



Australian Government

HLTPAT006 Receive, prepare and dispatch pathology specimens

Release: 1

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Modification History

Release	Comments
Release 1	<p>This version was released in <i>HLT Health Training Package release 2.0</i> and meets the requirements of the 2012 Standards for Training Packages.</p> <p>Significant changes to the elements and performance criteria. New evidence requirements for assessment, including volume and frequency requirements. Significant change to knowledge evidence.</p>

Application

This unit describes the skills and knowledge required to receive specimens, complete the administrative process to prepare samples for pathology testing, and dispatch specimens. This unit does not cover the dispatch of dangerous goods or the transport of specimens to external facilities.

This unit applies to individuals working in specimen reception roles in laboratories and pathology collectors and assistants in collection centres.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

Elements define the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Receive specimens

- 1.1 Receive and process specimens and requests in accordance with organisation policies and procedures
- 1.2 Check pathology request forms and specimens documentation for adequate labelling in accordance with organisation and regulatory requirements
- 1.3 Ensure suitability of specimens for requested tests consulting laboratory directories or manuals
- 1.4 Reject specimens if necessary and complete documentation in accordance with organisation policies

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and procedures

1.5 Notify or consult with senior staff members as required

1.6 Follow infection control and workplace safety protocols relating to the safe handling of specimens

2. Complete administrative processing of specimens

2.1 Label specimens and request forms with unique laboratory number or bar code label in accordance with organisation policies and procedures

2.2 Register request forms, specimen and patient information into laboratory information systems in accordance with organisation policies and procedures

2.3 Complete administrative documentation in accordance with organisation policies and procedures

3. Prepare specimens

3.1 Confirm requirements for specimen processing in accordance with organisation procedures

3.2 Perform separation of sample by centrifugation in accordance with test requirements and organisation procedures

3.3 Prepare and label tubes for aliquotting in accordance with organisation procedures

3.4 Transfer sample by aliquotting into appropriate tubes in accordance with organisation policies and procedures

3.5 Sort samples according to appropriate laboratory department for testing in accordance with organisation policies and procedures

3.6 Store samples in accordance with test requirements and organisation procedures

4. Dispatch specimens

4.1 Ensure specimens for dispatch are packaged and labelled in accordance with organisation and regulatory requirements

4.2 Complete appropriate dispatch documentation in

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Performance criteria describe the performance needed to demonstrate achievement of the element.

accordance with organisation policies and procedures

4.3 Dispatch specimens in accordance with organisation procedures and regulatory requirements

Foundation Skills

The Foundation Skills describe those required skills (language, literacy, numeracy and employment skills) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>