

ADEPT TRAINING

Student Course Outline

For

HLTPAT304C Collect pathology specimens other than blood

STATEMENT OF ATTAINMENT BEING SOUGHT	COLLECT PATHOLOGY SPECIMENS OTHER THAN BLOOD	NTIS CODE
		HLTPAT304C

The above unit of competency is from the *Certificate III in Pathology HLT32607*, endorsed components of the Health Training Package HLT07 v 4.0. (This unit contains Employability Skills.)

To be awarded a Statement of Attainment for *HLTPAT304C Collect pathology specimens other than blood*, competency must be achieved in the entire unit of competency (not for separate elements of competency).

UNIT OF COMPETENCY	Collect pathology specimens other than blood	UNIT CODE: HLTPAT304C
ELEMENTS of COMPETENCY		
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
1.1	Identify precise nature and requirements of the test request
1.2	Collect relevant clinical and personal information by interview of client and document correctly
1.3	Ensure <i>pre-test</i> criteria are met
1.4	Refer pathology requests to supervisor if required
1.5	Use of pathology collection manuals correctly
1.6	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

Employability Skills

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

The following Employability Skills Summary in which this unit 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"> 1. Listening to and understand work instructions, directions and feedback 2. Speaking clearly/directly to relay information 3. Reading and interpreting workplace related documentation, such as safety requirements and work instructions 4. Writing to address audience needs, such as work notes and reports 5. Interpreting the needs of internal /external customers from clear information 6. Applying numeracy skills to workplace requirements involving measuring and counting 7. Establishing and using networks 8. Sharing information (eg with other staff) 9. Negotiating responsively (eg re own work role and/or conditions, possible with clients) 10. Persuading effectively 11. Being appropriately assertive (eg. in relation to safe or ethical work practices and own work role) 12. Empathising (eg in relation to others)
Teamwork	<ol style="list-style-type: none"> 1. Working as an individual and a team member 2. Working with diverse individuals and groups 3. Applying knowledge of own role as part of a team 4. Applying teamwork skills to a limited range of situation 5. Identifying and utilising the strengths of other team members 6. Giving feedback, coaching and mentoring
Problem Solving	<ol style="list-style-type: none"> 1. Developing practical and creative solutions to workplace problems (eg within scope of own role) 2. Showing independence and initiative in identifying problems (eg within scope of own role) 3. Solving problems individually or in teams (eg within scope of own role) 4. Applying a range of strategies in problem-solving 5. Using numeracy skills to solve problems (eg time management, stock rotation, shift handover) 6. Testing assumptions and taking context into account (eg with an awareness of assumptions made and work context) 7. Listening to and resolving concerns in relation to workplace issues 8. Resolving customer concerns relative to workplace responsibilities (eg if role has direct customer contact)

<p>Initiative and enterprise</p>	<ol style="list-style-type: none"> 1. Adapting to new situations (eg within scope of own role) 2. Being creative in response to workplace challenges (eg within relevant guidelines and protocols) 3. Identifying opportunities that might not be obvious to other (eg within team or supervised work context) 4. Generating a range of options in response to workplace matters 5. Translating ideas into action 6. Developing innovative solutions 7. Developing a strategic, creative, long-term vision
<p>Planning and organising</p>	<ol style="list-style-type: none"> 1. Collecting, analysing and organising information (eg within scope of own role) 2. Using basic business systems for planning and organising (if applicable to own role) 3. Being appropriately resourceful 4. Taking limited initiative and making decisions with workplace role (eg within authorised limits) 5. Participating in continuous improvements and planning processes (within scope of own role) 6. Working within or establishing clear work goals and deliverables 7. Determining or applying required resources (eg within scope of own role) 8. Allocating people and other resources to tasks and workplace requirements 9. Managing time and priorities (eg in relation to tasks required for own role) 10. Adapting resource allocations to cope with contingencies
<p>Self management</p>	<ol style="list-style-type: none"> 1. Being self-motivated (eg in relation to requirements of own work role) 2. Articulating own ideas and vision (eg within a team or supervised work context) 3. Balancing own ideas and values and vision with workplace values and requirements 4. Monitoring and evaluating own performance (eg within a team or supervised work context) 5. Taking responsibility at the appropriate level
<p>Learning</p>	<ol style="list-style-type: none"> 1. Being open to learning new ideas and techniques 2. Learning in a range of settings including informal learning 3. Participating in ongoing learning 4. Learning in order to accommodate change 5. Learning new skills and techniques 6. Taking responsibility for own learning (eg within scope of own work role) 7. Contributing to the learning of others 8. Applying a range of learning approaches 9. Developing own learning pathways 10. Participating in developing own learning plans (eg as part of performance management)
<p>Technology</p>	<ol style="list-style-type: none"> 1. Using technology and related workplace equipment (eg if within scope of own role) 2. Using basic technology skills to organise data 3. Adapting to new technology skill requirements (eg within scope of own role) 4. Applying OHS knowledge when using technology 5. Applying technology as a management tool