infection-related risks and incidents. This is to determine the infection’s cause and to apply any necessary actions for infection control. |

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

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| 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.** |
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| *Mapping: HLTINF006 KE11.3 (p)*  **Marking guide**  The candidate must access and review their organisation’s policies and procedures relating to reporting infection-related incidents. They must also provide the following information:   * Title or name of the policy relevant to reporting infection risks * Overview of the policy * Procedures followed under the policy   Their response must include steps or actions to be taken when communicating to relevant individuals the incidents resulting from infectious substances or organisms.  They must also submit a copy of the policy and procedures they referred to when answering this question for the 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. | |

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| Responses will vary. For a satisfactory performance, the candidate’s responses must be consistent with the policies and procedures of their organisation. To assess this, the assessor must review the candidate’s responses below against the policy and procedures documents they submitted.  Model answers are provided below for the assessor’s reference. |
| 1. Title/name of relevant policy:     Reporting Infection Risks and Incidents in the Workplace Policy |
| 1. Overview of policy:     The Recording and Documentation Policy sets out the responsibilities of employees and staff to ensure that details of the infection risks and incidents are properly communicated to relevant parties (e.g. supervisor, health care professionals, etc.) and other stakeholders (e.g. clients, their families and carers, etc.). |
| 1. Procedures under this policy:     Employees have an obligation to:   * Identify and report any potential infection-related risks to their supervisor or other concerned personnel (e.g. health care professional, general practitioner, etc.). This includes, but is not limited to, potential exposure to infectious diseases, unsanitary conditions, or other potential health hazards. * Report to the responsible authority (e.g. health and safety department) all infection-related risks and incidents. This is to determine the infection’s cause and to apply any necessary actions for infection control. |

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

### Task 6.1 – Supervisor

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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 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.** |
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| *Mapping: HLTINF006 KE11.4.1*  **Marking guide**  The candidate must access and review their organisation’s policies and procedures for reporting infection-related risks and incidents to their supervisor. They must also provide the following information:   * Title or name of the policy relevant to reporting infection risks and incidents to their supervisor * Overview of the policy * Procedures followed under the policy   Their response must include steps or actions to be taken when communicating to their supervisor the existence of infection risks and the incidents resulting from infectious substances or organisms. | |

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| They must also submit a copy of the policy and procedures they referred to when answering this question for the 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.  Responses will vary. For a satisfactory performance, the candidate’s responses must be consistent with the policies and procedures of their organisation. To assess this, the assessor must review the candidate’s responses below against the policy and procedures documents they submitted.  Model answers are provided below for the assessor’s reference. |
| 1. Title/name of relevant policy:     Reporting Infection Risks and Incidents in the Workplace Policy |
| 1. Overview of policy:     The Recording and Documentation Policy sets out the responsibilities of employees and staff to ensure that details of the infection risks and incidents are properly communicated to relevant parties (e.g. supervisor, health care professionals, etc.) and other stakeholders (e.g. clients, their families and carers, etc.). |
| 1. Procedures under this policy:     Employees have an obligation to:   * Identify and report any potential infection-related risks to their supervisor or other concerned personnel (e.g. health care professional, general practitioner, etc.). This includes, but is not limited to, potential exposure to infectious diseases, unsanitary conditions, or other potential health hazards. * Report to the responsible authority (e.g. health and safety department) all infection-related risks and incidents. This is to determine the infection’s cause and to apply any necessary actions for infection control. |

### Task 6.2 – General Practitioner

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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 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.** |
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| *Mapping: HLTINF006 KE11.4.2*  **Marking guide**  The candidate must access and review their organisation’s policies and procedures for reporting infection-related risks and incidents to a general practitioner. They must also provide the following information:   * Title or name of the policy relevant to reporting infection risks and incidents to a general practitioner * Overview of the policy * Procedures followed under the policy   Their response must include steps or actions to be taken when communicating to a general practitioner the existence of infection risks and the incidents resulting from infectious substances or organisms.  They must also submit a copy of the policy and procedures they referred to when answering this question for the 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. | |

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| Responses will vary. For a satisfactory performance, the candidate’s responses must be consistent with the policies and procedures of their organisation. To assess this, the assessor must review the candidate’s responses below against the policy and procedures documents they submitted.  Model answers are provided below for the assessor’s reference. |
| 1. Title/name of relevant policy:     Reporting Infection Risks and Incidents in the Workplace Policy |
| 1. Overview of policy:     The Recording and Documentation Policy sets out the responsibilities of employees and staff to ensure that details of the infection risks and incidents are properly communicated to relevant parties (e.g. supervisor, health care professionals, etc.) and other stakeholders (e.g. clients, their families and carers, etc.). |
| 1. Procedures under this policy:     Employees have an obligation to:   * Identify and report any potential infection-related risks to their supervisor or other concerned personnel (e.g. health care professional, general practitioner, etc.). This includes, but is not limited to, potential exposure to infectious diseases, unsanitary conditions, or other potential health hazards. * Report to the responsible authority (e.g. health and safety department) all infection-related risks and incidents. This is to determine the infection’s cause and to apply any necessary actions for infection control. |

### 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.** |
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| *Mapping: HLTINF006 KE11.4.3*  **Marking guide**  The candidate must access and review their organisation’s policies and procedures for reporting infection-related risks and incidents to a health care professional, e.g. nurses. They must also provide the following information:   * Title or name of the policy relevant to reporting infection risks and incidents to a health care professional * Overview of the policy * Procedures followed under the policy   Their response must include steps or actions to be taken when communicating to a health care professional the existence of infection risks and the incidents resulting from infectious substances or organisms.  They must also submit a copy of the policy and procedures they referred to when answering this question for the 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. | |

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| Responses will vary. For a satisfactory performance, the candidate’s responses must be consistent with the policies and procedures of their organisation. To assess this, the assessor must review the candidate’s responses below against the policy and procedures documents they submitted.  Model answers are provided below for the assessor’s reference. |
| 1. Title/name of relevant policy:     Reporting Infection Risks and Incidents in the Workplace Policy |
| 1. Overview of policy:     The Recording and Documentation Policy sets out the responsibilities of employees and staff to ensure that details of the infection risks and incidents are properly communicated to relevant parties (e.g. supervisor, health care professionals, etc.) and other stakeholders (e.g. clients, their families and carers, etc.). |
| 1. Procedures under this policy:     Employees have an obligation to:   * Identify and report any potential infection-related risks to their supervisor or other concerned personnel (e.g. health care professional, general practitioner, etc.). This includes, but is not limited to, potential exposure to infectious diseases, unsanitary conditions, or other potential health hazards. * Report to the responsible authority (e.g. health and safety department) all infection-related risks and incidents. This is to determine the infection’s cause and to apply any necessary actions for infection control. |

### Task 6.4 – Carer

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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 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.** |
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| *Mapping: HLTINF006 KE11.4.4*  **Marking guide**  The candidate must access and review their organisation’s policies and procedures for reporting infection-related risks and incidents to a carer. They must also provide the following information:   * Title or name of the policy relevant to reporting infection risks and incidents to a carer * Overview of the policy * Procedures followed under the policy   Their response must include steps or actions to be taken when communicating to a carer the existence of infection risks and the incidents resulting from infectious substances or organisms.  They must also submit a copy of the policy and procedures they referred to when answering this question for the 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. | |

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| Responses will vary. For a satisfactory performance, the candidate’s responses must be consistent with the policies and procedures of their organisation. To assess this, the assessor must review the candidate’s responses below against the policy and procedures documents they submitted.  Model answers are provided below for the assessor’s reference. |
| 1. Title/name of relevant policy:     Reporting Infection Risks and Incidents in the Workplace Policy |
| 1. Overview of policy:     The Recording and Documentation Policy sets out the responsibilities of employees and staff to ensure that details of the infection risks and incidents are properly communicated to relevant parties (e.g. supervisor, health care professionals, etc.) and other stakeholders (e.g. clients, their families and carers, etc.). |
| 1. Procedures under this policy:     Employees have an obligation to:   * Identify and report any potential infection-related risks to their supervisor or other concerned personnel (e.g. health care professional, general practitioner, etc.). This includes, but is not limited to, potential exposure to infectious diseases, unsanitary conditions, or other potential health hazards. * Report to the responsible authority (e.g. health and safety department) all infection-related risks and incidents. This is to determine the infection’s cause and to apply any necessary actions for infection control. |

### Task 6.5 – Responsible Person

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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 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.** |
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| *Mapping: HLTINF006 KE11.4.5*  **Marking guide**  The candidate must access and review their organisation’s policies and procedures for reporting infection-related risks and incidents to their supervisor. They must also provide the following information:   * Title or name of the policy relevant to reporting infection 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   Their response must include steps or actions to be taken when communicating to a responsible person the existence of infection risks and the incidents resulting from infectious substances or organisms.  They must also submit a copy of the policy and procedures they referred to when answering this question for the 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. | |

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| Responses will vary. For a satisfactory performance, the candidate’s responses must be consistent with the policies and procedures of their organisation. To assess this, the assessor must review the candidate’s responses below against the policy and procedures documents they submitted.  Model answers are provided below for the assessor’s reference. |
| 1. Title/name of relevant policy:     Reporting Infection Risks and Incidents in the Workplace Policy |
| 1. Overview of policy:     The Recording and Documentation Policy sets out the responsibilities of employees and staff to ensure that details of the infection risks and incidents are properly communicated to relevant parties (e.g. supervisor, health care professionals, etc.) and other stakeholders (e.g. clients, their families and carers, etc.). |
| 1. Procedures under this policy:     Employees have an obligation to:   * Identify and report any potential infection-related risks to their supervisor or other concerned personnel (e.g. health care professional, general practitioner, etc.). This includes, but is not limited to, potential exposure to infectious diseases, unsanitary conditions, or other potential health hazards. * Report to the responsible authority (e.g. health and safety department) all infection-related risks and incidents. This is to determine the infection’s cause and to apply any necessary actions for infection control. |

### Task 6.6 – Responsible Authority

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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 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.** |
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| *Mapping: HLTINF006 KE11.4.6*  **Marking guide**  The candidate must access and review their organisation’s policies and procedures for reporting infection-related risks and incidents to their supervisor. They must also provide the following information:   * Title or name 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   Their response must include steps or actions to be taken when communicating to a responsible authority the existence of infection risks and the incidents resulting from infectious substances or organisms. | |

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| They must also submit a copy of the policy and procedures they referred to when answering this question for the 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.  Responses will vary. For a satisfactory performance, the candidate’s responses must be consistent with the policies and procedures of their organisation. To assess this, the assessor must review the candidate’s responses below against the policy and procedures documents they submitted.  Model answers are provided below for the assessor’s reference. |
| 1. Title/name of relevant policy:     Reporting Infection Risks and Incidents in the Workplace Policy |
| 1. Overview of policy:     The Recording and Documentation Policy sets out the responsibilities of employees and staff to ensure that details of the infection risks and incidents are properly communicated to relevant parties (e.g. supervisor, health care professionals, etc.) and other stakeholders (e.g. clients, their families and carers, etc.). |
| 1. Procedures under this policy:     Employees have an obligation to:   * Identify and report any potential infection-related risks to their supervisor or other concerned personnel (e.g. health care professional, general practitioner, etc.). This includes, but is not limited to, potential exposure to infectious diseases, unsanitary conditions, or other potential health hazards. * Report to the responsible authority (e.g. health and safety department) all infection-related risks and incidents. This is to determine the infection’s cause and to apply any necessary actions for infection control. |

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

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| 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 |
|  | |
| *Mapping: HLTINF006 PC1.1 (p)*  **Marking guide**  The candidate must access and review one set of standards relevant to their role and work setting. They must complete the table below by providing:   1. The title of the document   For a satisfactory performance, candidate’s response must be:   * The official name of the document outlining the mandatory courses of action or rules for infection control * Recognised as a set of standards in the candidate’s area of work * Relevant to the candidate’s role * Relevant to the candidate’s work setting.  1. All standards included in the identified set of standards   Responses will vary. However, for a satisfactory performance, candidate’s response must be:   * The titles of the all the standards outlined in the document * Consistent with the document identified.  1. The purpose of the identified set of standards   For a satisfactory performance, candidate’s response must be:   * An explanation of the function of the identified standards in preventing or reducing the risk of infection * Consistent with the set of standards identified.   Model answers are provided below for the assessor’s reference. | |

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| **Title of Document** | National Safety and Quality Health Service (NSQHS) Standards  Link:  <https://www.safetyandquality.gov.au/standards/nsqhs-standards> |
| **Standards** | Clinical Governance      Partnering with Consumers      Preventing and Controlling Healthcare-Associated Infection      Medication Safety      Comprehensive Care      Communicating for Safety      Blood Management      Recognising and Responding to Acute Deterioration |
| **Purpose** | The purpose of the NSQHS Standards is to protect the public from harm and to improve the quality of health service provision. |

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

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| 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 |
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| *Mapping: HLTINF006 PC1.1 (p)*  **Marking guide**  The candidate must access and review one set of standards relevant to their role and work setting. They must complete the table below by providing:   1. The title of the document   For a satisfactory performance, candidate’s response must be:   * The official name of the document outlining the recommended actions to be followed for infection control * Recognised as a set of guidelines in the candidate’s area of work * Relevant to the candidate’s role * Relevant to the candidate’s work setting  1. All guidelines included in the identified set of guidelines   Responses will vary. However, for a satisfactory performance, candidate’s response must be:   * The titles of the all the guidelines outlined in the document * Consistent with the document identified  1. The purpose of the identified set of guidelines   For a satisfactory performance, candidate’s response must be:   * An explanation of the function of the identified guidelines in preventing or reducing the risk of infection * Consistent with the set of guidelines identified   Model answers are provided below for the assessor’s reference. | |

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| **Title of Document** | Australian Guidelines and the Prevention and Control of Infection in Healthcare (2019)  Link:  <https://www.nhmrc.gov.au/about-us/publications/australian-guidelines-prevention-and-control-infection-healthcare-2019> |
| **Guidelines** | Basics of infection prevention and control      Standard and transmission-based precautions      Preventing and Controlling Healthcare-Associated Infection      Organisational support |
| **Purpose** | The purpose of the Guidelines is to provide evidence-based recommendations that outline the critical aspects of infection prevention and control, focusing on core principles and priority areas for action. |

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

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| 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. |
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| *Mapping: HLTINF006 PC1.3*  **Marking guide**  The candidate must answer the following questions about roles and responsibilities of self and others in relation to infection prevention and control.  Additional marking guide and model answers are provided below for the assessor’s reference. | |
| 1. Identify your role in your organisation and provide one example of your responsibilities in relation to infection prevention and control.   The candidate must identify:   1. Their role in the organisation   Responses will vary. However, for a satisfactory performance, the candidate’s response must be:   * The candidate’s function or specific job in their organisation * Generally accepted roles of the people working in the candidate’s organisation.  1. One example of their responsibility in relation to infection prevention and control   Responses will vary. However, for a satisfactory performance, the candidate’s response must be:   * The candidate’s required duties and tasks relevant to their role in the organisation * Relevant to minimising or reducing the risk of infection spreading in the workplace.   Model answers are provided below for the assessor’s reference.   | **Role** | **Responsibility** | | --- | --- | | Support worker | To identify and respond to breaches in infection control as soon as possible. | | |

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| 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.   The candidate must complete the table by:   1. Identifying two examples of other roles in their organisation (aside from their own)   Responses will vary. However, for a satisfactory performance, the candidate’s response must be:   * Examples of others functions or specific jobs in their organisation * Generally accepted roles of the people working in the candidate’s organisation.  1. Providing one example of responsibilities in relation to infection prevention and control for each of the roles identified   Responses will vary. However, for a satisfactory performance, the candidate’s response must be:   * The required duties and tasks relevant to the two roles identified * Consistent with the example of other roles in their organisation identified * Relevant to minimising or reducing the risk of infection spreading in the workplace.   Model answers are provided below for the assessor’s reference.   | **Role** | **Responsibility** | | --- | --- | | Supervisor | To provide guidance on other actions that their staff members can take when addressing breaches in infection control. | | Health professional | To provide medical aid to staff workers affected by breaches in infection control. | |

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

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| 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 |
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| *Mapping: HLTINF006 PC1.2*  **Marking guide**  The candidate must complete the table below by identifying:   1. Three infection hazards in their work setting   Responses will vary. For a satisfactory performance, candidate’s response must be:   * Physical or biological factors in the work environment that can cause infection * Relevant to the candidate’s work setting.  1. One infection risk relevant to your own role for each of the infection hazard identified   Responses will vary. For a satisfactory performance, candidate’s response must be:   * Moments throughout their work when there is an opportunity for germs to spread and make people sick * Relevant to the infection hazard identified * Relevant to the candidate’s work setting | |

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| **Infection Hazard** | **Infection Risk** |
| COVID-19 | Close contact with infected person and inhaling infectious particles or having direct contact with the infectious particles through the eyes, nose, or mouth. |
| Tuberculosis | Close contact with infected person and inhaling tiny droplets from their cough or sneeze. |
| Hepatitis B virus | Contact with bodily fluids of the infected person via wounds or abrasions. |

# 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. |

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| * 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. |

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| *Mapping: Provided in each Workplace Assessment task below.*  **Marking guide**  This 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 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 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. The tasks require the candidate to:   * Be observed by the assessor while completing the task; and/or * Secure documentation from their completion of the task.   The assessor/training provider must provide the candidate access to the resources required for this assessment.  The candidate is 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. |

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| **Resources required for assessment:**  To complete this assessment, the candidate will need a workplace or a similar environment that will provide you access to the following:  **IMPORTANT: The assessor/training provider must provide the candidate access to these resources.**   * 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 |

### Contextualisation

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| **INSTRUCTIONS TO THE ASSESSOR**  This workplace assessment aims to assess the candidate’s 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.   Tasks 1.1 – 3.3 in this Workplace Assessment are not designed for a specific organisation/workplace.  Before commencing the assessment, the assessor must contextualise these tasks as well as any other assessment tool provided along with this workbook, e.g. Observation Forms, Assessor’s Checklists, and other generic templates provided along with this workbook. The assessor must contextualise these to reflect:   * Legal and regulatory requirements that apply to this project, as well as those requirements from your own state/territory. * Australian standards and industry codes of practice requirements applicable to managing infection risks in the workplace. * Relevant policies, processes, and procedures from your RTO or the candidate’s organisation/workplace.   **To contextualise these tasks:**   * Adapt/revise the instructions provided in each task so that they reflect the Australian standards and industry codes of practice and state/territory legal and regulatory requirements that apply to managing infection risks in the workplace. * Adapt/revise the Observation Forms or Assessor’s Checklists, as well as any assessment tools and templates provided in each task so that they reflect the Australian standards and industry codes of practice and state/territory legal and regulatory requirements that apply to managing infection risks in the workplace.   For example, the Observation Form in Task 1.2 lists criteria for the candidate to demonstrate while disposing of infectious waste infected with blood in the workplace. The criteria provided in this observation form are generic and do not specifically apply to a workplace. Adapt/revise the contents of this form so that they cover all the safety requirements that apply to the workplace. |

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| **IMPORTANT:**  **Any contextualisation required must be completed before distributing the assessment workbooks and associated assessment tools to the students.**  **When contextualising the tasks for your RTO and your candidate, ensure the assessment tasks and benchmark performance still address the relevant unit requirements and assessment requirements in compliance with Standards for RTOs 2015 Clause 1.8-1 Principles of assessment and Clause 1.8-2 Rules of evidence.** |

### Simulating the Assessments

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| **INSTRUCTIONS TO THE ASSESSOR**  This workplace assessment must be conducted in the context of a range of industry and work setting contexts, in a real workplace or a simulated workplace environment.  Where a real workplace is not available, the assessor must conduct the assessment in a simulated workplace environment where conditions are typical of those experienced in a real workplace.  Even if the assessment is undertaken in a simulated workplace environment, it must still provide the candidate with access to all the resources required to complete this assessment, e.g. if the task requires the candidate to refer to organisational processes for dispute resolution processes, they must still be provided with actual/simulated organisational processes for dispute resolution processes.  **To simulate the tasks:**  Adapt/revise the instructions provided in each task so that they can be completed in a simulated environment. This may involve but is not limited to:   * Providing additional contextual information such as details of a simulated workplace. * Providing simulated workplace documents such as policies and procedures, infection control guidelines, etc. * Arranging for actual workplace visits so that the candidate can still perform the infection control procedures required for this assessment. * Creating scenarios involving blood and bodily fluid spills and other infection risks that the candidate can manage.   **IMPORTANT:**  **Any preparation required to simulate the assessments must be completed before distributing the assessment workbooks and associated assessment tools to the students.**  **When simulating the assessments for the candidate, the assessor must ensure the assessment tasks and benchmark performance still address the relevant unit requirements and assessment requirements in compliance with Standards for RTOs 2015 Clause 1.8-1 Principles of assessment and Clause 1.8-2 Rules of evidence.** |

## Task 1 – Manage Blood Spills

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

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| 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. |

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|  | **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. |
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| *Mapping: HLTINF006 PC1.4 (p). PC1.5 (p), PC2.1 (p), PC2.2 (p), PC2.3 (p), PC2.4 (p). PC3.1 (p), PC3.2 (p), PC3.4 (p). PC3.5 (p), PC3.7 (p), PE1.1 (p), PE1.2 (p), PE1.3 (p), PE2.1 (p), PE2.3 (p)*  **Marking guide**  **Workplace Assessment Task 1.1 – Observation Form**  The *Observation Form* must be completed by the assessor. The form must document the assessor’s observations on the candidate’s performance while applying control measures to manage blood spills.  This form lists all the practical skills that the candidate must demonstrate while completing this task.  For a satisfactory performance, the candidate must demonstrate each practical skill listed in this form, i.e. assessor has ticked YES in all items of the *Observation Form*.  **A copy of the national standards and guidelines for managing blood spills followed for this task**  The candidate must submit a copy of the national standards and guidelines for managing blood spills followed for this task. The document/s must be published by an Australian authority (e.g. government department) and contain information about the rules and recommended courses of action for addressing blood spills in the workplace.  The assessor must use this document as a reference when completing the Workplace Assessment Task 1.1 – Observation Form. | |

#### Supplementary Questions

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| Application  Description automatically generated with low confidence | Answer the following questions relevant to risk control. |
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| *Mapping: CHCCCS006 PE1.3 (p)*  **Marking guide**  The candidate must answer the following questions relevant to risk control.  Additional benchmark and model answers are provided below for the assessor’s reference. | |
| 1. Identify the title/s of the national standards used as reference in this task for risk minimisation.     The candidate must identify the title/s of the national standards used as reference in this task for risk minimisation.  Responses will vary. However, for satisfactory performance, the candidate’s response must be:   * The official name of the document outlining the mandatory courses of action or rules for infection control * Recognised as a set of standards used in risk control and minimisation * Relevant to infection control | |
| 1. Identify the title/s of the national guidelines used as reference in this task for risk minimisation.     The candidate must identify the title/s of the national guideline used as reference in this task for risk minimisation.  Responses will vary. However, for satisfactory performance, the candidate’s response must be:   * The official name of the document outlining the outlining the recommended actions to be followed for infection control * Recognised as a set of standards used in risk control and minimisation * Relevant to infection control | |

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| 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.     The candidate must list all the control measures they followed to minimise the risk of infection related to blood spills. These control measures must be consistent with the national standards and guidelines they referred to for this task.  Responses will vary. However, for satisfactory performance, the candidate’s response must be:   * Precautions, e.g. activities, devices, procedures, etc., that they took to prevent, eliminate or reduce the risk of infection caused by blood spills * Consistent with the information from the national standards and guidelines they used as reference. |

### Task 1.2 – Dispose of Infectious Waste

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| 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. |

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| *Mapping: HLTINF006 PC2.3 (p), PC2.4 (p), PC3.5 (p), PE1.3 (p)*  **Marking guide**  **Workplace Assessment Task 1.2 - Observation Form**  The *Observation Form* must be completed by the assessor. The form must document the assessor’s observations on the candidate’s performance while disposing of infectious waste.  This form lists all the practical skills that the candidate must demonstrate while completing this task.  For a satisfactory performance, the candidate must demonstrate each practical skill listed in this form, i.e. assessor has ticked YES in all items of the *Observation Form*.  **A copy of the state/territory requirements for waste disposal followed for this task**  The candidate must submit a copy of the state/territory requirements for waste disposal followed for this task. The document submitted must contain information about the necessary conditions that must be met when throwing away contaminated items in the candidate’s state/territory.  The assessor must use this document as a reference when completing the Workplace Assessment Task 1.2 - Observation Form. |

### Task 1.3 – Document and Report the Incident

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| 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 |
|  | |
| *Mapping: HLTINF006 PC1.6 (p), PC3.3 (p), PC3.6 (p), PE2.2 (p)*  **Marking guide**  **Infection Incident Report**  The candidate must submit a completed *Infection Incident Report* (or similar workplace document they completed) which records what the breach in infection control is and how it is addressed.  The document must contain the following information about the breach in infection control:   * Details about the person completing the record   + Name   + Position   + Date and time record was made   + Handwritten signature * Any breach of infection control encountered during this task, e.g. incidents that may result in the transmission of infection | |

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| * Details about the incident:   + Incident date and time   + Incident location   + Type of incident, e.g. blood spill   + General description of the incident   + Name of witness   + Handwritten signature of witness * Details about the action/s taken about the incident:   + Details of action taken (clean up, disinfection, etc.)   + Risk management strategies implemented to address the breach in infection control   + Steps taken to prevent or minimise this type of incident in the future * Includes any additional notes relevant to the incident   **Workplace Assessment Task 1.3 – Assessor’s Checklist**  The *Assessor’s Checklist* must be completed by the assessor. The form must document the assessor’s assessment of the candidate’s *Incident Report* submission.  This form outlines the criteria that the candidate’s submission must meet.  For satisfactory performance, the candidate’s submission must meet all criteria listed here, i.e. assessor has ticked YES in all items of the *Assessor’s Checklist.*  **Workplace Assessment Task 1.3 - Observation Form**  The *Observation Form* must be completed by the assessor. The form must document the assessor’s observations on the candidate’s performance while reporting the incident to the supervisor, manager or responsible authorities.  This form lists all the practical skills that the candidate must demonstrate while completing this task.  For a satisfactory performance, the candidate must demonstrate each practical skill listed in this form, i.e. assessor has ticked YES in all items of the *Observation Form*.  **A copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control**  The candidate must submit a copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control. The document must contain:   * Policies or statements reflecting the organisation’s stance on recording and communicating breaches in infection control * Procedures or steps on how the statements reflecting the organisation’s stance on recording and communicating breaches in infection control will be followed. |

## 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. |
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| *Mapping: HLTINF006 PC1.4 (p). PC1.5 (p), PC2.1 (p), PC2.2 (p), PC2.3 (p), PC2.4 (p). PC3.1 (p), PC3.2 (p), PC3.4 (p). PC3.5 (p), PC3.7 (p), PE1.1 (p), PE1.2 (p), PE1.3 (p), PE2.1 (p), PE2.3 (p)*  **Marking guide**  **Workplace Assessment Task 2.1 – Observation Form**  The *Observation Form* must be completed by the assessor. The form must document the assessor’s observations on the candidate’s performance while applying control measures to manage bodily fluid spills.  This form lists all the practical skills that the candidate must demonstrate while completing this task.  For a satisfactory performance, the candidate must demonstrate each practical skill listed in this form, i.e. assessor has ticked YES in all items of the *Observation Form*.  **A copy of the national standards and guidelines for managing bodily fluid spills followed for this task**  The candidate must submit a copy of the national standards and guidelines for managing bodily fluid spills followed for this task. The document/s must be published by an Australian authority (e.g. government department) and contain information about the rules and recommended courses of action for addressing bodily fluid spills in the workplace.  The assessor must use this document as a reference when completing the Workplace Assessment Task 2.1 – Observation Form. | |

#### Supplementary Questions

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| Application  Description automatically generated with low confidence | Answer the following questions relevant to risk control. |
|  | |
| *Mapping: CHCCCS006 PE1.3 (p)*  **Marking guide**  The candidate must answer the following questions relevant to risk control.  Additional benchmark and model answers are provided below for the assessor’s reference. | |
| 1. Identify the title/s of the national standards used as reference in this task for risk minimisation.     The candidate must identify the title/s of the national standards used as reference in this task for risk minimisation.  Responses will vary. However, for satisfactory performance, the candidate’s response must be:   * The official name of the document outlining the mandatory courses of action or rules for infection control * Recognised as a set of standards used in risk control and minimisation * Relevant to infection control. | |

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| 1. Identify the title/s of the national guidelines used as reference in this task for risk minimisation.     The candidate must identify the title/s of the national guideline used as reference in this task for risk minimisation.  Responses will vary. However, for satisfactory performance, the candidate’s response must be:   * The official name of the document outlining the outlining the recommended actions to be followed for infection control * Recognised as a set of standards used in risk control and minimisation * Relevant to infection control. |
| 1. Identify the title/s of the national guidelines used as reference in this task for risk minimisation.     The candidate must identify the title/s of the national guideline used as reference in this task for risk minimisation.  Responses will vary. However, for satisfactory performance, the candidate’s response must be:   * The official name of the document outlining the outlining the recommended actions to be followed for infection control * Recognised as a set of standards used in risk control and minimisation * Relevant to infection control |

### 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. |
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| *Mapping: HLTINF006 PC2.3 (p), PC2.4 (p), PC3.5 (p), PE1.3 (p)*  **Marking guide**  **Workplace Assessment Task 2.2 - Observation Form**  The *Observation Form* must be completed by the assessor. The form must document the assessor’s observations on the candidate’s performance while disposing of infectious waste.  This form lists all the practical skills that the candidate must demonstrate while completing this task.  For a satisfactory performance, the candidate must demonstrate each practical skill listed in this form, i.e. assessor has ticked YES in all items of the *Observation Form*.  **A copy of the state/territory requirements for waste disposal followed for this task**  The candidate must submit a copy of the state/territory requirements for waste disposal followed for this task. The document submitted must contain information about the necessary conditions that must be met when throwing away contaminated items in the candidate’s state/territory.  The assessor must use this document as a reference when completing the Workplace Assessment Task 2.2 - Observation Form. |

### Task 2.3 – Document and Report the Incident

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| 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 |
|  | |
| *Mapping: HLTINF006 PC1.6 (p), PC3.3 (p), PC3.6 (p), PE2.2 (p)*  **Marking guide**  **Infection Incident Report**  The candidate must submit a completed *Infection Incident Report* (or similar workplace document they completed) which records what the breach in infection control is and how it is addressed.  The document must contain the following information about the breach in infection control:   * Details about the person completing the record   + Name   + Position   + Date and time record was made   + Handwritten signature * Any breach of infection control encountered during this task, e.g. incidents that may result in the transmission of infection | |

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| * Details about the incident:   + Incident date and time   + Incident location   + Type of incident, e.g. blood spill   + General description of the incident   + Name of witness   + Handwritten signature of witness * Details about the action/s taken about the incident:   + Details of action taken (clean up, disinfection, etc.)   + Risk management strategies implemented to address the breach in infection control   + Steps taken to prevent or minimise this type of incident in the future * Includes any additional notes relevant to the incident   **Workplace Assessment Task 2.3 – Assessor’s Checklist**  The *Assessor’s Checklist* must be completed by the assessor. The form must document the assessor’s assessment of the candidate’s *Incident Report* submission.  This form outlines the criteria that the candidate’s submission must meet.  For satisfactory performance, the candidate’s submission must meet all criteria listed here, i.e. assessor has ticked YES in all items of the *Assessor’s Checklist.*  **Workplace Assessment Task 2.3 - Observation Form**  The *Observation Form* must be completed by the assessor. The form must document the assessor’s observations on the candidate’s performance while reporting the incident to the supervisor, manager or responsible authorities.  This form lists all the practical skills that the candidate must demonstrate while completing this task.  For a satisfactory performance, the candidate must demonstrate each practical skill listed in this form, i.e. assessor has ticked YES in all items of the *Observation Form*.  **A copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control**  The candidate must submit a copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control. The document must contain:   * Policies or statements reflecting the organisation’s stance on recording and communicating breaches in infection control * Procedures or steps on how the statements reflecting the organisation’s stance on recording and communicating breaches in infection control will be followed. |

## Task 3 – Manage Other Infection Risks

### Task 3.1 – 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 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. |

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|  | **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. |
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| *Mapping: HLTINF006 PC1.4 (p). PC1.5 (p), PC2.1 (p), PC2.2 (p), PC2.3 (p), PC2.4 (p), PC2.5, PC3.1 (p), PC3.2 (p), PC3.4 (p). PC3.5 (p), PC3.7 (p), PE1.1 (p), PE1.2 (p), PE1.3 (p), PE2.1 (p), PE2.3 (p)*  **Marking guide**  **Workplace Assessment Task 3.1 – Observation Form**  The *Observation Form* must be completed by the assessor. The form must document the assessor’s observations on the candidate’s performance while applying control measures to manage bodily fluid spills.  This form lists all the practical skills that the candidate must demonstrate while completing this task.  For a satisfactory performance, the candidate must demonstrate each practical skill listed in this form, i.e. assessor has ticked YES in all items of the *Observation Form*.  **A copy of the national standards and guidelines for managing an infection risk followed for this task**  The candidate must submit a copy of the national standards and guidelines for managing an infection risk followed for this task. The document/s must be published by an Australian authority (e.g. government department) and contain information about the rules and recommended courses of action for addressing an infection risk (e.g. communicable disease) in the workplace.  The assessor must use this document as a reference when completing the Workplace Assessment Task 3.1 – Observation Form. | |

#### Supplementary Questions

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| Application  Description automatically generated with low confidence | Answer the following questions relevant to risk control. |
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| *Mapping: CHCCCS006 PE1.3 (p)*  **Marking guide**  The candidate must answer the following questions relevant to risk control.  Additional benchmark and model answers are provided below for the assessor’s reference. | |

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| 1. Identify the title/s of the national standards used as reference in this task for risk minimisation.     The candidate must identify the title/s of the national standards used as reference in this task for risk minimisation.  Responses will vary. However, for satisfactory performance, the candidate’s response must be:   * The official name of the document outlining the mandatory courses of action or rules for infection control * Recognised as a set of standards used in risk control and minimisation * Relevant to infection control. |
| 1. Identify the title/s of the national guidelines used as reference in this task for risk minimisation.     The candidate must identify the title/s of the national guideline used as reference in this task for risk minimisation.  Responses will vary. However, for satisfactory performance, the candidate’s response must be:   * The official name of the document outlining the outlining the recommended actions to be followed for infection control * Recognised as a set of standards used in risk control and minimisation * Relevant to infection control. |
| 1. Identify the title/s of the national guidelines used as reference in this task for risk minimisation.     The candidate must identify the title/s of the national guideline used as reference in this task for risk minimisation.  Responses will vary. However, for satisfactory performance, the candidate’s response must be:   * The official name of the document outlining the outlining the recommended actions to be followed for infection control * Recognised as a set of standards used in risk control and minimisation * Relevant to infection control |

### Task 3.2 – Dispose of Infectious Waste

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| --- | --- |
| 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. |

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| *Mapping: HLTINF006 PC2.3 (p), PC2.4 (p), PC3.5 (p), PE1.3 (p)*  **Marking guide**  **Workplace Assessment Task 3.2 - Observation Form**  The *Observation Form* must be completed by the assessor. The form must document the assessor’s observations on the candidate’s performance while disposing of infectious waste.  This form lists all the practical skills that the candidate must demonstrate while completing this task.  For a satisfactory performance, the candidate must demonstrate each practical skill listed in this form, i.e. assessor has ticked YES in all items of the *Observation Form*.  **A copy of the state/territory requirements for waste disposal followed for this task**  The candidate must submit a copy of the state/territory requirements for waste disposal followed for this task. The document submitted must contain information about the necessary conditions that must be met when throwing away contaminated items in the candidate’s state/territory.  The assessor must use this document as a reference when completing the Workplace Assessment Task 3.2 - Observation Form. |

### 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 |
|  | |
| *Mapping: HLTINF006 PC1.6 (p), PC3.3 (p), PC3.6 (p), PE2.2 (p)*  **Marking guide**  **Infection Incident Report**  The candidate must submit a completed *Infection Incident Report* (or similar workplace document they completed) which records what the breach in infection control is and how it is addressed.  The document must contain the following information about the breach in infection control:   * Details about the person completing the record   + Name   + Position   + Date and time record was made   + Handwritten signature * Any breach of infection control encountered during this task, e.g. incidents that may result in the transmission of infection | |

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| * Details about the incident:   + Incident date and time   + Incident location   + Type of incident, e.g. blood spill   + General description of the incident   + Name of witness   + Handwritten signature of witness * Details about the action/s taken about the incident:   + Details of action taken (clean up, disinfection, etc.)   + Risk management strategies implemented to address the breach in infection control   + Steps taken to prevent or minimise this type of incident in the future * Includes any additional notes relevant to the incident   **Workplace Assessment Task 3.3 – Assessor’s Checklist**  The *Assessor’s Checklist* must be completed by the assessor. The form must document the assessor’s assessment of the candidate’s *Incident Report* submission.  This form outlines the criteria that the candidate’s submission must meet.  For satisfactory performance, the candidate’s submission must meet all criteria listed here, i.e. assessor has ticked YES in all items of the *Assessor’s Checklist.*  **Workplace Assessment Task 3.3 - Observation Form**  The *Observation Form* must be completed by the assessor. The form must document the assessor’s observations on the candidate’s performance while reporting the incident to the supervisor, manager or responsible authorities.  This form lists all the practical skills that the candidate must demonstrate while completing this task.  For a satisfactory performance, the candidate must demonstrate each practical skill listed in this form, i.e. assessor has ticked YES in all items of the *Observation Form*.  **A copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control**  The candidate must submit a copy of the organisational policies and procedures relevant to documenting and reporting breaches in infection control. The document must contain:   * Policies or statements reflecting the organisation’s stance on recording and communicating breaches in infection control * Procedures or steps on how the statements reflecting the organisation’s stance on recording and communicating breaches in infection control will be followed. |

# Assessment Workbook Checklist

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| **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 |

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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 |
|  | 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 |

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|  | 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 |

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|  | 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. |

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| **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 |

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|  | 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 |

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|  | 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)

**To the Assessor:** Complete this Record of Assessment to document the assessment outcomes of the candidate. To complete the form:

* Provide all the required details in the Assessment Details Section
* For each unit of competency:
  + Tick S (Satisfactory), if the candidate has completed the assessment item according to the marking guide and prescribed benchmark answers.
  + Tick NYS (Not Yet Satisfactory) if the candidate has not completed the assessment item according to the marking guide and prescribed benchmark answers.
* Review and confirm that all evidence submissions from the candidate meet the Rules of Evidence. Tick S if satisfactory; otherwise, tick NYS if not yet satisfactory.
* Check all signatures provided by the candidate in their evidence submissions. Confirm if these match the signature the candidate provided to the Training Provider.
* Record all third-party personnel you contacted and provide the other required information.
* In the ‘Overall Result for this Workbook’ section of the form, tick S if the candidate has met all requirements in this form and all assessment items have been completed to a satisfactory level. Otherwise, tick NYS.
* Provide other comments and feedback on the candidate’s performance, as necessary.
* Complete the Assessor’s Declaration by filling in your details, date signed, and affixing your signature.

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| **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 |  |  |
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| Question 33 |  |  |
| Question 34 |  |  |
| Question 35 |  |  |

| **Knowledge Assessment** | **S** | **NYS** |
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| 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 |  |  |

|  |  |  |
| --- | --- | --- |
| **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 |  |  |

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| **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. |  |

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| **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:   * Name of third-party personnel contacted * Role in the candidate’s assessment (e.g. workplace supervisor, observer, or candidate) * Contact details (phone number or email address) * Date contacted   You must also confirm that third-party personnel have verified the candidate’s evidence submissions are true and accurate. |

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| --- | --- | --- | --- | --- |
| **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** |
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| **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**