

## Treatment Room Course

This course has been designed to give you the skills and practical application to work effectively and competently as part of a busy treatment clinic, medical centre or in collaboration with a medical clinic in a variety of health assistant roles.

We strongly recommend that students undertaking this course have some experience in Nursing, health assistance or are employed in a health care facility. The course covers aspects of front office, accounts, appointment bookings and medical terminology, clinical skills such as taking blood pressure, urinalysis and diagnostic procedures like ECG, Spirometry and Sterilization. This course is not an alternative to nursing, it aims to provide you with additional skills or upgrade your existing skills.

Students can choose to undertake the whole program or only complete those units that they require.



On successful completion of the course students will be awarded a Statement of Attainment for the accredited units and a Certificate of Achievement for the non-accredited units. You will also be provided with a reference letter to use for employment purposes.

The course is delivered by qualified industry experts with knowledge in practice management, treatment and nursing practices. You will be required to attend each face-to-face session and complete the assessments. Practical experience and skills application is done at our clinical school.

### Pre-requisites:

There is an entrance test that must be undertaken to gain entry to this course and we strongly recommend that participants have the appropriate spoken, written and reading skills to work effectively as a health care worker. English literacy skills should be equivalent to IELTS 6.0 and intermediate numeracy skills.

Course Code: TRHP110

Course: duration is 15 days; one day per week x 12 weeks plus 3 additional days

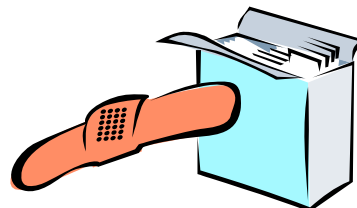
Total Cost: **\$2700** (10% discount applies when fees are paid in full 7 days prior to course commencing) or payment plan is also available.

[\$700 initial payment + \$500 x 4 payments]

Fees include all course materials and access to clinical and diagnostic equipment. Course is conducted at our clinical school at Kendall St Harris Park.

Enrolment: to enrol in this course please complete the registration form and post, fax or email back to Adept Training with your payment

Individual units may be completed separately – see cost on each unit.



## Treatment Room Course

### **HLTAP301A Recognise healthy body systems in a health care context [home study workbook]**

*Cost \$170 when undertaken on its own*

This unit of competency describes the basic knowledge of anatomy and physiology required to recognise body systems and their components and to identify and refer alterations associated with the functioning of the human body in the context of health care work

### **HLTHIR301A Communicate and work effectively in health**

*Cost \$170 when undertaken on its own*

This unit covers the skills and knowledge required to work effectively in a healthcare setting with patients, clients, staff, visitors, suppliers and others to meet established work requirements.

### **HLTFA301B Apply basic first aid [undertaken on a separate day]**

*Cost \$125 when undertaken on its own*

This is the First Aid module. Students will learn how to perform Cardiopulmonary Resuscitation (CPR), assess for danger and react in an emergency medical situation.

### **HLTIN301B – Comply with infection control policies and procedures in health work & Sterilization**

*Cost \$300 when undertaken on its own*

This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (or end-user of health-related products/ services), maintains personal protection and prevents the transmission of infections from person to person. Also includes sterilization procedures.

### **CHCCS405A Work effectively with culturally diverse clients and co-workers [home study workbook]**

*Cost \$170 when undertaken on its own*

This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.

### **BSBMED301B Interpret and apply medical terminology appropriately [home study and class]**

*Cost \$350 when undertaken on its own*

During this unit you will learn about how to interpret and understand medical terminology, which is an integral part of being a medical receptionist. Understand medical terms, procedures & specialists including prefixes, suffixes, root words, abbreviations and basic anatomy. You will learn how to carry out routine tasks and communicate with a range of internal/external clients in a medical environment; and to use appropriate advanced medical terminology.

### **BSBMED302B Prepare and Process Medical Accounts [home study and class]**

*Cost \$350 when undertaken on its own*

In this unit you will learn how to accurately provide advice to patients regarding fee structures and process referrals, and to prepare and process medical accounts for a range of patients. You will also learn about Occupational Health & Safety and maintaining & monitoring infection control in a medical practice.

### **HLTPAT304B Collect pathology specimens other than blood**

*Cost \$170 when undertaken on its own*

This unit covers the ability to follow procedures for collection of pathology specimens other than blood from clients and patients for pathology testing, including all micro-biology samples. Strict infection control and OH&S procedures must be adhered to.



### **HLTOHS300A Contribute to OHS procedures**

*Cost \$170 when undertaken on its own*

This unit covers general OHS requirements according to legislation and codes of practice, including duties and responsibilities for all parties under the general duty of care. Work will usually be performed within a prescribed range of functions involving known routines and procedures.

### **HLTPAT306B Perform Blood Collection [undertaken on 2 separate days]**

*Cost \$700 when undertaken on its own*

This unit is concerned with the knowledge and skills required for routine blood collection & excludes complex blood collection techniques. Work performed requires a broad knowledge base and the ability to apply solutions to a defined range of unpredictable problems. Individuals will take responsibility for their own work and limited responsibility for the quantity and quality of work of others. All tasks are conducted in accordance with organisational policies and procedures including OHS and infection control guidelines. Safety, accuracy & responsibility are critical aspects of this unit.

### **HLTPAT407B Perform electrocardiography (ECG)**

*Cost \$450 when undertaken on its own (Holter Monitoring included)*

This unit is concerned with the knowledge and skills required to use an Electrocardiograph, and to provide a clients ECG trace under the supervision of an appropriate health professional.

### **HLTCA402B Perform Holter Monitoring**

*Cost \$450 when undertaken with ECG*

This unit of competency describes the skills and knowledge required to attach a holter monitor to produce a diagnostic trace and analyse the trace following the monitoring process. The task of applying a 24 hour holter monitor to a client who has already had an ECG performed. .

### **HLTPAT414B Measure Spirometry/Flow Volume Loop**

*Cost \$350 when undertaken on its own*

This unit of competency describes the knowledge and skills required to prepare a client for measure of spirometry flow volume loop, and to provide a report as an aid to the diagnosis and management of ventilatory impairment. You will learn how to properly assist a client to perform a lung function test.

### **Non – accredited units**

#### **Blood pressure, 24 hour blood pressure, pulse and temperature**

*Cost \$250 when undertaken on its own*

In this unit you will learn how to accurately perform blood pressure and pulse testing, take a tympanic and manual temperature.

#### **Perform blood glucose level testing (BSL) & Peripheral blood collections**

*Cost \$200 when undertaken on its own*

In this unit you will learn how to safely perform a blood sugar level test for a client. You will learn about diabetes and how to provide patients with information about their disease. Peripheral blood collections are undertaken for BSL testing and other samples e.g. INR testing

#### **Apply basic wound care and dressings**

*Cost \$250 when undertaken on its own*

In this unit you will learn the basics of wound care, infection control and how to appropriately dress a wound.

#### **Administer nebuliser therapy & triage skills**

*Cost \$250 when undertaken on its own*

In this unit you will learn how to competently identify equipment for client and apply the nebuliser for maximum effect. Triage is an essential skill to help identify an emergency situation and be able to get immediate help for a patient if required.



## Training schedule

Session	Day	Date	Unit	Time
1	Friday	20 <sup>th</sup> August	BSBMED302B Prepare and Process Medical Accounts (plus home study)	9.00am – 4.00pm
2	Friday	27 <sup>th</sup> August	BSBMED301B Interpret and apply medical terminology appropriately (plus home study)	9.00am – 4.00pm
3	Friday	3 <sup>rd</sup> September	HLTHIR301A Communicate and work effectively in health	9.00am – 4.00pm
4	Friday	10 <sup>th</sup> September	HLTIN301B Comply with infection control policies and procedures in health work & Sterilization	9.00am – 4.00pm
5	Friday	17 <sup>th</sup> September	HLTOHS300A Contribute to OHS procedures	9.00am – 4.00pm
6	Friday	24 <sup>th</sup> September	HLTPAT304B Collect pathology specimens other than blood	9.00am – 4.00pm
7	Friday	1 <sup>st</sup> October	Blood pressure, 24 hour blood pressure, pulse and temperature	9.00am – 4.00pm
8	Friday	8 <sup>th</sup> October	Perform blood glucose level testing (BSL) & peripheral blood testing	9.00am – 4.00pm
9	Friday	15 <sup>th</sup> October	Apply basic wound care and dressings	9.00am – 4.00pm
10	Friday	22 <sup>nd</sup> October	Administer nebuliser therapy & essential triage skills	9.00am – 4.00pm
11	Friday	29 <sup>th</sup> October	Perform electrocardiography (ECG) Perform Holter Monitoring	9.00am – 4.00pm
12	Friday	5 <sup>th</sup> November	Perform Spirometry/Flow Volume Loop	9.00am – 4.00pm

These units are either home study workbooks or are delivered on another day

Home study	HLTAP301A Recognise healthy body systems in a health care context	This unit will be undertaken as home study
Home study	CHCCS405A Work effectively with culturally diverse clients and co-workers	This unit will be undertaken as home study
Home study & 1 day attendance at a first aid course	HLTFA301B Apply basic first aid	This unit will be undertaken as home study and one day face-to-face separately
Home study & pronunciation assessment	BSBMED301B Interpret and apply medical terminology appropriately	This unit will be undertaken as home study
Home study & 1 day attendance at course	BSBMED302A Prepare and Process Medical Accounts	This unit will be undertaken as home study and one day face-to-face separately
Home study & 2 day venepuncture training	HLTPAT306B Perform Blood Collection	This unit will be undertaken separately

