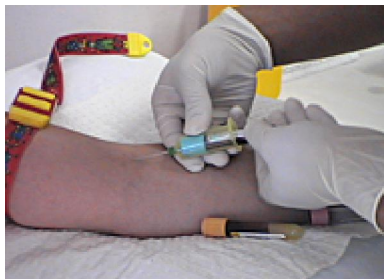


Certificate III in Pathology HLT32607

Congratulations on your interest in becoming a blood collector! Adept Training is a Nationally Accredited Registered Training Organisation and we specialize in pathology and health care training.

This fun, interactive course will teach you how to take blood samples, collect swabs, urine samples and other microbiology collections and work effectively within the pathology clinic or environment. You will learn how to maintain infection control, process, centrifuge & store specimens and many more pathology procedures. Students need to be aware that they must wear closed shoes for OHS reasons to participate in clinical sessions.



Participants will need to demonstrate appropriate pathology skills in order to be deemed competent. A current First Aid certification and successful completion of clinical practical experience is required for participants to successfully gain their qualification. When you successfully complete the course you will be awarded the Certificate III level certification. This is a Nationally Recognised Qualification and you can use this to gain employment anywhere in Australia, in medical centres, hospitals or pathology laboratories as a pathology collector. We liaise directly with most of the major pathology laboratories, recruitment organisations and

they recruit students from our courses for employment in the pathology and health care sectors.

Your course is conducted over 2 – 3 months (*depending on the schedule*) from 9am – 4.30pm. Students are expected to complete the self-paced work and assignments in order to successfully complete the course and attend a workplace for their assessment.

The cost of the course is \$2300 or \$1900 only available with a current pension card (no health care cards or other discounts apply). 10% discount applies when total is paid **7 days or more before course commences.** See below prerequisites for additional First Aid costs.

You will be provided with a comprehensive manual, course notes and all your equipment. Face to face training is conducted in our training centres or local hospitals and venues.

Assessments are conducted as part of this course and you will be assessed demonstrating tasks, performing procedures associated with pathology collecting, written tasks, observations and verbal question and answer sessions. You will need access to a computer and basic computer skills. You must successfully complete all units of competency in order to receive your certificate. There are written assessments that you need to complete, we demonstrate flexibility with our learning however accuracy is imperative for you to successfully achieve competency in this area. You will be assessed in a clinical environment and you must behave and present yourself in a manner that reflects a health care worker.

Attendance is mandatory at all classes. Students who are unable to attend days 1, 2, 3 or 4 of the course will be enrolled into the next available course and days 11 and 12 must be attended consecutively. Assignments that are not received within the requested timeframe will not be accepted and the unit will be re-assessed.

Prerequisites: Students must have a current (*within 3 years*) First Aid certification to receive their qualification and work in pathology. Adept Training offers external First Aid courses for students at a discounted fee (*this is a non-refundable fee*).

This unit is delivered separately requiring the need to book into a First Aid Course through Adept Head Office Telephone: 1300 366 044 **or** if applicable apply for credit transfer or RPL. Bookings are essential and we strongly recommend students book at least two weeks prior to the course commencing so you have time to complete the ONLINE learning. You will need to log into Allens Training website: www.allenstraining.com.au and complete the ONLINE work book. On successful completion you must print off your Certificate for the theory component of the course. **BRING THIS WITH YOU TO CLASS.** If you wish to purchase a printed copy of the first aid manual and workbook you may at a cost of \$20.

Prerequisites continue . . .

You must have English literacy and numeracy skills equivalent to Cert III in English, IELTS 5.0 or undertake Adept English Assessment. If you are unsure of whether you are eligible, please contact our office and we can arrange for an interview. We **strongly** recommend that all students are immunized for Hepatitis A and B before they enroll into the course.

We like our students to possess one of the following

- current employment in health industry
- previous employment in the health industry
- an interest in working or studying in health related fields

This is a very hands on and interactive course. We have a fabulous time during the course but we do ask for your participation during practical venepuncture and clinical scenarios. You will take blood from real people, not just simulated material.

Content: 14 units of competency are required for award of this qualification, including 9 core units and 5 elective units (includes mandatory electives). The competencies are listed below, with a brief description of what is covered in the unit.

Compulsory units:

BSBFLM303C Contribute to effective workplace relationships

This unit describes the performance outcomes, skills and knowledge required to gather information and maintain effective working relationships and networks, with particular regard to communication and representation.

BSBMED301B Interpret and apply medical terminology appropriately

This unit describes the performance outcomes, skills and knowledge required to understand and respond to instructions; to carry out routine tasks and communicate with a range of internal/external clients in a medical environment; and to use appropriate advanced medical terminology.

HLTFA301C Apply first aid

This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance.

HLTHIR301B Communicate and work effectively in health

This unit of competency describes the skills and knowledge required to work effectively in a health setting with clients, staff, visitors, suppliers and others to meet established work requirements.

HLTIN301C Comply with infection control policies and procedures

This unit of competency describes the skills and knowledge required for workers to comply with infection control policies and procedures. All procedures must be carried out in accordance with current infection control guidelines, Australian & New Zealand Standards for maintaining infection control and the policies & procedures of the organisation. This unit acknowledges the importance of complying with an effective infection control strategy that ensures the safety of the client (*or end-user of health-related products/services*), maintains personal protection and prevents the transmission of infections from person to person. All tasks must be carried out in accordance with State/Territory legislative requirements that affect work practices of the organisation and/or worker.

HLTOHS300B Contribute to OHS processes

This unit specifies the workplace performance required by an employee to contribute to OHS processes where there is responsibility for own work outputs and possibility limited responsibility for the work output of others.

HLTPAT305C Operate efficiently within a pathology and specimen collection environment

This unit of competency describes the skills and knowledge required to work effectively within a pathology and specimen collection environment. It provides an overview of organisational structure and the procedures of pathology and specimen collection practices.

HLTPAT308C Identify and respond to clinical risks associated with pathology specimen collection

This unit of competency describes the skills and knowledge required to identify and respond to clinical risks and client reactions associated with pathology specimen collection.



The unit below can be undertaken separately; students wishing to do this training must have suitable previous experience in a health care environment.

HLTPAT306C Perform blood collection

This unit of competency describes the skills and knowledge required for routine blood collection from a defined client group, and excludes complex blood collection techniques. Work performed requires a broad knowledge base and the ability to apply solutions to a defined range of unpredictable problems. Individuals will take responsibility for their own work and limited responsibility for the quantity and quality of work of others. All tasks are conducted in accordance with organisational policies and procedures including OHS and infection control guidelines. Safety, accuracy and responsibility are critical aspects of this unit.

Elective units:

HLTHIR403C Work effectively with culturally diverse clients and co-workers.

This unit deals with the cultural awareness required for effective communication and cooperation with persons of diverse cultures.

BSBCMM201A Communicate in the workplace

This unit describes the performance outcomes, skills and knowledge required to communicate in the workplace. It includes gathering, conveying and receiving information together with completing routine written correspondence.

BSBWOR301A Organise personal work priorities and development

This unit describes the performance outcomes, skills and knowledge required to organise own work schedules, to monitor and obtain feedback on work performance, and to maintain required levels of competence.

HLTPAT301C Receive and prepare pathology specimens

This unit of competency describes the skills and knowledge required to receive and prepare a range of samples for pathology testing. It focuses on accuracy of samples and the ability to match tests and tubes.

HLTPAT304C Collect pathology specimens other than blood

This unit of competency describes the skills and knowledge required to follow procedures for collection of pathology specimens other than blood from clients for pathology testing. Strict infection control and OH&S procedures must be adhered to.

NSW Course Dates 2012

Course Code	Days	Venue	Start & Finish Dates	Training days
SSPCHP112	Weekdays	Harris Park	Jan 23 /24 & 30/31 and Feb 06/07; 13/14 & 20/21 & 27 and Mar 05	Mon & Tues x 5 weeks Mon x 2 weeks
SSPCHP212	Weekends	Harris Park	Feb 04/05; 11/12; 18/19 & 25/26 and Mar 03/10/17 and 24	Sat & Sun x 4 weekends Sat x 4 weekends
SSPCCT112	Weekends	Campbelltown	Feb 18/19; 25/26 and Mar 03/04 & 10/17/24 & 31 and Apr 14 & 21 (omit Apr 7 & 8 Easter)	Sat & Sun x 3 weekends Sat x 6 weekends
PCHP312	Weekdays	Harris Park	Feb 29 & Mar 07, 14, 21, 28 and Apr 04, 11, 18 and May 02, 09, 16 and 23 (omit Apr 25)	Wednesday x 12 weeks
PCHP412	Weekends	Harris Park	Mar 31 & Apr 01, 14/15, 21/22, 28 & May 05, 12, 19, 26, & Jun 02 (omit Apr 7 & 8 Easter)	Sat & Sun x 3weekends Sat x 6 weekends
PCPE112	Weekdays	Penrith	Mar 12/13, 19/20, 26/27 & Apr 2/3, 10 & 17, and May 03 & 10 (omit Week commencing Apr 23)	Mon & Tues x 4 weeks Tues x 2 weeks Thursday x 2 weeks
PCLP112	Weekends	Liverpool	Apr 28 & May 05, 12, 19, 26 and Jun 02, 09, 16, 23, 30 and Jul 07 and 14	Saturday x 12 weeks
PCCT212	Weekends	Campbelltown	Aug 04/05, 11/12, 18/19 & 25/26 and Sept 01, 08, 15 & 22	Sat & Sun x 4weekends Sat x 4 weekends

Our course dates are released for the year in advance – these dates may change, we apologise for any inconvenience; please check our website for updates. Courses are run subject to minimum numbers.



Central Coast Course Dates 2012

Course Code	Days	Location	Start and Finish Dates	Training Days
SSPCTG112	Weekends	Tuggerah Business Park	Feb 04/05, 11/12, 18/19 & 25/26 and Mar 10, 17, 24 & 30 (omit Mar 03)	Sat & Sun x 4 weekends Sat x 4 weekends
PCNC112	Weekdays	Newcastle	Feb 20/21, 27/28 & Mar 05/06, 12/13 & 19/26 and Apr 02 & 16 (omit Apr 09 Easter)	Mon & Tues x 4 weeks Mon x 4 weeks

Our course dates are released for the year in advance – these dates may change, we apologise for any inconvenience; please check our website for updates. Courses are run subject to minimum numbers.

Payment:

You can pay by cheque, money order, credit card, EFTPOS, or cash at the office. You cannot pay the trainer at the course. To be eligible for the concession fees; you must provide a full pensioner concession card. This must be sighted at the time of booking, or normal fees will apply. Once we have received a completed registration form and full payment, we will send you a confirmation letter.

Language, Literacy & Numeracy Requirements:

Students should check the English requirements of their course before booking in, language requirements are clearly outlined for each course. In some cases low level support can be provided, however where extensive support is required for the student to be able to participate appropriately in the training or where deficiency will clearly inhibit achievement of learning outcomes, enrolment may be declined. A student handbook is issued to every student on enrolment and is available on our website. You should read this document as it provides you with information about your rights and responsibilities about attending training with us.

Terms, conditions & cancellation policy:

By enrolling into this course you accept that you are responsible for any personal injuries sustained during the course and cannot hold Adept Training Pty Ltd or its associates responsible. You have been given the opportunity to read the student handbook, which is also available on our website: www.adepttraining.com.au

By signing below you certify that the information you have provided is true, that you agree to be bound by these Terms & Conditions and that you authorise us to charge your credit card for the relative course fees. Adept Training Pty Ltd reserves the right to dismiss any student for unacceptable or disruptive behaviour, and no refund will be given under these circumstances. A full refund will be given if cancelled 2 weeks or more before course, a 50% refund will be given if cancelled 1 week or more before course. No refund will be given if cancelled within 7 days of course commencing or if you fail to attend or complete the course. In these circumstances a place will be arranged in an appropriate future course, within 12 months. If you are unable to attend the course you have registered for you may send someone in your place. For all cancellations \$95 (inc. GST) administration fee will be charged, except in the case of Adept Training cancelling a course. We reserve the right to cancel any course. A full refund will be offered for any course cancelled by us. All information provided by you on this form will be used solely for the purpose of registration by us. Personal information may be provided to a third party, with your consent for the purposes of job placement. Please ensure that you have the required level of English literacy and comprehension to attend one of our courses and meet the pre-requisites for your course. You are aware of the language and literacy requirements for your course and give Adept Training permission to use your records for the purpose of AVETMISS or audit reporting.

First Aid Course Terms, conditions & cancellation policy

Once we have received your completed registration application and full payment, we will send you your confirmation letter. The discounted fee is non-refundable. Full fee paying students only - a full refund will be given if cancelled 2 weeks or more before course. No refund will be given if you fail to attend or complete the course. If you are unable to attend the course you have registered for you may send someone in your place. Cancellations will incur a \$95 (inc. GST) administration fee, except in the case of Adept Training cancelling a course. We reserve the right to cancel any course. A full refund will be offered for any course cancelled by us.

