

# Spirometry Learning Australia

## **Course Terms & Conditions**

Spirometry training is the principal activity of Spirometry Learning Australia (“the organisation”). Spirometry Learning Australia’s spirometry training module (Spirometry Learning Module-Competency Assessment) for personnel providing services to coal mine workers (SLM-CA-CMW) is a comprehensive training program for health professionals who wish to achieve competency in point-of-care (POC) spirometry testing.

It is designed to provide health professionals with the expertise, practical skills and confidence necessary to obtain quality assured POC spirometry measurements and reliably interpret test results. It provides comprehensive training in the application, measurement and interpretation of expiratory spirometry and incorporates a competency assessment tool.

The SLM-CA-CMW is compliant with national and international spirometry standards (ATS/ERS) and meets the TSANZ Standards for Spirometry Training Courses.

Spirometry Learning Australia meets best practice quality standards relating to their organisation to ensure the delivery of quality training and assessment services.

Participants must complete 5-6 hours of on-line pre learning modules, including an assessment quiz, which is hosted on the Southern Adelaide Local Health Network (SALHN) website’s learning management system. The web-based components are self-paced and include presentations, video segments and interactive case-based resources. Learning outcomes are objectively assessed.

Participants must undertake the 6-hour face to face interactive workshop which includes hands-on components to allow participants to apply their new knowledge in a practical setting.

Attendees must then complete the post workshop spirometry self-assessment modules via the SALHN learning management platform. Ten (10) accurate spirometry assessments are required to be submitted for senior respiratory scientist review. The Spirometry Assessment Tool has been designed to standardise self-assessment and simplify reviewer feedback.

Workshops are presented by trainers (engaged by Spirometry Learning Australia as an employee or a contractor) with CRFS qualification and evidence of 5 years’ experience (through CV or letter of employment) OR Level 7 of the Australian Qualifications Framework which included a major in science (e.g. Bachelor or Science) AND Graduate qualification (e.g. Graduate Certificate related to Respiratory Science) AND evidence of 5 years’ experience (through CV or letter of employment). Spirometry Learning Australia’s on-line educational resources are used by other organisations such as National Asthma Council Australia.

### Learning Outcomes

After successful completion of the SLM-CA-CMW course participants should have a good understanding of the following concepts:

- Indications for spirometry
- Physiology and pathophysiology of obstructive and restrictive ventilatory defects
- Definitions of the indices to be measured: FEV1, FVC, FEV1/FVC ratio & PEF
- Data represented on flow-volume curves and volume-time spirometry
- Use of predicted reference values
- How patient demographics relate to spirometry measurement
- Spirometer settings and technical considerations
- Quality Assurance concepts including calibration & verification of the spirometer device and use of Biological Controls
- Pre-test requirements including assessment of relevant contraindications, considerations for testing and potential complications
- Test performance including operator instructions for testing, ATS/ERS criteria relating to the acceptability of patient test performance, ATS/ERS criteria relating to the repeatability of test measurements, common causes of poor quality spirometry, trouble-shooting patient related issues and assessment of bronchodilator responsiveness
- Health service and Infection Control standards
- Pattern recognition of normal and abnormal flow-volume curves
- Differentiation between normal and abnormal spirometric values
- Case-based application of interpretative strategies

### Assessment process

1. The performance of each attendee is individually assessed against the learning outcomes of the course, independently of the assessment of other attendees.
2. Attendee performance is recorded by the online quizzes and submission of self-assessment spirometry via the web-based Spirometry Assessment Tool
3. Assessment will be moderated to ensure that judgments of attendees' performance are consistent, transparent, reliable and valid.
4. The keeping of records of assessment processes, samples and outcomes is required for National Asthma Council Australia's accountability to attendees, staff and the community.
5. The Disability Discrimination Act 1992 and the Disability Standards for Education 2005 require Spirometry Learning Australia to reasonably accommodate the needs of attendees with a disability or health condition.
6. A participant may appeal the result of an assessment, if evidence is provided in support of the appeal.

### **Complaints and appeals process**

Any complaint can be lodged with Spirometry Learning Australia via the evaluation form or email to the Business Manager and / or the Program Manager directly via email [spirometrylearning@gmail.com](mailto:spirometrylearning@gmail.com) or by phone on 08 83812822.

All complaints will be resolved in the shortest time practicable.

An attendee can expect complaints to be dealt with fairly and promptly and for staff to take steps to ensure that attendees feel comfortable to continue accessing the service after making a complaint.

### **Terms and Conditions**

#### **Cancellations and transfers**

Participants may transfer to another course if extenuating circumstances prohibit commencing the course in which the participant is originally registered /enrolled

#### **General**

1. There is a charge to participants for all Spirometry Learning Australia training courses.
2. Spirometry Learning Australia may change or cancel the course in the event of any circumstances beyond their control, in which case participants will receive full refund of fees paid.
3. Our privacy policy outlines information relating to the collection and handling of personal information by Spirometry Learning Australia.
4. Nothing in these terms and conditions will affect participants' statutory rights and nothing in these terms and conditions will limit or exclude Spirometry Learning Australia liability for death personal injury arising through negligence, fraudulent misrepresentation, or anything else that cannot be excluded or limited by Spirometry Learning Australia by law.
5. To the extent permitted by law, Spirometry Learning Australia is not liable for any indirect, special, incidental or consequential damages or otherwise (including without limitation loss of income or revenue, loss of business, loss of profits or contracts, loss of opportunity, loss of anticipated savings, loss of data, loss of goodwill), however arising and whether caused by tort or otherwise, even if Spirometry Learning Australia has been advised of the possibility of such damages.