

# ADEPT TRAINING

## Student Course Outline

For

## HLT32607 Certificate III in Pathology

<b>Qualification requirements</b>	<b>To be awarded a Certificate III in Pathology, competency must be achieved in a total of 14 Units of competency comprised of:</b>		
	<ul style="list-style-type: none"> <li>• 6 compulsory units (C)</li> <li>• 8 elective units (E), including: 3 mandatory electives (ME)</li> </ul>		
<b>Units of competency</b>	<b>Code</b>	<b>Title</b>	<b>Units Selected</b>
<b>Core</b>	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	✓
<b>Mandatory Electives</b>	HLTPAT305B	Operate efficiently within a pathology specimen collection environment	✓
	HLTPAT306B	Perform blood collection	✓
	HLTPAT308B	Identify and respond to clinical risks associated with pathology collection	✓
<b>Electives</b>	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	✓
A summary of the Employability Skills required for this qualification is listed at the end of this document.			



<b>QUALIFICATION BEING SOUGHT</b>	CERTIFICATE III IN PATHOLOGY	<b>NTIS CODE</b>
		HLT32607

**NOTE:**

The qualification has 14 competency units required for award of this qualification, including:

- 6 compulsory units (C) and 8 elective units (E), includes: 3 mandatory electives (ME). A maximum of 2 units may be selected from other relevant Training Package units available at Certificate III (or higher).

Nominal Duration for this program is 162 hours including home study. This program is delivered over 13 days encompassing training (*classroom face-to-face*) and assessment and includes 1 day for the First Aid unit HLTFA301B.

UNIT OF COMPETENCY (CORE)	<b>Contribute to effective workplace relationships</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	UNIT CODE: BSBFLM303B
<b>ELEMENTS of COMPETENCY</b>		
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

<b>PERFORMANCE CRITERIA</b>	
1.1	<i>Information 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

UNIT OF COMPETENCY (CORE)	<b>Communicate &amp; work effectively in health</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	UNIT CODE: HLTHIR301A
<b>ELEMENTS of COMPETENCY</b>		
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

<b>PERFORMANCE CRITERIA</b>	
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 and reported to supervisor and/or an appropriate authority</i>

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

<b>UNIT OF COMPETENCY (CORE)</b>	<b>Contribute to OHS processes</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	<b>UNIT CODE: HLT0HS300A</b>
<b>ELEMENTS of COMPETENCY</b>		
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

<b>PERFORMANCE CRITERIA</b>	
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

UNIT OF COMPETENCY (CORE)	<b>Comply with infection control policies &amp; procedures in health work</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	UNIT CODE: HLTIN301A
<b>ELEMENTS of COMPETENCY</b>		
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

<b>PERFORMANCE CRITERIA</b>	
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

<b>UNIT OF COMPETENCY (CORE)</b>	<b>Interpret and apply medical terminology appropriately</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	<b>UNIT CODE: BSBMED301B</b>
<b>ELEMENTS of COMPETENCY</b>		
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

<b>PERFORMANCE CRITERIA</b>	
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

<b>UNIT OF COMPETENCY (CORE)</b>	<b>Apply first aid</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	<b>UNIT CODE: HLTF301B</b>
<b>ELEMENTS of COMPETENCY</b>		
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

<b>PERFORMANCE CRITERIA</b>	
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 casualty, 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 aid 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 to 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 in line with established procedures
3.5 Maintain confidentiality of records and information in line with privacy principles and statutory and/or organisation policies
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

UNIT OF COMPETENCY (CORE)	<b>Operate efficiently within a pathology specimen collection environment</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	UNIT CODE: HLTPAT305B
<b>ELEMENTS of COMPETENCY</b>		
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

<b>PERFORMANCE CRITERIA</b>
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

UNIT OF COMPETENCY (CORE)	<b>Perform blood collection</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	UNIT CODE: HLTPAT306B
<b>ELEMENTS of COMPETENCY</b>		
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

<b>PERFORMANCE CRITERIA</b>		
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		

UNIT OF COMPETENCY (CORE)	<b>Identify and respond to clinical risks associated with pathology collection</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	UNIT CODE: HLTPAT308B
<b>ELEMENTS of COMPETENCY</b>		
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

<b>PERFORMANCE CRITERIA</b>		
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

UNIT OF COMPETENCY (CORE)	<b>Collect pathology specimens other than blood</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	UNIT CODE: HLTPAT304B
<b>ELEMENTS of COMPETENCY</b>		
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

<b>PERFORMANCE CRITERIA</b>	
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

UNIT OF COMPETENCY (CORE)	<b>Receive and prepare pathology specimens</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	UNIT CODE: HLTPAT301B
<b>ELEMENTS of COMPETENCY</b>		
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

<b>PERFORMANCE CRITERIA</b>	
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

UNIT OF COMPETENCY (CORE)	<b>Communicate in the workplace</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	UNIT CODE: BSBCMN203A
<b>ELEMENTS of COMPETENCY</b>		
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

<b>PERFORMANCE CRITERIA</b>	
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

UNIT OF COMPETENCY (CORE)	<b>Organise personal work priorities and development</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	UNIT CODE: BSBCMN302A
<b>ELEMENTS of COMPETENCY</b>		
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

<b>PERFORMANCE CRITERIA</b>	
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

UNIT OF COMPETENCY (ELECTIVE)	<b>Operate effectively in a pathology testing environment</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	UNIT CODE: HLTPAT317A
<b>ELEMENTS of COMPETENCY</b>		
1. Demonstrate an understanding of the structure and profile of the pathology industry		
2. Develop a knowledge of different sectors and roles within a pathology laboratory		
3. Develop an understanding of <i>specimen</i> processing		
4. Document client information		

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

<b>PERFORMANCE CRITERIA</b>	
1.1	Describe the organisation of the pathology industry
1.2	Explain the relationships between the different occupations and <i>modes of practice</i> within pathology.
1.3	Observe and describe the operation of a typical laboratory.
1.4	Identify <i>current legislation</i> that impacts on pathology laboratories
2.1	Identify the roles and responsibilities of <i>different workers</i> within a pathology laboratory
2.2	Identify the <i>role and responsibilities of pathology assistants</i> including when and from whom to seek advice
2.3	Develop an understanding of the <i>different sections</i> within a pathology laboratory
3.1	Adopt <i>recommended safety precautions</i> when handling biologically hazardous specimens
3.2	Follow organisation guidelines in the handling of <i>urgent samples</i>
3.3	Follow organisation guidelines in the handling of <i>non-replaceable samples</i>
3.4	Ensure sample labelling complies with organisation policies
3.5	Store and transport pathology samples in line with <i>organisation policies and procedures</i> and legal and regulatory guidelines
3.6	Perform <i>specimens</i> preparation or separation and storage according to test requirements
4.1	Use accepted protocols to document information in line with organisation requirements
4.2	Use appropriate terminology to document identified problems related to application specimen testing
4.3	Ensure that confidentiality of client information is maintained.

UNIT OF COMPETENCY (ELECTIVE)	<b>Work effectively with culturally diverse clients and co-workers</b> (this represents 1 of 14 unit/s of competency towards the above qualification)	UNIT CODE: CHCCS405A
<b>ELEMENTS of COMPETENCY</b>		
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 misunderstands		

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

<b>PERFORMANCE CRITERIA</b>	
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

## Employability Skills

The required outcomes in the units of competency within the HLT32507 Certificate III in Pathology qualification contain applicable elements (facets) of Employability Skills.

The following Employability Skills Summary in which these units of competency is packaged will assist in identifying Employability Skill requirements.

Employability Skills	Industry/enterprise requirements for this qualification include the following elements
Communication	<ol style="list-style-type: none"> <li>1. Listening to and understand <b>work instructions, directions and feedback</b></li> <li>2. Speaking clearly/directly <b>to relay information</b></li> <li>3. Reading and interpreting workplace related documentation, <b>such as safety requirements and work instructions</b></li> <li>4. Writing to address audience needs, <b>such as work notes and reports</b></li> <li>5. Interpreting the needs of internal /external customers <b>from clear information</b></li> <li>6. Applying numeracy skills to workplace requirements involving <b>measuring and counting</b></li> <li>7. Sharing information <b>(eg with other staff)</b></li> <li>8. Negotiating responsibly <b>(eg re own work role and/or ethical work practices and own work role)</b></li> <li>9. Persuading effectively</li> <li>10. Being appropriately assertive <b>(eg in relation to safe or ethical work practices and own work role)</b></li> <li>11. Empathising <b>(eg relation to others)</b></li> </ol>
Teamwork	<ol style="list-style-type: none"> <li>1. Working as an individual and a team member</li> <li>2. Working with diverse individuals and groups</li> <li>3. Applying knowledge of own role as part of a team</li> <li>4. Applying teamwork skills to a <b>limited</b> range of situation</li> <li>5. Identifying and utilising the strengths of other team members</li> <li>6. Giving feedback</li> </ol>
Problem Solving	<ol style="list-style-type: none"> <li>1. Developing practical solutions to workplace problems <b>(eg within scope of own role)</b></li> <li>2. Showing independence and initiative in identifying problems <b>(eg within scope of own role)</b></li> <li>3. Solving problems individually or in teams <b>(eg within scope of own role)</b></li> <li>4. Using numeracy skills to solve problems <b>(eg time management, stock rotation, shift handover)</b></li> <li>5. Testing assumptions and taking context into account <b>(eg with an awareness of assumptions made and work context)</b></li> <li>6. Listening to and resolving concerns in relation to workplace issues</li> <li>7. Resolving customer concerns relative to workplace responsibilities <b>(eg if role has direct customer contact)</b></li> </ol>
Initiative and enterprise	<ol style="list-style-type: none"> <li>1. Adapting to new situations <b>(eg within scope of own role)</b></li> <li>2. Being creative in response to workplace challenges <b>(eg within relevant guidelines and protocols)</b></li> <li>3. Identifying opportunities that might not be obvious to other <b>(eg within team or supervised work context)</b></li> </ol>

<p><b>Planning and organising</b></p>	<ol style="list-style-type: none"> <li>1. Collecting, analyzing and organising information (<i>eg within scope of own role</i>)</li> <li>2. Using basic systems for planning and organising (<i>if applicable to own role</i>)</li> <li>3. Using being appropriately resourceful</li> <li>4. Taking <b>limited</b> imitative and making decisions with workplace role (<i>eg within authorised limits</i>)</li> <li>5. Participating in continuous improvements and planning processes (<i>within scope of own role</i>)</li> <li>6. Working within clear work goals and deliverables</li> <li>7. Determining or applying required resources (<i>eg within scope of own role</i>)</li> <li>8. Managing time and priorities (<i>eg in relation to tasks required for own role</i>)</li> </ol>
<p><b>Self management</b></p>	<ol style="list-style-type: none"> <li>1. Being self-motivated (<i>eg in relation to requirements of own work role</i>)</li> <li>2. Articulating own ideas (<i>eg within a team or supervised work context</i>)</li> <li>3. Balancing own ideas and values with workplace values and requirements</li> <li>4. Monitoring and evaluating own performance (<i>eg within a team or supervised work context</i>)</li> <li>5. Taking responsibility at the appropriate level</li> </ol>
<p><b>Learning</b></p>	<ol style="list-style-type: none"> <li>1. Being open to learning new ideas and techniques</li> <li>2. Learning in a range of settings including informal learning</li> <li>3. participating in ongoing learning</li> <li>4. Learning in order to accommodate change</li> <li>5. Learning new skills and techniques</li> <li>6. Taking responsibility for own learning (<i>eg within scope of own work role</i>)</li> <li>7. Participating in developing own learning plans (<i>eg as part of performance management</i>)</li> </ol>
<p><b>Technology</b></p>	<ol style="list-style-type: none"> <li>1. Using technology and related workplace equipment (<i>eg if within scope of own role</i>)</li> <li>2. Using basic technology skills to organise data</li> <li>3. Adapting to new technology skill requirements (<i>eg within scope of own role</i>)</li> <li>4. Applying OHS knowledge when using technology</li> </ol>