

HLTAID002 - Provide Basic Emergency Life Support

Practical Assessment Tool

ASSESSOR ONLY



ROYAL LIFE SAVING
WESTERN AUSTRALIA



FIRST AID

INSTRUCTIONS TO ASSESSORS

This document should be read and referred to prior to any learner assessment for Provide Basic Emergency Life Support Course. The assessor should become familiar with all requirements associated with the assessment for these units of competency.

Assessment requirements for the learner are as follows:

Followed DRSABCD in line with ARC guidelines, including:

- performed at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
- performed at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- Performed at least 2 minutes of bag-valve-mask ventilation and at least 2 minutes of compression during a two (2) rescuer procedure on an adult resuscitation manikin placed on the floor
- responded appropriately in the event of regurgitation or vomiting
- followed the prompts of an AED
- managed the unconscious breathing casualty
- followed single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions

used and maintained documentation required by the workplace and regulatory authorities

conducted a visual and verbal assessment of the casualty

followed the prompts of an automated external defibrillator (AED)

Responded to one (1) simulated first aid scenario contextualised to appropriate workplace setting, including:

- Demonstrated safe manual handling techniques
- Provided an accurate verbal and written report of the incident

Applied first aid procedures for the following:

- allergic reaction
- anaphylaxis
- bleeding control
- choking and airway obstruction
- respiratory distress, including asthma
- shock

Preparation for the practical assessment

- Become familiar with this assessment tool.
- Be prepared for the delivery of this program.
- Any tools/equipment/resources are arranged. (see trainer resource checklist)
- Ensure the environment is adequate for verbal delivery of assessment.
- Gather relevant site standards and procedures from the appropriate authorised site-specific personnel.

The Environment - Occupational Health and Safety

- Ensure all personnel have enclosed shoes and loose-fitting clothing.
- Simulated assessment environment should simulate the real-life working environment where these skills and knowledge would be performed, with all the relevant equipment and resources of that working environment, where applicable.

Customising the assessment

The assessment should be customised to reflect the appropriate workplace environment, where applicable.

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Carrying out the assessment
<ul style="list-style-type: none"> Do not interrupt while the learner is performing a task. Where the learner is working dangerously or without necessary care or confidence, the assessor must direct the learner to cease work and terminate the assessment. Immediate feedback should be given. To gain overall competency in the unit, all assessment criteria must be met. All practical skills must be completed.
Completing the assessment
<ul style="list-style-type: none"> Briefing to Learner: To ensure that the learner understands the assessment process the assessor must explain the assessment and any appeal processes to the learner. The assessment tool is structured to allow for suitable breaks where needed between blocks of tasks. On final completion of the overall assessment, this document must be completed by both the learner and assessor, and signed by both parties. Communicate to the learner any feedback comments or required action from your observation. The learner MUST complete all assessment tasks. The learner is provided with 2 attempts at all practical tasks.
Assessor qualifications
<p>Assessors must have the following:</p> <ul style="list-style-type: none"> Certificate IV in Training and Assessment, or equivalent industry competence equal to, or in excess of, this unit of competency relevant industry experience, or work with individuals with relevant industry experience hold these UOC
Resources required (see also trainer resource checklist)
<ul style="list-style-type: none"> adult and infant resuscitation manikins in line with ARC Guidelines for the purpose of assessment of CPR procedures adrenaline auto-injector training device AED training device placebo bronchodilator and spacer device roller bandages triangular bandage workplace First Aid kit workplace injury, trauma and/or illness record, or other appropriate workplace incident report form wound dressing
Range of variables
<ul style="list-style-type: none"> To be assessed on the above equipment on site. To communicate using Company methods in place or using company SOPs, code of practice for health and safety procedures.

Assessment 1

Observation:	Knowledge assessment
Instructions to learner: 1. Please hand your online knowledge assessment to your assessor.	
Instructions to assessor: <ul style="list-style-type: none"> ➤ Collect online knowledge assessment. ➤ Participants must have completed and achieved a grade of 100% for assessment 1 to be deemed competent. ➤ A hard copy of the certificate must be attached to the award or a photo viewed of completion. 	
Task/observation	Observation Criteria (Key components/factors to look out for)
Attain a score of 100% in the assessment	Not Applicable

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Assessment 2

Observation:	Manage an unconscious adult casualty not breathing on the floor
Instructions for learner: <i>A member of the public is waiting in the queue in the Reception area. They suddenly collapse. You approach and complete an initial assessment on an unconscious casualty who is not breathing and you see something in their mouth. Treat accordingly as per DRSABCD. Your assessor will provide you with prompts of the scenario as you complete each task. You will use another member of the class for the scenario up to the point of commencing CPR which will be complete on a manikin supplied.</i>	
Instructions to assessor:	
Task/observation	Observation Criteria (Key components/factors to look out for)
1. Use standard precautions	<u>The Learner should:</u> Apply gloves, uses pocket mask where supplied
2. Perform a hazard and danger assessment of the scene. Look for the cause of the injury.	<u>The Learner should:</u> Assess area for any dangers to self, casualty and bystanders in that order. Brief survey of scene for cause of injury and to check for danger. No danger.
3. Check for response	<u>The Learner should:</u> Approach from feet where able to. Attempt to gain consent while introducing self. (Verbal) Squeeze shoulders and talk to casualty asking what's your name (Pain). No response.
4. Send for help	<u>The Learner should:</u> Ask bystander to call 000, come back and tell me when it's done and find a defibrillator
5. Check airway	<u>The Learner should:</u> Opens mouth (no head tilt) using pistol grip. Vomit in airway. Rolls casualty onto side, uses two finger scoop to remove. Vomit is now clear of airway. If/when clear, tilt head

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6. Check for casualty breathing	<p><u>The Learner should:</u></p> <ul style="list-style-type: none"> Checks for breathing while casualty on side, look, listen and feel for normal breathing for 10 seconds. <p>Casualty not breathing.</p>
7. Provide CPR	<p><u>The Learner should:</u></p> <p>Two hands-using heel of hand on the centre of the chest between nipples.</p> <p>Straight arms, locking the elbows so the Learner positions their shoulders directly over their hands.</p> <p>Keeping both of their knees on the ground so as to push straight down.</p> <p>Delivering 30 compressions at a rate of 100-120 compressions per minute.</p> <p>1/3 in depth and completely releases compression between each compression (Release).</p> <p>Tilts head and provide 1 breath, ensure you see chest rise and repeat to ensure that a total of 2 breaths are delivered.</p> <p>Completes 5 to 6 cycles of 30:2 in 2 mins.</p> <p>Continue CPR of a minimum of 2 mins, uninterrupted on the floor.</p>
8. Manage unconscious breathing casualty	<p><u>The Learner should:</u></p> <p>Inform first aid responder that the casualty is breathing.</p> <p>Roll into correct recovery position.</p> <p>Check airway, Head tilt applied, recheck breathing.</p>
9. Shelter from environment and monitor	<p><u>The Learner should:</u></p> <p>Manage body temperature.</p> <p>Monitor condition with full breathing assessment.</p>
10. Used safe manual handling techniques	<p><u>The Learner should:</u></p> <p>Roll casualty into recovery position</p> <p>Work closely to the casualty</p>
11. Manage casualty respectfully	<p><u>The Learner should:</u></p> <p>Check level of consciousness</p> <p>Ask for consent</p> <p>Maintain a level of modesty for the casualty</p>
12. Complete a First Aid Incident Report	<p><u>The Learner should:</u></p> <p>Form completed with details of the incident and what first aid was provided</p> <p>Report kept secure and handed to supervisor</p>

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Assessment 3

Observation:	Perform two (2) person CPR and application of the AED
Instructions to learner: <i>You walk into a client's room when you see two people performing CPR on a male casualty. They tell you the casualty has had a cardiac arrest, ask you to go and get the AED and come back and help them. Participants are to rotate until all have been in the position of candidate 3.</i> <i>Person 1 - compressions</i> <i>Person 2 - breathing</i> <i>Person 3 - applies defibrillator</i>	
Instructions to Assessor:	
Task/observation	Observation Criteria (Key components/factors to look out for)
1. Use standard precautions	<u>The Learner should:</u> Apply gloves, uses pocket mask where supplied
2. Commence two (2) person CPR	<u>The Learner should:</u> Without interruption to CPR, commence 2 person CPR in line with ARC guidelines
3. Attach and follow the prompts of the AED	<u>The Learner should:</u> Apply training defibrillator and operate defibrillator according to machine instructions.

Assessment 4

Observation:	Perform two minutes of CPR on an infant manikin on a firm surface
Instructions to learner: <i>Parents approach you and say their infant is unconscious and they need your help. You are to demonstrate two minutes of effective CPR on an infant manikin on a firm surface.</i> <i>Your assessor will instruct you when to commence and cease CPR.</i>	
Instructions to assessor:	
Task/observation	Observation Criteria (Key components/factors to look out for)
1. Use standard precautions	<u>The Learner should:</u> Applies gloves, uses pocket mask where supplied

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2. Perform a hazard and danger assessment of the scene. Look for the cause of the injury.	<p><u>The Learner should:</u> Assess area for any dangers to self, casualty and bystanders in that order.</p> <p>Brief survey of scene for cause of injury and to check for danger. No danger.</p>
3. Check for response	<p><u>The Learner should:</u> Observe for any response or movement</p> <p>Ask for consent from parents. (Verbal) No response.</p>
4. Send for help	<p><u>The Learner should:</u> Ask bystander to call 000, come back and tell me when it's done</p>
5. Check airway	<p><u>The Learner should:</u> Open mouth, neutral position.</p>
6. Check for casualty breathing	<p><u>The Learner should:</u> Check for breathing, look, listen and feel for normal breathing for 10 seconds. Casualty not breathing.</p>
7. Provide CPR	<p><u>The Learner should:</u> Two fingers on the centre of the chest, between nipples.</p> <p>Learners have the option of placing infant on a table or on the floor, head must be supported and in a neutral position.</p> <p>Delivering 30 compressions at a rate of 100-120 compressions per minute.</p> <p>1/3 in depth and completely releases compression (Release).</p> <p>Seal mouth and nose and provide 1 puff for about 1 second, ensure you see chest rise and repeat to ensure that a total of 2 puffs are delivered.</p> <p>CPR provided for at least 2 minutes and 5 cycles</p>
8. Treat casualty respectfully and monitor condition	<p><u>The Learner should:</u> Check level of consciousness Ask parents for consent Explain to parents what you are doing Monitor condition with full breathing assessment.</p>

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Assessment 5

Observation:	Apply first aid procedures for bleeding control
Instructions to learner: You are to demonstrate effective bleeding control for a laceration located: <ul style="list-style-type: none"> ➤ On your casualties forearm. (Task 1) ➤ On your casualties forehead. (Task 2) You are to demonstrate effective bleeding control for an embedded object located: <ul style="list-style-type: none"> ➤ In your casualties forearm. (Task 3) 	
Instructions to assessor: Each injury can be dealt with individually or all at once depending on resources. All bandaging must be effective.	
Task/observation	Observation Criteria (Key components/factors to look out for)
1. Use standard precautions.	<ul style="list-style-type: none"> • Applies gloves and glasses if supplied.
2. Apply DRSABCD	<ul style="list-style-type: none"> • Check for danger • Check breathing • Send for help
3. Follow Australian Resuscitation Council guidelines for bleeding	<ul style="list-style-type: none"> • Stop bleeding by applying sustained direct pressure on the wound using a dressing followed by a roller bandage. • Check capillary refill after applying bandage to ensure circulation is still there.
4. Follow Australian Resuscitation Council guidelines for control of an embedded object	<ul style="list-style-type: none"> • Do not remove the embedded object. • Place padding around or above and below the object and apply pressure over the pads using roller bandages. • Check capillary refill after applying bandage to ensure circulation is still there.
5. Used safe manual handling techniques	<ul style="list-style-type: none"> • Work closely to the casualty • Use safe manual handling if the casualty needs to be moved

Assessment 6

Observation:	Apply first aid procedures for distributive shock (fainting)
Instructions to learner: You are to demonstrate effective treatment of a casualty suffering distributive shock (fainting).	
Instructions to assessor: Participants must demonstrate an effective treatment of a casualty who has fainted (and is conscious).	
Task/observation	Observation Criteria (Key components/factors to look out for)
1. Use standard precautions.	<ul style="list-style-type: none"> • Applies gloves and glasses when supplied
2. Apply DRSABCD	<ul style="list-style-type: none"> • Check for danger • Check breathing • Send for help
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3. Follow Australian Resuscitation Council guidelines for shock.	<ul style="list-style-type: none"> Place casualty in supine position. Call 000 Treat the cause of the shock. Maintain body temperature. Reassure and constantly re-check casualties condition for change.
4. Used safe manual handling techniques	<ul style="list-style-type: none"> Work closely to the casualty Use safe manual handling if the casualty needs to be moved

Assessment 7

Observation:	Apply first aid procedures for respiratory distress (asthma)
Instructions to learner: You are to demonstrate effective treatment of a casualty suffering an asthma attack.	
Instructions to assessor: In pairs, have a participant act as the casualty who is too distraught to administer their own medication and have asked for assistance, the casualty is having a severe asthma attack.	
Task/observation	Observation Criteria (Key components/factors to look out for)
1. Use standard precautions.	<ul style="list-style-type: none"> Applies gloves.
2. Apply DRSABCD	<ul style="list-style-type: none"> Check for danger Check breathing Send for help
3. Reassures casualty throughout treatment.	<ul style="list-style-type: none"> Provides reassurance and informs casualty of treatment throughout
4. Follow Australian Resuscitation Council guidelines for first aid for asthma.	<ul style="list-style-type: none"> Talk and reassure casualty. Contact 000 Ask if the casualty has any allergies. Provide 1 puff of a reliever followed by the casualty taking 4 breaths. Repeat the above step a total of 4 times. Wait 4 minutes, if there is little to no improvement in the casualties condition, repeat the whole procedure. Document medication using T.R.E.N.D
5. Used safe manual handling techniques	<ul style="list-style-type: none"> Work closely to the casualty Use safe manual handling if the casualty needs to be moved

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Assessment 8

Observation:	Apply first aid procedures for choking & airway obstruction
Instructions to learner: You are to demonstrate effective treatment of a casualty suffering the following: <ul style="list-style-type: none"> ➤ An adult who has a partial airway obstruction. ➤ A child who has a complete airway obstruction. 	
Instructions to assessor: In pairs, have a participant act as the adult casualty who has a partial obstruction who can still cough. Using a manikin (either an infant or child) demonstrate the effective treatment of a total/complete airway obstruction.	
Task/observation	Observation Criteria (Key components/factors to look out for)
1. Use standard precautions.	<ul style="list-style-type: none"> • Applies gloves.
2. Apply DRSABCD	<ul style="list-style-type: none"> • Check for danger • Check breathing • Send for help
3. Reassures casualty throughout treatment.	<ul style="list-style-type: none"> • Provides reassurance and informs casualty of treatment throughout
4. Follow Australian Resuscitation Council guidelines for upper airway obstructions. (Partial airway obstruction).	<ul style="list-style-type: none"> • Talk and reassure casualty. • Encourage coughing to expel foreign object. • If not dislodged, contact 000.
5. Follow Australian Resuscitation Council guidelines for upper airway obstructions. (Complete airway obstruction).	<ul style="list-style-type: none"> • Contact 000 • Talk and reassure casualty. • Perform up to 5 sharp back blows using heel of a hand in the middle of the back between shoulder blades. • Check after each blow to see if foreign material has been dislodged. • Instruct participants that foreign material is still lodged in airway and that casualty is still conscious. • Perform up to 5 sharp chest thrusts using heel of a hand in the middle of the chest at the compression point for cpr. • Check after each blow to see if foreign material has been dislodged. • Continue alternating between 5 back blows and 5 chest thrusts until foreign material is dislodged or casualty goes unresponsive.
6. Used safe manual handling techniques	<ul style="list-style-type: none"> • Work closely to the casualty • Use safe manual handling if the casualty needs to be moved

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Assessment 9

Observation:	Apply first aid procedures for an allergic reaction and anaphylaxis
Instructions to learner: You are to demonstrate effective treatment of a casualty suffering from an: <ul style="list-style-type: none"> ➤ Allergic reaction. ➤ Anaphylaxis reaction. 	
Instructions to assessor: In pairs, have a participant act as the casualty who is presenting with a red rash on their arm after brushing up against an item that they are allergic to. In pairs, have a participant act as the casualty who is presenting with a red rash, hives on their chest and back, swelling of the lips and tongue and is complaining of breathing difficulties.	
Task/observation	Observation Criteria (Key components/factors to look out for)
1. Use standard precautions.	<ul style="list-style-type: none"> • Applies gloves.
2. Apply DRSABCD	<ul style="list-style-type: none"> • Check for danger • Check breathing • Send for help
3. Reassures and monitors casualty throughout treatment.	<ul style="list-style-type: none"> • Provides reassurance and informs casualty of treatment throughout • Monitors breathing and level of consciousness
4. Treat for allergic reaction.	<ul style="list-style-type: none"> • Talk and reassure casualty. • Wash the affected area with water. • Monitor and if casualty's condition deteriorates follow anaphylaxis treatment. • Call 000.
5. Follow Australian Resuscitation Council guidelines for first aid management of anaphylaxis.	<ul style="list-style-type: none"> • Lay flat, if breathing is difficult have them sit up (if able). • Prevent further exposure to trigger agent (wash area). • Administer epipen – follow manufactures instructions. • Call 000. • If no improvement in 5 minutes administer another epipen if available. • Document medication using T.R.E.N.D.
6. Used safe manual handling techniques	<ul style="list-style-type: none"> • Work closely to the casualty • Use safe manual handling if the casualty needs to be moved

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Assessment 10

Observation:	Simex
Instructions to learner: You are to demonstrate safe, effective and efficient treatment of a casualty/casualties.	
Instructions to assessor: The participant must respond to at least 1 simulated scenarios contextualised to the participants workplace/community setting that includes: <ol style="list-style-type: none"> 1. Treatment of at least 1 type of injury or illness per casualty. 2. Demonstrate safe manual handling techniques. 3. Provide a verbal handover to you the assessor as if you were an emergency service. 	
Task/observation	Observation Criteria (Key components/factors to look out for)
1. Use standard precautions.	<ul style="list-style-type: none"> • Applies gloves, glasses and face mask as appropriate and supplied
2. Apply DRSABCD	<ul style="list-style-type: none"> • Check for danger • Check breathing • Send for help
3. Triage casualties (if appropriate)	<ul style="list-style-type: none"> • Prioritise casualties in order of those that need immediate first aid.
4. Treatment of at least 1 type of injury or illness per casualty.	<ul style="list-style-type: none"> • Type of injuries are subject to the assessors discretion depending on the participants needs. • Treat casualties according to prescribed treatment methods.
5. Demonstrate safe manual handling techniques.	<ul style="list-style-type: none"> • Ensure safe manual handling in the event of an unconscious casualty or if assisting in moving a conscious casualty.
6. Monitor casualties until handover	<ul style="list-style-type: none"> • Monitor condition with full breathing assessment.
7. Provide a verbal handover to emergency services.	<ul style="list-style-type: none"> • Provide the assessor with the following information: <ul style="list-style-type: none"> ○ Provides casualties name and age. ○ The casualty's main complaint. ○ The casualty's signs and symptoms. ○ What injuries/illnesses have been found? ○ What treatment was provided?

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Review Process		
Reviewed By:		Compliance 13th Aug 2018
Approved By:		General Manager – Operations Manager Aug 2018
Risk Rating:	Review Cycle:	Review Date:
Extreme	Annual	1 st July 2019
References:		
Statutory:	The Standards for RTO's 2015	
Industry:	Education and Training	
Royal Life Saving Society WA:	Registered Training Organisation	
Document Location:	RTO Compliance Folder – Standard 1	
Version Control	Description	
1	New version created	
2	Review entire document, add review form, update document register number, cover and version amended, add assessor's checklist, amend number of tasks (brief to learners).	
3	Updated scenarios and checklists to be aligned to units, reformat, revise instructions	

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