

Mayfield Education

General

First Aid & CPR-Short Course

Program Code	Start Date	Program Length	Campus	Study Mode	Contact
HLTAID001 / HLTAID003	Expressions of Interest	1 or 2 days	Mayfield Education Hawthorn	Part Time	(03) 9882 7644

This half day Cardio Pulmonary Resuscitation (CRP) program or 2 day First Aid and CPR program enables you to assist at the scene of incidents until such time as professional help arrives. This course is ideal for allocated Work Health and Safety Officers and health care professionals who require an update in the latest accredited qualification. This course is also available for those undertaking an update or for members of the public who have not undertaken this training previously.

Medical Terminology (BSBMED301)

Program Code	Start Date	Program Length	Campus	Study Mode	Contact
BSBMED30 1	Distance Educati on/Face-to-Face	1 month	Mayfield Education Hawthorn	Distance Education Or Face-to-Face	(03) 9882 7644

This nationally recognised course prepares you for work or study in health care. The course provides an introduction to medical terminology, anatomy and physiology and other health related topics. You will develop an understanding of medical terminology applicable to a range of workplaces in an exciting format. This course is essential for personnel who need to know medical terminology including hospital ward clerks, secretaries, receptionists, claims officers, interpreters, court reporters, pathology, mortuary staff and insurance agencies. It is also helpful for those wishing to take up studies in a health profession.

Certificate III in Pathology Collection (HLT37215)

Program Code	Start Date	Program Length	Campus	Study Mode	Contact
HLT37215	30 April 2020	12 months including work placement	Mayfield Education Hawthorn	Blended Method (1 day fortnightly)	(03) 9882 7644

The course aims to: provide a specialised course of instruction for you to undertake work as a pathology collector in a Pathology Collection Department. To prepare you to work as a competent, reliable member of the health care team under the guidance and supervision of appropriate managers. **Course Objectives** At the completion of the course, and having fulfilled all course requirements, you should be able to:

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- Assist in maintaining a safe working environment based on knowledge of physical, chemical, biological and ergonomic hazards related to the pathology department;
- Demonstrate skills in the identification, handling and maintenance of general and specialised equipment and instruments used in specific pathology and diagnostic tests and procedures;
- Work as part of the pathology department team in accordance with hospital/clinic and departmental policies, procedures and guidelines to ensure optimal patient and staff safety.