



Australian Government

Department of Education, Employment and Workplace Relations

RGRSTD405A Conduct steward supervision of sample collection procedures

Release: 1

RGRSTD405A Conduct steward supervision of sample collection procedures

Modification History

Not Applicable

Unit Descriptor

Unit descriptor

This unit of competency specifies the outcomes required to provide stewards and other authorised racing officials with the skills and required knowledge to oversee the process of sample collection from racing industry personnel, greyhounds and harness or thoroughbred racing horses.

The unit includes processes related to the preparation for testing, authorisation and implementation of testing, and initiation of evidence-gathering activities. It requires compliance with laboratory protocols and procedures as well as the rules of racing, OHS standards and safe operating procedures to maintain the integrity of the samples.

This unit of competency operates in workplace environments of racing administration, kennels, stables, racecourses and public areas.

Greyhound, harness and thoroughbred racing is strictly regulated throughout Australia. All stewards are appointed under the rules of racing by the relevant racing controlling body. For this reason enrolment in this unit of competency is restricted to people currently employed as a stipendiary or cadet steward or those who have been approved by a State Principal Racing Authority to undertake this unit.

Application of the Unit

Application of the unit

This unit of competency supports the stipendiary steward and other racing industry personnel authorised to oversee the collection of samples from racing personnel and racing animals.

Competencies attained in this unit apply to the greyhound, harness or thoroughbred code of the industry.

Consequently when performance criteria are applied they will relate to the greyhound code or the harness code or the thoroughbred code, and statements of attainment for this unit will reflect this distinction.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite units

Employability Skills Information

Employability skills This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
Inspect collection area.	1. Sampling area is assessed for <i>cleanliness, safety and security</i>. 2. Sampling area is assessed as suitable for human and <i>animal comfort</i> during collection process. 3. Alternative area that complies with requirements for collection is identified if required. 4. Monitors are checked for operation and accuracy of view, if provided.
Ensure sample collection is compliant with protocols.	5. <i>Sample collection kits</i> are counted and checked against laboratory distribution list. 6. Swab attendant's planned actions are reviewed for compliance with <i>collection procedures</i> and <i>protocols</i> for nominated laboratory or laboratories. 7. <i>OHS and safe operating procedures</i> are reviewed with swab attendant. 8. Procedures for dealing with collection incidents and non-compliance are reviewed with swab attendant. 9. Procedures for storing samples and security of sample area are reviewed with swab attendant and security staff.
Ensure samples are returned to laboratory.	10. Sample kits are counted and checked against laboratory distribution list. 11. Sampling area is checked for mislaid documentation or sample kit items. 12. Samples are stored to avoid deterioration prior to return to laboratory. 13. Incidents that occurred during collection process are recorded in stewards' report. 14. Samples are forwarded to laboratory according to racing protocols and procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- applying safe work practices when dealing with people, greyhounds and horses,

REQUIRED SKILLS AND KNOWLEDGE

including safe handling and lifting techniques

- communicating with swabbing officers, doctors, veterinarians, other stewards, racing officials, licensed and registered personnel and others using assertive communication techniques to gather, interpret and relay information related to sample collection procedures
- completing duties in accordance with safe operating procedures and nominated time frame
- complying with laboratory protocols and procedures, and OHS and animal welfare regulations to ensure the integrity of samples
- complying with organisational policies and procedures and the rules of racing
- demonstrating aptitude to use initiative and problem-solving abilities to collect samples from difficult people and animals
- directing industry personnel to correctly and safely participate in sample collection processes
- ensuring provision of same gender when directing racing personnel to make themselves available for sample collection
- demonstrating common greyhound or horse handling skills
- identifying and reporting swabbing irregularities
- identifying animals by colour, brand, sex, and leg and face markings
- judging situations and taking appropriate action to prevent problems arising or to overcome problems before they develop further
- maintaining racing code requirements for confidentiality
- practical experience in dealing with difficult people
- reading and interpreting workplace documentation and rules of racing
- relating to people from a range of social, cultural and ethnic backgrounds and with varying physical and mental abilities
- responding quickly to requests from other stewards or racing officials
- teamwork skills to ensure completion of job tasks
- written communication skills to complete workplace documentation and reports.

Required knowledge

- communication procedures within the race meeting environment and wider racing industry
- ethical conduct standards of relevant racing principal authority
- greyhound or horse behaviour and communication traits
- industry terminology related to race meeting and swabbing procedures
- hazard identification and risk management
- protocols and procedures for communicating with licensed and other racing industry personnel
- racing industry animal welfare requirements
- racing industry safety requirements, including safe operating procedures
- reporting requirements for irregularities and problems, including difficulties in

REQUIRED SKILLS AND KNOWLEDGE

obtaining samples

- sample collection standard operating procedures
- signs of animal health, ill health, injury and diseases
- swabbing protocols and associated rules of racing.

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, range statement and the Assessment Guidelines for the Training Package.

Critical aspects for assessment and evidence required to demonstrate competency in this unit

The evidence required to demonstrate competency in this unit must be relevant to workplace operations and satisfy all of the requirements of the performance criteria, required skills and knowledge and the range statement of this unit and include evidence of the following:

- knowledge of the requirements, procedures and instructions that are to apply when overseeing sample collection
- implementation of procedures and timely techniques for the safe, effective and efficient overseeing of sample collection
- working with others to undertake and complete the required procedures that meet required outcomes.

Evidence should be collected over a period of time in a range of racing industry operations contexts and include dealings with an appropriate range of situations.

Context of and specific resources for assessment

Competency must be assessed in a racing workplace that provides access to the required resources. Assessment is to occur under standard and authorised work practices, safety requirements and environmental constraints. It is to comply with relevant regulatory requirements or Australian Standards requirements.

Assessment of the practical components of this unit will be by observation of relevant skills.

The following resources must be available:

- a range of greyhounds and harness or thoroughbred horses
- materials and equipment relevant to assessing candidate's ability to oversee sample collection
- race meetings and related facilities, including swabbing
- work instructions and related documentation.

Method of assessment

Assessment methods must satisfy the endorsed Assessment Guidelines of the Racing Training Package.

The suggested strategies for the assessment of this unit

EVIDENCE GUIDE

are:

- written and/or oral assessment of candidate's required knowledge
- observed, documented and firsthand testimonial evidence of candidate's application of practical tasks
- case studies to assess the candidate's skills and knowledge of the overall swabbing procedure to ensure continuity and security of evidence.

Evidence is required to be demonstrated over a period of time, therefore where performance is not directly observed any evidence should be authenticated by supervisors or other appropriate persons, at least one of whom should be approved by the State Principal Racing Authority.

This unit may be assessed in a holistic way with other units of competency relevant to the industry sector, workplace and job role.

Guidance information for assessment

Assessment methods should reflect workplace demands (e.g. literacy and numeracy demands) and the needs of particular target groups (e.g. people with disabilities, Aboriginal and Torres Strait Islander people, women, people with a language background other than English, youth and people from low socioeconomic backgrounds).

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. Bold italicised wording in the performance criteria is detailed below.

The range statement provides details of how this competency can be used in the workplaces of the racing industry to conduct steward overseeing of sample collection procedures. Workplaces include greyhound, harness and thoroughbred racecourses, training tracks and administration buildings.

Stewards oversee the conduct of all racing-related activities within the responsibilities and powers described under the rules of racing. The conditions under which this unit is

RANGE STATEMENT

delivered and assessed must take into consideration these powers and responsibilities. These powers and responsibilities are further described in the rules of racing for the relevant racing code. It is strongly recommended that training facilitators and learners refer to these powers and responsibilities as part of the range of conditions for all units covered in the steward specialist area of the Training Package.

Cleanliness, safety and security of the sampling area will include:

- animal manure or faeces removed promptly
- area must be able to be:
 - locked
 - monitored at all times
- provision of hand washing amenities and disposable gloves
- refrigerator in working order for proper storage of samples
- sampling area design allows safe movement of animals and personnel
- working surfaces are dust free.

Considerations for ***animal comfort*** will include:

- air flow
- clean animal bedding
- dust free environment, including animal bedding
- light
- size of enclosure to allow animal to move around comfortably
- temperature
- quiet area to minimise distractions and encourage provision of samples.

Sample collection kits may include:

- blood collection bottles
- collection bottle seals and labels
- disposable gloves
- laboratory cards
- needles
- rinse containers
- sharps containers
- urine collection bottles.

Collection procedures may include:

- escorting animal and handler to swab area
- following chain of evidence protocols
- preparing swab kit and swab area
- recording details
- securing swabs and swab area
- sending samples to laboratory for analysis.

RANGE STATEMENT

- Collection protocols*** will include:
- conditions under which the sample is gathered, including:
 - identification of humans or animals to be tested
 - duration of sample custody
 - security conditions and manner in which sample is transferred to subsequent custodians
 - documents or paper trails showing collection, custody, control, transfer and analysis of physical (evidence) sample
 - each transaction completely documented chronologically
 - identifiable person always to have physical evidence, from swab staff to detective or steward
 - jurisprudence concept applying to handling of sample and its integrity.
- OHS and safe operating procedures*** will include:
- adhering to responsibilities under OHS legislation and workplace practices
 - adhering to responsibilities under national and state codes of practice; federal, state and territory legislation; and local government regulations covering animal welfare
 - adhering to rules of racing and rules of the race venue
 - considering variables that influence behaviour of greyhounds or horses, such as:
 - fences and equipment
 - other persons or animals
 - vehicles
 - wind and noise
 - contributing to development of risk control measures
 - following safe work practices, including:
 - use of restraints
 - handling animals in enclosed spaces
 - following accident and injury procedures
 - identifying and reporting unsafe work practices
 - identifying emergency situations
 - monitoring animal behaviour
 - using approved and well-maintained gear and

RANGE STATEMENT

- equipment
- wearing approved personal protective equipment.

Unit Sector(s)

Unit Sector Greyhound, harness and thoroughbred racing codes

Co-requisite units

Co-requisite units

Functional Area

Functional Area Racing common