

Mayfield Education

General

HLTINFCOV001 – Comply with infection prevention and control policies and procedures

| Program Code | Start Date | Program Length | Campus | Study Mode | Contact |
|---------------------|----------------------------|------------------------|-------------------------------|-------------------|----------------|
| HLTINFCOV001 | Available now – self paced | approximate 3-6 months | Online & workplace assessment | Online | (03) 9822 7644 |

This Nationally recognised unit describes the skills and knowledge required to follow organisational infection prevention and control procedures, including implementing standard and transmission-based precautions and responding to infection risks. This unit applies to any customer-facing worker who is eligible to work or volunteer in Victoria, irrespective of their citizenship or residency status with priority given to those working in retail, food handling and transport and logistics.

1. Follow standard and additional precautions for infection prevention and control
2. Identify infection hazards and assess risks
3. Follow procedures for managing risks associated with specific hazards

As part of the course you will be required to perform:

- hand hygiene and care of hand
- use of personal protective equipment
- handling of waste
- enforcing clean and contaminated zones
- limitation of contamination
- surface cleaning

Skills will be demonstrated and assessed in the workplace.

First Aid & CPR-Short Course

| Program Code | Start Date | Program Length | Campus | Study Mode | Contact |
|-----------------------|-------------------------|-----------------------|-----------------------------|-------------------|----------------|
| HLTAID001 / HLTAID003 | Expressions of Interest | 1 or 2 days | Mayfield Education Hawthorn | Part Time | (03) 9882 7644 |

This half day Cardio Pulmonary Resuscitation (CRP) program or 2 day First Aid and CPR program enables you to assist at the scene of incidents until such time as professional help arrives. This course is ideal for allocated Work Health and Safety Officers and health care professionals who require an update in the latest accredited qualification. This course is also available for those undertaking an update or for members of the public who have not undertaken this training previously.

Medical Terminology (BSBMED301)

Mayfield Education

General

| Program Code | Start Date | Program Length | Campus | Study Mode | Contact |
|--------------|---------------------------------|----------------|-----------------------------|------------------------------------|----------------|
| BSBMED301 | Distance Education/Face-to-Face | 1 month | Mayfield Education Hawthorn | Distance Education Or Face-to-Face | (03) 9882 7644 |

This nationally recognised course prepares you for work or study in health care. The course provides an introduction to medical terminology, anatomy and physiology and other health related topics. You will develop an understanding of medical terminology applicable to a range of workplaces in an exciting format. This course is essential for personnel who need to know medical terminology including hospital ward clerks, secretaries, receptionists, claims officers, interpreters, court reporters, pathology, mortuary staff and insurance agencies. It is also helpful for those wishing to take up studies in a health profession.

Certificate III in Pathology Collection (HLT37215)

| Program Code | Start Date | Program Length | Campus | Study Mode | Contact |
|--------------|---------------|------------------------------------|-----------------------------|------------------------------------|----------------|
| HLT37215 | 30 April 2020 | 12 months including work placement | Mayfield Education Hawthorn | Blended Method (1 day fortnightly) | (03) 9882 7644 |

The course aims to: provide a specialised course of instruction for you to undertake work as a pathology collector in a Pathology Collection Department. To prepare you to work as a competent, reliable member of the health care team under the guidance and supervision of appropriate managers. **Course Objectives** At the completion of the course, and having fulfilled all course requirements, you should be able to:

- Assist in maintaining a safe working environment based on knowledge of physical, chemical, biological and ergonomic hazards related to the pathology department;
- Demonstrate skills in the identification, handling and maintenance of general and specialised equipment and instruments used in specific pathology and diagnostic tests and procedures;
- Work as part of the pathology department team in accordance with hospital/clinic and departmental policies, procedures and guidelines to ensure optimal patient and staff safety.