Workplace Supervisor and Facility Checklist - Infection Control Skill Set

HLTSS00065 Infection Control Skill Set (Retail) and

HLTINFCOV001 Comply with infection prevention and control policies and procedures

To be eligible to enrol in this Skill Set, students need to be employed in a retail setting where they require the skills and knowledge to decrease the risk of and transmission of infection whilst carrying out their daily duties. Practical assessment is completed in the workplace under the supervision of an experienced supervisor.  
This form needs to be submitted prior to the student enrolling in the course. We may seek further clarification from you before approving the student's enrolment.

**SECTION A: Workplace and Supervisor Details**

|  |  |
| --- | --- |
| Workplace Name: |  |
| Brief description of the workplace: |  |
| Supervisor Name |  |
| Position Title |  |
| How long have you been in this position? |  |
| Phone Number: |  |
| Email: |  |
| Best days/time to contact: |  |

**SECTION B: Student Details**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Name** | **Last Name** | **Position** | **Home Address**  **Post Code** | **Workplace Address**  **Post Code** |
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**SECTION C: Workplace Resources Checklist**

Will the student/s have access to the following resources in the workplace?

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Organisational infection prevention and control guidelines |  |  |
| World Health Organisation (WHO) procedure for hand-washing |  |  |
| Choosing and using PPE |  |  |
| Respiratory hygiene and cough etiquette |  |  |
| Environmental and equipment cleaning to control infection |  |  |
| Handling, transporting and processing materials in a manner that controls the spread of infection |  |  |
| Disposal of contaminated waste |  |  |
| Personal protective equipment (such as disposable gloves, apron, masks and eyewear) |  |  |
| Waste and waste disposal equipment |  |  |
| Areas and equipment for cleaning including cleaning signage |  |  |
| Medical equipment relevant to the workplace |  |  |
| Hand washing facilities including sink, soap dispenser, paper towel or air dryer and water based hand cream |  |  |

**SECTION D: Permission to Collect Workplace Evidence**

As part of the assessment evidence for this course, the student is required to video 3 tasks in the workplace. This will require the assistance of the supervisor or could involve other staff members.  
Evidence gathered will include:

* photographs / videos recordings
* policies/procedures and forms/checklists used within the workplace.

**Please note:** These materials will only be used for the purposes of assessment at TAFE NSW. The student is required to maintain confidentiality of the workplace and client details as provided in Student Code of Conduct. TAFE NSW will retain these materials for audit purposes only.

I give permission for the student to gather workplace evidence for the purposes of assessment.

Please contact me to discuss

*I confirm that the information provided on this form is correct.*

|  |  |
| --- | --- |
| Workplace supervisor name: |  |
| Signature: |  |
| Date |  |