

POD In Health Training



A DIVISION OF THE AUSTRALIAN PODIATRY ASSOCIATION SA INC.

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CERTIFICATE IV IN ALLIED HEALTH ASSISTANCE HLT42507 - PODIATRY

POD in Health Training is pleased to offer the podiatry stream from the Allied Health Assistance Certificate IV Package. To be eligible for the complete Certificate IV Allied Health Assistance qualification students must complete the mandatory competency units (pre/co-requisite requirements) with a Registered Training Organisation.

PODIATRY UNITS

- HLTAH404A Assist with Basic Foot Hygiene
- HLTAH405A Assist with Podiatric Procedures
- HLTAH406A Assist with Podiatry Assessment and Exercise
- HLTIN302A Process Reusable Instruments and Equipment in Health Work
- HLT403B Implement and Monitor Infection Control Policies and Procedures
- HLTAD301A Assist with Practice Administration

This qualification can be gained as a trainee or fee-paying student. The complete qualification must be undertaken with a Registered Training Organisation. POD In Health Training is an agent for the Registered Training Organisation, Healthfirst Training. Healthfirst Training provide a range of health related training programs including the mandatory units to complete the full Certificate IV qualification. For further information and/or assistance please visit the Healthfirst Training website at www.healthfirsttraining.org.au

DELIVERY

Two weekend workshops held in Adelaide at the University of South Australia Podiatry Clinic are compulsory.

Workshop # 1: Students will be provided with pre-work reading to ensure they have a basic understanding of the organisations that play key roles in the podiatry profession along with standard occupational health and safety knowledge and general health care structures. Workshop # 1 held over two days will be to visually demonstrate techniques to students. This is the only time during the course students will receive face to face instruction on the procedures the Assistant will be expected to perform in their workplace environment.

Workshop # 2: The second workshop will be to review the course content, re-demonstrate any procedures Assistants have been unsure about and to conduct the final assessment of each student.

The remainder of the course is through distance learning. Students will receive learning materials in either hard copy or electronically with detailed explanation by trainers on the specific unit requirements. The time to complete each unit will be up to the student however students will be notified with the due date for all assignment work to be submitted, one month prior to the final workshop (date TBA). The length of the course is expected to be 6 months however this may vary depending on the level of student knowledge and competency.

COST

To complete the 6 podiatry units as listed, per student: \$1,440 Payable to POD In Health Training. For information on the full Certificate IV course contact a Registered Training Organisation.

Traineeships: The Certificate IV Allied Health Assistance qualification is listed under the vocation of Health Support Worker. 12 month Traineeships are available for workers who have been employed for less than 3 months (in South Australia). For more information on Traineeships and the eligibility criteria in your state, please contact an Australian Apprenticeship centre or call 1800 673 097. Funding of up to \$4,000 is available for eligible employers for the full Cert IV.

Recognised Prior Learning: Students working in a health environment may be eligible for Recognised Prior Learning (RPL) for the Podiatry Units and/or remaining Allied Health units. Fees for RPL will apply. Please contact the course co-ordinator for more information on RPL.

PARTNERS

POD In Health Training would like to acknowledge Steel Blue as the corporate sponsor of the Podiatry Assistant Program.



LEARNING OUTCOMES

Students will achieve the following essential knowledge at the completion of this course:

HLTIN403B - Implement and Monitor Infection Control Procedures

1. Knowledge of infection risks and control measures specific to work area and related work processes including the significance of client confidentiality in relation to infection control including the significance of other management systems and procedures for infection control and including a basic understanding of communicable disease transmission.
2. Roles and responsibilities of employees, supervisors and managers in the workplace including organisation procedures for monitoring, training.
3. Workplace specific information including:
 - hazards of the particular work environment
 - hazard identification procedures relevant to the hazards in their workplace
 - designated persons(s) for raising OHS issues
 - organisation and work procedures particularly those related to performance of own work, specific hazards and risk control, reporting of hazards, incidents and injuries and OHS issue resolution, consultation, use of PPE and emergency response
 - potential emergency situations, measures from most to least preferred
4. Working knowledge, consistent with the elements of competence, of the organisation's applicable infection control policy and procedures and relevant industry codes of practice, which impact on work processes of the specific work unit.

HLTAH404A - Assist with Basic Foot Hygiene

1. Structure and functioning of the skin integuments
2. Basic anatomy and physiology of the foot and basic understanding of foot pathology, skin and nails
3. Conditions treated by a podiatrist
4. Principles of foot hygiene
5. Principles of aseptic technique
6. Pathology of nails
7. The function of medicaments: emollients, astringents, moisturisers, antiseptics
8. Relevant organisation policies and procedures
9. Disease processes relevant to the client group/s
10. Client care plans, goals and limitations of podiatry intervention
11. Medical terminology
12. Roles, responsibilities and limitations of self and other allied health team members and nursing, medical and other personnel
13. OHS policy and procedures
14. Privacy and confidentiality requirements
15. Infection Control protocols
16. Standard precautions
17. Supervisory and reporting protocols
18. Record keeping requirements

HLTAH405A - Assist with Podiatric Procedures

Items 2, 3, 8 to 18 inclusive from HLTAH404A

1. Knowledge of podiatry procedures including orthotic manufacture/modification assessment and podiatric surgery
2. Structure and function of the skin and integuments
3. Common pathological conditions of the skin and nails
4. Identification and purpose of podiatry surgical instruments
5. Knowledge of first aid, emergency and evacuation protocols of the site
6. Basic biomechanics of the lower limb
7. Principles and guidelines of orthotic devices
8. Principles of footwear selection and fitting

LEARNING OUTCOMES

HLTAH406A - Assist with Podiatric Assessment and Exercise

Items 2, 12, 13, 14, 16, 17 from HLTAH404A

Items 2, & 6 from HLTAH405A

1. Podiatry exercise and rehabilitation principles
2. Safe and effective use of equipment used in podiatry exercise and rehabilitation programs
3. Safe and effective use of equipment and instrumentation used in podiatry assessment procedures

HLTIN302A - Process reusable instruments and equipment in health work

Items 9 - 15 and 17, 18 from HLTAH404A

1. Safe work practices, standard precautions and organisation protocols for the reprocessing and storage of reusable instruments
2. Safe work practices, standard precautions when handling and disposing of sharps including:
 - safe handling of local anaesthetic cartridge and needle
 - transfer of sharps between operator and assistant
 - reprocessing of sharp instruments
 - destination of different types of sharps after use
3. Workflow protocols in the instrument reprocessing data
4. Workplace procedures for using an ultrasonic cleaner and/or thermal washer-disinfector
5. Workplace procedures for manual cleaning
6. The level of reprocessing required for non-critical site instruments, semi-critical site instruments and critical site instruments
7. Instrument maintenance checklists
8. Workplace procedures for steriliser use
9. Requirements for the monitoring of sterilisation cycles

HLTAD301A - Assist with Practice Administration

Item 11 from HLTAH404A

1. Knowledge of legislation requirements associated with funding mechanisms
2. Medical record coding requirements and terminology
3. Data process requirements of funding mechanisms
4. Requirements of the practice data management system
5. Ability to collect, analyse and organise information
6. Prepare and process information
7. Use practice information technology systems
8. Plan and organise information

This qualification will suit employees who provide assistance to a qualified podiatrist. Employees at this level operate under direct supervision and do not conduct programs or therapeutic interventions. For state legislation outlining the role of the Podiatry Assistant please refer to your state Podiatry Registration Board's policy on Podiatry Assistants. The Australasian Podiatry Council (APodC) provide a policy document outlining the definition of the podiatry assistant, the framework for the assistant working in either a public or private work environment, the assistant's scope of practice and public information on the services provided by the Assistant. For more information and a copy of the APodC Podiatry Assistant Policy visit the website www.apod.com.au

CONTACTS

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FACT SHEET

Podiatry Assistants in podiatric practice policy

The summary information given below informs the reader of the nature and extent of duties a Podiatry Assistant can perform under the new Podiatry Assistants in Podiatric Practice policy developed by the Australasian Podiatry Council (APodC).

The policy replaces policies Foot Hygiene (March 1998) and Podiatry Assistants (March 1996). In contrast to past policies, the new policy allows the Podiatry Assistant to provide hands on care under the supervision of a working podiatrist.

What a Podiatry Assistant can do under the policy

The following information provides an explanation of the duties that Podiatry Assistants can perform under the new policy.

A Podiatry Assistant can assist the podiatrist with organisational and administration related activities relevant to clinical consultation such as the following:

- ▶ Preparing the consultation area;
- ▶ Assisting the patient before and after the consultation; and
- ▶ Assisting with the generation and maintenance of medical records.

The Podiatry Assistant can as part of their role undertake the following 'patient care' duties:

- ▶ Assisting the podiatrist with patient assessment, such as documenting basic information which does not require interpretation (eg: collecting demographic data);
- ▶ Applying basic dressings and padding and strapping under the direction of the podiatrist; and
- ▶ Assisting the podiatrist during minor skin and nail procedures.

A Podiatry Assistant is also trained to perform the following functions on low risk patients, under the supervision of a podiatrist:

- ▶ Basic foot hygiene, once the patient has received appropriate assessment by the supervising podiatrist and a care plan developed and referral made.

Under the themes of assisting podiatry practice operations, practice administration and working as a member of a podiatry practice, the Podiatry Assistant is able to perform the following functions (under the supervision of a podiatrist):

- ▶ Orthoses modifications and footwear modifications;
- ▶ Infection control for the practice, including instrument cleaning and sterilisation;
- ▶ Maintenance of podiatric equipment; and
- ▶ Ordering and safe storage of stock.

Podiatry Assistant Scope of Practice

Although Podiatry Assistants can now provide 'hands on care' under the supervision of a podiatrist, they cannot substitute for a podiatrist in the areas of patient assessment, diagnosis, care planning, management and the evaluation of treatment options.

Workplace laws

The Podiatry Assistant in performing all duties must work within the laws, regulations and codes to which podiatric practice is bound. They must also maintain cultural and religious sensitivity and they must optimise the quality of workplace communications to ensure the highest level of patient care is delivered.