



Australian Government

Department of Education, Employment and Workplace Relations

HLTMT416C Collect pathology specimens

Release: 1

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Modification History

HLT07 Version 4	HLT07 Version 5	Comments
HLTMT416B Collect pathology specimens	HLTMT416C Collect pathology specimens	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 for a mortuary theatre technician to collect of pathology specimens from clients for pathology testing

Application of the Unit

Application

Work performed requires a broad knowledge base and the ability to apply solutions to a range of unpredictable problems

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

All tasks are conducted in accordance with organisation policies and procedures including work health and safety (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. Receive request for collection of pathology specimens | 1.1 Assess request to determine equipment required and other special requirements |
| | 1.2 Identify precise nature and requirements of the test request |
| | 1.3 Collect relevant clinical and personal information by interview of client and document correctly |
| | 1.4 Ensure <i>pre-test</i> criteria are met |
| | 1.5 Refer pathology requests to supervisor if required |
| | 1.6 Use of pathology collection manuals correctly |
| | 1.7 Select and prepare <i>equipment</i> and appropriate collection containers |

ELEMENT**PERFORMANCE CRITERIA****2. Perform procedure**

- 2.1 Ensure consent has been obtained in accordance with legal and organisation requirements
- 2.2 Follow infection control guidelines
- 2.3 Use personal *protective equipment* safely
- 2.4 Use collection and clinical equipment safely
- 2.5 Follow organisation guidelines for safe handling of pathology specimens/non pathology specimens
- 2.6 Adopt standard and additional precautions and seek assistance as required
- 2.7 Follow appropriate procedures for collection of sample
- 2.8 Follow WHS guidelines relating to disposal of equipment

3. Label and store specimens for transportation

- 3.1 Label specimens in accordance with ISO 9000 or the National Australian Testing Authority
- 3.2 Process and *store specimens* correctly
- 3.3 Contain specimens appropriately for transport
- 3.4 Report specimens ready for transportation

4. Clean autopsy room

- 4.1 Clean equipment and store safely
- 4.2 Sterilise equipment as required
- 4.3 Clean work area according to *infection control policy and procedures*
- 4.4 Dispose of *waste* safely and in accordance with organisation policy and procedures

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:

- Abbreviations commonly used in a clinical laboratory
- Anatomy and physiology relevant to pathology collections
- Boundaries of responsibilities
- Common infection and other risks associated with autopsy procedures
- Correct storage methods for specimens and fixatives
- General knowledge of pathology laboratories eg various departments and tests performed
- Medical terminology
- Obligations with respect to confidentiality of client information and legal and ethical issues
- Potential complications of collection procedures
- Tests
- Understanding of test requested and any special requirements - protecting the integrity of the specimen

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 standard and additional precautions
- Comply with policies and procedures including WHS, infection control etc
- Demonstrate correct techniques for collection of pathology specimens
- Demonstrate knowledge of pre-test criteria
- Effectively communicate with medical officer performing autopsy
- Exhibit an appropriate level of care reflecting courtesy, responsiveness and helpfulness
- Follow infection control and WHS policy and procedures
- Maintain client confidentiality
- Perform special autopsy techniques
- Respond productively to supervision
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use accurate dissection techniques
- Use autopsy equipment correctly and safely
- Use basic computer skills
- Use numeracy skills may range from the ability to complete basic arithmetic

- calculations, weighing and measuring requirements to recording data
- 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
 - literacy competence in English or a community language, depending on client group organisation requirements
- Use personal protective equipment correctly
- 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 may include:
 - ability to understand symbols used in WHS signs
 - reading and interpreting requests for pathology specimens
 - completing appropriate documentation
- Use problem solving skills required including an ability to use available resources
- Use literacy support available in the workplace which may range from having access to support or assistance from expert/mentor/supervisor, to having no communication supports available
- Use time management strategies to set priorities
- Work cooperatively in a team environment and unsupervised

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

Context of and specific resources for assessment:

- Access to an autopsy room where assessment can take place
- Autopsy equipment
- Relevant organisation policy, guidelines, procedures and protocols
- Relevant legislative requirements

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

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

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.

- Pathology specimen requests are made by:*
- Pathologist
 - Specialist medical practitioners
- Pre-test requirements include:*
- Client identification
 - Client details
 - Collection of clinical information
 - Appropriate procedures for paediatric clients may require specialised skills and knowledge
- Pathology specimens may include:*
- Saliva
 - Sputum
 - Urine including via catheter
 - Semen
 - Stool
 - Swabs
 - Skin scraping
 - Blood
 - Aspirates
 - Tissue
- Protective clothing includes:*
- Face protection
 - Eye protection
 - Gown
 - Apron
 - Surgical suits
 - Gloves, including surgical and kevlar
 - Protective footwear
 - Respirators
- Correct storage of specimens may include:*
- Kept on ice or dry ice
 - Kept warm
 - Actioned immediately
 - Protected from light
 - Use of fixatives
 - Procedures may be undertaken in an assisting role eg assisting a pathologist with a fine needle aspiration

Relevant equipment and consumable items

- specimen containers
- Autopsy table
- Trolleys
- Surgical instruments
- Scales
- Specimen containers
- Necropsy saw
- Knives
- Packing materials
- Needles
- Suture materials
- Body bags
- Electric scrubbers

Infection Control policy and procedures may include:

- Personal hygiene
- Cleaning procedures
- Cleaning of surfaces and equipment
- Use of cleaning chemicals
- Use of personal protective equipment
- Standard and additional precautions
- Disposal of clinical and other wastes

Waste may include:

- Clinical wastes
- General waste
- Toxic waste

Unit Sector(s)

Not Applicable