



Australian Government

Department of Education, Employment and Workplace Relations

HLTAH404C Assist with basic foot hygiene

Release: 1

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Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTAH404B Assist with basic foot hygiene	HLTAH404C Assist with basic foot hygiene	ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required to assist with basic foot hygiene under the direction of a podiatrist

Application of the Unit

Application

The application of knowledge and skills described in this competency unit may relate to functions such as providing basic foot hygiene, according to the directions of a podiatrist, including skin and nail care and applying dressings, padding and cushioning

Work performed requires a range of well developed skills where some discretion and judgment is required and individuals will take responsibility for their own outputs

Allied Health Assistants operate within the scope of their defined roles and responsibilities and under supervision of an Allied Health Professional

For training and assessment pathways, experience in workplace application of the skills and knowledge identified in this competency unit should be provided as required to support allied health professions

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Pre-requisite units

- This unit must be assessed after successful achievement of pre-requisite units:
 - HLTAP301B Recognise healthy body systems in a health care context
 - HLTCS305D Assist with client movement
 - HLTAH301C Assist with an allied health program
 - HLTIN302C Process reusable instruments and equipment in health work

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

1. Prepare for *basic foot hygiene*
 - 1.1 Interpret and respond to client Foot Care Plan and occasion of care requirements as prescribed by supervising podiatrist
 - 1.2 Determine *client* availability according to organisation protocols
 - 1.3 Gather necessary *equipment*
 - 1.4 Undertake steps to meet infection control requirements
 - 1.5 Prepare for basic foot hygiene to comply with *legislation, regulatory* and organisation/practice requirements

ELEMENT2. Perform *basic foot hygiene***PERFORMANCE CRITERIA**

- 2.1 Explain to the client the purpose, rationale and requirements of the foot hygiene session
- 2.2 Determine the client's understanding of the purpose, rationale and requirements of each part of the foot hygiene session
- 2.3 Identify any *condition indicating the client is at high risk* that requires podiatrist attention
- 2.4 Assist client in and out of shoes, socks and hosiery where necessary
- 2.5 Correctly position the client prior to foot hygiene session
- 2.6 Implement necessary infection control measures
- 2.7 Perform basic foot hygiene according to the directions of the podiatrist and using appropriate infection control precautions, especially in relation to air borne particles
- 2.8 Apply appropriate *dressings* to any skin breaks which might result from treatment
- 2.9 Provide feedback that reinforces the podiatrist's advice
- 2.10 Identify and manage *client compliance* issues.
- 2.11 Work with client to determine and plan any follow up requirements and dates
- 2.12 Seek assistance when client presents with needs or signs outside limits of own authority
- 2.13 Report client difficulties to the supervising podiatrist

ELEMENT**PERFORMANCE CRITERIA**

3. Apply padding and cushioning as prescribed by the *supervising* podiatrist

- 3.1 Explain to the client the purpose, rationale of the dressing, padding or cushioning
- 3.2 Determine the client's understanding of the purpose, rationale of the dressing, padding or cushioning
- 3.3 Correctly position the client
- 3.4 Implement necessary infection control measures, including disposal of used, padding and cushioning according to infection control protocols
- 3.5 Apply, *padding and cushioning* according to directions of podiatrist
- 3.6 Provide feedback that reinforces the podiatrist's advice
- 3.7 Identify and manage *client compliance* issues.
- 3.8 Work with client to determine and plan any follow up requirements and dates
- 3.9 Seek assistance when client presents with needs or signs outside limits of own authority.
- 3.10 Report client difficulties to the supervising podiatrist

4. Clean and store *equipment*

- 4.1 Collect, handle, manage and dispose of biological waste material according to organisation guidelines and infection control requirements
- 4.2 Prepare equipment for sterilisation according to manufacturer and organisation requirements
- 4.3 Store equipment according to manufacturers requirements and organisation protocols
- 4.4 Report equipment faults to appropriate person

ELEMENT	PERFORMANCE CRITERIA
5. Document <i>client</i> information	<p>5.1 Document occasion of basic foot hygiene according to organisation requirements</p> <p>5.2 Document referral to supervising podiatrist as required</p> <p>5.3 Use appropriate terminology to document symptomatic expression of identified problems</p>
6. Comply with supervisory requirements	<p>6.1 Provide podiatry assistance according to the instruction of treating podiatrist</p> <p>6.2 Provide client progress feedback to the treating podiatrist</p> <p>6.3 Report client difficulties and concerns to the treating podiatrist</p> <p>6.4 Implement variations to the podiatry care according to the advice of the treating podiatrist</p>

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Basic anatomy and physiology of the foot and basic understanding of foot pathology
- Client care plans, goals and limitations of podiatry intervention
- Conditions treated by a podiatrist
- Disease processes relevant to the client group/s
- Infection control protocols
- Medical terminology
- Work health and safety (WHS) policy and procedures
- Pathology of nails
- Principles of aseptic technique

- Principles of foot hygiene
- Privacy and confidentiality requirements
- Record keeping requirements
- Relevant organisation policies and procedures
- Roles, responsibilities and limitations of self and other allied health team members and nursing, medical and other personnel
- Standard precautions
- Structure and functioning of the skin and integuments
- Supervisory and reporting protocols
- The function of medicaments:
 - emollients
 - astringents
 - moisturisers
 - antiseptics

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Consistently apply infection control requirements
- Consistently apply a simple wound dressing
- Consistently apply padding and cushioning to a range of conditions
- Consistently identify foot issues requiring additional podiatry support
- Consistently adhere to supervisory requirements.
- Communicate effectively with clients
- Provide legible, logical and appropriate documentation

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Apply medicaments:
 - emollients
 - astringents
 - moisturisers
 - antiseptics
- Apply time management, personal organisation skills and establishing priorities
- Apply wound dressing for iatrogenic wound
- Communicate effectively with supervisors and co-workers
- Cut and file nails
- Identify pathological nail and skin conditions

- Identify situations and conditions requiring referral to podiatrist
- Identify variations in podiatry conditions
- Maintain accurate records
- Operate within OH&S and infection control requirements
- Safely and effectively use podiatry instruments
- Safely use electrical equipment, including electric drill
- Select and implement basic foot assessment skills
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Undertake activity analysis - breaking activities down into component parts
- Undertake padding processes
- Use effective observation skills
- Work effectively with non-compliant clients
- Work under direct and indirect supervision

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this competency unit:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Observation of workplace performance is essential for assessment of this unit
- Consistency of performance should be demonstrated for a minimum of seven different foot hygiene sessions

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
 - All workers should develop their ability to work in a culturally diverse environment
 - In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
 - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

- Context of and specific resources for assessment:*
- Assessment must be completed in the workplace.
 - Relevant guidelines, standards and procedures
 - Supervision from a podiatrist
 - Resources essential for assessment include:
 - Clients
 - Equipment
 - Documentation

- Methods of assessment:*
- Observation in the work place
 - Written assignments/projects or questioning should be used to assess knowledge
 - Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice
 - Clinical journals, observation and structured clinical examinations
 - Clinical skills involving direct client care are to be assessed initially in a supervised and controlled clinical setting
If successful, subsequent assessments are to be conducted during workplace application under direct supervision

Range Statement

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

Supervision refers to:

- Instructing, advising, and monitoring another person in order to ensure safe and effective performance in carrying out the duties of their position
- The nature of supervision is flexible and may be conducted by various means including:
 - in person
 - through use of electronic communications media such as telephone or video conferencing, where necessary
- Frequency of supervision will be determined by factors such as:
 - the task maturity of the person in that position or clinical placement
 - the need to review and assess client conditions and progress in order to establish or alter treatment plans in case of students and assistants
 - the need to correct and develop non clinical aspects such as time management, organisation requirements, communication skills, and other factors supporting the provision of clinical care and working within a team
- A person under supervision does not require direct (immediate) and continuous personal interaction, but the method and frequency will be determined by factors outlined above

Clients include:

- Clients assessed as low risk by the podiatrist (and may include elderly people)

Settings may include

- Hospitals
- Community health services
- Private practice
- Client homes
- Aged care residential care settings

Basic foot hygiene may include but is not limited to:

- Washing
- Drying
- Applying medicaments
 - emollients
 - astringents
 - moisturisers
 - antiseptics
- Cutting and filing of non pathological nails
- Removal of superficial dead skin material (maceration) interdigitally

Conditions indicating client at high risk include:

- Diabetes
- Peripheral vascular disease
- Peripheral neuropathy
- Immunologically compromised
- Nail pathology and disease
- Dermatological disease

Equipment may include:

- Files
- Clippers
- Scissors
- Forceps
- Gauze applicators
- Personal protective equipment such as eyewear, gloves, masks
- Drill and burr/mandrel/Moore's disc
- Black's file
- Tissue nippers

- Dressings may include:* Simple wound dressings used for skin breaks, cuts and abrasions incurred during performance of foot hygiene such as :
- Sterile gauze
 - Tube gauze
 - Adhesive tape
- Padding and cushioning may include:*
- Tube foam
 - Fleecy web
 - Adhesive felts and foams
 - Hypoallergenic tape
- Clinical standards, guidelines, policies and procedures may include:*
- Clinical standards (state and national)
 - Industry professional bodies
 - Industry standards (state and national)
 - Organisation policy directives
 - Privacy Act
 - Relevant Australian standards:
 - Australian New Zealand Standard AS/NZS 4815
 - Australian Standard AS 4187 - 1998
 - Australian Standard AS 2182 - 1998
 - Infection Control Guidelines for Podiatrists, Australasian Podiatry Council, September 2005
 - Australasian Podiatry Council
 - Australian Podiatry Association (state)
 - Podiatrist Registration Board (state)
 - Medical Records Act
- Client compliance refers to:*
- Ability to follow instructions or suggestions
 - Willingness to follow instructions or suggestions

Information may include:

- Podiatry care plan
- Supervising podiatrist's instructions
- Client record
- Checklists
- Case notes
- Other forms according to procedures of the organisation

Unit Sector(s)

Not Applicable