

Course Mapping Template

Comparison of completed undergraduate subjects with Non Emergency Patient Transport qualifications

Important

Please read the Fact Sheet – *Staff qualifications and equivalency NEPT* before completing this form.

This template has been constructed to assist applicants to map their completed units of study to the minimum qualifications for employment in the Non-Emergency Patient Transport (NEPT) sector. Taking the time to complete this template will assist the Private Hospitals Unit to assess equivalency for employment purposes.

Please complete the table below, providing the necessary detail to support your claim. You must provide supporting evidence of your completed subjects by attaching certified copies of the official transcript of results printed by the institution. A *sample* of how to complete the template has been provided for your reference.

How to complete the template

1. Select the appropriate template for the NEPT role for which you are seeking an assessment of equivalency – either Patient Transport Officer (PTO) or Ambulance Transport Attendant (ATA).
2. Insert the subjects from your course that you have completed (subject code, name and year) on the right hand side of the table and provide a basic description of what that subject involves. Be sure to list **all** of your completed subjects.
3. The left hand column of the template lists the core and elective units for the relevant NEPT qualification. Each of these units has an associated list of *Assessment Requirements* and *Units of Competency* which can be found by clicking on the training unit code (eg. [HLT31115](#) for Patient Transport Officer or [HLT51015](#) for a Diploma of Paramedical Science) and then following the links to each of the core and elective units. Alternatively, go to www.training.gov.au and enter the NEPT course code or the NEPT unit code and follow the links.
4. Once you have read the assessment requirements and the units of competency for the NEPT core subjects and relevant electives, you need to provide further information on the right hand side of the table, highlighting how your studies in that subject match and meet the requirements of any of the NEPT units. One university subject may cover more than one of the NEPT units, and you should note this in your response.
5. Once you have completed the table for each of your completed subjects, sign and date the template, attach a **certified copy** of your official university transcript of results, the letter from your NEPT employer confirming your 400 hours (if applying for Diploma of Paramedicine equivalency) and forward to privatehospitals@dhhs.vic.gov.au

PATIENT TRANSPORT OFFICER (PTO)

Certificate 3 in Non-Emergency Patient Transport (NEPT)		Course of Study	
HLT31115 13 units of competency are required for this qualification, including 8 core units and 5 elective units detailed below:		University	
		Student Name	
Core Units		Completed subjects that cover NEPT units	Outline below how this subject meets equivalency <i>List each subject that you have completed and provide details of how the subject meets the competency units for any of the relevant NEPT units. Add further sheets if required.</i>
CHCCOM005 Communicate and work in health or community services			
CHCDIV001 Work with diverse people			
HLTAAP001 Recognise healthy body systems			
HLTAID003 Provide first aid			
HLTAMB001 Follow procedures for routine safe removal of patient			
HLTAMB014 Transport non-emergency patients under operational conditions			
HLTINF001 Comply with infection prevention and control policies and procedures			
HLTWHS002 Follow safe work practices for direct client care			
Elective Units			
CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety			
CHCLEG001 Work legally and ethically			
HLTAAP002 Confirm physical health status			
HLTAID005 Provide first aid in remote situations			
HLTAID006 Provide advanced first aid			
HLTAID007 Provide advanced resuscitation			
HLTAMB007 Assess and deliver basic clinical care			
HLTAMB011 Manage a routine non-emergency scene			
HLTWHS006 Manage personal stressors in the work environment			
BSBMED301 Interpret and apply medical terminology appropriately			
		Student statement	
		I have completed the NEPT unit HLTAMB014 'Transport non-emergency patients under operational conditions' and have attached a certified copy of my results.	
		Student Signature _____ Date _____	

AMBULANCE TRANSPORT ATTENDANT (ATA)

Diploma of Paramedical Science		Course of Study	
HLT51015 17 units of competency are required for this qualification, including 9 core units and 8 elective units detailed below:		University	
		Student Name	
Core Units		Completed subjects that cover NEPT units	Outline below how this subject meets equivalency
CHCDIV001	Work with diverse people		<i>List each subject that you have completed and provide details of how the subject meets the competency units for any of the relevant NEPT units. Add further sheets if required.</i>
CHCLEG001	Work legally and ethically		
HLTAAP002	Confirm physical health status		
HLTAMB001	Follow procedures for routine safe removal of patient		
HLTAMB008	Assess and deliver standard clinical care		
HLTAMB012	Communicate in complex situations to support health		
HLTINF001	Comply with infection prevention and control policies & procedures		
HLTWHS002	Follow safe work practices for direct client care		
HLTWHS006	Manage personal stressors in the work environment		
Elective Units			
CHCCCS020	Respond effectively to behaviours of concern		
CHCDIV002	Promote Aboriginal and/or Torres Strait Islander cultural safety		
CHCPRP003	Reflect on and improve own professional practice		
HLTAMB002	Implement safe access and egress in an emergency		
HLTAMB003	Transport emergency patients		
HLTAMB010	Manage and coordinate resources for emergency operations		
HLTAMB011	Manage a routine non-emergency scene		
HLTAMB013	Contribute to managing the scene of an emergency		
HLTAMB014	Transport non-emergency patients under operational conditions		
HLTHPS008	Provide clinical mentoring in the work environment		
BSBCOM406	Conduct work within a compliance framework		
BSBFLM303	Contribute to effective workplace relationships		
BSBMED301	Interpret and apply medical terminology appropriately		
BSBWOR203	Work effectively with others		
TAEASS401B	Plan assessment activities and processes		
TAEASS402B	Assess competence		
TAEASS403B	Participate in assessment validation		
TAEDEL301A	Provide work skill instruction		
TAEDEL402A	Plan, organise and facilitate learning in the workplace		
		Student statement	
		I have attached a letter from my current or potential NEPT employer confirming that:	
		<input type="checkbox"/> I have completed at least 400 hours of supervised on road clinical practice experience within the last two years, OR	
		<input type="checkbox"/> on employment, I will be supervised on road by a person who has already completed the 400 hours as above.	
		Student Signature _____ Date _____	

EXAMPLE

Certificate 3 in Non-Emergency Patient Transport		Course of Study	<i>Bachelor of Health Science (Paramedic)</i>
HLT31115 13 units of competency are required for this qualification, including 8 core units and 5 elective units detailed below:	University		<i>Victoria University</i>
	Student Name		<i>Jane Smith</i>
Core Units CHCCOM005 Communicate and work in health or community services CHCDIV001 Work with diverse people HLTAAP001 Recognise healthy body systems HLTAID003 Provide first aid HLTAMB001 Follow procedures for routine safe removal of patient HLTAMB014 Transport non-emergency patients under operational conditions HLTINF001 Comply with infection prevention and control policies and procedures HLTWHS002 Follow safe work practices for direct client care	Completed subjects that cover NEPT units		Outline below how this subject meets equivalency <i>List each subject that you have completed and provide details of how the subject meets the competency units for any of the relevant NEPT units.</i>
	<i>HFB1111 – Professional practice 1</i>		<i>This unit covers pre-hospital, health service and professionalism, medical terminology, verbal and non-verbal communication and effective interpersonal communication, the nature of emotional work and death and dying. The content of this unit corresponds largely with the requirements and learnings of CHCCOM005, as well as elements of CHCLEG001.</i>
	<i>HFB1112 – Paramedic Clinical Practice</i>		<i>This unit introduces students to the basic underpinning knowledge, techniques, skills and equipment related to clinical practice of paramedicine. It covers OH&S and manual handling of patients, infection control, anatomical planes and positions, concepts of basic life support, the arrest patient, wound management, vitals signs and hospital transfer. The content of this unit corresponds with HLTAID003, and HLTINF001.</i>
			Continue for each completed subject.
			Student statement
Elective Units CHCDIV002 Promote Aboriginal and/or Torres Strait Islander cultural safety CHCLEG001 Work legally and ethically HLTAAP002 Confirm physical health status HLTAID005 Provide first aid in remote situations HLTAID006 Provide advanced first aid HLTAID007 Provide advanced resuscitation HLTAMB007 Assess and deliver basic clinical care HLTAMB011 Manage a routine non-emergency scene HLTWHS006 Manage personal stressors in the work environment BSBMED301 Interpret and apply medical terminology appropriately	I have completed the NEPT unit HLTAMB014 'Transport non-emergency patients under operational conditions' and have attached a certified copy of my results.		
	Student Signature _____		Date _____