



Australian Government

HLTPAT011 Receive, prepare and dispatch pathology specimens

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Modification History

Release	Comments
1	This unit of competency was first released in HLT Health Release 10.0.

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.

Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite unit(s)

No pre-requisite units

Competency field(s)

N/A

Unit sector(s)

N/A

Elements and Performance Criteria

Element	Performance criteria
<i>Elements define the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Receive specimens	1.1 Receive and process specimens and requests according to organisational procedures

	1.2 Review pathology request form, and confirm adequate labelling according to organisational procedures 1.3 Confirm suitability of specimens for requested tests according to organisational procedures 1.4 Reject specimens if necessary and complete documentation in accordance with organisational procedures 1.5 Notify or consult with senior staff members as required 1.6 Follow infection control and workplace safety policies and procedures relating to the safe handling of specimens and disposal of contaminated waste
2. Complete administrative processing of specimens	2.1 Label specimens and request forms with unique laboratory number or bar code label according to organisational procedures 2.2 Register request forms, specimen and patient information into laboratory information systems according to organisational procedures 2.3 Complete administrative documentation according to organisational procedures
3. Prepare specimens	3.1 Confirm requirements for specimen processing according to organisational procedures 3.2 Perform separation of specimen by centrifugation according to test requirements and organisational procedures 3.3 Prepare and label tubes for aliquoting according to organisational procedures 3.4 Transfer specimen by aliquoting into appropriate tubes according to organisational procedures 3.5 Sort specimens according to appropriate laboratory department for testing according to organisational procedures 3.6 Store specimens according to test requirements and organisational procedures
4. Dispatch specimens	4.1 Ensure specimens for dispatch are packaged and labelled according to organisational procedures and regulatory requirements 4.2 Complete appropriate dispatch documentation to organisational procedures 4.3 Dispatch specimens according to organisational procedures and regulatory requirements

Foundation skills

The foundation skills essential to performance of this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

Skills	Description
Oral communications skills to:	• interact with clients and health care professionals using some specialised vocabulary.
Writing skills to:	• complete familiar and unfamiliar documentation.
Reading skills to:	• interpret request information in client records, technical and procedural documents, infection control policies and manufacturer guidelines.
Numeracy skills to:	• independently measure specimen volumes, interpret reference ranges and expiry dates, complete aliquoting of specimens.
Observation skills to:	• routinely monitor and dispatch specimens.
Problem solving skills to:	• independently assess suitability of specimens received.

Digital literacy outcomes are included in the Companion Volume Implementation Guide.

Range of conditions

N/A

Assessment Requirements for HLTPAT011 Receive, prepare and dispatch pathology specimens

Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- followed established procedures, safety requirements and infection control guidelines in the receipt, registration, sorting, storage and dispatch of at least 5 different pathology specimens.

Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- legal and ethical considerations for pathology specimen reception and preparation work, and how these are applied in organisations:
 - codes of practice, impact on national laboratory standards on role
 - privacy, confidentiality and disclosure
 - records management
 - work role boundaries
 - waste management
- types of hazardous substances that may be received and how to respond:
 - bio-hazardous substances
 - formalin
 - acids
- additives and fixatives criteria for rejection of specimens at reception stage
- pre-test processing requirements and procedures:
 - coding
 - sorting
 - aliquoting
- medical terminology and chemical abbreviations used in the pathology specimen collection process

Assessment Conditions

All aspects of the performance evidence must be demonstrated using simulation prior to being demonstrated in a workplace setting or in a simulated environment.

The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
 - pipettes
 - aliquot pots
 - personal protective equipment (PPE)
 - contaminated waste management
 - fridge
 - temperature controls
- modelling of industry operating conditions, including:
 - presence of situations requiring problem solving

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and must hold this unit or demonstrate equivalent skills and knowledge to that contained within this unit.

Mandatory Workplace Requirements

Assessment of performance evidence may be in a workplace setting or an environment that accurately represents a real workplace.

Unit Mapping Information

Previous Code and Title	Equivalence	Comments
HLTPAT006 Receive, prepare and dispatch pathology specimens	Equivalent	Minor changes to the performance criteria and knowledge evidence. Clarifications made to performance evidence and assessment conditions. Foundation skills made explicit.

Links

Companion volumes, including implementation guides, are found on the national training register - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705>.