

Observation Checklist 1

HLTWHS002

Follow safe work practices for direct client care

Name of workplace	
Student Signature	Student number

		Feedback to student
Follow safe work practices for Manual handling Observation	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory	
Follow standard precautions observation	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory	
Apply transmission-based (additional) precautions observation	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory	

Assessor name	Assessor Signature	Date

EXCERPT SAMPLE ONLY. FOR A FULL SAMPLE CONTACT: admin@supportbysdl.com

Observation Checklist 1

RTO responsibilities

- The RTO is responsible for the creation and attachment of their own cover sheet that provides clear information to the learner and assessor to fully inform them of the conditions of assessment and specific requirements of the RTO.
- The RTO is responsible for contextualising the Performance Benchmarks provided in the Performance Benchmark Guideline or use their own Performance Benchmarks.
- The RTO is responsible for documenting how the Assessment Conditions of the Training Package have been met.
- The RTO must have their own documentation for recording overall competency for the Unit of Competency.

How to use the Observation Checklist

The Observation Checklist MUST be used with the following documents:

- Instructions in Performance Assessment 1.
- Performance Benchmarks reviewed and amended in the Performance Benchmark Guideline or Performance Benchmarks created by the RTO in the RTO's own documentation.

The RTO should review and contextualise the Performance Benchmarks outlined in the Performance Benchmark Guideline to the RTO's training environment, products, equipment, and procedures used. Alternatively, if the RTO has their own documentation to record the Performance Benchmarks, this should be used.

An authorised person of the institution should sign and date below to confirm the RTO has reviewed and contextualised the Performance Benchmarks and used them to assess competency when completing the Observation Checklist.

Signature

Date

EXCERPT SAMPLE ONLY. FOR A FULL SAMPLE CONTACT: admin@supportbysdl.com



Observation Instructions

All instructions in Performance Assessment 1 must be followed in the order outlined when completing the Observation Checklist.

Task 1 – Follow safe work practices for manual handling

This assessment requires the student to be observed following manual handling procedures consistently in their day-to-day work activities.

It is highly recommended that the following manual handling tasks are observed at a minimum (Performance Benchmarks for these tasks have been provided in the Performance Benchmark Guideline):

- Transferring client from sitting to standing
- Transferring client from standing to sitting
- Using a lifting hoist
- Pushing a wheelchair

The assessor is to observe the student following manual handling procedures and complete the 'Follow safe work practices for manual handling' section of this Observation Checklist. Three (3) observations have been provided. However, it is the responsibility of the RTO to determine how many observations should be conducted to demonstrate that the student has consistently followed manual handling procedures into their day-to-day tasks. If more observations are required, this Observation Checklist should be photocopied.

Task 2 – Follow standard precautions to prevent spread of infection

Opportunity for holistic assessment

If unit HLTINF006 – Apply basic principles of infection prevention and control has been completed, holistic assessment can be used for this part of the assessment, and the student will not need to be observed following standard precautions in this unit.

This assessment requires the student to follow standard precautions consistently in their day-to-day work activities.

It is highly recommended that the following infection control tasks are observed at a minimum (Performance Benchmarks for these tasks have been provided in the Performance Benchmark Guideline):

- Handling contaminated linen (i.e., linen contaminated with blood or body fluid)
- Disposing of contaminated waste (i.e., waste contaminated with blood or body fluid)

The assessor is to observe the student following standard precautions and complete the 'Follow standard precautions' section of this Observation Checklist. Three (3) observations have been provided. However, it is the responsibility of the RTO to determine how many observations should be conducted to demonstrate that the student has consistently followed infection control procedures into their day-to-day tasks. If more observations are required, this Observation Checklist should be photocopied.

Task 3 – Recognise and follow additional or transmission-based precautions

Opportunity for holistic assessment

If unit HLTINF006 – Apply basic principles of infection prevention and control has been completed, holistic assessment can be used for this part of the assessment, and the student will not need to be observed applying transmission-based precautions in this unit.

EXCERPT SAMPLE ONLY. FOR A FULL SAMPLE CONTACT: admin@supportbysdl.com



The part of the assessment should be conducted in a simulated work environment using the scenario provided in Performance Assessment 1 to ensure the student demonstrates the skills and knowledge in applying transmission-based (additional) precautions.

The trainer will require the following equipment to perform the role play:

- Disposable face mask, long sleeved gown and gloves
- Contaminated waste bin appropriately marked
- Normal waste bin appropriately marked
- Handwashing liquid and disposable paper towels

The assessor is to observe the student applying transmission-based (additional) precautions and complete the 'Apply transmission-based (additional) precautions' section of this Observation Checklist.

Audit Note:

This Observation Checklist must be used in conjunction with the Performance Benchmark Guideline and Performance Assessment 2. The combination of the information in these documents contextualises the Observation Checklist. Please see our User and Audit Guide for the Skin Deep Learning Assessment Methodology.

If there are any questions or issues with this assessment during an audit, please call us during the audit.

EXCERPT SAMPLE ONLY. FOR A FULL SAMPLE CONTACT: admin@supportbysdl.com



HLTWHS002

Follow safe work practices for direct client care Observation Checklist 1

Assessor to complete before carrying out observation

- Assessment was conducted in accordance with the step by step instructions provided in Performance Assessment 1
- Performance Benchmarks outlined in the Performance Benchmark Guideline document have been contextualised to the RTO or the RTO has their own documentation that outlines the Performance Benchmarks.
- The Performance Benchmarks were used to assess the student performance when completing the Observation Checklist.
- The student was clearly informed of the Performance Benchmarks prior to, and during assessment.

Follow safe work practices for manual handling

Observe this section while the student performs manual handling tasks as per the criteria set out in the Performance Benchmark Guideline and instructions in Performance Assessment 1

Did the student:

Tick manual handling task observed.
More than one task can be ticked for each observation.

	Observation 1	Observation 2	Observation 3
Date:	Date:	Date:	Date:
_____	_____	_____	_____
<input type="checkbox"/> Transferring standing to sitting <input type="checkbox"/> Hoist <input type="checkbox"/> Pushing wheelchair <input type="checkbox"/> Other, record below _____	<input type="checkbox"/> Transferring standing to sitting <input type="checkbox"/> Hoist <input type="checkbox"/> Pushing wheelchair <input type="checkbox"/> Other, record below _____	<input type="checkbox"/> Transferring standing to sitting <input type="checkbox"/> Hoist <input type="checkbox"/> Pushing wheelchair <input type="checkbox"/> Other, record below _____	<input type="checkbox"/> Transferring standing to sitting <input type="checkbox"/> Hoist <input type="checkbox"/> Pushing wheelchair <input type="checkbox"/> Other, record below _____
1. Follow manual handling procedures and work instructions?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Minimise manual handling risk by applying control methods according to procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Comments/Feedback:

Ob 1:

Ob 2:

EXCERPT SAMPLE ONLY. FOR A FULL SAMPLE CONTACT: admin@supportbysdl.com



Ob 3:			
Follow standard precautions <i>Observe this section and tick the standard precautions the student followed as per the criteria set out in the Performance Benchmark Guideline and instructions in Performance Assessment 1</i> Did the student:	Observation 1	Observation 2	Observation 3
	Date: _____	Date: _____	Date: _____
Record infection control task observed.	_____	_____	_____
3. Follow workplace infection control procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Use hand hygiene procedures at correct times?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Wear appropriate Personal Protective Equipment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Use appropriate waste management procedures? <i>Tick N/A if the student was not required to handle waste as part of the observation.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Use appropriate linen handling procedures? <i>Tick N/A if the student was not required to handle linen as part of the observation.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
8. Use appropriate cleaning/disinfection procedures for reusable equipment? <i>Tick N/A if the student was not required to perform cleaning/disinfection duties as part of the observation.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
9. Use respiratory hygiene? <i>Tick N/A if the student was not required to use respiratory hygiene as part of the observation.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
10. Use procedures to prevent skin penetration injuries that would cause risk of infection? <i>Tick N/A if the student was not required to use procedures to prevent skin penetration as part of the observation.</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

EXCERPT SAMPLE ONLY. FOR A FULL SAMPLE CONTACT: admin@supportbysdl.com

