

# TREATMENT ROOM COURSE

## Pre-Assessment Interview Form and Literacy and Numeracy Entrance test

<b>TREATMENT ROOM COURSE</b>	
<b>Learner details</b>	
<b>Learner's name</b>	
	<b>Work phone</b>
<b>Job title</b>	
<b>Time in position</b>	
<b>Qualification</b>	TREATMENT ROOM COURSE
<b>Description</b>	<p>This qualification/certificate addresses work for those wanting to work in a medical centre or health clinic. You can choose which units you wish to do or you can do all of them. Some of the units are accredited which means you will receive a Statement of Attainment. Units of competency towards a Certificate III or IV in a Health, Business or Community Services Training package. Other units are not accredited so you will receive a certificate of attendance.</p> <p>You will learn how to work effectively in health care, learn technical skills such as blood pressure, ecg, holter monitoring, spirometry. You will also be trained in infection control, ohs, managing culturally diverse clients, wound dressings plus more. See course information.</p>
<b>Entry requirements</b>	We do recommend that you have had some health industry experience but this is not essential as we will teach you all you need to know. However you do need excellent communication skills and very good numeracy and literacy skills.
<b>Additional entry requirements</b>	You need to complete and pass the numeracy and literacy test attached to this document.
<b>New learner</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>

<b>Date and time of Interview with Adept Staff member</b>	Date: _____ Time: _____
<b>Assessor contact details</b>	Telephone: 1300 366 044
<b>Duration of training program</b>	Depends on how many units
<b>Work placement required</b> (Applicable only if not currently working in Aged Care)	<i>(Candidate to arrange own work experience)</i> Candidate has already arranged own work experience YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Duration of work placement</b>	2 weeks / about 80 hours
<b>Additional support required</b>	YES <input type="checkbox"/> NO <input type="checkbox"/> Please identify the extra help you may need.
<b>Enrolment record completed</b>	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>Type of interview</b>	Face to face <input type="checkbox"/> Telephone <input type="checkbox"/> Email <input type="checkbox"/>
<b>Work/job titles may include</b>	• Health care assistant      Medical centre assistant

### Work History

Indicate in the space provided any work experience that you feel is relevant to your application (or attach your resume). This may include either full or part-time experience, voluntary or paid work.

### Employment Details

Employer name and address	Position and dates	Contact person and address	Type of work undertaken

### Comments

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**Literacy and Numeracy Entrance Test for**  
**TREATMENT ROOM COURSE**  
**INSTRUCTIONS TO APPLICANTS**

STEPS	INSTRUCTIONS	SUGGESTED TIME
1.	Comprehension	15 minutes
2.	Numeracy calculations	15 minutes
3.	Writing	15minutes

**TIME LIMIT: 45 minutes**

**Marks:** Part 1. \_\_\_\_\_/5\_\_\_\_\_

Part 2. \_\_\_\_\_/10\_\_\_\_\_

Part 3. \_\_\_\_\_/5\_\_\_\_\_

You need to achieve a result of 15 or more to be successful.

## Part 1: Comprehension

A full physical examination is a general examination of the body performed by the doctor or general practitioner (GP). The examination will cover most of the basic systems of the body, including the heart system, lung system, digestive system and nervous system examination.

Additional examination can be added depending on the clinical scenarios. The purposes of a full physical examination is to confirm any present issues after the clinical history; and to find possible pathologies that are present but yet to be known about.

Clinical history and physical examination are the essential part of medicine since Western medicine was established centuries ago. However with the advance of technological investigations, many diseases are diagnosed with blood tests and imaging studies. Many diseases are diagnosed earlier using modern technology where previously physical examination could find nothing, for example prostate cancer, colon cancer, etc.

Before a physical examination is carried out, the doctor will ask for consent from the patient. If the patient is of a different gender from the doctor, a chaperone may be needed (especially when a male doctor examines a female patient). Usually some parts of the body will need to be exposed, and permission is obtained as well.

The physical examination usually starts with the vital signs, and this includes the heart rate, blood pressure, respiratory rate and temperature.

Generally, there are 4 parts of physical examination:

- Inspection: looking for signs
- Palpation: feeling for signs
- Percussion: tapping for signs, used when doing a lung and/or gut examination.
- Auscultation: listening using the stethoscope

During the physical examination, the doctor strives to keep the patient as comfortable as possible. However, sometimes tender spots need to be touched and examined for accurate or reliable diagnosis.

After the physical examination, the patient will be asked to dress, and then the doctor will tell the patient the clinical findings. Coupled up with clinical history, the doctor will either proceed to investigations, or manage the disease based on these 2 alone.

Questions:

1. What systems of the body does the doctor examine when performing a physical examination?

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2. Apart from physical examination name 2 other methods that are often used to assist the doctor with diagnosis?

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3. What are 4 vital signs that the doctor may record?

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4. What does the term palpation mean?

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5. What instrument does the doctor use for ‘auscultation’?

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**Part 3:**  
**Number calculations:** Show the calculation

Question	Calculation	Answer	Mark
Add 106+78			1
Subtract 876-320			1
Multiply by 10 35.5			1
Divide by 5 105			1
1000 mls = 1 L  How many mls in 0.5 L			1

**Number calculations:** Show the calculation

Question	Calculation	Answer	Mark
Divide by 20 400			1
Add the following numbers: 22 34 56 78			1
Multiply 26 X 4			1
Divide 1000÷2			1
Subtract 345 – 123 =			1

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**Writing:**

You have been trying to contact a patient (Mrs Nelson) all morning but her phone is not answering. You finish work at 12 MD and another health care assistant (Julie) starts at 1PM. Write a short note to Julie asking her to continue trying to contact the patient who Doctor Spaulding wants to return to the clinic as soon as possible.

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2 marks legibility, 1 mark spelling, 2 clarity of message

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