



Australian Government

Department of Education, Employment and Workplace Relations

RGRSWA302A Collect non-blood samples from racing personnel

Release: 1

RGRSWA302A Collect non-blood samples from racing personnel

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to work under supervision and apply the process for the collection of non-blood samples from racing personnel. It requires compliance with laboratory protocols and procedures as well as the rules of racing, OHS regulations and safe operating procedures, which are essential to maintaining the integrity of the samples and the continuity and security of evidence.

This unit has been contextualised and is based on NSW TAFE 0640A Drug Testing Procedures (Personnel).

This unit of competency operates in work environments of racing administration approved sample collection facilities that may include racecourse, kennel or stable premises.

Licensing, legislative, regulatory or certification requirements may apply to this unit. Check with your State Principal Racing Authority for current license or registration requirements.

Application of the Unit

Application of the unit

This unit of competency supports racing personnel or other authorised persons who are required to collect non-blood samples from racing personnel under supervision as part of their job role.

Competencies attained in this unit apply to the harness or thoroughbred code of the industry. Consequently when performance criteria are applied they will relate to the harness code or the thoroughbred code, and statements of attainment for this unit will reflect this distinction.

This unit can be contextualised for other industries while also maintaining the integrity of the unit.

Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Prepare for sample collection from racing personnel.	<ol style="list-style-type: none"> 1. Process for selecting racing participants to be sampled is confirmed with stewards. 2. <i>Preparation of collecting area</i> and provision of <i>collecting equipment</i> and collection bags are confirmed. 3. Collecting area and equipment are secured. 4. Racing participants required for <i>non-blood sample</i> collection are identified and escorted to collecting area.
Collect samples from racing personnel.	<ol style="list-style-type: none"> 5. <i>Collection procedures</i> and rights and obligations are explained to racing participant. 6. Urine collection procedure and protocols are followed. 7. <i>Modesty of person</i> is maintained within limitations of the collection protocols. 8. Other non-blood samples are taken in accordance with protocols and procedures. 9. Chain of custody of sampling equipment , documentation and sample is maintained. 10. Swab documentation, packaging, security and shipping protocols are followed. 11. <i>Contingency plans</i> are employed when sample cannot be provided within time frame . 12. <i>Safety of self and personnel</i> is maintained during collection process.
Complete sample reports.	<ol style="list-style-type: none"> 13. Sample documents are completed and stored in accordance with racing protocols and procedures. 14. Alterations to collection procedures are recorded and reported to stewards. 15. Incidents that occurred during collection procedure are recorded and reported to stewards.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communicating with stewards, racing officials, licensed and registered personnel and others using assertive communication techniques to gather, interpret and relay

REQUIRED SKILLS AND KNOWLEDGE

information related to non-blood sample collection from racing personnel

- completing duties in accordance with safe operating procedures and nominated time frame
- conducting sample collection processes in accordance with laboratory protocols and procedures and OHS regulations to maintain the integrity of samples
- identifying and reporting swabbing irregularities
- maintaining racing code requirements for confidentiality
- providing prompt and succinct information to stewards and others as required
- reading and interpreting workplace documentation and rules of racing
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- responding quickly to requests from stewards or other racing officials
- teamwork skills to ensure completion of job tasks
- using initiative and problem-solving techniques to deal with difficult people
- written communication skills to complete workplace documentation and reports.

Required knowledge

- communication procedures within the race meeting environment and wider racing industry
- ethical conduct standards of relevant racing principal authority
- industry terminology related to race meeting and sample collection procedures
- hazard identification and risk management
- laboratory protocols and procedures
- protocols and procedures for communicating with stewards, and licensed and other racing industry personnel
- racing industry safety requirements, including safe operating procedures
- reporting requirements for irregularities and problems, including difficulties in obtaining samples
- sample collection standard operating procedures
- swabbing protocols and associated rules of racing.

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, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:

- knowledge of the requirements, procedures and instructions that are to apply when collecting non-blood samples from racing personnel
- implementation of procedures and timely techniques for the safe, effective and efficient application of non-blood sample collection from racing personnel
- working with others to undertake and complete procedures that meet required outcomes.

Evidence should be collected over a period of time in a range of workplace-relevant contexts and include dealings with an appropriate range of situations.

Context of, and specific resources for assessment

Competency must be assessed in a racing workplace or simulated environment that provides access to the required resources. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards requirements.

Assessment of the practical components of this unit will be by observation of relevant skills, however these should not include human sample collection procedures.

The following resources must be available:

- materials and equipment relevant to assessing candidate's ability to perform duties associated with non-blood sample collection from racing personnel
- safe and appropriate racing sample collection facilities and an Australian racing forensic laboratory
- work instructions and related documentation.

Method of assessment

Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package.

The suggested strategies for the assessment of this unit

EVIDENCE GUIDE

are:

- written and/or oral assessment of candidate's required knowledge
- observed, documented and firsthand testimonial evidence of candidate's application of practical tasks associated with the elements:
 - prepare for sample collection from racing personnel
 - complete sample reports
- case studies or role plays should be used to assess candidate's ability to implement various strategies to address a range of scenarios and ensure continuity of security of evidence associated with the element in this unit:
 - collect samples from racing personnel.

Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons, at least one of whom should be approved by the State Principal Racing Authority.

This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.

Guidance information for assessment

Assessment methods should reflect workplace demands (e.g. literacy and numeracy demands) and the needs of particular target groups (e.g. people with disabilities, Aboriginal and Torres Strait Islander people, women, people with a language background other than English, youth and people from low socioeconomic backgrounds).

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. **Italicised** wording, if used in the performance criteria, is detailed below. 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

RANGE STATEMENT

regional contexts) may also be included.

Preparation of collecting area will include:

- collecting and managing records pertaining to individual sample collection processes
- communicating with other sample collection officers and swab stewards
- checking number and verifying contents of swab kits
- ensuring swab area is clean
- ensuring appropriate systems and personnel are in place to monitor key operating areas
- preparing paperwork and computer used in sample collection.

Collecting equipment will include:

- collection bottles
- collection bottle seals and labels
- disposable gloves
- laboratory cards
- license cards or registration cards for personnel
- swab kit.

Non-blood samples may include:

- saliva
- urine
- other non-invasive samples.

Collection procedures will include:

- checking identification of personnel to be swabbed
- escorting personnel to swab area
- preparing swab kit and swab area
- recording swab kit numbers, taking sample and sealing bottles
- recording swab details
- requesting personnel providing sample to sign required paperwork
- storing swab samples in secured area prior to dispatch to laboratory for analysis.

Modesty of person will include:

- managing collecting procedures with sensitivity to issues of modesty and privacy, while maintaining collection protocols and procedures and chain of custody
- using gender-specific collectors.

Chain of custody of sampling equipment , documentation and sample may include:

- conditions under which the sample is gathered, including:
 - identification of personnel to be tested
 - identification of all personnel attending

RANGE STATEMENT

- duration of sample custody
 - security conditions and manner in which sample is transferred to subsequent custodians
 - documents or paper trails showing collection, custody, control, transfer and analysis of physical (evidence) sample
 - each transaction completely documented chronologically
 - identifiable person always to have physical evidence, from swab staff to detective or steward
 - jurisprudence concept applying to handling of sample and its integrity.
- Contingency plans* may include:
- managing dehydrated personnel unable to provide urine sample
 - providing water for drinking
 - providing alternative time for sample collection.
- Safety of self and personnel* will include:
- adhering to responsibilities under OHS legislation and workplace practices
 - adhering to rules of racing and rules of the race venue
 - following safe work practices
 - following accident and injury procedures
 - identifying and reporting unsafe work practices
 - wearing approved personal protective equipment.

Unit Sector(s)

Unit Sector Harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing performance services