



Australian Government

MSTLA2009 Inspect, fold and pack theatre linen

Release: 1

MSTLA2009 Inspect, fold and pack theatre linen

Modification History

Release 1. Supersedes and is equivalent to LMTLA2009A Inspect, fold and pack theatre linen

Application

This unit of competency covers the skills and knowledge required for the final checking and inspection of clean theatre linen to ensure customer requirements and quality standards have been met.

The unit of competency applies to the inspection, folding and packing of theatre linen. It includes the sorting, folding and packing processes.

Work may be conducted in small to large scale enterprises and may involve individual and team activities. Work is performed within defined procedures under direct supervision.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Laundry operations

Unit Sector

Not applicable

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS) requirements at all times
		1.3	Use appropriate personal protective equipment (PPE) in accordance with SOPs
		1.4	Identify job requirements from specifications, drawings, job sheets or work instructions

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| 2 | Prepare to inspect, fold and pack theatre linen | 2.1 | Identify special instructions or requirements and laundry operating procedures |
| | | 2.2 | Prepare machines and equipment |
| | | 2.3 | Apply and maintain hygiene and infection control in theatre linen and environmental standards for packing |
| | | 2.4 | Check clean theatre linen and identify non-conformance to standards |
| | | 2.5 | Classify reject linen for rework, rewash or condemning, as required |
| | | | |
| 3 | Pack product for despatch | 3.1 | Fold product according to hospital theatre specifications and relevant Australian Standards |
| | | 3.2 | Apply hospital and laundry linen coding systems and determine package content requirements |
| | | 3.3 | Check packaging and storage equipment for cleanliness |
| | | 3.4 | Configure packs according to hospital theatre and laundry procedures |
| | | 3.5 | Wrap packs according to hospital theatre requirements and specifications |
| | | 3.6 | Assess final finish, confirm quality, and record and document packed product according to requirements |
| | | | |
| 4 | Despatch product | 4.1 | Determine protective covering requirements for products |
| | | 4.2 | Load products into transport equipment using safe manual handling techniques |
| | | 4.3 | Assign orders according to transport requirements |

Foundation Skills

This section describes those required skills (language, literacy and numeracy) that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Workplace procedures include one or more of the following:

- requirements prescribed by legislation, awards, agreements and conditions of employment
- SOPs
- work instructions
- oral, written and visual communication
- quality practices, including responsibility for maintenance of own work quality and contribution to quality improvement of team or section output
- housekeeping
- tasks related to environmental protection, waste disposal, pollution control and recycling
- WHS practices

Australian Standards include:

- the relevant industry or Australian Standards that are current at the time this unit is being undertaken

Special instructions or requirements include the following:

- packaging requirements, including configuration, wrapping and labelling
- final finishing instructions for theatre packs
- rework classification or instructions

Laundry operating procedures include the following:

- hospital theatre pre-pack specifications
- reject classifications
- coding systems
- manual handling techniques
- safe use of machines and related equipment
- reporting procedures for non-conformance, faults and safety checks

Non-conformance to standards includes one or more of the following:

- grease
- stains
- lint
- identifying markers
- damage
- inferior quality
- wear

Machines and equipment include one or more of the following:

- light intensifying table
- thermal patching machine
- de-linting equipment
- paper bags, laminate bags, non-linen wraps, linen wraps, indicator tape, markers, tags and plastic dust wrappers
- heat sealers

Unit Mapping Information

Release 1. Supersedes and is equivalent to LMTLA2009A Inspect, fold and pack theatre linen

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a203ec5c-de7d-406b-b3e1-8f1a9b76e92e>

Assessment Requirements for MSTLA2009 Inspect, fold and pack theatre linen

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Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria, and include:

- reading and following work instructions, standard operating procedures (SOPs), safe work practices and other reference material
- complying with relevant standards
- identifying and confirming inspection requirements
- folding, packing and despatching products according to procedures on at least two (2) occasions
- recognising non-conformances and classifying reject linen for rework
- applying infection control and laundry operating procedures
- maintaining quality requirements for each stage of the process
- maintaining accurate records.

Knowledge Evidence

Evidence must be provided that demonstrates knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant industry or Australian Standards
- laundry operation procedures:
 - hospital theatre pre-pack specifications
 - reject classifications
 - coding systems
 - manual handling techniques
 - safe use of machines and related equipment
 - reporting procedures for non-conformance, faults and safety checks
- inspection techniques and procedures
- inspecting, folding and packing machines and equipment
- procedures for folding and packing articles
- hospital theatre linen specifications
- procedures for tracking product
- processes for classification of products for re-work
- transport equipment:
 - trolleys

- bins
- baskets
- racks
- vehicles
- cages
- quality and environmental standards and specifications
- workplace procedures
- practices for recording and reporting.

Assessment Conditions

- Assessors must:
 - satisfy the assessor competency requirements that are in place at the time of the assessment, as set by the VET regulator
 - have vocational competency in inspecting, folding and packing theatre linen, at least to the level being assessed, with relevant industry knowledge and experience.
- Assessment should occur in operational workplace situations. Where this is not possible, or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment reflecting realistic operational workplace conditions. This must cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required, including relevant workplace procedures, product and manufacturing specifications associated with this unit.

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