

PERSONAL LEARNING REQUIREMENTS

HLT37215 Certificate III in Pathology Collection

The skills and abilities required to study in this course and work in the industry include:

Communication Skills

- Ability to speak clearly and audibly
- Demonstrate politeness, respect and empathy in all interactions with people
- Listen attentively to what is being said. Understand and respond to verbal communication accurately.
- Respond to all types of communication in a time efficient, accurate and appropriate manner

Physical Skills

- Ability to undertake Cardiopulmonary Resuscitation (CPR) - please note that CPR must be practised on a manikin located at ground level
- Adequate vision is required (e.g. to take blood and other specimens using correct procedures)
- Fine motor skills, including the ability to undertake precise coordinated movements of the hands (e.g. to manage the venous collection of blood and other pathology samples; and to write legibly on small blood tubes and record accurate documentation)
- This course requires you to take blood from fellow classmates and have blood be taken from yourself by others

Cognitive Skills

- Ability to carry out work in a required order or sequence (e.g. including understanding and following instructions)
- Able to apply and interpret industry related terminology, symbols, abbreviations, language
- Accurate numeracy skills to be able to collect accurate specimen collection
- Read, understand and interpret written materials (e.g. referrals, medical procedures, infection control policies, standard operating procedures, health & safety documentation)
- Time management skills including prioritising tasks (e.g. perform tasks accurately, in a safe manner and within reasonable timeframes)

Behavioural & Social Skills

- Able to work under pressure and function effectively in stressful situations
- Attention to detail
- Be receptive and respond appropriately to constructive feedback
- Control your emotions and reactions and withhold personal opinions
- Dependable and professional (e.g. reliable, responsible, punctual, professional approach and personal presentation, fulfilling obligations, maintaining confidentiality)
- Genuine interest in interacting and working with people
- Tolerate close proximity with individuals (including physical contact and being alone with other students/supervisor/clients as appropriate)
- Willingness to care/work with people regardless of social and cultural backgrounds, or gender, age, culture, sexuality or religion

Technical Skills

- Capacity to develop knowledge of and use medical resources to collect pathology specimens as requested (e.g. needles, test tubes & specimen containers)
- Operational knowledge of computers/smart devices, including capacity to use industry specific software

Digital Skills

- Able to log on with a username and password
- Able to complete a basic internet search to find specific information, e.g. Today's temperature
- Able to turn a computer on and off again
- Able to create a new folder for student files
- Able to use a drop down menu to select an option on digital form, e.g. state or territory
- Able to save a file
- Able to use a computer mouse with increasing accuracy and right clicks to locate menu
- Can distinguish 'Reply' from 'Reply all' in emails
- Recognises a range of software icons on desktop

Work Placement Skills

Specific skills in addition to those listed above that will be required during work placement include:

- Ability to be on your feet for extended periods of times, both walking and standing
- Ability to deal with bodily fluids when taking samples (e.g. blood, urine, nail clippings, wound swabs, penile and vagina swabs)
- Ability to separate work and life, including practice self-care
- Ability to transport self to and from work placement
- Able to work under direct supervision
- Accept personal responsibility for accurate completion of work and seek help when required
- Capacity to undertake shift work
- Maintain neat personal appearance, including a high level of personal hygiene

Industry Legislation or Licencing

- Knowledge of and ability to apply current relevant legislation, regulations and codes of practice will be required to work in this industry
- Current Working with Children Check (Volunteer) is required for work placement
- Current Police Check is required for work placement
- Hepatitis B immunisation is required for work placement

Before you Enrol

Please review the requirements listed in this document and think about if you might experience challenges in meeting them related to your disability, health condition, learning support assistance or for any other reason. You should discuss your concerns with us before enrolling in your course and can start the conversation by contacting our Customer Service team at:

Phone: 03 5225 0500

Email: courinfo@gordontafe.edu.au

You can also contact any of our support services:

- Disability Support Team: <https://www.thegordon.edu.au/future-students/student-services/disability-support>
- Learning Support Services: <https://www.thegordon.edu.au/quick-links/gordon-students/learning-support>
- Career Counselling: <https://www.thegordon.edu.au/future-students/student-services/career-services>
- Contact the Geelong or Werribee Skills and Jobs Centre here: <https://www.thegordon.edu.au/skills-and-jobs-centre/about-us>

You can view all courses offered at The Gordon here: <https://www.thegordon.edu.au/courses/all-courses>