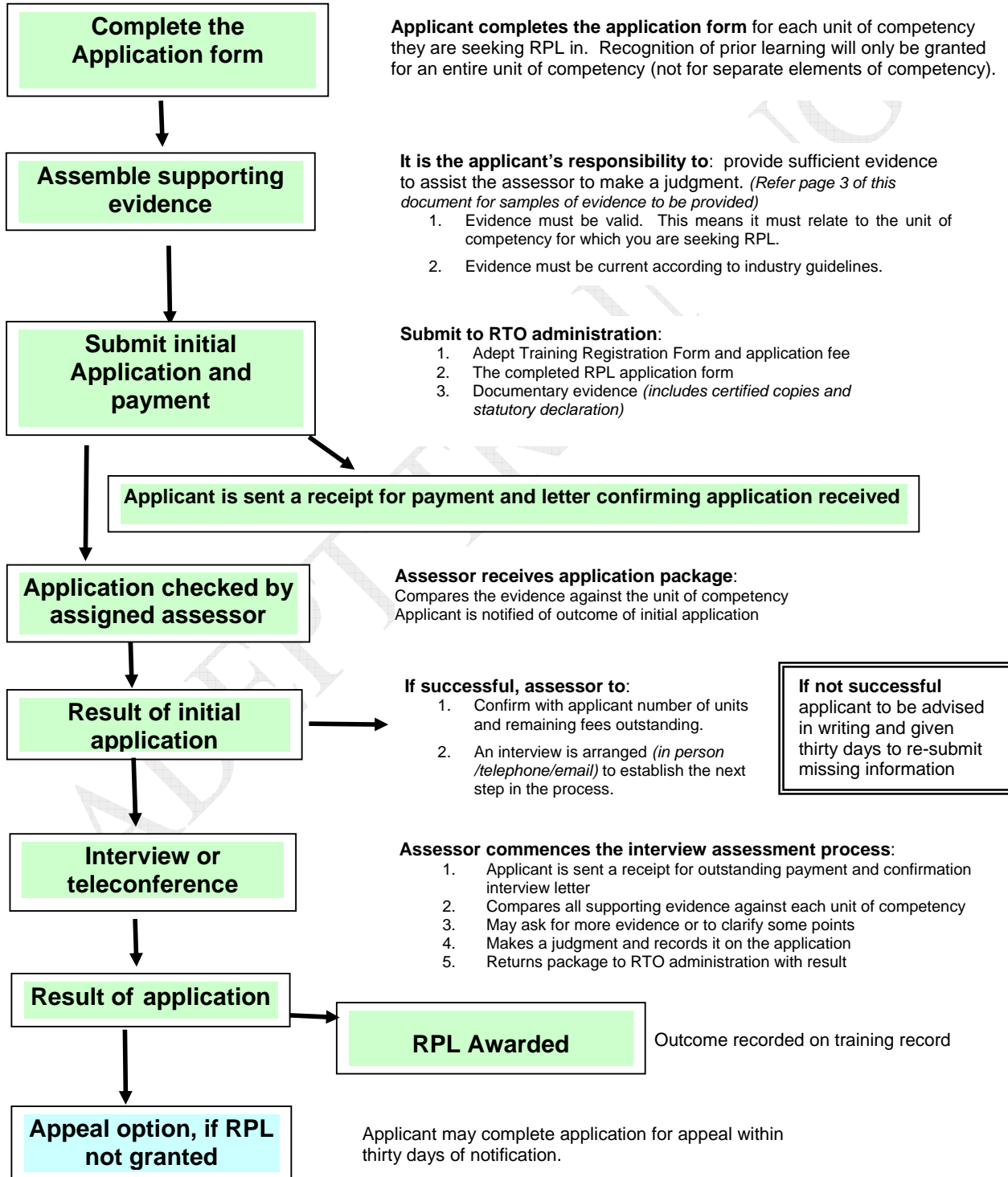


APPLICATION FORM: RECOGNITION OF PRIOR LEARNING (RPL)

THE RPL PROCESS

Initial Application Fee \$150.00 (*non-refundable fee if unsuccessful*)
 If you are successful in your application a further \$50.00 per unit fee will apply.
 Units not approved for Credit Transfer or RPL will incur a fee of \$170 per unit.



APPLICATION FORM for Recognition of Prior Learning

This form should be completed in collaboration with Adept Training Staff.

Surname					
First Name/s				Date of Birth	
Address					
	Suburb		State		Postcode
Mobile No.			Home/Work Phone No.		
Email					

Qualification	Certificate III in Pathology	NTIS Code
		HLT32607

Related Training Package	Health Training Package	NTIS Code
		HLT07

Core Units For Which You Are Seeking Recognition		
Unit Code	Unit Title	Tick ✓ the Unit or Units you are seeking RPL
BSBFLM303B	Contribute to effective workplace relationships	
HLTHIR301A	Communicate & work effectively in health	
HLTOHS300A	Contribute to OHS processes	
HLTIN301A	Comply with infection control policies & procedures in health work	
BSBMED301B	Interpret and apply medical terminology appropriately	
HLTFA301B	Apply first aid	

Elective Units For Which You Are Seeking Recognition		
The qualification has eight (8) elective units including 3 mandatory electives units (ME)		
		Tick ✓ the Unit or Units you are seeking RPL
HLTPAT305B (ME)	Operate efficiently within a pathology specimen collection environment	
HLTPAT306B (ME)	Perform blood collection	
HLTPAT308B (ME)	Identify and respond to clinical risks associated with pathology collection	
HLTPAT304B	Collect pathology specimens other than blood	
HLTPAT301B	Receive and prepare pathology specimens	
BSBCMN203A	Communicate in the workplace	
BSBCMN302A	Organise personal work priorities and development	
CHCCS405A	Work effectively with culturally diverse clients and co-workers	

Evidence To Be Provided

Please note that the assessor must see the original and/or certified copies of all documents and the certified copies (<i>signed by a Justice of the Peace JP</i>) will need to be attached to this form.	
Tick the box or boxes that best describes the evidence you are able to provide.	
Qualifications/Certificates/Transcript of results <input type="checkbox"/>	Case Studies/samples of practical activities <input type="checkbox"/>
Statement of Attainment <input type="checkbox"/>	Work Logs / timetables / payslips <input type="checkbox"/>
Awards (<i>relevant to job role</i>) <input type="checkbox"/>	Statutory Declaration <input type="checkbox"/>
Work Experience / paid or unpaid <input type="checkbox"/>	Opportunity to demonstrate competence <input type="checkbox"/>
Job Description/contracts (list of the general tasks, or functions, and responsibilities of positions held) <input type="checkbox"/>	Interview/Testimonial <input type="checkbox"/>
Performance Agreements / Appraisals <input type="checkbox"/>	Multiple Choice Questions <input type="checkbox"/>
References from employers/supervisors <input type="checkbox"/>	Other <input type="checkbox"/>

Verification of Competence

I.....(Applicant) declare that the above information is true and correct and now apply for recognition as set out above.

Signature _____

Date _____

PARTICIPANT CHECKLIST

Participant Name			
Qualification Being Sought	Certificate III in Pathology		NTIS Code
			HLT32607
Unit of Competency	Contribute to effective workplace relationships	Unit Code	BSBFLM303B
ELEMENTS of COMPETENCY			Competent
			YES
1. Seek, receive and communicate information and ideas			
2. Encourage trust and confidence			
3. Identify and use networks and relationships			
4. Contribute to positive outcomes			

The following are the Performance Criteria from the Health Training Package HLT07
which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA
1.1 Information <i>associated with the achievement of work responsibilities is collected from appropriate sources</i>
1.2 Ideas and information are communicated in a manner which is appropriate and sensitive to the cultural and social <i>diversity</i> of the audience and any special needs
1.3 Contributions from internal and external sources are sought and valued in developing and refining new ideas and approaches within organisational processes
1.4 <i>Consultation process</i> allows employees to contribute to issues related to their work, and the outcomes of consultation are promptly made known to the work team
1.5 Issues raised are dealt with and resolved promptly or referred to <i>relevant personnel</i>
2.1 People are treated with integrity, respect and empathy
2.2 Effective relationships are encouraged within the framework of <i>the organisation's social, ethical and business standards</i>
2.3 Trust and confidence of <i>colleagues, customers and suppliers</i> is gained and maintained through competent performance
2.4 Interpersonal styles and methods are adjusted to the organisation's social and cultural environment
3.1 <i>Workplace networks are identified and used to help build relationships</i>
3.2 Value of networks and other work relationships is recognised in providing benefits for the team and the organisation
4.1 Difficulties are identified and action is taken within own level of responsibility to rectify the situation according to organisational and legal requirements
4.2 Colleagues are supported in resolving work difficulties
4.3 <i>Workplace outcomes</i> are regularly reviewed and improved in consultation with relevant personnel
4.4 <i>Poor work performance</i> is identified and action is taken within own level of responsibility according to organisational policies
4.5 Conflict is dealt with constructively within the organisation's established processes

- Please list the RPL evidence you have gathered for the above performance criteria on the next page

Unit of Competency	Communicate & work effectively in health	Unit Code	HLTHIR301A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Work ethically				
2. Communicate effectively in a health setting				
3. Practise high standards of personal hygiene				
4. Promote a positive approach to health				
5. Maintain professional work standards				
6. Work effectively within the health care system				
7. Take responsibility for personal skill development				

The following are the Performance Criteria from the Health Security Training Package HLT07 which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA	
1.1	Follow ethical guidelines in decision-making in all work undertaken the health setting with awareness of potential ethical complexity in own work role
1.2	Reflect understanding and compliance with the principles of duty of care and legal responsibilities in all work undertaken
1.3	Refer any breach or non adherence to standard procedures or adverse event to appropriate personnel
1.4	Maintain confidentiality of any client matter in line with <i>organisation policy and procedure</i>
1.5	Show respect for rights and responsibilities of others through considered application of work practices
1.6	Reflect current working knowledge and understanding of employee and employer rights and responsibilities in all work undertaken
1.7	Recognise, avoid and/or address any conflict of interest
2.1	Develop, review and revise personal skills in communication as an ongoing priority to address organisation standards
2.2	Exercise caution in communicating personal information by oral and written means to ensure confidentiality of client and staff matters
2.3	Routinely apply workplace protocols and procedures in all workplace communication to support accuracy and understanding of information provided and received
2.4	Recognise individual and cultural differences and make any adjustments needed to facilitate the achievement of identified outcomes
2.5	Conduct interpersonal communication with clients and colleagues in a manner that enhances a client-centred approach to health care consistent with organisation standards
2.6	Take appropriate measures to resolve conflict and interpersonal differences in the workplace
3.1	Maintain personal hygiene with an understanding of risks associated with contamination and infection in a health setting
3.2	Wear <i>personal protective equipment</i> correctly according to organisation requirements
3.3	Safely dispose of infectious and/or hazardous waste material according to waste management policy and procedures
3.4	Report or initiate action within own area of responsibility to redress any potential workplace hazards
4.1	Clarify components of own role that contribute to maintaining an effective and <i>client-centred approach to health</i>
4.2	Promote an approach in which clients are included in shared decision-making as partners in health care where appropriate
4.3	Contribute to a workplace culture of promoting good health by sharing health information in line with organisation policy
4.4	Focus on preventing ill health and minimising risk in the workplace

5.1	Identify relevant organisation policies and procedures relating to awards, standards and legislative requirements of own work role and clarify any uncertainties with appropriate personnel
5.2	Contribute to identifying and implementing improved work practices
5.3	Comply with relevant accreditation standards applying to work undertaken
5.4	Reflect understanding and focus on achieving organisation goals and objectives in all work undertaken
5.5	Respond positively to changes to improve work practices and procedures in accordance with organisation requirements
5.6	<i>Issues requiring mandatory notification are identified</i> and reported to supervisor and/or an appropriate authority
6.1	Demonstrate respect for workers from different sectors and levels of the industry
6.2	Work with awareness of the roles of various organisations in the health care system in Australia
6.3	Maintain awareness of current issues influencing health care, including health issues for Indigenous Australians
7.1	Seek advice from appropriate persons on areas for skills/knowledge development
7.2	Identify options for accessing relevant skill development opportunities and initiate action in consultation with manager
7.3	Undertake designated skill/knowledge development and maintenance activities of the organisation including induction training
7.4	Identify and prioritise personal work goals in accordance with organisation requirements

-
- **Please list the RPL evidence you have gathered for the above performance criteria on the next page**
-

Unit of Competency	Contribute to OHS processes	Unit Code	HLTOHS300A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Plan and conduct work safely				
2. Support others in working safely				
3. Contribute to OHS participative processes				
4. Contribute to hazard identification, OHS <i>risk assessment</i> and <i>risk control</i> activities				
5. Participate in the control of emergency situations				

The following are the Performance Criteria from the Health Security Training Package HLT07 which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA
1.1 Plan work in accordance with relevant provisions of OHS legislation, standards, codes of practice/compliance codes and guidance material
1.2 <i>Identify hazards</i> as part of work planning and work process
1.3 Address identified <i>hazards</i> prior to starting work using judgement within defined scope of responsibilities
1.4 Report residual risk according to organisation procedures
1.5 Report incidents and injuries in line with organisation policies and procedures
1.6 Undertake <i>OHS housekeeping</i> in work area
1.7 Maintain and update own knowledge of OHS issues as they apply to workplace systems, equipment and processes
1.8 Manage own levels of stress and fatigue to ensure ability to work safely
2.1 Share information on safe work practices and work procedures with members of the work group
2.2 Check the OHS practices of less experienced members of the workgroup
2.3 Provide guidance and coaching to less experienced members of the workgroup to support them in working safely
2.4 Support members of the workgroup to accurately record incidents and complete associated workplace documentation according to organisation procedures
3.1 Raise OHS issues in accordance with organisation procedures
3.2 Contribute to workplace meetings, workplace inspections or other consultative activities in a constructive manner to improve safety
3.3 Provide assistance to workgroup members to contribute to workplace safety
3.4 Apply knowledge of roles and responsibilities of OHS representatives and OHS committees
4.1 Report identified hazards and inadequacies in risk controls
4.2 Check the workplace for hazards using itemised checklist(s) in accordance with work procedures
4.3 Contribute to risk assessments
4.4 Provide input to development and implementation of control measures, with reference to the hierarchy of control
5.1 Identify <i>emergency signals and alarms</i> and responded to them appropriately
5.2 Take initial action to control/confine emergency according to organisation procedures, and taking account of the nature and scope of the emergency
5.3 Implement emergency response procedures within scope of training and competence

- Please list the RPL evidence you have gathered for the above performance criteria on the next page

Unit of Competency	Comply with infection control policies & procedures in health work	Unit Code	HLTIN301A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1.	Follow infection control guidelines			
2.	Identify and respond to infection risks			
3.	Maintain personal hygiene			
4.	Use personal protective equipment			
5.	Limit contamination			
6.	Handle, package, label, store, transport and dispose of clinical and other waste			

The following are the Performance Criteria from the Health Training Package HLT07 which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA	
1.1	Demonstrate the application of <i>standard precautions</i> to prevent the spread of infection in accordance with organisation requirements
1.2	Demonstrate the application of <i>additional precautions</i> when standard precautions alone may not be sufficient to prevent transmission of infection
1.3	<i>Minimise contamination</i> of materials, equipment and instruments by aerosols and splatter
2.1	Identify <i>infection risks</i> and implement an appropriate response within own role and responsibility
2.2	Document and report activities and tasks that put clients and/or other workers at risk
2.3	Respond appropriately to situations that pose an infection risk in accordance with the policies and procedures of the organisation
2.4	Follow <i>procedures for risk control</i> and risk containment for specific risks
2.5	Follow <i>protocols for care following exposure to blood or other body fluids</i> as required
2.6	Place appropriate signs when and where appropriate
2.7	Remove spills in accordance with the policies and procedures of the organisation
3.1	Maintain hand hygiene by washing hands before and after client contact and/or after any activity likely to cause contamination
3.2	Follow <i>handwashing procedures</i>
3.3	Implement <i>hand care procedures</i>
3.4	Cover cuts and abrasions with water-proof dressings and change as necessary
4.1	Wear personal <i>protective clothing and equipment</i> that complies with Australian/New Zealand Standards, and is appropriate for the intended use
4.2	Change protective clothing and gowns/aprons daily, more frequently if soiled and where appropriate, after each client contact
5.1	Demarcate and maintain clean and contaminated zones in all aspects of health care work
5.2	Confine records, materials and medicaments to a well-designated <i>clean zone</i>
5.3	Confine contaminated instruments and equipment to a well-designated <i>contaminated zone</i>
6.1	Wear appropriate personal protective clothing and equipment in accordance with occupational health and safety policies and procedures when handling waste
6.2	Separate waste at the point where it has been generated and dispose of into waste containers that are colour coded and identified
6.3	Store clinical or related waste in an area that is accessible only to authorised persons
6.4	Handle, package, label, store, transport and dispose of waste appropriately to minimize potential for contact with the waste and to reduce the risk to the environment from accidental release
6.5	Dispose of waste safely in accordance with policies and procedures of the organisation and legislative requirements

- Please list the RPL evidence you have gathered for the above performance criteria on the next page

Unit of Competency	Interpret and apply medical terminology appropriately	Unit Code	BSBMED301B	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Respond appropriately to instructions which contain medical terminology				
2. Carry out routine tasks				
3. Use appropriate medical terminology				

The following are the Performance Criteria from the Health Training Package HLT07 which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA	
1.1	Receive, interpret and document <i>written and oral instructions</i> using <i>medical terminology</i>
1.2	Use checklists where appropriate
1.3	Ensure own understanding of abbreviations for specialised medical terminology and associated processes
1.4	Ensure own understanding of and adhere to, the <i>policies and procedures</i> of the enterprise
1.5	Seek <i>clarification</i> when necessary
2.1	Use medical terminology correctly in the completion of <i>routine tasks</i>
2.2	Seek assistance from supervisor or experienced staff member as required
3.1	Use appropriate medical terminology as directed in <i>oral communication</i> with patients, fellow workers and health professionals
3.2	Use appropriate medical terminology as directed, in <i>written communication</i> with patients, fellow workers and health professionals
3.3	Present written communication to a <i>designated person</i> for verification if required
3.4	Spell and pronounce medical terminology correctly

- Please list the RPL evidence you have gathered for the above performance criteria on the next page

Unit of Competency	Apply first aid	Unit Code	HLTFA301B	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Assess the situation				
2. Apply first aid procedures				
3. Communicate details of the incident				
4. Evaluate own performance				

The following are the Performance Criteria from the Health Training Package HLT07 which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA
1.1 Identify assess and minimise <i>hazards</i> in the situation that may pose a risk of injury or illness to self and others
1.2 Minimise immediate <i>risk</i> to self and casualty's health and safety by controlling any hazard in accordance with occupational health and safety requirements
1.3 Assess casualty and identify injuries, illnesses and conditions
2.1 Calmly provide information to reassure causality, adopting a communication style to match the casualty's level of consciousness
2.2 Use available <i>resources and equipment</i> to make the casualty as comfortable as possible
2.3 Respond to the casualty in a culturally aware, sensitive and respectful manner
2.4 Determine and explain the nature of casualty's injury/condition and relevant first aide procedures to provide comfort
2.5 Seek consent from casualty prior to applying first aid management
2.6 Provide first aid management in accordance with established first aid principles and Australian Resuscitation Council (ARC) Guidelines and/or State/Territory regulations, legislation and policies and industry requirements
2.7 Seek first aid assistance from others in a timely manner and as appropriate
2.8 Correctly operate first aid equipment as required for first aid management according to manufacturer/supplier's instructions and local policies and/or procedures
2.9 Use safe manual handling techniques as required
2.10 Monitor <i>casualty's condition</i> and respond in accordance with effective first aid principles and procedures
2.11 Finalise casualty management according to casualty's needs and first aid principles
3.1 Request ambulance support and/or appropriate medical assistance according to relevant circumstances using relevant <i>communication media and equipment</i>
3.2 Accurately convey assessment of casualty's condition and management activities sot ambulance services/other emergency services/relieving personnel
3.3 Prepare reports as appropriate in a timely manner, presenting all relevant facts according to established procedures
3.4 Accurately record details of casualty's physical condition, changes in conditions, management and response to management ion line with established procedures
3.5 Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisation polices
4.1 Seek feedback from <i>appropriate clinical expert</i>
4.2 recognize the possible psychological impacts on rescuers of involvement in critical incidents
4.3 Participate in debriefing/evaluation as appropriate to improve future response and address individual needs

- Please list the RPL evidence you have gathered for the above performance criteria on the next page

Evidence Required:	<u>Evidence gathered:</u> <i>(Please list the evidence you have gathered)</i>
1. Formal Qualifications	_____ _____ _____
2. Work Experience documentation	_____ _____
3. Life experience (list tasks and supporting documentation)	_____ _____
4. Observation /Demonstration in the workplace or Interview/Testimonial	_____ _____

Unit of Competency	Operate efficiently within a pathology specimen collection environment	Unit Code	HLTPAT305B	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Work within the context of the pathology and specimen collection environment				
2. Demonstrate commitment to the central philosophies of the organisation and pathology sector				

The following are the Performance Criteria from the Health Training Package HLT07 which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA
1.1 Identify relevant <i>departments</i> and services within a health care setting
1.2 Identify facilities and devices to perform the role of a pathology assistant and specimen collection assistant
1.3 Observe clients participating in various types of specimen collection activities within the work environment
1.4 Ensure work performed reflects consideration of the <i>key stakeholders and representatives</i> of pathology and specimen collection practices
1.5 Participate within a health care team effectively
2.1 Demonstrates consideration and understanding of the <i>underpinning values and philosophy</i> of the organisation and the sector
2.2 Ensure conduct is ethical and organisation policies and procedures on confidentiality and consent are followed
2.3 Identify personal values and attitudes regarding client care and take into account when performing work duties

- Please list the RPL evidence you have gathered for the above performance criteria on the next page

Unit of Competency	Perform blood collection	Unit Code	HLTPAT306B	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Greet client and apply pre-test criteria				
2. Prepare for blood collection procedure				
3. Perform relevant routine blood collection procedure				
4. Perform post-blood collection procedures				

The following are the Performance Criteria from the Health Training Package HLT07 which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA
1.1 Correctly identify client
1.2 Obtain relevant personal and clinical information in accordance with organisation policies and procedures
1.3 Record relevant details in accordance with organisation policies and procedures
1.4 Obtain consent to collection procedure from client
2.1 Identify appropriate method of <i>collection</i> is identified and follow correct procedures
2.2 Adopt standard and additional precautions as required
2.3 Select correct <i>equipment</i> and blood collection tubes and place in order of draw to ensure the collection accords with test requested
2.4 Follow <i>organisation procedures</i>
3.1 Follow infection control guidelines throughout procedure to minimise infection/cross infection
3.2 Adopt standard and additional precautions as required
3.3 Ensure client is correctly and comfortably positioned and appropriately prepared for the specific collection procedure
3.4 Seek assistance with procedure if required
3.5 Select appropriate collection site and blood collected using <i>correct procedure</i> and equipment
3.6 Observe client during procedure for potential adverse effects
3.7 Transfer correct volume of blood to the selected collection tubes in the set order of draw
3.8 Invert collection tubes within timeframe required and according to organisation policies and procedures
3.9 Apply pressure to collection site for the required time following withdrawal of needle
3.10 Observe and dress blood collection site, and monitor client for adverse effects from the collection
4.1 Dispose of contaminated and general waste in accordance with infection control protocols and organisation policies and procedures
4.2 Label blood collection tubes with time and date of collection, client details and other required information.
4.3 Complete all necessary documentation and information transfer so samples can be advanced to further processing in accordance with organisation procedures
4.4 Prepare collected samples for transit to further processing or are stored according to requirements of tests(s)

- Please list the RPL evidence you have gathered for the above performance criteria on the next page

Unit of Competency	Identify and respond to clinical risks associated with pathology collection	Unit Code	HLTPAT308B	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Collect clinical and other personal information from clients				
2. Plan and conduct collection procedures according to clinical risks				
3. Identify and respond to client reactions and complications				

The following are the Performance Criteria from the Health Training Package HLT07 which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA
1.1 Obtain <i>clinical and personal information</i> from client to establish potential clinical risks of performing collection procedure
1.2 Assess client against pre-test criteria
1.3 Make an assessment of <i>clinical risks</i>
1.4 Refer issues to an <i>appropriate person</i> when required
2.1 Select collection site based on testing needs, client's specific anatomy and physiology, and on assessment of <i>clinical risks</i>
2.2 Seek assistance from an <i>appropriate person</i> as required
2.3 Position client appropriately based on assessment of clinical risks
3.1 Observe client for reactions during and after <i>collection procedure</i>
3.2 Follow <i>emergency procedures</i> for severe reactions and complications
3.3 Follow <i>first aid protocols</i> in accordance with organisation policies and procedures

- Please list the RPL evidence you have gathered for the above performance criteria on the next page

Unit of Competency	Collect pathology specimens other than blood	Unit Code	HLTPAT304B	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Receive request for collection of <i>pathology specimen</i>				
2. Perform procedure				
3. Label and store specimens for transportation				
4. Care for client				

The following are the Performance Criteria from the Health Training Package HLT07 which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA	
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
2.1	Explain procedure to client and obtain consent in accordance with legal and organisation requirements
2.2	Follow infection control guidelines
2.3	Use personal <i>protective equipment</i> appropriately according to organisation policy
2.4	Use collection and clinical equipment appropriately to avoid contamination of sample
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 OHS guidelines relating to disposal of equipment
3.1	Label specimens in accordance with ISO 9000 or the National Australian Testing Authority
3.2	Process and <i>store specimens</i> correctly
3.3	Contain specimens appropriately for transport
3.4	Report specimens ready for transportation
4.1	Position client correctly and make comfortable
4.2	Monitor client during and on completion of collection procedure to identify potential adverse outcomes

- Please list the RPL evidence you have gathered for the above performance criteria on the next page

Unit of Competency	Receive and prepare pathology specimens	Unit Code	HLTPAT301B	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Receive <i>specimens</i>				
2. Process specimens for scientific testing				
3. Dispatch specimens				
4. Collect, sort and deliver reports				

The following are the Performance Criteria from Health Training Package HLT07 which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA
1.1 Receive and process specimens as required by <i>organisation policies</i> and procedures
1.2 Check <i>documentation</i> 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 <i>specimen processing</i> 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
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
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
4.1 Confidential reports are delivered within acceptable timeframes

- Please list the RPL evidence you have gathered for the above performance criteria on the next page

Unit of Competency	Communicate in the workplace	Unit Code	BSBCMN203A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Gather, convey and receive information and ideas				
2. Draft routine correspondence				

The following are the Performance Criteria from the Health Training Package HLT07 which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA	
1.1	Information to achieve work responsibilities is collected from appropriate sources
1.2	The method(s)/ <i>equipment</i> used to communicate ideas and information is appropriate to the audience
1.3	Effective listening and speaking skills are used in <i>oral communication</i>
1.4	Input from internal and external sources is sought, and used to develop and refine new ideas and approaches
1.5	Input from internal and external sources is sought, and used to develop and refine new ideas and approaches
2.1	<i>Written information</i> and ideas are presented in clear and concise language and the intended meaning of correspondence is understood by recipient
2.2	<i>Correspondence</i> is drafted and presented within designated timelines
2.3	Presentation of written information meets organisational <i>standards</i> of style, format and accuracy

- Please list the RPL evidence you have gathered for the above performance criteria on the next page

Unit of Competency	Organise personal work priorities and development	Unit Code	BSBCMN302A	
ELEMENTS of COMPETENCY			Competent	
			YES	NO
1. Organise and complete own work schedule				
2. Monitor own work performance				
3. Develop and maintain own competence level				

The following are the Performance Criteria from the Health Training Package HLT07 which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA	
1.1	Work goals and objectives are understood, negotiated and agreed in accordance with organisational requirements
1.2	Workload is assessed and prioritised to ensure completion within identified timeframes
1.3	Factors affecting the achievement of work objectives are identified and incorporated into work plans
1.4	Business technology is used efficiently and effectively to manage and monitor scheduling and completion of tasks
2.1	Personal work performance is accurately monitored and adjusted to ensure maintenance of job quality and customer service
2.2	Feedback on performance is actively sought from colleagues and clients and evaluated in the context of individual and group requirements
2.3	Variations in the quality of service and products are routinely identified and reported in accordance with organisational requirements
3.1	Personal knowledge and skills are assessed against <i>competency standards</i> performance descriptions to determine development needs and priorities
3.2	<i>Opportunities for improvement</i> are identified and planned in liaison with colleagues
3.3	Feedback is used to identify and develop ways to improve competence within available opportunities
3.4	New skills and opportunities to develop them are identified to achieve and maintain continuous learning
3.5	Records and documents relating to achievements and assessments are stored and maintained in accordance with own requirements

- **Please list the RPL evidence you have gathered for the above performance criteria on the next page**

Unit of Competency	Work effectively with culturally diverse clients and co-workers	Unit Code	CHCCS405A
ELEMENTS of COMPETENCY		Competent	
		YES	NO
1. Apply an awareness of culture as a factor in all human behaviour			
2. Contribute to the development of relationships based on cultural diversity			
3. Communicate effectively with culturally diverse persons			
4. Resolve cross-cultural misunderstandings			

The following are the Performance Criteria from the Community Services Training Package CHC02, which are aligned with the above Elements of Competency

PERFORMANCE CRITERIA	
1.1	Work practices followed are culturally appropriate
1.2	Work practices followed create a culturally and psychologically safe environment for all persons
1.3	Work practices are reviewed and modified in consultation with persons from diverse cultural backgrounds
2.1	Respect for cultural diversity is demonstrated in all communication and interactions with clients, colleagues and customers
2.2	Specific strategies are used to eliminate bias and discrimination in dealing with clients and co-workers
3.1	Respect for cultural diversity is demonstrated in all communication with clients, their families, staff, customers and others
3.2	Communication is used constructively to develop and maintain effective relationships, mutual trust and confidence
3.3	Where language barriers exist, efforts are made to communicate in the most effective way possible
3.4	Assistance is sought from interpreters or other persons as required
4.1	Issues that may cause conflict are identified
4.2	If difficulties or misunderstandings occur, cultural differences are considered
4.3	Effort is made to sensitively resolve differences, taking account of cultural considerations
4.4	Difficulties are addressed with appropriate people and assistance sought when required

- Please list the RPL evidence you have gathered for the above performance criteria on the next page

