



Australian Government

Department of Education, Employment and Workplace Relations

HLTSTE407C Manage availability and effectiveness of reusable medical devices

Release: 1

HLTSTE407C Manage availability and effectiveness of reusable medical devices

Modification History

HLT04 Version 4	HLT07 Version 5	Comments
HLTSTE407B Manage availability and effectiveness of reusable medical devices	HLTSTE407C - Manage availability and effectiveness of reusable medical devices	Unit updated in V5. 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 of competency describes the skills and knowledge required to ensure that reusable medical equipment and devices are maintained at a high operational and readiness standard

The worker is required to ensure that all equipment is in good working order and compliant with AS/NZS 4187 and TGA Guidelines to meet demand

Application of the Unit

Application

Functions at this level require:

- a thorough overview of microbiology and disinfection in relation to AS/NZS 4187
- a high level knowledge of medical equipment that requires disinfection or sterilisation

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. Maintain and monitor stock levels of reusable medical devices and packing material

PERFORMANCE CRITERIA

- 1.1 Maintain a record of usage and longevity trends
- 1.2 Determine stock requirements against usage trends, availability, predicted longevity of medical equipment devices according to AS/NZS 4187 and organisation policies and guidelines
- 1.3 Monitor quality of stock and storage condition, including temperature, light, humidity, pest control and stock organisation, and in compliance with AS/NZS4187
- 1.4 Check the quality of new reusable medical devices and packaging material at time of delivery
- 1.5 Replenish stocks of reusable medical devices and *packaging material* in order to meet demand
- 1.6 Maintain a record of stock usage

ELEMENT**PERFORMANCE CRITERIA**

2. Manage maintenance of reusable medical devices

2.1 Maintain a routine maintenance schedule where appropriate and in compliance with AS/NZS 4187, *organisation requirements* and manufacturers' guidelines

2.2 Facilitate routine maintenance of all reusable medical devices according to AS/NZS 4187, organisation policies and procedures and manufacturers' guidelines

2.3 Conduct random inspections of all reusable medical devices

2.4 Organise and monitor repair of reusable medical devices when it is beyond the scope of the department or organisation

2.5 Maintain a maintenance and repair record for medical devices

2.6 Follow organisation policies and procedures when reusable medical devices are beyond maintenance and repair

3. Provide information about the care of *reusable medical equipment*

3.1 Develop material to assist sterilisation staff to care for reusable medical devices compliant with AS/NZS 4187 and manufacturer's information

3.2 Conduct training sessions with sterilisation staff in the care of reusable medical devices

3.3 Maintain a register of sterilisation staff competency in the care of reusable medical devices

4. Contribute to organisation policies and procedures

4.1 Provide input into organisation policies, procedures to ensure compliance with AS/NZS 4187

4.2 Monitor and if necessary, adjust work practices to reflect AS/NZS 4187 and organisation policies and procedures

4.3 Maintain research and manufacturers' information relevant to reusable medical devices and consumables

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:

- Detailed knowledge of infection control principles as they affect the sterilisation work environment
- Detailed knowledge of instruments and associated care and maintenance requirements
- Enterprise code of practice
- Hazard identification and risk control
- WHS policies, guidelines and symbols and their relevance to working in the sterilisation area
- Purchase requirements of the organisation
- Relevant state/territory guidelines for sterilising services
- Standards, including AS/NZS 4187, AS/NZS 4815 and all relevant infection prevention guidelines, especially in relation to the care of reusable medical equipment
- Stock redundancy and disposal requirements of the organisation
- Storage requirements for reusable medical equipment
- The importance of sterilisation technology as a contribution to client safety and the relationship to well maintained reusable medical equipment
- The legal responsibilities of health care providers in relation to confidentiality, client rights, duty of care and implications of negligence
- Therapeutic Goods Administration (TGA) guidelines for purchase, reprocessing and reporting non-compliance
- Training and assessment requirements relevant to the care of reusable medical equipment

Essential skills:

It is critical that the candidate demonstrate the ability to:

- Address WHS, infection control and manual handling requirements
- Apply knowledge of the importance of sterilisation technology as a contribution to client safety
- Complete all documentation accurately
- Comply with AS/NZS 4187 and AS/NZS 4815 for sterilisation purposes, especially in relation to the care and maintenance of equipment
- Demonstrate consistency of performance over a number of trials
- Maintain stock
- Undertake care and maintenance of a full range of reusable medical equipment

- Undertake training and assessment of sterilisation staff

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:

- Apply AS/NZS 4187 and organisation policies and procedures to work practices
- Apply AS/NZS 4187 to organisation policies and procedures
- Demonstrate care and maintenance of reusable medical equipment
- Demonstrate stock management
- Demonstrate training and assessment skills relevant to the care of reusable medical equipment
- Maintain stock registers
- Maintain training registers
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues, including appropriate practices to ensure efficient use of resources
- Use literacy, numeracy and oral communication skills required to fulfil the position in a safe manner as specified by the health care facility
- Use problem solving skills - the ability to use available resources and prioritise workload

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
- 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
- Consistency of performance should be demonstrated over the required range of situations relevant to the workplace

EVIDENCE GUIDE

Context of and specific resources for assessment:

- Assessment should replicate workplace conditions as far as possible
- Simulations may be used to represent workplace conditions as closely as possible
Acceptable simulation requires:
 - care and maintenance of a full range of reusable medical equipment
 - appropriate storage environment
 - training and assessment of the care of reusable medical equipment
- Resources essential for assessment include access to:
 - relevant workplace or appropriately simulated environment where assessment can take place
 - full range of reusable medical equipment
 - training records
 - Australian Standards, government and organisation policies and procedures

Method of assessment

- Observation in the work place (if possible)
- Written assignments/projects, eg for fundamentals of microbiology and principles of cleaning and disinfection
- Interviewing and questioning
- Formal appraisal systems
- Supporting statement of supervisor(s)
- Authenticated evidence of relevant work experience and formal learning

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.

RANGE STATEMENT

Reusable medical equipment may include, but is not limited to:

- Surgical and medical instrumentation
- Anaesthetic/respiratory equipment
- Hollow ware
- Specialist surgical instruments, such as,
 - flexible and rigid endoscopic equipment
 - insulated instruments
 - laparoscopic instruments
 - microscopic instruments
 - handpieces
 - power tools
- Fibre optic equipment

Items required for packing may include:

- Internal chemical indicators
- Sterilisation tape
- Tray liners
- Tamper proof devices
- Rigid sterilisation container filters
- Identification labels
- Instrument check lists
- Instrument protective devices, eg pin mats, sharp's protectors
- Quality management documentation eg repair slips, non-conformance reports
- Biological indicators

Materials required for packaging may include:

- Textiles
- Non-woven wraps - cellulose and non-cellulose
- Flexible laminate packaging - rolls, pouches
- Paper bags
- Rigid sterilisation containers

Organisation policies may include:

- Purchasing of equipment
- Purchasing of devices
- Trials for consumables

Unit Sector(s)

Not Applicable