



Australian Government

Department of Education, Employment and Workplace Relations

HLTPAT301C Receive and prepare pathology specimens

Release: 1

HLTPAT301C Receive and prepare pathology specimens

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit of competency describes the skills and knowledge required to receive and prepare a range of samples for pathology testing

Application of the Unit

Application

Work performed requires a range of well-developed skills where some discretion and judgment is required. Individuals will take responsibility for their own outputs and limited responsibility for the output of others

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

1. Receive *specimens*

PERFORMANCE CRITERIA

- 1.1 Receive and process specimens as required by *organisation policies* and procedures
- 1.2 Check *documentation* for accuracy and legality to ensure that mandatory labelling requirements are complete
- 1.3 Reject specimens in accordance with organisation policies and procedures
- 1.4 Affix bar-code labels to request forms and specimens
- 1.5 Confirm requirements for *specimen processing* in accordance with organisation policies and procedures
- 1.6 Follow infection control and workplace safety protocols relating to the safe handling of specimens
- 1.7 Maintain records of non-conformities in accordance with organisation policies and procedures
- 1.8 Follow the organisation's procedures for information recording

ELEMENT**PERFORMANCE CRITERIA**

- | | |
|---|---|
| 2. Process specimens for scientific testing | 2.1 Process specimens for diagnostic testing in accordance with scientist/pathologist instructions workplace health and safety guidelines |
| | 2.2 Operate and maintain equipment in accordance with organisation policies and procedures |
| | 2.3 Follow Infection control guidelines during processing of specimens |
| | 2.4 Enter data on specimens into database in accordance with organisation policies and procedures |
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| 3. Dispatch specimens | 3.1 Check specimens to ensure they are appropriately secured for dispatch |
| | 3.2 Dispatch specimens to relevant department in accordance with organisation policies and procedures |
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| 4. Collect, sort and deliver reports | 4.1 Deliver confidential reports are delivered within acceptable timeframes |

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:

- Bio-hazardous substances
- Criteria for rejection of specimens
- Departmental sub specialties

REQUIRED SKILLS AND KNOWLEDGE

- External customer locations
- Hospital environment
- Identify blood tubes
- Infection control manual
- Laboratory information processing procedures
- Laboratory policy and procedure manuals
- Medical terminology and chemical abbreviations relevant to pathology
- National laboratory standards
- OHS manual
- Pathology test requests
- Pneumatic tube system
- Relevant State and national legislation

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:

- Comply with relevant policies, protocols, guidelines and procedures of the organisation
- Demonstrate computer skills required to maintain database
- Demonstrate handling of hazardous chemicals
- Effectively communicate with internal and external customers
- Follow correct documentation procedures for receipt and preparation of specimens
- Maintain specimen integrity
- Receive and process correctly a range of samples for pathology testing
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues
- Use numeracy skills ranging from the ability to complete basic arithmetic calculations such as addition, subtraction, multiplication, division to recording numbers
- Use oral communication skills and language competence 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
 - literacy in English or a community language, depending on client group organisations requirements
- Use problem solving skills including ability to use available resources
- Use reading and writing skills required to fulfil job roles in a safe manner and as

REQUIRED SKILLS AND KNOWLEDGE

specified by the organisation at a level of skill that may range from the ability to understand symbols used in OHS signs, to reading workplace safety pamphlets or procedure manuals, to reading labels and handling chemicals

- 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 time management strategies to set priorities

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

EVIDENCE GUIDE

Context of and specific resources for assessment:

- Specimens
- Legislative guidelines
- Area/division/guidelines
- Request forms
- Labels
- Database
- Equipment
- Laboratory policy and procedure manuals
- Infection control manual
- OHS manual
- Access to IATA course and accreditation

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
- Clinical skills involving direct client care are to be assessed initially in a simulated clinical setting (laboratory). If successful, a second assessment is to be conducted during workplace application under direct supervision
- Oral questioning
- Computer-aided assessment
- Assesses portfolio, CV and documented evidence of work history

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 can be delivered and assessed independently, however holistic assessment practice with other pathology units of competency is encouraged

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.

Specimens may include:

- Blood
- Urine
- Faeces
- Swabs
- Tissue samples
- Body fluids
- Smears
- Sputum

Processing of specimens will include:

- Receipt
- Checking
- Verifying
- Recording date and time of arrival

RANGE STATEMENT

Equipment may include:

- Computers
- Printers
- Centrifuge
- Biohazard cabinet
- Scanner
- Laboratory equipment relevant to receipt and preparation of specimens

Documentation refers to the following, which must comply with legal requirements:

- Request forms
- Specimens
- Labels
- Bar-coding
- Database

Organisation policies and procedures may relate to:

- Safe use of equipment
- Use of personal protective equipment including gloves, gowns, masks, goggles
- Taking appropriate action when spills, biohazard exposure or needlestick injuries occur
- Infection control
- Waste management
- Safety and security of specimens for transport
- Use of chemicals according to manufacturer/organisation directions and material data safety sheets
- Guidelines for protection against needlestick injuries
- International aviation transport authority (IATA) guidelines
- Following appropriate laboratory manuals for safety, procedural, quality, registration
- Notification of infectious tests
- Maintaining equipment includes maintenance of centrifuge and all other in-house equipment

Unit Sector(s)

Not Applicable