

**HLT111 Allied Health Assistance A****School:** School of Health - Occupational Therapy

2025 | Session 4

UniSC Sunshine Coast  
UniSC Caboolture  
UniSC Fraser Coast

**BLENDED  
LEARNING**

Most of your course is on campus but you may be able to do some components of this course online.

*Please go to [usc.edu.au](http://usc.edu.au) for up to date information on the teaching sessions and campuses where this course is usually offered.*

**1. What is this course about?****1.1. Description**

In this course you will develop introductory skills to work as an Allied Health Assistant. The focus of this course will be on assisting physiotherapists, occupational therapists and speech pathologists. You will learn how to support an allied health practice, implement exercise and therapy programs, manage assistive technology, manage workplace risks and conduct screening tools.

**1.2. How will this course be delivered?**

ACTIVITY	HOURS	BEGINNING WEEK	FREQUENCY
<b>BLENDED LEARNING</b>			
<b>Learning materials</b> – e-modules in Week 2	5hrs	Week 2	Once Only
<b>Learning materials</b> – e-modules	4hrs	Week 5	2 times
<b>Tutorial/Workshop 1</b> – Online interactive workshops. These will be offered as an intensive.	15hrs	Week 2	3 times
<b>Tutorial/Workshop 2</b> – Face-to-face workshop. These will be offered once each week of the 3-week intensive.	2hrs	Week 2	3 times

### 1.3. Course Topics

- Roles and responsibilities of allied health assistants
- Booking appointments and managing diaries
- Augmentative and assistive communication
- Monitoring health status, reporting progress and liaising with health professionals
- Implementing exercise programs
- Implementing daily living skills training
- Implementing a structured therapy program
- Educating in the use of assistive technology
- Managing, maintaining and fitting assistive technology
- Positioning and posture for your clients
- Using screening tools
- Risk management
- Continuing professional development planning

## 2. What level is this course?

100 Level (Introductory)

Engaging with discipline knowledge and skills at foundational level, broad application of knowledge and skills in familiar contexts and with support. Limited or no prerequisites. Normally, associated with the first full-time study year of an undergraduate program.

## 3. What is the unit value of this course?

12 units

## 4. How does this course contribute to my learning?

COURSE LEARNING OUTCOMES		GRADUATE QUALITIES
On successful completion of this course, you should be able to...		Completing these tasks successfully will contribute to you becoming...
1	Demonstrate knowledge in allied health theory and practice	Knowledgeable
2	Implement basic screening tools safely in an occupational and speech therapy and physiotherapy environments.	Empowered
3	Implement therapy programs prescribed by an allied health professional.	Empowered
4	Self-reflect on your learning needs as a future allied health assistant.	Creative and critical thinker
5	Communicate professionally and ethically with clients and other health professionals.	Engaged

## 5. Am I eligible to enrol in this course?

Refer to the [UniSC Glossary of terms](#) for definitions of “pre-requisites, co-requisites and anti-requisites”.

### 5.1. Pre-requisites

Not applicable

### 5.2. Co-requisites

Not applicable

### 5.3. Anti-requisites

Not applicable

#### 5.4. Specific assumed prior knowledge and skills (where applicable)

Not applicable

## 6. How am I going to be assessed?

### 6.1. Grading Scale

Standard Grading (GRD)

High Distinction (HD), Distinction (DN), Credit (CR), Pass (PS), Fail (FL).

### 6.2. Details of early feedback on progress

This course involves an assessment at the end of the first week which will provide you with feedback on your performance on task one.

### 6.3. Assessment tasks

DELIVERY MODE	TASK NO.	ASSESSMENT PRODUCT	INDIVIDUAL OR GROUP	WEIGHTING %	WHAT IS THE DURATION / LENGTH?	WHEN SHOULD I SUBMIT?	WHERE SHOULD I SUBMIT IT?
All	1	Practical / Laboratory Skills	Individual	20%	20 minutes	Week 2	To Supervisor
All	2	Practical / Laboratory Skills	Individual	40%	15 minutes	Week 5	To Supervisor
All	3	Examination - not Centrally Scheduled	Individual	40%	1 hour	Week 6	Online Test (Quiz)

#### All - Assessment Task 1: Client booking

<b>GOAL:</b>	You will demonstrate your skills as an allied health assistant and complete an intake interview and book a new client using an online booking system.		
<b>PRODUCT:</b>	Practical / Laboratory Skills		
<b>FORMAT:</b>	You will undertake a simulated phone call where you book a client for a telehealth appointment. During the phone call you complete a new client intake interview. Subsequent to the phone call you will book the client into an electronic medical record system and populate their profile with the information you have gathered. You will send the relevant allied health professional an email informing them of the new client booking. You will complete a clinical note documenting the phone call.		
<b>CRITERIA:</b>	<b>No.</b>		<b>Learning Outcome assessed</b>
	1	Professional communication with clients and allied health professionals	5
	2	Accurate screening of a change in health status	2
	3	Application of time management to client bookings	2
<b>GENERIC SKILLS:</b>	Communication, Applying technologies		

#### All - Assessment Task 2: Telehealth session

GOAL:	You will demonstrate your skills as an allied health assistant and implementing a therapy program as prescribed by an allied health professional.		
PRODUCT:	Practical / Laboratory Skills		
FORMAT:	You will undertake a simulated telehealth session where you will implement a therapy program that has been prescribed by an allied health professional. You will be randomly allocated one (1) of an exercise program, structure therapy program, daily living skills retraining or assistive technology education session.		
CRITERIA:	No.		Learning Outcome assessed
	1	Professional communication with clients	5
	2	Safe and effective implementation of a therapy program	3
GENERIC SKILLS:	Communication, Organisation, Information literacy		

#### All - Assessment Task 3: Examination

GOAL:	Through this task, you will demonstrate the knowledge you have gained from this course, as well as reflecting on your needs for future learning.		
PRODUCT:	Examination - not Centrally Scheduled		
FORMAT:	You will participate in a 1 hour, online, open book exam. You will complete 30 multiple choice questions as well as answering short answer questions identifying your strengths and weaknesses, and exploring your continuing professional development plan.		
CRITERIA:	No.		Learning Outcome assessed
	1	Knowledge of the course content	1
	2	Ability to self-reflect on your strengths and weaknesses	4
	3	Ability to formulate a coherent continuing professional development plan	1 4
GENERIC SKILLS:	Problem solving, Applying technologies, Information literacy		

## 7. Directed study hours

A 12-unit course will have total of 150 learning hours which will include directed study hours (including online if required), self-directed learning and completion of assessable tasks. Student workload is calculated at 12.5 learning hours per one unit.

## 7.1. Schedule

PERIOD AND TOPIC	ACTIVITIES
Module 1	Roles and responsibilities of allied health assistants
Module 2	Booking appointments and managing diaries
Module 3	Augmentative and assistive communication
Module 4	Monitoring health status, reporting progress and liaising with health professionals
Module 5	Implementing exercise programs
Module 6	Implementing daily living skills training
Module 7	Implementing a structured therapy program
Module 8	Educating in the use of assistive technology
Module 9	Managing, maintaining and fitting assistive technology
Module 10	Positioning and posture
Module 11	Using screening tools
Module 12	Risk management
Module 13	Continuing professional development planning

## 8. What resources do I need to undertake this course?

Please note: Course information, including specific information of recommended readings, learning activities, resources, weekly readings, etc. are available on the course Canvas site– Please log in as soon as possible.

### 8.1. Prescribed text(s) or course reader

Please note that you need to have regular access to the resource(s) listed below. Resources may be required or recommended.

REQUIRED?	AUTHOR	YEAR	TITLE	EDITION	PUBLISHER
Required	Karen Sladyk	2014	Ryan's Occupational Therapy Assistant	n/a	Slack

### 8.2. Specific requirements

You will require access to a stable internet connection, and two devices with cameras (e.g., a laptop and a smartphone) in order to take part in the workshops and Telehealth simulation components of this course. This includes assessment. You will need to be able attend face to face labs to engage in further learning opportunities.

## 9. How are risks managed in this course?

Health and safety risks for this course have been assessed as low. It is your responsibility to review course material, search online, discuss with lecturers and peers and understand the health and safety risks associated with your specific course of study and to familiarise yourself with the University's general health and safety principles by reviewing the [online induction training for students](#), and following the instructions of the University staff.

## 10. What administrative information is relevant to this course?

### 10.1. Assessment: Academic Integrity

Academic integrity is the ethical standard of university participation. It ensures that students graduate as a result of proving they are competent in their discipline. This is integral in maintaining the value of academic qualifications. Each industry has expectations and standards of the skills and knowledge within that discipline and these are reflected in assessment.

Academic integrity means that you do not engage in any activity that is considered to be academic fraud; including plagiarism, collusion or outsourcing any part of any assessment item to any other person. You are expected to be honest and ethical by completing all work yourself and indicating in your work which ideas and information were developed by you and which were taken from others. You cannot provide your assessment work to others. You are also expected to provide evidence of wide and critical reading, usually by using appropriate academic references.

In order to minimise incidents of academic fraud, this course may require that some of its assessment tasks, when submitted to Canvas, are electronically checked through Turnitin. This software allows for text comparisons to be made between your submitted assessment item and all other work to which Turnitin has access.

## 10.2. Assessment: Additional Requirements

### Eligibility for Supplementary Assessment

Your eligibility for supplementary assessment in a course is dependent of the following conditions applying:

The final mark is in the percentage range 47% to 49.4%

The course is graded using the Standard Grading scale

You have not failed an assessment task in the course due to academic misconduct

## 10.3. Assessment: Submission penalties

Late submission of assessment tasks will be penalised at the following maximum rate:

5% (of the assessment task's identified value) per day for the first two days from the date identified as the due date for the assessment task

10% (of the assessment task's identified value) for the third day

20% (of the assessment task's identified value) for the fourth day and subsequent days up to and including seven days from the date identified as the due date for the assessment task

A result of zero is awarded for an assessment task submitted seven days from the date identified as the due date for the assessment task.

Weekdays and weekends are included in the calculation of days late.

To request an extension, you must contact your Course Coordinator and supply the required documentation to negotiate an outcome.

## 10.4. SafeUniSC

UniSC is committed to a culture of respect and providing a safe and supportive environment for all members of our community. For immediate assistance on campus contact SafeUniSC by phone: [07 5430 1168](tel:0754301168) or using the [SafeZone](#) app. For general enquires contact the SafeUniSC team by phone [07 5456 3864](tel:0754563864) or email [safe@usc.edu.au](mailto:safe@usc.edu.au).

The SafeUniSC Specialist Service is a Student Wellbeing service that provides free and confidential support to students who may have experienced or observed behaviour that could cause fear, offence or trauma. To contact the service call [07 5430 1226](tel:0754301226) or email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au).

## 10.5. Study help

For help with course-specific advice, for example what information to include in your assessment, you should first contact your tutor, then your course coordinator, if needed.

If you require additional assistance, the Learning Advisers are trained professionals who are ready to help you develop a wide range of academic skills. Visit the [Learning Advisers](#) web page for more information, or contact Student Central for further assistance: +61 7 5430 2890 or [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au).

## 10.6. Wellbeing Services

Student Wellbeing provide free and confidential counselling on a wide range of personal, academic, social and psychological matters, to foster positive mental health and wellbeing for your academic success.

To book a confidential appointment go to [Student Hub](#), email [studentwellbeing@usc.edu.au](mailto:studentwellbeing@usc.edu.au) or call 07 5430 1226.

## 10.7. AccessAbility Services

Ability Advisers ensure equal access to all aspects of university life. If your studies are affected by a disability, learning disorder mental health issue, injury or illness, or you are a primary carer for someone with a disability or who is considered frail and aged, [AccessAbility Services](#) can provide access to appropriate reasonable adjustments and practical advice about the support and facilities available to you throughout the University.

To book a confidential appointment go to [Student Hub](#), email [AccessAbility@usc.edu.au](mailto:AccessAbility@usc.edu.au) or call 07 5430 2890.

## 10.8. Links to relevant University policy and procedures

For more information on Academic Learning & Teaching categories including:

- Assessment: Courses and Coursework Programs
- Review of Assessment and Final Grades
- Supplementary Assessment
- Central Examinations
- Deferred Examinations
- Student Conduct
- Students with a Disability

For more information, visit <https://www.usc.edu.au/explore/policies-and-procedures#academic-learning-and-teaching>

## 10.9. Student Charter

UniSC is committed to excellence in teaching, research and engagement in an environment that is inclusive, inspiring, safe and respectful. The [Student Charter](#) sets out what students can expect from the University, and what in turn is expected of students, to achieve these outcomes.

## 10.10. General Enquiries

### In person:

- **UniSC Sunshine Coast** - Student Central, Ground Floor, Building C, 90 Sippy Downs Drive, Sippy Downs
- **UniSC Moreton Bay** - Service Centre, Ground Floor, Foundation Building, Gympie Road, Petrie
- **UniSC SouthBank** - Student Central, Building A4 (SW1), 52 Merivale Street, South Brisbane
- **UniSC Gympie** - Student Central, 71 Cartwright Road, Gympie
- **UniSC Fraser Coast** - Student Central, Student Central, Building A, 161 Old Maryborough Rd, Hervey Bay
- **UniSC Caboolture** - Student Central, Level 1 Building J, Cnr Manley and Tallon Street, Caboolture

**Tel:** +61 7 5430 2890

**Email:** [studentcentral@usc.edu.au](mailto:studentcentral@usc.edu.au)