



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **LMTLA2009A Inspect, fold and pack theatre linen**

**Revision Number: 1**

## **LMTLA2009A Inspect, fold and pack theatre linen**

### **Modification History**

Not applicable.

### **Unit Descriptor**

**Unit descriptor** This unit covers the skills and knowledge required for the final checking and inspection of clean theatre linen to ensure customer requirements and quality standards have been met.

## Application of the Unit

### Application of the Unit

This unit applies to the inspection, folding and packing of theatre linen. It includes the sorting, folding and packing processes.

Special instructions or requirements could include:

- packaging requirements, including configuration, wrapping, labelling
- final finishing instructions for theatre packs
- rework classification or instructions

Laundry or operating procedures may relate to:

- hospital theatre pre-pack specifications
- reject classifications
- coding systems
- manual handling techniques
- safe use of machines and related equipment
- reporting procedures for non-conformance, faults, safety checks, etc.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision.

This unit is applied according to OHS and workplace practices of the enterprise, which may include:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- standard operating procedures
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling

This unit requires the application of problem solving skills to classify linen and implement protocols and procedures for hygiene, infection control, coding and packaging for theatre linen. This unit also requires the ability to plan and organise materials, equipment and resources for packing theatre linen and complete required documentation.

## **Licensing/Regulatory Information**

Not applicable.

## **Pre-Requisites**

**Prerequisites**

## **Employability Skills Information**

**Employability Skills** This unit contains employability skills.

## **Elements and Performance Criteria Pre-Content**

Not applicable.

## Elements and Performance Criteria

| ELEMENT                                    | PERFORMANCE CRITERIA   |
|--|--|
| 1 Check and classify cleaned theatre linen | <ul style="list-style-type: none"><li>1.1 Environmental standards for packing of theatre linen are applied and maintained</li><li>1.2 Role of hygiene and infection control in theatre linen is identified</li><li>1.3 Personal protective equipment is identified and applied</li><li>1.4 Clean theatre linen is checked for grease, stains, lint, identifying markers, damage, quality and wear</li><li>1.5 Reject linen is classified for rework, rewash or condemning as required</li></ul>        |
| 2 Fold theatre linen                       | <ul style="list-style-type: none"><li>2.1 Product is folded according to hospital theatre specifications and relevant Australian Standards</li><li>2.2 Hospital and laundry linen coding systems are applied</li></ul>   |
| 3 Pack product for dispatch                | <ul style="list-style-type: none"><li>3.1 Packaging and storage equipment is checked for cleanliness</li><li>3.2 Package content requirements are determined</li><li>3.3 Packs are configured according to hospital theatre and laundry procedures</li><li>3.4 Packs are wrapped according to hospital theatre requirements and specifications</li><li>3.5 Final finish of theatre packs is assessed</li><li>3.6 Packed product is recorded and documented according to laundry requirements</li></ul> |
| 4 Dispatch product                         | <ul style="list-style-type: none"><li>4.1 Protective covering requirements for products are determined</li><li>4.2 Products are loaded into <i>transport equipment</i> using safe manual handling techniques</li><li>4.3 Orders are assigned according to transport requirements</li></ul>   |

## Required Skills and Knowledge

### REQUIRED SKILLS AND KNOWLEDGE

This describes the essential skills and knowledge and their level

Demonstrates knowledge of:

- inspection techniques and procedures
- procedures for folding and packing articles
- procedures for tracking product
- AS/ANZ 4187:2003: 3.1 to 3.6
- processes for classification of products for rework
- quality and environmental standards and specifications
- safety and environmental aspects of related to workplace operation and manual handling, including consumable or hazardous materials
- workplace practices
- OHS practices, including hazard identification and control measures
- quality practices
- practices for recording and reporting

Demonstrates skills to:

- apply environmental standards for packing
- perform inspection procedures
- recognise non-conformances
- practice infection control procedures
- classify reject linen for rework
- maintain quality requirements for each stage of the process
- interpret and apply established procedures
- document, assess and transfer information
- read, interpret, and follow information on work specifications , standard operating procedures and work instructions, and other reference material
- maintain accurate records
- communicate within the workplace
- sequence operations
- meet specifications
- clarify and check task-related information
- carry out work according to OHS practices

## 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 the Training Package.

|  |   |
|--|---|
| <b>Critical aspects of evidence to be considered</b> | Demonstrates skills and knowledge to: <ul style="list-style-type: none"><li>• identify and confirm inspection requirements</li><li>• check theatre linen</li><li>• determine process for non-conformance to standards</li><li>• pack products appropriately</li></ul>   |
| <b>Consistency in performance</b>                    | Consistently applies skills and knowledge when: <ul style="list-style-type: none"><li>• organising work</li><li>• completing tasks</li><li>• identifying improvements</li><li>• using workplace practices</li><li>• using OHS practices</li><li>• recording and reporting accidents and incidents</li><li>• assessing operational readiness of equipment used and work processes</li><li>• recognising and adapting to cultural differences in the workplace, including modes of behaviour and interactions</li><li>• completing work systematically with attention to detail without damage to goods and equipment</li></ul> |
| <b>Resource implications</b>                         | Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.   |
| <b>Context for assessment</b>                        | Assessment may occur on the job or in an appropriately simulated environment.   |
| <b>Interdependent assessment</b>                     | This unit may be assessed independently or in combination with other relevant units.  |

## Range Statement

### 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. Bold italicised wording, if used in the Performance Criteria, is detailed below. 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.

|                                     |  |
|-------------------------------------|--|
| Legislative/regulatory requirements | All work must comply with relevant Federal and State or Territory legislative or regulatory requirements.  |
| Transport equipment may include:    | <ul style="list-style-type: none"><li>• trolleys</li><li>• bins</li><li>• baskets</li><li>• racks</li><li>• vehicles</li><li>• cages</li></ul>   |
| Machines and equipment may include: | <ul style="list-style-type: none"><li>• light intensifying table</li><li>• thermal patching machine</li><li>• de-linting equipment</li><li>• paper bags, laminate bags, non-linen wraps, linen wraps, indicator tape, markers, tags, plastic dust wrappers</li><li>• heat sealers</li></ul>  |
| OHS practices                       | <p>OHS practices must include hazard identification and control, risk assessment and implementation of risk reduction measures specific to the tasks described by this unit, and may include:</p> <ul style="list-style-type: none"><li>• manual handling techniques</li><li>• standard operating procedures</li><li>• personal protective equipment</li><li>• safe materials handling</li><li>• taking of rest breaks</li><li>• ergonomic arrangement of workplaces</li><li>• following marked walkways</li><li>• safe storage of equipment</li><li>• housekeeping</li><li>• reporting accidents and incidents</li><li>• other OHS practices relevant to the job and enterprise</li></ul> |



## **Unit Sector(s)**

**Sector**                      Laundry Operations