

Performance Benchmark Guideline

HLTWHS002

**Follow safe work practices for direct
client care**

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Performance Benchmark Guideline

Action required by the RTO!

What are Performance Benchmarks?

Performance Benchmarks set standards for observable behaviours in each RTO's training environment. They allow the RTO to collect sufficient and valid Performance Evidence and ensure that the skills observed demonstrate:

- What the student actually did in the task
- How the student's actions in the task demonstrated the required skills
- The specific tasks, equipment, tools and materials used

The Performance Benchmarks should be used by all assessors assessing a Unit of Competency to ensure consistency in the judgement of competency.

What documents do you need to use Performance Benchmarks with?

- Step by Step instructions in the Performance Assessment Marking Guide
- Observation Checklist 1, 2, 3 & 4

Instructions

SDL has created generic Performance Benchmarks to use with the Observation Checklists. The RTO should contextualise the Performance Benchmarks provided to suit their own training environment, products and equipment used, and procedures used. Alternatively, if the RTO has their own document to record the Performance Benchmarks, this document can be disregarded.

The RTO should review and amend the Performance Benchmarks and use them when completing Observation Checklist 1, 2, 3 & 4. Students and all assessors who are to assess this unit must have access to the Performance Benchmarks. It is recommended to present the Performance Benchmarks on a PowerPoint for students to view whilst being assessed.

An appropriate person within the RTO should sign this document and then ensure it is used as a Master Document when the Observation Checklists are completed.

[Insert name of authorised person] has reviewed this document and contextualised the Performance Benchmarks to [Insert RTO NAME] training environment, products and equipment used and procedures used.

Signature

Date

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Performance Benchmarks for Observation Checklist 1

Observable Task	Performance Benchmarks
Follow safe work practices for manual handling	
<p>1. Follow manual handling procedures and work instructions.</p>	<p><i>The student should demonstrate the following to achieve competency when completing No. 1 on Observation Checklist 1</i></p> <ul style="list-style-type: none"> • Recognise when task requires manual handling procedures. • Identify the workplace procedures that need to be followed. • Follow workplace procedures to perform manual handling tasks. • Follow instructions from supervisors to perform manual handling tasks.
<p>2. Minimise manual handling risk by applying control methods according to procedures.</p>	<p><i>The student should demonstrate the following to achieve competency when completing No.2 on Observation Checklist 1</i></p> <ul style="list-style-type: none"> • Use minimal lift policy. • Identify if equipment is required to be used. • Ensure they are appropriately trained to use equipment. • Communicate instructions to clients to ensure client’s assistance if manual handling task involved client. • Identify any hazards prior to performing manual handling task and report to supervisor <p>RTO to write benchmarks for manual handling tasks to be observed. The following are examples:</p> <p>Transfer client from sitting to standing position</p> <ul style="list-style-type: none"> • Ensure client is positioned at front of chair • Instruct client to place their hands on the chair and push upwards • Apply slight pressure in an upward sweeping motion to support move • Student to transfer their body weight from their back leg to the front position as they support the client

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	<p>Transfer client from standing to sitting position</p> <ul style="list-style-type: none"> • Instruct the client to turn around to back into the chair or bed • Instruct the client to place hands on the arms of the chair or the side of the bed • Student to transfer their body weight from their back leg to the front position as they support the client to lower themselves on to bed/chair <p>Using Lifting Hoist</p> <ul style="list-style-type: none"> • Adjust bed height to the waist height of shorter staff member. • Help client onto the sling • Attach sling to hoist • Raise hoist and reposition to where client is required to be placed • Lower client safely into placement area <p>Pushing wheelchair</p> <ul style="list-style-type: none"> • Maintain a straight back • Maintain relaxed shoulders that are square to the torso and not slouched forward • Maintain a normal walking posture • Avoid twisting or creating an uneven pushing force
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Follow standard precautions to prevent the spread of infection

<p>3. Follow workplace infection control procedures.</p>	<p><i>The student should demonstrate the following to achieve competency when completing No.3 on Observation Checklist 1</i></p> <ul style="list-style-type: none"> • Identify procedures that need to be followed. • Follow procedures to ensure infection control practices are used. • Identify any hazards prior to performing task and report to supervisor.
<p>4. Use hand hygiene procedures at correct times.</p>	<p><i>The student should demonstrate the following to achieve competency when completing No.4 on Observation Checklist 1</i></p> <ul style="list-style-type: none"> • Identify appropriate times to wash hands. <ul style="list-style-type: none"> ○ Before touching a client ○ Before a procedure ○ After procedure or body fluid exposure risk ○ After touching a client ○ After touching a client’s surroundings • Use correct hand washing techniques according to Hand Hygiene Australia guidelines. • Wash hands for at least 20 seconds.

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	<ul style="list-style-type: none"> • Wash hands with water and non-antimicrobial or anti-microbial soap. • Apply an alcohol-based hand rub if hands are visibly clean.
5. Wear appropriate Personal Protective Equipment.	<p><i>The student should demonstrate the following to achieve competency when completing No. 5 on Observation Checklist 1</i></p> <ul style="list-style-type: none"> • Use hand hygiene before using PPE. • Use PPE according to workplace procedures. • Use appropriate PPE between episodes of care for different patients. • Change gloves at appropriate times of care for a single patient. • Use correct disposal methods of PPE according to the following: <ul style="list-style-type: none"> ○ Contaminated waste into contaminated waste bin ○ Non contaminated waste into general waste • Use hand hygiene after removal and disposal of PPE.
6. Use appropriate waste management procedures.	<p><i>The student should demonstrate the following to achieve competency when completing No. 6 on Observation Checklist 1</i></p> <ul style="list-style-type: none"> • Use PPE to handle waste. • Identify appropriate bin to dispose of waste. <ul style="list-style-type: none"> ○ Contaminated or infectious waste into yellow biological waste bin ○ Sharps waste into sharps bin ○ General waste into general waste bin ○ Recycling waste into recycling bin ○ Cytotoxic waste in to purple cytotoxic waste bag/big
7. Use appropriate linen handling procedures.	<p><i>The student should demonstrate the following to achieve competency when completing No. 7 on Observation Checklist 1</i></p> <ul style="list-style-type: none"> • Use appropriate PPE to handle soiled linen. • Carry soiled linen so that it does not come into contact with the body. • Identify if linen is contaminated. • Bag linen into heavy duty laundry bag. • Use the correct receptacle for disposing of contaminated linen in biological waste bag lining laundry bag. • Dispose of PPE appropriately. • Use hand hygiene after handling linen.

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