



HAILER
TRAINING
HEALTH & RAIL TRAINING

HAILER TRAINING
HLTAID001
PROVIDE CPR
STUDENT WORK BOOK

CONGRATULATIONS ON YOUR ENROLMENT IN CPR TRAINING!

Dear Participant

This Activity book contains 49 questions and several practical activities. Please Note, you must complete at least 90% of these questions before attending your course. Please DO NOT complete practical activities, these activities will be completed during training course. IF QUESTIONS ARE NOT ATTEMPTED YOU WILL NOT BE ALLOWED ENTRY TO THE COURSE. YOU SHOULD ALLOW YOURSELF 2-3 HOURS OF STUDY TIME. On the day of course, work book is to be presented to your trainer on entry and checked off before you can enter the course. If you fail to complete the activity book you will not be given access to the course and no refund will be issued. If you still would like to complete the course, you will need to pay a re-booking fee (in this case full course fee) to re-sit the course. You MUST also bring along at least one form of Photo ID (if you do not have photo ID, you MUST bring your original copy of your Birth Certificate.) Any Course re- bookings will attract a re-booking fee (in this case full course fee) unless cancellation or changes are made 2 days before the course date. Please be sure to take care of your course materials as they will only be issued once with every booking. To receive another set there will be a \$15 fee. A Session plan is on page 7 this will give you an idea of how the day will progress.

Hailer Training Satisfactory/Not Yet Satisfactory Procedures.

After successfully completing the Student work book and the practical element of the course, attendee must complete and pass a written exam to achieve the CPR Statement of Attainment.

Written Examination – All Attempts x 3

The pass score is 10/10 (100%).

Note: Should the attendee need another try after being unsuccessful three times. The attendee then must pay \$49 to re-sit the whole practical session and the written examination.

Assessments required to gain CPR Statement of Attainment

1. Work Book with questions.
2. Practical Competency.
3. Multiple Choice Questionnaire

Please remember to be at your selected venue 15 minutes prior to the commencement of the course.

NOTES:

STUDENT WORKBOOK

RTO TO RETAIN AS EVIDENCE OF TRAINING AND COMPETENCY

Learner Details'	Trainer Details:
Name:	Trainer Name:
Contact Number:	Contact Number:
Email:	Email:
Training Location:	Date of Training:
Students Signature:	Accepting Trainer's Signature:

REVIEW LOG

Version Number	Date Updated	Details of Updates
Version 1 Created October, 2013	Version 2 November 2014	Training package update

Training Package: Health Training Package HLT07

Qualification: Statement of Attainment

Unit/s of Competency: HLTAID001 Provide CPR

Lecturer Contact:

Pre Co Requisites NIL

Delivery Method: Local Class-Teacher Directed Max No: 20 per class

Assessment Method: **Tool 1: Student Work book**

Tool 2: Scenario based simulated application of CPR & AED

Tool 3: Multiple Choice Quiz

Matrix

Elements of Competency/ Performance Criteria	Assessment Tool	Description
1. Respond in an emergency situation.	Workbook Practical Activities & Scenario Multiple choice Questionnaire	<ul style="list-style-type: none"> ✓ Role plays. ✓ Questionnaires in workbooks and activity sheets related to subject.
2. Apply appropriate first aid procedures.	Workbook Practical Activities & Scenario Multiple choice Questionnaire	<ul style="list-style-type: none"> ✓ Role plays. ✓ Questionnaires in workbooks and activity sheets related to subject.
3. Communicate details of the incident	Workbook Practical Activities & Scenario Multiple choice Questionnaire	<ul style="list-style-type: none"> ✓ Role plays. ✓ Questionnaires in workbooks and activity sheets related to subject.

Assessment Environment: Assessment will take place at various locations to be determined.

Any resources required will be supplied to the students before commencement of the unit of study. All handouts will be provided on the day

Resources:

Session Plan

Completed in conjunction with the Knowledge Book and Student Workbook (Pre reading)

TIME:	DURATION	ESSENTIAL KNOWLEDGE
0900	15mins	Introduction- Housekeeping, run of day and assessment tasks
0915	15mins	Hazard, incidents, Infection Control, Consent, Chain of survival & Debriefing issues
0930	15mins	Watch CPR & AED Video
1000	30	Airway and Recovery position- practice and assess in groups of 2
1030	15mins	Demonstration Infant CPR and Child AED application on Child Demonstration by trainer and assistance with learning
1045	30mins	Practice on Manikins' and AED Adult and infant in nominated groups
1115	10mins	Short Break
1125	25mins	CPR Quiz and then marking of same
1150	70mins	Scenario DRSABCD assessments 2 min of each adult and Infant in an environment conducive to each student. Students will be placed in groups according to their work or needs analysis which will be ascertained on the enrolment form
1300		Close of Day

24. If casualty is conscious, what information may the casualty want to know from the first aider to feel at ease?
25. Why must you ask the casualty for consent before you begin treatment?
26. Can the guardian of a child provide consent to begin first aid treatment?
27. What are the stages of the DRSABCD action plan?
28. What is an AED?
29. When would you not use an AED?
30. Why do we maintain personal hygiene/infection control in first aid?
31. Where could you find information on first aid management of injury or illness?

32. Who could you seek assistance from if you are attempting to administer first aid in the workplace?
33. Why is important for a first aider to debrief and who could they go to for assistance?
34. Where can personnel find information on how to operate first aid equipment?
35. Why might you need to move a casualty?
36. What signs of life, need to be monitored during first aid management?
37. Why is it so important to constantly monitor the signs of life?
38. What assistance may need to be provided to medical personnel once you have handed the casualty over to them?
39. What are the two main reasons for ensuring the first aid equipment is recovered, cleaned, inspected/tested, stored, restocked and resupplied?

40. How should you talk to the emergency telephone operator?

41. What details needs to be provided to the emergency operator?

42. List 3 examples of documentation that may need to be completed after first aid treatment has finished?

43. List 5 casualty details that should be recorded when taking incident notes or writing a report?

44. When should first aid documentation be completed?

45. What details may be included in the first aid report?

46. Can the details' of the casualty and any medical information be shared with others who are not directly involved in the first aid treatment, reporting or continuing treatment of the casualty?

47. If a casualty's is experiencing breathing difficulties, this may indicate the airway is compromised what position do they need to be moved into?

48. When should CPR and attempts at revival cease on a casualty?

49. You find a casualty slumped forward in the front seat of a car; the casualty is not breathing what could this indicate?

Practical Scenario and Activities

Activity 1 Hazard Identification and Elimination		Competency Witnessed by Trainer
1. Recognise, Identify, assess and manage and minimise hazards in an emergency situation determined by your trainer, this will be according to your workplace requirements.		
a) Demonstrate to the trainer how to check and incident area for hazards and list any hazards you find in the space provided		
b) Determine appropriate risk control or elimination strategies for any identified hazards and document these in the space provided		
c) Provide a reason why you think the elimination strategy is appropriate in the space provided		
d) Access emergency response services		

Identified hazards	Elimination Strategy	This strategy is appropriate because:

CPR Practical Activity 2

2 Apply appropriate first aid procedures

NO		Action	Competent	NYC
A	D	Any Dangers?		
B	R	IS CASUALTY RESPONSIVE? First Aider obtains consent if possible		
C		Can You Hear me		
D		Open your eyes		
E		What's your name		
F		Squeeze my hand		
G		Recognise unresponsive, unconscious casualty		
H		First aider displays respectful behaviour towards casualty		
I	S	SEND FOR HELP		
J		Verbalising calling for emergency services and ETA		
K	A	OPEN THE CASUALTIES AIRWAY		
L		Demonstrate tilting patients head back and lifting chin upwards		
M		Demonstrate the clearing of a compromised airway including placing patient in the recovery position and 2 finger sweep of the mouth		
N	B	NORMAL BREATHING		
O		Demonstrate Look, Listen and Feel for normal breathing		
P		If normal breathing place in recovery position, makes casualty as comfortable as possible		
Q		If not breathing or abnormal breathing commence CPR		
R	C	COMMENCE CARDIAC COMPRESSIONS		
S		Demonstrate effective cardiac compression technique and rescue breathing 30:2 for 4 minutes continuous on each manikin		Child Adult
T		Demonstrate correct compression timing		
U		Demonstrate correct compression hand placement and depth		
V		Demonstrate effective rescue breaths, full head tilt with pistol grip		
W		Check for casualty's rise and fall of chest during rescue breaths		
X	D	ATTACH DEFIBRILLATOR (AED)		
Y		Application of AED variations regarding Adults, Children and Infants, operates equipment according to manufacturer's instructions		
Z		Check casualty for any other injuries as demonstrated and monitor condition and conduct a secondary survey		
AA		Handover to emergency services, accurately		
AB		Debrief with emergency services or other first aider's		
		OVERALL CPR COMPETENCY ACHIEVED		
		SIGNATURE OF TRAINER		
		Comments:		

Multiple Choice Answer Sheet

Please answer all questions by placing a circle around the correct response.

1. A B C D E

2. A B C D E

3. A B C D E

4. A B C D E

5.

6. A B C D E

7. A B C D E

8. A B C D E

9. A B C D E

10. A B C D E

Overall Written Competency: Satisfactory Not Satisfactory

SCORE: /10