



Australian Government

Department of Education, Employment and Workplace Relations

HLTMAP409B Handle specimens in a medical practice

Release: 1

HLTAMP409B Handle specimens in a medical practice

Modification History

Not Applicable

Unit Descriptor

Descriptor

This competency unit describes the skills and knowledge required to handle specimens in a medical practice including organising off-site testing and performing certain on-site tests

Application of the Unit

Application

The skills and knowledge addressed in this competency unit must be applied strictly in line with relevant State/Territory legislative and regulatory requirements

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. Handle specimens carefully

- 1.1 Apply standard precautions and *industry standards* and codes of practice to handle medical specimens
- 1.2 Use correct equipment and instruments to handle specimens
- 1.3 Transfer specimen into appropriate container and seal properly, ensuring correct method of preservation has been used
- 1.4 Label containers correctly and store specimens in specified *conditions*
- 1.5 Follow correct procedures in case of adverse incident

2. Organise off-site *testing* of specimens

- 2.1 *Prepare specimens for transport* in line with specifications for packaging and transport
- 2.2 Ensure specimen is accompanied by required documentation, completed correctly
- 2.3 Arrange pick-up of specimen, if required, ensuring specimens are in correct location for pick-up

ELEMENT**PERFORMANCE CRITERIA****3. Conduct on-site testing of specimens**

- 3.1 Use and maintain equipment correctly in line with manufacturer's instructions
- 3.2 Conduct *tests* following practice protocols, standard precautions and industry standards
- 3.3 Document and report test results to appropriate personnel
- 3.4 Recognise significantly abnormal results and report appropriately and in a timely fashion

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:

- Acceptable storage conditions for various specimens
- How to deal appropriately with adverse incidents
- How to use and maintain medical equipment and supplies
- Industry standards and codes of practice
- Infection control
- Legislation and industry standards regarding privacy, security and medical record documentation
- Practice protocols
- Proper waste disposal and cleaning procedures including handling spillages
- Scope of own medical assisting role
- Standard precautions
- Various test procedures

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:

- Apply numeracy skills required to accurately:
 - interpret, record and relay test results
 - measure, eg volume, time and temperature (with high degree of accuracy)
- Handle specimens correctly
- Perform duties in a well-organised and timely fashion
- Recognise significantly abnormal results
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use medical equipment safely and correctly
- Use communication skills to:
 - interact appropriately with members of the health care team
 - interpret procedures and policies
 - document information appropriately in medical records
 - fill out forms correctly
 - relay information, using appropriate medical terminology and grammar

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
- 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

EVIDENCE GUIDE

away from the workplace, the assessment environment should represent workplace conditions as closely as possible

Method of assessment:

- Assessment should involve written and/or oral examination as well as simulation, demonstration and production of simulated work samples
- Students are also to be assessed during practice placement through supervisor reports, self-reflective journals and observation

Resource implications

Assessment requires access to:

- scope of own medical assisting role
- clinical procedures for medical assistants manual
- RACGP Standards for General Practices
- Australian and International Standards Applying to lab work
- simulated general practice lab environment including range of equipment, eg centrifuge, and supplies, eg specimen containers, PPE and test ordering and reporting forms
- simulated and/or sample specimens

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

EVIDENCE GUIDE

Related units:

- This unit should be assessed holistically with other medical assisting units of competency

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.

Industry standards may include

- RACGP Standards for General Practice
- Australian and International Standards applying to lab work

Label may include

- Client's name
- Client's DOB
- Client's identifier
- Date
- Time
- Medical Assistant's name, signature or initials
- Type of specimen
- Location specimen taken from
- Test required

RANGE STATEMENT*Conditions may include*

- Temperature
- Length of time
- Exposure to light
- Position, eg upright
- Securely, where client details cannot be observed by unauthorised parties

Adverse incident may include

- Breakage
- Spillage
- Needlestick or other injury
- Deterioration of specimen
- Cross-contamination

Documentation may include

- In client's medical record
- Forms used for ordering tests

Preparing specimens for transport may include

- Packing fragile items appropriately
- Placing in portable cooler (Esky) with cold packs

Tests may include

- Chemical reagent strip urinalysis
- Uriscreeen
- Pregnancy testing
- Blood glucose level measurement (using glucometer)
- Guthrie heel prick test
- Centrifugation
- Description of appearance, colour, odour

Unit Sector(s)

Not Applicable