

# Combat Medical Attendant



## Skills Maintenance Log Book (SMLB)

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## **Combat Medical Attendant Skills Maintenance Log Book**

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Headquarters Training Command - Army

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# **CONDITIONS OF RELEASE OF THE SKILLS MAINTENANCE LOG BOOKLET**

## **Conditions of Release**

1. This document contains Australian Defence Force information. The following conditions of release apply:
  - a. The recipient is to safeguard the document under the current security rules and regulations in force for the Australian Defence Force and as appropriate to its security classification.
  - b. It **IS NOT** to be used for other than military purposes.
  
2. Copies of the SMLB will be issued to personnel on completion of the Combat Medical Attendant Course - Module One as personal copies. An electronic copy of the SMLB is located in the ASAH website, ALTC. Subsequent addendum will be issued on completion of the next level of training.

## **Security**

3. Appropriate security measures commensurate with the classification level of the SMLB should be observed. Every precaution is to be taken against loss of, or serious damage to the SMLB.

## **Authority for issue**

4. Units conducting training will be issued the SMLB as part of the CMA Course Training Package.

## **Amendments**

5. Amendments to the SMLB are to be completed by the Health Cell TD at Development Group ALTC. Amendments to the SMLB will be promulgated by the Health Cell Team to ASAH for issue with the next level of the Training Continuum requested by training organisations.

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## ABBREVIATIONS/ GLOSSARY

ADF	Australian Defence Force
ADDP	Australian Defence Doctrine Publications
ADFP	Australian Defence Force Publications
AMA	Advanced Medical Assistant
Assessor	An assessor is a person who holds the three assessment competencies from the Certificate IV in Workplace assessment (WPA). These competencies are BSZ401A Plan Assessment, BSZ402A Conduct Assessment and BSZ403A Review Assessment. The assessor may also be an appropriately qualified and credentialed health professional who is deemed a subject matter expert (SME) – MO/NO (or civilian equivalent), CMA qualified one level higher than person being assessed, BMA or an AMA/SMA. An assessor in conjunction with a non-assessor qualified SME may also conduct assessments.
BMA	Basic Medical Assistant
Competency	Refers to the member’s ability to apply knowledge and skill to the standard required in the workplace in a timely manner
CMA	Combat Medical Attendant
Currency	Refers to the recency of the member in undertaking a process.
Direct Supervision	To oversee workers in the performance/execution of tasks by providing advice/guidance/direction in the immediate physical area and in close proximity on a one-to-one/face-to-face basis to enable rapid intervention by the supervisor in respect of the procedure/process.
Erodable skills	Skills that have the potential to diminish or deteriorate over time if not performed or practised on a regular basis.
HD	Health Directive
IAW	In accordance with
Indirect supervision	To oversee workers in the performance/execution of tasks by providing advice/guidance/direction either in person or by a range of communications media in accordance with established ADF policies/protocols.
Invasive procedures	An invasive procedure is one in which the body is "invaded" or entered by a needle, tube, device or scope.
I/V	Intra-venous
MO	Medical Officer
NO	Nursing Officer
PD	Professional Development
SAT	Satisfactory
SMA	Specialist Medical Assistant

SME	Subject Matter Expert
SMLB	Skills Maintenance Log Book
SKA	Skills, knowledge and attitude
UNSAT	Unsatisfactory
WPA	Work Place Assessor

# Section 1

## Introduction

### 1.1 Background

You, as a Combat Medical Attendant (CMA), are an integral part of the AR health care continuum. You form part of the health care team and are required to practise the highest standard of health care within the limits and level of your training and established competencies.

The training you have completed is the foundation for your further development as a CMA in the Army. The skills you have received will now be massaged, honed and improved throughout your career to ensure that your skills develop and you remain current and competent.

### 1.2 Skills Maintenance Logbook

The Skills Maintenance Logbook (SMLB) focuses on the outcomes that a person can actually produce in the workplace. It is an important document, which contains valuable records of the currency of skills as Competent or Not Yet Competent. Defence Health Policy Directive (HPD) 822 'Maintenance of Defence Health Service Personnel Clinical Competency and Currency' underpins the ADF policy on maintaining clinical competency within the Defence Health Service (DHS).

This SMLB is designed to record your currency in the skills, knowledge and attitude (SKA) required of you as a CMA. This Logbook has been designed to meet the requirements of HPD 822 'Maintenance of Defence Health Service Personnel Clinical Competency and Currency' and is a mandatory requirement of your employment in the Army. It also provides you with a mechanism for maintaining a record of Professional Development (PD) activities.

This SMLB is the cornerstone of your employment. At the completion of each level of training, you will be issued a supplement for the SMLB corresponding to that level of the CMA continuum. You will be required to maintain this book throughout your career. As a CMA, you are required to perform skills and procedures within professional, ethical and legal boundaries IAW your Employment Specification.

The performance of CMA duties attracts accountability and responsibility in accordance with the levels of training and experience. Accountability is defined as the state of being answerable for one's decisions and actions. Responsibility relates to the obligation to utilise knowledge and skills to the recognised level of competence. The CMA remains accountable for their actions including those actions taken for which they have not been trained or assessed competent to perform. Accountability cannot be delegated.

## 1.3 Aim of the SMLB

The primary aim of the SMLB is to ensure that the SKAs you have obtained through the CMA training continuum and from on the job experience (OJE) are maintained and kept current throughout your employment as a CMA in the Army.

## 1.4 Purpose

The SMLB is an official account of the skills based competencies demonstrated as a result of your employment as a CMA. Your employment provides you with the opportunity to confirm and maintain the currency of your learning, while recording these experiences to prove that you are current in the tasks you are performing. This record may be used for future employment opportunities and where demonstrated currency is required for eligibility towards attendance on further courses in the CMA training continuum.

## 1.5 Objectives

The objectives of the SMLB are to assist the CMA to:

- apply and consolidate the SKA's taught during CMA training;
- maintain currency in a number of erodable and invasive clinical skills in the ADF health care environment; and
- maintain a record of your professional development.

## 1.6 Outcomes

You are required to:

- maintain currency in various skill based competencies by completing the assessments outlined in this SMLB; and
- maintain a current record of when, where and the outcome of your performance against set skills/knowledge; and
- record professional development opportunities you have undertaken.

## 1.7 Responsibilities

The following section outlines the responsibilities of both the workplace personnel and the CMA in the performance of a CMA's duties.

### **Commander**

Unit Commanders are responsible for:

- determining likely workplace requirements for assessment of competency and meeting currency;

- ensuring that enough assessors are trained and available to meet workplace requirements;
- prioritising access to assessment services;
- ensuring that subject matter experts are available to conduct assessment;
- identifying needs for assessment or supporting requests for assessment;
- making reasonable resources available to support maintenance and undertaking of assessment;
- providing work based opportunities to demonstrate competence;
- liaising with the assessor and the candidate to discuss areas which require further development;
- providing appropriate training and development opportunities;
- ensuring that currency is up to date prior to detachments; and
- ensuring that all areas of the CMA SMLB are current annually and prior to next posting.

### **Supervisor**

The supervisor is to be an appropriately qualified and credentialed health professional. This may be an MO/NO (or civilian equivalent) or a SMA, AMA, BMA or CMA qualified to at least one level above the CMA being supervised. The role of the supervisor is to ensure that the CMA performs their duties with the required supervision in a safe and appropriate manner. The supervisor is responsible for:

- determining likely workplace requirements for assessment;
- ensuring that subject matter specialists are available;
- identifying needs for assessment or supporting requests for assessment;
- making reasonable resources available to support preparation and undertaking of assessment;
- providing work based opportunities to demonstrate competence;
- liaising with the assessor and the candidate to discuss areas which require further development.
- providing appropriate training with adequate exposure time of not less than 14 days and not more than 28 days prior to assessment;
- providing appropriate development opportunities; and
- providing remediation training of not less than 14 days and not more than 28 days if required.

### **Assessors**

Assessment is to be conducted only by an appropriately qualified and experienced assessor. In accordance with the ANTA Standards for Registered Training Organisations, 2001 and ATI 3-11/2002 Individual Assessment, an assessor must have completed the three assessment competencies, BSZ401A Plan Assessment, BSZ402A Conduct Assessment and BSZ403A Review Assessment, which are part of the Certificate IV in Workplace assessment (WPA). Assessment may be conducted by an appropriately qualified and credentialed health professional who is deemed a subject matter expert (SME) – MO/NO (or civilian equivalent), CMA qualified one level higher than person being assessed, BMA or an AMA/SMA. An assessor in conjunction with a non-assessor qualified SME may also conduct assessments. Assessors are responsible for:

- briefing the CMA on what is expected for currency and competency;

- providing the CMA access to a copy of the assessment tool at least 24 hrs prior to the assessment;
- conducting the assessment process in accordance with the Assessment Package;
- ensuring that the assessment of the skill is to the standard required in the workplace;
- ensuring that the collection of evidence and judgement of currency addresses the five dimensions of competency (task skills, task management skills, contingency management skills, job/roll environment skills and the ability to transfer these skills and knowledge to new situations);
- ensuring that the assessment is not narrowly based on tasks but embraces all aspects of workplace performance within an integrated, holistic approach that combines knowledge, understanding, problem solving, technical skills and, where called for within the competency standards, attitudes and ethics;
- ensuring the conduct of assessment is valid and reliable;
- recording and reporting the outcome of the assessment in the SMLB;
- signing the appropriate sections of logbook once currency achieved; and
- archiving of assessments for one year.

### **CMA (Combat Medical Attendant)**

You are responsible for:

- the security of the SMLB;
- ensuring that the location of the SMLB is known at all times so that it can be made available on request;
- identifying appropriate experiences to ensure consolidation of competence;
- obtaining adequate practice prior to assessment;
- identifying timings for assessments and completing all currency/requirements in the logbook;
- seeking and identifying appropriate opportunities for professional development; and
- working within your Employment Specification.

## **1.8 Assessment Requirements**

To maintain currency, you will be assessed on a number of clinical skills. A list of these skills can be found on the Currency Assessment Summary Sheets located in Section 2 – CMA Currency Requirements. Currency requirements necessitate that CMAs be assessed on the performance of certain skills at set intervals (eg 12 mths) and as opportunities arise (therefore may be recorded more frequently). Some of these required skills are highly erodable (eg I/V cannulation) and need to have their currency assessed at regular intervals to ensure that the CMA is still able to perform them. Assessments are to be conducted in the workplace environment. If there are problems meeting the assessment criteria, a simulated workplace environment may need to be generated (eg. maintaining currency in drug dosages).

You will be provided a copy of the assessment checklist prior to conducting the assessment. You will have performed all skill currency assessment requirements with the same criteria as in training. Assessments have been designed to test either the 'fundamentals' of a skill or the 'higher level' required to perform the task. You will not be deemed current in the task(s) until all components of the checklist have been met.

## **Currency/Professional Development/Operational Deployments and Exercises:**

You are required to fill in the appropriate details and request a signature from your supervisor to confirm that the extra development has been undertaken.

### **1.9 Reporting Process**

Once you have completed a skills assessment, details will be recorded on the Currency Assessment Summary Sheet and when completed, the assessment sheet archived by the unit in AD 223 Australian Army Competency Logbook Section 3. You are encouraged to take a copy of the assessment for your records.

Once all skills assessments have been completed for the reporting period, the original copy of the Currency Assessment Summary Sheet is to be placed in your Competency Log Book (AD 223). A copy of the Currency Assessment Summary Sheet is to be maintained within the SMLB and a copy placed in the platoon commander's notebook maintained by the CMA's supervisor. Auditing of logbooks for member's currency is to be conducted by the unit at 6 - 12 monthly intervals and individual results recorded in AD 223 Australian Army Competency Logbook Section 3 to reflect a member's proficiency for readiness purposes. Audit results may be used to comment on the member's 'Individual Readiness'/AIRN compliance and employment proficiency IAW DI(A) OPs 80-1.

### **1.10 Failure to Meet Currency Requirements**

Failure to meet skill currency requirements in the SMLB may have a two-fold effect:

- Firstly, an 'unsatisfactory' result in the performance of certain duties, will result in you being removed from employment of those duties and be unable to deploy until you are reassessed.
- Secondly, you may be subjected to disciplinary action/legal proceedings for actions that you take outside of your skill/knowledge base and Employment specification.

Should a CMA's performance be found 'unsatisfactory' in any assessment, remediation is to occur IAW HPD 822 as follows:

'If a member is unable to demonstrate currency, when assessed against the criteria contained within the log, a period of revision and guided practice of not less than 14 days, or greater than 28 days, is to be arranged within the local area. The member's base or unit may request the assistance of the training establishment in the provision of revision material. On completion of this time the member is to be re-assessed in those elements by an independent assessor. A further failure in those tasks is to result in formal assessment of competency. Until that assessment result is known the member is not to be permitted to independently undertake those clinical functions in which the failure has been recorded.'

'If the member subsequently fails to successfully complete this assessment the parent unit or base is to initiate a request for the withdrawal of the trade qualification or additional skill certification IAW DI(A) PERS 116-1.

Further detail regarding conduct of remediation training or found unsatisfactory after retesting is found in HPD 822.

## **1.11 Loss of Log Book**

Should loss of the SMLB occur, you are to immediately notify your Supervisor who will arrange for the provision of a new SMLB. Where no historical data on previous results of your currency assessments exist, you will be required to be reassessed for currency in those SKAs.

# Section 2

## CMA Currency Requirements

### 2.1 Introduction

Health personnel demonstrate a range of skills during the performance of their work duties. These skills are erodable and can deteriorate if not practiced regularly. Personnel losing their ability to perform these skills has a detrimental effect on the ability of the ADF to provide optimum health service in peacetime and during operations. The following pages outline the currency requirements for CMAs to meet the continued standard required for the job. The frequency of performance is clearly outlined under each skill. It is your responsibility to keep yourself current in your ability to provide health care.

Competency in skills does not necessarily mean currency. You may be competent in performing a particular skill, but have not practised it for many months or even years, yet there will be times when you are called upon to perform those skills again. The CMA needs to have their currency assessed at regular intervals to ensure that they are still proficient in these skills

### 2.2 Currency Assessment – CMA Module 1, Pre-hospital care

The CMA skills that require regular currency assessment for Module 1, Pre-hospital Care are located in the following competencies:

DDDAMEDA212A	Transport patients by road ambulance,
HLTFA2A	Apply advanced first aid, and
HLTAMBCR1A	Deliver Basic Patient Care.

### 2.3 Assessment

All entries on the skills assessment results summary table are to be recorded by the appropriate assessor. You are to ensure that the assessor completes their details and the result of your assessment in your SMLB.

### 2.4 Currency Assessment Summary Sheet

Skills currency assessments are performed at six (6) or twelve (12) monthly intervals. The following Currency Assessment Summary Sheet in this section allow you and your assessor to document the outcomes of the assessments. **Ensure that copies are made prior to assessment to allow for the timeframe prior to attending next the module in the training continuum.** The record of assessment documented in this logbook is the account that you are at job standard.

It is a pre-requisite for progression onto the next level of training for CMA Module 2A that you are current in all skills in this section of the SMLB. Ensure that an assessor

has signed all relevant areas. A supplement covering skills taught at the next level of training will be provided at the completion of that training.

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**CMA MODULE ONE  
CURRENCY ASSESSMENT  
SUMMARY SHEET**

**CMA CURRENCY ASSESSMENT SUMMARY SHEET**

Ass No	Skill	6 Month		12 Month		Comments
		Sat	Unsat	Sat	Unsat	
<b>CMA 1.</b>	<b>Administer parental medications</b>			<input type="checkbox"/>	<input type="checkbox"/>	
12 month	Assessor Signature	PMKeys Number		Date		
<b>CMA 2.</b>	<b>Basic Life Support</b>			<input type="checkbox"/>	<input type="checkbox"/>	
12 month	Assessor Signature	PMKeys Number		Date		
<b>CMA 3.</b>	<b>Emergency response</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6 month	Assessor Signature	PMKeys Number		Date		
12 month	Assessor Signature	PMKeys Number		Date		













