



Government of Western Australia  
North Metropolitan Health Service

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# HLT37215 Certificate III in Pathology Collection

## Prospective Participants Brochure



Presented by PathWest Laboratory Medicine WA

in partnership with Learning and Development, Workforce

North Metropolitan Health Service

RTO 50379

### Program Introduction

The HLT37215 Certificate III in Pathology Collection course is designed to provide students with the skills and knowledge to operate effectively as a specimen collector and phlebotomist within the health care setting or pathology environment under supervision. The qualification obtained from successful completion of this course may lead to the following occupations:

- Specimen Collector
- Phlebotomist
- Laboratory Assistant

Specimen collectors are health care providers who collect specimens, predominantly blood, from patients for diagnostic and therapeutic purposes. This course will have a strong emphasis on workplace health and safety due to the potential risk of exposure to infectious diseases. Exposure can occur through needle stick and other sharps injuries, mucous membrane exposure, and skin contact. Blood borne infectious diseases such as human immunodeficiency virus (HIV), Hepatitis B virus (HBV) and Hepatitis C virus (HCV) are of primary concern and it is important to follow all standard or additional precautions and infection control procedures in order to minimise the risk of infection.

| Code      | Title  | Core / Elective               |
|-----------|--|-------------------------------|
| CHCCOM005 | Communicate and work in health or community services                         | Core                          |
| CHCDIV001 | Work with diverse people   | Core                          |
| HLTINF001 | Comply with infection control prevention and control policies and procedures | Core                          |
| HLTPAT001 | Identify and respond to clinical risks in pathology collection               | Core                          |
| HLTPAT002 | Perform venous blood collections   | Core                          |
| HLTWHS001 | Participate in workplace health and safety                                   | Core                          |
| HLTPAT004 | Collect pathology specimens other than blood                                 | Core                          |
| BSBCUS201 | Deliver a service to customers   | Core                          |
| BSBMED301 | Interpret and apply medical terminology appropriately                        | Core                          |
| HLTAAP001 | Recognise healthy body systems   | Elective                      |
| HLTPAT006 | Receive, prepare and despatch pathology specimens                            | Elective                      |
| HLTPAT003 | Perform capillary blood collections  | Elective                      |
| HLTAID003 | Provide first aid  | Elective<br>(Credit Transfer) |
| HLTAID001 | Provide cardiopulmonary resuscitation  | Elective<br>(Credit Transfer) |

For more information visit [www.training.gov.au](http://www.training.gov.au)

## Participant and Target Groups

Participants for this course are primarily those who are looking to enter the pathology industry, and are seeking the skills and knowledge specific to specimen collection and phlebotomy. Other participants may include those who have completed training and/or education in alternative areas of pathology who would like to broaden their skills and knowledge and possibly change career path. Key clients may include:

- Those returning to the workforce (particularly those who need flexible start and finish times due to family/personal commitments)
- Unqualified workers wanting to pursue a career in the health field
- School leavers
- Unemployed people seeking an entry level qualification in specimen collection

Existing PathWest, North Metropolitan Health Service (NMHS) and South Metropolitan Health Service (SMHS) staff will be eligible to apply for the units that make up this package should a need for training or a skills-gap be identified.

## Fees and Charges

The course fees for the HLT37215 Certificate III in Pathology Collection is **\$3,500.00**. Course fees are required to be paid in full at least two weeks prior to course commencement by cheque, money order or credit card to confirm your enrolment.

North Metropolitan Health Service is a government entity and is therefore exempt under Schedule 6 of the Standards for RTOs 2015 for fee protection and may collect all fees upfront.

A full refund may be offered if withdrawn from the course up to 7 days prior to course commencement in certain circumstances. A withdrawal form must be completed with reason for withdrawal and submitted for consideration of refund of fees. After this date a refund or course transfer, may only be offered in extenuating circumstances. Please see fees, charges and refunds policy for more details on withdrawal and refunds.

## Training Delivery

HLT37215 Certificate III in Pathology Collection will be delivered on site at Royal Perth Hospital, Fiona Stanley Hospital and Princess Margaret Hospital/Perth Children's Hospital. The course combines theory tutorial sessions, simulated workplace practical training and workplace hospital ward/collection centre practical clinical training under the supervision of an experienced phlebotomist. Training is delivered in the following modalities:

- Classroom environment
- Simulated learning environment (using training arms and role play)
- Specimen collection centres (clinics) – clinical practical training
- Hospital wards – clinical practical training

The training provided by PathWest, is delivered holistically. This means that the elements, performance criteria, foundation skills, performance and knowledge requirements of several units of competency are combined into each training session as opposed to delivering training in each separate unit of competency.

## Amount of Training and Duration

The HLT37215 Certificate III in Pathology Collection course will be delivered over a period of 6 weeks. Please see the Course Delivery Plan provided to you for details of the training and assessment for the course you are enrolling in. In some situations, students may not be able to achieve competency within the 6 week timeframe. In exceptional circumstances, the course manager may offer additional training and/or assessment so that students are able to successfully complete the course. Students need to make themselves available at the end of the course if an extension is offered.

An approximate volume of learning is outlined below:

### Face-to-face

Theory – 70 hours

Practical simulated training – 30 hours

Clinical practical training (hospital ward/collection centre) – 88 hours

### Self-directed learning

Online learning – 5 hours

Homework (workbook questions) – 15 hours

Prescribed reading from textbook – 30 hours

### First Aid Course

Online learning – 3 hours

Simulated practical – 7 hours

### Total Minimum Hours – 248 hours

The HLT37215 Certificate III in Pathology Collection course is delivered over a 6 week period and the units of competency are delivered in a clustered approach to provide a holistic delivery of training and assessment for this qualification. It is delivered to meet the pathology industry needs of PathWest and North Metropolitan Health Service and provide participants with the required knowledge and skills to become an entry level phlebotomist or specimen collector in the pathology industry.

| HLT37215 Certificate III in Pathology Collection |  |
|--|--|
| Unit Code  | Units of Competency  |
| <b>CHCCOM005</b>                                 | <p><b>Communicate and work in health or community services</b></p> <p>This unit describes the skills and knowledge required to communicate effectively with clients, colleagues, management and other industry providers. This unit applies to a range of health and community service contexts where workers may communicate face-to-face, in writing or using digital media and work with limited responsibility under direct or indirect supervision.</p> |
| <b>CHCDIV001</b>                                 | <p><b>Work with diverse people</b></p> <p>This unit describes the skills and knowledge required to work respectfully with people from diverse social and cultural groups and situations, including Aboriginal and/or Torres Strait Islander people. This unit applies to all workers.</p>  |

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| <b>HLTINF001</b> | <p><b>Comply with infection control prevention and control policies and procedures</b></p> <p>This unit describes the skills and knowledge required to follow organisational infection prevention and control procedures, including implementing standard and transmission-based precautions and responding to infection risks. This unit applies to individuals working in health and direct client care contexts.</p>   |
| <b>HLTPAT001</b> | <p><b>Identify and respond to clinical risks in pathology collection</b></p> <p>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.</p>   |
| <b>HLTPAT002</b> | <p><b>Perform venous blood collections</b></p> <p>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.</p> <p>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.</p> <p>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.</p> |
| <b>HLTWHS001</b> | <p><b>Participate in workplace health and safety</b></p> <p>This unit describes the skills and knowledge required for workers to participate in safe work practices to ensure their own health and safety, and that of others. The unit applies to all workers who require knowledge of workplace health and safety (WHS) to carry out their own work, either under direct supervision or with some individual responsibility.</p>  |
| <b>HLTPAT004</b> | <p><b>Collect pathology specimens other than blood</b></p> <p>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.</p>   |
| <b>BSBCUS201</b> | <p><b>Deliver a service to customers</b></p> <p>This unit describes the skills and knowledge required to deliver all aspects of customer service at an introductory level. It includes creating a relationship with customers, identifying their needs, delivering services or products and processing customer feedback. It applies to individuals who perform a range of routine tasks in the workplace using a limited range of practical skills and fundamental knowledge of customer service in a defined context under direct supervision or with limited individual responsibility.</p>  |
| <b>BSBMED301</b> | <p><b>Interpret and apply medical terminology appropriately</b></p> <p>This unit describes the skills and knowledge required to understand and respond to instructions; to carry out routine tasks and communicate with a range of internal/external clients in a medical environment; as well as use appropriate medical terminology. It applies to individuals who apply a broad range of competencies in various medical administration contexts. They may exercise discretion and judgment using appropriate knowledge to provide technical advice and support to a team.</p>   |

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| <b>HLTAAP001</b> | <p><b>Recognise healthy body systems</b></p> <p>This unit describes the skills and knowledge required to work with basic information about the human body and to recognise and promote ways to maintain healthy functioning of the body. This unit applies to any worker who needs to use and interpret information that includes references to client anatomy and physiology.</p>  |
| <b>HLTPAT006</b> | <p><b>Receive, prepare and despatch pathology specimens</b></p> <p>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.</p> |
| <b>HLTPAT003</b> | <p><b>Perform capillary blood collections</b></p> <p>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.</p>   |

## Assessments

Methods of Assessment for the course include the following:

- E-learning modules
- Verbal questionnaire
- Practical observation (simulated environment)
- Practical observation (in the workplace/ clinical environment such as hospital ward or collection centre)
- Workbook activity questions
- Self-assessment record of successful bleeds

HLT37215 Certificate III in Pathology Collection will be assessed as per the following assessment schedule:

| <b>Week</b> | <b>Assessment</b>  |
|-------------|--|
| 1           | Emergency Procedures (e-learning), Hand Hygiene (e-learning), Verbal questionnaire   |
| 2           | Assessment Practical Observation (Perform venous blood collection)<br>Assessment Practical Observation (Emergency procedures)  |
| 3           | Assessment Practical Observation (Glucose Tolerance Test)  |
| 4           | Assessment Practical Observation (Lactose Tolerance Test)  |
| 5           | Third Party Report 1 and 2, Final Theory Assessment  |
| 6           | Assessment Practical Observation (Capillary Collection)<br>Workbook assessment, self-assessment (record of 200 successful bleeds under supervision in a workplace throughout the duration of the course) |

Students will complete over 88 hours of practical experience in the workplace. This will take place in either the hospital setting or collection centre environment.

For further enquiries contact

**Course Manager**

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