



Australian Government

Department of Education, Employment and Workplace Relations

HLTMS206D Perform general cleaning tasks in a clinical setting

Release: 1

HLTMS206D Perform general cleaning tasks in a clinical setting

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTMS206C Perform general cleaning tasks in a clinical setting	HLTMS206D Perform general cleaning tasks in a clinical setting	ISC upgrade changes to remove references to old OHS legislation and replace with references to new WHS legislation. No change to competency outcome.

Unit Descriptor

Descriptor

This unit describes the skills and knowledge required for general cleaning duties to maintain a clinical area in a clean and tidy condition, and fit for use

Application of the Unit

Application

The unit will apply to a variety of work roles, but is not intended for specialised or full-time, or substantially full-time, cleaning work roles

Work is often performed under limited supervision and generally within a team environment. Individuals are accountable for their own results

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Not Applicable

Employability Skills Information

Employability Skills

This unit contains Employability Skills

Elements and Performance Criteria Pre-Content

Elements define the essential outcomes of a unit of competency.

The Performance Criteria specify the level of performance required to demonstrate achievement of the Element. Terms in italics are elaborated in the Range Statement.

Elements and Performance Criteria

ELEMENT

1. Maximise safety during cleaning

PERFORMANCE CRITERIA

- 1.1 Correctly use *personal protective equipment* suitable for conditions and /or required by established procedures
- 1.2 Check cleaning equipment to be used for safe operation and set up to meet manufacturer's and relevant *safety protocols*
- 1.3 Where required, select suitable cleaning agents and prepare in accordance with manufacturer's and relevant work health and safety (WHS) requirements, and in accordance with organisation policy
- 1.4 Where required, barricade work site and install appropriate signs to reduce safety hazards during cleaning activities

ELEMENT	PERFORMANCE CRITERIA
2. Clean and maintain surfaces in clinical areas	<p>2.1 Identify surface type and texture so that suitable <i>cleaning equipment</i> and method(s) can be selected</p> <p>2.2 Select suitable cleaning agent</p> <p>2.3 Prepare and clean surfaces as required by cleaning routines and organisation policy</p> <p>2.4 Remove stains and spillages from surfaces</p> <p>2.5 Remove dirt and soil</p> <p>2.6 Maintain wet areas in an odour free, soil and hazard free condition</p> <p>2.7 Dry surfaces as required</p>
3. Ensure maintenance of cleaning standards	<p>3.1 Clean unit or location to achieve a low bacteria condition as required by organisation policy and procedures</p> <p>3.2 Ensure surfaces and areas are regularly cleaned in accordance with the organisation's established cleaning schedules and routines</p> <p>3.3 Follow all established procedures, including infection control as required to minimise cross infection</p>
4. Manage waste	<p>4.1 Assess all waste for health and safety risks and handle in accordance with relevant organisation and WHS requirements</p> <p>4.2 Remove waste promptly according to established procedures to maintain a clean and tidy environment/area and avoid build up of unpleasant odours</p> <p>4.3 Where required, spot clean waste receptacles and surrounds and replace soiled liners to minimise build up of odour and to maintain a soiled-free appearance</p>
5. Store equipment and cleaning agents safely	<p>5.1 Clean and dry equipment before storage</p> <p>5.2 Store cleaning agents in accordance with manufacturer's instructions and organisation policy</p>

Required Skills and Knowledge

This describes the essential skills and knowledge and their level required for this unit.

Essential knowledge:

The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes knowledge of:

- Correct hygiene procedures
- Infection control policy and procedures
- WHS implications of work
- Other organisation policies and procedures relating to work performance
- Range and extent of cleaning responsibilities in relation to other aspects of the worker's role

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Comply with WHS policies and procedures including infection control in a clinical setting
- Correctly use relevant cleaning equipment and cleaning agents to achieve required cleaning standard
- Handle waste safely and effectively in line with organisation waste management policy

In addition, the candidate must be able to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Minimise disruption to the work environment
- Minimise safety hazards for self and others
- Recognise and adapt to cultural differences in the workplace, including modes of behaviour and interactions among staff and others
- Select and use equipment and cleaning agents effectively
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues, including appropriate practices to ensure efficient use of resources

- Use effective communication to constructively achieve planned outcomes
- Use equipment, signage and technology relevant to work safely and competently
- Use numeracy skills to complete basic arithmetic calculations such as addition, subtraction, multiplication, division and recording numbers
- Use procedures appropriate to the cleaning area and purpose
- Use time management strategies to set priorities
- Use reading and writing skills as required to fulfil job roles in a safe manner and as specified by organisation to a level of skill that may range across:
 - reading labels
 - reading workplace safety pamphlets or procedure manuals
 - understanding symbols used in WHS signs
- Use literacy support available in the workplace if required, ranging from having access to support or assistance from expert/mentor/supervisor, to having no communication supports available
- Use oral communication skills as required to fulfil job roles in a safe manner and as specified by the organisation, including skills in:
 - asking questions
 - providing clear information
 - listening to and understanding workplace instructions
 - clarifying workplace instructions when necessary
 - literacy as required in English or a community language, depending on client group and organisation requirements

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

Critical aspects for assessment and evidence required to demonstrate this competency unit:

- The individual being assessed must provide evidence of specified essential knowledge as well as skills
- Consistency of performance should be demonstrated over the required range of workplace situations relevant to an identified work role

EVIDENCE GUIDE

Context of and specific resources for assessment:

- This unit is most appropriately assessed in the workplace or in a simulated workplace
- Resources for assessment may include access to materials and space as required to demonstrate competence, such as:
 - relevant organisation policies and procedures
 - cleaning schedules
 - other documentation relevant to the work context such as:
 - floor plans
 - instructions for the use of equipment and chemicals
 - specific instructions for staff

Method of assessment may include:

- Observation of work performance
- Written tasks
- Interviewing and questioning
- Formal appraisal systems
- Staff/client feedback
- Portfolio/CV
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and/or formal/informal learning
- Case studies and scenarios as a basis for discussion of issues and strategies to achieve required cleaning outcomes in specific work environments and communities

EVIDENCE GUIDE

- Access and equity considerations:*
- All workers in the health industry should be aware of access and equity issues in relation to their own area of work
 - All workers should develop their ability to work in a culturally diverse environment
 - In recognition of particular health issues facing Aboriginal and Torres Strait Islander communities, workers should be aware of cultural, historical and current issues impacting on health of Aboriginal and Torres Strait Islander people
 - Assessors and trainers must take into account relevant access and equity issues, in particular relating to factors impacting on health of Aboriginal and/or Torres Strait Islander clients and communities

Range Statement

The Range Statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Add any essential operating conditions that may be present with training and assessment depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts.

- A clinical setting may include:*
- Hospital ward
 - Residential care facility
 - Medical, allied health or other practitioner's rooms
 - A specific health care area eg sterilising unit, clinic, laboratory

Safety protocols may include:

- The principle WHS Act in each state and territory and relevant national WHS standards
- Infection control policy and procedures
- Organisation policy
- Established procedures
- State, territory and national legislation and standards
- Manufacturers' instructions
- Use of cleaning products in accordance with organisation policy and procedure

Personal protective equipment may include:

- Gloves
- Safety glasses
- Safety shoes
- Face masks
- Overalls
- Hair nets
- Hearing protection
- Caps
- Clothing used to maintain hygiene standards or
- Clothing used as prescribed in manufacturers of chemicals or equipment
- Signage

- Cleaning equipment may include a range of:*
- Brooms
 - Mops
 - Brushes
 - Dusters / dusting and washing rags
 - Buckets
 - Hoses
 - Spotting agent dispensers
 - Wands
 - Sprayers
 - Pile lifter and auto sweeping
 - Air blowing
 - Vacuum cleaning
 - Scrubbing machines
 - Dry foam machine
 - Wands
 - Extraction machinery
 - Steam cleaners
- Manufacturers' specifications and safety information is:*
- Pre-printed on chemical containers
 - On material data safety sheets
 - On laminated safety cards at the work site
 - On wall posters
- Cleaning agents may be:*
- Chemicals mixed on the job or pre-mixed
 - Neutral PH detergents
 - Acidic cleaners
 - Graffiti remover
- Cleaning operations may include:*
- Sweeping
 - Dusting
 - Scrubbing
 - Spotting
 - Polishing and buffing
 - Vacuuming
 - Mopping

- Hazards and risks may include:*
- Clinical waste, body fluids or tissue
 - Slippery surfaces
 - Loose electrical fittings
 - Broken glass
 - High bacteria growths
 - Needle stick injuries
 - Sharp surfaces
 - Fumes from cleaning agents
 - Allergic reactions
 - Client's cleaning chemical mixtures
 - Unlabelled cleaning chemical containers

- Surface types may include:*
- Floors, walls and ceilings
 - Fabric upholstery
 - Carpet
 - Rugs/mats
 - Coir matting
 - Concrete
 - Terrazzo
 - Vinyl
 - Slate
 - Ceramic
 - Wood/parquetry/polished wood
 - Marble
 - Plastic/acrylic
 - Laminate
 - Glass
 - Metal
 - Granite
 - Brick
 - Rubber
 - Synthetic grass
 - Benches and shelves
 - Furniture and equipment surfaces

Wet areas may include:

- Restroom
- Toilet
- Bathroom/ensuite/spa
- Wash up area
- Kitchen, beverage area or servery
- Laundry
- Scrub area
- Pan or utility room/clinic or treatment area
- Sink

Waste may be:

- Wet or dry
- Paper
- Dust
- Food
- Plant waste
- Animal hair/fur
- Clinical waste
- Syringes
- Body fluids and tissue

Unit Sector(s)

Not Applicable