

Unit of Competency template

Unit code	HLTPAT011	
Unit title	Receive, prepare and dispatch pathology specimens	
Modification History	Release	Comments
	Release 1	HLTPAT011 Receive, prepare and dispatch pathology specimens supersedes and is equivalent to HLTPAT006 Receive, prepare and dispatch pathology specimens Major changes to performance criteria, clarification of performance evidence and assessment conditions. Foundation skills made explicit.
Application	This unit describes the skills and knowledge required to receive specimens, complete the administrative process to prepare specimens 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. <i>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.</i> <i>No occupational licensing or certification requirements apply to this unit at the time of publication.</i>	
Pre-requisite unit	Nil	
Competency field	N/A	
Unit sector	Pathology	
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 according to organisational procedures 1.2 Review pathology request form, and confirm adequate labelling according to organisational procedures 1.3 Confirm suitability of specimens for requested tests according to organisational procedures 1.4 Reject specimens if necessary and complete documentation in accordance with organisational procedures 1.5 Notify or consult with senior staff members as required 1.6 Follow infection control and workplace safety policies and procedures relating to the safe handling of specimens and disposal of contaminated waste
2. Complete administrative processing of specimens	2.1 Label specimens and request forms with unique laboratory number or bar code label according to organisational procedures 2.2 Register request forms, specimen and patient information into laboratory information systems according to organisational procedures 2.3 Complete administrative documentation according to organisational procedures
3. Prepare specimens	3.1 Confirm requirements for specimen processing according to organisational procedures 3.2 Perform separation of specimen by centrifugation according to test requirements and organisational procedures 3.3 Prepare and label tubes for aliquoting according to organisational procedures 3.4 Transfer specimen by aliquoting into appropriate tubes according to organisational procedures 3.5 Sort specimens according to appropriate laboratory department for testing according to organisational procedures 3.6 Store specimens according to test requirements and organisational procedures

4. Dispatch specimens	4.1 Ensure specimens for dispatch are packaged and labelled according to organisational procedures and regulatory requirements 4.2 Complete appropriate dispatch documentation to organisational procedures 4.3 Dispatch specimens according to organisational procedures and regulatory requirements
Foundation skills <i>Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.</i>	
Range of conditions <i>Optional field</i>	
Unit mapping information	HLTPAT011 Receive, prepare and dispatch pathology specimens supersedes and is equivalent to HLTPAT006 Receive, prepare and dispatch pathology specimens
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 HLTPAT011 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 ▪ waste management ▪ types of hazardous substances that may be received and how to respond: ▪ bio-hazardous substances ▪ formalin ▪ acids ▪ additives and fixatives criteria for rejection of specimens at reception stage ▪ pre-test processing requirements and procedures: ▪ coding ▪ sorting ▪ aliquoting ▪ medical terminology and chemical abbreviations used in the pathology specimen collection process
Assessment conditions	All aspects of the performance evidence must be demonstrated using simulation prior to being demonstrated in a workplace setting or in a simulated environment. The following conditions must be met for this unit: • use of suitable facilities, equipment and resources, including: - o pipettes - o aliquot pots - o personal protective equipment (PPE) - o contaminated waste management - o fridge - o temperature controls • modelling of industry operating conditions, including: - o presence of situations requiring problem solving Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and must hold this unit or

	demonstrate equivalent skills and knowledge to that contained within this unit.
Links	Link to Companion Volume Implementation Guide. https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705