



Australian Government

Department of Education, Employment and Workplace Relations

HLTMT310D Collect, preserve and store post mortem samples

Release: 1

HLTMT310D Collect, preserve and store post mortem samples

Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTMT310C Collect, preserve and store post mortem samples	HLTMT310D Collect, preserve and store post mortem samples	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 collect, preserve, and store pathological specimens collected during the post mortem examination for further testing

Application of the Unit

Application

Work performed requires demonstration of basic knowledge of the means of preservation of different types of samples that may be collected for further testing including tissue samples, whole organs, blood and other body fluids

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. Prepare for collection of *specimen/s*

- 1.1 Ascertain types of specimens/samples to be collected for further *testing* from *medical personnel*
- 1.2 Correctly use *personal protective equipment*
- 1.3 Select and prepare appropriate *equipment and materials*

2. Collect *specimen/s*

- 2.1 Collect specimen/s using appropriate *equipment and materials*
- 2.2 Place collected specimens in appropriate containers with appropriate *solutions and media* as required
- 2.3 Clean work area
- 2.4 Clearly label specimens in accordance with *organisation policy and procedures*

ELEMENT**PERFORMANCE CRITERIA****3. Prepare *specimens* for transfer to laboratory**

- 3.1 Obtain relevant request forms from *medical personnel* for each specimen.
- 3.2 Package specimens for transfer to testing laboratory according to local organisation procedure.
- 3.3 Clean work area
- 3.4 Maintain *inventory* of specimens transferred

4. Disposal of *retained specimens*

- 4.1 Check appropriate *authorisation* for disposal has been given
- 4.2 Identify specimens for disposal
- 4.3 Dispose of retained specimens according to local organisation policies and procedures
- 4.4 Complete local organisation documentation required for disposal

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 disposal techniques for human tissue
- Legal requirements affecting the mortuary worker
- Relevant basic medical terminology
- Relevant organisation policies and procedures
- Work health and safety (WHS) 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
- Demonstrate:
 - correct and safe use of equipment
 - correct collection techniques
 - correct completion of documentation
 - correct packaging for transfer
 - correct preservation, labelling and storage of specimens
 - correct use of personal protective equipment
 - relevant and accurate labelling of specimens
 - effective communication with medical officer performing autopsy
- Follow correct practices for disposal of human tissue
- Follow infection control policy and procedures
- Follow Medical Officer's instructions
- Follow organisation waste management practices, including correctly and safely dispose of clinical and other wastes

- 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
- Use safe working procedures during autopsies

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

EVIDENCE GUIDE

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

Resource implications:

- Access to suitable post mortem cases to enable assessment to take place
- Equipment and materials for collecting specimens
- 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:

- Whole organs or portions of organs and tissues
- Body fluids
- Skin samples
- Nail clippings
- Hair
- Swabs

Testing may include:

- Histology
- Cytogenetics
- Neuropathology
- Microbiology
- DNA
- Toxicology
- Drugs and alcohol estimation
- Clinical chemistry
- Haematology
- Electron microscopy

Medical Personnel may relate to:

- Pathologist
- Authorised medical practitioner performing autopsy examination

Organisation policy and procedures may relate to:

- Work health and safety (WHS)
- Cleaning
- Handling and disposal of retained samples
- Packaging/transfer of samples for testing
- Documentation

Equipment and materials may include

- Scalpel blades and handles
- Scissors
- Labelling materials
- Blood tubes
- Sterile and non-sterile containers
- Blood culture tubes
- Various sizes of containers with or without fixing solutions
- Swabs
- Glass slides

Personal protective equipment may include

- Gloves including cut resistant gloves
- Gown
- Protective eye wear
- Face masks
- Respirators
- Aprons
- Gumboots

Retained specimens may include:

- Specimens surplus to requirements for testing
- Specimens collected but subsequently not needed for testing

Solutions and media may include:

- Formalin
- Gluteraldehyde
- Viral transport media

Inventory may include:

- Hand written records
- Electronic records

Authorisation may include:

- Consent from next of kin
- Order from Coroner
- Authorisation of pathologist or relevant medical officer

Unit Sector(s)

Not Applicable