



Australian Government

Department of Education, Employment and Workplace Relations

HLTMT412B Receive, store and track evidence

Release: 1

HLTMT412B Receive, store and track evidence

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required

Application of the Unit

Application

This unit applies to workers within a forensic mortuary who are required to receive and track evidence for coroner or police enquiries

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. Collect evidence

- 1.1 Collect *physical evidence* using appropriate methods
- 1.2 Use appropriate mechanisms to prevent contamination or loss of evidence
- 1.3 Ensure sufficient samples are collected where available and appropriate

2. Record evidence

- 2.1 Document evidence prior to examination
- 2.2 Record collection of evidence in line with organisation policies and procedures

3. *Store evidence*

- 3.1 Evidence is packaged and stored to prevent degradation and/or contamination in accordance with organisation policies and procedures
- 3.2 Document details in relation to storage
- 3.3 Refer evidence to relevant authority

ELEMENT**PERFORMANCE CRITERIA****4. Retrieve/track evidence****4.1** Locate stored *evidence***4.2** Track and record when evidence is used, stored or transported**4.3** Establish and maintain documentation in line with organisation policies and procedures

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:

- Anatomy and physiology of the human body
- Appropriate methods for collection and storage of evidence
- Australian Code of Good Manufacturing Practice For Therapeutic Goods - Blood and Blood Components, Human bloods and tissues
- Chain of custody including:
 - documentation requirements
 - tracing evidence
- Histopathology, microbiology and haematology
- International Travel and Health Vaccination Requirements and health Advice, World Health Organisation, Geneva, Current edition
- MIMS Index of Therapeutic Agents (Drugs)
- Organisation procedures and policies
- Regulations, standards and guidelines, including

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

REQUIRED SKILLS AND KNOWLEDGE

the context of the identified work role

This includes the ability to:

- Remove and store tissue in accordance with organisation policies and procedures and good manufacturing practice guidelines
- Document accurately

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 workplace performance is essential for assessment of this unit
- 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 in the work place (if possible)
- Written assignments/projects or questioning should be used to assess knowledge
- Case study and scenario as a basis for discussion of issues and strategies to contribute to best practice

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.

- Physical evidence may include:*
- Clothing
 - Tissues samples including
 - blood
 - small pieces of tissue
 - whole organs
 - Photographs
 - X rays

RANGE STATEMENT

Appropriate methods may include:

- Collection and storage as directed by the pathologist

Storage of evidence may include:

- Blood and tissue samples
- Documentary evidence including
 - deceased medical records
 - photographs
- X rays

Evidence may include:

- Whole organs
- Clothing, including:
 - personal items

Unit Sector(s)

Not Applicable