



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTCSD305D Assist with client movement**

**Release: 1**

## HLTCSD305D Assist with client movement

### Modification History

Version 4	Version 5	Comments
HLTCSD305C Assist with client movement	HLTCSD305D - Assist with client movement	Unit updated in V5. ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

### Unit Descriptor

#### Descriptor

This unit of competency describes the skills and knowledge required to support clients who require assistance with basic physical movement which may be due to incapacity

### Application of the Unit

#### Application

Work performed requires a range of well developed skills where some discretion and judgement is required. Individuals will take responsibility for their own outputs and limited responsibility for the output of others

### Licensing/Regulatory Information

Not Applicable

### Pre-Requisites

Not Applicable

## Employability Skills Information

### Employability Skills

This unit contains Employability Skills

## Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

## Elements and Performance Criteria

### ELEMENT

### PERFORMANCE CRITERIA

1. Prepare to assist with client movement

- 1.1 Confirm requirements for *assisting with client movement with relevant personnel* and care plan or organisation policy and procedures
- 1.2 Select equipment according to client requirements
- 1.3 Appropriately prepare environment
- 1.4 Explain the procedure to client and answer questions as required and according to appropriate communication protocols
- 1.5 Seek client consent and cooperation
- 1.6 Carry out procedure according to safe working practices

2. Assist with client movement

- 2.1 Carry out client movement using appropriate safe handling method and equipment as required
- 2.2 Take appropriate action to ensure client comfort and safety throughout positioning or transfer
- 2.3 Communicate with clients during movement according to appropriate protocols

**ELEMENT****PERFORMANCE CRITERIA**

- |   |  |
|---|--|
| 3. Complete assistance with client movement | 3.1 Return equipment to appropriate place as required                              |
|   | 3.2 Clean equipment in accordance with organisation policy and procedures          |
|   | 3.3 Report equipment faults immediately in accordance with organisation procedures |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level required for this unit.

#### *Essential knowledge:*

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Basic body biomechanics
- Cleaning policy and procedure for lifting and transfer equipment
- Client condition as it relates to transferring/lifting/transporting
- Client confidentiality and privacy requirements
- Importance of maintaining skin integrity
- Infection control procedures
- 'No lifting' or 'limited lifting' policies and procedures of the organisation
- WHS procedures
- Own limitations in carrying out manual handling tasks
- Range of mobility and transfer techniques as required by the organisation and WHS policies
- Range of movement and motion (active, passive, tone)
- Risk that jewellery and personal attire may present
- Soft tissue joint structure

#### *Essential Skills:*

## REQUIRED SKILLS AND KNOWLEDGE

It is critical that the candidate demonstrate the ability to

- Use correct manual handling techniques
- Undertake procedures in a safe caring manner that maintains the dignity of the client

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Assist a professional with client movement
- Assist clients with meals
- Communicate effectively with clients and colleagues
- Deal with conflict
- Operate lifting and transfer equipment
- Prior completion of a manual handling training course (desirable)
- Solve problems including the ability to use available resources and prioritise workload
- Use oral communication skills required to fulfil job roles in a safe manner and as specified by the organisation, including skills in asking questions, providing clear information, listening to and understanding workplace instructions, and clarifying workplace instructions when necessary
  - the organisation may require competence in English or community language, depending on client group
- Use reading and writing skills required to fulfil job roles in a safe manner and as specified by organisation
  - the level of skill may range from the ability to understand WHS policy, to reading workplace safety or procedure manuals, to following manufacturers' specifications
  - literacy support available in the workplace may range from having access to support or assistance from expert/mentor/supervisor, to having no communication supports available
  - literacy may be required in English or a community language
- Work with others and display empathy with client and relatives

## Evidence Guide

### EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the

## EVIDENCE GUIDE

Assessment Guidelines for this Training Package.

*Critical aspects for assessment and evidence required to demonstrate this competency unit:*

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Observation of performance in an actual or simulated workplace setting is required
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible

*Context of and specific resources for assessment:*

- Equipment as described in the Range Statement
- Workplace health and safety manual
- Infection control manual
- Manual handling and lifting policies of the organisation
- Equipment manufacturer's instructions

*Method of assessment*

- Observation of work activities in client support
- Observation of simulation and/or role play involving client support
- Discussion of physical and/or behavioural contingency scenarios involving duty of care
- Authenticated transcripts of relevant education/training courses
- Recognition of relevant life/work experience
- Written assignments/projects or questioning should be used to assess knowledge
- Authenticated reports of providing client support
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice

## EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
  - All workers should develop their ability to work in a culturally diverse environment
  - In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
  - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

*Related unit:*

This unit can be assessed independently, but may be concurrently assessed with:

- HLTCSD304D Support the care of clients

## Range Statement

### RANGE STATEMENT

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

- Relevant personnel may include:*
- Allied health professional
  - Medical staff and nursing staff
  - Other health professionals

## RANGE STATEMENT

*Assisting with client movement may include but is not limited to:*

- Actions to be taken when a client is falling
- Active and passive movement
- Assistance with repositioning
- Assisting a client in an emergency
- Assisting a client off the floor
- Assisting client to be weighed on chair weighing scales
- Assisting client to change position in bed
- Assisting client to use crutches or other walking aids eg frames, rollators
- Assisting client to walk
- Assisting the client or co-worker to use a hoist or mechanical lifter for transfers
- Moving a client by wheelchair or trolley
- Moving a deceased person
- Moving client between wheelchair or trolley and bed, toilet or stationary equipment
- Moving client to a standing or seated position
- Placing client in a wheelchair
- Transfers from wheelchair to shower chair or toilet
- Utilising mobility aids owned by or associated with the client

## Unit Sector(s)

Not Applicable