



Australian Government

Department of Education, Employment and Workplace Relations

HLTTEC305C Maintain records for X-Ray operation

Release: 1

HLTTEC305C Maintain records for X-Ray operation

Modification History

Not Applicable

Unit Descriptor

Descriptor

This unit describes the competencies required to ensure accurate log details of the X-ray service in accordance with organisation or legislative requirements

Application of the Unit

Application

Work will usually be performed within a prescribed range of functions involving known routines and procedures

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. Maintain accurate client *records*

- 1.1 Record client information and relevant technical information in the X-ray register in accordance with organisation procedures
- 1.2 Follow procedures to protect client confidentiality

2. Maintain accurate administrative records

- 2.1 Maintain equipment maintenance and stock order records in accordance with organisation procedures
- 2.2 Maintain radiation monitoring records in accordance with legislative and organisation procedures
- 2.3 Complete internal forms and documents in accordance with organisation procedures

3. Contribute information and data as required

- 3.1 Collect and maintain resource information in accordance with organisation procedures
- 3.2 Collect client statistics, inquiries, technical and other data as required
- 3.3 Deal with *correspondence* within established organisation guidelines

ELEMENT**PERFORMANCE CRITERIA****4. Handle correspondence**

- 4.1 Sort and note correspondence in accordance with organisation procedures
- 4.2 Record correspondence in accordance with organisation procedures
- 4.3 Distribute correspondence in accordance with organisation procedures
- 4.4 Prepare correspondence for postage

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:

- Different record systems and the relevance to health
- Government legislation
- Guidelines and policies of organisation

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 to use available resources, prioritise workload and to communicate effectively in the range of client contact situations
- Take into account opportunities to address waste minimisation, environmental responsibility and sustainable practice issues, including appropriate practices to ensure efficient use of resources

REQUIRED SKILLS AND KNOWLEDGE

- Use basic medical terminology
- Use communication skills as required to provide instruction and support
- Use numeracy skills ranging from the ability to complete basic arithmetic calculations such as addition, subtraction, multiplication, division to recording data
- Use oral communication skills as 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 and organisation requirements
- Use reading and writing skills as required to fulfil job roles in a safe manner and as specified by organisation at a level of skill that may range from the ability to understand symbols used in OHS signs, to reading workplace safety pamphlets and procedure manuals, keeping maintenance records and following manufacturer specifications for equipment use and maintenance
- Use literacy support available in the workplace that may range from having access to support or assistance from radiographer, 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 is most appropriately assessed in the workplace or in a simulated workplace setting under the normal range of workplace conditions, including assessment by mentors and peers

EVIDENCE GUIDE

Method of assessment may include:

- Information may be gathered from observation, inquiries, and written and other sources
- Off the job role plays and exercises

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.

Records and reports may include:

- Verbal or written, according to the requirements of the job

RANGE STATEMENT

Files or records may include:

- Client information
- Time sheets
- Correspondence incoming/outgoing
- Petty cash forms
- Reports for organisation
- Equipment usage and maintenance report
- Stock order and receipt records
- Financial statements
- Organisation policies and procedure manual
- X-ray films (radiographs)
- Discharge summaries
- Doctors/nurses/health worker notes
- Specialist reports
- Pathology/microbiology reports

Correspondence may include:

- Mail
- Facsimiles
- Memos
- Messages
- Internal reports
- Organisation letters
- X-ray request forms
- Client (X-ray) register
- Labelled film storage bags

Unit Sector(s)

Not Applicable