



**Australian Government**

**HLTSTE013 Handle, transport and store  
reusable medical devices**

# HLTSTE013 Handle, transport and store reusable medical devices

## Modification History

| Release | Comments   |
|---------|--|
| 1       | This unit of competency was first released in HLT Health Release 11.0. |

## Application

This unit of competency describes the skills and knowledge required to handle, transport and store reusable medical devices according to organisational procedures.

This unit applies to individuals working under general supervision and within established procedures in a range of health and non-health facilities.

*The skills in this unit must be applied in accordance with current Commonwealth and State/Territory legislation, Australian Standards and industry codes of practice.*

## Licensing/Regulatory Information

No licensing, legislative or certification requirements apply to this unit at the time of publication.

## Pre-requisite unit(s)

No pre-requisite units

## Competency field(s)

N/A

## Unit sector(s)

Sterile Medical Equipment

## Elements and Performance Criteria

| Element                                       | Performance criteria  |
|---|---|
| <i>Elements define the essential outcomes</i> | <i>Performance criteria describe the performance required to demonstrate achievement of the element</i> |

|   |   |
|---|---|
| <p>1. Handling reprocessed reusable medical devices</p>                 | <p>1.1 Select and wear attire according to organisational procedures</p> <p>1.2 Perform hand hygiene according to infection prevention and control guidelines and organisational procedures</p> <p>1.3 Minimise handling of reprocessed reusable medical devices to maintain integrity</p> <p>1.4 Inspect reusable medical devices for packaging integrity, labelling and batch control</p> <p>1.5 Identify and confirm processing indicators</p> <p>1.6 Document and report non-conforming reusable medical devices according to organisational procedures</p> <p>1.7 Apply protective packaging to reprocessed items to prevent contamination during transport according to organisational procedures</p> |
| <p>2. Transport reprocessed reusable medical devices</p>                | <p>2.1 Clean and maintain transport equipment according to Standard and organisational procedures</p> <p>2.2 Load and handle transport equipment safely</p> <p>2.3 Handle and transport reusable medical devices according to safe manual handling techniques</p> <p>2.4 Verify that dedicated transport equipment is clean, fully enclosed and correctly labelled prior to loading</p> <p>2.5 Follow designated route and timetable during transport according to organisational procedures</p> <p>2.6 Minimise risk of contamination</p> <p>2.7 Separate clean and sterile reusable medical devices for transport</p>   |
| <p>3. Store clean, disinfected and sterile reusable medical devices</p> | <p>3.1 Identify dedicated storage areas for clean, disinfected and sterile reusable medical devices according to organisational procedures</p> <p>3.2 Verify storage area and cleanliness requirements according to Standard, manufacturer's instructions for use and organisational procedures</p> <p>3.3 Monitor and record temperature of dedicated storage cabinets according to manufacturer's instructions for use and organisational procedures</p> <p>3.4 Check and monitor HEPA filter and air pressure in sterile storage areas</p>   |

|  |   |
|--|---|
|  | <p>3.5 Decant sterile consumables in designated area prior to transfer into the sterile storage area</p> <p>3.6 Monitor access and traffic in the sterile storage area according to organisational policies</p>   |
| 4. Maintain stock levels                           | <p>4.1 Complete stock rotation practices according to organisational procedures</p> <p>4.2 Identify and re-call non-conforming reusable medical devices according to organisational procedures</p> <p>4.3 Identify and discard non-conforming single-use consumables</p> <p>4.4 Assess and calculate stock and imprest levels</p> <p>4.5 Interpret and document stock order requirements according to organisational procedures</p> <p>4.6 Prepare, fill and distribute orders to relevant destination using traceability systems and documented processes</p> <p>4.7 Document and report supply discrepancies according to organisational procedures</p> |
| 5. Monitor and maintain quality of storage process | <p>5.1 Follow batch control identification requirements according to organisational procedures</p> <p>5.2 Identify, document and report non-conforming reusable medical devices according to organisational procedures</p> <p>5.3 Recall reusable medical devices according to Standard, and organisational procedures</p> <p>5.4 Document and report quality assurance requirements including traceability according to organisational procedures</p>  |

## Foundation skills

The foundation skills essential to the performance of this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

| Skills              | Description   |
|---------------------|---|
| Learning skills to: | <ul style="list-style-type: none"> <li>use organisational procedures, manufacturer's instructions and Standards for handling, transporting and storing reusable medical devices.</li> </ul> |
| Reading skills to:  | <ul style="list-style-type: none"> <li>interpret technical environment data and complex batch control labels to identify non-conformances.</li> </ul>                                       |

|                     |  |
|---------------------|--|
| Numeracy skills to: | <ul style="list-style-type: none"><li>• monitor and record environment information.</li><li>• monitor stock levels and work schedules.</li></ul> |
|---------------------|--|

*Digital literacy outcomes are included in the Foundation Skills Companion Volume.*

## **Range of conditions**

N/A

DRAFT

# Assessment Requirements for HLTSTE013 Handle, transport and store reusable medical devices

## Performance Evidence

The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role. There must be evidence that the candidate has:

- followed established procedures, work processes and national Standard for sterile stock management on at least 3 different occasions, including on each occasion:
  - handled and stored at least 2 loads of clean and disinfected reusable medical devices and 2 loads of sterile reusable medical devices
  - selected and used personal protective equipment (PPE) and appropriate attire
  - maintained environmental conditions
  - maintained stock at required levels
  - handled stock to maintain sterile conditions
  - responded to non-conformance
- completed documentation using at least 1 of the following:
  - manual or electronic tracking system
- addressed relevant work health and safety, infection prevention and control and manual handling requirements

## Knowledge Evidence

The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role. This includes knowledge of:

- requirements of Standard AS5369 for handling, transport and storage of reusable medical devices
- storage and stock management principles for reusable medical devices, including:
  - types of storage requirements
  - handling reusable medical devices
  - maintaining sterility
  - event-related shelf-life
  - factors that affect the shelf life of sterile stock
  - environmental factors that compromise sterility
  - procedures to restrict access
  - traceability and quality assurance documentation

- monitor and maintain clean storage environments
- controlled storage environment
  - temperature and humidity
- recall procedures
- features of a transport system required to maintain sterility of packaged items
  - clean transport system
  - fully enclosed transport system
  - clearly labelled transport system
- designated storage requirements for cleaned, disinfected and sterile reusable medical devices
- safe work practices in the sterilisation work area, including:
  - risk factors associated with manual tasks
  - infection prevention and control
  - personal hygiene
  - personal protective equipment (PPE)

## Assessment Conditions

Skills must have been demonstrated in the workplace or in a simulated environment that reflects workplace conditions.

The following conditions must be met for this unit:

- use of suitable facilities, equipment and resources, including:
  - AS5369
  - PPE and appropriate attire
  - a designated sterile stock area
  - cleaned and disinfected reusable medical devices
  - sterile reusable medical devices
  - stock management and ordering system
  - transport equipment
  - quality assurance documentation
  - workplace procedures to be followed
- modelling of industry operating conditions, including presence of situations requiring problem-solving

Assessors must satisfy the current Standards for Registered Training Organisations (RTO's)/AQF mandatory competency requirements for assessors.

## Mandatory Workplace Requirements

Assessment of performance evidence may be in a workplace setting or an environment that accurately represents a real workplace.

## Unit Mapping Information

| Previous Code and Title        | Equivalence | Comments  |
|--------------------------------|-------------|---|
| HLTSTE004 Manage sterile stock | Equivalent  | Changes to terminology in unit application, elements and performance criteria. Significant change to performance evidence and knowledge evidence. |

## Links

Companion volumes, including implementation guides, are found on the national training register - <https://training.gov.au/training/details/HLT>.