



Australian Government

Department of Education, Employment and Workplace Relations

HLTEN522C Contribute to the registration and assessment of donors

Release: 1

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Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTEN522B Contribute to the registration and assessment of donors	HLTEN522C Contribute to the registration and assessment of donors	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 register and assess blood donors

Application of the Unit

Application

This unit of competency applies to whole donations and all types of donation session. Workers are expected to deal with new, lapsed and regular donors

This unit does not include haemoglobin testing

Enrolled/Division 2 nursing work is to be carried out in consultation/collaboration with registered nurses and under direct or indirect supervisory arrangements in line with jurisdictional regulatory requirements

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Pre-requisite unit

This unit must be assessed after successful achievement of pre-requisite:

- HLTPAT411D Perform blood collection for specialised testing

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. Register donors

- 1.1 Ask the donor questions clearly and in an appropriate manner, level and pace and in a manner that encourages the donor to provide full answers
- 1.2 Check donor understanding of information and seek alternate approaches when necessary
- 1.3 Compare information provided by donor with existing records and identify discrepancies
- 1.4 Seek further details to clarify discrepancies
- 1.5 Enter relevant information clearly and accurately into the *donor record*
- 1.6 Explain the nature and purpose of procedures in a clear and appropriate manner
- 1.7 Answer donor questions and seek feedback of understanding of the nature and purpose of procedures before seeking informed consent
- 1.8 Provide accurate information about the nature and sequence of session activities appropriate to the donor's needs and concerns
- 1.9 Maintain the confidentiality of the donor

ELEMENT

2. Assess donor suitability to give blood and blood components

PERFORMANCE CRITERIA

- 2.1 Explain the purpose and importance of health screening to the donor in a clear and accurate manner, pace and level appropriate to the needs and concerns of the donor
- 2.2 Identify donor status and refer to relevant person when the donor requirements are outside legitimate responsibility
- 2.3 Ask questions, precisely as written, in a manner that encourages the donor to provide full answers
- 2.4 Refer to an appropriate person when the donor is not able or willing to provide the information needed for assessment
- 2.5 Information provided by the donor is assessed against specified criteria
- 2.6 Where information is obtained which indicates that the donor may be unsuitable, the reason for seeking further guidance is explained clearly and sensitively and accurate information is passed on to the appropriate person
- 2.7 Answer all donor questions clearly, accurately and in a manner that meets the donor's needs and concerns
- 2.8 Give appropriate support, information and advice to donors assessed as unsuitable
- 2.9 Enter all information clearly and accurately in the donor record
- 2.10 Maintain the confidentiality of the donor

ELEMENT**PERFORMANCE CRITERIA**

3. Observe and report any irregularity in *behaviour*

- 3.1 Observe irregularities in potential donor behaviour
- 3.2 Determine type of situation and appropriate action
- 3.3 Take action to ensure safety of all persons in the immediate vicinity
- 3.4 Alert appropriate staff person and seek assistance if necessary
- 3.5 Document the incident
- 3.6 Report the incident to designated person

4. Contribute to the update of donor selection criteria

- 4.1 Document inconsistencies, omissions and ambiguities of donor information
- 4.2 Report inconsistencies, omissions and ambiguities to the designation person

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:

- Familiarity with donor declaration form
- Importance and potential impact of the quality of the donation
- Knowledge of:
 - blood and blood product manufacture
 - blood collection
 - need for customer focus when greeting, working with and thanking donor
 - selection procedure
 - testing
 - usage of blood and blood products

- Organisation procedures and policies, including SOPs
- Reasons for careful selection of donors of blood or blood components
- Regulations, standards and guidelines, including:
 - Australian Code of Good Manufacturing Practice For Therapeutic Goods - Blood and Blood Components
 - MIMS Index of Therapeutic Agents (Drugs)
 - International Travel and Health Vaccination Requirements and health Advice, World Health Organisation, Geneva, Current edition
- Understanding of general donor selection criteria, including:
 - age
 - family history
 - frequency of donation
 - lifestyle
 - occupational activities
 - WHS
 - recreational activities
 - weight
 - workers compensation

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:

- Apply professional standards of practice:
 - ANMC code of conduct
 - ANMC code of ethics
 - ANMC national Enrolled/Division 2 nurse competency standards
 - state/territory Nurse Regulatory Nurses Act
 - state/territory Nursing and Midwifery Regulatory Authority standards of practice
 - scope of nursing practice decision making framework
- Conduct interviews to collect all required donor information in a manner that meets the needs of the potential donor
- Explain procedures including:
 - blood collection procedure
 - blood pressure management
 - haemoglobin estimates
 - requirement for refreshment and recovery time after donation
- Identify and bring to the attention of designated person:

- discrepancies,
- omissions
- problems with current donor selection criteria
- Manage information to ensure all donor information is recorded accurately
- Provide appropriate counselling and care for donors before they donate blood
- Use effective communication skills, particularly when dealing with people found not suitable to be donors
- Use appropriate communication and interpersonal skills

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 performance in a work context is essential for assessment of this unit
- Consistency of performance should be demonstrated over the required range of workplace situations and should occur on more than one occasion and be assessed by a registered nurse

Method of assessment)

- Observation in the work place (if possible)
- Written assignments/projects
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice.
- Questioning

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.

- Donor status may include:*
- New
 - Lapsed
 - Regular

RANGE STATEMENT

Type of interview area may include:

- Static
- Mobile
- Caravan
- Metropolitan
- regional

Donor communication issues may include but is not limited to:

- Language differences
- Sensory difficulties
- Other comprehension difficulties

Donor records may include:

- Paper-based records
- Computerised records

Regulations and standards may include:

- Australian Code of Good Manufacturing Practice For Therapeutic Goods - Blood and Blood Components
- MIMS Index of Therapeutic Agents (Drugs)
- International Travel and Health Vaccination Requirements and health Advice, World Health Organisation, Geneva, Current edition
- Australian Red Cross, National Blood Transfusion Committee, Guidelines for the Selection of Blood Donors

Factors that influence the importance and potential impact on the quality of the donation may include

- Infectious diseases and their incubation periods
- Sexual or mucosal contact or exchange of body fluids
- Commonly used medicines and their side effects
- Weight limits
- How frequently a potential donor may donate for varying types of donations
- Geographical locations which require special consideration
- Hazardous occupations/recreational activities
- Effect of invasive procedures, for example tattooing
- Passive immunisation and vaccinations
- Past and present medical conditions other than infections
- Injuries and illnesses
- Recent major surgery

RANGE STATEMENT

Reasons for the careful selection of blood donors or blood components may include:

- Health of donor
- Safety of blood supply
- Safety of recipients
- Safety of customer service
- Production of a quality product
- Safety of staff

Types of behaviour may include:

- Verbal
- Non-verbal

Unit Sector(s)

Not Applicable