

PERSONAL LEARNING REQUIREMENTS

HLT43021 Certificate IV in Allied Health Assistance

The skills and abilities required to study in this course and work in the industry include:

Communication Skills

- Ability to develop and maintain relationships with all stakeholders (e.g. build trust and rapport)
- Demonstrate an ability to communicate in a professional manner (e.g. using appropriate language, demonstrating empathy, respect and sensitivity to the individual)
- Demonstrate accurate and clear written communication (e.g. reports, clinical notes, emails and letters)
- Demonstrate active listening skills (e.g. instructions and client discussions)
- Demonstrate consistent communication responses that are timely, accurate and appropriate (e.g. to verbal instructions or emails)
- Demonstrate an ability to speak clearly and directly with clients, colleagues and stakeholders
- Can understand and interpret non-verbal communication (e.g. open body language)

Physical Skills

- Capacity to tolerate frequent handwashing including use of chemically based substances
- Ability to deal with bodily fluids (e.g. vomit, blood, urine and faeces)
- Possess adequate vision to safely and effectively conduct clinical duties (e.g. observing clients to ensure they're appropriately positioned and safe, reading case notes, observing client's pain and symptoms, identifying hazards)
- Capacity to wear Personal Protective Equipment (PPE) (e.g. masks, gloves & other protective clothing appropriate to a clinical environment)
- Possess the fine motor skills to undertake precise coordinated movements of the hands (e.g. to assist patients with fine motor activities, adjusting and using equipment and devices)
- Possess sound gross motor abilities and good mobility, as the role involves significant physical activity, including lifting, carrying, pushing, pulling, standing, twisting and bending (e.g. physically assisting clients to move safely)
- Ability to be on your feet for extended periods of times, both walking and standing, bending and maintaining consistent physical performance throughout the day

Cognitive Skills

- Ability to carry out work in a required order or sequence (e.g. including understanding and following instructions)
- Ability to learn new processes, methods and equipment
- Ability to organise and manage own workload (e.g. planning and prioritising tasks, time management)
- Capacity to develop and apply knowledge in the provision of safe, ethical and effective care
- Capacity to learn and utilise health and medical terminology.
- Capacity to maintain focus and concentration (e.g. to ensure accurate and safe care of clients)
- Can demonstrate effective problem-solving ability (e.g. safely monitoring and delivering client interventions, recognising and managing client distress)
- Demonstrate an ability to read, understand and interpret written materials (e.g. client notes, handovers, policies and procedures)
- Ability to accept responsibility for accurate completion of work and seek help when required

- Ability to understand and comply with legal, ethical and/or licencing requirements
- Ability to understand and comply with workplace policies and procedures (e.g. work instructions, work health and safety, internal processes, frameworks)

Behavioural & Social Skills

- Capacity to maintain a neat and professional personal appearance, including a high level of personal hygiene
- Ability to remain alert, focused and engaged with clients, community groups and staff
- Ability to work as part of a team and/or independently
- Ability to work under direct supervision and/or independently
- Ability to behave in a manner that complies to professional and workplace codes of conduct
- Demonstrates a capacity to pay attention to detail
- Capacity to be responsible for self and others' health and safety
- Demonstrate a positive and professional attitude (e.g. reliable, responsible, punctual, professional, fulfilling obligations, maintaining confidentiality)
- Demonstrate empathy, patience and discretion
- Demonstrate enthusiasm to undertake all tasks
- Demonstrate a genuine interest in interacting and working with people
- Capacity to be comfortable with close proximity with individuals (e.g. physical contact, alone with other students/supervisor/clients)
- Willingness to care and work with diverse people
- Ability to establish and enforce personal boundaries (e.g. professional relationships)
- Ability to work in a health environment with patients with a variety of medical conditions and at varying life stages including palliative care
- Capacity to visit clients in their place of residence to deliver services

Technical Skills

- Ability to use information technology to support communication (e.g. computers, smart devices)
- Capacity to develop knowledge to ensure safe and effective use various allied health tools and equipment

Digital Skills

- Ability to competently use computers and smart devices
- Ability to use useful key words when searching the internet
- Ability to format text in a short document
- Ability to strengthen a password and updates when prompted
- Capacity to learn and use some keyboard shortcuts, e.g. Ctrl C, Ctrl V
- Ability to name, store and locate files
- Demonstrate a capacity to learn and utilise a variety of software programs
- Demonstrate competent email skills including using draft, save, reply, reply all and forward email functions appropriately
- Ability to create a digital presentation, e.g. PowerPoint®, movie or other
- Ability to confidently use group message and video meeting applications (e.g. WhatsApp, Zoom and Teams)

Industry Legislation or Licencing

You will be required to comply with the following to be able to commence the 120 hours clinical placement

- Can provide evidence of a current Police Check
- Can provide evidence of a current Working with Children check
- Can provide evidence of required vaccinations (e.g. influenza, Covid). Further information can be found from the Victorian Department of Health <https://www.health.vic.gov.au/immunisation/vaccination-requirements-for-healthcare-workers-policy-guidance>
- Can complete the required orientation and induction processes required by the placement organisation
- Can purchase and wear the Gordon placement uniform shirt, black trousers and flat non-slip shoes

Before you Enrol

Please review the requirements listed in this document and think about if you might experience challenges in meeting them related to your disability, health condition, learning support assistance or for any other reason. You should discuss your concerns with us before enrolling in your course and can start the conversation by contacting our Customer Service team at:

Phone: 03 5225 0500

Email: courinfo@gordontafe.edu.au

You can also contact any of our support services:

- Disability Support Team: <https://www.thegordon.edu.au/future-students/student-services/disabilitysupport>
- Learning Support Services: <https://www.thegordon.edu.au/quick-links/gordon-students/learningsupport>
- Career Counselling: <https://www.thegordon.edu.au/future-students/student-services/careerservices>
- Contact the Geelong or Werribee Skills and Jobs Centre here: <https://www.thegordon.edu.au/skillsand-jobs-centre/about-us>

You can view all courses offered at The Gordon here: <https://www.thegordon.edu.au/courses/all-courses>