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Welcome to the School of Life & Physical Sciences.

Our School is part of the Science, Engineering & Technology Portfolio and is committed to the provision of quality vocational education and training for a range of technical and patient service occupations in the health industry. As part of RMIT’s commitment to continuous quality improvement for the programs and other services which it provides, our School has implemented a range of quality improvement strategies to ensure that our services adapt to the changing needs which continuously emerge in education, technology and the industry specific areas.

An important aspect for the success of the programs offered by the School is the collaboration and partnership between the School, the industry and the learners. By working collaboratively these groups facilitate the implementation of education and training programs based on learning experiences which are appropriate, accessible, challenging and worthwhile. The learning experiences that you will participate in are designed to prepare you for:

- your specialised pathology collection role in the health care team
- your responsibility for maintaining continuous professional development
- your role in the management of changes which occur in workplace organisation, practice and procedures

Learners come to the program with a range of learning styles and needs and vocational expectations. The learning experiences provided in your program are designed to include a variety of learning strategies to:

- suit individual and group learning styles and needs
- prepare you for your role as a member of a work team
- focus on the required competencies identified in the curriculum.

As a learner your role is to ensure that you maximise the learning opportunities which are available to you. This will require that you make a personal commitment to achieving success in your studies by:

- applying sustained effort and motivation
- seeking appropriate assistance as required
- self-evaluation of your performance

To assist us meet your learning needs we hope that you will take the opportunity to provide regular feedback on your learning experiences to the program staff.

On behalf of the School of Life & Physical Sciences and the RMIT University I wish you an enjoyable and productive time during your studies of this program.

Cheryl Underwood
Head of School
Introduction to the School

This Student Handbook and Program Guide has been developed to provide you with an overview of the facilities and policies of the University and details of your program. The program detail information provided in this document should be supplemented by the information that is provided in the learning unit specific Study Guides which you will receive throughout the program. For further details relating to general University matters you should take the opportunity to read the information relating to the University’s services, facilities and policies which are outlined in the Student Diary and the RMIT Staff and Student Handbook. You will receive a copy of both of these documents at your enrolment. You may also access the Staff and Student Handbook on the RMIT Web page at: http://www.rmit.edu.au/handbook.

We appreciate that this may seem a confusing number of sources of information, however each document has been provided for your benefit to assist in facilitating your learning. While your Program Coordinator will explain the role of each of these documents as part of your induction to the program, if at any time you require clarification on any issue you are encouraged to seek assistance from the education and/or administration staff and/or Head of School.

The School offers a range of programs in the education and training of health personnel. These programs include:

- Advanced Diploma of Myotherapy
- Advanced Diploma in Dental Prosthetics
- Diploma of Applied Science (Biotechnology)
- Diploma of Clinical Neurophysiology
- Diploma of Dental Technology
- Diploma of Laboratory Technology (Pathology Testing)
- Certificate IV in Health (Nursing)
- Certificate IV in Optical Dispensing
- Certificate III in Pathology Specimen Collection
- Certificate III in Health Services Assistance (Pathology Assistance)
- Certificate III in Dental Assisting

We encourage liaison between staff and students of all programs as it helps to foster the team approach to health care. School staff promote a learning environment which is competency based, student centred, flexible in its delivery and assessment and focussed on meeting the individual needs of its learners. We hope that you will maximise the learning opportunities that this approach offers so that you will find your studies with us both personally and professionally rewarding.

General Program Description
Program Title: Certificate III in Pathology Specimen Collection

Program Code: National: HLT30102
               RMIT: C3137

Program Duration: The Certificate III in Pathology Specimen Collection is conducted as a part-time program (2 days per week) over a 9 month period. It involves a total of 375 nominal hours including 2 weeks practical placement.

Program Purpose: The Certificate III in Pathology Specimen Collection is designed with the specific vocational purpose of training you to competently assume your role as a Pathology Collector within the laboratory team, located in hospital, medical or community health care facilities.

The main aims of the education and training program are to ensure learners develop the requisite knowledge, skills and attitudes to facilitate:

- The safe collection and handling of a range of pathology specimens
- The safe performance of venepuncture procedures
- The provision of care and comfort for individuals undergoing pathology collection procedures
- The application of standard precautions to control cross-infection and safely dispose of infectious waste
- The completion and interpretation of documents relevant to pathology collection
- The provision of effective services when dealing with internal and external customers and clients

This Program facilitates students in the development of the knowledge, skills and attitudes required for:

- employing a holistic ‘client-centred’ approach to service provision
- task and contingency management
- work team cooperation
- quality customer/client service
- adapting to changes in technology and work practices
- problem solving
- effective written and verbal communication
Health and safety issues are stressed throughout the Program with a major focus on:
- infection control
- hygiene practices
- quality control and quality assurance methodologies

The Program is designed to provide a broad-based education and training program for learner which enhances integration of knowledge, attitudes and skills gained in the off-the-job training with real world experiences gained during practical placement in the workplace.

Entry Prerequisites:

Students must be able to:
- read, comprehend, discuss and analyse printed information in English
- present written information in English relevant to a specific task
- employ oral communication skills in the English language sufficient to ensure understanding
- perform basic numerical tasks

Students without this background may be directed to bridging or supplementary programs that already exist in RMIT to acquire the necessary competencies.

Additionally students are required as part of their professional obligations to clients, colleagues and the community to be aware of their general health status including their immunisation status for infectious diseases. Students will be required to conform to the School’s policy on Student Immunisation and Screening (see Appendix A)
**Program Structure:** The following table shows the accredited competencies, which will be offered during your Program.

<table>
<thead>
<tr>
<th>National Code</th>
<th>Competencies - Compulsory</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSBCMN203A</td>
<td>Communication in the workplace</td>
</tr>
<tr>
<td>BSBCMN204A</td>
<td>Work effectively with others</td>
</tr>
<tr>
<td>BSBCMN302A</td>
<td>Organise personal work priorities and development</td>
</tr>
<tr>
<td>BSBCMN305A</td>
<td>Organise workplace information</td>
</tr>
<tr>
<td>HLTHIR1A</td>
<td>Work effectively in the health industry</td>
</tr>
<tr>
<td>HLTHSE1A</td>
<td>Follow the organization’s occupational health and safety policies</td>
</tr>
<tr>
<td>HLTIN1A</td>
<td>Comply with infection control policies and procedures</td>
</tr>
<tr>
<td>HLTPAT1A</td>
<td>Receive and prepare pathology specimens</td>
</tr>
<tr>
<td>HLTPAT4A</td>
<td>Collect pathology specimens other than blood</td>
</tr>
<tr>
<td>HLTPAT5A</td>
<td>Operate effectively within a pathology and specimen collection environment</td>
</tr>
<tr>
<td>HLTPAT6A</td>
<td>Perform blood collection</td>
</tr>
<tr>
<td>HLTPAT8A</td>
<td>Identify and respond to clinical risks associated with pathology specimen collection</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Code</th>
<th>Competencies - Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTFA1A</td>
<td>Apply basic first aid</td>
</tr>
<tr>
<td>BSATEC202B</td>
<td>Use a computer to gain access to and retrieve data</td>
</tr>
<tr>
<td>BSAMED201A</td>
<td>Use basic medical terminology in order to communicate with patients, fellow workers and health professionals</td>
</tr>
<tr>
<td>BSBCMN208A</td>
<td>Deliver a service to customers</td>
</tr>
<tr>
<td>HLTPAT7A</td>
<td>Perform electrocardiography</td>
</tr>
</tbody>
</table>

© Australian National Training Authority (ANTA)
To assist you in making the appropriate connections between the competencies identified on the previous page, the program has been structured for delivery in 2003-4 as a series of Learning Units, which reflect clustering of the outcomes of the competencies. The learning units are outlined below.

<table>
<thead>
<tr>
<th>RMIT Code City</th>
<th>RMIT Code Bundoora</th>
<th>Learning Unit Title</th>
<th>Hours</th>
<th>Class Based hours</th>
<th>Workplace practicum</th>
</tr>
</thead>
<tbody>
<tr>
<td>OHTH 5211L</td>
<td>OHTH 5210L</td>
<td>Pathology Collection Work Environment</td>
<td>100</td>
<td>60</td>
<td>40</td>
</tr>
<tr>
<td>COMM 7203L</td>
<td>COMM 7202L</td>
<td>Learning &amp; Career Development</td>
<td>40</td>
<td>40</td>
<td>0</td>
</tr>
<tr>
<td>PUBH 5209L</td>
<td>PUBH 5208L</td>
<td>Contribute to a Safe Pathology Collection</td>
<td>50</td>
<td>45</td>
<td>5</td>
</tr>
<tr>
<td>OHTH 5213L</td>
<td>OHTH 5212L</td>
<td>Introduction to Pathology Collection Practice</td>
<td>45</td>
<td>35</td>
<td>10</td>
</tr>
<tr>
<td>HWSS 5148L</td>
<td>HWSS 5147L</td>
<td>Non-Blood Specimens &amp; Tests</td>
<td>50</td>
<td>40</td>
<td>10</td>
</tr>
<tr>
<td>OHTH 5215L</td>
<td>OHTH 5214L</td>
<td>Phlebotomy</td>
<td>60</td>
<td>50</td>
<td>10</td>
</tr>
<tr>
<td>OHTH 5217L</td>
<td>OHTH 5216L</td>
<td>Electrocardiography</td>
<td>30</td>
<td>25</td>
<td>5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td><strong>375</strong></td>
<td><strong>295</strong></td>
<td><strong>80</strong></td>
</tr>
</tbody>
</table>
General Program Information

Location
The administration office for the Certificate III in Pathology Specimen Collection program is located at the
City Campus on level 4, in RMIT Building 51, (Cnr of Victoria and Cardigan Streets) 80 Victoria Street,
Carlton South. A map of RMIT’s City campus can be located on page 51 of the Staff and Student Handbook
or through the RMIT Web page at: http://www.rmit.edu.au/maps/

Public Holidays for 2004 Academic Year:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Australia Day</td>
<td>Monday 26 January</td>
</tr>
<tr>
<td>Labour Day</td>
<td>Monday 8 March</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday 9 April</td>
</tr>
<tr>
<td>Easter Monday</td>
<td>Monday 12 April</td>
</tr>
<tr>
<td>Easter Tuesday</td>
<td>Tuesday 13 April</td>
</tr>
<tr>
<td>Anzac Day</td>
<td>Friday 25 April</td>
</tr>
<tr>
<td>Queen’s Birthday</td>
<td>Monday 14 June</td>
</tr>
<tr>
<td>Melbourne Cup Day</td>
<td>Tuesday 2 November</td>
</tr>
</tbody>
</table>

Fees for Students in 2004:

<table>
<thead>
<tr>
<th>Fees Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Fees</td>
<td>$</td>
</tr>
<tr>
<td>Tuition Fees</td>
<td>$</td>
</tr>
<tr>
<td>Student Services &amp; Amenities Fee</td>
<td>$</td>
</tr>
<tr>
<td>Class Material Fees</td>
<td>$ 12.00</td>
</tr>
<tr>
<td>Log Book Fee</td>
<td>$ 12.00</td>
</tr>
<tr>
<td>First Aid Fee</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL FEES</td>
<td>$ 628.50</td>
</tr>
</tbody>
</table>

Text Books:

- McCall, R. & Tankersley, C. 2003 Phlebotomy essentials, 3rd Ed. Lippincott Williams & Wilkins
  Publishers, Philadelphia, USA
- Ehrlich, A. & Schroeder, C. 2001 Medical terminology for health professionals,
- Aehlert, Barbara. 2002 ECG’s Made Easy. 2nd Ed. Mosby, Inc. USA (Second semester)
- Tyrrell, J. & Tyrrell, T. 1991 First Aid Emergency Handbook, Survival Emergency Products,
  Australia
- Palmer, L & Colasante, M 2003 Clinical Experience Logbook for Certificate III in Pathology
  Specimen Collection, Dept of Health & Biosciences, RMIT, Melb.*

*Available in School office, building 51, level 4, Victoria Street, Carlton South
Additional Resources/References:

Print-based materials

- Flynn, J. 1999 Procedures in phlebotomy, 2nd ed. W. B. Saunders, Pennsylvania, USA
- Hoeltke, L. 2000 The complete textbook of phlebotomy, 2nd ed. Delmar Thomson Learning, Canada
- Pendergraph, G. & Pendergraph, C. 1998 Handbook of phlebotomy and patient service techniques, 4th ed. Lippincott Williams & Wilkins, Maryland, USA
- Davis, Bonnie. 2002 Phlebotomy: A customer service approach, 2nd Ed. Delmar Thomson Learning
- Davies, Juanita . 2002 Essentials of medical terminology, 4th Ed. Delmar Thomson Learning
- Mitchell, J. & Haroun, L. 2002 Introduction to health care, Delmar Thomson Learning, Canada

Health Law


Basic Anatomy and Physiology

- Rizzo, Donald 2001 Delmar’s fundamentals of anatomy and physiology, Delmar Thomson Learning

Electrocardiography


Additionally, it is optional but recommended to purchase (or borrow) a small medical dictionary, for example:


Videos

- The Human Heart – Marcom Products
- What is Blood - Marcom Products
- Breath of Life – Body Atlas Series
- Medical Asepsis and Infection Control
- Take a Little Time; Infection Control at Work
- Dealing with Conflict – People Skills
Release and Indemnity Forms:

As part of the learning experiences in this program students will be required to perform a number of procedures on each other. Appendix B of this Handbook contains the release and indemnity forms which must be completed prior to participation in the learning activities relating to venepuncture.

Information Technology User Agreement:

At the induction session for the Program, you will be required to sign a Science, Engineering & Technology Portfolio Information Technology User Agreement which provides evidence that you understand and agree to abide by the conditions for students using the Portfolio Learning Centres. Appendix C of this Handbook contains the Information Technology Contract which must be completed prior to using the Portfolio’s Learning Centre facilities. The locations of the Portfolio Learning Centres are given below:

<table>
<thead>
<tr>
<th>City Campus</th>
<th>Bundoora Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg 51 – Level 4 (PC)</td>
<td>Siddons Building – Level 4, Room 21 (PC)</td>
</tr>
<tr>
<td>Bldg 9 - Level 4, Rm 28 (PC), Rm 31 (Mac)</td>
<td>Bldg 203.3.42 (Mac)</td>
</tr>
</tbody>
</table>
Staff Contact Details:

<table>
<thead>
<tr>
<th>Role</th>
<th>Telephone</th>
<th>Facsimile</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of School</td>
<td>9925 4932</td>
<td>9924 4144</td>
<td><a href="mailto:cheryl.underwood@rmit.edu.au">cheryl.underwood@rmit.edu.au</a></td>
</tr>
<tr>
<td>Student Administration Officer</td>
<td>9925 4979</td>
<td>9925 4144</td>
<td><a href="mailto:helen.dundas@rmit.edu.au">helen.dundas@rmit.edu.au</a></td>
</tr>
<tr>
<td>Building 51 Reception Officer</td>
<td>9925 4932</td>
<td>9925 4144</td>
<td><a href="mailto:linda.sharman@rmit.edu.au">linda.sharman@rmit.edu.au</a></td>
</tr>
<tr>
<td>Program Coordinator for Certificate III in Pathology Specimen Collection – City Campus</td>
<td>9925 4662</td>
<td>9925 4144</td>
<td><a href="mailto:meg.colasante@rmit.edu.au">meg.colasante@rmit.edu.au</a></td>
</tr>
</tbody>
</table>

Postal Address

RMIT is a large University with many campuses. To assist in a safe delivery of any correspondence you are required to use the full details of the postal address given below.

Name of Teacher
Certificate III in Pathology Specimen Collection
School of Life & Physical Sciences
RMIT University
City Campus
GPO Box 2476V
Melbourne  Vic  3001
Student Service Support Information

Counselling Service

The Counseling Service consists of a team of educational and counseling psychologists whose role is to assist students to develop their full potential and achieve success in their studies at RMIT. The counselors provide a free individual, confidential service. The service is available to students to discuss any wide range of problems and decisions that affect life at RMIT. This service may be accessed at City campus – Building 43. Telephone: 9925 4365 or 9925 4366

Dental Service

RMIT Union’s Dental Clinic provides subsidised dental care for students. The highly qualified staff operate the clinic Monday to Friday 8.45 am to 1.00 pm and 2.00 pm to 4.45 pm in Building 45, 33 Lygon Street, Carlton. To book an appointment bring your student card and the booking fee ($30). Telephone 9925 4876.

Financial Advice

The Student Financial Adviser can help you with a range of matters including: student loans, financial counseling, social security, deferment of fees. Bookshop grants are available to financially disadvantaged students. Students will be assessed by application and an interview with the Financial Adviser. You can contact the Financial Adviser in the Student Affairs Centre – Building 14, Level 4. Telephone 9925 2963.

Health Service

The nursing staff provide a free service to all students and staff from 8.00 am to 6.00 pm Monday to Thursday during semesters; 9.00 am to 5.00 pm on Friday and TAFE student vacations and 9.30 am to 12.00 noon every Saturday. The services include:

- An emergency service and general medical care
- Immunisation programs
- Contraception advice and pregnancy testing
- Health promotion and education programs
- Nutrition and dietetics advice
- Needle and syringe exchange

The Health service doctors bulk-bill all clients. Please bring your Medicare card.

The Health Centre is located at Building 13 (City Campus). Telephone 9925 2297 or 9925 2723
Learning Skills Unit
The RMIT Learning Skills Unit (LSU) can provide assistance to help you do better in your Program. Staff can help you gain skills in: essay and assignment writing, oral presentations, fast and efficient reading, spelling, English grammar, general study skills, time management, math and science. Workshops and individual consultations are available to all students. Self-help booklets are also available. This is a free service located at level 3, Building 94 (City campus) 23 – 27 Cardigan Street, Carlton. Telephone: 9925 4488. Students can also access teachers and request assistance at any time by emailing: dearteacher@rmit.edu.au

Libraries
As soon as you enrol as an RMIT student you may use the facilities and services available at the seven RMIT libraries. Information about the services and facilities offered through the RMIT library is available on the RMIT Web page at: http://www.lib.rmit.edu.au.

The following RMIT libraries offer items which are of particular relevance to your studies in this course:
- The Carlton (TAFE) Library – Building 94, level 3, 23 – 25 Cardigan Street, Carlton South
- Bundoora West Library – Building 210 (Hayes Building)

General Information
All RMIT libraries provide extensive services, facilities, study space and comprehensive collections of print based resources, books, periodical and microform collections as well as audiovisual, electronic and multimedia resources to support your studies.

Information desk staff at every library can provide individual assistance and information skills training. Access to the ever expanding virtual library of electronic resources and networks including CD ROMs, data base products, full text electronic access to numerous journal titles and the RMIT Libraries’ on-line public access catalogues is also available.

Opening Hours
During the academic year, February to November, some libraries are open for over 70 hours per week. During the long vacation however, these hours are reduced. Always check the notice boards in the library foyers to confirm library opening hours.

Library Guides
These are available from each library and give details of services, resources and opening hours. Knowing how to use the many library resources can be of great benefit, so please use your Library Guide when necessary and seek advice from library staff if you need it.
Loans
Books and some audiovisual materials can be borrowed but periodicals cannot as they are for reference use only. To borrow books or materials from the libraries you will need to show your student card as this is also your library borrower’s card. All loans issued on your card are your responsibility and the library must be notified immediately if you lose your card. *Please note that loan periods and the number of items you can borrow at any one time do vary depending on the material you wish to borrow.*

CAVAL (Cooperative Action by Victorian Academic Libraries)
RMIT Libraries are part of this reciprocal borrowing program whereby students and staff of participating libraries are able to borrow material from other participating Victorian libraries. In order to borrow you must first register as a CAVAL reciprocal borrower at an RMIT library. If you borrow from another library you are subject to the borrowing conditions and regulations of that library. If you would like more details pick up a CAVAL brochure from one of the libraries.

Penalties
Strict penalties apply to books, which are overdue or not returned. Borrowing privileges may be suspended and a replacement and administrative charge may apply. A complete statement of borrowing conditions is available at the loans desk of any RMIT library.

Photocopying
All RMIT Libraries have card operated photocopiers for student use. The copiers all offer plain paper A4 copies, copy reduction and enlargement, multiple copying and contrast controls. Some copiers also provide A3 and transparency copies.

Security

**Personal Safety on Campus**
RMIT and the Student Union have been working closely to improve safety on campus for staff and students. While much work has been done to improve things, like making sure lighting on campus is adequate, it is extremely important for students to be aware of their personal safety studying at RMIT.

If you ever feel unsafe on campus, immediately contact RMIT security staff:
- City – Security Control Centre (Franklin Street) Telephone: 9925 2051

**Theft**
Beware of thieves on campus at all times! Never leave your bags and belongings unattended, especially whilst researching in libraries. It is strongly recommended that bikes be secured by means of ‘hoops’ or ‘U bolts’ rather than chains or wires as the latter are often easily cut resulting in a very quick loss of bikes. At any time a theft is suspected report it immediately to the nearest area counter and then proceed to complete a report. Depending on the nature of a theft you will probably be advised to report to police at the nearest station to your home.
Students’ Rights

The Student Union aims to represent and safeguard students’ interests. It employs staff who provide advice, information and assistance to students with problems which may include: discipline (cheating, misconduct charges), appeals against assessment, special consideration, harassment of any kind, appeals against exclusion, unfair treatment, apprentice issues, health and safety issues etc.

The staff of the Student Union are able to help you to resolve problems in a variety of ways:

- Giving confidential advice
- Assisting in preparing submissions and documentation
- Supplying RMIT regulations and procedures
- Attending meetings with you and administrative or academic staff members
- Helping to clarify issues through discussion
- Identifying your options
- Referring you to appropriate services

All discussions are strictly confidential and no action will be taken without your explicit direction.

- City (TAFE) – Building 57, level 4. Telephone: 9925 4768
Responsibilities as a Learner

The School of Life & Physical Sciences adopts the philosophy of adult education in which the learner has ultimate responsibility for their individual achievement. While staff give all assistance possible, the student has responsibility for completion of assessments and advising staff of any problems they may be experiencing. The learning experiences provided will involve a variety of methods and will encourage the student to develop skills in research and presentation. Assessment will also be varied and will depend on the stated outcomes of the individual module.

Should the student be experiencing difficulties either with the learning tasks required or the completion of assessments the matter must be addressed and agreement reached (through a learning contract) to rectify the situation. The learning contract will be in writing and signed by the relevant lecturer(s), the student and a witness. A copy of the contract will be provided to the student.

Students must understand that the integration and sequencing of modules in the program, in many instances reflects the requirements for attainment of prerequisites. Failure to ‘keep up’ with the program requirements may present the student with difficulties in continuing with other modules in the program.

Students are required to conduct themselves at all times in a professional manner appropriate to their role as members of the health care team. They must conform to the University, Portfolio, School and Program policies in relation to Equal Opportunity, Sexual Harassment, Occupational Health and Safety and Infection Control.

Assessment Policy

The Program Coordinator will expand and reinforce the Program Assessment Policy and each module facilitator will provide details specific to the module, which they are delivering.

Introduction

The Certificate III in Pathology Specimen Collection is a competency-based program. To receive a grade of ‘pass’ for a Learning Unit you must be able to demonstrate the knowledge and skills required in each module of the program to the level (standard) required by the Industry.

You will be given two opportunities to achieve a passing grade in each assessment for a Learning Unit. If at the first attempt of an assessment item, your work is assessed as “Competency not Achieved” you will be given one further attempt to achieve competence in this module.

Where a supplementary assessment is undertaken, and you achieve competence, you will not be eligible to receive other than a passing grade for the Learning Unit.
A supplementary assessment should be carried out within 2 - 3 weeks of receipt of notice that you have been assessed as not achieving competence in the original presentation of the assessment task. Failure to do this may result in a grade of fail being awarded for the Learning Unit, which may affect your ability to continue your studies in the Program. In the event that a grade of fail is awarded you will be required to re-enrol in the module to enable you to complete your studies. Re-enrolment attracts additional fees.

You must achieve competence in all assessment tasks for the Learning Unit (theory and practical components) to be awarded an overall grade of ‘pass’

In general, the assessment of your level of competence is made through continuing evaluation of your level or work and your progression in the development of skills. You are encouraged to continually evaluate your progress through set exercises, class discussions, tutorials and using the Library for research to gain further knowledge.

The assessment will be implemented in many forms including:

- Written short answer tests
- Practical and tutorial assignments
- Class and individual projects
- Practical exercises
- Oral presentations
- Interviews
- Completion of on-line exercises
- Practical placement
- Completion of training record book
- Submission of reflective e-journal(s)

The style of assessment will provide you with:

- Opportunities to demonstrate application of the necessary knowledge, attitudes and skills not just recall information
- Information on your progress throughout your Program with an emphasis on encouraging you to monitor your own progress and plan your Program of study
- A open system where standards are specified and the required level of competence is known beforehand

Other important points for consideration:

- A time limit is given for assignments and if they are not received by the due date a grade of “Fail” is recorded in the assessment book.
- It is not the policy of this School to encourage ‘extensions’ for assessment submissions. (See section on Special Consideration in this policy for details)
If you are absent for an assessment you will be required to produce a medical certificate. (see section on Special Consideration in this policy). It is your responsibility to arrange another assessment time.

_assignment presentation_

The following conditions apply as a minimum standard for presentation of written assessment items:

- Your work must be presented on A4 size paper or in the appropriate learning guide
- Each page must be numbered in sequence
- Assessment items are expected to be word-processed unless otherwise stated
- Leave double line spacing between each paragraph of an essay/report or short answer response.
- Ensure that all pages of your assignment are stapled together to avoid loss
- Ensure all material which is derived from another source (eg lecture notes, text books etc) is appropriately referenced (see section on Plagiarism in this policy)

Please note where further conditions for presentation of written work are advised by the module facilitator these must also be adhered to before a grade of “Pass” can be awarded.

Assessment Submission

The following conditions apply as a minimum standard for presentation of written assessment items:

- All assessment submissions must be accompanied by a fully completed assessment cover sheet (see Appendix D) which is attached by paper clip (not stapled) to the assignment
- No assessment item will be accepted without the appropriately completed cover sheet
- You are encouraged to keep the Assessment Receipt Slip (back copy of Appendix D) to maintain a record of your submission.
- Assessment submissions (including the assessment cover sheet) must be contained in a clear plastic sleeve
- The due date identified for submission of assessment items is the last date for submission unless special consideration conditions apply. Failure to submit an item by the due date, will result in a grade of ‘fail’ being awarded which may preclude your ability to progress with your studies in the Program.
- You are encouraged to take a photocopy of your assessment submission in the event that a situation arises in which evidence of the completion of the assessment item is required.
- All assessments must be submitted to the School Office (after hours submissions should be placed in the after hours assignment box located on the wall of the School administration area. Assessments must not be submitted directly to the teacher.
**Cheating**

Cheating will not be tolerated. Any occurrence will result in a charge of academic misconduct which carries a range of penalties including cancellation of results and exclusion from your course.

**Plagiarism**

Plagiarism is a form of cheating in assessment. It may occur in oral, written or visual presentations. It is the presentation of work, idea or creation of another person, with attribution, as though it is your own. Plagiarism is not acceptable. The use of another person’s work or ideas must be acknowledged. Failure to do so will result in a charge of academic misconduct which carries a range of penalties including cancellation of results and exclusion from your course. The resource RMIT101 will assist you in adopting appropriate referencing techniques. If you are unsure of the appropriate techniques to use, you should seek advice from the staff of the Learning Skills Unit or your teacher/program coordinator.

Students are responsible for ensuring that their work is kept in a secure place. It is also a disciplinary offence for students to allow their work to be plagiarised by another student.

**Special Consideration**

You may apply for special consideration if you feel you have been disadvantaged in an examination or other form of assessment. Special consideration may be granted for circumstances where factors beyond your control have affected your academic performance. For example:

- You have been unable to attend examinations, present an assignment etc
- You have not met an assessment deadline or have been unduly inhibited in your performance in an examination, assignment etc.

Forms to support your special consideration application are available from Student Administration or the School Office (located on level 4 Building 51). Your application must be lodged with your Program Coordinator together with supporting evidence (eg medical certificate) prior to, or within 48 hours of the schedule time of examination or assignment submission. Please note, you should advise the teaching School of any pre-existing disability or condition, which may affect your performance so that an appropriate form of assessment can be determined as early as possible in your Program.

If you wish to seek advice on handling the procedures of obtaining special consideration or appeal against an examination result, please contact the either the

- Counseling Services:
  - City – Building 43, Cardigan Street. Telephone 9925 4365
- Disability Liaison Unit
  - City – Building 11. Telephone 9925 1089

If you require a medical certificate, visit the Health Service at RMIT or your own doctor.
Note: Misreading the official examination timetable will not entitle you to special consideration in assessment so be careful when checking your exam dates, times and locations.

Attendance Requirements

It is a requirement that students attend for all scheduled sessions unless APL has been granted. The practical nature of this program makes attendance a compulsory requirement to facilitate skill development. Continued failure to attend as required may result in preclusion from the module and/or Program.

**Absence due to ill health:** If the student will be absent for a scheduled:

- morning session they must telephone the Administration Officer (9925 4932) by 8.15 am on that day.
- afternoon session they must telephone the Administration Officer by 12.30 pm on that day
- evening session, they must telephone the Administration Officer by 5.00 pm on that day

It is the responsibility of the student to collect information and handouts for those sessions for which they are absent.

Change of Address

In the event that you change your address it is essential that you immediately notify the:

- Program Coordinator
- School Administration Officer (RMIT Building 51, level 4)

You will be required to complete a change of personal details form to ensure that the appropriate changes may be made to the student database.

Classroom Learning Environment

It is the policy of the School that, in the interest of maintaining an appropriate learning environment for others in your Program, students may not bring the following items into the classroom:

- Food or beverages (with the exception of drinking water or in situations where there are medical indications to the contrary)
- Active mobile phones

Equal Opportunity and Sexual Harassment

Equal opportunity is about a ‘fair go’ for everyone. The School is committed to providing an environment in which all students irrespective of gender, sexuality, ethnicity, disability, pregnancy, marital status etc are able to achieve appropriate access to and support for their education and training. Visit the RMIT Web site [http://www.rmit.edu.au/School/hr/manual/583.html](http://www.rmit.edu.au/School/hr/manual/583.html) for the University’s Cultural diversity and anti-racism policy.
**Students with Disabilities**

RMIT provides the following support services for students with disabilities:

- Helping at times of Program application, enrolment and orientation
- Assisting with physical access to buildings and special parking facilities
- Organising direct learning support; e.g.: note takers, special tutors and signing interpreters for the deaf
- Providing special study materials and equipment, e.g.: large print, ergonomic chair, tape recorder
- Negotiating alternative assessment and special examination consideration
- Liaising with students, academic staff and the University
- Liaising with external agencies e.g.: TAC, CRS, and RVIB
- Assisting with other University related needs resulting from disability

These support services can be accessed by contacting:

- City – Disability Liaison Unit, Building 11. Telephone 9925 1089

**Sexual Harassment**

Sexual harassment is against the law. RMIT has in place policies and procedures to educate the RMIT community and to deal with complaints about sexual harassment. Visit the RMIT Web site [http://www.rmit.edu.au/School/hr/manual/581.html](http://www.rmit.edu.au/School/hr/manual/581.html) for the University’s Sexual Harassment policy.

Sexual harassment covers a range of unwelcome behaviour of a sexual nature, such as sexual comments, gestures, offensive images, demands of a sexual nature, repeated requests to date, physical contact such as patting or pinching. Sexual harassment also includes behaviour of a sexual nature by a member of staff, which as a student you may feel will have an effect on your grade or academic progress.

RMIT takes the issue of victimisation very seriously. All enquiries and complaints are dealt with confidentially. If you are experiencing a problem which you think might be sexual harassment contact:

- your Program Coordinator
- the Head of School – City: 9925 4274
- Student Sexual Harassment Complaints Officer – 9925 4728
- a Student Union Rights Officer - City (TAFE): 9925 4768; or
- an RMIT Student Services Counselor – City (TAFE): 9925 4365
Occupational Health and Safety

RMIT recognises its duty and responsibility to provide and maintain an environment for its staff and students, which is safe, and without risk to health. The conduct and behaviour of every person on University premises is expected to be such that they will take reasonable care for their own health and safety and for that of anyone else who may be affected by their actions. If you have a concern about safety at RMIT you should in the first instance discuss it with your Program Coordinator or if they can not help you, the Head of School should be consulted.

Accidents Involving Injury

ALL accidents involving injury, that are incurred while attending for off-the-job training, no matter how slight, must be reported immediately to the module facilitator, Program Coordinator and Occupational Health and Safety Representative

Safety Rules and Procedures for Practical Classes

In all practical classes staff and students must comply with the following:

1. All footwear shall be firm, well-constructed closed toe and closed heel shoes. No thongs, sandals or slippers shall be allowed.
2. Safety glasses must be worn for activities with the potential to generate aerosols/sprays/dust unless suitable glasses are already worn
3. Long hair must be tied back away from the face and in instances where grinders/lathes are used hair must be contained within a hair net/cap
4. Hands and arms must be free of jewellery
5. At the end of sessions (and during breaks), all electrical appliances must be switched off and unplugged. The premises will be locked by the teachers
6. Workbench tops, floors and sinks must be kept clean. Spilt materials or liquids must be wiped/swept immediately
7. Instruments and equipment will not be accepted for return to either teachers or technical staff unless that are complete and clean
8. Bags and coats are not to be taken into the classrooms. Lockers are provided for student use. Students are to provide their padlock and key
9. Safe working practices must be observed at all times during classes
General Safety and Emergency Rules and Procedures:

1. In situations where there is potential for cross-infection all standard precautions for infection control must be implemented.

2. All students must know the location and correct usage of fire fighting equipment – extinguishers, hoses and safety blankets. Interference with any form of fire fighting equipment will carry severe penalties.

3. In the event of a fire or other life-threatening emergency, the Fire Warden for the Building will direct evacuation. If the Fire Warden is absent, the teacher responsible for the class or another staff member may give the order to evacuate. In such an event, students should take any valuables which can be secured immediately and without danger, and walk directly out of the building in an orderly manner via the nearest safe exit. Proceed to the indicated emergency assembly area a safe distance from the building and wait for the class teacher to check the roll and give further instructions. Under no circumstances may you re-enter the building until you are directed to do so by the teacher. Teacher(s) controlling the evacuation will search the building before leaving if this is feasible.

During the day, or whenever students are present, all exit doors will be able to be readily opened from the inside and no means of egress (going out) will be obstructed.

4. Eating and drinking is not permitted in any classrooms.

5. Smoking is not permitted in any part of any building within the University.

6. Running, wrestling or any form of rough play will not be tolerated.

Enforcement

Any student who fails to comply with the above conditions will be denied access to laboratories and thus not permitted to participate in learning activities. This may in some circumstances affect their ability to participate in some assessment activities. In the traineeship situation, employers will be notified of any breach of conditions. In extreme cases of breach of conditions a student would be excluded from classes.

Student Academic Performance Counseling

Regular counseling sessions are held with students to enable review of their academic performance and general progress in the Program. Attendance at these sessions is compulsory.
Student Cards

Your student card is issued for the duration of your Program. It will be issued to students on commencement of their studies at RMIT. The student card will be retained by students and will be revalidated at enrolment each year upon payment of enrolment fees.

This card entitles you to use RMIT facilities and must be produced for identification purposes within RMIT when seeking service from the School office and when using the Library, Computer Centre and other campus facilities and when presenting yourself for examinations.

Note: Students will be charged a fee for the replacement of lost or stolen cards. Students are required to present identification when applying for a replacement card.

Staff Preparation Areas

It is School policy that students may not enter the staff preparation areas (unless, in the case of exceptional circumstances and accompanied by a staff member). This policy is designed to maintain a private and quiet study area in which staff can organise and prepare learning materials with limited disruptions.
Learning Unit Information
Learning Unit: Pathology Collection Work Environment

Nominal Hours: 100 hours

Relationship to National Modules:
- BSBCMN203A Communication in the workplace
- BSBCMN204A Work effectively with others (Complete)
- BSBCMN302A Organise personal work priorities and development
- BSBCMN305A Organise workplace information
- HLTHIR1A Work effectively in the health industry
- HLTPAT5A Operate effectively within a pathology and specimen collection environment

Pre-requisites: There are no pre-requisites for this course

Co-requisites: This course would be complemented by concurrent study of the following courses:
- Learning & Career Development
- Contribute to a Safe Pathology Collection Work Environment
- Introduction to Pathology Collection Practice

Course Summary: This course is designed to assist students to gain the knowledge, skills and attitudes to:
- Apply business and interpersonal communication skills to communicate effectively with colleagues and clients in the pathology collection workplace
- Work effectively as a committed, cooperative and supportive member of the pathology collection work team
- Organise own work schedules and participate in strategies to monitor own work performance
- Access and interpret organisational information
- Work in accordance with legal and ethical practices
- Participate in quality improvement activities
- Work within the context of the pathology collection environment

Course Outcomes:

<table>
<thead>
<tr>
<th>National Code</th>
<th>BSBCMN203</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Competence</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>Element of Competence</td>
<td>1 Gather convey and receive information and ideas</td>
</tr>
<tr>
<td>Performance Criteria</td>
<td></td>
</tr>
<tr>
<td>1.1</td>
<td>Information to achieve work responsibilities is collected from appropriate sources</td>
</tr>
<tr>
<td>1.2</td>
<td>The method(s)/equipment used to communicate ideas and information is appropriate to the audience</td>
</tr>
<tr>
<td>1.3</td>
<td>Effective speaking and listening skills are used in oral communication</td>
</tr>
<tr>
<td>1.4</td>
<td>Input from internal and external sources is sought, and used to develop and refine new ideas and approaches</td>
</tr>
<tr>
<td>1.5</td>
<td>Instructions or enquiries are responded to promptly and in accordance with organisational requirements</td>
</tr>
</tbody>
</table>
National Code	BSBCMN204A
Unit of Competence	Work effectively with others
Element of Competence
Performance Criteria
1
1.1 Responsibilities and duties are undertaken in a positive manner to promote cooperation and good relationships
1.2 Assistance is sought from workgroup members when difficulties arise and addressed through discussions
1.3 Constructive feedback provided by others in the workgroup is encouraged, acknowledged and acted upon
1.4 Differences in personal values and beliefs are respected and their value acknowledged in the development of relationships

Element of Competence
Performance Criteria
2
2.1 Support is provided to team members to ensure workgroup goals are met
2.2 Constructive contributions to workgroup goals and tasks are made according to organisational requirements
2.3 Information relevant to work is shared with workgroup to ensure designated goals are met
2.4 Strategies/opportunities for improvement of the workgroup are identified and planned in liaison with workgroup

National Code	BSBCMN302A
Unit of Competence	Organise personal work priorities and development
Element of Competence
Performance Criteria
1
1.1 Work goals and objectives are understood, negotiated and agreed in accordance with organisational requirements
1.2 Workload is assessed and prioritised to ensure completion within identified timeframes
1.3 Factors affecting the achievement of work objectives are identified and incorporated into work plans
1.4 Business technology is used efficiently and effectively to manage and monitor scheduling and completion of tasks

Element of Competence
Performance Criteria
2
2.1 Personal work performance is accurately monitored and adjusted to ensure maintenance of job quality and customer service
2.2 Feedback on performance is actively sought from colleagues and clients and evaluated in the context of individual and group requirements
2.3 Variations in quality of service and products are routinely identified and reported in accordance with organisational requirements
<table>
<thead>
<tr>
<th>National Code</th>
<th>BSBCM305A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Competence</td>
<td>Organise workplace information</td>
</tr>
<tr>
<td>Element of Competence</td>
<td>1 Collect and assess information</td>
</tr>
<tr>
<td>Performance Criteria</td>
<td>1.1 Information held by the organisation on products and services is assessed for accuracy and relevance to organisational requirements</td>
</tr>
<tr>
<td></td>
<td>1.2 Methods of collecting information are reliable and make efficient use of available time and resources</td>
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<tr>
<td></td>
<td>1.3 Information collected is suitable for analysis, decision making and the development of plans and strategies</td>
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<tr>
<td></td>
<td>1.4 Information collection is participative and uses appropriate interpersonal skills to access relevant data from individuals and team members</td>
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<tr>
<td></td>
<td>1.5 Appropriate interpersonal skills are used to access relevant information from individuals and teams</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>National Code</th>
<th>HLTHIR1A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Competence</td>
<td>Work effectively in the health industry</td>
</tr>
<tr>
<td>Element of Competence</td>
<td>1 Work ethically</td>
</tr>
<tr>
<td>Performance Criteria</td>
<td>1.1 Relevant organisational procedures, policies and awards, standards and legislation are located and read and uncertainties clarified with appropriate personnel</td>
</tr>
<tr>
<td></td>
<td>1.2 Any breach or non adherence to standard procedures is referred to appropriate personnel</td>
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<td></td>
<td>1.3 Confidentiality of any client or patient matter is maintained in accordance with organisational policy and procedure</td>
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<td></td>
<td>1.4 Work practices show respect for rights and responsibilities of others</td>
</tr>
<tr>
<td></td>
<td>1.5 All work undertaken reflects current knowledge and understanding of employee and employer rights and responsibilities</td>
</tr>
<tr>
<td></td>
<td>1.6 Individual and cultural differences are recognised and adjustments made as necessary to assist the achievement of work requirements</td>
</tr>
<tr>
<td></td>
<td>1.7 All work undertaken reflects understanding and compliance with the principles of duty of care, legal responsibilities and organisational goals and objectives</td>
</tr>
</tbody>
</table>

| Element of Competence | 3 Participate in quality improvement activities |
| Performance Criteria | 3.1 Relevant quality activities are participated in to support improved work practices and compliance with accreditation standards |
| | 3.2 Changes to work practices and procedures are responded to positively in accordance with organisational requirements |
### Element of Competence

**5 Communicate effectively with colleagues and clients**

**Performance Criteria**

- **5.1** Workplace protocols and communication procedures are routinely applied to all work activities
- **5.2** Communication with clients and colleagues demonstrates respect for individual differences
- **5.3** Interpersonal communication with clients and colleagues is consistent with the organisation’s standards
- **5.4** Appropriate measures are undertaken to resolve conflict and individual differences in a way which reflects positively on the organisation
- **5.5** Personal communication styles are reviewed and revised in an ongoing way to ensure they continue to match organisational standards

**National Code**

HLTPAT5A

**Unit of Competence**

Operate efficiently within a pathology and specimen collection environment

**Element of Competence**

**1 Work within the context of the pathology and specimen collection environment**

**Performance Criteria**

- **1.1** Relevant Schools and services within a health care setting are identified
- **1.2** Facilities and devices to perform the role of a pathology assistant and specimen collection assistant are identified
- **1.3** Clients are observed participating in various types of specimen collection activities within the work environment
- **1.4** Work performed reflects consideration of the key stakeholders and representatives of pathology and specimen collection practices
- **1.5** Participation within a health care team is effective
Learning Unit: **Learning and Career Development**

Nominal Hours: 40 hours

Relationship to National Modules:
- BSBCMN203A Communication in the workplace
- BSBCMN302A Organise personal work priorities and development
- BSBCMN305A Organise workplace information
- HLTIR1A Work effectively in the health industry

Pre-requisites: There are no pre-requisites for this course

Co-requisites: This course would be complemented by concurrent study of the following course:
- Pathology Collection Work Environment

Course Summary: This course is designed to assist students to gain the knowledge, skills and attitudes to identify and plan for the attainment of basic skills necessary to support life- and career-long learning

<table>
<thead>
<tr>
<th>National Code</th>
<th>BSBCMN203</th>
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<tbody>
<tr>
<td>Unit of Competence</td>
<td>Communicate in the workplace</td>
</tr>
<tr>
<td>Element of Competence</td>
<td>Draft routine correspondence</td>
</tr>
<tr>
<td>Performance Criteria</td>
<td>2.1 Written information and ideas are presented in clear and concise language and the intended meaning of correspondence is understood by recipient</td>
</tr>
<tr>
<td></td>
<td>2.2 Correspondence is drafted and presented within designated timelines</td>
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<tr>
<td></td>
<td>2.3 Presentation of written information meets organisational standards of style, format and accuracy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>National Code</th>
<th>BSBCMN302A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Competence</td>
<td>Organise personal work priorities and development</td>
</tr>
<tr>
<td>Element of Competence</td>
<td>Develop and maintain own competence level</td>
</tr>
<tr>
<td>Performance Criteria</td>
<td>3.1 Personal knowledge and skills are assessed against competency standards performance descriptions to determine development needs and priorities</td>
</tr>
<tr>
<td></td>
<td>3.2 Opportunities for improvement are identified and planned in liaison with colleagues</td>
</tr>
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<td></td>
<td>3.3 Feedback is used to identify and develop ways to improve competence within available opportunities</td>
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<td></td>
<td>3.4 New skills and opportunities to develop them are identified to achieve and maintain continuous learning</td>
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<td>3.5 Records and documents relating to achievements and assessments are stored and maintained in accordance with own requirements</td>
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<tr>
<td><strong>National Code</strong></td>
<td>BSBCM305A</td>
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<tr>
<td><strong>Unit of Competence</strong></td>
<td>Organise workplace information</td>
</tr>
<tr>
<td><strong>Element of Competence</strong></td>
<td>2 Organise information</td>
</tr>
<tr>
<td><strong>Performance Criteria</strong></td>
<td>2.1 Information is organised in a format suitable for analysis, interpretation and dissemination in accordance with organisational requirements</td>
</tr>
<tr>
<td></td>
<td>2.2 Business equipment/technology is used to maintain information in accordance with organisational requirements</td>
</tr>
<tr>
<td></td>
<td>2.3 Information and materials are collated and communicated to relevant designated persons</td>
</tr>
<tr>
<td></td>
<td>2.4 Difficulties organising and accessing information are identified and solved collaboratively with individuals and team members</td>
</tr>
<tr>
<td></td>
<td>2.5 Information is updated and stored in accordance with organisational requirements</td>
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<table>
<thead>
<tr>
<th><strong>National Code</strong></th>
<th>HLTHIR1A</th>
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</thead>
<tbody>
<tr>
<td><strong>Unit of Competence</strong></td>
<td>Work effectively in the health industry</td>
</tr>
<tr>
<td><strong>Element of Competence</strong></td>
<td>4 Take responsibility for personal skill development</td>
</tr>
<tr>
<td><strong>Performance Criteria</strong></td>
<td>4.1 Advice is obtained from appropriate persons on future work/career directions</td>
</tr>
<tr>
<td></td>
<td>4.2 Options for accessing relevant skill development opportunities are identified and acted upon in consultation with manager</td>
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<tr>
<td></td>
<td>4.3 Designated skill/knowledge development and maintenance activities of the organisation are undertaken including induction training</td>
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<td></td>
<td>4.4 Personal work goals are identified and prioritised in accordance with organisational requirements</td>
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</tbody>
</table>
Learning Unit: Contribute to a Safe Pathology Collection Work Environment

Nominal Hours: 50 hours

Relationship to National Modules:
- HLTIN1A Comply with infection control policies and procedures (Complete)
- HLTHSE1A Follow the organization’s occupational health and safety policies (Complete)
- HLTPAT8A Identify and respond to clinical risks associated with pathology specimen collection
- HLTHIR1A Work effectively in the health industry

Pre-requisites: There are no pre-requisites for this Learning Unit

Co-requisites: This learning unit would be complemented by concurrent study of the following learning units:
- Pathology Collection Work Environment
- Introduction to Pathology Collection Practice

Course Summary: This course is designed to assist students to gain the knowledge, skills and attitudes to:
- Work according to OHS legislation and codes of practice
- Comply with infection control guidelines
- Recognise and respond to an emergency using basic life support measures

C Curriculum Base of the Course

Training Package
- HLT02 Health Training Package

Units of Competence

<table>
<thead>
<tr>
<th>National Code</th>
<th>Title of Unit of Competence</th>
<th>Preparatory or (P) Complete (C)</th>
<th>Core (C) or Elective (E)</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTIN1A</td>
<td>Comply with infection control policies and procedures</td>
<td>C</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>HLTHSE1A</td>
<td>Follow the organisation’s occupational health &amp; safety policies</td>
<td>C</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>HLTPAT8A</td>
<td>Identify and respond to clinical risks associated with pathology specimen collection</td>
<td>P</td>
<td>C</td>
<td></td>
</tr>
<tr>
<td>HLTHIR1A</td>
<td>Work effectively in the health industry</td>
<td>P</td>
<td>C</td>
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</table>
### Course Outcomes

<table>
<thead>
<tr>
<th>National Code</th>
<th>HLTHIN1A</th>
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</table>

#### Unit of Competence

**Comply with infection control policies and procedures**

**Element of Competence**

1. Collect, handle, store and manage clinical and other waste in accordance with organisational guideline and waste management plans

**Performance Criteria**

1.1 Appropriate personal protective equipment is worn and/or used, according to safety guidelines and procedures when handling waste

1.2 Waste is segregated, contained, stored and transported according to organisational policy and procedures

1.3 Waste is disposed of safely according to established organisational and legislative requirements

**Element of Competence**

2. Clean and disinfect equipment and surfaces

**Performance Criteria**

2.1 Appropriate cleaning products, disinfectants and equipment are selected, prepared and used to clean and disinfect equipment and surfaces in accordance with infection control guidelines and scheduled cleaning routines

2.2 Standard precautions are practised, including the use of personal protective clothing and equipment

2.3 Organisational infection control policy and procedures are followed

2.4 Equipment is correctly stored in accordance with organisational procedures

**Element of Competence**

3. Maintain hygiene

**Performance Criteria**

3.1 Standard and additional infection control procedures are used when required

3.2 Cleanliness of work clothes is maintained

3.3 Personal hygiene is maintained

3.4 Open-skin areas on self are covered with an occlusive dressing

3.5 Hand washing procedures are correctly followed according to the organisation’s infection control policy and procedures

3.6 Appropriate protective clothing is checked prior to use, and worn correctly according to the organisation’s infection control policy and procedures

**Element of Competence**

4. Identify and responds to infection risks

**Performance Criteria**

4.1 Awareness of common infection risks in own workplace is maintained

4.2 Infection risks are identified and appropriate response implemented within own role and responsibility to maintain a clean environment

4.3 Situations that pose an infection risk are responded to appropriately in accordance with organisational policy and procedures

4.4 Appropriate signs are placed as and when appropriate

4.5 Personal protective clothing is used in accordance with standard precautions

4.6 Risk control and risk containment procedures are followed for specific risks when required

4.7 Spillages are removed in accordance with organisational policy and procedure
National Code: HLTHSE1A
Unit of Competence: Follow the organisation's occupational health & safety policies

Element of Competence: Follow organisational procedures for hazard identification and risk control

Performance Criteria:
1.1 Hazards in the work area are recognised and reported to supervisor according to workplace procedures
1.2 Organisational procedures and work instructions for assessing and controlling risks are followed accurately
1.3 Organisational procedures for dealing with accidents, fires and other emergencies are followed as required within scope of responsibilities and competencies

Element of Competence: Contribute to OHS in the workplace

Performance Criteria:
2.1 Occupational health and safety (OHS) issues are raised with designated personnel and co-workers in accordance with organisational procedures
2.2 Contributions are made to participative arrangements for OHS management in the workplace in accordance with organisational procedures and within scope of responsibilities and competencies

Element of Competence: Utilise and implement strategies as directed to prevent infection in the workplace

Performance Criteria:
3.1 Work environment is kept clean and tidy and personal hygiene practices are followed in accordance with organisational procedures
3.2 Items which may be contaminated, are disposed of according to organisational procedures and infection control guidelines
3.3 Universal precautions are followed

Element of Competence: Utilise strategies to prevent work overload

Performance Criteria:
4.1 Work role is confirmed and nominated rest time and breaks followed
4.2 Sources of stress are identified, issues raised and discussed with supervisor

Element of Competence: Work in a safe manner

Performance Criteria:
5.1 Work is carried out in accordance with defined procedures and in a manner which ensures personal safety and the safety of others
5.2 Organisational safe work practices are followed
5.3 Regular reports are submitted in accordance with organisational procedures

Element of Competence: Utilise and implement strategies to prevent manual handling injuries

Performance Criteria:
6.1 Comply with and contribute to the manual handling risk management system in the workplace
6.2 Appropriate manual handling techniques and equipment are used to meet customer needs
6.3 Organisational procedures for reporting symptoms and injuries to self and/or others are followed
6.4 Organisational procedures for reporting maintenance and difficulties with tasks are followed
National Code  
HLTPAT8A

Unit of Competence  
Identify and respond to clinical risks associated with pathology specimen collection

Element of Competence  
3 Identify and respond to client/patient reactions and complications

Performance Criteria  
3.1 Client/patient is observed for reactions during and after collection procedures

3.2 Emergency procedures are followed for severe reactions and complications

3.3 First Aid protocols are followed in accordance with organisational policies and procedures

National Code  
HLTHIR1A

Unit of Competence  
Work effectively in the health industry

Element of Competence  
2 Demonstrate the importance of hygiene and infection control in the health industry

Performance Criteria  
2.1 Personal hygiene and dress standard is maintained according to organisational infection control requirements

2.2 Personal protective equipment is worn correctly according to organisational requirements

2.3 Infectious and/or hazardous waste material is safely disposed of according to waste management policy and procedures

2.4 Reporting is undertaken or action initiated, within own work area of responsibility, to redress any potential workplace hazards
Learning Unit: Introduction to Pathology Collection Practice

Nominal Hours: 45 hours

Relationship to National Competencies:
- BSBCM305A Organise workplace information
- HLTPAT1A Receive and prepare pathology specimens
- HLTPAT5A Operate effectively within a pathology and specimen collection environment
- HLTPAT8A Identify and respond to clinical risks associated with pathology specimen collection

Pre-requisites: There are no pre-requisites for this course

Co-requisites: This course would be complemented by concurrent study of the following courses:
- Pathology Collection Work Environment
- Contribute to a safe Pathology Collection Work Environment

Course Summary: This course is designed to assist students to gain the knowledge, skills and attitudes to:
- Work according to the central philosophies of the organisation and pathology sector
- Receive and prepare a range of samples for pathology testing
- Collect and review client/patient and clinical information needs for pathology specimen collection
- Identify clinical risks and client/patient reactions associated with pathology specimen collection and plan and conduct collection procedures according to risks

Course Outcomes:

<table>
<thead>
<tr>
<th>National Code</th>
<th>BSBCM305A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Competence</td>
<td>Organise workplace information</td>
</tr>
<tr>
<td>Element of Competence</td>
<td>3 Review information needs</td>
</tr>
<tr>
<td>Performance Criteria</td>
<td>3.1 Feedback on sufficiency of information is actively sought to ensure relevance of information in accordance with organisational requirements</td>
</tr>
<tr>
<td></td>
<td>3.2 Contribution of information to decision-making is reviewed and appropriate modifications to collection processes are implemented</td>
</tr>
<tr>
<td></td>
<td>3.3 Future information needs are identified and incorporated in modifications to collection processes</td>
</tr>
<tr>
<td></td>
<td>3.4 Future information needs are documented and incorporated in modifications to reporting processes</td>
</tr>
</tbody>
</table>
### National Code
HLTPAT1A

### Unit of Competence
Receive and prepare pathology specimens

### Element of Competence
1. Receive specimens

#### Performance Criteria
1.1 Specimens are received and processed as required by organisational policies and procedures
1.2 Documentation is checked for accuracy and legality to ensure that mandatory labelling requirements are complete
1.3 Specimens are rejected in accordance with organisational policies and procedures
1.4 Bar-code labels are affixed to request forms and specimens
1.5 Requirements for specimen processing are confirmed in accordance with organisational policies and procedures
1.6 Infection control and workplace safety protocols relating to the safe handling of specimens are followed
1.7 Records are maintained of non-conformities in accordance with organisational policies and procedures
1.8 The organisation’s procedures for information recording are followed

2. Process specimens for scientific testing

#### Performance Criteria
2.1 Specimens are processed for diagnostic testing in accordance with scientist/pathologist instructions workplace health and safety guidelines
2.2 Equipment is operated and maintained in accordance with organisational policies and procedures
2.3 Infection control guidelines are followed during processing of specimens
2.4 Data on specimens is entered into database in accordance with organisational policies and procedures

3. Despatch specimens

#### Performance Criteria
3.1 Specimens are checked to ensure they are appropriately secured for despatch
3.2 Specimens are despatched to relevant School in accordance with organisational policies and procedures

4. Collect, sort and deliver reports

#### Performance Criteria
4.1 Confidential reports are delivered within acceptable timeframes

### National Code
HLTPAT5A

### Unit of Competence
Operate efficiently within a pathology and specimen collection environment

### Element of Competence
2. Demonstrate commitment to the central philosophies of the organisation and pathology sector

#### Performance Criteria
2.1 Work undertaken demonstrates consideration and understanding of the underpinning values and philosophy of the organisation and the sector
2.2 Conduct is ethical and organisational policies and procedures on confidentiality and consent are followed
2.3 Personal values and attitudes regarding client are identified and taken into account when performing work duties
### National Code
HLTPAT8A

### Unit of Competence
Identify and respond to clinical risks associated with pathology specimen collection

### Element of Competence
1 Collect clinical and other personal information from clients/patients

#### Performance Criteria
1.1 Clinical and personal information is obtained from client/patient to establish potential clinical risks of performing collection procedure
1.2 Client/patient is assessed against pre-test criteria
1.3 Assessment of clinical risks is made
1.4 Issues are referred to an appropriate person when required

### Element of Competence
2 Plan and conduct collection procedures according to clinical risks

#### Performance Criteria
2.1 Collection site is selected based on testing needs, client/patient's specific anatomy & physiology, and on assessment of clinical risks
2.2 Assistance from an appropriate person is sought as required
2.3 Client/patient is positioned appropriately based on assessment of clinical risks
Learning Unit: Non Blood Specimens and Tests

Nominal Hours: 50 hours

Relationship to National Modules:
- HLTPAT4A Collect pathology specimens other than blood (Complete)
- BSAMED201A Use basic medical terminology in order to communicate with patients, fellow workers and health professionals

Pre-requisites:
This course has the following pre-requisite:
- Contribute to a Safe Pathology Collection Environment

Co-requisites:
This course would be complemented by concurrent study of the following courses:
- Pathology Collection Work Environment
- Introduction to Pathology Collection Practice
- Phlebotomy

Course Summary:
This course is designed to assist students to gain the knowledge, skills and attitudes to safely follow procedures for collection of pathology specimens other than blood from clients and patients for pathology testing

Learning Outcomes:

<table>
<thead>
<tr>
<th>National Code</th>
<th>HLTPAT4A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit of Competence</td>
<td>Collect pathology specimens other than blood</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Element of Competence</th>
<th>1 Receive request for collection of pathology specimen</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Criteria</td>
<td>1.1 Request is assessed to determine equipment required and other special requirements</td>
</tr>
<tr>
<td></td>
<td>1.2 Precise nature and requirements of the test request is identified</td>
</tr>
<tr>
<td></td>
<td>1.3 Relevant clinical and personal information is collected by interview of the client/patient and correctly documented</td>
</tr>
<tr>
<td></td>
<td>1.4 Ensure pre-test criteria are met</td>
</tr>
<tr>
<td></td>
<td>1.5 Refer pathology requests to supervisor if required</td>
</tr>
<tr>
<td></td>
<td>1.6 Correct use of pathology collection manuals is demonstrated</td>
</tr>
<tr>
<td></td>
<td>1.7 Select and prepare equipment appropriate to the collection containers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Element of Competence</th>
<th>2 Perform procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Criteria</td>
<td>2.1 Procedure is explained to client/patient and consent is obtained in accordance with legal and organisational requirements</td>
</tr>
<tr>
<td></td>
<td>2.2 Infection control guidelines are followed</td>
</tr>
<tr>
<td></td>
<td>2.3 Personal protective equipment is used safely</td>
</tr>
<tr>
<td></td>
<td>2.4 Collection and clinical equipment is safely used</td>
</tr>
<tr>
<td></td>
<td>2.5 Organisational guidelines are followed for safe handling of pathology specimens/non pathology specimens</td>
</tr>
<tr>
<td></td>
<td>2.6 Standard and additional precautions are adopted and assistance sought as required</td>
</tr>
<tr>
<td></td>
<td>2.7 Appropriate procedures or collection of sample is followed</td>
</tr>
<tr>
<td></td>
<td>2.8 OHS guidelines relating to disposal of equipment are followed</td>
</tr>
<tr>
<td>Element of Competence</td>
<td>Performance Criteria</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-----------------------</td>
</tr>
<tr>
<td>3</td>
<td>Label and store specimens</td>
</tr>
<tr>
<td></td>
<td>Specimens labelled in accordance with ISO9000 or the National Australian Testing Authority</td>
</tr>
<tr>
<td>3.1</td>
<td>Specimens are processed and stored correctly</td>
</tr>
<tr>
<td>3.2</td>
<td>Specimens are appropriately contained for transport</td>
</tr>
<tr>
<td>3.3</td>
<td>Specimens reported ready for transportation</td>
</tr>
<tr>
<td>3.4</td>
<td>Care for patient</td>
</tr>
<tr>
<td>4</td>
<td>Client/patient is correctly positioned and made comfortable</td>
</tr>
<tr>
<td>4.1</td>
<td>Client/patient is monitored during and on completion of collection procedure to identify potential adverse outcomes</td>
</tr>
</tbody>
</table>

**National Code**: BSAMED201B

**Unit of Competence**: Use basic medical terminology in order to communicate with patients, fellow workers and health professionals

<table>
<thead>
<tr>
<th>Element of Competence</th>
<th>Performance Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Respond appropriately to instructions which contain basic medical terminology</td>
</tr>
<tr>
<td>1.1</td>
<td>Written and oral instructions using basic medical terminology are received, understood and documented</td>
</tr>
<tr>
<td>1.2</td>
<td>Checklists are used where appropriate</td>
</tr>
<tr>
<td>1.3</td>
<td>Abbreviations for commonly used medical terms and associated processes are understood</td>
</tr>
<tr>
<td>1.4</td>
<td>The policies and procedures of the medical practice are understood and adhered to</td>
</tr>
<tr>
<td>1.5</td>
<td>Clarification is sought where necessary</td>
</tr>
<tr>
<td>2</td>
<td>Carry out routine tasks</td>
</tr>
<tr>
<td>2.1</td>
<td>Basic medical terminology is used correctly in the completion of routine tasks</td>
</tr>
<tr>
<td>2.2</td>
<td>Assistance is sought from designated person as required</td>
</tr>
</tbody>
</table>
Learning Unit: Phlebotomy

Nominal Hours: 60 hours

Relationship to National Modules:
- HLTPAT6A  Perform blood collection (Complete)
- BSAMED201A  Use basic medical terminology in order to communicate with patients, fellow workers and health professionals

Pre-requisites:
This course has the following pre-requisite:
- Contribute to a Safe Pathology Collection Workplace

Co-requisites:
This course would be complemented by concurrent study of the following courses:
- Pathology Collection Work Environment
- Introduction to Pathology Collection Practice
- Non-blood Specimens and Tests

Course Summary:
This course is designed to assist students to gain the knowledge, skills and attitudes required for safe routine blood collection from a defined client/patient group. This course does not include complex blood collection techniques.

Learning Outcomes:

<table>
<thead>
<tr>
<th>National Code</th>
<th>Unit of Competence</th>
<th>Performance Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>HLTPAT6A</td>
<td>Perform blood collection</td>
<td></td>
</tr>
</tbody>
</table>

Element of Competence 1: Greet client and apply pre-test criteria

1.1 Patient/client is correctly identified

1.2 Relevant personal and clinical information is obtained in accordance with organisational policies and procedures

1.3 Relevant details are recorded in accordance with organisational policies and procedures

1.4 Consent to collection procedure is obtained from patient

Element of Competence 2: Prepare for blood collection procedure

2.1 Appropriate method of collection is identified and correct procedures are followed

2.2 Standard and additional precautions are adopted as required

2.3 Correct equipment and blood collection tubes are selected and placed in order of draw to ensure the collection accords with test requested

2.4 Organisational procedures are followed
**Element of Competence**  
3 Perform relevant routine blood collection procedure

**Performance Criteria**  
3.1 Infection control guidelines are followed throughout procedure to minimise infection/cross infection  
3.2 Standard and additional precautions are adopted as required  
3.3 Patient/client is correctly and comfortably positioned and appropriately prepared for the specific collection procedure  
3.4 Assistance with procedure is sought if required  
3.5 Appropriate collection site is selected and blood collected using correct procedure and equipment  
3.6 Client is observed during procedure for potential adverse effects  
3.7 Correct volume of blood is transferred to the selected collection tubes in the set order of draw  
3.8 Collection tubes are inverted within timeframe required and according to organisational policies and procedures  
3.9 Pressure is applied to collection site for the required time following withdrawal of needle  
3.10 Blood collection site is observed and dressed, and collector monitors client for adverse effects from the collection

**Element of Competence**  
4 Perform post-blood collection procedures

**Performance Criteria**  
4.1 Contaminated and general waste are disposed of in accordance with infection control protocols and organisational policies and procedures  
4.2 Blood collection tubes are labelled with time and date of collection, client details and other required information  
4.3 All necessary documentation and information transfer is completed so samples can be advanced to further processing in accordance with organisational procedures  
4.4 Collected samples are prepared for transit to further processing or are stored according to requirements of test(s)

**National Code**  
BSAMED201B

**Unit of Competence**  
Use basic medical terminology in order to communicate with patients, fellow workers and health professionals

**Element of Competence**  
3 Use appropriate basic medical terminology in oral and written communication with patients, fellow workers and health professionals

**Performance Criteria**  
3.1 Appropriate basic medical terminology is used as directed in oral communication with patients, fellow workers and health professionals  
3.2 Appropriate basic medical terminology is used as directed in written communication with patients, fellow workers and health professionals  
3.3 Basic medical terminology is spelt and pronounced correctly  
3.4 Advice is sought from designated person with regard to basic medical term(s) and accompanying process(es)
### Learning Unit

**Electrocardiography**

**Nominal Hours:**
30 hours

**Relationship to National Modules**

| National Code | HLTPAT7A | Perform Electrocardiography (Complete) |

**Pre-requisites:**
This course has the following pre-requisites:
- Contribute to a Safe Pathology Collection Work Environment
- Introduction to Pathology Collection Practice
- Pathology Collection Work Environment

**Co-requisites:**
This course would be complemented by concurrent study of the following course:
- Non-Blood Specimens and Tests
- Phlebotomy

**Course Summary:**
This course is designed to assist students to gain the knowledge, skills and attitudes to use an electrocardiograph, and to provide a client’s ECG trace under the supervision of an appropriate health professional.

**Learning Outcomes:**

<table>
<thead>
<tr>
<th>National Code</th>
<th>HLTPAT7A</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Unit of Competence</strong></td>
<td>Perform electrocardiography (ECG)</td>
</tr>
</tbody>
</table>

**Element of Competence 1**

**Performance Criteria**

1. Prepare electrocardiography machine for use
   - 1.1 ECG machine is checked against a checklist before each use for good electrical working order, cleanliness, calibration and correct settings
   - 1.2 ECG machine is checked to ensure that it is maintained according to the AS3551 Technical Management Program for Medical Devices

**Element of Competence 2**

**Performance Criteria**

2. Prepare client and attach ECG leads
   - 2.1 Client is correctly identified, reassured and informed regarding the ECG procedure
   - 2.2 Client information is recorded, e.g., name, medical record number, date and time and whether client has chest pain or is pain free
   - 2.3 Client is positioned for the attachment of leads
   - 2.4 Leads are attached according to procedure manual, and correct lead placement is double checked

**Element of Competence 3**

**Performance Criteria**

3. Produce ECG trace according to the documented procedures
   - 3.1 Leads are labelled as they are recorded, and if a filter is used, it is recorded as well
   - 3.2 Lead 2 ‘rhythm strip’ is recorded, being of a length prearranged with the requesting practitioner
   - 3.3 Trace is produced eliminating sources of interference and maintaining a straight base line
   - 3.4 Client’s chest and ECG electrodes are cleaned on completion of the procedure
   - 3.5 Traces is forwarded to cardiologist for reading
<table>
<thead>
<tr>
<th><strong>Element of Competence</strong></th>
<th><strong>Performance Criteria</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Recognise and manage common ECG interference patterns</td>
</tr>
<tr>
<td>4.1</td>
<td>Electrical interference is identified and managed</td>
</tr>
<tr>
<td>4.2</td>
<td>Recorded identifies and manages excessive skeletal muscle tremor</td>
</tr>
<tr>
<td>4.3</td>
<td>Recorder identifies and manages excessive muscle activity</td>
</tr>
<tr>
<td>4.4</td>
<td>Recorder identifies and manages a wandering base line</td>
</tr>
</tbody>
</table>
Appendices

A  School of Life & Physical Sciences: Student Immunisation & Screening Policy and Student Declaration Form
B  Release and Indemnity Forms
   • Learning Experience Procedure: Venepuncture
C  Science, Engineering & Technology Portfolio IT Use Information and Student Declaration Form – 2003
D  Sample of an Assessment Cover Sheet
E  Program Evaluation Proforma
Appendix A

School of Life & Physical Sciences

Student Immunisation & Screening Policy & Student Declaration Form

1. Introduction

1.1 The School of Life & Physical Sciences seeks to provide a safe and appropriate learning environment for students that promotes contemporary infection control practices. To this end the School:

- actively encourages students likely to be exposed to potentially infectious materials to be protected from infectious diseases by appropriate immunisation. The University, through the RMIT Health Service facilitates ready access for students to:
  - confidential testing of their infectious and current immunisation status
  - low cost vaccines
- recognises its responsibility to provide appropriate educational programs for students in relation to infection control for work in health care settings.

1.2 All students of the School have a right to be treated fairly. Therefore, students with infectious diseases are guaranteed the following protections: the right to confidentiality, a learning environment free from discrimination and/or harassment, and access to clearly defined grievance procedures.

1.3 As a general principle the School supports the right to confidentiality for students in the belief that it not only safeguards personal rights, but also works in the public interest by encouraging them to seek appropriate testing, counseling and treatment and to disclose their infectious status to their employers and/or course coordinators.

1.4 Medical testing for infectious diseases may only be performed with the full and freely given informed consent of the person concerned. Generally medical confidentiality prevents the medical practitioner from disclosing the result of such testing. Students should however be aware that under certain circumstances legislation requires that the treating practitioner advise the professional registration board/relevant authority that a particular person could pose a threat to public safety.

1.5 The School upholds the rights of students with infectious conditions to be entitled to the usual benefits of students and prospective students (such as access to courses and the right to continue in such courses). However, this policy acknowledges that fitness for certain individuals to complete certain courses (such as Pathology Collection, Division 2 Nursing) may not be guaranteed.

1.6 Any decision on whether to deny an infected student participation in particular learning activities/experiences/modules will be based on advice from the treating medical practitioner in conjunction with the guidelines provided by the NH&MRC on “Infection Control in the Health Care Setting”. In line with item 1.5 above, it is recognised that denying access to participation in some modules may preclude the student from fulfilling the requirements to successfully complete the course.
2. Risk Categorisation

(School of Human Services – http://hna.ffh.vic.gov.au/phd/9907018/index.htm)

2.1 The School recognises that not all studies leading to careers in the health industry pose equal risk for infection. The following categorisation of Health Care Workers is recognised as a useful tool to guide immunisation protocols for the courses/modules that it offers.

**Category A – Direct contact with blood or body substances**
This category includes all persons who have physical contact with, or potential exposure to blood or body substances. Examples include dentists, medical practitioners, nurses, allied health practitioners, health care students; emergency personnel (fire, ambulance and volunteer first aid workers); maintenance engineers who service equipment; mortuary technicians; central sterile supply staff; and cleaning staff responsible for decontamination and disposal of contaminated materials.

Examples of School courses of relevance to this categorisation:
- Advanced Diploma of Myotherapy
- Certificate IV in Health (Nursing)
- Certificate III in Pathology Specimen Collection
- Certificate III in Dental Assisting
- Mortuary Practice
- Phlebotomy

3. Student Recruitment/Selection

3.1 During the recruitment/selection process for courses and/or modules identified as risk categories A, B or C (section 2) potential applicants should be informed of the requirement to:
- disclose any infectious conditions which may limit their ability to participate in and/or perform the clinical and/or practical aspects of their course of study (as defined by the NH&MRC Guidelines for Infection Control in Health Care Settings)
- receive immunisation where specified by external organisations providing clinical and/or practical experiences which are integral to the completion of the module and/or course.
4. Pre-commencement Screening

4.1 Whilst not an enforceable requirement of enrolment in its courses, the School strongly recommends that all students seeking to enrol in courses and/or modules identified as risk categories A, B or C (section 2) participate in the recommended screening and immunisation services offered by the RMIT Health Service.

4.2 Module/Course pre-commencement screening will be limited to identification of immunisation requirements and status clarification for students undertaking studies in courses and/or modules identified as risk categories A, B or C (section 2).

Students will be required to sign a declaration stating:
- that they have been informed of the rationale underpinning the recommendations for screening and immunisation for the specific module/course; and the risks associated with failure to comply with the recommendations
- they understand and agree to abide by their personal and professional responsibility in relation to compliance with these protocols

4.3 It should be noted that some modules offered within courses are conducted through other institutions/workplaces who have their own enforceable requirements for immunisation and/or screening. In line with the requirements of these organisations students who do not wish to observe the stated requirements will be precluded from studies in these modules.

4.4 For relevant modules students will be required to sign a declaration that they have disclosed any infectious conditions which may affect their ability to safely and effectively perform the tasks associated with the learning experiences in the module for which they have enrolled. Disclosure of infectious conditions will be no more than that reasonably required in line with NH&MRC Guidelines for Infection Control in Health Care Settings.

5. Scope of Services

5.1 Students likely to be exposed to potentially infectious materials should receive immunisation and/or testing for immune status in accordance with the NH&MRC guidelines. This may include: Hepatitis A, Hepatitis B, HIV, Hepatitis C, Diptheria, Tetanus, Whooping Cough, Measles, Mumps, Rubella, Polio and Tuberculosis.

5.2 The type(s) of immunisation and/or screening recommended will be dependent on the nature of the module/course being undertaken. Advice in relation to this will be provided specific to relevant modules.

6. Professional Obligation

6.1 Students undertaking studies relevant to health care work are expected to demonstrate behaviour that reflects their professional responsibility to exercise a duty of care for clients, co-workers and the community. One aspect of this duty of care is responsibility in matters relating to implementation of infection control practices.

6.2 In line with this responsibility students are expected to be aware of their infectious status in relation to blood borne viruses (Hepatitis B, Hepatitis C, HIV) and tuberculosis and must then act in accordance with the NH&MRC Guidelines for Infection Control in Health Care Settings.

6.3 The need for students to check their status is determined by their risk of exposure through work or lifestyle. If a student’s risk of exposure is negligible there is little justification to check. If however, the student has been exposed either through lifestyle activities, or through accidental exposure it is important for them to be aware of their status and ensure regular testing is conducted. The frequency of testing would be dictated by the degree of risk of exposure and should be determined in consultation with their medical practitioner.
## STUDENT IMMUNISATION AND SCREENING

### STUDENT DECLARATION

### PART A

<table>
<thead>
<tr>
<th>Print Given Name</th>
<th>Print Family Name</th>
<th>Print Student Id No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

declare that as a student in the program

<table>
<thead>
<tr>
<th>Insert Program Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

- have enrolled to undertake studies within the program in relation to Infection Control and/or received exemption for previous studies in a similar module
- am aware of the requirement to abide by, the standards of practice outlined in the NHMRC document: *Infection Control in the Health Care Setting: Guidelines for the prevention and transmission of infectious diseases*
- have been advised of the specific requirements of the Department's Student Immunisation and Screening Policy

### PART B

In signing Part B of this declaration I confirm my agreement to conform to the standards and requirements as specified within the program and in the documents and policies referred to in Part A above for cross-infection control practice as a health care worker to facilitate (in real and/or simulated workplace situations):

- protection of self
- protection of clients/patients
- protection of colleagues
- protection of the community

I understand that failure to conform to these standards and requirements may preclude my ability to participate in some learning experiences and/or successfully complete the program of study.

- Student Signature
- Insert date

### PART C

In signing Part C of this declaration I am advising that I do not agree to conform to the standards and requirements as specified within the program and in the documents and policies referred to in Part A above for cross-infection control practice as a health care worker. I understand that this action will preclude my ability to participate in some learning experiences and successfully complete the program of study.

- Student Signature
- Insert date

Signed Declaration to be filed in Student File
Appendix B

School of Life & Physical Sciences

Release and Indemnity Forms
This release is made by ___________________________ ___________________________
Print Given Names Print Family Name
on the ______________ day of ______________ 2004.

In completing this Release and Indemnity Form I confirm that:

1. I am a currently enrolled student in the Certificate III in Pathology Specimen Collection program conducted by RMIT.

2. I have had the rationale, effects, nature and side effects of venepuncture explained to me and I agree that I am aware of the risks associated with this procedure.

3. I consent to have venepuncture performed on me by another participant in the program in consideration of that participant agreeing to allow me to perform venepuncture practice on him/her.

4. I am not aware of any medical condition which would increase the risk of injury or disease occurring as a consequence of the performance of practice venepuncture on me and I have accurately completed, the details on the accompanying Medical History Form.

5. I irrevocably, personally and for my assigns and legal representatives RELEASE AND FOREVER DISCLAIM Royal Melbourne Institute of Technology (RMIT), its officers, employees and agents from all actions, suits causes of action, claims and demands whatsoever which I now or at any time hereafter may have or which but for the signing of this form might have against RMIT for loss or damage to property or bodily injury, or death howsoever caused, including negligence, resulting from the performance of practice venepuncture on me as part of my participation in the venepuncture learning experiences.

6. I hereby agree to indemnify and keep indemnified Royal Melbourne Institute of Technology (RMIT), against any claim, suit, action or demand brought by any third party against RMIT for bodily injury, disease or death arising out of the performance by me of practice venepuncture on another participant in the program.

7. I have read the provisions of this form and understand their effect.

Signature of Student ___________________________ Student Id No: ___________________________

NB If you are under the age of eighteen years Part C of this form and the accompanying Medical History Form (including the section relating to Consent to Emergency Medical Procedures) must also be completed and signed by your parent/guardian
### PART B: PERSONAL DETAILS

**Please print the details required to complete Part B of this form**

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Date of Birth:</th>
<th>……/……./…….</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>Street:</td>
<td>Post Code:</td>
</tr>
<tr>
<td>Suburb:</td>
<td>Home:</td>
<td>Business:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Home:</td>
<td>Business:</td>
</tr>
<tr>
<td>Name of Emergency Contact No.1.</td>
<td>Relationship:</td>
<td></td>
</tr>
<tr>
<td>Telephone:</td>
<td>Home:</td>
<td>Business:</td>
</tr>
<tr>
<td>Name of Doctor:</td>
<td>Telephone:</td>
<td></td>
</tr>
</tbody>
</table>

**NB.** The accompanying Medical History Form (including the section relating to Emergency Medical Procedures) must be completed and returned with this Indemnity and Release form before students may participate in the venepuncture learning experiences.

### PART C: PARENT/GUARDIAN CONSENT

*If the student is below the age of 18 years this section must be completed by the parent/legal guardian*

I, [Given Names of Parent/Guardian], being the Parent/Guardian of [Family Name of Student], hereby state that I have read and understood the provisions of this form and I [consent/do not consent] to my dependent participating in this program on the terms and conditions stated herein.

**Signature of Parent/Guardian:** [Signature]  **Date:** [……/……./…….]

<table>
<thead>
<tr>
<th>Relationship to Student:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>Street:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suburb:</td>
<td>Post Code:</td>
</tr>
<tr>
<td>Telephone:</td>
<td>Home:</td>
</tr>
</tbody>
</table>

**NB.** The accompanying Medical History Form (including the section relating to Emergency Medical Procedures) must be completed and returned with this Indemnity and Release form before students may participate in the venepuncture learning experiences.
Appendix C
School of Life & Physical Sciences
Medical History Forms
Dear Student

The School of Life & Physical Sciences requires that all students undertaking practical learning experiences (such as venepuncture) as part of their studies in the Certificate III in Pathology Specimen Collection complete the details in this medical history form as a preventive measure in providing you with a safe learning environment. You must complete and submit this form to your Program Coordinator prior to commencing the practical learning activities in your program.

**ALL MEDICAL HISTORY FORMS ARE CONFIDENTIAL**

Your medical history form will be filed in your personal student file within the School. Information contained on this form will only be accessed by education staff directly involved in the provision of learning experiences for which knowledge of your medical history may be important and/or in the event of an unforeseen medical emergency. It is important that you provide accurate and comprehensive information to ensure that every opportunity is taken to provide for your well being whilst you are undertaking your studies in this program.

There are two main sections to this form:

A  Medical History
B  Consent for Emergency Medical Treatment

If you have any questions relating to the completion of this form, please take the earliest opportunity to discuss these with your Program Coordinator.

**NB** If you are under 18 years of age the information requested in this form must be completed by your parent/guardian.

### PERSONAL DETAILS

<table>
<thead>
<tr>
<th>Name of Student</th>
<th>Date of Birth:</th>
<th>……/……/…….</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Id:</td>
<td>Gender: Male:</td>
<td>Female:</td>
</tr>
<tr>
<td>Address: Street:</td>
<td>Post Code:</td>
<td></td>
</tr>
<tr>
<td>Suburb:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Telephone: Home:</td>
<td>Business:</td>
<td></td>
</tr>
</tbody>
</table>

### IN CASE OF EMERGENCY, NOTIFY

<table>
<thead>
<tr>
<th>Name of Emergency</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact No. 1</td>
<td></td>
</tr>
<tr>
<td>Telephone: Home:</td>
<td>Business:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Emergency</th>
<th>Relationship:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact No. 2</td>
<td></td>
</tr>
<tr>
<td>Telephone: Home:</td>
<td>Business:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Doctor:</th>
<th>Telephone:</th>
</tr>
</thead>
</table>
CONSENT TO EMERGENCY MEDICAL ATTENTION

If the student is under the age of eighteen years this section must be completed by the parent/legal guardian

In the event of accident or injury where it is impractical to communicate with me, I voluntarily consent/do not consent to receiving such diagnostic, medical and/or surgical treatment as may be deemed necessary.

I acknowledge that I am responsible for payment of all fees and expenses

Signature of Student: ___________________________ Date: __________/________/______

And/or

Name of Parent/Guardian: ___________________________

Relationship to Student: ___________________________

Address: Street: __________________________________________

Suburb: __________________________________________ Post Code: _______________________

Telephone: Home: __________________________ Business: __________________________

Signature of Parent/Guardian: ___________________________ Date: __________/________/______

MEDICAL HISTORY

HAVE YOU HAD: Yes No Yes No Yes No

Asthma  Bleeding/Blood disorder  Diabetes
Recurrent headaches  Tuberculosis  High Blood Pressure
Seizure disorders/epilepsy  Malaria  Ulcer or gastritis
Thyroid problem  Chicken Pox  Kidney problems
Heart problem/murmur  Scarlet fever  Liver problems
Heart attack/failure  Rheumatic fever  

Other past/current/chronic illnesses/medical conditions/experiences: Please list below or tick box to indicate none if not applicable

☐ None

Allergies: Please list below or tick box to indicate none if not applicable

☐ None

Medications: ___________________________

Foods: ___________________________

Other: ___________________________

Signature of Student: ___________________________ Date: __________/________/______

And/or

Signature of Parent/Guardian: ___________________________ Date: __________/________/______
Appendix D
Science, Engineering & Technology Portfolio
IT Use Information and Student Declaration Form
2004 Academic Year

The Science, Engineering & Technology Portfolio at RMIT wants you to work effectively and appropriately with IT. At enrolment, you are required to sign the IT use agreement on this page, which will form part of your student file in your home Department in the Portfolio.

At the start of semester 1 2004, your program leader/coordinator will arrange for you to attend a 30-minute Portfolio IT information session. It will be important for you to attend, to be updated on the latest changes to IT services & facilities at RMIT, and to find out more about the following IT services.

The Portfolio maintains detailed information and guidelines to support many aspects of your work with IT at our Web site: http://www.life.rmit.edu.au/it/

The Portfolio operates 5 Learning Centres, mainly for class group use, and otherwise for drop-in use by students.

Using the Web, you can conveniently access -- learning resources for many of your courses; your free, Web-based RMIT student email account and many other University services. Your student email account (see http://studentems.rmit.edu.au ) will be a very important avenue for administrative and course-related communication.

The Portfolio also operates an IT helpdesk, for assistance with IT issues not covered in the information sessions or at our Web site. This may be contacted on 9925 7164 or life-ithelpdesk@rmit.edu.au

Note: While the Portfolio is committed to proactive and responsive technical service, it is not liable for consequences arising from: breaches of Portfolio / University computer security provisions, problems with personal computing equipment or private arrangements with Internet Service Providers, service difficulties originating with contracted suppliers of hardware and software, or network performance issues which emerge on the Internet.

Conditions of use of Portfolio information technology resources

There are few rules applicable to the use of our resources, however they are important rules, as the long-term quality of our IT equipment, facilities and services is dependent on how we treat them. The Portfolio requires that you provide signed agreement to the following conditions.

1. I will satisfy RMIT IT conditions of use, as set out at http://www.rmit.edu.au/rules/
2. I will read the user manuals and other information at the Portfolio IT support Web site, before using the Portfolio IT resources.
3. Server passwords will not to be shared.
4. The Learning Centres are to be used for course-related activities only (i.e. no email or online chat of a personal nature).
5. Food and drink are not to be consumed in the Learning Centres.
6. Sound in the Learning Centres will be kept at a level that allows others to work productively.

"I agree to abide by these conditions of use at all times"

Student Name: ____________________________

Student Number: __________________School of Life & Physical Sciences

Signed: ________________________________

Date: ________________________________
Appendix E
Sample of an Assessment Cover Sheet
~ Please see office for correct version, which could not be formatted to fit in this space~

Part A
To be completed by the student

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Student Id No:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Postal Address:</td>
<td>Post Code:</td>
</tr>
</tbody>
</table>

Program Title: Certificate III in Pathology Specimen Collection
Program Code: C3137
Course Title:
Course Code:
Teacher Name:
Assessment Title:
Due Date: / / 

Student Declaration
I declare that the attached assessment item is my own work as defined by the RMIT Policy on Plagiarism

Student Signature:

<table>
<thead>
<tr>
<th>Office Use Only</th>
<th>Date Received: / /</th>
<th>Date Returned: / /</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Recorder:</td>
<td>Signature of Recorder:</td>
<td></td>
</tr>
</tbody>
</table>

Part B
To be completed by the teacher

Assessment Result Achieved:
Comments:

Teacher’s Signature: Date: / / /
### Certificate III in Pathology Specimen Collection

#### Program Evaluation Form

As part of our commitment to continuous quality improvement in the delivery of the Certificate III in Pathology Specimen Collection we believe it is important to gain your perceptions of the learning you have experienced through your studies in this program. To assist us gain this information it would be appreciated if you would take the time to complete this questionnaire.

### Part A General Information

**Please tick the appropriate box to indicate your response to each question**

<table>
<thead>
<tr>
<th></th>
<th>Gender:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>2</td>
<td>Age</td>
<td></td>
</tr>
<tr>
<td>under 16</td>
<td>16 – 20</td>
<td></td>
</tr>
<tr>
<td>21 – 25</td>
<td>26 – 30</td>
<td></td>
</tr>
<tr>
<td>31 – 35</td>
<td>36 – 40</td>
<td></td>
</tr>
<tr>
<td>41 – 45</td>
<td>46 – 50</td>
<td></td>
</tr>
<tr>
<td>51 – 55</td>
<td>over 55</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Highest level of secondary schooling completed</td>
<td></td>
</tr>
<tr>
<td>less than year 10</td>
<td>Year 10</td>
<td></td>
</tr>
<tr>
<td>Year 11</td>
<td>Year 12</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Previous post secondary studies commenced but not completed</td>
<td></td>
</tr>
<tr>
<td>Not applicable</td>
<td>Pre-vocational</td>
<td></td>
</tr>
<tr>
<td>Certificate level</td>
<td>Diploma</td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>Degree</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Please specify:</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Please specify:</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Previous post secondary studies successfully completed</td>
<td></td>
</tr>
<tr>
<td>Not applicable</td>
<td>Pre-vocational</td>
<td></td>
</tr>
<tr>
<td>Certificate level</td>
<td>Diploma</td>
<td></td>
</tr>
<tr>
<td>Advanced Diploma</td>
<td>Degree</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>Please specify:</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Details of Training in the Certificate III in Pathology Specimen Collection</td>
<td></td>
</tr>
<tr>
<td>City Campus</td>
<td>Bundoora Campus</td>
<td></td>
</tr>
<tr>
<td>Combined with the Certificate IV in Health (Nursing)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stand alone study of this course</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Part B  Program Orientation/Induction

<table>
<thead>
<tr>
<th>Area</th>
<th>Ex</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Structure and Content</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recognition of Prior Learning</td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RMIT Occupational Health and Safety Policy</td>
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<tr>
<td>RMIT Equal Opportunity Policy</td>
<td></td>
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</tr>
<tr>
<td>Student Services at RMIT</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Portfolio IT Induction</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Library/Learning Resource Centre Orientation</td>
<td></td>
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</tr>
<tr>
<td>Off-Campus Study Orientation</td>
<td></td>
<td></td>
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<td></td>
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</tr>
<tr>
<td>Study Skills Orientation</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Student Handbook and Program Guide</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

*Comments:*

### Part C  Facilities

<table>
<thead>
<tr>
<th>Facility</th>
<th>Ex</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Size of classrooms/practical laboratories</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Temperature of classrooms/practical laboratories</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lighting of classrooms/practical laboratories</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learning resource facilities of classrooms/practical laboratories</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>University Library/Learning Resource Centre facilities</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Portfolio Computer/Learning Centre facilities</td>
<td></td>
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</tbody>
</table>

*Comments:*

*Using the rating scale provided place a tick in the appropriate box to indicate the quality of the orientation/induction information you received about the following areas:*

*Using the rating scale provided place a tick in the appropriate box to indicate the quality of the facilities used to deliver the off-the-job training:*

---

Certificate III in Pathology Specimen Collection  
School of Life & Physical Sciences  
March 2004
## Part D  Teaching/Learning Support

Using the rating scale provided place a tick in the appropriate box to indicate the quality of the teaching/learning support provided during your Program in relation to the following criteria:

<table>
<thead>
<tr>
<th></th>
<th>Ex</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relevance of the information/skill was explained before commencing</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clarity of explanations given by the teachers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers’ knowledge of the subject</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teachers’ enthusiasm for the subject material</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching strategies used for class presentations</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teaching strategies used for tutorial presentations</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Teaching strategies used for practical/laboratory sessions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student questions were encouraged</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student participation was encouraged</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional learning support was provided when required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students were actively encouraged to engage in self-directed learning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

## Part E  Student Learning Materials

Using the rating scale provided place a tick in the appropriate box to indicate the quality of the student learning materials used during the Program:

<table>
<thead>
<tr>
<th></th>
<th>Ex</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Guide available for each course/learning unit</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation of learning resource manuals/guides</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevance of information</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevance of learning activities</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Availability of support learning resources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:
Part F  Assessment

Using the rating scale provided place a tick in the appropriate box to indicate the quality of the assessment tasks you undertook during this Program:

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Ex</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment requirements for each course/learning unit were explained</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevance of assessment tasks were explained</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Variety of assessment tasks used</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Relevance of assessment tasks (assignments, presentations, tests)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fairness of assessments</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Timeliness of feedback from assessment task</td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>Usefulness of feedback from assessment task</td>
<td></td>
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<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Comments:

Part G  Overall Program Evaluation

Using the rating scale provided place a tick in the appropriate box to indicate your overall perceptions of the Program

<table>
<thead>
<tr>
<th>Perception</th>
<th>Agree</th>
<th>Disagree</th>
<th>Undecided</th>
</tr>
</thead>
<tbody>
<tr>
<td>The initial induction program adequately prepared me for my studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>There was a definite link between my off-the-job and work experience training</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The courses/learning units studied in the Program were relevant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The sequencing of the courses/learning units was appropriate</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The workplace visits/placements were useful</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The teachers were supportive of my learning</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I would recommend this Program to others</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The aspects I found most useful about the Program were:

The aspects I found least useful about the Program were:

Things that I think would improve the Program are:

Thank you for taking the time to complete this questionnaire