



CATAPULT

CHCAGE013

Work effectively in aged care

Table of Contents (Extract)

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<https://catapultlearning.com.au/product/CHCAGE013/>

Trainer/assessor guide

CHCAGE013

Work effectively in aged care

Welcome to this unit of study

This unit describes the skills and knowledge required to provide responses to enquiries from potential users of records, using relevant processes to access and provide information about records according to organisational policies and procedures.

The unit applies to individuals who use a range of organisational and analytical techniques in working with an organisation's business and records systems.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Meet job role requirements	5
Identify own job role requirements from reading position description	5
Discuss own job role requirements with supervisor to clarify and confirm job role scope and expectations	8
Recognise and refer work tasks outside own job role scope to appropriate person according to organisational reporting policies and procedures	9
Check your understanding	11
Topic 2: Work within organisational requirements.....	13
Comply with professional conduct requirements	13
Comply with legal and human rights framework requirements relevant to aged care work.....	16
Communicate and cooperate with interdisciplinary team members	20
Use digital technology to access and share workplace information.....	23
Check your understanding	25
Topic 3: Work within an aged care context.....	27
Read individualised plans to identify tasks	27
Use person-centred communication techniques when carrying out work tasks.....	30
Seek consent from the person, their family, carer or others identified by the person before commencing care activities.....	32
Recognise signs of abuse and report according to organisational policies and procedures.....	33
Record, maintain and store workplace information according to organisational record keeping procedures, and privacy and confidentiality requirements	39
Check your understanding	41
Topic 4: Implement self-care strategies	43
Monitor own stress level when working with people receiving care	43
Use self-care strategies and seek support if required according to organisational policies and procedures	45
Check your understanding	47
Topic 5: Additional learning	49
Key philosophies and concepts.....	49
Industry context; funding and accreditation systems.....	51
Psychosocial disability.....	52
Risk assessment framework.....	53
References.....	54
Assessment workbook.....	57
Unit information.....	59
What is competency-based assessment?	60
How will my competency be assessed?	61
Assessment agreement.....	62
Foundation skills checklist	63

Skills recognition	64
Topic 1: Meet job role requirements	65
Topic 2: Work within organisational requirements	66
Topic 3: Work within an aged care context.....	67
Topic 4: Implement self-care strategies	68
Knowledge questions	69
Topic 1: Meet job role requirements	71
Topic 2: Work within organisational requirements	77
Topic 3: Work within an aged care context.....	90
Topic 4: Implement self-care strategies	103
Topic 5: Specific knowledge questions	106
Project	112
Practical assessment	115
Overview	115
Instructions for the learner.....	117
Learner agreement	118
Instructions for trainer/assessor or third party	119
Third party evidence collection agreement	120
Practical demonstration	121
Simulations.....	122
Completion record	135
Unit mapping	136
Trainer/assessor instructions and requirements	141

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Meet job role requirements
- » Work within organisational requirements
- » Work within an aged care context
- » Implement self-care strategies
- » Additional learning

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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