



# Module 11: ACMGEN309 Provide basic animal first aid

## Portfolio supporting evidence – **Assessor Guide**

### Portfolio overview

You are required to upload two [2] videos of yourself providing basic first aid for two [2] different animal models or replicas. The animals must have two [2] different first aid needs. Use the **Incident scenarios**, starting on page 5 of this document on which to base your assessment.

Each video should be approximately 8-10 minutes long.

You are required to provide verbal commentary explaining the critical aspects of what you are doing and the procedures you are following to the person recording you. Your commentary will help the assessor determine your understanding of the tasks you are completing.

Complete the following checklists to make sure you have fully prepared for your recordings and have demonstrated all the required skills and competencies. You are required to submit the completed checklists as part of your assessment.

A similar checklist [as provided in the **SWLA Portfolio 2 of 2**] will be completed by your assessor when they watch your video as they conduct the assessment. You will receive a copy of the completed Assessor Checklist and any associated feedback from your assessor once they have completed the assessment.

# Video checklists

**Table 1: Prepare for the recordings**

Make sure you have checked off each item in the following list to ensure you are fully prepared to undertake the recordings.

<b>Ensure you have access to the following:</b>	<b>Animal 1</b>	<b>Animal 2</b>
1. Permission to record in an animal care facility or an environment that accurately reflects a real workplace setting	<input type="checkbox"/>	<input type="checkbox"/>
2. Two [2] different animal models or replicas, each with a different first aid need from the <b>Incident scenarios</b>	<input type="checkbox"/>	<input type="checkbox"/>
3. Animal first aid equipment, PPE, tools and resources for providing basic animal first aid as specified in <b>Table 2: Demonstrated skills and competencies</b>	<input type="checkbox"/>	<input type="checkbox"/>
4. Your own video recording device	<input type="checkbox"/>	<input type="checkbox"/>
5. A workplace supervisor	<input type="checkbox"/>	<input type="checkbox"/>
6. Workplace policies and procedures for providing basic animal first aid	<input type="checkbox"/>	<input type="checkbox"/>
7. Decide whether additional participants are required in the video	<input type="checkbox"/>	<input type="checkbox"/>
8. Ask a supervisor or co-worker to record the activity	<input type="checkbox"/>	<input type="checkbox"/>
9. You are required to provide a brief introduction at the start and verbal commentary throughout explaining the critical aspects of what you are doing and the procedures you are following. Think about what you should say at each step. You may like to prepare some notes.	<input type="checkbox"/>	<input type="checkbox"/>
10. Before commencing your recording, you must fully brief all additional participants, providing them with the context to the demonstration, an outline of the skills and competencies you intend to demonstrate and a copy of the Observation Checklist – Demonstrated Skills and Competencies so that they can prepare for the recording.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
11. If the video includes additional participants, start the recording with the Consent Statement. To do this, record yourself reading the following consent statement aloud at the start of the video. Record all additional participants giving their consent by saying their name and job title.  <b>Consent statement:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

Ensure you have access to the following:	Animal 1	Animal 2
<p>"This demonstration is being recorded for assessment purposes for my course with Swinburne Open Education. This session will be recorded and submitted through my course online learning platform to my assessor for grading. All participants in this session indicate their consent to be included in this recording by stating their name and job title."</p> <p><b>Note:</b> The time taken to capture consent at the start of the recording does not count towards the recording time limit.</p>		

### Table 2: Demonstrated skills and competencies

The following list details the things the assessor will be looking for when they assess your videos. Make sure you can check off each item to ensure you can fully meet each criterion.

Task	Part 1: Assess the situation and plan response	Video 1	Video 2
1	<p>a. Begin your video by stating the <b>incident scenario</b> you are using from the <b>Incident scenarios</b></p> <p>Using the incident scenario, identify the animal to be assessed by stating the following details regarding the animal:</p> <p>b. Species</p> <p>c. Breed</p> <p>d. Life stage</p>	<p>a. <input type="checkbox"/></p> <p>b. <input type="checkbox"/></p> <p>c. <input type="checkbox"/></p> <p>d. <input type="checkbox"/></p>	<p>a. <input type="checkbox"/></p> <p>b. <input type="checkbox"/></p> <p>c. <input type="checkbox"/></p> <p>d. <input type="checkbox"/></p>
2	Identify if the incident is an emergency	<input type="checkbox"/>	<input type="checkbox"/>
3	Follow workplace procedures when responding to the incident	<input type="checkbox"/>	<input type="checkbox"/>
4	<p>Identify and assess the hazards or potential hazards that could occur in the incident scenario to:</p> <p><b>Note:</b> N/A may be an acceptable answer in one or more scenarios.</p> <p>a. Self</p> <p>b. Other people</p> <p>c. The injured animal</p> <p>d. Other animals that may be present</p>	<p>a. <input type="checkbox"/></p> <p>b. <input type="checkbox"/></p> <p>c. <input type="checkbox"/></p> <p>d. <input type="checkbox"/></p>	<p>a. <input type="checkbox"/></p> <p>b. <input type="checkbox"/></p> <p>c. <input type="checkbox"/></p> <p>d. <input type="checkbox"/></p>
5	<p>Take action to minimise immediate hazards and risks to:</p> <p>a. Self</p> <p>b. Other People</p> <p>c. The injured animal</p> <p>d. Other animals that may be present</p>	<p>a. <input type="checkbox"/></p> <p>b. <input type="checkbox"/></p> <p>c. <input type="checkbox"/></p> <p>d. <input type="checkbox"/></p>	<p>a. <input type="checkbox"/></p> <p>b. <input type="checkbox"/></p> <p>c. <input type="checkbox"/></p> <p>d. <input type="checkbox"/></p>
6	<p>Identify, correctly fit and use one (1) appropriate personal protective equipment (PPE) item when:</p> <p>a. capturing the animal</p> <p>b. transporting the animal.</p>	<p>a. <input type="checkbox"/></p> <p>b. <input type="checkbox"/></p>	<p>a. <input type="checkbox"/></p> <p>b. <input type="checkbox"/></p>

7	Identify and demonstrate two (2) ways you are following workplace health and safety procedures when handling the animal	<input type="checkbox"/>	<input type="checkbox"/>
8	Assess options for assisting the animal according to your workplace procedures. In other words, what is the first thing you should do to assist the animal in each scenario?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task</b>	<b>Part 2: Approach, secure and protect animal</b>	<b>Video 1</b>	<b>Video 2</b>
9	Select one (1) piece of appropriate equipment for: a. handling the animal b. securing the animal.	a. <input type="checkbox"/> b. <input type="checkbox"/>	a. <input type="checkbox"/> b. <input type="checkbox"/>
10	a. Approach the animal safely b. Secure the animal safely c. Handle the animal safely d. Use low-stress techniques to minimise stress, pain and further injuries e. Do the above while following workplace health and safety procedures	a. <input type="checkbox"/> b. <input type="checkbox"/> c. <input type="checkbox"/> d. <input type="checkbox"/> e. <input type="checkbox"/>	a. <input type="checkbox"/> b. <input type="checkbox"/> c. <input type="checkbox"/> d. <input type="checkbox"/> e. <input type="checkbox"/>
11	Demonstrate that you are: a. Reassuring the animal in a caring manner b. Making sure the animal is comfortable using available resources	a. <input type="checkbox"/> b. <input type="checkbox"/>	a. <input type="checkbox"/> b. <input type="checkbox"/>
12	Use basic examination techniques to determine health status and accurately assess the physical condition (injuries) and three (3) vital signs of the animal	<input type="checkbox"/>	<input type="checkbox"/>
<b>Task</b>	<b>Part 3: Provide first aid assistance</b>	<b>Animal 1</b>	<b>Animal 2</b>
13	Provide basic first aid according to established animal first aid procedures and management principles	<input type="checkbox"/>	<input type="checkbox"/>
14	a. Seek first aid assistance or advice from others as appropriate and required While doing this: b. Speak clearly and calmly c. Listen actively	a. <input type="checkbox"/> b. <input type="checkbox"/> c. <input type="checkbox"/>	a. <input type="checkbox"/> b. <input type="checkbox"/> c. <input type="checkbox"/>
15	a. Keep the supervisor or appropriate personnel informed and updated on the animal's condition While doing this: b. Speak clearly and calmly c. Listen actively	a. <input type="checkbox"/> b. <input type="checkbox"/> c. <input type="checkbox"/>	a. <input type="checkbox"/> b. <input type="checkbox"/> c. <input type="checkbox"/>
16	Identify one (1) of the following animal emergency networks in the local area (of the incident scenario): • Veterinary service • Wildlife animal carer	<input type="checkbox"/>	<input type="checkbox"/>
17	Accurately record and maintain relevant information for animal and incident according to workplace procedures using industry terminology	<input type="checkbox"/>	<input type="checkbox"/>

# Incident scenarios

## Scenario 1

Scenario 1: Part A	Incident details: Cat with a fractured pelvis
<b>Injured animal identification</b>	<b>Name:</b> Unknown <b>Species:</b> Feline <b>Sex:</b> Male <b>Breed and description:</b> Domestic short-haired silver tabby <b>Weight:</b> Approximately 5.1 kg <b>Life stage:</b> Young adult
<b>Clinic animal identification</b>	<b>Name:</b> DJ <b>Species:</b> Feline <b>Sex:</b> Male, desexed <b>Breed and description:</b> Burmese Lilac <b>Weight:</b> 5.3 kg <b>Life stage:</b> Adult
<b>Incident</b>	<b>Location:</b> Reception of veterinary clinic <b>People on scene:</b> <ul style="list-style-type: none"> <li>• Driver: Mike</li> <li>• Animal attendant: Yourself</li> </ul> <b>Situation:</b> While driving to work on Fairy Lane, Whitehill, Mike witnessed a cat being hit by a car. He pulled over to the side of the road. He said that the cat was not using either of its hindlegs and was dragging itself. He picked up the cat in his jumper and presented it to your clinic. It is 7.00 am and you are the only person currently at the clinic, you are at the reception desk with DJ the clinic cat sitting on the front counter. You can hear the cat snuffling, sneezing, hissing and groaning from inside Mike's jumper. He unwraps the cat and places it on the front counter near DJ. The stray cat sneezes and then hisses and swipes at DJ. You are worried that the stray has the contagious disease of cat flu. You will need to approach, restrain and assess the cat, seek veterinary advice and then provide first aid.
<b>Assessment</b>	<b>Mental State:</b> Conscious and alert <b>Behaviour:</b> Hissing, mouth open, swiping with front legs <b>HR:</b> 240 bpm [elevated] <b>RR:</b> Rapid, open-mouth breathing 80 bpm <b>MM colour:</b> Pale pink

<b>Scenario 1: Part A</b>	<b>Incident details: Cat with a fractured pelvis</b>
	<p><b>Body:</b> Abrasions on the right side of face, right hip.</p> <p>All nails are shredded.</p> <p>The tail is limp, and the cat is not trying to walk using hindlimbs.</p> <p>Significant pain in hind quarters.</p> <p>Mucous discharge from the nose and the cat sneezes several times during the assessment.</p>
<b>Documentation</b>	<p>&lt;&lt;Complete the Scenario 1: Admission &amp; Discharge Form – Stray Animal with:</p> <ul style="list-style-type: none"> <li>• Rescue details</li> <li>• Initial assessment findings</li> <li>• First aid provided&gt;&gt;</li> </ul> <p><b>Note:</b> You will need to generate mock information for any information not provided in the task’s scenario.</p>

<b>Scenario 1: Part B</b>	<b>Discharge details</b>
<b>Discharge</b>	<p>The animal is unable to be discharged due to injury.</p> <p>Three attempts to contact the owner via microchip details (Microchip number: 001199553351624) occurred over a 24-hour period with voice mail messages left each time, to no avail.</p> <p>At the clinic, the veterinarians have provided pain relief and completed radiographs in which it was found that the cat had a fractured pelvis and would require surgical repair.</p> <p>Continue to try to contact owners via microchip number.</p> <p><b>Cannot discharge at this time due to severity of injury.</b></p>
<b>Documentation</b>	<p>&lt;&lt;Complete the following details on the Scenario 1: Admission &amp; Discharge Form – Stray Animal:</p> <ul style="list-style-type: none"> <li>• Owner’s details from microchip</li> <li>• Microchip number</li> <li>• Points of contact</li> <li>• Discharge Information&gt;&gt;</li> </ul> <p><b>Note:</b> You will need to generate mock information for any information not provided in the task’s scenario.</p>

<b>Scenario 1: Admission &amp; Discharge Form – Stray Animal</b>	
<b>Owner details</b>	
Title	Mock title

First name	Mock name
Last name	Mock name
Phone number	Mock phone number
<b>Rescuer details</b>	
Title	Mr
First name	Mike
Last name	Mock name
Phone number	Mock number
<b>Rescue location</b>	
Street number	Mock number
Street name	Fairy Lane
Suburb	Whitehill
Postcode	Mock postcode
<b>Animal rescue details</b>	
Species/Breed/Sex	Feline, domestic short-haired, male – desexed
Colour/Markings	Silver tabby
Microchip	<input checked="" type="checkbox"/> Scanned for chip Microchip Number: 001199553351624
Other ID details	No tattoo
Initial assessment findings	<ul style="list-style-type: none"> <li>• HR: Elevated/Rapid – 240 bpm</li> <li>• RR: Rapid, open-mouth breathing – 80 bpm</li> <li>• MM: Pale pink</li> <li>• Body: Abrasions on the right side of face, right hip</li> <li>• All nails shredded</li> <li>• The tail is limp, and the cat is not trying to walk using hindlimbs</li> <li>• Significant pain in hind quarters</li> </ul>
First aid provided	Warmth Fly-by O <sub>2</sub>
Three points of contact with owner	1: Mock Date/Mock Number 2: Mock Date/Mock Number 3: Mock Date/Mock Number Notes: Left voice mail at each call
<b>Discharge notes</b>	

Discharge to	Owner, if contactable. Cannot be discharged at this time due to injury.
Treatment received	Animal not discharged as yet, no details needed
Medication or other instructions	Animal not discharged as yet, no details needed
<b>Surrender details</b>	
Surrender to	<<Enter the details of an appropriate local rescue society here >>

## Scenario 2

Scenario 2: Part A	Incident details: Dog fight in reception of pet resort, resulting in injuries
<b>Animal identification 1</b>	<p><b>Name:</b> Beatrice</p> <p><b>Species:</b> Canine</p> <p><b>Sex:</b> Female (desexed)</p> <p><b>Breed and description:</b> Airedale Terrier</p> <p><b>Weight:</b> Approximately 22 kg</p> <p><b>Life stage:</b> 13 years old</p>
<b>Animal identification 2</b>	<p><b>Name:</b> Miska</p> <p><b>Species:</b> Canine</p> <p><b>Sex:</b> Female (entire)</p> <p><b>Breed and description:</b> Alaskan Malamute</p> <p><b>Weight:</b> Approximately 37 kg</p> <p><b>Life stage:</b> 4 years old</p>
<b>Incident</b>	<p><b>Location:</b> Clam Park Pet Resort</p> <p><b>People on scene:</b></p> <ul style="list-style-type: none"> <li>• Owner of Beatrice: Fiona Bell</li> <li>• Owner of Miska: Jesse Greg</li> <li>• Animal attendant: Yourself</li> </ul> <p><b>Situation:</b> You are working in reception at Clam Park Pet Resort Saturday 20<sup>th</sup> August 2022.</p> <p>While checking in Beatrice for her 2-week stay, at 2.35 pm, Jesse Greg enters with Miska.</p> <p>Jesse does not have Miska on a lead and he runs straight at Beatrice.</p> <p>A fight between the dogs occurs.</p>



Scenario 2: Part A	Incident details: Dog fight in reception of pet resort, resulting in injuries
	You, with the help of Fiona and Jesse, will need to approach, assess, capture, seek veterinary advice, provide first aid and transport <b>Beatrice</b> to the local veterinary clinic.
<b>Assessment animal 1 [Beatrice]</b>	<p><b>Mental state:</b> Conscious, subdued</p> <p><b>Behaviour:</b> Scared, shaking, biting when touched</p> <p><b>HR:</b> 132 bpm [elevated]</p> <p><b>RR:</b> 96 bpm [rapid]</p> <p><b>MM Colour:</b> Pale pink</p> <p><b>Body:</b> Several dog bite wounds, including a large tear to her left abdomen and left chest areas. The wounds are gaping and producing quite a lot of blood.</p>
<b>Documentation</b>	<p>&gt;&gt;Complete the following information on the Scenario 2: Incident Report – Animal Injury form:</p> <ul style="list-style-type: none"> <li>• Owner’s details</li> <li>• Animals’ details</li> <li>• Incident&gt;&gt;</li> </ul> <p><b>Note:</b> You will need to generate mock information for any information not provided in the task’s scenario.</p>

Scenario 2: Part B	Discharge details
<b>Animal identification 1</b>	<p><b>Name:</b> Beatrice</p> <p><b>Species:</b> Canine</p> <p><b>Sex:</b> Female [desexed]</p> <p><b>Breed and description:</b> Airedale Terrier</p> <p><b>Weight:</b> Approximately 22 kg</p> <p><b>Life stage:</b> 13 years old</p>

Scenario 2: Part B	Discharge details
<p><b>Discharge</b></p>	<p>Beatrice received treatment at the local veterinary clinic and stayed overnight. Upon picking her up from the clinic the following information was given:</p> <p>Last night Beatrice had a general anaesthetic, her wounds were flushed and they surgically repaired the tears to chest and abdomen.</p> <p>She has sutures that will need to be removed in 10 days' time being 30<sup>th</sup> August 2022.</p> <p>While having surgery the clinic placed her on intravenous fluids and administered intravenous antibiotics and subcutaneous pain relief.</p> <p><b>Discharge instructions:</b></p> <ul style="list-style-type: none"> <li>- No Swimming or bathing for 10 days</li> <li>- Limit exercise</li> <li>- Check sutures daily, any signs of discharge, redness or tenderness call the clinic</li> </ul> <p><b>Pain relief:</b> Meloxicam Oral 22 kg dose once a day [evenings] with food for 5 days commencing 22/8/2022</p> <p><b>Antibiotics:</b> Amoxycylav 1 tablet Morning and Evening with food for 5 days commencing 21/08/2022</p>
<p><b>Documentation</b></p>	<p>&lt;&lt;Complete the Scenario 2: Incident Report – Animal Injury form with these details:</p> <ul style="list-style-type: none"> <li>• Veterinary information</li> <li>• Treatment received</li> <li>• Medication or other instructions&gt;&gt;</li> </ul> <p><b>Note:</b> You will need to generate mock information for any information not provided in the task's scenario.</p>

Scenario 2: Incident Report – Animal Injury	
<b>Owner details</b>	
Title	Ms/Mrs/Miss
First name	Fiona
Last name	Bell
Phone number	Mock phone number
<b>Animal details</b>	
Name	Beatrice
Species	Canine

Breed	Airedale Terrier
Age	13 years old
<b>Incident</b>	
Where	Reception/waiting room
When (date/time)	Resort Saturday 20th August 2022 2.35 pm
How	<ul style="list-style-type: none"> <li>• Miska Greg entered reception off lead</li> <li>• Miska attacked Beatrice</li> </ul>
Injuries	<ul style="list-style-type: none"> <li>• Beatrice sustains several dog bites wounds, including a large tear to her left abdomen and left chest areas</li> <li>• The wounds are gaping and producing quite a lot of blood</li> </ul>
First aid provided	Wounds covered to stem bleeding
Was veterinary consultation required?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Veterinary details	Name of clinic: <b>Mock details</b> Address: <b>Mock details</b> Veterinarian: <b>Mock details</b> Phone: <b>Mock details</b>
<b>Treatment</b>	
Treatment received	<ul style="list-style-type: none"> <li>• General anaesthetic</li> <li>• IV fluids IV antibiotics</li> <li>• S/C pain relief</li> <li>• Surgery to flush bite wounds</li> <li>• Surgical repair of tears to chest and abdomen</li> </ul>
Medication or other instructions	<ul style="list-style-type: none"> <li>• <b>Sutures out:</b> 30th August 2022</li> <li>• No Swimming or bathing for 10 days</li> <li>• Limit exercise</li> <li>• Check sutures daily, any signs of discharge, redness or tenderness call the clinic</li> <li>• <b>Pain relief:</b> Meloxicam Oral 22kg dose once a day (evenings) with food for 5 days commence 22/8/2022</li> <li>• <b>Antibiotics:</b> Amoxyclav 1 tablet Morning and Evening with food for 5 days commence 21/08/2022</li> </ul>

# Submit your assessment

Complete, save and upload the three (3) files for grading, using the file names in the following table.

- ACMGEN309\_Portfolio Supporting Evidence\_name of student (pdf)
- ACMGEN309\_Video 1\_name of student
- ACMGEN309\_Video 2\_name of student

You will receive feedback **from** your assessor once they have marked the assessment.