

### CIV Medical Practice Assisting Schedule 2018 NSW

	Unit Code	Unit of Competency Name	Delivery Mode	Time	System	Assessment Due Date
Week	Term One 16 Weeks 4/12/2017 to 25/03/2018					
1	Induction	Orientation and start quiz March	30 minutes	TBA		Week one
1-5	CHCCOM005	Communicate and work effectively in health or community services	Distance Study		Catapult	Tasks due by  January 30
3-6	BSBMED301	Interpret and apply medical terminology appropriately	Distance Study		Catapult	January 30
1-8	HLTAAP002	Confirm physical health status	Workshop	Jan/Feb 2018	Catapult	February 28
1-12	HLTHPS005	Handle medical specimens			Moodle	January 30
1-24	HLTHPS001	Take clinical measurements			Moodle	May 2018
5	BSBADM307	Organise schedules	Webinar	1 hour	Catapult	March 2018
16	CHCDIV001	Work with diverse people	Webinar	1 hours	Catapult	March 25 2018
Week	Term 2, 9 weeks 30/03/2018 – 2/6/2018					
16-20	BSBMED302	Prepare and process medical accounts	Webinar	1 hour	Catapult	Tasks due by April 30
20-26	HLTWHS003	Maintain work health and safety	Webinar	1 hour	Catapult	May 30
24	HLTAID003	Provide first aid (SLS day)	Workshop	March/April 2017 1 day	Surf life Saving (Outside Provider)	May 30
24	HLTAID006	Provide advanced first aid (SLS day)	Workshop	March/April 2017 1 day	Surf life Saving (Outside Provider)	May 30

24	HLTAID008	Manage first aid services and resources (SLS day	Workshop	March/April 2017 1 day	Surf life Saving (Outside Provider)	May 30
	• Term 3, 18 weeks June 4 2018 to 10 <sup>th</sup> October 2018					
27-33	CHCLEG001	Work legally and ethically	Distance	2 days  August 2017	Catapult	June 30
27-36	HLTHPS003	Maintain medication stocks	Workshop		Moodle	Sept 30
27-63	HLTCAR001	Perform electrocardiography (ECG)	Workshop		Moodle	Feb 2019
27-44	HLTINF001	Comply with infection prevention and control policies and procedures	Workshop		Catapult	Oct 7 <sup>th</sup>
27-44	HLTINF002	Process re-useable medical devices and equipment	Workshop		Moodle	Oct 7 <sup>th</sup>
	• Term 4, 20 weeks • Term 4 : Fri 8 <sup>th</sup> and 9 <sup>th</sup> Feb 2019					
35-63	HLTHPS002	Support health professional in the delivery of care	Workshop	2 days	Catapult	Feb 28 <sup>th</sup> 2019
35-63	HLTADM003	Facilitate a coordinated approach to client care	Workshop	Nov/Dec 2018 2 UOC	Moodle	Feb 28 <sup>th</sup> 2019
35-59	CHCCCS020	Respond effectively to behaviours of concern	Webinar	2 hours	Catapult	Nov 30 2018
35-56	BSBMED303	Maintain patient records	Webinar	1hour	Catapult	December 15 2018
56-60	BSBFLM309	Support continuous improvement systems and processes	Distance		Catapult	January 30 2019
61-63	BSBINM401	Implement workplace information system	Distance		Catapult	February 2019
Total	23 Units	63 weeks  15 months	8 hrs Webinars	9 days F2F	14 Catapult 6 Moodle 3 Offline outside provider	

TERM 1 DEC 10 – March 30			
Unit of Competency	Assignments	Approx Due By	Successful
HLTHPS001 Take clinical measurements	1. Multiple choice/True False Quiz <i>Moodle</i> 2. Short answer quiz <i>Moodle</i> 3. Research and longer response assessment <i>Moodle</i> 4. Scenario assessment <i>Moodle</i> 5. Clinical skills and knowledge sign-off <i>Moodle</i>	March 30	
BSBMED301 Interpret and apply medical terminology appropriately	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	January 30	
CHCDIV001 Work with diverse people	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	February 28	
HLTAAP002 Confirm physical health status	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	March 30	
BSBADM307 Organise schedules	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	January 30	
HLTHPS005 Handle medical specimens	1. Multiple choice/True False Quiz <i>Moodle</i> 2. Short answer quiz <i>Moodle</i> 3. Research and longer response assessment <i>Moodle</i> 4. Clinical skills and knowledge sign-off <i>Moodle</i>	March 30	
CHCCOM005 Communicate and work in health or community services	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	January 30	
TERM 2 April to May 30			
Unit of Competency	Assignments	Due By	Successful
HLTWHS003 Maintain work health and safety	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	May 30	
BSBMED302 Prepare and process medical accounts	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	May 30	
HLTAID003 Provide first aid	Upload Statement of Attainment in <i>Moodle</i>	MAY 2018	
HLTAID006 Provide advanced first aid	Upload Statement of Attainment in <i>Moodle</i>	MAY 2018	

HLTAID008 Manage first aid services and resources	Upload Statement of Attainment in <i>Moodle</i>	May 2018	
<b>TERM 3 June 2018 – September 30<sup>th</sup> 2018</b>			
<b>Unit of Competency</b>	<b>Assignments</b>	<b>Due By</b>	<b>Successful</b>
HLTCAR001 Perform electrocardiography (ECG)	1. Multiple choice/True False Quiz <i>Moodle</i> 2. Scenario Assignment <i>Moodle</i> 3. Clinical skills and knowledge sign-off <i>Moodle</i>	FEB 2019	
CHCLEG001 Work legally and ethically	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	July 2018	
HLTINF001 Comply with infection prevention and control policies and procedures	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	Dec 2018	
HLTINF002 Process reusable medical devices and equipment	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	Dec 2018	
HLTHPS003 Maintain medication stocks	1. Multiple choice/True False Quiz <i>Moodle</i> 2. Scenario assessment <i>Moodle</i> 4. Clinical skills and knowledge sign-off <i>Moodle</i>	November 2018	
<b>TERM 4</b>			
<b>Unit of Competency</b>	<b>Assignments</b>	<b>Due By</b>	<b>Successful</b>
HLTHPS002 Support health professional in the delivery of care	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	Feb 2019	
BSBINM401 Implement workplace information system	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	Jan 30 2019	
BSBFLM309 Support continuous improvement systems and processes	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	Jan 30 2019	
CHCCCS020 Respond effectively to behaviours of concern	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	Dec 30 2018	
BSBMED303 Maintain patient records	1. Formative Assessment <i>Catapult</i> 2. Summative Assessment 1 <i>Catapult</i> 3. Summative Assessment 2 <i>Catapult</i> 4. Third Party Evidence Collection <i>Moodle</i>	Jan 2019	
HLTADM003 Facilitate a coordinated approach to client care	1. Multiple choice/True False Quiz <i>Moodle</i> 2. Scenario Assignment <i>Moodle</i> 3. Clinical skills and knowledge sign-off <i>Moodle</i>	Feb 2019	

