



# ALLH11010 Skills for Allied Health Assistants

## Term 3 - 2019

Profile information current as at 14/05/2024 06:15 pm

All details in this unit profile for ALLH11010 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

### General Information

#### Overview

This unit will enable you to further develop and demonstrate the necessary knowledge and practical skills required of a competent Allied Health Assistant through an 80 hour work-integrated learning experience. Depending upon the setting for your work experience, you may be required to follow therapeutic treatment plans and interventions under the supervision of an Allied Health professional. Further, you will be guided to develop a portfolio of evidence that illustrates your capacity to operate as an Allied Health Assistant.

#### Details

Career Level: *Undergraduate*

Unit Level: *Level 1*

Credit Points: 6

Student Contribution Band: 8

Fraction of Full-Time Student Load: 0.125

#### Pre-requisites or Co-requisites

Pre-requisites: ALLH11001 Introduction to Allied Health ALLH11009 Research Methods for Health Professionals

ALLH11006 Life Course Development for Health Professionals BMSC11007 Medical Anatomy and Physiology 1

Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the [Assessment Policy and Procedure \(Higher Education Coursework\)](#).

#### Offerings For Term 3 - 2019

- Mixed Mode

#### Attendance Requirements

All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

#### Residential Schools

This unit has a Compulsory Residential School for distance mode students and the details are:

Click here to see your [Residential School Timetable](#).

#### Website

[This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.](#)

## Class and Assessment Overview

### Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

### Class Timetable

#### [Regional Campuses](#)

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

#### [Metropolitan Campuses](#)

Adelaide, Brisbane, Melbourne, Perth, Sydney

### Assessment Overview

#### 1. **Professional Practice Placement**

Weighting: Pass/Fail

#### 2. **Portfolio**

Weighting: Pass/Fail

#### 3. **Practical Assessment**

Weighting: Pass/Fail

### Assessment Grading

This is a pass/fail (non-graded) unit. To pass the unit, you must pass all of the individual assessment tasks shown in the table above.

## CQUniversity Policies

**All University policies are available on the [CQUniversity Policy site](#).**

You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the [CQUniversity Policy site](#).

## Unit Learning Outcomes

**On successful completion of this unit, you will be able to:**

1. Behave professionally and ethically within an Allied Health setting
2. Demonstrate skills and competencies typical of an Allied Health Assistant
3. Reflect upon the scope of practice of an Allied Health Assistant
4. Develop a portfolio of documents relevant for the attainment of the vocational award of Certificate III in Allied Health Assistance.

Upon the successful completion of this unit, you may be eligible to apply for the vocational award of Certificate III in Allied Health Assistance  
Conditions apply.

## Alignment of Learning Outcomes, Assessment and Graduate Attributes

 N/A Level	 Introductory Level	 Intermediate Level	 Graduate Level	 Professional Level	 Advanced Level
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### Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Professional Practice Placement - 0%	•	•	•	
2 - Portfolio - 0%			•	•
3 - Practical Assessment - 0%	•	•		

### Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Communication	•	•	•	•
2 - Problem Solving		•	•	•
3 - Critical Thinking		•	•	•
4 - Information Literacy	•	•		•
5 - Team Work	•	•		•
6 - Information Technology Competence		•		
7 - Cross Cultural Competence	•	•		•
8 - Ethical practice	•	•		•
9 - Social Innovation		•		
10 - Aboriginal and Torres Strait Islander Cultures				

### Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Professional Practice Placement - 0%	•	•	•	•	•	•	•	•	•	
2 - Portfolio - 0%	•	•	•	•						

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
<b>3 - Practical Assessment - 0%</b>	•	•	•	•	•			•		

## Textbooks and Resources

### Textbooks

**There are no required textbooks.**

### IT Resources

**You will need access to the following IT resources:**

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)

## Referencing Style

All submissions for this unit must use the referencing style: [American Psychological Association 6th Edition \(APA 6th edition\)](#)

For further information, see the Assessment Tasks.

## Teaching Contacts

**Melanie Hayman** Unit Coordinator  
[m.j.hayman@cqu.edu.au](mailto:m.j.hayman@cqu.edu.au)

## Schedule

### Assist with movement - 11 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic
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### Promote aboriginal and/or torres strait islander cultural safety - 18 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic
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### Comply with infection prevention and control policies and processes - 25 Nov 2019

Module/Topic	Chapter	Events and Submissions/Topic
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### Participate in workplace health and safety - 02 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic
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### Vacation Week - 09 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic
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### Assist with an allied health program - 16 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic
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### Communicate and work in health or community services - 23 Dec 2019

Module/Topic	Chapter	Events and Submissions/Topic
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### Maintain a high standard of care - 06 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic
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### Recognise healthy body systems and interpret and apply medical terminology - 13 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic
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### Professional placement - 20 Jan 2020

Module/Topic	Chapter	Events and Submissions/Topic
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**Practical Assessment** Due: Week 9  
Monday (20 Jan 2020) 9:00 am AEST

## Term Specific Information

The aim of this unit is to cover all necessary content in the first half of term and prior to your compulsory residential school (scheduled 13-15 January 2020).

During residential school, you will be assessed for competence across all areas relevant to the Certificate III in Allied Health Assistance.

After demonstrating competence, you will then be permitted to commence your professional placement / work-integrated learning (80 hours required).

## Assessment Tasks

### 1 Professional Practice Placement

#### Assessment Type

Professional Practice Placement

#### Task Description

You will be required to undertake and complete 80 hours of professional placement / work-integrated learning within an allied health setting.

This placement is a requirement of the Certificate III in Allied Health Assistance VET award. Further details regarding your professional placement are available on the ALLH11010 Skills for Allied Health Assistants Moodle page, located under the 'Professional Placement' tab.

### **Assessment Due Date**

Professional placement should be completed by Friday 28th February 2020

### **Return Date to Students**

All assessment tasks will be returned within 2 weeks of the original submission, in accordance with CQUniversity policy

### **Weighting**

Pass/Fail

### **Minimum mark or grade**

This is a Pass/Fail assessment task.

### **Assessment Criteria**

During your professional placement / work-integrated learning, you will be assessed against the following performance criteria:

#### **1. Provide relevant information to clients**

- Adhere to confidentiality policies at all times
- Provide basic accurate information to clients regarding allied health services

#### **2. Prepare for therapy session**

- Confirm and discuss therapy and treatment plans and programs with supervising allied health professional
- Obtain information from relevant sources according to organisation policies and supervising allied health professional
- Check resources and equipment required for therapy program to ensure suitability and working order
- Recognise and minimise environmental hazards in accordance with organisation requirements
- Prepare the client for therapy under direction of supervising allied health professional

#### **3. Provide assistance with therapy session**

- Assist with therapy tasks according to instructions of allied health professional
- Maintain general therapy precautions
- Seek clarification and feedback
- Take appropriate actions to ensure comfort, safety and privacy of the client
- Reinforce, clarify and explain therapy goals to clients under supervision of allied health professional
- Support and coach clients to achieve identified therapy goals under supervision of allied health professional
- Deal with accidents and incidents appropriately and report to the supervising allied health professional

#### **4. Use therapy equipment correctly and safely**

- Use equipment according to manufacturer and instructions set by supervising allied health professional
- Follow work health and safety (WHS) guidelines for particular pieces of equipment

#### **5. Feedback appropriate therapy information to supervising allied health professional**

- Pass on significant information to appropriate supervising allied health professional
- Document information according to organisation policy and procedures

#### **6. Assist in the design and construction of simple therapy materials and equipment**

- Assist the allied health professional to identify gaps in therapy material resources and develop solutions
- Update therapy materials on a regular basis as instructed
- Construct aids and adaptations in accordance with allied health professional's instructions

#### **7. Complete required administrative duties**

- Maintain statistics in accordance with organisation policies and procedures
- Maintain stock levels in accordance with organisation policies and procedures
- Book in clients for appointments in accordance with organisation policies and procedures

#### **8. Work with a primary health care approach**

- Support and facilitate the involvement of the client and the community in the planning and provision of services according to instruction of supervising allied health professional

- Promote good health and a preventive approach to maintaining health as part of own work role
- Demonstrate recognition of and support for the importance of access and equity in provision of health services in line with own work role
- Reflect evidence based practice in own provision of health care services

### Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

### Submission

Online

### Submission Instructions

Please submit (via Moodle) all completed documents in word format (doc. or docx.)

### Learning Outcomes Assessed

- Behave professionally and ethically within an Allied Health setting
- Demonstrate skills and competencies typical of an Allied Health Assistant
- Reflect upon the scope of practice of an Allied Health Assistant

### Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice
- Social Innovation

## 2 Portfolio

### Assessment Type

Portfolio

### Task Description

This task will require you to collate evidence that demonstrates competencies of the Certificate III in Allied Health Assistance award into a portfolio, including the following documents:

- Professional placement workbook of competence
- Practical Assessment workbook of competence
- Evidence documentation (including but not limited to vaccinations, current first aid certification, completed professional placement training via Queensland Health)

Further details regarding your portfolio assessment task are available on the ALLH11010 Skills for Allied Health Assistants Moodle page, located under the 'Assessment' tab.

### Assessment Due Date

This portfolio assessment task should be completed by Friday 28th February 2020

### Return Date to Students

All assessment tasks will be returned within 2 weeks of the original submission, in accordance with CQUniversity policy

### Weighting

Pass/Fail

### Minimum mark or grade

This is a Pass/Fail assessment task.

### Assessment Criteria

You will be assessed against the following performance criteria:

- All necessary evidence has been provided
- All evidence meets required standards
- All evidence is presented in an appropriate manner including consistent formatting, layout and structure

## Referencing Style

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

## Submission

Online

## Submission Instructions

All assessment tasks will be returned within 2 weeks of the original submission, in accordance with CQUniversity policy

## Learning Outcomes Assessed

- Reflect upon the scope of practice of an Allied Health Assistant
- Develop a portfolio of documents relevant for the attainment of the vocational award of Certificate III in Allied Health Assistance.

## Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy

# 3 Practical Assessment

## Assessment Type

Practical Assessment

## Task Description

You will be required to attend a compulsory 3 day residential school where you will be required to demonstrate competency across all VET requirements for the Certificate III in Allied Health Assistance, as detailed below:

- Elements and performance criteria
- Performance evidence
- Knowledge evidence
- Assessment requirements

This assessment will be performed by an externally qualified VET assessor.

Further details regarding your practical assessment are available on the ALLH11010 Skills for Allied Health Assistants Moodle page, located under the 'Residential School' tab.

## Assessment Due Date

Week 9 Monday (20 Jan 2020) 9:00 am AEST

Your compulsory residential school is scheduled from Monday 13th January - Wednesday 15th January 2020

## Return Date to Students

Week 11 Monday (3 Feb 2020)

All assessment tasks will be returned within 2 weeks of the original submission, in accordance with CQUniversity policy

## Weighting

Pass/Fail

## Minimum mark or grade

This is a Pass/Fail assessment task.

## Assessment Criteria

During your residential school, you will be assessed against the performance criteria contained within the following units of the Certificate III in Allied Health Assistance VET award:

- BSBMED301 Interpret and apply medical terminology appropriately
- CHCCCS010 Maintaining a high standard of care
- CHCCOM005 Communicate and work in health or community services
- CHCHIV001 Work with diverse people
- CHCCCS002 Assist with Movement
- CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety
- HLTAHA001 Assist with an allied health program
- HLTAAP001 Recognise healthy body systems
- HLTINF001 Comply with infection prevention and control policies and procedures
- HLTWHO001 Participate in workplace health and safety



**Referencing Style**

- [American Psychological Association 6th Edition \(APA 6th edition\)](#)

**Submission**

Online

**Submission Instructions**

Please submit (via Moodle) all completed documents in word format (doc. or docx.)

**Learning Outcomes Assessed**

- Behave professionally and ethically within an Allied Health setting
- Demonstrate skills and competencies typical of an Allied Health Assistant

**Graduate Attributes**

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Team Work
- Ethical practice

## Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the [Student Academic Integrity Policy and Procedure](#). This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

### What is a breach of academic integrity?

A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

### Why is academic integrity important?

A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

### Where can I get assistance?

For academic advice and guidance, the [Academic Learning Centre \(ALC\)](#) can support you in becoming confident in completing assessments with integrity and of high standard.

### What can you do to act with integrity?



#### Be Honest

If your assessment task is done by someone else, it would be dishonest of you to claim it as your own



#### Seek Help

If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)



#### Produce Original Work

Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem