A green background with a fingerprint

Description automatically generated

A white logo with a person in a triangle

Description automatically generated

**Pathology Qualification Review**

**Draft Training Products**

**4th-16th November 2024**

Table of Contents

[HLTXXXXX Certificate XX in Pathology 3](#_Toc183602824)

[HLTSS00059 Venous blood collection skill set 6](#_Toc183602825)

[HLTSSXXXXX Pathology collection skill set 7](#_Toc183602826)

[HLTCAR001X Perform electrocardiography (ECG) 8](#_Toc183602827)

[HLTCAR002X Perform holter monitoring 12](#_Toc183602828)

[HLTHPS001X Take clinical measurements 16](#_Toc183602829)

[HLTHPS002X Support health professionals in the delivery of care 21](#_Toc183602830)

[HLTHPS004X Measure spirometry 27](#_Toc183602831)

[HLTPAT001X Identify and respond to clinical risks in pathology collection 32](#_Toc183602832)

[HLTPAT002X Perform venous blood collection 37](#_Toc183602833)

[HLTPAT003X Perform capillary blood collections 43](#_Toc183602834)

[HLTPAT004X Collect pathology specimens other than blood 48](#_Toc183602835)

[HLTPAT005X Collect specimens for drugs of abuse testing 53](#_Toc183602836)

[HLTPAT006X Receive, prepare and dispatch pathology specimens 57](#_Toc183602837)

[HLTPATXXX Collect pathology specimens from newborns, babies and toddlers 61](#_Toc183602838)

# HLTXXXXX Certificate XX in Pathology

|  |  |
| --- | --- |
| **Qualification code** | HLTXXXXX |
| **Qualification title** | *Certificate XX in Pathology* |
| **Qualification description** | This qualification reflects the role of pathology workers who receive, collect, dispatch and perform routine pathology procedures, taking responsibility for their own work under general supervision.  They combine communication, customer service and technical skills, and use discretion and judgment to adapt and transfer their skills to different situations.  To achieve this qualification, the candidate must have completed at least XX hours of work as detailed in the Assessment Requirements of units of competency.  *No licensing, legislative or certification requirements apply to this qualification at the time of publication.* |
| **Entry requirements** | Specifies any mandatory entry requirements. |
| **Packaging Rules** | Total number of units of competency 14   * 8 core units * 6 electives units, consisting of: * the required number of units from Group A or B for the specialisation chosen. * the remaining units from the electives listed below, any endorsed Training Package or accredited course – these units must be relevant to the work outcome   Packaging for each specialisation:  At least 3 units from Group A must be selected to award the *Certificate X in Pathology (Collector)*  All the units in Group B and 3 units from Group C must be selected to award the *Certificate X in Pathology (Assistance)*  **Core units**  BSBMED301 Interpret and apply medical terminology appropriately  BSBOPS203 Deliver a service to customers  CHCCOM005 Communicate and work effectively in health or community services  CHCDIV001 Work with diverse people  HLTINF006 Apply basic principles and practices of infection prevention and control  HLTPAT001 Identify and respond to clinical risks in pathology collection  HLTPAT004 Collect pathology specimens other than blood  HLTPAT006 Receive, prepare and dispatch pathology specimens  **Elective units**  **Group A electives – Pathology Collection specialisation**  HLTCAR001 Perform electrocardiography (ECG)  HLTCAR001 Perform holter monitoring  HLTPAT003 Perform capillary blood collections  HLTPAT002 Perform venous blood collections  HLTPAT005 Collect specimens for drugs of addiction testing  HLTPS001 Take clinical measurements  **Group B electives – Pathology Assistance specialisation**  BSBTEC201 Use business software applications  MSL953005 Receive and prepare samples for testing  **Group C electives - Laboratory Units**  MSL922002 Record and present data  MSL933005 Maintain the laboratory/field workplace fit for purpose  MSL933008 Perform calibration checks on equipment and assist with its maintenance  MSL933009 Contribute to the achievement of quality objectives  MSL953005 Receive and prepare samples for testing  MSL973015 Prepare culture media  MSL973025 Perform basic tests  MSL973026 Prepare working solutions  MSL973027 Perform techniques that prevent cross-contamination  MSL973028 Perform microscopic examination  MSL974034 Perform biological procedures  TLI3091 Apply awareness of dangerous goods and hazardous materials  **Other Electives**  BSBTEC201 Use business software applications  BSBTEC302 Design and produce spreadsheets  CHCCCS020 Respond effectively to behaviours of concern  CHCCCS027 Visit client residence  CHCYTH013 Engage respectfully with young people  HLTAAP001 Recognise healthy body systems  HLTAID011 Provide first aid  HLTHPS001 Take clinical measurements  HLTHPS002 Support health professional in the delivery of care  HLTHPS004 Measure spirometry  HLTHSS011 Maintain stock inventory  HLTPAT001 Identify and respond to clinical risks in pathology collection  HLTWHS001 Participate in workplace health and safety  TAEDEL414 Mentor in the workplace |
| **Qualification mapping information** | *No equivalent qualification.* |
| **Links** | Link to Companion Volume Implementation Guide. |

# HLTSS00059 Venous blood collection skill set

|  |  |
| --- | --- |
| *HLTSS00059* | *Venous blood collection skill set* |
| *Modification History* | *Release 3* |
| ***Description*** | *This skill set reflects the requirements for a pathology collector working in the pathology industry.* |
| ***Pathways Information*** | *These units provide credit towards HLT3XXXX Certificate III in Pathology* |
| ***Licensing/Regulatory Information*** | *No occupational licensing, certification or specific legislative requirements apply to this skill set at the time of publication.* |
| ***Skill Set Requirements*** | *HLTPAT001 Identify and respond to clinical risks in pathology collection*  *HLTPAT002 Perform venous blood collections*  *HLTINF006 Apply basic principles and practices of infection control*  *CHCCOM005 Communicate and work in health or community services*  *This skill set has been endorsed by industry as suitable for individuals who:*   * *hold a qualification at Certificate III level or higher in health*   *or*   * *have skills equivalent to the qualification requirement validated through a recognition of prior learning process.* |
| ***Target Group*** | *This skill set is for healthcare workers in direct client care roles seeking to broaden their skills to include performance of venous blood collection.* |
| ***Suggested words for Statement of Attainment*** | *These competencies from the HLT Training Package meet industry requirements for pathology collectors.* |

# HLTSSXXXXX Pathology collection skill set

|  |  |
| --- | --- |
| *HLT XXXXX* | *Pathology Collection skill set* |
| Modification History | *Release 1* |
| **Description** | *A set of skills for supporting HLT37215 Certificate III in Pathology collection.* |
| **Pathways Information** | *These units provide credit towards HLT37215 Certificate III in Pathology Collection.* |
| **Licensing/Regulatory Information** | *No occupational licensing, certification or specific legislative requirements apply to this skill set at the time of publication.* |
| **Skill Set Requirements** | *HLTCAR001 Perform electrocardiography (ECG)*  *HLTCAR001 Perform holter monitoring*  *HLTPAT003 Perform capillary blood collections*  *HLTPAT002 Perform venous blood collections*  *HLTPAT005 Collect specimens for drugs of addiction testing*  *HLTPS001 Take clinical measurements* |
| **Target Group** | *This skill set is for individuals who have completed Pathology Assistance specilisation HLT37XXX Certificate XXX in Pathology* |
| **Suggested words for Statement of Attainment** | *These competencies from the HLT Training Package meet industry requirements for pathology collectors and pathology assistants.* |

# HLTCAR001X Perform electrocardiography (ECG)

|  |  |
| --- | --- |
| **Unit code** | HLTCAR001X |
| **Unit title** | Perform electrocardiography (ECG) |
| **Application** | This unit describes the skills and knowledge required to prepare for and conduct electrocardiography (ECG) procedures, producing traces that are suitable for diagnostic purposes. It does not include interpretation of the ECG.  This unit applies to any health worker conducting ECG procedures. ECGs are performed in medical centres, hospitals and cardiologist rooms.  The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice. |
| **Pre-requisite unit** | Nil |
| **Competency field** |  |
| **Unit sector** |  |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare electrocardiography machine for use | 1.1 Check cleanliness and settings of ECG machine prior to use in accordance with organisation procedures and infection control requirements  1.2 Prepare ECG leads in accordance with the manufacturer’s specifications |
| 2. Prepare for ECG Procedure | 2.1 Greet client courteously and identify self  2.2 Identify client following organisation and regulatory procedure  2.3 Obtain, interpret and accurately record personal and clinical information in accordance with organisation policies and procedures  2.4 Provide complete and accurate information in easily understood language regarding the ECG procedure to client  2.5 Provide client with the opportunity to ask questions and discuss areas of concern  2.6 Obtain consent following ethical and legal requirements |
| 3. Prepare client for an ECG procedure | 3.1 Maintain client privacy and dignity throughout procedure  3.2 Follow standard infection control procedures  3.3 Position the client correctly and comfortably as recommended by manufacturer or organisation procedure for different client groups  3.4 Prepare client’s skin for electrode placement in accordance with organisation procedures and manufacturer instructions  3.5 Attach leads in accordance with procedure required and manufacturer’s recommendations, and double check lead placement  3.6 Identify potential client risks and advise supervisor if risk exists |
| 4. Produce and ECG trace | 4.1 Produce trace and check trace for diagnostic suitability  4.2 Identify and respond to situations where repeat trace is required  4.3 Forward trace to relevant organisation or medical officer for interpretation using required method of transmission according to organisation procedure  4.4 Record episode details in accordance with organisation procedures |
| 5. Complete ECG process | 5.1 Remove ECG leads and electrodes from client maintaining client privacy and ensuring skin integrity  5.2 Provide client with assistance as required, on completion of procedure  5.3 Dispose of waste in accordance with waste management procedures  5.4 Store ECG machine in accordance with manufacturer’s specifications |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions** | |
| **Unit mapping information** | Specifies code and title of any equivalent unit of competency.  *No equivalent unit.* |
| **Links** | Link to Companion Volume Implementation Guide  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

Assessment Requirements

|  |  |
| --- | --- |
| **Title** | HLTCAR001X Perform electrocardiography (ECG) |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * followed established technical, infection control and safety requirements and produced at least 3 different ECG traces satisfactory for diagnostic purpose * Identified and responded appropriately to situations of interference, increased amplitude or wandering baseline |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * legal and ethical considerations for ECGs, and how these are applied in organisations, including: * children in the workplace * duty of care * informed consent * mandatory reporting * privacy, confidentiality and disclosure * records management * work role boundaries * work health and safety * standard infection control requirements * meet requirements of relevant current Australia and New Zealand standards in relation to ECG equipment * client factors that affect ECG, including: * physical limitations * respiratory function * features, function and use of ECG equipment, including: * pre-checking and calibration procedures * electrical safety requirements * common problems and how to respond * routine maintenance requirements * sources of interference, including: * client * equipment * environment * quality requirements for ECG tracing * anatomy and physiology of the heart * normal and abnormal ECG rhythms |
| **Assessment conditions** | All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in a therapeutic workplace under direction and supervision (direct, indirect, remote).  The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * ECG machine and associated leads/electrodes * client furniture * documented procedures for the candidate to follow * modelling of industry operating conditions, including: * interaction with clients * presence of situations requiring problem solving   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors |
| **Links** | Link to Companion Volume Implementation Guide. <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTCAR002X Perform holter monitoring

|  |  |
| --- | --- |
| **Unit code** | HLTCAR002X |
| **Unit title** | Perform holter monitoring |
| **Application** | This unit describes the skills and knowledge required to attach a holter monitor and produce a diagnostic trace for submission to the requesting medical officer.  This unit applies to any health worker involved in holter monitoring. This work takes place in pathology collection centres, medical centres, hospitals and cardiologist rooms.  *The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.* |
| **Pre-requisite unit** | Nil |
| **Competency field** |  |
| **Unit sector** |  |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare equipment for use | 1.1 Check equipment for good working order  1.2 Check materialsfor availability and supply  1.3 Insert new battery and cassette tape correctly into holter monitor |
| 2. Prepare client for holter monitor | 2.1 Greet client courteously and identify self  2.2 Identify client following organisation and regulatory procedure  2.3 Obtain, interpret and accurately record personal and clinical information in accordance with organisation policies and procedures  2.4 Provide complete and accurate information in easily understood language regarding the holter monitoring procedure to client  2.5 Provide the client with the opportunity to ask questions and discuss areas of concern  2.6 Obtain consent following ethical and legal requirements |
| 3. Prepare for monitor recording | 3.1 Maintain client privacy and dignity throughout procedure  3.2 Follow standard infection control procedures  3.3 Position the client correctly and comfortably and place electrodes in accordance with organisation and manufacturer procedures, client’s needs and current standards  3.4 Prepare client’s skin for electrode placement as required  3.5 Attach leads correctly and double check lead placement  3.6 Take a trial trace and check for interference,wandering baseline and amplitude as required  3.7 Identify potential client risks and advise supervisor if risk exists  3.8 Provide accurate instruction to client on use of device |
| 4. Process holter monitor trace | 4.1 Produce traceand check trace for diagnostic suitability  4.2 Identify and respond to situations where repeat trace is required  4.3 Remove holter monitor leads and electrodes from client  4.4 Review computer analysis of holter tape in accordance with scope of job role or organise submission of tape to requesting medical officer |
| 5. Complete holter monitor process | 5.1 Provide client with assistance as required on completion of procedure  5.2 Clean holter monitor and leads on completion of procedure in accordance with infection control procedures  5.3 Dispose of disposable holter monitor electrodes and other materials in accordance with waste management procedures  5.4 Store holter monitor leads and machine in accordance with manufacturer’s specifications and work health and safety (WHS) policy and procedures |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions** | |
| **Unit mapping information** | Specifies code and title of any equivalent unit of competency.  *No equivalent unit.* |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

Assessment Requirements template

|  |  |
| --- | --- |
| **Title** | HLTCAR002X Perform holter monitoring |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * followed established technical, infection control and safety requirements and produced: * at least 3 different holter monitor traces satisfactory for diagnostic purposes in the workplace * identified and responded appropriately to situations of interference, increased amplitude or wandering baseline |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * legal and ethical considerations for holter monitoring, and how these are applied in organisations, including: * children in the workplace * duty of care * informed consent * mandatory reporting * privacy, confidentiality and disclosure * records management * work role boundaries * work health and safety * standard infection control requirements * client factors that affect holter monitor testing, including: * physical limitations * respiratory function * features, function and use of holter monitor equipment, including: * pre-checking procedures * electrical safety requirements * common problems and how to respond * routine maintenance requirements * sources of interference: * client * equipment * quality requirements for a holter monitor trace * anatomy and physiology relevant for performance of holter monitoring testing and interpretation |
| **Assessment conditions** | All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in a therapeutic workplace under direction and supervision (direct, indirect, remote).  The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * holter monitor * procedures for the candidate to follow * modelling of industry operating conditions, including: * interaction with clients * presence of situations requiring problem solving   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTHPS001X Take clinical measurements

|  |  |
| --- | --- |
| **Unit code** | HLTHPS001X |
| **Unit title** | Take clinical measurements |
| **Application** | This unit describes the skills and knowledge required to prepare for, obtain and record simple clinical measurements.  This unit applies to individuals who work under the direct or indirect supervision of a health professional.  *The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.* |
| **Pre-requisite unit** | Nil |
| **Competency field** |  |
| **Unit sector** |  |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare for clinical measurement | 1.1 Determine clinical measurement requirements and own role limitations from review of client information  1.2 Assess environment for suitability to conduct a clinical measurement  1.3 Follow standard procedures for infection control  1.4 Gather, prepare and check readiness of equipment and consumables prior to use  1.5 Identify client following organisation and regulatory procedures  1.6 Clearly communicate measurement procedures and purpose to client  1.7 Collect and accurately document client information as required  1.8 Give client the opportunity to ask questions and discuss any concerns  1.9 Obtain agreement from the client in accordance with clinical guidelines, organisation policies and procedures |
| 2. Obtain clinical measurements | 2.1 Follow personal hygiene and infection control procedures  2.2 Use equipment according to its purpose and operating instructions  2.3 Use appropriate manual techniques and adapt to suit specific client needs and issues that arise  2.4 Obtain valid, reliable and accurate results by following standard sequences and procedures  2.5 Read and document numerical and other measurement data  2.6 Identify non valid results and repeat procedures as required  2.7 Accurately record and report results in accordance with clinical guidelines, organisation policies and procedures and confidentiality requirements  2.8 Communicate outcome of measurements clearly and simply to client if appropriate to do so |
| 3. Finalise clinical measurement process | 3.1 Assist, advise and instruct client in accordance with needs of specific test procedures  3.2 Clean, sterilise and/or dispose of equipment and consumables in accordance with manufacturers’ requirements and infection control procedures  3.3 Clean work area and dispose of waste in line with organisation protocols and infection control procedures  3.4 Store equipment and consumables in accordance with clinical guidelines, organisation policies and procedures |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions** | |
| **Unit mapping information** | Specifies code and title of any equivalent unit of competency.  *No equivalent unit.* |
| **Links** | Link to Companion Volume Implementation Guide. |

Assessment Requirements template

|  |  |
| --- | --- |
| **Title** | Assessment Requirements for HLTHPS001X Take clinical measurements |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * followed established protocols, infection control and safety requirements to produce accurate, valid and reliable clinical measurements from at least 3 different clients * taken different types of clinical measurements including at least 3 of each of the following: * vital signs (blood pressure (BP), pulse, respirations, temperature) * body height, weight and circumference measurement (including body mass index (BMI) calculation) * blood glucose measurement * chemical reagent strip urinalysis * colour blindness testing * distance visual acuity testing * screening audiometry * spirometry |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * legal and ethical considerations for taking clinical measurements (national, state/territory, local), including: * children in the workplace * duty of care * informed consent, what it means, and the limitations of obtaining consent by workers who are not health professionals * mandatory reporting * records management * privacy, confidentiality and disclosure * industry standards * rights and responsibilities of workers, employers and clients * work role boundaries – responsibilities and limitations * standard infection control requirements for clinical measurements: * hand washing * use of personal protective equipment (PPE) * avoiding contact with bodily fluids * sharps injury considerations * waste disposal * types of clinical measurements that may be taken by those supporting medical practitioners: * vital signs * body height, weight and circumference measurement (including BMI calculation) * colour blindness testing * distance visual acuity testing * screening audiometry * spirometry * clinical measurement procedures including: * terminology * sequencing for measurement * type of data produced, its recording and use * features and correct use of medical testing equipment: * sphygmomanometer * stethoscope * timing device * thermometer * peak flow meter and disposable mouth pieces * penlight * percussion (reflex) hammer * measuring tape * equipment for measuring height and weight * goose-neck lamp or other light source * types of information included in client medical records and rationale for these: * test details – name, date, time * name of supplies used including batch and lot number and expiry date, if applicable * results * adverse effects or incidents * advice or instructions given * information collected regarding client’s current health status, physical and social function * signature requirements * cultural and religious factors that impact on the approach to taking clinical measurements * anatomy and physiology to enable performance of clinical measurement to be accurate and of minimum risk to clients |
| **Assessment conditions** | All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in a therapeutic workplace under direction and supervision (direct, indirect or remote).  The following conditions must be met for this unit:   * Use of suitable facilities, equipment and resources, including: * sphygmomanometer * stethoscope * timing device * thermometer * peak flow meter and disposable mouth pieces * spirometer and disposable mouth pieces * penlight * measuring tape * equipment for measuring height and weight * colour blindness test plates (eg Ishihara) * visual acuity chart * audiometer and quiet room * goose-neck lamp or other light source * hand washing facilities * disposable gloves * Modelling of industry operations, including: * interaction with clients * integration of situations requiring problem solving |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTHPS002X Support health professionals in the delivery of care

|  |  |
| --- | --- |
| **Unit code** | HLTHPS002X |
| **Unit title** | Support health professionals in the delivery of care |
| **Application** | This unit describes the skills and knowledge required to complete preparation, general assistance and follow up tasks that support health professionals in the delivery of care to clients.  This unit applies to health care workers who work under the direct or indirect supervision of a health professional in medical practices and other care facilities.  *The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.*  *No licensing, legislative or certification requirements apply to this unit at the time of publication.* |
| **Pre-requisite unit** | Nil |
| **Competency field** |  |
| **Unit sector** |  |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare environment and equipment. | 1.1 Obtain and clarify instructions from health professional or according to organisation procedures  1.2 Follow standard procedures for infection control  1.3 Assess environment for suitability  1.4 Gather, prepare and check readiness of equipment and consumables prior to use  1.5 Confirm readiness and availability of emergency equipment, medications and supplies as appropriate for procedure |
| 2. Prepare client | 2.1 Read client information and confirm client identity in accordance with organisation procedures  2.2 Clearly communicate information to client and confirm their understanding  2.3 Give client the opportunity to ask questions and discuss any concerns  2.4 Obtain agreement from the client in accordance with clinical guidelines, organisation policies and procedures  2.5 Check for contraindications to procedure according to direction and confirm client’s status within scope of own job role  2.6 Assist with positioning client for procedure ensuring client comfort and accessibility according to safe manual task procedures and health professional’s instructions  2.7 Recognise and respond appropriately to client needs for reassurance |
| 3. Follow health professional directions | 3.1 Respond to requests for assistance according to workplace protocols and within the scope of own job role  3.2 Monitor client’s condition as directed and within scope of own job role  3.3 Report abnormal observations or client reactions to health professional immediately, in line with directions from the health professional  3.4 Deal with adverse incidents as per workplace protocols and directions from health professional  3.5 Accurately document procedure in client’s medical record under supervision of the health professional in line with protocols and confidentiality requirements |
| 4. Complete follow up tasks | 4.1 Assist, advise and instruct client in accordance with practitioner instructions  4.2 Monitor client for signs of adverse reaction for appropriate time period as directed and within scope of own job role  4.3 Advise and instruct client as per organisation protocol and in line with health professional’s instructions  4.4 Clean and dispose of equipment and consumables in accordance with manufacturers’ requirements and infection control procedures  4.5 Clean work area and dispose of waste in line with practice protocols and infection control procedures  4.6 Store equipment and consumables in accordance with clinical guidelines, organisation policies and procedures |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions** | |
| **Unit mapping information** | Specifies code and title of any equivalent unit of competency.  *No equivalent unit.* |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

Assessment Requirements template

|  |  |
| --- | --- |
| **Title** | Assessment Requirements for HLTHPS002X Support health professional in delivery of service |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * followed established protocols, procedures and infection control and safety requirements to provide assistance in delivery of care under the direction of a health professional for the following 5 procedures: * dressing of wounds not involving scheduled medication wound care * suture and staple removal * removal of plasters * application of bandaging, splints and slings * set up and monitoring of nebulisation without medication * followed established protocols, procedures, infection control and safety requirements to provide assistance to a health professional who is undertaking: * pap tests or cervical screening tests * plastering * physical examination * minor operations |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * legal and ethical considerations for supporting the health professional in the delivery of care, including: * duty of care * informed consent, what it means, and the limitations of obtaining consent by workers who are not health professionals * records management * privacy, confidentiality and disclosure * industry standards * work role boundaries – responsibilities and limitations * risk management considerations * work health and safety * manual task safety procedures * standard infection control requirements for clinical procedures: * hand washing * use of personal protective equipment (PPE) * avoiding contact with bodily fluids * needle stick injury considerations * waste disposal * how to assist with the maintenance of surgical asepsis and the reasons for maintaining a sterile field * how to assist with the maintenance of surgical asepsis and the reasons for maintaining a sterile field * procedures, equipment and terminology used for commonly occurring care procedures undertaken by health professionals, including: * dressing of wounds not involving scheduled medication wound care * suture and staple removal * pap tests or cervical screening tests * plastering/removal of plasters * physical examination * application of bandaging, splints and slings * set up and monitoring of nebulisation without medication * minor operations * types of information included in client medical records and rationale for these, including: * procedures detail – name, date, time * name of supplies used including batch and lot number and expiry date, if applicable * details of procedure * site of procedure * results of procedure * any adverse effects or incidents * advice or instructions given * information collected regarding client’s current health status, physical and social function * medical assistant’s signature or initials |
| **Assessment conditions** | All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in a therapeutic workplace under direction and supervision (direct, indirect or remote).  The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * client information and medical records * disposable gloves * hand hygiene facilities * equipment and consumables needed for specific procedures, including: * bandage scissors * cleaning agents * dressing packs – basic, for skin lesion * dressings, swabs and bandages * examination couch with sheets or disposable covers * flow meter for oxygen cylinder * moisture proof sheets (blueys) * nebulisation mask and bowl (adult and child sizes) * oxygen tubing * equipment for pap tests or cervical screening tests * patient gown * plaster of paris and padding * plaster saw * sharps container * simulated wound with removable sutures and staples * skin cleansing solution * splinting material * stainless steel dressing trolley * staple remover, stitch cutting blade, stitch removal scissors * suture material * modelling of industry operating conditions, including: * interaction with clients * integration of situations requiring problem solving   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors. |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTHPS004X Measure spirometry

|  |  |
| --- | --- |
| **Unit code** | HLTHPS004X |
| **Unit title** | Measure spirometry |
| **Application** | This unit describes the skills and knowledge required to prepare a client for spirometry, complete the spirometry test and to provide a report as an aid to the diagnosis and management of ventilatory impairment.  This unit applies to any health worker who takes spirometry measurements. Spirometry measurement is commonly conducted in hospitals, respiratory physicians rooms, general practitioner (GP) rooms, pharmacies and pathology collection centres.  The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice  *No licensing, legislative or certification requirements apply to this unit at the time of publication.* |
| **Pre-requisite unit** | Nil |
| **Competency field** |  |
| **Unit sector** |  |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare spirometer and materials for use | 1.1 Check cleanliness and functionality of spirometer and other materials  1.2 Validate or calibrate spirometer in accordance with manufacturer specifications |
| 2. Prepare client for procedure | 2.1 Greet client courteously and identify self  2.2 Identify client following organisation and regulatory procedures  2.3 Obtain, read, and accurately record client information, in accordance with organisation policies and procedures  2.4 Identify and responds to contraindications for performing spirometry within scope of own job role  2.5 Obtain clarifications from requesting health professional when necessary  2.6 Take accurate client measurements, consider other inputs and calculate reference values from established value sets  2.7 Seat client correctly for procedure |
| 3. Perform spirometry | 3.1 Initialise equipment to commence recording and recordadditional information  3.2 Coach client through procedure with the provision of continuous instruction, encouragement and reassurance  3.3 Observe client throughout the procedure for ability to continue  3.4 Identify recording as technically correct  3.5 Provide client with feedback on performance  3.6 Repeat spirometry as necessary to comply with current standards for repeatability  3.7 Make technically acceptable measurements according to current standards  3.8 Select indices for report in accordance with current standards  3.9 Identify the need for administration of a bronchodilator in accordance with current standards and medical officer request  3.10 Allow sufficient time for peak effect from bronchodilator and repeat spirometry  3.11 Identify and respond to clinical emergenciesin accordance with organisation emergency procedures |
| 4. Complete spirometry measurement | 4.1 Assist client as required on completion of procedure  4.2 Review follow up arrangements with client  4.3 Respond appropriately to client’s questions  4.4 Dispose of or clean materials in accordance with organisation policies and procedures, and infection control guidelines  4.5 Clean, restock and store equipment according to manufacturer’s guidelines  4.6 Complete report to technically acceptable standards, provide a provisional interpretation of results and forward to physician for final interpretation  4.7 Forward report and interpretation to requesting medical officer  4.8 Enter details of client and test completed on to database and/or hospital information system |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions** | |
| **Unit mapping information** | Specifies code and title of any equivalent unit of competency.  *No equivalent unit.* |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

Assessment Requirements template

|  |  |
| --- | --- |
| **Title** | Assessment Requirements for HLTHPS004X Measure spirometry |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * followed established technical, infection control and safety procedures to produce spirometry measurements for at least 3 different clients that accurately reflect the maximal expiratory ventilatory capacity:   + recognised and responded appropriately to errors due to both client performance and technical faults   + provided provisional interpretation against established reference values |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * + purpose, principles and protocols of spirometry   + legal and ethical considerations for spirometry, including:   + duty of care   + informed consent   + records management   + privacy, confidentiality and disclosure   + industry standards   + work role boundaries – responsibilities and limitations   + basic pharmacology related to respiratory function relevant for spirometry measurement   + anatomy and physiology relevant for understanding and conducting spirometry   + set up, operation and routine maintenance of spirometry equipment   + patterns of normal/abnormal results related to both respiratory disease and technical factors relevant for spirometry measurement   + features of technically correct recordings, including:   + no hesitation at start   + evidence of maximal effort   + no cough within first second   + end of test criteria met   + reproducibility   + mathematical and statistical information relevant for spirometry measurement * reference values required for spirometry measurement and the factors that contribute to calculation of client reference values and how to incorporate these, including: * weight * height * age * gender * race * how to convert volumes from atmospheric temperature and pressure (ATP) to body temperature and pressure saturated (BTPS) * common causes of client non compliance in spirometry and the appropriate remedies * complications and contraindications for clients undergoing spirometry measurement, and how to respond * emergency procedures specific to spirometry instrument quality control procedures, including: * calibration * biological control measures * relevance of environmental factors in spirometry, including temperature and humidity * features and functions of respiratory therapy products |
| **Assessment conditions** | All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in a therapeutic workplace under direction and supervision (direct, indirect or remote).  The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * spirometer * client information * procedures for candidate to follow * modelling of industry operating conditions, including integration of situations requiring problem solving   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors. |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTPAT001X Identify and respond to clinical risks in pathology collection

|  |  |
| --- | --- |
| **Unit code** | HLTPAT001X |
| **Unit title** | Identify and respond to clinical risks in pathology collection |
| **Application** | This unit describes the skills and knowledge required to recognise client risk factors, identify emergency situations and provide emergency or first aid response to client reactions associated with pathology specimen collection.  This unit applies to any individual for whom pathology collection is part of the job role. They may be working in collection centres, in hospitals or in other health care environments.  The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australia/New Zealand standards and industry codes of practice  *No licensing, legislative or certification requirements apply to this unit at the time of publication.* |
| **Pre-requisite unit** | Nil |
| **Competency field** |  |
| **Unit sector** |  |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Recognise and assess potential risk | 1.1 Identify potential clinical risks of performing collection procedure from review of client information in accordance with organisation procedures  1.2 Assess client against pre-test criteria and determine risk in accordance with organisation procedures  1.3 Identify and refer potential risk situations beyond scope of own role to appropriate person |
| 2. Identify situations requiring emergency or first | 2.1 Observe clients for reactions during and after collection procedure  2.2 Promptly recognise signs of adverse reaction or complication  aid response |
| 3. Respond to client reactions and complications | 3.1 Follow documented procedures for any reactions and complications  3.2 Follow first aid protocols in accordance with organisation policies and procedures  3.3 Provide clear information to client and obtain consent from client where possible  3.4 Complete accurate record of incidents in accordance with organisation policies and procedures |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions**  Range is restricted to essential operating conditions and any other variables essential to the work environment. | |
| **Unit mapping information** | HLTPAT001X Identify and respond to clinical risks in pathology  *No equivalent unit.* |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

Assessment Requirements template

|  |  |
| --- | --- |
| **Title** | Assessment Requirements for HLTPAT001X Identify and respond to clinical risks in pathology |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * assessed and recognised potential clinical risks from review of information from at least 3 different clients * recognised adverse reactions and complications and followed required procedures in response to at least 3 different adverse events * recognised adverse reactions and complications requiring first aid response and provided first aid according to procedures for all of the following: * fainting * fitting * arterial puncture * nerve damage * bruising * excessive or prolonged bleeding * diabetic emergency * falls * grazes * scarring and burns * vomiting |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * legal and ethical considerations (national and state/territory) for emergency response, and how these are applied in organisations: * duty of care * informed consent * privacy, confidentiality and disclosure * records management * work role boundaries: * scope and limitations of own role in assessing clinical risk * points of referral for risk situations beyond scope of own role * work health and safety * standard infection control requirements for clinical procedures: * hand hygiene * use of personal protective equipment (PPE) * avoiding contact with bodily fluids * sharps injury prevention and treatment if sustained * waste disposal * client information that may inform assessment of risk: * clinical history * allergies * current and recent medications * recent illnesses * reactions/complications to previous collection procedures * anatomy and physiology relevant to pathology collections: * vascular and nervous systems, particularly the close association of blood vessels and nerves of the limbs relevant to pathology collection * arteries, veins and capillaries * heart function – significant structures, greater blood vessels that enter and exit the heart * direction of flow of oxygenated and deoxygenated blood through the heart and lungs * features of collection sites * types and features of clinical risks commonly associated with pathology collection: * reactions and complications to procedure * infection * hemoconcentration * haemolysis * blood components * sharps injury * excessive bleeding * damage to nervous system * vascular damage * location of venous access * concurrent treatments and therapy * intravenous (IV) therapy * emergency procedures for client reactions and complications * first aid and care protocols for: * fainting * fitting * arterial puncture * nerve damage * bruising * excessive bleeding * diabetic emergency * falls * grazes * scarring and burns |
| **Assessment conditions** | All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in a therapeutic workplace under direction and supervision (direct, indirect or remote).  The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including documented emergency and first aid procedures for the candidate to follow * modelling of industry operating conditions, including presence of situations requiring problem solving.   Assessors must satisfy the Standards for Registered Training organisations (RTOs) 2015/AQF mandatory competency requirements for assessors. |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTPAT002X Perform venous blood collection

|  |  |
| --- | --- |
| **Unit code** | HLTPAT002X |
| **Unit title** | Perform venous blood collection |
| **Application** | This unit describes the skills and knowledge required to confirm collection requirements, prepare client and equipment, and perform routine blood collections using venous blood collection.  This unit applies to any individual for whom blood collection is part of the job role. They may be working in collection centres, in hospitals or in other health care environments.  This unit relates to collections from adults of varied ages and genders, adolescents and children over 5 years of age. It does not include collections from babies, neonates, arterial collections or collections made via artificial access devices such as central lines, peripherally inserted central catheter (PICC) lines, or intra venous (IV) catheter.  *The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice* |
| **Pre-requisite unit** | Nil |
| **Competency field** |  |
| **Unit sector** |  |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Greet client and confirm pre-test criteria | 1.1 Greet client courteously and identify self  1.2 Identify client following organisation and regulatory procedures  1.3 Confirm that client meets pre-testing criteria for required collection  1.4 Obtain, interpret and accurately record personal and clinical information in accordance with organisation policies and procedures  1.5 Correctly explain collection procedure to client  1.6 Obtain consent for collection procedure from client 1.1 Performance criteria clearly relate to the element.  1.2 They are expressed as a standard.  1.3 They specify the required performance in relevant tasks, roles, and skills.  1.4 They reflect the applied knowledge that enables competent performance. |
| 2. Prepare for venous blood collection procedure | 2.1 Select appropriate collection site based on client evaluation  2.2 Assemble equipment appropriate to test requested site selected  2.3 Position client to ensure comfort and safety of both client and collector  2.4 Identify when assistance may be needed and seek help if required |
| 3. Draw blood | 3.1 Adopt standard and additional infection control guidelines and precautions according to organisation documented procedure  3.2 Clean site with approved cleansing agent and allow to air dry prior to collection  3.3 Apply and remove/loosen tourniquet according to requirements of equipment being used  3.4 Confirm suitable vein through palpation of site and clean skin according to organisation documented procedure  3.5 Anchor vein below the site according to documented procedure  3.6 Insert needle at approved angle of 30 degrees or less  3.7 Collect correct volume of blood in appropriate collection tubes in the approved order of draw, as recommended by the manufacturer  3.8 Once correct amount collected, withdraw needle and apply direct pressure to site using dry cotton swab for minimum of 2 minutes and until bleeding has visibly stopped  3.9 Dispose of needle immediately and safely using approved sharps disposal device  3.10 Invert collection tubes within timeframe required as recommended by manufacturer  3.11 Observe client before, during and after collection for potential adverse effects and respond according to procedure |
| 4. Follow post-blood collection procedures | 4.1 Accurately label blood collection tubes in front of client with time and date of collection, client details and other required information following regulatory and organisational guidelines  4.2 Dispose of waste in accordance with infection control protocols and organisation policies and procedures  4.3 Confirm tube labelling information accuracy with client  4.4 Confirm that site has visibly stopped bleeding after appropriate time lapse and apply dressing  4.5 Complete other collection documentation in accordance with organisation procedures  4.6 Provide client with correct post venepuncture care instructions  4.7 Prepare collected samples for transit or storeaccording to test and organisation requirements |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions** | |
| **Unit mapping information** | Specifies code and title of any equivalent unit of competency.  *No equivalent unit.* |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

Assessment Requirements template

|  |  |
| --- | --- |
| **Title** | Assessment Requirements for HLTPAT002X Perform venous blood collection |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * performed the activities outlined in the performance criteria of this unit during a period of at least XX hours of pathology collection work under the supervision of a person currently working in a phlebotomist role for at least 18 hours per fortnight * followed established technical, infection control and safety procedures and collected blood suitable for testing using venous blood collection with a maximum of two attempts: * first 5 times in complete simulation then * 5 times in a simulated environment using real people and then * from at least 20 different client/patient comprising of adults of varied ages in the workplace. * used the following methods of collection: * evacuated system (at least 10 times) * winged infusion sets and/or needle and syringe as per organisation policy and procedure |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * legal and ethical considerations for blood collection, and how these are applied in organisations: * children in the workplace * duty of care * informed consent * mandatory reporting * privacy, confidentiality and disclosure * records management * supportive holding for procedures (limitations) * work role boundaries: * blood collection role in different contexts * sources of blood sample requests * work health and safety * standard infection control requirements for clinical procedures: * hand hygiene * use of personal protective equipment (PPE) * avoiding contact with bodily fluids * sharps injury prevention and treatment if sustained * waste disposal * industry terminology used in blood collections * equipment * procedures * abbreviations * blood test names * appropriate venepuncture sites * clinical history and medication details * key aspects of human anatomy and physiology in relation to the vascular, arterial and nervous system and relevant to the variety of blood collection procedures and collection sites * components of blood in relation to quality blood samples and pre-analytical error: * serum plasma * red cells * white cells * platelets * clinical risks of blood collection procedures and procedures designed to minimise those risks * collection procedure factors which contribute to a quality sample collection and impact on laboratory testing * pre-analytical factors which may affect the chemical analysis of blood and impact on collection: * appropriate times to collect * impact of drugs * timing of last dose * required fasting times * protecting the integrity of the specimen * features, functions and use of venepuncture equipment: * evacuated systems – multi-sample needles and winged infusion sets * needles and syringes * tourniquets * cleansing solutions and swabs * collection tubes * blood sample handling, processing, transit and storage methods * requirements for selection and collection into tubes with variable additives: * ethylenediaminetetraacetic acid (EDTA) * sodium citrate * lithium/sodium heparin * fluoride oxalate * separation gel * blood culture bottles |
| **Assessment conditions** | All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in a therapeutic workplace under direction and supervision (direct, indirect, remote).  The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * tourniquets * collection tubes * syringes and needles and/or winged infusion set (butterfly) * multi-sample needle and holder * evacuated blood collection equipment * sharps containers * alcohol wipes * dressings * PPE * hand hygiene facilities * documented collection procedures for the candidate to follow * modelling of industry operating conditions, including: * interactions with clients from general public * presence of situations requiring problem solving in non-routine situations * supervision of candidate’s work activities by a person currently working in a phlebotomist role for at least XX hours per fortnight |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTPAT003X Perform capillary blood collections

|  |  |
| --- | --- |
| **Unit code** | HLTPAT003X |
| **Unit title** | Perform capillary blood collections |
| **Application** | This unit describes the skills and knowledge required to confirm collection requirements, prepare client and equipment, and collect capillary blood using specific collection criteria, techniques and equipment.  This unit applies to any individual for whom capillary blood collection is part of the job role. They may be working in collection centres, in hospitals or in other health care environments.  *The skills in this unit must be applied in accordance with current Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice* |
| **Pre-requisite unit** | Nil |
| **Competency field** |  |
| **Unit sector** |  |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Confirm collection requirements | 1.1 Greet client courteously and identify self  1.2 Identify client following organisation and regulatory procedures  1.3 Confirm that client meets pre-testing criteria for required collection  1.4 Obtain, interpret and accurately record personal and clinical information in accordance with organisation policies and procedures  1.5 Explain collection procedure to client  1.6 Obtain consent for collection procedure from client |
| 2. Prepare for skin puncture blood collections | 2.1 Confirm method and site of collection based on correct interpretation of clinical request and age of client  2.2 Select equipment to ensure the collection meets test and organisational requirements  2.3 Provide clear advice about the procedure to client or carer  2.4 Use appropriate warming device to safely prepare site as required in accordance with documented organisation procedure  2.5 Position client to ensure comfort and safety of both client and collector, using supportive holding techniques  2.6 Identify when assistance may be needed and seek help if required  2.7 Determine minimum volumes of blood required according to testing organisation’s requirements and volume limits based on client age and weight |
| 3. Draw blood | 3.1 Adopt standard and additional infection control guidelines and precautions according to organisation documented procedure  3.2 Clean site with approved cleansing agent and allow to air dry prior to collection  3.3 Puncture the skin in the appropriate location, using an approved lancet appropriate to site selected and client age  3.4 Collect capillary blood sample into appropriate collection containers devices to ensure sample integrity and correct order of draw in accordance with manufacturer’s guidelines  3.5 Mix sample by gentle inversion, maintaining sample integrity as required  3.6 Following collection, apply pressure to puncture site until site has stopped bleeding  3.7 Observe client before, during and after collection for potential adverse effects and respond according to procedure |
| 4. Follow post-blood collection procedures | 4.1 Accurately label blood collection tubes in front of client with time and date of collection, client details and other required information following regulatory and organisational guidelines  4.2 Dispose of waste in accordance with infection control protocols and organisation policies and procedures  4.3 Confirm information accuracy with client or carer  4.4 Confirm that site has stopped bleeding after appropriate time lapse and apply wound dressing  4.5 Complete other collection documentation in accordance with organisation procedures  4.6 Prepare collected samples for transit or storeaccording to test requirements |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions** | |
| **Unit mapping information** | Specifies code and title of any equivalent unit of competency.  *No equivalent unit.* |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

Assessment Requirements template

|  |  |
| --- | --- |
| **Title** | Assessment Requirements for HLTPAT003X Perform capillary blood collection |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * followed established technical, infection control and safety procedures and collected blood using skin puncture from at least 5 different people of varying ages |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * legal and ethical considerations for capillary blood collection, and how these are applied in organisations: * children in the workplace * duty of care * informed consent * mandatory reporting * privacy, confidentiality and disclosure * records management * supportive holding for procedures (limitations) * work role boundaries * boundaries of responsibilities capillary blood collection role in different contexts, and situations where skin puncture is the most appropriate collection technique * sources of blood sample requests * work health and safety * standard infection control requirements for clinical procedures: * hand hygiene * use of personal protective equipment (PPE) * avoiding contact with bodily fluids * needle stick injury considerations * waste disposal * industry terminology used in skin puncture blood collection: * equipment * procedures * abbreviations * skin puncture sites * clinical history and medication details * key aspects of human anatomy and physiology in relation to the skin, vascular, arterial and nervous system relevant to capillary collections * clinical risks of capillary blood collection procedures and procedures designed to minimise those risks * factors which may affect the chemical analysis of blood and impact on collection: * appropriate times to collect * impact of drugs * timing of last dose * required fasting times * protecting the integrity of the specimen * techniques for blood collection through skin puncture * features, functions and use of skin puncture blood collection equipment: * approved lancets * cleansing solutions and swabs * collection tubes (microtainers) * dressings * blood sample handling, processing, transit and storage methods * requirements for selection and collection into tubes with variable additives: * ethylenediaminetetraacetic acid (EDTA) * lithium/sodium heparin * fluoride oxalate * separation gel |
| **Assessment conditions** | All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in a therapeutic workplace under direction and supervision (direct, indirect or remote).  The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * sharps containers * bio waste bins * alcohol wipes * dressings * PPE * hand hygiene facilities * documented collection procedures for the candidate to follow * modelling of industry operating conditions, including: * interactions with clients and carers from general public * presence of situations requiring problem solving in non-routine situations * supervision of candidate’s work activities by a person currently working in a phlebotomist role for at least 18 hours in a fortnight time period   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors. |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTPAT004X Collect pathology specimens other than blood

|  |  |
| --- | --- |
| **Unit code** | HLTPAT004X |
| **Unit title** | Collect pathology specimens other than blood |
| **Application** | This unit describes the skills and knowledge required to confirm collection requirements, prepare client and equipment and make routine pathology specimen collections.  This unit applies to any individual for whom specimen collection is part of the job role. They may be working in collection centres, in hospitals or in other health care environments.  *The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australia/New Zealand standards and industry codes of practice.*  *No licensing, legislative or certification requirements apply to this unit at the time of publication* |
| **Pre-requisite unit** | Nil |
| **Competency field** |  |
| **Unit sector** |  |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Confirm collection requirements | 1.1 Greet client courteously and identify self  1.2 Identify client following organisation and regulatory procedures  1.3 Confirm that client meets pre-testing criteria for required collection  1.4 Obtain, interpret and accurately record personal and clinical information in accordance with organisation policies and procedures  1.5 Explain collection procedure to client  1.6 Obtain consent for collection procedure from client |
| 2. Prepare for collection procedure | 2.1 Confirm method of collection based on correct interpretation of clinical request and organisation requirements  2.2 Select equipment and prepare following organisation procedures  2.3 Position client appropriately to ensure comfort and safety of both client and collector  2.4 Identify when assistance may be needed and seek help if required |
| 3. Collect specimen | 3.1 Adopt standard and additional infection control guidelines and precautions according to organisation documented procedure  3.2 Follow documented procedures for collection of sample  3.3 Use collection and clinical equipment appropriately and safely to avoid contamination of sample  3.4 Observe client during and after collection for potential adverse effects and respond according to procedure |
| 4. Follow post collection procedures | 4.1 Dispose of waste in accordance with infection control protocols and organisation policies and procedures  4.2 Accurately label sample in front of client with time and date of collection, client details and other required information following regulatory and organisational guidelines  4.3 Confirm information accuracy with client  4.4 Complete other collection documentation in accordance with organisation procedures  4.5 Prepare collected samples for transit or storeaccording to test and organisational requirements |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions** | |
| **Unit mapping information** | Specifies code and title of any equivalent unit of competency.  *No equivalent unit.* |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

Assessment Requirements template

|  |  |
| --- | --- |
| **Title** | Assessment Requirements for HLTPAT004X Collect pathology specimens other than blood |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * followed established technical, infection control and safety procedures for a minimum of 5 different specimen types selected from the following: * aspirates * breath * DNA swabs * nail clippings and/or scrapings * saliva * semen * skin scrapings * sputum * stool * swabs – bacterial, viral and PCR * urine |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * legal and ethical considerations for pathology collection, and how these are applied in organisations: * children in the workplace * duty of care * informed consent * mandatory reporting * privacy, confidentiality and disclosure * records management * work role boundaries * boundaries of responsibilities * sources of non blood sample requests and interactions with other health services * work health and safety * standard infection control requirements for clinical procedures: * hand hygiene * use of personal protective equipment (PPE) * avoiding contact with bodily fluids * sharps injury prevention and treatment if sustained * waste disposal * industry terminology used in specimen collection: * equipment * procedures * abbreviations * medical terminology * key aspects of anatomy and physiology sufficient to make safe specimen collection * clinical risk factors in specimen collection and procedures designed to minimise those risks for different specimen types * factors which may affect the chemical analysis or specimens and the impact on collection: * appropriate times to collect * timing of last dose * required fasting times * protecting the integrity of the specimen * features, functions and use of the following specimen collection equipment: * sterile jars * 24hr urine containers with or without additives * swabs – viral, bacterial, polymerase chain reaction (PCR), deoxyribonucleic acid (DNA) * paediatric urine collection bag * breath balloons * skin scraping equipment * nail clipping and scraping equipment * handling and storage methods for different specimen types |
| **Assessment conditions** | All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in a therapeutic workplace under direction and supervision (direct, indirect, remote).  The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * steri-wipes or alcohol wipes * paediatric urine bags * swabs * scalpels * sterile containers * breath balloons * collection devices for skin and nail scrapings * packaging equipment consistent with regulatory and organisational transport requirements * documented collection procedures for the candidate to follow * modeling of industry operating conditions including: * interactions with clients from the general public * presence of situations requiring problem solving * supervision of candidate’s work activities by a person currently working in a collection role for at least 18 hours in a fortnight time period.   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors. |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTPAT005X Collect specimens for drugs of abuse testing

|  |  |
| --- | --- |
| **Unit code** | HLTPAT005X |
| **Unit title** | Collect specimens for drugs of abuse testing |
| **Application** | This unit describes the skills and knowledge required to confirm collection requirements, prepare client and equipment and collect specimens via urine and/or oral and breath testing following the special procedures that apply for drugs of abuse testing.  This unit applies to individuals working in collection centres, in hospitals, in other health care environments and workplaces where drugs of abuse testing takes place.  *The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.*  *No licensing, legislative or certification requirements apply to this unit at the time of publication.* |
| **Pre-requisite unit** | Nil |
| **Competency field** |  |
| **Unit sector** |  |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Confirm collection requirements | 1.1 Greet client courteously and identify self  1.2 Identify client following organisation and regulatory procedures  1.3 Confirm that client meets pre-testing criteria for required collection  1.4 Obtain, interpret and accurately record personal and clinical information in accordance with organisation policies and procedures  1.5 Explain collection procedure to client  1.6 Obtain consent for collection procedure from client |
| 2. Prepare for collection procedure | 2.1 Ensure collection environment is prepared according to requirements of standards  2.2 Confirm method of collection based on correct interpretation of clinical request  2.3 Select equipment and ask client to select collection kit according to organisation procedures if applicable to standard  2.4 Prepare client for procedure by removing excess clothing and other possessions, and store these securely if applicable to standard  2.5 Provide accurate advice to client about procedure |
| 3. Collect specimen | 3.1 Follow procedures for sample collection according to standard and organisational procedure  3.2 Adopt standard and additional infection control guidelines and precautions according to organisation documented procedure  3.3 Observe client during and after collection for potential tampering and respond according to organisation procedures  3.4 Assure sample integrity by testing and securing sample immediately following collection and for duration of time that sample is responsibility of the collector |
| 4. Follow post collection procedures | 4.1 Dispose of waste in accordance with infection control protocols and organisation policies and procedures  4.2 Accurately label specimens in accordance with standards requirements and organisation procedures  4.3 Confirm information accuracy and sample security with client  4.4 Complete other collection documentation in accordance with standards and organisation procedures  4.5 Prepare and secure collected samples for transit or storageaccording to standards and organisational requirements, ensuring chain of custody is maintained |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions** | |
| **Unit mapping information** | Specifies code and title of any equivalent unit of competency.  *No equivalent unit.* |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

Assessment Requirements template

|  |  |
| --- | --- |
| **Title** | Assessment Requirements for HLTPAT005X Collect specimens for drugs of abuse testing |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * followed established technical, infection control and safety procedures plus those required by the relevant standard, during collections from at least 3 different clients * selected, prepared and used compliant equipment and collection kits * collected urine, oral fluid or breath specimens for drugs of abuse testing |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * context for drugs of abuse testing including industry, social services, prisons, medical and legal purposes * legal and ethical considerations (national and state/territory), including the requirements of AS/NZS 4308:2008 or AS 4760-2006 and any revisions thereof, and how these are applied in organisations: * duty of care * informed consent * mandatory reporting * privacy, confidentiality and disclosure * records management * work role boundaries * work health and safety * pre-collection, during and post-collection procedures required to meet chain of custody requirements, including: * suitable environment to collect sample * client privacy * staff safety * specific environmental and specimen requirements to eliminate tampering * collection procedures required to meet chain of custody requirements, including: * client supervision and seclusion * collection procedures that eliminates the opportunity to tamper with specimen * documentation requirements * integrity testing of samples as required by standard * storage and transportation procedures required to meet chain of custody requirements, including: * chain of custody process * security satchels and labels * storage * courier requirements * drugs of abuse, including: * types of drugs included * chemistry * effect on body * types of collection * methods of analysis |
| **Assessment conditions** | All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in a therapeutic workplace under direction and supervision (direct, indirect or remote).  The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, required by the relevant standard * modelling of industry operating conditions, including: * interaction with non-compliant clients * presence of situations requiring problem solving * supervision of candidate’s work activities by a person currently working in a collection role for at least 18 hours in a fortnight time period   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTPAT006X Receive, prepare and dispatch pathology specimens

|  |  |
| --- | --- |
| **Unit code** | HLTPAT006X |
| **Unit title** | Receive, prepare and dispatch pathology specimens |
| **Application** | This unit describes the skills and knowledge required to receive specimens, complete the administrative process to prepare samples for pathology testing, and dispatch specimens. This unit does not cover the dispatch of dangerous goods or the transport of specimens to external facilities.  This unit applies to individuals working in specimen reception roles in laboratories and pathology collectors and assistants in collection centres.  *The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.*  *No licensing, legislative or certification requirements apply to this unit at the time of publication.* |
| **Pre-requisite unit** | Nil |
| **Competency field** |  |
| **Unit sector** |  |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Receive specimens | 1.1 Receive and process specimens and requests in accordance with organisation policies and procedures  1.2 Check pathology request forms and specimens documentation for adequate labelling in accordance with organisation and regulatory requirements  1.3 Ensure suitability of specimens for requested tests consulting laboratory directories or manuals  1.4 Reject specimens if necessary and complete documentation in accordance with organisation policies and procedures  1.5 Notify or consult with senior staff members as required  1.6 Follow infection control and workplace safety protocols relating to the safe handling of specimens |
| 2. Complete administrative processing of specimens | 2.1 Label specimens and request forms with unique laboratory number or bar code label in accordance with organisation policies and procedures  2.2 Register request forms, specimen and patient information into laboratory information systems in accordance with organisation policies and procedures  2.3 Complete administrative documentation in accordance with organisation policies and procedures |
| 3. Prepare specimens | 3.1 Confirm requirements for specimen processing in accordance with organisation procedures  3.2 Perform separation of sample by centrifugation in accordance with test requirements and organisation procedures  3.3 Prepare and label tubes for aliquotting in accordance with organisation procedures  3.4 Transfer sample by aliquotting into appropriate tubes in accordance with organisation policies and procedures  3.5 Sort samples according to appropriate laboratory department for testing in accordance with organisation policies and procedures  3.6 Store samples in accordance with test requirements and organisation procedures |
| 4. Dispatch specimens | 4.1 Ensure specimens for dispatch are packaged and labelled in accordance with organisation and regulatory requirements  4.2 Complete appropriate dispatch documentation in accordance with organisation policies and procedures  4.3 Dispatch specimens in accordance with organisation procedures and regulatory requirements |
| **Foundation skills**  *Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.* | |
| **Range of conditions** | |
| **Unit mapping information** | Specifies code and title of any equivalent unit of competency.  *No equivalent unit.* |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

Assessment Requirements template

|  |  |
| --- | --- |
| **Title** | Assessment Requirements for HLTPAT006X Receive, prepare and dispatch pathology specimens |
| **Performance evidence** | The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:   * followed established procedures, safety requirements and infection control guidelines in the receipt, registration, sorting, storage and dispatch of at least 5 different pathology specimens. |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:   * legal and ethical considerations for pathology specimen reception and preparation work, and how these are applied in organisations: * codes of practice, impact on national laboratory standards on role * privacy, confidentiality and disclosure * records management * work role boundaries * types of hazardous substances that may be received and how to respond: * bio-hazardous substances * formalin * hydrochloric acids * additives and fixatives * criteria for rejection of specimens at reception stage * pre-test processing requirements and procedures: * coding * sorting * aliquotting * Medical terminology and chemical abbreviations used in the pathology specimen collection process |
| * **Assessment conditions** | All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in a therapeutic workplace under direction and supervision (direct, indirect or remote).  The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * pipettes * aliquot pots * personal protective equipment (PPE) * contaminated waste disposal * fridge * dryer * temperature controls * modelling of industry operating conditions, including presence of situations requiring problem solving   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors. |
| **Links** | Link to Companion Volume Implementation Guide.  <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705> |

# HLTPATXXX Collect pathology specimens from newborns, babies and toddlers

|  |  |
| --- | --- |
| **Unit code** | HLTPATXXX |
| **Unit title** | Collect pathology specimens from newborns, babies and toddlers |
| **Application** | This unit describes the skills and knowledge required to work with newborns, babies and toddlers in specimen collection areas.  This unit applies to experienced pathology collectors who complete routine pathology specimen collections from newborns, babies and children as part of the job role. They may work in collection centres, hospitals or other health care environments.  *The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand Standards and industry codes of practice.*  *No licensing, legislative or certification requirements apply to this unit at the time of publication.* |
| **Pre-requisite unit** | HLTPAT001 Identify and respond to clinical risks in pathology  HLTPAT002 Perform venous blood collections  HLTPAT003 Perform capillary blood collections  HLTPAT004 Collect pathology specimens other than blood  HLTPAT006 Receive, prepare and dispatch pathology specimens  Or  Have appropriate experience in pathology collection |
| **Competency field** |  |
| **Unit sector** |  |
| **Elements** | **Performance criteria** |
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| 1. Prepare for collection from a newborn, baby or toddler | 1.1 Comply with organisational policies, procedures and legislative requirements in work activities.  1.2 Comply with workplace staffing requirements  1.3 Interpret collection request  1.4 Prepare for distraction techniques  1.5 Prepare to complete specimen collection  1.6 Confirm consent for collection procedure from family or carer |
| 2. Manage client and carer interactions | 2.1 Listen to and greet people accessing the service in a pleasant, respectful and accepting way  2.2 Build rapport with parents or carers to support newborns, babies and toddlers  2.3 Identify and respond to client needs  2.34 Explain the specimen collection process to parent or carer |
| 3. Interact and support newborns, babies and toddlers | 3.1 Organise spaces and resources to support multiple non-client children in work area  3.2 Provide activities to engage children appropriate to child’s age  3.3 Communicate at the development level of the newborn, baby or toddler  3.4 Comfort babies, infants and children who cry or show signs of distress |
| 4. Protect the rights of newborns, babies and toddlers | 4.1 Record details of concern in accordance with state legislation, service policies and procedures and ethics  4.2 Provide record of concern to relevant agencies |
| 5. Collect specimens from newborns, babies and toddlers | 5.1 Use infection control guidelines and precautions  5.2 Follow documented procedures for collection of specimen  5.3 Select appropriate equipment  5.4 Use collection equipment appropriately to reduce contamination of specimen  5.5 Observe child during and after collection for potential adverse effects and respond appropriately |
| 6. Post collection procedures | 6.1 Dispose of waste in accordance with infection control protocols  6.2 Accurately label sample and confirm with parent or carer  6.3 Complete other collection as documentation as required  6.4 Prepare collected sample for transport |
| 7. Collect venous blood from newborns and babies | 7.1 Select equipment to ensure the collection meets test and organisational requirements  7.2 Choose appropriate blood collection site approach for age of child and specimen required  7.3 Position child for safety and comfort of child and collector  7.4 Use infection control guidelines and precautions  7.5 Clean site with approved cleaning agent and allow to air dry  7.6 Apply and remove or loosen torniquet according to requirements of equipment used  7.7 Anchor vein below the site according to documented practice  7.8 Insert needle at approved angle of 30 degrees or less  7.9 Collect correct amount of blood in appropriate collection tubes using the approved order of draw  7.10 Once correct amount collected, withdraw needle and apply pressure to site using dry cotton swab for a minimum of 2 minutes, until bleeding has visible stopped  7.11 Dispose of needle using approved sharps disposal service  7.12 Invert collection tubes within manufacturers recommended timeframe  7.13 Observe child before, during and after collection for potential adverse effects and respond |
| 8. Prepare for skin puncture blood collection for babies | 8.1 Confirm method and site of collection based on correct interpretation of clinical request and age of baby  8.2 Select appropriate equipment to ensure the collection meets test and organisational requirements  8.3 Provide clear advice about the procedure to the parent or carer  8.4 Use appropriate warming device to safely prepare site as required  8.5 Position baby to ensure comfort of baby and collector  8.6 Identify when assistance may be need and seek help if required  8.7 Determine volumes of blood required according to testing organisation requirements and volume limits based on age and weight of baby  8.8 Clean site with approved cleansing agent and allow to air dry prior to collection  8.9 Collect capillary blood sample into appropriate collection containers  8.10 Following collection, apply pressure to puncture site until site has stopped bleeding  8.11 Observe baby before, during and after collection for potential adverse effects and respond |
| 9. Draw capillary blood from baby | 9.1 Adopt standard and additional infection control guidelines and precautions according to organisation documented procedure  9.2 Clean site with approved cleansing agent and allow to air dry prior to collection  9.3 Puncture the skin in the appropriate location, using an approved lancet appropriate to site selected and age of baby  9.4 Collect capillary blood sample into appropriate collection containers devices to ensure sample integrity and correct order of draw in accordance with manufacturer’s guidelines  9.5 Mix sample by gentle inversion, maintaining sample integrity as required  9.6 Following collection, apply pressure to puncture site until site has stopped bleeding  9.7 Observe client before, during and after collection for potential adverse effects and respond according to procedure |
| 10. Prepare to collect blood from heel prick | 10.1 Select appropriate equipment to ensure the collection meets test and organisational requirements  10.2 Provide clear advice about the procedure to the parent or carer  10.3 Use appropriate warming device to safely prepare site as required  10.4 Position baby to ensure comfort of baby and collector  10.5 Identify when assistance may be need and seek help if required  10.6 Clean heel site with approved cleansing agent and allow to air dry prior to collection |
| 11. Collect blood from heel prick | 11.1 Hold the heel appropriately  11.2 Puncture the skin, using an approved lancet  11.3 Collect blood sample  11.4 Apply gently pressure to stop bleeding |
| 12. Follow post blood collection procedures | 12.1 Accurately label blood collection tubes and confirm details with parent or carer  12.2 Dispose of waste in accordance with infection control protocols  12.3 Accurately label sample and confirm details with parent or carer  12.4 Confirm that site has stopped visibly bleeding  12.5 Complete other collections as documentation as required  12.6 Provide parent or carer with correct post venepuncture care instructions  12.7 Prepare collected sample for transport |
| **Foundation skills**  Oral communication - use appropriate language to interact with children, parents and carers  Reading - interpret a variety of text to determine pathology request requirements.  Writing - complete workplace documentation.  Numeracy – complete specimen collections. | |
| **Range of conditions** | |
| **Unit mapping information** | Specifies code and title of any equivalent unit of competency.  *No equivalent unit.* |
| **Links** | Link to Companion Volume Implementation Guide. |

Assessment Requirements template

|  |  |
| --- | --- |
| **Title** | Assessment Requirements for HLTPATXXX Collect pathology specimens from newborns, babies and toddlers |
| **Performance evidence** | * the candidate must show evidence of the ability to complete the tasks outlined in the elements and performance criteria of this unit. There must be evidence that the candidate has: * performed the activities outlined in the performance criteria of this unit under the supervision * followed organisational policies, procedures and legislative requirements to complete specimen collection from a minimum of 10 different children (0-5 years) including: * collecting blood using skin puncture from at least 3 children of varying ages * collecting venous blood with a maximum of 2 attempts using evacuated system or winged infusion sets from at least 3 children of varying ages * collecting blood via heel prick 3 times * collecting specimens other than blood including 5 different specimen types selected from the following: * aspirates * breath * DNA swab * nail clippings and or scrapings * saliva * skin scrapings * sputum * stool * swabs – bacterial, viral and PCR * urine * gather consent from parent or carer to collect pathology specimen * comply with workplace staffing requirements * interpret request form * use communication strategies to gather information from children, parents or carers * gather and record information * explain collection process to parent or carer * employ baby focused work practices to collect pathology specimens including: * providing a calm and relaxed collection area to reduce stress to babies * providing age-appropriate activities to engage children * comfort children who cry or show signs of distress * identify appropriate blood collection approach for age of baby including: * advising parent or carer of the intended collection site * protect the rights of children * promptly record and report risk-of-harm indicators, including the circumstances surrounding the risk of harm according to service policies and procedures * write non-judgemental reports * provide record to relevant agencies |
| **Knowledge evidence** | The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit. This includes knowledge of:   * Legislative requirements of working with children including: * common legal issues when working with children * rights of children * supportive holding for procedures (limitations) * privacy, confidentiality and disclosure * reporting procedures * recording and reporting risk-of-harm indicators * Interpret pathology request * confirm method and site of collection * standard infection control requirements for clinical procedures including: * hand hygiene * use of personal protective equipment (PPE) * avoiding contact with body fluids * sharps injury prevention and treatment if sustained * waste disposal * communication techniques to engage and interact with children, parents and carers including: * explanation of procedure * encouraging parent or carer to support baby during collection * provide age-appropriate activities to distract children * child safety standards * relevant child support agencies * risk of harm indicators * work with babies and toddlers with disabilities or illness * organisation policies and procedures relevant to collecting pathology specimens from babies including: * baby focused practices in pathology collection * Baby appropriate specimen collection equipment * staffing requirements when working with babies * appropriate collection site for baby’s age * advising parent/carer of the intended procedure * techniques relevant to collecting pathology specimens including: * aspirates * breath * DNA swab * nail clippings and or scrapings * saliva * skin scrapings * sputum * stool * swabs – bacterial, viral and PCR * urine * key aspects of anatomy and physiology of babies in relation to specimen collections * record management including: * Obtain, interpret and accurately record personal and clinical information * protect the rights of children * follow service policies and procedures to complete risk-of-harm reports, including the circumstances surrounding the risk of harm * write non-judgemental reports * provide record to relevant agencies |
| **Assessment conditions** | All aspects of the performance evidence must have been demonstrated using simulation prior to being demonstrated in a therapeutic workplace under direction and supervision (direct, indirect, remote).  The following conditions must be met for this unit:   * use of suitable facilities, equipment and resources, including: * tourniquets * collection tubes * syringes and needles and/or winged infusion set (butterfly) * multi-sample needle and holder * evacuated blood collection equipment * sharps containers * alcohol wipes * dressings * PPE * hand hygiene facilities * documented collection procedures for the candidate to follow * modelling of industry operating conditions, including: * interactions with clients from general public * presence of situations requiring problem solving in non-routine situations * supervision of candidate’s work activities by a person currently working in a phlebotomist role for at least XX hours per fortnight.   Assessors must satisfy the Standards for Registered Training Organisations (RTOs) 2015/AQTF mandatory competency requirements for assessors. |
| **Links** | Link to Companion Volume Implementation Guide. |