

PERSONAL LEARNING REQUIREMENTS

HLT37015 Certificate III in Sterilisation Services

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

Communication Skills

- Respond appropriately to feedback or questions
- Respond to communication in a time efficient, accurate and appropriate manner (e.g. verbal instructions or emails)
- Understand and respond to verbal communication accurately and appropriately
- Written communication (e.g. to take notes, and create and read text)

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 reflect and act on feedback, and undertake professional development if required
- Able to apply and interpret industry related terminology, symbols, abbreviations and language
- Capacity to develop, apply and maintain health industry and medical terminology knowledge
- Identify, assess and act on existing and potential risks
- Read, understand and interpret written materials (e.g. plans, specifications, standard operating procedures, health & safety documents)

Behavioural & Social Skills

- Ability to work as part of a team
- Attention to detail
- Good time management (e.g. able to work accurately within time constraints)

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

Work Experience Skills

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 clean clinical and bodily waste, including cleaning and sterilising equipment
- Ability to receive, reflect and act on constructive feedback
- 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)
- Comply with legal, ethical 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)
- 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, 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 (dated in the year of your course)

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>