**​** W.A School of Pathology

RTO National Provider Code: 6720

HLTPAT004 Collect Pathology Specimens Other Than Blood

**Course information on unit HLTPAT004 unit:** *This Unit of competency is only available in Perth, W.A.*

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.

**Award issued:**

Students who successfully complete this nationally recognised unit will be awarded the Statement of Attainment; students must now perform and complete all performance evidence in order to receive their Statement of Attainment, HLTPAT004

This is a national requirement that all pathology schools must adhere to, you can rest assured WA School of Pathology only offers up to date, approved training and qualifications.

*\*Please see the Performance and Knowledge Evidence Description Below.*

**If a student is deemed not yet competent:**

A ***"Statement of Participation"*** for the course in Collect Specimens other than Blood, will be awarded. This certificate is awarded to students who may need extra work in certain areas. The certificate will identify areas the student has not successfully completed. If a student receives this certificate and feel they would like to re-sit the portion of the course not successfully completed at a later date, this can be discussed with the course director. If a student requests to re-sit, this must be done no later than six months from the date of the first training session.

Course Duration: Please go to the relevant states training page for the course outlines/ locations.

**What are the pre-requisites for this course?**

Participants must be a minimum 18 years old. W.A School of Pathology recommends that students have strong communication and interpersonal skills. Participants must be aware of the following:

**​What does the course include?**

* Workbook and/or manual
* Statement of Attainment if deemed competent

**What are the Language, Literacy and Numeracy (LLN) requirements for this course?**

In order to meet competency for this unit, you will be required to meet the LLN requirements and foundation skills of the Training Package unit of competency. You can find more information in our attached LLN support services.

**Do I need a Unique Student Identifier (USI) before enrolling?**

All participants must gain a Unique Student Identifier (USI) prior to enrolling in and attending their course. Please refer to the attached Unique Student Identifier fact sheet. Please note that you will not receive a Statement of Attainment for your course until you have supplied your USI to W.A.S.P

***You will be required to fill out a declaration on the first morning of the course.***

*The declaration is to safe guard all students and staff. WA School of Pathology has a duty of care to provide a safe work place/training environment according to WHS (Work Health and Safety)* *Please note that this form is a private declaration and will ask about any long term medical conditions. (This can include any blood born viruses)* *Declaring a long term medical condition will not prevent participation in the course, however the course may need to be adapted to best support your condition. Should there be any concerns please call to speak to a senior officer, this conversation is private and confidential.*

**Where is the training delivered?**

**This unit is only available in Perth, W.A**; and is in a training package including units BSBMED301 and HLTPAT002.

The course training will be held in our training rooms in Wangara.

The training is held in safe, friendly environment, our classrooms are designed with simulation workplace/classroom.

**What skills and knowledge will I get from this course?**

**Knowledge evidence for this unit:**

To complete the unit requirements safely and effectively, the individual 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 (P.P.E)
* 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 of specimens and the impact on collection:**

* Appropriate times to collect
* Timing of last medication
* 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 and 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

**Performance evidence for this unit:**

Students 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 student has:

* Followed established technical, infection control and safety procedures for a minimum of 5 different specimen types selected from the following:
1. Breath
2. DNA swabs
3. Nail clippings and/or scrapings
4. Saliva
5. Skin scrapings
6. Sputum
7. Stool
8. Swabs – bacterial, viral and PCR
9. Urine

**How will I be assessed for this course?**

The following assessment tasks are required for this course:

* Questioning/Oral Assessment
* Workplace observation and/or simulated assessment
* Written test

**Assessment outline:**

Assessment 1: READING AND WRITTEN

Assessment 2: ROLE PLAY

Assessment 3: PRACTICE ASSESSMENT: ACTIVITY SHEET

Assessment 4: WORK PLACEMENT: Simulation Assessment preformed in the WASP blood collection clinic

**The student must demonstrate the following conditions for this unit:**

Assessments are conducted in a safe environment where evidence gathered demonstrates consistent performance in specimen collection.

Skills must be demonstrated in the workplace with the addition of simulations and scenarios where the full ranges of contexts and situations have not been provided in the workplace. The following conditions must be met for this unit:

**Use of suitable facilities, equipment and resources, including:**

* Sterile-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

**Modelling of industry operating conditions, including:**

* Interactions with clients from the general public
* Presence of situations requiring problem solving
* Supervision of candidate’s work activities will be by a person currently working in a collection role for at least 18 hours in a fortnight.

**ENROLLING INTO THE COURSE:**

To enrol into this training package, please click onto the enrolment page, or there is a quick link available which is titled Enrol. To be enrolled into this course, located in the payment section; choose the correct course fee. Alternatively you can download the pdf enrolment form*, (located on the enrolment page)* complete all relevant information, and email or fax the enrolment form back to:

Email: wasp.admin@iinet.net.au or Fax: 08 9302 3340

**For more information or help to enrol please call our office on either:**

The office line: 08 9302 3306

Office Mobile: 0450 642 229

**FEES:** For course fees, please see the links on the website (Cost of training: Enrol into a course).

​**Code of Good Training Practice:**

WA School of Pathology has a Code of Practice to guarantee you quality service and good practice in all areas of its training services. Good practice applies to the way we market our services, operate our business, manage our finances, and administer our training programs.

WA School of Pathology will notify students when any change occurs that may affect the services WA School of Pathology is providing. This includes:

* a change in ownership of the RTO, and/or
* any changes to, or new third party arrangements WA School of Pathology puts in place, for the delivery of services to students.

**Entry into Training Programs:**

Entry into training programs is made on the basis of you being able to meet the requirements which are set down for WA School of Pathology by legislation as minimum entry requirements**.**

WA School of Pathology will ensure that these are explained to you and that you meet these standards prior to training program registration. In all other respects, WA School of Pathology provides places on a first in - first served - basis to ensure fairness in access to training opportunities.

Where you are attending at an employer’s request, your workplace *supervisor or employer’s permission may also be required*.

**Training Program Information:**

Details of the training programs, links to nationally recognised training, fees, content, assessment methods and certification will be explained to you either before or during your training course enquiry or registration.

If you have any questions, please ask your trainer or assessor at any time prior to registration or during the training program.

**Fees, Charges and Refunds:**

Refer to company web site and Refund Policy.

**Making Training Programs Meaningful:**

All training materials, training programs and assessments are written in Plain English to help you understand these materials - and you should tell your trainer or assessor if you have any special learning needs.

**Extra Help and Guidance:**

If you need any more help than your trainer can give you, please discuss your needs with the Director.

**Appeals, Complaints and Grievance Procedures:**

WA School of Pathology has systems in place to protect you, other training participants as well as trainers and assessors from:

* bullying;
* victimisation;
* racial vilification;
* discrimination on any grounds;
* harassment;
* unfair treatment
* unprofessional behaviour; and
* Unfair assessment decisions or processes.

**Grievance procedures are available to protect you (and others).**

Please notify your trainer or assessor if you have any complaints.

**Discipline:**

Discipline in the form of counselling, dismissal or suspension is available to all RTOs under the terms of the Standards for Registered Training Organisations (RTOs) 2015.

This will only be used by WA School of Pathology where there are serious breaches of professional ethics or unacceptable standards of behaviour which adversely impact on the rights or safety of other trainers or trainees.

**Equity and Fairness:**

**Disability and equity inclusive policy and procedures** are also available to assist and support training program participants as well as the trainers, assessors, administrative and management staff within WA School of Pathology when operating as a Registered Training Organisation (RTO).

**Recognition of Prior Learning (RPL)**

If you have some skills and/or knowledge due to previous experience or because you have attended other training programs, you should bring this to your trainer’s or your assessor’s notice.

It is possible that you may reduce the time required for training and you may even gain full Statements of Attainment if your assessor verifies your competence through assessment against national industry standards.

**National Recognition:**

Qualifications or Statements of Attainment issued by other Registered Training Organisations will be accepted.

**Issuance of Qualification and Transcript and/or Statement of Attainment**

Qualification and Transcript will be issued within 30 calendar days if you have successfully completed the course and all agreed fees have been paid and a unique student identifier (USI) provided.

Statement of Attainment will be issued within 30 calendar days if you have successfully completed a unit of competency and/or unit of competencies and all agreed fees have been paid and a unique student identifier (USI) provided.

**Confidentiality and Security of Records and Outcomes:**

Information you provide by way of program registration, prior experience, competency demonstrated during assessments, and standards achieved will be maintained for a period of 30 years in accordance with the requirements of the Standards for Registered Training Organisations 2015. These will be maintained in a secure environment and confidentiality is guaranteed.

Should you wish information about your achievements be known to your employer or other parties, you will need to provide authorisation for this to occur. You may be asked to sign an authorisation form where an employer requires you to undertake training as part of your workplace job role or function.

All training participants are likewise required to maintain security of information about other trainees such as competency achievement.

You may have access to your records at any time; however re-issue of lost certification will incur an administration cost advised at the time of application.

You can read all the relevant HLTPAT004 unit information which is supplied by the accreditation council via the quick link hltpat004; this is available on the wasp web site; the link will take you directly to the official training.gov.au webpage.

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