



Australian Government

Department of Education, Employment and Workplace Relations

HLTMT306D Maintain, clean and store autopsy equipment

Release: 1

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Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTMT306C Maintain, clean and store autopsy equipment	HLTMT306D Maintain, clean and store autopsy equipment	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 knowledge and skills required for a mortuary worker to register, maintain, clean and store autopsy equipment

Application of the Unit

Application

Work performed requires demonstration of relevant theoretical knowledge and the ability to apply solutions to a variety of predictable problems

Individuals will take responsibility for their own outputs and limited responsibility for the output of others

All tasks are conducted in accordance with organisation policies and procedures including WHS and infection control guidelines

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. Register and maintain equipment

PERFORMANCE CRITERIA

- 1.1 *Register and label new equipment* where appropriate, in accordance with *organisation policy and procedures*
- 1.2 Maintain equipment in accordance with manufacturers' specifications and organisation policy and procedures
- 1.3 Promptly report faults in equipment to *relevant personnel*
- 1.4 Promptly arrange servicing of equipment in accordance with organisation policy and procedures
- 1.5 Ensure required maintenance records are legible and accurate

ELEMENT

2. Clean and store autopsy equipment

PERFORMANCE CRITERIA

- 2.1 Use appropriate *personal protective wear* during cleaning of equipment
- 2.2 Clean, disinfect or sterilise equipment in accordance with *infection control guidelines* and manufacturers' specifications and organisation policy and procedures
- 2.3 Maintain cleanliness of sterilisation and cleaning equipment in accordance with manufacturers' specifications and organisation policy and procedures
- 2.4 *Store* cleaned equipment ready for use in accordance with manufacturers' specifications and organisation policy and procedures

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 disinfection and sterilisation techniques, if required
- Manufacturers' specifications for the maintenance and storage of equipment
- Relevant legislative requirements
- Relevant organisation policies and procedures
- Work health and safety (WHS) and infection control in a mortuary

Essential skills:

It is critical that the candidate demonstrate the ability 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:

- Apply problem solving skills, including an ability to use available resources and manage a daily routine
- Correctly clean and store equipment in accordance with manufacturers' specifications and organisation policy and procedures
- Correctly maintain equipment in accordance with manufacturers' specifications
- Correctly use personal protective equipment
- Follow infection control and work health and safety (WHS) policy and procedures
- Follow organisation waste management practices
- Follow safe working procedures during cleaning of equipment
- Select and use appropriate sharpening equipment
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use numeracy skills including the ability to complete basic arithmetic calculations, and undertake measurements of volumes
- Use oral communication skills required to fulfil job roles in a safe manner and as specified by the organisation, including skills in:
 - asking questions

- listening to and understanding workplace instructions
- clarifying workplace instructions when necessary
- using effective verbal and non-verbal communication skills with a range of internal and external persons
- Use reading and writing skills required to fulfil job role in a safe manner and as specified by the organisation at a level of skill that includes reading workplace policy and procedure manuals and interpreting manufacturers' specifications

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
- This unit will be most appropriately assessed in the workplace under the normal range of workplace conditions
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace
- Where, for reasons of safety, space, or access to equipment and resources, assessment takes place away from the workplace, the assessment environment should represent workplace conditions as closely as possible

Method of assessment

- Observation of work activities
- Written tasks
- Relevant formal and informal education/training courses
- Interviews/questioning
- Feedback from medical officer

EVIDENCE GUIDE

Resource implications:

- Access to an autopsy room where assessment can take place
- Autopsy equipment
- Relevant organisation policy, guidelines, procedures and protocols
- Relevant legislative requirements

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

Related units:

- This unit can be assessed independently, however holistic assessment practice with other mortuary technician units of competency is encouraged

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.

Equipment may include:

- Autopsy saw
- Skull key (T piece)
- Hammer
- Chisels and probes
- Forceps
- Scissors
- Rib shears and knives
- Scalpels, blades and handles
- Needles
- Needle holders
- Scales
- Clamps
- Rulers
- Band-saw
- Drain strainer
- Exhaust cabinets
- Steriliser
- Radiography equipment
- Cotton wool
- Cups
- Measuring jugs
- Camera
- Body lifting equipment
- Body weighing scales
- Body trolleys
- Refrigerators
- Permanent markers
- Syringes
- Specimen containers
- Blood sampling tubes
- Biohazard waste containers
- Plastic bags
- Magnifying glass

Registering and labelling may include:

- Manual recording
- Electronic recording

Organisation policy and procedure may relate to:

- Equipment maintenance and servicing
- Asset registration
- Documentation and record keeping
- Cleaning of autopsy equipment
- Disinfection of equipment
- Sterilisation of equipment
- Steriliser operation
- Work health and safety (WHS)
- Waste management

Relevant personnel may refer to:

- Supervisor
- Pathologist
- Government Medical Officer
- Other Medical Practitioner

Personal protective equipment may include:

- Face protection
- Eye protection
- Gown
- Apron
- Gloves
- Protective footwear
- Respirators

Infection Control policy and procedures may include:

- Personal hygiene
- Cleaning procedures
- Cleaning, disinfection and sterilising of equipment
- Operation and use of sterilising equipment
- Cleaning of surfaces and equipment
- Use of cleaning chemicals
- Use of personal protective equipment
- Standard and additional precautions
- Disposal of clinical and other wastes

Storage may include:

- Locked facility
- Refrigeration Freezer
- Drawers
- Cabinets and cupboards

Unit Sector(s)

Not Applicable