



**Australian Government**

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

# **HLTPAT316B Pack and consign blood products**

**Release: 1**

## **HLTPAT316B Pack and consign blood products**

### **Modification History**

Not Applicable

### **Unit Descriptor**

#### **Descriptor**

This unit of competency describes the skills and knowledge required pack and consign blood products

### **Application of the Unit**

#### **Application**

Work performed requires a range of well-developed skills where some discretion and judgment is required. Individuals will take responsibility for their own outputs

### **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

### PERFORMANCE CRITERIA

- |   |  |
|---|--|
| 1. Check test samples have been collected | 1.1 Check <i>documentation</i><br>1.2 Check and document the number of tubes according to <i>organisation policies</i> and procedures<br>1.3 Check and document sample volume according to organisation policies and procedures<br>1.4 Correctly label blood sample tubes and match against documentation to ensure details are consistent<br>1.5 Complete documentation according to organisation policies and procedures |
| 2. Check donation                         | 2.1 Correctly label blood collection pack<br>2.2 Match blood collection against documentation to ensure details are consistent including usage restriction<br>2.3 Identify and report discrepancies, non conformances and incidents in line with organisation policies and procedures<br>2.4 Take corrective action in line with organisation policies and procedures  |

| <b>ELEMENT</b>                      | <b>PERFORMANCE CRITERIA</b>  |
|-------------------------------------|--|
| 3. Package collections for transfer | <p>3.1 Pack blood collection packs and blood sample tube/s for transfer according to organisation policies and procedures</p> <p>3.2 Seal blood collection packs</p> <p>3.3 Weigh blood collection pack.</p> <p>3.4 Complete documentation in line with organisation policies and procedures</p> |

## **Required Skills and Knowledge**

### **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:

- Bio-hazardous substances
- Criteria for rejection of specimens
- Departmental sub specialties
- External customer locations
- Identify blood tubes
- Infection control procedures
- International Aviation Transport Authority (IATA) and National Association of Testing Authorities (NATA) guidelines
- Laboratory information procedures
- Laboratory policy and procedure manuals
- Medical terminology and chemical abbreviations relevant to pathology
- National Blood Authority (NBA) standards for packaging blood
- OHS procedures
- Pathology test requests
- Relevant State and national legislation

## REQUIRED SKILLS AND KNOWLEDGE

### *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:

- Collect and deliver correctly, and on time, blood products to and from a specified destination
- Communicate effectively with internal and external customers and with colleagues
- Comply with relevant policies, protocols, guidelines and procedures of the organisation
- Demonstrate route finding
- Demonstrate spill procedures
- Follow correct documentation procedures for receipt and preparation of specimens
- Follow instructions
- Maintain client confidentiality
- Maintain specimen integrity
- Pack and consign blood products as directed
- Possess a relevant driver's licence
- Relate effectively with a range of internal and external customers
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use computer skills required to maintain database
- Use numeracy skills ranging from the ability to complete basic arithmetic calculations such as addition, subtraction, multiplication, division to recording numbers
- Use oral communication skills and language competence required to fulfil job roles in a safe manner and as specified by the organisation, including skills in:
  - asking questions
  - clarifying workplace instructions when necessary
  - listening to and understanding workplace instructions
  - literacy in English or a community language, depending on client group and organisation requirements
  - providing clear information
- Use literacy support available in the workplace that may range from having access to support or assistance from expert/mentor/supervisor, to having no communication support available
- Use problem solving skills required including ability to use available resources
- Use reading and writing skills required to fulfil job roles in a safe manner and as specified by the organisation at a level of skill that may range from the ability to understand symbols used in OHS signs, to reading workplace safety pamphlets or procedure manuals, to reading and understanding instructions
- Use time management strategies to set priorities

## 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
- Observation of workplace performance is essential for assessment of this unit
- 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

*Context of and specific resources for assessment:*

- Equipment
- Contact lots
- Policies/guidelines
- Infection control guidelines

*Method of assessment*

- Observation in the work place
- Written assignments/projects or questioning should be used to assess knowledge
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice.

## 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

### 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.

*Documentation refers to the following, which must comply with legal requirements:*

- Request forms
- Specimens
- Labels
- Bar-coding
- Database

## RANGE STATEMENT

*Organisation policies and procedures may relate to:*

- Safe use of equipment
- Use of personal protective equipment including gloves, gowns, masks, goggles
- Taking appropriate action when spills, biohazard exposure or needlestick injuries occur
- Infection control
- Waste management
- Safety and security of specimens for transport
- Use of chemicals according to manufacturer/organisation directions and material data safety sheets
- Guidelines for protection against needlestick injuries
- International Aviation Transport Authority (IATA) and National Association of Testing Authorities (NATA) guidelines
- Following appropriate laboratory manuals for safety, procedural, quality, registration
- Notification of infectious tests
- Maintaining equipment includes maintenance of centrifuge and all other in-house equipment

*Correct storage requirements of specimens may include:*

- Use of ice or dry ice
- Maintenance of warm temperature
- Timely transfer to storage
- Protection from light

## Unit Sector(s)

Not Applicable