

PERSONAL LEARNING REQUIREMENTS

HLT47015 Certificate IV in Sterilisation Services

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

Communication Skills

- Ability to lead meetings with team members / stakeholders
- Capacity to develop effective mediation and conflict resolution skills
- Demonstrate accurate and clear written communication (e.g. reports, compliance documents, instructional documentation)
- High level communication skills to lead a team
- Respond appropriately to feedback or questions
- Respond to communication in a time efficient, accurate and appropriate manner (e.g. verbal instructions or emails)
- Understand, use and respond to non-verbal communication appropriately (e.g. open body language to demonstrate understanding)
- Undertake appropriate and effective communication with team members

Physical Skills

- Adequate vision is required (e.g. to avoid physical hazards)
- Capacity to wear Personal Protective Equipment (PPE) (e.g. masks, gloves & other protective clothing appropriate to a medical environment and infection control)
- Fine motor skills, including the ability to undertake precise coordinated movements of the hands (e.g. pushing, pressing, turning, pinching, squeezing, tensioning)
- Gross motor abilities and good mobility, depending on role (e.g. bending, squatting, kneeling)
- Manual handling techniques (e.g. regular lifting, carrying equipment and tools)

Cognitive Skills

- Ability to carry out work in a required order or sequence (e.g. including understanding and following instructions)
- Ability to learn new processes, methods and equipment
- Ability to organise and manage own workload (e.g. planning and prioritising tasks, time management)
- Ability to perform basic mathematical skills (e.g. budgeting, calculating time costs and equipment needs)
- Ability to reflect and act on feedback, and undertake professional development if required
- Able to apply and interpret industry related terminology, symbols, abbreviations, language
- Anticipate problems in advance and act to avoid them
- Capacity to develop, apply and maintain health industry and medical terminology knowledge
- Critical thinking (e.g. using logic and reasoning to identify the strengths and weaknesses of alternative solutions or approaches to a problem)
- Effective problem-solving ability (e.g. identify suitable materials for job requirements, maintain timely operations)
- Identify, assess and act on existing and potential risks
- Monitor work team tasks in accordance with regulatory and workplace requirements
- Read, understand and interpret written materials (e.g. plans, specifications, standard operating procedures, health & safety documents)
- Report and assist with implementing contingency plan promptly when incidents occur

Behavioural & Social Skills

- Ability to work as part of a team and/or independently
- Attention to detail
- Good time management (e.g. able to work accurately within time constraints)
- Initiative (e.g. willingness to take on responsibilities and challenges)

Technical Skills

- Capacity to develop knowledge of sterilisation machines and tools, including safe use and maintenance
- Operational knowledge of computers/smart devices, including capacity to use industry specific software

Digital Skills

- Able to use useful key words when searching the internet
- Able to format text in a short document
- Able to strengthen a password and updates when prompted
- Begins to use some keyboard shortcuts, e.g. Ctrl C, Ctrl V
- Able to participate in a group message chat e.g. WhatsApp or other
- Able to name, store and locate different files
- Uses reply, reply all and forward email functions appropriately
- Able to create a digital presentation, e.g. PowerPoint®, movie or other
- Interacts with others appropriately using internet based software, e.g. group discussion
- Able to download an eBook

Work Experience Skills

Students must be currently working in the industry and assignments and research will be based on their workplace. Specific skills in addition to those listed above that will be required during any work experience you undertake as part of this course include:

- Ability to appropriately give and receive feedback to colleagues or clients
- Ability to clean clinical and bodily waste, including cleaning and sterilising equipment
- Ability to receive, reflect and act on constructive feedback
- Ability to supervise / lead / mentor others
- Ability to support others in learning (e.g. sharing/demonstrating products)
- Ability to undertake frequent handwashing including in chemically based substances
- Ability to work under pressure
- Accept responsibility for accurate completion of work and seek help when required
- Be responsible for self and others' health and safety
- Commitment to safety (e.g. using Personal Protective Equipment)
- Communicate appropriately (including the use of correct terminology and within regulatory authority legislative requirements) with a range of internal/external clients in a medical environment
- Comply with legal and/or licencing requirements of industry
- Dependable and professional (e.g. reliable, responsible, punctual, professional approach and personal presentation, fulfilling obligations, maintaining confidentiality)
- Establish effective working relationships with colleagues
- Listen actively (e.g. understand instructions and client feedback)
- Maintain neat personal appearance, including a high level of personal hygiene
- Manually operate machinery and equipment (e.g. sterilising equipment, wrapping and packaging of sterile equipment)
- Participate in meetings to inform work practices

- Plan work tasks for self and others as required
- Provide support to team members
- Provide timely, accurate and effective delivery of instructions, feedback and reporting
- Seek and provide feedback on procedures and processes
- Speak clearly and directly with clients, colleagues and stakeholders
- Tolerance to noise from sterilising equipment, and to cleaning products
- Understand and follow policies and procedures (e.g. legal compliance, work instructions, work health & safety)

Industry Legislation or Licencing

- Knowledge of and ability to apply current relevant legislation, regulations and codes of practice will be required to work in this industry
- Current and approved Police Check is required

Before you Enrol

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

Phone: 03 5225 0500

Email: courinfo@gordontafe.edu.au

You can also contact any of our support services:

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

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