South Western Sydney Centre for Education and Workforce Development

Adult Cannulation & Venepuncture Participants’ Information Handbook
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Introduction

This handbook provides SWSLHD participants with information on the following topics in relation to the Adult Cannulation and Venepuncture course:

1. Course Structure
2. The Dual Assessment Pathway Strategy
   a. RTO Assessment Pathway Information
   b. SWSCEWD Assessment Pathway Information
3. Part 1: Completion of Theoretical Assessment Workbook
4. Part 2: Attendance at the Face to Face class
5. Part 3: Completing the Clinical Skills Assessment Workbook (CSAB), submission on time, assessment and certification.
6. Extension Criteria
7. Recognition of Prior Learning

Course Structure

The Adult Cannulation and Venepuncture Pathology Skillset comprises of three (3) parts:

1. **Part 1:** Completion of Theoretical Assessment Workbook
2. **Part 2:** Attendance at the face to face (F2F) class
3. **Part 3:** Completing the Clinical Skills Assessment Workbook (CSAB), submission on time, assessment and certification.

**Note:**
- Completion of all steps in each of these 3 parts is compulsory.
- Staff who turn up to the face to face class without completing Part 1 of the program, will not be permitted to attend the class.

The Dual Assessment Pathway Strategy

In SWSLHD, SWSCEWD presents flexibility to its staff by offering a Dual Assessment Pathway (DAP) in relation to the nationally recognised courses. The DAP allows participants to complete the course by attaining a standard certificate of attendance or a nationally recognised Statement of Attainment. The two Assessment Pathways are:

1. The Registered Training Organisation (RTO) Assessment Pathway; or
2. The SWSCEWD Assessment Pathway

The DAP strategy is only applicable to standalone units of competence or skillset such as the Pathology Skillset (Adult Cannulation and Venepuncture course).

The course educator will inform the participants of the two (2) options during the face to face course. The participants must select the appropriate pathway at the end of the face to face class and inform the educator of their decision. Details under each pathway are provided on following pages.
# RTO Assessment Pathway Information

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Information</th>
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<tbody>
<tr>
<td><strong>Face to Face Hours</strong></td>
<td>2.5 hours - includes course theory and practical demonstration and hands-on activities to practice the skills.</td>
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</table>
| **Assessment Requirements**             | • peripheral venous cannulations on a minimum of three (3) different adult clients, monitored one (1) cannula in-situ and one (1) safely removed cannula and  
• twenty (20) venepunctures on different people, comprising of adults of various ages, where at least ten (10) are using the vacutainer system |
| **Observation Requirements**            | • Observation must be conducted by a workplace assessor who is able to demonstrate competence in applying the required knowledge and skills successfully  
• The participant must complete all 20 venepuncture assessments in the workplace.  
• All 20 assessments must be observed by a workplace assessor who is able to demonstrate competence in applying the required knowledge and skills successfully. |
| **Course option**                       | Participant must complete all 3 Units of Competencies (UOCS) to attain Cannulation and Venepuncture (Pathology) skillset.            |
|                                        | These UOCs are:                                                                                                                         |
|                                        | 1. HLTPAT001 Identify and respond to clinical risks in pathology collection  
2. HLTPAT002 Perform venous blood collection  
3. HLTHPS009 Perform peripheral intravenous cannulation |
| **Timeframe to complete all assessment requirements** | 2 months from the date of the face to face class attended by the participant |
| **Extension**                           | Applicable in extenuating circumstances only. Refer to the Extension section (page 7) for details. Extension must be formally granted by the course educator. |
| **Certification**                       | Nationally Recognised Statement of Attainment                                                                                           |
| **What happens if not completed within stipulated timeframe** | Participant will be marked as ‘Withdrawn after commencement’ in the nationally recognised units of competency and the participant has to complete all parts of the program again to gain nationally recognised competence. |
| **Validity**                            | Participant is able to practice these skills across NSW Health                                                                         |
## SWSCEWD Assessment Pathway Information

<table>
<thead>
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</tr>
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<tr>
<td><strong>Face to Face Hours</strong></td>
<td>2.5 hours - includes course theory and practical demonstration and hands-on activities to practice the skills.</td>
</tr>
</tbody>
</table>
| **Assessment Requirements** | • peripheral venous cannulations on a minimum of three (3) different adult clients, monitored one (1) cannula in-situ and one (1) safely removed cannula and  
• five (5) venepunctures on different people, comprising of adults of various ages, where at least three (3) are using the vacutainer system |
| **Observation Requirements** | • Observation must be conducted by a workplace assessor who is able to demonstrate competence in applying the required knowledge and skills successfully  
• The participant is permitted to complete all five (5) venepuncture assessments in the workplace.  
• All five (5) assessments must be observed by a workplace assessor who is able to demonstrate competence in applying the required knowledge and skills successfully.  
• If the participant is unable to complete the five (5) venepuncture assessments in the workplace, then they must contact the course educator for assistance. |
| **Course option**         | Participant can complete the course with one of the following three (3) options:  
1. Cannulation Only; or  
2. Venepuncture Only; or  
3. Cannulation & Venepuncture |
| **Timeframe to complete all assessment requirements** | 2 months from the date of the face to face class attended by the participant |
| **Extension**             | Applicable in extenuating circumstances only. Refer to the Extension section (page 7) for details. Extension must be formally granted by the course educator. |
| **Certification**         | SWSCEWD Certificate of Competence through HETI Online. |
| **What happens if not completed within stipulated timeframe** | Participant will be marked as ‘Withdrawn after commencement’ in the class and the participant has to complete all parts of the program again to gain SWSCEWD competence. |
| **Validity**             | Participant is able to practice these skills across SWSLHD only. |
Part 1: Completion of Theoretical Assessment Workbook

1. Application, Approval, Enrolment

   | Staff apply for CSK12199 | Managers Approve | Staff enrolled |

2. Upon enrolment, a SWSCEWD administration officer will email the Theoretical Assessment Workbook to the applicant.

3. The applicant has **three (3) weeks** from the email date to complete the Theoretical Assessment Workbook to SWSCEWD at CEWD.SWSLHD@sswhs.nsw.gov.au

4. Extensions are not granted in Part 1 of the program

5. If the Theoretical Workbook is not received by SWSCEWD within the three (3) weeks, at the end of the three (3) weeks, the applicant will be unenrolled from the class by SWSCEWD.

6. The applicant will not be permitted to attend the course on the day if they turn up without submitting the Theoretical Workbook.

Part 2: Attendance at the face to Face (F2F) class

1. Only applicants who have completed and submitted the Theoretical Workbook can attend the face to face class.

2. The F2F class runs for 2.5 hours which includes course theory and practical demonstration where the participants will be instructed and have the opportunity to practice cannulation and venepuncture skills under direct supervision of trained assessors in a simulated environment.

3. Attendance in the F2F class is not sufficient to gain competence. Participants must complete and be successful in all three (3) parts of the program to be deemed competent irrespective of their pathway preference.

4. Depending on the assessment pathway they have selected, the Clinical Skills Assessment Book (CSAB) will be emailed to the participants who attend the face to face class. Participants have 2 months from the class date to complete the CSAB and submit it to SWSCEWD.

5. The completed CSAB must be submitted to SWSCEWD electronically at: CEWD.SWSLHD@sswhs.nsw.gov.au

6. The workplace assessor must indicate all successful and unsuccessful attempts in the Clinical Skills Assessment Book.

7. **Workplace Assessments and Observations:**
   - Workplace observation must be conducted by a workplace assessor who is able to demonstrate competence in applying the required knowledge and skills successfully
   - The participant is permitted to complete all 20 venepuncture assessments in the workplace.
All 20 assessments must be observed by a workplace assessor who is able to demonstrate competence in applying the required knowledge and skills successfully.

If the participant is unable to complete the 20 venepuncture assessments in the workplace, then

**Part 3: Completing the Clinical Skills Assessment Workbook (CSAB), submission on time, assessment and certification**

1. Once the completed CSAB is received by SWSCWEWD, the course educator will assess the submission and deem the participant competent/not competent in the relevant pathway.

2. Participants who are not competent will be informed of the outcome. These participants must complete all parts of the program again to gain certification in either pathway.

3. Participants who fail to submit the CSAB within the stipulated timeframe will be marked as ‘withdrawn after commencement’ from the course and will be required to complete all parts of the program again.

4. Participants may disagree with an assessment decision. If so, they can lodge an assessment appeal as described in the section on complaints and appeals in the NSW Health RTO Participant Handbook emailed along with this booklet.

5. Depending on the selected pathway, participants who are deemed competent will be issued with a nationally recognised Statement of Attainment or a standard certificate through HETI Online. In case of the RTO Assessment Pathway, participants will be required to complete their Unique Student Identifier (USI) and AVETMISS information in HETI Online. SWSCWEWD administration services will inform the participants of this requirement at that stage.

**Extension Guidelines**

1. Extension is not granted in Parts 1 & 2 of the course.

2. Extension may be granted in Part 3 for participants who have been unwell or have had extenuating circumstances beyond their control that made it impossible for them to complete the CSAB within the 2 month timeframe.

3. Participants must email SWSCWEWD at CEWD.SWSLHD@sswahs.nsw.gov.au to request for an extension.

4. Participants may be required to provide evidence of the extenuating circumstances prior to the extension being granted.

5. A maximum of one month extension will be granted in most requests. A longer extension period may be granted in exceptional situations. This will be at the discretion of the SWSCWEWD Educator.

6. The participant has to submit the CSAB to SWSCWEWD before the end of the extension period.

7. Further extensions will not be granted.

8. Participants failing to submit the CSAB at the end of the extension period will be marked as ‘withdrawn after commencement’ from the course. They will have to complete all parts of the program again to gain competence in the skillset.

**Recognition of Prior Learning**

SWSLHD employees may be eligible to apply for Recognition of Prior Learning (RPL) for the Adult Cannulation and Venepuncture course if they have completed the course previously in SWSLHD or in another district. This section explains the Recognition pathways that may be suitable for SWSLHD
employees. The Recognition Pathways follow similar rationale to the Dual Assessment Pathways – SWSCEWD Certification or RTO Certification.

**SWSCEWD Certification Pathway:**

- If a SWSLHD employee has completed the Adult Cannulation & Venepuncture course in the old SWSAHS, then they may be eligible for the SWSLHD District Certification. The employee is not eligible for the current RTO Certification.

- If a SWSLHD employee has completed the Adult Cannulation & Venepuncture course in another LHD/AHS, then they may be eligible for the SWSLHD District Certification. The employee is not eligible for the current RTO Certification.

- In both circumstances, the employee must complete the RPL assessment workbook and provide evidence of relevant skills and knowledge to gain the SWSLHD Certification.

**RTO Certification Pathway:**

- If a SWSLHD employee has completed the older versions of the Adult Cannulation & Venepuncture course Units of Competency in the old SWSAHS or any other AHS/LHD/External Organisation, then they may be eligible for the RTO Certification through SWSLHD.

- The employee must complete the RTO RPL Assessment Workbook and provide evidence of relevant skills and knowledge to gain the current RTO Certification.
Workflow

- Staff apply into CSK12199
- Managers approve
- Staff are enrolled

SWSCWD sends the Theoretical Workbook to the applicants

All enrolled applicants attend the F2F class

Relevant CSAB sent to the participants by SWSCWD

Submitted CSAB assessed by SWSCWD

Applicants have 3 weeks to complete and submit the Theoretical book to SWSCWD

Participants have 2 months to complete and submit the CSAB

Those who fail to submit the Theoretical book are unenrolled from the class at the end of 3 weeks.

Participants informed of Dual Assessment Pathway (DAP)

Participants select one of the 2 Pathways:
1. RTO Assessment Pathway; or
2. SWSCWD Assessment Pathway

Those who fail to submit the CSAB on time and do not have formal extensions will be marked 'Withdrawn after commencement' in the course. They have to complete all parts of the program again to gain competence.

RTO Pathway:
- Competent participants must complete the USI & AVETMISS information in HETI Online.
- Statement of Attainment will be issued only after this information is completed.

SWSCWD Pathway:
- Competent participants will be marked as having completed the SWSCWD Assessment Pathway in HETI Online.
- They can access the certificate from their learning history in HETI Online.

Contact Information

Telephone: 8738 5920
Email: CEWD.SWSLHD@ss wahs.nsw.gov.au

All correspondence should be emailed to SWSCWD mailbox for prompt action.