



## **Authorised Person - Training Program Outline**

### **1. Training Program Summary**

- First Aid Certificate Completion
- CHCAOD6C Element 1 (whole Unit optional)
- Volatile Substance Abuse Prevention Legislation and
- Inhalant Education / information

This five day Training Program is aligned with CHC30802 Certificate III in Community Services (Alcohol and Other Drugs).

### **2. Course Requirements**

#### **2.1 CHCAOD6C Element 1 - Completion**

This Element relates to working with alcohol and/or other drug-affected clients in a range of settings including the community, night patrols and sobering up shelters and includes:

- Substance Use (including Volatile Substance Abuse) effects and symptoms
- Drugs around in the local community
- Protective/risk management strategies
- Strategies for dealing with aggressive clients
- Statutory and organisational requirements (recording & reporting) for dealing with clients affected by alcohol and other drugs
- Other agencies and services provided
- Recent and relevant information on alcohol and other drugs issues
- Concurrent medical illnesses which may mimic/mask withdrawal
- Conflict resolution
- Negotiation
- Self-protection
- Communication with intoxicated people

#### **2.2 Senior First Aid Certificate - Completion**

This unit of competency deals with the provision of essential First Aid - recognising and responding to an emergency using basic life support measures. The First Aider is not expected to deal with complex casualties or incidents, but to provide an initial response where First Aid is required and includes:

- Poisoning and toxic substances
- Respiratory management of asthma and/or choking
- Shock
- Smoke inhalation
- Soft tissue injuries including sprains, strains, dislocations
- Substance abuse - including drugs
- Unconsciousness including not breathing and no pulse
- Environmental conditions such as hypothermia, dehydration, heat stroke



- Epilepsy, diabetes, asthma and other medical conditions
- Abdominal injuries, Allergic reactions, Bleeding
- Burns - thermal, chemical, friction, electrical
- Cardiac conditions, Chemical contamination
- Cold injuries, Crush injuries, Dislocations
- Envenomation - snake, spider, insect and marine bites
- Eye injuries, Fractures, Head injuries, Minor skin injuries
- Neck and spinal injuries
- Needle stick injuries

### **3. Access to Frontline Trainers**

It is important that discussions take place with one of the Frontline Trainers about the Course requirements and your study plan. On acceptance of enrolment a Frontline Trainer who has been appointed (Darwin, Alice Springs, Tennant Creek or Katherine) will contact you as your primary educator.

The Frontline Trainer will discuss with you their availability to you during the term of study. Individual phone calls, e-mails, postal communication, video and telephone conferencing are all-available as possible options for you to have contact and educational support during your training. Study options, including self- paced, mixed mode, classroom, workplace delivery of sessions and distance education, are available to any person wishing to complete this study program within the Northern Territory.

### **4. Rights and Responsibilities.**

If students have concerns or difficulties with the study process they may request additional assistance where appropriate. It is students' responsibility to ask for assistance or clarification on any points of study or process. If students have any difficulties with their Frontline Trainer they may contact the Alcohol and Other Drugs Program Frontline Training Manager to discuss issues of concern.

If students consider the assessment process is or has been unfair they must contact the Alcohol and Other Drugs Program Frontline Training Manager as above. If a suitable agreement cannot be reached students have the right to have their concerns considered by an independent and accredited assessor.

Trainers will make every effort to assist students to complete their studies, however, they are expected to accept sole responsibility for managing their study, research and other commitments as well as completing competency requirements in a timely manner.

### **5. Contact**

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