



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **HLTMT305D Maintain and record tissue sample collection**

**Release: 1**

## HLTMT305D Maintain and record tissue sample collection

### Modification History

| HLT07 Version 4                                        | HLT07 Version 5                                        | Comments                                                                                                                                             |
|--------------------------------------------------------|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| HLTMT305C Maintain and record tissue sample collection | HLTMT305D Maintain and record tissue sample collection | 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 describes the knowledge and skills required to select, categorise, prepare, mount and display pathological specimens for a pathology museum

### Application of the Unit

#### Application

Work performed requires demonstration of basic knowledge of anatomy and pathology and the ability to apply solutions to a variety of predictable problems

Individuals will take responsibility for their own outputs and limited responsibility for the output of others

All tasks are conducted in accordance with organisation policies and procedures including WHS and infection control guidelines

### 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. Select suitable *specimen*

- 1.1 Gather *information* from *medical personnel* about suitable specimens
- 1.2 Complete *documentation* prior to retaining specimens for display in accordance with *organisation policy and procedures*
- 1.3 Store specimen in appropriate solutions
- 1.4 Clearly label specimens in accordance with *organisation policy and procedures*

#### 2. Categorise *specimen/s*

- 2.1 Allocate a unique code to each specimen
- 2.2 Categorise specimens into appropriate groups
- 2.3 Ensure specimen can be tracked to the deceased person
- 2.4 Maintain inventory of all specimens

| ELEMENT                                  | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                         |
|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Prepare <i>specimens</i> for mounting | <p>3.1 Select and prepare <i>equipment and materials</i></p> <p>3.2 Correctly use <i>personal protective equipment</i></p> <p>3.3 Fix specimen in appropriate <i>solutions</i> for the appropriate time</p> <p>3.4 Disposed of <i>waste</i> in accordance with <i>organisation policy and procedures</i></p> |
| 4. Mount <i>specimen/s</i>               | <p>4.1 Select and prepare equipment and materials</p> <p>4.2 Correctly use <i>personal protective equipment</i></p> <p>4.3 <i>Mount</i> specimen to best display the object of interest and in the best anatomical position</p>                                                                              |
| 5. Display <i>specimen</i> in museum     | <p>5.1 Select and prepare equipment and materials</p> <p>5.2 Display specimen in a secure location</p> <p>5.3 Place accurate labels and descriptions so they are clearly associated with the specimen</p>                                                                                                    |

## 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:

- Basic anatomy and physiology
- Cleaning and waste disposal techniques
- Legal requirements affecting the mortuary worker
- Relevant basic medical terminology
- Relevant basic pathology
- Relevant organisation policies and procedures

- Safe working procedures during autopsies
- Work health and safety in a mortuary

*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 problem solving skills, including an ability to use available resources
- Correctly complete documentation
- Correctly dissect, prepare, label and store specimens
- Correctly preserve, maintain and display specimens
- Demonstrate:
  - correct anatomical display of specimens
  - correct and safe disposal of clinical and other wastes
  - correct and safe use of equipment
  - correct dissection techniques
  - correct use of personal protective equipment
  - effective communication with medical officer performing autopsy
  - relevant and accurate labelling of specimens
  - safe working procedures during autopsies
- Follow infection control policy and procedures
- Follow Medical Officer's instructions
- Follow waste management practices
- Preserve specimens
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use numeracy skills including the ability to complete basic arithmetic calculations, and undertake measurements of volumes and weight, record stock levels and statistical information
- Use oral communication skills required to fulfil job roles in a safe manner and as specified by the organisation, including skills in:
  - asking questions
  - providing clear information
  - listening to and understanding workplace instructions
  - clarifying workplace instructions when necessary
  - using effective verbal and non verbal communication skills with a range of internal and external persons
- Use reading and writing skills required to fulfil job role in a safe manner and as specified by the organisation at a level of skill that includes reading workplace policy and

- procedure manuals and documenting administrative and clinical information
- Use literacy support available in the workplace that may range from having access to support or assistance from expert/mentor/supervisor, to having no communication supports available

## 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
- This unit will be most appropriately assessed in the workplace under the normal range of workplace conditions
- 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 away from the workplace, the assessment environment should represent workplace conditions as closely as possible

*Method of assessment*

- Observation of work activities
- Observation of simulation and/or role play
- Written tasks
- Relevant formal and informal education/training courses
- Case studies and scenarios
- Interviews/questioning
- Role plays

## EVIDENCE GUIDE

### *Resource implications:*

- Access to a specimen preparation room where assessment can take place
- Museum preparation equipment
- Relevant organisation policy, guidelines, procedures and protocols
- Relevant legislative requirements

### *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

### *Related units:*

- This unit can be assessed independently, however holistic assessment practice with other mortuary units of competency is encouraged

## 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.

- Specimen may include:*
- Gross human tissue and organs
  - Microscopic slides of tissue
  - Exhibits eg. Ligatures, motorcycle helmets
  - Photographs
  - Personal and non-personal items
- Information may relate to:*
- Medical history of the deceased
  - Pathology of specimen
  - Anatomy of specimen
- Documentation may relate to:*
- Legal documents (eg. Permission to retain tissue)
  - Organisation documents (eg. Authorisation from next of Kin/ Coroner/ Pathologists)
- Medical personnel may relate to:*
- Pathologist
  - Authorised medical practitioner performing autopsy examination
- Organisation policy and procedures may relate to:*
- Work health and safety
  - Waste handling and disposal
  - Documentation
- Equipment and materials may include*
- Cutting, sawing, hand and electrical tools
  - Perspex
  - Saw bench
  - Adhesives
  - Presses
  - Labelling materials
  - String
  - Fixing solutions
  - Storage solutions
  - Hazardous and other chemicals

*Personal protective equipment may include*

- Gloves
- Gown
- Protective eye wear
- Face masks
- Respirators
- Aprons
- Gumboots

*Mountings may include:*

- Dry (i.e. on paper)
- Wet (i.e. in perspex container)
- Solid (i.e. in solid block of methacrylate)

*Waste may relate to:*

- Biological waste
- Chemical waste

## **Unit Sector(s)**

Not Applicable