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| Clinical Staff Qualification and Competency |
| First Aid Sector |
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# Reference

Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021, Part 3

# Introduction

This guidance sheet provides information on how first aid services can meet the staff qualification and competency requirements of the Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021.

# Qualifications

First aid services can employ staff with varying clinical expertise. Within first aid services, clinical staff are categorised into two groups:

* **Group A-** registered health professionals with Bachelor qualifications or equivalent
* **Group B-** first aid responders level 1, 2 or 3

The accepted qualifications for both groups are outlined in [Developing](https://www2.health.vic.gov.au/hospitals-and-health-services/patient-care/first-aid-services/applying-for-a-first-aid-licence) Clinical Practice Guidelines < https://www2.health.vic.gov.au/hospitals-and-health-services/patient-care/first-aid-services/applying-for-a-first-aid-licence>.

First aid service licence holders must verify and record the qualifications of all clinical staff. For registered health professionals, currency of qualifications and registration must be verified every 3 years.

# Competency assessment and maintenance

The licence holder of a first aid service is responsible for ensuring that all clinical staff members maintain competency during their employment. The clinical oversight committee of each first aid service is responsible for overseeing the clinical scope of practice for each clinical staff member, and subsequently determines the competency requirements. Competency must be relevant to the staff member’s qualifications, training and scope of practice.

### How to maintain competency?

First aid service providers can ensure staff are competent to provide clinical care to patients through the provision of training. As a minimum, skills maintenance training must be completed by all clinical staff on an annual basis. The training must be appropriate to the individual staff members clinical scope of practice and qualification/s.

Any training provided and the subsequent competency assessed must be recorded for each staff member and confirmed by the person who provided the training.

Training undertaken by staff as part of their registration and/or credentialling requirements for an alternative employer, cannot be used to substitute the annual training requirements of the first aid service provider.

## Clinical Supervision

Upon commencement with a first aid service, each staff member must be clinically supervised. Clinical supervision must continue until the licence holder is satisfied the staff member is competent to work unsupervised. A record must be kept of the date that each staff member is approved to work unsupervised.

### Who can provide clinical supervision?

A clinical supervisor is someone who has the same or higher qualifications as the person being supervised and has been assessed as competent to work unsupervised.

For further information, [email NEPT, First Aid and Investigations](mailto:NEPTFirstAidRegulation@health.vic.gov.au).

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